

MEETING

CABINET RESOURCES COMMITTEE

DATE AND TIME

WEDNESDAY 2ND APRIL, 2014

AT 8.00 PM (OR AT THE CONCLUSION OF THE PRECEDING CABINET MEETING)

VENUE

HENDON TOWN HALL, THE BURROUGHS, NW4 4BG

TO: MEMBERS OF CABINET RESOURCES COMMITTEE (Quorum 3)

Chairman: **Councillor Daniel Thomas**

Councillors

Richard Cornelius
Tom Davey

David Longstaff
Sachin Rajput

Robert Rams

You are requested to attend the above meeting for which an agenda is attached.

Andrew Nathan – Head of Governance

Governance Services contact: Kirstin Lambert 020 8359 2177 kirstin.lambert@barnet.gov.uk

Media Relations contact: Sue Cocker 020 8359 7039

ASSURANCE GROUP

ORDER OF BUSINESS

Item No	Title of Report	Pages
1.	MINUTES OF THE PREVIOUS MEETING	
2.	ABSENCE OF MEMBERS	
3.	DECLARATIONS OF MEMBERS' DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS	
4.	PUBLIC QUESTION TIME (IF ANY)	
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	Report of the Cabinet Member for Environment, Cabinet Member for Housing, Cabinet Member for Planning and Regulatory Services and Cabinet Member for Resident Safety and Engagement	
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	Report of the Deputy Leader of the Council and Cabinet Member for Resources and Performance	
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14.	ANY OTHER ITEM(S) THAT THE CHAIRMAN DECIDES ARE URGENT	
15.	MOTION TO EXCLUDE THE PRESS AND PUBLIC That under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 9 of Part 1 of Schedule 12A of the Act (as amended):	
16.	GO PLANT LTD FLEET PROCUREMENT WITH MAINTENANCE SERVICES CONTRACT UPDATE	133 - 160
17.	ANY OTHER EXEMPT ITEM(S) THAT THE CHAIRMAN DECIDES ARE URGENT	

FACILITIES FOR PEOPLE WITH DISABILITIES

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Meeting	Cabinet Resources Committee
Date	2 April 2014
Subject	Street Scene Fees and Charges for 2014/2015
Report of	Cabinet Member for Environment
Summary of Report	To approve new and revised fees and charges for 2014/15.

Officer Contributors	Lynn Bishop – Street Scene Director Cory Sunderland – Performance & Monitoring Support Officer
Status (public or exempt)	Public
Wards Affected	All
Key Decision	Yes
Reason for urgency / exemption from call-in	
Function of	Executive
Enclosures	Appendix A – Street Scene Fees & Charges
Contact for Further Information:	Cory Sunderland, Performance & Monitoring Support Officer (020) 8359 3014

1. RECOMMENDATION

- 1.1 **That the Cabinet Resources Committee consider the proposed fees and charges as detailed in Appendix A and approve them for implementation from 1 April 2014, or as soon as possible thereafter.**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Cabinet Resources Committee, 23 September 2004 (Decision item 6) – agreed that increases in fees and charges above the rate assumed in the Financial Forward Plan be approved by the Cabinet Resources Committee.
- 2.2 Cabinet Resources Committee, 25 February 2013 (Decision item 7) – agreed That the Director for Place be authorised, in consultation with the relevant Cabinet members, to make changes to the Charging Schedule as detailed in Appendices A, B and C of the report subject to consultation findings and Appendix D (Equality Impact Assessments) (EIA) as required to progress through approval and adoption by the Committee to take effect from 1 April 2013, or as soon as practicable.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 Fees, charges and allowances need to be reviewed to ensure value for money thereby complying with the 2013-2016 Corporate Plan priority ‘To maintain a well designed, attractive and accessible place, with sustainable infrastructure across the borough’.

4. RISK MANAGEMENT ISSUES

- 4.1 The fees and charges proposed within this report are for discretionary services and so are based on recovering the costs incurred by the Council in providing those. Efforts have been made to limit the charge increases and consideration has been given to the charges adversely affecting demand for the service as well as the need to recoup the cost of providing the service. There will nonetheless remain an element of reputational risk and risk of challenge.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 Notifications in respect of annual increases to fees and charges are the subject of public notice; this enables all residents to be made aware of the increase in charges and their applicable date of change. The proposed above inflation and new fees and charges were published online, between the 25 February and 20 March 2014, on the consultation portal for residents’ feedback and comments prior to implementation. No feedback was received from residents.
- 5.2 An equalities impact assessment screening has been actioned and no adverse impacts, to any group, have been identified.

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

- 6.1 The impact of increased fees and charges will be taken into account in the 2014/15 revenue monitoring and the 2015/16 forward plan process.
- 6.2 All fees and charges go towards recouping costs for delivering the service.
- 6.3 All prices listed do not include VAT, which will only be charged where indicated.

7. LEGAL ISSUES

- 7.1 Local authorities have a variety of powers to charge for specific statutory services set out in statute.
- 7.2 The Local Government Act 2003 also provides a power to trade and a power to charge for discretionary services, the latter on a costs recovery basis. Discretionary services are those that a local authority is permitted to provide under statute but is not obliged to do so.
- 7.3 Where authorities have a duty to provide a statutory service free of charge to a certain standard, no charge can be made for delivery to that standard, however delivery beyond that point may constitute a discretionary service for which a charge could be made.

8. CONSTITUTIONAL POWERS (Relevant section from the Constitution, Key/Non-Key Decision)

- 8.1 Council Constitution, Responsibility for Functions, paragraph 4.6 highlights the functions and responsibility of the Cabinet Resources Committee, which includes Capital and revenue finance, forecasting, monitoring, borrowing and taxation.

Paragraph 4.3.8 of the Council's Financial Regulations requires that the Cabinet Resources Committee 'approve changes to fees and charges that are significantly different from inflation, the introduction of new fees and charges, and changes to fees and charges outside the normal annual cycle.' Under paragraph 4.3.9 of the same Regulations, 'Chief Officers may approve changes to fees and charges annually where the change is broadly in line with inflation', and it is also noted that the date for annual increases does not need to be 1 April.

9. BACKGROUND INFORMATION

- 9.1 Fees and charges are reviewed annually as appropriate. Changes can be agreed by the relevant director in consultation with the relevant Cabinet Member however, increases exceeding the rate of inflation need to be reported to and agreed by the Cabinet Resources Committee.
- 9.2 The increase in price, for the initial 1100 litre bin per 5 flats, was incorrectly calculated last year. The proposed charge for approval takes this into account as well as the increased cost that needs to be recouped.
- 9.3 Due to the change in usage for the majority of our netball courts to multisport courts we have amended our fees and charges to accommodate the change.

- 9.4 With growing interest from not for profit groups to run fitness activities in parks a charge to cover the administration costs has been added. These Groups will be required to provide proof of insurance and assurance or evidence that they have not for profit status.
- 9.5 The charges for Tree Inspection Services have been revised from half or full day prices to an hourly rate with minimum charge to better reflect users requirements. A reduced price is offered for LBB schools to encourage the take up of this service.

10. LIST OF BACKGROUND PAPERS

10.1 None

Cleared by Finance (Officer's initials)	JH
Cleared by Legal (Officer's initials)	PM

StreetScene Fees & Charges 2014/2015

SERVICE	Subject to VAT	UNIT	Charges 2013/2014	Proposed Charges 2014/2015	COMMENTS
Greenspaces					
Tree survey - Schools	N	Per Hour (Min 2 hours)	£210.75 half day / £406.25 full day	£65.00 per hour	Revision of previous half or full day rates for Tree inspections
Tree survey - London Borough Barnet Department	N	Per Hour (Min 4 hours)	£210.75 half day / £406.25 full day	£85.00 per hour	Revision of previous half or full day rates for Tree inspections
Greenspaces - Pitches and lettings					
Netball/Multi sports court per hour	Y/N (depending on business or personal use)	hour	£13.75	£14.00	Scope extended to include cost for multi-sports as well as netball
Greenspaces - Schools					
LBB Netball/Multisports Court booking	N	Per game	£7.20	£7.40	Scope extended to include cost for multi-sports as well as netball
Non LBB Netball/Multisports Court booking	Y/N	Per game	£9.25	£9.50	
LBB School - Tree Inspection Service	N	Hour (Min 4 hours)	£210.75 half day / £406.25 full day	£65.00 per hour	Revision of previous half or full day rates for Tree inspections, including discount for LBB Schools
Non LBB School - Tree Inspection Service	N	Hour (Min 4 hours)	£210.75 half day / £406.25 full day	£85.00 per hour	Revision of previous half or full day rates for Tree inspections
Greenspaces - Other bookings and services					
Not for profit Fitness programmes i.e. volunteer led activities Maximum of 52 sessions over a 6 month period	N	One off fee	N/A	£50.00	New charge - Due to interest from not for profit groups to run activities in parks, charge to cover administration costs. Groups will have provide proof of insurance and assurance or evidence not for profit status.
Refuse - Household waste wheeled bins					
Request for initial 1100 ltr bin per 5 flats	N	Each	£286.00	£417.00	The increase in price, for the initial 1100 litre bin per 5 flats, was incorrectly calculated last year. The proposed charge for approval takes this into account as well as the increased cost that needs to be recouped.

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Meeting	Cabinet Resources Committee
Date	2nd April 2014
Subject	Termination of the Fleet Procurement with Maintenance Services contract (Go Plant Ltd) & Procurement of Streetscene Vehicles
Report of	Cabinet Member for Resources and Performance and Cabinet Member for Environment
Summary of Report	This report updates the 'Waste Collections for the Future' Report to include the purchase of Street Scene vehicles and requests approval to terminate the current Fleet Procurement with Maintenance Services contract by mutual agreement.

Officer Contributors	Lynn Bishop Street Scene Director, Bernard McGreevy Environmental Services Manager - Transport
Status (public or exempt)	Public (with separate exempt report)
Wards Affected	All
Key Decision	Yes
Reason for urgency / exemption from call-in	None
Function of	Executive
Enclosures	Appendix A
Contact for Further Information:	Environmental Services Manager - Transport Bernard McGreevy 0208 359 5100

1. RECOMMENDATION

That Cabinet Resources Committee:

- 1.1 Agree to terminate the existing Fleet Procurement with Maintenance Services contract (FPWMS) with Go Plant Ltd (GPL) by mutual agreement based on Option 3, as outlined in the options appraisal in paragraph 9.17 to this report.
- 1.2 Give approval to transfer the service and staff in-house.
- 1.3 Approve waiver of Contract Procedure Rules (CRC) for a period up to 12 months, to regularise and continue arrangements with existing suppliers which enables and provides business continuity whilst a procurement process is undertaken.
- 1.4 Give approval to procure GPL's Transport IT Software (Chevin Fleetwave) and hardware necessary to support the system.
- 1.5 Approve the remaining capital budget allocation be used to fund purchase of required vehicles to deliver Street Scene services, with the detail of the purchase to be approved by delegated authority of the Street Scene Director.

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Cabinet Resources Committee, 25 March 2008, Decision Item 20 and 31 resolved that:
 - the Fleet Procurement with Maintenance Services Contract be awarded for a period of 10 years with the option at the Council's discretion to extend it for a further five years as indicated within the body of the report.
 - That the Fleet Procurement with Maintenance Services Contract be awarded to Go Plant Limited (GPL), on terms to be agreed based on their bid made on 4 February 2008 and subject to the completion of legal documentation.
 - That any minor variations required in concluding contract terms be agreed by the Director of Environment and Transport in consultation with the Cabinet Member for Environment and Transport
- 2.2 Cabinet Resources Committee, 4 April 2012, Decision Item 11, approved Waste Collection Options for the Future.
- 2.3 Cabinet Resources Committee, 7 November 2012, Decision Item 5, approved the Outline Business Case and Options Appraisal for Waste and Street Scene Services.
- 2.4 Cabinet Resources Committee, 18 April 2013, Decision Item 13, authorised the carrying out of tender processes for the procurement of the Waste and Recycling fleet and approved the addition to the Capital Programme of up to £8.5m funded by Revenue Contribution from the Streetscene Budget over five years.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 The Corporate Plan, 2013/14-2015/16 includes the following strategic objectives:

- To create the right environment to promote responsible growth, development and success across the borough.
- To support families and individuals that need it – promoting independence, learning and well-being.
- To improve the satisfaction of residents and businesses with the London Borough of Barnet as a place to live, work and study.

3.2 The strands of the Corporate Plan (2013/14) that relate to this work are 'To create the right environment to promote responsible growth, development and success across the borough'. The option proposed to terminate the fleet procurement and maintenance contract is designed to deliver better services and cost savings when compared with a 'do nothing' scenario.

3.3 This option seeks to deliver value for money by enhancing fleet maintenance efficiency for the new fleet, whilst allowing Streetscene Services to optimise service delivery and business continuity.

4. RISK MANAGEMENT ISSUES

4.1 As a consequence of the revised model promoted in the waste and recycling Cabinet Resources Committee report in April 2013, to promote cost efficiencies, the original model for the fleet procurement with maintenance contract has now changed significantly. In order to manage this risk, discussions were held with Go Plant Ltd to assess the viability of the contract.

4.2 A signed deed of variation of the service that is full and final allows the mutual termination of the GPL contract, and the contractor will not be able to come back to the Council for any losses it has incurred as a result of termination and / or the decision by the Council to purchase certain fleet vehicles rather than a lease via the Go Plant contract. This minimises the continuing risk of this contract.

4.3 To ensure business continuity and best value for money, Transport Services have considered options for the existing lease arrangements where the current lessor (GPL) is unable or unwilling to novate the existing vehicle leases that extend beyond 30th April 2014; this has been dealt with in the report.

4.4 Failure to achieve the timetable of restructure, procurement of the fleet management IT system, supplies and services, in addition to the recruitment of a new post will affect the management and costs of the future transport service.

4.5 The proposed termination of the Fleet Procurement with Maintenance Services contract with GPL will enable the Council to review the method of delivery of Streetscene Services in the future, without the restriction of an existing contractor limiting the council's decisions process.

4.6 Subject to full identification of risks and liabilities through the full provision of

ELI data from the contractor, the Council should be in a position to mitigate any potential risk and maintain a low risk rating for the transfer of these employees into the Council.

- 4.7 Subject to the approval of the transfer of vehicle maintenance service in-house, Transport Services will have necessary management and administration support, with the addition of the staff that will transfer their employment to the Council under TUPE and recruitment of a Workshop Controller, to effectively manage the delivery of the service going forward.
- 4.8 There is a low risk that the staff whose employment will transfer to the Council under TUPE do not have the experience to undertake the necessary maintenance of the fleet; this has been addressed through the provision of extended warranties and securing the support of the vehicle and equipment manufactures.
- 4.9 The waiving of Contract Procedure Rules for 12 months to enable necessary service providers and suppliers to be procured will minimise the risk of failure to attain necessary goods or services to support the delivery of the maintenance service.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 The Council's transport fleet provided by the Fleet Procurement and Maintenance Services Contract underpins the refuse, street cleansing, grounds maintenance, children and adult social care and health services. These are key services used and appreciated by all residents, businesses and visitors in Barnet.
- 5.2 The proposals in this Report will not lead to any significant change in the services currently being provided by GPL and so there are no equalities implications arising from implementing the recommendations contained in this Report

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

- 6.1 The estimated cost of the fleet maintenance services managed by Transport Services achieves a cost reduction in overhead costs of approximately £125k annually and operational cost reduction of £280k over the retention period when compared to the existing fleet maintenance services operated by GPL. This has been allowed for in determining the total budget requirement under Transport Services which forms part of the 2014/15 budget.
- 6.2 In relation to property issues, the Lease which was entered into between the parties dated 3rd September 2008 relating to the Mill Hill depot will also terminate at the same time as the Fleet Procurement and Maintenance Services contract

7. LEGAL ISSUES

- 7.1 The Fleet Procurement with Maintenance Services Contract was procured in full compliance with both European public procurement rules and the Council's

Contract Procedure Rules. Cabinet Resources Committee awarded the Contract on 25 March 2008.

- 7.2 The Council must comply with its obligations under TUPE in respect of those staff currently employed in the provisions of the FPWMS Contract who will have the right to transfer their employment to the Council if recommendation 3 is approved
- 7.3 Legal Services has advised on the legal implications of exercising the various options throughout.
- 7.4 The Council has statutory powers to provide these services in house or through contractual arrangements.
- 7.5 The Council and GPL can agree arrangements to terminate the FPWMS Contract by mutual agreement. The terms of this agreement should be documented formally and Legal Services can advise as required.
- 7.6 Legal Services confirm that the deed of variation and termination of the service will be full and final, and that the contractor will not be able to come back to the Council for any losses it has incurred as a result of termination and / or the decision by the Council to purchase certain fleet vehicles rather than a lease via the Go Plant contract (Clause 13 of the Deed of Variation).
- 7.7 The Mill Hill depot lease is co-terminus with the main contract.

8. CONSTITUTIONAL POWERS (Relevant section from the Constitution, Key/Non-Key Decision)

- 8.1 Constitution, Part 3 - Responsibility for Functions, paragraph 4.6 specifies the terms of reference of the Cabinet Resources Committee.
- 8.2 Constitution, Contract Procedure Rules (CPR), paragraph 14.2 provides that:
"Contracts may only be extended or varied if all of the following conditions have been met:

- the initial contract was based on a Contract Procedure Rules compliant competitive tender or quotation process;

- the value of the extension or variation added to the value of the original contract does not exceed the original Authorisation threshold as defined in Appendix 1, Table A;"

CPR 14.3 provides that: "In the event that any of the conditions at 14.1 or 14.2 cannot be met, then either a waiver must be sought in accordance with Section 15 (Waivers) or a new procurement commenced".

CPR 14.4 provides that: "Where a variation or extension moves the total value of the Contract into a higher threshold, then either a waiver must be sought in accordance with Section 15 (Waivers) or a new procurement commenced".

- 8.3 Contract Procedure Rules, paragraph 15.1, provides that: "In the event that the application of these rules prevents or inhibits the delivery or continuity of service, Directors or Assistant Directors, Lead Commissioners and Heads of Service may apply for a waiver. All applications for a waiver of these Contract

Procedure Rules must be submitted to Cabinet Resources Committee specifically identifying the reason for which a waiver is sought, including justification and risk”.

- 8.4 The Council Constitution, Contract Procedure Rules – Appendix I, Table A details the Acceptance thresholds in relation to contract extensions and variations.
- 8.5 Waiver of Contract Procedure Rules is being sought, herein, on the basis of exceptional circumstances, in view of the time which it would take to carry out a full procurement process;

9. BACKGROUND INFORMATION

9.1 Cabinet Resources Committee decisions listed below impacted on the Fleet Procurement With Maintenance Services Contract with GPL:

9.1.1 25 March 2008, awarded the Fleet Procurement with Maintenance Services Contract to GPL for a period of 10 years with the option at the Council’s discretion to extend it for a further five years as indicated within the body of the report.

9.1.2 4 April 2012, approved Waste Collection Options for the Future.

9.1.3 7 November 2012, approved the Outline Business Case and Options Appraisal for Waste and Street Scene Services. The business case to retain the refuse and recycling service in-house in and to re model collection methods to reflect the latest legislative and environmental demands. The remodelled service required a re-profiled collection fleet.

9.1.4 18 April 2013, authorised a tender process for the procurement of the Waste and Recycling fleet and approved an addition to the Capital Programme of up to £8.5m to be funded by Revenue Contribution from the Streetscene Budget over five years.

9.2 As a result of 9.1.4, Transport Services in conjunction with Corporate Procurement carried out a detailed market testing exercise and GPL were asked to review their fleet replacement costings; this resulted in no significant change. Thus the Streetscene Service project team reviewed the procurement of the waste and recycling fleet using preferential borrowing, alternative procurement frameworks and maintenance methods.

9.3 The Streetscene Services project team option analysis concluded there was significant cost benefit to the council for maintenance on a ‘Pay as You Go’ (PAYG) basis with vehicles on extended manufacturer’s warranties to minimise risk.

9.4 The Waste and Recycling fleet was subsequently ordered through GPL (acting - as purchasing agents only) for delivery mid October 2013, to coincide with the exit of the May Gurney contract for the Recycling Service and the commencement of the new Waste and Recycling Service.

9.5 As a consequence of the above, in June 2013 Transport Services entered into discussions with GPL to review how GPL would provide maintenance services

for the whole vehicle fleet for the remaining 5 years of the contract. GPL raised concerns that as a result of Barnet's capital purchase of the Waste and Recycling fleet they will experience a significant loss of income, due to the change in the council's method of fleet procurement and provision of maintenances changing the status of the Fleet Procurement with Maintenance Services contract.

- 9.6 In October 2013 GPL entered into discussions with the council's legal team to explore the possibility of mutually terminating the Fleet Procurement with Maintenance Services contract from the 30th April 2014.
- 9.7 GPL are seeking to terminate the provision of fleet maintenance services from 30th April 2014, whilst maintaining the existing contract hire leases and hired fleet vehicles from 1st May 2014, for their remaining contracted term under the Master Lease Agreement to provide business continuity.
- 9.8 There are 12 employees expected to transfer as a result of the decision to bring services back in house. The staff are protected by the Transfer Undertaking Protection of Rights (TUPE) legislation and regulations. Due diligence will be undertaken as part of the Council's standard procedure to identify any potential liabilities, establish the transfer terms and identify risks associated with the transfer. The due diligence will cover the terms of employment, associate payments and working practises and potential pension liabilities. Through the tripartite consultations, the Council will set out any measures required post transfer to mitigate any potential risks or harmonisation into the Council's workforce. Contractual discussions will cover indemnities and liabilities for potential claims prior to the transfer date and post transfer date of any employees.
- 9.9 Subject to the approval of the proposal; the Transport Service Fleet Management team will change from a contract management to a Transport Maintenance management role. This will include the direct supervision of the TUPE'd staff, with the; Fleet Management Operations Manager; FM Controller and Administrator providing operational support of the in sourced staff, and reporting to the Environmental Services Manager - Transport. This will allow a comprehensive internal transformation of the Streetscene Service provision (including Transport Management) and provides the opportunity to rationalise efficiencies in accordance with the recommendations of the 7 November 2012, CRC report 'Outline Business Case and Options Appraisal for Waste and Street Scene Services' (within the 2 years of the report).
- 9.10 It is proposed that the council approves the retention of 164 existing GPL contract hire vehicles on finance lease or spot hire basis from the 1st May 2014. (See Appendix A below). This will allow Streetscene services to continue providing the services in a seamless transition whilst a comprehensive service review is undertaken.
- 9.11 It is further proposed the £1m approved capital funding remaining for the procurement of the Waste and Recycling fleet is amended to include the procurement of vehicles necessary to support the Streetscene Service post 1st May 2014, see Appendix C (exempt report), following the robust process below.
- 9.12 Streetscene Heads of Service and Transport Services have undertaken a joint fleet review to identify the GPL vehicles suitable for capital procurement. This

was undertaken on a value for money basis and allows the Streetscene Director to be flexible in the longer term strategic decisions regarding the resourcing of the service in the future.

9.13 The joint fleet review considered the following evaluation criteria of the current GPL's contract hire vehicles

- Streetscene Service future fleet requirements
- duration of the existing GPL contract hire term and the planned service requirement per vehicle
- GPL's contract hire fleet condition and market value, through CAPS (Market Traders Retail Pricing Index against current market resale value)
- GPL's resale valuation to the council
- cost benefit, vehicle by vehicle, between contract hire and capital procurement giving appropriate consideration to maintenance regimes and vehicle history

9.14 The implementation of the new Transport Workshop and Fleet Management IT system enables Transport Services to improve the efficiency of the transport maintenance services and management reporting, utilising web based functionality. Whilst enabling the restructuring of maintenance staffing to be reviewed to meet the services needs going forward, with any reductions being achieved through planned natural wastage.

9.15 To ensure business continuity and minimal disruption to the existing services on the termination of the Fleet Procurement with Maintenance Services contract with GPL, Transport Services will procure the necessary vehicles from GPL on the 30th April 2014 subject to the outcomes of the joint GPL fleet review and cabinet resources committee approval.

9.16 GPL has identified that its' core business going forward is concentrated on the provision of contract hire vehicles within the highways maintenance sector. Resulting in a different business model and are seeking to mutually terminate none core business including LB Barnet's FPWMS contract.

9.17 Options Appraisal

1. Do nothing

- GPL to continue to provide the Fleet Maintenance Services for remaining contract term until October 2018.
- Contract subject to variation increases GPL workshop charges due to loss of income (GPL have exclusivity of provision) from the fleet procurement element of the contract.
- Restricts future plans for outsourcing Streetscene service due to the inclusion of GPL fleet provider.
- GPL revised business model places existing contract at financial and operational risk.

.2. Terminate FPWMS (GPL) Contract and in source

- Provides on-going cost reduction within fleet maintenance
- Enables fleet maintenance to be reviewed to meet council's service requirements

- Mutual termination of the Contract on 30th April 2014 reduces the risk to the council
- Enables alternative delivery models of Streetscene service with fleet maintenance
- Option 2 does not meet the CRC decision 7 November 2012 report 'Outline Business Case and Options Appraisal for Waste and Street Scene Services' (within the 2 years of the report).

.3. Terminate FPWMS (GPL) Contract and temporarily in source, enabling a Streetscene internal transformation

- All of .2 items apply:
- A signed deed of variation of the service that is full and final allows the mutual termination of the GPL contract
- Subject to the internal transformation will enable the council to review the method of delivery of Streetscene Services in the future, without the restriction of an existing contractor limiting the council's decisions process.

.4 Terminate FPWMS (GPL) Contract and outsource, post Streetscene internal transformation.

- All of .2 and .3 items apply:
- To outsource services will take a minimum of 18 months post review.

10. LIST OF BACKGROUND PAPERS

10.1 The minutes of the consultation meetings between GPL and council officers.

10.2 Any person wishing to inspect the background papers listed above should telephone Bernard McGreevy on 020 8359 5100.

