

<p style="text-align: center;"><b><u>COMMITTEE</u></b> <b>CABINET RESOURCES</b></p>
<p style="text-align: center;"><b>DATE AND TIME</b> <b>MONDAY, 26 SEPTEMBER 2005</b> <b>AT 7.00 PM</b></p>
<p style="text-align: center;"><b><u>VENUE</u></b> <b>THE TOWN HALL, THE BURROUGHS,</b> <b>HENDON, NW4 4BG</b></p>
<p style="text-align: center;"><b><u>PLEASE NOTE DATE OF MEETING</u></b></p>

**TO: MEMBERS OF THE CABINET RESOURCES COMMITTEE (Quorum 3)**

**Chairman:** Councillor Mike Freer

**Councillors:**

Anthony Finn                      Lynne Hillan  
John Marshall                      Brian Salinger

John Marr  
Democratic Services Manager

Democratic Services contact:  
Chidi Agada, tel: 020 8359 2037

Press and Public Relations contact:  
Emer Coleman, tel: 020 8359 7794

**FACILITIES FOR PEOPLE WITH DISABILITIES**

The Town Hall has access for wheelchair users including lifts and toilets. If you wish to let us know in advance that you will be attending the meeting, please telephone Chidi Agada on 020 8359 2037. People with hearing difficulties who have a text phone, may telephone our minicom number on 020 8203 8942. All our Committee Rooms also have induction loops.

Town Hall  
Hendon, NW4 4BG

## ORDER OF BUSINESS

Item No.	Title of Report	Page Nos.
1.	MINUTES	–
2.	ABSENCE OF MEMBERS	
3.	DECLARATION OF MEMBERS' PERSONAL AND PREJUDICIAL INTERESTS	–
	<b>Report of the Leader and Cabinet Member for Policy and Performance</b>	
4.	Long Lease of Council land on the eastern boundary of Avenue House Estate, East End Road, N3	1– 3
	<b>Reports of the Cabinet Member for Policy and Performance</b>	
5.	Football Stadium and adjoining lands, Claremont Road, NW2	4 – 33
6.	Preparation of Statement of Internal Control (SIC)	34 – 48
	<b>Report of the Cabinet Member for Community Services</b>	
7.	British Red Cross two Year extension for the Joint Equipment Contract – LBB/BPCT	49 – 52
	<b>Report of the Cabinet Member for Environment and Transport</b>	
8.	CCTV Installation Programme	53 – 61
	<b>Report of the Cabinet Member for Resources</b>	
9.	Revenue Monitoring 2005/06	62 – 84 (separate circulation)
10.	ANY OTHER ITEMS THAT THE CHAIRMAN DECIDES ARE URGENT	
11.	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:	
	Exemption category	
	<b>Report of the Leader and Cabinet Member for Policy and Performance</b>	
12.	Exempt information relating to item 4 in public session – Long Lease of Council land on the eastern boundary of Avenue House Estate, East End Road, N3	9 85 – 86

	<b>Report of the Cabinet Member for Policy and Performance</b>		
13.	Exempt information relating to item 5 in public session – Football Stadium and adjoining lands, Claremont Road, NW2	7 & 9	87 – 92
	<b>Report of the Leader and Cabinet Member for Environment and Transport</b>		
14.	Street Lighting Contract Claim	7	
15.	ANY OTHER EXEMPT ITEMS THAT THE CHAIRMAN DECIDES ARE URGENT		

### **Fire / Emergency Evacuation Procedure**

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by Committee staff or by uniformed porters. It is vital that you follow their instructions.

You should proceed calmly; do not run and do not use the lifts.

Do not stop to collect personal belongings.

Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions.

Do not re-enter the building until told to do so.

**AGENDA ITEM: 4**

Page nos. 1 - 3

---

Meeting	Cabinet Resources Committee
Date	26 September 2005
<b>Subject</b>	<b>Long Lease of Council land on the eastern boundary of the Avenue House Estate, East End Road, N3</b>
Report of	Leader of the Council Cabinet Member for Policy and Performance
Summary	This report seeks approval to revised terms for granting a long lease of part of the Council's all-weather tennis courts to Wilf Slack Young Cricketers Development Trust.

---

Officer Contributors	Nick Elsley, Principal Valuer, Property Services & Valuation.
Status (public or exempt)	Public (with a separate exempt section)
Wards affected	Finchley Church End
Enclosures	Location map
For decision by	Committee
Function of	Executive
Reason for urgency / exemption from call-in (if appropriate)	n/a

Contact for further information: Nick Elsley, ext 7369.

## **1. RECOMMENDATIONS**

- 1.1 That the revised terms as set out in the exempt report for the grant of a long lease of part of the former all-weather tennis courts to Wilf Slack Young Cricketers Development Trust be accepted and that the Legal Department be instructed to complete the matter.

## **2. RELEVANT PREVIOUS DECISIONS**

- 2.1 The Cabinet Resources Committee of 8th July 2004 approved terms for granting two long leases of the site; one to Wilf Slack Young Cricketers Development Trust and the other to Avenue House Estate Management.

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 3.1 The Corporate Plan commits the Council to improved asset and contract management. The proposals in this report achieve this by producing a capital receipt from the leasing of the site which can be used to assist in funding the Council's approved capital programme.

## **4. RISK MANAGEMENT ISSUES**

- 4.1 Until the leases are completed both Avenue House Estate Management and Wilf Slack Young Cricketers Development Trust are at liberty to withdraw their offers. This is however an unlikely scenario as both parties have actively sought to progress the case since negotiations commenced.

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

- 5.1 Receipt of capital sums as set out in the exempt report. This can be used to assist in the funding of the capital programme. The Council shall additionally receive payment from each of the prospective lessees legal and surveyors' fees and costs as set out in the exempt report
- 5.2 There are no staffing or ICT issues. The property issues are as set out in section 7 below.

## **6. LEGAL ISSUES**

- 6.1 None.

## **7. CONSTITUTIONAL POWERS**

- 7.1 Constitution – Part3 Responsibility for Functions – Section 3.6 Functions delegated to the Cabinet Resources committee – All matters relating to land and buildings owned, rented or proposed to be acquired or disposed of by the Council.

## **8. BACKGROUND INFORMATION**

- 8.1 The tennis courts site is situated between the grounds of Avenue House and those of Wilf Slack Young Cricketers Development Trust, East End Road, N3 (Wilf Slack).

- 8.2 Wilf Slack currently hold a 50 year lease of the adjoining site on the eastern and southern boundaries of the all-weather courts, which expires on the 28<sup>th</sup> September 2042. This lease has an option to extend for a further 50 years.
- 8.3 Terms previously approved for the proposed new lease of part of the former tennis courts were for a term expiring conterminously with the above lease, but without the option to extend for a further 50 years.
- 8.4 Wilf Slack has requested that an option to extend for a similar period as the option in their main lease should be included in the new lease. This is considered to be mutually beneficial, subject to a proviso that the option is contingent on the exercise of the main lease option so that a single new lease would be granted.
- 8.5 The premium provisionally accepted and previously approved is considered to be fair and full value for the proposed new terms, as it was originally tendered on the basis of a long lease term and is consistent with the premium agreed for the lease of the other part of the site.

## **9. LIST OF BACKGROUND PAPERS**

- 9.1 None.

BT: SE  
MO: PD

**AGENDA ITEM: 5**

Page nos. 4 - 33

Meeting	Cabinet Resources Committee
Date	26 September 2005
<b>Subject</b>	<b>Football Stadium and adjoining lands, Claremont Road, NW2</b>
Report of	Cabinet Member for Policy and Performance
Summary	To consider the current position on various issues relating to the Claremont Road site and to accept a tender offer for the freehold acquisition of the above land and to agree to the exchange of conditional contracts.

Officer Contributors	Dave Stephens, Chief Valuer and Development Manager
Status (public or exempt)	Public – with a separate exempt report
Wards affected	Golders Green
Enclosures	
For decision by	The Committee
Function of	Executive
Reason for urgency / exemption from call-in (if appropriate)	N/A

Contact for further information:  
David Stephens, Chief Valuer and Development Manager – 020 8359 7353

## **1 RECOMMENDATIONS**

**1.1 That the tender offer from KingsOak North London be accepted for the freehold sale of the residential development site the approximate position of which is shown on the plan attached to this report and contracts for the sale be exchanged subject to the following:**

- i. To the contract including a requirement for the purchaser to carry out the works or make the payments referred to in paragraph 8.17 of this report;**
- ii. to the removal or modification of the restrictive covenant**
- iii. the agreement of satisfactory terms with Hendon Football Club for the surrender of its lease of the Claremont Road site;**
- iv. the agreement of satisfactory terms for the termination of the tenancy of the Youth Sport and Leisure Foundation;**
- v. the agreement of satisfactory terms with an appropriate organisation to take a lease of Copthall Stadium which provides for Hendon FC to play at that stadium;**
- vi. to the external auditors confirming that the Council is continuing to act with financial prudence;**

**1.2 That the Legal Department completes the necessary documentation.**

## **2. RELEVANT PREVIOUS DECISIONS**

**2.1 Cabinet 9.9.02 – considered a report on the deteriorating condition of Copthall Stadium and the fact that the football ground at Claremont Road no longer suited the long term needs of Hendon Football Club and agreed in principle to granting Hendon Football Club a 25 year lease of Copthall Stadium.**

**2.2 Cabinet 5.11.02 – In considering the proposals for the regeneration of the West Hendon area agreed to a land swap with Ealing Family Housing Association to allow the Housing Association to build a new elderly persons residential care home and day centre on the site of the existing Clitterhouse Depot and adjoining land at Claremont Road NW2 to replace the existing Perryfields care home and day centre.**

**2.3 Cabinet Resources Committee 18.9.2003 – approved in principle the freehold sale for residential development of the Hendon Football Club site in Claremont Road and that FPD Savills be appointed to act as the Council's agent to carry out the marketing.**

**2.4 Cabinet Resources Committee – 8.7.04 - agreed, in variation to previous decisions:**

- i. subject to the grant of planning permission, the removal or modification of the restrictive covenant and the conclusion of terms with Hendon Football Club for the surrender of its lease, the freehold interest in an appropriate area of land at Claremont Road, NW2 be transferred to Ealing Family Housing Association for the building of a replacement for**



the Perryfields elderly persons care home and day centre in exchange for the transfer back to the Council of the current Perryfields site at Tyrrel Way, West Hendon and upon the basis set out in the report;

- ii. subject to officers carrying out further investigations into the suitability of the sites for development for residential purposes, any sums for the provision of affordable rented housing secured from the purchaser/developer of the Hendon Football Club site be put towards the development of affordable rented housing on the lands in Long Lane, N2 and Alexandra Road and Sydney Road, N10;
- iii. That, subject to part of the Hendon FC site being sold for development and to the grant of any necessary planning permission, that part of the proceeds of sale be used to refurbish and modernise the existing Clitterhouse playing fields showers and changing rooms.

### **3 CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 3.1 The corporate plan commits the council to improved asset and contract management. The proposals in this report do this by (i) achieving from the sale of land a capital receipt which can be used to assist in funding the capital programme; (ii) will ensure a housing development which will contribute towards achieving a balanced community; and (iii) will see investment in improvements to Cophall Stadium.

### **4 RISK MANAGEMENT ISSUES**

- 4.1 The sharing of the proceeds of sale has yet to be agreed between the Council, Hendon Football Club and the Youth Sport and Leisure Foundation. The ultimate sale could be frustrated by a lack of agreement. However, there have been on-going discussions with representatives of Hendon Football Club and agreement upon the sharing of the proceeds is expected to be achieved.
- 4.2 The Council's application to the Lands Tribunal for the removal or modification of the restrictive covenant is progressing, albeit at a slow pace. Based upon the objections submitted to the Lands Tribunal and the advice from Counsel, officers are still confident that there will be a successful outcome for the Council. Like all matters of this nature, there cannot be a 100% guarantee of success and at this stage it must be recognised that the restrictive covenant issues could still frustrate a sale. However, as set out in paragraph 8.8 below, by 30<sup>th</sup> September it will be clear whether any of the objectors can prove that they have the benefit of the covenant.
- 4.3 Local residents have made representations to the external auditor about the way the Council have proceeded in this matter. The external auditors have investigated the complaint and, consequent upon information provided by officers have not taken the matter further.
- 4.4 To facilitate the West Hendon regeneration it was agreed that the new elderly persons care home scheduled to be built on the Tyrell Way site on the Marsh Drive Estate should instead be built on part of the Claremont Road site. This

was intended to minimise costs for the West Hendon scheme, although it was recognised that there would be additional costs for the elderly persons care homes and day centres reprovision programme which the Council would have to meet. The initial calculations indicated that there would be a net benefit to the Council. That situation still exists but the time delays whilst the issue of the restrictive covenant is dealt with is a continuing risk. There will be more certainty over the time to bring this to fruition with the outcome on 30<sup>th</sup> September of the Lands Tribunal request to objectors to prove any entitlement to the covenant – paragraph 8.8 refers.

## **5 FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

- 5.1 The tender offers for that part of the Hendon Football Club site for which outline planning permission for residential development has been granted are set out in the exempt report together with the current estimate of the costs and other outgoings so far incurred which will have to be set against the receipt prior to agreeing a division of the proceeds with the relevant parties.
- 5.2 If the sale proceeds there will be a resultant loss of annual rent from Hendon Football Club in the amount set out in the exempt report.
- 5.3 There are no staffing or ICT issues. The property issues are those detailed in section 8 below.

## **6. LEGAL ISSUES**

- 6.1 None.

## **7. CONSTITUTIONAL POWERS**

- 7.1 Constitution – Part3 Responsibility for Functions – Section 3.6 Functions delegated to the Cabinet Resources committee – All matters relating to land and buildings owned, rented or proposed to be acquired or disposed of by the Council.

## **8. BACKGROUND INFORMATION**

### **BACKGROUND**

- 8.1 Attached plan No.1 illustrates by a thick black line and by zigzag hatching the site for which outline planning permission has been granted for a scheme of 162 X two bedroom flats (three X five storey blocks) and an elderly persons care home and day centre. Because of the nature of the site and the proposed development, the planning application was supported by an environmental assessment and a traffic impact assessment. The application was the subject of consultation with various statutory consultees including the Environment Agency and Sport England.
- 8.2 The black edged land on the plan is intended for the development of the 162 X two bedroom flats. The land shown zigzag hatched is the site of the

proposed elderly persons care home and day centre. In accordance with the decision of this committee on 8<sup>th</sup> July 2004 a conditional contract for the freehold transfer of the land has been exchanged with Ealing Family Housing Association subject to the conditions set out in paragraph 2.4 above. Set out in the exempt report are the latest forecast costs received from Ealing Family Housing Association consequent upon this and related land swaps.

- 8.3 It has been acknowledged that the sale of the Claremont Road land for the two forms of development is only likely to be successfully achieved if (i) the restrictive covenant can be removed or modified; and (ii) terms can be agreed for the surrender of the Hendon Football Club lease and the tenancy of the Youth Sport and Leisure Foundation.

#### RESTRICTIVE COVENANT

- 8.4 An application for the removal or modification of the restrictive covenant was made to the Lands Tribunal on 27 October 2004. At the same time residents living within the locality of the land were notified of the application and notices were published in the local newspapers and displayed on site.
- 8.5 Within the time period allowed the Lands Tribunal received in excess of 300 objections to the Council's application. These objections came from both individuals and local organisations. There are numerous instances of individuals within the same family living in the same house submitting individual objections. Thus, the number of households making objections is considerably less than 300.
- 8.6 The Lands Tribunal did inform objectors that they needed to have proof of their entitlement to the benefit of the covenant, either by specific grant, as part of a building scheme or by annexation, otherwise they could incur costs if the matter proceeded to a hearing. Some people withdrew their objections – but the majority (298) have maintained their objections.
- 8.7 Copies of all the objections have been sent to the Council. A significant number are from people who are either existing Council tenants, live in former Council houses or live in housing built on land sold by the Council within the last 20 years. In all these cases officers are satisfied that the benefit of the covenant does not pass to a tenant nor was it transferred when the properties and land were sold. The majority of the remaining objectors live on the Pennine Drive estate. It is considered that none of these objectors, within their representations, have demonstrated that they have the benefit of the covenant by specific grant. There is no evidence that a building scheme existed. The majority of the objections are in fact similar to objections made to a planning application.
- 8.8 The objections have been reviewed by Counsel and a response made to the Lands Tribunal. At this stage the Council has not admitted any of the objections and the Lands Tribunal will shortly be contacting the objector to ask them to produce by 30<sup>th</sup> September prima facie evidence of a sufficient interest in the land that is benefited by the covenant by disclosing deeds or other documents to the Council. If this is not provided the Council can make an interlocutory application to de-bar the defaulting objector from further

objecting and being a party to the proceedings. If by 30<sup>th</sup> September any objector has disclosed evidence of entitlement the Council must either admit them or, if the entitlement is still disputed, apply to the Lands Tribunal to determine the issue of entitlement.

#### HENDON FC MOVE TO COPTHALL STADIUM

- 8.9 Hendon Football Club Limited, the lessee of the land at Claremont Road, is a wholly owned subsidiary of the Arbiter Group. Ivor Arbiter was the Chairman of the football Club. Consequent upon the recent death of Ivor Arbiter, the company is looking for someone else or an organisation to take over the running of the football club. It has been suggested that it may possibly be a trust which includes some local supporters. However, whatever the outcome, the football club will continue and the Arbiter Group is conducting the negotiations with the Council for the surrender of the lease of the Claremont Road site and the grant of a lease of Cophall Stadium.
- 8.10 At its meeting on 9 September 2002 Cabinet agreed in principle to Hendon FC being granted a 25 year lease of Cophall Stadium. The report stated that the Club would want to invest approximately £300,000 on works at Cophall Stadium including pitch drainage, perimeter fencing, turn-styles, seating and dressing room improvements. It was reported that the Club was not interested in managing the athletics track although it would want to work with Shaftsbury Barnet Harriers in this regard. Set out in the exempt report are the issues relating to the management and maintenance costs of Cophall Stadium which were considered at the Cabinet meeting.
- 8.11 Hendon FC and Barnet Shaftsbury Harriers (the Harriers) have been in discussion for some time about what form of organisation will take the lease of Cophall stadium. It is currently being proposed that a charitable company (which would be a company limited by guarantee) should be set up with Hendon FC and the Harriers being members. It has also been suggested that the Council and Sport England could be associated but this has yet to be considered in detail.
- 8.12 Once the future ownership of Hendon FC is finalised by the Arbiter Group and the charitable company is set up with the Harriers, that organisation will negotiate the final terms of the lease of Cophall stadium with the Council. This will include provision for Hendon FC and the Harriers to have guaranteed use of the stadium. The negotiations with interim people are progressing in the meantime.

#### YOUTH SPORT & LEISURE FOUNDATION

- 8.13 The Banqueting Suite building located at the rear of the clubhouse on the Claremont Road site was built with funding from (i) the Arbiter Group and (ii) grant money secured by the Council in 1996 from the Millie Apthorpe Charitable Trust and the John Lyon Trust. The site of the building and part of the car park was excluded from the lease granted to Hendon Football Club. It was intended instead that the Banqueting Suite building and car park would

be leased to the Youth Sport and Leisure Foundation and a sub-lease then granted to the Council to permit part-time use of the building for youth activities. For a variety of reasons, not least being a failure to agree an apportionment of the running costs, neither of the leases was granted. It was intended that the lease to the Youth Sport and Leisure Foundation would be for 30 years at a peppercorn rent with the sub-lease to the Council being similarly at a peppercorn rent.

- 8.14 Despite the lease not being granted, the Youth Sport and Leisure Foundation has been in occupation and therefore it probably has an annual tenancy. The Council's use of the premises for youth activities ceased some years ago. At best the Foundation has an annual tenancy which will, possibly subject to the agreement of the Charity Commission, have to be surrendered. This is under discussion with the trustees.

#### RESIDENTIAL DEVELOPMENT SITE DISPOSAL

- 8.15 The land shown edged black on the plan is the approximate site of the proposed residential development. In accordance with the committees instructions FPD Savills were appointed to conduct the marketing and tendering process. This was undertaken in two stages. In response to a national marketing campaign, interested parties were asked to complete a pre-qualification questionnaire giving details about themselves, how they proposed to deliver the scheme and how it would be funded. They were also asked to submit gross indicative offers with an indication of any conditional deductions and any overage arrangements. All the tenderers were made aware of the restrictive covenant issue.
- 8.16 Fifteen first stage tenders were received – these are set out in the exempt report. Following an appraisal of the offers and due diligence enquiries, Savills recommended that the seven companies identified in the exempt report be invited to take part in the second stage.
- 8.17 These seven were sent full particulars of the site, a copy of the planning application and all accompanying documents and a list of the contractual commitments in substitution for a Section 106 Agreement:
- i. 15% on-site affordable (shared-ownership) housing at 70% TCI;
  - ii. a contribution of £2,400,000 towards the provision of off-site affordable housing;
  - iii. a contribution of £120,000 towards the provision of school places;
  - iv. a contribution of £40,000 towards highways works;
  - v. a contribution of £400,000 towards the provision of youth/leisure and community facilities in the locality including a new café and children's play area.

