

MEETING

POLICY AND RESOURCES COMMITTEE

DATE AND TIME

TUESDAY 13TH JANUARY, 2015

AT 7.00 PM

VENUE

HENDON TOWN HALL, THE BURROUGHS, LONDON NW4 4AX

TO: MEMBERS OF POLICY AND RESOURCES COMMITTEE (Quorum 3)

Chairman: Councillor Richard Cornelius
Vice Chairman: Councillor Daniel Thomas

Councillors

Dean Cohen	Anthony Finn	Alon Or-Bach
Tom Davey	Ross Houston	Sachin Rajput
Paul Edwards	David Longstaff	Barry Rawlings
	Alison Moore	

Substitute Members

Melvin Cohen	Arjun Mitra	Mark Shooter
Geof Cooke	Alan Schneiderman	Reuben Thompstone

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

Andrew Charlwood – Head of Governance

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

Media Relations contact: Sue Cocker 020 8359 7039

ASSURANCE GROUP

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1.	Minutes of last meeting	1 - 4
2.	Absence of Members	
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13.	Motion to Exclude the Press and Public	
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Decisions of the Policy and Resources Committee

2 December 2014

Members Present:-

AGENDA ITEM 1

Councillor Richard Cornelius (Chairman)
Councillor Daniel Thomas (Vice-Chairman)

Councillor Dean Cohen	Councillor David Longstaff
Councillor Tom Davey	Councillor Alison Moore
Councillor Paul Edwards	Councillor Alon Or-Bach
Councillor Anthony Finn	Councillor Sachin Rajput
Councillor Ross Houston	Councillor Barry Rawlings

Also in attendance
Councillor Reuben Thompstone

1. MINUTES OF LAST MEETING

RESOLVED that the minutes of the meeting held on 14 October 2014 be approved as a correct record.

2. ABSENCE OF MEMBERS

None.

3. DECLARATION OF MEMBERS' DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS (IF ANY)

Councillor Ross Houston declared a non-pecuniary interest in the Housing Committee element of the Business Planning 2015/16 – 2019/20 report as a Council appointed representative on the Board of The Barnet Group Ltd.

Councillor Dean Cohen declared a non-pecuniary interest in the Environment Committee element of the Business Planning 2015/16 – 2019/20 report as he was currently in negotiations in talks with a street lighting company.

4. REPORT OF THE MONITORING OFFICER (IF ANY)

None.

5. PUBLIC QUESTIONS AND COMMENTS (IF ANY)

Ms Barbara Jacobsen made public comments on agenda item 7 (Business Planning 2015/16 – 2019/20).

Details of the questions asked and the published answers were provided with the agenda papers for the meeting. Verbal responses were given to the supplementary questions at the meeting.

6. MEMBERS' ITEMS (IF ANY)

None.

7. BUSINESS PLANNING 2015/16-19/20

The Leader and theme committee chairmen presented the Business Planning 2015/16 – 2019/20 report.

Following discussion of the report Councillor Alison Moore **MOVED** that the report be referred to Council. The referral was supported by:

Councillor Paul Edwards
Councillor Alon Or-bach
Councillor Ross Houston
Councillor Barry Rawlings

RESOLVED that having received the requisite number of support for referral, the item will be placed on the agenda for consideration by Full Council.

8. FREE PARKING BEFORE CHRISTMAS

The Environment Committee Chairman, Councillor Dean Cohen, presented the report.

RESOLVED that:-

1. That the Committee approves the request from the Environment Committee for a temporary variation to Parking Fees and Charges to enable free parking in Barnet's town centres for the three weekends before Christmas for this and the next three years.
2. That the Committee note the estimated £90,000 per annum 'cost' for this initiative and confirm that this be funded from the Environment Committee Budget.

9. GOVERNANCE ARRANGEMENTS

The Chief Executive presented the report.

RESOLVED that:

1. The Committee note the report.
2. That the Committee consider and approve any changes to the Inter-Authority Agreement with Harrow Council, and the side agreement, necessary to implement

the proposals detailed in the report, subject to the Leader and Chief Executive being given authority to negotiate changes to the agreement.

10. INDEPENDENT TRANSPORT OPERATIONS FOR SEN AND PASSENGER TRANSPORT UPDATE

RESOLVED that the Committee approve the increases as set out in the report in the approved contractors' spend and the overall annual value of the Independent Transport Operations for SEN and Passenger Transport contracts for the approved suppliers for 2014/15.

11. BRENT CROSS CRICKLEWOOD - EVERSHEDES CONTRACT EXTENSION

Having been put to the vote the Committee

RESOLVED to agree the extension and variation of the contract for Eversheds as external advisors on the Brent Cross Cricklewood Regeneration Scheme, including a waiver of Contract Procedure Rules on the grounds described in the report.

Votes were recorded as follows:

In favour: 7

Against: 0

Abstentions: 5

12. COMMITTEE FORWARD WORK PROGRAMME

The Committee noted the report.

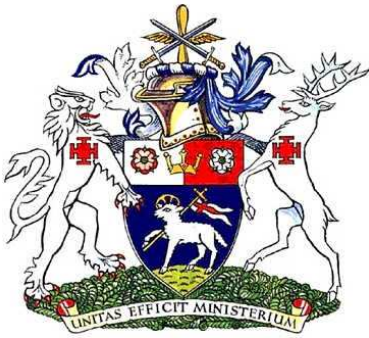
The Committee agreed that the revised Barnet / Harrow inter-authority agreement and side-agreement be added to the work programme.

13. ANY OTHER ITEM(S) THE CHAIRMAN DECIDES ARE URGENT

None.

The meeting finished at 8.55 pm

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**Policy and Resources Committee
13 January 2015**

Title	Council Tax Support: Options for a revised scheme (post consultation)
Report of	Deputy Chief Operating Officer
Wards	All
Status	Public
Enclosures	Appendix 1 – Consultation report and results Appendix 2 – Equalities Impact Assessment Appendix 3 – Draft Barnet Council Tax Support Scheme 2015 Appendix 4 – Excerpts of minutes of Policy and Resources Committee of 21/7/2014
Officer Contact Details	Jonathan Wooldridge – Revenues and Benefits Manager jonathan.wooldridge@barnet.gov.uk 020 8359 2824

Summary

When responsibility for Council Tax Support (CTS) was devolved to Local Authorities in 2013, Barnet Council consulted on and implemented a 2 year scheme covering the period 2013/14 and 2014/15. At the time, the Council agreed to consult again after the 2 year period.

A report setting out the options for a revised CTS scheme, including a range of contribution rates for those eligible for support and the potential impacts on individuals and on Council revenues was considered by the Policy and Resources Committee on 21st July 2014. The committee considered the report and agreed to publicly consult on three options for a revised Council Tax scheme.

Option 1: Continue the current CTS scheme, with the Council Tax contribution rate for those in receipt of CTS remaining at 8.5%

Option 2: Increase the Council Tax contribution rate to 15%

Option 3: Increase the Council Tax contribution rate to 20%

On 29 October 2014, the Supreme Court gave judgment on a case involving a neighbouring London borough's consultation process in relation to CTS. This judgment was announced after Barnet's consultation on these options for a revised CTS scheme had closed (27 October).

Having considered the judgment and reviewed its original consultation documentation, the Council decided it was appropriate to re-open consultation in order for it to:

- (i) provide further information to consultees to inform their response to the proposals;
- (ii) give consultees information about what alternatives have been considered and why the Council is not minded to adopt these; and
- (iii) give consultees the opportunity to suggest alternative schemes and how these could be funded.

This report presents the outcome of both consultations and asks the Committee to recommend one of the options for a revised scheme for 2015/16 onwards to full Council for a decision.

Recommendations

- 1. That the Committee make recommendation to Full Council for the adoption of the draft Barnet Council Tax Support scheme 2015 based on one of the options.**
- 2. That the committee agrees the uprating of the scheme in line with Department for Work and Pension changes for Housing Benefit and working age non-dependant deductions as set out in appendix 3**

1. WHY THIS REPORT IS NEEDED

- 1.1. In 2013/14 the Local Government Finance Act 1992 was amended to require local authorities to adopt a Council Tax Support scheme. This ceased the previous system of council tax benefit, which was funded by central Government, although administered by local authorities. Local authorities were passed funding for Council Tax Support (CTS), with a reduction of 10 per cent. Local authorities were given the freedom to adopt a scheme meeting local need, however prescribed national regulations meant that those of pension credit age were protected. This meant that if the scheme replicated the CTB rules, a local authority would have to find funding from elsewhere in its general fund budget. The funding for CTS was added to the overall Revenue Support Grant (RSG) and is not ring-fenced, therefore it is up to local authorities to determine the level of funding to make available for CTS.
- 1.2. When CTS schemes were devised, local authorities had the option of funding the shortfall from its general fund or adopting a scheme which led to the 10% funding cut being absorbed within the scheme. The Government made available a transitional grant for local authorities who limited the level of reduction of support to 8.5%. In dealing with the shortfall, many local

authorities required recipients of CTS to make a contribution to their overall Council Tax bill. Approaches by local authorities have varied greatly across London and the rest of the country. In London, a small number of authorities have absorbed the funding reduction without making those working age residents eligible for CTS pay a contribution to their Council Tax, whereas the majority of others have required residents in support of CTS to make a contribution, in some cases as high as 30% of their total Council Tax bill. In Barnet, the council implemented a 2 year scheme – for 2013/14 and 2014/15 – with a Council Tax contribution rate for those working age claimants in support of CTS at 8.5%. The Council also agreed to consult on a revised scheme after the 2 years.

- 1.3. Following agreement at Policy and Resources Committee on 21 July, a public consultation has been carried out on three options for a revised scheme. The decision on variation of the Council Tax Support scheme is reserved to Full Council and as such a recommendation needs to be made to Full Council by 31 January 2015 to comply with the requirements of the legislation. The 1992 Act requires local authorities to consult the precepting authorities, publish a draft CTS scheme and consult interested parties. A fourth option was put to the Policy and Resources Committee – to reduce the current contribution rate down to zero – but it was agreed not to consult on this option.
- 1.4. A second consultation was carried out following, the Supreme Court's judgment on a case involving a neighbouring London borough's consultation process in relation to CTS. This judgment was announced after Barnet's consultation on options for a revised CTS scheme had closed (27 October).

The potential wider implications of such legal judgments needed to be considered and following a review of the original consultation document, it was considered appropriate to re-open consultation in order to:

- (i) Provide further information to consultees to inform their response to the proposals;
- (ii) give consultees information about what alternatives have been considered and why the Council is not minded to adopt these; and
- (iii) give consultees the opportunity to suggest alternative schemes and how it should be funded.

1.5. **Broader context for the Council Tax Support Scheme**

- 1.5.1. Barnet Council, alongside other public bodies in England, face an unprecedented challenge as the country deals with the on-going impact of the financial crisis of 2008 alongside the challenges and opportunities that come from Barnet's growing and changing population.
- 1.5.2. At the same time the economy is expected to continue to grow with potential opportunities to Barnet residents from being part of London's economy. Unemployment levels for those on Job Seekers Allowance have fallen in the last year, and the number of young people Not in Education, Employment and Training in Barnet is, at 2.3% the fourth lowest in England.

1.5.3. Government guidance has confirmed that the CTS scheme should be framed so as not to disincentivise work. A key mitigation for the impact of any increased resident contributions is the support that is available to residents from JobCentre Plus to increase their income through employment and salary progression. The Council is increasingly working with partners such as JobCentre Plus to support those who may have barriers to starting work or face stigma in the workplace. This includes a Care Leaver hub, a bespoke multi agency service for Offenders and public health investment in employment support for people with mental health problems. The Council is also supporting significant regeneration schemes within the Borough, which will help improve employment opportunities.

1.6. Financial context

1.6.1. In 2013/14, when responsibility for CTS was passed to local authorities, funding for the scheme was included as a separate element in the RSG. For Barnet, the total set aside for CTS was £22.4m as part of overall RSG of £78.8m (28%).

1.6.2. From 2014/15, CTS funding was rolled into the overall RSG and not split out. The overall level of RSG was reduced by 17% in 2014/15, and is forecast to reduce by a further 26% in 2015/16 and 17% in 2016/17. As such, unless spending on CTS is also reduced, there will be proportionately less RSG to spend on other services – meaning that a broad range of services would face greater reductions, unless income can be generated from elsewhere

1.6.3. The tables below set out the overall impact. **Table 1** shows the reduction in spending on CTS required if it were to fall in line with the overall reduction to RSG over the next 3 years. This would effectively require a 50% reduction in CTS spend between 2013/14 and 2016/17.

1.6.4. **Table 2** shows that, if spending on CTS is not reduced (i.e. if it remains at the level set in 2013/14 of £22.4m) there will be significantly less RSG to spend on other services. This effectively means that a 17%/26%/17% overall RSG reduction over the next 3 years becomes a 24%/40%/32% reduction in the element of RSG not spent on CTS.

	RSG £m	CTS £m	Available to spend on other services £m	% cut on previous year
13/14	78.8	22.4	56.4	
14/15	65.2	18.5	46.7	17%
15/16	48.2	13.7	34.5	26%
16/17	40.0	11.4	28.6	17%

Table 1 - Impact on Council finances if spend on CTS not reduced in line with overall RSG reduction

	RSG £m	CTS £m	Available to spend on other services £m	% cut on previous year
13/14	78.8	22.4	56.4	
14/15	65.2	22.4	42.8	24%
15/16	48.2	22.4	25.8	40%
16/17	40.0	22.4	17.6	32%

Table 2 - Effect of reduction in RSG if CTS remains the same.

1.7. **Barnet's current CTS scheme**

1.7.1. During 2012, the Council developed, consulted on and implemented a 2 year CTS scheme for 2013/14 and 2014/15.

1.7.2. Barnet Council's approach was to do everything possible within statute before considering whether to pass on the impact of the funding reduction to residents by making those eligible for CTS pay a contribution to their Council Tax. This included other technical reforms of Council Tax such as removing the second home discount; exemptions for empty properties; and introducing a levy for properties which were empty for more than 2 years.

1.7.3. Having done this, the Council set a contribution rate of 8.5% for all working age claimants towards their Council Tax bill (i.e. working age claimants now

receive 91.5% of their maximum CTS compared to the previous level of Council Tax Benefit received).

- 1.7.4. Aside from pension age claimants, who are statutorily protected, the only group protected from making a minimum payment are war pensioners. Anyone with exceptional circumstances that affect their ability to pay their contribution can apply for a discretionary Council Tax Support (DCTS).
- 1.7.5. Discretionary Council Tax Support is available to all residents who demonstrate exceptional hardship to the council. Section 13A(1)(c) of the Local Government Finance Act 1992 provides that in certain circumstances the authority may reduce the amount payable as it thinks fit.
- 1.7.6. The war pensioners have been protected under the armed forces covenant and fall under a category of a 'Local Scheme' for the Housing Benefit regulations. The regulations state that the first £10 per week of income is disregarded under the covenant. However authorities have the discretion to extend this under local discretion. The scheme allows this discretion.

1.8. **Collection rates for those in receipt of CTS who are required to make a contribution to Council Tax**

- 1.8.1. At the time Barnet's scheme was developed, it was forecast that the Council Tax collection rate for those in receipt of CTS would be 70%. However, data for the 2013/14 Financial Year has shown the actual collection rate to be significantly higher, at 90%. This is only 6% lower than the overall CT collection rate.
- 1.8.2. Currently the 2014/15 overall collection rate and the CTS collection rate is on par with last year's.

1.9. **Number of residents affected**

- 1.9.1. Currently, 29,689 households claim CTS, including pension age claimants – some approx. 20% of the borough's total households, and approx. 8.7% of the total population. **Table 3** shows the breakdown by band

1.9.2. Of this, 20,338 are working age claimants who are eligible for CTS and, under Barnet's current scheme, are required to make an 8.5% contribution to their overall Council Tax bill (pension age claimants are exempt under statute). The number of working age CTS claimants that are in work are 9,355 opposed to 10,983 who are out of work. **Table 4** shows the breakdown by band.

Band	A	B	C	D	E	F	G	H	Total
Working Age	1272	3079	6253	5749	2761	933	280	11	20338
Pension Age	311	1325	2617	2433	1630	711	303	21	9351
Total	1583	4404	8870	8182	4391	1644	583	32	29689

Table 3 - Number of households claiming CTS

Band	A	B	C	D	E	F	G	H	Total
Working	913	2107	3483	2855	1168	349	103	5	10983
Not Working	359	972	2770	2894	1593	584	177	6	9355
Total	1272	3079	6253	5749	2761	933	280	11	20338

Table 4 - Number of working age households claiming CTS who are in or out of work.

Analysis of 2013/14 and the enforcement action taken shows that of 20,338 households receiving CTS:

- Approximately 14,000 working age claimants were not paying any Council Tax under the more generous and central Government funded CT benefit scheme.
- Approximately 3,700 summonses were issued against this 14,000.
- Of those, 856 still owe a balance, despite efforts by the Council to contact these individuals and discuss payment options. This amounts to 4.2% of total claimants.

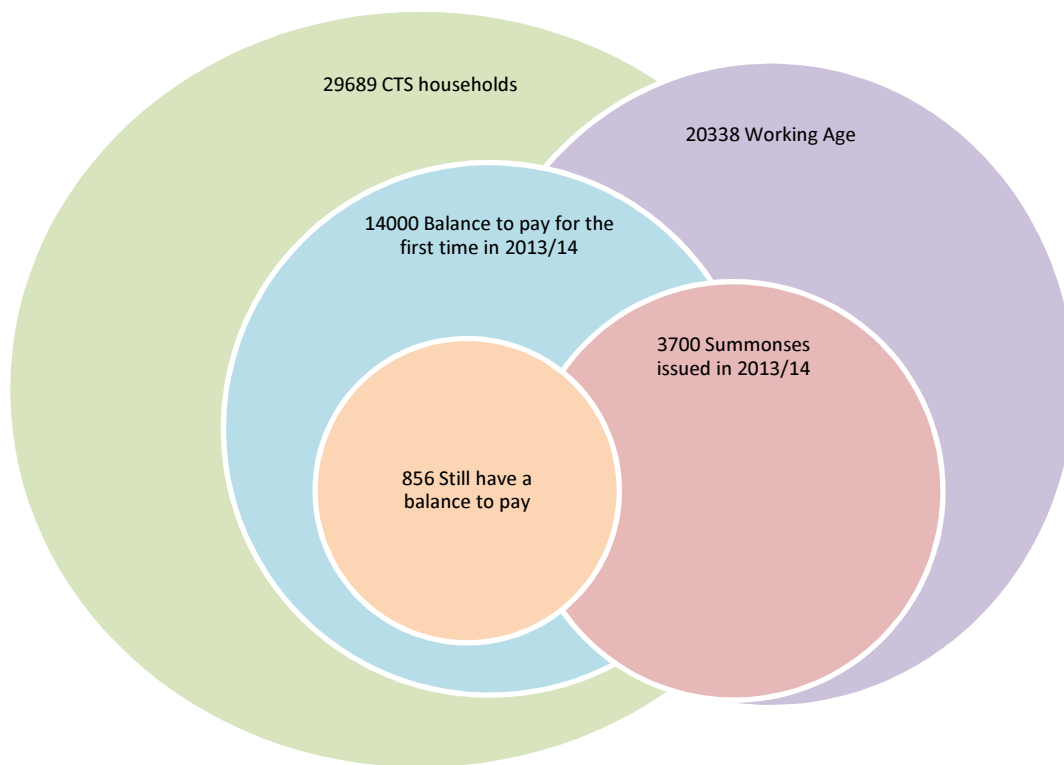


Chart 1 – Breakdown of CTS household and enforcement action taken

1.9.3. **Table 5** below shows that Barnet’s current CTS contribution rate is one of the lowest in NW London. Neighbouring boroughs of Haringey, Harrow, Brent and Enfield have all set Council Tax contribution rates for working age CTS claimants at around 20% or higher.

1.9.4. In Barnet, and in other areas, collection rates for those eligible for CTS have been significantly higher than expected. In Barnet, the collection rate was nearly 90% against a forecast rate of 70%. Even in neighbouring boroughs with contribution rates of ~20%, collection rates have been around 83% - 84%. In 2014/15 Barnet collection rates are holding up well on par with last year.

1.9.5. This suggests that, although there is a correlation between contribution rates and collection rates, collection rates are still high even when contribution rates are set at 20%+ and the majority of claimants are managing to pay a contribution towards their council tax.

1.9.6. There have been different approaches to enforcing non-payment in different boroughs. Most authorities have avoided the use of bailiffs or enforcement agents to collect unpaid Council Tax. Many authorities, including Barnet, have used outbound calling to remind customers to pay their instalment - recognising that for some customers this is a new burden. Additionally being in contact with taxpayers to prompt or support the repayment process early, before arrears being to accrue has been beneficial – as once a debt builds it is often impossible to repay before the next year’s debt is then due.

Authority	CTS contribution rate	CTS collection rate 2013/14	Overall collection rate 2013/14
Barnet	8.5%	89.8%	96.4% (down 0.2%)
Haringey	19.8%	84.1%	95.2% (up 0.1%)
Harrow	22.5%	83.0%	97.5% (up 0.2%)
Brent	20%	82.9%	95.7% (down 0.8%)
Enfield	19.5%	80.12%	94.86% (down 1.0%)

Table 5 - neighbouring borough comparison

2. REASONS FOR RECOMMENDATIONS

2.1. Following the decision of the Policy and Resources Committee on 21 July, the Council has consulted on three options for a CTS scheme in Barnet, including the option of continuing with the current scheme. In a second consultation – conducted in light of the Supreme Court judgment relating to Haringey - the Council has sought alternative proposals to be put forward by respondents, as a fourth option. The three options and any proposed alternatives are considered further below, including the implications on the Council finances. The options consulted on are:

Option 1: Continue the current CTS scheme, with the Council Tax contribution rate for those in receipt of CTS remaining at 8.5%

Option 2: Increase the Council Tax contribution rate to 15%

Option 3: Increase the Council Tax contribution rate to 20%

2.2. Key considerations applicable to options 1 to 3

2.2.1. There is a clear link between the level of contribution rate set for the Council's CTS scheme and the level income received through Council Tax. Given that the Council faces a further £73 m of savings between 2015-20, on top of £72m of savings between 2010-15, there is a need for the Council to consider all options available in relation to delivering these savings. These options include the following:

2.2.1.1. Making savings from service budgets

The Council has given savings targets to each themed committee and Policy and Resources Committee will be considering the commissioning plans from each committee when agreeing the budget. The CTS options proposed go toward making these budgets available. Theme committees have to date identified options which could generate savings of approximately £50m out of a total £73m gap, so even with the CTS contribution rate remaining at 8.5% or increasing, it is likely that further savings will need to be found across a range of service budgets.

2.2.1.2. Increasing efficiencies to reduce the cost of council services

The Council has already considered the use of alternative providers and innovative ways of delivering services to reduce the overall cost, without reducing the level of service. The level of savings being achieved in this area is limited, and therefore a revised CTS scheme must be considered.

2.2.1.3. Increasing the level of income received in fees and charges and use of trading powers

The Council is reviewing its fees and charges and its jointly owned company, Regional Enterprise, is able to make use of trading powers, providing an additional income to the Council. However, the level of revenue raised in this regard is not sufficient to offset the overall reduction in RSG. Increased fees and charges are already factored into the Council's future budget.

2.2.1.4. Increasing the level of Council Tax

Barnet Council agreed a 1% reduction in 2014/15 and proposes to freeze it for the next two years. Whilst the decision to freeze or increase Council Tax rests with Full Council and this will not be determined for 2015/16 until February 2015, the Council must balance the needs of those residents receiving services and support from the Council with the needs of taxpayers as a whole. The Council has a fiduciary duty towards council tax payers, which includes ensuring services are delivered in an efficient way and that Council Tax bills are manageable.

2.2.1.5. Use of reserves

The Council retains annual unallocated and un-ringfenced reserves of £15 million in order to help reduce the impact of unexpected financial pressures that may occur in-year. This represents 5% of the annual Council budget. The Council does have additional reserves, some of which is ringfenced by statute (e.g. school reserves). The remainder has been earmarked to be used for infrastructure and one off projects and, whilst not contractually obligated to spend these reserves in this way, the projects are deemed to be necessary in order to meet the Council's duties in the future. Overall, the use of reserves is not considered a viable permanent alternative to protecting recurrent spending on CTS.

2.2.2. Section 1.9.6 demonstrates that there is a case for increasing the contribution rate above the current 8.5% level. Although experiences in other boroughs has shown that collection rates reduce as contribution rates increase, they are still around 83% in areas with a contribution rate of 20%. This suggests that the ability of residents to pay Council Tax at a higher contribution rate is greater than originally envisaged.

2.2.3. Any increase to the contribution rate will impact those on lower incomes, which has the potential to increase their level of total indebtedness. Although the overall annual increase is relatively modest – increasing the contribution rate to 15% adds an additional £1.35 a week to the Council Tax bill of a couple – it is important to consider the impact of increasing the CT burden of those residents who are also likely to be impacted by wider reform of the benefit system. This is set out below.

2.2.4. None of the options set out are fully cost neutral to the Council, meaning that the Council will still need to absorb a proportion of the funding cut no matter which option is decided upon. The scale of the overall funding gap in the RSG and budget shown in section 1.6 above is too great to be wholly met by the CTS contribution.

2.2.5. The Council recognises that residents are also facing wider financial pressures, from high energy bills, increasing housing costs, and welfare reforms so the ability of many households to adsorb the impact of reductions from public sector funding through increased financial contributions is constrained. A key mitigation for the impact of increased resident contributions is support that is available to residents from JobCentre Plus to increase their income through employment and salary progression. The Council is increasingly working with partners such as JobCentre Plus to support those who may have barriers to entering work or face stigma in the workplace. This includes a Care Leaver hub, a bespoke multi agency service for Offenders and public health investment in employment support for people mental health problems.

2.2.6. There is also a possibility that the scheme may be perceived as being unfair. The council needs to strike the right balance between fairness towards the more frequent users of services and fairness to the wider taxpayer and making sure all residents from our diverse communities benefit from the opportunities of growth. In line with the Government's commitment to incentivise work, the recommended scheme requires a contribution from all residents excluding Pensioners (subject to income) and War Pensioners. Residents' views on whether options are fair have been tested during the consultation and are included in the appendices. The mitigations for those in crisis or struggling to make a contribution are listed below.

2.3. **Highlights of Consultation feedback**

Citizen's Panel: Initial consultation

- 40% respondents favoured retaining the current scheme at 8.5%
- 46% of respondents favoured an increase to either 15% or 20%
- 14% did not state preference

Citizens' Panel respondents (248 out of 528) favour retaining 8.5% contribution, 280 out of 528 opted to increase the contribution to either 15% or 20%. Only 10% of respondents said that they were currently in receipt of Council Tax Support. The Citizens' Panel is less representative of claimants, but are more likely to represent the whole of the borough.

Online Web Survey: Initial consultation

- 71% respondents favoured retaining the current scheme at 8.5%
- 14% respondents favoured an increase
- 15% did not state a preference
- Low level of response - 215 out of 21000 directly affected claimants

The Online web survey respondents favoured (147 out of 176) to retain the contribution at 8.5%. Most respondents (77%) said they were currently in receipt of Council Tax Support. The response is more representative of the group directly affected by the proposed changes.

The results from the Citizens' Panel represent the whole borough but the responses from the online web survey is more representative of current claimants, who are the group directly affected.

Secondary Online Web Survey – conducted from 25 Nov 2014 to 21 Dec 2014

- 54% respondents favoured retaining the current scheme at 8.5%
- 9% of respondents favoured an increase
- 34% of respondents favour an alternative scheme
- 4% did not state a preference

- 2.3.1. 2087 Citizen Panel members were sent either a postal or online survey.
- 2.3.2. The Greater London Authority (GLA) and Mayor of London were also sent a copy of the consultation for comment. A response was received acknowledging the consultation. Suggested considerations such as uprating of allowances have been included with this report.
- 2.3.3. 21049 working age recipients of Council Tax Support (CTS) were sent a letter explaining that a consultation was underway.
- 2.3.4. In total 868 surveys were completed, 653 were completed by the Citizens' Panel and 215 completed by the general public/organisations via the open online web survey. 77% of the Online Web Survey, and 10% of the Citizens' Panel are in receipt of CTS.
- 2.3.5. 20190 working age recipients of CTS were sent a further letter explaining that the consultation had been reopened.
- 2.3.6. In response to the re-opened consultation a total of 105 surveys were completed by the general public/organisations via an Online Web Survey.
- 2.3.7. Both consultations asked respondents how much they agreed or disagreed with the council's proposed Council Tax Support options in terms of balance making it fair not only on those residents who are eligible for support – but also those residents who depend on other Council services.
- 2.3.8. The first survey presented three options and asked for a rating of each and asked respondents to indicate a preferred option. Additionally the survey asked for reasons for the chosen options.

The options were

Option 1 – The council tax support contribution should remain at 8.5 per cent

Option 2 – The council tax support contribution should increase to 15 per cent

Option 3 – The council tax support contribution should increase to 20 per cent

2.3.9. A further option was offered in the second consultation

Option 4 – Have an alternative scheme

2.4. Charts 1 and 2 below show the details of the responses from each consultation.

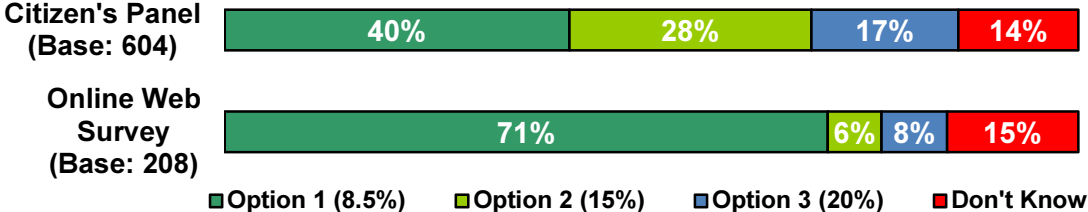


Chart 1 - Preferred option chosen – initial consultation

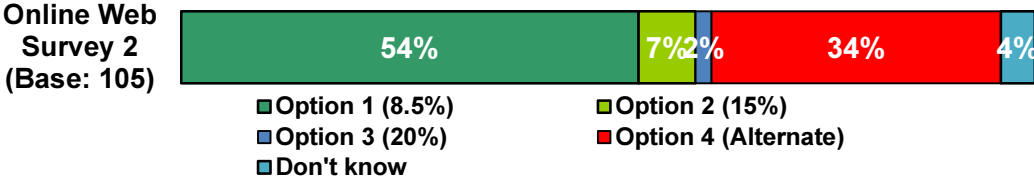


Chart 2 - Preferred option chosen – supplementary consultation

2.4.1. The five top most commonly mentioned reasons for their answers were:

- *'People are struggling now, they have no extra money/ Do not increase the bills of those on low income* (mentioned by 12 per cent of the Citizens' Panel and 46 per cent per cent of the online web sample)
- *'The increase seems right, it is required/achievable'* (mentioned by 8 per cent per cent of the Panel sample, but not mentioned by respondents to the open online web survey)
- *'Share financial burden'* (mentioned by 6 per cent of the Panel sample, and 1.9 per cent per cent of online web survey)
- *'Increase to 20 per cent is too much'* (mentioned by 6 per cent of the Panel sample and 3.3 per cent of the online web survey).
- *If people need help paying then they should get it'* (mentioned by 3 per cent of the Panel sample, and 10 per cent of the online web survey).