Cleared by Finance (Officer's initials)	AD
Cleared by Legal (Officer's initials)	SD

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Current Leased Fleet

Fleet Number	Vehicle / Plant Description	Type
1V100	Vauxhall Combo Crew Van	Lease
1V101	Vauxhall Combo Crew Van	Lease
1V102	Vauxhall Combo Crew Van	Lease
1V103	Vauxhall Corsa Van 1.3L CDTi	Lease
1V104	Vauxhall Corsa Van 1.3L CDTi	Lease
1V105	Vauxhall Corsa Van 1.3L CDTi	Lease
1V106	Vauxhall Corsa Van 1.3L CDTi	Lease
1V107	Vauxhall Combo Crew Van	Lease
1V108	Vauxhall Combo Crew Van	Lease
1V109	Vauxhall Combo Crew Van	Lease
1V110	Vauxhall Combo Crew Van	Lease
1V111	Vauxhall Combo Crew Van	Lease
2G090	Vauxhall Vivaro Hi-Roof 2.9 Turbo	Lease
2G091	Vauxhall Vivaro Hi-Roof 2.9 Turbo	Lease
2G092	Vauxhall Vivaro LWb 2.0L CDTi	Lease
2G093	Vauxhall Vivaro LWb 2.0L CDTi	Lease
2G094	Vauxhall Vivaro LWb 2.0L CDTi	Lease
2G095	Vauxhall Vivaro LWb 2.0L CDTi	Lease
2T080	Ford Transit 3.5T LWB Double Cab Tipper	Lease
2T081	Ford Transit 3.5T LWB Double Cab Tipper	Lease
2T082	Ford Transit 3.5T LWB Double Cab Tipper	Lease
2T083	Ford Transit 3.5T LWB Double Cab Tipper	Lease
2T084	Ford Transit 3.5T LWB Double Cab Tipper	Lease
2T085	Ford Transit 3.5T LWB Double Cab Tipper	Lease
2T086	Ford Transit 3.5T LWB Double Cab Tipper	Lease
2T087	Ford Transit 3.5T LWB Double Cab Tipper	Lease
2T088	Ford Transit 3.5T LWB Double Cab Tipper	Lease
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2T091	Ford Transit 3.5T LWB Double Cab Tipper	Lease
2T092	Ford Transit 3.5T LWB Double Cab Tipper	Lease
2T093	Ford Transit 3.5T LWB Double Cab Tipper	Lease
2T094	Ford Transit 3.5T MWB Single C/W TL	Lease
2T095	Ford Transit 3.5T MWB Single C/W TL	Lease
2T096	Ford Transit 3.5T MWB Single C/W TL	Lease
2T097	Ford Transit 3.5T MWB Single C/W TL	Lease
2T099	Ford Transit 3.5t Cage Tipper - LWB CCab	Lease
2T100	Ford Transit 3.5t Cage Tipper LWB Crew Cab 115PS STD	Lease
2T101	Ford Transit 3.5t Cage Tipper LWB Crew Cab 115PS STD	Lease
2T102	Ford Transit 3.5t Cage Tipper LWB Crew Cab 115PS STD	Lease
2T103	Ford Transit 3.5t Cage Tipper LWB Crew Cab 115PS STD	Lease
2T104	Ford Transit 3.5t Cage Tipper LWB Crew Cab 115PS STD	Lease
2T105	Ford Transit 3.5t Cage Tipper LWB Crew Cab 115PS STD	Lease
2T106	Ford Transit 3.5t Cage Tipper LWB Crew Cab 115PS STD	Lease
2T107	Ford Transit 3.5t Cage Tipper LWB Crew Cab 115PS STD	Lease
2T108	Ford Transit 3.5t Cage Tipper LWB Crew Cab 115PS STD	Lease
2T109	Ford Transit 3.5t Cage Tipper LWB Crew Cab 115PS STD	Lease
2T110	Ford Transit 3.5t Cage Tipper LWB Crew Cab 115PS STD	Lease
3A034	Mercedes Treka Accessable bus 16 seats	Lease
3A039	Mercedes Treka Accessable bus 16 seats	Lease
4T030	Iveco Eurocargo 7.5T cage tipper t/l	Lease
4T031	Iveco Eurocargo 7.5T cage tipper t/l	Lease
6C004	Dennis Narrow 24tonne OMNI BL	Lease
6C007	Dennis Narrow 24tonne OMNI BL	Lease
6C009	Dennis Narrow 22tonne OMNI BL	Lease
6C010	Dennis Narrow 22tonne OMNI BL	Lease
6P001	Dennis Elite 6x2 Narrow Mid-steer 24T	Lease
6P002	Dennis Elite 6x2 Narrow Mid-steer 24T	Lease
6P003	Dennis Elite 6x2 Narrow Mid-steer 24T	Lease
6R018	Dennis 26tonne c/w Terberg Omni Del	Lease
6R019	Dennis 26tonne c/w Terberg Omni Del	Lease
7S015	Iveco Eurocargo Scarab MerlinXP Sweeper	Lease
7S016	Scarab Minor Road Sweeper	Lease
7S017	Scarab Minor Road Sweeper	Lease
8W030	Hayter 3 gang Ride on	Lease
8W031	Hayter LT324 triple NARROW width	Lease
8W032	Hayter LT324 triple NARROW width	Lease
8W033	Hayter LT324 triple NARROW width	Lease
8W034	Hayter LT324 triple NARROW width	Lease
8W035	Hayter LT324 triple standard width	Lease
8W036	Hayter LT324 triple standard width	Lease
8W037	Hayter LT324 triple standard width	Lease
8W038	Hayter T424 5gang ride on mower	Lease
8W040	Hayter LT324 triple standard width	Lease
8W041	Kubota G 2160	Lease
8W044	Hayter T424 5gang ride on mower	Lease
8W045	Izeki Tractor & Lewis Digger/Loader	Lease
9G109	Hayter 7Gang Mower	Lease
9G112	Hayter 7Gang Mower	Lease
9G113	Hayter 7Gang Mower	Lease
9G114	Hayter 7Gang Mower	Lease
9G115	Hayter 7Gang Mower	Lease

**Appendix A2
Current Hired Fleet with Actions**

Fleet	Vehicle / Plant Description	Contract
1Z316	Peugeot Partner	Regular Hire
1Z316A	Peugeot Partner	Ad Hoc Hire
2Z456A	Ford Transit 280 SWB Van	Ad Hoc Hire
2Z523	Luton Van with Tail Lift	Regular Hire
1Z310	Citroen Berlingo	Regular Hire
2Z496	VW Transporter	Regular Hire
2Z529	VW Crafter	Regular Hire
1Z288	VW Caddy	Regular Hire
1Z291	VW CADDY WITH ROOF RACK	Ad Hoc Hire
1Z273	Renault Kangoo	Regular Hire
1Z274	Vauxhall Astra Van	GPL SPARE
1Z290	VW Caddy	GPL SPARE
1Z312	Ford Connect	Ad Hoc Hire
2Z470	Iveco 3.5T Crew Cab Tipper	GPL SPARE
2Z476	cage Tipper	GPL SPARE
2Z479	LDV Single Cab caged Tipper	GPL SPARE
2Z485	Iveco 3.5T Crew Cab Tipper	GPL SPARE
2Z521	Iveco 3.5T Caged Tipper	GPL SPARE
2Z522	Iveco 3.5T Caged Tipper with TL	Ad Hoc Hire
8Z110	1 TON DUMPER	Ad Hoc Hire
1Z303	VW Caddy	Ad Hoc Hire
2Z516	Iveco 3.5T Caged Tipper with TL	Ad Hoc Hire
4Z258	Iveco 75 E16 7.5 t insulated Tipper	Regular Hire
4Z280	7.5 Tipper	Regular Hire
4Z281	7.5 T Iveco	Regular Hire
4Z282	7.5 T Iveco	Regular Hire
7Z022	Plough	Regular Hire
7Z023	Plough	Regular Hire
6Z002	JCB telehandler	Regular Hire
8Z123	Telehandler & forklift bucket	Regular Hire
2Z477	Ford Transit Van	Regular Hire
1Z326	VW Transporter	Regular Hire
2Z508	3.5t Crew Cab Tipper	Regular Hire
2Z508A	3.5t Crew Cab Tipper	Ad Hoc Hire
1Z304	VW Caddy	Regular Hire
1Z314A	VW Caddy	Regular Hire
1Z289	Volkswagen Caddy	Regular Hire
1Z328	VW caddy	Regular Hire
1Z329	VW caddy	Regular Hire
2Z487	3.5T cage tipper	Regular Hire
2Z525	Ford Transit 3.5T Caged Tipper	Regular Hire
2Z530	Ford Transit 3.5T Caged Tipper	Regular Hire
8Z117	John Deere 6330 Tractor c/w turf tyres & bucket	Regular Hire
3Z111	VW Crafter 17 Seat Mini-bus	Regular Hire
3Z128	Mercedes Treka 513 CDI Accessible bus 17 seater	Regular Hire
3Z140	Mercedes Treka Accessable bus 16 seats	Regular Hire
3Z141	Mercedes Treka Accessable bus 16 seats	Regular Hire
3Z155	Mercedes Treka 515 CDI 17 seater	Regular Hire
3Z156	Mercedes Treka 515 CDI 17 seater	Regular Hire
3Z158	Mercedes Treka 515 CDI Welfare Minibus 17 seat	Regular Hire
3Z159	Mercedes Treka 515 CDI Welfare Minibus 17 seat	Regular Hire
1Z311	Hyundai I3	Regular Hire
3Z105	VW Crafter 17 Seat Mini-bus	Regular Hire
3Z106	VW Crafter 17 Seat Mini-bus	Regular Hire
3Z107	VW Crafter 17 Seat Mini-bus	Regular Hire
3Z108	VW Crafter 17 Seat Mini-bus	Regular Hire
3Z109	VW Crafter 17 Seat Mini-bus	Regular Hire
3Z114	VW Crafter 15 Seat Mini-bus	Regular Hire
3Z124	VW Crafter 17 Seat Mini-bus	SPARE
3Z126	VW Crafter 17 Seat Mini-bus	SPARE
3Z127	VW Crafter 17 Seat Mini-bus	Regular Hire
3Z131	Mercedes Treka 513 CDI Accessible bus 17 seater	Regular Hire
3Z132	Mercedes Treka 513 CDI Accessible bus 17 seater	Regular Hire
3Z133	Mercedes Treka 513 CDI Accessible bus 17 seater	Regular Hire
3Z134	Mercedes Treka 513 CDI Accessible bus 17 seater	Regular Hire
3Z135	Mercedes VITO (WCA) Van 5 seats	Regular Hire
3Z136	Mercedes VITO (WCA) Van 5 seats	Regular Hire
3Z137	VW Crafter 17 Seat Mini-bus	Regular Hire
3Z138	VW Crafter 17 Seat Mini-bus	Regular Hire
3Z139	VW Crafter 17 Seat Mini-bus	Regular Hire
3Z142	Renault Master 9 Seater W/c Accessible	Regular Hire
3Z143	Mercedes Treka 515 CDI 17 seater	Regular Hire
3Z144	Ford Transit 17 seat minibus	Regular Hire
3Z145	VW Crafter 17 Seat Mini-bus	Regular Hire
3Z146	VW Crafter 17 Seat Mini-bus	Regular Hire
3Z147	VW Crafter 17 Seat Mini-bus	Regular Hire
3Z149	Mercedes Vito	Regular Hire
3Z151	Ford Transit 17 seat minibus	Regular Hire
3Z152	Ford Transit 17 seat minibus	Regular Hire
3Z153	Ford Transit 17 seat minibus	Regular Hire
3Z154	Ford Transit 17 seat minibus	Regular Hire
3Z157	Mercedes Treka 515 CDI 17 seater	Regular Hire
3Z160	Mercedes Treka 515 CDI Welfare Minibus 17 seat	Regular Hire
1Z325	VW Caddy Van 2.0 SDI C20	Regular Hire
1Z327	VW Caddy	Regular Hire
2Z353A	3.5 CAGED Tipppers	Regular Hire
2Z355A	IVECO 3.5T	Ad Hoc Hire
2Z355B	IVECO 3.5T	Ad Hoc Hire
2Z407	Transit Go Gum	Regular Hire
2Z450	Ford Transit Crew Cab Cage Tipper	Regular Hire
2Z466	Iveco 3.5T Crewcab Tipper	GPL SPARE
2Z486	3.5 Crew cab Caged Tipper	Ad Hoc Hire
2Z488	Iveco 3.5t cage tipper with boards	Ad Hoc Hire
2Z495	Luton Van with Tail Lift	Regular Hire
2Z495E	Ford Transit Luton C/w T/l	Ad Hoc Hire
2Z509	3.5t Iveco caged tipper	Ad Hoc Hire
2Z531	Ford Transit 3.5t Single Cab Caged Tipper	Regular Hire
2Z532	Ford Transit Crew Cab Caged Tipper	Regular Hire
4Z292	Daf 7.5T Caged Tipper	Regular Hire
4Z295	Daf 7.5T D/Cab Caged Tipper	Regular Hire
4Z296	Isuzu Forward (Euro5) 7.5t Tipper	Regular Hire
5Z015	Daf 26 tonne Grab Tipper Lorry	Regular Hire
1Z322	VW Caddy Van 1.6 Tdi C20	Regular Hire
1Z323	VW Caddy Van 1.6 Tdi C20	Regular Hire
1Z324	VW Caddy Van 1.6 Tdi C20	Regular Hire
1Z330	Nissan NV200 Panel Van	Regular Hire
1Z331	Citroen Berlingo	Regular Hire
1Z332	Citroen Berlingo	Regular Hire
2Z540	Ford Transit LWB Panel Van	Regular Hire
4Z279	7.5 Box--T/L	Regular Hire
4Z279C	7.5 tonne Iveco	Ad Hoc Hire
4Z297	Iveco Box 7.5t t/l	Regular Hire
4Z298	Daf Box 7.5t t/l	Regular Hire
6Z023	Isuzu 7.5t RCV food waste	Regular Hire
6Z024	Isuzu 7.5t RCV food waste	Regular Hire
5Z013	DAF 18 tonne Skip Lorry	Regular Hire

Meeting	Cabinet Resources Committee
Date	2 April 2014
Subject	Fees and charges for Development and Regulatory Services (delivered by Re (Regional Enterprise) Ltd.)
Report of	Cabinet Member for Safety and Resident Engagement Cabinet Member for Planning and Regulatory Services Cabinet Member for Environment Cabinet Member for Housing
Summary	To approve the proposed new and revised fees and charges, which have been subject to a public consultation, for 2014/15.
Officer Contributors	Joe Henry, Assistant Director - Development Management & Building Control, Regional Enterprise Rick Mason, Assistant Director – Regulatory Services, Regional Enterprise Cath Shaw Enterprise and Regeneration Lead Commissioner
Status (public or exempt)	Public
Wards Affected	All Wards
Key Decision	No
Reason for urgency/ Exemption from call-in	Not applicable
Function of Enclosures	Executive Appendix A –Fees and Charges Appendix B – Planning Pre – Application Notes Appendix C – Equalities Impact Assessment for increased charges for pre-purchased graves
Contact for Further Information:	Paula O'Dumody, Business Performance & Development Manager (020) 8359 4368

1. RECOMMENDATIONS

- 1.1 To consider and approve the proposed new and revised fees and charges to take effect from 14th April 2014.
- 1.2 The new schedule of fees and charges to be published on the Council's website.

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Cabinet Resources Committee, 23 September 2004 (Decision item 6) – agreed that increases in fees and charges above the rate assumed in the Financial Forward Plan be approved by the Cabinet Resources Committee.
- 2.2 Cabinet Resources Committee, 25 February 2013 (Decision item 7) – Approved.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 Fees, charges and allowances need to be reviewed to ensure value for money, thereby complying with the 2013/14 strategic objective of promoting growth, development and success across the borough.

4. RISK MANAGEMENT ISSUES

- 4.1 In proposing the fees and charges, consideration has been given to the impact of increases adversely affecting demand for the service as well as the need to recoup the costs of providing the service and in turn on the achievement of the administration's priorities. Any risk associated with fees and charges will be monitored.
- 4.2 Failure to agree the proposed charges for additional services would result in savings targets not being delivered and will hinder the ability to deliver service improvement and increase customer satisfaction.
- 4.3 Failure to agree proposed increases and other changes to charges would result in fees not covering costs of delivery.
- 4.4 There is a perceived risk that introducing chargeable additional services will impact on normal service delivery. The outsourced service delivery contract between the council and Capita PLC includes a large number of performance indicators across all services, including a customer satisfaction performance indicator. These have been set at a level which should ensure excellent service delivery. Failure to deliver expected service level could result in key performance indicators on customer satisfaction not being met.
- 4.5 There is a reputational risk and risk of challenge for example, Judicial Review, if the correct process is not followed.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 A public consultation to enable residents and other interested parties to comment on the proposed fees and charges took place for one calendar month from the 18th

February 2014. There have been no responses to the consultation.

- 5.2 An Equalities Impact Assessment (EqIA) (Appendix C) has been undertaken, and identified a greater potential adverse financial impact relating to one of the proposed new approaches to charges for Hendon Cemetery and Crematorium on some communities and particularly the Muslim community, where religious practice can make it unacceptable to use a grave for more than one person. As no comments were submitted on this during the consultation period, the proposed fee has been included in the recommended schedule of fees and charges.

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

- 6.1 Value Added Tax (VAT) will only be charged where indicated in the fees and charges schedule (appendix A), subject to advice on application of VAT rules by the Finance service of London Borough of Barnet.

7. LEGAL ISSUES

- 7.1 Local authorities have a variety of powers to charge for specific statutory services set out in statute.
- 7.2 The Local Government Act 2003 also provides a power to trade and a power to charge for discretionary services, the latter on a costs recovery basis. Discretionary services are those that a local authority is permitted to provide under statute but is not obliged to do so.
- 7.3 Where authorities have a duty to provide a statutory service free of charge to a certain standard, no charge can be made for delivery to that standard, however delivery beyond that point may constitute a discretionary service for which a charge could be made.
- 7.4 There is a range of legislation permitting charging for different services, some which set prescribed fees and charges for a given service and others which allow discretion based on costs of providing the service.

8. CONSTITUTIONAL POWERS (Relevant section from the Constitution, Key/Non-Key Decision)

- 8.1 Council Constitution, Responsibility for Functions, paragraph 4.6 sets out the functions of the Cabinet Resources Committee which includes considering income sources and charging policies.
- 8.2 Paragraph 4.3.8 of the Council's Financial Regulations requires the Cabinet Resources Committee (CRC) to 'approve changes to fees and charges that are significantly different from inflation, the introduction of new fees and charges, and changes to fees and charges outside the normal annual cycle'.

9. BACKGROUND INFORMATION

- 9.1 On 1 October 2013, the Council's Development and Regulatory Services transferred to Re (Regional Enterprise) Limited, a joint venture between the Council and Capita

PLC.

- 9.2 The Council has agreed to a number of business cases which Re would deliver and these include the introduction of additional chargeable discretionary services.
- 9.3 Where applicable, the provision of additional services will be delivered by additional resource in order to ensure service delivery is not impacted negatively.
- 9.4 In some cases, the additional discretionary services are designed to give customers the option to receive a more tailored service appropriate to their requirements. It is anticipated that the delivery of these services will improve customer satisfaction.
- 9.5 Planning Services have been providing some of the proposed additional chargeable services as a pilot since November 2013 and this pilot has been a success, with excellent customer feedback.
- 9.6 Some of these fees in the schedule in Appendix A relate to non-executive functions and the fees will be subject to separate approval by the relevant committee - their inclusion in the report is for information only.

10 LIST OF BACKGROUND PAPERS

10.1 None

Cleared by Finance (Officer's initials)	JH
Cleared by Legal (Officer's initials)	PM

Development & Regulatory Services Fees & Charges 2014/2015					
SERVICE	Subject to VAT	UNIT	Charges 2013/2014	Proposed Charges 2014/2015	COMMENTS
Highways					
Unlicensed Skip found on the highway	N	Each	£270.00	£278.32	
Site inspection charge Skips	N	Each	£54.00	£55.66	
Licence to erect or retain on or over a highway any scaffolding or other structure	N	Each	£162.00	£166.99	
Licence to erect a hoarding or fence and site inspections to monitor compliance	N	Each	£162.00	£166.99	
Licence to construct works, cellars, cranes, portacabins, temporary crossovers, vaults or pavement lights under or on a street	N	Each	£162.00	£166.99	
Licence to temporarily deposit materials in a street or to make an excavation in it and the undertaking of site inspections to monitor compliance	N	Each	£162.00	£166.99	
Vehicle Crossover - Processing and monitoring of Crossover applications and works under possible alternative arrangements where works are arranged by residents rather than the Authority	N	Each	£378.00	£389.64	Charge includes for an initial site visit on receipt of a crossover application, granting or refusing application, further site visits as required to monitor the works carried out and issuing a completion certificate.
Vehicle Crossover - On occasions where it is necessary for obstructions to be considered for removal in order for a crossover to be constructed such as a tree or lighting column, thereby necessitating a site visit by a tree officer/lighting engineer.	N	Each	£108.00	£111.33	
Rechargeable construction Works - Vehicle Crossovers, Street Lighting, Highway Construction, Sign supply and installation etc.	N	Each	Cost + 40%	Cost + 40%	
Vehicle Crossover White Line Re-marking existing faded lines	N	Each	£108.00	£111.33	Charge includes for up to 5 metres - Each additional metre is charged at £20.
Section 50 Street works licence	N	Per licence	£275.00	£275.00	No change

Section 50 inspections	N	Per licence	£169.00	£169.00	£169.00	This is a one off charge for carrying out inspections in accordance with NRSWA 1991.
Memorial Seat/bench, up to 6ft in length, Including on-going care for 10 years.	N	Each Bench	£1,039.00	£1,071	£1,071	To be consistent with Hendon Cemetery
Works directed under the Highways Act 1980 and the Town & Country Planning Act 1990. Pre-application initial meeting to discuss proposed developments.	N	Each	£540.00	£556.63	£556.63	
Works directed under the Highways Act 1980 and the Town & Country Planning Act 1990. Pre-approval meeting to discuss the scope of adoptable highway works in connection with new roads within proposed developments	N	Hourly Rate up to Snr Eng	£118.50	£122.15	£122.15	
Works directed under the Highways Act 1980 and the Town & Country Planning Act 1990: Pre-approval meeting to discuss the scope of adoptable highway works in connection with new roads within proposed developments	N	Hourly Rate above Snr Eng	£183.50	£189.15	£189.15	
The alteration of parking layout through Traffic Management Order (TMO) processes. Charge covers the public consultation, advertising and one TMO alteration	Y	Each	£1,836.00	£1,892.55	£1,892.55	1. Where objections are received to traffic orders the cost is increased by an additional £210 to take into account staff time in considering the objections. 2. Additional charges may apply if there is significant design input required from Officers. 3. The cost of actual work will be a separate composite unit rate based on contractor's tendered rate plus 30% overhead costs
Enquiries on Highway matters requiring an official response. To cover all enquiries including GIS, Traffic Management Order, traffic schemes, accident data, rights of way and similar	N	Each	£194.00	£199.98	£199.98	Enquires requiring more than two items or queries to be addressed will be charged at £75 per additional item.

<p>Section 38, 278 and 106 Highway Work : Technical approval of highway layout & construction details and the supervision of adoptable highway works in connection with new estate roads offered for adoption</p>	<p>N</p>	<p>Each</p>	<p>12%, 15.5% and 20.5%</p>	<p>12%, 15.5% and 20.5%</p>	<p>These works are carried out under Section 38 / 278 of the Highways Act 1980 and / or Section 106 of the Town and Country Planning Act by Agreement. See Note 5. Highest percentage figure used when works cost in under £400,000. Lowest percentage used when works cost £.1m to £2m. When works cost over £2m they are subject to individual negotiation. The Fees and Charges made will recover all expenses incurred in checking of the technical submission, site inspections, processing and administration. However, provision will be made when dealing with external developers to recover all costs incurred by the Council as a result of the increased scope of the works, delay in developers programme for completion of highway works, concluding the relevant agreements under the Highways Act 1980 and dealing with any objections when processing statutory orders.</p>
<p>Minor Offsite Highways Work : Technical approval of highway layout & construction details and the supervision of highway works on the public highway for minor offsite highways work necessitated by the new development</p>	<p>N</p>	<p>Each</p>	<p>£2,688.25</p>	<p>£2,771.05</p>	<p>under section 184 of the Highways Act 1980, the charges relate to each access created or closed.</p>
<p>Highway Licences : Processing of Licences under the Highways Act 1980 on new developments (i.e. under Sections 142;177;179;181 etc.)</p>	<p>N</p>	<p>Each</p>	<p>£3,367.75</p>	<p>£3,471.48</p>	<p>Initial application fee. Additional charges may be levied as the Fees and Charges made will recover all expenses incurred in checking of the technical submission, site inspections, processing and administration. However, provision will be made when dealing with external developers to recover all costs incurred by the Council as a result of the increased scope of the works, delay in developers programme for completion of highway works, concluding the relevant agreements under the Highways Act 1980 and dealing with any objections when processing statutory orders.</p>

Processing of Stopping Up Order Under Section 247 of Town & Country Planning Act 1990	N	Each	£4,394.25	£4,529.59	Initial application fee. Additional charges may be levied as the Fees and Charges made will recover all expenses incurred in checking of the technical submission, site inspections, processing and administration. However, provision will be made when dealing with external developers to recover all costs incurred by the Council as a result of the increased scope of the works, delay in developers programme for completion of highway works, concluding the relevant agreements under the Highways Act 1980 and dealing with any objections when processing statutory orders.
Processing of Stopping Up Order Under the Highways Act 1980	N	Each	£6,905.00	£7,117.67	Initial application fee. Additional charges may be levied as the Fees and Charges made will recover all expenses incurred in checking of the technical submission, site inspections, processing and administration. However, provision will be made when dealing with external developers to recover all costs incurred by the Council as a result of the increased scope of the works, delay in developers programme for completion of highway works, concluding the relevant agreements under the Highways Act 1980 and dealing with any objections when processing statutory orders.
Processing of Notification for Transport for London approval under TMA 2004	N	Each	£3,367.75	£3,471.48	Initial application fee. Additional charges may be levied as the Fees and Charges made will recover all expenses incurred in checking of the technical submission, site inspections, processing and administration. However, provision will be made when dealing with external developers to recover all costs incurred by the Council as a result of the increased scope of the works, delay in developers programme for completion of highway works, concluding the relevant agreements under the Highways Act 1980 and dealing with any objections when processing statutory orders.
Consideration of a request to construct a vehicle crossover, where works are arranged by the authority via the highways term contractor	N	Each	£128.00	£131.94	Charge includes time taken to process the application with site visit, marking out site, calculating costs and preparing and posting a quotation, including recording all details on the data base.