- In terms of the on-site affordable housing commitments, in addition to the level of TCI, it will also be necessary to contractually agree with the successful purchaser the nominated RSL, the standard of construction of the units and the unit mix.
- 8.18 Six of the seven submitted tender offers by the due date – 6<sup>th</sup> October 2004. These are set out in the exempt report. At the time when the 2<sup>nd</sup> stage offers were received the planning permission had not been granted (actually granted on 18<sup>th</sup> October 2004) and there was uncertainty about the restrictive covenant, it was not appropriate to report the offers at that time.
- 8.19 Since that time, as well as the planning permission being granted, the conditional contract for the elderly persons care home site has been exchanged with Ealing Family Housing Association and the application to the Lands Tribunal for the removal or modification of the restrictive covenant has been made. As a consequence it is considered that now is an appropriate time to report the offers.
- 8.20 Because of the passage of time it was necessary for Savills to seek confirmation of the offers. The responses are set out in the exempt report. It will be seen from an analysis of the offers that the offer from KingsOak North London, subject to the outcome of any further negotiations, represents best consideration and this is recommended for acceptance. It is also recommended that conditional contracts be exchanged with KingsOak North London at the earliest opportunity.
- 8.21 As part of the further discussions/negotiations with the successful tenderer, officers will provide the company with full details of the application to the Lands Tribunal for the removal or modification of the restrictive covenant and the advice provided by Counsel. No doubt the company will take its own legal advice to decide upon the timing of its acquisition.

#### SECTION 123 ADVERTISING

- 8.22 Because the land in question was originally acquired for open space purposes, although not used for that purpose since 1926, the proposed disposal had to be advertised in accordance with Section 123(2) of the Local Government Act 1972.
- 8.23 On the advice of Counsel, the necessary advert was placed in Borough editions of the Barnet Press for the weeks ending 1<sup>st</sup> and 8<sup>th</sup> July. Copies of the notice and plan were displayed on the site and were available for inspection at the Town Hall and at North London Business Park.
- 8.24 60 letters making representations about the proposed sale were received and these are set out in the attached schedule.
- 8.25 The advertising was undertaken as a statutory requirement. Section 123(2A) of the Local Government Act 1972 requires local authorities intending to sell land acquired for or held for open space purposes to advertise the intention to sell and to consider any representations received before proceeding further. Any representations should be related to the intention to sell, not to anything

relating to whom the land may be sold to, the ultimate use, any planning application or, as in this case, an application to the Lands Tribunal for the removal or modification of a restrictive covenant. Many of the representations were concerned with the planning application, the ultimate use and the Lands Tribunal application and this has been noted in the schedule.

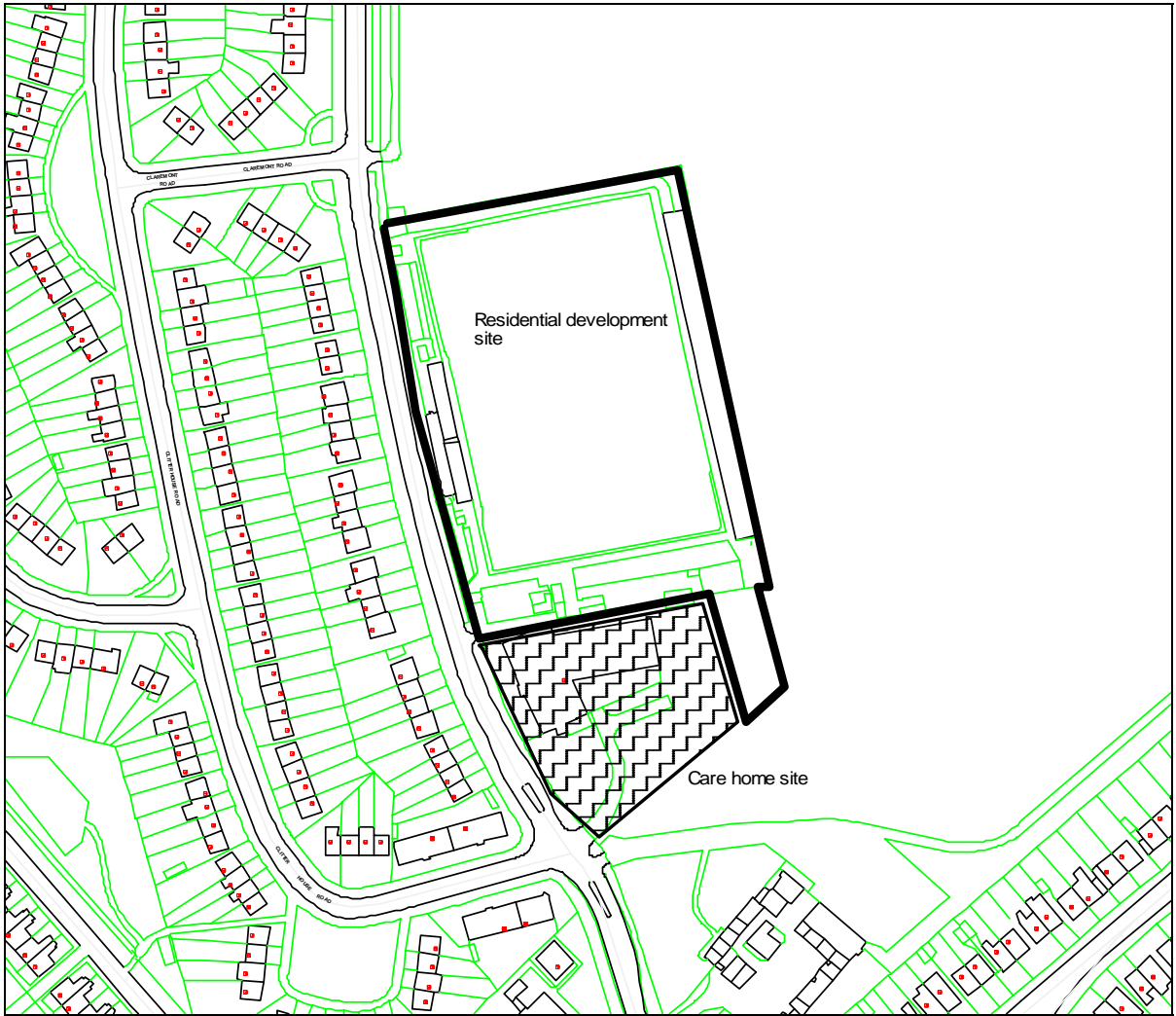
- 8.26 In addition to references to the 1925 covenant, which is the subject of the Council's application to the Lands Tribunal, various respondents have made reference to other covenants. In connection with the original grant of a lease of part of the land for football use, and linked to the original financing arrangements for the purchase of the land, an Agreement was entered into between Hendon Urban District Council and Middlesex County Council to the effect that if the leased land ceased being used for football and an appropriate resolution was made by Hendon UDC the land would revert to open space use. Within the Agreement this was referred to as a covenant, although it was not stated to be for the benefit of any land or person. Barnet is successor in title to both Hendon UDC and Middlesex CC and therefore, based upon Counsel's advice, it is considered that the Agreement no longer has any effect.
- 8.27 Some respondents appear to believe that the Council is proposing to sell off the adjacent playing fields/metropolitan open space. This is not the case. Others have referred to the loss of sports/youth facilities. Of course, the Hendon FC ground was not available for use by the general public and the clubhouse was generally used as a substitute for a public house. As referred to in 8.18 above, the Committee has previously agreed that £400,000 from the proceeds of sale should be invested locally in youth/sport and community facilities and a new café and children's play area.
- 8.28 Having considered all the representations made it is considered that the committee should re-affirm its previous decisions relating to the sale of the Hendon Football Club site in Claremont Road.

## **9. LIST OF BACKGROUND PAPERS**

- 9.1 Letters received in response to the advertisement placed in the local press pursuant to Section 123(2A) of the Local Government Act 1972.
- 9.2 Any person wishing to inspect the background papers listed above should telephone 020 8359 7353.

MO: DP  
BT: CM/HG

HENDON FOOTBALL CLUB SITE



© Crown Copyright. All rights reserved. London Borough of Barnet. Licence No LA086290 2005

NOT TO SCALE



**HENDON FC SITE, CLAREMONT ROAD – SECTION 123 ADVERTISING REPRESENTATIONS**

REPRESENTATION RECEIVED FROM	REPRESENTATIONS MADE	OFFICERS COMMENTS
<p>C &amp; J Grainger 55 Besant Road NW2</p> <p>Received on 25.7.05 Acknowledged on 1.8.05</p>	<p>(i) Express our very strong objection to the Council's proposed sale of the freehold of the land which is held by the Council only in trust as metropolitan open space and was leased to the football clubs on condition that when football ceased to be played the land would return to field and to protect the land from any development in the future two sets of covenants were placed on the fields.</p> <p>(ii) We feel that as Trustees of these fields the Council should be doing everything in its powers to preserve this valuable open space for our future generations and we therefore oppose wholeheartedly the sale of this public land.</p> <p>(iii) Doctor's surgeries in the area are already very full.</p> <p>(iv) It will make an already busy road even more hazardous. Exit and entrance to the project on this narrow road will be dangerous. It will spoil the environmental open-country effect that everyone enjoys, whether living in the area, travelling alongside, or strolling and playing in the playing fields.</p>	<p>(i) The HFC site is not metropolitan open land and is not held by the Council under trust. There is only one covenant which is considered to affect the land and this is the subject of the Council's application to the Lands Tribunal. In connection with the grant of a lease of part of the land for football use, and linked to the original financing for the purchase of the land, in 1927 it was agreed between Hendon Urban District Council and Middlesex County Council that if the land ceased being used for football and an appropriate resolution was made by Hendon UDC the land would revert to open space use. Barnet is successor in title to both Hendon UDC and Middlesex CC and therefore it is considered that the agreement no longer has any effect.</p> <p>(ii) The Section 123(2A) notice does not relate to any part of the adjacent Clitterhouse playing fields/metropolitan open land. The proposed sale will therefore not affect these residents enjoyment of the playing fields.</p> <p>(iii) There are on-going discussions between the Cricklewood Regeneration area partners and the Primary Care Trust to provide new health facilities.</p> <p>(iv) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement.</p>
<p>L Casey 81 Brent Terrace NW2 Received on 26.7.05</p>	<p>(i) I urge you not to sell the land around HFC. We desperately need green open space not more developed land.</p>	<p>(i) The Section 123(2A) notice does not relate to any part of the adjacent Clitterhouse playing fields/metropolitan open land. The proposed sale will therefore not affect</p>

<p>Acknowledged on 1.8.05</p> <p>Mr W Cleghorn 21 Caney Mews NW2</p> <p>Received on 28.7.05 Acknowledged on 1.8.05</p>	<p>(i) I am against selling to a developer to build flat[s] on this ground as there is lots of lorry buses and cars on Claremont Road now.</p> <p>(ii) Also people in Cricklewood and all around here don't want flats built on this land as kids will not have any place to play.</p>	<p>these residents enjoyment of the playing fields.</p> <p>(i) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement.</p> <p>(ii) The Section 123 (2A) notice only applies to the HFC site – there is no intention to sell any part of the adjacent Clitterhouse playing fields/Metropolitan Open Land. The proposed sale will therefore not affect these residents enjoyment of the playing fields. Nothing was provided to show that this objector is authorised to represent the views of “people in Cricklewood and all around here”.</p>
<p>Mr P Klog 2 Cheviot Gardens NW2</p> <p>Received on 26.7.05 Acknowledged on 1.8.05</p>	<p>(i) If Ealing Family Housing Association want land to build on then (as the name suggests) they should find suitable land in Ealing and not in the Borough of Barnet.</p> <p>(ii) The Borough of Barnet seems to be the dustbin for every other Council who want to get rid of its tenants. Take for example [a local housing estate is referred to] the majority of these tenants can from [another London Borough is referred to]. This area is now a junk yard for abandoned cars and irresponsible tenants. We do not want the same to be on our doorstep should these proposed three tower blocks and a care home be built on the HFC land.</p> <p>(iii) The land in question is open space and should remain so. We have few open spaces left in this area where families can enjoy the park and its children's playground. Perhaps the Borough should be looking at increasing outdoor activities in this area; after all we used to have tennis courts here and a long jump sand pit, which local schools once used for sports day. Perhaps these should be reintroduced into the parkland.</p>	<p>(i) The name of the Housing Association is not an indicator of the area within which it operates. Ealing Family is one of this Council's panel associations and is involved in many developments around the borough.</p> <p>(ii) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> There are no plans for 'tower blocks of flats. This is an unsubstantiated comment which has no merit.</p> <p>(iii) The Section 123 (2A) notice only applies to the HFC site – there is no intention to sell any part of the adjacent Clitterhouse playing fields/Metropolitan Open Land. The proposed sale will therefore not affect these residents enjoyment of the playing fields. The Committee has resolved that £400,000 from the proceeds of sale will be invested in providing improved local facilities on Clitterhouse playing fields and the former Clitterhouse Farm depot.</p>

	<p>(iv) These proposed tower blocks will be unsightly and will mar the skyline we now enjoy from the parkland.</p> <p>(v) Increased road traffic will ensue and cause major problems in the area with traffic ... and I'm afraid the Claremont Road is not built for this amount of traffic.</p>	<p>(iv) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> There are no plans for 'tower blocks of flats</p> <p>(v) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> The planning application satisfactorily addressed highway and traffic issues.</p>
<p>Ms J Klog 2 Cheviot Gardens NW2</p> <p>Received on 26.7.05 Acknowledged on 1.8.05</p>	<p>(i) This has been open space since the 1920's and this covenant cannot be overturned just because the Council wants the land to build on.</p> <p>(ii) We do not need three blocks of flats as, in my opinion, will only increase the amount of crime already in the borough and most certainly in the surrounding roads. Tower blocks breed this type of unsavoury character along with drug taking.</p> <p>(iii) Increased road traffic will be a nightmare as Claremont Road is already a very busy road and the inconvenience of the proposed hundreds of flat owners cars will only increase this small road to become gridlocked not to mention the exhaust fumes polluting the air system.</p> <p>(iv) Digging up the park (or what will be left of it) in order to lay mains supplies will increase the risk of flooding in the Hendon Way and surrounding houses in the area.</p> <p>(v) The skyline will be obliterated due to high-rise tower blocks and our enjoyment of a wonderful unspoilt</p>	<p>(i) The land in question has been leased to a football club since 1926 and has not been accessible to the public as open space since that time. <i>(The matter of the restrictive covenant or the Council's application to the Lands Tribunal is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i></p> <p>(ii) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> The proposed development does not include tower blocks. This is an unsubstantiated comment which has no merit.</p> <p>(iii) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement.</p> <p>(iv) The Section 123(2A) notice does not relate to any part of the adjacent Clitterhouse playing fields/metropolitan open land.</p> <p>(v) <i>(This is a reference to the proposed development for which planning permission has been granted and</i></p>

	sunrise/sunset will be gone for ever.	<i>therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972) . The proposed development does not include tower blocks.</i>
<p>Mr M Morris 16 Cheviot Gardens NW2</p> <p>(Mrs H Morris of the same address sent an identical letter)</p> <p>Both letters: Received on 27.7.05 Acknowledged on 1.8.05</p>	<p>(i) You are already aware that the local population has made it vehemently and abundantly clear that they resolutely oppose and will not be party to the sale of any of their precious open space.</p> <p>(ii) Your planning department acknowledged nearly one thousand objectors at the planning stage of this iniquitous scheme in an area designated as deficient in parkland and open space.</p> <p>(iii) There are of course a number of environmental issues at stake including amongst others flooding – unacceptable and unsustainable levels of traffic and lack of infrastructure. The traffic chaos in this area .... defies belief. Your own traffic studies state that the junctions at either end of Claremont Road and the North Circular are working above capacity. The Environment Agency has still not lifted their objection to any development of the site.</p> <p>(iv) Currently the site is the subject of legal action via the Lands Tribunal regarding the two restrictive covenants protecting it. It is therefore both obnoxious and unacceptable that Barnet administration is attempting to progress the sale of this land whilst under the terms of these presently appertaining restrictive covenants it must remain public open land in perpetuity.</p>	<p>(i) The land in question has been leased to a football club since 1926 and has not been accessible to the public as open space since that time. The Section 123(2A) notice does not relate to any part of the adjacent Clitterhouse playing fields/metropolitan open land. The proposed sale will therefore not affect these residents enjoyment of the playing fields. Nothing was provided to show that this objector is authorised to represent the views of “the local population”.</p> <p>(ii) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i></p> <p>(iii) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement. The Environment Agency was a statutory consultee.</p> <p>(iv) <i>(This is a reference to the Council’s application to the Lands Tribunal to have the restrictive covenant removed or modified. This is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i></p>
<p>I Auticki 92 Cheviot Gardens NW2 Received on 25.7.05 Acknowledged on 1.8.05</p>	<p>(i) Most of the residents in the area do not want this land sold to developers. On behalf of a few of my neighbours I am telling you that we object to change.</p>	<p>(i) Nothing was provided to show that this objector is authorised to represent the views of “most of the residents in the area” nor on behalf of a “few ... neighbours”.</p>

<p>Mr N Fay 20 Chiltern Gardens NW2</p> <p>Received on 28.7.05 Acknowledged on 1.8.05</p>	<p>(i) The freehold should not be sold and I object in the strongest terms.</p> <p>(ii) Why sell an asset which will be lost to future generations. Where will our future champions train if we sell off our sporting facilities.</p>	<p>(ii) The football stadium has not been available to the general public for use since 1926. It is intended that HFC will move to Copthall Stadium which will have investment made in improvements for both football use and athletics.</p>
<p>Mrs P Hidalgo 28 Whyhcote Point, Claremont Road NW2 Received on 26.7.05 Acknowledged on 1.8.05</p>	<p>(i) I oppose the sale of the Hendon Football Club.</p>	
<p>Eileen Douglas 32 Clare Point, Claremont Road NW2</p> <p>Received on 28.7.05 Acknowledged on 1.8.05</p>	<p>(i) I raise my objections to this as I fear this will then be sold on to developers to build flats or anything they wish without any real care for the residents.</p> <p>(ii) It is important that this land stays as it is and that residents have at least one place still to visit and use for the original purpose it was designed for.</p> <p>(iii) People should come first and not money.</p> <p>(iv) We need a health centre and I cannot see this featured for this land.</p> <p>(v) I do not trust the purchasing of the freehold for any purpose other than personal gain – and feel that the residents within the immediate vicinity deserve to have their views respected – I feel this is not being done.</p>	<p>(i) The Council has an outline planning permission. Before any development can take place on the land a detailed planning permission will be needed and this will be subject to the usual statutory processes.</p> <p>(ii) This seems to be a reference to the playing fields. The Section 123 (2A) notice only applies to the HFC site – there is no intention to sell any part of the adjacent Clitterhouse playing fields/Metropolitan Open Land. The proposed sale will therefore not affect these residents enjoyment of the playing fields.</p> <p>(iv) There are on-going discussions between the Cricklewood Regeneration area partners and the Primary Care Trust to provide new health facilities.</p> <p>(v) Local residents were consulted when the Council submitted its application for outline planning permission.</p>
<p>Mr P O'Brien 37 Claremont Road NW2</p> <p>Received on 27.7.05 Acknowledged on 1.8.05</p>	<p>(i) The Club is one of the very few local amenities and an important meeting place for members of the Clitterhouse community. The Council has already shown scant regard for the views of local people and their priority is clearly to fill their coffers and line the pockets of the leaseholder.</p>	<p>(i) Hendon Football Club wishes to move to Copthall Stadium and invest in that facility for its future. It can only do this if the Claremont Road site is sold. However, the Committee has resolved that £400,000 from the proceeds of sale will be invested in providing improved local facilities on Clitterhouse playing fields and the former Clitterhouse Farm depot.</p>

	<p>(ii) I have already written my objection to the Lands Tribunal concerning the Council's attempt to have the covenants on the land lifted.</p> <p>(iii) The land was always intended as social, recreational amenity for the community.</p>	<p>(ii) <i>(This is a reference to the Council's application to the Lands Tribunal to have the restrictive covenant removed or modified. This is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i></p> <p>(iii) The land in question has been leased to a football club since 1926 and has not been accessible to the public as open space since that time.</p>
<p>Miss M Smith 57 Claremont Road NW2</p> <p>Received on 1.8.05 Acknowledged on 2.8.05</p>	<p>(i) [If you sell the HFC site] lots of residents will miss out and be hurt as they use the clubhouse for birthdays and weddings and the men pass their time on Saturday to go to football matches.</p>	<p>(i) Hendon FC intends moving to Cophall stadium. Existing supporters will be able to continue supporting the team and watch matches at Cophall.</p>
<p>Mr J &amp; Mrs S Murtagh 67 Claremont Road NW2</p> <p>Received on 28.7.05 Acknowledged on 1.8.05</p>	<p>(i) A covenant on protecting this land has existed for many, many years prior to this application.</p> <p>(ii) The proposed demolition and development will seriously impinge on my life as I live directly opposite.</p> <p>(iii) At a time when playing fields are in such demand in London I find it hard to believe that this development will not have a significant effect on the health and well being of the local populace.</p> <p>(iv) The Lands Tribunal informed me that this proposed development resulted in a record number of official objections including mine.</p> <p>(v) The peace and tranquillity of the area will be affected.</p> <p>(vi) The value of my house will be reduced as I am</p>	<p>(i) <i>(This is a reference to the Council's application to the Lands Tribunal to have the restrictive covenant removed or modified. This is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i></p> <p>(ii) HFC intends moving to Cophall. Thus, whatever happens with the land there will be demolition and other works which will cause some local disturbance but this will be of a temporary nature.</p> <p>(iii) Sport England was consulted on the proposals. There will be investment in improved facilities at Cophall Stadium. The Committee has resolved that £400,000 from the proceeds of sale will be invested in providing improved local facilities on Clitterhouse playing fields and the former Clitterhouse Farm depot.</p> <p>(iv) <i>(This is a reference to the Council's application to the Lands Tribunal to have the restrictive covenant removed or modified. This is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i></p> <p>(v) HFC intends moving to Cophall. Thus, whatever happens with the land there will be demolition and other works which will cause some local disturbance but this will be of a temporary nature.</p> <p>(vi) There is nothing to suggest that property values will</p>

	thinking of selling in the near future.	be affected by a sale of the HFC site.
<p>Mario &amp; Maria Santos 41 Cleveland Gardens NW2 (two letters)</p> <p>Received on 28.7.05 Acknowledged on 1.8.05</p>	<p>(i) I object to selling to a developer in order to build more blocks of flats as we already have enough traffic in the area. It's already difficult for the residents of the Golders Green Estate to drive daily and move around.</p> <p>(ii) We need our free green spaces for the residents and their families, I would like this land to remain as is. The open area is one place we can escape from the city.</p>	<p>(i) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement. The Environment Agency was a statutory consultee.</p> <p>(ii) The Section 123 (2A) notice only applies to the HFC site – there is no intention to sell any part of the adjacent Clitterhouse playing fields/Metropolitan Open Land. The proposed sale will therefore not affect these residents enjoyment of the playing fields.</p>
<p>Sampa Chaudhury 98 Cleveland Gardens NW2</p> <p>e-mail Received on 28.7.05 Acknowledged on 1.8.05</p>	<p>(i) I strongly object to selling to private developers for building flats and care home. I live in this area and there is no provision for sports and leisure facility for local residents and young people which is badly needed. The stadium and land can be developed to provide this facility. This way young people of this area can be engaged and the crime they get involved in can be avoided.</p> <p>(ii) Building more accommodation will create more congestion on Claremont Road and the adjoining roads. The transport infrastructure is not capable to accommodate more road users in this area.</p> <p>(iii) Currently there is only one GP surgery in this area. The facility is already over-stretched.</p> <p>(iv) I do not want to find more green land concreted and more pollution and congestion being created in our area.</p>	<p>(i) The Committee has resolved that £400,000 from the proceeds of sale will be invested in providing improved local facilities on Clitterhouse playing fields and the former Clitterhouse Farm depot. Officers are in discussion with a local youth organisation which wishes to take on the former depot and invest additional funds in providing youth facilities.</p> <p>(ii) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement. The Environment Agency was a statutory consultee.</p> <p>(iii) There are on-going discussions between the Cricklewood Regeneration area partners and the Primary Care Trust to provide new health facilities.</p> <p>(iv) The Section 123 (2A) notice only applies to the HFC site – there is no intention to sell any part of the adjacent Clitterhouse playing fields/Metropolitan Open Land. The</p>