Most respondents to both the Citizens' Panel and the online web survey did not provide a comment for the reasons for their choice of preferred option.

It is not surprising that the majority of current claimants supported keeping the existing scheme, as this would have the least financial impact on them. Respondents were not specifically asked whether they favoured other options for meeting the Council's overall budget shortfall, however this is part of the consultation on the Council's budget from 2015-2020. The consultation documentation made clear that the Council had an option as to what scheme to adopt, albeit in a difficult financial climate.

2.4.2. Results of consultation – suggested alternative schemes.

The responses are collated in Appendix 1.

2.4.2.1. A number of respondents suggested that the council use the powers created in the Local Government Finance Act 2012 to remove the second home discount and charge extra for long term empty properties.

For example “in the council's documents there is not a word about a few simple existing tools, to fund a more generous Council Tax Support for those who need it by taxing those who can very well afford it: , in England, second homes may be charged 100% of their normal rate of council tax, i.e. income for the council from council tax can be generated from those who own more than one home. Additionally local authorities may set an ‘empty homes premium’ for long-term empty properties. Properties which have been unoccupied and substantially unfurnished for over two years may be charged up to 150% of the normal liability. So option 4 should be a 1% contribution rate funded by robust enforcement of the above”

“Other options apart from these three must be explored - in view of the fact that the removal of current council tax exemptions and discounts for empty properties and second homes could generate a huge amount of additional Council Tax income”

Response: The council is already using these powers to increase the revenue collected from Council Tax. The council consulted on this option in 2012 and agreed to use the monies raised to mitigate the reduction in Central Government Funding when adopting the original Council Tax Support scheme in January 2013.

2.4.2.2. Other suggestions were to protect the disabled or change the structure of Council Tax to charge more for affluent residents.

For example “Increase the council tax rate on properties worth over a million pounds to fund council tax on those who simply can't afford to pay it.”

“Allow the disabled, people with chronic long term illness & families with children exempt from any increase as the proposal to increase CT payments for these groups has a direct impact on their health and living standards which ultimately has an affect on the the NHS and Social Services. The above groups are unlikely to gain employment and therefore cannot work to improve their situation and enable them to pay this additional charge. I believe the entire community has a responsibility to support those in their community therefore the increase should be applied to ALL households in the borough.

Response: In 2012 the council consulted on who should receive protection from the minimum contribution. It was decided that to protect disabled residents and carers would cause an increased minimum contribution for all other unprotected groups.

Disabled people and carers are given additional council tax support by retaining the applicable amounts, increased earned income disregard from Council Tax Benefit

and not taking Disability Living Allowance in to account as an income when calculating entitlement.

Parents are given additional help by retaining the family premium, not taking child benefit into account when calculating income and disregarding child care costs up to £175.00 per week.

The council cannot directly impose a higher Council Tax rate on the more affluent residents of the borough. Council Tax is a property based tax not a capital or income tax and the bands and relationship between the bands is fixed by law.

2.4.2.3. Several suggestions included increasing Council Tax, or reducing services.

For example “increase council tax generally”, “If they are required by law to make a contribution it should be set at the minimum. Council Tax should not be frozen in 2015/16 or 2016/17 as is being proposed”, “for people on very high incomes (£100,000 per year), increase theirs a little, and reduce the amount poor people have to pay. Or to save money, do rubbish collections fortnightly and decrease the amount people have to pay on council tax.”

Response: Full Council can consider an increase to Council Tax, however, the Council is unable to increase Council Tax beyond 1.99% a year without holding a local referendum. A 1.99% increase would generate income of £2.9m, which will not be sufficient to match the overall funding gap, which is around £18.1m per annum from 2015/16 until 2019/20. The current proposal for council tax is to freeze it in 2015/16, as this is a way of the Council supporting taxpayers as a whole.

The Council is already considering a number of reductions in services to meet the overall funding gap. It is likely that further savings will need to be made from services to meet financial shortfalls in future years.

2.4.2.4. Some suggestions were made about the contribution rate or phasing in the increases.

For example *“Reduce contribution or allow non-working families to not contribute at all, in order to alleviate families living in poverty.”*

“Bring back 100% reductions for unemployed, disabled and low income households”

“I think option 1 is just about right, for now. The only other option I would endorse is not to pay anything at all.”

“10 % increase 2015/2016 increase to 15% in 2016/2017”

Response: The Council is committed to supporting families on low incomes. The most effective way to do this is to encourage opportunities for families to gain and retain employment. Paragraph 2.6 below details the council’s program of support to assist claimants affected by the benefit cap, return to employment.

The wider welfare reform changes are all designed to incentivise work, and providing 100% support does not encourage residents to seek employment.

The Council can consider whether to have transitional arrangements or a phasing of the scheme if appropriate.

2.5. Wider Welfare Reform Impact

2.5.1. The current programme of reform to the benefit system, which started in 2011, constitutes the biggest shake up of the welfare state in over 60 years. The reforms that have been rolled out are wide ranging and include changes to some out of work and disability related state benefits, uprating of a wide range of benefits and the locally administered Housing Benefit and CTS schemes.

2.5.2. As part of these changes, the Government expects reforms to reduce the overall benefits bill by £18 billion by 2014/15. In Barnet, the total reduction in benefits received by eligible residents is expected to be £81.4m per annum – the 10th highest reduction in the country. The average loss for each claimant household is £2,100¹. Therefore, when considering the impact on residents from increasing contribution rates for Council Tax, it is important to consider the impact when combined with the impact of wider welfare reform. So, for the average claimant household, any increase in their Council Tax contribution comes on top of an average overall reduction of £2,100.

In Barnet, high rents and high levels of benefit receipt have combined to mean that overall welfare reforms lead to very large financial losses. Research by the Centre for Economic & Social Inclusion commissioned by LGA, estimates that in 2015/16 (the year for which the new Council Tax scheme is intended) nearly 40,000 households in Barnet will be affected by at least one of the reforms, the 10th highest in England and the average loss per household will be the 7th highest after Westminster, Kensington & Chelsea, Brent, Wandsworth, Camden and Hackney.

2.5.3. There are around 20,000 people affected by any changes to the Council tax Scheme. Of these 14,000 would not have paid anything under the previous Council Tax Benefit scheme. These people are currently losing nearly £13 million annually from the present welfare reform changes and localised CTS scheme.

Reform	LHA	Removal of spare room subsidy	*Benefit cap	Current CTS scheme
No. affected	6,000	780	400	14,000
Average yearly financial loss per household	£2,700	£1,000	£3,100	£95

* Around 70 of this cohort are affected by both the cap and the LHA changes

Table 6 - impact of LA administered benefits

¹ LGA, August 2013

2.5.4. In Barnet 60% of the losses from welfare reforms affect working households and the biggest financial losses are from changes to working tax credits (£26.5 m) and Local Housing Allowance rates (£23.2m). Of the 20,000 affected by the changes to Council Tax support, there are around 3,500 working households claiming working tax Credits of whom around 1,200 have a gap of around £2,500 a year between their LHA rate and their rent.

2.5.5. Overall, Welfare Reform means that the 20,000 or so working age claimants of CTS that will be affected by any changes to Council Tax support are currently losing nearly £20m already as a result of the locally administered HB and current localised Council Tax Support scheme. In addition to these losses they will also be affected by one or more reductions to Central government administered benefits such as:

- Child Tax Credits
- Working Tax Credits
- Disability Living Allowance (DLA) replacement with Personal Independence Payments (PIP)
- 1% up rating (instead of using consumer price index) of all benefits
- Employment Support Allowance (ESA)

2.6. **Supporting people into work and off the Benefit Cap**

2.6.1. The Council is working with JobCentre Plus and the Barnet Group to understand the impact of welfare reform and support people to manage the change it will mean for them. A multi-agency Task Force has been set up since July 2013 and this has made contact with and offered support to 94% of the affected households. They offer advice and support to people to start working or move to more affordable accommodation. DWP released information in May that showed that 42% of these households are no longer capped. Barnet has the 9th highest off- cap rate of the 29 London boroughs who started capping households in August 2013. The team has worked with 540 people who have since started working (1/3 of the caseload) and become exempt from the cap.

2.6.2. In addition JobCentre Plus is rolling on in-work support for those who have started work but are looking to increase their income through salary progression.

2.7. **Expected impact on Council finances**

2.7.1. The Table 7 below shows the expected financial benefit to the Council if the contribution rate is increased to 15% and 20%. Assuming an 80% collection rate on the additional yield, the additional gross council tax received is expected to be just over £1m at 15% and £1.8m at 20%. Clearly, if the Council were to reduce the contribution rate to zero, this would lead to a funding reduction which we expect to be £1.1m.

2.7.2. The council tax burden on those of working age in receipt of CTS is £5.907m. The collection rate achieved on this in year was 89.77%, with an overall expectation to reach close to 98.5%. Having regard for the additional burden being proposed this forecast collection rate has been reduced to 88% overall.

	8.5% contribution	15% contribution (80% collection)	20% contribution (80% collection)
Council tax income from CTS claimants, assuming 98.5% collection rate overall	£5,907,121		
Additional income from proposed options at 80% collection rate		£1,042,074	£1,838,834
Admin costs		-£2,200	-£4,400
Reduction in collection rate on existing income, assume 90% collection rate		-£509,751	-£509,751
Net benefit compared to current position		+£530,123	+£1,324,683

Table 7 - Expected financial benefit

2.7.3. Increasing the contribution rate is likely to lead to increased postage costs. For 2013/14, additional postage costs as a result of CTS totalled approximately £9,500. An increase to 15% will increase postage by £2,200 and to 20% by £4,400.

Impact on residents

2.8. It is unknown that if contributions increase, whether residents who have paid and been able to pay, will now be forced into greater indebtedness, and non-collection rates increase.

Increasing the burden to taxpayers can mean that the debt is never repaid in a timely manner. For those taxpayers in receipt of a passported benefit (Job Seekers Allowance, Income Support, or Employment Support Allowance) deductions can be made from their benefit at source. For the year 2013/14, we have issued 865 instructions to the DWP to make deductions from benefits at source. This is a 91.8% increase on the previous year. The value of debt awaiting deduction is £115,413, with a further £80,611 queued to be collected once a previous year's order has been paid.

The maximum the DWP can deduct is £3.75 per week. Therefore with an increasing debt burden, the council tax is never paid at a rate fast enough.

2.8.1. Option 1 - Remain at 8.5% contribution rate

At 8.5% the gross net collectable debit (NCD) raised is £1.47m, which at the rate of collection achieved in 2013/14 (89.8%) would yield £1.32m in revenue for the authority.

When taking account of admin costs, the revenue available to the council would be £1.1m. However, given that the overall RSG will continue to fall – by £17m in 2015/16 and a further £8.2m in 16/17 – keeping the contribution rate at current levels will not reduce spending on CTS and will mean there is significantly less RSG for spending on other services, which will face greater cuts or other options such as increasing council tax will have to be considered

2.8.2. Option 2 - Increase contribution rate to 15%

We have taken the current caseload and modelled a 15% contribution rate. Final outturn in March 2015 will be subject to changes in CTS caseload and Council Tax rates at that time.

However, indications using current data would increase the Council Tax burden for working age claimants by £1.32m. That is to say, the Council could potentially benefit from £1.32m in additional revenue, although if we were to assume an 80% collection rate, this would be more like £1.042m. When factoring administration costs and an overall reduction in collection on the existing burden, the net figure would be £0.53m – this would help to offset spending reductions to other services

However, increasing the Council Tax contribution rate for those eligible for CTS would increase the financial burden on those residents. The table below sets out the likely additional annual cost burden on specific cohorts:

Claimant Group/ Council Tax Band	Band							
	A	B	C	D	E	F	G	H
Lone parent	£38.08	£44.43	£50.77	£57.12	£69.81	£82.51	£95.20	£114.24
Single Claimant	£41.09	£47.94	£54.79	£61.64	£75.34	£89.04	£102.73	£123.28
Couple	£47.13	£54.98	£62.84	£70.69	£86.40	£102.11	£117.82	£141.38
Family	£46.33	£54.06	£61.78	£69.50	£84.94	£100.39	£115.83	£139.00

Table 8 - Additional Council Tax contribution per annum if contribution increased to 15%

2.8.3. Option 3 - Increase contribution rate to 20%

As above, we have taken the current caseload and modelled a 20% contribution rate. Final outturn in March 2015 will be subject to changes in CTS caseload and council tax rates at that time.

Indications using current data would increase the Council Tax burden for working age claimants by £2.298m. That is to say, the Council could potentially benefit from £2.298m in additional revenue, although, assuming an 80% collection rate, this would be more like £1.838m. The net figure, taking account of administration costs and an overall reduction in collection on the existing burden, would be £1.3m – this would help to offset spending reductions to other services.

The financial burden on those residents eligible for CTS would increase. The table below sets out the likely annual additional cost burden on specific cohorts:

Claimant Group/ Council Tax Band	Band							
	A	B	C	D	E	F	G	H
Lone parent	£67.54	£78.80	£90.05	101.31	£123.82	£146.34	£168.85	£202.62
Single Claimant	£72.18	£84.21	£96.24	108.27	£132.33	£156.39	£180.45	£216.54
Couple	£83.39	£97.28	£111.18	125.08	£152.88	£180.67	£208.47	£250.16
Family	£81.58	£95.18	£108.77	122.37	£149.56	£176.76	£203.95	£244.74

Table 9 - Additional Council Tax contribution per annum if contribution increased to 20%

2.8.4. Transitional Protection

When the council amends its Council Tax Support Scheme (CTS) that has the effect of reducing or removing a reduction the Council has an obligation to include a transition scheme that the council sees fit.

Of the options be being considered, option 2 and 3 would require consideration of a transition scheme. However this would be applied to each of the claimants and would have the effect of increasing the cost of the scheme considerably.

It is recommended that it be noted that a transition scheme has been considered as part of this report but is not a feature of the new scheme.

2.8.5. Annual Up-rating

In order to keep the scheme in alignment with the Department for Work and Pension's Housing Benefit regulations the Barnet Council Tax Support scheme must also be updated in line with those changes.

It is recommended that the committee approve the revised scheme which will be updated accordingly.

2.8.6. Non-Dependant Deductions

The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) (No2) Regulations 2014 set out the changes to the working age Non-dependant (ND) deductions which may be applied to the scheme.

It is recommended that the Committee approve the amendments to the non-dependant deductions as follows:

Claimant or partner receiving Jobseeker's Allowance (income based, Income related Employment and Support Pension credit allowance, or Universal Credit where the award is calculated on the basis that the recipient does not have any earned income.	£0.00
Gross Income up to £189.00 per week regardless of source if ND not receiving above benefit.	£5.00
Gross Income £189.00 per week or over regardless of source if ND not receiving above benefit.	£11.36 per week

Table 10 – Non-Dependant Deductions

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

3.1. The options available to the Council have been set out throughout this report.

4. POST DECISION IMPLEMENTATION

4.1. Following the Committee's recommendation on a preferred scheme, final approval will then be sought from Full Council, for preparation into the annual billing process commencing in January 2015

Milestone	By
Policy and Resources Committee agree new scheme	13 January 2015
Full Council agree new scheme	20 January 2015
Implementation and testing for annual billing	February 2015 – March 2015

Table 11 - Implementation Timetable

5. IMPLICATIONS OF DECISION

5.1. Corporate Priorities and Performance

The council's Corporate Plan for 2013 – 2016 sets the direction and priorities for the years ahead. It is based around six priorities:

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

The localised Council Tax Support scheme has been designed to 'To maintain the right environment for a strong and diverse local economy', making the best use of resources to provide a scheme which best meets the needs of Barnet residents and ensures a stable Medium Term Financial Strategy.

The new scheme should support the priorities by considering the impacts of the scheme on different demographic groups and mitigating adverse impacts where possible.

5.2. Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

The Council has savings plans totalling £39m over 2014/15 and 2015/16 to enable a balanced budget to be set for these years. While the implementation of these savings is currently on track, some risks exist in the delivery of savings for 2015/16. If additional Council Tax income was received in 2015/16 arising from a change in the CTS scheme this would mitigate against non-delivery of savings and also ensure that the Council starts to address the projected budget gap of a further £73m by the end of the decade.

5.3. Legal and Constitutional References

Council Constitution, Responsibility for Functions, Annex A, sets out the terms of reference of the Policy and Resources Committee, including 'Housing Benefit, Council Tax Support and Welfare programmes'.

The Local Government Finance Act 1992 was amended in 2012 to require local authorities to agree local council tax reduction schemes within certain prescribed constraints.

Local authorities must consider whether to revise or replace their CTS schemes on an annual basis. Where the scheme is to be revised or replaced the procedural requirements in paragraph 3 of schedule 4 of the 1992 Act apply. Any revision/replacement must be determined by 31st of January in the preceding year to the year which the changes are to apply. The council must therefore consider whether the scheme requires revision or replacement and if so, consult with the GLA, publish a draft scheme and then consult with such persons as are likely to have an interest in the operation of that scheme prior to determining the scheme before 31st January. The Council has consulted on alternative options for the scheme and the results of the consultation are included in the report.

On 21 May 2012, the Department for Communities and Local Government published a guidance note setting out the key local authority duties affecting vulnerable people in relation to the decision to localise council tax support. This covered the public sector equality duty, which is set out elsewhere within this report, duty to mitigate the effects of child poverty, the armed forces covenant and the duty to prevent homelessness.

The Child Poverty Act 2010 requires local authorities and other public bodies to co-operate, understand needs and develop and deliver a strategy for their local area. The council carries out this duty through its annual review of its children and young people's plan,

The Armed Forces Covenant seeks to redress the disadvantages that the armed forces community face in comparison with other citizens. The existing council tax benefit regulations require local authorities to disregard the first £10 per week of war pension and armed forces compensation scheme payments, when calculating income. This requirement will continue. However, local authorities also have discretion to top up the disregard to the full amount. The Council previously made the decision to disregard the total payments from these schemes and the current proposals do not change this decision.

The Housing Act 1995 requires authorities to formulate homelessness strategies and to seek to prevent homelessness and secure sufficient accommodation and support in their areas. It is advisable to have good publicity to ensure that those in financial hardship are aware of the CTS they are entitled to and encouraged to apply for these, so as to prevent

homelessness due to non payment of rent. Barnet Homes provides advice and assistance to those threatened with homelessness on behalf of the Council.

When making policy decisions, the Council must take account of all relevant material, including financial resources, consultation responses and potential equality impacts in order to reach a decision. This report presents a number of options and sets out the financial implications of these and makes a recommendation. However, this does not preclude the Committee from recommending that another option is the most appropriate way forward.

There is a statutory duty to consult on the council tax support scheme. A summary of the details of the consultation responses are set out in the report and attached as an appendix. Case law has confirmed that when determining whether to change policy, the Council must be receptive to reasonable arguments against the proposals, however this does not simply involve a head count of those for and against the proposals. In the case of withdrawal of support, it will not be surprising if a number of respondents are against the proposal. The Council must take these views into account and must balance this with other relevant information to decide whether to recommend an option. When considering relevant information, the Council should consider other options to meet its budgetary shortfall. If the adverse impact of a proposal is so significant, the Committee should request that Full Council considers this when setting its budget.

5.4. Risk Management

The council must make a decision within a time limit, on whether or not to revise the scheme. In addition to this a number of other factors have been considered.

Fairness: There is also a risk that the scheme may be perceived as being unfair. Fairness for the council is about striking the right balance between fairness towards the more frequent users of services and fairness to the wider taxpayer and making sure all residents from our diverse communities benefit from the opportunities of growth. In line with the Government's commitment to incentivise work, the recommended scheme requires a contribution from all residents excluding Pensioners (subject to income) and War Pensioners. Residents' views on whether options are fair have been tested during the consultation and are included in the appendices. The mitigations for those in crisis or struggling to make a contribution are listed below.

Impact on households who cannot afford the increased expenditure: The scheme seeks to recover part of the funding shortfall from households at the lower end of the income scale. Together with other welfare reforms being implemented by government, the scheme may exacerbate already difficult financial circumstances for some individuals and families. There are a number of mitigations for those in crisis or struggling to make a contribution- these include promotion of the Council Tax statutory reductions and exemptions for

certain groups (including apprentices, those with live in carers or disability adapted properties), the availability of a Discretionary Council Tax Relief fund and support for those on welfare benefits to increase their income by moving into work. For those who do get into difficulty in making their payments the Council has put in place the following measures that can assist people and particularly those who have only been making contributions since 2013;

- Instalments can now be spread over 12 months as opposed to 10 months prior to the localised Council Tax scheme.
- Outbound calling where possible, to encourage these customers to make payment arrangements following the commencement of each recovery stage. Other payers are automatically moved through the escalating recovery stages.
- Customers who are taken to court are given an option of making a payment arrangement as usual, but if they are receiving Council Tax support and stick to an arrangement to complete payment within the financial year the court costs are waived.
- Customers on CTS are not currently being passed to bailiffs, but an attachment of earnings on their benefits is done instead.

Collection rate reducing: Since current claimants are currently only paying 8.5 per cent of their Council Tax bill, any increase in the contribution, may reduce the collection rate. Existing collection and recovery strategies may not be cost-effective, and small debts may be written off. This has been mitigated by implementing robust arrears management procedures during the operation of the previous scheme. It is proposed that these continue in the new scheme. The financial analysis has also made a prudent analysis of collection rates under a new scheme, based on evidence from other Boroughs.

Principal financial risks and mitigations

Risk	Mitigation
Lower Council Tax collection rate and bad debts	Robust arrears management procedures to maximise collection rate and prudent assumptions on collection rates
Higher administrative costs	The collection and enforcement policy ensures that the most vulnerable residents are supported from an early stage thus ensuring both customer and council the ability to keep costs to a minimum.
Any growth in demand would be become financially unsustainable	Realistic assumption on caseload growth based on trends in recent years
The proposed scheme is based on a number of assumptions, including collection rate and take-up rate. A downturn in the economy could lead to higher benefit take-up rates. As a	Review operation of scheme yearly and modify to reflect experience

result, the projected funding gap would increase.	
If Barnet's population increases, including an increase in the population segment that currently receives Council Tax Support, demand for Council Tax Support could increase against a fixed grant from the government. This would increase the funding gap.	Continued investment in regeneration and increasing employment opportunities to move households out of financial hardship.

5.5. Equalities and Diversity

At Policy and Resources on 10 June 2014, Members discussed the concept of fairness and advised that Theme Committees 'should be mindful of fairness and in particular, of disadvantaged communities when making their recommendations on savings proposals'. These proposals are about reducing the level of support provided to those on low incomes who are most likely to be affected by other Welfare reforms and may be members of the groups outlined as protected characteristics in the 2010 Equality Act. The Council has sought to mitigate some of these effects by keeping council tax as low as possible for all and freezing Council Tax since 2010. During this time, the cost of living has risen by around 18 per cent. The Council is committed to continue freezing Council Tax until 2017 to help mitigate against further rises in the cost of living which includes Council Tax.

The Council's strategic equality objective is expressed both in the Constitution and the Corporate Plan. It gives a commitment that citizens will be treated equally, with understanding and respect; have equal opportunity with other citizens; and receive quality services provided to Best Value principles. The proposals set out in this report support this commitment.

The options under consideration for the proposed scheme work within the prescribed regulations that support the Government's intention that pensioners should not be affected by this cut in spending.

Following consultation a full Equalities Impact Assessment has been carried out.

The proposals for the new scheme have been assessed to ensure that due regard has been given to the Public Sector Equality Duty as enshrined in the Equality Act 2010 using the process set out in the Corporate Plan 2013-16. Section 149 of the Act provides that a public authority must, in the exercise of its functions, have due regard to the need to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics are:

- age;
- disability;
- gender reassignment;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation.

The resulting Equalities Impact Assessment is presented in Appendix 2. The analysis of the proposals indicates that the increasing the contribution rate to 15-20% is likely to have a minimal negative impact on groups that have already been impacted by the initial 2013 Council Tax Support Scheme including large families, lone parents and people with disabilities. Lone parents are statistically more likely to be female. Whilst there is no data available locally, there is national evidence to suggest that larger families are more likely in certain ethnic groups.

The mitigating steps against the adverse impact, if the contribution rates are increased, are as follows:

- Continuation of discretionary council tax reduction scheme for households in severe financial hardship
- Continuation of current enforcement policies taking account of ability to pay before determining whether enforcement activity is appropriate
- Continuation of Local Welfare Provision (Crisis Fund) for emergency and essential payments to the borough's most vulnerable.
- Continuation of income disregard for disability benefits and child benefit.
- Continuation of work with the JobCentre Plus and The Barnet Group to assist low income households into employment.

The Council is also aware of the lack of monitoring data from current claimants, which impacts on its ability to effectively monitor whether the scheme impacts on certain protected groups more than others. The Council will consider whether it can collect monitoring data from claimants in the future to provide better data for future analysis.

6. BACKGROUND PAPERS

- 6.1. Policy and Resources Committee Report 21 July 2014
- 6.2. Report from Cabinet, Council Meeting 22 January 2013

Council Tax Support Consultation

Consultation Findings

January 2015

SECTION 1

Executive Summary

1. EXECUTIVE SUMMARY

This report sets out the detailed findings from the Council Tax Support Consultation 2014/15.

1.1 Summary of approach to Council Tax Support Consultation

This report sets out findings, which consisted of

- A 12 week online web consultation; and
- A citizen's panel survey.
- A further 4 week online web consultation

A summary of the key findings are outlined on the following pages. The results will be used to inform the decision by the Policy and Resources Committee and the recommendation to the Council's Business Plan and Budget for 2014 - 2015. Detailed findings can be found under sections 2 and 3 of this report.

1.2 GENERAL CONSULTATION ON THE COUNCIL'S PROPOSED COUNCIL TAX SUPPORT SCHEME FOR 2014 -15 ONWARDS

The general consultation consisted of an online survey published on <http://engage.barnet.gov.uk/>. A letter was sent to all 21049 current working age Council Tax Support recipients as at 1 September 2014. A further letter was sent to 20190 claimants as at 24 November to advise them of the re-opened consultation. Paper copies and easy read versions were made available on request. In order to boost the response to the survey and ensure the council heard the views of a representative sample, the first consultation survey was also sent to the Citizens' Panel².

In total 868 surveys were completed, 653 were completed by the Citizens' Panel and 215 completed by the general public via the open online web survey.

The Citizens' Panel response was also weighted to ensure that the achieved sample was representative of the borough's population. As the web survey has only received a total response of 215, the **online web survey findings should be treated with caution** due to the small sample size. The findings have therefore been reported on separately, so that comparisons can be made with the larger representative sample of the Citizens' Panel and the open online web survey. In 2012, there were 2910 responses.

2. GENERAL CONSULTATION SUMMARY OF KEY FINDINGS

• Options proposed

Respondents were asked how much they agreed or disagreed with the council's proposed Council Tax Support options in terms of balance making it fair not only on those residents who are eligible for support – but also those residents who depend on other Council services.

The survey presented three options and asked for a rating of each and asked respondents to indicate a preferred option. Additionally the survey asked for reasons for the chosen options.

The options were

Option 1 – The council tax support contribution should remain at 8.5 per cent

² The **core** panel is made up of 2087 Barnet residents, selected to be representative of the adult population of the borough in terms of ward, age, gender, ethnicity, housing tenure, faith and disability

Option 2 – The council tax support contribution should increase to 15 per cent

Option 3 – The council tax support contribution should increase to 20 per cent

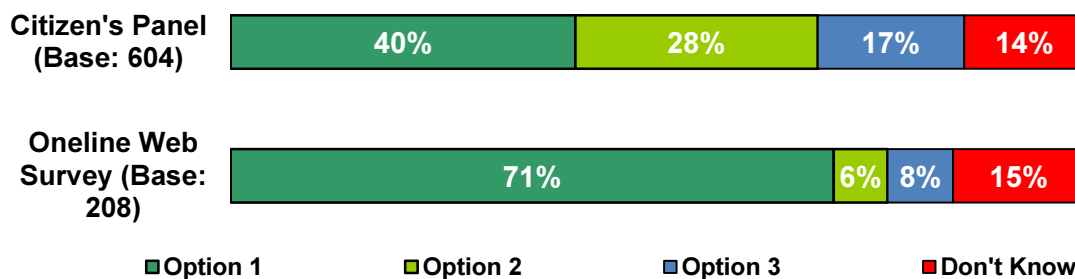
A fourth, Option 4 – Have an alternative scheme was offered in the subsequent consultation.

Citizens' Panel members responded 247 out of 528 in favour of retaining the council tax support contribution at 8.5 per cent. The online web survey responded 70.7 per cent (147 out of 176) in favour of retaining the 8.5 per cent contribution.

However some Citizens' Panel members preferred an option to increase the contribution - 28.4 per cent (174 out of 528) opted in favour of an increase to 15 per cent contribution and 17.2 per cent (106 out of 528) opted in favour of an increase of 20 per cent contribution. This is a total of 45.6 per cent in favour of an increase above the current 8.5 per cent contribution.

Whilst the Citizens' Panel is more representative of the borough, the number of respondents who claim Council Tax Support is lower in this group. The number of respondents to the open survey was weighted in favour of recipients to Council Tax Support so it was not surprising to find that this group were in favour of retaining the same level of contribution.

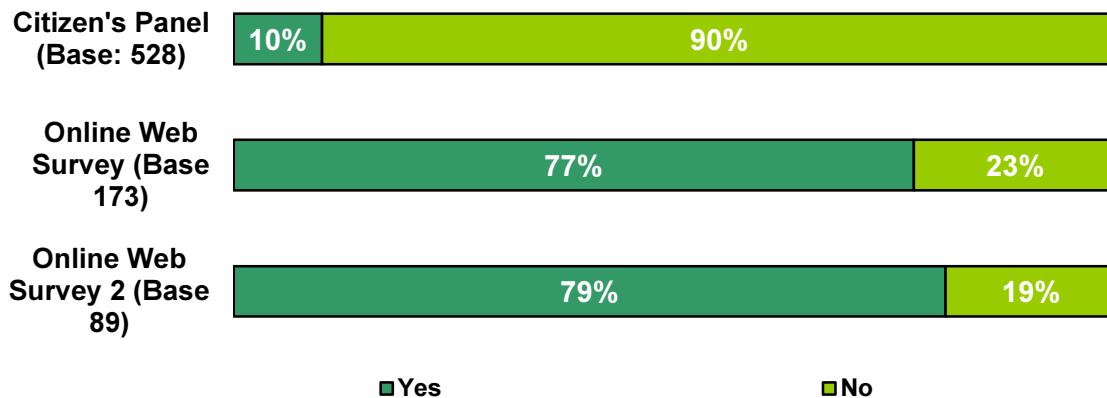
Respondents were asked, overall which is your preferred option?



When presented with a fourth option, the response was as follows.



Those responding to the online web survey were much less likely to agree with the Citizens' Panel as council tax support recipients were individually invited to respond to the survey, see below.



The results from the Citizens' Panel represent the whole borough but the responses from the online web survey should be given more weight because they are more representative of the group directly affected.