Deposit related to an application for a licence to erect or retain on or over a highway any scaffolding or other structure	N	Each	Minimum £500.00	£515.40	Minimum deposit, however sum is calculated based on area and hence likely damage and estimated reinstatement costs
Deposit related to an application to erect a hoarding or fence and site inspections to monitor compliance	N	Each	Minimum £500.00	£515.40	Minimum deposit, however sum is calculated based on area and hence likely damage and estimated reinstatement costs
Deposit in relation to a request to construct works, cellars, cranes, portacabins, temporary crossovers, vaults or pavement lights under or on a street	N	Each	Minimum £500.00	£515.40	Minimum deposit, however sum is calculated based on area and hence likely damage and estimated reinstatement costs
Deposit in relation to an application to temporarily deposit materials in a street or to make an excavation in it and the undertaking of site inspections to monitor compliance	N	Each	Minimum £500.00	£515.40	Minimum deposit, however sum is calculated based on area and hence likely damage and estimated reinstatement costs
Vehicle Crossover Legal Agreement	N	Each	£175.00	£180.39	Cost includes recovery of costs incurred relating to the processing of the application and scheduling agreement for Legal. Legal costs in preparing for signing agreements and Local Land charges.
Vehicle Crossover White Line - Process Application	N	Each	£140.00	£144.31	Charge includes time taken to process the application with site visit, marking out site, calculating costs and preparing and posting a quotation, including recording all details on the data base.
Vehicle Crossover White Line Installation	N	Each	£154.00	£158.74	Charge includes for up to 5 metres - Each additional metre is charged at £20.
Licence to place skip on the highway	N	Each	£25 per Week	£25 per week with a £50 minimum	Minimum of two weeks will apply
Renewal for expired skip licence	N	Each	£25 per week	£25 per week with a £50 minimum	Minimum of two weeks will apply
Watercourse Consent	N	Each	New	£50.00	This is a new duty inherited as a lead local flood authority from the environment agency. The fee is fixed by legislation.
Rechargeable Works					

Anything done to temporarily restrict or prohibit traffic in order to facilitate a Special Event or similar whether on or off-street. Includes site meetings, making and advertising temporary traffic orders and erecting street notice. Excludes signs/road markings.	N	Per order	£189.00	£194.82	Fee to cover initial consideration including site inspection, consultations, estimate preparation and processing costs. The cost of actual work will be a separate composite unit rate based on contractor's tendered rate plus 30% overhead costs to cover detailed design, drafting and advertising traffic order/notice(s), Supervision and admin costs. Note: Discretionary charges or a waiver of fees may be applied in instances where the Council considers it appropriate – for example Charity events
Approval to carry out a traffic count on borough roads	N	Each	£297.00	£306.15	Up to inflation
Anything done to restrict or prohibit traffic on a road in order to carry out works on or near the road. Includes making temporary traffic orders, advertising, providing notification of the restrictions and making, erecting, maintaining diversion signs, barriers etc. to implement the road closure and removal thereof	N	Per order	£3,624.00	£3,735.62	Fixed fees for making temporary traffic orders to be charged are £500.00 for activities covered in the Coordination Code of Practice Para 7.3.21 & 22. Includes for maintaining signs for 3 months. Additional charges to apply beyond 3 months. Includes for up to 6 signs - additional charge of £500.00 per sign thereafter.
Anything done to temporarily restrict or prohibit traffic in order to carry out works on or near the road. Includes site meetings, making and advertising temporary traffic orders and erecting street notice. Excludes signs/road markings	N	Per order	£1,850.00	£1,906.98	Fixed fees for making temporary traffic orders to be charged at £350.00 for activities covered in the Coordination Code of Practice Para 7.3.21 & 22.
Consideration of a request to place a traffic sign to indicate the route to specified land or premises and the placing of such a sign	N	Per Sign	£314.00	£323.67	
Provide traffic flow data from automatic traffic counters or previously conducted manual counts	N	Each	£378.00	£389.64	
London Permit Scheme - Permit Fee - Cat 0, 1,2 and TS roads - Major PAA	N	per permit	£105.00	£105.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point.
London Permit Scheme - Permit Fee - Cat 0, 1,2 and TS roads - Major	N	per permit	£240.00	£240.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point.

London Permit Scheme - Permit Fee - Cat 0, 1,2 and TS roads - Standard	N	per permit	£130.00	£130.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point.
London Permit Scheme - Permit Fee - Cat 0, 1,2 and TS roads - Minor	N	per permit	£65.00	£65.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point.
London Permit Scheme - Permit Fee - Cat 0, 1,2 and TS roads - Immediate	N	per permit	£60.00	£60.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point.
London Permit Scheme - Permit Fee - Cat 0, 1,2 and TS roads - Permit Variation	N	per permit	£45.00	£45.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point.
London Permit Scheme - Permit Fee - Cat 3 and 4 and non TS roads - Major PAA	N	per permit	£75.00	£75.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point.
London Permit Scheme - Permit Fee - Cat 3 and 4 and non TS roads - Major	N	per permit	£150.00	£150.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point.
London Permit Scheme - Permit Fee - Cat 3 and 4 and non TS roads - Standard	N	per permit	£75.00	£75.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point.

London Permit Scheme - Permit Fee - Cat 3 and 4 and non TS roads - Minor	N	per permit	£45.00	£45.00	£45.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point.
London Permit Scheme - Permit Fee - Cat 3 and 4 and non TS roads - Immediate	N	per permit	£40.00	£40.00	£40.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point.
London Permit Scheme - Permit Fee - Cat 3 and 4 and non TS roads - Permit Variation	N	per permit	£35.00	£35.00	£35.00	Charge is as agreed by Department for Transport when approving the London Permitting Scheme LoP's. It should be noted that the Secretary of State can vary the fees downwards at any future point.
Permit Scheme Fixed Penalty Notice for failure to apply for a permit before commencing works	N	Per failure	£500.00	£500.00	£500.00	Charge is discounted to £300 if payment is made within 29 days
Permit Scheme Fixed Penalty Notice for failure to comply with a permit condition	N	Per failure	£120.00	£120.00	£120.00	Charge is discounted to £80 if payment is made within 29 days
Planning						
Policy Publications						
Planning Briefs & Supplementary Planning Guidance	N	Each	£38.00	£38.00	£39.17	
(for residents only)	N	Each	£16.00	£16.00	£16.49	
Conservation Publications						
Conservation Area Character Appraisals	N	Each (sub areas within the Hampstead Garden Suburb Conservation Area will be charged as a single Appraisal document)	£32.25	£32.25	£33.24	

(for residents only)	N	Each. Each sub area within the Hampstead Garden Suburb Conservation Area will be charged as a single Appraisal document.	£16.00	£16.49	
Statutory List of Buildings of special architectural or historic interest	N	Each	£43.00	£44.32	
(for residents only)	N	Each	£21.50	£22.16	
Schedule of Building of local or historic interest	N	Each	£32.25	£33.24	
(for residents only)	N	Each	£16.00	£16.49	
Statutory List extracts	N	Each	£21.50	£22.16	
One building per extra copy	N	Each	£16.00	£16.49	
Article 4 Directions per area	N	Each	£32.25	£33.24	
Conservation Area Maps	N	Each	£37.75	£38.91	
(for residents only)	N	Each	£21.50	£22.16	
Development Control Documents					
Copies of Planning Decisions	N	Each	£27.00	£27.83	
Copies of Enforcement Notices	N	Each	£27.00	£27.83	
Weekly list of Planning applications per area by email	N	Each	No Charge	No charge	
Tree Preservation Order	N	Each	£60.00	£61.85	
Tree Preservation Order Extract	N	Each	£33.00	£34.02	
All Planning Services					
Photocopying per copy					
A3	N	Each	£1.50	£1.55	
A4	N	Each	£1.00	£1.03	
Reproduction of maps/drawings					
A1-A0	N	Each	£21.00	£21.65	

A2		N	Each	£15.75	£16.24	
A3		N	Each	£1.50	£1.55	
A4		N	Each	£1.00	£1.03	
CD copy of applications						
Per CD		N	Each	£32.25	£33.24	
(for residents only)		N	Each	£16.00	£16.49	
Historic Planning Information						
Price per file		N	Each	£16.00	£16.49	
(for residents only for applications decided before 1 Jan 200) Requests for files may take a month to process as the files are archived off site.		N	Each	£10.75	£11.08	
Correspondence requiring research to answer						
Per question per address			Per question per address	£72.00	£74.22	
Enforcement Enquiry per question per address			Per question per address	£72.00	£74.22	
High Hedge Complaints						
Complaint Investigation		N	Per address	£566.75	£584.21	
(50% discount for specified benefits)		N	Per address	£280.75	£289.40	
Postage						
A5		N	Each	£2.05	£2.11	
A4 package		N	Each	£6.15	£6.34	
A4		N	Each	£4.10	£4.23	
Faxed Information - per A4 page in addition to relevant charge		N	Each	£6.15	£6.34	
Other Planning Costs						
Planning Advice Charges (Pre-Application Advice)						
Category A + (Complex - 150+ residential units or 4000m ² + of commercial floor space)		Y	Initial meeting	£9,000.00	£9,277.20	
Category A (Complex - 100+ residential units or 4000m ² + of commercial floor space)		Y	Initial meeting	£7,000.00	£7,215.60	

Category B (Complex - 25+ residential units or 2000m ² + of commercial floor space)	Y	Initial meeting	£5,000.00	£5,154.00
Category C (Major - 10-24 residential units or 1000m ² -2000m ² commercial floor space)	Y	Initial meeting	£2,500.00	£2,577.00
Category D + (Minor - 2-9 residential units, 100m ² -999m ² commercial floor space or creation of one residential unit where there are complex heritage issues)	Y	Initial meeting	£1,500.00	£1,546.20
Category D (Minor - 2-4 residential units, 100m ² -999m ² commercial floor space or creation of one residential unit where there are complex heritage issues)	Y	Written Advice only, no meeting	£800.00	£824.64
Category E (Creation of one residential unit: creation of one additional residential house or flat; The replacement of an existing residential unit; The conversion of 1 property into 2 residential units (Please note, where there are complex heritage listed building or conservation issues, a replacement or additional dwelling may still fall within category D)		Written Advice only, no meeting	£265.00	£273.16
Category F (Small scale development: Small extensions/ alterations (including advertisements) to commercial or similar premises below the threshold of category D; Small changes of use to such premises below the threshold of category D; Other small scale developments below the threshold of category D)	Y	Written Advice only, no meeting	£210.00	£216.47
Category G (Householder development: Extensions or alterations to a single residential unit)	Y	Written Advice only, no meeting	£115.00	£118.54
Rates For Officers Giving Specialist Advice & Charges for Subsequent Meetings				
Case Officer up to Principal Planner	Y	Per hour	£210.00	£216.47
Team Leader/Manager	Y	Per hour	£262.50	£270.59
Service Heads and Directors	Y	Per hour	£315.00	£324.70
Business relationship manager	Y	Annual charge	£2,100.00	£2,164.68
Specialist Advice (Conservation & Design, Highways)	Y	Per hour	£250.00	£257.70
Additional Planning Services				
Overall Service				
Additional Planning Services				

Planning Advice Charges (Pre-Application Advice)						
<u>Categories A+, A and B</u>						
Meeting date and speed of receiving meeting notes	Y	New	Based on published officer hourly rates above			Existing pre-application advice service for categories A-D+ makes a commitment for a planning officer to arrange a meeting date within 2 weeks after the validation of a pre-application request and to provide a detailed written advice note within 3 weeks of the meeting date (providing no further research or site investigation is required). The premium service will not impact on service quality or speed of the standard per-application service.
<u>Categories C and D+</u>						
Meeting within 6 working days of valid receipt	Y	New	25% above pre-application fee			
Meeting notes within 5 working days of meeting	Y	New	10% above pre-application fee			
Faster service	Y	New	Based on published officer hourly rates above			
<u>Categories D, E and F</u>						
Written advice within 6 working days of valid request	Y	New	25% above pre-application fee			
Faster service	Y	New	Based on published officer hourly rates above			Existing pre-application advice service makes a commitment to provide written advice within 3 weeks of the validation of pre-application request. The premium service will not impact on service quality or speed of the standard per-application service.
<u>Category G (Householder requests)</u>						
Written advice within 6 working days of valid request or site visit	Y	New	£50			
Meeting on site within 6 working days of valid receipt	Y	New	£150			
Faster service	Y	New	Based on published officer hourly rates above			
Land Charges						
Full Search	N	£200.00	£206.16			
Expedited 24 hr Full Search	N	£235.00	£242.24			
Certificate of Search (LLC1)	N	£67.50	£69.58			
Additional Enquiries (each)	N	£45.00	£46.39			
Extra Parcels of Land (each)	N	£45.00	£46.39			
CON29 ONLY	N	£132.50	£136.58			

Search refresh - within 93 days of original search	N			£85.00	£87.62
<u>Online Search - via NLIS</u>					
NLIS full search	N		£195.00		£201.01
NLIS LLC1	N		£65.00		£67.00
NLIS CON 29	N		£130.00		£134.00
Any one requesting 9 Searches or more at the same time will be entitled to a 10% discount.	N				
<u>Personal Searches</u>					
One Parcel of Land (view only)	N		Free		Free
One Parcel of Land (copy of documentation provided)	N		£25.00		£25.77
Extra Parcels of Land (each)	N		£1.50		£1.55
<u>Common Land Searches</u>					
One Parcel	N		£25.50		£26.29
Extra Parcels (each)	N		£1.50		£1.55
<u>Copy of Official Documentation</u>					
Copies of Planning Decisions	N	Each	£27.00		£27.83
Copies of Enforcement Notices	N	Each	£27.00		£27.83
Weekly list of Planning applications per area by email	N	Each	No Charge		
Tree Preservation Order	N	Each	£60.00		£61.85
Tree Preservation Order Extract	N	Each	£33.00		£34.02
Listed Buildings	N		£40.00		£41.23
Light Obstruction Notices	N		£37.00		£38.14
Repair Notices	N		£35.00		£36.08
Improvement Grants	N		£35.00		£36.08
Covenants	N		£35.00		£36.08
Agreements	N		£47.50		£48.96
Article 4 Directions	N		£30.00		£30.92
Duplicate Searches	N		£45.00		£46.39
CON29R Enquires of local authority (2007)					
<u>Planning and Building Regulations</u>			-		

1.1. Planning and building decisions and pending applications							
Which of the following relating to the property have been granted, issued or refused or (were applicable) are the subject of pending applications?							
(a) a planning permission *	N	£11.00	£11.34				
(b) a listed building consent *	N	£11.00	£11.34				
c) a conservation area consent *	N	£11.00	£11.34				
(d) a certificate of lawfulness of existing use or development *	N	£11.00	£11.34				
(e) a certificate of lawfulness of proposed use or development *	N	£11.00	£11.34				
(f) building regulations approval	N	£11.00	£11.34				
(g) a building regulation completion certification	N	£11.00	£11.34				
(h) any building regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme	N	£11.00	£11.34				
1.2. Planning designations and proposals							
What designations of land use for the property or the area, and what specific proposals of the property, are contained in any existing or proposed development plan?	N	£11.00	£11.34				
Roads		-					
2. Roadways, footways and footpaths							
Which of the roads, footways and footpaths named in the application for this search (via boxes B and C) are							
(a) highways maintainable at public expense *	N	£11.00	£11.34				
(b) subject to adoption and, supported by a bond and bond waiver	N	£11.00	£11.34				
c) to be made up by a local authority who will reclaim the cost from the frontagers	N	£11.00	£11.34				
(d) to be adopted by a local authority without reclaiming the cost from the frontagers	N	£11.00	£11.34				
Other Matters		-					
3.1 Land required for public purposes							
Is the property included in the land required for public purposes?	N	£11.00	£11.34				
3.2 Land to be acquired for road works							

Is the property included in land to be acquired for road works?	N			£11.34	
3.3 Drainage agreements and consents	N				
Do either of the following exist in relation to the property?	N				
(a) an agreement to drain buildings in combination into an existing sewer by means of a private sewer **	N		Contact the local water company		
(b) an agreement or consent for (i) a building, or (ii) extension to a building on the property, to be built over, or in the vicinity of a drain, sewer or disposal main? **	N				
3.4 Nearby road schemes					
Is the property (or will it be) within 200 metres of any of the following?					
(a) the centre line of a new trunk road or special road specified in any order, draft order or scheme	N		£17.00	£17.52	
(b) the centre line of a proposed alteration or improvement to an existing road involving construction of a subway, underpass flyover, footbridge, elevated road or duel carriageway	N		£17.00	£17.52	
(c) the outer limits of construction works for a proposed alteration or improvement to an existing road involving (i) construction of a roundabout (other than a mini roundabout) or (ii) widening by construction of one additional traffic lanes	N		£17.00	£17.52	
(d) the outer limits of (i) construction of a new road to be built by a local authority (ii) an approved alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway (iii) construction of a roundabout (other than a mini roundabout) or widening by construction of one or more additional traffic lanes.	N		£17.00	£17.52	
(e) the centre line of the line proposed route of the new road under proposals published for public consultation	N		£17.00	£17.52	
(f) the outer limits of (i) construction of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway (ii) construction of a roundabout (other than a mini roundabout) (iii) widening by construction of one or more additional traffic lanes, under proposals published for public consultation	N		£17.00	£17.52	
3.5. Nearby railway schemes					

Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tram, light railway or monorail?	N		£11.00	£11.34	
3.6. Traffic schemes					
Has a local authority approved but not yet implemented any of the following for the roads, footways and footpaths (named in box B) which about the boundaries of the property?	N				
(a) permanent stopping up or diversion	N		£11.00	£11.34	
(b) waiting or loading restrictions	N		£11.00	£11.34	
(c) one way driving	N		£11.00	£11.34	
(d) prohibition of driving	N		£11.00	£11.34	
(e) pedestrianisation	N		£11.00	£11.34	
(f) vehicle width or weight restriction	N		£11.00	£11.34	
(g) traffic calming works including road humps	N		£11.00	£11.34	
(h) residents parking controls	N		£11.00	£11.34	
(i) minor road widening of improvement	N		£11.00	£11.34	
(j) pedestrian crossings	N		£11.00	£11.34	
(k) cycle tracks	N		£11.00	£11.34	
(l) bridge building	N		£11.00	£11.34	
3.7. Outstanding notices					
Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this form?					
(a) building works	N		£11.00	£11.34	
(b) environment	N		£11.00	£11.34	
(c) health and safety	N		£11.00	£11.34	
(d) housing	N		£11.00	£11.34	
(e) highways	N		£11.00	£11.34	
(f) public health	N		£11.00	£11.34	
3.8. Contravention of building regulations					
Has a local authority authorised in relation to the property any proceedings for the contravention of any provision contained in Building Regulations?	N		£11.00	£11.34	

3.9 Notices, orders, directions and proceedings under Planning Acts						
Do any of the following subsist in relation to the property, or has a local authority decided to issue, serve, make or commence any of the following?	N					
(a) an enforcement notice	N	£11.00	£11.34			
(b) a stop notice	N	£11.00	£11.34			
c) a listed building enforcement notice	N	£11.00	£11.34			
(d) a breach of condition notice	N	£11.00	£11.34			
(e) a planning contravention notice	N	£11.00	£11.34			
(f) another notice relation to a breach of planning control	N	£11.00	£11.34			
(g) a listed building repairs notice	N	£11.00	£11.34			
(h) in the case of a listed building deliberately allowed to fall into disrepair, a compulsory purchase order with a direction for minimum compensation	N	£11.00	£11.34			
(i) a building preservation notice	N	£11.00	£11.34			
(j) a direction restricting permitted development	N	£11.00	£11.34			
(k) an order revoking or modifying planning permission	N	£11.00	£11.34			
(l) an order requiring discontinuance of use or alteration or removal of building works	N	£11.00	£11.34			
(m) a tree preservation order	N	£11.00	£11.34			
(n) proceedings to enforce a planning agreement or planning contribution	N	£11.00	£11.34			
3.10 Conservation area						
Do the following apply in relation to the property?						
(a) the making of the area a conservation area before 31 August 1974	N	£11.00	£11.34			
(b) an unimplemented resolution to designate the area a conservation area	N	£11.00	£11.34			
3.11 Compulsory purchase						
Has any enforceable order or decision been made to compulsorily purchase or acquire the property?	N	£11.00	£11.34			
3.12 Contaminated land						

Do any of the following apply (including any relating land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm or pollution of controlled waters might be caused on the property)?						
(a) a contaminated land notice	N	£11.00	£11.34			
(b) in relation to a register maintained under section 78R of the Environmental Protection Act 1990	N	£11.00	£11.34			
(i) a decision to make an entry	N					
(ii) an entry	N					
c) consultation with the owner or occupier of the property conducted under section 78G(3) of the Environmental Protection Act 1990 before the service of a remediation notice	N	£11.00	£11.34			
3.13 Radon gas						
Do records indicate that the property is in a 'Radon Affected Area' as identified by the Health Protection Agency?	N	www.ukradon.org				
* Information available free of charge online						
CON 290 Optional enquiries of the Local Authority (2007)						
4. Road proposals by private bodies	N	£23.00	£23.71			
5. Public paths or byways	N	£23.00	£23.71			
6. Advertisements	N	£23.00	£23.71			
7. Completion notices	N	£23.00	£23.71			
8. Parks and Countryside	N	£23.00	£23.71			
9. Pipelines	N	£23.00	£23.71			
10. Houses in multiple occupation	N	£23.00	£23.71			
11. Noise abatement	N	£23.00	£23.71			
12. Urban development areas	N	£23.00	£23.71			
13. Enterprise zones	N	£23.00	£23.71			
14. Inner urban improvement areas	N	£23.00	£23.71			
15. Implied planning zones	N	£23.00	£23.71			
16. Land maintenance notices	N	£23.00	£23.71			
17. Mineral consultation areas	N	£23.00	£23.71			
18. Hazardous substance consents	N	£23.00	£23.71			

19. Environmental and pollution notices	N		£23.00	£23.71	
20. Food safety notices	N		£23.00	£23.71	
21. Hedgerow notices	N		£23.00	£23.71	
22. Common land, town and village greens	N		£23.00	£23.71	
Street Naming and Numbering					
Application for numbering a property	N	Per property	£87.25	£89.94	
Application for naming a road (Authority choice of name)	N		£308.50	£318.00	
Application for naming a road (Applicants choice of name adhering to SNN Policy, with Fire Brigade approval)	N		£463.00	£477.26	
Naming or renaming of house or block of flats (Authority choice of name)	N		£123.25	£127.05	
Naming or renaming of house or block of flats (Applicants choice of name, adhering to SNN Policy, with Fire Brigade approval)	N		£205.75	£212.09	
Naming or renaming of commercial premises (Authority choice of name)	N		£180.00	£185.54	
Naming or renaming of commercial premises (Applicants choice of name, adhering to SNN Policy, with Fire Brigade approval)	N		£257.25	£265.17	
Enforcement of street naming and numbering (where an application hasn't been made)	N		£154.25	£159.00	
Numbering new developments	N	5 to 19 units	£425 + 35 per unit	£440 + 36 per unit	
	N	20 to 50 units	£950 + £25 per unit	£980 + £25.75 per unit	
		Above 50 units		Above 50 units by assessment	
Trading Standards and Licensing					
Poisons					
Inclusion on the list to sell poisons	n	Per application	£60	£60	No Change
Alteration of list	n	Per application	£25	£25	No Change
Retention of name on list	n	Per application	£60	£60	No Change
Fireworks					

Licence to sell fireworks all year round	n	Per application	maximum statutory fee,	maximum statutory fee,	maximum statutory fee,
Fireworks storage registration new applications	n	Per application	maximum statutory fee	maximum statutory fee	maximum statutory fee
Fireworks storage applications	n	Per application	maximum statutory fee	maximum statutory fee	maximum statutory fee
Renewal	n	Per application	maximum statutory fee	maximum statutory fee	maximum statutory fee
Sex Establishments					
Sex Establishments - new	n	Per application	£2,150	£2,150	No Change
Sex Establishments - renewal	n	Per application	£2,150	£2,150	No Change
Hypnotism					
Hypnotism	n	Per Event	£21	£21	No Change
Street Trading					
Street Trading – Permanent licences	n	Per application	£1.32 per sq Metre per day	£1.32 per sq Metre per day	No Change
	n	Per application	Up to 3 Sq M £100 3-10 Sq M £300 10-15 Sq M £600 Over 15 Sq M (max 25Sq M) £900	Up to 3 Sq M £100 3-10 Sq M £300 10-15 Sq M £600 Over 15 Sq M (max 25Sq M) £900	No Change
Street Trading – Temporary Licences	n	per licence	£28	£28	No Change
Casual temporary trader registration (12 months validity) £28.00	n				

Street Markets: Daily street trading licence charge									
Scrap Metal									
Site Licence New	n	Per application	£570.00	£570.00	10- 14 stalls £15 per stall per day 15-19 stalls £14 per stall per day 20-24 stalls £13 per stall per day 25-30 stalls £11 per stall per day >30 stalls £10 per stall per day (with a discount for subsequent days available)	10- 14 stalls £15 per stall per day 15-19 stalls £14 per stall per day 20-24 stalls £13 per stall per day 25-30 stalls £11 per stall per day >30 stalls £10 per stall per day (with a discount for subsequent days available)		No Change	
Site Licence variation	n	Per application	£230.00	£230.00				No Change	
Site Licence Renewal	n	Per application	£450.00	£450.00				No Change	
Site Licence Duplicate licence	n	Per application	£20.00	£20.00				No Change	
Collectors Licence New	n	Per application	£265.00	£265.00				No Change	
Collectors Licence Variation	n	Per application	£130.00	£130.00				No Change	
Collectors Licence renewal	n	Per application	£200.00	£200.00				No Change	
Collectors Licence duplicate	n	Per application	£20.00	£20.00				No Change	
Sports Grounds									
Fee for issue/amendment of a safety certificate for a designated stand under Safety at Sports Ground Act 1975.	n	Per application	£2,950.00	£2,950.00				No Change	
Fees for issue/amendment of a regulated stand under Fire Safety and Places of Sport Act 1987: Total capacity of sport ground 500-999	n	Per application	£800.00	£800.00				No Change	

Fees for issue/amendment of a regulated stand under Fire Safety and Places of Sport Act 1987: \$ Total capacity of sport ground 1000-4999	n	Per application	£1,475.00	£1,475.00	No Change
Fees for issue/amendment of a regulated stand under Fire Safety and Places of Sport Act 1987: \$ Total capacity of sport ground 5000-9999	n	Per application	£2,950.00	£2,950.00	No Change
Fees for transfer of either a regulated stand or safety certificate	n	Per application	£1,000.00	£1,000.00	No Change
Fee for replacement or cancellation of either a regulated stand or safety certificate	n	Per application	£50.00	£50.00	No Change
Film classification					
<30 minutes	n	per film	£200.00	£200.00	
30-59 Minutes	n	per film	£300.00	£300.00	
60-89 Minutes	n	per film	£400.00	£400.00	
90 Minutes	n	per film	£500.00	£500.00	
Film classification waiver					
First film – viewed in full	n	per film	£190.00	£190.00	
Subsequent film – viewed in full	n	per film	£120.00	£120.00	this will not be offered in future
First film – not viewed	n	per film	£115.00	£115.00	this will not be offered in future
Subsequent film – not viewed	n	per film	£70.00	£70.00	this will not be offered in future
Gambling					
New Bingo Premises	n	Per application	£1,110.00	£1,110.00	Fee changes are agreed by Licensing Committee
New Adult Gaming Centre	n	Per application	£1,110.00	£1,110.00	Fee changes are agreed by Licensing Committee
New Betting Premises Track	n	Per application	£1,110.00	£1,110.00	Fee changes are agreed by Licensing Committee
New Family Entertainment Centre	n	Per application	£1,110.00	£1,110.00	Fee changes are agreed by Licensing Committee
New Betting Premises (Other)	n	Per application	£1,110.00	£1,110.00	Fee changes are agreed by Licensing Committee
Annual fees					
Bingo Premises annual fee	n		£580.00	£580.00	Fee changes are agreed by Licensing Committee
Adult Gaming Centre annual fee	n		£580.00	£580.00	Fee changes are agreed by Licensing Committee
Betting Premises Track annual fee	n		£580.00	£580.00	Fee changes are agreed by Licensing Committee
Family Entertainment Centre annual fee	n		£580.00	£580.00	Fee changes are agreed by Licensing Committee

