

Sustainable Development Select Committee Agenda

Tuesday, 5 February 2013
7.00 pm, Committee Room 3
Civic Suite
Lewisham Town Hall
London SE6 4RU

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Part 1

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Sustainable Development Select Committee Members

Members of the committee, listed below, are summoned to attend the meeting to be held on Tuesday, 5 February 2013.

Barry Quirk, Chief Executive
Thursday, 24 January 2013

Councillor Liam Curran (Chair)	
Councillor Suzannah Clarke (Vice-Chair)	
Councillor Obajimi Adefiranye	
Councillor Abdeslam Amrani	
Councillor John Bowen	
Councillor Julia Fletcher	
Councillor Mark Ingleby	
Councillor Marion Nisbet	
Councillor Sam Owolabi-Oluyole	
Councillor Eva Stamirowski	
Councillor Alan Hall (ex-Officio)	
Councillor Kevin Bonavia (ex-Officio)	

MINUTES OF THE SUSTAINABLE DEVELOPMENT SELECT COMMITTEE

Tuesday, 11 December 2012 at 7.00 pm

PRESENT: Councillors Liam Curran (Chair), Obajimi Adefiranye, Julia Fletcher, Ingleby, Marion Nisbet, Sam Owolabi-Oluyole and Eva Stamirowski and

ALSO PRESENT: Paul Aladenika (Head of Policy and Partnership), Timothy Andrew (Scrutiny Manager), Paul Hadfield (Enterprise Development Manager), John Miller (Head of Planning), Simon Moss (Policy and Development Manager, Transport), Kevin Turner (Economic Development Manager), Marian Cattanach (Rhubarb and Custard Cafe), Michael Giessler (CEO, Mo-Sys), Louisa Gillespie (Rhubarb and Custard Cafe), Tracey Kilty (Greater London Enterprise Group) and Jordana Malik (Renewal)

1. Minutes of the meeting held on 1 November

Resolved: that the minutes of the meeting held on 1 November 2012 be accepted as an accurate record.

2. Declarations of interest

None declared

3. Response from Mayor and Cabinet on the Bakerloo line extension review

Simon Moss (Transport Policy and Development Manager) introduced the response. The key points to note were:

- The Council believed that plans for the extension of the Bakerloo line should be included in the plans for the upgrade of the line proposed for the early 2020s.
- Transport for London's draft 10 year business plan did not include plans to extend the line, which sent a mixed message about the likelihood of the extension going ahead.
- The Mayor of London had responded to the joint letter from the Mayor of Lewisham and the Leader of Southwark Council stating that the extension of the line remained a long-term aspiration, though it was presently unfunded.
- The Mayor of London had agreed to support the commission of a detailed study into the economic benefits of the proposed extension; however, his priorities remained the delivery of Crossrail and HS2.

In response to questions from the Committee, Simon Moss advised:

- Discussions were ongoing with Bromley Council at an informal level about the ambition to extend the line. There was some concern that the appropriation of the Hayes line for the service would sever South East London's direct link with London Cannon Street.

- Bromley Council were focused on lobbying the Mayor of London to extend the Docklands Light Railway, which would give Bromley residents better access to Canary Wharf.
- Officers would work with the office of the Mayor of London to develop the next stage of the business case for the Bakerloo line extension.
- An informal working group had started meeting to discuss how stakeholders might continue to lobby for the extension to go ahead.

Resolved: that further information about the Council's communication with the Mayor of London be circulated to members.

4. Response from Mayor and Cabinet to the financial exclusion review

Paul Aladenika (Head of the Policy and Partnerships Unit) introduced the response. The key points to note were:

- The response was informed by the current financial climate.
- Officers believed it was important to ensure that resources continued to be targeted effectively and fairly.
- The response acknowledged the importance of responsible customer engagement and the proportionate application of Council policy.
- The Council was working with partners on the potential impact of welfare reform, which included consideration of the issues raised in the Committee's review.

In response to questions, Paul Aladenika advised:

- The welfare reform group chaired by the Executive Director of Customer Services examined the issues raised by the financial exclusion review as part of its work. In future, it would look to adapt its terms of reference to take on more of the work set out in the Committee's review.
- More information about changes to the community sector grants programme would be made available to Committee members.
- Budgets from across a number of areas would be considered as part of ongoing work to respond to welfare changes.

Resolved: that the Committee's views on the response be referred to Mayor and Cabinet.

The Committee felt satisfied that the majority of its recommendations had been properly considered. However, the Committee was not content that one of its most important recommendations, proposing the creation of a financial inclusion partnership, had been adequately addressed. The Committee requested that further information be provided about the recommendation.

The Committee believed that, if the recommendation was to be accepted, the new dedicated *financial inclusion partnership* should focus specifically on issue of exclusion, including: outreach, campaigning, capacity building, support for innovation, encouraging the sharing of resources and the development of best practice, as set out in its report.

5. Business development evidence session

Kevin Turner (Economic Development Manager) and Paul Hadfield (Enterprise Development Manager) introduced the report. The key points to note were:

- Lewisham had a market for small businesses.
- Additional focus had been placed on rapid response initiatives to support businesses facing difficulties.
- The cuts had an impact on the number of organisations the Council was able to support – but there were options being looked at to maintain funding for the service.
- The Council used the Mayor's business awards, stories in the local press, the chamber of commerce and the Council's own business newsletter to engage with businesses. The Resources and Regeneration directorate also had its own communications manager, who worked to ensure exposure of Council services to businesses.
- The economic development team were working to ensure that local businesses had access to procurement opportunities. A recent initiative aimed to link local businesses to procurement opportunities across five boroughs.
- London's Local Enterprise Partnership had set up sub groups to look at infrastructure and development of growth industries.
- Financing was a difficulty for some small organisations. Crowd funding and so called peer-to-peer lending were increasingly popular ways of financing small businesses. Lancashire Council had recently committed to investing in local businesses through a major peer-to-peer lending organisation.

Louisa Gillespie and Marian Cattanach from Rhubarb and Custard were invited to give evidence to the committee about the experience of running a small business in the borough. The key points to note were:

- R&C were looking to grow their business and the Greater London Enterprise (the Council's commissioned business support provider) was able to help them access support and procurement opportunities.
- GLE specifically 'profiled' the business as an organisation with growth potential.
- As part of the support available, the business was invited to meet with as a major contractor in the borough, who was tendering for a catering contract.
- GLE supported the business at every stage of the procurement process to out forward the best possible bid.
- There was a lot of information available for small businesses. Sometimes, however, organisations lacked the capacity or resources to engage with the support available.
- Business competition in the borough was very high. In spite of the downturn in the economy, new businesses were still setting up.

In response to questions, Louisa Gillespie and Marian Cattanach advised:

- The Council and its partners' efforts to engage with businesses were good but there would be no way for this advice to keep up with the pace of change in the business sector. In addition, people working in small

businesses are often very busy and lack the time to properly plan for the future.

- Organisations such as GLE, which search for new businesses with the potential to grow and link them with new opportunities, provided an essential lifeline for small business people.
- The Council might look to make the most of its 'day to day' interactions with local businesses. For example, food businesses needed to register with the Council for food hygiene purposes- this might also provide an opportunity for the Council to share information about its business services.
- Work experience and apprenticeships were important ways to engage local people in small business.
- As a small business it was difficult to access finance. They were competing for a new contract, which required them to have access to additional finance. However, because of their size, the bank was unwilling to provide them with overdraft facilities. They used this as an opportunity to look at the running of the entire business- and to ensure that they were disciplined about the way the organisation used its money.
- The ability to gain finance was not an end in itself. Businesses had to look at their overall approach and search for a range of means for financing new projects. It was not always appropriate for business to try to grow. Some businesses only worked well as small enterprises.
- The business had not sought specialist advice about its finances.

In response to questions Tracey Kilty (Senior Enterprise Support Manager, Greater London Enterprise Group) advised:

- The Council's partnership work was strong and officers at the Council had made the help available work for local businesses.
- Ensuring the sustainability of local businesses was a central part of GLE's job. They were able to support businesses to evaluate their cash flow, work out ways to reduce costs and work with landlords to negotiate improved terms for businesses facing difficulties.
- Support for small business had a range of benefits. In particular, small businesses tended to employ more local people and could provide an important step up for young people trying to access the labour market.
- One way the Council and its partners could support businesses would be to improve Lewisham's high-street environment and control negative businesses.
- Controlling the numbers of pawnbrokers and betting shops would provide business with a better environment to work in. In addition, dealing with empty premises was important. The impact of empty shops on the high street could be pervasive, due to the general feeling of degradation and deprivation it created.
- The Council could work more closely with landlords to make use of empty premises.
- The G15 landlords (the 15 largest social landlords in London) had started an innovative project to make use of empty premises.
- Work could be encouraged on a neighbourhood level to support business development but the use of volunteers required the engagement of committed people over extended periods, which might be difficult to maintain.

- GLE supported the creation of hubs of activity where there was a particular focus on expertise and excellence in an area. This model worked because people from richer wards would travel to other parts of the city for uniqueness. A good example was the pop up shops that were starting in Forest Hill - some of which were so popular they would be likely to continue after the trial finishes.

Jordana Malik (Renewal) provided the committee with an overview of the proposed development at Surrey Canal Triangle the key points to note were:

- The development would move away from large retail and large office space. It would provide 'move on space' alongside incubation spaces for creative organisations
- Part of the plan for the new development was to create a digital hub, nicknamed 'film city' for creative media businesses. Working with the Economic Development team at the Council – Renewal had already engaged with creative businesses to start the Surrey Canal Studios.
- The tech company Mo-Sys was in residence and had started making films.

Michael Giessler (CEO, Mo-Sys) spoke to the committee about his media business. The key points to note were:

- Mo-Sys was the manufacturer of specialised camera equipment, which had been used on a large number of renowned films.
- The company was now based at the Surrey Canal Studios. It had developed a hi-tech film studio, which featured a so-called 'green screen'. Using motion control robotics and computer generated backdrops the green screen technology enabled the creation of realistic virtual landscapes. Movement against green screen was difficult to capture in standard filming but the techniques developed by the studio simplified the process and enabled creative ideas to be further developed.
- The new facility, which had only been in operation for 6 weeks, put green screen technology within reach of smaller businesses, such as those attempting to make lower and medium sized productions.
- It was intended that the studios would bring together a complete range of media businesses, including those who make film, those who make film tools, and people who wanted to organise cultural events.
- Connecting Lewisham residents to the jobs on offer was not straightforward. The nature of the business meant that it required highly skilled specialists. It was also important that, in the first instance, the business was a commercial success. Non-commercial issues needed to be balanced against the needs of the business.
- The organisation would work with schools, colleges and other organisations as much as possible to extend opportunities to the local community. Most of the people who worked for Mo-Sys lived in Lewisham and the development of the studio in this area meant that there were benefits for other local suppliers and businesses in the north of the borough as skilled people were attracted to the borough.

Resolved: that further information about the local economic assessment and Surrey Canal Studios be circulated to members.

The committee formally thanked the offers for their work.

6. Local shops update

John Miller (Head of Planning) introduced the update. The key points to note were:

- The new resource was available on the Council's website.
- It was designed to make the best use of existing information and sources.

Resolved: that further information about local shops be presented to members as part of the item on localism, which is scheduled for February.

7. Select Committee work programme

Resolved: that the work programme report be noted.

8. Items to be referred to Mayor and Cabinet

Resolved: that the Committee's views, as set out below, on the response from Mayor and Cabinet to the financial exclusion review be referred to Mayor and Cabinet for consideration.

- The Committee is satisfied that the majority of its recommendations have been properly considered. However, the Committee is not content that one of its most important recommendations, proposing the creation of a financial inclusion partnership, has been adequately addressed. The Committee requests that further information be provided about this recommendation.
- The Committee believes that, if the recommendation is accepted, the new dedicated *financial inclusion partnership* should focus specifically on issue of exclusion, including: outreach, campaigning, capacity building, support for innovation, encouraging the sharing of resources and the development of best practice, as set out in its report.

The meeting ended at 9.05 pm

Chair:

Date:

Agenda Item 2

Sustainable Development Select Committee			
Title	Declarations of Interest	Item No.	2
Contributors	Chief Executive		
Class	Part 1	Date	05 February 2013

Declaration of interests

Members are asked to declare any personal interest they have in any item on the agenda.

1 Personal interests

There are three types of personal interest referred to in the Council's Member Code of Conduct :-

- (1) Disclosable pecuniary interests
- (2) Other registerable interests
- (3) Non-registerable interests

2 Disclosable pecuniary interests are defined by regulation as:-

- (a) Employment, trade, profession or vocation of a relevant person* for profit or gain
- (b) Sponsorship –payment or provision of any other financial benefit (other than by the Council) within the 12 months prior to giving notice for inclusion in the register in respect of expenses incurred by you in carrying out duties as a member or towards your election expenses (including payment or financial benefit from a Trade Union).
- (c) Undischarged contracts between a relevant person* (or a firm in which they are a partner or a body corporate in which they are a director, or in the securities of which they have a beneficial interest) and the Council for goods, services or works.
- (d) Beneficial interests in land in the borough.
- (e) Licence to occupy land in the borough for one month or more.
- (f) Corporate tenancies – any tenancy, where to the member's knowledge, the Council is landlord and the tenant is a firm in which the relevant person* is a partner, a body corporate in which they are a director, or in the securities of which they have a beneficial interest.
- (g) Beneficial interest in securities of a body where:-

- (a) that body to the member's knowledge has a place of business or land in the borough; and
- (b) either
 - (i) the total nominal value of the securities exceeds £25,000 or 1/100 of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person* has a beneficial interest exceeds 1/100 of the total issued share capital of that class.

*A relevant person is the member, their spouse or civil partner, or a person with whom they live as spouse or civil partner.

(3) Other registerable interests

The Lewisham Member Code of Conduct requires members also to register the following interests:-

- (a) Membership or position of control or management in a body to which you were appointed or nominated by the Council
- (b) Any body exercising functions of a public nature or directed to charitable purposes, or whose principal purposes include the influence of public opinion or policy, including any political party
- (c) Any person from whom you have received a gift or hospitality with an estimated value of at least £25

(4) Non registerable interests

Occasions may arise when a matter under consideration would or would be likely to affect the wellbeing of a member, their family, friend or close associate more than it would affect the wellbeing of those in the local area generally, but which is not required to be registered in the Register of Members' Interests (for example a matter concerning the closure of a school at which a Member's child attends).

(5) Declaration and Impact of interest on member's participation

- (a) Where a member has any registerable interest in a matter and they are present at a meeting at which that matter is to be discussed, they must declare the nature of the interest at the earliest opportunity and in any event before the matter is considered. The declaration will be recorded in the minutes of the meeting. If the matter is a disclosable pecuniary interest the member must take no part in consideration of the matter and withdraw from the room before it is considered. They must not

seek improperly to influence the decision in any way. **Failure to declare such an interest which has not already been entered in the Register of Members' Interests, or participation where such an interest exists, is liable to prosecution and on conviction carries a fine of up to £5000**

- (b) Where a member has a registerable interest which falls short of a disclosable pecuniary interest they must still declare the nature of the interest to the meeting at the earliest opportunity and in any event before the matter is considered, but they may stay in the room, participate in consideration of the matter and vote on it unless paragraph (c) below applies.
- (c) Where a member has a registerable interest which falls short of a disclosable pecuniary interest, the member must consider whether a reasonable member of the public in possession of the facts would think that their interest is so significant that it would be likely to impair the member's judgement of the public interest. If so, the member must withdraw and take no part in consideration of the matter nor seek to influence the outcome improperly.
- (d) If a non-registerable interest arises which affects the wellbeing of a member, their, family, friend or close associate more than it would affect those in the local area generally, then the provisions relating to the declarations of interest and withdrawal apply as if it were a registerable interest.
- (e) Decisions relating to declarations of interests are for the member's personal judgement, though in cases of doubt they may wish to seek the advice of the Monitoring Officer.

(6) Sensitive information

There are special provisions relating to sensitive interests. These are interests the disclosure of which would be likely to expose the member to risk of violence or intimidation where the Monitoring Officer has agreed that such interest need not be registered. Members with such an interest are referred to the Code and advised to seek advice from the Monitoring Officer in advance.

(7) Exempt categories

There are exemptions to these provisions allowing members to participate in decisions notwithstanding interests that would otherwise prevent them doing so. These include:-

- (a) Housing – holding a tenancy or lease with the Council unless the matter relates to your particular tenancy or lease; (subject to arrears exception)
- (b) School meals, school transport and travelling expenses; if you are a parent or guardian of a child in full time education, or a school governor

unless the matter relates particularly to the school your child attends or of which you are a governor;

- (c) Statutory sick pay; if you are in receipt
- (d) Allowances, payment or indemnity for members
- (e) Ceremonial honours for members
- (f) Setting Council Tax or precept (subject to arrears exception)

Agenda Item 3

Sustainable Development Select Committee		
Title	Response from Mayor and Cabinet to matters referred by the Select Committee – Climate Local	
Key Decision	No	Item 3
Contributors	Executive Director for Resources (Head of Business & Committee)	
Class	Part 1	Date: 5 February 2013

1. Summary

This report informs members of the response given at Mayor and Cabinet to a referral in respect of recommendations to the Mayor following the discussions held on the officer report entitled “Climate local: delivery of Lewisham’s carbon reduction and climate change strategy “ which the Select Committee considered in September 2012.

2. Purpose of the report

To report to members the response given at Mayor and Cabinet to recommendations made by the Select Committee on September 12 2012.

3. Recommendation

The Select Committee is recommended to receive the Mayoral response to their consideration of the delivery of Lewisham’s carbon reduction and climate change strategy.

4. Background

4.1 The Mayor considered the attached report entitled ‘Responses to matters referred by Select Committee at the Mayor & Cabinet meeting held on November 14 2012.

5. Mayoral Response

5.1 The Mayor received an officer report and resolved that the views of the Select Committee be taken into account when determining the Carbon Reduction and Climate Change Strategy.

5.2 Having received the views of the Select Committee, the Mayor went onto receive a presentation by the Cabinet Member for Customer Services, Councillor Susan Wise and considered the attached report entitled ‘Climate Local: delivery of Lewisham’s Carbon Reduction and Climate Change Strategy’, following which he resolved the following:

That

(i) the Council signs the Climate Local Commitment;

(ii) the Council signs the Local Authority Fuel Poverty Commitment;

(iii) the Executive Director for Resources and Regeneration signs off future reports under the Climate Local Commitment and the Home Energy Conservation Act, unless required to do otherwise by the Council's Constitution.

BACKGROUND PAPERS

Mayor & Cabinet minutes November 14 2012

If you have any queries on this report, please contact Kevin Flaherty, Head of Business & Committee, 0208 314 9327

MAYOR AND CABINET		
Title	Climate Local: delivery of Lewisham's Carbon Reduction and Climate Change Strategy	
Key Decision	No	Item 3
Contributors	Executive Director for Resources and Regeneration	
Class	Part 1	Date: 14 November 2012

1. Summary

- 1.1 This report seeks agreement that Lewisham Council should sign the Climate Local Commitment and the Local Authority Fuel Poverty Commitment and sets out our proposed approach to the Home Energy Conservation Act. The report also outlines current activity locally and nationally on climate change and fuel poverty.
- 1.2 The Sustainable Development Select Committee endorsed the proposal to sign up to Climate Local at its meeting on the 12 September 2012.

2. Recommendations

- 2.1 Mayor and Cabinet is asked to note the contents of this report and in particular agree that:
 - Lewisham Council signs the Climate Local Commitment.
 - Lewisham Council signs the Local Authority Fuel Poverty Commitment.
 - The Executive Director for Resources and Regeneration signs off future reports under the Climate Local Commitment and the Home Energy Conservation Act, unless required to do otherwise by the Council's Constitution.

3. Policy Context

- 3.1 The contents of this report are consistent with the Council's policy framework and in particular the corporate priority '*Clean, green and liveable: improving environmental management, the cleanliness and care for roads and pavements and promoting a sustainable environment*'. The report also supports the achievements of the Sustainable Community Strategy policy objectives '*Clean, green and liveable: where people live in affordable, high quality and adaptable housing, have access to green spaces and take responsibility for their impact on the environment*'.
- 3.2 Lewisham Council published its Climate Change and Carbon Reduction Strategy in 2008 and in December 2010 the Mayor agreed a target for a 40% reduction in carbon emissions by 2020 against a baseline of 1990.

3.3 The remainder of this report, particularly sections 5 and 6 on the Green Deal, the Energy Company Obligation and the Home Energy Conservation Act, outline key recent changes in national policy and how they affect the Council's approach to climate change and fuel poverty.

4. Climate Change and Fuel Poverty Activity in Lewisham

4.1 The Department of Energy and Climate Change (DECC) publishes annual figures for carbon emissions at local authority level. In August 2012 DECC published the latest data, with the full dataset covering six years from 2005-2010. Lewisham's carbon emissions have fallen by 11% over that time compared to a London average of under 5%. This means we have achieved a 25% reduction against a 1990 baseline¹, against our target of a 40% reduction in carbon emissions by 2020.

4.2 DECC statistics show that housing accounts for over half the borough's carbon emissions, compared to 36% for London and 30% for the UK. Our priority has been therefore to cut carbon emissions from housing by improving energy efficiency of the stock and helping residents cut their energy use and fuel bills. A focus on residents and their homes also creates opportunities to link to a fuel poverty agenda and to target resources towards the individuals and communities who can benefit the most. Our approach to achieving this has been to work with a range of partners to bring in external funding either through energy suppliers or Government grants.

4.3 Recent climate change and fuel poverty projects delivered by the Council include:

- Practical help to over 10,000 residents through Lewisham's Energy Action Zone which ran from 2007-2010
- Low Carbon Lewisham Central a 2 year programme funded by the GLA, which won Best Local Initiative in the 2011 Climate Week Awards
- 1,300 Lewisham Homes properties insulated in 2010 in a programme targeting high-rise and other difficult to treat social housing funded by the Homes and Communities Agency
- Delivery of GLA funded RENEW programme through Catford Energy Savers in 10/11 and Perry Vale Energy Savers in 11/12, accessing 2,700 homes and installing over 20,000 energy and water efficiency measures such as hot water tank jackets, radiator panels, energy monitors and showerheads
- Delivery in 2012 of an innovative solid wall insulation project on a Lewisham Homes block of 16 properties funded through the Government's Community Energy Saving Programme
- Targeted support to 200 residents vulnerable to cold weather through a Department of Health funded Warm Homes Healthy People programme in 2011/12

Lewisham Insulation Partnership

4.4 One of the main sources of funding on energy efficiency are the 'obligations' placed on energy suppliers by Government to achieve carbon savings, with the Carbon Emissions Reduction Target (CERT) the largest source of funding primarily used for loft and cavity wall insulation. Higher costs and other perceived difficulties have meant London has generally been at a disadvantage on CERT-funded projects

¹ This uses national data on carbon emissions for 1990 to 2005 as no local authority level dataset exists.

compared to the rest of the country. GLA figures indicate that while London represents 12% of the UK population it has received just 4.5% of total CERT spend.

- 4.5 The Lewisham Insulation Partnership was established in 2011 by the Council as a way of increasing the level of CERT funding in the borough. The partnership was created as a result of an EU compliant procurement exercise, with Osborne Energy selected as the preferred contractor.
- 4.6 Since September 2011 the Lewisham Insulation Partnership has insulated over 3,500 lofts and cavity walls drawing in over £940,000 CERT funding. We are able to install insulation free of charge in homes with an un-insulated loft or cavity wall at no cost to the resident or the Council. CERT funding ends in 2012 with the introduction of the Green Deal and a new Energy Company Obligation (ECO) and we have been seeking to maximise the use of the funding between now and the end of the year.
- 4.7 The Insulation Partnership has successfully linked to a range of other initiatives, including Lewisham Homes' Decent Homes programme, insulation in schools and delivery of a solid wall insulation project.

5. Green Deal and ECO

- 5.1 The Green Deal is the Government's flagship environmental programme. Final details of the scheme were published in June 2012 and it is expected to start to be available to households during the early part of 2013. The scheme is based on a financing mechanism that allows the upfront cost of retrofitting energy efficiency measures to be repaid through the household's energy bill. The benefits of taking up the Green Deal are underpinned by a 'Golden Rule' that any charge should be less than the expected savings from the retrofit.
- 5.2 The Green Deal is intended to be a 'whole-house' approach to energy efficiency, with a typical investment of around £6,000 paid back over a 25 year period. The Government has suggested that the Green Deal will be delivered at a massive scale, initially suggesting an investment of £15bn in the first 10 years of the programme. However development of the detailed proposals has taken longer than planned, and there has been uncertainty about the availability of low-cost finance. A key factor in the success of the Green Deal will be whether large numbers of people can be persuaded to take on the financing arrangements needed to improve the energy efficiency of their home.
- 5.3 The Energy Company Obligation (ECO) is a new £1.3bn obligation on energy suppliers introduced alongside the Green Deal. ECO funding will be split 75% on hard to treat measures (for example those that do not meet the 'Golden Rule'), 15% funding energy efficiency improvements to vulnerable households in owner occupier or private rented and 10% on a community programme focussed on the Lower Super Output Areas of lowest household income.
- 5.4 The Green Deal and ECO replace all existing Government programmes in England on energy efficiency, climate change and fuel poverty. Officers are therefore maintaining an active watching brief on the Green Deal, working with the GLA and other boroughs to assess the opportunities and risks. Given the uncertainty

associated with the launch of this new initiative we are continuing to monitor developments rather than commit at this stage to undertaking a particular role for example as a Green Deal Provider.

- 5.4 On ECO we are working closely with energy suppliers and others to establish plans to maximise the use of the obligation in Lewisham, through extending the Insulation Partnership and other initiatives. We hope to be able to bring these forward in the early part of 2013.

6. Climate Local and HECA

- 6.1 In June 2012 the Local Government Association launched Climate Local a successor to the Nottingham Declaration. Climate Local consists of a commitment for councils to sign up to demonstrate their support for addressing climate change with an associated reporting process for setting out the targets and actions councils intend to take. These reports are expected to be submitted within 6 months of signing the commitment. Annex A includes a copy of the LGA's Climate Local Commitment template.
- 6.2 This report seeks Mayor and Cabinet's approval that Lewisham should sign this Commitment. We will then develop a report building on our work to date based on the following
- Reviewing the Council's borough-wide carbon target and improving our evidence base for targeted action
 - Setting out in more details plans to extend the Lewisham Insulation Partnership
 - Setting out in more detail plans for bringing further investment into the borough through Green Deal and ECO
 - Development of partnerships with landlords, the health sector and community-based models of working, in particular to target resources to households most affected by rising energy costs and the impact of extreme weather events.
 - Improving energy efficiency across the corporate estate and schools
 - The role of the planning framework and future developments in raising standards across the borough
 - Utilising the Council's supply chain to promote sustainability and low carbon outcomes
 - The role wider services have to play in achieving low carbon outcomes, including: waste, transport, biodiversity, planning, housing
- 6.4 We will link this activity with the new requirement from Government under the Home Energy Conservation Act (HECA) introduced in July 2012 to require all English authorities to prepare a report by 31 March 2013 "setting out the energy conservation measures that the authority considers practicable, cost effective and likely to result in significant improvement of residential accommodation in its area."² Authorities are expected to provide progress reports at 2 yearly intervals.

² Guidance to the English Energy Conservation Authorities issued pursuant to the Home Energy Conservation Act 1995 (July 2012)

- 6.5 It is proposed that the inter-linked reports for Climate Local and the Home Energy Conservation Act will be signed off by the Executive Director for Resources and Regeneration, unless required to do otherwise by the Council's Constitution.
- 6.6 At its meeting on 12 September 2012 the Sustainable Development Select Committee discussed the approach to Climate Local and HECA set out in this report and endorsed the proposal that the Council should sign up the Climate Local.

7. Local Authority Fuel Poverty Commitment

- 7.1 The End Fuel Poverty Coalition includes Age UK, Child Poverty Action Group, National Energy Action (NEA), National Pensioners Convention, Save the Children, the TUC and a range of other organisations with interests in environmental, health, consumer and anti-poverty issues.
- 7.2 In September the Government launched a Local Authority Fuel Poverty Commitment which asks local authorities to sign a commitment pledging to:
- Make sure we understand the extent of fuel poverty in our area, its impact on health, housing and quality of life, and to take action to address it
 - Make sure that the Joint Strategic Needs Assessment, agreed between Councils and local NHS organisations, informs strategies to tackle fuel poverty
 - Work with partners such as Health and Wellbeing Boards and advice services to develop effective referral systems to reduce fuel poverty and cold-related ill health
 - Develop a strategic approach to improve energy efficiency in all housing and fulfil its potential to create jobs and prosperity in our local communities
 - Work with energy companies and related organisations to help make sure the Green Deal, Energy Company Obligation (ECO) and other energy efficiency programmes are delivered effectively in our area
 - Administer the benefits we are responsible for efficiently and fairly, and help make sure eligible households receive the benefits to which they are entitled
 - Explore ways of reducing fuel poverty that involve the whole community, including community groups and town and parish councils

8. Legal and Equalities Implications

- 8.1 The body of the report sets out the statutory framework within which national and local government seek to reduce carbon emissions. This includes the Home Energy Conservation Act 1995 amended in July 2012 to require local authorities to prepare a report by 31 March 2013 on planned energy conservation measures.
- 8.2 The Equality Act 2010 (the Act) brings together all previous equality legislation in England, Scotland and Wales. The Act includes a new public sector equality duty (the equality duty or the duty), replacing the separate duties relating to race, disability and gender equality. The duty came into force on 6 April 2011. The new duty covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

- 8.3 In summary, the Council must, in the exercise of its functions, have due regard to the need to:
- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - advance equality of opportunity between people who share a protected characteristic and those who do not.
 - foster good relations between people who share a protected characteristic and those who do not.
- 8.4 As was the case for the original separate duties, the new duty continues to be a “have regard duty”, and the weight to be attached to it is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.
- 8.5 The Equality and Human Rights Commission (EHRC) issued guidance in January 2011 providing an overview of the new public sector equality duty (PSED), including the general equality duty, the specific duties and who they apply to. The guidance covers what public authorities should do to meet the duty including steps that are legally required, as well as recommended actions. The guidance was based on the then draft specific duties so is no longer fully up-to-date, although regard may still be had to it until the revised guide is produced by the EHRC. The guidance can be found at <http://www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/equality-act-guidance-downloads/>.
- 8.6 The EHRC guidance does not have legal standing, unlike the statutory Code of Practice on the public sector equality duty which was due to be produced by the EHRC under the Act. However, the Government has now stated that no further statutory codes under the Act will be approved. The EHRC has indicated that it will issue the draft code on the PSED as a non statutory code following further review and consultation but, like the guidance, the non statutory code will not have legal standing.

9. Financial Implications

- 9.1 There are no specific financial implications arising from this report. Any expenditure to carry out the activities identified in the report will be contained within existing budgets and no additional expenditure is proposed. Should any additional expenditure outside of existing budgets be required then this would be subject to further reports to Mayor and Cabinet or other delegated decision-maker in accordance with the Council’s Constitution.

10. Environmental Implications

- 10.1 The energy efficiency and carbon reduction activity set out in this report are a key part of the Council’s work to reduce the threat of climate change and contribute towards the UK’s national targets for cutting carbon.

11. Equalities Implications

- 11.1 The Equality Duty has three aims. It requires public bodies (including local authorities) when making decisions to have due regard to the need to
- eliminate unlawful discrimination, harassment, victimisation and any conduct prohibited by the Equality Act 2010
 - advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
 - foster good relations between people who share a protected characteristic and people who do not share it.
- 11.2 The Council's Comprehensive Equality Scheme for 2012-16 provides an overarching framework and focus for the Council's work on equalities and helps ensure compliance with the Equality Act 2010.
- 11.3 The Council's work on providing residents with energy efficiency and fuel poverty related advice was informed by an Equalities Analysis Assessment carried out in 2011.

12. Crime and Disorder Implications

- 12.1 There are no crime and disorder implications arising from this report.

Originator

For further information please contact Martin O'Brien; Sustainable Resources Group Manager, 0208 314 6605.

Related documents

Climate Local Commitment http://www.local.gov.uk/web/guest/the-lga-and-climate-change/-/journal_content/56/10171/3574359/ARTICLE-TEMPLATE

HECA Guidance http://www.decc.gov.uk/en/content/cms/tackling/green_deal/gd_industry/gd_la/gd_la.aspx#HECA

Lewisham's Carbon Reduction and Climate Change Strategy (2008)
<http://www.lewisham.gov.uk/getinvolved/environment/energyefficiency/Documents/ClimateChangeStrategyFINAL.pdf>

1 December 2010 Mayor and Cabinet report
<http://councilmeetings.lewisham.gov.uk/Data/Mayor%20and%20Cabinet/20101201/Agenda/Item%2016%20Home%20Insulation%20Response%20-%201%20December%202010%20-%20PDF.pdf>

12 September 2012 Sustainable Development Select Committee report
<http://councilmeetings.lewisham.gov.uk/documents/s15778/03%20Climate%20local%20report%20120912.pdf>

Climate Local [insert council(s) name]:

Our commitment to taking action in a changing climate

We recognise that our council has an important role to help our residents and businesses to capture the opportunities and benefits of action on climate change. These include saving money on energy bills, generating income from renewable energy, attracting new jobs and investment in 'green' industries, supporting new sources of energy, managing local flood-risk and water scarcity and protecting our natural environment.

We will progressively address the risks and pursue the opportunities presented by a changing climate, inline with local priorities, through our role as:

- Community leader – helping local people and businesses to be smarter about their energy use and to prepare for climate impacts;
- Service provider – delivering services that are resource efficient, less carbon intensive, resilient and that protect those who are most vulnerable to climate impacts;
- Estate manager – ensuring that our own buildings and operations are resource efficient, use clean energy, and are well prepared for the impacts of a changing climate.

In signing this commitment, **we will:**

- **Set locally-owned and determined commitments** and actions to reduce carbon emissions and to manage climate impacts. These will be specific, measurable and challenging;
- **Publish our commitments, actions and progress**, enabling local communities to hold us to account;
- **Share the learning from our experiences and achievements** with other councils; and
- **Regularly refresh our commitments and actions** to ensure they are current and continue to reflect local priorities.

[Date]

[Name of council or group of councils]

[Signature of Leader or Mayor of Council]

Agenda Item 4

Sustainable Development Select Committee		
Title	Response from Mayor and Cabinet to matters referred by the Select Committee – Pubs	
Key Decision	No	Item 4
Contributors	Executive Director for Resources (Head of Business & Committee)	
Class	Part 1	Date: 5 February 2013

1. Summary

This report informs members of the response given at Mayor and Cabinet to a referral in respect of recommendations to the Mayor following the discussions held on two items, 'Preserving Local Pubs' and the request for information relating to the Baring Hall Hotel planning application which the Select Committee considered in July 2012.

2. Purpose of the Report

To report to members the response given at Mayor and Cabinet to recommendations made by the Select Committee on preserving local pubs and also on the Baring Hall planning application.

3. Recommendation

The Select Committee is recommended to receive the Mayoral response to their considerations on preserving local pubs and the Baring Hall planning application.

4. Background

- 4.1 The Mayor considered the attached report entitled 'Response to recommendations of Overview and Scrutiny, (Sustainable Development Select Committee) Reports referred to Mayor and Cabinet on 3 October 2012' at the Mayor & Cabinet meeting held on December 5 2012.

5. Mayoral Response

- 5.1 The Mayor received an officer report and a presentation from the Deputy Mayor and from the Chair of this Select Committee.
- 5.2 The Mayor resolved that the response shown in the attached report be submitted to the Select Committee.