The five top most commonly mentioned reasons for their answers were:

- *'People are struggling now, they have no extra money/ Do not increase the bills of those on low income'* (mentioned by 12 per cent of the Citizens' Panel and 46 per cent per cent of the online web sample)
- *'The increase seems right, it is required/achievable'* (mentioned by 8 per cent per cent of the Panel sample, but not mentioned by respondents to the open online web survey)
- *'Share financial burden'* (mentioned by 6 per cent of the Panel sample, and 1.9 per cent per cent of online web survey)
- *'Increase to 20 per cent is too much'* (mentioned by 6 per cent of the Panel sample and 3.3 per cent of the online web survey).
- *'If people need help paying then they should get it'* (mentioned by 3 per cent of the Panel sample, and 10 per cent of the online web survey).

● **The survey also asked what respondents thought residents who are in financial hardship would need from the Council**

Respondents were asked what help residents who were in financial hardship would need from the Council.

The five top most commonly mentioned areas of help were:

- *'Reduce Council Tax, increase support'* (mentioned by 6.3 per cent of the Citizens' Panel and 35 per cent per cent of the online web sample)
- *'Increase Housing Benefit'* (mentioned by 7 per cent per cent of the Panel sample, and 7 per cent of respondents to the open online web survey)
- *'Financial Counselling'* (mentioned by 12 per cent of the Panel sample, and 5 per cent per cent of online web survey)

- *'Promote employment, offer training for work opportunities'* (mentioned by 10 per cent of the Panel sample, and 4 per cent of the online web survey).
- *'Food Banks'* (mentioned by 6 per cent of the Panel sample, but only 1 per cent of the online web survey).

- **Results of consultation – suggested alternative schemes**

The responses are collated in Appendix 1.

A number of respondents suggested that the council use the powers created in the Local Government Finance Act 2012 to remove the second home discount and charge extra for long term empty properties.

For example "in the council's documents there is not a word about a few simple existing tools, to fund a more generous Council Tax Support for those who need it by taxing those who can very well afford it.; in England, second homes may be charged 100% of their normal rate of council tax, i.e. income for the council from council tax can be generated from those who own more than one home. Additionally local authorities may set an 'empty homes premium' for long-term empty properties. Properties which have been unoccupied and substantially unfurnished for over two years may be charged up to 150% of the normal liability. So option 4 should be a 1% contribution rate funded by robust enforcement of the above"

"Other options apart from these three must be explored - in view of the fact that the removal of current council tax exemptions and discounts for empty properties and second homes could generate a huge amount of additional Council Tax income"

For example "Increase the council tax rate on properties worth over a million pounds to fund council tax on those who simply can't afford to pay it."

"Allow the disabled, people with chronic long term illness & families with children exempt from any increase as the proposal to increase CT payments for these groups has a direct impact on their health and living standards which ultimately has an affect on the the NHS and Social Services. The above groups are unlikely to gain employment and therefore cannot work to improve their situation and enable them to pay this additional charge. I believe the entire community has a responsibility to support those in their community therefore the increase should be applied to ALL households in the borough.

Some suggestions were made about the contribution rate or phasing in the increases.

For example "Reduce contribution or allow non-working families to not contribute at all, in order to alleviate families living in poverty."

"Bring back 100% reductions for unemployed, disabled and low income households"

“I think option 1 is just about right, for now. The only other option I would endorse is not to pay anything at all.”

“10 % increase 2015/2016 increase to 15% in 2016/2017”

SECTION 2

Council Tax Support Scheme Consultation

Detailed Findings

3. GENERAL CONSULTATION ON THE COUNCIL'S PROPOSED COUNCIL TAX SUPPORT SCHEME FOR 2014 -15 ONWARDS

The general consultation consisted of an open online survey published on the web and a closed survey sent out to Barnet's Citizens' Panel³.

3.1. Technical details and method

In summary, the survey was administered as follows:

The Council Tax Support Scheme consultation was open for 12 weeks, from the 4 August 2014 to 27 October 2014 and from 25 November 2014 to 21 December 2014.

- The consultations were published on the council's engage space <http://engage.barnet.gov.uk/> which gave detailed background information about the Council Tax Support scheme currently in place, the manner in which the government have reduced funding for Council Tax Benefit centrally and how the Revenue Support Grant continues to be reduced year on year.
- Collection of respondents' views were fed back via an open online self-completion survey.
- Hard copies and easy read were also available on request
- In order to boost the response to the survey, and to ensure the views of a profiled representative sample was heard, the survey was also sent to the Citizens' Panel⁴.

The survey was widely promoted through: a direct mailing to all 21049 working age support recipients. Potential respondents could telephone a support line for advice and guidance, followed by a further mailing to 20190 working age support recipients, the September 2014 edition of Barnet First; a press release; social media; exhibited at the Communities Together Network space; and various service user groups and partner mailing lists.

3.2. Questionnaire design

The survey was developed to ascertain residents' views on the Council's Council Tax Support scheme 2015/16 onwards, particularly in terms of:

- the Revenue Support Grant pressures;
- the need to strike a balance between supporting the most vulnerable and other service users;
- drawing parallels with other neighbouring boroughs;
- the Council Tax collection rate for 2013/14.

In order to enable further understanding and analysis on the results the following types of questions were also included on the survey:

- Open ended questions, where respondents were asked if they agreed or disagreed with any option to say why, and to state an overall preference. Additionally, residents were requested to provide details of help that those experiencing financial hardship may need from the council.
- Key demographic questions

⁴ The Citizens' Panel is made up of 2087 Barnet residents, selected to be representative of the adult population of the borough in terms of ward, age, gender, ethnicity, housing tenure, faith and disability

3.3. Response to the survey

In total 868 surveys were completed, 653 were completed by the Citizens' Panel and 215 were received from the general public via the online web survey.

The Citizens' Panel response was weighted to ensure the achieved sample was representative of the borough's population. Due to the small sample size of the web survey, 215, the **online web findings should be treated with caution**. For this reason the findings have been reported on separately, so that comparisons can be made with the much larger representative sample from the Citizens' Panel.

3.4. Citizens' Panel Response

A combined postal and online survey method⁵ was mailed out to 2087 members of Barnet's Citizens' Panel and a total of 653 surveys were completed (278 postal and 375 online) giving a response rate of 31 per cent.

3.5. Online Survey Web response and profile

The table below shows the online profile of those who responded to the web survey. Of the 215 responses received, those who replied were mainly residents (86 per cent, 184 out of 215).

7 per cent of the sample (14 out of 215 respondents) chose not to answer this question.

Table 1

Type	Number	%
Resident	184	86%
Barnet resident and business	5	2%
Landlord	1	0%
Housing Association	2	1%
Voluntary/community organisation	2	1%
Representing a public sector organisation	2	1%
Other	5	2%
Not answered	14	7%
Total	215	100%

3.6. Citizens' Panel sample profile

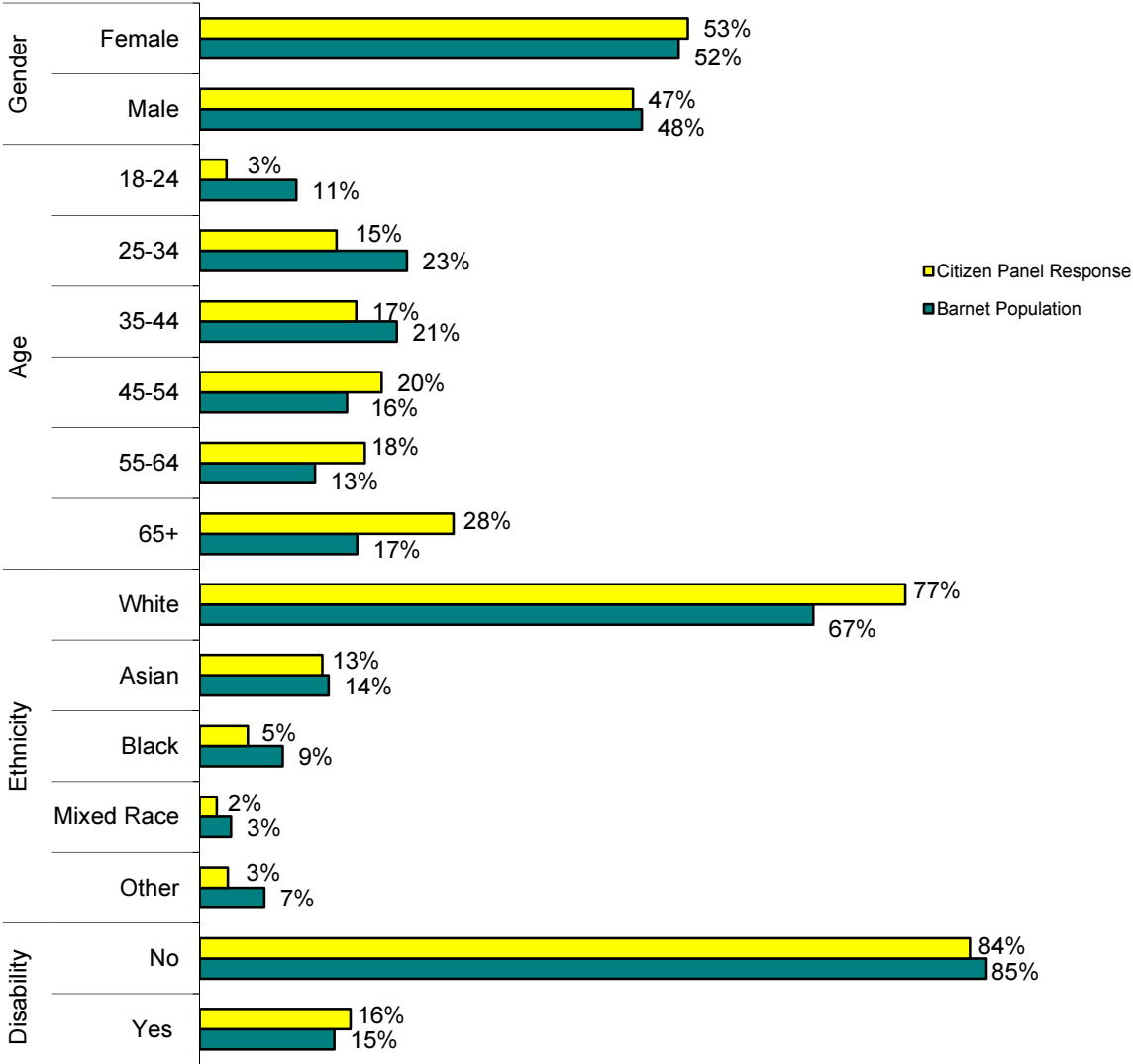
The chart below shows the demographic profile of those who responded to the panel survey compared to the population of Barnet.

The sample that responded closely matches Barnet's population profile in terms of gender and ethnicity. However, in terms of age, younger panel members are underrepresented and older panel members are over represented. There is also a slight over representation of

⁵ When panel members are recruited they are given the choice of which method they prefer receive their surveys; either online sent to their e mail address, or hard copy sent to their postal address.

white respondents and under representation of black and mixed race respondents. Weighting has been applied to tackle the issue of under and over representation in the sample, and it is the weighted data that is reported on in this report.

Chart 1: Citizens’ Panel Sample profile – key demographics



3.7. Calculating and reporting on results

The results are based on “valid responses” only, i.e. all those providing an answer (this may or may not be the same as the total sample) unless otherwise specified. The base size may therefore vary from question to question depending on the extent of non –response.

3.8. Results in detail:

Respondents were asked how much they agreed or disagreed with the council’s proposed options of retaining 8.5 per cent contribution, increasing contributions to 15 per cent or increasing contributions to 20 per cent. And subsequently which option was preferred.

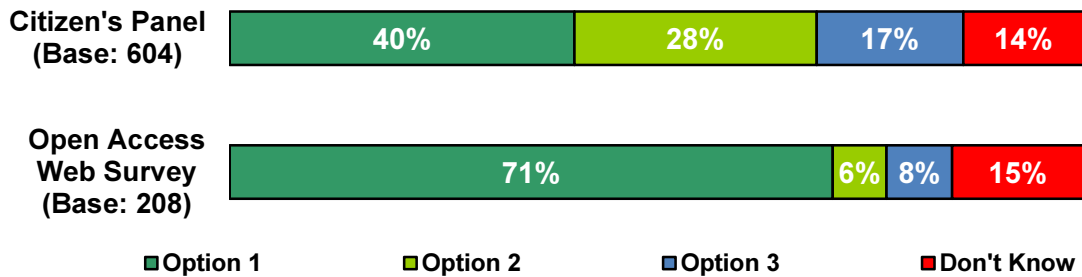
The Citizens’ Panel were much more likely to give a representative view compared to the Online web survey as all recipients of Council Tax Support were sent a letter agree with the council’s approach to its business plan compared to those respondents responding to the open online survey on the web.

3.9. Preferred option

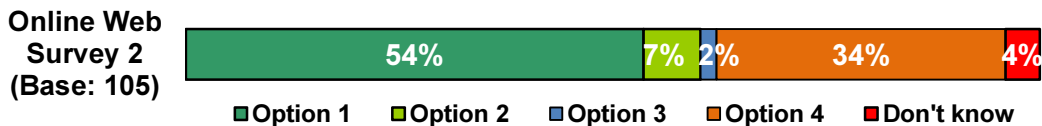
Respondents to the surveys were asked which of the three options they preferred and to give a reason for their answer.

The Citizens' Panel responded with over 40 per cent (248) selecting option 1. Twenty eight per cent chose option 2, and 17 per cent chose option 3. However 14 per cent (86) did not know.

Most respondents (77 per cent, 133 out of 173) to the online web survey said they receiving council tax support. It is anticipated that this group of respondents would be more likely to choose option 1, of retaining the same level of contribution.

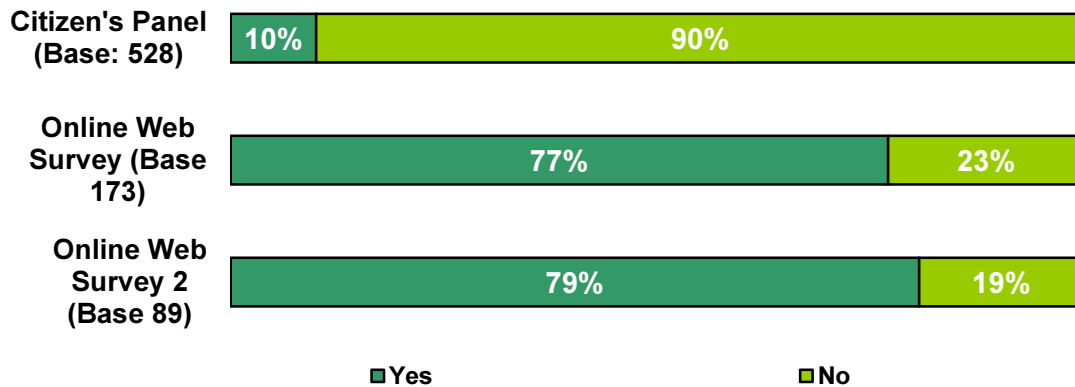


When presented with a fourth option, 34% of respondents provided an alternative scheme suggestion.

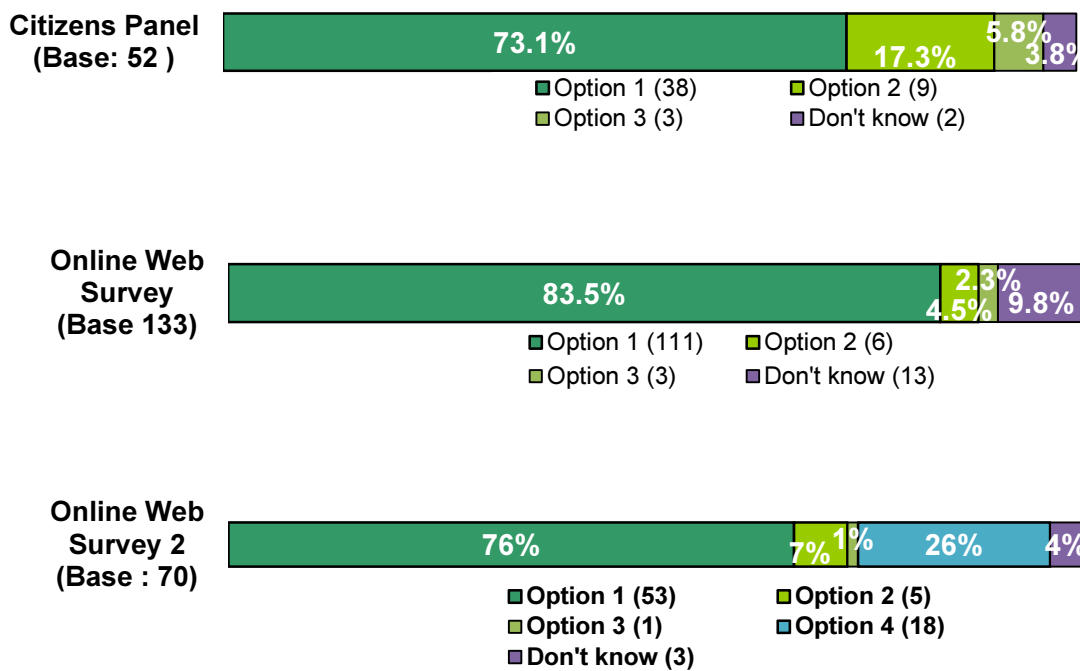


Those responding to the open online web survey were much less likely to agree with the Citizens' Panel as a direct letter was sent to all council tax support recipients.

Respondents were asked, does your household receive Council Tax Support from Barnet?



The regulations require the council to consult such persons as it considers are likely to have an interest in the operation of the CTS scheme. Taking the responses from the current CTS recipients only we can show the responses as follows:



In each of the surveys respondents were asked for the reason why they preferred an option. These have been grouped by option 1, 2 and 3. Some respondents chose not to comment at all. The graphics below show the responses for each survey. The supplementary survey is shown separately.

Chart 2 – Reasons given for choosing Option 1 as preferred option.

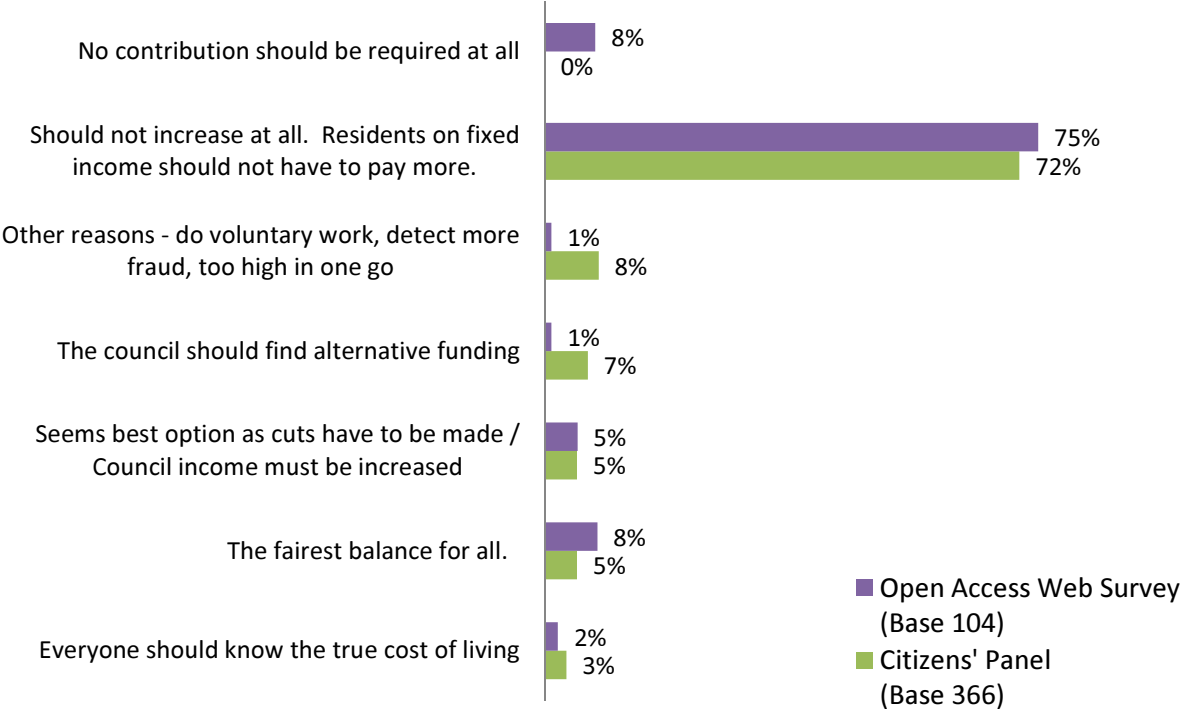


Chart 3 – Reasons given for choosing Option 1 as preferred option. Supplementary Consultation

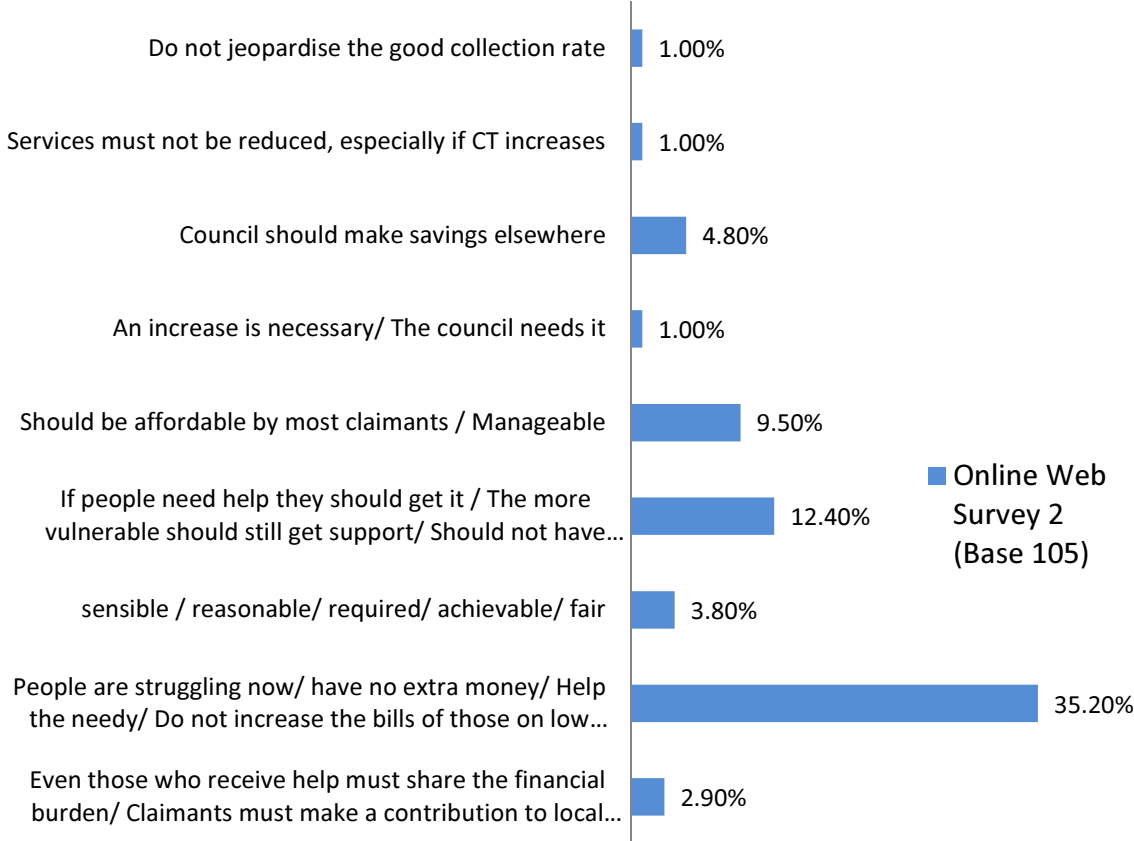


Chart 4 – Reasons given for choosing Option 2 as preferred option

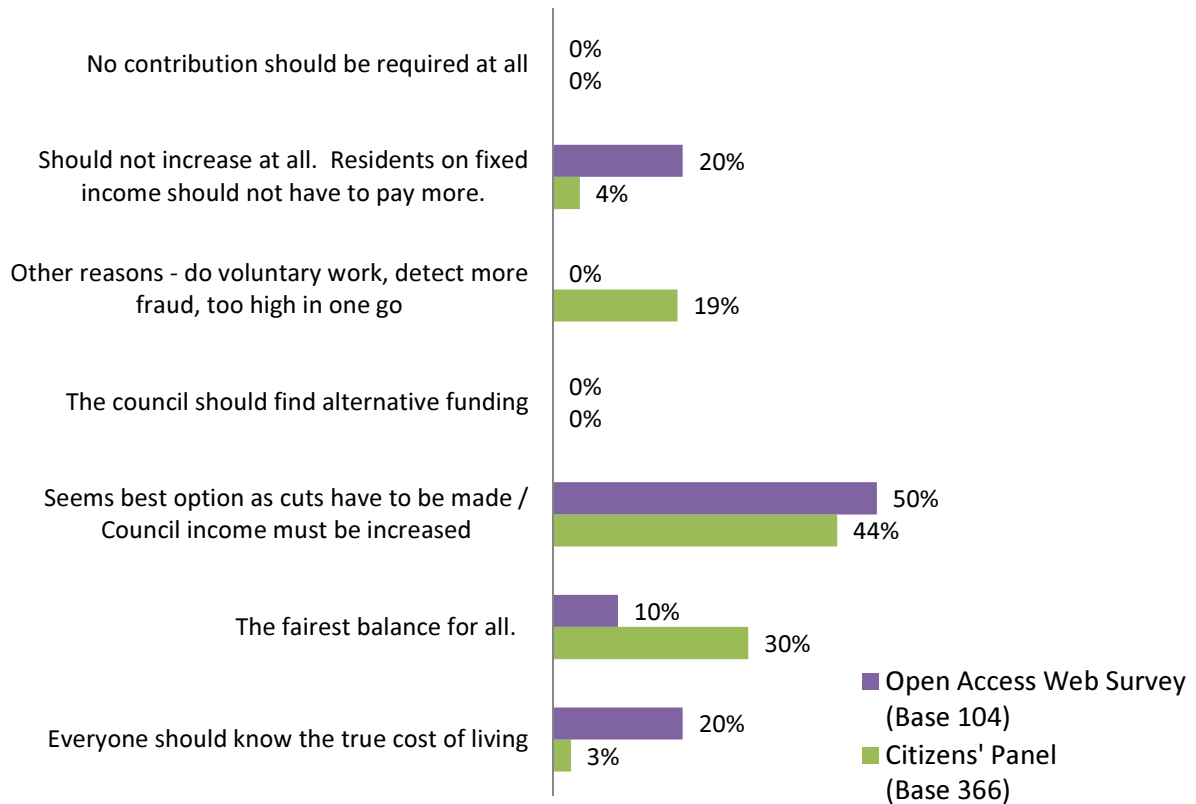


Chart 5 – Reasons given for choosing Option 2 as preferred option. Supplementary Consultation

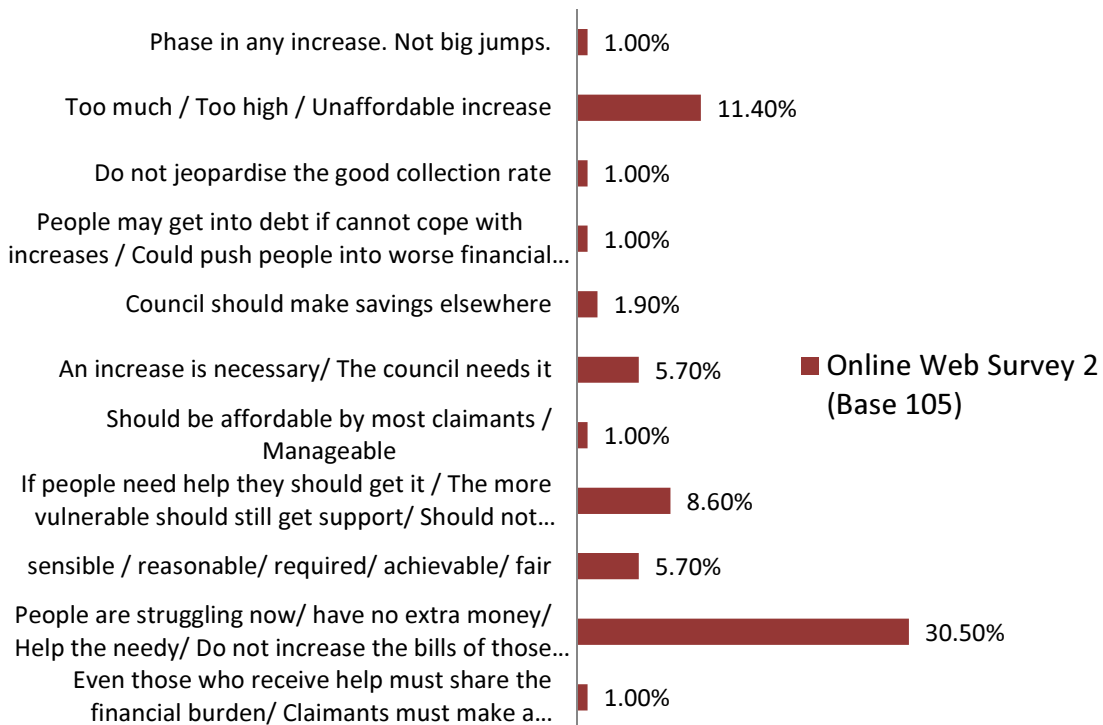


Chart 6 – Reasons given for choosing Option 3 as preferred option

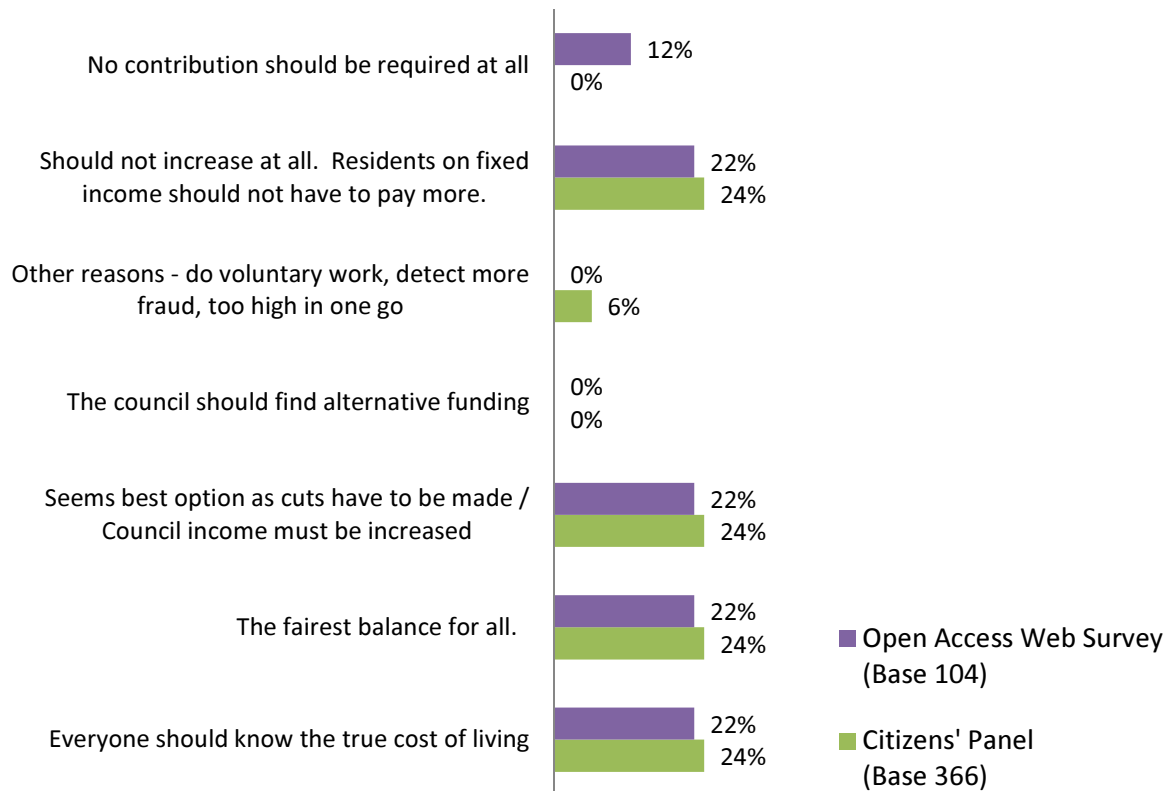
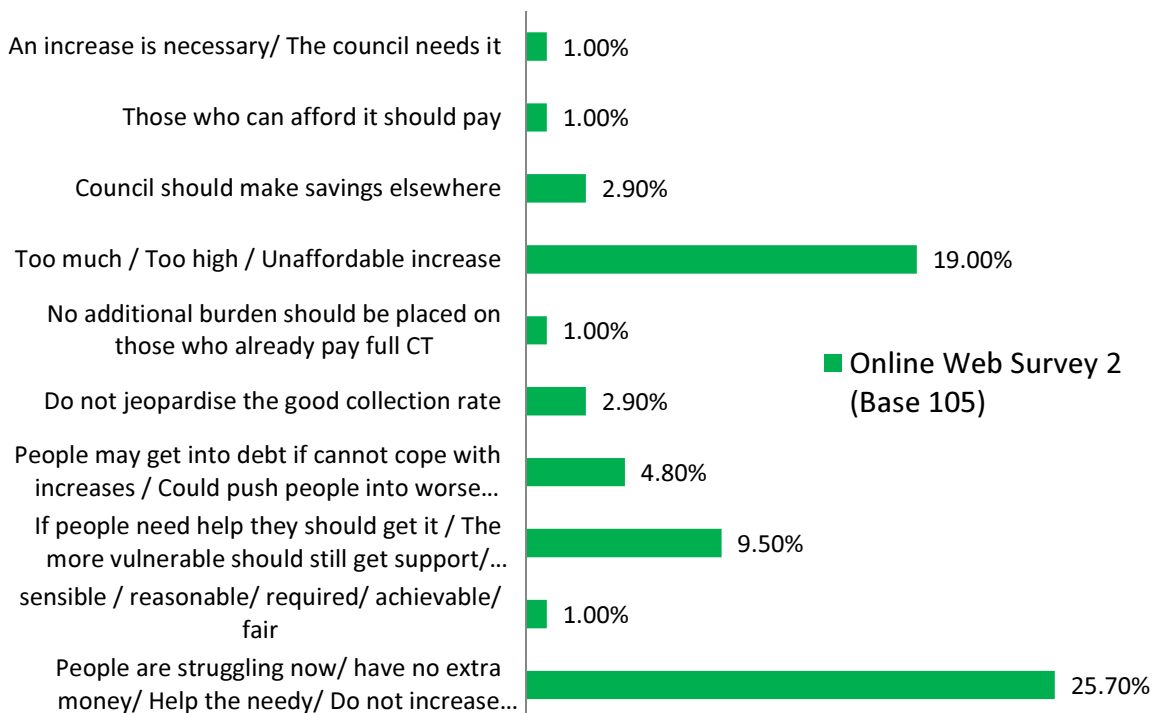