Betting Premises (Other) annual fee	n		£580.00	£580.00	Fee changes are agreed by Licensing Committee
Provisional Statement					
Bingo Premises Provisional Statement	n	Per application	£1,070.00	£1,070.00	Fee changes are agreed by Licensing Committee
Adult Gaming Centre Provisional Statement	n	Per application	£1,070.00	£1,070.00	Fee changes are agreed by Licensing Committee
Betting Premises Track Provisional Statement	n	Per application	£1,070.00	£1,070.00	Fee changes are agreed by Licensing Committee
Family Entertainment Centre Provisional Statement	n	Per application	£1,070.00	£1,070.00	Fee changes are agreed by Licensing Committee
Betting Premises (Other) Provisional Statement	n	Per application	£1,000.00	£1,000.00	Fee changes are agreed by Licensing Committee
Bingo Premises Application Fee – Provisional Statement Holders	n	Per application	£1,000.00	£1,000.00	Fee changes are agreed by Licensing Committee
Adult Gaming Centre Application Fee – Provisional Statement Holders	n	Per application	£1,000.00	£1,000.00	Fee changes are agreed by Licensing Committee
Betting Premises Track Application Fee – Provisional Statement Holders	n	Per application	£950.00	£950.00	Fee changes are agreed by Licensing Committee
Family Entertainment Centre Application Fee – Provisional Statement Holders	n	Per application	£950.00	£950.00	Fee changes are agreed by Licensing Committee
Betting Premises (Other) Application Fee – Provisional Statement Holders	n	Per application	£1,000.00	£1,000.00	Fee changes are agreed by Licensing Committee
Transfer					
Bingo Premises transfer	n	Per application	£1,060.00	£1,060.00	Fee changes are agreed by Licensing Committee
Adult Gaming Centre transfer	n	Per application	£1,060.00	£1,060.00	Fee changes are agreed by Licensing Committee
Betting Premises Track transfer	n	Per application	£950.00	£950.00	Fee changes are agreed by Licensing Committee
Family Entertainment Centre transfer	n	Per application	£950.00	£950.00	Fee changes are agreed by Licensing Committee
Betting Premises (Other) transfer	n	Per application	£1,060.00	£1,060.00	Fee changes are agreed by Licensing Committee
Variation					
Bingo Premises Variation	n	Per application	£1,020.00	£1,020.00	Fee changes are agreed by Licensing Committee
Adult Gaming Centre Variation	n	Per application	£1,000.00	£1,000.00	Fee changes are agreed by Licensing Committee

Betting Premises Track Variation	n	Per application	£1,020.00	£1,020.00	Fee changes are agreed by Licensing Committee
Family Entertainment Centre Variation	n	Per application	£1,000.00	£1,000.00	Fee changes are agreed by Licensing Committee
Betting Premises (Other) Variation	n	Per application	£1,020.00	£1,020.00	Fee changes are agreed by Licensing Committee
Reinstatement					
Bingo Premises Reinstatement	n	Per application	£600.00	£600.00	Fee changes are agreed by Licensing Committee
Adult Gaming Centre Reinstatement	n	Per application	£600.00	£600.00	Fee changes are agreed by Licensing Committee
Betting Premises Track Reinstatement	n	Per application	£600.00	£600.00	Fee changes are agreed by Licensing Committee
Family Entertainment Centre Reinstatement	n	Per application	£600.00	£600.00	Fee changes are agreed by Licensing Committee
Betting Premises (Other) Reinstatement	n	Per application	£600.00	£600.00	Fee changes are agreed by Licensing Committee
Permit					
Notification of change of circumstances fee – All Premises	n	Per application	£50.00	£50.00	Fees set by Gambling Act 2005
Copy of Licence Fee – All Premises	n	Per application	£25.00	£25.00	Fees set by Gambling Act 2005
Licensed premises Gaming Machine Permit - New	n	Per application	£150.00	£150.00	Fees set by Gambling Act 2005
Licensed premises Gaming Machine Permit - Annual Fee	n	Per each	£50.00	£50.00	Fees set by Gambling Act 2005
Licensed premises Gaming Machine Permit - Variation	n	Per application	£100.00	£100.00	Fees set by Gambling Act 2005
Licensed premises Gaming Machine Permit - Transfer	n	Per application	£25.00	£25.00	Fees set by Gambling Act 2005
Notification of two or less gaming machines	n	per notification	£50.00	£50.00	Fees set by Gambling Act 2005
Club Gaming Permit - New	n	Per application	£200.00	£200.00	Fees set by Gambling Act 2005
Club Gaming Permit - Annual fee	n	Per each	£50.00	£50.00	Fees set by Gambling Act 2005
Club Gaming Permit - Variation	n	Per application	£200.00	£200.00	Fees set by Gambling Act 2005
Club Gaming Permit - New	n	Per application	£200.00	£200.00	Fees set by Gambling Act 2005

Club Gaming Permit - Annual fee	n	each	£50.00	£50.00	Fees set by Gambling Act 2005
Club Gaming Permit - Variation	n	Per application	£200.00	£200.00	Fees set by Gambling Act 2005
Prize Gaming Permit - New	n	Per application	£200.00	£200.00	Fees set by Gambling Act 2005
Prize Gaming Permit - renewal	n	Per application	£200.00	£200.00	Fees set by Gambling Act 2005
Prize Gaming Permit - Change of name	n	Per application	£25.00	£25.00	Fees set by Gambling Act 2005
Unlicensed Family Entertainment Centres - New	n	Per application	£300.00	£300.00	Fees set by Gambling Act 2005
Unlicensed Family Entertainment Centres - Renewal	n	Per application	£200.00	£200.00	Fees set by Gambling Act 2005
Unlicensed Family Entertainment Centres - Change of Name	n	Per application	£25.00	£25.00	Fees set by Gambling Act 2005
Copy of All Permits	n	Per application	£15.00	£15.00	Fees set by Gambling Act 2005
Small Society Lottery - New registration	n	Per registration	£40.00	£40.00	Fees set by Gambling Act 2005
Small society Lottery - Renewal	n	each	£20.00	£20.00	Fees set by Gambling Act 2005
Licensing Act 2003 Fees					
New Premises Licence / Club Premises Certificate	n	Per application	band A - £100, Band B - £190, Band C - £315, Band D - £450, Band E - £635	band A - £100, Band B - £190, Band C - £315, Band D - £450, Band E - £635	Fee set by Licensing Act 2003
Premises Licence / Club Premises Certificate - Provisional Statement	n	Per application	band A - £100, Band B - £190, Band C - £315, Band D - £450, Band E - £635	band A - £100, Band B - £190, Band C - £315, Band D - £450, Band E - £635	Fee set by Licensing Act 2003
Premises licence/Club premises Certificate variation	n	Per application	band A - £100, Band B - £190, Band C - £315, Band D - £450, Band E - £635	band A - £100, Band B - £190, Band C - £315, Band D - £450, Band E - £635	Fee set by Licensing Act 2003

Premises licence/Club premises Certificate - additional fees (new & variation)	n	Per application	<p>£5,000 - 9999 people - £1000, 10,000-14999 people - £2000, 15000 - 19000 people - £4000, 20000 - 29999 people - £8000, 30000 - 39999 people - £16,000, 40000 - 49999 people - £24000, 50000 - 59999 people - £32000, 60999 - 69999 people - £40000, 70000 - 79999 people - £48000, 80000 - 89999 people - £56000, 90000 and over people -£64000</p>	<p>£5,000 - 9999 people - £1000, 10,000-14999 people - £2000, 15000 - 19000 people - £4000, 20000 - 29999 people - £8000, 30000 - 39999 people - £16,000, 40000 - 49999 people - £24000, 50000 - 59999 people - £32000, 60999 - 69999 people - £40000, 70000 - 79999 people - £48000, 80000 - 89999 people - £56000, 90000 and over people -£64000</p>	Fee set by Licensing Act 2003
Premises licence/Club Premises Certificate - Annual Fee	n	each	<p>band A - £70, Band B - £180, Band C - £295, Band D - £320, Band E - £350</p>	<p>band A - £70, Band B - £180, Band C - £295, Band D - £320, Band E - £350</p>	Fee set by Licensing Act 2003

Premises licence/Club premises Certificate - Annual fee additional fees	n	Per application	5000 - 9999 people - £500, 10,000-14999 people - £1000, 15000 - 19000 people - £2000, 20000 - 29999 people £4000, 30000 - 39999 people - £8,000, 40000 - 49999 people - £12000, 50000 - 59999 people - £16000, 60999 - 69999 people - £20000, 70000 - 79999 people - £24000, 80000 - 89999 people - £28000, 90000 and over people -£32000	5000 - 9999 people - £500, 10,000-14999 people - £1000, 15000 - 19000 people - £2000, 20000 - 29999 people £4000, 30000 - 39999 people - £8,000, 40000 - 49999 people - £12000, 50000 - 59999 people - £16000, 60999 people - £20000, 70000 - 79999 people - £24000, 80000 - 89999 people - £28000, 90000 and over people -£32000	Fee set by Licensing Act 2003		
			n	Per application	£23.00	£23.00	Fee set by Licensing Act 2003
			n	Per application	£23.00	£23.00	Fee set by Licensing Act 2003
			n	Per Notice	£21.00	£21.00	Fee set by Licensing Act 2003
			n	Per application	£37.00	£37.00	Fee set by Licensing Act 2003
			n	Per application	£10.50	£10.50	Fee set by Licensing Act 2003
			n	Per application	£10.50	£10.50	Fee set by Licensing Act 2003
			n	per notification	£21.00	£21.00	Fee set by Licensing Act 2003
			n	per notification	£23.00	£23.00	Fee set by Licensing Act 2003
			Premises Licence - Transfer	n	Per application	£23.00	£23.00
Premises Licence - DPS variation	n	Per application	£23.00	£23.00	Fee set by Licensing Act 2003		
Temporary Event Notice/Late Temporary Event Notice	n	Per Notice	£21.00	£21.00	Fee set by Licensing Act 2003		
Personal Licence Application - New & Renewal	n	Per application	£37.00	£37.00	Fee set by Licensing Act 2003		
Duplicate copy of premises licence/ Club premises Certificate & personal licence	n	Per application	£10.50	£10.50	Fee set by Licensing Act 2003		
Change of details of premises licence/ Club premises Certificate & personal licence	n	Per application	£10.50	£10.50	Fee set by Licensing Act 2003		
Notification of Interest	n	per notification	£21.00	£21.00	Fee set by Licensing Act 2003		
Interim Authority Notice	n	per notification	£23.00	£23.00	Fee set by Licensing Act 2003		

Minor Variation Application	n	Per application	£89.00	£89.00	Fee set by Licensing Act 2003
Environmental Health					
Completion of Works					
Work in default of the notice recipient	-		£120.00	Work in default of the owner - 30% on building costs plus surveyors/architects fees or 45% on building costs where work supervised by Barnet Council - Minimum charge £120	To be reviewed in full 14/15 as part of work in default business case.
Noise Act 1996					
Storage fee following the seizure, removal and detention of equipment			£150.00	£154.62	Up to inflation
Contaminated Land Enquiries					
Basic Enquiry			£45.00	£46.39	Up to inflation
Enquiry including historical data multiple addresses			£100.00	£103.08	Up to inflation
Housing Act 2004					
Waiver of fee for notices i.e. Improvement Notice , Suspended Improvement Order, Prohibition Order, Emergency Prohibition Order,Suspended Prohibition Order,Emergency Remedial Action excluding the cost of all /any works completed/certificates obtained.		Each	see below	Fee waived if accreditation secured with the London Landlord Accreditation Scheme within 3 months of notice/order service and membership number forwarded to LBB.	Included to encourage better educated/compliant landlords

Service of an Improvement Notice		Each	£459.00	£406.93	Revised in line with departmental hourly rate review – charge permitted by section 49 Housing Act 2004
Service of a Suspended Improvement Notice		Each	£509.00	£448.58	Revised in line with departmental hourly rate review
Service/making of a Prohibition Order		Each	£384.00	£350.70	Revised in line with departmental hourly rate review - charge permitted by section 49 Housing Act 2004
Service of a Suspended Prohibition Order		Each	£435.00	£386.10	Revised in line with departmental hourly rate review
Service/making of an Emergency Prohibition Order		Each	£384.00	£350.70	Revised in line with departmental hourly rate review – charge permitted by section 49 Housing Act 2004
Service/making of a Demolition Order		Each	Hourly rate	Hourly rate	Charge permitted by section 49 Housing Act 2004
Taking Emergency Remedial Action		Plus the cost of the work	£374.00	£350.70	
Add on fee to notice/order cost if electrical certificate is obtained		Each	Actual cost plus 20% admin fee	Actual cost plus 20% admin fee	No change
Add on fee to notice/order cost if a gas certificate is obtained		Each	Actual cost plus 20% admin fee	Actual cost plus 20% admin fee	No change
Add on fee to notice/order cost if legal advice is obtained e.g. to interpret leasehold/freehold responsibilities		Each	Actual cost plus 20% admin fee	Actual cost plus 20% admin fee	New
Add on fee to notice/order cost if a structural engineers report is obtained		Each	Actual cost plus 20% admin fee	Actual cost plus 20% admin fee	No change
Copying grant files and postage		Each	£37.00	£16.49	Consistent for Re services
Copying enforcement files and postage		Each	£37.00	£16.49	Consistent for Re services
HMO Licensing					
New Licence fee		Per dwelling	£197.00	£370	Increased to cover administration costs
Reduced New Licence fee for voluntary applications unprompted by Council investigation	N	Per dwelling	New	£303	
Assisted Licence fee		Per dwelling	£220.00	£226.78	
Minor Amendments to Licence		Each change	£26.00	£0.00	covered in other fees.
Discount for accredited landlords			10%	10%	
Discount for registered charities			10%	10%	

Discount for return of complete application within 10 working days of application letter date									
Renewal Fee	Per dwelling	£197.00	10%	£370	10%				Increased to cover administration costs in relation to uncomplished conditions in previous licence
Reduced renewal fee where all conditions in previous licence have been complied with	N	New		£303					
Revocation of licence / no longer licensable / refuse to licence / numbers of occupants reduced by conditions on licence. Once application submitted for specified number of lettings, costs have been incurred in processing application, draft and/or full licence		No refund		No refund					no change
Licence holder changing nominated manager (manager has to complete a Fit & Proper Person declaration)	N	£63.00		£99.00					non salary cost linked inflation e.g.petrol. Cases taking more time than 13/14 cost covers.
Variation of licence. Material change to the licence such as new facilities installed and licence can be varied for a greater number of occupiers		£79.00		£0.00					No longer considered to be legal to do so
Change in Licence holder		As per new licence		£99.00					
Recovery fee for dishonoured cheque		New		£100.00					To cover costs associated with dishonoured cheques
Copy of entry/entries in Register of Food Premises									
Single entry	Each	£6.00		Delete					This fee is no longer relevant and is to be deleted
Per category of premises	Each	£308.00		Delete					This fee is no longer relevant and is to be deleted
Full copy of register	Each	£774.00		Delete					This fee is no longer relevant and is to be deleted
Miscellaneous Food Business Charges									
Unsound Food (Business and Commercial premises) - collection and disposal		Actual cost + 30% admin fee		Actual cost of disposal + 30% transport and admin fee					No change in price, reworded for greater clarity.
Food Export Certificates		£67.00		£69.06					
Fresh Fish Inspection		1 ECU Equivalent		1 ECU Equivalent					

Sampling of Private Water Supplies (Private Water Supplies Regulations 1991)	N		Full analysis cost plus £81.50 per sampling visit	Full analysis cost plus officer time @officer hourly rate	A flat rate does not reflect the cost of the service. Hourly rate more fairly reflects this and more accurately meets the regulatory requirements for charging for this activity.
Pollution Prevention and Control Act 1999	-				
Type of Process	-				
Application Standard	-	each	£1,579	Statutory fee set by DEFRA April 2014	Statutory fee set by DEFRA
Application Reduced fee	-	each	£148	Statutory fee set by DEFRA April 2015	Statutory fee set by DEFRA
Application Petrol vapour I&II	-	each	£246	Statutory fee set by DEFRA April 2016	Statutory fee set by DEFRA
Application Vehicle refinishers	-	each	£346	Statutory fee set by DEFRA April 2017	Statutory fee set by DEFRA
Application Mobile screening and crushing plant for 1st and 2nd permits	-	1st & 2nd applications	£1579 (£943 for 3rd to 7th applications, £477 for 8th and subsequent applications)	Statutory fee set by DEFRA April 2018	Statutory fee set by DEFRA
Fee operating without a permit	-	each	£1,137	Statutory fee set by DEFRA April 2019	Statutory fee set by DEFRA
Late payment fee	-	each	£50	Statutory fee set by DEFRA April 2020	Statutory fee set by DEFRA
Annual subsistence charge	-		Low = £739 / Medium = £1,111 / High = £1,672	Statutory fee set by DEFRA April 2021	Statutory fee set by DEFRA
Standard	-	each	Low = £739 / Medium = £1,111 / High = £1,672	Statutory fee set by DEFRA April 2022	Statutory fee set by DEFRA

Reduced fee	-	each	Low = £78 / Medium = £151 / High = £227	Statutory fee set by DEFRA April 2023	Statutory fee set by DEFRA
Petrol vapour I&II	-	each	Low = £108 / Medium = £216 / High = £326	Statutory fee set by DEFRA April 2024	Statutory fee set by DEFRA
Vehicle refinishers	-	each	Low = £218 / Medium = £349 / High = £524	Statutory fee set by DEFRA April 2025	Statutory fee set by DEFRA
Mobile screening and crushing plant for 1st and 2nd permits	-	each	Low = £618 / Medium = £989 / High = £1,484	Statutory fee set by DEFRA April 2026	Statutory fee set by DEFRA
Standard Transfer and substantial change	-	each	Std Transfer = £162 / Partial transfer = £476 / Sub. Change = £1005	Statutory fee set by DEFRA April 2027	Statutory fee set by DEFRA
Reduced fee Transfer and substantial change	-	each	Red. Fee Transfer = £0 / Partial Transfer = £45 / Substantial change = £98	Statutory fee set by DEFRA April 2028	Statutory fee set by DEFRA
Adopt a tube scheme p/a			£128.00	£131.94	
General Environmental Health Licensing Fees					
Note: The fees set for animal licensing are influenced by those of the Corporation of London whose vets inspect these premises					
Animal Boarding Establishments (Animal Boarding Establishments Act 1963)					
New licence		Each	£474.00	£488.60	
Renewal licence		Each	£394.00	£406.14	
Animal Boarding Establishments - Home based "sitting" services (ABE Act 1963)					
New licence		Each	£169.00	£174.21	
Renewal licence		Each	£46.00	£47.42	
Renewal (where inspection required)		Each	£122.00	£125.76	

Breeding establishments for dogs (Breeding of Dogs Act 1973)						
New	Each	£451.00	£464.89			
Renewal	Each	£393.00	£405.10			
Dangerous wild animals (Dangerous Wild Animals Act 1976)						
New	Each	£514.00	£529.83			
Renewal	Each	£399.00	£411.29			
Performing Animals (Performing Animals (Regulations) Act 1925)						
Registration	Each	£144.00	£148.44			
Certificate	Each	£17.00	£17.52			
Pet Shops (Pet Animals Act 1951)			£0.00			
New licence	Each	£486.00	£500.97			
Renewal licence	Each	£436.00	£449.43			
Reduced fee pet shop licence limiting trading to no more than 2 weeks per year (New)	Each	£161.00	£165.96			
Reduced fee pet shop licence limiting trading to no more than 2 weeks per year (Renewal)	Each	£62.00	£63.91			
Zoo (Zoo Licensing Act 1981)	Each	Costs incurred plus administrative on-cost of 30%	Costs incurred plus administrative on-cost of 30%			
Riding Establishments (Riding Establishments Acts 1964-70)						
New licence	Each	£706.00	£727.74			
Renewal licence	Each	£575.00	£592.71			
Licence for Massage and Special Treatments (including cosmetic skin piercing)			£0.00			
Band A - Low risk and non-invasive treatments, including manicure, pedicure, ear and nose piercing using a single use piercing gun designed for the purpose, and sun beds	Each		£0.00			
New licence	Each	£213.00	£219.56			
Renewal licence	Each	£176.00	£181.42			
Band B - medium risk non-invasive treatments including some beauty treatments and therapeutic treatments, head, neck and below the knee massage.	Each		£0.00			

New licence		Each	£287.00	£295.84	
Renewal licence		Each	£259.00	£266.98	
Band C - Higher risk or invasive treatments, including body massage (other than described in Band B), electrolysis, acupuncture, tattooing, saunas and laser/intense pulsed light treatments.				£0.00	
New licence		Each	£439.00	£452.52	
Renewal licence		Each	£367.00	£376.30	
Transfer and Variation Fee (where a variation takes the licence into a higher band then the full fee pro-rata will be payable)				£0.00	
Band A		Each	£47.00	£48.45	
Band B		Each	£81.00	£83.49	
Band C		Each	£121.00	£124.73	
Additional licensing fee for Laser Removal of hair and intense pulsed light treatments		Each	£63.00	£64.94	
Administration fee on all aborted licence applications		Each	10 percent of licence fee	10 percent of licence fee	No change
Primary Authority Services (Environmental Health & Trading Standards)					
Annual fee per subject area	N	Per annum	New	Up to £750	New fee. Fee as agreed with individual company to cover routine primary authority work up to a specified level after which additional work is charged at an hourly rate.
Primary authority work	N	Per hour	New	Up to £75	Actual charge at hourly rate for officer undertaking work, up to the maximum.
Cemetary and Crematorium					
A. Burials and Interment Fees (all classes of private interments) for LBB Residents:					
Class 'A' (L x W) 7'6" x 3' 6" - grave purchase only	No	Each	New	£6,491	New fee for purchase of a grave that is not intended for immediate use. This fee is 40% higher than for a grave purchase when an interment is purchased at the same time. The cost includes provision of a wooden grave surround to mark-out the grave.
Class 'A' grave (L x W) 7'6" x 3' 6" for person's over 16 years of age and interment at single depth.	No	Each	New	£5,762.00	Revised/new service: This is a combined cost of grave purchase and interment. The cost includes provision of a wooden grave surround to mark-out the grave. In addition age of child increased from 10 yrs to 16 yrs.

Class 'B' (L x W) 6'6" x 2' 6" grave purchase only	No	Each	New	£3,837.00	New fee for purchase of a grave that is not intended for immediate use. This fee is 40% higher than for a grave purchase when an interment is purchased at the same time. The cost includes provision of a wooden grave surround to mark-out the grave.
Class 'B' (L x W) 6'6" x 2' 6" for person's over 16 years of age and interment at single depth	No	Each	New	£3,426.00	Revised/new service: This is a combined cost of grave purchase and interment. The cost includes provision of a wooden grave surround to mark-out the grave. In addition age of child increased from 10 yrs to 16 yrs.
Class 'A' Grave for Persons under 16 years of age with interment to single depth only - otherwise over 16 years fee payable	No	Each	New	£2,860.00	Revised/new service: This is a combined cost of grave purchase and interment. The cost includes provision of a wooden grave surround to mark-out the grave. In addition age of child increased from 10 yrs to 16 yrs.
Class 'B' Grave for person's under 16 years of age with interment to single depth only - otherwise over 16 years fee payable	No	Each	New	£1,714.00	Revised/new service: This is a combined cost of grave purchase and interment. The cost includes provision of a wooden grave surround to mark-out the grave. In addition age of child increased from 10 yrs to 16 yrs.
Half size grave for burial of ashes (Ash Grave)					
Class 'A' (L x W) 3'6" x 3'6" - grave purchase only	No	Each	New	£3,567.00	New fee for purchase of a grave that is not intended for immediate use. This fee is 40% higher than for a grave purchase when an interment is purchased at the same time. The cost includes provision of a wooden grave surround to mark-out the grave.
Class 'A' grave (L x W) 3'6" x 3'6" and interment of ashes at minimum depth	No	Each	New	£2,500.00	Revised/new service: This is a combined cost of grave purchase and interment. The cost includes provision of a wooden grave surround to mark-out the grave.
Class 'B' (L x W) 3'0" x 2' 6" - grave purchase only	No	Each	New	£3,243.00	New fee for purchase of a grave that is not intended for immediate use. This fee is 40% higher than for a grave purchase when an interment is purchased at the same time. The cost includes provision of a wooden grave surround to mark-out the grave.
Class 'B' grave (L x W) 3'0" x 2' 6" and interment of ashes at minimum depth	No	Each	New	£1,365.00	Revised/new service: This is a combined cost of grave purchase and interment. The cost includes provision of a wooden grave surround to mark-out the grave.
Interment Fees (all classes of private interments)					
Persons over 16 years of age (single depth)	No	Each	£1,101.00	£1,134.91	Revised from under 10 years to under 16 years
Children under 16 years of age including those still born (single depth)	No	Each	£656.00	£676.20	Revised from under 10 years to under 16 years

Additional charge for each additional coffin depth (up to maximum of 4)	No	Each	£332.00	£342.23	
Burial of Ashes in to a private grave with movement of memorial/landing (at minimum depth)	No	Each	£539.00	£555.60	
Burial of Ashes in to a private grave without movement of memorial/landing (at minimum depth)	No	Each	£360.00	£371.09	
Interment in ST Sophia section of cemetery	No	Each	£695.00	£716.41	
Removal of Memorial in St Sophia's section of cemetery	No	Each	£313.00	£322.64	
Exhumation fee in St Sophia's section of cemetery	No	Each	£1,251.00	£1,289.53	
Interment Fees (public interments)				£0.00	
Persons over 16 years of age	No	Each	£464.00	£478.29	Revised from under 10 years to under 16 years
Children under 16 years of age	No	Each	£163.00	£168.02	Revised from under 10 years to under 16 years
Stillborn children	No	Each	£99.00	£102.05	Up to inflation
Exhumation of Deceased	No	Each	New	£1,273.00	Interment fee was previously charged when providing this service. Fee calculated to reflect work involved.
Mausoleum burials					
Mausoleum pre-purchase	No	Each	New	£7,347.00	New fee for purchase of a mausoleum space that is not intended for immediate use. This fee is 40% higher than for a mausoleum space purchase when an interment is purchased at the same time.
Mausoleum space for immediate use	No	Each	£5,267.00	£5,429.22	Mausoleum spaces to be charged at 'A' class rate instead of 'B' plus additional space
Planning Permission for Mausoleum (excludes statutory planning fee which will be payable in addition at the current rate)	Yes		£175.00	£204.00	Application made by Hendon Cemetery. Increase to cover costs of processing and inflation increase
Construction of Mausoleum	Yes	Each	Posted upon application	From £12,000	Fixed price as all mausoleums are constructed to same specification.
C. General Burial Fees					
Additional charge per Weekend Burial.	No	Each	£204.00	£210.28	Up to inflation
Additional charge for interment of casket - A Class grave only	No	Each	£267.00	£275.22	Up to inflation
Additional charge per Weekend Burial for cremated remains	No	Each	£103.00	£106.17	Up to inflation
Removing and replacing Memorials for the purpose of enabling further interment	No	Each	£255.00	£262.85	Up to inflation
Removing and replacing Memorials for the purpose of enabling further interment . Half Size	No	Each	£127.50	£131.43	Up to inflation
Grave Lease Extension Resident 'A' class per year (minimum of 5 years)	No	Each	£44.00	No increase	Fee was rounded up for 12/13 so no increase required

Grave Lease Extension Resident 'B' class per year (minimum of 5 years)	No	Each	£21.00	No increase	Fee was rounded up for 12/13 so no increase required
<u>D. Permit for erecting new monuments, memorials, grave stones and tablets for the right to erect or place on private graves (including first inscription)</u>	-				
a. Headstone with kerbs	Yes	Each	£285.00	£293.78	Up to inflation
b. Headstone only	Yes	Each	£221.00	£227.81	Up to inflation
c. Conversion of existing Headstone to include kerbs	Yes	Each	£93.00	£291.00	Previous fee inconsistent with a. above
d. In the form of a Vase, Tablet or Wooden Cross	Yes	Each	£76.00	£78.34	Up to inflation
e. Renovation or additional inscription	Yes	Each	£93.00	£95.86	Up to inflation
For the right to erect, or place a memorial on a common grave	Yes	Each	£122.00	£125.76	Up to inflation
For the right to place a non-cemetery supplied wooden seat/bench on a private grave for 2 years	Yes	Each	New	£40.00	New product/service
<u>F. Transfer of Grave Ownership</u>					
By Probate, Letters of Administration, or Private Statutory Declaration	Yes	Each	£64.00	£65.97	Up to inflation
By Assignment, Assent, Hendon Statutory Declaration or Renunciation	Yes	Each	£108.00	£111.33	Up to inflation
Combination of the above	Yes	Each	£162.00	£166.99	Up to inflation
Duplicate of Deed of Ownership	Yes	Each	New	£25.00	New product/service
Duplicate of Cremation Certificate	Yes	Each	New	£10.00	New product/service
<u>G. Cremation Fees</u>					
Persons over 16 years weekday (Funeral Directors Not holding an account)	No	Each	New	£588.00	Revised fee that incorporates Environmental Surcharge previously charged separately. No increase in overall cremation fee.
Persons over 16 years weekend and bank Holidays (Funeral Directors Not holding an account)	No	Each	New	£693.00	Revised fee that incorporates Environmental Surcharge previously charged separately. No increase in overall cremation fee.
Persons over 16 years weekday (Reduced fee for Funeral Directors holding an account)	No	Each	New	£530.00	New Product/Service to encourage loyalty and improve competitiveness with regional providers
Persons over 16 years weekends and bank Holidays (Reduced fee for Funeral Directors holding an account)	No	Each	New	£624.00	New Product/Service to encourage loyalty and improve competitiveness with regional providers
Persons over 16 years weekends and bank Holidays + 2 hours in North chapel	No	Each	£1,236.00	£1,236.00	Additional 2 hour service for religious purposes
Adult Cremations weekday between 09:00-09:45	No	Each	£304.00	No Increase	
Children over 1 month to under 16 years of age	No	Each	£56.00	No Increase	
Children still born - 1 month	No	Each	No Charge	No Charge	

Public Health Cremations	No	Each	£133.00	£137.10	
Coffin Bearer Service (per bearer)	No	Each	New	£30.00	New product/service
Environmental Surcharge	No	Each	£59.50	Deleted	This fee deleted and included in overall cremation fee.