BACKGROUND PAPERS

Mayor & Cabinet minutes December 5 2012

If you have any queries on this report, please contact Kevin Flaherty, Head of Business & Committee, 0208 314 9327

MAYOR AND CABINET		
Title	Response to recommendations of Overview and Scrutiny, (Sustainable Development Select Committee) Reports referred to Mayor and Cabinet on 3 October 2012	
Key Decision	No	Item 4
Contributors	Executive Director for Resources & Regeneration (Head of Planning, Head of Law.)	
Class	Part 1	Date: 5 December 2012

1. Summary

- 1.1 This report sets out the Mayor's response to the Sustainable Development Select Committee's report on 'Preserving Local Pubs' and the request for information relating to the Baring Hall Hotel planning application. The details of the response to the committee's recommendations are set out in section 6 of this report. The details concerning the Baring Hall Hotel are set out in section 7 of this report.

2. Purpose

- 2.1 To report back on 1. the recommendations made by the Sustainability Development Select Committee's report on 'Preserving Local Pubs' and 2. the comments made by the Committee on the Baring Hall Hotel.

3. Recommendation

- 3.1 The Mayor is recommended to respond to the Sustainable Development Select Committee as set out in section 6 and 7 of this report.

4. Policy Context

- 4.1 All Development Plan Documents (DPD) are part of the Council's policy framework. The Development Management Local Plan (DMLP) when adopted will be a DPD and as such will form part of the Council's policy framework. The DMLP will set out the detailed policies for consideration of planning applications in the borough and will implement the Core Strategy. It will include a policy on protecting viable local pubs from a change of use.
- 4.2 The DMLP will contribute to the implementation of the Council's priorities. As a major policy document the DMLP will contribute to all six priorities identified in the Sustainable Community Strategy, which are:
- Ambitious and achieving – where people are inspired and supported to fulfil their potential
 - Safer – where people feel safe and live free from crime, antisocial behaviour and abuse
 - Empowered and responsible – where people are actively involved in their local area and contribute to supportive communities

- Clean, green and liveable – where people live in high quality housing and can care for their environment
- Healthy, active and enjoyable – where people can actively participate in maintaining and improving their health and well-being
- Dynamic and prosperous – where people are part of vibrant communities and town centres, well connected to London and beyond

5. Background

- 5.1 At the 12 July 2012 meeting of the Sustainable Development Select Committee they heard evidence for their review on ‘preserving local pubs’. Evidence was provided by the Council’s planning and licensing officers and by the Campaign for Real Ale, Antic Group Ltd, Fair Pint Campaign and the Grove Park Community Group.
- 5.2 The Select Committee were particularly interested in:
- Whether there had been a decline in the number of pubs and if so what were the reasons for the decline.
 - Which of Lewisham’s pubs are located in historic buildings and where this is the case what is done to protect historic buildings
 - What happens when a pub closes
 - What can the local authority do to protect local pubs
- 5.3 Following the meeting on 12th July the Select Committee produced a report ‘Preserving Local Pubs’ and referred the report that contained a number of recommendations, to the Mayor and Cabinet meeting on 3rd October 2012. According to the Lewisham constitution, Select Committees can refer reports to the Mayor and Cabinet who are obliged to consider the report and respond to its content within two months of receipt.

6. Response to recommendations set out in the select committee’s report ‘Preserving Local Pubs’

- 6.1 The Select Committee’s report contains a number of recommendations which are detailed below together with the response from the Executive Director for Resources and Regeneration and Executive Director for Community Services.
- 6.2 Recommendation 1: *The Council should ensure that its economic viability test for pubs sets a new benchmark for best practice. The test should ensure that there is a high standard of evidence required to demonstrate the effective marketing of a pub before approval is given for demolition or change of use. The period of marketing to test economic viability should be increased to 36 months.*
- 6.3 *Response.* The Planning Service is preparing a Development Management Local Plan (DMLP) that will set out a number of detailed policies to be used when considering planning applications. The Further Options Version of the DMLP was approved by the Mayor and Full Council for public consultation in November. The DMLP Further Options Version contains at option 19 the

preferred policy option in relation to public houses. This recommended policy option is set out in full as appendix 1 to this report.

6.4 The preferred policy option seeks to protect viable pubs from a change of use and makes demonstrable evidence a central part of the policy. The policy requires an applicant to submit a viability report that demonstrates to the satisfaction of the Council that the pub is no longer economically viable. The policy tests demand a high standard of evidence from the applicant. The supporting text sets out what would need to be included in the viability report and this includes evidence of marketing for 36 months. Officers consider that this preferred policy represents best practice in requiring substantial evidence on viability and marketing.

6.5 Recommendation 2: *The Council should update its register of community venues for hire to include available spaces in local pubs*

6.6 *Response.* The Head of Community and Neighbourhood Development will contact all Pubs in the borough and invite them to provide details of space for hire. The information provided will then be included on the register of venues for hire.

6.7 Recommendation 3: *The Council is reviewing all local pubs to see whether they should be considered for local listing. Local residents and community groups are already entitled to put forward buildings for local listing but may not be aware that this is the case. The review should be widely publicized to make them aware of the process of applying for local listing.*

Where pubs do not meet the criteria for listing, the Council should assist communities in protecting local pubs from development. Officers should bring forward a range of further recommendations for enhancing the protection of the borough's landmark buildings through the planning system.

6.8 *Response.* Work on the local listing review has started by the planning service. A Development Management policy to protect pubs is being prepared as part of the emerging Development Management Local Plan.

6.9 Recommendation 4: *The Development Management Development Plan Document (DMDPD) should include enhanced protection for pubs through its 'pubs policy'. Any new policy relating to pubs should be consulted on widely and brought before the Sustainable Development Select Committee for scrutiny before being approved.*

The new planning policy should assume a default protection for pubs both as a building and as a pub business with the onus on developers to prove why a particular building cannot any longer be a pub by using the following key sections from the National Planning Policy Framework 2012:

- *Section 8, paragraph 70, which promotes social, recreational and cultural facilities and services, including pubs.*
- *Section 12, which seeks to conserve and enhance the historic environment.*
- *Paragraph 152 which seeks a balance to economic, social and*

environmental dimensions of sustainable development, with mitigations to negative impacts considered.

- 6.10 *Response.* The DMLP Further Options Version contains the preferred policy approach to the protection of local pubs. This is set out as appendix 1 to this report. Officers consider that the draft policy offers considerable protection for viable local pubs. The aspects of the National Planning Policy Framework mentioned in the committees recommendation are included in the draft policy. The preferred policy is currently subject to public consultation in accordance with the adopted Statement of Community Involvement and statutory requirements for Local Plans. The Local Plan consultation list contains over 1000 addresses of local people, organisations and businesses who have been notified about the consultation. Advertisements were placed in the South London Press to give notice about the consultation and a web based consultation process is open to all. The consultation period will last until January 2013. Officers consider that the consultation process is extensive and goes well beyond the statutory minimum requirements.
- 6.11 The process for adopting a Local Plan as a statutory document requires that, after this initial consultation a final draft local plan is prepared taking into account all the representations made during this consultation period. The final draft plan is then subject to a further round of consultation and the comments made together with the draft plan are submitted to the Planning Inspectorate for an Independent Examination. The Inspector will submit a report to the Council following the Examination determining whether the plan is 'sound' and if not what changes are required to make it 'sound'. The council can only go onto adopt the Local Plan if it makes any changes needed to make it 'sound'.
- 6.12 The Mayor and Full Council will be required to approve the DMLP for submission for Examination. The Planning Service can report any revised pubs policy to the Select Committee prior to it going to the Mayor and Council for agreement to submit.
- 6.13 *Recommendation 5: Local groups should be encouraged to submit their local pub to the list of 'assets of community value' when it becomes available.*
- 6.14 *Response.* Information has been made available on the Lewisham website with regard to Assets of Community Value and how to make an application to the register'.
- 6.15 *Recommendation 6: The proposed changes to local licensing should be carefully examined to determine their potential impact on businesses in the borough. Where possible, pubs should be protected from additional bureaucracy or excessive financial burdens.*
- 6.16 *Response.* The Police Reform and Social Responsibility Act 2011 has brought in significant amendments to the Licensing Act 2003. Two regulations which could significantly affect licensed premises are the Late Night Levy and the Early Morning Restriction Order (EMRO).

- 6.17 The Late Night Levy allows local authorities to levy an additional fee on premises that hold alcohol licenses between the hours of midnight and 6am. It is optional for the Authority to adopt this but if it does so it must apply the levy to the whole Borough. This levy is designed to raise money to pay for additional policing that may be required for the late night trade. The EMRO is designed to enable local authorities to designate certain areas where the sale of alcohol will be prohibited between the hours of midnight and 6am. (or hours within these limits)
- 6.18 Both of these policy options could have a major effect on the licensed trade, specifically pubs. The Levy could significantly increase annual fees and an EMRO could reduce income. These are both decisions that the Council has discretion whether to implement or not. As yet no decisions have been made and full consultation and policy adoption procedures have to be completed before either or both of these can be implemented.
- 6.19 It is acknowledged that either of these measures could have a serious effect on premises. Every effort will be made to ensure that any impact on pubs and other businesses is kept to the minimum possible
- 6.20 *Recommendation 7: A further report on local pubs, including updated information relating to the recommendations set out in this report should be brought before the Sustainable Development Select Committee in the 2013/14 municipal year.*
- 6.21 *Response.* The Mayors response to the Select Committee is set out above. Paragraph 6.12 sets out the Mayors commitment to consult the select committee on a final draft pubs policy prior to any agreement to submit the DMLP for Independent Examination.

7 Response to Committee's comment on Baring Hall Hotel

- 7.1 The select committee made one further recommendation in relation to the Baring Hall Hotel. This was that *The Mayor should request a full explanation as to why a demolition order was approved for Baring Hall Hotel by officers prior to a decision that was scheduled to be made at Planning Committee on an application that pertained to the same building.*
- 7.2 *Response.* There is no specific term "demolition order" in planning legislation. However, the demolition of buildings is controlled through the planning system through what is termed a "prior approval" process. Demolition would normally require planning permission but legislation set out in the General Permitted Development Order makes demolition what is termed "permitted development" i.e. does not require planning permission. Demolition however is only allowed if the method of demolition is approved through an application seeking "prior approval". The "prior approval" can only be refused if the method of demolition is unacceptable or "permitted development" rights have been removed through what is termed an "article 4 direction". Furthermore, the Council only has 28 days to make a decision on the method of demolition as permission is automatically given if no decision is made by the Council.

- 7.3 In parallel to the planning application to redevelop the Baring Hall Hotel (which also included demolition); an application was received for the method of demolition for "prior approval". Class A of Part 31 of the General Permitted Development Order gives permitted development rights for the demolition of buildings subject to the method of demolition being approved through the prior approval process. Therefore the "prior approval" application did not seek approval for the principle of demolition but for the method of demolition. The application sought the approval of details of: the erection of hoarding and scaffolding, method of demolition, removal of any asbestos material and nature of equipment. As the methods of demolition were acceptable, the application for "prior approval" was granted.
- 7.4 The decision on the "prior approval" application was taken before the Committee decision on the redevelopment of the Baring Hall Hotel due to two reasons. First, the Council had to make a decision within 28 days as permission would have been granted anyway and second, the decision did not approve the demolition but only approved the method of demolition.
- 7.5 Following the grant of the "prior approval" and the refusal of planning permission, the Grove Park Community Group challenged the decision to grant the "prior approval notification" by way of Judicial Review and sought a temporary injunction preventing the demolition of the Baring Hall Hotel pending determination of the Judicial Review. The determination of the 10 August for prior approval of the demolition has, by consent, been quashed.
- 7.6 Following the determination of the prior approval application for the demolition of the Baring Hall Hotel, the Council's Constitution has been amended so that "all town and country planning matters relating to the demolition of any building that is in use as a public house, or which is currently unoccupied but was in use as a public house immediately prior to becoming unoccupied" are considered by a Planning Committee. This includes applications for both "prior approval" and "planning permission."

8 Legal implications

- 8.1 Paragraph 5.3 of the report identifies that Rule 12 of the Overview and Scrutiny Procedure Rules of the Council's Constitution, requires that the Executive considers the report produced by the Select Committee and responds to its content within two months
- 8.2 This report identifies a number of measures that the Council is taking which may address the issues raised in the Select Committee's report. Any particular legal implications arising in respect of such measures will be addressed when any decision is proposed to be made in respect of the particular measure.

9 Crime and disorder implications

- 9.1 Crime and disorder implications are a central concern of spatial planning and are reflected in both the Core Strategy and the DMLP Further Options

Version. There are no direct crime and disorder implications arising from this report.

10 Equalities implications

- 10.1 An Equalities Analysis Assessment (EAA) will be prepared as part of the preparation of the next stage of the Development Management Local Plan, that is, the draft plan following the options consultation. This will ensure that the equalities implications of the draft pubs policy are fully considered.

11 Environmental implications

- 11.1 There are no specific environmental implications arising from this report. The proposed pubs policy set out as appendix 1 has been subject to an environmental appraisal and this is included in the sustainability report on the Development Management Local Plan – Further Options Version.

12. Financial Implications

- 12.1 There are no specific financial implications arising from this report. The proposed planning policy to protect local pubs states that the Council may consider the use of an Article 4 direction to protect a pub where the change of use or demolition of a pub would otherwise harm local amenity or the proper planning of the area. If the Council did use an Article 4 it could potentially result in compensation costs if issued after the development application. Where Article 4 directions are issued 12 months in advance and no planning applications are received in that period then no compensation is payable. The particular financial implications relating to the making of such a direction will be addressed in the body of the report relating to the making of any particular direction..

13 Conclusion

- 13.1 The Select Committee has made a number of recommendations for action by the Mayor. Section 6 of this report sets out in detail how the Mayor will respond positively to these recommendations. The draft pubs policy is considered to offer a very high level of protection for viable local pubs as recommended by the select committee. The Mayor will require the planning service to consult the committee on the final version of the pubs policy prior to its submission to the Planning Inspectorate.

Background documents

Short Title Document	Date	File Location	File Reference	Contact Officer	Exempt
				Brian Regan	No
NPPF	2012	Laurence House	Planning Policy	Brian Regan	No
Local Plan Regulations	2012	Laurence House	Planning Policy	Brian Regan	No

If you have any queries on this report, please contact Brian Regan, Planning Policy Manager, 5th floor Laurence House, 1 Catford Road, Catford SE6 4RU – telephone 020 8314 8774.

Appendix 1: Extract of pubs policy from Development Management Local Plan Further Options Version, November 2012.

2.21 Public Houses

What is the aim of this policy option?

2.192 The aim of this policy option is to prevent the loss of public houses or pubs unless robust evidence is provided to justify the loss and the proposed change of use has been adequately assessed as suitable. In recent years, the loss of many local pubs across the borough has been cause for concern. Lewisham's pubs are an important community resource. Pubs can provide a central focus to an area or enhance the vitality of a residential neighbourhood. Pubs can be hubs for generating social interactions and can provide important space for community groups to meet. Some pubs are housed in buildings of cultural, architectural and historic value, which means their use as pubs may preserve important assets for citizens.

Council's recommended option 19

Public houses

1. The Council will only permit the change of use or redevelopment of a public house (A4) after an assessment of the following:
 - a. a viability report that demonstrates to the Council's satisfaction that the public house is no longer economically viable, including the length of time the public house has been vacant, evidenced by the applicant of active and appropriate marketing for a constant period of at least 36 months at the existing use value;
 - b. the role the public house plays in the provision of space for community groups to meet and whether the loss of such space would contribute to a shortfall in local provision, including evidence that the premises have been offered to use or to hire at a reasonable charge to community or voluntary organisations over a 12 month period and there is no longer a demand for such use;
 - c. the design, character and heritage value of the public house and the significance of the contribution that it makes to the streetscape and local distinctiveness, and where appropriate historic environment, and the impact the proposal will have on its

significance;

d. the ability and appropriateness of the building and site to accommodate an alternative use or uses without the need for demolition or alterations that may detract from the character and appearance of the building.

2. Where the evidence demonstrates to the Council's satisfaction that a public house is not economically viable, but where the building is assessed as making a significant contribution to the local townscape and streetscape, or is assessed as making a positive contribution to the historic environment, the Council will require the building to be retained, and for the ground floor to remain in use for a range of non-residential uses, including D1, as appropriate.

3. The proposed change of use of a public house for residential use will only be acceptable where:

a. the proposal has been assessed against parts 1c and 1d of this policy option and the impact of the proposal on these features and

b. where the Council is satisfied that residential use is acceptable, the accommodation to be provided is to be of the highest quality and meet the requirements outlined in DM Option 31 (Housing design, layout and space standards).

Justification

2.193 The NPPF (paragraph 70) identifies public houses as a community facility that contributes to enhancing the sustainability of communities and residential environments. As such, pubs should be safeguarded and retained for the benefit of the community and planning policies and decisions should guard against the unnecessary loss.

2.194 This approach is supported by the London Plan (Policy 3.16 Protection and enhancement of social infrastructure) which cites the protection and enhancement of social infrastructure, which can include pubs. Proposals which would result in a loss of social infrastructure in areas of defined need for that type of social infrastructure without realistic proposals for reprovision should be resisted. The suitability of redundant social infrastructure premises for other forms of social infrastructure for which there is a defined need in the locality should be assessed before alternative developments are considered.

2.195 The Council has prepared a report 'Pubs in Lewisham: an evidence based study' (2012) which draws together information about public houses in Lewisham and the UK and provides the evidence base for this policy option. The report shows there are currently 92 pubs in the borough down from 163 pubs in 1994, and during the period 2001 to 2011, 53 pubs were closed. This follows a national trend where pub numbers have been falling for many decades.

2.196 The General Permitted Development Order currently allows public houses (A4 Use Class) to change to some other uses including retail, professional and financial services, and restaurants without the need for planning permission. In instances where planning permission is required, the council will resist the loss of public houses as they fulfil the following important community role:

a social role in supporting local community interaction and activities to help maintain

sustainable neighbourhoods

an **economic** role in contributing to the vibrancy and vitality of shopping and commercial areas, and the vibrancy of residential areas contributing to a mix of land uses and

an **environmental** role in their intrinsic value to the cultural and historic heritage of local neighbourhoods.

Viability report

2.197 In order to ensure that the Council can make a sound assessment when a change of use is proposed, applicants will be required to submit a viability report. This will need to include:

- i. Evidence in the form of at least the last three trading years of audited accounts.
- ii. All reasonable efforts have been made to preserve the public house (including all diversification options explored) and evidence supplied to illustrate that it would not be economically viable to retain the building or site for its existing use class.

Examples of the initiatives or proposals that could be explored are as follows:

adding a kitchen and serving food, or improving the existing food offer making the pub, garden, food offer more 'family-friendly' providing events and entertainment such as quiz nights, amplified or non-amplified live music, comedy/cabaret nights hiring rooms out or otherwise providing a venue for local meetings, community groups, businesses, youth groups, children's day nurseries offering take-away food and off-licence services provision of bed & breakfast or other guest accommodation

sharing the premises with other businesses

altering opening hours. (This list is not exhaustive and not all ideas will apply to every public house).

- iii. Details should also be provided of any changes to the public house in the period that corresponds with the trading information plus 1 year beforehand (so 4 years in total) that may have impacted on the business. For example:(17)

Did the opening hours alter so that the pub opened less often or less frequently?

Were any facilities (e.g. kitchen, darts board, pool table etc) removed or regular events (e.g. quiz) cancelled?

Was space for meetings redeveloped or were any local groups told they could no longer use the space?

- iv. The local planning authority will require evidence that demonstrates that the public house has been operated positively i.e. that it has not been run poorly in order to smooth the way for redevelopment. Applicants should be aware that local people/customers will provide anecdotal evidence in response to neighbourhood consultations on any planning application submission.

- v. Any ancillary use associated with a public house, such as accommodation for staff or otherwise, will need to be assessed as part of the viability report.

Marketing

2.198 The Council will require clear evidence of appropriate marketing to show a lack of demand for the pub. This will mean the submission of evidence showing the following:

- i. Details of the company/person who carried out the marketing exercise.
- ii. The marketing process should last for at least 36 months.
- iii. The asking price should be pre-agreed in writing with the local planning authority

following independent valuation (funded by the developer) by a professional RICS valuer with expertise in the licensed leisure sector and who is not engaged to market the property.(18)

iv. The marketing exercise should be sufficiently thorough and utilise all available forms of advertising media and therefore include as a minimum:(19)

a For Sale/For Rent signboard

advertises in the local press

advertises in appropriate trade magazines/journals

advertises on appropriate trade websites

advertises through both national and local estate agents (including their websites) and a targeted mail shot or email to an agreed list of potential purchasers.

Copies of all sales literature (and in the case of a signboard, dated photographs) will be required.

v. Both freehold and leasehold options should be made available without a 'tie' requiring the purchase of drinks through the vendor and without restrictive covenants that would otherwise prevent re-use as a public house such that other pub operators, breweries, local businesses or community groups wishing to take over the premises and trade it as a pub are not excluded.

17 This list is not exhaustive and the local planning authority may seek evidence through standard community consultation procedures

18 The asking price(s) should be based on the valuation of the site as a trading pub without tie

19 Adverts should contain a similar amount of detail as a property listing in an estate agents

vi. Copies of all details of approaches and offers should be provided together with full reasons as to why any offer has not been accepted.

vii. As part of the community consultation exercise (see below), the public are to be informed about the marketing strategy and allowed the opportunity to put together their own bid.

viii. Any attempts to sell the business at a price which reflects its current use should relate to the business in its entirety, and not to parts of it.

Local consultation and use of the public house by community and voluntary organisations

2.199 The use of pub space for community groups is a valued resource and evidence will be required demonstrating consultation has taken place with local community and voluntary organisations. The applicant will be required to carry out an assessment of the needs of the community for community facilities to show that the existing or former public house is no longer needed and that alternative provision is available in the area.

2.200 Where there is local need, this use should be retained or replaced within the building, unless an alternative approach can be identified and agreed. The retention of the ground floor for non-residential use will help maintain street activity and a mixed use neighbourhood.

2.201 The Council may also consider adding certain public houses to the Community Assets Register if the community support for their retention is significant.

Townscape, streetscape and historic significance

2.202 The townscape, streetscape and heritage significance of the pub building will need to be assessed, where relevant.

2.203 This will mean submitting a report prepared by a suitably qualified professional, and where the heritage significance needs to be assessed, the submission of a heritage statement assessing the heritage values of the building as set out in English Heritage's Conservation Principles: Policies and Guidance (2008), including a townscape appraisal. This report should be undertaken by a suitably qualified conservation professional and assess the following:

- i. The aesthetic merits of the building deriving from the quality of design, detailing, materials and craftsmanship, including its visual contribution to town- and streetscape of the area and any landmark qualities it may exhibit
- ii. Any evidential value and significance the building may hold in terms of the development and social history of the area and its use.
- iii. Any historical value the pub may hold by way of illustrating the intention of the builder or demonstrating aspects of use or social organisation; or association with an important organisation, patron, architect or historic event.
- iv. Any commemorative or symbolic value the building may hold, or social value as a place that people perceive as a source of identity, distinctiveness, social interaction and coherence.

2.204 Where the building is deemed significant but the retention of the public house use is shown not to be economically viable, then the building itself or the identified significance will need to be retained. Where, after a full assessment, the Council considers a change of use appropriate, consideration will need to be given to DM Option 18 Shopfronts, where relevant.

Alternative uses

2.205 The Council will consider alternative uses for a public house only after the submission and assessment of the evidence and documentation outlined above. Non-residential institutions and assembly and leisure uses may be appropriate. The use of the building for residential use will need to provide the highest quality of accommodation.

2.206 The Council may consider the use of an Article 4 direction to protect a pub where the change of use or demolition of a pub would otherwise harm local amenity or the proper planning of the area.

Alternative option/s 19

An alternative for this option could include:

1. Reducing the 36 month time period specified in 1a. to 24 months
2. Not requiring a viability report to justify the loss of a public house
3. Not requiring a building to be retained if loss of the A4 use is deemed acceptable

What does the sustainability appraisal say?

2.207 The sustainability appraisal showed there may be minor positive impacts on population and human health through social inclusion and access to community infrastructure. There may also be minor positive impacts through the maintenance and enhancement of local townscapes and the promotion of employment opportunities in Lewisham. The policy option presents restrictions which may increase the cost of development leading to adverse effects on the local economy.

2.208 Alternative option 1 is likely to have similar impacts to the recommended policy option, however, the shorter timeframe would allow redevelopment of public houses which may reduce the financial pressure on developers. Alternative 2 is likely to have similar impacts to alternative 1 however there is an added minor negative impact through the potential greater loss of public houses to other use. Alternative 3 may have additional negative impacts on townscape/streetscape, and on air, water, waste and natural resources through increased new build work.

Agenda Item 5

Sustainable Development Select Committee			
Title	Parking Policy Review – Conclusions and Recommendations	Item	5
Contributors	Executive Director for Customer Services, Interim Director of Regeneration and Asset Management and Head of Public Services		
Class	Part 1	Date	05 February 2013

1. Purpose

- 1.1. The purpose of this report is to present the draft recommendations of the Parking Policy Review going to Mayor and Cabinet on 10 April 2013.

2. Executive summary

- 2.1. The Council's first controlled parking zone was introduced in 1983 and since then the parking policy has evolved over time. New controlled parking zones have been introduced where residents voted in favour of them but it has been some time since the Council's parking policy has been reviewed.
- 2.2. In response to comments from the Sustainable Development Select Committee and a report from the Lee Green Assembly the Mayor agreed to a review of the Council's parking policy. However, parking is an extremely complex issue and the review of the policy must balance the needs of those living, working and trading in the borough. Complicating matters further is the increase in car ownership and the insatiable demand for parking spaces along with the need to reduce the harmful effects of car use on the environment .
- 2.3. The Council consulted all stakeholders, received submissions from various groups and held events to gain a better understanding of the issues and explore potential solutions. The consultation response was excellent and gave the Council a good understanding of the parking problems but it did find that views were mixed on some points. The consultation found that there were issues with existing controlled parking zones, the identification of new zones, pricing, concessions and the transparency of the parking policy and finances.
- 2.4. The review recommendations respond to these issues with more flexible controlled parking zone arrangements, changes to the pricing structure, the introduction of concessions for various groups and a commitment to greater transparency on parking-related financial issues.

3. Recommendations

- 3.1. The committee is recommended to:
 - i) Note the key issues and conclusions arising from the consultation;

- ii) Note the recommendations to be presented to Mayor and Cabinet on 10 April 2013:-

Summary list of recommendations. (See Appendix J for a detailed list)

How to define the CPZ implementation area (See Section 6.1)

- A Maintain a minimum turnout of 10% of households within the implementation area, and introduce CPZs where over 50% of residents (that vote) are in favour of the zone.

How to manage the effects of over-spill (See Section 6.6)

- B Consult residents across the area affected by both existing and potentially displaced parking pressures and be more responsive to the affects of over-spill.

How to determine the operating hours of each CPZ (See Section 6.11)

- C Maximise flexibility where feasible by offering a menu of options for the operating hours of CPZs.

How to improve the systems for collating customer feedback (See Section 6.16)

- D Develop a standardised approach for the submission and collation of CPZ parking issues to the Council.

How to manage future parking demand (See Section 6.20)

- E Where significant parking problems are predicted as a result of developments, a presentation of evidence and specific solutions will be considered on a case by case basis, to be approved by Mayor and Cabinet. Solutions may include residents being given a chance to influence the design of the CPZ, but not vote as to whether one will be implemented.

Reviewing the annual permit charges (See Section 7.1)

- F The new parking permit charges will be frozen at the new levels until the 2015/16 financial year and reviewed annually thereafter to take account of financial pressures.

Considering the charging model and proposed charges (See Section 7.5)

- G Introduce a concessionary rate (£30) to permit holders with the most efficient vehicles (e.g. Tax Bands A-B).
- H Either, maintain the current flat-rate charging model at £120, or introduce a lower rate of £110 for the first resident parking permit by charging a higher rate of £150 for additional vehicles.

Additional support for those who rely on visitors (See Section 7.10)

- I Reduce the cost of weekly visitor parking permits from £28 to £20 per week.
- J Introduce a limited number of free visitors permits for those who purchase a resident parking permit and those living in a CPZ who are elderly on a low income.

Additional support for those who require constant help and care (See Section 7.15)

- K Provide carer parking permits free of charge.

Supporting businesses and the local economy (See Section 7.20)

- L Maintain the current charges for business parking permits, car parking and Pay and Display facilities.

Improve the provision for Blue Badge Holders (See Section 7.25)

- M Establish an application process for disabled bays, with set criteria to ensure that these bays are necessary, safe and feasible.
- N Maintain the national scheme of a 20-minute period for loading or unloading items or other goods from the vehicle and maintain a 5-minute minimum observation period to ascertain whether this activity is being carried out before considering enforcement actions.

Clear and accessible policy documentation (See Section 8.1)

- O Refresh all parking policies and collate into an integrated and accessible parking policy document and authorise the Executive Director of Customer Services and the Executive Director of Resources and Regeneration to approve the final policy document in line with the recommendations in this report.

An annually reviewed CPZ programme (See Section 8.6)

- P Establish a prioritised programme for the consultation, implementation and review of CPZs.

An annual report on parking related finances (See Section 8.11)

- Q Produce an enhanced and accessible annual report on parking related revenue.

Other policy areas (See Section 9)

- R Pay and Display machines to be phased out over-time in favour of more cost-effective and cashless parking alongside alternatives for people who do not have access to a mobile phone or a credit/debit card.
- S All signs within existing CPZs will be reviewed as part of the review programme to ensure they are consistent and clear.

4. Background and policy context

- 4.1. The Mayor of London's London Plan, details the overall strategy for London setting out an integrated economic, environmental, transport and social framework for the development of London over the next 20-25 years. The implementation of this plan is achieved through the local work undertaken in each of the London boroughs. Therefore any changes to Lewisham's Parking Policy following this review will need to align with the traffic management and parking commitments in the London Plan.
- 4.2. Like most London Local Authorities, Lewisham levies a charge for a permit to park in areas within the borough that have been designated as Controlled Parking Zones (CPZs). CPZs are a function of transport policy and are used to:

- ensure safe and sustainable access;
 - achieve effective parking management;
 - balance the needs of all road users;
 - meet environmental objectives;
 - focus on customer needs.
- 4.3. The first CPZs in the borough were introduced in 1983 in central Lewisham and Blackheath. In 2005 a borough-wide consultation was undertaken to identify where parking problems existed and where the consultation identified a parking problem more detailed consultation was undertaken in that defined area.
- 4.4. Since 2005 additional CPZs have been introduced to meet the transport policy aims, as set out above. In a policy that is local to Lewisham, these CPZs have only been introduced where 55% or more of residents (that vote) in the affected area agree that a CPZ is required (or between 50 and 55% with Mayor and Cabinet approval).
- 4.5. This policy has ensured that residents are fully engaged in decision-making, but has also led to some anomalies in CPZ coverage. For instance, where some streets in a proposed CPZ have voted yes, and some no, then the CPZ has been introduced in a partial manner in only those streets with a majority in favour. This increases the probability that the parking demand the CPZ was introduced to manage is not reduced, but simply displaced onto other streets.
- 4.6. CPZs operate for specified times. Lewisham's CPZs operate all day, from at 9am to at least 5pm, Monday to Friday. Where parking demand remains high at the weekends, some CPZs also operate on a Saturday.
- 4.7. Like most authorities, Lewisham offers a variety of permits to park in a CPZ. These include permits for residents, their visitors, for businesses, and for carers. Lewisham operates a relatively simple charging structure for these permits when compared to other authorities. For instance, there is a single price (currently £120) for a resident parking permit. Many other London authorities vary prices by the emission status of the vehicle, by geographic location (with prices higher in more central parts of the borough) and by the number of permits issued per household.
- 4.8. Parking permit charges were considered as part of a Council-wide review of fee income in late 2010. This review found that in many instances prices in Lewisham were below the median level across London, and recommended a series of price increases designed to raise prices to the projected London median, based on the assumption that other authorities would also be increasing their prices. Mayor and Cabinet agreed these recommendations in February 2011 as part of the budget setting process for the 2011/12 financial year, and the new prices were introduced on 3 May 2011.
- 4.9. Since the price increases were implemented in 2011 the Council has received and considered a large range of feedback from residents, community groups and local assemblies. This has incorporated Select Committee focus on the issue and, on 15 September 2011, this committee made a number of recommendations to the

Mayor: to provide financial information; to review the cost of visitor permits; to consider differential charging; and to allow permits to be paid for in monthly instalments.

- 4.10. The Executive Director for Customer Services responded to the recommendations on the 7 December 2011. In summary this response was that it would be very difficult to deal with parking policy issues in isolation as changes would have impacts across the whole of the borough and significant financial implications. However, the response did highlight that the new parking contract, to be let in 2013, would enable the Council to offer payment by instalment.
- 4.11. On 11 April 2012 the Lee Green Assembly presented a report and a petition on parking issues to Mayor and Cabinet, following joint work done between the assembly and officers from the Parking and Highways services. The report made 11 recommendations regarding: transparent financing; charging; flexibility and operational hours of CPZs; consultation and implementation; business permits; and school parking.
- 4.12. On 23 May 2012, a report was presented to this committee that set out the scope and timetable for a comprehensive review of the Council's parking policies.
- 4.13. On 30 May 2012, Mayor and Cabinet agreed to undertake a Parking Policy Review in response to the recommendations made by this committee and the Lee Green Assembly, and to consider the feasibility, costs and benefits associated with the adoption of alternative pricing structures.
- 4.14. The timetable for the review has incorporated an extensive programme of public consultation. On 1 November 2012, summary findings from the public survey were presented to this Committee. This paper sets out the issues and conclusions arising from the consultation, and proposes a set of recommendations to be presented to Mayor and Cabinet on 10 April 2013.

5. The consultation

- 5.1. Since August 2012, the Council has been conducting a borough-wide consultation exercise to seek the views of the public and inform the policy review. This included a public survey questionnaire, stakeholder workshops, and representations from community groups and individual members of the public. Appendix A of this report contains more detail about our consultation approach.
- 5.2. The public survey questionnaire ran for 8 weeks from 3 August to 28 September. Respondents were given the opportunity to complete the survey online, but paper copies were also made available at locations across the borough.
- 5.3. The Council received 3,113 survey responses (both paper and online) and over 20 group responses and additional comments from residents.
- 5.4. Of the respondents to the survey 57% live within an existing CPZ zone while 43% live outside these zones within the borough or commute into the borough to work.

Residents in the borough accounted for 92% of respondents and 83% are motorists. 168 Council employees completed the survey and 184 business owners.