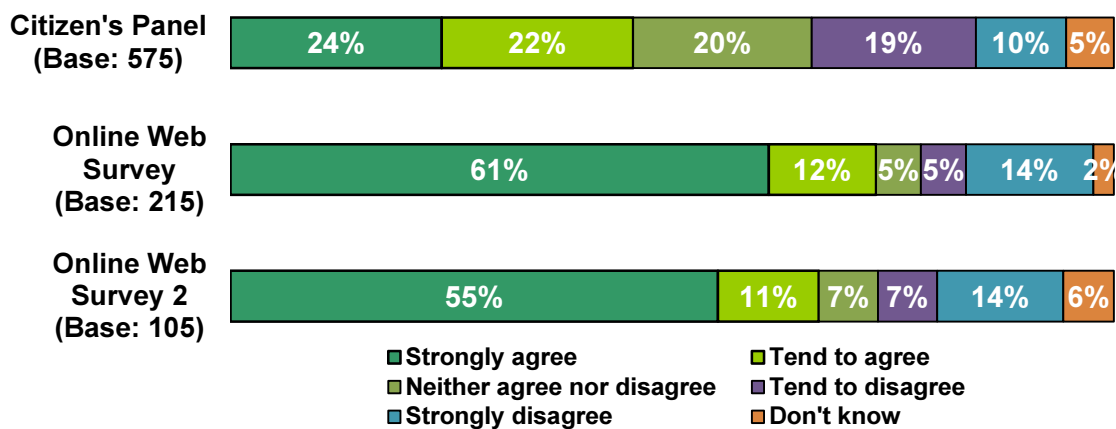
Chart 7 – Reasons given for choosing Option 3 as preferred option. Supplementary Consultation



3.10. Option 1 – continue the current scheme, with a contribution rate of 8.5 per cent (claimants receive 91.5 per cent of their maximum entitlement to CTS)

- Nearly half of the Citizens' Panel (46 per cent) agreed or strongly agreed with option 1. Twenty nine per cent of Citizens' Panel members disagreed or strongly disagreed. The remainder were neutral (20 per cent) or said they did not know (5 per cent).
- The majority of online web survey respondents agreed or strongly agreed with option 1. Three quarters of the online survey web respondents (73 per cent) agreed or strongly agreed. A fifth (19 per cent) of online web survey respondents disagreed or strongly disagreed. The remainder were neutral (5 per cent) or said they did not know (2 per cent).
- In the supplementary consultation, the majority of online web survey respondents agreed or strongly agreed with this option. 66 per cent of respondents agreed or strongly agreed, compared to 21 per cent that disagreed or strongly disagreed.

Chart 8 : Option 1 - continue the current scheme, with a contribution rate of 8.5 per cent



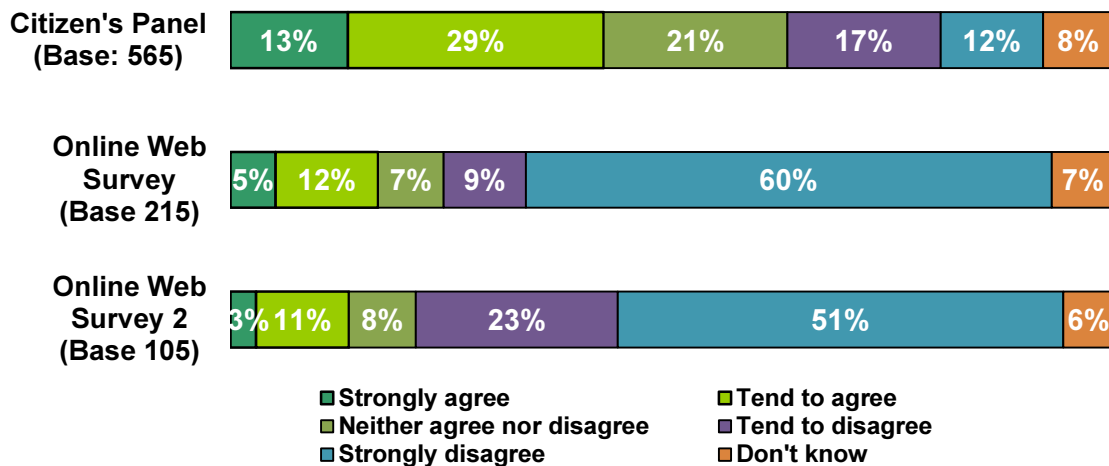
3.11. Option 2 – increase the contribution rate to 15 per cent (claimants receive 85 per cent of their maximum entitlement to CTS)

- Nearly half of the Citizens' Panel (44 per cent) agreed or strongly agreed with this option. Twenty nine per cent of Citizens' Panel members disagreed or strongly disagreed. The remainder were neutral (21 per cent) or said they did not know (8 per cent).
- The majority of online web survey respondents disagreed with this option. Over two thirds of the online web respondents (69 per cent) disagreed or strongly disagreed with this option. A fifth (19 per cent) of online web survey respondents agreed or

strongly agreed. The remainder were neutral (9 per cent) or said they did not know (7 per cent).

- In the supplementary consultation, the majority of online web survey respondents disagreed or strongly disagreed with this option. Only 14 per cent of respondents agreed or strongly agreed, compared to 74 per cent that disagreed or strongly disagreed.

Chart 9 : Option 2 - increase the contribution rate to 15 per cent



3.12. Option 3 – increase the contribution rate to 20 per cent. (Claimants receive 80 per cent of their maximum entitlement to CTS)

- A third of the Citizens' Panel (34 per cent) agreed or strongly agreed with this option. One third, (38 per cent) of Citizens' Panel members disagreed or strongly disagreed. The remainder were neutral (20 per cent) or said they did not know (8 per cent).
- The majority of online web survey respondents agreed or strongly agreed with this option. Three quarters of the online web respondents (73 per cent) agreed or strongly agreed. A fifth (19 per cent) of online web survey respondents disagreed or strongly disagreed. The remainder were neutral (5 per cent) or said they did not know (2 per cent).
- In the supplementary consultation, the majority of online web survey respondents disagreed or strongly disagreed with this option. Only 12 per cent of respondents agreed or strongly agreed, compared to 78 per cent that disagreed or strongly disagreed.

Chart 10 : Option 3 – increase the contribution rate to 20 per cent

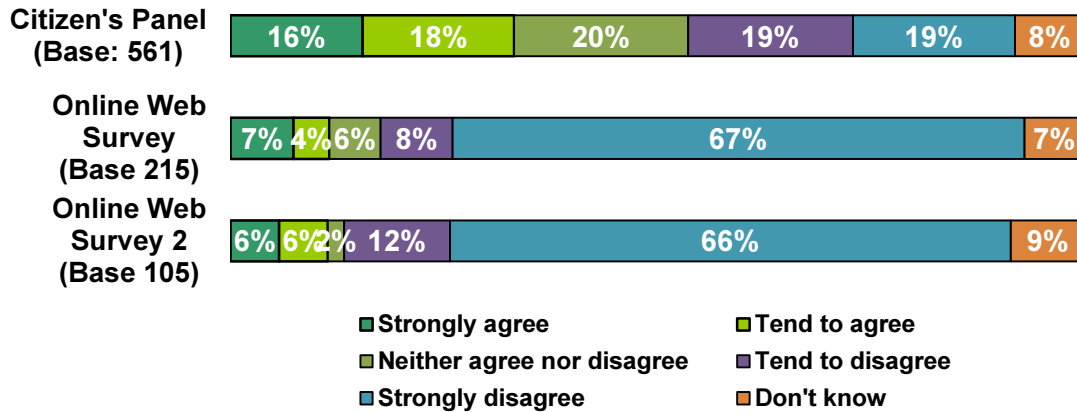


Chart 11 : An alternative scheme

In the supplementary consultation, the survey did not seek an agree/disagree grade.

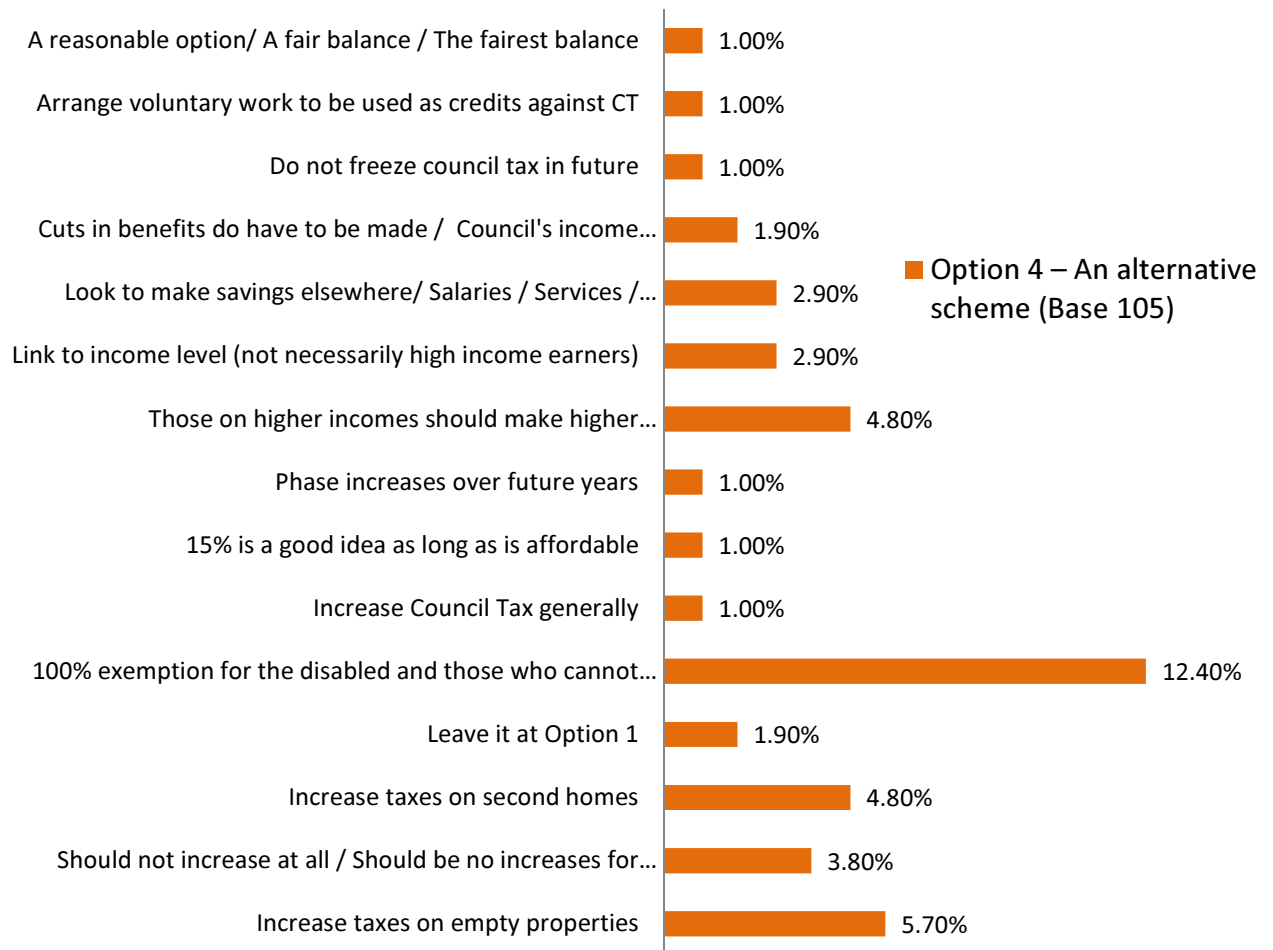
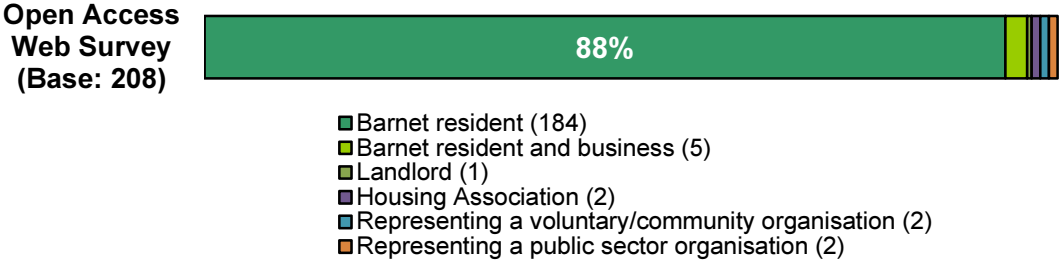
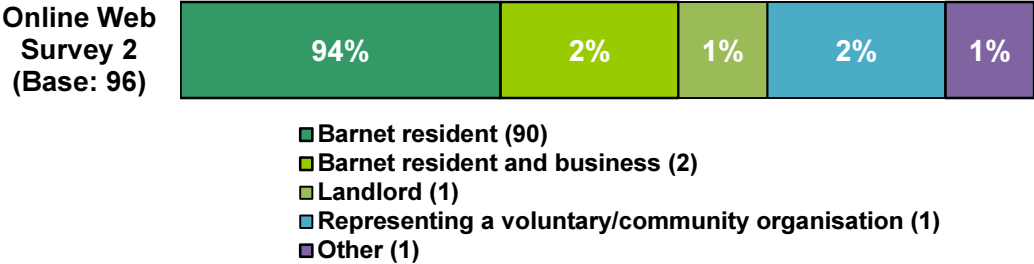


Chart 11 : Source of respondents to the Online Web Survey

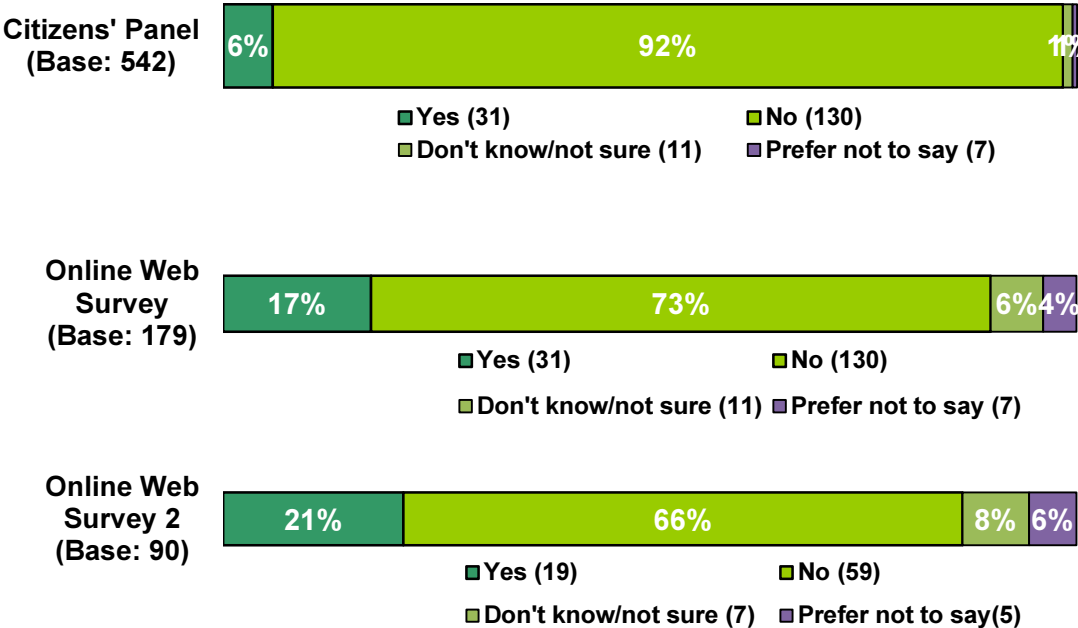


Of the first Online web survey, respondents that said they were Barnet Residents or resident and a business 142 out of 189 chose option 1, 9 chose option 2, and 13 chose option 3.



Of the second online web survey, respondents that said they were Barnet Residents or resident and a business 51 out of 92 chose option 1, 6 chose option 2, and 1 chose option 3. 30 respondents preferred an alternative option.

Chart 8: Have you been in arrears with your council tax during the last 12 months?



Most respondents, to Citizens’ Panel and both online web surveys that said they had not been in arrears in the last 12 months.

3.13. Responses from protected groups

The respondents from both the Citizens’ Panel and the online web surveys were equally from single households or couples without children, and families with one or more children.

From the first online web survey, 22% (30) responses came from households that include a disabled or severely mentally impaired person. This is a small sample, but the majority of this group (83 per cent) preferred option 1.

Although the number of respondents was very low a higher percentage of responses came from households with full or part-time workers in the Citizens’ Panel (29 per cent) than in the online web survey (5 per cent). This would be as expected. Further an analysis of the online web survey results shows very low numbers stating a preference for option 1.

The majority of respondents with protected characteristics who would be affected by a revised scheme supported retaining the current scheme (option 1).

Appendix 2

Equality Impact Analysis (EqIA)

1. Details of function, policy, procedure or service:	
Title of what is being assessed: Revised Council Tax Support scheme	
Is it a new or revised function, policy, procedure or service? Revised policy	
Department and Section: Finance, Commissioning Group	
Date assessment completed: November 2014	
2. Names and roles of officers completing this assessment:	
Lead officer	Jonathan Wooldridge
Other groups	

3. How are the following equality strands affected? Please detail the effects on each equality strand, and any mitigating action you have taken / required. Please include any relevant data. If you do not have relevant data please explain why / plans to capture data			
Equality Strand	Affected?	Explain how affected	What action has been taken / or is planned to mitigate impact?
1. Age	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>	<p>Working age claimants will be affected by the change in policy. The Government have protected Pension Credit Age claimants from any change, so will still receive the full support as if Council Tax benefit had remained. Working Age claimants could see an increase in the amount of council tax they are required to pay.</p> <p>The largest number of people affected by this feature fall in the age range 31 to 50 and are therefore more likely than other age groups to have families and dependent children. The additional burden of this feature may have a particular impact on those who are already financially stretched, leading to the possibility of hardship that</p>	<p>Through all of the Government's welfare reforms, it is intended that citizens will be better off in work than in receipt of benefits. Accordingly anyone affected by the additional contribution they have to make will be encouraged to seek employment to maximise their income wherever possible. Support to do this is available through the Job Centre Plus, Job Coaches from which work closely with the Revenues and Benefits staff.</p>

		impacts on their children. This may have a consequential impact on Children's Services.	
2. Disability	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>	<p>No wider impact than previously impacted, but people with particular disabilities that prevent them from taking advantage of support to find work are more likely to be impacted by a range of welfare reforms.</p> <p>The extent of the impact by amending the scheme to 15 or 20% from 8.5% will increase the burden.</p> <p>The exact number of disabled claimants is not known but out of 29689 households receiving CTS there are around 414 receiving some form of disability benefit or premium with their Council Tax Support. This does not include claimants who are on a passported benefit. The number of disabled people receiving a passported benefit is not known as in most cases this information is not currently collected under the present scheme.</p>	<p>In order to mitigate against the increased impact, resources will continue to be available to support the most vulnerable and this may be met through a discretionary council tax support scheme.</p> <p>Disability benefits are currently disregarded when calculating income. It is proposed that this continues under all of the options proposed.</p>
3. Gender reassignment	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/>	There is no data to suggest that this group is affected.	Residents from any group can apply to council's Discretionary Funds
4. Pregnancy and maternity	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>	People who are in advanced stages of pregnancy or receiving maternity allowance are affected for a temporary period because they will have a finite income and will be unable to increase this	In order to mitigate against this, resources will continue to be available to support the most vulnerable and this may be met through a discretionary council tax support scheme.

		income by working.	
5. Race / Ethnicity	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/>	<p>There is no data to suggest that this group is affected as we do not ask people's ethnicity as part of the CTS claim process. We know that in Barnet people from some ethnicities are more likely than others to have a low income or fall into arrears on priority debts. This includes Black Africans, Pakistanis and Bangladeshis.</p> <p>In the consultation over half of non-white groups chose to keep CTS at 8.5% whilst only a third of white groups did the same (Citizens Panel weighted survey).</p> <p>Whilst no distinction has been made on the grounds of race on contributions from working age claimants, the nature of the contribution is such that the larger the Council Tax liability, the larger the contribution. Thus larger families, who may live in larger and therefore higher banded properties, will be expected to contribute a larger monetary sum (but the same percentage) towards their Council Tax liability. Based on national data ⁶, families of Indian, Pakistani and Bangladeshi origin are on average significantly larger than others (2.5 - 3.5 children compared with an average of 2.1 for all other races) and are therefore likely to be asked to contribute more</p>	In order to mitigate against this, resources will continue to be available to support the most vulnerable and this may be met through a discretionary council tax support scheme.

⁶ LFS household data sets October-December 2004 to April-June 2008, weighted proportions

6. Religion or belief	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/>	<p>There is no data to suggest that this group is affected as we do not ask people's religion as part of the CTS claim process.</p> <p>The Citizens Panel consultation did not ask people their religion or belief. Whilst no distinction has been made on the grounds of religion or belief on contributions from working age claimants, the nature of the contribution is such that the larger the Council Tax liability, the larger the contribution. Data from elsewhere⁷ shows that households of Muslim, Hindu and Sikh families are significantly larger than average (3.2-3.7 people compared with an average of 2.3) and these families may be amongst those asked to contribute more.</p>	<p>In order to mitigate against this, resources will continue to be available to support the most vulnerable and this may be met through a discretionary council tax support scheme.</p>
7. Gender / sex	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>	<p>A reduction in the maximum support would be applied to everyone receiving Council Tax Support but around 60% of the total number of people affected would be women in line with the current Council Tax claimant population. Furthermore 1/3 of households claiming Council Tax Support are lone parents of which 95% are women.</p> <p>There were no significant differences in the responses from different genders.</p>	<p>In order to mitigate against this, resources will continue to be available to support the most vulnerable and this may be met through a discretionary council tax support scheme.</p> <p>In relation to lone parents, the current scheme disregards child benefit as income. It is proposed that this continues in all the proposed options.</p>
8. Sexual orientation	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/>	<p>There is no data to suggest that this group is affected.</p>	<p>Residents from any group can apply to council's Discretionary</p>

⁷ 2001 Census, Manchester area; Manchester City Council

		The Citizens Panel consultation did not ask people their sexual orientation	Funds
9. Marital Status	Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/>	<p>Not affected. The maximum contribution of 91.5, 85, or 80 per cent would apply to households whether single, married, civil partnered, or co-habiting. The maximum support would be applied to the council tax support award to all claimants. It may be assumed in some cases that single residents maybe more likely to be affected because they would only have one income. However where a single person is the only resident they receive a statutory 25% discount in their Council Tax liability which lowers the amount they would have to pay. Marital status however doesn't preclude residents from living alone or vice versa.</p> <p>The Citizens Panel consultation did not ask people if they were married</p>	Where a single person is the sole liable person for Council Tax they receive a statutory 25% discount in their liability which lowers the amount they would have to pay.
10. Other key groups?	Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/>	Changes to Council Tax Support impact on low and fixed income groups as this one of the eligibility criteria. There are a number of groups who may be more likely to have a low or fixed income and are not able to increase their income through work and salary progression. This includes those with caring responsibilities or those that are prevented from working as a result of their health or disability.	For the most vulnerable, other support from discretionary council tax support will be available.

4. What measures and methods could be designed to monitor the impact of the new policy or service, the achievement of intended outcomes and the identification of any unintended or adverse impact? Include how frequently monitoring could be conducted and who will be made aware of the analysis and outcomes

This EIA will be reviewed when a decision has been made about which option will be implemented.

Housing Benefit collect data gender, age, information about disability benefit of head of household and their partner. We know who is currently receiving Council Tax Support and their characteristics as above. Housing Benefit do not collect data on the other protected characteristics as this is not considered essential for the purposes of making a claim. It is proposed that the Council Tax claimant cohort is monitored annually to understand whether the make up of this group has changed and whether any particular group has disproportionately fallen into arrears.

Statistics regarding collection rates are considered by a partnership welfare reform steering board and as part of other government returns.

5. Overall impact			
Positive Impact <input type="checkbox"/>	Negative Impact Impact Not Known ⁸ <input checked="" type="checkbox"/>	or	No Impact <input type="checkbox"/>
6. Scale of Impact			
Positive impact: Minimal <input type="checkbox"/> Significant <input type="checkbox"/>	Negative Impact Impact Not Known Minimal <input checked="" type="checkbox"/> Significant <input type="checkbox"/>	or	

7. Outcome			
No change to decision <input checked="" type="checkbox"/>	Adjustment needed to decision <input type="checkbox"/>	Continue with decision <i>(despite adverse impact / missed opportunity)</i> <input type="checkbox"/>	If significant negative impact - Stop / rethink <input type="checkbox"/>

8. Please give a full explanation for how the initial assessment and outcome was decided

⁸ 'Impact Not Known' – tick this box if there is no up-to-date data or information to show the effects or outcomes of the function, policy, procedure or service on all of the equality strands.

The scale of the impact is recorded as minimal. It is proposed to monitor the impact of the change and to revise this assessment according to the data.

The number of residents affected by the change is approx. 22,000 households. These have already been burdened when the support was reduced to 91.5%. This is being proposed to be reduced to 85% or 80%, so whilst the change is not insignificant, the overall average impact could amount to £1 to £2 per week. The impact on affected residents will be the same group of residents, but the percentage of the level of maximum support may change. We know this group have a low income, are working age, 60% of them are women and 1/3 are single parents. We don't collect full information on all the protected characteristics as this is not required to process a claim. We also know that the current CTS claimants were more likely to say that they favoured keeping the level of Council Tax Support at 8.5% (according to the Online web survey).

Section 13a (1) (C) of the Local Government Finance Act 1992 allows councils to reduce the amount of council tax payable for a liable household. It can be used for individual cases or to determine specific classes for a local discount.

Other welfare reforms are hitting some groups such as large families, low income families, lone parents and disabled people— and together with increases in cost of living this is having a cumulative impact on people's income. Therefore even small changes in contributions could 'tip the balance' in people's ability to pay. Therefore all three options are considered to have a minimal negative impact of groups with the protected characteristics.

Barnet Council Tax Support Scheme

Effective 1 April 2015



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Glossary

Capital	Savings and capital
Change of Circumstance	Any change of circumstances affecting entitlement to CTS, including but not limited to changes to income, liability, household members or residence that would affect entitlement to CTS
Council Tax payer	Person liable to pay Council Tax on the property
Council Tax Support (CTS)	the London Borough of Barnet's (Barnet) scheme
Default scheme	The default scheme contained in the Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 SI 2886/2012
Dispute	Where the CTS recipient disagrees with the amount of CTS awarded or the refusal to award CTS applicant
Disregards	Deductions allowed against the income
Excess Income	The amount by which the taxpayers weekly income exceeds their applicable amount
Extended Reduction	An amount awarded for a period after the applicant or their partner has started work or increased their hours of work and is therefore no longer entitled to a qualifying benefit or qualifying contributory benefit
Income	Income from all sources not limited to earnings. Some income will be wholly or partly disregarded
Interim award	Maximum liability from which non-dependent charges and the taper have been subtracted
Maximum award	For working age claimants , the maximum award will be [insert value as agreed by committee] % of the interim award unless the claimant or their partner falls within a protected group

Maximum liability	The maximum liability is the maximum band after any Council Tax discounts or band reductions awarded under the Local Government Finance Act 1992. For example Single person discounts or band reductions due to disability
Overpayment	Any amount of CTS credited to which the recipient is not entitled
Pensionable Age	The age at which a person is eligible to claim State Pension Credit Please note the age is changing to reflect the equalisation of pension ages between men and woman and the planned increase in retirement age
Premium	An additional element forming part of the applicable amount relating to the individual or couple
Prescribed Requirements regulations	Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 SI 2885 2012
Protected group	Groups listed in Appendix B to which the maximum award does not apply
Taper	The rate at which CTS is withdrawn if the income including tariff income is greater than the applicable amount or living allowance
Tariff income	Income presumed to be generated by savings and capital between the lower and upper capital limit
War Pensions	War Pensions, War Widows pensions War Widowers Pensions, War Disablement Pensions and continuing payments from the armed forces compensation scheme,
Work	Employed or self employed
Working Age	The age below which a person or couple is eligible to claim State Pension Credit
1992 Act	Local Government Finance Act 1992

1 Introduction

The London Borough of Barnet's Council Tax Reduction Scheme is based on the default scheme and prescribed requirements regulations, except where the contrary is set out within the scheme. Definitions and detail from the regulations are not replicated in this document and the detail can be found by following the links below.