Pre-Application Advice – Notes and Charges
Town and Country Planning Act 1990 (as amended)
Planning and Compulsory Purchase Act 2004
Local Government Act 2003

Under the Local Government Act 2003, the London Borough of Barnet operates a scheme of charging for pre-application advice on certain types of development proposals and certain development briefs. This leaflet provides guidance in respect of the charges, requirements and procedures.

The Council welcomes and encourages customers to seek pre-application advice, particularly for major or complex schemes. In order that a consistent and high quality pre-application advice service can be provided, the Council has decided that the cost of the service should be recovered directly and not fall as a cost to the council taxpayer.

Pre-application discussions and / or written advice are primarily of benefit to the applicant / developer by identifying the planning issues and requirements and thereby speeding up the development process; they can help to minimise subsequent planning application costs and avoid abortive applications.

Charges and Categories

The charges for pre-application advice are based primarily on the size and complexity of the proposed development, and whether a face to face meeting is included. Additional charges may also apply where meetings include additional specialist advice.

Additional premium level services are also available.

The base charges, officer rates and premium level charges are published in the “Planning Fees and Charges Schedule” available online: barnet.gov.uk

The charging regime covers the following categories of proposed development:

<p><u>Category ‘A+’ proposals</u></p> <p>Very Large Scale, Complex Residential development</p> <ul style="list-style-type: none"> • 150 or more residential units 	<p>Meeting and written advice</p>
<p><u>Category ‘A’ proposals</u></p> <p>Very Large Scale, Complex Development</p> <ul style="list-style-type: none"> • 100 - 149 residential units • 4000m² or more of commercial floor space 	<p>Meeting and written advice</p>
<p><u>Category ‘B’ proposals</u></p> <p>Large Scale, Complex Development</p> <ul style="list-style-type: none"> • 25 - 99 residential units • 2000m² - 3999m² of commercial floor space 	<p>Meeting and written advice</p>

<p><u>Category 'C' proposals</u></p> <p>Major Complex Development</p> <ul style="list-style-type: none"> • 10 - 24 residential units • 1000m² - 1999m² of commercial floor space • Development involving a site of 0.5ha and over • Mixed use developments <p>Complex Proposals</p> <ul style="list-style-type: none"> • Large or complex change of use or development proposals e.g. sport and leisure proposals • Development requiring an EIA* <ul style="list-style-type: none"> <i>Note: EIA (Environmental Impact Assessment) refers to development proposals which fall under the provision of categories 1 and 2 of the Town and Country Planning (Environment Impact Assessment) Regulations 1999.</i> • Planning proposals which are associated with complex heritage listed building or conservation issues • Entertainment uses • Telecommunications equipment and masts – composite proposals for 10 or more sites. <p>Planning / development briefs / frameworks / master planning</p> <ul style="list-style-type: none"> • Sites for which the landowner wishes to establish their potential value, or where a clear and consistent advice for potential developers will expedite the development process. 	<p>Meeting and written advice</p>
<p><u>Category 'D+' proposals</u></p> <p>Minor development</p> <ul style="list-style-type: none"> • 5-9 new residential units • 100-999 m² of commercial floorspace (including change of use) 	<p>Meeting and written advice</p>
<p><u>Category 'D' proposals</u></p> <p>Minor development</p> <ul style="list-style-type: none"> • 2-4 new residential units • 100-999 m² of commercial floorspace (including change of use) • Individual proposals for Telecommunications equipment and masts • Advertisement application for hoardings 	<p>Written advice</p>

<p><u>Category ‘E’ proposals</u></p> <p>Creation of one residential unit</p> <ul style="list-style-type: none"> • Creation of 1 additional residential house or flat • Replacement of an existing residential unit • Conversion of 1 property into 2 residential units <p>Note: Where there are complex heritage, listed building, conservation area or tree/landscaping issues, a replacement or additional dwelling may still fall within one of the above categories.</p>	<p>Written advice</p>
<p><u>Category ‘F’ proposals</u></p> <p>Small Scale development</p> <ul style="list-style-type: none"> • Small extensions / alterations (including advertisements) to commercial or similar premises, below 100m²; • Small changes of use to commercial or similar premises, below 100m² . • Other small scale developments below the threshold of category D. 	<p>Written advice</p>
<p><u>Category ‘G’ proposals</u></p> <p>Written Householder Advice – one house or a single flat</p> <ul style="list-style-type: none"> • Extensions / development within the curtilage of the property. 	<p>Written advice</p>

Exemptions

The charging scheme will not apply to informal initial discussions in connection with very small business premises, or very minor schemes or householder schemes (small extensions / alterations), certificates of lawfulness, enforcement or advice to any local resident affected by a development. Such verbal advice at this time will continue to be provided free of charge.

Procedures

1. Categories A+ – D+

Form:

The online application form for these categories can be found at:

http://www.barnet.gov.uk/forms/form/204/en/request_for_pre-application_planning_advice

Fee:

The standard fee must be paid prior to the first meeting. The standard fee includes time taken by the case officer from the investigation stage to the actual meeting and the final written comment.

Any additional charges will be invoiced within 10 working days from the date of final comment and invoices must be settled within 21 days. Cheques should be made payable to 'Barnet Corporation.' If a meeting is cancelled charges may be made for any pre-meeting enquiries or any other investigations that have been carried out.

Process

You need to submit the form together with the appropriate fee and all relevant information. Any request for specialist advice should also been made at this stage (see hourly fee details below).

Within a week of receipt of your request, an acknowledgement letter with contact details for the planning case officer will be sent to you. The acknowledgment letter will advise whether your submission is accepted or whether any additional information is required before advice can be offered.

(Please note that the service has the right to decline a request for pre-application advice where it is not considered either appropriate or necessary).

Within 2 weeks after the validation of your request (subject to availability), the case officer will contact you to arrange a meeting date (and make any necessary arrangement for a site visit if required). Meetings are normally held at North London Business Park.

Within 3 weeks of the meeting date (providing no further research or site investigation is required), you will be sent an advice note outlining the policy context, site's history, site's constraints together with advice on relevant planning issues. All notes are reviewed by the relevant team's manager or Head of Service depending on the complexity of the proposals.

Further research or advice sought after the meeting will be charged at an hourly rate as detailed in the "Planning Fees and Charges Schedule".

We aim to operate a flexible system and we will try to adapt to your requirements including the format in which you wish to obtain the advice. For example, you may wish to delay obtaining final written notes until you amend your proposals in line with verbal advice given at the meeting. You may also want us to review your own meeting minutes/notes to speed up the process.

In any case, you should discuss your particular requirements with the case officer during the meeting.

2. Categories D – G

Form:

The application form for these categories can be found at:

http://www.barnet.gov.uk/forms/form/204/en/request_for_pre-application_planning_advice

Fee:

The standard category fee must be paid prior to the application being progressed. Cheques should be made payable to 'Barnet Corporation.'

Process:

Within a week of receipt of your request, an acknowledgement letter with contact details for the planning case officer will be sent to you. The acknowledgment letter will advise whether your submission is accepted or whether any additional information is required before advice can be offered.

(Please note that the service has the right to decline a request for pre-application advice where it is not considered either appropriate or necessary).

Within 3 weeks of the validation of your request, you will be sent an advice note outlining the policy context, site's history, site's constraints together with advice on relevant planning issues. All notes are reviewed by the relevant team's manager or Head of Service depending on the complexity of the proposals.

Categories E-G fees do not include a face to face meeting or a visit to the site. If you feel that your proposals would benefit from either or both, there will be an additional hourly charge (see "Planning Fees and Charges Schedule"). You should contact your case officer for further details – see section below for more details.

Additional fees including hourly rates and specialist advice

Those fees apply in the event of:

- additional investigations or meetings with the case officer being required for Categories A+-D+ development above and beyond the standard fee
- specialist advice, for example on housing or conservation matters. (Note that separate Highways advice is subject to a different charging scheme, please call the Highways Group on 020 8359 3047 for more details)
- any meetings or additional services including a site visit (and additional travel time) requested for Categories D-G development and not covered by the standard fee.

The appropriate hourly rate for officers' time is dependent upon their seniority, as set out in the "Planning Fees and Charges Schedule".

Scope for discussion or advice

The matters suitable for discussion / advice could include:

- Information on the relevant policies and other planning requirements.
- Provision of advice regarding the procedure, consultation, and estimated time scale in regard to the process of the application.
- The required information for making a valid planning application.
- Indication of the likely requirement for contributions by the developer, such as levels of affordable housing or highways and education payments.
- Informal and without prejudice comments and guidance on the content, construction and presentation of an application likely to satisfy the Council's planning policies.

Information required with pre-application request

The Council will require sufficient information to be provided to enable a quality advice service to be provided. This includes:

- A description of the proposed development and schedule of proposed uses
- A site location plan (scale 1:1250)
- Photographs and sketch drawings showing the site, buildings and trees as existing, together with the schedule of uses.
- Outline of proposal (on plans scale 1:200).
- Sketch drawings showing height / scale of development.
- For larger sites other information may be required including potentially
- EIA related information or a draft environmental statement.

Please Note:

Any advice given by Council officers for pre-application enquiries does not constitute a formal response or decision of the Council with regards to future planning consents.

Any views or opinions expressed are given in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application, which will be subject to public consultation and ultimately decided by the Council.

You should therefore be aware that officers cannot give guarantees about the final formal decision that will be made on your planning or related applications. However, the advice note will be considered by the Council as a material consideration in the determination of the future planning related applications, subject to the proviso that circumstances and information may change or come to light that could alter the position.

It should be noted that little or no weight will be given to the content of the Council's pre-application advice for schemes submitted more than 3 years after the date of the advice being issued.

Speed in progress: for formal planning application submissions

The Service will seek to process all applications within the Department of Communities and Local Government prescribed period. It is highly likely that applications submitted following a pre-application discussion will typically progress faster, particularly where the proposals have taken on board the issues raised in the written note.

Joe Henry

**Assistant Director - Development Management and Building Control
London Borough of Barnet**

Martin Cowie

**Assistant Director – Strategic Planning & Regeneration
London Borough of Barnet**

Appendix

Contact points:

If you wish to discuss a proposal which is likely to be subject to a charge, you may also contact:

Major Project Team

Peter Alsop 020 8359 4658
Kevin Waters 020 8359 4516
Tom Wyld 020 8359 4675

Area Planning Units

Chipping Barnet Team (Barnet, East and New Barnet, Totteridge, Whetstone, Oakleigh and Brunswick)
Dave Prince 020 8359 4671

Hendon Team (Hendon, Mill Hill, Edgware, Brent Cross, West Hendon, Colindale and Burnt Oak)
Lesley Feldman 020 8359 4974
Heidi Euzger 020 8359 4720

Finchley and Golders Green (Finchley, Hampstead Garden Suburb, Golders Green and Cricklewood)
Fabien Gaudin 020 8359 4258
Karina Conway 020 8359 4985

Strategic Planning and Policy Unit

Nick Lynch 020 8359 4211

Footnote: If you are unhappy with the Planning Advice Service please write to: Joe Henry, Assistant Director of Development Management and Building Control, London Borough of Barnet, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP.

Refund of fees: Fees can only be refunded if paid in respect of a query for which the local planning authority declines to provide advice or more than the correct fee was paid.

Applying a 40% Premium for Purchasing a Grave Intended for Future Use Equality Impact Assessment (EIA) Questionnaire

1. Budget Proposal being assessed?	
Title: Applying a 40% premium for purchasing a grave intended for future use	
Is it a function, policy, procedure or service?: Service	
What is the purpose of the proposal? Burial space at Hendon cemetery is a finite resource and is now becoming scarce. To recognise this scarcity it is intended to apply a premium charge of 40% to those wanting to buy an exclusive right of burial (grave) but not intending to use it for immediate burial.	
Is evidence available to assess the impact on equality strands? Please give detail and source at Question 4. Yes	
2. Who is doing the Assessment? Names and roles of officers:	
Lead officer	Michael Nottage (Cemetery and Crematorium Manager)
Stakeholder groups	Regional Enterprise
Representative from internal stakeholders	Declan Hoare - Lead Commissioner
HR rep (for employment related issues)	N/A
3. Background	
What proportion of the budget does the saving represent? This is a business case and is not presented as a saving.	
Is this a continuing saving? It is a continuing fee.	
Has an EIA been carried out previously? Does this need updating? - NO.	
<p>Why is it needed?</p> <p>Hendon Cemetery and Crematorium (HCC) is a 40 acre site located in Mill Hill (NW7) and has been open since 1899. During this time Hendon has completed approximately 97,000 interments in to 65,000 graves. As the remaining land is developed and prepared for burial, less space remains and so space is now at a premium. The intention of this guaranteed business case is to recognise the scarcity of burial space by applying a premium charge to all pre-purchased graves into remaining virgin land.</p> <p>Currently Hendon cemetery permits the pre-purchase of a right of burial (grave) where an individual wishes to reserve a space whilst planning for their own funeral or where they wish to reserve a space next to or as close to an existing grave as possible. Approximately 100 graves are pre-purchased every year and no additional payment is currently charged for this service over and above the grave purchase fee for that grave. There is a demand for pre-purchased graves in virgin land within the Muslim section of the cemetery, (<i>although the demand is not restricted to this group</i>) where traditionally a grave is purchased and prepared to a depth for one person/burial only. As a result, new (virgin) burial space is becoming more difficult to</p>	

identify within the cemetery (as well as elsewhere in London) and so managing the availability of existing burial space is now a necessity at Hendon.

Hendon Cemetery and Crematorium is a fully outsourced service and is part of the Regional Enterprise joint venture. The contract features a guaranteed business case to apply a 40% premium where a grave is not intended for immediate use.

What are the expected outcomes to be achieved?

- The current option to buy the exclusive right of burial for future use will continue. However those wishing to purchase a grave in this way will pay a premium to reflect that doing so will contribute to the reduction in the choice of available space for immediate burial over time.
- There is a possibility that applying this additional fee may help preserve burial space for citizens into the future in the event that the increased fee deters pre-purchase.
- The additional charge is likely to have a greater effect on non-residents of the Council as the fee for a grave for non-residents is already greater than for residents.

Who is it aimed at?

- Citizens/residents of the London Borough of Barnet befitting through increased income and/or through preserved burial space for the future.

How have needs on the protected characteristics been taken account of?

- As well as recognising the limited on-going supply of burial space, the application of the pre-purchase premium will also provide additional income to the Council to support delivery of services and increase the availability of burial space in the future for residents preferring burial and is therefore, for the benefit of all residents/citizens regardless of protected characteristics.
- The pre-purchase premium will impact those preferring to purchase graves for the purpose of a single burial adjacent to graves of other family members as opposed to those purchasing a family grave in which up to 4 persons may be interred. This is the preference of the Muslim community.

4. How is the equality strands affected? Please detail the effects on each equality strand, and any mitigating action you have taken so far

Equality Strand	Affected?	Data source	Explain how affected
Age	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/> Don't Know <input type="checkbox"/>	Knowledge and experience of Hendon cemetery management.	This predominately affects those, generally of middle age (45 – 60), wishing to plan their own funeral and securing (pre-purchasing) a grave plot next to an existing family owned grave. Applying the 40% premium will have an effect on this section of the community.
Disability	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/> Don't Know <input type="checkbox"/>	No identified differential impact based on disability	n/a
Gender	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/> Don't Know <input type="checkbox"/>	No identified differential impact based on gender	n/a

Gender reassignment	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/> Don't Know <input type="checkbox"/>	No identified differential impact based on Gender reassignment	n/a
Marriage/Civil Partnership	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/> Don't Know <input type="checkbox"/>	Knowledge and experience of Hendon cemetery management.	This may affect Married couples and those in Civil Partnerships, especially those also affected by Religious belief, Race, Ethnicity and those on low to moderate incomes.
Sexual orientation	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/> Don't Know <input type="checkbox"/>	No identified differential impact based on sexual orientation	n/a
Religion or belief	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/> Don't Know <input type="checkbox"/>	Research: Gardens-of-peace.org.uk Hendonmosque.co.uk	Strict followers of Islam require a grave to be prepared to accept one person only. In order for the partner, other family member to be buried next to the deceased requires pre-purchasing a grave. So applying the 40% premium/additional cost will have an effect on this section of the community.
Pregnancy/maternity (including teenage parents)	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/> Don't Know <input type="checkbox"/>	No identified differential impact based on pregnancy/maternity including teenage parents.	n/a
Race/Ethnicity	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/> Don't Know <input type="checkbox"/>	Research: Gardens-of-peace.org.uk Hendonmosque.co.uk	Strict followers of Islam require a grave to be prepared to accept one person only. In order for the partner, other family member to be buried next to the deceased requires pre-purchasing a grave. So applying the 40% premium/additional cost will have an effect on this section of the community.
Those on low incomes	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/> Don't Know <input type="checkbox"/>	Understanding/view held by Hendon Cemetery management. The additional 40% is likely to have an impact on those on low incomes including the elderly.	There will be an additional cost of £863.30 or £1,771.20 for a resident of Barnet, depending on class of grave and £1,787.60 or £3,390.80 for a non-resident, depending on class of grave.

Vulnerable groups	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/> Don't Know <input type="checkbox"/>	No identified differential impact for vulnerable groups	n/a
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5. Have you considered ways to mitigate any adverse impact? Please give detail

Detrimental impact could be avoided by the introduction of a sliding scale of charges which take account of the impact. However this would be difficult to communicate as it appears directly contrary to the council's strategic equalities objective of equal treatment for all and could bring criticism of the council if it is perceived as better treatment for some race or religious groups than others.

Benchmarking of proposed fees with regional competitors, including 4 cemeteries in L B Barnet which Barnet Residents have access to. This shows the following charges for pre-purchased graves:

Hendon/Regional Enterprise	40% (proposed)
Islington & St Pancras	No additional charge
New Southgate	£2,000
St Marylebone	50%
Enfield	No response to request
City of London	No additional charge
Westminster	50%

Although not all cemeteries charge a pre-purchase premium, there is already a precedent for this premium and at least 2 cemeteries charge 50% rather than the proposed Barnet charge of 40%.

The overall costs of grave purchase and interments for immediate use has also been benchmarked and Barnet current fees are in the mid-range of our competitors' prices, providing residents with a number of alternatives, some of which are cheaper, should they decide not to use the Hendon facility.

In view of the above mitigation, it is proposed to tolerate the affected equality strands.

6. Cumulative Impact

Are the equality strands impacted in this proposal affected by other budget saving proposals or policy changes? Yes

- Strict followers of Islam require a grave to be prepared to accept one person only. In order for the partner or other family member to be buried next to the deceased requires pre-purchasing a grave. So applying the premium may have an effect on this section of the community.
- The proposal will also affect married couples and those in civil partnerships as well as

those on low and moderate incomes, generally of middle age (45 – 60), wishing to plan their own funeral and secure (pre-purchase) a family plot next to an existing family owned grave where stretched resources are already detrimentally impacted by cost of living increases (including those on incidental funeral costs) and welfare reform. So applying the premium may have an effect on these sections of the community.

7. Will any wards within Barnet be particularly affected by this proposal?

No

8. Have residents/service users who will be affected by the proposal been consulted? How have any comments influenced the final proposal? Please include information about any prior consultation on the proposal been undertaken, and any dissatisfaction with it from a particular section of the community.

Yes- consultation was carried out for 28 days, ending on 19th March 2014. No comments were received regarding the proposal.

9. Decision:

As no significant issues were identified during the consultation period and the other mitigating factors described above, it is intended to proceed with the proposal.

10. Community Engagement

Will the impact on satisfaction ratings amongst different groups of residents be affected

Yes No Don't Know

Will members of Barnet's diverse communities feel more confident about the council and the manner in which it conducts its business?

Yes No Don't Know

Will the proposal enhance Barnet's reputation as a good place to work and live?

Yes No Don't Know

Will the new proposals enable the council to promote good relations between different communities?

Yes No Don't Know

11. Equality Improvement Plan

Please list all the equality objectives, actions and targets that result from the Equality Impact Assessment (continue on separate sheets as necessary). These now need to be included in the relevant service plan for mainstreaming and performance management purposes.

Equality Objective	Action	Target	Officer responsible	By when
Improve understanding potential of the potential impact on Muslim community	Carry out consultation exercise and update EIA	Complete by February 2014	Assistant Director - Regulation	28 February 2014

Meeting	Cabinet Resources Committee
Date	2 April, 2014
Subject	Extension of the Grocery and Provisions contract
Report of	Cabinet Member for Education, Children and Families
Summary of Report	<p>This report seeks:</p> <ul style="list-style-type: none"> i. To extend the contract with Thomas Ridley & Son for Grocery and Provisions until the 29 July 2015

Officer Contributors	<p>Teresa Goodall, Catering Services Manager, Children’s Service</p> <p>Daniel Bailey, Contract Monitoring Assistant, Children’s Service</p>
Status (public or exempt)	Public
Wards Affected	All
Key Decision	Yes
Reason for urgency / exemption from call-in	Not applicable
Function of	Executive
Enclosures	None
Contact for Further Information:	<p>Daniel Bailey, Contract Monitoring Assistant, Children’s Service, Daniel.bailey@barnet.gov.uk</p>

1. RECOMMENDATION

1.1 That the Cabinet Resources Committee:

1.1.1 authorises the extension of the Grocery and Provisions contract with Thomas Ridley & Son for a further year until 29 July 2015, for the value of £1,500,000, to allow for a new procurement exercise to be undertaken.

2. RELEVANT PREVIOUS DECISIONS

2.1 Cabinet Member DPR (1367), 5 August 2011, Award of Grocery and Provisions Contract to the Danish Bacon Company

2.2 Cabinet Member DPR (1714), 11 July 2012, Award of Interim Grocery and Provisions Contract to Blakemore Foodservices.

2.3 Cabinet Member DPR (1962), 17 April 2013, Award of Grocery and Provisions Contract to Thomas Ridley & Son

3. CORPORATE PRIORITIES AND POLICY CONSIDERATION

3.1 The Corporate Plan 2013-2016 states that under the Financial Strategy “We will continue to keep a tight rein on our finances and provide quarterly reports on how we are managing the business – and our new contracts – to ensure even better value for money for tax-payers.”

3.2 The use of framework contract for the supply of Groceries and Provisions allows for maximum flexibility in the sourcing of cost effective supplies, and directly supports the objective in the Corporate Plan 2013-16 that 90% of savings are expected to be derived from efficient planning and delivery.

4. RISK MANAGEMENT ISSUES

4.1 The contract with Thomas Ridley & Son is a call-off contract which facilitates the provision of Grocery and Provision products as and when required. There is no risk of financial commitment incurred by the contract as there is no specific requirement for levels or frequency of use. In addition payment terms provide for payments in arrears for grocery and products received.

4.2 As the framework is let on behalf of the partner authorities of Eastern Shires Purchasing Organisation (ESPO) the continuity of supply is protected. The Business Continuity plan for the framework contract includes provision for access to alternative suppliers within the framework should there be a risk of interruption of service.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 Pursuant to section 149 of the Equality Act, 2010, the council has a public sector equality duty to have due regard to: (i) eliminating unlawful discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; (ii) advancing equality of opportunity between those with a protected characteristic and those without; (iii) promoting good relations between those with a protected characteristic and those without. The, relevant, 'protected characteristics' are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. It also covers marriage and civil partnership with regard to eliminating discrimination
- 5.2 Having 'due regard' means: (i) consciously thinking about the three aims as part of the decision-making process; (ii) that an incomplete or erroneous appreciation of the duties will mean that due regard has not been given to them; and (iii) that the duty must be exercised in substance, with rigour and with an open mind.
- 5.3 The contract with Thomas Ridley & Son includes provision for ensuring equality and diversity which incorporates the Council's current policies.

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

6.1 Finance

- 6.1.1 The funding for the contract variation and extension which are being sought in table 6.1.1 will be met from the trading account of Catering Services and contained within existing budgets in Children's Services.