- 5.5. Of those that responded and live within a CPZ zone, 89% have a residents permit and 48% believe the CPZ does not meet their needs.
- 5.6. The main issues to be raised in the free text comments were around the cost of parking (all aspects), the last 100% increase and the timings of the existing CPZ zones e.g. all-day versus a shorter time period.
- 5.7. Detailed findings from the public survey were presented to this committee at the meeting on 1 November 2012. Appendix B of this report contains a summary of the survey findings.
- 5.8. The Council received feedback from five community organisations as part of the wider discussions on the review of parking policy.
- 5.9. Deptford Action Group for the Elderly (250 members), The Pensioner's Forum (1,400 members), Age UK Lewisham & Southwark (supporting all residents aged 50 and over), and Carers Lewisham (supporting 5,000 unpaid carers) all provided an organisational response to the parking survey on behalf of their membership or service users.
- 5.10. Community organisations were offered additional support and assistance in completing the consultation. Deptford Action Group for the Elderly chose to meet with the Head of Public Services to discuss their issues in greater detail. The Head of Public Services also met with the Jimmy Mizen Foundation prior to the development and launch of the public consultation on parking in Lewisham.
- 5.11. A wide range of feedback was received from councillors, local assemblies, and residents. These responses were submitted as reports, petitions, letters, complaints or emails to the Council, rather than as completed responses to the official consultation survey. Details of the group responses and other comments can be found in Appendix C of this report.
- 5.12. On 5 and 9 November 2012, the Council held stakeholder workshop events to engage with the public and community representatives. Invitations were targeted towards representatives of local assemblies, community groups that have submitted a collective response to the parking survey, or individuals that indicated they were representatives of local charities or community groups in their completed survey responses.
- 5.13. The workshops included a presentation and discussion of the survey findings followed by group discussions on the emerging themes of the policy review.
- 5.14. In November 2012 the Council received the results of a local survey on parking done by Ladywell Councillors and in January 2013 received results of a local parking survey held by Honor Oak Park residents Association. The results of these surveys can be found in Appendix C.

5.15. There were four themes that emerged from the survey and group responses received. These are:

- Implementing a CPZ to manage demand
- Managing overspill
- Timings of the zones
- Permit costs

5.16. Appendix D of this report contains a list of attendees and a detailed summary of the group discussions held at the stakeholder events. The following sections of this report explore the key issues arising from the consultation exercise.

5.17. An additional theme that emerged from representations from local assemblies and at both stakeholder events is:

- Transparency of policy, programmes and finances

5.18. The table below sets out the five themes that emerged, and draws out the key issues arising from each theme.

Key issues arising from the consultation

	Consultation Theme	Key Issues
New and existing CPZs	Managing Over-spill	How to define the CPZ Implementation Area
		How to manage the affects of overspill
	Timings of the zones	How to determine the operating hours for each CPZ
	Managing future demand for parking	The need to improve the systems for collating customer feedback
How to manage future parking demand		
Charging structure and permit charges	Permit costs	Reviewing the annual permit charges
		Considering the charging model and proposed charges
		Supporting business and the local economy
		Additional support for those who rely on visitors
		Additional support for those who care for vulnerable people
		Improving provision for Blue Badge Holders
Transparency of parking policies, programmes and finances	Transparency of parking policies, programmes and finances	Clear and accessible policy documentation
		An annually reviewed CPZ Programme
		An annual report on parking related finance

- 5.19. In addition to the key issues arising from the consultation, the review has identified the opportunity to undertake a wider refresh of all the Council's supplementary parking policies. This includes our policies on parking near schools, free short-stay bays, footway parking, cashless payment technologies, car park pricing, and parking policies in support of sustainable travel.
- 5.20. The following sections of the report examine the key issues of the review, and provide the narrative and rationale for the recommendations. This comprises a description of the issue, a summary of the feedback received, an assessment of the options, and the conclusions and recommendations. This analysis is grouped into the following three areas:
- Consulting on new and existing CPZs;
 - Charging structure and permit charges;
 - Transparency of parking policies, programmes and finances.

6. Consulting on new and existing CPZs

6.1. Issue: How to define the CPZ implementation area

- 6.1.1. Under the current policy residents are consulted on a street-by-street basis. The consultation results are considered both at street-level, and across the whole consultation area.
- 6.1.2. CPZs that are introduced purely on a street-by-street basis can create problems. For instance, CPZs that are too small can be ineffective, as people choose to park outside the zone, simply creating more pressure on neighbouring streets. Also, where streets "opt out", gaps in or between zones can create severe problems for residents without driveways.
- 6.1.3. CPZs have been introduced where over 55% of residents agree that a CPZ is required. When the result has been between 50 and 55%, an additional process has been required to seek Mayor and Cabinet approval.
- 6.1.4. There is currently a minimum turnout of 10% required at the consultation stage.
- 6.1.5. A detailed process flow of the current process for consulting and implementing a CPZ is contained in Appendix G.

6.2. Consultation and feedback

- 6.2.1. In the survey respondents were asked a series of questions about the voting process for implementing a CPZ. When asked if there should be a minimum voting turnout for residents and businesses in the proposed CPZ area, 73% of respondents said yes. Those that said yes were then asked what this minimum voting turnout should be in percentage terms and the majority indicated 30% or above.

6.2.2. During the stakeholder events and at the last meeting of this committee it was noted that rarely do elections of any kind get a voter turnout of 30% and that 10% or above might be more realistic.

6.2.3. Out of all the CPZs implemented since 2005, just two new zones would have been implemented if the minimum turnout of 30% proposed from the survey results was used. The table below shows the return rates for all these zones.

CPZ Consultation return rates

Scheme	Year of Survey	Delivered	Returned	Return Rate	For	Against	CPZ installed?
Mountsfield Park	2005	1136	214	19%	42%	58%	No
Lee	2010	274	87	32%	58%	42%	Yes
Mountsfield Park	2010	1312	196	15%	49%	51%	No
Hither Green West ext.	2010	532	93	17%	68%	32%	Yes
Ladywell	2009/10	2267	620	27%	72%	28%	Yes
Ladywell ext.	2011	886	364	41%	59%	41%	Yes
Old Road /Bankwell Road ext.	2008	931	209	22%	62%	38%	Yes
Hither Green East ext.	2008/9	156	58	37%	72%	38%	Yes
Rushey Green South	2007	1240	178	14%	62%	38%	Yes
Hither Green East	2007	1170	432	37%	61%	39%	Yes
Dauids Road	2006	562	68	12%	63%	37%	Yes
Barmeston Road	2006	168	27	16%	58%	42%	Yes

6.2.4. Respondents were also asked if, of those that turnout to vote, there should be a minimum level of support in favour of implementing the CPZ. More than 80% of respondents agreed that there should be, and of these, 75% thought that the percentage in favour should be at least 50%.

6.3. Options

6.3.1. Three basic options for the definition of a CPZ Implementation Area have been assessed, along with a consideration of options for the level of support in favour of implementing the CPZ and voter turnout levels from the consultation process.

6.3.2. **Street-by-street:** Firstly zones could be introduced purely on a street-by-street basis. While this accurately reflects local views, it would create an incoherent patchwork of CPZs with many gaps and small CPZs creating over-spill issues for neighbouring streets, potential confusion to motorists trying to park legally, and thereby a knock-on effect for enforcement.

6.3.3. **Defined area:** Secondly, implementation areas could be defined and set on a purely technical basis. This would be based on an assessment of parking capacity and usage, and the boundaries of zones could accurately reflect the local geography, as well as ensuring that any future zones are compatible. However, it is likely that zones designed in the absence of local input would not produce the most appropriate solution, and would see areas being unnecessarily included in zones. Also such zones are likely to be larger than otherwise necessary and fixed in size, and therefore would be unlikely to achieve the support required from residents.

- 6.3.4. **Flexibly-defined area:** Finally, implementation areas could be set following a consultation process with residents and businesses, so that both local views and local geography can be taken into account. This would allow the implementation of zones to balance the need for local input with the need to be workable and coherent. This would ensure that new zones have the majority support of residents, but would offer the flexibility to ensure that the size and shape of zones are as effective as possible.
- 6.3.5. **Majority support:** The current threshold for majority support, for the implementation of a CPZ, of over 55% has been considered in response to comments and analysis from the consultation. In order to predict and minimise the affect of overspill, a lower (40%) and a higher (60%) threshold, for the implementation of a CPZ, have also been considered.
- 6.3.6. **Minimum turnout:** In practice, turnout for consultations on parking is generally between 10 and 20%. This compares favourably to other public consultations on local issues. A full range of options have been considered, including no minimum level, and setting a very high level.

6.4. Conclusions

- 6.4.1. In order to ensure CPZs are coherent, they need to reflect residents' views, but also the local geography, including neighbouring CPZs, nearby parking attractors, and main roads.
- 6.4.2. The policy review therefore concludes that implementation areas must not be set purely on the basis of street-by-street analysis, nor on a purely technical basis. Instead, the implementation area will be set following a consultation process with residents and businesses, so that both local views and local geography can be taken into account. A CPZ will therefore be introduced across any significant part of the consultation area provided there is a majority support of residents within the proposed zone. This means that some streets may vote against a CPZ, but may be included to ensure that the zone is workable. Where this happens, the rationale will be made available to residents. This will offer the flexibility to ensure that the size and shape of zones are as effective as possible.
- 6.4.3. With any referendum-based system, any deviation from a 50% threshold requires a strong justification. While there is a case for either raising or lowering the required majority, the policy review concludes that 50% is the most appropriate threshold, as views either in favour or against the implementation of a CPZ are equally valid. The review therefore proposes to remove the additional Mayor and Cabinet decision-making process for results between 50% and 55%, which will help to streamline the consultation process and improve response times to parking problems.
- 6.4.4. The argument about strengthening the mandate (either in favour or against a CPZ) is a valid one, and the review concludes that in order to achieve this, a minimum level of turnout should be formalised. Based on historical levels, a

minimum turnout of 10% of households within the implementation area will ensure that consultations with unusually low turnout will be deemed inconclusive.

6.5. Recommendations

- 1 Maintain a minimum turnout of 10% of households within the implementation area, below which the consultation will be deemed inconclusive.
- 2 Introduce CPZs where over 50% of residents (that vote) in the implementation area are supportive.
- 3 Remove the additional Mayor and Cabinet decision-making process for results between 50% and 55%.

6.6. Issue: How to manage the affects of over-spill

6.6.1. Under the current parking policy, CPZs are implemented in response to demand from residents suffering from severe parking pressure near their homes. Such acute pressure tends to originate around sites such as town centres or rail stations. Over recent years, the scale and severity of problems have been exacerbated by continued growth in car ownership and densification of residential areas.

6.6.2. Parking pressure in such areas can significantly affect the quality of life for many residents, but has a particular impact on the elderly, disabled and young families. Like all the boroughs in London, Lewisham introduced a policy of controlling parking to enable residents to access their homes safely and conveniently.

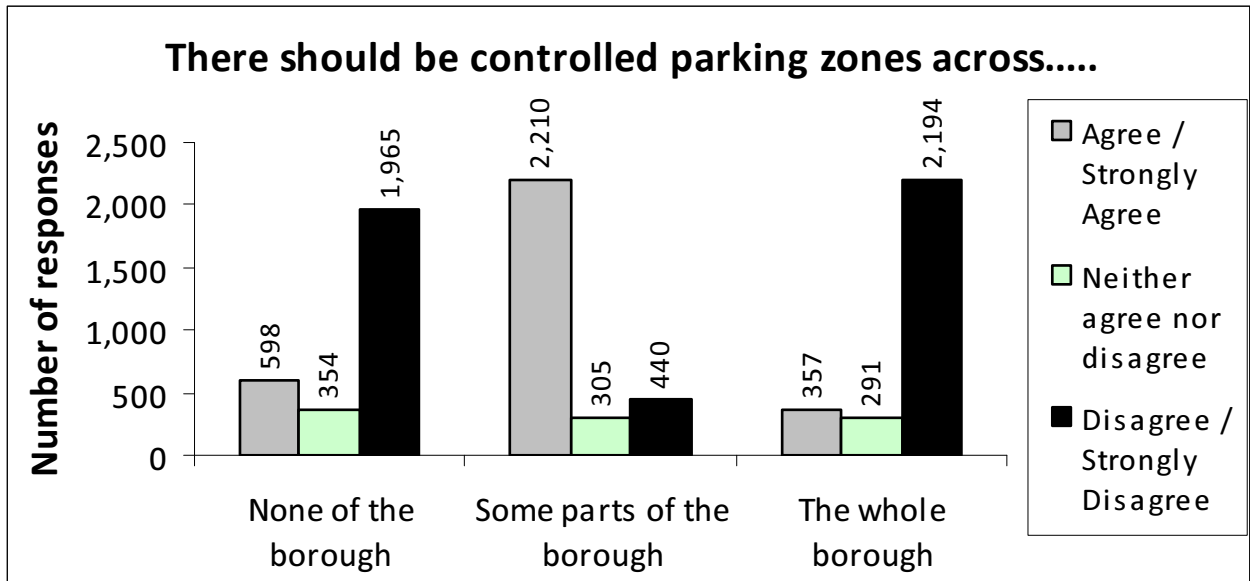
6.6.3. When CPZs are introduced, people often choose to park in the areas surrounding the new zone, so an element of the parking pressure is displaced, or “over-spills” onto nearby streets. This creates problems in neighbouring streets and can become a divisive issue within local communities.

6.7. Consultation and feedback

6.7.1. In the survey respondents were asked to identify the main locations where they thought parking controls should be implemented. The top four were train stations, shopping centres, schools and hospitals.

6.7.2. When asked if the council should tell them when there is a parking issue in their area there was an overwhelming majority of agreement that this should be the case. See Appendix B.

6.7.3. Respondents were also asked to agree or disagree with three statements about the coverage of CPZs across the borough. The graph below shows that there was acceptance that CPZs were needed in at least some parts of the borough.



6.7.4. The benchmarking in Appendix F shows that all 32 London Boroughs (The City of London has not been included) have CPZs. Just 5 boroughs have zones that cover the whole borough. These 5 all operate an emissions based charging scheme with relatively low permit charges.

6.7.5. Respondents that do not currently live in a CPZ that responded to the survey (1,317) were asked if they currently lived close to the boundary of a CPZ and 430 said that they did. Of these 430, over half (288) responded that they were affected by overspill from the neighbouring CPZ.

6.7.6. Analysis of these 288 responses showed that Ladywell and Lee Green wards were the most affected. For a detailed breakdown see Appendix B. The petition and ward assembly survey conducted in Ladywell (Appendix C) raised overspill as a significant issue in those streets near the Ladywell and Lewisham Central zones, such as Vicars Hill and Shell Road.

6.7.7. Respondents that do not currently live in a CPZ were asked if they thought parking controls were needed in their area. The consultation found that Ladywell, Lee Green and wards down the East London Line favoured parking controls in their area (Appendix B).

6.8. Options

6.8.1. The most severe affects of over-spill occur when a high proportion of parked vehicles are displaced onto a particular street. The key to avoiding severe over-spill is to use different ways to disperse vehicles.

6.8.2. **Dispersal by implementing larger zones:** Increasing the dispersal of parked vehicles can be achieved by implementing larger CPZs, which spread over-spill across a wider perimeter. However, there are difficulties in predicting the most suitable size for a CPZ, due to the many behavioural and geographical factors that affect its success. The size and shape of CPZs are

dependant on the support of residents, rather than being imposed on a purely technical basis.

- 6.8.3. **Shaping zones through consultation:** As CPZs are shaped through consultation, a key consideration in managing over-spill is the consultation process. The current policy uses successive rounds of consultation to allow the CPZ to evolve into the most appropriate size and shape.
- 6.8.4. A range of options have been considered to predict and avoid the knock-on effect on neighbouring residents. Options discussed at the stakeholder events include reducing the voting threshold to 40% in the peripheral areas of a proposed CPZ. This approach assumes that once the affects of over-spill are felt, areas on the verge of voting in favour of a CPZ, would subsequently gain majority support. Other options proposed at the stakeholder events included applying a different weighting to votes according to whether residents live in the area currently affected, or in the area predicted to be affected.
- 6.8.5. However, such options would be difficult to administer fairly, and would rely on predictions about the scale of over-spill and, critically, on assumptions about how strongly people would feel about the parking issues when balanced against the costs associated with a CPZ.
- 6.8.6. **Dispersal by targeting different users:** Dispersal can also be achieved through policies that target different users in different ways, such as residents, commuters and short-stay visitors. For instance, reducing charges for residents would encourage greater take-up of permits, and reduce the proportion of residents choosing to park outside the zone.
- 6.8.7. Similarly, varying the operational hours of CPZs can target either commuters or short-stay visitors. For instance, a shorter operating period will displace commuters from the CPZ, but will allow many short-stay visitors to remain in the CPZ, making use of available spaces.
- 6.8.8. Applying a combination of these policy tools can help to make better use of the capacity in CPZs, and can assist in avoiding the situation where CPZs with empty spaces are surrounded by fully parked streets.
- 6.8.9. **Responding quicker to over-spill:** Options have also been considered for enhancing the responsiveness of the current CPZ process. Such options would aim to minimise the time that residents experience problems, whilst ensuring that CPZs are only implemented when and where residents deem them necessary. The current process can take up to a year from consultation to implementation of the CPZ.

6.9. Conclusions

- 6.9.1. Fundamentally, the policy review concludes that CPZs are the most appropriate solution to manage parking pressures in residential areas and should be introduced with the support of local residents. As an inevitable

consequence of CPZs, the policy review will aim to manage over-spill as effectively as possible.

- 6.9.2. The new policy will aim to minimise the effects of over-spill in a number of ways. Firstly, to help ensure that CPZs cover the right area, consultation will include residents affected by both existing and potentially displaced parking pressure.
- 6.9.3. Secondly, in order to encourage higher take-up of permits among residents on the edge of zones, the charges associated with CPZs have been reviewed.
- 6.9.4. And thirdly, the review will consider shorter operational hours of CPZs; this will allow greater dispersal of parking pressure by displacing only those who wish to park all-day, generally commuter parking.
- 6.9.5. As well as minimising the effects of over-spill, the new policy will also aim to enhance the responsiveness of the current CPZ review process to ensure that residents affected by displaced parking are consulted and agreed solutions are implemented.

6.10. Recommendations

- 4 Ensure consultation involves residents across a given area that are considered to be affected by both existing and potentially displaced parking pressure.
- 5 Enhance the responsiveness of the CPZ review process to ensure that residents affected by displaced parking are consulted and agreed solutions are implemented.

6.11. Issue: How to determine the operating hours for each CPZ

- 6.11.1. Currently all CPZs operate for a minimum of 9am-5pm (i.e. “all day”) and at least from Monday to Friday. Zones that operate all day offer residents a high level of protection from parking pressure, as they deter vehicles from parking for any period throughout the day.
- 6.11.2. Historically, permits for residents and visitors were available at a relatively low cost. This resulted in the introduction of CPZs that offered protection throughout the day. The subsequent price increases have highlighted a public demand for 2-hour zones which may, in some areas, address the parking problems and offer savings for residents on the number of visitor permits required.
- 6.11.3. As discussed in an earlier section of this report (6.6), which considers how to manage over-spill, varying the hours of operation can also help to reduce the knock-on effects of CPZs. Shorter operational hours can promote a greater dispersal of parking pressure, as they mainly displace only those who wish to park all-day, generally commuters.

6.12. Consultation and feedback

- 6.12.1. Respondents to the survey were asked what the most appropriate hours of operation would be for a CPZ and also which days of the week they thought a zone should operate. The majority of respondents felt that an all-day zone 9am-5pm or 7pm was the most appropriate, but over a third felt that a shorter period would be better. Monday to Friday is the most popular time period for a zone to operate, but over 500 respondents did consider that Saturday might also be necessary in certain areas.
- 6.12.2. Looking at Appendix B and where respondents live in the borough i.e. which CPZ or ward shows that there is a lot of support for a shorter time period in Hither Green East CPZ and in Lee Green ward. However, respondents from Blackheath and Lewisham Central CPZs are very much in favour of an all-day zone.

6.13. Options

- 6.13.1. **All-day zones:** All-day zones are necessary to control parking in residential areas where demand for parking is high throughout the day. This includes areas within walking distance (800m)¹ of major commuter and visitor attractors such as town centres, transport hubs and hospitals.
- 6.13.2. However, as well as deterring commuters, all-day zones also deter journeys that directly benefit the local community, including short-stay shopping trips and social visits to vulnerable people.
- 6.13.3. **Shorter operating periods:** Shorter operating periods can be used to restrict parking during, for instance, a 2-hour period from 12noon – 2pm. Such zones would deter commuter parking, and would offer greater flexibility to residents, businesses and visitors to the zone.
- 6.13.4. Various operating hours have been considered, including 1-hour zones and half-day zones, and such zones could operate at any time throughout the day. Co-ordinating and staggering the operating hours for neighbouring CPZ can help to ensure that a workable enforcement regime can be developed.
- 6.13.5. However, shorter operating periods will not be sufficient to control parking in the vicinity of destinations that attract high numbers of visitor parking throughout the day, such as town centres and hospitals.
- 6.13.6. It should also be noted that shorter operating periods would not result in lower permit prices. The costs of designing, consulting, implementing and maintaining CPZs would remain the same. While some operational savings may be possible as enforcement would not be provided throughout the whole day, these savings would be largely limited due to the need for a more intensive enforcement operation during the shorter operating period.

¹ 800m is the suggested maximum acceptable walking distance to a town centre for pedestrians without a mobility impairment. (Institute of Highways and Transport (IHT) Guidance Table 3.2)

- 6.13.7. **Multiple operating periods:** Operating hours can be split to cover, for example, a 2-hour period in the morning, and a 2-hour period in the afternoon or evening. This can be a useful way to address areas where there is a combination of commuters and visitors generated by different parking attractors.
- 6.13.8. **Free short-stay spaces:** In areas where short-stay capacity is required to support local businesses, free short-stay bays can be included within the CPZ. This as an approach to controlling parking, allows people to make short visits to local shops or amenities. Alternatively, it is possible to permit parking anywhere within a zone for a limited period. This approach is less controlled, and would not be recommended where spaces are limited and in the vicinity of major-all-day attractors. However, it can be a useful tool, for instance, to support free parking in residential areas around parks or museums.
- 6.13.9. **Yellow lines:** Yellow lines are the standard way of controlling parking, and can be a useful tool within a CPZ area, usually to ensure road safety. Single yellow lines can be employed for any period throughout the day, and can be a useful way of controlling parking when demand varies throughout the day. However, it is not generally considered as an option to replace a CPZ, as yellow lines will prevent residents from parking during the operational hours.

6.14. Conclusions

- 6.14.1. The primary purpose of a CPZ is to ensure that residents can safely and conveniently access their homes. In residential areas where demand for parking is high throughout the day, zones will also need to operate throughout the day. However, where appropriate, shorter hours can offer greater flexibility to residents, businesses and visitors to the zone.
- 6.14.2. In order to balance these opposing priorities, it is necessary to consider the range of parking attractors in each locale and to consult local residents to determine the most appropriate hours of operation for the zone.
- 6.14.3. The review concludes that areas in the borough that are within an 800m walking distance of major all-day parking attractors will require controls throughout the day. The map after Section 15, shows the main all-day attractors of Lewisham, Deptford, Catford, Blackheath, and Lewisham Hospital.
- 6.14.4. The review concludes that short-period zones are most effective in residential areas where commuter parking is the predominant source of the parking problem. In Lewisham, this is particularly evident where local rail stations provide a singular source of parking pressure in otherwise largely residential areas. The map after Section 15, shows some of these stations, and particularly highlights the East London Line, which has attracted many commuters since its successful incorporation into the London Overground network.

6.14.5. The new policy will therefore aim to maximise flexibility where feasible by offering residents a menu of options for the operating hours of CPZs, which will be dependent on the parking attractors in the local area.

6.15. Recommendation

6 Maximise flexibility where feasible by offering a menu of options for the operating hours of CPZs. The options available will depend on the parking attractors in the local area.

6.16. Issue: How to improve the systems for collating customer feedback

6.16.1. The Council currently maintains a reactive position to parking problems and is driven by complaints and expressions of interest before consulting residents about the need for parking controls.

6.16.2. For those experiencing parking problems, the first point of contact with the Council is generally via a range of formal or informal channels, including direct telephone contact with officers, emails to generic email in-boxes, and letters via Councillors.

6.16.3. While informal systems exist to collate feedback from the public, there is no formal mechanism in place to ensure all representations regarding parking issues are treated in a similar fashion.

6.17. Option

6.17.1. **Standardised approach:** A more formalised system would enable the public to highlight parking issues, submit requests for a CPZ consultation, and provide feedback on proposed or new CPZs.

6.17.2. A standardised approach, based on an online form or standard CPZ request form, would assist in the effective collation of requests and feedback, and inform the annual development of the CPZ Programme.

6.18. Conclusion

6.18.1. In order to improve the customer experience, and to ensure requests can be collated and assessed fairly and transparently, the policy review will recommend a standardised approach, such as an online form or CPZ request form, for the submission and collation of CPZ parking issues to the Council.

6.19. Recommendation

7 Develop a standardised approach for the submission and collation of CPZ parking issues to the Council.

6.20. Issue: How to manage future parking demand

- 6.20.1. The Council currently maintains a reactive position to parking problems and is driven by complaints and expressions of interest before consulting residents about the need for parking controls.
- 6.20.2. Demand for parking is increasing as a result of new rail links, increasing car ownership, and new developments. While these factors create increasing pressure on the limited parking space available, the current policy does not allow the Council to plan ahead to prevent the impact on residents.
- 6.20.3. To some degree, in areas surrounding some of the East London Line stations forward planning may have prevented some of the current acute issues with commuter parking that have arisen since the line's refurbishment and extension.
- 6.20.4. But in particular, major developments in the town centres will impact on local parking arrangements. A high proportion of car-free residential units, and key regeneration projects make additional demands on car parking capacity in town centres. Much has been achieved through the planning process to mitigate the parking pressures, but the current policy means that solutions cannot always take effect until after the problem materialises.
- 6.20.5. For instance, in Deptford Town Centre, improvements to the town centre, along with a number of new and forthcoming developments, will place pressure on existing parking capacity in and around Deptford High Street.
- 6.20.6. In addition, over 5,500 new residential units are proposed just to the north of Deptford Town Centre. This includes Convoys Wharf, a major strategic site with over 100,000 square metres of commercial development, and over 3,500 residential units. In order to manage the demand for parking and to reduce the impact on traffic, a significant proportion of these units will be car-free, meaning that new residents will not be able to purchase parking permits for a future CPZ. However, if a CPZ is not in place before residents move in, some new residents may choose to park in local streets, and may possibly purchase properties on that basis. Under such circumstances, retrospectively implementing a CPZ could create enormous difficulties for these residents.
- 6.20.7. It is essential that Deptford develops in a way that works for residents, businesses and visitors. As one of the boroughs key town centres, there are a wide-range of community stakeholders that will benefit from its regeneration.
- 6.20.8. As part of the place-making work that the Council is undertaking, including a £1.5 million re-design of Deptford High Street, a detailed case study of the specific parking issues facing Deptford Town centre is being conducted.

6.21. Consultation and feedback

- 6.21.1. During the stakeholder events there was a very strong view that parking issues for future developments should be taken into account early in the planning and build process to allow appropriate action to be taken before parking problems arise.
- 6.21.2. Attendees felt (as can be seen in Appendix D) that early discussions with residents groups, local assemblies and other relevant organisations across a wide area would allow an appropriate solution to be implemented ahead of issues arising.

6.22. Options

- 6.22.1. **Maintain a reactive position:** A reactive approach to parking pressure generally ensures that problems are only solved when necessary.
- 6.22.2. However, the scale of proposed development of the major strategic sites in the borough will see the delivery of thousands of new residential units that are necessary to cater for our growing population. This includes a high proportion of car-free residential developments, which do not have access to parking. It is anticipated that most people choosing to live in a car-free development will not own cars, and will make use of the public transport links that are in place. However, a small minority may not adhere to this principle, and so to some degree, such developments rely on parking controls being in place to ensure they are offered some protection from an increase in parking demand for kerb-side space.
- 6.22.3. **Consider parking during the planning of large developments:** Where CPZs are required to ensure that developments do not have a detrimental effect on parking in surrounding communities, developers are required to consider the nature of parking controls at an early stage in the planning and delivery process.
- 6.22.4. The Council would engage with residents about the shape, design and timing of the zone rather than the need for a CPZ, which would be determined during the planning and delivery process.

6.23. Conclusions

- 6.23.1. The public consultation revealed a strong preference for the Council to inform the public when a parking problem may arise. However, evidence also shows that the public are reluctant to support parking measures before a problem arises.
- 6.23.2. The policy review therefore concludes that a process is required by which parking is considered early on in the planning and delivery process of major developments and residents consulted ahead of completion to ensure appropriate parking controls are implemented before issues arise. The Council would engage residents about the design and timing of the zone

rather than the need for a CPZ, which would be determined during the planning and delivery process.

6.24. Recommendations

- 8 Where significant parking problems are predicted as a result of developments a presentation of evidence and specific solutions will be considered on a case by case basis, to be approved by Mayor and Cabinet. Solutions may include residents being given a chance to influence the design of the CPZ, but not vote as to whether one will be implemented.

7. Changes to the charging structure and permit charges

7.1. Issue: Reviewing annual permit charges

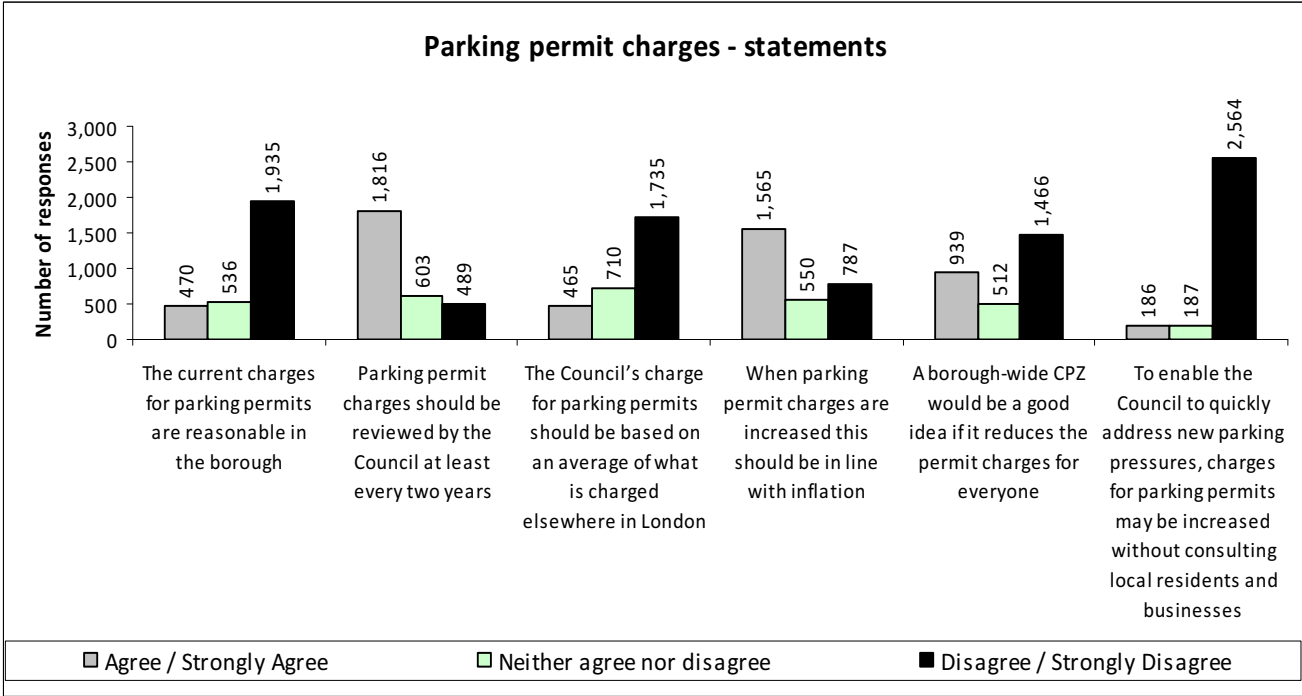
7.1.1. The operating costs for a vehicle can run into hundreds or even thousands of pounds when you take into account fuel, insurance, MOT, maintenance, road tax, breakdown cover, etc. Paying for parking is just one small element of the costs of keeping a vehicle. However, it is often a necessity for an individual or family to operate a vehicle due to circumstance.

7.1.2. The table below shows the estimated annual car running costs. It is based on The AA's annual estimate of motoring costs published in June 2012. The table is based on a sample of three different road tax bands and an average of 10,000 miles per annum.

Cost element	Tax band F (141-150 g/km)	Tax band H (166-175 g/km)	Tax band K (226-255 g/km)
	£ p.a.	£ p.a.	£ p.a.
Road Tax	135	195	270
Insurance	695	841	1,684
Petrol	1,293	1,484	1,905
Tyres	103	152	281
Servicing/MOT/maintenance	595	605	621
Total cost p.a. (Source: The AA)	2,821	3,277	4,761
Current Lewisham Resident Permit	120	120	120
Cost including parking permit	2,941	3,397	4,881
Permit as a%age of annual cost	4.1%	3.5%	2.5%

7.1.3. Parking permit charges were considered as part of a Council-wide review of fee income in late 2010. This review found that in many instances prices in Lewisham were below the median level across London, and recommended a series of price increases designed to raise prices to the projected London median, based on the assumption that other authorities would also be increasing their prices. Mayor and Cabinet agreed these recommendations in February 2011 as part of the budget setting process for the 2011/12 financial year, and the new prices were introduced on 3 May 2011.

- 7.1.4. The fee benchmarking exercise was repeated in autumn 2011. This found that other authorities had not increased fees to the extent that the original review had anticipated. It also found that price benchmarking was complicated by the number of pricing regimes in place across other boroughs, and that in most cases Lewisham's prices were not comparable. Of the five London authorities operating a simple pricing structure, Lewisham was at the median level: one authority charged more than Lewisham's £120 (Southwark - £125); one charged the same (Wandsworth); and two charged less (Richmond-Upon-Thames - £80, and Kingston-Upon-Thames - £90). It was therefore recommended and agreed that prices be frozen for 2012/13.
- 7.1.5. Since the price increases were implemented in 2011 the Council has received and considered a large range of feedback from residents, community groups and local assemblies.
- 7.1.6. The current charges for resident and business permits in Lewisham are at the high end when compared to the other 13 London Boroughs that have flat-rate charging structures. (See Appendix F)
- 7.1.7. Some residents have expressed the view that the current permit charges are too high. As Appendix B shows, respondents felt that the various permit charges were not reasonable. The graph below shows the level of support for various parking statements.



- 7.1.8. Business Permits are currently charged at £500. When comparing this charge to other London Boroughs (Appendix F), Lewisham is at the high end of charges with only Southwark (£577.50), Merton (£752, £376 for 6 months) and Hammersmith and Fulham (£766) charging more.

- 7.1.9. **Assume no net change to revenue:** In considering a review of permit charges, the Council must take into account its wider budget position. Income from parking related sources is an important part in the Council's overall financial position.
- 7.1.10. Income from parking is used to cover the costs of the Parking Service, including the cost of implementing, reviewing and enforcing CPZs. It also contributes to highway and transport improvements across the borough.
- 7.1.11. The Council is currently reviewing its wider budgets in order to make savings of £50 million in line with the reduction of funding from central government. Any shortfall from the parking budget would ultimately impact on other public services offered by the Council. For further details on parking finances see Section 12, of this report.

7.2. Options

- 7.2.1. The options for the policy review are therefore framed by the general assumption that there should be no significant net change to the parking revenue budget.
- 7.2.2. However, within this assumption there is scope to offer concessions or offset costs either within a review of the charging structures, or within a longer term view of CPZ growth that may reasonably occur in response to current and developing parking pressure, provided that pricing is set in a customer-focussed way that encourages CPZs to be implemented where necessary.
- 7.2.3. **Future reviews of parking charges:** There was broad support for the Council reviewing permit charges at least every two years and that increases should be linked to inflation in some way. Both of these approaches have been considered as possible recommendations for inclusion within the parking policy.
- 7.2.4. In response to this view, options to review the charges annually and every two years have been considered. A range of options has also been considered for limiting any increases to inflation, including various inflation rates such as the Retail Prices Index (RPI), Consumer Price Index (CPI), the Council's budgetary inflation assumptions, and the inflation of costs in the parking service contract.