[Council Tax Reduction Schemes \(Prescribed Requirements\) \(England\) Regulations 2012 SI 2885/2012](#)

[Council Tax Reduction Schemes \(Default Scheme\) \(England\) Regulations 2012 SI 2886/2012](#)

[The Council Tax Reduction Schemes \(Prescribed Requirements and Default Scheme\) England\) \(Amendment\) Regulations 2012 SI 3085/2012](#)

[The Council Tax Reduction Scheme \(Prescribed Requirement\) \(England\) \(amendment\) Regulations 2013](#)

[The Council Tax Reduction Schemes \(Prescribed Requirements\) \(England\) \(Amendment\) Regulations 2014](#)

[The Council Tax Reduction Schemes \(Prescribed Requirements\) \(England\) \(Amendment\) \(No. 2\) Regulations 2014](#)

Barnet Councillors agreed to a clear set of principles offering incentives and protections to help deliver local priorities from which the draft scheme was constructed.

The principles are:

- A system based on fairness, with those with the ability to pay making a fair contribution
- The scheme should incentivise work
- Support for those in the most difficult circumstances
- The most vulnerable should benefit from a level of protection
- The scheme should be transparent and accessible.

The scheme for working age applicants has the following features

- It will incentivise work by retaining the system of earned income disregards and child care disregards set out in the default scheme
- Certain protected groups comprising those listed in Appendix B will not be affected by the maximum award restriction to 80%
- Disability Living Allowance, War Pensions and Child Benefit will continue to be disregarded in the calculation.
- Second Adult Rebate will be abolished and Nondependent deductions will be simplified to 3 levels.

For working age claims, the weekly liability will be reduced by the non – dependant deduction and then the income including any tariff income and after any disregards have been applied is compared to the applicable amount.

Where the income is less than or equal to the applicable amount no taper reduction is made. This is the interim award

Where the income is more than the applicable amount the eligible council tax is reduced by 20% of the difference between the income and applicable amount. This is the interim award

Once the interim award calculation has been made the maximum award is then adjusted to [insert value as agreed by committee]% of the interim award unless the claimant or partner is in a protected group. (Appendix B)

2 Classes of Persons

2.1 Classes of persons excluded from the scheme

Classes of persons to be excluded from the scheme are as set out in the prescribed requirements regulations, including persons treated as not in Great Britain and persons subject to immigration control.

2.2 Classes of person entitled to a reduction under this scheme

Pensioners

Classes A-C Pensioners who fall within any of classes A to C in the prescribed requirements regulations.

Working age persons

Class D -Persons who are not pensioners whose income is less than the applicable amount and not in a protected group. Persons who are not in a protected group and who fall within class D as set out in the default scheme,

Class E – Persons who are not pensioners whose income is greater than the applicable amount and not in a protected group. Persons who are not in a protected group and who fall within class E as set out in the default scheme.

Class F – Persons who are not pensioners whose income is less than the applicable amount and are in a protected group. Persons who are in a protected group and who fall within class D as set out in the default scheme.

Class G – Persons who are not pensioners whose income is greater than the applicable amount and are in a protected group. Persons who are in a protected group and who fall within class E as set out in the default scheme.

3 Applicable amount: persons who are not pensioners who have an award of universal credit.

Awards of Universal Credit will be treated as follows;

Out of work with an award of Universal Credit analogous to Income Support, Income Based Jobseekers Allowance, or Income Related Employment and Support Allowance. The income and capital will be treated as zero and the applicable amount calculated in accordance with the default scheme as though the person applying was not in receipt of universal credit. They will then fall into class D or F as appropriate.

In work and in receipt of Universal Credit analogous to a tax credit. The calculation of the applicable amount will be calculated in accordance with the default scheme as though the person applying was not in receipt of universal credit. The income and capital will be calculated in accordance with the Barnet scheme (See Income and capital where there is an award of Universal Credit). They will then fall into class D to G depending upon their total .

4 Maximum council tax reduction for the purposes of calculating eligibility for a reduction under this scheme and amount of reduction

4.1 Maximum council tax reduction under this scheme: pensioners and persons who are not pensioners (class A to C,)

For classes A to C, the maximum council tax reduction is as set out in regulation 29 of the default scheme.

4.2 Maximum council tax reduction under this scheme: persons who are not pensioners and not in a protected group (class D and class E)

For classes D and E, the maximum council tax reduction is as set out in regulation 29 of the default scheme, save that the non-dependant deductions will be as set out in this scheme. Appendix C., The actual amount of the award will be calculated in accordance with the paragraph Amount of reduction under the scheme.

4.3 Maximum council tax reduction under this scheme: persons who are not pensioners and not in a protected group (class F and class G)

For classes F and G, the maximum council tax reduction is as set out in regulation 29 of the default scheme, save that the non-dependant deductions will be as set out in this scheme. Appendix C

4.4 All Classes Applicable amounts, premiums and income disregards

For classes A, B C applicable amounts, premiums and income disregards will be the same as the prescribed scheme as amended except that Barnet will disregard all of a war pension or war widow(-er)'s pension or any continuing payments from the armed forces compensation scheme.

For classes D,E,F,G applicable amounts premiums and disregards will be the same as the default scheme except where they differ as set out in Appendix D,(Applicable Amounts) Appendix E (Premiums) and Appendix F (Disregards)

5 Non-dependant deductions: pensioners and persons who are not pensioners

The non-dependant deductions for pensioners (classes A –C) are as set out in the prescribed requirements regulations

The non-dependant deductions for working age (classes D-G) from 1st April 2015 are as set out in the default scheme save that the deductions in respect of a day referred to above are as follows:

- (1) in respect of a non-dependant aged 18 or over with income greater than or equal to £189.00 p.w. unless they fall into category (3), £11.36 x 1/7;
- (2) in respect of a non-dependant aged 18 or over to whom sub-paragraph (1) or (3) does not apply, £5.00 x 1/7
- (3) zero if in receipt of Income related Jobseekers Allowance, Income Support or Income related Employment and Support Allowance or the Universal Credit where the award is calculated on the basis that the person does not have any earned income.

6 Amount of reduction under this scheme

6.1 Amount of reduction under this scheme: Classes A to G

An individual in receipt of income support, income-related jobseeker's allowance, income-related employment and support allowance or universal credit equivalent to one of the aforementioned benefits then they will have both income, earnings and capital counted as zero. This means that the individual's income will automatically be less than their applicable amount, and their Council Tax Support will be worked out as follows

6.2 Amount of reduction under this scheme:

The amount of reduction is as set out in the default scheme, save as follows:

6.3 Where a person is within class D, that amount is

- the actual liability for the Council Tax.
- Less any non-dependant deductions set out in appendix C
- The result is the interim award
- The actual award is [insert value as agreed by committee] % of the interim award

6.4 Where a person is within class E, that amount is

- the actual liability for the Council Tax
- Less any non-dependent deductions set out in appendix C
- Less the taper (currently Twenty per cent) of the difference between the income after disregards but including any tariff income and the applicable amount
- The result is the interim award
- The actual award is [insert value as agreed by committee] % of the interim award

7 Income and capital for the purposes of calculating eligibility for a reduction under this scheme and amount of reduction

7.1 Income and Capital where there is an award of Universal Credit

The income rules for calculating eligibility for a reduction are as set out in the default scheme, save as set out below.

7.2 Income and capital where there is an award of universal credit

Calculation of income and capital: persons who are not pensioners who have an award of universal credit.

7.3 Out of work with an award of Universal Credit analogous to Income Support, Income Based Jobseekers Allowance, or Income Related Employment and Support Allowance.

The income and capital will be treated as zero so they will fall into class D or F as appropriate.

7.4 In work and in receipt of Universal Credit analogous to Tax Credits

If they receive the maximum universal credit, their income will be their income from universal credit for their living expenses. The Housing Element and Disability element of the Universal credit will be disregarded. Any income and capital will be disregarded

Where the individual is in work and not receiving the maximum universal credit because their income is too high, and where the individual elements cannot be identified they will be treated as receiving the income for their living expenses reduced in proportion to the overall reduction in the universal credit from the maximum. For example if the universal credit is 75% of the maximum award of universal credit for their circumstances. The income used will be 75% of the maximum living expenses element. All other income and capital apart from war pensions, war widow(ers) pensions and continuing payments under the armed forces compensation scheme will be taken into account except any income and capital disregarded in Schedules 7, 8 and 10 of the default scheme.

8 Capital

The capital rules for calculating eligibility for a reduction are as set out in the default scheme, save that the diminishing notional capital rule is abolished for classes D -F

9 Calculation of tariff income from capital: persons who are not pensioners

Where the capital of an applicant and partner if any who is not a pensioner exceeds the lower capital limit but does not exceed the upper capital limit as set out in Appendix A, it must be treated as generating an equivalent tariff income set out in Appendix A which must be added to the applicant's actual and notional income.

Where the capital .of the applicant and partner if any exceeds the upper capital limit set out in Appendix A then the applicant will not be entitled to Council Tax Support. Capital includes any income treated as capital as defined in the default scheme

10 Extended reductions and qualifying conditions for an extended reduction

Extended reductions and qualifying conditions for extended reductions for those of pensionable age and those of working age will be as set out in the default scheme

11 Procedural Matters

11.1 Applications

Anyone entitled to Council Tax Benefit on 31 March 2013 or having made an application for CTB which is still to be decided on 31 March 2013 will be assumed to have also made an application for CTS with the circumstances that applied on 31 March 2013.

11.2 Applications after 1 April 2013

All others must apply for CTS. Applications must be made in writing and received by Barnet Revenues and Benefits Service, or received electronically via Barnet's website or in some other format as Barnet may decide. If a request for CTS is received by the Revenues and Benefits Service by any means including one that is not in the correct format Barnet will invite the applicant to complete an appropriate application. If the applicant does so and it is received within one month of being asked to do so then the application date will be the date the original request was received.

If a claim is made for Housing Benefit and the person claiming is also liable for Council Tax at the same dwelling then the Housing Benefit claim will be treated as a claim for Council Tax Support unless within fourteen days of receipt of confirmation of the award from the Council, the customer advises the Council in writing that they do not wish to claim. .

For those of working age, where an application is defective or incomplete and the applicant or the person acting for them has not supplied the information requested or properly completed an application form within one month (or such longer period as Barnet considers reasonable) of being asked to do so then the council will decide that the applicant no longer wishes to apply for a reduction.

Where following a change of circumstance the person receiving a reduction is asked to supply evidence or information in support of their claim and fails to do so within one month (or such longer period as Barnet considers reasonable) then the CTS award will be amended based upon an adverse inference of the information held from the date the change of circumstances occurred. This could lead to any award being ended.

Where an application is made for Universal Credit, Income Support, Jobseekers Allowance (Income Based) or Income Related Employment and Support Allowance and the Department of Work and Pensions or the CTS applicant makes the Council aware of this fact within 4 weeks of them becoming entitled to one of the above

benefits then the date of application will be treated as made on date they become entitled to one of the above benefits.

Applications for CTS can be made up to 13 weeks in advance prior to an event that would entitle them to CTS

12 Effective date of a change of circumstance

For those of Pensionable age the effective date of a change of circumstance is as set out in the default scheme.

For those of working age the effective date of a change of circumstances is as set out Regulation 107 of the Default regulations except as set out here. Where an applicant is required to notify a change of circumstances and the following apply, the new decision on a reduction will take effect on the date of notification:

- 1 The change of circumstances is a change that is required by regulations to be notified;
- 2 The change has been notified more than one month or such longer time as the Council considers reasonable after the change occurred and it was reasonably practicable for the change to be notified within this period;
- 3 The new decision on the reduction is advantageous to the applicant.

13 Appeals

The appeals process is as set out in the default scheme.

14 Discretionary Reduction see Part 3 of Schedule 1 of the default scheme

An application to the authority for a reduction under section 13A(1)(c) of the 1992 Act must be made—

- (a) in writing,
- (b) by means of an electronic communication (see part 4 of Schedule 1)
- (c) via Barnet's website

The applicant must state why the request is being made and supply such evidence and information as the Council may require in support of the request.

If for any reason the request is not in a form that Barnet can accept then the applicant will be supplied with a suitable form.

15 Time and manner of granting relief and recoveries / over-payments

Where the council tax payer is entitled to an increase or decrease in their reductions following a reported change of circumstance, Barnet can issue a substitute demand

notice taking into account the increase or decrease in liability.

Barnet Council will

- a. recover over-entitlement of council tax support – this effectively becomes underpayment of council tax;
- b. take recovery action according to the circumstances of the applicant;
- c. credit the council tax account with any underpayment of CTS.

16 Updates of the scheme

Each year Barnet Council can choose to freeze or increase any applicable amounts, premiums, disregards, or non-dependant deductions. Applicable amounts, premiums and disregards will usually be increased in line with the prescribed scheme. In future years if the Government does not publish new working age applicable amounts premiums and disregards, as part of the prescribed scheme then the applicable amounts premiums and disregards used in the Housing Benefit Regulations (2006) as amended can be used. These changes to applicable amounts, premiums, disregards and non-dependant deductions will not constitute a change to the scheme requiring consultation.

Effective from 1 April 2015

Appendix A Working Age Upper and Lower Capital Limits, Tariff Income, Taper, Maximum Award, Minimum Award Maximum Band

	Class D or Class E	Class F or Class G
Upper Capital Limit	£16,000	£16000
Lower Capital Limit	£6000	£6000
Tariff Income	£1 for each £250 or part thereof above the lower capital limit of £6000	£1 for each £250 or part thereof above the lower capital limit of £6000
Taper percentage,	20%	20%
Maximum award,	[insert value as agreed by committee] %	100%
Minimum award	zero	zero

Appendix B Protected Groups

Protected group
Where claimant or partner receives a war pension, or a war widow (-ers) pension, or a war disablement pension or a regular payment under the armed forces compensation scheme

Appendix C Non-Dependant deductions -April 2015 rates.

Description	Deduction
Gross income greater than or equal to £189.00 p.w. from any source unless the non-dependant is receiving an income in category 3)	£11.36 p.w
Gross income less than or equal to £188.99 p.w. unless the non-dependant is receiving an income in category 3)	£5.00 p.w.
In receipt of Income Support, Income based Jobseekers Allowance, Income related Employment and Support Allowance, State Pension Credit or	Nil

Universal Credit where the award is calculated on the basis that the recipient has no earned income	
-----------------------------------------------------------------------------------------------------	--

Appendix D Applicable Amounts Working Age - April 2015 rates

Weekly Personal Allowances	
Single	
18 to 24	£57.90
25 or over	£73.10
Any age – entitled to main phase rate ESA	£73.10
Lone parent 18 or over	£73.10
Any age – entitled to main phase rate ESA	£73.10
Couple	
One or both over 18	£114.85
Any age – entitled to main phase rate ESA	£114.85
Polygamous Marriages	
If the claimant is a member of a polygamous marriage and no members of the marriage have attained the age of 60	
For the claimant and the other party to the marriage	£114.85
For each additional spouse who is a member of the same household as the claimant	£41.75
Dependent children	
From birth to September following 16th birthday	£66.90
From September following 16th birthday to day before 20th birthday	£66.90

Appendix E Premiums Working Age -April 2015 rates

Family Premiums	Per week
Family Premium	£17.45
Family Premium (lone parent rate)	£22.20
Disability Premium	
Single	£32.25
Couple	£45.95
Enhanced Disability Premium	
Single rate	£15.75
Disabled child rate	£24.43
Couple rate	£22.60
Severe Disability Premium	
Single	£61.85
Couple – one qualifies	£61.85
Couple – both qualify	£123.70
Disabled Child Premium	£60.06
Carer Premium	£34.60
Components ESA(IR) and ESA (Contribution based)	
Work-related activity component	£29.05
Support component	£36.20

Appendix F Disregards Working Age -April 2015 rates

UK War pensions or equivalent	100% disregarded
Permitted work disregard	£104.00 per week

All other disregards are those as set out in the Default scheme or Prescribed scheme for those of working age

Appendix 4 – Excerpts of minutes of P & R of 21/7/2014

7. OPTIONS FOR COUNCIL TAX SUPPORT 2015/16

The Committee considered the report.

RESOLVED –

1. That the Committee considered the options for a revised CTS scheme set out in this paper and agreed to consult publicly on options 1, 2 and 3 before implementation.

The public consultation will run for a period of 12 weeks, starting in July, with the revised scheme implemented at the start of the 2015/16 Financial Year.

2. That the Committee agree proposals for a new Council Tax enforcement policy set out in Appendix 1 of this report.

3. That the Committee agree that the CTS scheme would remain the scheme until revised, and that future changes will be made as part of the budget cycle.

The Committee requested that the next report to the Committee on this matter include information on the number of residents in each band

	AGENDA ITEM 8
	Policy and Resources Committee 13th January 2015
Title	Initial Consultation Strategy: Grahame Park Estate Development Framework SPD
Report of	Cath Shaw, Enterprise and Regeneration Lead Commissioner
Wards	Colindale and Burnt Oak
Status	Public
Enclosures	Appendix A: Consultation Strategy Appendix B: Risk Management Matrix
Officer Contact Details	Nick Ray, nicholas.ray@barnet.gov.uk , 0208 359 3955

<h2>Summary</h2>
<p>The Council, in partnership with Genesis Housing Association, have taken the decision to undertake a comprehensive review of the remainder of the Grahame Park Estate masterplan, known as Stage B. The most appropriate way forward is to produce a Supplementary Planning Document (SPD), which will provide a framework for the consideration of detailed planning applications for a series of phases over a 10-15 year period. This was agreed at the Asset Regeneration and Growth Committee (ARG) on the 8th September 2014.</p> <p>This report outlines the Council’s proposed strategy for consultation on the Supplementary Planning Document. It is proposed to carry out two consultation exercises, an options consultation in February 2015 and the statutory consultation on the draft SPD in June/July 2015, although further Committee approval will be sought for the details of this in due course.</p> <p>Approval is sought for carrying out the options consultation in February 2015. This will take the form of a letter and questionnaire, along with a public drop in session at a venue on the estate. The questionnaire will outline options for the revised masterplan, focussing on 5 key themes, and will provide the opportunity for people to make comments. Comments made will be taken into consideration in the drafting of the SPD and will be summarised in the subsequent report to Committee authorising the statutory consultation on the draft SPD.</p> <p>The report concludes that, whilst there is no statutory requirement to consult twice on an SPD, this is the appropriate way forward given the circumstances. Accordingly, authority is</p>

sought for this initial options consultation. The Committee are also requested to note the overall Consultation Strategy relating to the SPD.

Recommendations

- 1. That the Committee approve the initial options consultation on the Grahame Park Development Framework SPD, as described in the report.**
- 2. That the Committee note the overall Consultation Strategy on the Grahame Park Development Framework SPD.**

1. WHY THIS REPORT IS NEEDED

- 1.1 The Grahame Park Estate was built by the Greater London Council in the 1960s and 70s, originally comprising 1,777 homes. It is located in Colindale, and is based on the Radburn principles of separating vehicles and pedestrians, which leads to unsafe and difficult circulation routes. These factors, coupled with poor accommodation, overcrowding and poorly integrated local facilities have resulted in the estate becoming isolated from the rest of Colindale. In 2003 residents voted in favour of a full regeneration of the estate and in 2004 a new masterplan was submitted, with outline consent approved in 2007.
- 1.2 However, the masterplan is now 10 years old and out of date, with only a small amount of the envisaged regeneration implemented. The most recent phase of development required a complicated amendment to the original outline for only a minor change to the scheme, increasing costs and delays to the developer (Genesis Housing Association (GHA) and the Council. In discussion with the Council, GHA have taken the decision to undertake a comprehensive review of the remainder of the masterplan (known as Stage B), to add drive to the project. This is important, given the significant amount of private development in the area, which threatens to leave Grahame Park further isolated. Furthermore, a loan of £56 million has recently been awarded to the scheme by central government, which will help to kick start Stage B of the project.
- 1.3 There is an urgent need to progress work on the SPD, as private development in Colindale is coming forward at an ever increasing pace and it is crucial that the regeneration of Grahame Park is not left behind. It is also critical that the Concourse (the central part of the estate containing shops and services) is dealt with quickly, as this blights the rest of the estate and its speedy redevelopment is contingent on government funding with associated time constraints. GHA intend to submit a planning application for the Concourse phase during the SPD process, so it is important that the SPD is at an advanced stage quickly in order for it to be a material consideration in the determination of that application.

- 1.4 This SPD will sit below Barnet's Local Plan Core Strategy and Development Management Policies documents, as well as the Colindale Area Action Plan (CAAP). It will provide site specific guidance on the application of planning policy in relation to the Grahame Park Estate and will be a material consideration in the planning process for all applications affecting the Estate. SPDs are non-statutory planning documents produced by the Council which are subject to public consultation. The SPD is required to provide a framework for the consideration of detailed planning applications for a series of phases over a 10-15 year period, in order to drive forward the regeneration programme for Grahame Park and deliver necessary associated infrastructure and community facilities.

2. REASONS FOR RECOMMENDATIONS

- 2.1 As part of the regulatory procedures for the preparation of SPDs (the Planning and Compulsory Purchase Act 2004 and the associated Town and Country Planning (Local Planning) (England) Regulations 2012) the Council is required to carry out public consultation on such documents. The proposed consultation strategy is appended to this report. Authority is sought to carry out the initial options consultation in February 2015. The statutory 4 week consultation on the draft SPD will follow in summer 2015.
- 2.2 This options consultation is not in itself a statutory requirement, but it is considered appropriate to carry this out, for a number of reasons. It will begin the public engagement process and make local residents and stakeholders aware that the masterplan is being re-visited. It will give residents an opportunity to comment on the key issues and the principles of the early iterations of the revised masterplan, whilst giving Council officers an opportunity to gauge public opinion on the key issues affecting the scheme.
- 2.3 The consultation responses will be summarised in the Consultation Statement that will accompany the report to Committee on the draft SPD, which will follow in June/July 2015. This document will explain how consultation responses are addressed in the preparation of the SPD, before residents and stakeholders are asked to comment on the draft SPD.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 Two other options were explored for the consultation strategy. As the statutory requirements for consultation on an SPD only necessitate a single 4 week consultation on the draft document, officers considered simply drafting a preferred option masterplan, preparing the draft SPD and carrying out a single consultation. However, this would not give the opportunity for residents and stakeholders to properly engage in the masterplanning process at an early stage. It would risk giving the impression of a 'fate accompli' and would not be commensurate with the typical consultation and engagement process that would be expected from a planning proposal.
- 3.2 The other option considered was to carry out an additional piece of engagement prior to the options consultation. This would have taken the form of a workshop event on the estate, which would make residents aware that

the masterplan would be changed and give an opportunity to feed into this process. However, given the history of planning applications across the Grahame Park Estate, there has been a significant amount of public consultation concerning the regeneration. There is therefore a real issue of potential consultation fatigue and it is considered that the appropriate balance has been struck with the proposed approach.

- 3.3 This report acknowledges that the proposed options consultation is very much the start of a much wider piece of public engagement around the regeneration scheme. Officers are aware that other issues could be raised by residents, including the timing of development and how this will affect them directly, along with possible use of compulsory purchase powers. Accordingly, the consultation material will endeavour to set the context of the public engagement work, as well as provide answers to these questions where possible and officers attending exhibitions will be fully briefed.

4. POST DECISION IMPLEMENTATION

- 4.1 Following this decision, the options consultation will be carried out and comments received from the consultation exercise will be taken into consideration in the preparation of the draft SPD. Officers expect that the draft SPD, along with the Consultation Statement summarising the responses received to the options consultation, will be reported back to this Committee in June or July 2015.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The SPD will further all three strategic objectives in the Corporate Plan 2013-2016. Specifically, it will contribute to the following outcomes:

To maintain a well-designed, attractive and accessible place, with sustainable infrastructure across the borough; it will improve the physical environment of the Estate and will promote opportunities for physical activity and recreation.

To maintain the right environment for a strong and diverse local economy; it will drive the delivery of one the borough's priority regeneration schemes and provide infrastructure to support growth.

To create better life chances for children and young people across the borough; it will provide an opportunity to create additional school places in the Colindale area.

To sustain a strong partnership with the local NHS, so that families and individuals can maintain and improve their physical and mental health; it will provide an opportunity to improve healthcare facilities in Colindale.

To promote family and community wellbeing and encourage engaged, cohesive and safe communities; it will result in an improvement to the physical environment across the Estate, reducing the opportunities for crime and improving safety.

- 5.1.2 Furthermore, the regeneration scheme complies with strategic objectives in the Council's Housing Strategy 2010-2025, which include:
1. Increasing housing supply, including family sized homes, to improve the range of housing choices and opportunities available to residents; and
 2. Promoting mixed communities and maximising opportunities available for those wishing to own their home.
- 5.1.3 The SPD should help to achieve the objectives and priorities of the Health and Wellbeing Strategy, by delivering new healthcare facilities and enabling people to be healthier and have greater life opportunities.
- 5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**
- 5.2.1 GHA and the Council have entered into a Planning Performance Agreement (PPA) to fund the preparation and adoption of the SPD. The fee agreed with GHA includes public consultation work that is to be carried out during the preparation of the SPD, including all associated costs. The PPA was cleared by Finance. The work will be carried out by Strategic Planning and Regeneration services only, so there will be no impact on other departments, nor will there be any IT implications.
- 5.2.2 The resourcing provided by GHA will enable officer time to be dedicated to the project. The SPD work would largely be carried out by existing Re staff, so would not result in the need to employ any new staff to work specifically on this project. There is not expected to be an impact on 'core work' carried out by the relevant teams involved in this project, as other staff will backfill these roles whilst the SPD is produced.
- 5.3 Legal and Constitutional References**
- 5.3.1 A SPD provides details to support the policies in a local authority's development plan and must therefore be consistent with the policies in the development plan.
- 5.3.2 The Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) (England) Regulations 2012 (the Regulations) provide guidance on the preparation and adoption of an SPD. The Council is required under the Regulations to carry out a statutory consultation for a period of at least 4 weeks on an SPD and to take into account any representations received before proceeding to adopt the SPD.
- 5.3.3 Upon adoption the SPD becomes a statutory document that forms part of Barnet's local plan policy framework.
- 5.3.4 Constitution, Annex A (Responsibility for Functions) Policy and Resources Committee Function 2 states that the Committee is responsible for the overall strategic direction of the Council including approval of development of the statutory Local Plan and related documents.

5.4 Risk Management

5.4.1 The matrix attached at Appendix C sets out the likely risks associated with this recommendation and the mitigating actions.

5.5 Equalities and Diversity

5.5.1 The SPD implements policy set out in the Local Plan Core Strategy which has been subject to an Equalities Impact Assessment (EqIA). Furthermore, the SPD itself will be accompanied by an EqIA.

5.5.2 The SPD will be consulted in accordance with the Council's standard practice and would ensure equal opportunity in the engagement process throughout.

5.6 Consultation and Engagement

5.6.1 SPDs are prepared through powers contained within the Planning and Compulsory Purchase Act 2004 and the associated Town and Country Planning (Local Planning) Regulations 2012.

5.6.2 This report relates solely to consultation and engagement. Other sections of this report and the attached Consultation Strategy set out how this consultation will be carried out.

6. BACKGROUND PAPERS

6.1 Assets, Regeneration and Growth Committee, 8th September 2014 –
RESOLVED that:

1. *The Committee confirms its commitment under the terms of the exclusivity agreement in the Principal Development Agreement (PDA) to Genesis Housing Association (GHA) as its development partner for the delivery of Stages A and B of the Grahame Park Regeneration Programme.*

2. *The Committee agrees to preparation of a supplementary planning document to guide the development of Stage B of the Grahame Park Regeneration Programme, to be progressed in accordance with the Council's established process for the development and approval of new planning policy documents.*

3. *The Committee agrees to develop and implement, with Barnet Homes and GHA, a comprehensive Resident Engagement Strategy and updated governance arrangements to ensure successful delivery of the remainder of the programme.*

4. *The Committee authorises the Chief Executive to negotiate with GHA to deliver a 'carve out' from the PDA of land to facilitate the development of office facilities in accordance with the separate report to this Committee on the Strategic Asset Management Plan; and notes that the final terms of any carve out will be agreed by the Committee as part of a future decision on the delivery of new office facilities.*

MINUTES: <http://barnet.moderngov.co.uk/ieDecisionDetails.aspx?AllId=7973>

Grahame Park Estate Development
Framework SPD:
Consultation Strategy
December 2014

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1. Introduction

The Council, in partnership with Genesis Housing Association, have taken the decision to undertake a comprehensive review of the remainder of the Grahame Park Estate masterplan, known as Stage B. The most appropriate way forward is to produce a Supplementary Planning Document (SPD), which will provide a framework for the consideration of detailed planning applications for a series of phases over a 10-15 year period.

The purpose of this Consultation Strategy document is to set out how the Council will consult and engage with the public and local stakeholders as part of process for drafting and adopting the Grahame Park Estate Development Framework SPD.

This Consultation Strategy contains some background information on the SPD, the two stages intended to comprise the consultation, a list of bodies to be consulted, the next steps in this process and the locations at which this document, and the draft SPD once it is prepared, can be inspected.

2. Background to the Supplementary Planning Document

The Grahame Park Estate was built by the Greater London Council in the 1960s and 70s, originally comprising 1,777 homes. It is located in Colindale, and is based on the Radburn principles of separating vehicles and pedestrians, which leads to unsafe and difficult circulation routes. These factors, coupled with poor accommodation, overcrowding and poorly integrated local facilities have resulted in the estate becoming isolated from the rest of Colindale. In 2003 residents voted in favour of a full regeneration of the estate and in 2004 a new masterplan was submitted, with outline consent approved in 2007.

However, the masterplan is now 10 years old and out of date, with only a small amount of the envisaged regeneration implemented. The most recent phase of development required a complicated amendment to the original outline for only a minor change to the scheme, increasing costs and delays to the developer (Genesis Housing Association (GHA)) and the Council. In discussion with the Council, GHA have taken the decision to undertake a comprehensive review of the remainder of the masterplan (known as Stage B), to add drive to the project. This is important, given the significant amount of private development in the area, which threatens to leave Grahame Park further isolated. Furthermore, a loan of £56 million has recently been awarded to the scheme by central government, which will help to kick start Stage B of the project.

There is an urgent need to progress work on the SPD, as private development in Colindale is coming forward at an ever increasing pace and it is crucial that the regeneration of Grahame Park is not left behind. It is also critical that the Concourse (the central part of the estate containing shops and services) is dealt with quickly, as this blights the rest of the estate and its speedy redevelopment is contingent on government funding with associated time constraints. GHA intend to submit a planning application for the Concourse phase during the SPD process, so it is important that the SPD is at an advanced stage quickly in order for it to be a material consideration in the determination of that application.