Catering Table 6.1.1

Existing Contract Period and Value	Length of extension	Value of extension	Total contract value
01/01/2013 – 29/07/2014 (1 year and 7 months) £1,800,000	30/07/2014 – 29/07/2015 (1 year)	£1,500,000	£3,300,000

6.2 Performance & Value for Money

- 6.2.1 Under the framework agreement, regular performance monitoring is undertaken on Thomas Ridley & Son by ESPO. The contract is monitored on the following criteria:
- Sales Management Information
 - Benchmarking and Trend Analysis
 - Delivery and Quality Performance
 - Invoice, Delivery and Credit Note Accuracy
 - Retrospective Rebate Payments
 - Account Management
 - Sustainability

- Continuous Improvement
- Supplier Accreditation and Development

6.2.2 Benchmarking carried out by ESPO ensures continuing value for money by comparing Thomas Ridley & Son prices against the Catering Price Index at least three times a year. In addition ESPO carry out monthly price checks with other suppliers, local authorities and members of the Pro 5 consortia to ensure that value for money is being achieved.

6.3 **Staffing, IT, Property, Sustainability**

6.3.1 There are no staffing, IT or property implications associated with the award of contract to Thomas Ridley & Son.

7. **LEGAL ISSUES**

7.1 Where the intended users of a framework agreement have been inadequately or ambiguously identified during the procurement of the framework agreement, then subsequent call-off contracts made under that framework agreement are likely to be regarded by the European Commission as illegal direct awards, and attract infraction proceedings if they come to the Commission's attention.

7.2 The London Borough of Barnet is specifically identified within the OJEU notice and in the Invitation to Tender as a party to the framework agreement

8. **CONSTITUTIONAL POWERS**

8.1 An extension is sought for the Grocery and Provisions contract with Thomas Ridley & Son.

8.2 Contract Procedure Rules direct that Contracts may only be extended or varied if all of the following conditions have been met (paragraph 14: Extensions and Variations):

- the initial contract was based on a Contract Procedure Rules compliant competitive tender or quotation process;
- contract does not exceed the original Authorisation threshold as defined in Appendix 1, Table A, Contract Procedure Rules;
- the extension or variation has an approved budget allocation;
- the extension or variation is in accordance with the terms and conditions of the existing contract;
- if the initial contract was subject to EU tender procedure, that the extension option was declared within the OJEU notice and the original Acceptance (Delegated Powers Report/Cabinet Resources Committee Report) ; and
- the contract has not been extended before.

All of these criteria are met in relation to the contract extension with Thomas Ridley & Son.

8.3 The Council's Constitution (paragraph 4.5: Responsibility for Functions) permits Cabinet Resources Committee to discharge the Executive functions

that fall within their terms of reference, whether or not they are also delegated to officers, except for matter specifically reserved to Cabinet.

- 8.4 Council Constitution, contract Procedure Rules, Rule 17 Appendix 1 – Table A – authorisation and Acceptance thresholds provide that Cabinet Resources Committee can accept contract extensions of values of over £500,000.

9. BACKGROUND INFORMATION

9.1 Following a tender exercise by ESPO, the Grocery and Provision Framework Contract was awarded to Thomas Ridley & Son in January 2013. The contract is for the provision of catering services to schools, the Council and other external organisations. The contract was awarded for a period from 1 January 2013 until 29 July 2014 with an option to extend for a further twelve months.

9.2 Thomas Ridley & Son has performed well on the existing contract achieving a 99.30% accuracy rate on deliveries of Grocery and Provision supplies. In addition to this, the benchmarking carried out by ESPO has shown continued value for money being achieved. Due to the strong performance of the provider it is recommended that the Council employs the option to extend the contract with Thomas Ridley & Son for a further year until 29 July 2015. This will also provide sufficient time for a comprehensive tender exercise to be undertaken for the award of the new Grocery and Provision contract. Permission to tender the new Grocery and Provision contract during 1 April 2014 – 31 March 2015 has already been obtained through the Cabinet Resources Committee, 4 November 2013 Contract Procurement Forward Plan.

9.2.1 During the extension period expenditure on groceries and provisions is expected to rise:

- From September 2014 Government policy will require local authorities to provide all Reception and Infant pupils with a free school meal. This is likely to have a significant impact on meal take-up; although the final figures will not be available until later in the year.
- Annual food inflation of at least 3% will increase the cost over this period.

9.2.2 Authorisation is therefore sought to extend the contract for the period 30 July 2014 – 29 July 2015 for a value of £1,500,000

10. LIST OF BACKGROUND PAPERS

10.1 A copy of the invitation to tender documentation including Terms and Conditions and Specification is available for viewing in Catering Services.

10.2 Any person wishing to inspect the background papers listed above should telephone Teresa Goodall, 020 8359 5140.

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Meeting Cabinet Resources Committee
 Date 2 April, 2014
Subject Children’s Service Contract Arrangements and Extensions

Report of Cabinet Member for Education, Children and Families

Summary of Report

This report:

- i) highlights current contracting arrangements within the Children’s Service which need to be extended to enable the Council to continue to meet demand on a short term basis and allow sufficient time for ongoing and planned procurement activity to be undertaken;
- ii) seeks waivers from relevant Contract Procedure Rules to enable this

Officer Contributors	Daniel Bailey, Contract Monitoring Assistant, Children’s Service Sonia Borrero, Contract Monitoring Officer, Children’s Service
Status (public or exempt)	Public
Wards Affected	All
Key Decision	Yes
Reason for urgency / exemption from call-in	Not applicable
Function of	Executive
Enclosures	None
Contact for Further Information:	Daniel Bailey, Contract Monitoring Assistant, Children’s Service, Daniel.bailey@barnet.gov.uk

1. RECOMMENDATION

- 1.1 That the Cabinet Resources Committee authorises waivers to the Contract Procedures Rules to allow:
 - 1.1.1 The existing CAMHS contract with Barnet, Enfield and Haringey Mental Health Trust (BEHMHT) to be varied and extended, for the period of 1 April 2014 to 31 March 2015, up to the value of £970,000
 - 1.1.2 The 10 Short Breaks contracts to be varied and extended for the period of 1 April 2014 to 31 March 2015, up to the value of £603,955
 - 1.1.3 The CIC Healthcare contract with Central London Community Healthcare (CLCH) to be varied and extended for the period of 1 October 2013 to 30 September 2014 up to the value of £119,785
 - 1.1.4 The London Care Placements framework agreement for the provision of independent fostering agency services and residential care services to be extended for the period 1 April 2014 to 31 March 2015
 - 1.1.5 The regularisation of the current arrangements with CLCH for the provision of Occupational Therapy (OT) for the period 1 April 2013 to 31 March 2015, up to the value of £180,000
 - 1.1.6 The variation of the contract with Prospects Services Limited for the provision of assessments and services for young people with learning difficulties, for a reduction of £31,350 from 1 April 2014
 - 1.1.7 The contract for with Central London Community Healthcare (CLCH) for the provision of speech and language therapy to Excellence in Clusters schools to be varied and extended for the period 1 April 2014 to 22 July 2014, up to the value of £50,000.

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Cabinet Resources Committee, 19 July 2010, approved the use of the London Care Placements framework, for the period 1 April 2010 to 31 March 2013, with an option to extend for a further year
- 2.2 Cabinet Resources Committee, 7 November 2011, approved the award of contracts to 10 organisations for the provision of Short Breaks for the period of 1 January 2012 to 31 March 2013
- 2.3 Delegated Powers Report 1665, 30 May 2012, approved the award of contract to Prospects Services Limited for the provision of assessments and services for young people with learning difficulties and disabilities, for the period 1 July 2012 to 30 June 2015
- 2.4 Delegated Powers Report 1985, 7 March 2013, approved the extension of the Short Breaks contracts, from the 1 April 2013 until 30 September 2013
- 2.5 Delegated Powers Report 1988, 8 March 2013, agreed to extend the speech and language therapy contract until 30 June 2013
- 2.6 Delegated Powers Report 1986, 15 March 2013, approved the extension of contracts with Oakleigh and Mapledown special schools as single sources suppliers for the period of 1 April to 31 June 2013

- 2.7 Cabinet Resources Committee, 24 September 2013, approved the extension of the contract with CLCH for provision of speech and language therapy to the Excellence in Clusters schools for the period of 1 September 2013 to 31 March 2014.
- 2.8 Cabinet Resources Committee, 18 April 2013, approved the extension of contracts with providers of Short Breaks, SLT and CAMHS until the 31 March 2014. Authorisation was also granted to extend the CIC Healthcare contract
- 2.9 Cabinet Resources Committee, 18 July 2013, authorised a procurement process for the provision Short Breaks services, with new contracts to commence from the 1 April 2014
- 2.10 Cabinet Resource Committee, 4 November 2013, authorised expenditure on residential and external fostering placements for the period 1 April 2014 to 31 March 2015, up to the value of £5,000,000
- 2.11 Cabinet Resources Committee, 16 December 2013 requested authority to extend the existing contracts, with providers of Short Breaks and the CAMHS, for the period 1 April 2014 to 31 March 2015

3. CORPORATE PRIORITIES AND POLICY CONSIDERATION

- 3.1 The ongoing and planned commissioning and procurement activity related to these Children's Service contracts contribute to the priorities of the Council's Corporate Plan 2013-16. This is through the creation of 'better life chances for children and young people across the borough' by sustaining 'a strong partnership with the local NHS, so that families and individuals can maintain and improve their physical and mental health'. These services also help to promote 'family and community wellbeing and encouraging engaged, cohesive and safe communities' through provision of a range of quality services which enhance the council's reputation with families, schools and local communities.
- 3.2 The extension of the contracts, identified in this report, will enable the Children's Service to continue supporting the priorities of the Children and Young People Plan 2013-16. This includes the priorities to enable those with Special Educational Needs, Learning Difficulties and Disabilities and complex needs to achieve their potential and to ensure services are integrated to support young people as they transition to adulthood.

4. RISK MANAGEMENT ISSUES

- 4.1 The existing contracts for CAMHS and Short Breaks are scheduled to end on 31 March 2014. If the decision was made not to extend these contracts, there will not be sufficient time to undertake a comprehensive tender exercise, which would result in an inability to continue providing these services. A break in short breaks provision could lead to potential risk of family breakdown and the need for significantly more costly services such as social work intervention.
- 4.2 If the extension of the London Care Placements (LCP) framework agreement is not approved, the immediate option will be for the Social Care team to spot purchase placements to meet accommodation needs, pending the implementation of an alternative procurement route. This would prove

significantly more time consuming. It would also be difficult to carry out the same level of quality checks and due diligence on providers as is carried out by the LCP given the available resources; this could be detrimental to some of the borough's most vulnerable children and young people.

- 4.3 If the decision was made to end the current contractual arrangements detailed in this report, this would present a risk of the Council being in breach of its statutory duties (see section 7 for details).
- 4.4 The element of the service being removed from the contract with Prospects Services Limited will be delivered in house by the Council from 1 April 2014. Therefore, there will be no impact to service delivery. The Council and the Provider are working together to ensure that an appropriate handover and transfer of cases takes place to avoid any disruption to services.
- 4.5 If the extension to the contract with CLCH for provision of speech and language therapy to the Excellence in Clusters schools was not approved, there would be insufficient time to undertake a procurement exercise to appoint a new provider. This would mean that the children attending the Excellence in Clusters schools would not benefit from the additional provision, which is key to meeting their educational needs. A decision not to approve the contract extension would also impact negatively on the Council's relationship with the schools that constitute the Excellence in Clusters partnership.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 Under current Equalities legislation the Council and all other organisations exercising public functions on its behalf are required when doing so to have due regard to the need to i) eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited under the Equality Act 2010; ii) advance equality of opportunity between those with a protected characteristic and those without. The relevant protected characteristics are age, disability gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. It also covers marriage and civil partnership with regards to eliminating discrimination.
- 5.2 This duty, also, applies to a person, who is not a public authority but who exercise public functions and therefore must, in the exercise of those functions, have due regards to the general equality duty. This includes any organisation contracted by a local authority to provide services on its behalf.
- 5.3 All contracts listed with this report include explicit requirements fully covering the Council's duties under equalities legislation.

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

6.1 Finance

- 6.1.1 The funding for each of the providers is met from existing budgetary provision within the Children's Services. A breakdown of contract values for each contract is provided below.

6.1.2 With regard to the contract with CLCH for provision of speech and language therapy to the Excellence In Clusters schools, Bishop Douglass School are holding the funding to cover the entirety of the value of the contract extension and will transfer this to the Council immediately on approval of the contract extension.

Providers name	Contract description	Existing contract value	Contract extension sought from	Length of extension sought	Value of extension 2014-15	Total contract duration and end date, including extension	Total contract value including extension
Group A: Contracts requiring waiver of the Contract Procedure Rules to enable a variation & extension for up to a year							
Action for Kids	Short Breaks to Disabled Children	£62,924	1 April 2014	One year to 31 March 2015	Up to £23,039	3 years and 3 months to 31 March 2015	Up to £85,963
Barnet Carers Centre		£18,994			Up to £5,851		Up to £24,845
Community Focus		£72,763			Up to £24,924		Up to £97,687
Noah's Ark		£20,009			Up to £8,857		Up to £28,866
Resources for Autism		£282,111			Up to £94,970		Up to £377,081
Fair Play Barnet (IPOP)		£799,796			Up to £239,500		Up to £1,039,296
Kisharon		£42,220			Up to £13,192		Up to £55,412
Norwood		£79,778			Up to £26,424		Up to £106,202
Oakleigh School		Specialist Short Breaks Services			£100,000		1 April 2014
Mapledown School	£400,000		Up to £124,596	£524,596			
BEHMHT	CAMHS	£4,769,000	1 April 2014	One year to 31 March 2015	Up to £970,000	6 years to 31 March 2015	Up to £5,739,000
CLCH	CIC Healthcare	£509,806	1 October 2013	One year to 30 September 2014	Up to £119,785	4 years and 11 months to 30 September 2014	Up to £629,591
CLCH	SaLT for Excellence in Clusters Schools	£747,010	1 April 2014	4 months to 22 July 2014	Up to £50,000	3 years and 4 months to 22 July 2014	£797,010
Group B: Contracts requiring waiver of the Contract Procedure Rules to enable regularisation and extension of the current arrangements with the provider							
CLCH	OT	£89,000	1 April 2013	Two years to 31 March 2015	Up to £180,000	2 years	Up to £180,000

6.1.3 The value of extension for each of the above is subject to any savings deemed necessary to meet the Medium Term Financial Strategy and to further negotiations with health to ensure that financial contributions are appropriate and proportionate in relation to the statutory accountabilities of each party.

6.1.4 London Care Placements Framework

6.1.4.1 The London Care Placement framework agreement does not commit the Council to making any placements with any provider; however it provides the advantages of securing value for money and a range of services being made available at short notice.

6.1.4.2 A budget of up to £5,000,000 for the period 1 April 2014 to 31 March 2015 has been previously authorised (see point 2.9) for expenditure on independent fostering agencies and residential care services.

6.1.4.3 An annual fee of £5,800 is payable to LCP for services such as commissioning and contract monitoring services. This will be funded by the social care budget.

6.1.5 Provision of Assessments and Services for Young People with Learning Difficulties and Disabilities

6.1.5.1 The contract value will be reduced by £31,250 over the period 1 April 2014 to 30 June 2015. The total contract value with variation will be £717,222. The funding for the contract will continue to be contained within existing budgets in Children's Services.

6.2 **Procurement Performance, Value for Money and Sustainability**

6.2.1 There is a significant amount of commissioning and procurement activity, both on-going and planned, across the Children's Services. Section 9 of this report details the plan for each of the contracts being extended and varied by this report; this includes on-going and future procurement activities.

6.2.2 To ensure the good performance and value for money of services, all providers referenced within this report will be subject to quarterly monitoring of their performance, reporting on both qualitative and quantitative information related to service delivery.

6.2.3 The services detailed in this report will be required beyond the extension periods being requested. For these services it will be necessary to re-commission through a competitive tendering exercise. Value for money will be secured through an open tendering process.

6.3 **Staffing, IT, Property**

6.3.1 There are no staffing, IT or property implications for the Council in relation to the contracts listed within this report.

7. **LEGAL ISSUES**

7.1 The Council has prescribed 'health related functions', including CAMHS, which are, with some exceptions, specified in Schedule 1 to the Local Authorities Social Care Act 2012.

7.2 The Council has a duty, pursuant to paragraph 6 of Schedule 2 to the Children Act 1989, to assist individuals who provide care for disabled children, to continue to do so, or to do so more effectively, by giving those breaks from caring.

7.3 Under the Children Act 1989 local Authorities have various statutory duties in relation to children in need. Specifically, Section 17 of the 1989 Act provides that every local authority has a duty providing a level of services appropriate to

those children's needs. Disabled children and young people are defined as children in need by virtue of their disability.

- 7.4 The health provision to looked after children is set out in government guidance, and in the Children Act 1989 Guidance and regulations, volume 2, care planning, placement and care review, regulation 7. It is required as part of the Council's statutory duty to looked after children and children in the process of adoption that they make arrangements to ensure that every child has his/her health needs fully assessed. Health authorities must comply with requests from the local authority to provide services to children in need.
- 7.5 Section 9 Children and Young Persons Act 2008 inserts a new section 22G into the Children Act 1989. The new section imposes, upon the local authority, a general duty to secure sufficient accommodation is made available for children they are looking after.
- 7.6 The Department for Education statutory guidance provides that local authorities must have regard to it when carrying out duties relating to Learning Difficulty Assessments (LDAs) conducted under section 139A of the Learning and Skills Act 2000.

8. CONSTITUTIONAL POWERS

- 8.1 The Council's Contract Procedure Rules outline that a 'Framework Agreement' is an agreement between one or more contracting authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged.
- 8.2 Contract Procedure Rules direct that Contracts may only be extended or varied if all of the following conditions have been met (paragraph 14: Extensions and Variations):
- the initial contract was based on a Contract Procedure Rules compliant competitive tender or quotation process;
 - the value of the extension or variation added to the value of the original contract does not exceed the original Authorisation threshold as defined in Appendix 1, Table A, Contract Procedure Rules;
 - the extension or variation has an approved budget allocation;
 - the extension or variation is in accordance with the terms and conditions of the existing contract;
 - if the initial contract was subject to EU tender procedure, that the extension option was declared within the OJEU notice and the original Acceptance (Delegated Powers Report/Cabinet Resources Committee Report) ; and
 - the contract has not been extended before.
- 8.3 In relation to the variation sought in this report for the provision of assessments and services for young people with learning difficulties and disabilities, six out of the six criteria are met.

- 8.4 In relation to the variations and extensions sought in this report for the provision of Short Breaks, CAMHS, CIC Healthcare, LCP and SaLT for Excellence in Clusters schools, five out of the six criteria are met. Acceptance thresholds for contract extensions and variations are met as set out in Table A; Appendix 1 of the Contract Procurement Rules. Cabinet Resources Committee can approve the contract extension values. However, these contracts have been extended before and, as such, a waiver of the Contract Procedure Rules is required.
- 8.5 All applications for a waiver of these Contract Procedure Rules must be submitted to Cabinet Resources Committee specifically identifying the reason for which a waiver is sought.
- 8.6 Justification of the required waivers of the Contract Procedure Rules is clearly set out in section 9 below.

9. BACKGROUND INFORMATION

9.1 This report requests four types of contract extension:

- The CAMHS and Short Breaks extensions described below were included in the Procurement Forward Plan (see 2.6). However, as waivers to the Contract Procedure Rules are required for these, additional information is being provided to support transparency and their authorisation.
- Extensions to arrangements for occupational therapy and children in care healthcare are sought to allow continuity of service provision while future joint commissioning approaches are developed to support better care pathways for service users and maximise the potential for efficiencies, while ensuring that financial contributions are appropriate and proportionate in relation to the statutory accountabilities of the CCG and Council.
- The extension of the contract with CLCH for provision of speech and language therapy to the Excellence in Clusters schools is sought to enable a transitional period during which the schools themselves will take responsibility for commissioning some services to meet special educational needs.
- A year's extension for Barnet to use the London Care Placements Framework is sought in line with the recent London-wide decision to extend this arrangement.

9.2 Child and Adolescent Mental Health Service (CAMHS)

9.2.1 CAMHS supports vulnerable young people including some who have severe and complex mental health problems. The Council and its partners invest significant sums in expensive services to meet the needs of children and young people requiring high levels of support across health and social care and education. Since 2003 the Department of Health has distributed some CAMHS grant funding via local authorities, which is no longer ring-fenced and included within the base budget. The majority of funding for CAMHS is via health, with a smaller Council Contribution.

9.2.2 Cabinet Resources Committee 18 April 2013 authorised the extension and variation of the previous CAMHS contract with BEHMHT for the period 1 April 2012 to 31 March 2014 to allow for a new jointly commissioned CAMHS to be tendered and put in place. Under the Contract Procedure Rules, only an extension up to March 2014 was allowed.

9.2.3 Due to the mobilisation period of the joint working arrangement with the CCG, it has not yet been possible to enter into a Section 75 in respect to CAMHS or to complete the tender for a new CAMHS contract. Therefore, an extension of the existing CAMHS contract is required for an additional year to provide sufficient time for a comprehensive tender exercise to be undertaken.

9.2.4 Authorisation is therefore requested to waive the Contract Procedure Rules to allow for the existing CAMHS contract with BEHMHT to be extended and varied for the period 1 April 2014 to 31 March 2015 up to the value of £970,000.

9.3 Short Breaks

9.3.1 A competitive tender process was undertaken in 2011 for Short Breaks provision and contracts were awarded to 10 organisations for the period 1 January 2012 to 31 March 2013. Authorisation was then granted (see 2.8) to extend these contracts and undertake a new procurement process, with new contracts to commence on the 1 April 2014. However, the Children and Families Bill is proposing significant changes that could impact on the commissioning of short breaks services from September 2014 and so it is proposed that the new tender process takes place during the 2014/15 financial year to allow these changes to be reflected in future service design.

9.3.2 Authorisation is therefore sought to waive the Contract Procedure Rules to allow for the existing contracts with Short Breaks providers to be extended and varied for the period 1 April 2014 to 31 March 2015, for the combined value of up to £603,955.

9.4 Children in Care Healthcare

9.4.1 As set out in 7.2, the Council and the CCG have a responsibility to ensure that every child who is looked after has his / her health needs fully assessed, a health plan in place and reviewed within statutory timeframes. The current Council contract for this was authorised as per paragraph 2.7. As part of the joint working relationship between the Council and CCG the current arrangements for the provision of CIC Healthcare are being revised. Although a reduction in the Council contribution can be agreed in advance, the existing contract will need to be extended for an additional year to allow continuity of the remaining Council-funded element before longer-term arrangements can be put in place.

9.4.2 Authorisation is therefore requested to waive the Contract Procedure Rules to allow for the existing CIC Healthcare contract with CLCH to be varied and extended for the period 1 October 2013 to 30 September 2014. Although the full value extension is being requested, the Council is ensuring that financial contributions are appropriate and proportionate in relation to the statutory accountabilities of the CCG and Council.

9.5 London Care Placements Framework

- 9.5.1 In 2010 LCP set up an approved framework of residential and foster care providers, which participating boroughs can use to procure placements for children in care. The use of this framework significantly reduces the cost, time and risk associated with spot purchasing of fostering and residential care placements for children and young people. The LCP team carry out the relevant checks on providers, enabling participating boroughs to enter directly into contract with any provider on the framework, without the need for additional authority. The current LCP framework provider list is stored on a secured website (www.londoncareplacements.gov.uk).
- 9.5.2 Cabinet Resources Committee, 19 July 2010 authorised the Council to use this framework for the period of 1 April 2010 to 31 March 2013, with an option to extend for a further year. Due to the strong performance of the framework, the decision was made to employ the option to extend the use of the framework until 31 March 2014.
- 9.5.3 LCP has confirmed that they are going to extend the length of the framework for an additional year until 31 March 2015. Over the four year term, the agreement has provided value for money for the Council, whilst ensuring a wide range of services are available at short notice. It is therefore recommended that we extend the use of the framework for this additional year.
- 9.5.4 Authorisation is therefore sought to waive the Contract Procedure Rules to allow for the framework agreement with the LCP to be extended for a further year until 31 March 2015.

9.6 Provision of Assessments and Services for Young People with Learning Difficulties and Disabilities

- 9.6.1 As the amount of money available for the Council to spend over the coming years is reduced, service areas have been required to make budget reductions. Prospects Services Limited was awarded a contract for a period of three years from 1 July 2012 until 30 June 2015 to provide assessment for young people with learning difficulties and disabilities under S140 of the Learning and Skills Act 2000. From 1 April 2014, the Council are able to provide some of these services internally at no additional cost thereby reducing spend without impacting service delivery. In agreement with the provider, it is proposed that the Council will provide support to students with learning difficulties and disabilities attending Barnet and Southgate College from 1 April 2014. The contract will be varied to remove this element of service delivery from the service specification and the contract value will be reduced accordingly.
- 9.6.2 Authorisation is therefore sought to reduce the value of the contract with Prospects Services Limited by £31,350 from 1 April 2014.

9.7 Occupational Therapy (OT)

- 9.7.1 The initial provision of OT services was part of pre-existing arrangements with CLCH related to the speech and language therapy contract which expired 31 August 2013. A new contract for the provision of OT has not yet been

tendered as the opportunities for joint commissioning arrangements with the CCG are being explored. As such, CLCH has continued to deliver this service to the Council.

9.7.2 To regularise the current arrangements, authorisation is requested to retrospectively authorise CLCH to deliver OT for the period 1 April 2013 – 31 March 2015, up to the value of £180,000. This will also provide sufficient time to assess Council requirements for OT and to maximise opportunities for joint commissioning as appropriate.

9.8 Speech and Language Therapy to Excellence in Clusters Schools

9.8.1 The Excellence in Clusters Partnership consists of twenty three schools, all of whom have school populations with a high level of pupils from deprived background, as measured by entitlement to free school meals and other deprivation associated indicators. Schools in the partnership receive additional funding to address the educational consequences of this high level of deprivation. They have chosen to pool their additional funding in order to commission enhanced services as a partnership.

9.8.2 Historically, the Council has supported these schools by employing a full time officer as Excellence in Clusters Coordinator, and commissioning services on their behalf. This has included commissioning family support services, educational psychology and speech and language therapy.

9.8.3 Provision of speech and language therapy to the Excellence in Clusters schools was achieved by varying the Council's then existing contract with Central London Community Healthcare.

9.8.4 Following a joint re-procurement exercise in 2013, the Council no longer commissions speech and language from CLCH. From October 7 2013, the Council's speech and language therapy services have been provided by East London NHS Foundation Trust, with NHS Barnet Clinical Commissioning Group as lead commissioner under a Section 75 Agreement.

9.8.5 The Excellence in Clusters schools opted not to join the pooled fund for this new service from East London NHS Foundation Trust as they could not commit to a three year contract.

9.8.6 Cabinet Resources Committee, 24 September 2013, approved an extension to the contract with CLCH for speech and language therapy, to cover the Excellence in Clusters schools only, for the period 7 October 2013 to 31 March 2014.

9.8.7 The Excellence in Clusters partnership is currently in a state of transition. Once the summer term has ended in July 2014, the member schools will take responsibility for commissioning their own enhanced services. There will not be a role for the Council in commissioning services on their behalf.

9.8.8 This contract extension is therefore sought to ensure that the planned programme of speech and language therapy for April to July 2014 can be delivered, enhancing the educational prospects of pupils at these schools.