7.3. Conclusions

- 7.3.1. In the current economic and budgetary circumstances, it is essential that the Council does not significantly impact on its wider budgetary position. However, the Council is keen also to offer support wherever possible, given the financial pressures that many residents are facing, and the public view that the charges are high.
- 7.3.2. The review will therefore seek concessions to the current charge of £120 for residents, where these concessions are deliverable within a review of the

charging structures, and where they are supported by a strong policy rationale.

- 7.3.3. The review will also aim to establish a charging regime for residents and visitors that is more customer-focussed and encourages CPZs to be implemented where they are a necessary solution.
- 7.3.4. In respect of these considerations, the review proposes to freeze the new charges set by this review until at least 2015/16, and to review the charges on an annual basis to take account of financial pressures.
- 7.3.5. It is proposed that future increases to parking charges, shall be limited by inflation wherever possible. Any future increases to parking charges, that exceed inflation, will require consultation prior to implementation, to ensure that the views of the public can be taken into account.

7.4. Recommendations

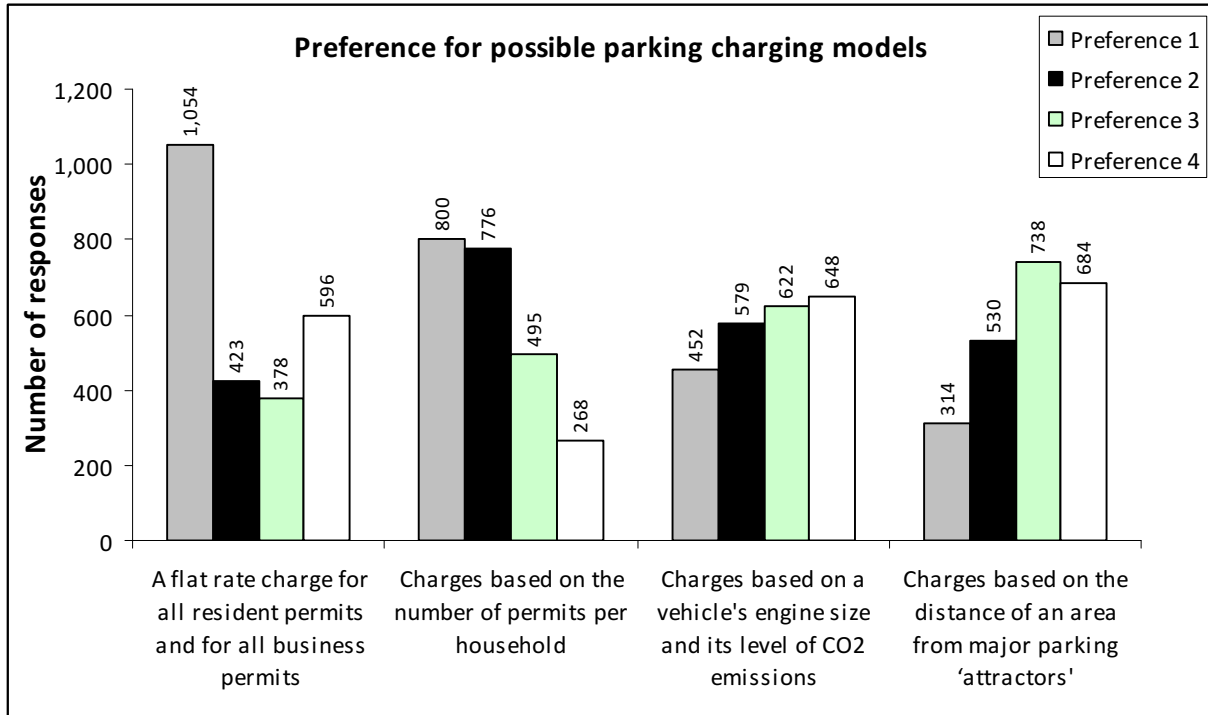
- 9 Introduce a new charging model that is customer-focussed, offers affordable concessions to residents and visitors, and is supported by a strong policy rationale.
- 10 The new parking permit charges will be frozen at the new levels until the 2015/16 financial year and reviewed annually thereafter to take account of financial pressures.
- 11 Consult the public on any future charge increases that exceed inflation.

7.5. Issue: Considering the charging model and proposed charges

- 7.5.1. Lewisham offers a variety of permits to park in a CPZ to cater for residents, their visitors, businesses, and carers.
- 7.5.2. Lewisham operates some relatively simple charging structures for these permits when compared to other authorities. For instance, there is a single price (currently £120) for a resident parking permit.
- 7.5.3. Community groups such as Lee Green, as well as this Committee, have identified the need to investigate some of the differential charging structures operated by other London authorities.
- 7.5.4. The policy review has included a financial modelling exercise in order to consider the impacts of various policy options, permit costs, and charging structures.

7.6. Consultation and feedback

- 7.6.1. In the public survey, respondents were asked to indicate their preference for four different charging models on which permit prices might be based in the future. The graph below shows that the respondents preferred either a flat-rate charging model, or charges based on the number of cars per household.



7.6.2. Each of the charging models were considered for analysis and this is set out below.

7.7. Options

7.7.1. The baseline used for all analysis takes account of the current level of permit sales and the projected quantity of income for 2012/13. Assumptions made as part of the financial analysis are contained in Appendix H.

	Projected 2012/13	
	Qty	Sales Total
Business Permits	1,256	540,000
Resident Permits	7,485	862,000

7.7.2. **Maintain a flat-rate charging model:** this would maintain the status quo for charging a flat rate on permit charges for resident (currently £120) and business (currently £500) permits. A benchmarking exercise was carried out to look at how the other 32 London Boroughs charge for parking and this is contained in Appendix F.

7.7.3. Flat-rate models benefit from being simple to administer, and clear to understand. In the public survey, more respondents selected the flat-rate charging model as their top preference over the other three models presented as options. It can also be considered as a fair model, as charges are applied equitably for all permit holders.

- 7.7.4. However, a flat rate does not necessarily support other policy objectives, such as incentivising fuel-efficient vehicles, or minimising demand for kerb-side space.
- 7.7.5. **Vary prices by a vehicle's engine size and its level of CO₂ emissions:** This charging structure would provide an incentive to purchase more fuel-efficient vehicles and as such, would support the Council's green agenda and London's air quality objectives.
- 7.7.6. This model would vary permit charges according to the tax band for each vehicle, and concessions would be offered to those with more efficient vehicles, offset by increased charges for those with inefficient vehicles. This model would target no net increase in revenue for the Council. However, over time as cars become more efficient, income would diminish, when residents replace their vehicles for lower emission alternatives.
- 7.7.7. There are nationally set bandings for vehicle engine size and CO₂ emissions which are held by the DVLA and used to calculate car tax charges. These 15 bandings were used as part of the analysis carried out when considering this as a charging model for permits in Lewisham. Appendix F shows that 12 London Boroughs have an emissions based charging model. However, due to the complexity of administering a model that has 15 charging bands most, except Islington, have consolidated these bands into 8 or less.
- 7.7.8. Below is the profile of vehicle ownership by emissions band for the whole of Lewisham borough. The data for cars by CO₂ emissions has been sourced from the DVLA and is 2011 data. The data is only provided at borough level, so we have assumed this is an equal distribution across all areas of the borough i.e. each of the current CPZs would have this same vehicle profile.

Total vehicles registered in Lewisham by Tax Band

CO₂ emissions (g/km)	No of vehicles
Band A: Up to 100	268
Band B: 101 - 110	1,075
Band C: 111 - 120	2,175
Band D: 121 - 130	2,198
Band E: 131 - 140	7,988
Band F: 141 - 150	9,058
Band G: 151 - 165	15,366
Band H: 166 - 175	7,515
Band I: 176 - 185	6,718
Band J: 186 - 200	8,213
Band K(L): 226 - 255	3,073
Band K(M): Over 255	2,008
Band K: 201 - 225	5,936
Band L: 226 - 255	633
Band M: Over 255	595

7.7.9. The table below shows that varying prices by these 15 bands would produce a wide variety of charges. If the average charge is based on Lewisham's current resident permit charge of £120, and if the most efficient vehicles have no charge, the analysis below shows that the vehicles with the highest levels of emissions or largest engine size would rise to £292.

CO₂ emissions based on tax bands

CO ₂ emissions (g/km)	Charging mechanism based on tax rate with £120 average	Resident Permits 2012	Income
Band A: Up to 100	£0	28	£0
Band B: 101 - 110	£12	111	£1,000
Band C: 111 - 120	£18	224	£4,000
Band D: 121 - 130	£62	226	£14,000
Band E: 131 - 140	£74	821	£61,000
Band F: 141 - 150	£83	931	£77,000
Band G: 151 - 165	£105	1,579	£166,000
Band H: 166 - 175	£120	772	£93,000
Band I: 176 - 185	£132	691	£91,000
Band J: 186 - 200	£154	844	£130,000
Band K(L): 226 - 255	£166	316	£52,000
Band K(M): Over 255	£166	206	£34,000
Band K: 201 - 225	£166	610	£101,000
Band L: 226 - 255	£283	65	£18,000
Band M: Over 255	£292	61	£18,000
		7,485	£861,000

7.7.10. The table below shows that this model has also been considered with the 15 bands consolidated into 4 bands, in order to make the model more administratively viable. Again, this model would target no net increase in revenue for the Council.

CO₂ emissions using 4 bands

CO ₂ emissions (g/km)	Charging mechanism 4 bands	Resident Permits 2012	Income
Bands A to D: 0 - 130	£60.00	588	£35,000
Bands E to G: 131 - 165	£100.00	3,331	£333,000
Bands H to J: 166 - 200	£140.00	2,307	£323,000
Bands K to M: Over 200	£180.00	1,259	£227,000
		7,485	£918,000

7.7.11. As can be seen from the analysis above in order to maintain the current levels of resident permit income, charges would have to be above the current £120 charge for vehicles with emissions levels at the higher end of the scale. It is often older (pre March 2001) or very large vehicles that have

higher levels of emissions, whereas many of the newer cars have the lower emissions levels and are exempt from car tax and the London Congestion Charge.

7.7.12. The table below shows how many residents would have to pay more for their permit, as a result of the increased charges.

Analysis of the impact on residents

	Residents charged more	Residents charged less	Residents charged the same	Income
CO₂ emissions (g/km)				
CO₂ emissions - 15 bands	2,813	3,920	772	861,000
CO₂ emissions - 4 bands	3,566	3,919	0	918,000

7.7.13. A key concern with this charging structure is that, while there is a strong rationale for incentivising efficient vehicles, penalising those with inefficient vehicles could disproportionately affect those who own older vehicles.

7.7.14. Consideration was therefore given to how the Council might promote sustainable transport and thus analysis was done to look at providing a concessionary rate for those with cars in the lowest emissions bands (A-D). This option has been modelled with two concessionary rates one of £60 and the other of £90.

A concessionary rate for the most efficient vehicles

CO ₂ emissions (g/km)	Resident Permits 2012	Charges	Income	Charges	Income
Bands A to D: 0 - 130	588	£60.00	£35,300	£90.00	£52,900
All other bands	6,897	£120.00	£827,700	£120.00	£827,700
	7,485		£863,000		£880,600

7.7.15. **Vary prices by geographical location:** This charging structure would vary charges according to the level of parking demand, with increased charges in more central parts of the borough, and reduced charges in the more suburban residential areas.

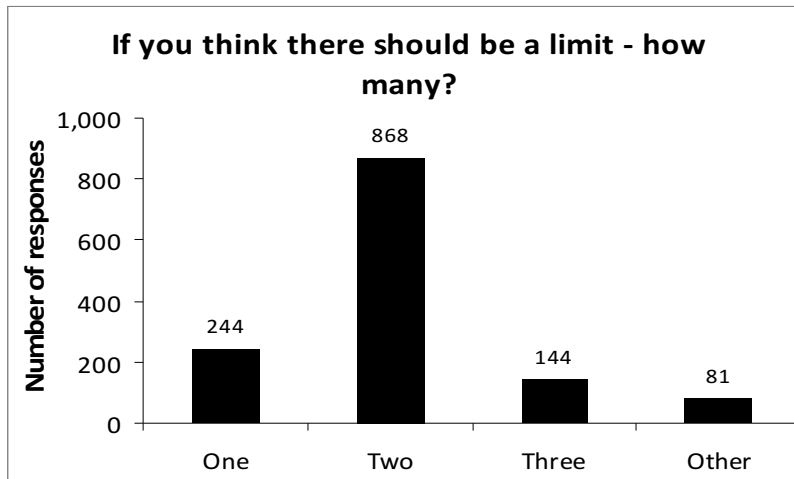
7.7.16. The rationale for this charging structure is based on the idea that higher permit charges would deter people in busy central areas from owning a car. There are some key concerns with this model, which would affect those on low incomes who rely on a car. In particular, a retrospective application of this policy would unfairly affect many who have already chosen to live in central areas.

7.7.17. This option did not receive a high level of support in the survey or the stakeholder events and has thus been discounted. This is not a popular option among other authorities, and could be overly complex to administer.

7.7.18. **Vary prices by the number of vehicles per household:** This charging structure would vary charges according to the number of permits required

per household. This would support the Council's sustainable transport policies, which encourage people to reduce their reliance on the private car. In particular, it would help to manage demand for kerb-side space.

7.7.19. This was a very popular option for respondents of the survey and at the stakeholder events. Two-thirds of respondents indicated that they had just one car in their household. A quarter had two or more vehicles. The majority of respondents indicated that there should be a two permit limit per household.



7.7.20. From the benchmarking work contained in Appendix F 20 London Boroughs charge more for the second or subsequent resident and business permits. On average the second and subsequent permits cost £50 more than the first.

7.7.21. The table below shows the possible reduction in charges for a first resident permit of £100 and £90. It also shows the charges required for additional cars assuming no net change in revenue.

Possible charges for first and additional permits

	Resident Permits 2012	Lewisham charging mechanism	Income	Lewisham charging mechanism	Income
First Car	5,852	£100.00	£585,000	£90.00	£527,000
Additional Cars	1,633	£170.00	£278,000	£200.00	£327,000
	7,485		£863,000		£854,000

7.8. Conclusions

7.8.1. The policy review has considered a range of alternative, differential charging structures. A flat rate charge is the clearest and most easily administered. It was also popular in the public survey, with more respondents selecting it as their top preference.

7.8.2. However, varying prices according to the number of permits per household was also a popular choice: more respondents selected this as their first or

second choice combined, than any other model. This would support the Council's sustainable transport policies and would help to manage demand for the limited amount of kerb-side space available. By increasing the charge for a second and subsequent resident parking permit, the charge for households with only one car could be reduced.

- 7.8.3. For example increasing the charge for a second or third car to £150, would enable the charge for the first permit to be reduced to £110. For a household with two permits, currently charged £240 (£120 each), the new charges for the household would amount to £260. This represents an additional charge of £10 per vehicle. If the charge for the second or third vehicle was increased to £160, that additional charge would be £15 per vehicle.
- 7.8.4. There is also a strong policy rationale for varying the prices based on fuel-efficiency. This supports the reduction of CO₂ emissions and improvements in air quality. This was only the third most popular model out of four, and there are concerns about applying additional charges to those with the oldest or least efficient vehicles. However, offering a concessionary rate for the most efficient vehicles (those rated in Bands A and B) would support the green agenda whilst addressing these concerns. Examples of Band A and B cars are Toyota Prius, Fiat 500, Volkswagen Polo Blue, Smart cars and most hybrid vehicles. In addition, many popular non-hybrid vehicles produced after 2010 have very low emissions.
- 7.8.5. The review will therefore recommend a charging model with a strong policy rationale, offering a reduced charge for the first vehicle (£110), an increased charge for subsequent permits (£150), and a concessionary rate to permit holders with the most efficient vehicles (£30).

CO ₂ emissions (g/km)	Resident Permits 2012	Charging Mechanism	Income	Charging Mechanism	Income
Bands A and B	138	£30	£4,000	£30	£4,000
First Car	5,744	£110	£632,000	£110	£632,000
Additional Cars	1,603	£150	£240,000	£160	£256,000
	7,485		£876,000		£892,000

- 7.8.6. The proposed move away from a flat charging structure introduces a degree of complexity that needs to be managed and administered to ensure that it is fair, robust and supports the policy rationale. This will require new scheme rules and a new refunds policy.
- 7.8.7. For example, this will set out qualification requirements for the £30 concessionary permit. Only one low-emission vehicle per household will receive the £30 concession. This reflects the need to manage kerb-side space, regardless of how efficient the vehicle type. This means that all second and subsequent cars, regardless of engine size, will be subject to the £150 charge.

- 7.8.8. Resident permits for the first vehicle (£110) and additional vehicles (£150) are available in 3-month and annual permit types. For a £110 permit, the 3-month charge will be £28 (£27.50 rounded up). For a £150 permit, the 3-month charge will be £38 (£37.50 rounded up).
- 7.8.9. However, the £30 is only available as an annual permit. The low cost of this permit makes it inefficient to offer on a 3-month or 6-month basis. Similarly, if a vehicle is changed throughout the year to a low-emission vehicle, the £30 concession will only be received upon renewal of the permit.
- 7.8.10. Business permits are available in 6-month and annual permit types (maintaining the current charges for both).
- 7.8.11. A refunds policy will need to be developed to take account of those who get a second car that is entitled to the £30 concessionary rate for low-emission vehicles, but who already hold a £110 permit on their first vehicle. This will include a clear policy around the transferring of registration numbers between permits.

7.9. Recommendations

- 12 Introduce a concessionary rate (£30) to permit holders with the most efficient vehicles (e.g. Tax Bands A-B).
- 13 Either, maintain the current flat-rate charging model at £120, or introduce a lower rate of £110 for the first resident parking permit by charging a higher rate of £150 for additional vehicles.
- 14 Introduce new scheme rules and a refunds policy governing the new permit charges.

7.10. Issue: Additional support for those who rely on visitors

- 7.10.1. Some residents have expressed concerns about the cost of visitor permits. One of the major concerns with the cost of parking to visitors is the adverse impact on those on low incomes, or those who may feel socially isolated.
- 7.10.2. The current visitor permits offered and the associated charges are set out below.

Charging Period	Rate
Hourly	£1.40
Batch of 10 * 1-Hour	£10.00
Half day rate	£2.80
Full day rate	£5.60
Weekly rate	£28.00

7.10.3. The costs to the Council associated with issuing visitors permits are as follows:

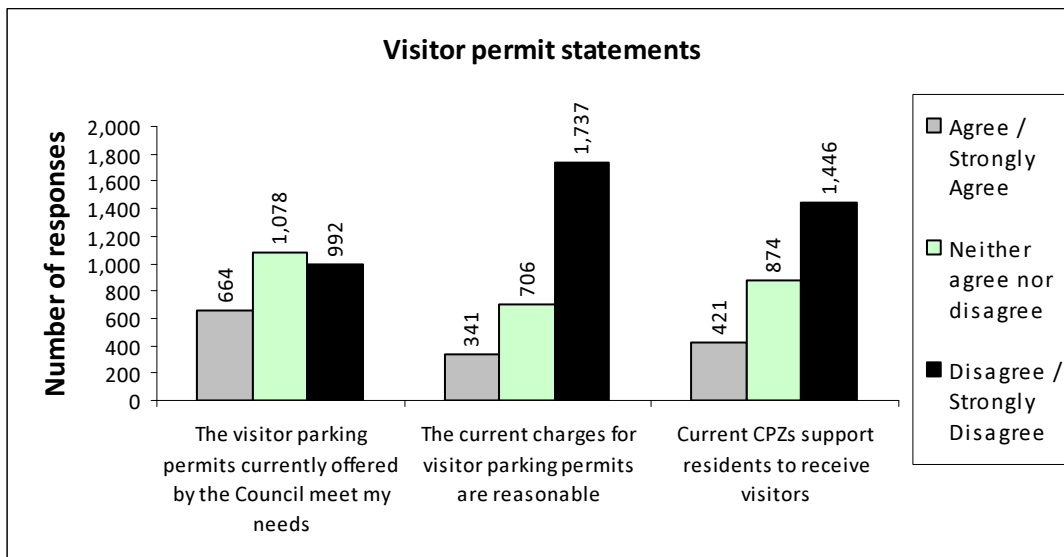
Element	Cost
Voucher production	£1.00
Postage	£0.36
Administration ²	£0.10
Total	£1.46

7.10.4. In the benchmarking in Appendix F, many London Boroughs offer half day and full day permits. Only 5 offer permits valid for a shorter time period and many of these are only available in books rather than individually. Comparatively Lewisham has the highest charge for hourly permits, but our daily charge is about average. Many other Boroughs offer a number of free visitor permits to resident permit holders and free or discounted visitor permits to those over 60 or 70.

7.11. Consultation and feedback

7.11.1. In the survey respondents were asked if they purchased visitor parking permits and 1,418 responded that they did. (See Appendix B)

7.11.2. However, there was a clear majority view that the charges for these permits were not reasonable. The graph below also highlights the concern that respondents had over those in CPZs being able to receive visitors.



7.11.3. During the stakeholder events feedback suggested that receiving visitors for vulnerable people, who do not qualify for a carer parking permit or those on low incomes, was an issue with social isolation of the vulnerable sited as a major concern. These views were corroborated by the group responses

² The administration (staff) costs are based on 2 minutes time of a person on a salary of £20,000 pa.

received from the various community groups as well as the free text responses in the survey.

- 7.11.4. Respondents were also asked which types of visitor parking permits the Council should make available and the top choices were: Weekly, Daily, Half-day (5 hours) and 1-hour. These are the visitor parking permits currently available.

7.12. Options

- 7.12.1. **Reduce the price of visitor permits:** A range of options to reduce the price of visitor permits has been considered as part of the review. As the cost of issuing visitor permit vouchers is £1.46, any reduction on the hourly rate (currently £1.40) would impact significantly on the Council's financial model. This also has a knock-on effect on the half-day and full-day rates, which need to be aligned in proportion with the hourly rate.
- 7.12.2. However, for those expecting visitors staying for longer periods, a concession could be offered on the weekly permit. There is also a clear rationale for offering a reduced rate for longer stays, provided that the costs are not so low as to attract a high volume of additional vehicles from other parking places.
- 7.12.3. **Free visitor permits:** The review has considered the option of issuing free visitor parking permits to residents for their visitors. Aside from the financial impact, this would create concerns in areas of high parking demand, and such a widespread approach would undermine the demand management function of CPZs, which control the limited availability of kerb-side space.
- 7.12.4. A number of specific concessions have been considered, such as concessions for nannies and those who do not own a car. Concessions can only be offered where they can be fairly administered, and where take-up can be reasonably managed. This is essential to avoid misuse or over-supply of permits which could undermine the effectiveness of the scheme, with unforeseen impacts on revenue and kerb-side demand.
- 7.12.5. However, a limited number of free visitor permits could be issued to permit holders. This would offset some of the cost of visitor permits, and to some degree would offset the cost of the resident permit. Offering 10 free 1-hour visitor permits would limit the impact on demand management.
- 7.12.6. Similarly, this approach could be used to target assistance at those in society who suffer from social isolation, and who do not own a vehicle. A limited number of free 1-hour permits could be offered to residents over 60 who are in receipt of financial support. A book of 10 free 1-hour visitor permits will reduce the financial burden for many who rely on visits from friends and family.

7.13. Conclusions

- 7.13.1. The policy review therefore recommends, for resident permit holders, a range of concessions for visitors, including a reduction in the cost of weekly visitor parking permits, and a book of ten (1-hour) visitor parking permits free of charge on application.
- 7.13.2. The policy review also recommends the provision of 10 (1-hour) visitor parking permits free of charge (on application) to residents over 60 in receipt of council tax support, that do not possess another parking permit.

7.14. Recommendations

- 15 Reduce the cost of weekly visitor parking permits from £28 to £20 per week.
- 16 On application provide a book of 10 visitor parking permits (1-hour) free of charge to all households that currently have at least one resident parking permit holder.
- 17 On application provide a book of 10 visitor parking permits (1-hour) free of charge to residents in CPZs that are over 60 and in receipt of council tax support and do not have another parking permit.

7.15. Issue: Additional support for those who require constant support and care

- 7.15.1. Those who require constant help and care (and do not own a vehicle) are currently entitled to a carer parking permit at a concessionary rate of £65. Carer permits are issued to the resident who then allows the permit to be used by the carer to display in their vehicle as they do not carry a specific registration. These permits are valid for a 4-hour period.
- 7.15.2. The consultation process has involved a wide range of discussion and feedback with representatives of the community such as Deptford Action Group for the Elderly, The Pensioner's Forum, Age UK and Carers Lewisham.

7.16. Options

- 7.16.1. **Review the concessionary rate for carers:** As part of the review, the financial impacts of a range of changes to the charge for a carer permit have been assessed.

7.17. Consultation and feedback

- 7.17.1. In the survey, and at the stakeholder events, respondents considered that the charge for carer parking permits was not reasonable. Many of the comments received in the survey and the group responses expressed the view that carer parking permits should be free of charge.

7.18. Conclusions

- 7.18.1. The policy review proposes that carer parking permits will be provided free of charge. As part of this change, the robustness of the criteria and application process for a carer permit will be reviewed to ensure that this new provision is not open to abuse.

7.19. Recommendation

- 18 Provide carer parking permits free of charge.

7.20. Issue: Supporting business and the local economy

- 7.20.1. The provision and management of parking is a vital issue to businesses and the wider local economy. Many local businesses rely on safe and reliable access to enable essential journeys, including staff, customers, and the delivery of supplies of their premises.
- 7.20.2. Many local businesses also rely on the ability to make deliveries to customers in the type of town centre and residential areas which are typically affected by high demand for parking, and which are often within CPZs.
- 7.20.3. It is therefore important to the local economy to manage demand for kerb-side space to facilitate these essential journeys.
- 7.20.4. Most notably, in May 2011 the Government announced that Mary Portas was going to carry out a review of high streets in England to halt the decline of local town centres. In December 2011 the Government published Portas's report and made a series of recommendations, including the provision of free car-parking to attract shoppers.
- 7.20.5. In July 2012, the Sydenham, Kirkdale and Forest Hill Town Team submitted a successful Portas Pilot bid and will be among the first in the country to receive up to £100,000 of government funding to help regenerate the area's high streets.
- 7.20.6. In response to Mary Portas's views on providing free parking to stimulate high streets, London Councils recently commissioned a review of research about the links between parking and local economies.
- 7.20.7. This review presented a more complex picture, concluding that more parking does not necessarily mean more trade, with pedestrians spending more money in town centres than motorists. It pointed to a good mix of shops and an attractive environment as being amongst the most important factors. It also suggested that well-managed parking, where spaces turn over frequently, could help to increase the number of visitors to a town centre.

7.21. Consultation and feedback

7.21.1. **Local businesses:** Of the 1,017 business permit holders in 2011/12, 59 responded to the public survey. These 59 either disagreed or strongly disagreed with the following statements:

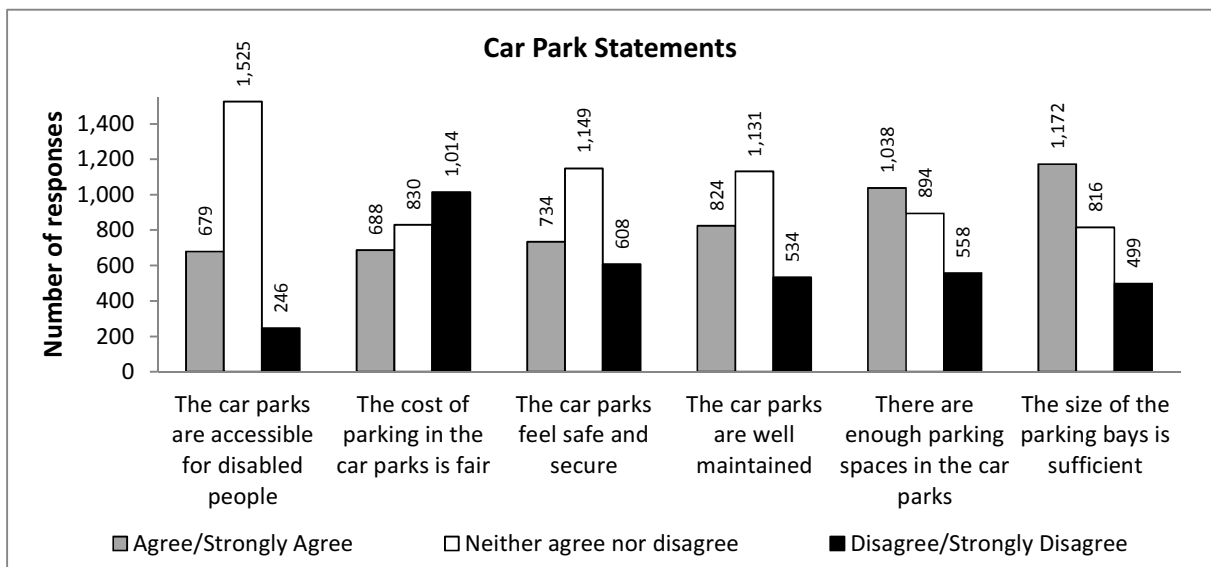
- Current charges for business parking permits are reasonable
- The space available for business deliveries in the borough is sufficient
- Current parking controls support local businesses.

7.21.2. The majority of people who responded to the questions, in the public survey, (did not have a business permit) about the parking provision near local business hubs, disagreed or strongly disagreed with the following statements:

- On-street parking for customers near local businesses is adequate
- Current time limits for free parking bays near local businesses are reasonable.

7.21.3. During the stakeholder events the issue of the duration of free short-stay bays near business hubs was also raised with many feeling that 1-hour would be more appropriate to allow free parking during appointments, which may take longer than 30-minutes. The need for sufficient Pay and Display provision near local business hubs was also raised.

7.21.4. **Car parks:** Respondents to the public survey were asked whether they agreed or disagreed with a number of statements. As can be seen from the graph below respondents either agreed or strongly agreed with all the statements except whether the cost of parking in car parks was fair.



7.21.5. As the level of business permit holders that responded to the public survey is low, it could be suggested that there are no strong views amongst business permit holders about the current charges. Whilst many of those that responded felt that the business permit charge was high, it is more cost effective when compared to the cost of using Pay and Display on a daily basis.

7.22. Options

- 7.22.1. **Business permit charge** – The business permit allows businesses to access parking near their premises. It also contributes to the CPZ system that manages parking demand and facilitates essential journeys for businesses. Options to change the current business permit charge of £500 per annum have been reviewed. However, the public survey did not provide strong evidence to amend the current charge, which provides a significant concession in comparison to the daily Pay and Display charges.
- 7.22.2. **Free short-stay spaces** - Free parking spaces are often provided to help people to make short visits to local shops or amenities.
- 7.22.3. Generally these free spaces are time limited to short-stay parking, which usually provides enough time for short visits, and encourages a better turnaround of shoppers for local businesses.
- 7.22.4. The optimum time for free short-stay spaces varies from location to location, and will depend on the nature of the businesses and facilities in the area. A 30-minute period usually offers the best provision.
- 7.22.5. Allowing free parking for longer (e.g. 1-hour) often has a detrimental impact on local business as turnaround of shoppers is reduced. A 1-hour limit is also more resource intensive for enforcement, and therefore is more prone to misuse.
- 7.22.6. **Car park pricing policy** – The current pricing structure for car parks is aligned with the pricing policy for on-street Pay and Display. With the exception of the Girton Road car park which is free. All other car parks³ managed by the Council charge £1.40 per hour with a number having an initial short-stay period free.
- 7.22.7. Many local authorities operate different tariff structures for on-street and off-street parking. This is a useful way of encouraging visitors to make best use of the available infrastructure. This usually means having higher prices for Pay and Display for on-street parking or near town centres where space is often at a premium. (See Appendix F for details of prices charged by other local authorities)
- 7.22.8. A variety of tariff models can also be used to encourage commuters to use under-utilised car parks, or to encourage shoppers to use particular shopping areas.

7.23. Conclusions

- 7.23.1. The business permit and CPZ system manages parking demand and facilitates essential journeys for businesses. As the public survey did not

³ A full schedule of car park prices can be found on the Council's website at [car parks](#)

provide strong evidence to amend the charge, it is proposed that the current business permit charge be maintained.

- 7.23.2. In areas where short-stay capacity is required to support local businesses, free short-stay bays will continue to be implemented in the vicinity of local shopping parades and high streets. Any new bays will generally be limited to 30-minutes. However, where there are particular local circumstances requiring a 1-hour free bay, such requests will be considered by exception.
- 7.23.3. As the current charges for car parks and Pay and Display were revised recently as part of the Council-wide review of fees and charges in 2011 and due to the cost of updating machines, and the fact that our pricing is about average when compared to other London Boroughs (see Appendix F), it is not proposed to revisit the cash Pay and Display charges as part of this review.
- 7.23.4. In response to the discussion on the Portas Pilot, car park pricing would in the future be assessed on an individual basis, to reflect the local demand and economic circumstances, but would need to consider the need for simplicity and a reasonable limit on the number and complexity of different tariffs. However, each car park will be expected, as a minimum, to cover the cost of its own maintenance and management arrangements.

7.24. Recommendations

- 19 Maintain the current annual charge for a business parking permit (£500).
- 20 Maintain the current charges for car parking and on-street Pay and Display facilities.
- 21 Maintain the implementation of free short-stay bays of 30-minutes near business hubs, but consider a longer duration of 1-hour in specific circumstances.

7.25. Issue: Improving provision for Blue Badge Holders

- 7.25.1. It is important to ensure that people with disabilities are able to park safely and conveniently near their homes. The national rules governing the Blue Badge scheme do not generally permit parking in CPZs. The current policy therefore aims to assist by offering a free resident permit to all Blue Badge Holders.
- 7.25.2. However, in some CPZ areas with few kerb-side parking places, parking pressure can remain relatively high, particularly outside the operating hours. When Blue Badge Holders live in such areas, their free resident permit does not always enable them to park close to their home, and so there is often a demand for a Disabled Parking Bay.
- 7.25.3. There are two types of disabled bays: mandatory disabled bays are official bays which are only available to vehicles displaying a valid Blue Badge. Anyone parking in such a bay without a valid Blue Badge will be liable for

enforcement action. Advisory disabled bays are unofficial bays, and provide an indication to the public that the space is required by a disabled person.

- 7.25.4. Over recent years, the provision of mandatory and advisory bays has not been consistently applied across CPZ and non-CPZ areas, leading to problems where bays have been used inappropriately.
- 7.25.5. As well as supporting Blue Badge Holders in their own streets, the policy review aims to offer support to those wishing to travel to other CPZ areas in the borough. Blue Badge Holders often need to park for a very short amount of time, for example, close to a shop, or cash machine or need additional time when being dropped off at a friend's house or to load or unload shopping.
- 7.25.6. Blue Badge Holders are permitted to park on yellow lines (when there is no additional loading restriction) or in Pay and Display bays free of charge for a maximum of 3-hours. However, in many residential areas yellow lines are not conveniently located. As the national rules governing the Blue Badge scheme do not permit parking in resident only parking bays, other solutions are required to help build-in capacity by introducing parking spaces that can be used by Blue Badge Holders.