The SPD will sit below Barnet's Local Plan Core Strategy and Development Management Policies documents, as well as the Colindale Area Action Plan (CAAP). It will provide site specific guidance on the application of planning policy in relation to the Grahame Park Estate and will be a material consideration in the planning process for all applications affecting the Estate. SPDs are non-statutory planning documents produced by the Council which are subject to public consultation. The SPD is required to provide a framework for the consideration of detailed planning applications for a series of phases over a 10-15 year period, in order to drive forward the regeneration programme for Grahame Park and deliver necessary associated infrastructure and community facilities.

3. The Consultation Strategy

Introduction

As a result of the changes which have taken place since the submission of the masterplan in 2004 and in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012, public consultation on the Grahame Park SPD is necessary. To avoid consultation fatigue amongst residents, there will only be two parts to the consultation strategy.

The consultation activities have been decided in proportion to the changes that have been made to the original masterplan, in order to ensure that all affected parties understand and are fully aware of the proposals which are being put forward. The consultation process would go beyond the statutory requirements for an SPD and would be similar to that undertaken if a planning application were submitted for the whole site.

The section below details the stages of consultation that will be carried out.

Initial Options

This options appraisal will outline a number of options for the revised masterplan, centred on 5 key themes:

- Improving accessibility
- Play and open space – enhancing existing assets
- Improving community facilities
- Providing quality housing
- Creating neighbourhoods – character areas and neighbourhood centres

The consultation also seeks to introduce some broad masterplanning options that pick up on the key issues going forward.

Options consultation: February 2015

- A letter will be sent to all properties on the estate and additionally to those within a 350m radius of the estate.
- Enclosed will be a questionnaire, or an explanation of how to access a questionnaire. The questionnaire will explain the background to the regeneration scheme, an explanation of the purpose of the SPD and links to other relevant policy documents. There will also be a diagram explaining where we are now in the process and the next steps, including how the SPD process will inform future planning applications.
- The questionnaire will outline the various key issues and options for regeneration of the estate as well as instructions on how to respond.
- The questionnaire will be published online and/or via the Barnet Engage system.
- A letter will be sent to all local stakeholders, Elected Members and other affected groups identified in the Council's Statement of Community Involvement.
- There will be an exhibition at a venue on the estate across several dates in February

2015 which will give all affected parties an opportunity to drop in and have the proposals explained to them and to ask any questions that they might have. Genesis Housing Association, Mae Architects, Barnet Homes and representatives from the Council will all be in attendance at the exhibition.

- Offer and promotion of telephone or home visit service for residents to give their views if they cannot attend consultation events.

This Strategy acknowledges that the proposed options consultation is very much the start of a much wider piece of public engagement around the regeneration scheme. Officers are aware that other issues could be raised by residents, including the timing of development and how this will affect them directly, along with possible use of compulsory purchase powers. Accordingly, the consultation material will endeavour to set the context of the public engagement work, as well as provide answers to these questions where possible and officers attending exhibitions will be fully briefed.

Main Statutory Consultation

Statutory 4 week consultation on the draft SPD: June-July 2015

- A consultation letter and a leaflet will be sent to all properties on the estate (and within a 350m radius) and the stakeholders who will be consulted in February 2015. The leaflet will explain the background of the scheme and where we are, it will have a section for comments, explain where to comment online and it will explain where to view or obtain copies of the SPD.
- Consultation to statutory external consultees will take place during this period also.
- During this time a public notice will be posted in local newspapers.
- Publication of the draft SPD on Genesis and LBB website and/or Engage.
- The Supplementary Planning Document will be distributed to interested parties, either those required or as requested, by both CD and hard copy.
- The SPD will be made available in public libraries and at Barnet House for public inspection. The details of this can be found in Section 6, below.
- Public drop in sessions will be held on the estate during this time which will give all affected parties an opportunity to drop in and have the SPD explained to them and to ask any questions that they might have.
- Comment forms will be made available online and at drop in sessions.
- A dedicated consultation email address and phone number will be set up which people will be able to contact with any questions and queries.
- Offer and promotion of telephone or home visit service for residents to give their views if they cannot attend consultation events.
- Any other statutory requirements will be met as appropriate.

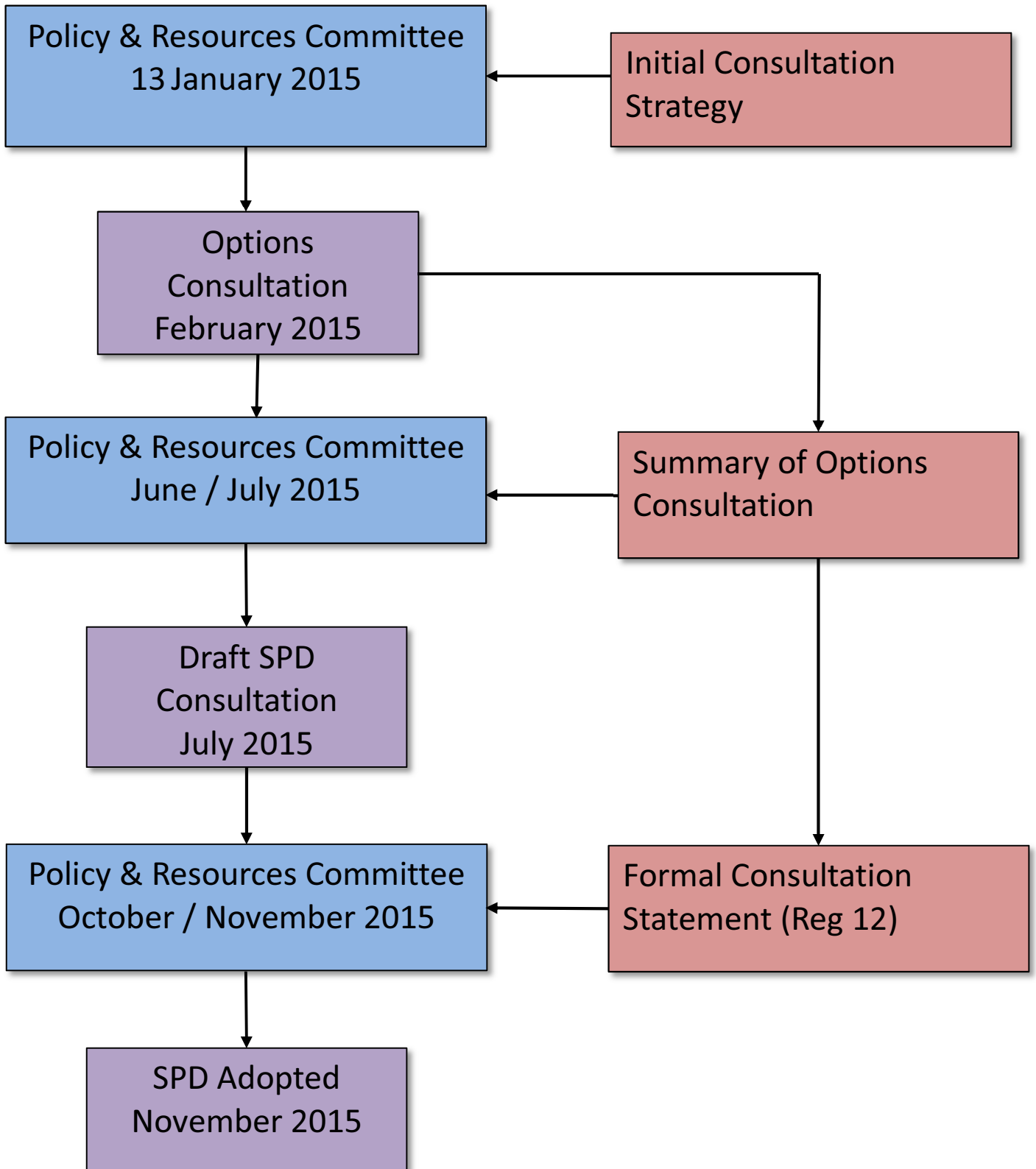
4. Parties to be consulted in connection with the preparation of the SPD

This list contains all the consultees that are relevant to this SPD. It has been prepared having regard to Appendix 1 of the Council's Statement of Community Involvement.

Internal	External
Highways Environmental Health Affordable Housing Trees and Landscape Green Spaces Skills and Enterprise	<p><i>Residents and Neighbours</i> Grahame Park residents Those who live within a 350m radius of the site</p> <p><i>Governance</i> Greater London Authority Transport for London LB Brent</p> <p><i>Local Stakeholders</i> Barnet and Southgate College Blessed Dominic Catholic Primary School St James' Catholic High School St Margaret Clitherow RC Church St Augustine's Church</p> <p><i>Local Interest Groups</i> Access in Barnet</p> <p><i>Statutory Under Strategic Environmental Assessment (SEA) Regulations</i> Natural England English Heritage Environment Agency</p> <p><i>Other</i> Metropolitan Police (Designing Out Crime) NHS England / Barnet CCG Sport England</p>

5. Next Steps

The diagram below sets out the next stages in the development of the Grahame Park Supplementary Planning Document and the associated relevant dates.



6. List of locations at which documents can be found

In accordance with Regulation 12(1a,b) (2) and 35 of the Town and Country Planning (Local Development) (England) Regulations 2012, the draft SPD, along with the Consultation Statement and other relevant documents, will be made available for public inspection at the following locations for a minimum of 4 weeks in June/July 2015:

- Planning Reception, Barnet House, 1255 High Road, Whetstone N20 0EJ:
(**Mon to Fri:** 9.00am – 5.00pm) Tel: 020 8359 3000
- Grahame Park Library, The Concourse, Grahame Park, Colindale, London, NW9 5XL:
(**Mon:** 9.30am-1pm, 2pm-5pm; **Tues:** 9.30am-1pm, 2pm-8pm; **Wed:** 10am-1pm, 2pm-5pm; **Thurs:** Closed; **Fri:** 9.30am-1pm, 2pm-5pm; **Sat:** 9.30am-1pm, 2pm-5pm; **Sun:** Closed) Tel: 020 8359 3930
- Online at <http://engage.barnet.gov.uk>

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Appendix B: Initial Consultation Strategy: Grahame Park Estate Development Framework SPD – Risk Management Matrix

Description of Risk	Cause / Consequence	Actions in place	Owner	Nature	Probability	Impact	Score
Community is not effectively engaged for the SPD	Lack of confidence and community unrest, political difficulties	An effective consultation strategy has been developed as part of SPD process.	Project Manager	Reputational	Possible	Moderate	9
Adverse public reaction to the proposals set out in the SPD	Lack of confidence and community unrest, political difficulties	Effective consultation strategy developed as part of SPD process. The strategy provides for two stages of consultation, so responses to options consultation will be addressed on preparation of the draft SPD.	Project Manager	Reputational	Possible	Moderate	9
The costs of carrying out consultation exceed that expected in the project plan	Delay in delivery or additional cost to the Council	The cost of consultation work, including any necessary material, has been fully assessed in the project plan and this will be monitored during the process.	Project Manager	Financial	Possible	Minor	6
The use of staff time during the consultation process could impact on service delivery	Impact on other services as a result of loss of officer resources	The impact on officer time will be minimal and will not impact beyond the strategic planning and regeneration service.	Project Manager	Business Continuity	Unlikely	Moderate	6
The SPD is subject to a legal challenge in the three months following adoption	Regulatory procedures not followed correctly, resulting delays for project delivery	Officers have extensive experience in preparing such documents and will ensure that the SPD is prepared in accordance with Regulations.	Project Manager	Compliance	Unlikely	Moderate	6

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	AGENDA ITEM 9
	<h2>Policy and Resources Committee</h2> <h3>13th January 2015</h3>
Title	Update on contracts relating to the Council's Fleet
Report of	Street Scene Director
Wards	All
Status	Public
Enclosures	Appendix 1 - Current Approved Suppliers Spend
Officer Contact Details	Sean Connolly - sean.connolly@barnet.gov.uk x 5054

Summary
<p>This report sets out the current contractual arrangements relating to the Council's Fleet post transfer into Barnet of the Go Plant Fleet Maintenance Services contract. It describes the steps needed to extend or replace those contracts to ensure continuity of service as well as setting out longer term contractual requirements.</p>

Decisions
<p>That the Committee approve the following:</p> <ol style="list-style-type: none"> 1. Extend the waiver of Contract Procedure Rules for a further 9 month period from 1st April 2015, to regularise and continue arrangements with existing suppliers which enables and provides business continuity whilst a procurement process is undertaken.
<ol style="list-style-type: none"> 2. Increase the approved suppliers' spend and the overall annual value as set out in paragraph 1.2 Table 1 and Appendix 1 of the various approved suppliers for the a further 9 months, up to 31st December 2015.

3. Approve the additional suppliers as set out in Appendix 1, identified as necessary to support the delivery of the service, including the overall annual value for the current waiver period and for a further 9 months, up to 31st December 2015.

4. Authorise the procurement processes as set out in paragraph 5.3.

1. WHY THIS REPORT IS NEEDED

1.1 In 2008, Barnet outsourced its Fleet Procurement with Maintenance Services (FPWMS) to Go Plant Limited (GPL) on a 10 year contract.

1.2 On-going discussions with GPL during year five of the contract evidenced that the continuation of the contract on its current terms, was not viable. It was therefore proposed to mutually terminate the contract and bring Fleet Procurement with Maintenance Services back in-house with effect from 1st July 2014. Barnet inherited a number of existing contracts for supplies to vehicles that GPL had set up outside of the council's procurement framework. A summary of these contracts identified by the contract type is set out in table 1 below (a full breakdown of the contracts is contained at Appendix 1).

Table 1

	Estimated Contract Spend		
Contract Type	July'14 to March'15	April'15 to Dec'15	Total Contract Spend (18 Months) July'14 to Dec'15
Maintenance	£248,053	£281,250	£529,303
Parts	£482,091	£519,050	£1,001,141
Tyres	£60,214	£60,214	£120,428
Vehicle Hire/leasing	£1,081,328	£1,141,000	£2,222,328
Washing	£51,663	£50,000	£101,663
Total Contracts Spend	£1,923,349	£2,051,514	£3,974,863

1.3 Cabinet Resources Committee on 2 April 2014, Decision item 6, agreed to mutually terminate the existing fleet procurement with maintenance contract with Go Plant Limited and approved the waiver of Contract Procedure Rules for a period up to 12 months (to 31 March 2015), to regularise and continue arrangements with existing suppliers to allow business continuity whilst a full procurement process is undertaken. During 2015, the provision of Street Scene services will be subject to transformation changes that will look at alternative delivery options for services including Passenger Transport, Waste & Recycling and Streets & Greenspaces. All of these services have

significant vehicle use and as such rely on these contracts. Extending the waiver of the Contract Procedure Rules for a further 9 month period from 1st April 2015 will allow for these services to be provided with a continued service, as well as enabling the future arrangements for the supply of services under these contracts to complement the requirements of future delivery options. This will ensure that the council does not enter into contractual arrangements without the full knowledge of future service delivery requirements.

- 1.4 Further discussions have taken place with procurement officers in CSG to identify future procurement resource requirements as well as constructing a robust plan to ensure that future procurements will be delivered to programme. It is therefore requested that in order to ensure continuity of service and to enable the council to carry out an effective procurement exercise resulting in best value contracts, the Committee approve the decisions contained in this report.
- 1.5 New suppliers indicated in Appendix 1 have been attained to cover gaps in the GPL suppliers. These suppliers will deliver a range of goods and services that will enable the insourced Transport Service to provide business continuity during the period up to 31st December 2015.

2. REASONS FOR DECISIONS

- 2.1 The Transport Services contracts within the Street Scene Delivery Unit comprise of a range of approved contractors supplying Vehicle Leasing, Vehicle Hire, Maintenance Services, Tyres, Replacement Parts and materials. These categories and contract spend are indicated within Table 1 above.
- 2.2 A detailed breakdown spend by each contractor is shown in Appendix 1. Where the contract value is in excess of £172,514 and an OJEU process is needed this will take at least 6 months, with the potential of taking 9 months to complete for each contract type. These contracts will be procured to commence for provision of contracted services from 1st January 2016 for a 3 year term.
- 2.3 The supply of vehicle washing services is currently shown as a contract spend estimated to be £52k in 2014/15. As part of the Fleet Management restructure a business case for this function will be undertaken to identify the most appropriate and cost effective method for the delivery of this service going forward, either by in-house with the creation of a new post on a fixed term contract or to continue the use of an external provider.
- 2.4 Fleet contracted services are demand led and therefore to ensure business continuity and flexibility within these procured services. It is recommended where individual contracts spend is in excess of £150k over the 18 month period of the Contract Procurement Rules waiver, these individual contracts will also be procured under the OJEU process.

- 2.5 Transport Services currently hire/ lease 22 vehicles under the terms of the Go Plant Ltd contract, where the lease/ hire agreements terminate within the period 1st April 2015 to 31st December 2015, at a value of £55k. These vehicles will cease their existing lease/hire arrangement during the waiver period and replacement vehicles may be hired or leased from an alternate supplier between 1 April - 31 December 2015. The new suppliers contracts to include a break clause that will allow these contracts to be terminated co terminus with the commencement of any future Street scene alternative delivery model.
- 2.6 An Medium Term Financial Strategy £100k saving was identified through the GPL contract insourcing to be achieved from 1st April 2015. This saving will now not be achieved through planned contract re-tendering until 1st January 2016. However, measures are in place to achieve the £67k staffing saving through the Transport Services staff restructure Transport Services are also seeking to achieve procurement savings by changing the methods of procurement of fleet through improved contracting arrangements.
- 2.7 Transport Services seeks to identify improved methods of procurement of fleet and fleet services through alternative methods going forwards, with the aim to attain replacement fleet through preferential borrowing, supply of parts and service based on long term contracts and 'Just in Time' delivery methods.

3. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

The procurement of the range of approved suppliers to provide Fleet Maintenance Services in compliance with Contract Procedure Rules identifies that OJEU procedures are to be undertaken. Framework Agreements have been considered as a procurement route however the Framework Agreements which the Council could utilise do not fully cover the Council's requirements therefore an EU tender procedure will be required.

4. POST DECISION IMPLEMENTATION

- 4.1 The Fleet Procurement with maintenance services will continue to operate under the auspices of LBB with minimal disruption to service.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The Corporate Plan, 2013/14-2015/16 includes the following strategic objective:-

1. To create the right environment to promote responsible growth, development and success across the borough.

- 5.1.2 By having access to appropriate, cost effective and fit for purpose contracts, transport services can support the Street Scene delivery unit to ensure that residents and businesses are supported and grow sustainably.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT,

Property, Sustainability)

- 5.2.1 The insourcing of the Go Plant fleet maintenance contract to Transport Services from 1/1/2014 achieved a cost reduction of £58,000 in the transport overhead as planned.
- 5.2.2 The £167,000 MTFP saving planned for 2015-16 is split between a £67,000 saving related to a staff restructure, and £100,000 through improved procurement with suppliers. Whilst the £67,000 is expected to be achieved in full, there is expected to be a delay in achieving the £100,000 procurement saving. Due to the proposed procurement extension until January 2016, this saving will only be achieved in full in 2016-17. The service is currently reviewing alternative savings to address this expected shortfall in savings.

5.3 Legal and Constitutional References

- 5.3.1 The procurement of the services and supplies necessary to support insourced Maintenance Services will be carried out in accordance with EU public procurement rules and the Council's Contract Procedure Rules. New contracts will commence on 1 January 2016 and the current interim contracts identified in appendix 1 will cease on 31 December 2015.
- 5.3.2 The Constitution, Article 24 Contract Procedure Rules, paragraph 14.3 states contracts may only be extended or varied if all of the following conditions have been met:
- the initial contract was based on a Contract Procedure Rules compliant competitive tender or quotation process;
 - the value of the extension or variation added to the value of the original contract does not exceed the original Authorisation threshold as defined in Appendix 1, Table A;
 - the extension or variation has an approved budget allocation;
 - the extension or variation is in accordance with the terms and conditions of the existing contract;
 - if the initial contract was subject to EU tender procedure, that the extension option was declared within the OJEU notice and the original Acceptance (Delegated Powers Report/relevant Committee Report); and
 - the contract has not been extended before;

As these contracts were novated from GPL on termination of the FPWMS contract, the first condition is not satisfied. The value of some of the contracts listed in Appendix 1 when extended will exceed the original authorisation threshold defined in Appendix 1 Table A of the Contract Procedure Rules. Therefore a waiver of the Contract Procedure Rules is requested to extend

and vary the contracts identified in Appendix 1.

- 5.3.3 The Constitution, Article 15 Contract Procedure Rules, paragraph 15 states that in the event that the application of these rules prevents or inhibits the delivery or continuity of service, Directors or Assistant Directors, Lead Commissioners and Heads of Service may apply for a waiver. All applications for a waiver of Contract Procedure Rules must be submitted to Policy and Resources Committee specifically identifying the reason for which a waiver is sought including justification and risk.
- 5.3.4 The Constitution, Article 15 Responsibility for Functions states that Policy and Resources Committee is responsible for agreeing exceptions to Contract Procedure Rules.
- 5.3.5 The Constitution, Article 24 Contract Procedure Rules, requires new contracts with a value of up to £25,000 to be procured by using a reasonable means of selection including budget authorisation and audit trail. For contracts with a value between £25,001 and £75,000 the required procurement method is to obtain a minimum of two written quotations however the Head of Procurement may waive this requirement subject to assurance that the market place has been fully tested.
- 5.3.6 Approval to award new contracts at the values stated in Appendix 1 (new suppliers above £10,000 spend) can be provided by a Summary Delegated Powers Report. The Constitution, Article 15 Responsibility for Functions states that if any report comes within the remit of more than one committee, to avoid the report being discussed at several committees the report will be presented and determined at the most appropriate committee. If this is not clear then the report will be discussed and determined by the Policy and Resources Committee.

5.4 Risk Management

- 5.4.1 Failure to extend the waiver of Contract Procedure Rules for a further 9 month period from 1st April 2015, to regularise and continue arrangements with existing suppliers will directly impact on Street Scene services and other fleet user services affecting business continuity whilst the procurement process is undertaken.
- 5.4.2 Failure to vary the annual value of the contracts could expose the Council to higher market rates and would impact on Transport Services ability to continue to maintain the council's fleet within budget, until the OJEU procurement process is completed and new contracts are awarded.
- 5.4.3 The risk of challenge to the future procurement process will be mitigated by following the standard procurement process with officers ensuring the process complies with Contract Procedure Rules and procurement law.
- 5.4.4 These risks will continue to be assessed and managed in accordance with the Council's project and risk management methodologies.

5.5 Equalities and Diversity

5.5.1 Under the Equality Act 2010, the Council and all other organisations exercising public functions on its behalf must have due regard to the need to:

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- b) advance equality of opportunity between those with a protected characteristic and those without;
- c) promote good relations between those with a protected characteristic and those without. The 'protected characteristics' referred to are: age; disability; gender reassignment; pregnancy and maternity; religion or belief; sex; sexual orientation; race. It also covers marriage and civil partnership with regard to eliminating discrimination.
- c) promote good relations between those with a protected characteristic and those without.

5.5.2 The three limbs of the public sector equality duty involve the need:

- To eliminate discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
- To advance equality of opportunity by removing disadvantages from particular groups, meeting the needs of particular groups and encouraging under-represented groups to participate in public life; and
- To foster good relations between those sharing and those not sharing protected characteristics by tackling prejudice and promoting understanding.

5.5.3 The duty should be applied before a decision is made and be part of the decision-making process.

5.5.4 The protected characteristics under Equalities legislations are: Age, Disability, Gender, Gender reassignment, Marital status, Pregnancy and maternity (including teenage parents), Race, Religion or belief, Sexual Orientation and Caste.

5.6 Consultation and Engagement

5.6.1 None

6. BACKGROUND PAPERS

- 6.1 [Cabinet Resources Committee, 25 March 2008](#), awarded the Fleet Procurement with Maintenance Services Contract to GPL for a period of 10 years with the option at the Council's discretion to extend it for a further five years as indicated within the body of the report.
- 6.2 [Budget and Performance Overview and Scrutiny Committee on 24th April 2012](#) Decision No. 9 discussed and noted the report on the Waste Collection Options for the Future, as set out in Appendix A
- 6.3 [7 November 2012, Cabinet Resources Committee](#) approved the Outline Business Case and Options Appraisal for Waste and Street Scene Services. The business case to retain the refuse and recycling service in-house in and to re model collection methods to reflect the latest legislative and environmental demands. The remodelled service required a re-profiled collection fleet.
- 6.4 [Cabinet Resources Committee on 18 April 2013](#), authorised a tender process for the procurement of the Waste and Recycling fleet and approved an addition to the Capital Programme of up to £8.5 m to be funded by Revenue Contribution from the Street Scene Budget over five years.
- 6.5 In June 2013, Transport Services entered into discussions with GPL to review how GPL would provide maintenance services for the whole vehicle fleet for the remaining 5 years of the contract. GPL raised concerns that as a result of Barnet's capital purchase of the Waste and Recycling fleet they will experience a significant loss of income, due to the change in the council's method of fleet procurement and provision of maintenances changing the status of the Fleet Procurement with Maintenance Services contract.
- 6.6 In October 2013 GPL entered into discussions with the council's legal team to explore the possibility of mutually terminating the Fleet Procurement with Maintenance Services contract from 30 April 2014.
- 6.7 [Cabinet Resources Committee, 2nd April 2014](#), Agreed to terminate the existing Fleet Procurement with Maintenance Services contract (FPWMS) with Go Plant Ltd (GPL) by mutual agreement based on Option 3, as outlined in the options appraisal in paragraph 3.4 of that report.
 - 6.7.1 Gave approval to waive Contract Procedure Rules for 9 months to enable necessary service providers and suppliers to be procured to minimise the risk of failure to attain necessary goods or services to support the business delivery.

Update on Contracts Relating to the Council's Fleet

Appendix 1

1.1 - Current Approved Suppliers Spend

SUPPLIER	Service type	Contract Spend		
		Jul 14 - Mar 15	April - Dec 2015	Total Net Contractor Spend (Jul 14 - Dec 15)
Projected Spend (£10k - £25k)				
Exactrak Ltd	Maintenance	6,547	6,500.00	13,047
Gemco Services	Maintenance	9,000	9,000.00	18,000
Grays Trucks Centre Limited	Parts	8,496	7,500.00	15,996
Heil Europe Ltd	Maintenance	5,000	5,000.00	10,000
ISUZU North London	Maintenance	10,000	9,000.00	19,000
Lantern Recovery Specialists	Maintenance	11,010	7,500.00	18,510
Morris Lubricants (Division of Paterson Enterprises Ltd)	Parts	13,130	9,750.00	22,880
Pirtek Watford	Maintenance	12,751	7,500.00	20,251
Sentinel Systems	Maintenance	5,000	7,500.00	12,500
Tail Lift Services	Maintenance	6,000	4,500.00	10,500
The Bell Brush Company	Parts	9,814	9,750.00	19,564
The Grass Group/ Trilo	Parts	7,000	7,000.00	14,000
Vehicle Weighing Solutions	Maintenance	7,379	3,000.00	10,379
VOSA	Maintenance	10,000	10,000.00	20,000
Wasteparts UK Ltd	Parts	9,604	5,000.00	14,604
Projected Spend (>£25k - £174k)				
Bandvulc	Tyres	60,214	60,214	120,428
Burnt Tree Vehicle Rental	Vehicle Hire	65,000	75,000	140,000
Burwell Motor Group	Maintenance	60,000	60,000	120,000
Coburn Services	Maintenance			

Update on Contracts Relating to the Council's Fleet

		26,366	22,500	48,866
David Huggett	Parts	30,000	33,000	63,000
Dennis Eagle Ltd	Parts	70,000	75,000	145,000
E.H ROBERTS	Vehicle Hire	35,000	35,000	70,000
Ernest Doe	Maintenance	10,000	30,000	40,000
Go Plant Ltd	Vehicle Hire/ Leasing		55,000	55,000
Harris Commercial (Lea Valley)	Parts	24,303	15,000	39,303
Lloyds Motor Spares	Parts	15,000	15,000	30,000
N A Brown	Parts	15,000	12,300	27,300
N D Brown Ltd	Vehicle Hire	25,000	25,000	50,000
Northgate Vehicle Hire (Home Counties) Ltd	Vehicle Hire	20,000	25,000	45,000
Palmerston Eng Services	Parts	50,000	40,000	90,000
Quick Co	Parts	13,000	13,500	26,500
Riverside Truck Rentals	Vehicle Hire	30,000	75,000	105,000
RM Countryside Services Ltd	Maintenance	18,000	25,000	43,000
Rowland Tractors	Vehicle Hire	27,628	40,000	67,628
RT Machinery	Parts	30,000	30,000	60,000
S & B Commercials Plc	Parts	20,000	40,000	60,000
Scarab Sweepers Limited	Parts	20,055	15,000	35,055
Schmidt UK Limited - Abei Schmidt	Maintenance	30,000	30,000	60,000
SHB Hire Ltd	Vehicle Hire	86,700	87,000	173,700
Sheens Cleaning Services	Washing	51,663	50,000	101,663
Terberg Matec Ltd	Parts	46,455	50,000	96,455
Trafalgar Cleaning Equip. Ltd	Vehicle Hire	16,000	16,500	32,500
Verviers Ltd	Vehicle Hire	80,000	75,000	155,000

Update on Contracts Relating to the Council's Fleet

Projected Spend (>£174k)				
Dawson Rentals Bus & Coach Ltd	Vehicle Hire	165,000	160,000.00	325,000
Econ Engineering Limited	Vehicle Hire	135,000	70,000.00	205,000
George Browns Implents Ltd	Parts	88,234	90,000.00	178,234
Heverin Haulage	Vehicle Hire	250,000	250,000.00	500,000
London Hire Ltd	Vehicle Hire	122,000	105,000.00	227,000
		£1,866,349	£1,908,514	£3,774,863

1.2 - New suppliers above £10k spend

SUPPLIER		Contract Spend		
		Jul 14 - Mar 15	April - Dec 2015	Total Net Contractor Spend (Jul 14 - Dec 15)
Auto electrical services	Maintenance	7,000	11,250.00	18,250
Dawson Trucks	Vehicle Hire	-	25,000.00	25,000
Blue Machinery	Maintenance	10,000	15,000.00	25,000
Garden & Grounds Machinery	Parts	10,000	40,000.00	50,000
John Hanlon & Co	Vehicle Hire	14,000	22,500.00	36,500
Lucy & Martin Recycling	Vehicle Hire	10,000	-	10,000
Naivette	Parts	2,000	11,250.00	13,250
Midland Transmission Sales	Maintenance	2,000	8,000.00	10,000
Strimech Engineering	Maintenance	2,000	10,000.00	12,000
Total New suppliers above £10k spend		£57,000	£143,000	£200,000

Total Contracts Spend

1,923,349 2,051,514 3,974,863

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	AGENDA ITEM 10
	Policy and Resources Committee 13 January 2015
Title	Procurement Forward Plan 2015/2016
Report of	Claire Symonds, Commercial and Customer Services Director
Wards	All
Status	Public
Enclosures	Appendix 1 - Procurement activity by service area for 2015/2016
Officer Contact Details	Elizabeth Stavreski elizabeth.stavreski@barnet.gov.uk 07710 382 733

<h3>Summary</h3>
This report sets out the detail of procurement activity for 2015/2016 for approval.