	(v) Provide some benefits in the way of sports and leisure centre.	<p>proposed sale will therefore not affect these residents enjoyment of the playing fields.</p> <p>(v) The Committee has resolved that £400,000 from the proceeds of sale will be invested in providing improved local facilities on Clitterhouse playing fields and the former Clitterhouse Farm depot.</p>
<p>Mrs L Lusuardi 114 Cleveland Gardens NW2</p> <p>Received on 14.7.05 Acknowledged on 15.7.05</p>	<p>(i) I disagree to the redevelopment of the playing fields generally but more so of the [HFC] site.</p> <p>(ii) I would have thought the proposal goes against what I understand Central Government believes in and encourages Local Government to sustain.</p> <p>(iii) If HFC wants to relocate, why can't the piece of land be converted to some other sporting or recreational activity – i.e. swimming pool or tennis courts or leave as open space.</p> <p>(iv) I hope the Lands Tribunal will support our objection to the lifting or modification of the covenant.</p>	<p>(i) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement. The Environment Agency was a statutory consultee.</p> <p>(ii) The proposed sale of the land does not conflict with any Government guidance.</p> <p>(iii) If HFC is to invest in Copthall Stadium it needs to realise a significant capital sum from the sale of the Claremont Road site and therefore it will be necessary to sell for a valuable use. It will not be available for sports development.</p> <p>(iv) <i>(This is a reference to the Council's application to the Lands Tribunal to have the restrictive covenant removed or modified. This is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i></p>
<p>M&amp; H Singer 124 Cleveland Gardens NW2</p> <p>Received on 27.7.05 Acknowledged on 1.8.05</p>	<p>(i) I am writing about the proposed plans for Clitterhouse playing fields – it is out of the question that they should be built over. It is their very spaciousness which is important. One can get away from the noise and hassle, walk the dog, play games. My husband who is partially disabled can get there and loves it there.</p>	<p>(i) The Section 123(2A) notice does not relate to any part of the adjacent Clitterhouse playing fields/metropolitan open land. The proposed sale will therefore not affect these residents enjoyment of the playing fields.</p>
<p>Mr M McPherson 6 Clitterhouse Crescent</p> <p>Received on 27.7.05</p>	<p>(i) My family and I live local and use the clubhouse and follow the football team. We are totally opposed to this sale. For many people the football club and clubhouse are at the heart of the community and irreplaceable.</p>	<p>(i) Hendon Football Club wishes to move to Copthall Stadium and invest in that facility for its future. It can only do this if the Claremont Road site is sold. However, the Committee has resolved that £400,000 from the</p>



<p>Acknowledged on 1.8.05</p>	<p>(ii) Claremont Road is already a very congested road and a well use rat run with long tailbacks daily and I feel any further increase in traffic would make this worse.</p>	<p>proceeds of sale will be invested in providing improved local facilities on Clitterhouse playing fields and the former Clitterhouse Farm depot.</p> <p>(ii) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i></p> <p>The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement. The Environment Agency was a statutory consultee.</p>
<p>Mr, Mrs &amp; Ms Clowes 79 Clitterhouse Crescent NW2 (three identical letters)</p> <p>Mr &amp; Mrs Cairns 87 Clitterhouse Road NW2 (Two identical letters)</p> <p>Mr &amp; Ms Clowes 166 Clitterhouse Road (Two identical letters)</p> <p>All received on 27.7.05 Acknowledged on 1.8.05</p>	<p>All stated:</p> <p>(i) I object to the selling of the freehold of the land.</p>	
<p>Mr D, Mrs M &amp; Mr L Sabatino 72 Cotswold Gardens NW2</p> <p>Received on 27.7.05 Acknowledged on 1.8.05</p>	<p>(i) We are still concerned with the proposed development at HFC. We are unhappy with the prospect of continuous development work, noise, pollution and damage to the environment.</p> <p>(ii) We are already on very built up area and we do not</p>	<p>(i) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i></p> <p>The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement. The Environment Agency was a statutory consultee. Whatever happens with the land there will be demolition and other works which will cause some local disturbance but this will be of a temporary nature.</p> <p>(ii) The Section 123(2A) notice does not relate to any part</p>

	want to see the slow demolition of our park. We have grandchildren who enjoy the safe use of the park.	of the adjacent Clitterhouse playing fields/metropolitan open land. The proposed sale will therefore not affect these residents enjoyment of the playing fields.
Mr F Isaacs 76 Cotswold Gardens  Received on 26.7.05 Acknowledged on 1.8.05	(i) I object to the building of flats on the site of HFC. We are extremely worried about the traffic congestion along Claremont Road and the bottlenecks this will cause and the swelling of the local population.  (ii) Already the deterioration of properties in our area is tangible and more residents (especially those who rent) will make it worse.	(i) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement. The Environment Agency was a statutory consultee.  (ii) This is an unsubstantiated comment which has no merit.
Mrs J Foster OBE JP 82 Cotswold Gardens NW2  Received on 26.7.05 Acknowledged on 1.8.05	(i) I wish to record my disapproval of the Council selling land which is covered by a covenant and their back door activities to get this lifted.  (ii) If the football club moves the land should be returned to playing fields for the benefit of the residents in the area.  (iii) The plans submitted are an over development of the site and does not take into consideration the views of those of us who live in the vicinity.  (iv) Traffic congestion in the two lane Claremont Road would do nothing for the environment. The demand for extra water would cause a water shortage.	(iv) <i>(This is a reference to the Council's application to the Lands Tribunal to have the restrictive covenant removed or modified. This is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i>  (ii) Hendon Football Club wishes to move to Cophall Stadium and invest in that facility for its future. It can only do this if the Claremont Road site is sold. However, the Committee has resolved that £400,000 from the proceeds of sale will be invested in providing improved local facilities on Clitterhouse playing fields and the former Clitterhouse Farm depot  (iii) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement. The Environment Agency was a statutory consultee.  (iii) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to</i>

	<p>(v) Doctors lists are full – no N H dentists.</p> <p>(vi) Schools are already over-crowded.</p>	<p><i>Section 123(2A) of the LGA 1972)</i> The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement. The Environment Agency was a statutory consultee.</p> <p>(v) There are on-going discussions between the Cricklewood Regeneration area partners and the Primary Care Trust to provide new health facilities.</p> <p>(vi) This committee has already agreed that if the land is ultimately sold for residential redevelopment then £120,000 will be allocated for additional school places.</p>
<p>Mrs M Maynard 90 Cotswold Gardens NW2</p> <p>Received on 26.7.05 Acknowledged on 1.8.05</p>	<p>(i) The covenant has not been lifted and is still being considered by the Lands Tribunal.</p> <p>(ii) This land should be returned to the green belt as originally intended. With the proposed Cricklewood Regeneration and the vastly increased number of residents in the future every piece of green belt land will be needed for recreation.</p> <p>(iii) This area will become very overcrowded if even more homes are built on this land.</p>	<p>(iv) <i>(This is a reference to the Council's application to the Lands Tribunal to have the restrictive covenant removed or modified. This is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i></p> <p>(ii) The HFC site has never been designated green belt. The surrounding land in designated Metropolitan Open Land. The Cricklewood Regeneration proposals include provisions for improved open spaces.</p> <p>(iii) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement. The Environment Agency was a statutory consultee.</p>
<p>David Lang 119 Cotswold Gardens NW2</p> <p>Received on 15.7.05 Acknowledged on 19.7.05</p>	<p>(i) I object most strongly to the freehold sale of the Hendon Football Club site by the local Council when this land is under the legal scrutiny of the Lands Tribunal. This is because hundreds of local residents are objecting to the Council's application to the Lands Tribunal to remove the restrictive covenants on this land.</p>	<p>(i) <i>(This is a reference to the Council's application to the Lands Tribunal to have the restrictive covenant removed or modified. This is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i></p>
<p>Mrs B Lejot</p>	<p>(i) I do not think this land should be sold.</p>	

29 Cumbrian Gardens NW2  Received on 26.7.05 Acknowledged on 1.8.05		
E F Sorensen 69 Cumbrian Gardens NW2 Received on 25.7.05 Acknowledged on 1.8.05	(i) I object to the sale of the land for building flats.  (ii) The club has an old tradition and gives pleasure to many people and its closure would be a tragedy.	(ii) Hendon Football Club will continue at its new base at Cophthall stadium.
Gwendolen Sorensen 69 Cumbrian Gardens NW2  Received on 25.7.05 Acknowledged on 1.8.05	(i) I do not wish this area to be sold to a developer.  (ii) We do not need more buildings here and should keep the open space we have.	(ii) The Section 123(2A) notice does not relate to any part of the adjacent Clitterhouse playing fields/metropolitan open land. The proposed sale will therefore not affect these residents enjoyment of the playing fields.
M Hogatt 73 Cumbrian Gardens NW2  Received on 27.7.05 Acknowledged on 1.8.05	(i) The thought of blocks of flats being built on [the HFC site] is thoughtless and hideous, will ruin the area now, and future generations to come. I strongly object to their construction – as do many others in the area, it will be a blight on the landscape. Other factors would be more traffic, noise, emissions in the air, anti-social disruption etc.	(i) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement.
Mrs M Simms 17 Dunstan Road NW11  Received on 1.8.05 Acknowledged on 2.8.05	(i) We strongly deplore turning the green space of Hendon football ground into a housing estate with another massive increase in cars in a borough that is already choking with traffic.  (ii) We also think it would be disgraceful to attempt to lift the covenants governing this area.  (iii) The voters in this borough are overwhelmingly opposed to this plan and but we recognise that there would be some beneficiaries – the developers and the	(i) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement. The HFC site is not Metropolitan Open Land.  (ii) <i>(This is a reference to the Council's application to the Lands Tribunal to have the restrictive covenant removed or modified. This is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i>  (iii) Nothing was provided to show that this objector is authorised to represent the views of "voters in this borough". The last comment is unsubstantiated.



<p>Two identical letters Received on 27.7.05 Acknowledged on 1.8.05</p>	<p>purposes.</p>	<p>Clitterhouse playing fields/Metropolitan Open Land. The proposed sale will therefore not affect these residents enjoyment of the playing fields. Hendon Football Club wishes to move to Copthall Stadium and invest in that facility for its future. It can only do this if the Claremont Road site is sold. However, the Committee has resolved that £400,000 from the proceeds of sale will be invested in providing improved local facilities on Clitterhouse playing fields and the former Clitterhouse Farm depot</p>
<p>Mrs E Baggs 4 Prayle Grove NW2  Received on 28.7.05 Acknowledged on 1.8.05</p>	<p>(i) Surely the traffic problem should be greatly considered being that roads surrounding this property were only made for farm vehicles and not present day freight and buses that over use this area and are doing lots of damage to the roads in question.</p> <p>(ii) I think that if the HFC and surrounding area is removed another part of a long loved area and heritage to our local community will be joining the rest of our countries loss, - measurements, weights, money – to quote a few.</p>	<p>(i) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement. The Environment Agency was a statutory consultee.</p> <p>(ii) The Section 123 (2A) notice only applies to the HFC site – there is no intention to sell any part of the adjacent Clitterhouse playing fields/Metropolitan Open Land. The proposed sale will therefore not affect these residents enjoyment of the playing fields.</p>
<p>Mrs I Howard 55 Prayle Grove NW2  Received on 26.7.05 Acknowledged on 1.8.05</p>	<p>(i) It seems that the Council thinks if a property developer buys the freehold it will be easier for them to obtain permission for building on this land to take place thereby destroying the green area of Clitterhouse playing fields.</p> <p>(ii) The roads in this area are congested enough so why make it worse to encourage more traffic into the area.</p> <p>(iii) Surely with all the plans in the pipeline for the entire regeneration of this area it is entirely unnecessary to sell off the freehold for more building to take place.</p>	<p>(i) The Section 123 (2A) notice only applies to the HFC site – there is no intention to sell any part of the adjacent Clitterhouse playing fields/Metropolitan Open Land. The proposed sale will therefore not affect these residents enjoyment of the playing fields.</p> <p>(ii) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement. The Environment Agency was a statutory consultee.</p> <p>(iii) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to</i></p>

		<i>Section 123(2A) of the LGA 1972)</i> The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement. The Environment Agency was a statutory consultee.
J Crellin 83 Prayle Grove NW2  Received on 27.7.05 Acknowledged on 1.8.05	(i) The sale and development of the HFC site would be detrimental to the area.	
Ms S Sullivan 91 Prayle Grove NW2  Received on 29.7.05 Acknowledged on 2.8.05	(i) I strongly object to the sale – the land should be used by the local community.	(i) Hendon Football Club wishes to move to Copthall Stadium and invest in that facility for its future. It can only do this if the Claremont Road site is sold. However, the Committee has resolved that £400,000 from the proceeds of sale will be invested in providing improved local facilities on Clitterhouse playing fields and the former Clitterhouse Farm depot
D Herbert 107 Prayle Grove NW2  Received on 27.7.05 Acknowledged on 1.8.05	(i) I am completely against the selling of the HFC site.	
Messrs R & A and Mrs U Elsdon 159 Prayle Grove NW2  Received on 26.7.05 Acknowledged on 1.8.05	(i) I don't think this should be sold for flats.	(i) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i>
Mr P Campbell 30 Quantock Gardens NW2  Received on 26.7.05 Acknowledged on 1.8.05	(i) The Lands Tribunal have not yet decided on the lifting of the covenant.  (ii) I do not want flats built on this site or the land sold to developers.	(i) <i>(This is a reference to the Council's application to the Lands Tribunal to have the restrictive covenant removed or modified. This is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i>  (ii) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement. The Environment Agency was

	(iii) That would be just the beginning very soon the only piece of green land would be gone for ever.	a statutory consultee.  (iii) The Section 123 (2A) notice only applies to the HFC site – there is no intention to sell any part of the adjacent Clitterhouse playing fields/Metropolitan Open Land. The proposed sale will therefore not affect these residents enjoyment of the playing fields.
Mr D Campbell 30 Quantock Gardens NW2  Received on 27.7.05 Acknowledged on 1.8.05	(i) I understand that attempts are being made to have the covenants protecting Clitterhouse park discharged by the Lands Tribunal. I would prefer it if there was still a reasonably-sized piece of open land near to my house. There has been one there for as long as I can remember, and it makes a welcome change from all the buildings and concrete that there are near to where I live. I like visiting the park and walking there, and am sure that I would not be the only one who would lose a lot if the area lost this park.	(i) The Section 123 (2A) notice only applies to the HFC site – there is no intention to sell any part of the adjacent Clitterhouse playing fields/Metropolitan Open Land. The proposed sale will therefore not affect these residents enjoyment of the playing fields.
B Rotti 133 The Vale NW11  Received on 26.7.05 Acknowledged on 1.8.05	(i) I am against the proposal.	
C Dunne 16 Yew Grove NW2  Received on 26.7.05 Acknowledged on 1.8.05	(i) I am writing to register my strong objection to the sale of the freehold.	
Robert Goymour 4 Chiltern Gardens NW2 1PX  on behalf of himself and the following:  D & H Raeburn, 125 Cotswold Gardens  Golders Green Allotment & Horticultural Association	(i) The development is wholly inappropriate to the area; many Councillors of all parties have said so.  (ii) Many thousands of residents have objected because they also concur with the above statement and find the whole scheme abhorrent. They have already submitted many objections to the Council explaining why they find this scheme abhorrent and with which you should be fully familiar. These are not the objections of a 'nimby brigade'; the objectors point to numerable economic,	(i) This is a reference to the scheme for which planning permission has already been granted. It is not an objection to the sale of the land. Nothing was provided to show that this objector is authorised to represent the views of "many Councillors of all parties".  (ii) This is a reference to the scheme for which planning permission has already been granted. It is not an objection to the sale of the land. The 'many thousands' of objections referred to have not been seen. There are a total of 298 individuals and organisations who made representations to the Lands Tribunal. Nothing was provided to show that this objector is authorised to



M Maynard, 90 Cotswold Gardens (see above)	social and environmental problems.	represent the views of “many thousands of residents” or any objections others may have made.
J Foster, 82 Cotswold Gardens (see above)	(iii) The development would have a profoundly injurious effect on the immediate neighbourhood as well as Cricklewood as a whole. For these neighbourhoods, I cannot accept that this development “... is likely to contribute to the economic, social or environmental well being” as defined by the Local Government Act 1972: General Disposal Consent (England) 2003, which you clearly seek to invoke.	(iii) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement. The Environment Agency was a statutory consultee. The reference to the General Disposals Consent (England) 2003, which relates to the sale of land by local authorities at less than best consideration, is irrelevant to this Section 123(2A) notice which is purely the Council giving notice of its intention to sell.
D Lang, 119 Cotswold Gardens (see above)		
C Soh, 52 Pennine Drive		
H Bukowitz, 30 Cotswold Gardens		
L Lusuardi, 114 Cotswold Gardens (see above)	(iv) Having displayed considerable forbearance and patience (along with many thousands of other residents) towards Barnet Council since November 2003, I no longer make any requests; I insist:	(iv) Nothing was provided to show that this objector is authorised to represent the views of “many thousands of other residents”.
L Heather, 141 Cotswold Gardens	<ul style="list-style-type: none"> <li>You state which of the three grounds you rely on in exercise of the additional powers given to Local Authorities by the Secretary of State</li> </ul>	Section 123(1) of the Local Government Act provides that, subject to the provisions of the rest of the Section if applicable, a principal council may dispose of land held by them in any manner they wish.
L & J Gonella, 32 Cotswold Gardens	<ul style="list-style-type: none"> <li>For each of these grounds you give me a detailed analysis of how you have arrived at your decision. (You cannot rely literally upon the Act and say “.. the local authority considers..” that the sale and development of the land is for the “..well being of the whole or any part of its area, or of all or any persons resident or present in its area”). The objections referred to above suggest the General Disposal Consent (England) 2003 cannot possibly be applied. Note: there will be many expert witnesses called to the Lands Tribunal to substantiate the objections.</li> </ul>	The grounds referred to by Mr Goymour are set out in paragraph 2(a) of the Annex to the Local Government Act 1972:General Disposals Consent 2003 issued by the Office of the Deputy Prime Minister and deals with the sale of land at less than best consideration where the difference between the unrestricted value and the proposed sale price does not exceed £2m. This is not the same as Section 123 (2a) of the Local Government Act 1972 and therefore Mr Goymour’s request is irrelevant to the current matter.
L Thomas, 46 Cotswold Gardens		
M Mageed, 137/139 Cotswold Gardens		
M Shafi, 137/139 Cotswold Gardens		
O Schaick, 137/139 Cotswold Gardens		
The Golders Green Residents Association	(v) Should Barnet Council fail to comply with the above and justify their actions, I will seek a Court Order to restrain the Council from sale until such time as the Court	(v) See (iv) above.
UK Open Space		