10. LIST OF BACKGROUND PAPERS

None

Cleared by Finance (Officer's initials)	JH
Cleared by Legal (Officer's initials)	RP

Meeting	Cabinet Resources Committee
Date	2 April 2014
Subject	Increase in contracted enablement hours
Report of	Cabinet Member for Adults
Summary of Report	This report is seeking authorisation of a contract variation with Housing 21 to agree a permanent increase in the number of hours per week of the enablement service.

Officer Contributors	John Mason, Commissioning Lead / Enid Coleman, Senior Category Manager.
Status (public or exempt)	Public
Wards Affected	All
Key Decision	Yes
Reason for urgency / exemption from call-in	N/A
Function of	Executive
Enclosures	N/A
Contact for Further Information:	John Mason, john.mason@barnet.gov.uk

1. RECOMMENDATION

- 1.1 That Cabinet Resources Committee agree a contract variation for a permanent increase in the enablement hours within the block contract with Housing 21 from 1200 hours to 1400 hours a week. This is to meet the increased demand for enablement packages following re-design of services across health and social care.

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Cabinet Resources Committee, 19 July 2010 Item 5 (Contract Award for Enablement).

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 The service supports Barnet Council's Corporate Plan priorities 4, 5 and 6:
 4. To sustain strong partnership with the local NHS, so that families and individuals can maintain and improve their physical and mental health.
 5. To promote a healthy, active, independent and informed over 55 population in the borough to encourage and support our residents to age well.
 6. To promote family and community well being and encourage engaged, cohesive and safe communities.
- 3.2 This is achieved through supporting people to regain their independence; enabling residents to delay or reduce the need for support from statutory social care services, supporting people to be discharged from hospital at the earliest opportunity, reducing the need for hospital admissions and delays and also reducing the need for residential care.

4. RISK MANAGEMENT ISSUES

- 4.1 The contract has rigorous performance standards and is monitored by Council Officers including the Senior Category Manager. Formal contract meetings take place quarterly to review performance data, discuss any contract issues and any emerging issues and risks.
- 4.2 Operational meetings take place quarterly between Housing 21 and the Council. These meetings focus on developing partnership working and manage relations at practitioner level and improve/develop processes.
- 4.3 The increase in hours is required currently to meet demand, however each year the number of hours is reviewed. Therefore, if in future less hours are required, due to a drop in demand, the number of hours will be reduced. This change enables the Council to manage the risk of not having enough capacity to meet demand. Without access to timely enablement there is the risk that people become more dependent and require additional social care services.
- 4.4 Housing 21 has a business continuity plan in place which has been approved by the council to address any issues that may jeopardise service delivery. The contract sets out actions to be taken by the Council in the event of concerns regarding service delivery. This includes processes and procedures for the

issue of default notices and remedial actions as well as suspension and termination of the contract if necessary.

4.5 In addition to the Council's monitoring role, Housing 21 as a registered care provider is regulated by the Care Quality Commission (CQC) in respect of quality of service delivery. CQC publish regular inspection reports on the service and work in partnership with the Council to support any required improvements to ensure the quality of services. The latest CQC inspection undertaken in August 2013 showed that Housing 21 met all 5 standards of service:

- Treating people with respect and involving them in their care.
- Providing care, treatment and support that meet people's needs.
- Caring for people safely and protecting them from harm.
- Staffing.
- Management.

5. EQUALITIES AND DIVERSITY ISSUES

5.1 The Equality Act 2010 places a duty on public authorities to have due regard to eliminating unlawful discrimination, advancing equality and fostering good relations in the context of age, disability, gender reassignment, pregnancy and maternity, religion or belief and sexual orientation.

5.2 Housing 21 as a registered care and housing provider is required to be compliant with equalities legislation. This requires them to operate an equalities policy, observe Codes of Practice issued by the Commission for Equality and Human Rights and give appropriate consideration to each customer's race, nationality, cultural or ethnic background, marital status, age, gender, religion, sexual orientation and disabilities. Equalities requirements are met through the person centred service that they deliver, responding on an individual basis to each person's needs identified through their personal support plan.

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

6.1 The Adults and Communities Delivery Unit currently funds the enablement services delivered by Housing 21 from the Council's revenue budget. Resources have been identified to meet the costs of the additional block contract hours from within the Adults and Communities budget, from Section 256 funding.

6.2 Enablement services are costed on an hourly rate and payments under the contract are based on a schedule of rates, submitted by Housing 21 when the service was procured. These form the Pricing Schedule within the contract.

6.3 The cost of the additional 200 enablement hours per week is at a rate of £17.94 an hour. Therefore 200 hours a week at £17.94 equals £3,588 a week. this sum multiplied by 52 weeks equals the increase in the contract value per annum at £186,576

6.4 At the commencement of the contract, the projected total contract value to September 2015 was £5,853,120. Following the increase in the contracted

hours this is projected to increase to £6,491,784 following the contract variation. This is an increase of £638,664 over the lifetime of the contract and an increase in the value of 11%.

- 6.5 This investment will result in savings for LBB and Barnet CCG in the longer term through a reduction in ongoing home care support and by delaying or reducing the need for people to be placed in residential care.
- 6.6 Current performance data shows that 70% of the people who receive an enablement package do not have an ongoing homecare package at the end of their enablement period.
- 6.7 The enablement contract is managed by a Senior Category Manager and the contract has rigorous performance standards and is monitored by Council Officers including the Senior Category Manager. Formal contract meetings take place quarterly to review performance data and discuss any contract issues and any emerging issues and risks.
- 6.8 The increase in block hours of an additional 200 hours to 1400 hours a week was part of delivering the frail elderly pathway and to support the work of the acute hospitals to minimise delays in hospital discharge.
- 6.9 Since then the service has continued to be closely monitored and capacity has been reached on a number of occasions. It is therefore considered that the increase to 1400 hours is needed to be a permanent contract variation in order to continue to offer an effective enablement service to those who require the service.

7. LEGAL ISSUES

- 7.1 The contract with Housing 21 allows for an increase or decrease in service hours dependent on the needs for the service.
- 7.2 Paragraph 14 of the council's Contract Procedure Rules allows a contract variation all of which are met here whereby:
 - The initial contract was based on a Contract Procedure Rules compliant competitive tender or quotation process.
 - The value of the variation added to the value of the original contract does not exceed the original Authorisation threshold as defined in Appendix 1, Table A.
 - The variation has an approved budget allocation.
 - The variation is in accordance with the terms and conditions of the existing contract.
- 7.3 The variation requires CRC approval under Appendix 1 Table A of Contract Procedure Rules.

8. CONSTITUTIONAL POWERS (Relevant section from the Constitution, Key/Non-Key Decision)

- 8.1 Council Constitution, Responsibility for Functions – section 4.6 details the responsibilities of the Cabinet Resources Committee which includes agreeing a contract variation as part of the Contract Procedural Rules.

- 8.2 Council Constitution, Contract Procedure Rules Appendix 1, states that any variations or extension acceptance for total contract values over £500,000 must be approved by Cabinet Resources Committee.

9. BACKGROUND INFORMATION

- 9.1 Enablement provides up to 6 weeks free support in a persons home to enable the person to regain their independence following either discharge from hospital or to prevent hospital admission. It is provided to eligible service users qualifying under the Fair Access to Care Services (FACS) policy and is non-chargeable.
- 9.2 The current contract started in September 2010 for 5 years and is due to end in September 2015. The total value at the start of the contract was £5,853,120 and the annual contract value was £1,170,624. The additional hours cost £186, 576 per annum. The additional costs have been accounted for within Adults and Communities budgets with the use of Section 256 funding. The total projected contract value is now £6,491,784.

Hours per week	Rate per hour	Weekly Payment	Annual Payment
1200	£18.76	£22,512	£1,170,624.
200	£17.94	£3,588	£186,576
Current annual contract value			£1,357,200
September 2010 - March 2011		£22,512	£675,360.
April 2011 – March 2012		£22,512	£1,170,624
April 2012 – March 2013		£26,100	£1,357,200
April 2013 – March 2014		£26,100	£1,357,200
April 2014 – March 2015		£26,100	£1,357,200
April 2015 – September 2015		£26,100	£574, 200.
Total projected contract value to September 2015			£6,491,784

- 9.3 The enablement service supports residents to remain as independent as possible in their own homes. It enables residents to delay or reduce the need for support from statutory social care services, supports people to be discharged from hospital at the earliest opportunity, reduces the need for hospital admissions and delays and reduces the need for residential care.
- 9.4 The increase in the demand of enablement hours is because of the increase in referrals from the Intermediate Care Team at the Acute Hospitals. This has followed from work with the hospitals on admissions avoidance and timely discharge of patients. London Borough of Barnet has also been reviewing care packages where there is a request for additional resources and where appropriate providing an enablement service.

10. LIST OF BACKGROUND PAPERS

None.

Cleared by Finance (Officer's initials)	JH/AD
Cleared by Legal (Officer's initials)	SD

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Meeting	Cabinet Resources Committee
Date	2 April 2014
Subject	Regeneration estates essential major works programme: discounted resident leaseholder charges
Report of	Cabinet Member for Housing
Summary of Report	This report proposes a policy for offering resident leaseholders on regeneration estates discounted charges for essential health and safety works.

Officer Contributors	<p>Pam Wharfe, Strategic Director for Growth and Environment</p> <p>Declan Hoare, Lead Commissioner (Housing and Environment)</p> <p>Paul Shipway, Head of Strategy and Performance, Regional Enterprise Ltd</p> <p>Jacky Nelson, Housing Manager (Leaseholder Services), Barnet Homes Ltd</p>
Status (public or exempt)	Public
Wards Affected	All
Key Decision	Yes
Reason for urgency / exemption from call-in	None
Function of	Executive
Enclosures	Appendix 1 – proposed discount policy
Contact for Further Information:	<p>Chloe Horner, Strategy and Business Improvement Manager, Regional Enterprise Ltd, chloe.horner@barnet.gov.uk, 020 8359 4775</p>

1. RECOMMENDATION

- 1.1 That the policy of discounted resident leaseholder regeneration estate major works charges be approved as set out in paragraphs 9.7, 9.8 and 9.9 of this report.**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Delegated Powers Report number 532 dated 9th May 2008 approved discounted payments by Council leaseholders in respect of major works on properties awaiting demolition in West Hendon in financial year 2010/11.
- 2.2 Delegated Powers Report number 1574 dated 8th February 2012 approved discounted payments by Council leaseholders in respect of lift refurbishment works on properties awaiting demolition in West Hendon, Edgware and Colindale in financial year 2011/12.
- 2.3 Delegated Powers Report number 1789 dated 8th October 2012 approved discounted payments by Council leaseholders in respect of lift refurbishment work on properties awaiting demolition in West Hendon and Colindale in financial year 2012/13.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 The regeneration of the priority housing estates is a key part of the Corporate Plan 2013 to 2016 priority “To maintain the right environment for a strong and diverse local economy”. The strategic objective under this priority is to sustain Barnet by “promoting growth, development and success across the borough”. This will be done through the delivery of seven major regeneration schemes across the borough, which will create more than 3,000 new homes over the next 5 years. This is supported by the Council’s Housing Strategy 2010 to 2025 which has “increased housing supply” and “promoting mixed communities” as key objectives.
- 3.2 Most properties on the priority regeneration estates were not included in the wider Decent Homes programme which was successfully completed by Barnet Homes in 2010. This is because these homes are due to be demolished and replaced with new homes over the next 2 to 15 years. However, the Council has a duty to ensure that homes are maintained to a reasonable standard whilst they are still occupied and are awaiting demolition.
- 3.3 Council leaseholders are normally expected to pay towards the costs of works undertaken to their block and in accordance with the terms set out in the lease. The costs are calculated based upon the percentage of the block works specified in the lease. Resident leaseholders on the regeneration estates will eventually have to move when the Council compulsorily purchases the property to facilitate the estate regeneration.
- 3.4 It could be viewed as unreasonable in these circumstances to expect a leaseholder to pay in full when they are not going to enjoy the full benefit of the works because their homes are to be demolished as part of regeneration plans in the near future. The payment may also be difficult in terms of cash flow and require a leaseholder to enter into an expensive loan agreement with a bank. It is proposed, therefore, that the leaseholders are offered a

discounted charge and affordable payment plan based on the number of years that they will benefit from the work.

4. RISK MANAGEMENT ISSUES

- 4.1 Although Council leaseholders are obliged to contribute towards the overall cost of capital works on their blocks, there is a risk that bad debts will be incurred where properties are due to be demolished in the next 10 years and the leaseholder is not willing to pay the whole cost.
- 4.2 The risk will be mitigated by offering a discount to resident leaseholders on the regeneration estates who are subject to a bill for major works and they will not see the full economic benefit.
- 4.3 If essential works are not carried out on these properties there may be health and safety risks, such as:
- To life and limb i.e. from fire or Legionella
 - Serious damage to the structure of the property, for example serious roof defects
 - To the security of the property
 - To the wellbeing of residents, for example serious lift defects or failures
 - Total power outage that would necessitate a lengthy decant (as happened at Upper Fosters in 2012).

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 Demographic analysis has shown that a higher proportion of households on the regeneration estates are from Black and Minority Ethnic households than for the council housing stock as a whole. In addition, more households are families with children and there are higher proportions of households with disabilities.
- 5.2 17% of Council leaseholders have somebody in the household with a long term illness or disability. This might make it difficult to pay large major works service charges without them being discounted.
- 5.3 84.5% of Council leaseholders on the regeneration estates are aged over 60 and may find it difficult to pay large major works service charges without a discount being applied.
- 5.4 Discounted major works bills will be offered to resident leaseholders on regeneration estates when they will not see the full economic benefit of essential health and safety related works because their property will have to be bought back in order to facilitate the regeneration of the estate. Where it can be ascertained that a leaseholder purchased the property in the knowledge that it had a limited life span they be expected to pay the full cost of the works.
- 5.5 Barnet Homes has consulted residents on the proposed discount policy through the Performance Advisory Group which was in unanimous agreement with the proposals.

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

- 6.1 It is proposed to offer a discount on the essential health and safety related works to leaseholders on regeneration estates according to the following formula:

$$\frac{\text{Cost of works}}{\text{Total expected lifespan of element in months/years (to max 144 months/12 years)}} \times \text{estimated period in months/years before decanting of block}$$

- 6.2 The implementation of a formula with no defined cap point could result in substantial reductions being applied to works resulting in the Housing Revenue Account giving unjustified subsidies to leasehold properties.
- 6.3 Therefore, a life expectancy cap of 12 years (or 144 months) has been applied even where the full anticipated life span exceeds this period. Some elements will have an anticipated lifespan of less than 12 years and this will be reflected in the discount calculation. The 12 year cap is considered to be a reasonable number of years of use to expect a leaseholder to contribute fully to the costs of the works. It is also beneficial to have such a cut-off point to avoid any disputes arising out of possible differences in view of the anticipated life-span of any works.
- 6.4 Leaseholders will be billed for 90% of their full estimated contribution at the point the works start. They will be expected to pay in a lump sum or agree to a repayment plan. At the point of sale, through a compulsory purchase order or voluntarily to the developer at the developer's request, the discount on the cost of the works shall be applied to resident leaseholders based on the formula above. The leaseholder will then receive a rebate for any money they have paid over and above the revised discounted contribution or be required to settle the difference between the amount paid to date and the revised discounted price.
- 6.5 The second option allows resident leaseholders to enter into a monthly payment arrangement, paying a 144th instalment (reflecting number of months over 12 years) of the leaseholder's total contribution per month up to the point of sale. In the event that the anticipated serviceable life of the element is less than 12 years the number of months in the payment plan would be reduced accordingly.
- 6.6 Discounts on either scheme shall not be available to non-resident leaseholders except in exceptional circumstances where the council in its sole discretion considers that the leaseholder has demonstrated hardship.
- 6.7 The total overall budget for all essential health and safety related work on Barnet Homes housing stock is £24 million over 11 years. Approximately 18% of the affected properties on regeneration estates are leasehold which would mean that the Council could recover approximately £4.3 million if leaseholders paid the full rate as per the terms of their lease. If leaseholders are offered discounts according to the proposed policy then the Council can expect to receive £2.5 million. The cost of the discounts policy is therefore a maximum of £1.8 million. This will be paid for out of the Housing Revenue Account.

- 6.8 As a result of the discounts applied to the regeneration estates, leaseholder contributions in effect reduces by a total of £1.8 million. As a consequence, the capital programme expenditure has additional costs of £1.8 million over the life of the health and safety programme. The Housing Revenue Account is forecast to be in a surplus position from Year 2017/18 so it is able to absorb the additional costs. The significant impact of the discounts on the Housing Revenue Account is in Year 2016/17 when it is forecast to have a deficit of £415,000. As a result of the leaseholders' discounts in that year, the forecast deficit position increases to £790,000.
- 6.9 The overall impact is not expected to be significant as the loan in the Housing Revenue Model is still forecast to be paid in the same year after taking account of the additional costs of £1.8 million. Overall, the Housing Revenue Account Business Plan shows that it is able to absorb the additional costs, with the most significant impact in Year 2016/17.
- 6.10 If the regeneration is deferred for a period in excess of 12 years from the date the works are carried out the leaseholder will not qualify for the discount applied under this policy as it will be deemed that they have received the full benefit of the works.
- 6.11 It is further proposed that the discount policy will not apply when a leaseholder's total contribution is £1,000 or below.
- 6.12 The cost of the works will be contained by using existing Barnet Homes contractors and securing efficiencies against the original estimated costs for the work.

7. LEGAL ISSUES

- 7.1 The local authority has discretion in relation to the level of works charges it seeks under the lease and this is also supported by the general power of competence in Section 1 of the Localism Act 2011.
- 7.2 The works referred to within the report will be handled by Barnet Homes and are part of a wider 10 year OJEC procured maintenance works contract.

8. CONSTITUTIONAL POWERS (Relevant section from the Constitution, Key/Non-Key Decision)

- 8.1 Constitution, Responsibility for Functions, Section 4.6 – Functions delegated to the Cabinet Resources Committee – includes all matters relating to land and buildings owned, rented or proposed to be acquired or disposed of by the Council.

9. BACKGROUND INFORMATION

- 9.1 Under the terms of their lease, Council leaseholders have to pay a proportion of Barnet Council's costs in maintaining the building and estate. This covers the structure of the building, the outside and all the shared (communal) areas. Council leaseholders contribute towards the cost of services and day-to-day repairs by paying a yearly service charge. In addition to this leaseholders have to pay separate bills for each piece of major work.

- 9.2 The Council has developed plans to demolish the four largest council housing estates - West Hendon, Grahame Park, Stonegrove Spur Road and Dollis Valley - and replace them with new homes as part of its regeneration plans. There are also plans to redevelop the Whitefields estate as part of the wider Brent Cross/Cricklewood regeneration programme. The Council will have to compulsorily purchase leasehold properties on the estates in order to facilitate the redevelopments.
- 9.3 There has been some slippage in the regeneration programme and it is expected that many of the properties will remain occupied for a number of years. However, the Council has a duty to keep these properties in a habitable condition for as long as they remain occupied by tenants and leaseholders.

Essential major works

- 9.4 Essential major works are required on the regeneration estates where there is a significant health and safety risk due to deterioration of key elements for which replacement parts have become obsolete or where repair rather than replacement is not economically viable. This may include the following types of work:
- Fire safety works
 - Electrical rising mains renewal
 - Emergency escape lighting installations or replacements
 - Substantial lift works (such as refurbishment or replacement of lifts)
 - Cold water storage system works – Legionella systems
 - Window replacements when these are being replaced as the current windows are unlikely to remain in a safe serviceable condition until the buildings scheduled demolition date.
- 9.5 Council leaseholders under the terms of their lease would normally be expected to pay their full contribution towards such essential major works notwithstanding the fact that there are plans to demolish the property in the near future.

Discounts for resident leaseholders on regeneration estates for essential major works

- 9.6 A policy (appendix 1) has been developed to address the perceived unfairness of high major works charges for resident leaseholders where they will not see the full benefit because the building is to be demolished. This policy does not apply to non-resident leaseholders, although in exceptional circumstances they may be granted equivalent discounts where the council in its sole discretion considers that a leaseholder has demonstrated hardship.
- 9.7 It is proposed that resident leaseholders on regeneration estates are charged a reduced major works charge because they will not receive the full lifetime benefit of the works. It is proposed that the reduced capital works cost is based on the following formula which takes into account the length of time a leaseholder can be expected to benefit from the works:

<i>Leaseholder's contribution to cost of works</i>		estimated	period	in
<i>Total expected lifespan of element in months/years (to</i>	X	months/years		before
<i>max 144 months/12 years¹)</i>		decanting of block		

Example which assumes 5 years before demolition:

$$£3,000 \div 12 \text{ years} = £250 \times 60 \text{ months} / 5 \text{ years} = £1,250$$

- 9.8 Alternatively resident leaseholders will be able to enter into an extended monthly re-payment arrangement, paying a 144th instalment (reflecting number of months over 12 years) of the leaseholder's total contribution per month up to the point of sale. In the event that the anticipated serviceable life of the element is less than 12 years the number of months in the payment plan would be reduced. This will assist resident leaseholders who are unable to pay a large amount upfront.
- 9.9 The implementation of a formula with no defined end point could result in substantial reductions being applied to works resulting in the Housing Revenue Account giving unjustified subsidies to leasehold properties. Therefore, a life expectancy cap of 12 years has been applied. This is considered to be a reasonable number of years of use to expect a leaseholder to contribute fully to the costs of the works.
- 9.10 Limiting the life span to 12 years has the advantage of the discount decreasing year on year in a stepped manner. This would have benefits over an alternative approach with a cut off point for demolition after which no discount would apply. This approach could result in leaseholders in a block which falls on one side of the cut off receiving significantly higher bills than those in a block on the other side.
- 9.11 No discounts will be applied where a leaseholder's contribution is £1,000 or below.
- 9.12 In cases of genuine hardship, the Council will use its sole discretion to agree an appropriate arrangement for payment of amounts due from individual leaseholders. For example, it may be appropriate to add the discounted amount payable as a charge on the property to be recovered through a reduced compensation amount when it is compulsorily purchased. In these circumstances a leaseholder in financial hardship would not have to make any payments.

Monitoring

- 9.13 Barnet Homes will monitor the implementation of the proposed policy to ensure that it is applied fairly and in accordance with the Council's duty of equality, and to assess the financial viability of the policy.

10. LIST OF BACKGROUND PAPERS

- 10.1 None

Cleared by Finance (Officer's initials)	JH
Cleared by Legal (Officer's initials)	BH

ⁱ Some elements will have a lower anticipated life span and this will affect the discount period accordingly

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Barnet Homes

Discounts for Leaseholders on Regeneration Estates for
Essential Major Works Policy

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Version Control

Item	Reason for Change	Ver	Author	Date
1	Create document	1.0	Jacky Nelson	25 Jan 2014
2	Revise document	2.0	Jacky Nelson	25 Feb 2014

Introduction

This policy aims to address the perceived unfairness of high major works charges for resident leaseholders who are not expected to realise the full economic benefit of the works due to plans to demolish the property as part of the regeneration programme.

The policy recognises that due to unavoidable slippage in the regeneration programme a range of essential health and safety related works cannot be deferred or avoided for properties that are now expected to remain standing for several years longer than was first envisaged under the regeneration programme.

It also recognises that some, more costly, cyclical type works are required to maintain a reasonable level of appearance on the estate.

The essential works referred to are included in the following list which is not exhaustive: -

Fire safety works

Electrical rising mains renewal

Emergency escape lighting installations or replacements

Substantial lift works (such as refurbishment or replacement of lifts)

Cold Water Storage System Works – Legionella Systems

Window replacement (where replacement is required because the windows are unlikely to remain in a serviceable state for the remainder of the buildings life.

Essential major works be broadly defined as follows:

When legislative changes necessitate the works, or where there is a significant risk due to deterioration of key elements for which replacement parts have become obsolete or where repair rather than replacement is not economically viable: -

- a) To life and limb i.e. from fire or Legionella
- b) Of serious damage to the structure of the property, for example serious roof defects
- c) To the security of the property
- d) To the wellbeing of residents, for example serious lift defects or failures

It should be further noted that Barnet Homes, or Barnet Council, have no legal, moral or financial responsibility to discount recharges to leaseholders of properties scheduled for demolition.

It should be noted that to mitigate the risk of costs being discounted inappropriately due to regeneration date slippages this policy is based on leaseholders being offered the option to either spread payments over an

extended length of time or paying the cost of the works then receiving a rebate once the demolition dates have been formalised and confirmed and compulsory purchase orders are served on properties or residents sell on a voluntary basis to the developer at the developer's request.

Objectives of the Policy

- (a) to provide a clear, consistent, reasonable and fair apportionment of costs for leaseholders on regeneration estates
- (b) to optimise revenue recovery for works to regeneration properties whilst at the same time acting in a reasonable, fair and customer focussed manner
- (c) to comply with legislation relating to the repairs and health and safety duties of Barnet Homes
- (d) to ensure that homes are dry and safe, and in an acceptable state of repair
- (e) to monitor discounts offered and applied to leaseholder service charge accounts on an ongoing basis to ensure double handling does not occur.

Qualifying Criteria

- (a) Qualifying works will consist of essential major works needing to be undertaken by Barnet Homes to meet its legislative health safety and repairs duty.
- (b) Discounts will only apply where individual contributions towards any one project exceed £1,000.
- (c) Discounts will not be applied for projects consulted on or delivered prior to the date of this policy, with the exception of the electrical rising main replacement works being undertaken at West Hendon (properties located at Warner Close, Tyrrell Way, Marriotts Close).
- (d) Leaseholders who purchased their property on the open market or through the right to buy scheme in the knowledge, or where it could be reasonably assumed that they were aware, that it forms part of a regeneration estate or scheme, will not qualify for the discount. Information provided as part of the pre-assignment enquiry when the property changes hands will be used as evidence in the event of a challenge.
- (e) The discount will not apply to housing associations, investment or property companies or investment owners.
- (f) Payment options 1 and 2 below only apply to resident leaseholders to whom criteria (d) is not applicable. For clarity this excludes non-resident leaseholders, housing associations investment or property companies.

Applying the Discount

Leaseholders will be consulted on their undiscounted contribution towards the works based on the total estimated block cost and the lease percentage. They will be billed for 90% of their full estimated contribution at the point works start on site. When the works are completed on site an adjustment credit or debit will be made to the service charge account based on the actual cost of the works.

The consultation documentation and associated communications will clearly explain that a discount will be applied to those that qualify (see Qualifying Terms above) in one of two ways as follows:

Option 1

The leaseholder will pay the whole amount invoice date to them within 28 days of the invoice date in order to receive a 2.5% prompt payment discount. Any over payment based on the formula described below will be rebated once the property is purchased through the Compulsory Purchase Order or sold voluntarily to the developer at their request.

Option 2

The leaseholder will agree a payment plan based on a monthly instalment towards the total cost of the works.

Total cost of the element divided by the number months perceived to be its anticipated lifespan* up to a maximum of 12 years (or 144 months).

The example illustrated below shows a total leaseholder contribution of £10,000 for an element with an anticipated lifespan of more than 12 years and therefore capped at 12 years. The invoice has been submitted in March 2014 (first payment due in April 2014) and the anticipated demolition date is November 2017.