7.26. Consultation and feedback

- 7.26.1. There are 7,200 Blue Badge Holders in the borough. Of these 107 responded to the survey. Respondents were asked if they currently use a disabled parking bay in their road and 22 respondents indicated that they did.
- 7.26.2. Of these 22 respondents, 6 used formal disabled bays, 10 used informal bays and 6 didn't know what type of bay it was.
- 7.26.3. Those who do not currently use a disabled bay, whether informal or formal, were asked if a bay was needed and 31 respondents indicated that a disabled bay was needed.
- 7.26.4. During the stakeholder events and outlined in the group responses from community groups the use of resident parking bays by Blue Badge Holders was raised a number of times as well as the use of formal disabled bays by non-Blue Badge Holders.

7.27. Options

- 7.27.1. **Allow advisory bays outside CPZs:** Advisory bays work very well in areas where parking pressure is not too high, and generally work well in non-CPZ areas where parking is free. Advisory bays are relatively quick and cheap to introduce, as the legal process required to make them official and enforceable is not required.

- 7.27.2. **Allow advisory bays in CPZs:** Allowing advisory bays in CPZs would enable disabled bays to be implemented cheaply and quickly in response to demand from the public. However, advisory bays pose a problem in CPZs, as anyone is entitled to park in the bays. This creates confrontational situations that the Council is unable to resolve through enforcement.
- 7.27.3. However, as these advisory bays would be un-enforceable, this approach would be very susceptible to widespread abuse, which would impact on disabled people who would often be unable to park close to their homes.
- 7.27.4. **Allow only mandatory bays in CPZs:** Allowing mandatory bays in CPZs would allow Blue Badge Holders in busy areas to park reliably in their streets. This option would also enable the Council to provide the enforcement necessary to ensure the bays are used correctly. In order to make mandatory bays official and enforceable, a legal process is required called a Traffic Management Order. The cost of this order process can range from £1,700 up to around £3,000. The cost means it is not always possible to implement individual mandatory bays on request.
- 7.27.5. **Allow no disabled bays in CPZs:** The option of not allowing any disabled bays in CPZs would be straightforward to implement, and would provide a clear policy. However, it would mean that disabled people living in some busy streets will often be unable to park close to their homes. The consultation demonstrates that approximately 20% of Blue Badges Holders make use of disabled bays in their streets.
- 7.27.6. **Allow Blue Badge Holders to park in resident only parking bays:** The national rules governing the Blue Badge scheme do not generally permit parking in resident only parking bays. The Council could adopt a local policy that contravenes the national scheme. Such a policy would allow Blue Badge Holders to park for free in any CPZ in the borough. However, there are 7,200 Blue Badge Holders, almost as many as there are resident permit holders. This would create an unmanageable demand for parking in certain residential areas, for example, around the hospital, health centres, or popular rail stations. Deviating from the national scheme may also have other consequences, such as attracting Blue Badge Holders from other boroughs.
- 7.27.7. **Build-in shared-use bays:** Shared-use bays are parking spaces that can be used for more than one purpose. For example, certain bays could permit parking for Pay and Display and for resident permit holders. Alternatively, bays could permit parking for resident permit holders or for Blue Badge Holders.
- 7.27.8. As the national rules governing the Blue Badge scheme do not generally permit parking in resident only parking bays, such bays could be used to help Blue Badge Holders find appropriate parking spaces when travelling to other CPZ areas in the borough. These measures would be supplemented by the new concessions offered to assist all visitors, including Blue Badge Holders, who need to park in residents bays (7.14).

- 7.27.9. **Allowing Blue Badge Holders to drop-off in CPZs:** In CPZs, all vehicles are currently allowed to pick-up or drop-off passengers. They are entitled to load or unload items or other goods for up to a period of 20 minutes providing this activity is seen during the 5 minute enforcement observation period. This is intended to help those who may require more time to carry out this activity. It is not intended to allow short-stay parking. Therefore this activity must be constant. The observation period is required to assess whether any loading activity is taking place before issuing a parking penalty.
- 7.27.10. There is a practical limit to the amount of time allowed, as such activities must be accompanied by a viable enforcement regime, and must not create high demand that undermines the effectiveness of the CPZ.

7.28. Conclusions

- 7.28.1. In non-CPZ areas, advisory bays currently provide a cheap and workable solution. The review therefore proposes to retain this policy approach.
- 7.28.2. In CPZ areas, the review concludes that advisory bays should not be introduced in CPZs, as they are self-defeating and undermine the enforcement of the CPZ. There are some examples of advisory bays being retained when CPZs have been introduced. Any advisory bays in CPZs should be removed and, where necessary, replaced with mandatory bays.
- 7.28.3. The consultation demonstrates that of those Blue Badge Holders that responded a significant proportion (approximately 30%) require a disabled bay. There are therefore potentially hundreds of Blue Badge Holders who may request a new disabled bay, whether mandatory (CPZ) or advisory (non-CPZ).
- 7.28.4. The policy review proposes to establish a process to assess and implement requests for disabled bays. This will include an application process with set criteria to ensure that bays are necessary, safe and feasible. In particular, residents must hold a valid Blue Badge, and must reference a vehicle registered to their home address in Lewisham.
- 7.28.5. In order to manage and fund such requests, an annual programme will be established that will look at provision of disabled bays across the borough. This will include:
- new advisory bays outside CPZs;
 - new mandatory bays in CPZs;
 - conversion of advisory bays in CPZs to mandatory bays;
 - new shared-use bays;
 - removal of bays where no longer required.
- 7.28.6. This will be built into the annual CPZ Programme to ensure that costs are controlled and to ensure that an appropriate assessment can be made.

7.28.7. The 20-minute period for loading and unloading, and the 5-minute observation period to assess whether this activity is taking place, is deemed to be sufficient. It is proposed that these standards be maintained. Where there are extenuating circumstances that result in a penalty charge notice being unfairly issued, a robust appeals process is in place to take specific instances into account.

7.29. Recommendations

- 22 Continue to provide Blue Badge Holders with a resident parking permit free of charge.
- 23 Continue to facilitate the introduction of advisory bays in non-CPZ areas, but remove or convert advisory bays to mandatory bays in CPZ areas.
- 24 Establish an application process for disabled bays, with set criteria to ensure that these bays are necessary, safe and feasible.
- 25 Establish an annual programme, as part of the CPZ programme, for the provision and review of disabled parking across the borough.
- 26 Maintain the national scheme of a 20-minute period for loading or unloading items or other goods from the vehicle and maintain a 5-minute minimum observation period to ascertain whether this activity is being carried out before considering enforcement actions.

8. Enhancing the transparency of parking policies, programmes and finances

8.1. Issue: Clear and accessible policy documentation

8.1.1. The current parking policy and operating procedures have developed significantly since the introduction of CPZs. The policy has therefore evolved incrementally over time and through successive committee reports. This has resulted in policy documentation that is fragmented and inaccessible.

8.2. Options

8.2.1. **Refresh all supplementary parking policies:** In addition to the key themes and objectives of the policy review, there are a wide range of supplementary parking policies and procedures. This includes our policies on short-stay parking, footway parking, cashless payment technologies, school parking, parking policies in support of sustainable transport such as electric vehicles and car clubs, and parking policies in support of car-free developments.

8.2.2. **Integrated parking policy document:** Collating all elements of parking policy into an integrated parking policy document would help to ensure that that parking policy is accessible and transparent.

8.2.3. **Future reviews:** The policy document could build in the opportunity to undertake further reviews in the future, to ensure that the policy is addressing the concerns and issues raised by the public.

8.3. Consultation and feedback

- 8.3.1. The paper prepared by the Lee Green Assembly and presented to Mayor and Cabinet in April 2012 sets out their desire for a clear and transparent policy so that rationale and decisions relating to parking can be clearly understood by those affected. At the stakeholder event these views were supported. (Appendix D)

8.4. Conclusions

- 8.4.1. The current policy review is the widest and most comprehensive review of parking that has taken place to date. This review therefore offers an ideal opportunity to undertake a wider refresh of all the Council's other parking policies and are included in Section 10 of this report.
- 8.4.2. All elements of the revised parking policy will be collated into a single integrated and accessible parking policy document, which will be reviewed at least every three years.

8.5. Recommendations

- 27 Refresh all parking policies and collate into an integrated and accessible parking policy document.
- 28 Review the policy at least every three years.
- 29 Authorise the Executive Director of Customer Services and the Executive Director of Resources and Regeneration to approve the final policy document in line with the recommendations in this report.

8.6. Issue: An annually reviewed CPZ Programme

- 8.6.1. The Council currently operates a CPZ Programme in order to manage the implementation and review of CPZs. Over the past ten years, an annual budget of approximately £400,000 has been set aside in order to fund the design, consultation, implementation and review of CPZs. The pressures on this programme, and as such the demands placed on this budget, have varied from year to year, but demand is expected to increase in response to this review.
- 8.6.2. The annual budget for this programme was based on prudential borrowing in order to finance investment in highway infrastructure including CPZs. As the ten-year model is coming to an end, a new funding arrangement is required to ensure that CPZs can be implemented and reviewed.
- 8.6.3. Firstly, demand for new CPZs is expected to increase, both in response to the concessions on charges for residents (7.9) and for visitors (7.14). Demand for CPZs may also increase in response to the more flexible approach to operational hours (6.15).
- 8.6.4. Similarly, demand for a review of existing CPZs may also increase. In addition, new CPZs are automatically reviewed within 12 months of their

implementation, to ensure that the design is working in practice, and to deal with any effects on neighbouring streets. When this does occur, following this review, mechanisms will be introduced to enhance the responsiveness to issues of overspill (6.10).

- 8.6.5. Finally, an annual review of disabled parking (7.29) will provide an additional element to the CPZ Programme.

8.7. Options

- 8.7.1. **Prioritised programme:** This option proposes to formalise the programme of implementation and review, with only the highest priority CPZs being implemented or reviewed each year. This would be informed by the standardised approach for collating public feedback identified in this report (6.19).
- 8.7.2. **Report annually:** In order to ensure the transparency of the programme, an annual report will be produced. This report would set out a prioritised programme for consultation or implementation of new or existing CPZs, including the basis on which the programme has been set out.

8.8. Consultation and feedback

- 8.8.1. At the stakeholder events and outlined in the Lee Green Assembly paper presented to Mayor and Cabinet in April 2012, it was felt that existing CPZs should be reviewed in light of any policy changes made as a result of this review. Additional options such as 2-hour time periods for zones should now be included in these reviews.
- 8.8.2. The Lee Green Assembly paper also suggested that volunteers could be used to distribute consultation material during the reviews.
- 8.8.3. At the stakeholder events there was also consensus that resident groups and Local Assemblies should be consulted as part of any reviews as they were best placed to represent the views and needs of residents on parking issues.

8.9. Conclusions

- 8.9.1. With high demand for the review or implementation of CPZs, and a limited budget, a prioritised programme is needed to ensure that the most urgent issues are addressed first.
- 8.9.2. There are a number of factors in prioritising these issues and formulating a programme. These include factors that can be easily quantified, such as the number of requests made by residents, and other factors that cannot be easily assessed, such as the impact on road safety, or severe impacts on a limited number of people.

8.9.3. In order to ensure the transparency of the programme, an annual report will be produced. This report would set out a prioritised programme for consultation or implementation of new or existing CPZs, including the basis on which the programme has been set out.

8.9.4. In order to fund the CPZ Programme, a new investment model will be required that is financially sustainable. The CPZ Programme will therefore rely on the continued public demand for CPZs.

8.10. Recommendations

- 30 Establish a prioritised programme for the consultation, implementation and review of CPZs.
- 31 Establish a new funding model for the proposed CPZ Programme.
- 32 Report annually on the proposed CPZ Programme and on the delivery of the previous year's programme.

8.11. Issue: An annual report on parking related finances

8.11.1. The Council produces an annual statement of the revenue it receives from on-street parking. This is a legal requirement as part of Section 55 of The Road Traffic Regulation Act 1984 which requires an enforcement authority such as Lewisham to keep an account of:

- their income and expenditure under this Part of this Act in respect of designated parking places;
- their income and expenditure as an enforcement authority in relation to parking contraventions within [paragraph 2 of Schedule 7](#) to the 2004 Act (parking places); and
- their income and expenditure as an enforcement authority in relation to parking contraventions within [paragraph 3](#) of that Schedule (other parking matters).

Further detail is set out in the Legal Implications in Section 11 of this report.

8.11.2. In the April 2012 report from the Lee Green Assembly to the Council, a recommendation was made to publish transparent accounts with clear information about the various income streams and costs.

8.12. Options

8.12.1. **Enhanced and accessible annual report:** An annual report that goes beyond the minimum legal requirement for the provision of information would improve the transparency of the Council's parking related finances. A clear and accessible document, made available on the website, would help to explain the breakdown of income and expenditure, and would help to explain the rationale for the charging policy. However, the level of breakdown provided may be limited by practical constraints such as the data collection systems that are in place.

8.13. Consultation and feedback

8.13.1. In the April 2012 report from the Lee Green Assembly to the Council, a recommendation was made to publish transparent accounts with clear information about the various income streams and costs. This view was upheld during the stakeholder events.

8.14. Conclusions

8.14.1. In order to improve the transparency of the Council's parking related finances and to explain the rationale for the charging policy, the review proposes that an annual report be produced and made available on the website. The report should be a clear and accessible document, and provide, where practicable, a breakdown of income and expenditure.

8.15. Recommendation

33 Produce an enhanced and accessible annual report on parking related revenue.

9. Other policy areas

9.1. This section summarises a refresh of all the Council's supplementary parking policies, comprising:

- Parking at schools
- Other permits and concessions
- Time credits
- Payment methods
- Supporting parking policy through the planning process
- Specific-use bays
- Electric car charging bays
- Car pools and car clubs
- Motorcycles
- Footway parking
- Unauthorised parking
- Crossovers
- Inconsistent signs
- Parking enforcement

9.2. Parking at schools

9.2.1. **Drop off and pick up:** There are generally two types of parking issues that occur near schools. Firstly, the most acute and widespread parking issue for schools is during the busy period at the start and end of the school day. This is generally caused by parents choosing to drive pupils to and from school, and the limited space for parking around the school gates.

- 9.2.2. **Schools staff parking:** Secondly, as places of work, parking pressure near schools can sometimes be seen throughout the working day, and can often be due to school staff who commute to work.

9.3. Options

- 9.3.1. **School travel planning:** The Council has established mechanisms in place to address travel issues in and around schools. Through the Council's transport strategy, the Local Implementation Plan, the Council works with schools to establish School Travel Plans, which aim to reduce the dependence on the private car for all school related journeys.
- 9.3.2. **CPZ policy:** Typically CPZs are not used to control school drop off and pick up. Naturally, these problems tend to impact for short periods of time. In CPZ bays, vehicles are permitted to drop-off and pick-up passengers, and as such a CPZ would be largely ineffective.
- 9.3.3. However, the parking policy on CPZs is in place to help residents and businesses who find it difficult to access their homes or place of work. The policy is therefore applicable to this similar issue where it occurs around schools. CPZs could therefore be established near schools, but would be subject to the same constraints and consultation processes as other CPZ areas in and around places of work.

9.4. Consultation and feedback

- 9.4.1. Parking problems outside schools were raised as an issue by the Lee Green Assembly in their report to Mayor and Cabinet in April 2012.
- 9.4.2. In the public survey respondents were asked to indicate the main locations where they thought parking controls were needed. Schools were the second most popular location for parking controls.
- 9.4.3. At the stakeholder events the issue of parking around schools was raised as an issue. Attendees were concerned about teachers parking in surrounding roads during the day in term-time as well as parents dropping-off and picking-up their children. Attendees felt that during the afternoon collection times, parking controls around schools should be more regularly and consistently enforced.

9.5. Conclusions

- 9.5.1. School Travel Plans aim to identify issues around access and road safety, and seek practical measures to influence travel behaviour.
- 9.5.2. As for any organisation, schools have a responsibility to consider the appropriate provision of parking capacity, and, through the School Travel Planning process, share a commitment to encouraging safe and sustainable travel for their staff and pupils.

9.6. Recommendation

- 34 Continue to work with schools to develop School Travel Plans to encouraging safe and sustainable travel for their staff, pupils and parents.

9.7. Other permits and concessions

- 9.7.1. In addition to the standard parking permits for residents, businesses, visitors and carers, there are a number of non-standard permits and concessions that may be applicable within CPZs.
- 9.7.2. **Charity permits:** A concession to the business permit rate will be granted for nationally registered Charities who are in receipt of a Council grant. The Charity will be able to purchase a permit at the resident permit rate provided the vehicle(s) is registered to the Charity and that the Charity's operating business is located within the boundary of the CPZ.
- 9.7.3. **Council staff permits:** Since 2011, Lewisham staff permits have fallen within the guidelines and permit charge rules for business permits.
- 9.7.4. **Z permits:** The 'Z' permit allows the holder to park in any on-street designated permit bay and it is not restricted to a particular CPZ, but can be used in all zones, unlike the business permit which is only valid for the zone in which the business is located. These permits are also valid in the council's car parks and are useful for businesses that have a number of branches or outlets across the borough. The permit allows the user the freedom to move between zones. The charge of £750, for Z permits, will remain unchanged.
- 9.7.5. **Special events and dispensations:** The policy document will set out the specific parking issues surrounding special events and dispensations such as weddings, funeral, fireworks displays, the London Marathon, People's Day, etc.
- 9.7.6. **Health Trust permits:** These permits are used by district nurses, health visitors, chiropodists and members of the adult therapy team amongst others during their working hours. The permits are administered by the hospital and are only made available to those members of staff working for the Health Trust for whom it is necessary to park in CPZs for a significant amount of their working week. The review has considered these permits and the current arrangements will remain unchanged.
- 9.7.7. **Lewisham Hospital staff permits:** Lewisham hospital has a limited number of on-site parking spaces. Lewisham Hospital are issued with a limited number of business permits to park in the CPZs surrounding the hospital. The number allocated to the hospital was derived where under utilised space was identified in the surrounding CPZs. These hospital staff permits are charged at the full business permit rate. The review has considered these permits and the current arrangements will remain unchanged.

9.7.8. **Lawn Bowls permits:** In order to support other Council policies such as promoting healthy lifestyles it was agreed to introduce a lawn bowling permit where under utilised parking space is identified. The permits are valid mid-April until mid-October (bowling season), a six month period. These permits are charged as a six month resident permit rate, are not valid for resident permit bays, but are valid for dual purpose bays. The bowling club will be responsible for promoting car sharing amongst members and visiting clubs whenever possible. The review has considered these permits and the current arrangements will remain unchanged.

9.8. Time Credits

9.8.1. Lewisham Council is working in partnership with the charity Spice to create a Time Credits Network for the Borough. Individuals can earn time credits by giving their time to support the local community, such as helping out at a local community organisation. Time credits can then be spent to access services and activities from other Time Network organisations.

9.8.2. In principle this review supports the spending of time credits to purchase visitor parking permits. The details of implementing this, were delegated to Executive Directors at Mayor and Cabinet on 16 January 2013.

9.9. Payment methods

9.9.1. The consultation demonstrated a strong desire to retain the use of cash for Pay and Display parking. However, mobile phone payment is already available in some areas of the Borough, and is a growing trend across the country.

9.9.2. **Pay and Display:** In light of new technologies and the commitment to drive efficiencies in the delivery of our parking service, it is proposed not to implement on-street Pay and Display machines for new or reviewed CPZs. This will enable the Council to phase out the provision of Pay and Display machines and to introduce more efficient ways of taking payment for parking charges.

9.9.3. Pay and Display machines pose significant contractual costs to the Council and they are expensive to purchase and maintain, with an ageing infrastructure these costs will certainly increase. Additional costs are attributed via cash collection, ticket rolls, ink pads and electrical battery back-up functions.

9.9.4. Pay and Display machines are an unsustainable and uneconomical way of taking payment for parking charges, they provide a target for on street vandalism and theft which results in lost revenue and repair costs for the council. They also do nothing to enhance the street environment.

9.9.5. For the reasons set out above the Council should implement cashless parking as soon as possible. It is recognised that the introduction of cashless parking will be introduced alongside alternative ways of taking payment as a

replacement for Pay and Display machines. The alternatives must consider payment provision for those customers who do not have access to a mobile phone or credit/debit card.

- 9.9.6. The Council will continue to review the provision of new and innovative payment methods as technology evolves.

9.10. **Recommendation**

35 Pay and Display machines to be phased out over-time in favour of more cost effective and cashless parking alongside alternatives for people who do not have access to a mobile phone or a credit/debit card.

9.11. **Supporting parking policy through the planning process**

- 9.11.1. The Council works with developers to ensure that parking provision in and around new developments is appropriate to the local area and supportive of the sustainable transport agenda.
- 9.11.2. Through the planning process, developers are encouraged, and where necessary, required to provide an appropriate amount of parking. Depending on the location, this can mean ensuring enough spaces are provided in residential or commercial developments to ensure that on-street parking does not increase in the vicinity.
- 9.11.3. This may also mean restricting the provision of parking, to discourage an unsustainable level of car ownership in the borough. This may apply in areas where demand for parking is very high, where public transport accessibility levels are very high, or where the development will be reliant on main roads that are already nearing their capacity.
- 9.11.4. In such areas, it may be appropriate to restrict parking levels to less than 1 space per dwelling. New dwellings which do not have space to park a vehicle are often referred to as “car-free developments”.
- 9.11.5. Car-free developments often appear in CPZs, or in areas with acute parking pressure. It is therefore important that the transport and planning policies that lead to these developments are supported by parking policy. Therefore, car-free developments are excluded from the CPZ permit application process.
- 9.11.6. As well as determining the most appropriate level of parking, the Council aims to support the delivery of sustainable developments by securing improvements through the planning process. This includes the provision of car clubs and electric vehicle charging points.

9.12. Specific-use bays

- 9.12.1. Parking bays often need to be reserved for specific activities or groups of people. The most common examples are Disabled bays, which have been discussed in some detail in section 8.25 of this report.
- 9.12.2. **Loading Bays:** Loading bays are often required to assist local businesses to take delivery of their goods in areas where space is limited. Loading bays are located near to business premises and can be time-limited. They are implemented specifically to facilitate loading, and not to provide space for parking.
- 9.12.3. **Doctors' Bays:** Doctors' bays are not usually necessary within CPZs, as the implementation of controls tends to address local parking problems making it much easier to park. However, an application may be considered under certain circumstances where doctors are required to make regular journeys, and where local parking pressure in the CPZ remains particularly acute.
- 9.12.4. Outside a CPZ a concessionary parking bay will be considered if it is felt necessary. These bays are not covered with a Traffic Management Order and can be utilised by other vehicles.
- 9.12.5. **Coach bays:** Coach or bus bays may be required under very specific circumstances to facilitate picking-up and dropping-off passengers. However, it would generally be expected that any new activity of this nature, particularly where undertaken by private companies, would be considered in advance, and catered for off the public highway.
- 9.12.6. All such specific-use bays would require an assessment to identify whether they are necessary, safe and feasible, before being considered for implementation. In general, the applicant would be required to cover the cost of the assessment, implementation works and the associated Traffic Management Order.

9.13. Electric cars

- 9.13.1. The increased use of electric cars in the borough will help reduce overall emissions from vehicles and therefore lower air pollution levels.
- 9.13.2. The Council have a number of vehicle charging points at various places in the borough. At the present time the use of the charging points is relatively low. However, as model numbers and production levels increase, prices may be expected to get lower which would result in increased electric vehicle sales and a corresponding demand for charging facilities
- 9.13.3. Where funding is available to introduce charging points, their implementation will consider the likely demand and suitable locations that seek to serve the wider community.

- 9.13.4. The Council also supports the use of electric (and other low emission) vehicles by the new proposed low cost resident permits available for Band A and B cars where they are the first or only car in a household in a CPZ to acquire a permit.

9.14. **Recommendation**

36 Where funding is available, new charging points for electric vehicles will be placed in locations that seek to serve the wider community.

9.15. **Car Pools and Car Clubs**

- 9.15.1. Car pools are usually informal arrangements operated by organisations or large employers, who offer flexible use of a vehicle to their staff or visitors. Car pools can help support those who choose not to own a private vehicle, or choose not to commute to work by car, and so help to reduce parking pressure around popular attractors.
- 9.15.2. The Council is supportive of car pools operating in the borough, and works with developers through the planning process to encourage car pools as part of a wider package of travel planning measures.
- 9.15.3. Car Clubs are usually operated by companies who aim to provide a network of cars in an area, and provide their members with access to a vehicle on a pay-as-you-go basis. The Council is supportive of car clubs, which are in alignment with our sustainable transport objectives. The Council has introduced a number of car club parking bays in CPZs to encourage the use within the locality and reduce car ownership.
- 9.15.4. One of the factors in establishing a successful car club is the need for a critical mass of car club vehicles spread across the area. It is therefore often beneficial to have a single operator working in an area. In Lewisham, Zipcar operate 64 car club bays across the borough.
- 9.15.5. When CPZs are introduced, specific car club bays are considered where residents are in support of introducing a car club facility. As car clubs are usually private companies, car club vehicles using their designated bays in a CPZ are required to display a business permit charged at the usual rate.

9.16. **Motorcycles**

- 9.16.1. Motorcycles are permitted to park free of charge in CPZs, provided they park perpendicular to the kerb. From a policy perspective, this reflects the smaller amount of kerb-side space required by motorcycles. However, this also reflects the practical difficulties, such as securely displaying a permit.

9.17. **Footway parking**

- 9.17.1. In Lewisham, as with other London Boroughs, it is an offence under the provisions of the Greater London Council (General Powers) Act of 1974 to

park a vehicle wholly or partly on the footway and contravention is subject to a fixed penalty charge. However, at some locations it is reasonable to allow parking on the footway, for example in streets with very wide pavements (at least 3.6m) and narrow roads (less than 10.2m) where parking wholly in the carriageway would impede passing traffic.

- 9.17.2. The Council has in place a prescribed procedure to apply to applications for footway parking exemptions, incorporating survey, suitability against set criteria and public consultation.

9.18. Unauthorised off-street parking

- 9.18.1. There are regulations that govern the conversion of private gardens and forecourts into parking spaces. Planning consent is needed, and may require the permission of other bodies such as Transport for London.
- 9.18.2. If a person needs to drive across the pavement to get their vehicle into their driveway, then they must, by law, have a crossover constructed.
- 9.18.3. Unauthorised parking spaces of this nature are therefore not enforced in the same way as other parking contraventions (i.e. Civil Parking Enforcement), but using other legislative frameworks.

9.19. Crossovers

- 9.19.1. The Highways Act enables the Council to construct a vehicular crossover to enable access to private driveways or parking places. Due to administrative costs, there is a charge for applications. This application fee is non-refundable, but will be deducted from the final total, if the crossover is constructed.
- 9.19.2. Requests for bar markings (a white line in front of a dropped crossing indicating where people should not park) have steadily increased over the last few years. A standard charge is made for the installation of these markings, which includes an inspection fee and the contractors fees for implementing the marking.

9.20. Inconsistent signs

- 9.20.1. Inconsistent or unclear signs can cause confusion to drivers, and can undermine the enforcement of restrictions required to alleviate parking problems. During the reviews of existing CPZs and the implementation of new CPZs all signs will be reviewed to ensure they are consistent and clear.

9.21. Recommendation

37 All signs within existing CPZs will be reviewed as part of the review programme to ensure they are consistent and clear.

10. Next Steps

- 10.1. Write the new parking policy
- 10.2. Agree priority areas for review
- 10.3. Develop the rolling review programme for the coming year
- 10.4. Determine an implementation plan and rules for the changes outlined in this report

11. Legal implications

- 11.1. Whilst there are no direct legal implications arising from this report, the policy review will need to be compliant with appropriate legislation and any decision to implement the measures suggested in this report will need to be taken in the light of the relevant legal powers. The following paragraphs in this section of the report identify the legal powers that will be relevant.
- 11.2. The Road Traffic Regulation Act 1984 gives the Council powers to provide and regulate parking, both on the highway and in off-street car parks, including the charging of fees. In exercising this power, section 122 of the Act imposes a duty on the Council to have regard (so far as practicable having regard to the matters specified in subsection (2) to secure the 'expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities on and off the highway'. The matters specified in subsection (2) include amongst other things the desirability of securing and maintaining reasonable access to the premises and the effect on the amenities of any locality affected.
- 11.3. The procedures for making such orders and the form that they should take are set out in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. These Regulations also deal with the procedure for varying existing orders and what publicity and consultation, if any is required. The requirements for publicity and consultation set out in the regulations would be carried out as part of the order making process and in addition to any consultation of a voluntary nature as described in the body of this report and which may form part of the Council's policy. Therefore the Council will be under an obligation to consider all representations made to it as part of the statutory consultation exercise, and take a decision based on the particular circumstances before it, which may involve deviating from adopted Council policy in individual cases.
- 11.4. The Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations require traffic regulation orders to include an exemption from waiting prohibitions in certain circumstances, and from charges and time-limits at places where vehicles may park or wait, in respect of vehicles displaying a disabled person's badge.

- 11.5. Section 55 of the Act requires an enforcement authority, (of which Lewisham is one), which is a London authority shall keep an account of—
- their income and expenditure under this Part of this Act in respect of designated parking places;
 - their income and expenditure as an enforcement authority in relation to parking contraventions within [paragraph 2 of Schedule 7](#) to the 2004 Act (parking places); and
 - their income and expenditure as an enforcement authority in relation to parking contraventions within [paragraph 3](#) of that Schedule (other parking matters).
- 11.6. At the end of each financial year any deficit in the account has to be made good out of the general rate fund. Any surplus has to be applied for all or any of the purposes specified in the Act (e.g. for the purposes of a highway or road improvement project). So far as it is not so applied it has to be appropriated to the carrying out of some specific project falling within those purposes and carried forward until applied to carrying it out. Alternatively any amount not applied in any financial year may be carried forward to the next financial year.
- 11.7. Every London Borough also has to report at the end of the financial year to the Mayor of London on any action taken by them specified above in relation to any deficit or surplus in their account for the year.
- 11.8. The Equality Act 2010 (the Act) brings together all previous equality legislation in England, Scotland and Wales. The Act includes a new Public Sector Equality Duty (the duty), replacing the separate duties relating to race, disability and gender equality. The duty came into force on 5 April 2011.
- 11.9. The duty consists of the 'general equality duty' which is the overarching requirement or substance of the duty, and the 'specific duties' which are intended to help performance of the general equality duty.
- 11.10. The duty covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 11.11. In summary, the Council must, in the exercise of its functions, have due regard to the need to:
- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - advance equality of opportunity between people who share a protected characteristic and those who do not.
 - foster good relations between people who share a protected characteristic and those who do not.

These are often referred to as the three aims of the general equality duty.

11.12. As was the case for the original separate duties, the new duty continues to be a “have regard duty”, and the weight to be attached to it is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.

11.13. The Equality and Human Rights Commission (EHRC) have issued technical guidance for public authorities in England on the Public Sector Equality Duty. The guidance can be found at <http://www.equalityhumanrights.com/legal-and-policy/equality-act/equality-act-codes-of-practice-and-technical-guidance/>. This Guidance provides practical approaches to complying with the Public Sector Equality Duty. The EHRC technical guidance is not a statutory Code, but may be used as evidence in legal proceedings to demonstrate compliance with the Public Sector Equality Duty.

12. Financial background and implications

12.1. Income generated from parking services

12.1.1. In 2012/13, the Council has budgeted to receive £8.4m in income generated from parking services. Current projections suggest that this will be achieved by the end of the financial year.

12.1.2. In 2011/12, the Council collected £7.8m income in respect of parking services. This can be broken down as follows:

Total on-street and off-street income collected in 2011/12		
	£000s	%
Parking fines	3,075	39.5
Pay and Display	2,696	34.7
Permits	1,873	24.1
Commercial Rents	102	1.3
Advertising and other income	31	0.4
Total income 2011/12	7,777	100

12.1.3. It can be seen from the table above that income from permits accounts for 24% of the total income for parking services.

12.2. Expenditure relating to parking management

12.2.1. In 2012/13, the budgeted cost to the Council of managing parking services is £2.7m. The extension of the parking contract, to avoid re-letting during the Olympics, has resulted in a current projected overspend of £0.5m.

12.2.2. The actual cost of running the parking service in 2011/12 was £3.3m. This can be broken down as follows:

Parking management expenditure	
	£000s

Enforcement contract costs	1,841
Management and admin costs	612
Car park utilities, rates, repairs and maintenance	603
Legal fees	277
Total expenditure 2011/12	3,333

12.3. Parking control account

12.3.1. Under the Road Traffic Regulation Act, 1984 the Council is required to maintain a separate account of its on-street parking business activities and to report the outcome and the use made of any surplus generated annually to the Mayor of London. The account must contain all expenditure and income in relation to the provision, management and enforcement of on-street parking in the Borough.

12.3.2. The use of any surplus is governed by Section 55 of the Act which specifies that the surplus may be used for:-

- making good to the General Fund for any deficits incurred in the On-Street Parking Account during the previous four years; or
- meeting the cost of the provision and maintenance of off-street car parking in the Borough, or in another Local Authority.

12.3.3. If, however, it is considered unnecessary or undesirable to provide further off-street parking in this area, the surplus may then be used to fund any of the following:-

- public passenger transport services;
- highway improvement works;
- highway maintenance; or
- the costs of anything that has the approval of the Mayor of London and which facilitates the implementation of the Mayor's transport strategy.

12.3.4. The Council's Parking Control Account for 2011/12 is summarised below:

Borough Parking Control Account 2011/12		
	£000s	%
On-street Parking income		
Pay and Display	1,523	30.3
Permits	1,374	27.3
Fines	2,134	42.4
	5,031	100
On-Street Parking expenditure		
Enforcement contract costs	1,645	63.6
Management, admin and running costs	704	27.2
Legal fees	237	9.2
	2,586	100

Funds available for supporting highways	2,445	
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12.3.5. The available funds shown in the above table were applied to highways maintenance and improvements which totalled £4.9m in 2011/12. The table below shows a breakdown of that spend.

Highways maintenance and improvement expenditure 2011/12	£000s
Major works – Capital repayments from revenue	1,586
Structural maintenance (incl. patching, footways, markings, drainage)	951
Safety maintenance (incl. signage, marking, signals etc)	760
Routine repairs	467
Street lighting	960
Winter maintenance	137
Total expenditure	4,861

12.4. Summary

12.4.1. It can be seen from the table in Section 12.1 above that income from permits accounts for 24% of the total income for parking services and 27% of on-street parking income.

12.4.2. Proportionally, on-street parking income funded approximately 50% of the Council's spend on highways maintenance and improvements in 2011/12, although it can be seen from the above that income from Pay and Display and Permits mostly cover the cost of managing and enforcing parking services.

12.5. Implications

12.5.1. The consultation process incurred a cost of £11,000 for temporary staff, printing and postage, all of which was contained within existing budgets.

12.5.2. There are many variables to consider when forecasting parking related revenue. Parking behaviour and personal choices can be significantly affected by policy changes and indeed by wider social and economic circumstances.

12.5.3. As part of the policy review, a modelling exercise has been undertaken to test the possible implications of different policy choices.

12.5.4. The proposals relating to income arising from the review are intended to offer a fairer method of charging without impacting detrimentally on the council's financial position. Within the overall parking budget, the proposals broadly achieve that aim, albeit with small but manageable risks.

12.5.5. Whilst it is recognized that new CPZs will generate additional income, the financing of the costs of implementation, and abortive costs on those

schemes that do not proceed, will need to be considered as a part of the council's overall financial strategy.

12.5.6. A breakdown of the impact of the summary list of recommendations, at the front of this report, on the parking finances outlined above is contained in Appendix I.

13. Equalities implications

13.1. Compliance with the Equality Duty, as described in the 'Legal Implications' of this report has been incorporated within a more detailed Equalities Analysis Assessment which can be found in Appendix E.