<p>Foundation Ltd (set up by D Badrick)</p> <p>D Badrick, allotment plot holder)</p> <p>M Morris, 16 Cheviot Gardens.</p> <p>Received on 20.7.05 Acknowledged on 1.8.05</p>	<p>is satisfied that the Council has properly exercised the additional powers given to it by the General Disposal Consent (England) 2003.</p> <p>(vi) In order to take advantage of the extra powers given by Section 2(a) of the General Disposal Consent, any sale must be "... on terms that are intended to maximise the consideration". The Council cannot comply with Section 2(a) because it has:</p> <ul style="list-style-type: none"> <li>• Granted a 99 year lease on what is essentially pasture land and therefore commercially it is virtually worthless (to the community it is, of course, priceless).</li> <li>• Granted planning permission before surrender of the lease. In effect your Council have increased beyond measure the value of the lease and produced a correspondingly huge decrease in the value of the freehold to the detriment of the immediate neighbourhood and Cricklewood in general. The Council is in flagrant breach of their fiduciary duty to the people of Barnet because they are handling Public Land and Public Money and in flagrant breach of the 1927 covenant.</li> </ul> <p>(vii) Given the land was purchased in 1925 as an open space for public use and recreation in perpetuity any development would be illegal for the following reasons:</p> <ul style="list-style-type: none"> <li>• The Application to Discharge or Modify the Restrictive Covenant of November 1925 has not been dealt with by the Lands Tribunal (and, if necessary by the High Court of Justice).</li> <li>• Even if the above Application is successful, the land still remains burdened by an even stronger Restrictive Covenant and Agreement made in 1927 both of which require the land to revert to open space for public use and recreation in perpetuity whenever the land ceases to be used for football or other sport. Therefore the</li> </ul>	<p>(vi) See (iv) above. In addition, the external auditors have previously considered some of the issues raised and has not concluded that the Council has acted inappropriately in this matter to date.</p> <p>(vii) <i>(This is a reference to the Council's application to the Lands Tribunal to have the restrictive covenant removed or modified. This is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i> There is only one covenant which is considered to affect the land and this is the subject of the Council's application to the Lands Tribunal. In connection with the grant of a lease of part of the land for football use, and linked to the original financing for the purchase of the land, in 1927 it was agreed between Hendon Urban District Council and Middlesex County Council that if the land ceased being used for football and an appropriate resolution was made by Hendon UDC the land would revert to open space use. Barnet is successor in title to both Hendon UDC and Middlesex CC and therefore it is considered that the agreement no longer has any effect.</p>
---	---	---

	<p>combined effect of: (i) granting the 99 year lease; (ii) granting planning permission and (iii) the (proposed) sale has put Barnet Council in flagrant breach of fiduciary duty and I submit that Barnet Council have acted ultra vires.</p> <p>(N.B. An Application has not yet even been made to the Lands Tribunal for discharge or modification of the 1927 covenant).</p>	<p>It should be noted that the Council can, if it so wishes, sell land which may be subject to a restrictive covenant so long as the sale itself is not a breach of the covenant.</p>
<p>Ken Grant, Chair Golders Green Estate Residents Association 10 Pennine Drive NW2</p> <p>e-mail Received on 28.7.05 Acknowledged on 1.8.05</p>	<p>Stated to be on behalf of 1004 homes that the Association represents (NOTE: It is very similar to the representations made by Mr M Morris of 16 Cheviot Gardens who sent in his own representations and is also named as being represented by Mr Goymour):</p> <p>(i) The local population has made it abundantly clear that they do not support the sale of any of their precious open space.</p> <p>(ii) Your planning department acknowledged nearly a thousand objectors at the planning stage of this iniquitous scheme. This area is designated as deficient in parkland and open space.</p> <p>(iii) There are numerous issues including flooding, unacceptable and unsustainable levels of traffic and lack of infrastructure. The traffic chaos in this area whenever there is the slightest problem on the approaches to the North Circular or M1 is unbelievable. Your own traffic studies state that the junctions at either end of Claremont Road and the North Circular are working above capacity and cannot sustain any increases. The Environment Agency still have not lifted their objection to any</p>	<p>Nothing was provided to show that this objector is authorised to represent the views of “1004 homes”.</p> <p>(i) The land in question has been leased to a football club since 1926 and has not been accessible to the public as open space since that time. The Section 123(2A) notice does not relate to any part of the adjacent Clitterhouse playing fields/metropolitan open land. The proposed sale will therefore not affect these residents enjoyment of the playing fields. Nothing was provided to show that this objector is authorised to represent the views of “the local population”.</p> <p>(ii) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i></p> <p>(iii) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i></p> <p>The planning application satisfactorily addressed highway and traffic issues and included a full Environmental Statement. The Environment Agency was a statutory consultee.</p>

	<p>development on the site.</p> <p>(iv) The site is currently subject to legal action via the Lands Tribunal regarding the two covenants protecting it. It is unacceptable that the administration is attempting to progress the sale whilst, under the terms of the covenants at present, it must remain public open space.</p>	<p>(iv) <i>(This is a reference to the Council's application to the Lands Tribunal to have the restrictive covenant removed or modified. This is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i></p>
	<b>LATE REPRESENTATIONS</b>	
<p>Mrs A &amp; Ms L McLoughlin 177 Prayle Grove NW2</p> <p>two identical letters Received on 3.8.05 Acknowledged on 4.8.05</p>	<p>(i) I do not wish to see flats built on the [site].</p>	<p>(i) <i>(This is a reference to the proposed development for which planning permission has been granted and therefore is not an issue for consideration pursuant to Section 123(2A) of the LGA 1972)</i></p>
<p>Ms J Kanska 111 Pennine Drive, NW2</p> <p>Received on 11.8.05 Acknowledged on 22.8.05</p>	<p>(i) I believe further development in the area would seriously damage the amenity and be a complete retrograde step.</p> <p>(ii) I do hope the views of existing residents will be taken into account.</p>	<p>(i) The Committee has resolved that £400,000 from the proceeds of sale will be invested in providing improved local facilities on Clitterhouse playing fields and at the former Clitterhouse Farm depot</p>

**AGENDA ITEM: 6**

Page nos. 34 - 48

---

Meeting	Cabinet Resources Committee
Date	26 September 2005
<b>Subject</b>	<b>Preparation of Statement on Internal Control (SIC)</b>
Report of	Cabinet Member for Policy and Performance
Summary	The Committee is asked to note the arrangements for preparation of the 2004-5 SIC and 2005-6 SIC

---

Officer Contributors	Chief Internal Auditor
Status (public or exempt)	Public
Wards affected	N/A
Enclosures	Appendix A – Draft Statement on Internal Control (2004-5)
For decision by	The Committee
Function of	Executive
Reason for urgency / exemption from call-in (if appropriate)	N/A

Contact for further information: Michael Bradley, Chief Internal Auditor 020 8359 7151

## **1. RECOMMENDATIONS**

- 1.1 That the committee note the attached draft Statement on Internal Control (SIC).

## **2. RELEVANT PREVIOUS DECISIONS**

- 2.1 The Audit Committee on 31 August 2005 noted a report on the preparation of the SIC.

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 3.1 The SIC is intended to be an essential feature of good corporate governance which is required to provide assurance that corporate priorities can be delivered.
- 3.2 There is a statutory requirement for the Council to publish a Statement on Internal Control annually, as detailed in paragraph 8.1 of this report.

## **4. RISK MANAGEMENT ISSUES**

- 4.1 Failure to adequately comply with the statutory requirement to produce a meaningful SIC could result in the qualification of the Accounts. The SIC deals with the Council's risk management arrangements in detail.
- 4.2 Inability to produce a meaningful, accurate SIC could demonstrate weaknesses in management assurance processes.

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

- 5.1 None

## **6. LEGAL ISSUES**

- 6.1 None

## **7. CONSTITUTIONAL POWERS**

- 7.1

## **8. BACKGROUND INFORMATION**

### Legislative framework

- 8.1 Regulation 4 of the Accounts and Audit Regulations (2003) requires audited bodies to conduct a review at least once a year of the effectiveness of its system of internal control and publish a statement on internal control each year with the authority's financial statements.
- 8.2 As permitted by the Chartered Institute of Public Finance and Accountancy's (CIPFA's) proper practice guidance, we have opted to produce an interim statement for 2004/5 and will produce a full statement for 2005/6.

## Purpose of the SIC

- 8.3 The purpose of the SIC process is to provide a continuous review of the effectiveness of an organisation's internal control and risk management systems, so as to give assurance on their effectiveness and/or to produce a management action plan to address identified weaknesses in either process. At its most effective, the process of preparing the SIC will add value to the corporate governance and internal control framework of an organisation.
- 8.4 The SIC has been amended, since it was noted by the Audit Committee on 31 August 2005, to the effect that the section on 'significant control weaknesses' has been shortened following advice from the Audit Commission on what constitutes a significant control weakness. The section on HR issues has also been extended to give a fuller picture on progress.
85. Action Plans have been produced to address the significant weaknesses identified in the SIC.

## Corporate Ownership

- 8.6 CIPFA's proper practice requires the most senior officer and the most senior member to sign the SIC – they must be satisfied that the document is supported by reliable evidence and accurately reflects the internal control environment. This emphasises that the document is about all corporate controls and is not confined to financial issues.

## Assurance gathering process

- 8.7 We already have processes dealing with aspects of the SIC. The SIC seeks to bring them together and evidence them. The SIC process should be able to rely on existing processes and documents. The task may simply be to research and formally recognise things currently done across the authority and to record them. This coordination of existing evidence will strengthen consistency of approach across the authority and promote corporate awareness of good practice.
- 8.8 The draft SIC for 2004-5 is attached at appendix A to this report. The statement is still in draft and may change after further consultation with senior officers and external audit. It is envisaged that this will be finalised and signed off by the Chief Executive and Leader by the end of September.

## **9 LIST OF BACKGROUND PAPERS**

- 9.1 2002/3 Statement of Accounts;  
2003/4 Statement on Internal Control;  
Internal Audit Annual Report 2004/5, and  
External Auditor's reports carried out between 2002/3 and 2004/5
- 9.2 Any person wishing to inspect the background papers should telephone 020 8359 7151.

BS: RB  
BT: CM

## STATEMENT ON INTERNAL CONTROL (DRAFT 2004-5)

### INTRODUCTION

The Accounts and Audit Regulations 2003 require the publication of a Statement on Internal Control (SIC) with the financial statements. Although it is published with the financial statements the SIC is a broad reflection of the whole governance of the council, and must set out the controls in place that are designed to ensure:-

- the council's policies are put into practice and that values are met;
- laws and regulations are complied with;
- required processes are adhered to;
- financial statements and other published information are accurate and reliable;
- human, financial and other resources are managed efficiently and effectively;
- services are delivered efficiently and effectively.

The SIC must be signed by the Leader and Chief Executive, after it has been approved by the council or relevant body. In considering whether to approve the SIC, the relevant body should seek to satisfy itself that it has obtained relevant and reliable evidence to support the disclosures made and should consider the reviews of the SIC by key officers within the council, including (but not exclusively) the Chief Financial Officer, Monitoring Officer and Chief Internal Auditor.

The SIC should explain the nature of control and material changes in control exercised throughout the whole accounting period. It should identify any weaknesses in control that have been identified and set out an action plan to address them. It is divided into five sections, as follows:-

- Section 1 Scope of Responsibility;
- Section 2 Purpose of the System of Internal Control;
- Section 3 Internal Control Environment;
- Section 4 Review of Effectiveness;
- Section 5 Significant Internal Control Issues.

Guidance on the production of a SIC was published by the Chartered Institute of Public Finance and Accountancy in April 2004, after the close of the financial year. An interim statement for 2003/4 was published. This statement evidences further progress towards full compliance with the process for SIC completion which will be achieved in 2005/6 by developing key indicators of internal control and documenting evidence to support the SIC.

The SIC for 2003/4 was a detailed document which contained more information than necessary, particularly around what was then construed to be a 'significant weakness'. Following further discussions with external audit, who in turn have had additional guidance from the Auditing Practices Board, the SIC for 2004/5 is more focused on defined areas of corporate significance.



## **2004/05 STATEMENT ON INTERNAL CONTROL**

In line with the guidance an interim statement is being presented for 2004-5.

### **Section 1 – Scope of Responsibility**

The council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for, and used efficiently, economically and effectively. The council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way that its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of council functions and which includes arrangements for the management of risk.

### **Section 2 – Purpose of the System of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of council policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

### **Section 3 – Internal Control Environment**

The key elements of the internal control environment are set out below.

#### **Objectives**

The council's objectives are detailed in the Community Plan, which are also reflected in the Corporate Plan. These are cascaded through service Performance Management Plans and targets for service teams and individuals. Monitoring is via the FirstStat programme, Finance and Performance Review meetings, Member Challenge events and performance management.

#### **Policy and Decision Making**

The Local Government Act 2000 and secondary guidance specify the local authority functions that are the distinct and quite separate responsibility of the council and the executive. Neither body can become involved with taking decisions on the functions of the other, with certain exceptions referred to below. The Act permits no other bodies in the formal decision-making structure other than those described below.

#### **Council Functions**

The council's functions are broadly as follows:-

- planning and enforcement;
- licensing and regulation;
- a limited number of highway matters mainly concerned with public footpaths and bridleways;

- appeals against decisions;
- staffing;
- electoral management;
- appointments to other bodies;
- some other minor functions.

These functions may be exercised by the full council meeting or be delegated to committees or officers. They cannot be delegated to an individual councillor. They are delegated to the Planning and Environment Committee and the Planning and Environment Area Sub-Committees, Appeals Committees, General Functions Committee and officers.

In addition, the full council has the power to approve the budget and statutory policy framework, but there are limitations imposed by the legislation and included in the constitution on how this can be exercised and how disagreements with the executive are to be resolved. This is the only control the council can exert over the functions of the executive. Part of each council meeting is set aside for debate on policy development, in which all councillors are able to take part. All councillors are permitted to serve on committees discharging council functions.

### Executive Functions

All other functions of the local authority are the responsibility of the executive, which is the Leader and Cabinet – a total of 10 Members, which is the maximum permitted by the Act. Substitute or deputy Cabinet Members are not permitted.

Executive functions may be exercised by:-

- the Cabinet itself;
- Cabinet Committees (on which only cabinet members can vote or serve, although non-voting co-opted persons are allowed);
- individual Cabinet Members;
- Area committees (provided they are constituted on a ward basis);
- officers;
- joint arrangements with other local authorities.

The Leader is solely responsible for setting the executive delegation arrangements and limits. The executive is responsible for the preparation of the budget and the statutory policy framework for submission to the council. Otherwise, the executive is not subordinate to the council in discharging its functions and cannot be directed by the council how to discharge them.

### Urgent and Emergency Decisions

Decisions taken by the decision takers set out above on both council and executive functions are subject to limitations and conditions imposed in the constitution, including financial restrictions. Some of those are relaxed for urgent decisions (e.g. where urgent action is required but might be delayed by following the normal procedures). In an emergency (e.g. where immediate action is needed to protect life or property or to maintain a critical service) most of the restrictions are removed.

### Overview and Scrutiny Committees

The functions of Overview and Scrutiny Committees are specified in the Act and are and can only be:-

- policy development and review to assist the council and the executive;
- scrutinising the decisions and performance of the executive and the council, and other public bodies in the area;
- calling-in for reconsideration key decisions taken by the executive but not yet implemented.

Key decisions are those significant in financial terms or in their effect on communities comprising two or more wards. The Constitution provides for the call-in process to be operated solely by the Cabinet Overview and Scrutiny Committee and all executive decisions taken by Members can be called in, not just key decisions. Members of the Cabinet cannot be members of Overview and Scrutiny Committees.

### **Compliance**

Assurance on compliance with policies, procedures, laws and regulations is provided, in part, by Internal Audit, that conducts risk based audits on the highest risk areas. Other sources of assurance on compliance come from external audit, other external inspectors (e.g. OFSTED, CSCI) and from service management's own internal control arrangements.

### **Risk Management**

There has been further progress in implementing risk management in the council in 2004-5. Combined with the further development of monitoring and reporting routines, this will provide the basis for an effective risk management process.

In February 2005, the Chief Internal Auditor was delegated responsibility for risk management by the Chief Executive. An appropriate amendment has been made to the council's constitution to reflect this. This development does not remove the primary responsibility for risk management from service managers and the Internal Audit unit will continue to review and report on risk management arrangements in their interim and annual reports. This arrangement will be reviewed towards the end of 2005-6. External Audit will increase the amount of work they do in this area as a consequence of this arrangement.

The corporate risk management group was disbanded, as it had fulfilled the requirements of its terms of reference chiefly the production of a formal Risk Management Strategy and Toolkit, which was approved by Cabinet

Heads of Service are required to establish and complete risk registers, with progress being monitored through the Finance and Performance Review process. These meetings also encompass close monitoring of draft budget reductions, to minimise the chances of unachievable savings being incorporated in the budget. This work is also taken into account by the Borough Treasurer when providing statutory advice to council on the appropriate level of balances and reserves, as now required under the Local Government Act 2003.

The Borough Treasurer is developing a corporate financial risk register in tandem with work on financial forward planning. This register will also highlight financial uncertainties and opportunities.

All reports to committees continue to include a section on risks, which contributes to Members being better informed prior to deciding on policy and making decisions and increases officer understanding and awareness of risk issues.

Heads of Service incorporate risks associated with delivering service priorities in their Performance Management Plans.

A list of corporate risks is presented to Directors' Group for evaluation and reporting to Cabinet. These are closely monitored throughout the year by officers and Cabinet.

Progress on implementing risk management is monitored by the Audit and Resources Overview and Scrutiny Committee.

The council's key corporate risks were taken into account in the Corporate Plan for the year to which this statement relates and have again been identified for the first year of the subsequent version of the Corporate Plan (2005/06 – 2008/09.)

Risk Management was included in the portfolio of the Cabinet Member for Performance, Partnerships and Best Value.

Internal Audit provide a statement in all their interim and annual reports on the adequacy of risk management arrangements. Generally, they undertake an independent review of this annually. In 2004/5 they have relied on the work of external audit in this area. External Audit's final report came to the conclusion that:

'the current arrangements and processes form a good foundation for further developing risk management so that the areas for improvement identified during our review can be addressed.'

All Internal Audit reports published in 2005-6 will have a revised format that will require management to deliver the action required by the risk identified in the report i.e. Internal Audit will no longer construct recommendations in reports. However, as experts in risk and control, Internal Audit will provide advice and guidance on construction and design of controls. Internal Audit's focus will be to ensure that the identified risk has been adequately and cost-effectively addressed.

## **Use of Resources**

Effective and efficient use of resources is achieved through a range of review processes linked to the annual service planning cycle. Best Value reviews have been conducted across a range of council services in accordance with legislative requirements. Business and service planning is well established but under constant review for improvements.

Base budget reviews are undertaken at Finance and Performance Review meetings, as part of preparing annual budget proposals to Cabinet. These meetings were convened on a bi-monthly basis for all services in 2004-5. They will be quarterly in 2005-6.

Cabinet member challenge is also undertaken on budget proposals.

All procurement activity across the council is overseen by the Strategic Procurement Team.

All Internal Audit reviews consider the use of resources as part of the scoping exercise for each review.

A self-assessment for the 2005 assessment of 'Use of Resources' will be completed in line with deadline set by the ODPM.

The 'external auditor scored judgement' gave an overall score of '3' (of a possible '4') in November 2004.

## Financial Management

Financial management of the authority is organised through a wide range of processes and procedures which are being improved to deliver stronger financial control arrangements. Central to all this is Financial Regulations, which form part of the council's constitution.

Corporate financial control is also exercised through Finance and Performance Review meetings, with core membership comprising the Chief Executive, Borough Treasurer, Chief Internal Auditor, Assistant Chief Executive and Head of Human Resources. The outcome of these meetings is reported to Management Board and Cabinet Resources Committee.

Beyond this there are individual schemes of control for specific areas, e.g. Treasury Management Strategy.

A Best Value Review of Financial Management throughout the Council was carried out in 2003/04 which identified a number of actions that would improve financial management. Progress to date includes:

- Production of draft Financial Management Toolkits to be introduced to budget managers as they are trained in SAP;
- Audit of accounts for 2003/4 signed off 3 months earlier than previous year;
- Budget monitoring improved by use of standard template across all Services;
- Introduction of "Traffic light" monitors to track progress on achieving budget savings;
- Balances forecast to be £5m at 31 March 2005 having stood at £0.931 at 31 March 2004. Section 11 Notice issued following the audit of the 2002/03 accounts was lifted following the audit of the 2003/04 accounts and scrutiny of the monitoring of expenditure during 2004/05;
- Heads of Service, as an integral part of the budget preparation process for 2005/06, completed a risk assessment on all the items of budget growth or reduction,
- Financial Forward Plan presented to Council as part of budget report, and
- Capital investment proposals subjected to Option Appraisal and Capital Prioritisation by the Corporate Asset Strategy Management Group, prior to being recommended to Cabinet.

Further planned work, which is dependant upon the implementation of SAP includes:

- The transfer of roles and responsibilities between services and Corporate Finance to ensure Services take responsibility for managing their own budgets. SAP will facilitate Services undertaking some processes and being able to enquire and receive information direct from SAP.
- The completion of a new scheme of Cost Centre Management.
- The design of efficient business processes is being done through the SAP blueprint and realisation phases.

- Reduction of manual processes leading to creation of capacity for corporate finance to be proactive in supporting and advising services.

## **Performance Management**

The Corporate Plan is the single improvement document for the authority. It contains all the key priorities and indicators by which achievement against corporate goals are measured. Progress against targets is monitored through a corporate performance management system based on regular meetings (FirstStat, Finance and Performance Review), regular data collection (monthly returns from service areas) and Member challenge (Overview and Scrutiny) as well as by the lead member for Policy and Performance.

CPO are currently revising performance management procedures with a view to further embedding a collaborative system based on robust data. As well as the frequency and level of service monitoring, new procedures will also consider arrangements for formally signing off actions at the appropriate level. An example of this best practice is the Chief Executive's recent agreement to receive quarterly FirstStat monitoring/action plans at Director's Group for review and sign off.

## **Section 4 – Review of Effectiveness**

The council has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control. This review is informed by the work of Internal Audit, which reviews the development, maintenance and implementation of internal control across the council.