$\text{£}10,000 \text{ (total cost)} \div 144 \text{ months (or 12 years)} = \text{£}69.44$
 $\text{£}69.44 \times 44 \text{ months (April 2014 to November 2017)} = \text{£}3,055.56$

Therefore the total contribution paid by the leaseholder would be £3,055.56. If the regeneration date should slip by 6 months the leaseholder would make six further monthly payments raising their total contribution to £3,472.22.

**Some elements will have a lesser anticipated lifespan and this will be reflected in the monthly payment calculation.*

In the event that a property is subjected to an early buy back or sold on the open market then no discount will be offered.

It will be made clear from the outset that claims from leaseholders who pay in full on receipt of the invoice will not receive interest on any money paid over and above the discounted value as at the demolition date.

Allowance will be made as part of the normal annual budget setting process to set aside monies for discount adjustments for all major works projects carried out to regeneration estates where individual leasehold contributions are expected to exceed £1,000.

The formula

It is proposed to offer a retrospective discount on essential major works to leaseholders on regeneration estates according to the following formula:

$$\frac{\text{Cost of works}}{\text{Total expected lifespan of element in years (to max 12 years*)}} \times \text{estimated period in years before demolition}$$

(Leaseholders Contribution to Total Cost of Works) ÷ (Total expected lifespan of element in years*) x (Estimated period in years before demolition) = Leaseholders contribution.

The following example assumes that the leaseholder has received electrical works with an anticipated life span of 25 years. The property is due for demolition in 5 years time:

$$£3,000 \div 12 \text{ years} = £250 \times 5 \text{ years} = £1,250$$

In this example the leaseholder would be charged £1,250 for the electrical works,

The anticipated period before demolition will be based on full, or part years left before demolition.

- * The discounts are to be based on the number of years of use a leaseholder will get out of the repair element before the block is demolished. The implementation of a formula with no defined end point could result in substantial reductions being applied to works resulting in the housing revenue account giving unjustified subsidies to leasehold properties.

Therefore, a life expectancy cap of 12 years has been applied. This is considered to be a reasonable number of years of use to expect a leaseholder to contribute fully to the costs of the works.

At the point of sale through a Compulsory Purchase Order or voluntarily to the developer at the developer's request the discount on the cost of the works shall be calculated based on the formula above.

In the case of option 1 the leaseholder will then either receive a credit payment for any money they have paid over and above the revised discounted price or otherwise be required to settle the difference between the amount paid to date and the revised discounted price.

Monitoring Performance

Barnet Homes will use Covalent management information to assess the effectiveness and appropriate application of the policy. The objectives of the management information system are as follows:

- (a) to review the financial impact of the policy on the organisation on an ongoing basis
- (b) to ensure that the policy is consistently and appropriately applied
- (c) to monitor the impact of the policy on customer opinion and satisfaction
- (d) to provide information that allows benchmarking with other registered social landlords.

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Meeting	Cabinet Resources Committee AGENDA ITEM 12
Date	2 April 2014
Subject	West Hendon Regeneration Project
Report of	Leader of the Council
Summary of Report	<p>Members are asked to note that the map appended to the resolution authorising the making of CPO1 of the West Hendon Regeneration Scheme made by the Leader on 11 February 2014, was subsequently amended (to include a slightly larger area at Cool Oak Lane Bridge). The leader made a resolution authorising the making of CPO1 reflecting the amended map on 27th February 2014. As a result, the resolution signed on 11 February 2014 no longer applies.</p>

Officer Contributors	Anna Morell, Regeneration Officer, Strategic Planning & Regeneration
Status (public or exempt)	Public
Wards Affected	West Hendon
Key Decision	No
Reason for urgency / exemption from call-in	Not applicable
Function of	Executive
Enclosures	None

Contact for Further Information:	Anna Morell Regeneration Officer, Strategic Planning & Regeneration Tel: 02083592387
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1. RECOMMENDATION

1.1 That the Committee note that the Leader of the Council on 27th February 2014:

- (i) made a resolution authorising the making of CPO1 and approved the amended CPO1 Map**

2. RELEVANT PREVIOUS DECISIONS

2.1 Relevant background papers between July 2005 and July 2013 are as listed in the report to Cabinet Resources Committee, 16 December 2013, item 11.

2.2 On 12 September 2013, the Leader authorised the following action:

1. The appropriation of the land shown coloured blue on plan 716_00_SK_099, (excluding the area shown coloured blue with hatched red) to planning purposes in accordance with the provisions of S.122 of the Local Government Act 1972;and
2. The delegation of authority to the Strategic Director Growth and Environment (formerly the Director for Place) to appropriate the land shown coloured blue and hatched red on plan 716_00_SK_099 for planning purposes following the closure of the highway in accordance with the provisions of S.122 of the Local Government Act 1972; and
3. Subject to Secretary of State consent the transfer the land shown coloured blue on plan 716_00_SK_099 to Barratt Metropolitan LLP in accordance with the relevant provisions of the Principal Development Agreement.

2.3 Cabinet Resources Committee 16th December 2013 resolved the following:

1. The making of 4 Compulsory Purchase Orders and necessary General Vesting Declarations to acquire all non-Council owned property and other proprietary interests (including as appropriate new rights over land) in the West Hendon Regeneration Scheme within phase 3a
2. That due to there being no scheduled CRC meeting in January 2014 and the restricted timescales for the making of the CPO for phase 1 (CPO1), the Leader grant the resolution to make CPO1 in January (following receipt of officer report setting out relevant details), with such resolution being reported to the next CRC meeting in February for information purposes.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 The regeneration of the West Hendon estate supports the Corporate Plan 2013-2016

- To maintain a well designed, attractive and accessible place, with sustainable infrastructure across the borough.

- To maintain the right environment for a strong and diverse local economy.
- To create better life chances for children and young people across the borough.
- To sustain a strong partnership with the local NHS, so that families and individuals can maintain and improve their physical and mental health.
- To promote a healthy, active, independent and informed over 55 population in the borough to encourage and support our residents to age well.
- To promote family and community well-being and encourage engaged, cohesive and safe communities.

3.2 The regeneration of the West Hendon regeneration estate also supports the Sustainable Community Strategy for Barnet 2010–2020 through the following objectives:

- A new relationship with citizens - the new developments will offer more choice and promote independence by providing a number of different housing options such as shared ownership to residents and to other people in the wider community.
- A one-public-sector approach - the Council is working together with other public sector partners to ensure the delivery of the schemes.
- A relentless drive for efficiency - the Council is working with development partners to ensure that the scheme is delivered in the most cost effective way.

3.3 The regeneration scheme also complies with strategic objectives in the Council's Housing Strategy 2010-2025 which include:

- Increasing housing supply, including family sized homes
- To improve the range of housing choices and opportunities available to residents
- Promoting mixed communities and maximising opportunities available for those residents wishing to own their own home.

4. RISK MANAGEMENT ISSUES

4.1 Subsequent approval was sought given the inclusion of additional land at Cool Oak Lane Bridge.

5. EQUALITIES AND DIVERSITY ISSUES

5.1 The Council is committed to improving the quality of life and wider participation for all in the economic, educational, cultural, and social and community life of the Borough. The West Hendon Regeneration Scheme will provide a mix of affordable and private sale properties. The new mixed tenure housing will improve the community cohesion in an area with a highly diverse population. It will provide increased choice and opportunity for Barnet

residents. This supports the overall aim of the Council's Equalities Policy and the Council's duties under the Equality Act 2010.

- 5.2 The public sector equality duty under section 149 of the Equality Act 2010 ("PSED") requires the Council to have due regard to: (i) the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010; and (ii) the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it. 'Protected characteristics' are: gender, race and disability, sexual orientation, age, religion or belief, pregnancy and maternity and gender reassignment.
- 5.3 The Council will promote equalities and address the impact of inequality and discrimination on persons regardless of gender, sexual orientation, race, religion/brief, age, their social or economic status. We will offer a translation service when sending out our CPO literature; additionally we will advise all owners to seek independent legal advice so they fully understand the CPO process.
- 5.4 All residents but especially elderly people living on the estate may be sensitive to empty properties on the estate in fear of crime that empty properties can generate; this negative impact will be managed by using Guardians to occupy properties until demolition is necessary
- 5.5 Consideration has been given to the provisions of the Human Rights Act 1998 including Article 8 (respect for private and family life and home) and Article 1 of the First Protocol (right to peaceful enjoyment of possessions). A decision to make Compulsory Purchase Orders must strike a fair balance between the public interest in the regeneration of the land and interference with private rights
- 5.6 Extensive consultation has and will continue to be undertaken with the community to ensure that the scheme reflects local needs. In this regard, the Council and the Development Partners appointed an Independent Resident Advisor to work with the residents on the estate & a Partnership and homeowners board/group has been established who meet on a regular basis. Residents have had consultation bi monthly over the past 12 months.
- 5.7 As part of the planning application for the West Hendon regeneration programme an Environmental Statement dated March 2013 was submitted. Following consideration of the submission by the Council an addendum to the Environmental statement document was provided in June 2013. The equalities implications will be regularly reviewed and updated during the life of the project with the submission of Reserved Matters planning submissions.
- 5.8 Of particular relevance to Equality and Diversity issues is the chapter on Socio-economic factors and the Health impact assessment within the Environmental Statement.
- 5.9 The assessment established the baseline socio - economic conditions for the application site and its surroundings, in order to identify possible receptors that may be impacted by the development proposals. This review highlighted a number of possible socioeconomic receptors, including the housing market,

labour market and social infrastructure (for example: GP/dental surgeries, education facilities, community facilities).

- 5.10 The assessment identified the likely impacts of the development proposals on these receptors. Moderate adverse impacts were identified in relation to housing demolition during the construction stage, and provision of primary school and open space infrastructure in the operational stage. Mitigation measures have been proposed to alleviate the possible adverse impacts associated with these receptors during operation including the provision of a primary school on the site. The proposals will provide a number of beneficial impacts for other receptors, through an increase in affordable housing supply and opportunities for wider regeneration.
- 5.11 The aim of the health impact assessment was to assess the potential effects on the physical, social and mental health of current and future residents of the West Hendon estate, and the distribution of the health effects within those residents.
- 5.12 The baseline information shows that the health of people in Barnet is generally better than the England average. However, there are significant pockets of deprivation within Barnet and about 15,700 children live in poverty, which is significantly worse than the England average. The West Hendon estate is one of the most deprived areas of Barnet and this deprivation has an influence on health.
- 5.13 The assessment showed that there are likely to be negative health effects for some future residents of the estate, for example, related to the existing poor air quality and noise disturbance during construction and demolition. However, these will be effectively mitigated through the implementation of good site management during construction.
- 5.14 The health impact assessment found that there would be uncertain health effects on existing residents that will have their homes demolished as part of the redevelopment, with some people more content with their new accommodation than others. Existing residents who are secure tenants will be re-housed on-site, whereas non-secure tenants will be re-housed elsewhere in the Borough. However, continued communication with residents throughout the redevelopment should help to minimise any negative health outcomes.
- 5.15 The redevelopment is expected to have many positive health outcomes. Indoor housing conditions are likely to significantly improve from current conditions and there will be improvements to the communal areas, footpaths and road safety, in particular the removal of the current high traffic use of Perryfield Way. There will also be significant improvements to the quality of recreational and play space and much improved access to nearby recreation areas, such as the Brent Reservoir and West Hendon Playing Fields. A new on-site primary school, nursery and community centre and increased retail provision will help maintain or improve social networks, provide job opportunities and increase the opportunities for walking and cycling.

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

6.1 None

7. LEGAL ISSUES

7.1 Section 226 (1) (a) of the Town and Country Planning Act 1990, (as amended by the Planning and Compulsory Purchase Act 2004), provides that a local authority shall, on being authorised to do so by the Secretary of State, have power to compulsorily acquire any land in their area if they are satisfied that the acquisition will facilitate the carrying out of development, redevelopment or improvement on or in relation to the land. However, the power must not be exercised unless the authority thinks that the development, redevelopment or improvement is likely to contribute to the achievement of the promotion or improvement of the economic, social or environmental well-being of their area. The compulsory acquisition of third party proprietary interests and/or rights in the Order Land will enable the delivery of Phases 3b & 3c in accordance with an agreed programme and will provide certainty with regard to land assembly and the implementation of the Scheme. The ability to deliver Phases 3b & 3c will enable the Council and the Developer to progress the delivery of future Phases and the Scheme in its entirety.

7.2 The regeneration of the West Hendon Estate is a key priority for the Council and has remained so since 2002. This is set out in saved policies from the London Borough Barnet UDP 2009, the Adopted Core Strategy 2012 and within the associated Development Plan Documents (DPDs).

7.3 The estate was constructed in the late 1960s. Due to its design, layout and construction it is characterised by a number of issues such as:

- poorly defined public and private space;
- lack of orientation within the estate
- no clear connection between the estate and the Broadway and other surrounding streets;
- Unappealing entrances to blocks and poorly maintained internal communal areas;
- Building fabric in need of repair and upgrade to meet current environmental and building standards

7.4 Through the regeneration scheme the housing stock will be significantly improved to meet current building and construction standards, improving the environmental and social wellbeing of the area. It will also include training and employment opportunities for residents within the borough, as well as proposals for a new primary school, community centre, town centre and improved transport links, improving the economic, social and environmental well-being of the area.

7.5 As already stated, the Order Land forms part of the wider Estate and represents land to be included in the first of up to four CPOs required to secure Scheme delivery.

7.6 Section 13 of the Local Government (Miscellaneous Provisions) Act 1976 provides for the acquisition of new rights over land where such rights are not in existence when the order specifying them is made. In order to facilitate the delivery of Phases 3b & 3c it may be necessary to acquire new rights in

respect of the Order Land for purposes such as crane oversailing. The land over which the acquisition of new rights may be required are shown edged green.

- 7.7 In using the enabling powers pursuant to section 226 (1) (a) of the Town and Country Planning Act 1990 and Section 13 of the Local Government (Miscellaneous Provisions) Act 1976, the Council is using the most specific powers available to it for the purposes of the redevelopment of West Hendon.
- 7.8 Government guidance on the use of compulsory purchase powers is set out in Circular 06/2004 "Compulsory Purchase and the Crichel Down Rules", which states that a compulsory purchase order should only be made where there is a compelling case in the public interest.
- 7.9 In resolving to make CPO1 the Council has had full regard to the guidance set out in Circular 06/2004. The regeneration of the West Hendon Estate provides a compelling case for the making of the CPO. The existing housing stock is outdated and does not meet current environmental and building standards. The West Hendon regeneration proposals will improve the economic and social well-being of existing and future residents through the creation of training / job opportunities (e.g. during construction phases of development), updated housing stock, proposals for a new school and community centre and improved transport links. Vacant possession of each phase will be required in advance of its implementation.
- 7.10 The Council remains committed to securing the delivery of the Scheme, and the need for the comprehensive redevelopment of the Estate is recognised in adopted planning policy including the NPPF, the London Plan, the Barnet Core Strategy and Saved policies from London Borough Barnet UDP 2009, adopted Development Management Policies (DMP).
- 7.11 The Scheme will deliver the following real and tangible benefits:
- Residential homes built to Lifetime Standards, incorporating higher standards of build quality applying Secure by Design principles and achieving a tenure blind design;
 - Mixed and balanced communities delivered through a wider choice of tenure and unit mixes, offering wider opportunities for home ownership and creating sustainable, inclusive and mixed communities;
 - The transformation of unappealing groups of buildings and disconnected external spaces into thriving and cohesive neighbourhoods through the integration of the Estate with its surrounding context (achieved through public parks, play spaces and community facilities);
 - The removal of the Perryfield Way gyratory which represents a significant obstacle to pedestrian and vehicular movement in the locality;
 - Public realm improvements to the Broadway and Station Road;
 - 1766m² commercial floorspace (Class A1-A5 & B1) to replace 1,073.19m² existing commercial floorspace
 - Connecting the community to the benefits of the Welsh Harp;
 - Improved green spaces and play spaces;
 - Proposed new bridge connections (an improved Cool Oak Bridge and new Silk Stream Bridge)
 - New two-form entry primary school and community centre.

- 7.12 At present properties within the Estate fail to meet Decent Homes Standards. Taking into account the significant investment required to bring the existing buildings up to current standards and the commitment to secure the comprehensive regeneration of the Estate, the Council considers that there is a compelling case in the public interest to secure the delivery of the Scheme (and its associated benefits). To that end, the Council intends to utilise the powers under section 226(1)(a) of the Town and Country Planning Act 1990 and section 13 of the Local Government (Miscellaneous Provisions) Act 1976 because it is not certain that it, or the Developer will be able to acquire all third party proprietary interests and/or rights by agreement.

Human Rights

- 7.13 The Human Rights Act 1998 requires (amongst others) that every public authority acts in a manner which is compatible with the Convention for the Protection of Human Rights and Fundamental Freedoms (“the Convention”). The following parts of the Convention are relevant to the Council’s exercise of its compulsory purchase powers:

Article 1 of the First Protocol – the right to peaceful enjoyment of possessions;
Article 8 – respect for private and family life and home.

- 7.14 A decision to make CPO1 must strike a fair balance between the public interest in the regeneration of the land and interference with private rights. Bearing in mind the fact that the exercise of compulsory purchase powers is a statutory process, the provisions for compensation to be paid to those affected and the compelling case in the public interest for the regeneration, it is considered that the interference with private property rights is necessary, proportionate and strikes a fair balance towards meeting the Council’s objectives.
- 7.15 Those affected by CPO1 will be informed and advised of their right to make representations to the Secretary of State, to be heard at public inquiry and of a fair entitlement to compensation (where applicable). Thus ensuring consistency with Article 6: right to a fair hearing.

8. CONSTITUTIONAL POWERS (Relevant section from the Constitution, Key/Non-Key Decision)

- 8.1 Council Constitution, Responsibility for Functions - paragraph 4.2 details the responsibilities of the Leader of the Council, which include the power to discharge any function of the Executive.
- 8.2 At its meeting on 16 December 2013, the Cabinet Resources Committee resolved to authorise the Leader to grant the resolution to make CPO1, and report that decision to the next Cabinet Resources Committee

9. BACKGROUND INFORMATION

- 9.1 At its meeting of 16 December 2013, the Cabinet Resources Committee resolved in principle the making of up to four separate Compulsory Purchase Orders (CPOs) to secure the delivery of the West Hendon Regeneration

Scheme. It also delegated authority to the Leader for the approval of the resolution for the making of the first such CPO required to deliver Phases 3b and 3c (CPO1). The Leader approved the resolution to make CPO1 on 11th February 2014, however the CPO1 Map was subsequently amended to include a slightly larger area at Cool Oak Lane Bridge.

- 9.2 The slightly larger area at this location is required to enable construction of the pedestrian and cycle crossing.
- 9.3 The leader approved the amended map on 27 February 2014
- 9.4 The Committee are therefore required to note that the Leader DPR dated 27 February 2014 should be regarded as the resolution to make CPO1.

10. LIST OF BACKGROUND PAPERS

- 10.1 Leader Action Report dated 12 September 2013
- 10.2 Leader DPR dated 11 February 2014
- 10.3 Leader DPR dated 27 February 2014

Cleared by Finance (Officer's initials)	JH
Cleared by Legal (Officer's initials)	AK

Meeting	Cabinet Resources Committee
Date	2 April 2014
Subject	London Borough of Barnet Training Framework
Report of	Cabinet Member for Resources and Performance
Summary of Report	<p>To authorise LBB to sign up to the ESPO - Premier Partnership's training framework to commence as soon as possible in 2014/15.</p> <p>Acceptance to award a contract to Premier Partnership to provide a managed training service from 2014 – 31 March 2018.</p>

Officer Contributors	<p>Ali Asmi – Procurement Manager, Customer Services Group (Corporate Procurement)</p> <p>Sajida Kiyanni – Business Partner, Customer Service Group (Corporate Procurement)</p>
Status (public or exempt)	Public
Wards Affected	None
Key Decision	Yes
Reason for urgency / exemption from call-in	Not applicable
Function of	Executive
Enclosures	Yes
Contact for Further Information:	Ali Asmi – ali@asmi@barnet.gov.uk

1. RECOMMENDATION

That Cabinet Resources Committee:

- 1.1 Authorise the procurement of a four year Council wide Training framework.
- 1.2 Authorise entry into a call off agreement with the ESPO to access their Training Framework Agreement.
- 1.3 Authorise award of a four year Council wide Training contract to Premier Partnership via the ESPO Framework Agreement.

2. RELEVANT PREVIOUS DECISIONS

- 2.1 24 June 2013, Cabinet Resources Committee, decision item 8, – CSs workforce development programmes.
- 2.2 16 December 2013, Cabinet Resources Committee, decision item 7, - Contract Procurement Plan – Street Scene training requirements and Re training requirements.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 The Corporate Forward Plan 2013-16 sets out the Council's strategic objectives and priorities. It also outlines the Council's approach to achieving savings and efficiencies in upcoming years, including ensuring capital resources are maximised. The procurement process undertaken, and recommendations in this report, supports these priorities.

4. RISK MANAGEMENT ISSUES

- 4.1 The contract award mitigates risk to service delivery by ensuring that all existing trainers are given the opportunity to join the framework and continue to deliver services to Barnet.
- 4.2 The council's training planning team will work closely with Premier Partnership pre go-live to ensure that all training needs are met with the right trainers.
- 4.3 Each Directorate will retain a focal point to develop course materials with specialist providers as required by LBB. Having one point of call for training and development needs within each Directorate will ensure course development and delivery requirements are tailored to LBBs needs. Ordering the training requirement and invoicing will be via the Premier

- 4.4 As other London councils already use Premier Partnership and with 75 councils as clients, Premier Partnership has a very good understanding of the council's requirements.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 From 5 April 2011 the previous separate equality duties on public authorities covering race, disability and gender were replaced by a single Public Sector Equality Duty. Section 149 in Chapter 1 of Part 11 of the Equality Act 2010, is the new public sector equality duty. This Public Sector Equality Duty also extends to gender reassignment, age, sexual orientation and religion and religious belief.
- 5.2 There is a 'general duty', on public authorities to have a due regard to the need to:
- a) Eliminate unlawful discrimination, harassment, and victimisation;
 - b) Advance equality of opportunity between those covered by the Equality Act and those not covered, e.g. between disabled and non-disabled people;
 - c) Foster good relations between these groups.
- 5.3 The Act makes it clear that authorities can use procurement to drive equalities and contains a specific measure on procurement, making provision: "to enable duties to be imposed in relation to the exercise of public procurement functions".
- 5.4 The Council has a process for assessing the equalities impact of all of its activity and, in awarding any contract, Officers will ensure that the Council's approach to equalities is applied.
- 5.5 By section 149(2) of the Equality Act 2010, the 'general duty' also applies to 'a person, who is not a public authority but who exercises public functions and therefore must, in the exercise of those functions, have due regard to the general equality duty. This includes any organisation contracted by a local authority to provide services on its behalf. The Council will therefore take all necessary and reasonable steps to ensure that all contractors comply with this general equality duty.

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

- 6.1 There are no TUPE implications as the current element is only for the administration to be passed on to Premier Partnership.
- 6.2 Pre go live, the training managers within each directorate will have to sit with Premier to develop next year's training needs and framework.
- 6.3 Post go live, the performance of Premier Partnership will have to be monitored to ensure quality of service.

- 6.4 However, there will be a significant saving of time from reduced administration of booking, finding trainers, uploading the results, compiling feedback forms and consolidated invoicing which will all be done by Premier Partnership.
- 6.5 LBB is expected to achieve approx. 5% savings over the life time of the framework.

7. LEGAL ISSUES

- 7.1 Managed Training Services are Part B Services under European public procurement rules. ESPO has procured the Framework Agreement in compliance with these rules and the Council was named generically as a potential call-off body in the OJEU Contract Notice advertising the Framework. Therefore the Council can call-off these managed training services under the ESPO Framework.
- 7.2 The Council will sign an Access Agreement with ESPO and then will enter into a call-off contract with Premier Partnership incorporating the Framework terms and conditions which will constitute the contract with Premier Partnership.

8. Constitutional powers (RELEVANT SECTION FROM THE CONSTITUTION, KEY/NON-KEY DECISION)

- 8.1 Authorisation on the Forward Plan agreed by Cabinet Resources Committee on 16 December 2013 was to procure training requirements for Street Scene and RE only. The procurement process demonstrated it would be more effective to procure the training and up-skilling for all Council delivery units.
- 8.2 Council Constitution, Contract Procedure Rules, Appendix 1 - Table A, sets out authorisation and acceptance thresholds. In accordance with Contract Procedure Rules this report seeks Cabinet Resources Committee authorisation to procure training services for all Council delivery units and to award a contract over £500k.

9. BACKGROUND INFORMATION

- 9.1 Barnet spent approx. £1,000,000 on training in the financial year of 12/13, the majority of which is a statutory requirement to maintain professional certifications. Children's Services is the largest spend area followed by Street Scene, Corporate and then Adults.
- 9.2 Approximately 350 suppliers were used to deliver these training needs across the Council. Effective management of such a large supply base is complex, time-consuming and inherently inefficient. These inefficiencies arise from tendering for each piece of training; payment of more than 3000 invoices annually; monitoring the performance of each supplier; management and maintenance of the training pathways for each employee; managing attendee feedback and resolving any issues.
- 9.3 In order to simplify the service, get better value for money and increase efficiencies, Procurement considered the option of implementing a managed service provider. Two frameworks were explored; ESPO and Crown Commercial Service, both would be procured via OJEU and appointed by their respective procurement body.

9.4 The supplier on the ESPO framework (Premier Partnership) is vastly more experienced in delivering training to councils than the Crown Commercial Service framework supplier which was originally set up as a Civil Service Learning provider. Premier Partnership currently delivers training to over 75 councils and is delivering a full managed service to multiple councils in the West London Alliance (WLA).

The following activities took place;

- Each framework provider was invited to present its solution and demonstrate how it would benefit LBB.
- Service areas across each Directorate were asked to establish requirements and address concerns.
- Benchmarking was undertaken to ascertain potential value for money from both frameworks.
- The mechanism for the training framework was communicated to heads of service and any concerns addressed.

9.5 It is proposed that the contract is awarded to the ESPO framework run by Premier Partnership because they offer the best potential value arising from: Seventy Five local authorities already utilising this framework therefore offering economies of scale; the option to combine attendance of Barnet staff with those of other authorities on training courses; an established and centrally managed supplier base of 350+ suppliers; administrative efficiencies; aggregated invoicing; an established Learner Management System to provide a training pathway for each employee in the Council; availability of e-learning courses/training; enhanced training monitoring and evaluation.

9.6 LBB is expected to achieve approx. 5% savings over the life time of the framework through these efficiencies.

Comparisons – Table

	Existing supplier base able to offer training to LAs	Number of LAs registered to use the framework	LMS systems offered	e-learning offered
Premier Partnership	Yes	75	Yes	Yes
Other Training Framework provider	No	0	Yes	Yes

10. LIST OF BACKGROUND PAPERS

10.1 None

Cleared by Finance (Officer's initials)	JH
Cleared by Legal (Officer's initials)	SD

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AGENDA ITEM 16

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