13.2. In summary the changes being proposed as part of the Parking Policy Review have a predominantly positive or neutral impact on the protected characteristics as set out in the Equality Act 2010. Of the 37 recommendations in this report, 19 (51%) have been assessed as having a positive impact on equalities, 2 (6%) have been assessed as negative, and 16 (43%) as having a neutral impact on equalities.

13.3. Although parking policy will affect all residents, businesses and visitors in the borough, the specifics of some of the recommendations being proposed as part of this report, will impact on some protected characteristics more significantly than others, namely Age, Disability, and Pregnancy and Maternity. Recommendations in the report have been driven by consultation responses (analysed by protected characteristics) and engagement with key stakeholders that represent the interests of particular protected characteristics such as Age and Disability.

13.4. Key positive equalities impacts on Age, Disability, Pregnancy and Maternity as a result of these parking policy recommendations include:

- reduced costs for pensioners and low-income households through the provision of cheaper resident parking permits, free carer parking permits and cheaper weekly visitor parking permits;
- continued provision of resident parking permits free of charge to Blue Badge holders;
- easier accommodation of visitor parking to those that are isolated, vulnerable, pregnant or new families through the provision of cheaper weekly visitor permits, a selection of free visitor permits concessions to those who are eligible (including older residents in low-income households), and reduced hours of operation in appropriate CPZs;
- quicker resolution of parking issues, that prevent people with mobility issues or young families, parking close to their homes, and create neighbourhood tensions;
- transparent criteria and application process for new mandatory and advisory disabled parking bays, and an annual programme of review to manage and fund these requests.

13.5. Although no overly negative equalities impacts on protected characteristics were identified as a result of the changes proposed within this report, further analysis on the impact of additional parking permits charges for those households with more

than one vehicle will need to undertaken on younger residents (i.e. 18-24 years). Survey results indicated that this age grouping was most opposed to this charging model, and will be disproportionately impacted. However, this analysis is based on a small survey sample size, and is not born out through additional analysis of the 2001 Census results. This will need to be re-analysed once the 2011 Census data becomes available.

- 13.6. Moving forward, the Council will also need to give greater consideration to the accessibility of it's engagement processes with local areas on proposed new parking restrictions. These need to allow sufficient time for full participation by all members of the community and aim to increase voter turnout through the provision of information in alternative formats as necessary.
- 13.7. The Council will also need to ensure that any move away from the use of Pay and Display machines is accompanied by an appropriate communications campaign. This should clearly set out the alternative payment methods available, and reassure residents or visitors that do not have access to the Internet, a mobile phone or credit/debit card, that they still have legitimate payment options, that allow them to park safely and conveniently in Lewisham. Consideration should also be given to those who might be vulnerable from a personal safety perspective, particularly in parking locations that are poorly lit or isolated – i.e. if they are required to use their mobile phone or credit/debit cards in public view. The provision of additional payment options as technology evolves must also be considered in terms of accessibility for the user, to prevent indirect discrimination from occurring. For example, alternatives such top-up cards, should consider the proximity and hours of operation of the nearest PayPoint location in relation to the on-street parking bays. This may be very significant for service users with mobility issues.
- 13.8. The Council also needs to ensure that any web-centric parking policies make alternative provision for those without the Internet, to ensure equitable provision of the service.

14. Crime and disorder implications



- 14.1. There are no direct crime and disorder implications arising from this report.

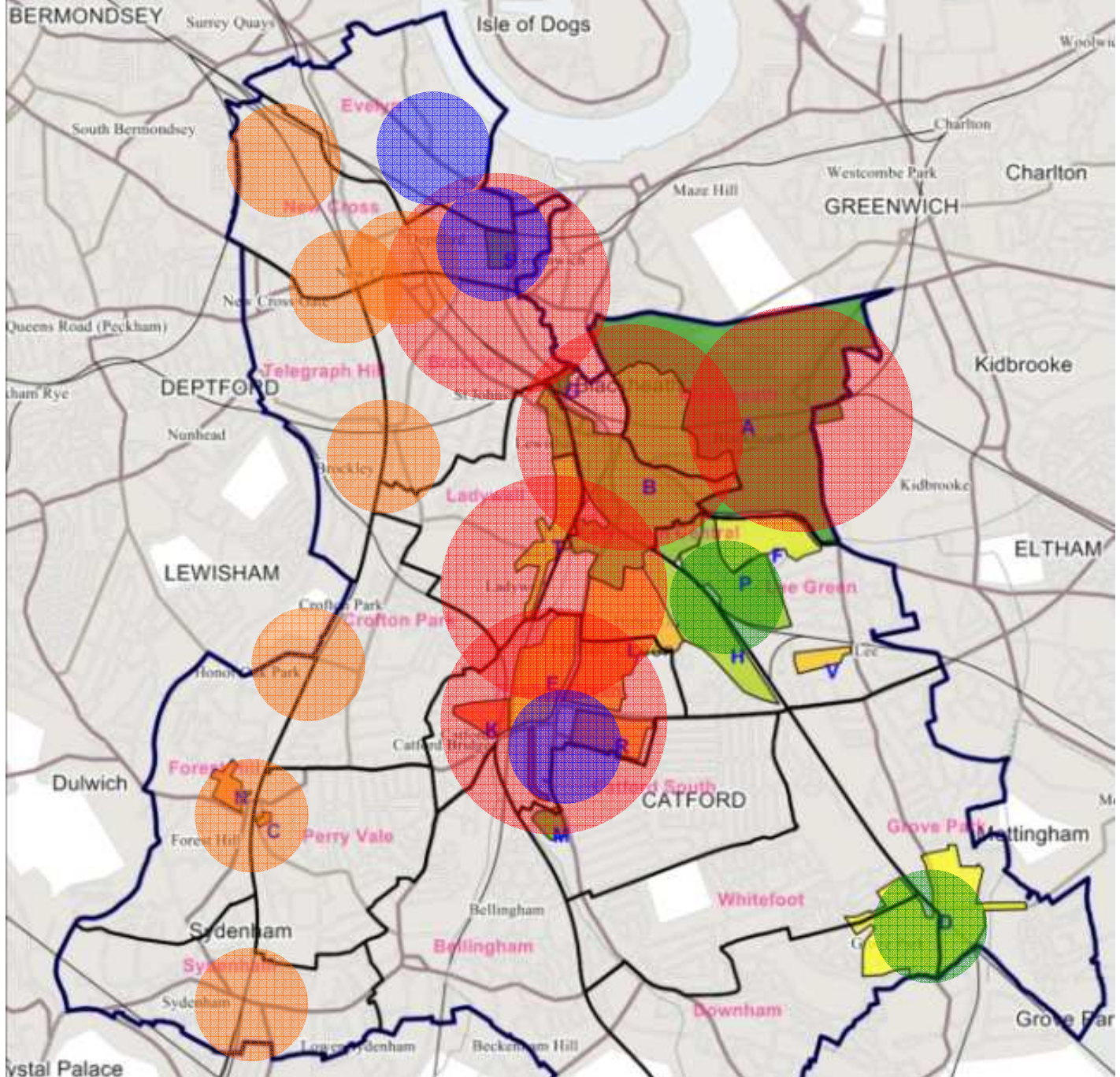
15. Environmental implications





- 15.1. There are no direct implications arising from this report, but the policy review will take into account the Council's broader ambitions for environmental sustainability. For instance, its Local Implementation Plan aims to reduce growth in road traffic through the discouragement of car usage and the promotion of facilities for cyclists and pedestrians and alternative sustainable methods of transport. The limitation of on-street parking through CPZs, especially around shopping centres and transport hubs is considered to be a deterrent to car usage.
- 15.2. The resulting policy will also need to consider commitments made following the Strategic Environmental Assessment carried out as part of the Transport for London, Lewisham Local Implementation Plan which was finalised in March 2011.

A BLACKHEATH CPZ
 B LEWISHAM CPZ
 C HINDSLEY'S PLACE CPZ
 D GROVE PARK CPZ
 E RUSHEY GREEN WEST CPZ
 F OLD ROAD & BANKWELL ROAD CPZ
 G ELVERSON ROAD CPZ
 H HITHER GREEN WEST CPZ

J CANADIAN AVENUE CPZ
 K CATFORD WEST CPZ
 L RUSHEY GREEN EAST CPZ
 M BARMESTON ROAD CPZ
 N DAVID'S ROAD CPZ
 P HITHER GREEN EAST CPZ
 R RUSHEY GREEN SOUTH CPZ
 S DEPTFORD TOWN CENTRE

T LADYWELL CPZ
 V LEE CPZ
 BOROUGH BOUNDARY
 WARDS



-  All-day attractors: Major Urban and District Centres and hospitals - 800m walking radius
-  Commuter attractors: East London Line Stations - 400m walking radius
-  Commuter attractors: Existing stations with CPZs - 400m walking radius
-  Future attractors: Potential CPZs required to support new developments

Appendix A - Consultation approach to parking policy review

The official consultation element of the parking policy review ran from early August until early November 2012. It included both a survey and two stakeholder events.

In addition to the above, the Council received feedback on parking issues through a variety of other channels. This feedback from ward councillors, community groups and Lewisham residents has also been incorporated into the appendices within this report.

Parking survey

In total there were 3,113 responses to the parking survey (both paper and online).

The survey was constructed in sections around key parking policy issues. Each section was introduced with an explanatory paragraph(s) to communicate current parking policy in this area. This was intended to inform the respondent before they answered the corresponding questions.

The length of the consultation survey reflects the complexity of the parking policy under review, and the range of issues raised for inclusion in the review by councillors, community groups and residents. It is also a result of the length of time that has passed since a comprehensive review of parking policy was last undertaken in 2004.

Throughout the survey, respondents were provided with the opportunity to feedback their own comments on parking policy, to ensure that all current issues could be captured as part of the consultation process.

The online version of the survey, which was intended as the primary response method went live on the Council's website on Friday 3 August and remained open for an eight week period until Friday 28 August.

Paper copies of the survey were also produced for those without online access, and for use in high-traffic sites across the borough or for distribution in local assemblies that met during the consultation period. The paper copy of the survey was professionally designed, proofed and printed, and this process took an additional week.

Copies of the paper survey were dispatched via our mail system to AccessPoint and the Parking Shop on Monday 13 August. The Library Service also distributed paper copies of the survey to all libraries in the borough on Monday 13 August. Lewisham Homes collected their copies of the paper survey on Tuesday 14 August for distribution to all their housing offices. All these locations were provided with a poster advertising the survey, for display in public areas.

Throughout the consultation process, additional copies of the paper survey were sent out as required. Paper copies of the survey were also sent to

community organisations or individual residents upon request. In total over 1,000 copies of the paper survey were distributed. Pre-paid freepost envelopes were also produced for respondents to return their surveys free of charge.

Although the survey officially closed on 28 September, completed paper surveys that were received for up to a week after this date were accepted as a show of good faith for possible delays in the postal system.

To help promote the consultation, a variety of methods were used. On the Council's website, the online survey had a dedicated page which was promoted across all parking service pages, local assembly home pages, and other service pages such as housing and libraries. The online survey was also promoted to Council staff using the intranet.

The Communications Team promoted the survey in the September 2012 edition of '*Lewisham Life*', and a press release announcing the start of the consultation period was sent to their standard contact list, which contained the range of organisations listed below:

<ul style="list-style-type: none"> • Mercury & South London Press • News Shopper • Met Police • Fire Brigade • Lewisham College • Goldsmiths • Lewisham HealthCare • SLAM NHS Trusts • Clinical Commissioning Group • Phoenix Community Housing • Voluntary Action Lewisham • Lewisham Disability Coalition • Carers Lewisham • Age UK • Deptford Action Group for the Elderly (DAGE) 	<ul style="list-style-type: none"> • Lewisham Pensioners' Forum • SE23 magazine (Honor Oak/Crofton Park) • Grapevine • Masthead • South London Business • Meridian magazine • The Guide (SE London monthly) • Living South (Brockley, Forest Hill, New Cross, Sydenham) • Brockley Central • Crofton Park Community Link • Deptford High Street.co.uk (online, run by residents, community, business) 	<ul style="list-style-type: none"> • Forest Hill Society • Sydenham Town • SE23.com • Brockley Cross Action Group • Brockley Society • The Deptford Dame • Friends of Brockley and Ladywell Cemeteries • Hither Green Forum • Ladywell Village Improvement Group • Algernon Road Residents' Association • Ladywell Society • Sydenham Society • Forest Hill • Blackheath Village Residents Group • Grove Park Community Group • Lee Manor Society
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To further increase awareness of the consultation, a direct mail out was sent to all 8,396 existing parking permit holders on 7 September 2012, with a link

to the online survey and instructions on how to obtain a paper copy if required.

Throughout the consultation period, officers monitored response rates to the survey from across the borough. Two temporary staff were recruited for a more targeted approach to promoting the survey, in areas where either response rates were low, or the Council was already aware that parking issues existed. Venues visited in these areas included train stations, local businesses, health centres, leisure centres and places of worship. The areas visited between 19 and 21 September 2012 included: New Cross; Evelyn; Lee Green; Grove Park; Bellingham; Whitefoot; Sydenham; Perry Vale; Forest Hill; and Crofton Park.

An update on the initial results of the parking survey have been included as part of this report (see Appendix B).

Non-survey responses

Local community organisations were provided with the offer of additional support and assistance to participate in the consultation process (e.g. face-to-face meetings), and organisational responses on behalf of their membership or service users were accepted instead of completed surveys (see Appendix C).

In addition, feedback from respondents on parking policy issues that were submitted alongside the survey process, using other channels (e.g. email, petitions etc.) have also been captured and recorded for consideration in the review (see Appendix C).

Councillors for the Ladywell ward also produced their own parking survey to seek views specifically from Ladywell residents over a nine-day period in October 2012. This survey was in addition to, and independent from, the official parking survey undertaken by the Council as part of its policy review (see Appendix C).

Stakeholder events

Two stakeholder events were held on 5 November and 9 November 2012. Invites were targeted towards representatives of local assemblies, community groups that had submitted a collective response to the parking survey, or individuals that indicated they were representatives of local charities or community groups in their completed survey responses. Invites to the event were sent out on 17 October 2012.

The objective was to present a headline update of the survey analysis, and to facilitate discussions on some of the key themes emerging from the survey results.

Feedback from these event two events is included within this report (see Appendix D).

Stakeholder Event

5 November 2012

Agenda

7.00pm – 9.00pm

- **Introduction**
- **Headline messages from the recent parking survey, plus Q&A**
presented by
Steve Gough (Director for Programme Management and Property)
Ralph Wilkinson (Head of Public Services)
- **Facilitated group discussions on key parking policy issues**
- **Close**

Survey update

Introduction

What have we done to date?

- Agreed the scope of the review (23 May 2012)
- Survey (3 Aug – 28 Sept)
- Currently analysing the results

What are we covering tonight?

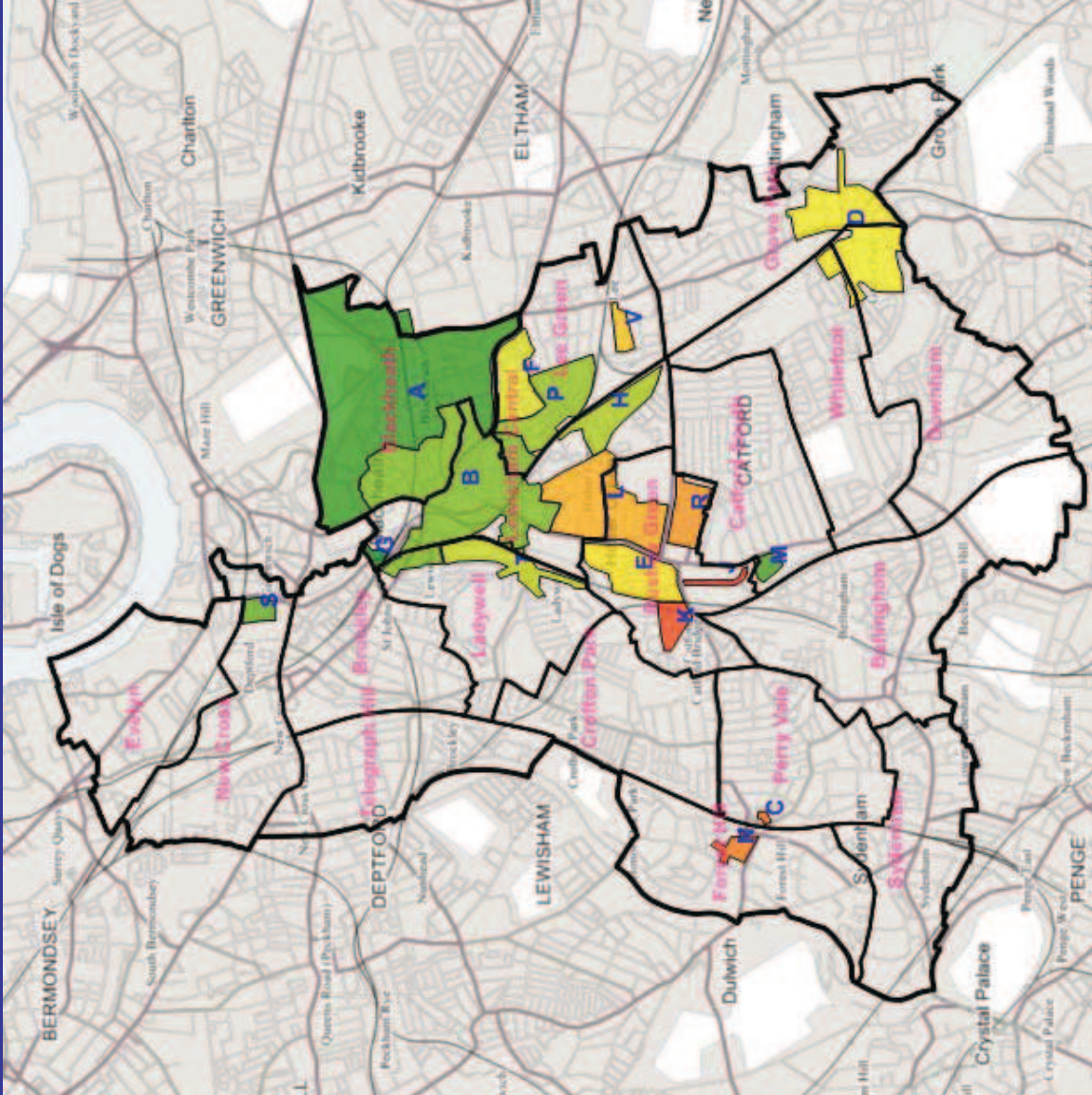
- Headline messages from the survey
- Considerations
- Further work and next steps

Consultation process

- Online survey (3 August to 28 September):
 - Publicity and press releases
 - Articles in South London Press, News Shopper, Grapevine
 - Information sent to 42 different organisations
- Paper copies made available at:
 - Libraries
 - Housing Offices
 - Parking Shop
 - Access.Point
- Letter sent to all 8,396 permit holders
- Visited Deptford Action Group for Elderly and Jimmy Mizen Foundation
- Provision made for alternative formats of the survey upon request e.g. Large print and other languages. Plus assistance with survey completion also provided
- Outreach – local railway stations, shopping centres, places of worship, health centres, leisure centres
- Organisational responses received from Deptford Action Group for the Elderly, Age UK Lewisham and Southwark, Lewisham Pensioners Forum and Carers Lewisham
- Stakeholder events on 5 November 2012 and 9 November 2012

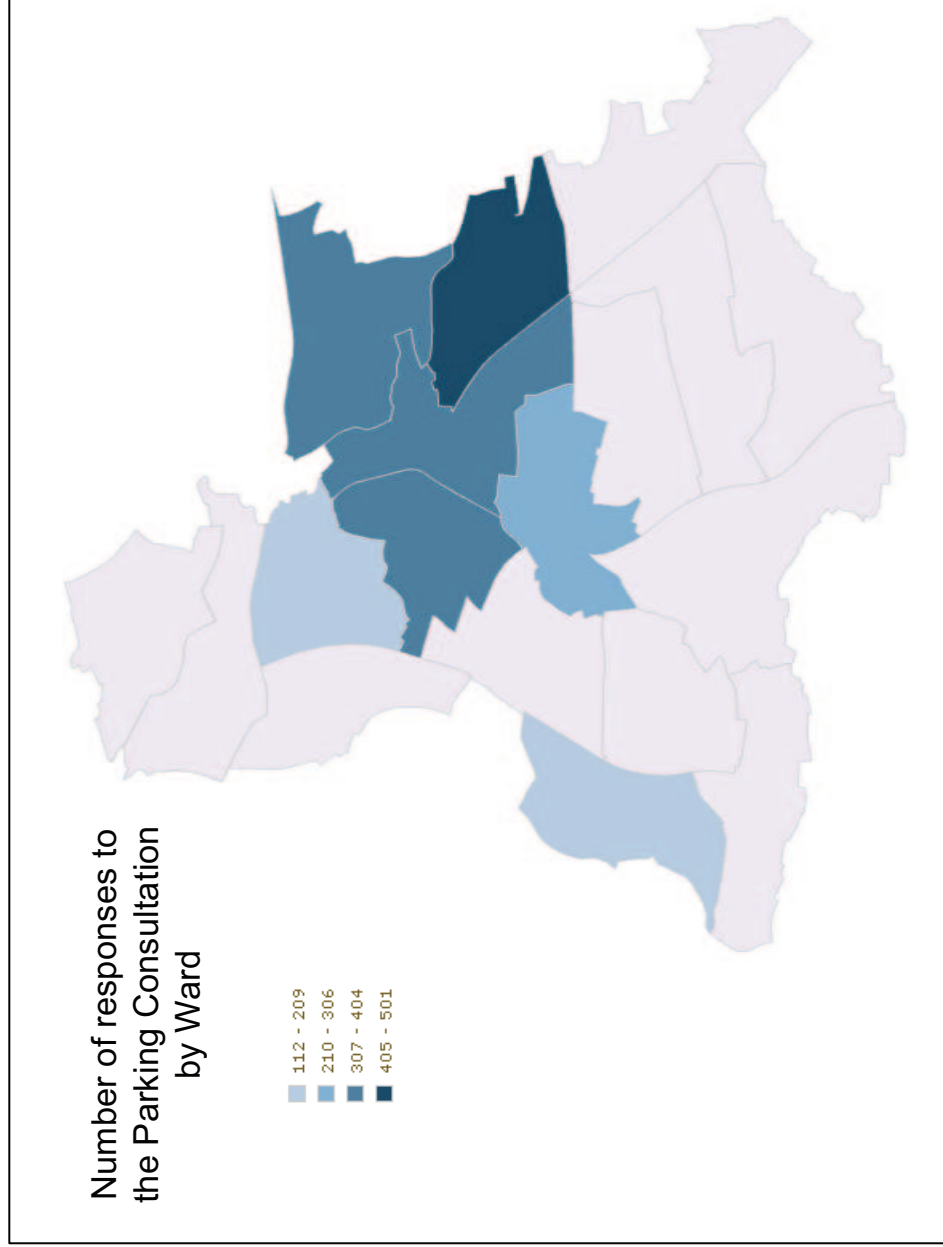
CPZ and Ward locations

- A Blackheath CPZ
- B Lewisham CPZ
- C Hindsley's Place CPZ
- D Grove Park CPZ
- E Rushey Green West CPZ
- F Old Road & Bankwell Road CPZ
- G Elverson Road CPZ
- H Hither Green West CPZ
- J Canadian Avenue CPZ
- K Catford West CPZ
- L Rushey Green East CPZ
- M Barmeston Road CPZ
- N David's Road CPZ
- P Hither Green East CPZ
- R Rushey Green South CPZ
- S Deptford Town Centre CPZ
- T Ladywell CPZ
- V Lee CPZ



Headlines

3,113 Respondents
1,755 Live in a CPZ
1,317 Do not live in CPZ
1,556 Permit holders
2,575 Motorists
2,857 Lewisham residents

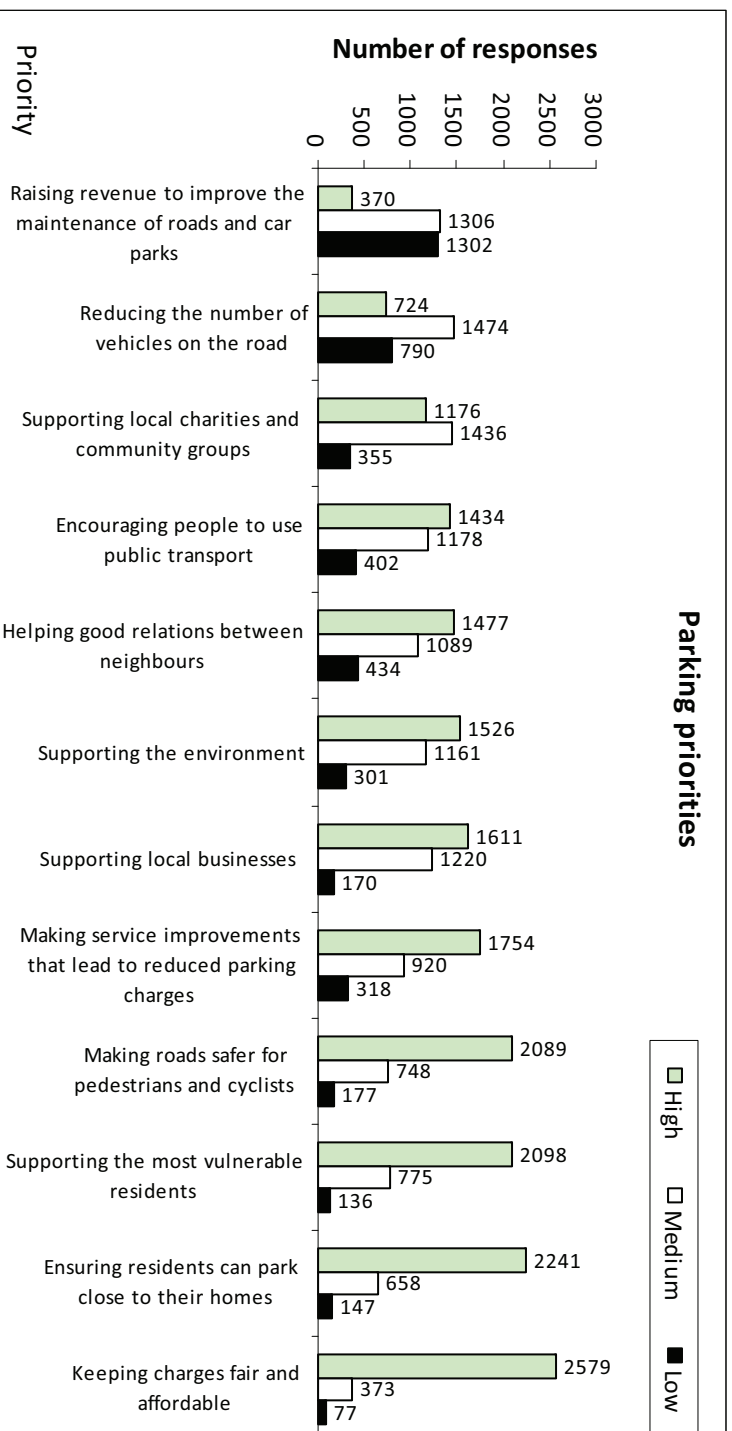


Who responded and what are their parking priorities

Respondents were given a list of 12 possible parking priorities and asked to rank each one as either high, medium or low.

Top 4 'high' parking priorities were....

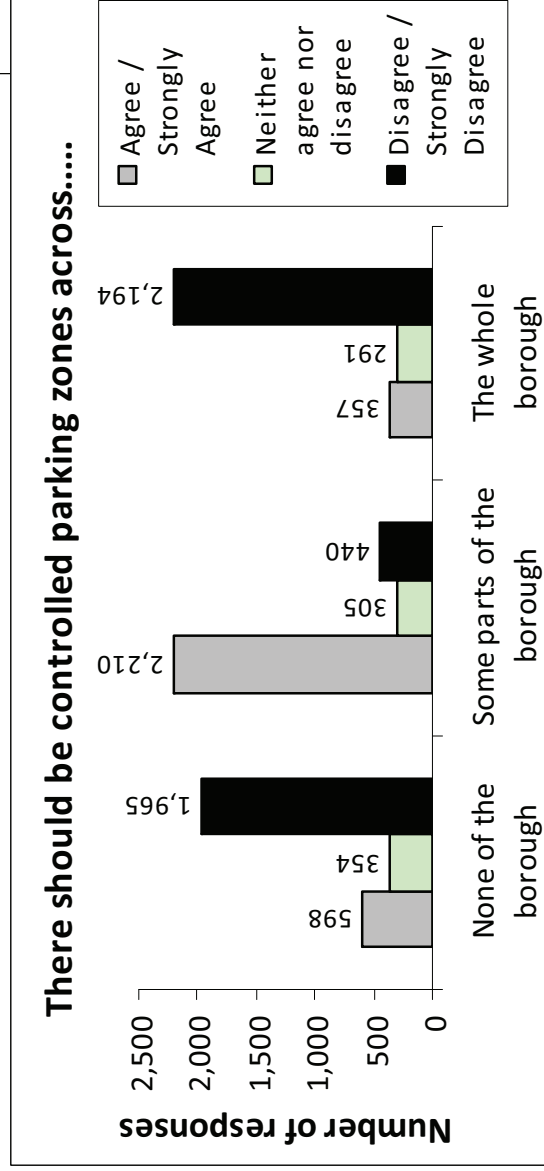
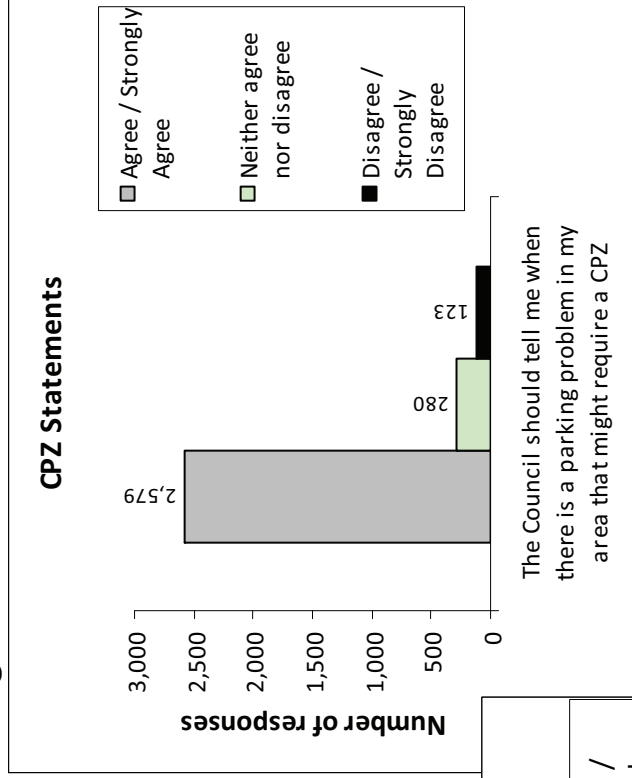
- Keeping charges fair and affordable
- Ensuring residents can park close to their homes
- Supporting the most vulnerable residents
- Making roads safer for pedestrians and cyclists



Controlled parking zones (CPZs) - General

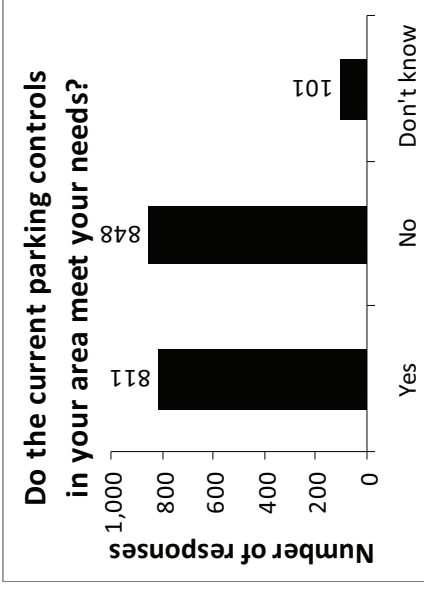
The main locations where respondents thought parking controls should be implemented were....

- Train stations
- Shopping centres
- Schools
- Hospitals



Controlled parking zones (CPZs) – Live in a CPZ (1,755 respondents)

	Count	Permit holders 11/12	%	Do the current parking controls in your area meet your needs?		
				Yes	No	Don't know
Zone A – Blackheath	298	1,696	18%	145	142	10
Zone B – Lewisham Central	254	1,270	20%	137	100	12
Zone C – Hindsley Place	4	8	52%	1	3	0
Zone D – Grove Park	81	348	23%	21	52	6
Zone E – Rushey Green West	114	797	14%	50	54	8
Zone F – Old Road / Bankwell	126	497	25%	49	71	5
Zone G – Elverson	13	54	24%	10	3	0
Zone H – Hither Green West	114	347	33%	57	51	6
Zone J – Canadian Avenue	4	12	33%	2	2	0
Zone K – Catford West	23	55	42%	11	10	2
Zone L – Rushey Green East	177	1,135	16%	85	78	13
Zone M – Barmeston Road	10	42	24%	4	5	1
Zone N – Davids Road	22	53	41%	12	8	1
Zone P – Hither Green East	224	883	25%	81	126	15
Zone R – Rushey Green South	34	315	11%	11	19	4
Zone S – Deptford Central	13	18	72%	7	3	3
Zone T – Ladywell	167	410	41%	94	66	7
Zone V – Lee	48	116	41%	18	28	2

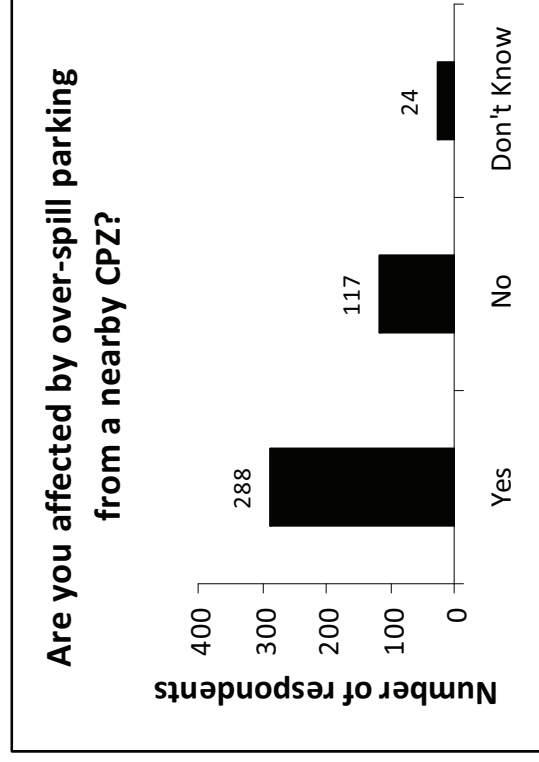
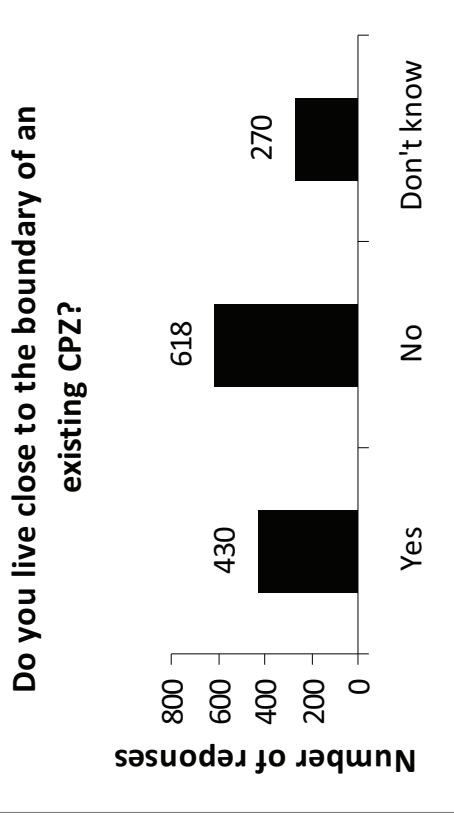


There are currently 8,396 permit holders in the CPZ zones across the borough. We wrote to all these permit holders reminding them about the survey. Of these 1,556 permit holders responded. In addition we received 199 responses from people living in a CPZ zone who do not have a permit.