<h3>Recommendations</h3>
1. That approval be given to officers to proceed with procurement activity as set out in the Procurement Forward Plan 2015/2016

1. WHY THIS REPORT IS NEEDED

Contract Procedure Rules allow that any proposed procurement action that is listed on the Procurement Forward Plan approved by the Policy and Resources Committee for that financial year can take place without further committee approval.

2. REASONS FOR RECOMMENDATIONS

- 2.1 To comply with the Council's Contract Procedure Rules
- 2.2 To avoid presentation of individual requests for approval to procure to various Council committees.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The only alternative action is to present individual requests to Policy and Resources Committee and other theme committees. This was rejected as being burdensome both to Council officers in preparing such reports and committee members in the time that would be required to consider them.
- 3.2 There is also a timing issue in that many of these procurements will need to start within weeks and it would not be possible to schedule individual approvals from relevant theme committees in time.

4. POST DECISION IMPLEMENTATION

- 4.1 Officers will proceed with the procurements listed.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

The Forward Procurement Plan will enable the Council to maintain an accurate oversight of procurement activity across the full range of its services and thereby support more commercial and efficient procurement practices. In this way, the Procurement Forward Plan drives achievement of the Council's strategic objectives as set out in the Corporate Plan 2013-16 to:

- Promote responsible growth, development, success and sustainability
- across the borough
- Support families and individuals that need it – promoting independence, learning and well-being
- Improve the satisfaction of residents and businesses with the London Borough of Barnet as a place to live, work and study.

- 5.2 The Authority is a signatory to London Council's Procurement Pledge "to create jobs and training through its supply chain." Typically this will include a requirement of suppliers to:
 - Recruit a percentage of the workforce locally, for example by advertising with local Jobcentre Plus.
 - Create apprenticeships
 - Offer a number of work placements to young people, graduates, or workless people.
 - Offer additional training and qualifications opportunities to a percentage of their existing workforce.
 - Work with their own supply chains to create additional opportunities.

There is also a statutory requirement to operate within the Public Services

(Social Value) Act 2012 which requires the Authority to consider:

(a) how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area, and

(b) how, in conducting the process of procurement, it might act with a view to securing that improvement.

Consequently delivery units will be asked to confirm that the development of specifications for all proposed procurements have taken these requirements into consideration. It should be noted that such considerations could compromise the Council's ability to maximise the value for money it can achieve, so a balance will be sought wherever possible.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

5.2.1 The costs pertaining to the contracts contained within the Appendix to this report are contained within the individual service budgets of the Council.

5.2.2 Any savings proposals within these plans are monitored throughout the financial year by the Procurement Board.

5.3 Legal and Constitutional References

5.3.1 The Council's Constitution (Contract Procedure Rules) sets out the authorisation process for entering contractual commitments.

5.3.2 Authorisation" is the approval required before quotations or tenders for supplies, services or works may be sought in accordance with Section 7. Section 7 outlines Authorisation Procedures, including:

5.3.2.1 The aim is to speed up the procurement process by removing unnecessary bureaucracy – in this case, a duplication of the authorisation process.

5.3.2.2 Any contract, including additions, extensions and variations, which have been included in a directorate or service's Budget and supporting plans and strategies or any other Committee approved plan is deemed as authorised irrespective of value.

5.3.3 The Council's Constitution, Responsibility for Functions, Annex A, sets out the terms of reference of the Policy and Resources Committee including 'Procurement (including agreement of the Procurement Forward Plan).'

5.4 Risk Management

5.4.1 If the Council does not manage the contract renewal programme effectively and efficiently it could lead to a detrimental impact on value for money and the likelihood of delivering significant procurement savings. In addition the Council

will be unable to forward plan the need for appropriate resource to support the programme. Well planned processes will enable effective commercial negotiations to take place thereby driving lower costs from the portfolio of contracts put to market.

5.5 Equalities and Diversity

5.5.1 Pursuant to the Equality Act 2010, the council and all other organisations exercising public functions on its behalf must have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; advance equality of opportunity between those with a protected characteristic and those without; promote good relations between those with a protected characteristic and those without. The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. It also covers marriage and civil partnership with regard to eliminating discrimination. All organisations that submit tenders for Council business are required to submit their Policy Statement regarding how they manage compliance with the relevant Equality acts.

5.6 Consultation and Engagement

5.6.1 Consultation and engagement will take place within individual procurement projects as appropriate to the product(s) or service(s) required.

6. BACKGROUND PAPERS

6.1 None

Procurement Forward Plan Update 2014-15

Update Procurement Forward Plan 2014-15 (for procurement processes which commence before 31/03/2015)											
No.	Contract Name / description	procurement activity required	Total Contract Value including extensions	Contract Term including extensions	Procurement Start Date	Procurement Type	Start date of new contract or extension	Contract No.	Existing Contract Date: Start	Existing Contract Date: End	Extension available in contract
	Street Scene										
1	Transport Workshop Parts Supplies Contract	Tender	£ 1,200,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
2	Transport Workshop Vehicle Washing Contract	Quote/Tender	£ 150,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
3	Transport Workshop Maintenance Services Contract	Quote/Tender	£ 1,000,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
4	Transport Workshop Tyres Supplies Contract	Quote/Tender	£ 150,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
5	Transport Workshop Vehicle Hire Contract	Quote/Tender	£ 2,400,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
6	Transport Workshop Vehicle Leasing Contract	Quote/Tender	£ 800,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
7	Transport Workshop Goods/Services Supplies Contract	Quote	£ 10,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
8	Passenger Transport Framework Contract	Tender	£ 9,200,000	5	01/04/2015	New Procurement	01/01/2017		01/04/2013	31/12/2016	No
9	Provision of Bulking facility	Quote	£ 300,000	1	10/11/2014	New Procurement	01/04/2015				
10	CARC office/welfare facilities refurbishment	quote	£ 70,000	1	10/11/2014	New Procurement	01/04/2015				
11	Replacement lids for recycling bins	quote	£ 50,000	1	10/11/2014	New Procurement	01/04/2015				
12	Purchase of Vehicles, plant and machinery for Grounds & Streets	Tender	£ 1,000,000	1	10/11/2014	New Procurement	01/04/2015				
13	Supply and install play areas	tender	£ 5,000,000	1	10/11/2014	Reprocurement	01/04/2015				
14	Transport workshop purchase of vehicle/plant/machinery	Tender	£ 2,000,000	3	01/01/2015	New Procurement	01/04/2015				
15	Provision of staff wellbeing services	quote	£ 25,000	1	01/01/2015	New Procurement	01/04/2015				
16	Business case for waste future options	Quote	£ 25,000	1	01/01/2015	New Procurement	01/04/2015				
17	Borough-wide Weed spraying	tender	£ 600,000		01/01/2015	New Procurement	01/04/2015				
	Re										
1	Brent Cross Cricklewood Reclamation, Development & Infrastructure	Procurement of a framework using OJEU 2 stage procurement	£ 300,000,000	6 years plus 2	01/01/2015	Works	February 2016		NA	NA	NA
2	Technical design and development of the Thameslink Station (GRIP 3)	Tender	£ 950,000		01/09/2014	New Procurement	01/12/2015				
3	Highways Maintenance Contract	Up to £10m/yr	£ 50,000,000	5	01/01/2015	New Procurement	01/04/2014				
4	Specialist Carriageway Treatments Contract	Up to £8m/yr	£ 13,000,000	3	01/01/2015	New Procurement	01/07/2015				
5	Winter Maintenance Weather Forecast Service	Up to £10k/yr	£ 30,000	3	01/01/2015	New Procurement	01/04/2015				
6	Winter Maintenance Bureau Service	Up to £20k/yr	£ 45,000	3	01/01/2015	New Procurement	01/04/2015				
7	Winter Maintenance Salt Supply Contract	Up to £120k/yr	£ 360,000	3	01/01/2015	New Procurement	01/04/2015				
8	Collindale parks design development	Tender	£ 1,000,000	18 months	01/02/2015	GLA OJEU list	01/05/2015				
9	Collindale parks construction	Tender	£ 8,000,000	18 months	01/04/2015	Open tender	01/05/2016				
10	Collindale visioning	Tender	£ 50,000	6 months	02/02/2015	GLA tender	01/05/2015				
	Corporate										
1	Smarter Working Moving Costs inclusive of professional fees	OJEU / Tender /	£ 290,400	1	01/11/2014						
2	Smarter Working Fit Out Costs inclusive of professional fees	Tender /	£ 409,200	1	01/11/2014						
3	Smarter Working Furniture Costs inclusive of professional fees	Tender /	£ 435,600	1	01/11/2014						
4	Smarter Working Barnet House Refurbishment Costs inclusive of professional fees	Tender /	£ 1,188,000	1	01/11/2014						
5	Smarter Working NLBP2 Refurbishment Costs inclusive of professional fees	Tender /	£ 59,400	1	02/11/2014						
6	Smarter Working NLBP4 Dilapidation Work inclusive of professional fees	Tender /	£ 1,100,000	1	01/11/2014						
7	Smarter Working IT Costs inclusive of professional fees	Tender /	£ 1,176,000	1	01/11/2014						
8	Smarter Working Legal costs inclusive of professional fees	Tender /	£ 55,000	1	01/11/2014						
9	Smarter Working core team members: Transformation Architect, Programme Mgr, Business Change Lead, Building Works Lead, ICT Lead, Agile team	Tender / Framework	£ 1,144,000	1	01/11/2014						
10	Education and Skills services - alternative delivery model	OJEU	£ 898,250,000	TBC (likely to be between 5 and 10 years)	14/01/2015	CD	26/10/2015				TBC
11	Supply and Delivery of Hot Asphalt	Reprocurement	£ 100,000	2	01/01/2015		01/04/2015				
12	Supply and Delivery of Cold Asphalt	Reprocurement	£ 40,000	2	01/01/2015		01/04/2015				
13	Supply of Builders materials for highway maintenance	Reprocurement	£ 24,000	2	01/01/2015		01/04/2015				

No.	Contract Name / description	procurement activity required	Total Contract Value including extensions	Contract Term including extensions	Procurement Start Date	Procurement Type	Start date of new contract or extension	Contract No.	Existing Contract Date: Start	Existing Contract Date: End	Extension available in contract
14	Supply of Paving Slabs, Blocks and Kerbs	Reprocurement	£ 24,000	2	01/01/2015		01/04/2015				
15	Supply of Highway Maintenance Consumables	Reprocurement	£ 40,000	2	01/01/2015		01/04/2015				
16	Highway Maintenance Sub Contract to DLO - Carriageway and footway patching and relay works and vehicle crossovers	New Procurement	£ 750,000	3	01/01/2015		01/04/2015				
17	Supply of pedestrian and highway guard rail	Reprocurement	£ 15,000	2	01/01/2015		01/04/2015				
18	Highway structures metal fabrication	New Procurement	£ 20,000	2	01/01/2015		01/04/2015				
19	Supply of plastic Bollards	Reprocurement	£ 15,000	2	01/01/2015		01/04/2015				
20	Supply of Concrete Bollards	Reprocurement	£ 20,000	2	01/01/2015		01/04/2015				
21	Supply of sign posts and associated equipment	New Procurement	£ 50,000	2	01/01/2015		01/04/2015				
22	Supply of sign vinyls and sundry equipment	Reprocurement	£ 75,000	2	01/01/2015		01/04/2015				
23	Supply of sign plates complete	New Procurement	£ 50,000	2	01/01/2015		01/04/2015				
24	Supply and Installation of Parking Bay Monitoring Equipment	New Procurement	£ 500,000	3	01/01/2015		01/04/2015				
25	Supply, installation and maintenance and redeployment of CCTV for MTE and School sites	New Procurement	£ 3,750,000	3	01/01/2015		01/04/2015				
26	Supply and installation of Poles and Civil works for CCTV equipment programme	New Procurement	£ 50,000	3	01/01/2015		01/04/2015				
27	Power Supplies for CCTV poles	New Procurement	£ 40,000	1	01/01/2015		01/04/2015				
28	Purchase of Mobile CCTV vehicles	New Procurement	£ 100,000	1	01/01/2015		01/04/2015				
29	Supply of Protective and highway safety equipment	Reprocurement	£ 20,000	2	01/01/2015		01/04/2015				
30	Supply of Sign Shop Alloys and associated equipment	Reprocurement	£ 75,000	2	01/01/2015		01/04/2015				
31	Supply of benches	New Procurement	£ 10,000	2	01/01/2015		01/04/2015				
32	Citizens' Panel	Extension + Reprocl	£ 40,000	1	01/12/2014		01/09/2015	5000001668			
33	Non-Life Insurance - Liability, Motor and Associated Legal Costs	Tender	£ 1,095,000	2 or 3 years plus	01/01/2015	OJEU	01/10/2015				
34	Non-Life Insurance - Property and Miscellaneous Risks	Extension/Tender	£ 3,624,000	3 year plus LTA	01/01/2015	OJEU	01/10/2015				
35	Translation & Interpretation Services	Reprocurement	£ 350,000	3	15/12/2014	OJEU	01/04/2015				
36	Housing HRA financial advisory support for Commissioning/Commercial team	New Procurement	£ 25,000	3 months	01/01/2015		01/02/2015				
Adults											
1	Low Level Support Services For People with a Visual Impairment	Extension	£ 60,000	2			01/04/2015	n/a			
2	Home Care	Extension	£ 80,000	4	01/02/2015		05/11/2015	Various		06/11/2015	No
7	Home From Hospital	Extension	£ 76,000	2			01/04/2014			30/03/2015	
16	Home and Community Support	Tender	£ 60,000,000	5	01/06/2014	Tender					No
17	Dementia Café and Peer Support Service	Extension	£ 70,000				0/08/2013			31/07/2015	
Childrens											
1	SEN Mediation and Disagreement Resolution	Tender	£ 54,000	4 Years	01/06/2015	Tender		N/A	N/A	N/A	N/A
2	Semi-independent Provision via Barnet's Approved List, WLA and spot purchased		£ 200,000	4 Years	As and when required				02/08/2014	01/09/2014	

Appendix 1 (b) Waivers 2014-15						
	New or Revised	Contract Name / description	Name of current provider	Existing Contract Date: End	Extension in contract?	Justification for waiver
Adults & Communities	New	Agreement for the provision of learning disability services (bilateral)	Barnet, Enfield and Haringey Mental Health Trust	31/01/2015	No	Authorisation is requested to waive the Contract Procedure Rules to allow for the existing ILDS contract with Barnet Enfield & Haringey Mental Health Trust to be extended for the period 1 February 2015 to 31 January 2016.
Adults & Communities	New	Contract for Services In Relation to Hot Home Meals including Delivery to Day Care Settings	Sodexo Ltd	31.03.2015	No	This waiver will extend the current contract with Sodexo Ltd, who deliver 'meals on wheels' in Barnet. This extension allows the Council time to re-design the way people receive meals, increasing support for lunch clubs as an alternative option for vulnerable people to receive meals and social activity.
Adults & Communities	New	Short term enablement homecare services	Housing and Care 21	5.9.15	No	This waiver extends the contract for enablement services with the current provider Housing and Care 21. This extension allows the Council to redesign the way enablement services provide short term support for adults, with the goal of joining up service delivery with community health services.
Adults & Communities	New	Contract for the provision of Sheltered Housing, including Alarm Services at Chand House	ASRA Housing Group	31.3.14	No	The Council has an expired contract with ASRA Housing Group for the provision of Sheltered Housing, including Alarm Services at Chand House in Finchley. This contract has expired and the Council wishes to issue a new contract.
Adults & Communities	New	Contract for the provision of Sheltered Housing, including Alarm Services at Hydon Court	Christian Action Housing Association	31.3.14	No	The Council has an expired contract with Christian Action Housing Association for the provision of Sheltered Housing, including Alarm Services, at Hydon Court in Friern Barnet. This waiver allows the Council to issue a new contract.
Adults & Communities	New	Contract for the provision of Sheltered Housing, including Alarm Services	Day's and Atkinson's Almshouses Charity	31.3.14	No	The Council has an expired contract with the Day's and Atkinson's Almshouse Charity for the provision of Sheltered Housing, including Alarm Services, in Edgware. This waiver allows the Council to issue a new contract.
Adults & Communities	New	Contract for the provision of Sheltered Housing, including Alarm Services	Eleanor Palmer Trust	Unknown	No	The Council has an expired contract with the Eleanor Palmer Trust for Sheltered Housing, including the provision of Alarm Services. This waiver is allows the Council to issue a new contract for these services.
Adults & Communities	New	Contract for the provision of Sheltered Housing, including Alarm Services	Habinteg Supported Housing	31.3.14	No	The Council has an expired contract with Habinteg Supported Housing for Sheltered Housing, including the provision of Alarm Services. This waiver is allows the Council to issue a new contract for these services.

	New or Revised	Contract Name / description	Name of current provider	Existing Contract Date: End	Extension in contract?	Justification for waiver
Adults & Communities	New	Contract for the provision of Sheltered Housing, including Alarm Services, at Hanover Mead	Hanover Housing Association	31.3.14	No	The Council has an expired contract with Hanover Housing Association for Sheltered Housing, including the provision of Alarm Services at Hanover Mead in Golders Green. This waiver allows the Council to issue a new contract.
Adults & Communities	New	Contract for the provision of Sheltered Housing, including Alarm Services at Homestead Court	Home Group Ltd	31.3.14	No	The Council has an expired contract with the Home Group Ltd for Sheltered Housing, including the provision of Alarm Services at Homestead Court in Barnet. This waiver is required to allow the Council to issue a new contract.
Adults & Communities	New	Contract for the provision of Sheltered Housing, including Alarm Services at the Lewis W. Hammerson Memorial Home	Lewis W. Hammerson Memorial Home Ltd.	31.3.14	No	The Council has an expired contract with the Lewis W. Hammerson Memorial Home Ltd for Sheltered Housing, including Alarm Services, in East Finchley. This waiver is required to allow the Council to issue a new contract.
Adults & Communities	New	Contract for the provision of Sheltered Housing and Alarm Services at Deborah Lodge	Metropolitan	31.3.14	No	The Council has an expired contract with Metropolitan for Sheltered Housing, including Alarm Services at Deborah Lodge in Edgware. This waiver is required to allow the Council to issue a new contract.
Adults & Communities	New	Contract for the provision of Sheltered Housing and Alarm Services at Douglas Bader House	Orbit Housing Association	31.3.14	No	The Council has an expired contract with Orbit Housing Association, including Alarm Services. This waiver is required to allow the Council to issue a new contract.
Adults & Communities	New	Contract for the provision of Sheltered Housing and Alarm Services	Orchard Housing Society Ltd	31.3.14	No	The Council's has an expired contract with Orchard Housing Society, including Alarm Services. This waiver is required to allow the Council to issue a new contract.

	New or Revised	Contract Name / description	Name of current provider	Existing Contract Date: End	Extension in contract?	Justification for waiver
Adults & Communities	New	Contract for the provision of Alarm Services at Speedwell Court	Origin Housing	31.3.14	No	The Council has an expired contract for the provision of Alarm Services at Speedwell Court. This waiver is required to issue a new contract for these services.
Adults & Communities	New	Contract for the provision of Sheltered Housing, including Alarm Services	Retail Trust	31.3.14	No	The Council has an expired contract for the provision of Sheltered Housing and Alarm Services by the Retail Trust. This waiver is required to issue a new contract for these services.
Adults & Communities	New	Contract for the provision of Sheltered Housing, including Alarm Services	Sanctuary Group	31.3.14	No	The Council has an expired contract for the provision of Sheltered Housing and Alarm Services by the Sanctuary Group at St Giles House. This waiver is required to issue a new contract for these services.
Adults & Communities	New	Contract for the provision of Sheltered Housing, including Alarm Services	Scots Care	31.3.14	No	The Council has an expired contract for the provision of Sheltered Housing and Alarm Services by Scots Care. This waiver is required to issue a new contract for these services.
Adults & Communities	New	Contract for the provision of Sheltered Housing, including Alarm Services	Abbeyfield Society	31.3.14	No	The Council has an expired contract for the provision of Sheltered Housing and Alarm Services by the Abbeyfield Society. This waiver is required to issue a new contract for these services.
Adults & Communities	New	Contract for the provision of Sheltered Housing, including Alarm Services	Willow Housing	31.3.14	No	The Council has an expired contract for the provision of Sheltered Housing and Alarm Services by Willow Housing. This waiver is required to issue a new contract for these services.

	New or Revised	Contract Name / description	Name of current provider	Existing Contract Date: End	Extension in contract?	Justification for waiver
Adults & Communities	New	Contract for the provision of Home Care Services	Allied, Hartwig & Mihomecare	06.11.15	No	The Council currently have three main providers of Home Care which will expire November 2015. One year extension is required for the transition period to move clients from existing providers to new providers following a procurement exercise which will commence February 2015 with preliminary work currently being conducted.
Adults & Communities	New	CM2000	Care Monitoring 2000 Ltd	09/11/2015	No	The Council wishes to further extend the contract in line with the Home Care contract which is being extended to allow for the transition of service users following award of contracts.
Adults & Communities	New	Block nursing contracts	Various	31.03.2014	No	The Council has an expired contract for the provision of Block Nursing. This waiver is required to issue an extension for these services whilst a strategy is developed for Nursing provision.
Adults & Communities	New	Home & Community Support	Spot providers (17)	Nov-15	No	The Council seeks authorisation to extend the spot contract provision for Home and Community Support to residents until November 2016.

Procurement Forward Plan 2015-2016

Procurement Forward Plan 2015-16 [for financial period 1/4/2015-31/3/2016]

No.	Contract Name / description	procurement activity required	Total Contract Value including extensions	Contract Term including extensions	Procurement Start Date	Procurement Type	Start date of new contract or extension	Contract No:	Existing Contract Date: Start	Existing Contract Date: End	Extension available in contract
Street Scene											
1	Refurbished bin spares	quote	£ 42,763		01/01/2015	New Procurement	01/04/2015	50514	01/04/2012	31/03/2015	
2	Supply of metal wheeled bins	tender	£ 104,000		01/01/2015	New Procurement	01/02/2014	50516	13/04/2012	31/01/2014	
3	Supply of street scene PPE	Tender	£ 500,000		01/01/2015	Reprocurement	01/04/2014	5000004471	13/12/2012	31/03/2014	
4	Provision of support to develop friends and residents groups to undertake activities/improvements to their local environment	Quote	£ 50,000			New Procurement	Unknown				
5	Supply of various use collection sacks	quote	£ 100,000		01/01/2015	Reprocurement					
6	Food waste bins for housing flat	tender	£ 410,000		01/01/2015	Reprocurement					
7	Supply of all Plastic Bins (Refuse & Streets)	Tender	£ 300,000	2	01/01/2015	New Procurement					
8	Bin refurbishment - goods & services	quote	£ 20,000		01/01/2015	New Procurement					
9	Interactive whiteboard and software	Quote	£ 10,000		01/01/2015	New Procurement					
10	Reward incentive Scheme	tender	£ 1,200,000		01/01/2015	New procurement					
11	Disposal of recycling and Green waste	tender	£ 500,000		01/01/2015	New procurement					
12	Supply & Maintenance of Vehicle Radio Equipment	Quote	£ 70,000		01/01/2015	Extension					
13	Housing for Flat's Food waste bins (Food waste bins for housing flat)	tender	£ 410,000		01/01/2015	New Procurement					
14	Transport Workshop Parts Supplies Contract	Tender	£ 1,200,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
15	Transport Workshop Vehicle Washing Contract	Quote/Tender	£ 150,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
16	Transport Workshop Maintenance Services Contract	Quote/Tender	£ 1,000,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
17	Transport Workshop Tyres Supplies Contract	Quote/Tender	£ 150,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
18	Transport Workshop Vehicle Hire Contract	Quote/Tender	£ 2,400,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
19	Transport Workshop Vehicle Leasing Contract	Quote/Tender	£ 800,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
20	Transport Workshop Goods/Services Supplies Contract	Quote	£ 10,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
21	Passenger Transport Framework Contract	Tender	£ 9,200,000	5	01/04/2015	New Procurement	01/01/2017		01/04/2013	31/12/2016	
22	Transport workshop purchase of vehicle/plant/machinery	Tender	£ 1,550,000		01/01/2015	New Procurement					
23	Provision of Bulking facility	Quote	£ 300,000		01/01/2015	New Procurement					
24	CARC office/welfare facilities refurbishment	quote	£ 70,000		01/01/2015	New Procurement					
25	replacement lids for recycling bins	quote	£ 50,000		01/01/2015	New Procurement					
26	Purchase of Vehicles, plant and machinery for Grounds & Streets	Tender	£ 1,000,000	1	01/01/2015	New procurement					
27	Supply and install play areas	tender	£ 5,000,000		01/01/2015	New Procurement					
28	3G pitches	tender	£ 1,500,000		01/01/2015	New Procurement					
29	Maintenance of borough owned trees	Tender	£ 5,000,000	4	01/11/2014	Reprocurement					
30	Collection and storage of Stray dogs SLA	Quote	£ 100,000	2	01/01/2015	Reprocurement					
31	Provision of Locksmith services for Greenspaces	Quote	£ 180,000	4	01/01/2015	Reprocurement					
32	Collection and disposal of Hazardous Waste	Quote	£ 116,175	5	01/01/2015	Extension					
33	Landscape and architect services for open spaces/play areas design	Quote	£ 100,000		01/01/2015	New Procurement					
34	Consultants to aid specific grant applications and project delivery	Quote	£ 300,000		01/01/2015	New Procurement					
35	Road/footway/court surfaces - repairs and installation	Tender	£ 2,000,000	4	01/01/2015	New Procurement					
36	New booking and lettings system (parks sports)	Quote	£ 40,000	5	01/04/2014	New Procurement					
37	Installation and repairs of fencing, bollards.	Tender	£ 50,000		01/01/2015	New Procurement					
38	Maintenance and supply of 2 stroke and pedestrian machinery	Quote	£ 100,000		01/01/2015	New Procurement					
39	Supply of materials and chemicals	Quote	£ 150,000		01/01/2015	New Procurement					
40	Supply of hand tools, supplies and equipment	Quote	£ 170,000		01/01/2015	New Procurement					
41	Supply of bins for parks & streets	Quote	£ 100,000		01/01/2015	New Procurement					
42	Supply and maintenance of Park/street furniture	Tender	£ 150,000		01/01/2015	New Procurement					
43	Supply of plants, bulbs, grounds maintenance goods and materials	Quote	£ 170,000		01/01/2015	New Procurement					
44	Maintenance and repair of sprinklers and irrigation systems	Quote	£ 30,000		01/01/2015	New Procurement					

No.	Contract Name / description	procurement activity required	Total Contract Value including extensions	Contract Term including extensions	Procurement Start Date	Procurement Type	Start date of new contract or extension	Contract No:	Existing Contract Date: Start	Existing Contract Date: End	Extension available in contract
45	Clean surfaces esp pavements of grime, chewing gum etc	Quote	£ 175,000		01/01/2015	New Procurement					
46	Supply of play bark	Quote	£ 40,000		01/01/2015	New Procurement					
47	supply of gardening services inc installation and repairs	Quote	£ 160,000		01/01/2015	New Procurement					
48	Supply of benches & furniture	Quote	£ 100,000	3	01/01/2015	New Procurement					
49	Supply of Street Orderly barrows	Quote	£ 20,000	2	01/01/2015	New Procurement					
50	Inspection and maintenance database for Greenspaces & Streets	Quote	£ 80,000	3	01/01/2015	New Procurement					
51	Metal Fabrication	quote	£ 1,000,000	4	01/01/2015	Reprocurement					
52	Invasive weed control	quote	£ 160,000	4	01/01/2015	Reprocurement					
53	Allotment water infrastructure compliance	Tender	£ 250,000		01/01/2015	New procurement					
54	Allotment infrastructure works	tender	£ 300,000		01/01/2015	New procurement					
55	Enforcement Delivery - public realm	Tender	£ 800,000	4	01/01/2015	New Procurement					
56	Environmental Consultancy services	Quote/Tender	£ 150,000		01/01/2015	New Procurement					
57	Provision of staff wellbeing services	quote	£ 25,000		01/01/2015	New Procurement					
58	Borough-wide Weed spraying	tender	£ 600,000		01/04/2015	New Procurement					
	Re										
1	Works in Default requirements including survey work	Quotation (works)	£ 600,000	3	01/09/2014	Quotation (works)	01/04/2015				
2	Colindale parks design development	Tender for consult	£ 1,000,000	18 months	01/02/2015	GLA OJEU list	01/05/2015				
3	Colindale parks construction	Tender for build ct	£ 8,000,000	18 months	01/04/2015	Open tender	01/05/2016				
4	Colindale Visioning	Tender for consult	£ 50,000	6 months	02/02/2015	GLA tender	01/05/2015				
5	Highways Maintenance Contract	Tender	£ 50,000,000	5	01/01/2015	New Procurement	01/04/2014				
6	Specialist Carriageway Treatments Contract	Tender	£ 13,000,000	3	01/01/2015	New Procurement					
7	Winter Maintenance Weather Forecast Service	Quote	£ 30,000	3	01/01/2015	New Procurement					
8	Winter Maintenance Bureau Service	Quote	£ 45,000	3	01/01/2015	New Procurement					
9	Winter Maintenance Salt Supply Contract	Tender	£ 360,000	3	01/01/2015	New Procurement					
	Corporate										
1	Children's Services(Libraries)	Quote/Tender	£ 1,000,000		01/01/2015	New Procurement					
2	Children's Education (Capital)	Quote/Tender	£ 50,000,000		01/01/2015	New Procurement					
3	Asset Management	Quote/Tender	£ 1,000,000		01/01/2015	New Procurement					
4	School Modernisation	Quote/Tender	£ 2,500,000		01/01/2015	New Procurement					
5	Early Years (School alterations)	Quote/Tender	£ 500,000		01/01/2015	New Procurement					
6	Royal Mail postage contract	A joint procurement with other London Boroughs		3	End of 2015	Crown Procurement	Sep-16		Sep-13		Sep-15 1 year
7	Non-Life Insurance - Liability, Motor and Associated Legal Costs	Tender	£ 1,095,000	bars plus LTA extension	01/01/2015	OJEU	01/10/2015				
8	Non-Life Insurance - Property and Miscellaneous Risks	Extension/Tender	£ 3,624,000	extensions if extension	01/01/2015	OJEU	01/10/2015				
9	Translation & Interpretation Services	Reprocurement	£ 350,000	3	15/12/2014	OJEU	01/04/2015				