The work of Internal Audit on key financial systems is quality assured by the council's external auditors, who also conduct some independent reviews of internal control. Other inspectorates also examine internal control as part of their work.

The process that has been applied in maintaining and reviewing the effectiveness of the system of internal control is set out below.

### Council

The constitution is reviewed annually by the Special Constitution Review Committee, informed by an Officer Constitution Group and Corporate Governance work undertaken by Internal Audit.

### Executive

Cabinet periodically reviews progress on key corporate risks.

The Cabinet Member for Performance, Partnerships and Value has risk management in his portfolio.

All committee reports include a section on risk.

The Audit and Resources Overview and Scrutiny Committee conducts an annual review of the budget process. In addition it reviews the Internal Audit Annual and Interim Annual Reports and the Annual (External) Audit and Inspection Letter, in addition to other key reports from Internal and External Audit during the year.

The Cabinet Overview and Scrutiny Committee is able to review all items on the Cabinet agenda and can call-in any decision taken by the Cabinet Committee or a Cabinet Member, this exceeds the statutory requirement to have arrangements for calling-in Key Decisions.

## Audit and Resources Overview and Scrutiny Committee

The terms of reference of the Audit and Resources Overview and Scrutiny Committee were as follows:-

- to ensure that the council's financial report and, in particular, the annual financial statements are balanced and fair and conform to accountancy standards;
- to reassure the council that the scope and depth of external audit work is sufficient and conducted competently;
- to satisfy the council that the internal auditors carry out a sufficient systematic review of the internal control arrangements, both operational (relating to effectiveness, efficiency and economy) and financial reporting controls;
- to consider external finance management reports;
- to scrutinise the council's annual budget process, and review the council's performance in relation to budget management;
- to assist the council in developing the three year budget strategy;
- to review the management of resources made available to the council and scrutinise financial management, property and asset acquisition and disposal and capital programme;
- to review the development of a council-wide property and asset strategy;
- to review the independence and objectivity of the external auditors and matters relating to the provision of non-audit services;
- to consider communications with the external auditors on audit planning and findings and on any material weaknesses in accounting and internal control systems and to report as appropriate to the Cabinet;
- to consider the major findings of any relevant internal investigations into control weaknesses, fraud or misconduct and management's response;
- to scrutinise the action taken by the council to fully implement a risk management system.

These were the terms of reference for this committee in 2004-5. A review of the scrutiny function has resulted in the establishment of a stand alone Audit Committee outside the scrutiny framework with a revised terms of reference which will have its first meeting in June 2005.

### Internal Audit

The council's Internal Audit Service is provided predominantly by an in-house team supplemented by two external partners as follows:-

- ENPEYZ, who undertake all school audits;
- Deloitte and Touche, who provide between 150 and 250 days risk based systems audit a year.

All audit work is undertaken to the standards of the Institute of Internal Auditors and the CIPFA Code of Practice.

An annual audit plan is produced by the Chief Internal Auditor, in consultation with key stakeholders, based on a risk analysis of all of the council's auditable systems.

In addition, the risks in each system are reviewed by the relevant Head of Service prior to the commencement of every audit review. The audit plan is agreed with our external auditors prior to finalisation to ensure that that plans are co-ordinated to add maximum value and avoid any duplication.

At the conclusion of each audit the recommendations are discussed with the appropriate head of service and an action plan is agreed. There is a follow-up review of every internal audit to ascertain progress being made by the head of service in addressing the agreed action plan. The Chief Internal Auditor publishes an annual report to the Management Board and Audit and Resources Overview and Scrutiny Committee.

The Chief Internal Auditor is a Chief Officer of the council, reporting to the Borough Treasurer and with direct access to the Chief Executive. The Chief Internal Auditor also reports to the Audit and Resources Overview and Scrutiny Committee on the following matters:-

- annual audit plan;
- regular progress reports on key findings and progress against the annual audit plan;
- annual report providing a final position on progress against the annual audit plan, a summary of all internal audit reviews completed, and an independent opinion of the Chief Internal Auditor on the adequacy and effectiveness of the overall control environment.

#### Corporate Anti Fraud Team

The Corporate Anti-Fraud Team (CAFT) is a specialist investigative unit that has been established to investigate allegations of Housing Benefit, Council Tax Benefit and general fraud within the London Borough of Barnet.

A key part of CAFT's role is to be raise fraud awareness corporately via training, publicity, enhanced intelligence gathering, effective and thorough investigation and prosecution where necessary.

Mission: CAFT's mission is to assist the council in protecting the public purse through the advancement of sound strategies, procedures and controls in the prevention, detection, investigation and deterrence of fraud and corruption.

Aims: CAFT aims to minimise fraud and loss through effective prevention and detection measures and is committed to supporting the community, employees and members in deterring fraud.

Where fraud is discovered and investigated, the Corporate Anti Fraud Team is dedicated to taking necessary action against alleged offenders and will prosecute in appropriate cases.

The council is also dedicated to reviewing all controls and systems in place and will take all reasonable steps to prevent recurrence of fraud, and to recover any funds lost through fraudulent behaviour.

Reporting: CAFT report summary findings with recommendations of all corporate fraud work to Management Board and are currently finalising arrangements for reporting to the Audit Committee. In 2005/6 CAFT will have a regular quarterly slot on the Management Board agenda.

In 2004-5 CAFT conducted successful investigations into a number of areas which has further raised the profile of anti fraud activity throughout the organisation.



All investigation reports are viewed by the Chief Internal Auditor to ensure that any risk/ control issues are identified and audit plans amended accordingly. Similarly Internal Audit discuss with CAFT any areas where they have identified control weaknesses which may have increased exposure to fraudulent activity.

In 2004-5 a serious fraud in the Cashiers office was uncovered and successfully investigated and prosecuted by CAFT. Internal Audit worked closely with CAFT on this exercise and appropriate management action was agreed to address the identified weaknesses including physical security aspects of the Cashiers office and CCTV.

CAFT will be seeking to increase the level of proactive anti-fraud work conducted in 2005/6.

## **Section 5 – Significant Internal Control Issues**

When preparing the 2004-5 SIC, it is important that all the significant weaknesses in internal control are identified.

### General Internal Control Weaknesses/ Issues that need to be addressed in 2005/06

#### Human Resources Control Issues

In late 2004, the strengthening human resources' project was established to improve the risk environment in the Human Resources and Payroll Service. In establishing the Resources Directorate in April 2005, the Director of Resources sought to move the project from one that had purely taken a performance and data quality approach to the issues facing the service to a risk approach to HR data, tackling high risk issues first and foremost.

As such, this led to the establishment of Operation Windmill, a Corporate Anti-Fraud Team led project in conjunction with HR colleagues aimed at:

- 'locking the door' in terms of recruitment processes
- introducing an interim corporate checklist to ensure consistency of documentation required of new employees
- chasing personal information data cleanse forms from all employees
- following up on suspect National Fraud Initiative cases.

However, while clearly this activity has mitigated the areas of high risk within the authority, both in terms of safer recruitment and potentially fraudulent employee activity, it is well understood that this alone will not resolve wider issues facing Human Resources. Therefore, at the same time as working with CAFT to resolve such issues, the HR management team has developed an action plan of priority service performance and policy issues to be addressed in year, seeking to address the longer-term systemic issues facing the service.

The key objectives outlined within the action plan include:

- Resolution of HR data issues, building on the great steps forward made as a result of the Modernising Core Systems and Operation Windmill projects
- Tackling the skills issues across HR, not only in relation to SAP

- Development of a corporate HR strategy and, with it, supporting policies and procedures to be applied consistently across the authority

BVPIs – The Corporate Performance Office will continue to assist services to review and improve the data gathering and reporting processes around BVPIs to ensure that the identified weaknesses are effectively addressed.

#### Internal Audit annual report 2004-5

The most recurring areas of control weakness across the council identified in the 2003/4 Internal Audit annual report are:

- Either no or inadequate policies and procedures (26 instances out of a total 159 recommendations made).
- Recommendations in this area do not necessarily mean that policies and/or procedures do not exist but that improvements or additions to existing policies and/or procedures may be required.
- Inadequate monitoring of management information to ensure objectives are achieved (17/159) and
- Lack of monitoring and administrative controls over the reliability and integrity of data (15/159)

#### External Audit Reports 2004-5

In 2004-5, external audit issued reports on the following:

- Governance arrangements
- Best Value Performance Indicators
- Grants certification
- Risk Management
- Contract Management
- HR and Payroll
- Adult Services (formerly called Community Care)

Where the key issues identified in these reports have been referred to previously within this section of the Statement they have not been repeated. However, the following additional significant control issues were identified during the course of the various external audit reviews performed:

- Only eight of the 13 key accounts systems can be relied upon for the purposes of the final accounts audit
- Only six of the 14 key systems of internal control were deemed to be satisfactory from an internal control perspective
- Grant certification work led to a significant proportion of claims and returns being either amended or qualified
- Serious completeness issues were identified in the Council's central contracts register and contract monitoring arrangements leading to concerns over whether value for money was being achieved in aspects of the goods and services being procured

- 21 Best Value Performance Indicators were reserved, indicating continuing problems with data quality

Since these risks were identified and raised by external audit, significant steps have been taken to improve the overall control environment, not least the MCS project. Action plans have been produced for all the agreed recommendations in the above reports. Implementation of these is monitored by the relevant Head of Service.

#### SIC 2005-6

The process for production of the annual SIC can be improved. External Audit presented to a special Management Board meeting on 16<sup>th</sup> August 2005 on the significance and requirements of the SIC.

Processes to ensure that all services effectively contribute to the process are being considered with a view to improving the way in which assurances can be obtained from across the council. We envisage that a revised process will link together work on risk management and assurances obtained from all other sources. Ultimately, this will feed into the annual statement prepared on behalf of the Chief Executive and Leader for the Annual Accounts, and will provide supporting documentation for internal and external audit.

Leo Boland  
Chief Executive

Brian Salinger  
Leader of the Council

**AGENDA ITEM: 7**

Page nos. 49 - 52

Meeting	Cabinet Resources Committee
Date	26 September 2005
<b>Subject</b>	<b>British Red Cross two Year extension for the Joint Equipment Contract – LBB/BPCT</b>
Report of	Cabinet Member for Community Services
Summary	This report recommends that the council extend the existing contract with the British Red Cross for a further 2 years until 1 <sup>st</sup> July 2008.

Officer Contributors	Glynnis Joffe- Assistant Direct Health Partnerships (Older Adults)
Status (public or exempt)	Public
Wards affected	All
Enclosures	None
For decision by	Cabinet Resources Committee
Function of	Executive
Reason for urgency / exemption from call-in (if appropriate)	Not applicable

Contact for further information: Glynnis Joffe – Assistant Direct Health and Partnerships (older Adults)

## **1. RECOMMENDATIONS**

- 1.1 That the current Integrated Community Equipment provider, the British Red Cross, have their contract to deliver, collect, service and store community and nursing equipment extended by a further two years from the 1<sup>st</sup> July 2006.
- 1.2 That upon approval of extension, the Legal Department be instructed to produce a formal Deed of Variation to effect the changes that have been recommended by the London Borough of Barnet and the Primary Care Trust and agreed in principle by the British Red Cross.

## **2. RELEVANT PREVIOUS DECISIONS**

- 2.1 On the 20<sup>th</sup> February 2003, The Cabinet Resources Committee agreed the British Red Cross should be awarded the contract to supply community equipment.

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 3.1 Community Plan Priorities - Partnership Working with public, private and voluntary sectors.
- 3.2 Healthy & Caring Community – Ensuring accessibility and responsive health and social care services for all communities.
- 3.3 Promoting independence of vulnerable adults.
- 3.4 Helping the vulnerable in our community.

## **4. RISK MANAGEMENT ISSUES**

- 4.1 Equipment services must comply with manual handling regulations and with the Health and Safety at Work Act (HASAWA) 1974. These regulations require that all equipment, including that in people's homes, must be checked regularly.
- 4.2 Correct procedures need to be in place when purchasing equipment to prevent potential delayed hospital discharges & unnecessary hospital admission.
- 4.3 The BVPI D55 relates to the % of equipment and adaptations delivered within 7 working days. This contract must meet the performance indicator. We have set a target of 85% being delivered within the time scale 05/06 and will seek continuous improvement over future years. We are requiring the Red Cross to develop an action plan to ensure that this target is met. This will be monitored on a monthly basis.

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

- 5.1 The contract is jointly funded by Barnet Primary Care Trust and Barnet Social Service under a section 31 agreement.
- 5.2 The British Red Cross (BRC) community equipment service team consists of a manager, 3 admin staff, 2 warehouse staff, 2 driver technicians, 2 drivers, 1 drivers assistant, 2.5 customer care staff & 1 special purchasing order

assistant. The cost of the core service staffing & premises will remain at the agreed rate.

- 5.3 The British Red Cross service provided value for money in the last year. The services delivered 15,000 items of equipment and collected 9,500. These figures show that 63% of equipment is returned after use. Of the items collected 92% are recycled back into the system.
- 5.4 The British Red Cross purchasing team are able to negotiate better purchasing prices because of the level of equipment that is needed for their existing contracts with Leicester, Doncaster and Barnet.
- 5.5 A formal agreement has been received from the Primary Care Trust to the proposed 2-year contract extension with the British Red Cross.

## **6. LEGAL ISSUES**

- 6.1 The existing contract that was originally signed in June 2003 is still legally binding. The contract expires in June 2006. There are two options open to the council, to extend the contract by 2 years from that date or to retender the contract.
- 6.2 Barnet has identified improvement areas for the current contract. These are mainly related to improving the efficient running of the contract to the provision of performance information. We have negotiated 5 improvements which will form an added schedule to the current contract should an extension be agreed. The British Red Cross have acknowledged and agreed to comply with these 5 areas.

## **7. CONSTITUTIONAL POWERS**

- 7.1 Constitution part 3. Responsibility for Functions section 3. Responsibility of the Executive. Paragraph 6 responsibility of the Cabinet Resource Committee.
- 7.2 Contract procedure rules section 5.6 provision for extension of contracts.

## **8. BACKGROUND INFORMATION**

- 8.1 ICES (Integrating Community Equipment Services) is a Department of Health funded initiative across health and social care to develop community equipment services in England, remove unnecessary barriers for users and modernise services. Local Authorities and Primary Care Trusts were required to implement integrated equipment stores by April 2004.
- 8.2 Up until July 2003, the London Borough of Barnet and Barnet Primary Care Trust operated two separate community equipment stores, delivery and collection services.
- 8.3 A project team of therapists, store managers and general managers worked for six months to prepare the joint service specification and contract. In February 2003, the £1.06 million contract to provide the new integrated

contract was let. The contract is currently monitored under the direction of senior health and social services managers.

- 8.4 Integrated community equipment services play an important part in helping people to develop their full potential and to maintain their health and independence. A wide range of equipment and adaptations can now be provided, the majority of items being provided within seven days of a professional decision being made.
- 8.5 In the first two years the integrated community equipment service has achieved the recommendations set by the department of health.
- **Target: to achieve an increase of 50% in the number of service users by April 2004.** Comparing Oct. –Dec. 2003 figures to Jan. – Mar. 2004 quarterly figures showed Barnet ICES has already achieved this with an increase of 53% in the number of people who had an “episode of equipment”.
  - **Target: to recycle 70% of equipment by value.** In 2004-2005 the British Red Cross recycled 92.5% of equipment that was collected.
  - **Target: to achieve 100% of all deliveries within 7 working days**  
In year 1 the British Red Cross delivered 70% of equipment within 7 days.  
In year 2 the British Red Cross delivered 76.8% of equipment within 7 days.
- 8.6 In May 05 LBB purchasers and Primary Care Trusts staff were surveyed in order to get feedback on the current equipment service provided. Overall staff are happy with the service provided by the British Red Cross.
- 8.7 We are currently facilitating service users to set up an equipment service user group in order to ensure that the contractor receives direct feedback from service users and that the outcome of the contract matches their needs. A survey of service users using a nationally devised and recommended form will also be carried out this year.
- 8.8 The current market of externalised equipment providers servicing London authorities is approximately 4 providers, including the British Red Cross. Officers believe that the current performance of the British Red Cross is good. It is likely that more is to be gained for Barnet Residents by continuity and developing the performance of the current provider in partnership with them over the next 3 years rather than re tendering the service.

## 9 LIST OF BACKGROUND PAPERS

- 9.1 None.

BS:  
BT:

**AGENDA ITEM: 8**

Page nos. 53 - 61

Meeting	Cabinet Resources Committee
Date	26 September 2005
<b>Subject</b>	<b>CCTV Installation Programme</b>
Report of	Cabinet Member for Environment and Transport
Summary	To consider the amendments to the programme which adds locations to those priority locations already agreed and to identify the support work which is required to enable the programme to be implemented

Officer Contributors	Paul Bragg
Status (public or exempt)	Public
Wards affected	West Finchley, Finchley Church End, Mill Hill, East Barnet, East Finchley, Totteridge, Oakleigh and Burnt Oak
Enclosures	Appendix A and B
For decision by	Cabinet Resources Committee
Function of	Executive
Reason for urgency / exemption from call-in (if appropriate)	N/A

Contact for further information: Paul Bragg, Highways 020 8359 7305



## **1. RECOMMENDATIONS**

- 1.1 That the Head of Highways and Design arranges for instructions to be placed with the CCTV Term Contractor T. E. Beach to commence with the installation of CCTV in the areas recommended in this report at the relevant rates contained within the CCTV Installation Contract 2004-2007.
- 1.2 That the quotation received from BT Redcare for the installation of fibre optic transmission cabling to link cameras to the control room , be accepted.
- 1.3 That Committee agree to the New Barnet Town Centre to have CCTV installed as an addition to the 2005/06 programme and for Watling Avenue to Watling Market footpath to be added to the 2006/07 programme.
- 1.4 That the cost of works of £482,737 in 2005/6 and £416,511 in 2006/7 be funded from the approved capital programme.
- 1.5 That the net additional revenue budget provision of £60,000 in 2006/07 and £86,000 from 2007/08 onwards be agreed and added to the Forward Plan.
- 1.6 That officers in conjunction with the police review the crime statistics prior to April 2006 check that the priorities as set out in this report are still applicable and if it is found that there is any shift in crime hotspots a further report is produced for this committee before proceeding with the 2006/07 programme.

## **2. RELEVANT PREVIOUS DECISIONS**

- 2.1 Cabinet Resources Committee 28 July 2004 – Acceptance of the tender for CCTV installation works 2004-2007
- 2.2 Cabinet Committee 17 March 2003 – Decision 6 – Agreement of the priority areas for CCTV over a three year period up to and including 2006/07.

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 3.1 The Council's Corporate Plan 2005/6 – 2008/9 identifies tackling crime as being one of its five key corporate priorities. It identifies that the Council intend to increase residents' safety and perception of safety and to assist in this aim at least one new CCTV scheme will be implemented per year.
- 3.2 The Council's Community Plan identifies under its theme, 'A Secure and Supportive Community' the commitment to making Barnet one of the safest boroughs in London.
- 3.3 The Council's Community Safety Strategy, sets out specific targets for reducing crime and the fear of crime, particularly in town centres and car parks.
- 3.4 It has be highlighted from crime audits that CCTV, combined with improved lighting, plays a key role in addressing crime and fear of crime issues and therefore this report will assist in achieving all of the above aims.

## **4. RISK MANAGEMENT ISSUES**

- 4.1 See Appendix A

## 5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

### Capital Costs

5.1 Provision has been made in the Council's Capital Programme budgets 2004/05-2007/08, reference R64 in the sum of £483,000 in 2005/06 and £511,000 in 2006/07 for the expansion of CCTV to cover additional Town Centre locations and the associated works, including improved lighting where necessary and additional equipment in the control room.

5.2 The estimated Capital cost of the works in 2005/06 (proposed to be Mill Hill, Finchley Central and New Barnet town centres) is £482,737.00 and includes the following:

1.	£179,416	Cameras and Control Room Works (incl 5% contingency)
2.	£174,100	BT Redcare Works
3.	£ 60,000	Lighting Works
4.	£ 17,500	EDF Works
5.	£ 51,721	Fees
	<b>£482,737</b>	

This is within the approved budget sum of £483,000.

5.3 The estimated Capital cost of the works in 2006/7 (proposed to be East Finchley and Whetstone town centres and Watling Market footpath) is £416,511 and includes the following:

1.	£165,992	Cameras and Control Room Works (incl 5% contingency)
2.	£160,000	BT Redcare Works
3.	£ 45,000	Lighting Works
4.	£ 45,519	Fees
	<b>£416,511</b>	

5.4 There will be an estimated under utilisation of £94,489 between the budget and the estimated cost of the works. However, CCTV equipment generally has a life expectancy of between 5 and 7 years. As the CCTV installation programme commenced 4 years ago, Cabinet will need to consider in the next year or so how to manage and fund an ongoing replacement programme – which should be done in conjunction with a review of the updated crime figures. In the meantime, the unused sum will be returned to the centre.

5.5 As CCTV technology moves on so quickly any equipment which will require replacement will need to be upgraded to the standards which are current at the time of replacement. The major items of equipment which will require replacement between 5 and 7 years include, monitors, recorders and cameras. As the control room monitoring operates on a 24 hour basis this equipment is in constant use and therefore suffers from advanced wear and tear.

### Revenue Costs

5.5 The estimated running costs associated with these programmes is set out below. Following the transfer of the Emergency Telephone Service and its budget into the CCTV service an operational review of the combined service has been undertaken and a number of operational efficiencies identified which can offset some of the additional costs resulting from the 2005/6 and 2006/7 programmes. These savings are included in the table below.