Controlled parking zones (CPZs) – Don't live in a CPZ (1,317 respondents)

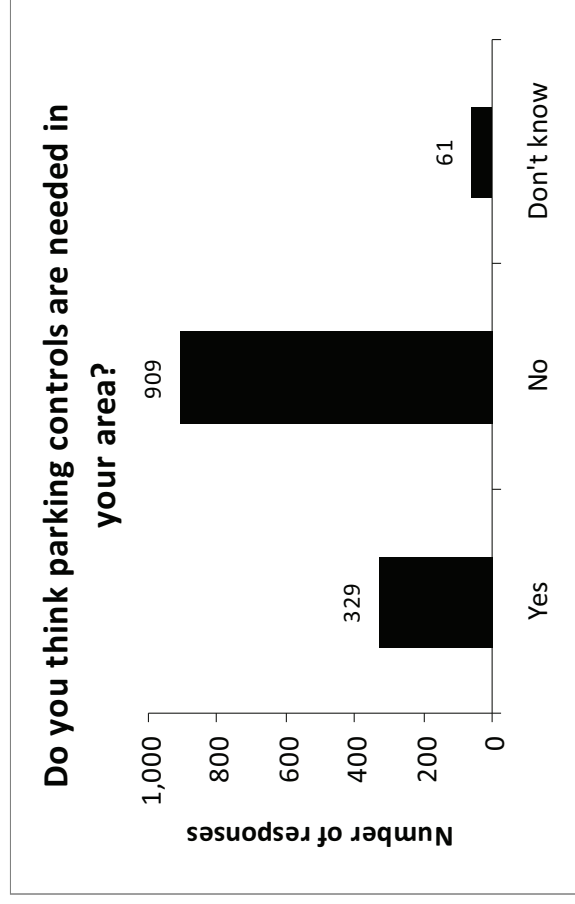
Of the 430 respondents who said they lived close to the boundary of a CPZ 347 or 81% are affected by overspill from the neighbouring CPZ.

	Yes	No	Don't Know
Bellingham	2	1	0
Blackheath	3	1	0
Brockley	10	0	0
Catford South	28	19	2
Crofton Park	5	12	1
Downham	2	2	1
Evelyn	3	0	0
Forest Hill	11	3	2
Grove Park	2	6	3
Ladywell	106	17	3
Lee Green	69	12	1
Lewisham Central	10	3	0
New Cross	2	3	0
Perry Vale	2	2	0
Rushey Green	8	4	0
Sydenham	1	3	3
Telegraph Hill	4	5	0
Whitefoot	2	5	3



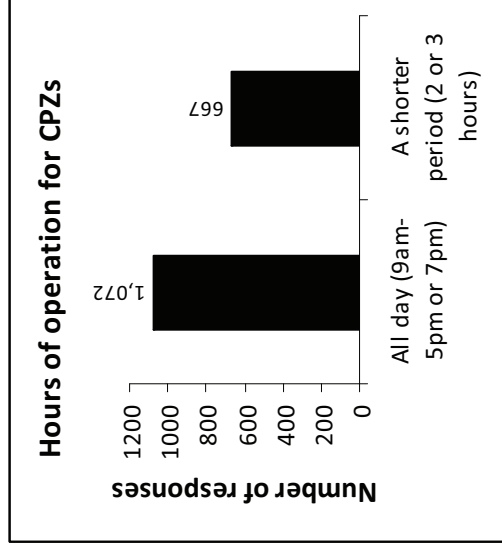
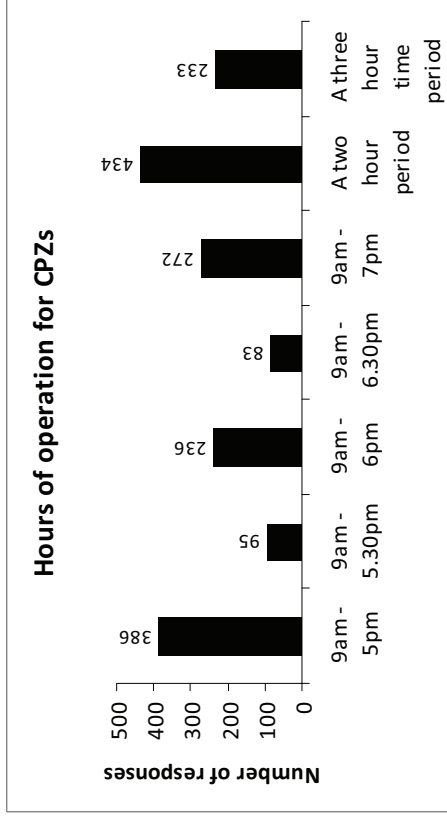
Controlled parking zones (CPZs) – Don't live in a CPZ Continued (1,317 respondents)

	Yes	No	Don't know
Bellingham	2	13	0
Blackheath	4	3	1
Brockley	31	128	7
Catford South	24	65	4
Crofton Park	24	68	7
Downham	2	12	0
Evelyn	3	4	1
Forest Hill	36	54	4
Grove Park	3	28	1
Ladywell	74	116	4
Lee Green	48	50	6
Lewisham Central	7	7	2
New Cross	5	9	0
Perry Vale	12	60	2
Rushey Green	7	8	1
Sydenham	11	60	1
Telegraph Hill	10	89	5
Whitefoot	3	25	2



Timings of operation for CPZs

The most popular hours of operation for CPZs within the borough were an all day period ranging from 9am-5pm up to 7pm. 38% considered that a shorter time period either 2 or 3 hours might be appropriate.



	CPZ resident	
	All day	A shorter period
Zone A – Blackheath	184	51
Zone B – Lewisham Central	161	38
Zone C – Hindsley Place	1	0
Zone D – Grove Park	29	18
Zone E – Rushey Green West	67	11
Zone F – Old Road / Bankwell	45	46
Zone G – Elverson	9	3
Zone H – Hither Green West	63	26
Zone J – Canadian Avenue	2	0
Zone K – Catford West	12	3
Zone L – Rushey Green East	88	27
Zone M – Barmston Road	8	1
Zone N – Davids Road	8	7
Zone P – Hither Green East	84	101
Zone R - Rushey Green South	20	8
Zone S – Deptford Central	5	2
Zone T - Ladywell	70	54
Zone V - Lee	14	20

	Non CPZ resident	
	All day	A shorter period
Bellingham	1	1
Blackheath	7	0
Brockley	20	16
Catford South	15	21
Crofton Park	10	21
Downham	1	1
Evelyn	2	1
Forest Hill	16	26
Grove Park	3	4
Ladywell	41	41
Lee Green	12	50
Lewisham Central	8	6
New Cross	5	3
Perry Vale	6	5
Rushey Green	12	6
Sydenham	5	6
Telegraph Hill	8	6
Whitefoot	3	2

Consultation and review of CPZs

Respondents were asked whether there should be a minimum turnout of voters when deciding whether a CPZ should be implemented. Nearly two thirds agreed that there should be at least a 30% turnout of voters and that the level of support should be at least 50% of the turnout.

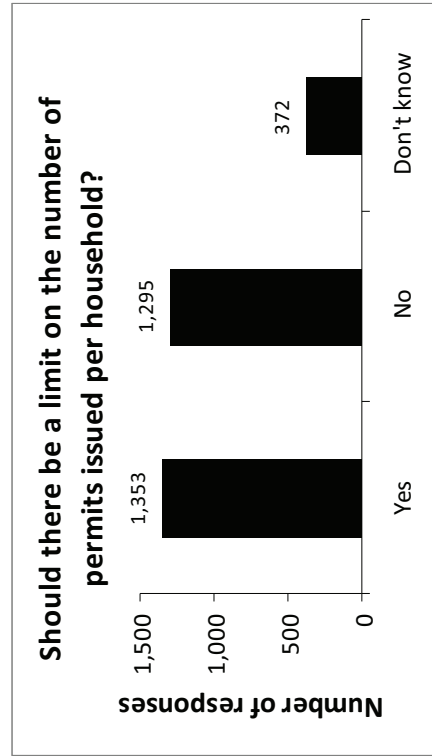
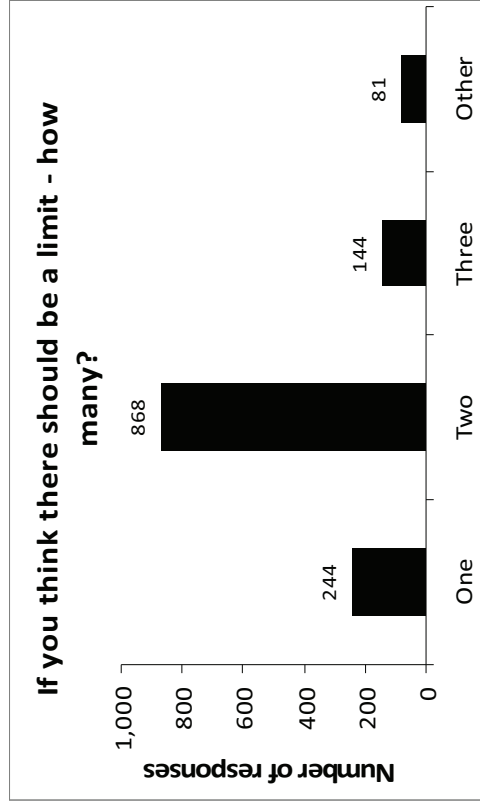
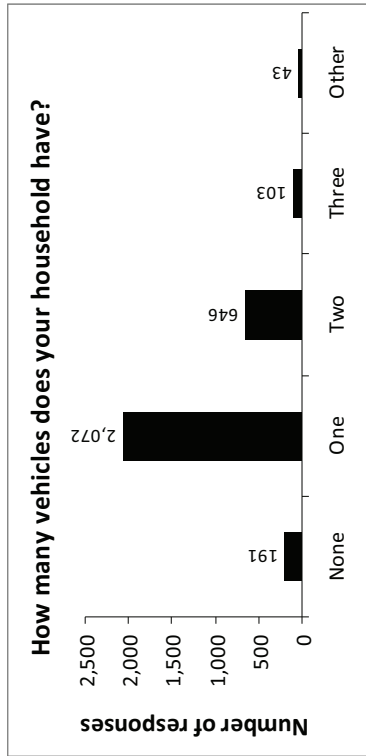
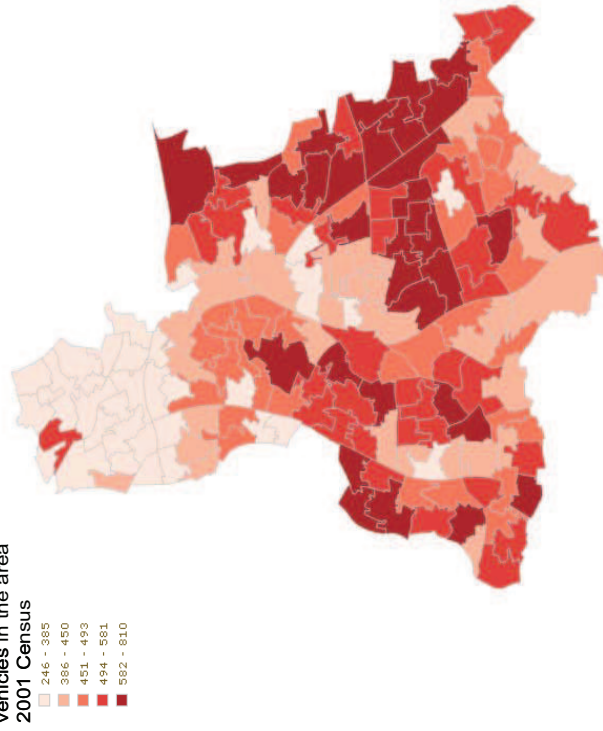
Respondents were asked if there were any circumstances they would consider when parking controls might be introduced without consulting local residents. The top circumstances where this would be considered were.....

- To help ensure the safety of pedestrians, cyclists or motorists
- To prevent the over-spill of parking pressures from a nearby CPZ

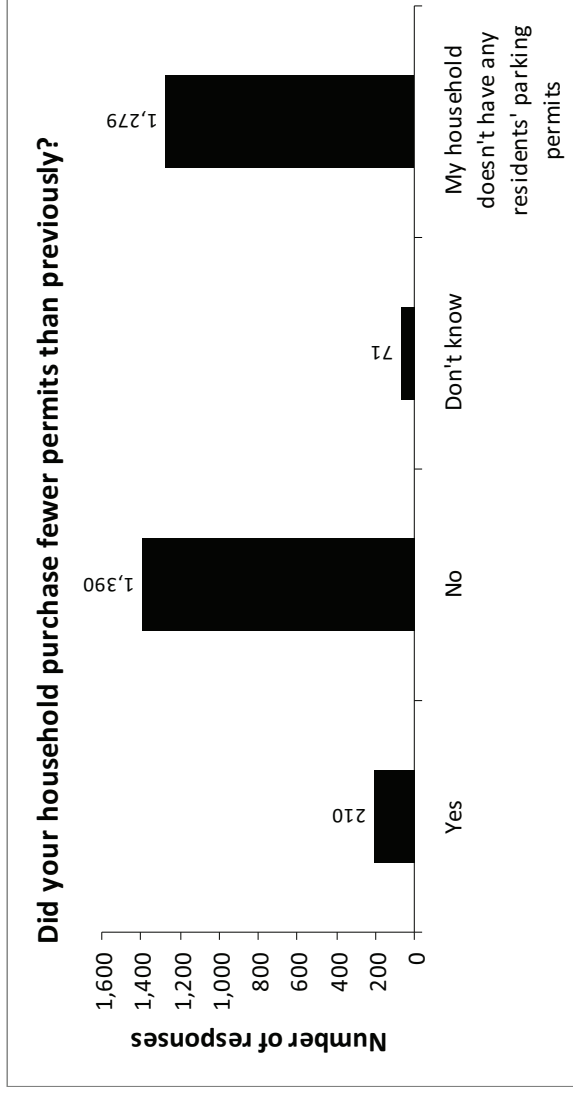
Discussions with residents highlighted the impact from CPZs in the surrounding areas. Ladywell is an example of this.

Vehicle ownership

Total number of vehicles in the area 2001 Census



Vehicle ownership - continued



Of those who said yes, they had purchased fewer permits this time compared to previously, 163 said that the cost of “the residents’ permit is now too expensive” was one of the reasons for this.

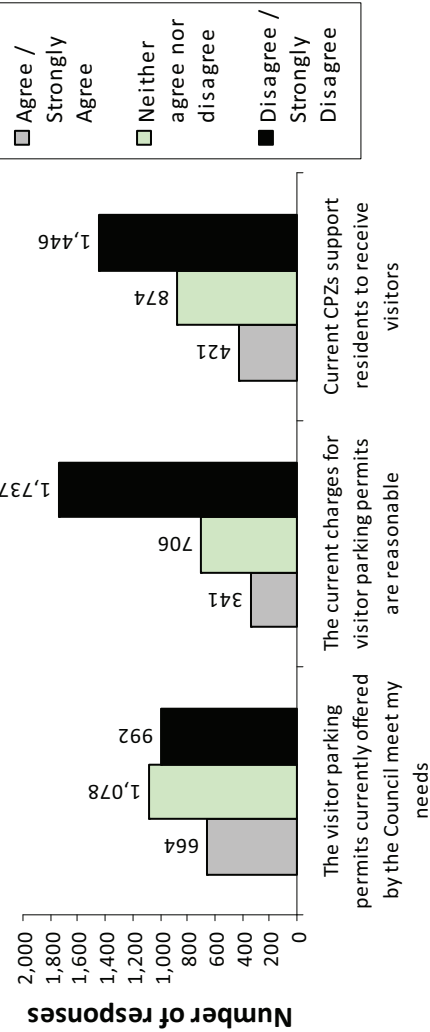
Visitor parking

1,418 responded that they do purchase visitors permits.

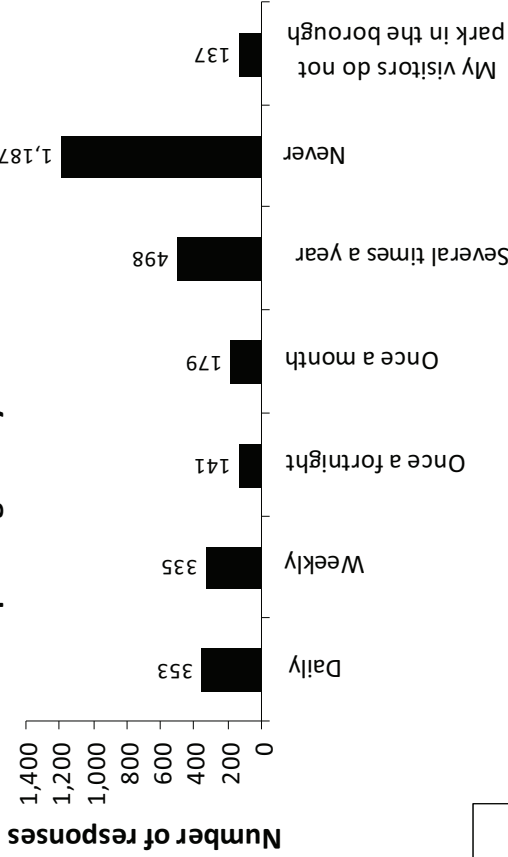
Respondents were asked which visitors permits the Council should make available for them to purchase. The most popular time periods for the permits were.....

- Full day (hours of CPZ)
- 5 hours (half day)
- Weekly
- 1 hour
- 2 hour

Visitor permit statements



How often do your visitors have difficulty finding parking near your home?



Respondents were asked whether they were satisfied with the number of pay-and-display bays in their road. There was an almost even split of 785 yes and 729 no

Business parking permits and local businesses

59 business permit holders responded to the survey. There are 1,017 business permits in use across the CPZ zones.

Those who hold a business permit disagreed or strongly disagreed with the following statements....

- Current charges for business parking permits are reasonable
- The space available for business deliveries in the borough is sufficient
- Current parking controls support local businesses

The majority of people who responded to the questions about the parking provision near local business hubs disagreed or strongly disagreed with the following statements....

- On-street parking for customers near local businesses is adequate
- Current time limits for free parking bays near local businesses is reasonable

Carer parking permits and disabled provision

Carer permits

108 carers permits were issued in 2011/12. 37 responded to the survey.

All respondents were asked if the existing charge and time limit for the permit was reasonable.

- Most felt that the charge is not reasonable
- More than half responded that the existing 4-hour time limit is reasonable.
- The most popular alternatives for the time limit were 6 hours, all day and unlimited.

Disabled provision and Blue badge

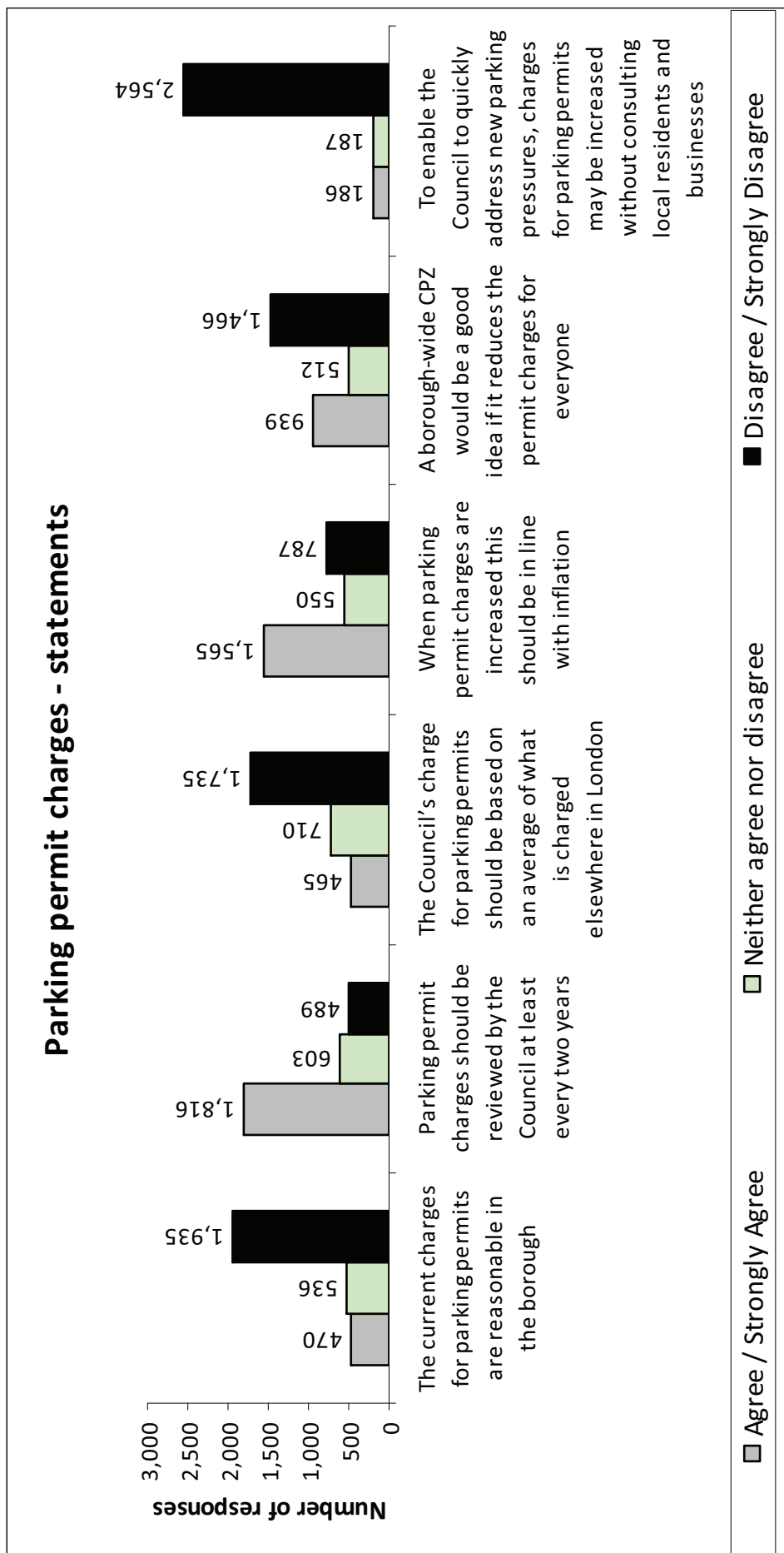
Holders

There are 7,200 Blue Badge holders across the borough. 107 responded to the survey.

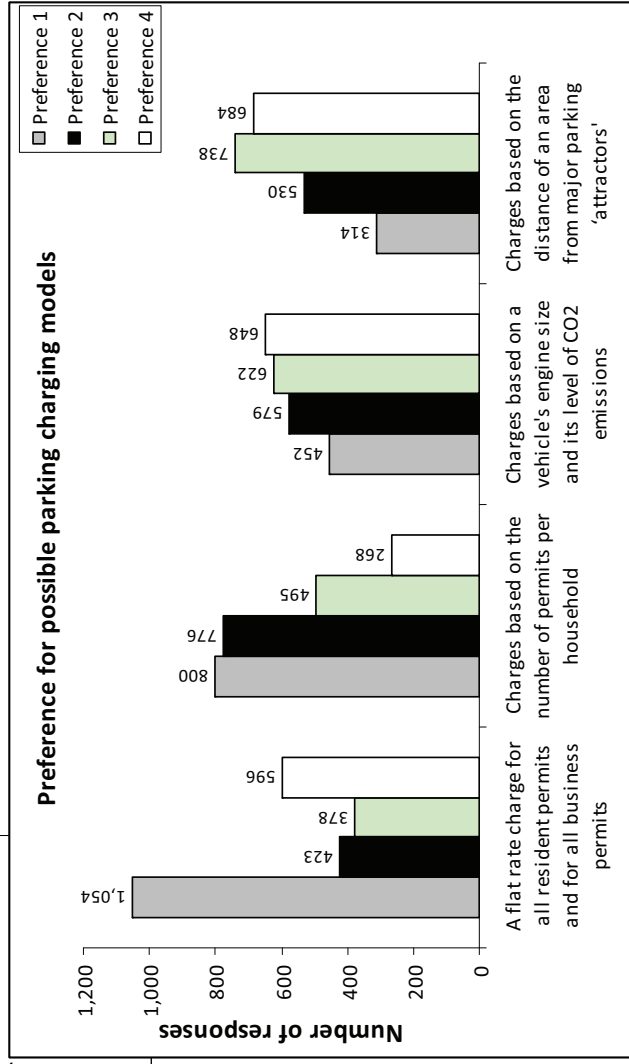
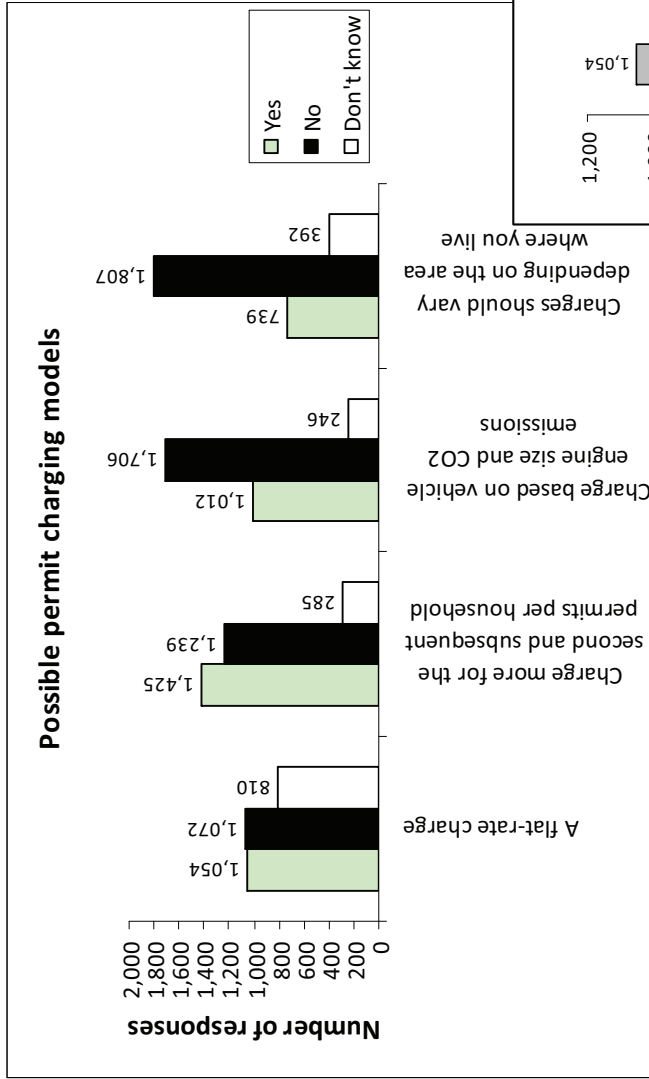
All respondents were asked if they currently use a disabled bay in their road and whether it is a formal or informal bay. 22 respondents currently use a bay in their road and most of these are informal.

Respondents were also asked if they require a disabled bay in their road and 31 said yes.

Parking permit charges



Parking permit charges - continued

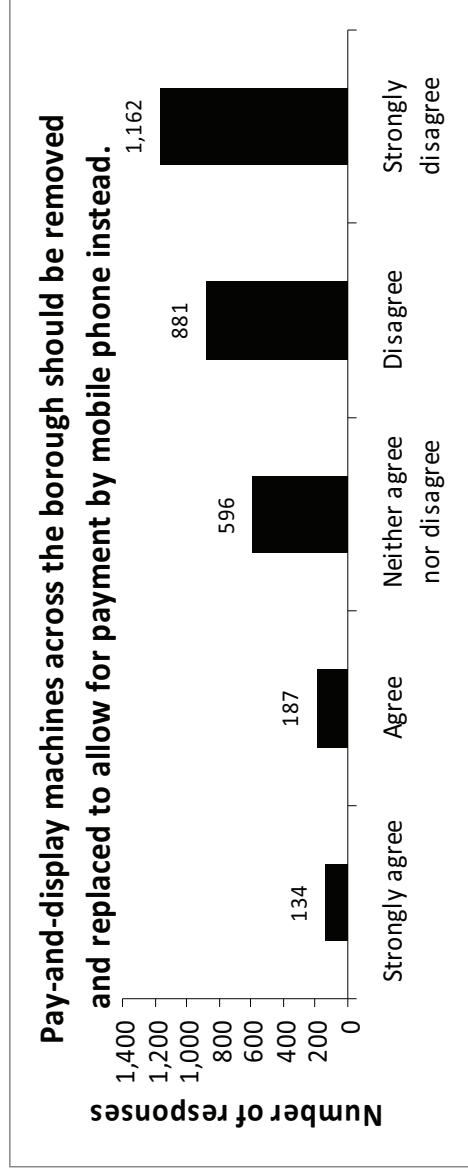
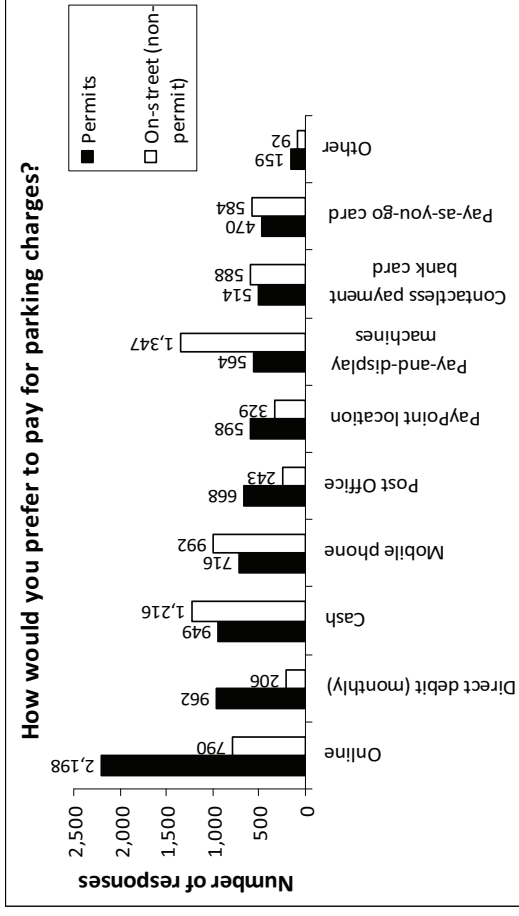


Parking payment methods

Respondents were asked to indicate which methods of payment they would prefer when buying permits or paying for on-street parking such as pay-and-display

The top payment methods are...

- Permits
- Online
- Direct Debit (monthly)
- Post Office
- PayPoint location
- On-street (non-permit)
- Pay-and-Display machines
- Cash
- Mobile Phone
- Online



Things people said.....

CPZs are a way of making money from residents

Would prefer a shorter time period such as 2 hours over lunch

The lack of consultation over the increase in charges

Difficulty with finding a parking space close to my home

The costs for shoppers to park may deter them from shopping in Lewisham

Abuse of carer permits by relatives and trades-people

The introduction of 1-hour visitor permits has helped

The parking problem when trades-people come to the home

As a business a CPZ is essential

Things people said..... continued

The cost of permits is too high

There should be time limits to CPZs to encourage visitors

Lack of visitors due to CPZs

The use of disabled parking bays by non-Blue Badge holders

Better signage and marking of bays

Free parking at shopping centres and encourage visitors and shoppers to business areas

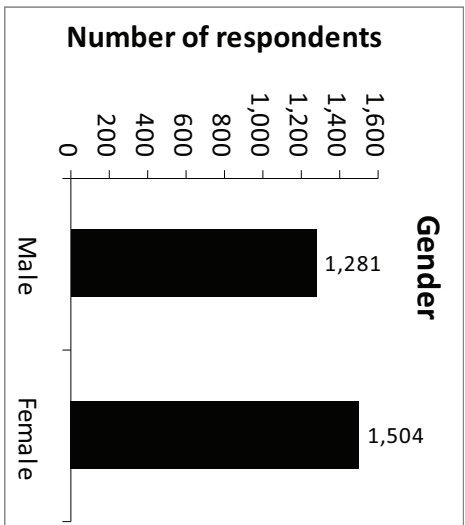
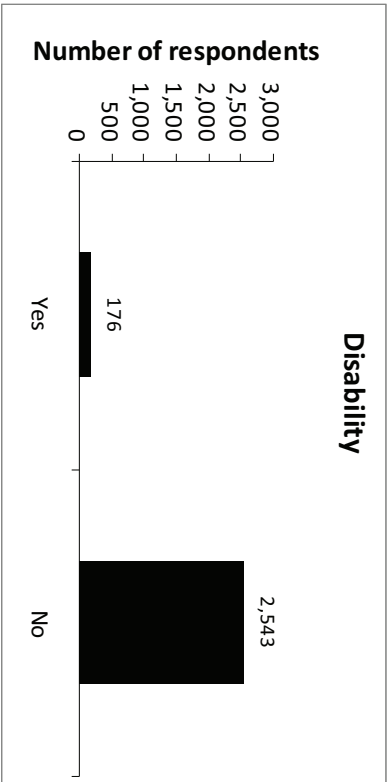
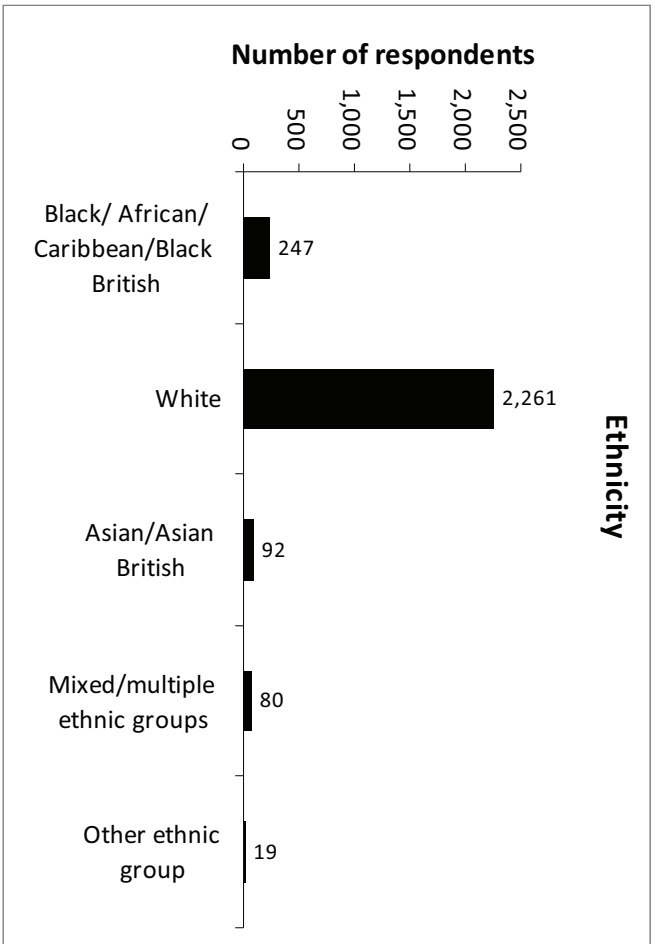
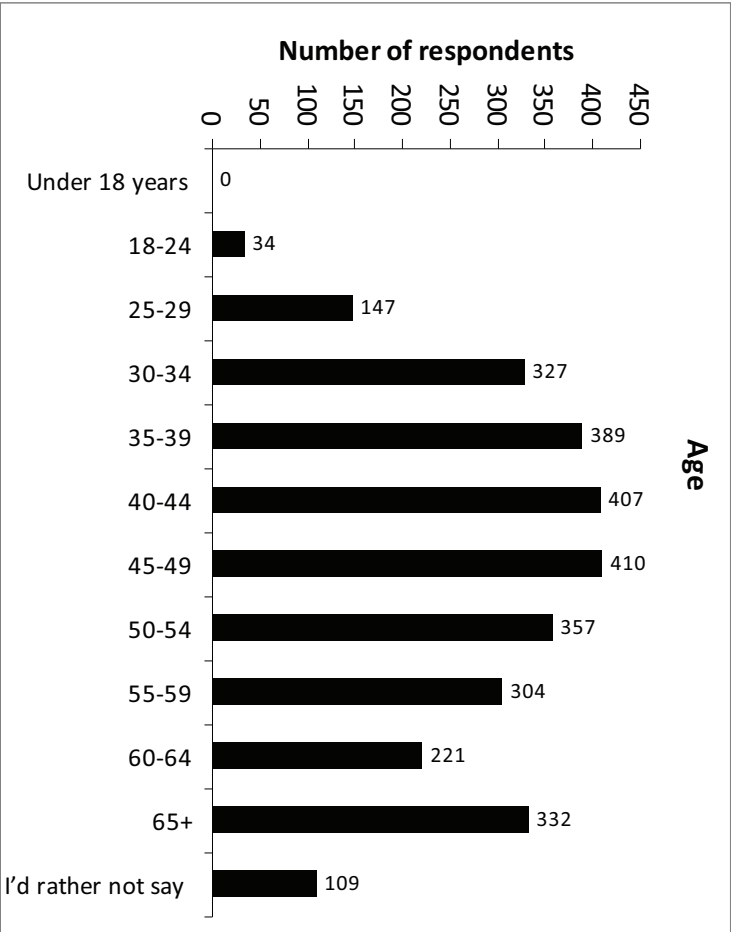
This is a revenue raising exercise by the Council

With a CPZ disabled and elderly residents can now find parking close to their homes

There should be clear consultation before CPZs are implemented

I'm happy to have a resident's permit

Equalities Monitoring



Considerations

- Areas of regeneration and development in the borough such as:
 - Catford Town Centre
 - Deptford and Convoys Wharf
 - Lewisham Town Centre - Renaissance
- Future demand for parking with the projected growth in population
- A finite amount of kerb-side parking
- Encouraging sustainable modes of transport
- Road safety
- Access to businesses and other services
- Financial considerations

Further work and next steps

- Work is now being undertaken to model and develop the various areas arising from the consultation evidence gathered. These include.....
 - Changes to the current parking policy;
 - Modelling of changes to pricing or charging structures;
 - Exploring new technologies;
 - The process for consulting and reviewing new and existing CPZs.
- This work will also consider the financial, equality and socio-economic implications of any proposals to be presented to the Sustainable Development Select Committee on 11 December 2012.
- Proposals will then be considered by Mayor & Cabinet on 16 January 2013.