No.	Contract Name / description	procurement activity required	Total Contract Value including extensions	Contract Term including extensions	Procurement Start Date	Procurement Type	Start date of new contract or extension	Contract No.	Existing Contract Date: Start	Existing Contract Date: End	Extension available in contract
Adults											
1	Dementia Contracts	Tender	£2.5m	5yrs	1.4.15	Procurement	1.1.16	various		31.3.15	Yes
2	Enablement contract	Tender	£6m	5yrs	1.4.15	Procurement	6.9.16			5.9.16	No
3	The Neighbourhood Services Contract	Extension	£2.5m	2yr			1.1.2012			30.12.14	Yes
4	Healthwatch	Extension	£1.2m	4yr			1.4.16				
5	Mental Health & Best Interest Assessors	Tender	£1.5m	5 years	1.4.15	Procurement	1.4.16				
6	Retail Pharmacy Medequip	Tender	£400k	4 years	1.4.15	supplier list	1.9.15		14.07.11		
2	Enablement contract	Extension	£6m	5yrs	1.4.15	Procurement	6.9.16			5.9.16	No
Childrens											
1	Home Care	Tender	£600,000	4 Years	01/01/2016	Tender	01/10/2016	Various	01/10/2013	30/09/2016	N/A
2	Return home independent interviews for missing children	Tender	£80,000	4 Years	01/04/2014	Tender	01/06/2014	N/A	N/A	N/A	N/A
3	Domestic Violence	Tender	£2,500,000	4 Years	01/04/2014	Tender	01/04/2016	Various	01/04/2012	31/03/2016	N/A
4	Independent Social Worker	Tender	£1,000,000	4 Years	01/04/2015	Tender	01/04/2016	N/A	N/A	N/A	N/A
5	Fostering support wrap around services	Tender	£70,000	12 months, potential to extend for 12 months	01/12/2014	Tender	01/04/2015	N/A	N/A	N/A	N/A
6	Re-provision of Children's Home	Tender	£700,000	Maximum 12 months	01/04/2015	Tender	01/04/2015	N/A	N/A	N/A	N/A
7	Outreach support	Tender	£50,000	Maximum 12 months	01/04/2015	Tender	01/04/2015	N/A	N/A	N/A	N/A
8	Edge of care services	Tender	£3,000,000	36 months	01/04/2015	Tender	01/04/2015	N/A	N/A	N/A	N/A
9	Pre Paid Debit cards	Tender	£24,000	4 years	01/04/2015	Tender	01/04/2015	N/A	N/A	N/A	N/A
10	Youth Offending Case Management System	Tender	£120,000	4 years	01/07/2015	Tender	01/04/2016	5000004716	15/03/2013	14/03/2016	N/A
11	Consultancy Services	Tender	£100,000	1 year	01/04/2015	Tender	01/05/2015	n/a	n/a	n/a	n/a
12	Corporate Parenting system	Tender	£50,000	5 years	01/05/2014	Tender	01/06/2015	N/A	N/A	N/A	N/A
13	Workforce Development	Tender	£100,000	4 Years	Unknown	Tender	Unknown	N/A	N/A	N/A	N/A
14	Emergency Duty Team (Out of Hours) Service	Tender	£875,000	5 Years	01/06/2015	Tender	01/04/2016	5000002624	01/09/2012	31/03/2016	N/A
15	Special Educational Needs Placement - tier 4	Tender	£1,600,000	4 Years	01/08/2014	Tender	01/04/2016	5000002684	01/04/2011	31/03/2016	N/A
16	Equipment for SEN	Tender	£50,000	4 Years	01/05/2014	Tender	01/10/2015	N/A	N/A	N/A	N/A
17	Frozen foods for catering service	Tender	£8,000,000	4 Years	01/04/2015	Tender	30/07/2015	5000000639	01/01/2013	29/07/2015	N/A
18	Groceries for catering service	Tender	£8,000,000	4 Years	01/04/2015	Tender	31/10/2015	5000005293	01/10/2011	30/10/2015	N/A
19	Function Equipment	Tender	£100,000	4 Years	01/04/2015	Tender	01/04/2015	5000002619	01/04/2013	31/03/2015	N/A
20	Kosher Sandwich Supplier	Tender	£200,000	4 Years	01/06/2015	Tender	01/09/2015	N/A	N/A	N/A	N/A
21	Transport to Loreto College	Tender	£80,000	4 Years	01/05/2014	Tender	01/09/2015	N/A	N/A	N/A	N/A
22	Rapid English	Tender	£50,000	4 Years	TBC	Tender	TBC	N/A	N/A	N/A	N/A
23	East Barnet library refurbishment	Tender	£500,000	1 year	01/04/2015	Tender	01/06/2015	N/A	N/A	N/A	N/A
24	Golders Green library refurbishment	Tender	£500,000	1 year	01/04/2015	Tender	01/06/2015	N/A	N/A	N/A	N/A
25	East Finchley library refurbishment	Tender	£500,000	1 year	01/04/2015	Tender	01/06/2015	N/A	N/A	N/A	N/A
26	Limelight festival	Tender	£100,000	3 years	01/04/2015	Tender	01/06/2015	N/A	N/A	N/A	N/A
27	Audience research	Tender	£10,000	1 year	01/04/2015	Tender	01/06/2015	N/A	N/A	N/A	N/A
28	Library Management System	Tender	£500,000	5 years	01/04/2015	Tender	01/10/2015	N/A	N/A	N/A	N/A
29	North Finchley Library Refurbishment	Tender	£500,000	1 year	01/04/2015	Tender	01/06/2015	N/A	N/A	N/A	N/A
30	Stamps	Tender	£10,500	4 years	01/04/2014	Tender	01/06/2015	N/A	N/A	N/A	N/A
31	Specialist Library Furniture	Tender	£24,000	4 years	01/04/2014	Tender	01/06/2015	N/A	N/A	N/A	N/A
32	Advertising	Tender	£100,000	4 years	01/04/2014	Tender	01/10/2015	N/A	N/A	N/A	N/A
33	Online booking system	Tender	£20,000	4 years	01/04/2015	Tender	01/06/2015	N/A	N/A	N/A	N/A
34	Specialist library staff	Tender	£200,000	4 years	01/04/2015	Tender	01/06/2015	N/A	N/A	N/A	N/A
35	Photocopiers	Tender	£100,000	4 years	01/04/2015	Tender	01/06/2015	N/A	N/A	N/A	N/A
36	Books and online library resources	Tender	£2,800,000	4 years	01/10/2015	Tender	01/04/2016	N/A	N/A	N/A	N/A

No.	Contract Name / description	procurement activity required	Total Contract Value including extensions	Contract Term including extensions	Procurement Start Date	Procurement Type	Start date of new contract or extension	Contract No.	Existing Contract Date: Start	Existing Contract Date: End	Extension available in contract
37	Library fit out- Colindale Library	Tender	£100,000	1 year	01/12/2015	Tender	01/04/2016	N/A	N/A	N/A	N/A
38	Young People's Drug And Alcohol Service	Tender	£800,000	4 Years	01/04/2015	Tender	01/04/2016	N/A	N/A	N/A	N/A
39	Supporting Young Carers	Tender	£500,000	4 Years	01/04/2015	Tender	TBC	N/A	N/A	N/A	N/A
40	Family Nurse Partnership	Tender	£1,200,000	4 Years	01/06/2015	Tender	01/04/2016	5000005805	01/04/2012	31/03/2015	Yes
41	Evolution Internet Marketing LLP(Children's) - Subscription to NQT Manager, an online management tool for Newly Qualified Teacher Induction assessment and training.	Subscription	£15,000	1 Year	01/04/2014	Subscription	01/09/2015	5000003031	N/A	N/A	N/A
42	Investigation Officers for Social Care Complaints	Spot purchases	£20,000	As and when required	01/04/2015	Spot purchases	N/A	N/A	N/A	N/A	N/A
43	Educational Visits Advice & Guidance	Single Source	£20,000	2 years	01/04/2015	Single Source	N/A	N/A	N/A	N/A	N/A
44	Epas, Keypas, Nexus	License Acquisition	£40,000	4 years cost (annual licenses)	01/04/2015	License Acquisition	TBC	TBC	N/A	N/A	N/A
45	Fischer (FFT) Education	License Acquisition	£45,000	4 Years cost (annual license)	01/04/2015	License Acquisition	TBC	TBC	N/A	N/A	N/A
46	Independent Social Worker	Extension	£90,000	4 Years	01/05/2014	Extension	04/07/2015	5000004347	07/12/2012	03/07/2015	Yes
47	Pendulum & Broadcast License	Extension	£11,200	2 Year	01/04/2015	Extension	01/12/2013	N/A	01/04/2014	31/03/2015	Yes
48	Software for Circulars	Extension	£15,000	2 years	01/04/2015	Extension	01/04/2015	TBC	01/04/2014	31/03/2015	Yes
49	Software and Consultancy Time to Authorise School / DoE trips (Health & Safety)	Extension	£30,000	3 years	01/04/2015	Extension	01/04/2015	TBC	01/04/2013	31/03/2015	Yes
50	Summer Playscheme for Children in need	Extension	£40,000	5 Years	01/01/2016	Extension	01/04/2016	Unknown	01/04/2012	31/03/2016	Yes
51	Duke of Edinburgh Award: Expedition Costs	Extension	£250,000	4 Years	01/06/2015	Extension	01/10/2015	Unknown	Unknown	Unknown	Yes
52	Duke of Edinburgh Award: Inclusive Expeditions / Residentials	Extension	£240,000	4 Years	01/06/2015	Extension	01/10/2015	Unknown	Unknown	Unknown	Yes
53	Duke of Edinburgh Award: Expedition Costs	Extension	£20,000	4 Years	01/06/2015	Extension	01/10/2015	Unknown	Unknown	Unknown	Yes
54	Duke of Edinburgh Award: Transport Costs	Extension	£108,000	4 Years	01/06/2015	Extension	01/10/2015	Unknown	Unknown	Unknown	Yes
55	Duke of Edinburgh Award: Operating Licence	Extension	£11,200	4 Years	01/06/2015	Extension	01/10/2015	Unknown	Unknown	Unknown	Yes
56	Duke of Edinburgh Award: e-dofe Participation Places	Extension	£160,000	4 Years	01/06/2015	Extension	01/10/2015	Unknown	Unknown	Unknown	Yes
57	Emergency Duty Team (Out of Hours) Service	Extension	£1,050,000	5.5 Years	01/04/2015	Extension	01/04/2015	5000002624	01/09/2012	31/03/2015	Yes
58	SEN Therapy	Extension	£125,000	3.5 Years	01/07/2015	Extension	01/08/2015	5000005238	01/04/2013	31/07/2015	Yes
59	Legal Advice and Support	Extension	£90,000	2 Years	01/06/2015	Extension	01/07/2015	Unknown	01/07/2014	30/06/2015	Yes
60	Support for young people with LDD	Extension	£950,000	4 Years	01/06/2015	Extension	01/07/2015	5000005370	01/07/2012	30/06/2015	Yes
61	Groceries for catering service	Extension	£5,000,000	3 Years	01/04/2015	Extension	01/04/2015	5000004909	12/03/2013	31/03/2015	Yes
62	Jewish Supervision	Extension	£190,000	3 Years	01/04/2015	Extension	01/04/2015	5000005284	01/04/2013	31/03/2015	Yes
63	Function Equipment	Extension	£25,000	3 Years	01/04/2015	Extension	01/04/2015	5000002619	01/04/2013	31/03/2015	Yes
64	SmartSM	Extension	£53,000	4 years	01/04/2015	Extension	01/04/2015	5000005200	01/04/2012	31/03/2015	Yes
65	Nielsen Book Services Ltd (DCE)	Extension	£28,000	4 years	01/04/2015	Extension	01/04/2015	5000000840	01/04/2012	31/03/2015	Yes
66	Library books	Extension	£120,000	4 years	01/04/2015	Extension	01/04/2015	5000005717	01/04/2012	31/03/2015	Yes
67	Library books	Extension	£36,000	4 years	01/04/2015	Extension	01/04/2015	5000005718	01/04/2012	31/03/2015	Yes
68	e-books/ e-audio books	Extension	£185,000	4 years	01/04/2015	Extension	01/04/2015	5000000825	01/04/2012	31/03/2015	Yes
69	Library Books	Extension	£52,000	4 years	01/04/2015	Extension	01/04/2015	Unknown	01/04/2012	31/03/2015	Yes
70	Library Books	Extension	£38,000	4 years	01/04/2015	Extension	01/04/2015	5000005127	01/04/2012	31/03/2015	Yes
71	Newspapers and Periodicals	Extension	£70,000	4 years	01/04/2015	Extension	01/04/2015	5000000835	01/04/2012	31/03/2015	Yes
72	Interlibrary loans at British Library (CS)	Extension	£24,000	4 years	01/04/2015	Extension	01/04/2015	5000005201	01/04/2012	31/03/2015	Yes
73	Bibliographical data for cataloguing	Extension	£38,000	4 years	01/04/2015	Extension	01/04/2015	5000005103	01/04/2012	31/03/2015	Yes
74	Inter-library loan books	Extension	£24,000	4 years	01/04/2015	Extension	01/04/2015	5000005201	01/04/2012	31/03/2015	Yes
75	Community language books	Extension	£25,000	3 years	01/04/2015	Extension	01/04/2015	5000004891	01/04/2013	31/03/2015	Yes
76	large print books	Extension	£28,000	4 years	01/04/2015	Extension	01/04/2015	5000005214	01/04/2012	31/03/2015	Yes
77	Online databases	Extension	£32,000	4 years	01/04/2015	Extension	01/04/2015	5000003607	01/04/2012	31/03/2015	Yes

No.	Contract Name / description	procurement activity required	Total Contract Value including extensions	Contract Term including extensions	Procurement Start Date	Procurement Type	Start date of new contract or extension	Contract No.	Existing Contract Date: Start	Existing Contract Date: End	Extension available in contract
78	Online database	Extension	£15,000	3 years	01/04/2015	Extension	01/04/2015	5000006007	01/04/2013	31/03/2015	Yes
79	Online encyclopaedia	Extension	£18,000	3 years	01/04/2015	Extension	01/04/2015	5000005054	01/04/2013	31/03/2015	Yes
80	Specialist graphic novels	Extension	£34,000	3 years	01/04/2015	Extension	01/04/2015	5000005213	01/04/2013	31/03/2015	Yes
81	Online reference tool	Extension	£20,000	4 years	01/04/2015	Extension	01/04/2015	Unknown	01/04/2013	31/03/2015	Yes
82	Reader Development marketing materials	Extension	£10,000	4 years	01/04/2015	Extension	01/04/2015	Unknown	01/04/2013	31/03/2015	Yes
83	Online database	Extension	£20,000	4 years	01/04/2015	Extension	01/04/2015	5000005055	01/04/2013	31/03/2015	Yes
84	Reader Development marketing materials	Extension	£25,000	4 years	01/04/2015	Extension	01/04/2015	Unknown	01/04/2013	31/03/2015	Yes
85	Community language DVDs	Extension	£28,000	4 years	01/04/2015	Extension	01/04/2015	5000005219	01/04/2013	31/03/2015	Yes
86	Transportation of books	Extension	£20,000	4 years	01/04/2015	Extension	01/04/2015	5000005817	01/04/2013	31/03/2015	Yes
87	Educational DVDs	Extension	£12,000	3 years	01/04/2015	Extension	01/04/2015	Unknown	01/04/2013	31/03/2015	Yes
88	Educational Artefacts	Extension	£12,000	3 years	01/04/2015	Extension	01/04/2015	Unknown	01/04/2013	31/03/2015	Yes
89	Audio books	Extension	£20,000	4 years	01/04/2015	Extension	01/04/2015	5000004904	01/04/2013	31/03/2015	Yes
90	NQT Induction course tutors/trainers	Contracts with any new providers	£45,000	4 Years	01/05/2014	Contracts with any new providers	01/09/2015	Various	Various	Various	N/A
91	SEN Placement Provision and Specialist Packages	Contracts with any new providers	£10,000,000	1 Year	As and when required	Contracts with any new providers	As and when required	N/A	N/A	N/A	N/A
92	LAC Residential Placements via London Care Placements, West London Alliance, Barnet's Approved List / Framework and Spot Purchased	Contracts with any new providers	£750,000 annual spend	4 Years	As and when required	Contracts with any new providers	As and when required	N/A	N/A	N/A	N/A
93	LAC External Fostering Placements via London Care Placements, West London Alliance, Barnet's Approved List / Framework and Spot Purchased	Contracts with any new providers	£500,000 annual spend	4 Years	As and when required	Contracts with any new providers	As and when required	N/A	N/A	N/A	N/A
94	Parent and Child Placement via London Care Placements, Barnet's Approved List / Framework and Spot Purchased	Contracts with any new providers	£100,000 annual	4 Years	As and when required	Contracts with any new providers	As and when required	N/A	N/A	N/A	N/A
95	Semi-independent Provision via Barnet's Approved List / Framework, WLA and spot purchased	Contracts with any new providers	£50,000 annual	4 Years	As and when required	Contracts with any new providers	As and when required	N/A	N/A	N/A	N/A
96	ISW assessments additional activity	Additional spend	£42,000	Existing contract terms	01/04/2015	Additional spend	Existing contract term	Multiple	Multiple	Multiple	N/A

No.	Contract Name / description	procurement activity required	Total Contract Value including extensions	Contract Term including extensions	Procurement Start Date	Procurement Type	Start date of new contract or extension	Contract No.	Existing Contract Date: Start	Existing Contract Date: End	Extension available in contract		
1	Advisory Support in Schools	Waiver	£800,000	On-going framework Agreement to cater for as and when spot purchasing	01/04/2015	Waiver	01/04/2015	Multiple contracts	Multiple contracts	Multiple contracts	N/A	By having to conduct a full procurement exercise the service provision may not be used by Barnet schools as the head teachers recommend advisers. The BPSI internal processes would have to be revised which would have an impact on the actual delivery of the service and possibly the existence of the service to schools.	
2	Special Educational Needs Placement - tier 4	Waiver - to authorise extension	£1,120,000	5 Years	01/01/2015	Waiver - to authorise extension	01/04/2015	50000284	01/04/2013	31/03/2015	Yes	Due to a review of SEN contracts undertaken over spring-summer 2014 it has not been possible to gauge the commissioning intentions in regard to this service. This therefore doesn't provide an appropriate timescale to commission a new service by 1 April 2015. Therefore authorisation is sought to extend the original contract for a second time to allow for a procurement to take place during 2015-16.	
No.	Contract Name / description	procurement activity required	Total Contract Value including extensions	Contract Term including extensions	Procurement Start Date	Procurement Type	Start date of new contract or extension	Contract No.	Existing Contract Date: Start	Existing Contract Date: End	Extension available in contract		
3	SEN Therapy	Waiver - to authorise extension	Up to £1,500,000	4 Years	01/04/2015	Waiver - to authorise extension	01/04/2015	Various	01/04/2013	31/03/2015	Yes	The use of small providers of SEN therapies meet the specific requirements of children and young people's as outlined at tribunal or in a SEN statement. The joint commissioning of services with health will help to reduce duplication in relation to speech and language therapy in the first instance. However, smaller speech and language therapy providers will need to be used for a period of time while a transition from small providers to the new contracted service can take place, ensuring that the needs of individual children, as set out in the SEN statement, are met. 9.4 Further to this, the Council and CCG are beginning to explore any other areas of duplication in relation to other SEN therapies. This transition is inter-related with the 'preparing to meet future need' project that is ongoing within the area of SEN and complex needs and sufficient time is needed to develop the 'local offer' and to implement the changes included in the Children and Families Act. It is necessary to use the identified smaller therapy providers until this work is completed.	
No.	Contract Name / description	procurement activity required	Total Contract Value including extensions	Contract Term including extensions	Procurement Start Date	Procurement Type	Start date of new contract or extension	Contract No.	Existing Contract Date: Start	Existing Contract Date: End	Extension available in contract		
4	London Care Placement Framework	Waiver - to authorise extension	The London Care Placements Framework doesn't commit the Council to spend any money with providers. However, there is £1,000,000 available to London Councils for services such as commissioning and contract monitoring services.	6 Years	01/04/2015	Waiver - to authorise extension	01/04/2015	Various	01/04/2010	31/03/2015		In 2010 London Councils set up an approved framework of residential and foster care providers, which participating boroughs can use to procure children in care. The use of this framework significantly reduces the cost, and risk associated with spot purchasing of fostering and residential care placements for children and young people. The London Care Placements team carry out the relevant checks on providers, enabling participating boroughs to enter directly into contract with any provider on the framework, without the need for additional approvals. The current LCP framework provider list is stored on a secured website (www.londoncareplacements.gov.uk). We initially agreed to use the framework for the period 1 April 2010 to 31 March 2013, with an option to extend for a further year. Due to the strong performance of the framework, the decision was made to extend the use of the framework until 31 March 2015. London Councils have confirmed that they are going to extend the length of the framework for an additional year until 31 March 2016. Over the five year term, the agreement has provided value for money for the Council, whilst ensuring a wide range of services are available at short notice. It is therefore recommended that we extend the use of the framework for this additional year.	

No.	Contract Name / description	procurement activity required	Total Contract Value including extensions	Contract Term including extensions	Procurement Start Date	Procurement Type	Start date of new contract or extension	Contract No.	Existing Contract Date: Start	Existing Contract Date: End	Extension available in contract	
5	Youth Offending Case Management System	Waiver - to authorise extension	£56,000	3 Years	01/04/2014	Waiver - to authorise extension	01/04/2015	550004716	15/03/2013	31/03/2015	No	<p>It is a statutory requirement for each Youth Offending Service to have a case management system in place to evidence the work taking place as of the execution of its statutory duties. The software provided by Careworks Ltd meets the requirements of the Youth Offending Service and represents continued value for money compared to provision by an alternative provider.</p> <p>The original licence agreement was awarded for the period 15 March 2013 to 14 March 2015. Due to the strong performance and value for money of the agreement, it is recommended that we extend the licence agreement for an additional year, whilst a new comprehensive tender exercise is undertaken during 2015-16.</p> <p>The extension clause within the current agreement, which is why a waiver is required to authorise the extension. Therefore authorisation is sought to waive the contract procedure rules, to allow for an extension to be put in place for the period 15 March 2015 to 14 March 2016.</p>
6	Family Nurse Partnership	Waiver - to authorise extension	£660,000	4 Years	01/04/2015	Waiver - to authorise extension	01/04/2015	550005825	01/04/2012	31/03/2015	Yes	<p>In April 2011 the council submitted a partnership bid with NHS Barnet to the Department of Health for the Family Nurse Partnership (FNP), and were accepted into the FNP Programme in May 2011. The council requires delivery of FNP which is an evidence based, preventive early intervention programme for pregnant women, their babies, families and young children, structured home visiting, delivered by specially trained nurses, from early pregnancy until the age of two.</p> <p>The Government wants to double the capacity of FNP by 2016. The Council would therefore like to extend the current contract for an additional year to ensure continuity of service until the wider roll-out of FNP in 2016.</p> <p>The Council initially entered into a two year contract with Central London Community Healthcare for FNP for the period 1 April 2012 to 31 March 2014. The contract was then extended for an additional year until 31 March 2015. Therefore authorisation is sought to waive the contract procedure rules, to allow for an additional extension to be put in place for the period 1 April 2015 to 31 March 2016.</p> <p>If the extension of the contract was not put in place, there is likelihood that we would not have sufficient time to undergo a comprehensive tender exercise. This could lead to the programme not be delivered and 50 young people would not get the support they need. This could have a negative impact on the personal, social and health outcomes for the children and young people.</p>

Procurement Forward Plan 2016-17

Procurement Forward Plan 2016-17 [for financial period 1/4/2016-31/3/2017]

No.	Contract Name / description	procurement activity required	Total Contract Value including extensions	Contract Term including extensions	Procurement Start Date	Procurement Type	Start date of new contract or extension	Contract No:	Existing Contract Date: Start	Existing Contract Date: End	Extension available in contract
	Street Scene										
1	3G pitches	Tender	£ 1,500,000								
2	Transport Workshop Parts Supplies Contract	Tender	£ 1,200,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
3	Transport Workshop Vehicle Washing Contract	Quote/Tender	£ 150,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
4	Transport Workshop Maintenance Services Contract	Quote/Tender	£ 1,000,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
5	Transport Workshop Tyres Supplies Contract	Quote/Tender	£ 150,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
6	Transport Workshop Vehicle Hire Contract	Quote/Tender	£ 2,400,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
7	Transport Workshop Vehicle Leasing Contract	Quote/Tender	£ 800,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
8	Transport Workshop Goods/Services Supplies Contract	Quote	£ 10,000	3	10/11/2014	New Procurement	01/04/2015		01/07/2014	31/03/2015	
9	Passenger Transport Framework Contract	Tender	£ 9,200,000	5	01/04/2015	New Procurement	01/01/2017		01/04/2013	31/12/2016	
10	Environmental Consultancy services	Quote/Tender	£ 150,000								
11	Landscape and architect services for open spaces/play areas des	Quote	£ 100,000			New Procurement					
12	Road/footway/court surfaces - repairs and installation	Tender	£ 2,000,000			New Procurement					
13	Supply and install play areas	tender	£ 5,000,000								
14	Provision of Environment Operational services	tender	£ 140,000,000	7							
15	Provision of staff wellbeing services	quote	£ 25,000								
16	Transport workshop purchase of vehicle/plant/machinery	Tender	£ 2,000,000								
	Corporate										
1	Childrens' Services (Libraries)	Quote/Tender	£1,000,000.00								
2	Childrens' Education (Capital)	Quote/Tender	£40,000,000.00								
3	Asset Management	Quote/Tender	£1,000,000.00								
4	School Modernisation	Quote/Tender	£2,500,000.00								
5	Early Years (School alterations)	Quote/Tender									



Policy and Resources Committee

13 January 2015

Title	Policy and Resources Committee Work Programme
Report of	Andrew Travers, Chief Executive Chris Naylor, Chief Operating Officer Kate Kennally, Strategic Director for Communities Pam Wharfe, Strategic Director for Growth and Environment
Wards	All
Status	Public
Enclosures	Committee Work Programme January 2015-June 2015
Officer Contact Details	Kirstin Lambert, kirstin.lambert@barnet.gov.uk 020 83592117

Summary

The Committee is requested to consider and comment on the items included in the 2015 work programme

Recommendations

- 1. That the Committee consider and comment on the items included in the 2015 work programme**

1. WHY THIS REPORT IS NEEDED

- 1.1 The Policy and Resources Committee's Work Programme 2015 indicates forthcoming items of business.
- 1.2 The work programme of this Committee is intended to be a responsive tool, which will be updated on a rolling basis following each meeting, for the inclusion of areas which may arise through the course of the year.
- 1.3 The Committee is empowered to agree its priorities and determine its own schedule of work within the programme.

2. REASONS FOR RECOMMENDATIONS

- 2.1 There are no specific recommendations in the report. The Committee is empowered to agree its priorities and determine its own schedule of work within the programme.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 N/A

4. POST DECISION IMPLEMENTATION

- 4.1 Any alterations made by the Committee to its Work Programme will be published on the Council's website.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The Committee Work Programme is in accordance with the Council's strategic objectives and priorities as stated in the Corporate Plan 2013-16.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 5.2.1 None in the context of this report.

5.3 Legal and Constitutional References

- 5.3.1 The Terms of Reference of the Policy and Resources Committee is included in the Constitution, Responsibility for Functions, Annex A.

5.4 Risk Management

5.4.1 None in the context of this report.

5.5 Equalities and Diversity

5.5.1 None in the context of this report.

5.6 Consultation and Engagement

5.6.1 None in the context of this report.

6. BACKGROUND PAPERS

6.1 None.

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**London Borough of Barnet
Policy and Resources
Committee Work Programme
January 2015 - May 2015**

Contact: Kirstin Lambert 020 8359 2177 kirstin.lambert@barnet.gov.uk

Subject	Decision requested	Report Of	Contributing Officer(s)
13 January 2015			
Council Tax Support: Options for a revised scheme (post consultation)	That the Committee consider the Council Tax Support scheme options, noting the results of the public consultation, and agree one of the options for a revised scheme for 2015/16 onwards.	Deputy Chief Operating Officer, Director of Strategy	
Initial Consultation Strategy: Grahame Park Estate Development Framework SPD	This report will outline the Council's proposed strategy for consultation on the Supplementary Planning Document and seeks authorisation for the initial options consultation to be carried out in February 2015. It will set out how the initial, non-statutory options consultation will be carried out, including how residents and stakeholders will be engaged, what information will be presented, where this will be made available and how comments can be made.	Enterprise & Regeneration Lead Commissioner	

Subject	Decision requested	Report Of	Contributing Officer(s)
Update on contracts relating to the Council's Fleet	This report sets out the current contractual arrangements relating to the Council's Fleet post transfer into Barnet of the Go Plant Fleet Maintenance Services contract. It describes the steps needed to extend or replace those contracts to ensure continuity of service as well as setting out longer term contractual requirements.	Street Scene Director	
Procurement Forward Plan 2015/2016	That approval be given to officers to proceed with procurement activity as set out in the Procurement Forward Plan 2015/2016	Commercial and Customer Services Director	
17 February 2015			
Grahame Park Stage B	To approve the Heads of Terms of a variation to the Principal Development Agreement with Choices for Grahame Park	Enterprise & Regeneration Lead Commissioner	

Subject	Decision requested	Report Of	Contributing Officer(s)
Statement of Community Involvement	To approve the draft Statement of Community Involvement. The Statement of Community Involvement (SCI) sets out how the Council will involve people in the preparation of planning documents and the consideration of planning applications.	Enterprise & Regeneration Lead Commissioner	
Budget and Medium Term Financial Strategy for 2015/16 - 2019/20	To approve the Corporate Plan and Budget / Medium Term Financial Strategy for 2015/16 – 2019/20 for referral to Council	Chief Operating Officer (Director of Finance / Section 151 Officer)	
Environment, Planning & Regeneration and StreetScene Fees and Charges	To approve referrals from the Environment and Assets, Regeneration & Growth and Environment committees on Environment, Planning & Regeneration and StreetScene Fees and Charges for 2015/16	Chief Operating Officer (Director of Finance / Section 151 Officer)	
Customer Access Strategy	To approve the Customer Access Strategy	Commercial and Customer Services Director	
Sport and Physical Activity business case		Strategic Director for Communities	
24 March 2015			

Subject	Decision requested	Report Of	Contributing Officer(s)
North London Waste Plan	To approve the North London Waste Plan (Reg 18) for consultation.	Enterprise & Regeneration Lead Commissioner	
Local Development Scheme	To approve the Local Development Scheme. The Local Development Scheme (LDS) sets out the three-year 'project plan' to be used for the preparation of the separate but interlinked documents that will make up the Local Plan.	Enterprise & Regeneration Lead Commissioner	
Business Planning Update	To approve Management Agreements	Chief Operating Officer (Director of Finance / Section 151 Officer), Strategic Director for Communities, Strategic Director for Growth and Environment	
Grahame Park Stage B	To approve the Supplementary Planning Document for the regeneration of Grahame Park for consultation	Enterprise & Regeneration Lead Commissioner	
5 May 2015			
Green Infrastructure Supplementary Planning Document	To approve for adoption: Green Infrastructure Supplementary Planning Document	Enterprise & Regeneration Lead Commissioner	
Items to be Allocated			

Subject	Decision requested	Report Of	Contributing Officer(s)
Inter Authority Agreement between North London Waste Authority and its seven Constituent Authorities	To agree the Inter Authority Agreement between the North London Waste Authority (NLWA) and the seven constituent authorities. The main item in the Inter Authority Agreement is the agreement to change to menu pricing, which will alter the way in which the constituent authorities pay NLWA, which will lead to a fairer system. In 2014/15 Barnet's payments to NLWA will be approximately £11m.	Street Scene Director	
Affordable Housing Supplementary Planning Document	To approve for consultation: Affordable Housing Supplementary Planning Document	Enterprise & Regeneration Lead Commissioner	
Governance Arrangements - Barnet / Harrow inter Authority Agreement	Committee to receive a report on changes to the Inter Authority Agreement.		