	2005/06 £000	2006/07 £000	2007/08 £000
<b>.2005/6 Programme</b>			
-staffing costs 1.5 posts	-	40	40
- mtce/line rental	10	42	42
<b>2006/7 Programme</b>			
- staffing costs 1.5 posts	-	25	40
- mtce/line rental	-	31	42
<b>TOTAL ADDITIONAL COSTS</b>	10	138	164
Less : operational efficiencies	<u>(78)</u>	<u>(78)</u>	<u>(78)</u>
<b>TOTAL NET ADDITIONAL COSTS</b>	<u>(68)</u>	<u>60</u>	<u>86</u>

There is no budgetary provision for the net cost of future years and therefore funding is requested for £60,000 in 2006/7 and £86,000 from 2007/8 onward.

## 6. LEGAL ISSUES

6.1

## 7. CONSTITUTIONAL POWERS

7.1 Constitution, Part 3 - Responsibility for Functions, Section 3 - Powers of the Executive, paragraph 3.6 - terms of reference of the Cabinet Resources Committee.

## 8 BACKGROUND INFORMATION

8.1 CCTV has so far been introduced into the following areas:

Edgware Town Centre  
 Golders Green Town Centre  
 North Finchley Town Centre  
 East Barnet Town Centre  
 High Barnet Town Centre  
 Cricklewood Town Centre

Burnt Oak Town Centre  
West Hendon Town Centre  
Hampden Square shopping parade  
Graham Park estate central concourse  
Granville Road estate  
Watling Park  
Friary Park  
Claremont Industrial Estate  
Hendon Central

- 8.2 All of the above cameras are monitored from the Council's CCTV control room which operates on a 24 hour 365 days a year basis. All images from the cameras are digitally recorded in time lapse mode and any identified incidences are recorded in real time with incident pictures being relayed to the Met Police control room.
- 8.3 CCTV offers three principal benefits: it acts as a deterrent, it increases the chances of detection and it provides public reassurance thereby reducing the fear of crime. The Corporate Plan, has for a number of years, placed tackling crime and the fear of crime as one of it's key priority areas and CCTV has been identified as one of the methods to be employed to assist the Council in tackling these issues. It identifies the commitment to implement at least one CCTV scheme per year.
- 8.4 Cabinet Committee agreed, at its meeting on 17 March 2003, the areas to be prioritised for CCTV installation. This was based on a programme of installation over a three year period. This programme commenced last year and the areas prioritised for the first tranche, High Barnet, Burnt Oak and Cricklewood town centres have been completed during 2004/5. The second tranche due for installation during 2005/6 are Mill Hill and Finchley Central town centres and the third tranche due for installation in 2006/7 are East Finchley and Whetstone town centres.
- 8.5 It was agreed that officers and the police would consider any changing crime patterns throughout the borough and identify if there was a need to consider any other areas during this three year period. From the latest police crime statistics which are provided as crime hotspot maps (see Appendix B) there are two locations which have so far emerged as cause for concern, particularly with regard to anti-social behaviour and vandalism. These are New Barnet town centre and Watling Avenue footpath to Watling Market.
- 8.6 Officers have produced outline design proposals for each of the areas as prioritised by Cabinet Committee (17 March 2003) and have also produced outline designs for these two additional locations.
- 8.7 All of these outline designs have been costed and it has been identified that the existing Capital budget provision over the next two year period is sufficient to allow all of these locations to have CCTV installed including the associated works which are identified at 8.10 of this report. Please refer to 5.2 and 5.3 of this report to see the programme proposal and associated costs.
- 8.8 The works will consist of the installation of poles and cameras in the field, expansion works in the control room and the installation of transmission cabling

from the cameras to the control room. A contract is already in place with T.E. Beach for the installation of the poles, cameras and control room works. The cost of this work is identified at 5.2 and 5.3 of this report and more detail on what is proposed in each location is given below:

### **Mill Hill Town Centre**

In total five cameras will be installed. These will be mounted on 6 metre high poles and will be positioned at the following locations to enable full coverage of the shopping area and car park:

Outside 86, The Broadway  
Outside 81, The Broadway  
Outside 32, The Broadway  
Outside 13, The Broadway  
Adjacent to Mill Hill Station Car Park

### **Finchley Central Town Centre**

In total seven cameras will be installed. These will be mounted on 6 metre high poles and will be positioned at the following locations to enable full coverage of the shopping area and the route to the multi storey car park:

Outside 163, Ballards Lane  
Outside 122, Ballards Lane  
Outside 87, Ballards Lane  
Outside 46, Ballards Lane  
Popes Drive opposite car park entrance  
Outside 8, Ballards Lane  
On the Island at the junction with Regents Park Road and Hendon Lane

### **New Barnet Town Centre**

In total five cameras will be installed. These will be mounted on 6 metre high poles and will be positioned at the following locations to enable full coverage of the shopping area the route to the multi storey car park:

East Barnet Road at the junction with Albert Road  
Outside 45, East Barnet Road  
Outside 77, East Barnet Road  
Outside 133, East Barnet Road  
Outside 153, East Barnet Road

All of the locations identified above had been selected following joint site surveys involving the police and officers of the council. It should be noted that before these positions are finalised an onsite video survey will take place where footage will be shot from each of the selected positions by day and by night. At the same time a number of alternative sites will also be surveyed and following inspection of the results of the survey the final locations will be selected.

### **East Finchley Town Centre**

It is anticipated that seven cameras will be installed. Initial surveys to identify these sites have been undertaken by officers. It will be necessary to carry out further joint surveys with the police and to carry out the video surveys as detailed above before the final positions are selected.

### **Whetstone Town Centre**

It is anticipated that five cameras will be installed. Initial surveys to identify these sites have been undertaken by officers. It will be necessary to carry out further joint surveys with the police and to carry out the video surveys as detailed above before the final positions are selected.

### **Watling Avenue to Watling Market**

One camera will be installed at the foot of the stairs. This camera will be mounted on a six metre pole and will have a clear view up the steps, into the walkway and will also cover the footpath leading to the Market/car park.

- 8.9 A separate contract is required for the installation of the transmission cabling. BT is the only company who has a suitable network of ducts to provide cost effective links to the control room and therefore they have provided a quotation for this work. As they only provide quotations for works which will commence within 6 months they have provided a fixed price quotation for the 2005/6 works programme and an estimated budget cost for the 2006/7 works. The figures identified at 5.2 and 5.3 reflect this.
- 8.10 It will be necessary to carry out some additional complimentary work to ensure that the CCTV systems operate to maximum efficiency. These are as follows:
- The power supply to the control room building is overloaded and is therefore in need of upgrading. The only way that the electricity provider EDF Energy can provide additional power is via the installation of a transformer at a nearby sub station site. This requires Barnet council to extend the lease on a nearby currently disused sub station site and the terms of this agreement are currently being negotiated between the Council's property section and the EDF Energy lawyers. The cost of this work will be £25,000 with £7,500 already allocated from the 2004/5 capital budget this leaves £17,500 to be funded from the 2005/6 capital budget.
  - The street lighting in each of the areas identified will need to be upgraded to higher lighting levels to ensure that the camera pictures are sufficient for clear identification of property and persons. The street lighting PFI contract will enable three of the five locations to be upgraded via the PFI five year investment programme. However, as two of the locations will fall outside of the first five year investment programme the costs of improving the lighting in these two areas will need to be accommodated as part of the CCTV works. The cost of this work to support the 2005/6 programme will be £60,000 and for the 2006/7 programme will be £45,000.
- 8.11 Assuming that approval is granted, the works could commence in early November 2005 with completion of the 2005/06 programme by the end of March 2006.

8.12 It is proposed that officers in conjunction with the police review the crime statistics prior to April 2006 to check that the crime patterns have not altered. If the priorities as agreed in this report are consistent with the crime patterns at the time of the review, it is intended that the programme as detailed in this report commences in April 2006 with completion of this programme by the end of August 2006. However, if there is a clear shift in crime patterns a further report will be submitted to this committee to identify the position at that time and to agree any amendments to the priorities and hence a revised installation programme for 2006/07.

## **9 LIST OF BACKGROUND PAPERS**

- 9.1 Maps showing proposed locations of cameras
- 9.2 Tender documents and quotation and contract documentation.
- 9.3 Any person wishing to inspect the background papers listed above should telephone 020 8359 7305.

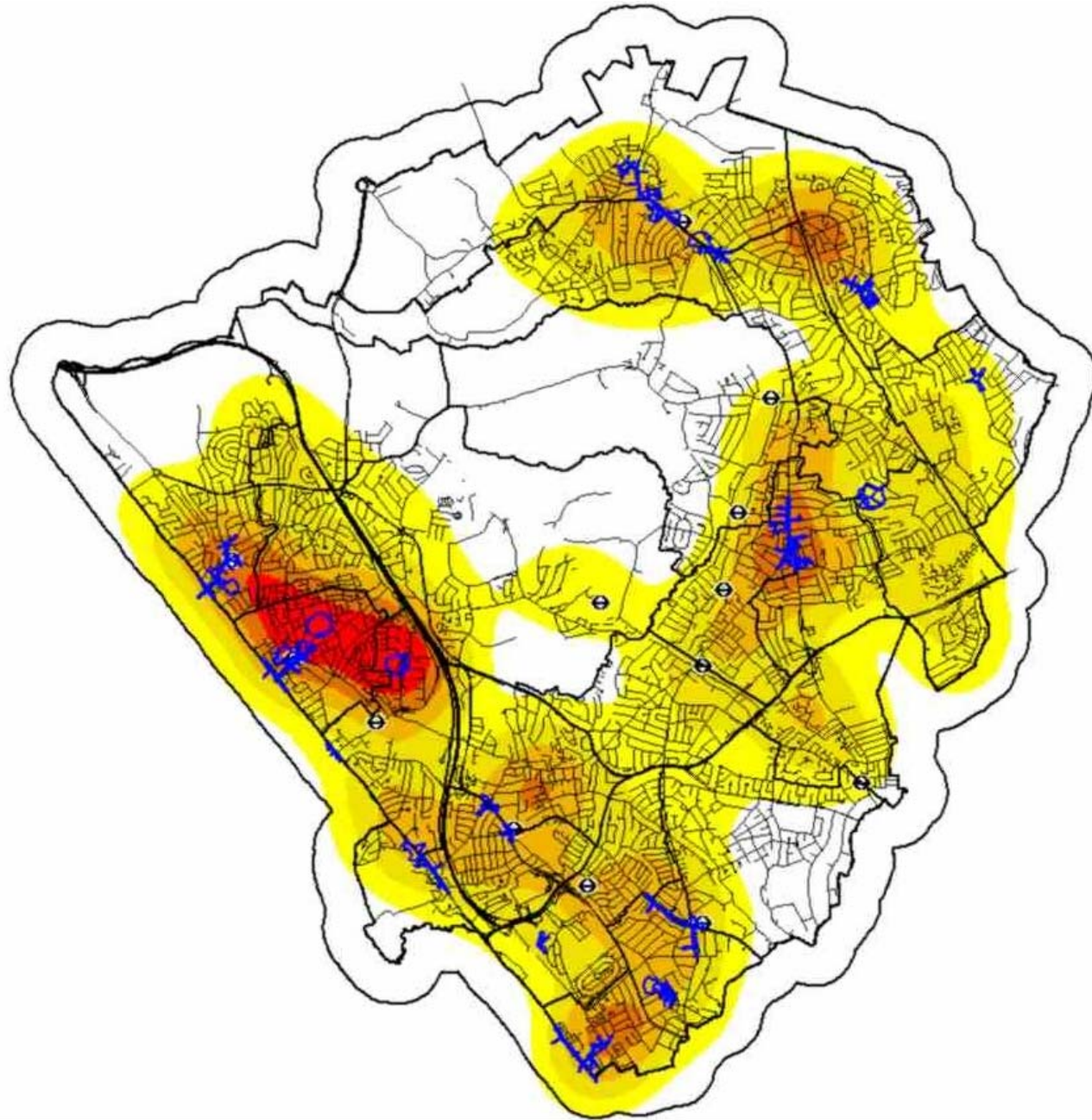
MO: RB  
BT: CM

## Appendix A

<b>Risk Management</b>				
Scheme:	CCTV Installation – 2005/06 and 2006/07 Programmes			
Objective:	To help in the detection, deterrence and prevention of crime. To help reduce the fear of crime and reassure the public. To provide assistance to the emergency services.			
<b>Risk Category</b>	<b>Description</b>	<b>Likelihood of not being met</b>	<b>Impact</b>	<b>Response</b>
Strategic	Objectives may not be met	M	M	Reduce – Design checks will be carried out on site with Day and Night time surveys to finalise positions of each camera to ensure that full coverage of the target areas are achieved. The specification includes for equipment which meets Home Office guidelines to ensure that images will be suitable for prosecution purposes.
Operational	Increase numbers of Monitoring staff will be required in the Control Room	L	M	Reduce – By ensuring that suitable staffing numbers are maintained in the control room, the 24-hour monitoring of the cameras will ensure that incidences are identified and recorded for evidential purposes.
	Unable to locate in desired locations due to utility services and trees	H	M	Reduce – For most locations an alternative position will be surveyed so that any resiting that may be required will still achieve the desired results.
	Co-ordination of a main contractor with two Utility contractors to achieve the programme	M	M	Reduce – Close contract monitoring by officers to ensure that the main contractor is properly co-ordinating the works.
Staffing & Culture	New Staff in the Control Room will require training on the control room equipment and on control room operational procedures.	L	H	Reduce – Training of staff on the control room equipment is an inclusive part of the contract conditions. Control Room manager will arrange training on control room procedures are part of the staff induction.
Financial	Inability to maintain works within allocated budget.	L	H	Reduce – Procedures and monitoring in place to minimize risks of financial irregularities.
	Unforeseen works due to engineering difficulties	M	M	Reduce – Experience has shown that there will always be engineering difficulties when excavating large foundations in busy town centre locations. Contingency sums have been allowed in the contract sums to cater for this.
Compliance	Work outside relevant Legislation and council policies	L	L	Reduce – Procedures and codes of practice in place to ensure compliance with current legislation. CCTV is identified within the Councils Corporate Plan as playing a key role in assisting with the objectives of reducing crime and the fear of crime.

**Key to risk or impact**      L= Low, M=Medium, H= High





**AGENDA ITEM: 9**

Page nos. 62 - 84

---

Meeting	Cabinet Resources Committee
Date	26 September 2005
<b>Subject</b>	<b>Revenue Monitoring 2005/06</b>
Report of	Cabinet Member for Resources
Summary	To consider a report on revenue monitoring in the current year and instruct officers to take appropriate action.

---

Officer Contributors	Borough Treasurer
Status (public or exempt)	Public
Wards affected	N/A
Enclosures	Appendix A – 2005/06 General Fund Forecast Outturn Appendix B(i) – 2005/06 Efficiency Savings Implementation Monitor Appendix B(ii) – 2005/06 Budget Reductions Implementation Monitor Appendix C – 2005/06 Housing Revenue Account Forecast Outturn
For decision by	Cabinet Resources Committee
Function of	Executive
Reason for urgency / exemption from call-in (if appropriate)	Not applicable

---

Contact for further information: Clive Medlam 020 8359 7110.

## **1 RECOMMENDATIONS**

**1.1 That the General Fund and Housing Revenue Account budget monitoring position be noted.**

**1.2 That the following amendment to the 2005/06 budget be approved, along with changes to the base budget for future years :-**

- (i) reduction in the budget for the Coroners Court (£109,000 in 2005/06 and the base budget);**

**1.3 That Heads of Service be instructed to return identified underspends to the centre and take appropriate management action to contain emerging budget pressures.**

## **2. RELEVANT PREVIOUS DECISIONS**

**2.1 Cabinet Resources Committee 21 July 2005; General Functions Committee 28 July 2005.**

## **3 CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

**3.1 Robust revenue monitoring is essential to ensure that resources support the Council's priorities as set out in the Corporate Plan.**

## **4 RISK MANAGEMENT ISSUES**

**4.1 The risks posed by budget pressures are addressed in Section 8 below. Management action is being taken to contain forecast overspends within service budgets to avoid having to call on balances.**

## **5 FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

**5.1 The 2004/05 outturn report presented to this committee on 21 July 2005 advised that General Fund balances at 31 March 2005 amounted to £5.004m. The 2005/06 budget included a contribution to balances of £3m, which brings the total of General Fund balances to £8.004m before considering the effects of monitoring during the year. Further comments are contained in Section 8.**

## **6 LEGAL**

**6.1 None.**

## **7 CONSTITUTIONAL POWERS**

- 7.1 This committee is responsible for monitoring the council's budgets.

## **8 BACKGROUND INFORMATION**

- 8.1 There was a need to focus staff resources at the start of the financial year on closing accounts a month earlier (a statutory requirement) and the implementation of SAP. As a result of this, a decision was made to undertake the first monitoring on month 4 (July), which was also the final month using LAFIS.
- 8.2 The greatest budget risk in 2005/06 that was identified at the start of the financial year was parking income, which was highlighted in the 2005/06 budget report to Council in March, and this budget has consequently been monitored on a weekly basis since April.
- 8.3 Taking account of forecast variations set out in Appendix A, the forecast of balances at 31 March 2005 is £7.223m. This figure incorporates the planned £3m contribution to balances in 2005/06.
- 8.4 Significant variations to date are commented on in the following paragraphs, along with items not yet reflected in the forecast variations but which need to be brought to Members attention.

### Adult Social Services

Staffing Costs – a number of vacancies were being held, pending an ongoing reorganisation. These vacancies are not being filled and there may be a need for additional staffing resources to undertake specific project work.

### Central Expenses

Coroners Court Levy – the budget anticipated a significant increase in the cost of the contract costs for transportation of bodies between sites but this has not materialised and so the budget provision is being returned to the centre. The latest approved estimate will be adjusted for this item.

Concessionary Fares – although it is not shown in this report, it is anticipated that a saving might arise from a lower levy demand, despite the fact that additional costs could arise subsequently as a result of 2005/06 being a re-issue year for passes. This will continue to be monitored and an update brought to a future committee.

Interest Earnings & Cost of Borrowing – although it is also not shown within Appendix A, early indications are that there will be a net benefit. More detailed analysis of interest rates, daily cash balances and forecast capital borrowing (supported and unsupported) needs to be done before a more reliable figure can be incorporated in the monitoring statement.

Street Lighting – as reported elsewhere on this agenda, a figure for the final settlement of the claim is being recommended to Members. A provision was made in the financial forward plan for 2006/07 budget, but the payment is now likely to arise in this year. A figure will be incorporated in a future monitoring report once it has been agreed by this committee.

### Children's Services

External & Other Placements – Members will have long experience of this being a volatile budget due to the nature of the service. The current forecast outturn is based on anticipated demand for the remainder of the financial year, although there remains the potential for significant fluctuations in costs as the number of placements rises or falls on a daily basis.

### Education

Staff Vacancies – this is the result of delays in appointing or the non-appointment of staff across a number of services, principally children and family centres.

Pupil Travel Passes – a change in policy by the Mayor of London has resulted in free travel passes for all under 16s on London Transport from September 2005. This change was not known until after the council budget was set.

Transport Costs – the timing of the Easter holidays in 2005 and 2006 has resulted in an increase in the number of transport days within the 2005/06 financial year.

Recoupment – previous year SEN recoupment payments to other local authorities are not currently reflected in the monitoring statement as negotiations are still ongoing with the other councils. A provision was made in the 2004/05 for estimated payments due, so until the liabilities are finalised it will not be possible to report on the adequacy of the provision (or whether there will be a return to the centre).

### Environment

Licensing Act – the budgetary requirements for the new Licensing Act were set at a time when the new fee regime was not finalised. The projected overspend recognises the number of applications with variations to licenses currently anticipated to run at a lower rate. There are also additional staffing costs forecast for administering the scheme. However, it is cautiously predicted that the 2006/07 forward plan provision will meet the total additional costs across the two financial years 2005/06 and 2006/07.

Recycling – the success of the compulsory recycling scheme is now being reflected in costs of recycling, which has prevented the achievement of the productivity saving on the ECT contract. There has also been an increase in demand for recycling boxes.

## Highways & Design

Special Parking Account & Highways Planned Maintenance – The risk of achieving parking income was set out in the 2005/06 budget report to Council in March 2005, where it was stated that commitment of the highways revenue budget would be controlled in conjunction with the parking income budget. The risk management plan is being considered.

## Housing

Benefits Administration – additional temporary resources have been used to clear the benefits case backlog, with the cost being offset by savings from salary vacancies and additional grant income.

Benefits Payments – this is the net effect of the benefit payments to claimants after the receipt of subsidy income from central government. This budget was set on the same assumptions as for the 2004/05 budget, and is therefore out of step with the current level of benefit claims and expenditure and subsidy forecasts.

Housing Benefits Subsidy Limitation & Transitional Relief – the budgets for both of these items were set at incorrect levels, where changes in the regulations and legislation were not identified.

Temporary Accommodation – income from accommodating asylum seekers is forecast to be £500,000 higher, brought about by a reduction in the use of overnight accommodation and an increased use of private sector leased properties. Further efficiencies of £400,000 come from re-negotiating management fee agreements with housing association providers.

The last three items are inter-related. Additional resources are being brought in to re-model the position on temporary accommodation, benefit payments and subsidy in order to improve budget forecasting over the remainder of the year and identify any issues for the 2006/07 budget.

## Planning

Planning Delivery Grant – the final grant figure notified to the council after the budget was set was £109,000 higher than anticipated. One-off expenditure of £61,000 for Local Development Framework costs and £50,000 for corporate integration and e-government and e-planning initiatives will be funded from this increase, and the relevant budgets have been adjusted accordingly. The remaining £285,000 has been transferred to the central contingency pending further consideration.

## Public Offices

Cleaning Contract – the new cleaning contract, which commenced last

financial year, is significantly higher than the previous contract and was subject to an above inflation increase for 2005/06.

North London Business Park – although Cabinet Resources Committee has previously approved the leasing of additional spaces on the ground floor at Building 4, the extension of leases on both Building 4 & 5, and the disposal of vacated properties as part of the accommodation strategy, the signing of new leases is subject to finalisation of certain figures including the revised charge to Barnet Homes in respect to space occupied at Barnet House.

### Resources

Corporate Procurement Savings – savings are being delivered through activity led the Strategic Procurement Team but it is proving difficult with the pre-SAP financial and other information systems to target the reductions in service budgets across the council. Consideration will be given in the next monitoring statement to substantially reducing the central savings budget within the Resources Directorate and taking achieved procurement savings as in-year benefits, except where specific proposals are capable of being included in the budget each year. This approach will have an effect on the 2006/07 base budget.

- 8.5 A traffic light monitor on budgeted savings is attached at Appendix B though the forecast variations shown in this monitor is included in Appendix A, so that that appendix provides a comprehensive position statement.
- 8.6 Cabinet Members are aware of the impact that non-achievement of budgeted savings and new emerging pressures could have on balances, and are working with Heads of Service to contain these costs.
- 8.7 The position on the Housing Revenue Account (HRA) is being monitored in partnership by Barnet Homes. This is shown in Appendix C with the current forecast showing a lower contribution of £102,000 to the HRA working balance.

## **9 LIST OF BACKGROUND PAPERS**

- 9.1 None.

BS: Jeff Lusting  
BT: Clive Medlam  
Pam Kettle

	Appendix	FORECAST VARIATIONS September CRC	
		£000	£000
<b><u>Adult Social Services</u></b>			
Client Care - these are volatile, demand led budgets with potential for significant fluctuation during the year		(101)	
Staffing Costs - vacancies held pending restructure		(407)	
Fines not yet incurred - the investment in hospital discharge services and good mangement is enabling the rapid discharge of people and the avoidance of fines.		(45)	
			(553)
<b><u>Borough Solicitor</u></b>			
Registrars income levels below anticipated levels		35	
Corporate Anti-Fraud Team support to HR Improvement Plan		45	
Vacancies across Committee Services		(35)	
			45
<b><u>Borough Treasurer</u></b>			
Accountancy Staffing - delay in restructure		175	
Vacancies across the service		(45)	
			130



	Appendix	FORECAST VARIATIONS September CRC	
		£000	£000
<b><u>Central Expenses &amp; Contingency</u></b>			
External Audit & Inspection Fees		62	
Coroners Court Levy - additional costs contained within existing budgets		(109)	
Other Corporate Levies & Subscriptions - higher than budgeted		27	
Miscellaneous Income		(23)	
			(43)
<b><u>Children's Services</u></b>			
External Placements - see note 1 below		735	
Other placements (In-borough fostering & residential) - see note 1 below		(196)	
Social Work Teams & other salaries		(153)	
Section 17 & 18 (support to families in need) - see note 1 below		(143)	
Uncommitted Safeguarding Children Grant - see note 2 below		(231)	
Other budgets		(228)	
			(216)
Note 1 - these are volatile budgets & there is potential for significant cost fluctuation			
Note 2 - this grant is being used to help contain the LAC costs			

	Appendix	FORECAST VARIATIONS September CRC	
		£000	£000
<b><u>Resources</u></b>			
HR Improvement Plan		100	
IS - Pericles project over-run delaying achievement of mainframe downsizing		140	
IS - Revenue costs of CRM and CMS projects		40	
HR - Lost income from Mill Hill Training transfer		60	
Vacancies and Running Costs Underspends Across Resources		(80)	
Lettings income from the Claremont Industrial Estate		22	
Rate Refund (net effect)		(19)	
Lettings income from Ravensfield House & Park House		(68)	
Rent Assistance		(13)	
Net Property charges outside of the general fund		(5)	
Property Services - net effect of temporary and agency staff offset by salary savings		136	
Other (minor variations)		(10)	
			304
<b><u>Cultural Services</u></b>			
Leisure Management Contract		(60)	
Staffing		25	
			(35)

	Appendix	FORECAST VARIATIONS September CRC	
		£000	£000
<b>Education</b>			
Early Years & Play			
Staff vacancies - various		(172)	
Youth Service			
Salary overspends sessional staff		44	
Resources & Performance			
Pupil Travel Passes		(210)	
Staff related savings		(89)	
Lea Retained Budgets		(16)	
ELT/Schools		39	
Standards & Effectiveness			
Staff oncosts - (pending budget allocation)		91	
Standards & Inclusion			
Transport Costs - additional number of pupil days		304	
Placement underspend / Therapist overspend - net position		(8)	
Specialist Teams - net position		(17)	
			(34)

	Appendix	FORECAST VARIATIONS September CRC	
		£000	£000
<b><u>Environmental &amp; Neighbourhood Services</u></b>			
Licencing Act - reduced income and additional staffing		195	
Recycling - additional recycling boxes and ECT productivity saving not achieved		105	
Increased Green Waste Gate fee		100	
Savings to meet increased Gate Fee:			
Street Cleansing training and supplies & services		(17)	
Trade Waste increased income		(35)	
Refuse training and Saturday collections		(13)	
Parks locking/unlocking and developments		(13)	
Grounds Maintenance agency and overtime reductions		(6)	
Mill Hill Depot security savings		(16)	
Catering - reduced take-up		97	
Golf Courses - residual maintenance costs		80	
CCTV - efficiency saving from merger with Emergency Telephone Suite		(78)	
Management - additional staffing costs		75	
Abandoned Vehicles - cessation of Operation Scrap-It funding (subject to decision on future service levels)		60	
Street Enforcement service - vacancies		(100)	
Additional weed spraying		45	
Residential Services - loss of Barnet Homes income		35	

	Appendix	FORECAST VARIATIONS September CRC	
		£000	£000
Other minor variations (net)		30	
			544
<b><u>Highways &amp; Design</u></b>			
Highways & Design			
Special Parking Account - reduced income		938	
Car parks - reduced income		312	
Highways Planned Maintenance		(1,250)	
Other Expenses		26	
R.A.S.W.A.		25	
Rechargeables		80	
			131
Public Offices			
Contract Cleaning		154	
Miscellaneous Income (Aerial mast on Barnet House)		(55)	
Vacant posts offset by use of admin-temp-casual-agency		(42)	
General premises budgets		(61)	
Additional costs from lease on NLBP building 4 ground floor - approved CRC 28/7 (see comments in main report under section 8.4)		197	
Other - minor variations		4	

	Appendix	FORECAST VARIATIONS September CRC	
		£000	£000
			197
<b><u>Housing</u></b>			
Salaries (Benefits Admin & Control)		(33)	
Vacant posts offset by use of admin/temp/casual/agency staff		274	
Admin-Subsidy		(110)	
Performance Standards Funding		(31)	
Benefits Payments		760	
Housing Benefits transitional relief		109	
Housing Benefits limitation subsidy		420	
Temporary Accommodation		(900)	
			489
<b><u>Strategic Development</u></b>			
Staff savings & impact of restructure		(21)	
Admin-temp-casual-agency including EDAW fees		89	
Consultants Fees		41	
Staff Advertising		26	
Developers' Contributions		(40)	
Anticipated use of S106 receipts		(91)	
Other - minor variations		(4)	

	Appendix	FORECAST VARIATIONS September CRC	
		£000	£000
			0
<b>Total (net forecast overspend)</b>		<b>959</b>	<b>959</b>
General Fund Balances @ 1.4.2005		(5,004)	
Contribution to Balances		(3,000)	(8,004)
<b>Forecast Balances @ 31.3.2006</b>		<b>(7,045)</b>	<b>(7,045)</b>

## APPENDIX B (i)

Line Reference	Efficiency Proposal	Budget 2005/06	Forecast Outturn	Variance	Progress & Risks of not achieving	Status
		£	£	£		
1	<b>Adult Social Services</b>					
2	Placements	450,000	450,000	0	This is a demand led service & it is too early in the year to be certain of the outturn position, however the service has good controls on assessments and placements processes and will endeavour to bring the budgets in on line.	a
3	IT	15,660	15,660	0	Significant demand for IT hardware replacement	a
4	Printing & Stationery	13,900	13,900	0	The budgets have been reduced	g
5	Learning disability reprofiling	200,000	200,000	0	Service modernisation continuing	g
6	Age Concern - reduction from 3 to 2 centres	50,000	50,000	0	SLA agreed with Age Concern	g
7	Restructure Management Team	100,000	100,000	0	The restructure has been completed and implemented	g
8	Reinvestment Leys receipt	220,000	220,000	0	A revised schedule has been agreed with NHHT and the capital payment has been made	g
9	<b>Borough Solicitor</b>					
10	Supplies and Services	27,150	27,150	0		g
11	Court Fees	10,000	10,000	0	Early monitoring suggests spend within budget	g
12	Land Registry Fees	2,500	2,500	0		g
13	Counsels Fees	33,000	33,000	0	Early monitoring suggests spend within budget	g
14	IT Budgets	20,800	20,800	0		g
15	Registrars Income	19,500	19,500	0	Income levels below level required at Month 4	a
16	Legal Fees - Receipts	35,000	35,000	0	Early monitoring suggests income received upto budgeted levels	g
17	Court Costs Awarded	10,000	10,000	0	Early monitoring suggests income received upto budgeted levels	g
18	Copying Charges	1,000	1,000	0		g
19	Registrars - Closure of Wood Street office - saving on premises costs	21,000	21,000	0	Office still open - compensatory savings expected on income	a
20	Registrars - Closure of Wood Street office - saving on staff costs	50,000	50,000	0	Office still open - compensatory savings expected on income	a
21	Electoral Registration - Advertising	8,000	8,000	0		g
22	Legal Services - Staff Reduction	117,000	117,000	0	Staffing costs within budget at Month 4	g
23	Staffing efficiencies from IT investment (FYE)	63,000	63,000	0	Staffing costs within budget at Month 4	g
24	Reduction of one manager post	18,000	18,000	0	Staffing costs within budget at Month 4	g
25	Reduction of 1 1/2 x FTE posts in Office Support Team.	37,000	37,000	0	Staffing costs within budget at Month 4	g
26	Supplies & Services	3,000	3,000	0		g
27	Transport	2,000	2,000	0		g
28	Restructure Scrutiny	50,000	50,000	0	2 staff are leaving - saving now likely to be achieved in full	g
29	<b>Borough Treasurer</b>					
30	Cashiers - Close Wood Street	30,000	30,000	0	Cashiers Staffing Costs within Revised Budget	g
31	Internal audit - Delete one post	15,000	15,000	0	Post deleted - revised structure costed and agreed - and is within budget	g
32	Administration - Delete one post	25,000	25,000	0	Post deleted - revised structure costed and agreed - and is within budget	g
33	Expenses service wide	15,000	15,000	0		g
34	Reduce IT budgets service wide	30,000	30,000	0	Budgets have been adjusted service-wide	g
35	Car allowances service wide	20,000	20,000	0		g
36	CAFT - Vacancy factor	15,000	15,000	0	CAFT staffing budget reset to include vacancy factor	g
37	Welfare rights - Delete one post	21,000	21,000	0	Post deleted - revised structure costed and agreed - and is within budget	g
39	Grants	25,000	25,000	0	Grants budget reduced.	g
40	Assessments - Delete one post	25,000	25,000	0	Post deleted - revised structure costed and agreed - and is within budget	g



APPENDIX B (i)

Line Reference	Efficiency Proposal	Budget 2005/06	Forecast Outturn	Variance	Progress & Risks of not achieving	Status
		£	£	£		
41	MCS efficiencies - deletion of posts within Accountancy, Cashbook & Income	235,000	35,000	200,000	Final restructure proposals to be agreed	a
42	Delete 2 posts in Local Taxation	35,000	35,000	0	Posts deleted - revised structure costed and agreed - and is within budget	g
43	Delete post in Audit	60,000	60,000	0	Post deleted - revised structure costed and agreed - and is within budget	g
44	<b>Central Expenses</b>					
45	Democratic Health Network	690	690	0		g
46	London Team Against Fraud	7,500	7,500	0		g
47	Corporate - Car leasing	16,000	16,000	0		g
48	Senior management restructure (contingency)	180,000	180,000	0		g
49	<b>Children &amp; Families</b>					
50	Efficiency review	278,000	278,000	0	Administrative posts deleted and IT technology introduced	g
51	Asylum seekers	180,810	245,210	(64,400)	Last year NASS informed authorities that they would resume responsibility for single adults and families. The budget was set on this basis. NASS has subsequently asked authorities to continue with supporting these asylum seekers. Barnet informed NASS that after end of Sept there will no longer be an Asylum Seekers Team to deal with these asylum seekers.	a
52	Young Peoples Team	15,000	15,000	0	Post deleted	g
53	<b>Cultural Services</b>					
54	Cessation of Translation Service	65,460	65,460	0		g
55	Savings on running costs (£160 to CC)	27,500	27,500	0		g
56	Savings on IT expenditure	23,300	23,300	0		g
57	Media Fund	30,000	30,000	0		g
58	Staff restructure	221,320	221,320	0	Staffing expenditure around new budgeted level at month 4	g
59	<b>Education</b>					
60	reorganisation	95,000	95,000	0	Budget Amended	g
61	travel passes	50,000	50,000	0	Budget Amended	g
62	Publications	10,000	10,000	0	Budget Amended	g
63	Delete transport client officer post	20,000	20,000	0	Budget Amended	g
64	Reorganisation	70,000	70,000	0	Budget Amended	g
65	salaries reduction	40,000	40,000	0	Budget Amended	g
66	staffing reductions	10,000	10,000	0	Budget Amended	g
67	Traded Services	50,000	50,000	0	Budget Amended	g
68	increased use of grant income to fund posts	50,000	50,000	0	Budget Amended	g
69	Grant income to fund posts	25,000	25,000	0	Budget Amended	g
70	reduce EBP grant by 3% -efficiency saving	2,500	2,500	0	Budget Amended	g
71	Reduced running costs	7,500	7,500	0	Budget Amended	g
72	Delete post of SEN tribunal officer	25,000	25,000	0	Budget Amended	g
73	<b>Environmental Services</b>					
74	Barnet Homes - re-negotiation of grounds maintenance contract	75,000	75,000	0	SLA - awaiting confirmation from Barnet Homes	a
75	SEN Transport efficiencies - Education	90,000	90,000	0	£30k from management charges, £60k logistics savings to be confirmed with Education.	a
77	Parks & Open Spaces - management	115,000	115,000	0	Budget reduced - staff savings (3 management posts) actioned.	g
78	Staff - overtime	3,500	3,500	0	Budgets reduced and controls in place.	g
79	Management and Support	500	500	0		g
80	Stores organisation efficiencies	30,000	30,000	0	Two posts deleted. Cost recovery process to be confirmed.	a

## APPENDIX B (i)

Line Reference	Efficiency Proposal	Budget 2005/06	Forecast Outturn	Variance	Progress & Risks of not achieving	Status
		£	£	£		
81	Ground maintenance efficiencies	25,000	25,000	0	Post deleted.	g
82	Domestic Refuse - bin purchase	15,000	15,000	0		g
83	Domestic Refuse - protective clothing	4,000	4,000	0	Budgets reduced and amended. (Bins, protective clothing, special collections)	g
84	Domestic Refuse - special collection income	10,000	10,000	0		g
86	ECT recycling contract - productivity savings	95,000	50,000	45,000	£50k no inflation increase confirmed. Balance of £45k will not be achieved by round reduction as originally envisaged(because of impact of compulsory recycling).	r
87	Street Enforcement Service	603,750	603,750	0	Restructure approved by General Functions (November 2004) and implemented.	g
88	Golf Courses - running costs	108,000	28,000	80,000	Disposal agreed Cabinet Resources 28/04/05. No revenue budget 2005/06. There will be some residual maintenance costs. Report to Cabinet Resources 21/07/05 with tender results. Expected to lease from 1 April 2006	r
89	Grounds Maintenance	10,000	10,000	0	Budgets reduced.	g
91	Mill Hill Depot	100,000	100,000	0	Additional income being negotiated and confirmed.	a
92	SES/Street Cleansing	870	870	0	Budgets reduced on equipment and materials	g
93	Refuse	340	340	0		g
94	SES	1,220	1,220	0	Budgets reduced on printing and stationery	g
95	SES	170	170	0		g
96	Residential Services/Catering	4,920	4,920	0	Service IT budgets reduced.	g
97	Recycling - increase in green waste collection	44,000	44,000	0	Tonnages collected being monitored. Participation rates will be key.	a
98	<b>Highways &amp; Design</b>					
76	Responsive Highways Maintenance - carriageways	55,000	55,000	0	Budgets reduced. Reflects improved conditions following increased planned mtnce.	g
85	Road structural repairs	35,000	35,000	0	Budgets reduced.	g
90	Highways Maintenance	50,000	50,000	0	Budgets reduced.	g
99	Highways - staffing reduction	32,000	32,000	0	Budgets reduced	g
100	General running cost savings - Equipment & Materials	2,864	2,864	0	Budgets reduced	g
101	General running cost savings - General Office Expenses	500	500	0	Budgets reduced	g
102	General running cost savings - IT	11,520	11,520	0	Budgets reduced	g
103	General running cost savings - Other Expenses	50,808	50,808	0	Budgets reduced	g
104	General running cost savings - Printing	3,946	3,946	0	Budgets reduced	g
105	General running cost savings - Stationery	1,442	1,442	0	Budgets reduced	g
106	Car Parks - repairs/maintenance	8,000	8,000	0	Budgets reduced	g
107	Disabled Crossing Facilities	5,000	5,000	0	Budgets reduced	g
108	Schools Crossing Patrols	5,000	5,000	0	Budgets reduced	g
109	Home Zones - works budget	30,000	30,000	0	Budgets reduced	g
110	Building Control - net additional income	60,000	60,000	0	Fees Increased	g
111	Highways Administration reduction in posts - additional impact 05/6 (FYE)	20,000	20,000	0	Posts reduced - Total £90k, £70k 2004-05 - balance of £20k 2005-06	g
112	Design services	250,000	250,000	0	Implementation in progress. Fee base being confirmed	a
113	<b>Housing -General Fund</b>					
114	Community Centres staffing	13,000	13,000	0	Will not be achieved, further work required with Barnet Homes, but can be taken up elsewhere in Housing GF	r
115	Reduction in IT budget in Housing Benefit	16,800	16,800	0	Budgets reduced	g
116	Temporary accomodation	50,110	50,110	0	Budgets reduced	g
117	<b>Human Resources</b>					
118	Re-organise management of HR	100,000	100,000	0	Final structure of HR not yet clear	a

## APPENDIX B (i)

Line Reference	Efficiency Proposal	Budget 2005/06	Forecast Outturn	Variance	Progress & Risks of not achieving	Status
		£	£	£		
119	Payroll Reductions due to move to Weekly Pay	37,500	37,500	0	Post reductions have occurred - final tidy up of revised budget required	g
119a	Delete 1 post in training	42,500	42,500	0	Post deleted - revised structure costed and agreed - and is within budget	g
120	Discontinue central advertising / outsource resource handling	70,000	70,000	0	Posts deleted - revised structure costed and agreed - and is within budget	g
121	<b>Information Systems</b>					
122	HBS Business Services - Print Contract	60,000	60,000	0	Whether or not saving is achieved will not become apparent until later in year	a
123	IS Partners	15,000	15,000	0		a
124	IS vacancies	30,000	30,000	0	Staffing in IS within budget at Month 4	g
125	IS - Telephony Infrastructure - reduced call rate charges	20,000	20,000	0	Reduced charges already reflected in 04-05 so no problem expected	g
126	IS - reduction of 1 post	45,000	45,000	0	Staffing in IS within budget at Month 4	g
127	IS - Hardware Maintenance Savings	30,000	30,000	0		a
128	IS - Managed service saving due to new system implementation	150,000	150,000	0	Delay in Pericles implementation has jeopardised achievement of this saving	a
129	IS - Re-scope terms of contract for HBS partnership	150,000	150,000	0	Saving not achieved in full at this point	a
130	IS - 10% Reduction in NLBP managed service costs	45,000	45,000	0	Whether or not saving is achieved will not become apparent until later in year	g
131	IS - Increase in Schools income	20,000	20,000	0	Saving should be achievable though income levels will not be apparent until later in year	a
132	<b>Planning</b>					
133	Reduce the annual spending on employee expenses	13,300	13,300	0	Budgets reduced	g
134	Reduce the annual spending on transport costs	2,330	2,330	0	Budgets reduced	g
135	Reduce the annual spending on supplies and services	10,210	10,210	0	Budgets reduced	g
136	Revised base budget	61,600	61,600	0	Budgets reduced	g
137	<b>Property Services</b>					
138	Reduced spending on stationery, training	4,000	4,000	0	Achieved	g
139	Recharge post to Housing Estates regeneration budget	14,600	14,600	0	Post to be recharged to Regeneration budget	g
140	<b>Public Offices</b>					
141	Equipment and Materials	880	880	0	Budgets reduced	g
142	Floral Decorations	160	160	0	Budgets reduced	g
143	General Office Expenses	140	140	0	Budgets reduced	g
144	Printing	400	400	0	Budgets reduced	g
145	Staffing efficiencies	10,600	10,600	0	Budgets reduced	g
146	Staffing efficiencies	280	280	0	Budgets reduced	g
147	Staffing efficiencies	110	110	0	Budgets reduced	g
148	<b>Resources</b>					
149	Procurement savings	300,000	300,000	0	This represents increase in existing savings in base and hence must be considered high risk	a
150	IS and CPO Admin reduction (1.5 posts)	45,000	45,000	0	Pressure on staffing budgets in new Directorate	a
151	CPO - End all consultancy budgets	40,000	40,000	0	Spend reduced in 04-05 - so saving should be achieved	g
152	CPO - reduction of 1 post	45,000	45,000	0	Pressure on staffing budgets in new Directorate	a
153	Savings on running costs (from CC)	160	160	0		g
154	Savings on IT expenditure (from CC)	1,250	1,250	0	Budgets have been adjusted service-wide	g
155	Restructure switchboard (from CC)	25,000	25,000	0	Posts deleted - revised structure costed and agreed - and is within budget	g
156	<b>Strategic Development</b>					
157	IT savings	3,080	3,080	0	Achieved	g

APPENDIX B (i)

Line Reference	Efficiency Proposal	Budget 2005/06	Forecast Outturn	Variance	Progress & Risks of not achieving	Status
		£	£	£		
158	Staff savings to be achieved through reducing hours and restructuring	14,290	14,290	0	Budgets reduced & restructure to be completed by Head of Service	a
159	<b>Strategic Directors &amp; Corporate Support</b>					g
160	Reduced Printing, Conference and Stationery Budgets	25,160	25,160	0		g
161	Remove Consultants Fees budget for Arts Depot	31,000	31,000	0		a
162	Reduce First team to 4 issues a year	11,000	11,000	0		g
163	CPO - Reduce Consultation Budgets	25,000	25,000	0		g
164	CPO - Citizens's panel - 2 per year	5,000	5,000	0		g
165	<b>Totals</b>	<b>7,170,900</b>	<b>6,910,300</b>	<b>260,600</b>		
166	<b>Summary of Efficiencies :-</b>					
167		4,433,640	4,433,640	0		g
168		2,521,260	2,385,660	135,600		a
169		216,000	91,000	125,000		r
170	<b>Totals</b>	<b>7,170,900</b>	<b>6,910,300</b>	<b>260,600</b>		

Appendix B (ii)

Line Ref	Budget Reduction Proposal	Budget 2005/06	Total Reduction	Forecast Outturn	Variance	Progress & Risks of not achieving
		£	£	£	£	
1	<b>Adult Social Services</b>					
2	Close Springwood (FYE)	100,000	100,000	100,000	0	achieved
3	Sheltered workshops	23,000	23,000		23,000	Consultation underway - will be contained within service cash limit
4	Telephones for disabled	24,000	24,000	24,000	0	
5	HIV / AIDS Service	8,000	8,000	8,000	0	
6	Community Network	50,000	50,000		50,000	Consultation underway - will be contained within service cash limit
7	<b>Borough Solicitor</b>					
8	Removal of Head of Service post and 1 manager post	93,000	93,000		93,000	
9	<b>Borough Treasurer</b>					
10	Grant to Barnet Action 4 Youth - expires March 2004	50,000	50,000	50,000	0	Grants budgets reduced and allocation of grants expected to be within reduced budget
11	Grant to Barnet Retired & Senior Volunteer Programme - expires March 2004.	12,500	12,500	12,500	0	
12	Reduction in small grants to voluntary organisations.	70,000	70,000	70,000	0	
13	Additional grant funding for Welfare Rights Unit	18,560	18,560	18,560	0	Grant funding secured
14	Assessments - eliminate one-off budget increase for introducing "Fairer Charging"	10,000	10,000	10,000	0	Budget adjusted
15	Cease services provided to the Probation Service (net of income lost)	5,000	5,000		5,000	Final restructure proposals awaited
16	Increase charge to Special Parking Account re cash collection	75,000	75,000	75,000	0	Increased charge achieved in 04-05 - so should be secure in 05-06
17	Delete post in Student Finance	25,000	25,000	25,000	0	Post deleted - revised structure costed and agreed - and is within budget
18	<b>Central Expenses</b>	0				
19	Roundabout Sponsorship	28,700	28,700	28,700	0	
20	LPSA - interim reward grant	124,000	124,000	124,000	0	
21	<b>Children &amp; Families</b>					
22	ART - reduction in service	120,000	120,000	120,000	0	Specific posts deleted and phase 2 of the C&F restructure costed and agreed within available resources
23	Further staff savings	140,000	140,000	140,000	0	Specific posts deleted and phase 2 of the C&F restructure costed and agreed within available resources
24	Principal Projects and Strategy Officer	33,580	33,580	33,580	0	Post deleted
25	<b>Cultural Services</b>					
26	Close Totteridge Library (FYE)	28,000	28,000		28,000	
27	Reduce GLL management fee	25,000	25,000		25,000	Negotiations with Schools still ongoing
28	Cease adult guidance support	50,000	50,000		50,000	
29	Reduce library opening hours and re-designate posts	226,000	226,000		226,000	
30	Nil inflation on Media Budget	24,000	24,000		24,000	
31	Reduce mobile libraries by 1 vehicle	96,500	96,500		96,500	
32	Reduction on media fund	22,500	22,500		22,500	
33	<b>Education</b>					
34	Recode 50% ELT post to grant	36,000	0	36,000	0	Budget adjusted
35	Charge part of Early Years advisory service to grant	96,000	96,000	96,000	0	Budget adjusted
36	Youth Service	300,000	300,000	300,000	0	Budget adjusted
37	Targeted support for schools causing concern	44,000	44,000	44,000	0	Budget adjusted
38	Capitalise consultancy for Primary capital strategy	250,000	250,000	250,000	0	Budget adjusted

Line Ref	Budget Reduction Proposal	Budget 2005/06	Total Reduction	Forecast Outturn	Variance	Progress & Risks of not achieving
		£	£	£	£	
39	<b>Environmental Services</b>					
40	Abandoned Vehicles	12,000	12,000	12,000	0	Budget reduced.
41	Restructure of Street Enforcement	201,250	201,250	201,250	0	Restructure approved General Functions November 2004 and implemented.
42	LA 21 Grants	5,000	5,000	5,000	0	Budget reduced
43	Increase fees & charges above inflation	20,000	20,000	20,000	0	Increased fees and charges approved by CRC committee 25/11/2004. Monitor
45	Noise Service - refocus to times of peak demand	90,000	90,000	90,000	0	Reduction in Out of Hours service implemented.
46	Trade Waste - increased income	25,000	25,000	25,000	0	Targetted increase in turnover and improved debt collection.
47	Residential service - staffing reductions	60,000	60,000	60,000	0	Two posts deleted.
48	Grounds maintenance - rationalisation of highways planting	70,000	70,000	70,000	0	Savings agreed with Cabinte member. Implementation being monitored.
49	School meals - increase charge to £1.85	90,000	90,000	(7,000)	97,000	At risk due to potential reduction in take-up of school meals. Also impact of non-controllable factors (eg school closures) and "Healthy Eating" drive to be taken into account.
50	Litter bins & graffiti	62,000	62,000	62,000	0	Budgets reduced (equipment £50k , graffiti 12k)
51	Allotments - increased income	50,000	50,000	30,000	0	Charges increased 1/4/05 - but first 4 months indicate a possible drop in take-up.
52	Cease HECA survey programme	22,000	22,000	22,000	0	Programme ceased and budget deleted.
53	Capitalise Environmental Health Officer	40,000	40,000	40,000	0	Capitalisation process to be confirmed with external auditor.
54	Public health - reduction 0.5 posts	13,000	13,000	13,000	0	Post deleted
55	Waste Performance Grant	276,000	276,000	276,000	0	Government grant for 2005/06 confirmed. 2006/07 to be confirmed.
56	<b>Highways and Design</b>					
44	Responsive Highways Maintenance - footways	25,000	25,000		25,000	Budget reduced. Reflects improved conditions following increased planned mtnce.
57	Highways - general increase in fees and charges	180,000	180,000	50,000	130,000	Fees increased / level of work undertaken applicable to the financial year 2005-6 lower than anticipated.
58	IT invest to save	50,000	50,000	50,000	0	Budget reduced
59	Highways - general fees & charges increase	30,000	30,000	30,000	0	Fees and charges increased - monitor
60	Highways rationalisation of works programme	340,000	340,000	340,000	0	Budgets reduced (public lighting). One off
61	War memorials	10,000	10,000	10,000	0	Budgets reduced
62	Highways planned maintenance	200,000	200,000	200,000	0	Budgets reduced
63	Safer Routes	23,000	23,000	23,000	0	Budgets reduced
64	<b>Special Parking Account</b>					
65	Parking - fees restructure (SPA?)	500,000	500,000	(750,000)	1,250,000	Fees increased/revised. Income pressure continuing into 2005/06
66	<b>Housing - General Fund</b>					
67	Community centres	37,000	37,000		37,000	Will not be achieved, further work required with Barnet Homes, but can be taken up elsewhere in Housing GF
68	Housing Initiatives	39,200	39,200	39,200	0	On target
69	<b>Human Resources</b>					
70	Close Occupational Health Service	80,000	80,000		80,000	Service closed and services now picking up cost of OH referrals
71	Charge Services for all Corporate run training courses	50,000	50,000		50,000	Level of Income received will not become apparent until later in the year
72	Revision of the advertising style - reduce information included	50,000	50,000		50,000	Savings need to be reclaimed from services - therefore high risk
73	<b>Planning</b>					
74	Increased income (national planning fees)	15,000	15,000	15,000	0	Fees increased 01/04/05. awaiting member confirmation of use of extra income.
75	Reductions in Planning and Enforcement Posts	109,000	109,000	109,000	0	Restructure proposal put forward to members for approval.
76	<b>Property Services</b>					
77	Charging for property disposal packs	2,000	2,000	2,000	0	Fees being generated
78	Charges for RTB/Home loss work	18,000	18,000	18,000	0	Fees being generated for RTB's and potential fees being generated for Home loss
79	Charge HRA for work undertaken on Housing Association programme	8,000	8,000	8,000	0	Fees being generated
80	Increased charges for Court of Protection work	5,000	5,000	5,000	0	Fees being generated

Line Ref	Budget Reduction Proposal	Budget 2005/06	Total Reduction	Forecast Outturn	Variance	Progress & Risks of not achieving
		£	£	£	£	
81	Review of charges of costs against capital receipts for disposals	10,000	10,000	10,000	0	Fees being anticipated
82	<b>Public Offices</b>					
83	Full costs of Stag House to Barnet Homes	51,000	51,000	51,000	0	Achieved
84	Reduction of budget for building maintenance	6,000	6,000	6,000	0	Budgets reduced
85	Barnet House	120,000	120,000	57,340	62,660	Net effect of contract cleaning budget pressure and savings on premises budgets, means that this reduction cannot be confirmed as being met, at present.
86	<b>Resources</b>					
87	Staff savings through service restructuring	28,000	28,000		28,000	Unclear at present where this saving is
88	<b>Strategic Development</b>					
89	Review sources of funding	39,000	39,000	39,000	0	Partner organisations contributing to costs
90	Inward Investment North London	35,000	35,000	35,000	0	Achieved
91						
92						
93	<b>Total</b>	<b>5,304,790</b>	<b>5,268,790</b>	<b>2,832,130</b>	<b>2,452,660</b>	
94	<b>Summary of Budget Reductions</b>					
95		<b>3,818,790</b>	<b>3,782,790</b>	<b>3,100,790</b>	<b>718,000</b>	
96		<b>949,000</b>	<b>949,000</b>	<b>481,340</b>	<b>447,660</b>	
97		<b>537,000</b>	<b>537,000</b>	<b>(750,000)</b>	<b>1,287,000</b>	
98	<b>Total</b>	<b>5,304,790</b>	<b>5,268,790</b>	<b>2,832,130</b>	<b>2,452,660</b>	

## HOUSING REVENUE ACCOUNT

Service	2005/6					Remarks
	Original Budget	Current Budget	Actual Year to Date	Projected Outturn	Variance	
	£	£	£	£	£	
<b>EXPENDITURE</b>						
Supervision & Management:-						Although no change shown at present there are outstanding issues relating to SLAs and Insurance costs that will affect the management fee payable to Barnet Homes.  Reduction in contribution reflecting lower income estimates.
General Expenses	14,639,160	14,639,160	4,388,433	14,639,160	0	
Special Expenses	5,059,920	5,059,920	1,688,640	5,059,920	0	
Other Expenses	106,220	106,220	44,187	106,220	0	
Repairs & Maintenance	8,458,000	8,458,000	2,529,854	8,458,000	0	
Capital Charges :-					0	
Cost of Capital	550,000	550,000	0	550,000	0	
Depreciation	8,112,170	8,112,170	0	8,112,170	0	
Housing Benefits	500,000	500,000	0	500,000	0	
Housing Subsidy	8,300,000	8,300,000	2,490,000	8,300,000	0	
Contribution to Working Balance	634,680	634,680	0	532,380	(102,300)	
	<b>46,360,150</b>	<b>46,360,150</b>	<b>11,141,114</b>	<b>46,257,850</b>	<b>(102,300)</b>	
<b>INCOME</b>						
Supervision & Management:-						
General Income	(2,361,860)	(2,361,860)	(590,465)	(2,361,860)	0	
Special Income	(3,294,500)	(3,294,500)	(1,067,055)	(3,216,500)	78,000	
Rent Income:-						
Dwellings	(38,984,000)	(38,984,000)	(10,547,494)	(38,984,000)	0	
Garages	(721,000)	(721,000)	(246,777)	(696,700)	24,300	
Other	(698,790)	(698,790)	(139,465)	(698,790)	0	
Interest	(300,000)	(300,000)	0	(300,000)	0	
	<b>(46,360,150)</b>	<b>(46,360,150)</b>	<b>(12,591,256)</b>	<b>(46,257,850)</b>	<b>102,300</b>	
<b>NET COST OF SERVICES</b>	<b>0</b>	<b>0</b>	<b>(1,450,142)</b>	<b>0</b>	<b>0</b>	



## REPORT TO BE CONSIDERED IF THE CHAIRMAN AGREES IT IS URGENT

---

Putting the Community First



---

### AGENDA ITEM: 10

Page nos. 84a – 84e

---

Meeting	Cabinet Resources Committee
Date	26 September 2005
<b>Subject</b>	<b>Meals at Home Service</b>
Report of	Cabinet Member for Community Services
Summary	<p>On 23<sup>rd</sup> September 2004, Cabinet Resources Committee gave approval to invite competitive tenders for the Meals at Home service for adults. Initial discussions have been held with Enfield Council who are about to re-tender their meals service. There could be advantages of jointly tendering the service. Permission is sought to explore this opportunity and if advantageous to the council and Barnet residents, to pursue this option.</p>
Officer Contributors	Glynnis Joffe
Status (public or exempt)	Public
Wards affected	All
Enclosures	None
For decision by	Cabinet Resources Committee
Function of	Executive
Reason for urgency / exemption from call-in (if appropriate)	Enfield Council will not delay their tendering beyond 26 September 2005 as they need a contract in place for 1 April 2006.

Contact for further information: Glynnis Joffe – Assistant Director health Partnerships(Older Adults)

## **1. RECOMMENDATIONS**

- 1.1 That Officers explore with Enfield Council the option of pursuing a joint contract for the Meals at Home Service**
- 1.2 That the decision to tender out the meals service jointly with Enfield Council be delegated to the Head of Adult Social Services.**

## **2. RELEVANT PREVIOUS DECISIONS**

- 2.1 Cabinet Resources agreed on 23<sup>rd</sup> September 2004 that approval be given to invite tenders for the Meals at Home Service

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 3.1 Supporting the Vulnerable in our community.
- 3.2 To promote the independence of vulnerable adults.
- 3.3 To achieve value for money.

## **4. RISK MANAGEMENT ISSUES**

- 4.1 Soft market testing has been undertaken prior to tendering the service. The outcome has demonstrated that it may be difficult to achieve a price reduction by externalising meals, especially in a field where there are reducing volumes.
- 4.2 It could be beneficial to the council to undertake joint procurement with Enfield. This could double the service volume for the provider and thus achieve cost efficiencies.
- 4.3 There are implications for the education service and kosher service if the Meals at Home service is tendered out. The separation of the community meals from the education service will however, not damage the viability of the provision of education service meals
- 4.4 The cessation of the kosher community meals will have a profound affect on the viability of the kosher kitchen. This is partly because of the fixed cost of the Kedassia supervision at £25K per annum which will be shared across less provision. It is possible that there may be alternative ways of providing this service to the Jewish schools in Barnet but until additional work is undertaken this remains a corporate risk.
- 4.5 Using the Borough Treasurers current model and taking a straight line projection, fixed overheads of £44K would remain to be spread should community meals be outsourced.
- 4.6 Meals at home are currently produced in three school kitchens. Under current arrangements schools are compensated for additional energy/maintenance costs. Although this is not a major issue this may impact on school budgets.

- 4.7 TeamBarnet Catering also provide meals to day centres run by the voluntary sector including Friends in Need and Age Concern. This would cease if the service is tendered. 30,000 meals were provided last year. There is a possibility that a new tender could include access to contracted meals for the voluntary sector. If meals to the day centres cease, then this could result in running cost increases in the voluntary sector, which might affect social services.
- 4.8 TeamBarnet Catering currently provide freshly cooked meals. Procuring meals externally is likely to result in the provision of regenerated meals as this is what the biggest market providers provide. Although nutritionist advice from the Primary Care Trust is that there are a number of factors which determine whether freshly cooked or regenerated meals are more nutritious, some residents might prefer freshly cooked meals.

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

- 5.1 TeamBarnet Catering supply freshly prepared hot meals delivered by a team of 26 drivers. The organisation of the rounds is undertaken by the Resource Team in Adult Social Services. Contracting out the meals service could have TUPE and redundancy implications for some council staff.
- 5.2 The loss of community meals will lead to a reduction in contractual hours for staff who have provided a service to community meals during school holidays. It is also estimated that there could be 6 staff redundancies affecting meals staff depending on TUPE. 26 drivers will also could also be subject to redundancy depending on the proposed method of delivery in a new contract.

## **6. LEGAL ISSUES**

- 6.1 The Council has a statutory obligation to provide meals to vulnerable adults under the Chronically Sick and Disabled Persons Act 1970.
- 6.2 Should permission for a joint tender be agreed, the legal department will work with Enfield Council to ensure that Barnet Council's interests are protected.

## **7. CONSTITUTIONAL POWERS**

- 7.1 Constitution, Part 3 - Responsibility for Functions, Section 3 - Powers of the Executive, paragraph 3.6 - terms of reference of the Cabinet Resources Committee.

## **8 BACKGROUND INFORMATION**

- 8.1 The Education & Community Meals Contract expired in 2003. At this time a significant price rise was charged to Community Care by TeamBarnet Catering in respect of the Meals at Home service. The contract was extended

whilst Community Care staff undertook a service review to assess the situation and form the basis of a revised service specification for tendering. The service review was published in July 2004 and was included in a report to Cabinet Resources Committee in September 2004. The recommendation that the Meals at Home service be subject to competitive tender was approved, along with a recommendation to cease providing a frozen meals service as the supplier could deal more efficiently directly with those clients who wished to receive that service. The frozen meals service ceased in December 2004.

- 8.2 TeamBarnet Catering provide a kosher meals service. 25,000 kosher meals were delivered 2004/05. The meals are delivered to an address in NW11 for distribution by volunteers in their own transport, under the auspices of the League of Jewish Women. The council pay for the van delivery and volunteer expenses. The meals for Edgware are further distributed in bulk from NW11 to a venue in Edgware. They are delivered by volunteers for that area. Some of the volunteers have been undertaking this task for a number of years. This is a different arrangement from other meals delivered where council drivers distribute the meals directly from the kitchen. There is some concern that because of the complicated and lengthy delivery process for kosher meals, that there could be health and safety issues regarding temperature of food. Also, where there are issues of no response from service users, the council has less control over follow-up actions required to ensure the safety of residents than it has with employed staff. There is no contract for this service regulating the service. The delivery of all meals will be included in the specification for the future service. The special arrangement for the delivery of kosher meals will no longer be necessary.
- 8.3 Following the decision to invite tenders for the Meals at Home service the Strategic Procurement Team conducted a soft market testing exercise to inform the process. This exercise was undertaken by comparing prices across 8 other Councils; two had an in-house operation, the other six used private contractors. This revealed that the Barnet cost is in line with the market average. It is therefore uncertain that the unit cost will be reduced by tendering the service.
- 8.4 The benefit of tendering the service with another council is that it increases volume and the potential to make efficiencies. This is particularly important with ethnic meals where the volumes are smaller. Achieving high quality for ethnic meals would help the council to promote choice and respond to diverse needs.
- 8.5 Enfield Council is further advanced in the tendering programme than Barnet and the council could therefore gain from the work already undertaken by Enfield. Enfield are seeking to re-tender their meals service with a new contract starting from 1.4.06; they currently use two external contractors. It is important that a decision on whether to pursue a joint contract with Enfield, is made soon. Should Barnet Council wish to pursue this option, Enfield would need to ask their prospective committee for permission to extend their current contracts for a further six months to enable Barnet to undertake staff consultations with the staff affected. Time would also be needed to agree the joint specifications and contractual documentation. It is important that Barnet follows through the

decision as we would lose face if the Council let Enfield down

- 8.6 Officers of both councils have held two preliminary meetings about the joint tendering of the two meals services which has established that there is enough common ground on outcomes to be achieved by a joint procurement, including: standards, quality and involvement of the voluntary sector and service users in the tendering process.
- 8.7 The possibility of joint procurement has informal support from the appropriate lead Cabinet member at Enfield Council.
- 8.8 Councils are being encouraged to explore regional contracting if this could be of benefit. Joint procurement with another council is likely to be viewed positively in the CPA process.

## **9 LIST OF BACKGROUND PAPERS**

- 9.1 None.

BS: PJ

BT: HG