Discussion groups

- Four main areas for discussion:
 1. Implementing a CPZ to manage demand for parking
 2. Managing overspill
 3. Timings of the zones: All day or a shorter time period
 4. Permit costs

- Approximately 20 minutes per topic

Appendix C - Feedback from community organisations

The Council received feedback from five community organisations as part of the wider discussions on the review of parking policy, and the issues raised are detailed below.

Deptford Action Group for the Elderly (250 members), The Pensioner's Forum (1,400 members), Age UK Lewisham & Southwark (supporting all residents aged 50 and over), and Carers Lewisham (supporting 5,000 unpaid carers) all provided an organisational response to the parking survey on behalf of their membership or service users.

Community organisations were offered additional support and assistance in completing the consultation. Deptford Action Group for the Elderly chose to meet with the Head of Public Services to discuss their issues in greater detail.

The Head of Public Services also met with the Jimmy Mizen Foundation prior to the development and launch of the public consultation on parking in Lewisham.

Organisation	Date	Method	Issues raised
Jimmy Mizen Foundation	26 Jun 2012	Meeting with Head of Public Services	<ul style="list-style-type: none"> • Parking restrictions inconsistent between Hither Green Lane and Staplehurst Road. • 20/30 min free time parking spaces should be made available. • Pay-and-Display machines not working regularly, and do not recognise 5 pence piece. • Costs of charity and business parking permits too high. • Yellow line parking restrictions end before operation hours of CPZ bays.
Carers Lewisham	20 Aug 2012	Email to Head of Public Services	<ul style="list-style-type: none"> • Impact of parking charges on disabled and elderly people who live alone and for those who live with families who are the main carers, but who still receive care from a care worker up to 3 times a day. • Neither carers nor care workers should be charged to park in restricted areas. • Elderly and disabled people should be given a spare visitor parking permit for free for use as required. • Borough-wide CPZ could become a major problem for families who are already under pressure due to budget cuts etc.
Deptford Action Group for the Elderly (DAGE)	30 Aug 2012	Meeting with Head of Public Services & follow-up email	<ul style="list-style-type: none"> • No charge nor time limit should be levied for carers permits in Lewisham. • Hours of operation for CPZs should be reduced to 2-hours to prevent commuter parking, but enable visitors or local shoppers. • Blue Badge holders should be allowed to park free during CPZ hours of operation. • During restricted times, all other vehicles to be able to park for up to 15 mins to

			<p>safely drop off/pick up passengers with no return to same zone during restricted time.</p> <ul style="list-style-type: none"> • Discounts on visitor permits should be available for all pensioners. • Charges for visitor permits should be in line with the average across London, instead of currently being among the highest in London. • DAGE have advised that their recommendations have also been endorsed by the Lewisham Pensioner's Forum (LPF), in addition to LPF's own feedback below.
Age UK Lewisham and Southwark	30 Aug 2012	Email to Head of Public Services	<ul style="list-style-type: none"> • Many older people will have great difficulty finding funds enough to purchase a visitors permit. • This will put them at increased risk of loneliness and poor physical health. • The overall cost of this to Health and Social Care services is far in excess of any income collected through visitors permits. • Carers are charged for permits when other professionals (e.g. doctors and district nurses) are able to park for free. • Paid carers are some of the poorest paid people in the health profession and the carer permit charge further penalises them. • Unpaid carers provide an invaluable service to our communities and require all the support that it is possible to give. • Carers should be able to park for free in Lewisham.
Lewisham Pensioner's Forum	21 Sep 2012	Email to Head of Public Services	<ul style="list-style-type: none"> • Borough-wide CPZ and the cost of visitors permits would have a profound effect on many residents, especially the elderly and disabled. • For many people, health and well-being depends upon regular visits from friends and relatives. • Many would be unable to afford to buy visitor permits, thus becoming isolated, and causing depression and illness. • Short-term economics will result in a much larger expenditure on care for the vulnerable in the future. • The most vulnerable should not be made to pay for the Government's benefit and service cutting.

Non-survey feedback from other sources

The following feedback has been received from councillors, local assemblies, and residents, and is related to the issues currently being addressed as part of the parking policy review. These responses were submitted as either reports, petitions, letters, complaints or emails to the Council, rather than as completed responses to the official consultation survey. As such they are being reported here separately.

COUNCILLORS AND LOCAL ASSEMBLIES			
Respondent	Date	Method	Issues raised
Lee Green Assembly - Working Group	Feb 2012	Written report to Mayor of Lewisham	<ul style="list-style-type: none"> • The Council should publish transparent accounts, with clear differentiation about costs and income for annual charges, visitor's permits and fines. • Service improvements, particularly those leading to savings, should be reflected in reduced charges to residents. • The Council needs to review its charges with a view to reducing the annual charge, and address this very real grievance. • The Council should look to reduce the cost of visitor's permits, the charges for which seem particularly inequitable on residents with informal carers and non-car owners. Or, there could be a "grace" period to mitigate the impact of the charge. • The Council should establish a scale of higher charges for owners of more than one car, with a reduction in the one-car charge being recompensed by increased charges for multi-car owners. • Zones in Lee Green ward should be consulted again on whether they wished to have a two-hour system, adopting different time slots in neighbouring zones in order to reduce the staffing costs for the contractor. This recommendation, more than any other, was seen as the most likely to meet residents' concerns about fairness. Furthermore, the two-hour zone would be possible to implement within one ward. • The consultation process should be reviewed, with questionnaires providing better information and ballots greater choice – greater clarity would lead to more informed choices. That review should be paid for from surplus revenue from the parking account. • Local residents should be involved in

			<p>drawing up the questionnaires, and volunteers should be used to deliver the literature, ensuring that it is done without bias.</p> <ul style="list-style-type: none"> • Consideration should be given to using the Alternative Voting system. • The Council should reduce charges to smaller businesses as part of its economic regeneration strategy. • Work should be undertaken to establish how to overcome problems created by the parking needs generated by schools.
Cllr Feakes	28 Jun 2012	Council Question	<ul style="list-style-type: none"> • Traders in and users of Forest Hill town centre want the current 30 minute free parking bays to be extended to one hour of free parking.

PETITIONS

Respondent	Date	Method	Issues raised
Lee Green residents	29 Feb 2012	Petition presented to Full Council by Cllr Mallory	<ul style="list-style-type: none"> • Petition signed by 205 residents in Lee Green. • Objecting to changes in parking times and a rise in parking charges. • Lack of provision for those needing longer term care each day. • Lewisham should copy Greenwich in making free carer permits available. • 2-hours restricted parking in resident bays should be introduced to deter commuters but enable visitors or local shoppers.
Ladywell residents	TBC	Petition	<ul style="list-style-type: none"> • Request to have views contained in Vicars Hill petition on parking issues included as part of final consultation report. • Petition live until Dec 2012, though petition coordinator advised of deadlines for SDSC if they would like their feedback to be included.

RESIDENTS

Respondent	Date	Method	Issues raised
Resident in Springrice Road, Hither Green	09 Jun 2012	Email to Head of Public Services	<ul style="list-style-type: none"> • Advised that carers permits will not be issued at an address where a parking permit is already in use. • Unpaid carers cannot easily park to visit family where there is an urgent need. • Caring responsibilities are separate from

			<p>residential status; there is not necessarily any relationship.</p> <ul style="list-style-type: none"> • Carers permits should be issued when a person has caring requirements – a decision based on medical evidence, and personal circumstances. • Perception that Council is prioritising parking requirements over the need of carers and those who are being cared for by relatives in the community. • The social outcomes of the overall parking policy must be considered, rather than just focus on a traffic management perspective.
Resident in Algiers Road, Ladywell	12 Jun 2012	Email to Transport Policy Mgr	<ul style="list-style-type: none"> • Overspill parking issues in Algiers Road and Veda Road following extension of Ladywell CPZ to Embleton Road. • Roads within existing CPZ are empty throughout the day. • Resident parking is having a negative impact on community life, and promotes negative attitudes towards key workers (e.g. hospital staff), and so should be abolished.
Resident in Minard Road, Catford	28 Jun 2012	Email to Cllr Stamirowski	<ul style="list-style-type: none"> • Inconsistent and unclear signage within Zone F regarding hours of operation for parking restrictions. • CPZ is not necessary at the weekend. • Parking restrictions impact families and local businesses already struggling to survive.
Resident in Clifton Rise, New Cross	21 Aug 2012	Email to Transport Policy Manager	<ul style="list-style-type: none"> • Concerns about parking following the re-opening of Deptford Green School. • Request for new CPZ in Clifton Rise.
Resident in Marsala Road, Ladywell	18 Sep 2012	Letter to SGM Parking Services	<ul style="list-style-type: none"> • Disabled and unable to carry heavy shopping, but cannot always park outside home. • Yellow line outside house removed following enquiry about dropped kerb. • Receiving Pension Credit and cost of parking permit too high following 100% increase of charges. • Pressures created on parking caused by Lewisham and Ladywell stations at either end of Marsala Road.
Resident in Campshill Road, Hither Green	24 Sep 2012	Corporate Complaint	<ul style="list-style-type: none"> • Request to pay Penalty Charge Notice in instalments due to personal financial circumstances. • Increase of resident parking permit by 100% in 2011 without warning. • Increase on Pay-and-Display parking by

			<ul style="list-style-type: none"> up to 80%. No account taken of local socio-economic circumstances in setting parking charges.
Resident in Thorpewood Avenue, Sydenham	03 Oct 2012	Email to Mayor of Lewisham	<ul style="list-style-type: none"> Request for new CPZ in Thorpewood Avenue, with 2-hour operation between 12-2pm to deter commuter parking, but support local shoppers. Commuters must be encouraged to use car park behind Forest Hill station. Parking pressures created by opening of Forest Hill pools, Forest Hill station and two new schools in the road.
Resident in Burghill Rd, Sydenham	03 Oct 2012	Letter to <i>The Mercury</i>	<ul style="list-style-type: none"> CPZs cost residents and business more money, make parking more difficult for them and their visitors and customers and bring no discernible benefits. The “people of Sydenham have made it clear that the overwhelming majority do not want CPZs”.
Resident in Murillo Road, Lee Green	07 Oct 2012	Email to SGM Parking Services	<ul style="list-style-type: none"> Reduce hours of operation of CPZ to ensure commuters can't park but residents and visitors have easier access. Different CPZs could have different 2-hour periods of operation to use parking enforcement staff more efficiently. If current hours of operation for CPZ (Zone F) are to remain, then charges should be reviewed, especially half-day and full-day visitor permits.
Resident in Quentin Road, Blackheath	07 Oct 2012	Email to SGM Parking Services	<ul style="list-style-type: none"> Hours of operation should be shortened for weekdays and eliminated on Saturdays. Hours of CPZ deter family and visitors for elderly residents. Cost of visitor permits (even hourly) too high for regular visitors as costs cumulate quickly. Introduction of original CPZ did not have democratic legitimacy.
Resident of Algernon Road, Ladywell	17 Oct 2012	Email to Transport Policy Manager	<ul style="list-style-type: none"> Current CPZ is beneficial in terms of local parking and reductions in traffic. No need for further local consultation on shortening the hours of current CPZ since two consultations have already been carried out by the Council. Local opinion survey should not have the authority to overturn previous Council-led consultation.
Resident of Algernon Road, Ladywell	25 Oct 2012	Email to Cllr Davis and Transport	<ul style="list-style-type: none"> Residents approach to review of Ladywell CPZ is confrontational and divisive. Better and agreed understanding of area's parking pressures is needed.

		Policy Mgr	<ul style="list-style-type: none">• Commuters using Lewisham Zone 2 station to save money are the key problem.• Hospital staff are not a significant problem during the hours when the streets are under the most parking pressure.• Shorter controlled hours (e.g. 12.30-2.30pm) should fix the problem.• Residents 'sounding panel' could be set up for any amended CPZ arrangements.
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Ladywell survey, public meeting & feedback to councillors

Councillors for the Ladywell ward (Cllrs Helen Gibson, Vince Davis and Carl Handley) produced their own parking survey to seek views specifically from Ladywell residents over a nine-day period in October 2012. This survey was in addition to, and independent from, the official parking policy review survey undertaken by the Council, between August and September 2012.

Residents inside the current Ladywell CPZ (Zone T) were asked whether the current hours of operation (9am-7pm) should be shortened.

Residents outside the current Ladywell CPZ (Zone T) were asked whether their road should be included in an expanded CPZ, and if yes, whether the hours of operation should be 9am-7pm, or for a shorter period.

The Ladywell ward councillors also arranged a public meeting at St Mary's Centre, Ladywell on 24 October 2012, which was advertised on the survey, to discuss these issues in greater detail.

The following is a summary of the survey responses, along with comments from the public meeting on 24 October 2012, and feedback received by these ward councillors on parking issues via other communication channels.

This information has been provided by the Ladywell ward councillors, and was distributed at the Sustainable Development Select Committee on 1 November 2012.

Survey report

IF YOU ARE ALREADY INSIDE THE LADYWELL CPZ (T)			
Road Names	Number of parking hours inside of CPZ (T)		
	Yes - hours to be reduced	No – keep full hours	Total Returns
Algernon Road (Part)	14	2	16
Brookbank Road (Part)	0	1	1
Chudleigh Road (Part)	6	2	8
Ellerdale Street	1	0	1
Embleton Road	12	3	15
Gillian Street	2	1	3
Malyons Road	5	7	12
Marsala Road	2	4	6
Vicars Hill Road (Part)	1	1	2
GRAND TOTALS	43	21	64

IF YOU ARE OUTSIDE THE LADYWELL CPZ (T) SURVEY REPORT						
Road Names	Support expansion of CPZ (T)					Total returns
	Yes	Yes – restrict hours	Yes – full hours	No	Unclear	
Adelaide Avenue (Part)	1	0	1	1	1	3
Algiers Road	8	7	1	3	0	11
Arthurdon Road	1	0	1	3	0	4
Brockley Grove (Part)	0	0	0	2	0	2
Brookbank Road (Part)	3	0	3	3	1	7
Chudleigh Road (Part)	0	0	0	7	1	8
Cliffview Road	1	0	1	4	0	5
Eastern Road	1	1	0	0	0	1
Ermine Road	17	11	6	5	3	25
Fossil Road	3	3	0	3	0	6
Francemary Road	1	1	0	9	0	10
Ivy Road (Part)	0	0	0	1	0	1
Ladycroft Road	3	1	2	1	0	4
Ladywell Road	4	2	2	1	1	6
Phoebeth Road	4	4	0	2	1	7
Shell Road (Part)	5	3	2	1	1	7
Slagrove / Peppermead	2	1	1	4	0	6
Veda Road	13	10	3	2	1	16
Vicars Hill (Part)	4	4	0	6	0	10
GRAND TOTALS	71	48	23	58	10	139

Additional comments from the survey and public meeting (Ladywell residents inside the CPZ)

Algernon Road (Part): The standard of Customer Service in the parking shop is very poor. The fee is too high how can the increase be justified. Residents should be allowed a number of free visitor permits. Why the big increase for visitor permits from £8 to £28. Visitors permits should be at a hourly rate. Reduce hours would help families to support older relatives and stop them being isolated. It's been so much better to park. Make it possible to order permits on by mail/ on line/over the phone. Make the costs fair and transparent and not to fund other transport related projects. Why not set up a resident sounding panel for any amended CPZ arrangements.

Brookbank Road (Part): The current hours seem to be effective.

Chudleigh Road (Part): Reduce hours at two separate times during the day. The all day policy means I don't have visitors. When the fee went up I couldn't afford to renew it and now I park in Phoebeth Road. Keep it as it is. Permit holders should receive some free visitors passes. Some people renewed their permit early at the old rate.

Ellerdale Street: 10 hours no parking is excessive.

Embleton Road: CPZ has improved quality of life. Strongly in favour of the CPZ. Couple of parking meters for unexpected visitors. Hospital shifts patterns negates reducing the hours. Re-consider exemption given to people with a driveway (As yellow line prevents others parking on the street), so reduces the numbers spaces available. Transferability of

our permit to other zones in the borough for short visits. Make visitor permits cheaper. Give residents a set number of parking permits per month at a reduce price. Charges are to high and reduce hours should have come in the first place.

Gillian Street: Happy with the CPZ however very unhappy about the underhand 100% increase was introduced, This is Lewisham not Kensington/Chelsea. The street needs to be one way. Reduce times during the week and add reduce hours on Saturday.

Malyons Road: Quality of life has definitely improved with the CPZ. Hours should be longer. More frequent visits from wardens. The hours are unnecessarily long. Traffic increases at weekends when the controls are not operational. We suffer from the CPZ scheme around the Hospital. Have one CPZ borough wide.

Marsala Road: The parking shop should be improved. Morning commuters are not the only problem. Would like the CPZ extended to include Saturday. No CPZ or 3 hours maximum. Charging residents for family visitors and Tradesmen working on Property is cynical.

Vicars Hill Road (Part): CPZ is not a fair system. The fee is to high.

Additional comments from the survey and public meeting (Ladywell residents outside the CPZ)

Adelaide Avenue (Part): Another example of income generation being prioritised over residents rights/wellbeing. Most of the Councillors are business owners or silent partners, what is their interest Councillors are not serving their public "Who put them in office".

Algiers Road: Pleas do not lump Algiers Road with Veda Road as last time, the two streets are different. We need to deter commuters. Remove all CPZ's and stat again. Surrounding roads with CPZ's times should be reduced. We already pay road tax. Please publish details of the revenue made from CPZ's.

Arthurdon Road: £120 charge is exorbitant and should be reduced. This does give the Council a licence to print money, as they can keep increasing the charge. Parking in our road is ok.

Brockley Grove (Part): Council are trying to put down Double Yellow lines that's our problem.

Brockbank Road (Part): Would support 24 hour restrictions. Keep the hours the same. Parking restrictions should be removed throughout Lewisham. Residents shouldn't have to pay for a CPZ.

Chudleigh Road (Part): CPZ operating times should be reduced. The revenue generated by CPZ's should only be expected to cover the cost of running the scheme, it's wrong to bolster the highway fund.

Cliffview Road: All of Vicars Hill should be included in the CPZ. Yellow lines should be introduced on the Parkside of Vicars Hill. Friends couldn't visit during the day without having to pay.

Eastern Road: Council seem to be promoting CPZ's at the general expense of the majority.

Ermine Road: Since CPZ has been introduced in neighbouring streets parking in Ermine Road is impossible during the day. It's a shame it cost so much to be able to park in your road. The parking problem is causing conflict between neighbours. It is time that everyone understands that they do not have a human right to own, drive, and park, one or more cars outside their own house. Already said no twice. Council should make strategic decisions about parking and have a borough wide view. Council should put in a few parking meters for short stay visitors. It's very difficult to carry shopping to my home, having to park my car a long distant away.

Fossil Road: 9am – 7pm no parking is an over-reaction which has adverse impact on neighbouring roads. Some provision of meters or pay and display parking within the CPZ,

would make a difference for visitors. Fossil Road does not need CPZ I have no problem parking in front of my home. CPZ only if it for restricted hours and only if nearby streets become CPZ.

Francemary Road: Reduce hours would the fee be cheaper. We have twice voted no how many more times. Current CPZ hours should be reduced for roads in the scheme. The fee for the CPZ is too high. We would want restricted hours only if our road was included. Visitors passes should be sold annually at a cheaper rate. Don't own a car however people do visit us with cars so wouldn't want to keep paying for permits. This road has said no twice are you just chipping away until we vote the way you want.

Ladycroft Road: Pensioners can't afford the fee. It has been very difficult to park since the CPZ expanded.

Ladywell Road: Prefer CPZ to Double yellow lines. Having a CPZ will affect my business that I run from my house. The junction of Ladywell & Phoebeth Roads is dangerous because of parking.

Phoebeth Road: The knock – on effect of piecemeal restrictions creates as many problems as it solves. Chudleigh Road people park in our road to avoid paying the CPZ fee, sometimes leaving their cars all working week. Try two different time restrictions during the day. Removal all CPZ and return to a free for all system. Considering moving because of the parking problem. CPZ's stops family and friends from visiting.

Shell Road (Part): Bus struggles to negotiate the junction of Shell & Brookbank Roads because of all the cars parked and no yellow lines. Loampit Vale Development has created and cause a nightmare for local residents. 10 hours of no parking a day is too long. The parking inconvenience caused is minimal. If the CPZ isn't extended, it should be removed from the roads which have it.

Slagrove Place/Peppermead Sq: More short stay meters. No parking problem in Peppermead Sq. Slagrove is too narrow to park all day which is clearly commuters. It's now becoming dangerous.

Veda Road: I am disabled and people constantly park across my garage entrance, so I have to leave the car parked in the road. I am housebound so I rely on my visitors for help, they now can't park. The situation on the road has become impossible, residents are now putting bins in the road to save spaces. Areas that currently have CPZ's should reduce the hours. I feel this is an indirect way for the Council to raise council tax. The once nice road has become a car park.

Vicars Hill Road (Part): Crossing to Hilly Fields is now even more dangerous, extreme safety issues with the cars speeding to try and pass the parked cars, buses having problems, cars parked on the bend. The current CPZ has too many places for residents. The CPZ was badly thought out it causes more problems than it solves. Roads within the CPZ should reduce the hours of no parking. I have a two year old it's difficult to manage the unloading the shopping if I can't park near my home. Residents should have free CPZ passes.

Other feedback to ward councillors regarding Ladywell CPZ

Algiers Road: The range of people that park in our Road, Lewisham Hospital Staff, Local people from other Roads that are in the CPZ that prefer to park their cars during the week at no cost. Commuters using Ladywell Station. Drivers parking across entrances to off street drives/garages, and also parking in Disable bays. Residents leaving bins or cones illegally on the roads to save parking spaces. Now, the anger and frustration that have arisen due to the invasion of unwanted traffic, has imposed great strains on the cordial relations between and among neighbours. The CPZ should have been implemented as a Zone across Ladywell, not street-by-street.

Embleton Road: Residents quotes:- Plenty of spaces now to park. Much better with CPZ. People don't pop in to see me much now. The non parking hours should be shorten.

Vicars Hill (Upper): Serious traffic congestion, Dangerous for children to cross the road, Traffic speeding to get past park cars at times. Cars being parked on the top corner of the hill. Road rage incidents. Buses having to be back up to allow traffic through.

Ermine Road: Now that other local roads have joined the CPZ scheme, Ermine has had an increase in parking congestion, which has cause arguments between neighbours about putting bins in the road to save a parking space. Drivers parking in Disable bays, and across garage entrances. Two CPZ consultation is enough says one resident. Ermine residents are force to park in other streets which adds pressure to other roads parking problems. The CPZ fee is to high. Why not have short block hours instead of ten hours per day.

Veda Road: Disabled resident has lived in the road for 55 years has no car relies on cabs to help get around with shopping, has to get in and out of the cab in the middle of the road if the driver helps the person to the doorstep other waiting cars at times start to insult the driver. If you haven't got visiting permits in the house, your visitor can't get one from a machine. Local Resident is totally against paying to park outside the house.

Francemary Road: Residents quotes:- Don't mine paying to park my cars in the road. We voted no, can't something be done to stop people from outside the area parking here. I do manage it's difficult to park can't afford another expense. This will effect people popping in to see me if we have a CPZ. I rely on friends to help out taking me shopping and to pop in to see how I am, I don't think they should pay to do that.

Brookbank Road (Upper): This part of the road wasn't asked about having a CPZ and now our parking is very congested. Buses have great problems trying to pass traffic in the road. People are parking dangerously on the corner of streets to get a place to park.

Algernon Road: Residents quotes:- I have campaign for years to stop other non residents parking in the road and the ten hours a day should remain. Other Boroughs have shorter non parking times why can't Lewisham.

Chudleigh Road (Part): Some Residents that are in the scheme, park further down the road outside the scheme to avoid paying the fee which puts pressure on parking spaces on other residents.

Malyons Road: A resident told me the they park their car in Chudleigh Road to avoid the parking fee.

Fossil Road: It's getting very difficult to park because of the CPZ scheme in other roads.

Shell Road (Part): Residents quotes:- No where to park if you come back from shopping during the day, because of Vans and Cars parking in the road. People parking on the ends of the road is very dangerous.

Honor Oak Park Residents Association – parking survey

The Honor Oak Park Residents Association (HOPRA) sent out approximately 2,500 printed survey leaflets to 28 roads and streets in the Honor Oak Park area to identify resident feedback on local parking issues. These surveys were distributed between late November and early December 2012. Residents were also provided with the option of responding online.

This survey was funded by a grant from Lewisham Council through the Crofton Park Ward Assembly small grants system, and was intended to supplement the wider parking survey by the Council that was undertaken in August-September 2012.

Although the HOPRA survey offered a wide choice of times for parking control, in their introduction to the survey they publicly favoured 'residents only' controls between 12 noon and 2pm, Monday to Friday, as the best way to stop all-day parking by commuters. Since Honor Oak Park station became connected to the frequent London Overground service, some residents are reporting a big increase in all-day parking in their roads by commuters. This has made it difficult for some drivers to find any parking in their own roads.

A total of 375 surveys were completed. Of this total, 281 were paper surveys and 94 were online surveys.

New CPZ

Respondents were asked whether they would like their road to be in a Controlled Parking Zone (CPZ). Based on the total responses to the survey, support for a new CPZ in the Honor Oak Park area was as follows:

Response type	Total of respondents	Percentage of respondents
In favour of CPZ	174	46%
Against CPZ	188	50%
Don't know	12	3%
Illegible / damaged	1	1%

In the following roads within the Honor Oak Park area, over 50% of survey respondents were **in favour** of the introduction of a new CPZ:

Street	Total replies	In favour of CPZ	Against CPZ	Don't know
Gabriel Street	20	12	6	2
Lessing Street	13	8	5	-
Ballina Street	15	14	1	-
Grierson Road	32	20	10	2
Riseldine Road	13	7	3	3
Tatnell Road	17	9	8	-
Devonshire Road	34	19	15	-
Boveney Road	14	11	3	-
Hengrave Road	5	4	1	-
Ackroyd Road	5	3	2	-

In the following roads within the Honor Oak Park area, over 50% of survey respondents were **against** the introduction of a new CPZ:

Street	Total replies	In favour of CPZ	Against CPZ	Don't know
Stondon Park	8	1	7	-
Bovill Road	24	11	13	-
Garthorne Road	18	8	10	-
Parbury Road	6	-	6	-
Kilgour Road	9	1	8	-
Maclean Road	9	-	9	-
Holmesley Road	10	1	9	-
Courtrai Road	3	1	2	-
Brockley Rise	13	2	11	-
Gladiator Street	3	-	3	-
Stillness Road	11	1	10	-
Honor Oak Park	20	8	12	-
Dunoon Road	10	3	7	-
Agnew Road	13	5	8	-
Whatman Road	10	2	8	-
Ebsworth Street	3	-	3	-

In the following roads within the Honor Oak Park area, there was an even split of survey respondents both **in favour** and **against** the introduction of a new CPZ:

Street	Total replies	In favour of CPZ	Against CPZ	Don't know
Wyleu Street	10	5	5	-
Honor Oak Road	4	2	2	-

Note: There were 10 returned surveys, where no road name was given by the respondent, or the return was illegible. Of these, 2 were in favour of a CPZ for their road, 4 were against a CPZ in their road, and 2 didn't know. These responses have been included in the overall count for the area, but not the road-specific tables above.

Days of operation

Of the 191 residents that provided a response to the survey question, the most popular days of operation for a potential CPZ were as follows:

Days of operation	Total of respondents	Percentage of respondents
Monday to Friday	156	82%
Monday to Saturday	24	12%
Monday to Sunday	11	6%

Times of operation

Of the 128 residents that provided a response to the survey question, the most popular hours of operation for a potential CPZ were as follows:

Times of operation	Total of respondents	Percentage of respondents
12 noon – 2pm	106	83%
7am – 10am	7	5%
10am – 12 noon	7	5%
7am – 6pm+	8	6%

Willingness to pay

Of the 266 residents that provided a response to the survey question, the willingness to pay for parking restrictions was as follows:

Willingness to pay	Total of respondents	Percentage of respondents
Yes	128	48%
No	122	46%
Don't know	16	6%

Amount of payment

Of the 136 residents that provided a response to the survey question, the maximum charge they were prepared to pay per annum for a parking permit was as follows:

Parking permit charge per annum	Total of respondents	Percentage of respondents
£60 maximum	73	54%
£80 maximum	17	12%
£100 maximum	24	18%
Other (ranged from £30 to £150)	15	11%
Don't know	7	5%

Notes:

Although some respondents indicated that they were not in favour of a new CPZ, they still answered the question regarding willingness to pay for a CPZ. In these instances, the respondents were not prepared to pay for a CPZ. A few respondents against the introduction of a new CPZ would begrudgingly pay for parking restrictions were they to be introduced.

Some respondents against the introduction of a CPZ in their own road, nevertheless supported some elements of parking control, such as times for parking restriction.

Some respondents in favour of a new CPZ did not want to pay for parking controls.

**Feedback from the Stakeholder
event**

5 November 2012

Attendees

Organisations:

- Brockley Rise Residents Association
- Informal residents group at Gilmore Road
- Quaggy Waterways Action Group (QWAG)
- Ladywell Bowling Club
- Forest Hill Community Church
- Brockley Society
- Forest Hill Society
- Culverly Green Residents Association
- Catford & Bromley Synagogue
- Beaulieu Avenue and Longton Grove Residents Association (BALGRA)
- Shell Road – Tenants & residents Association
- Carers Lewisham
- Blackheath Society
- Age UK Lewisham and Southwark
- Telegraph Hill Society
- Individuals

Local Assemblies:

- Crofton park
- Evelyn
- Catford South
- New Cross
- Rushey Green
- Lewisham Central
- Lee Green
- Ladywell

The event

- A headline update of the survey analysis was presented
- Attendees were then split into 5 groups of 7 for a facilitated discussion
- The groups were asked to consider the following four main areas:
 1. Implementing a CPZ to manage demand for parking
 2. Managing overspill
 3. Timings of the zones: All day or a shorter time period
 4. Permit costs

Implementing a CPZ to manage demand for parking

- The parking implications of any new developments should be taken into account and managed more effectively in the surrounding area.
- The planning process should be enhanced for new developments to include traffic management and parking.
- The Council should look more long-term at the changes in parking demand from future developments.
- The Council should be more proactive in considering the parking implications of new developments before issues arise.
- Car free developments and the removal of off-street parking provision creates pressures for existing residents.
- Better use to be made of car parks in the borough.
- East London Line extension has created problems in certain areas.
- Other traffic management options should be considered first before CPZs are introduced.
- The impact of new developments and parking changes should be considered in relation to the most vulnerable residents and those requiring carers.
- The Council should consider how multi-use parking bays can be more effectively used for resident permit holders.

Managing overspill

- Parking issues are complex and difficult to solve. Striking the appropriate balance is challenging.
- Consultation on proposed new CPZs should be across a broader area than just the roads where a zone might be implemented.
- The potential overspill area and consultation area will be dependent on the type of development
- The distance people are prepared to walk/run to the station needs to be considered when planning the CPZ round a station.
- Local Assemblies and residents groups should be used more effectively when discussing the issues of overspill and introducing a CPZ.
- The cost of the permits might be creating overspill.
- Inadequate car parking provision is adding to overspill.
- Voter turnout should be high when CPZs are being introduced into a new area.
- A dialogue with the local community is essential to understanding issues. Local Assemblies and resident groups are good ways to engage the local community.
- Commuters should be able to park, but charged to do so.

Timings of the zones: all day or a shorter time period

- Controlled zones from 9am-7pm are excessive.
- If controls have to be implemented then shorter hours would still manage the demand.
- The hours of operation should match the cause of the problem. This is best addressed by using resident associations.
- A mixed hours of operation model within a single CPZ would be workable to deter commuters whilst meeting the needs of local residents, visitors, shoppers, etc.30-minute free parking is not enough time for local shoppers.
- More granularity of CPZ timings could help prevent the overspill of parking, starting with all day zones where required and having a variety of mixed timings spreading outwards.
- People are not using the parking in a CPZ so there is no problem for residents.
- Suburban stations suffer from commuter parking.
- Zones should not operate for 7 days.
- Each area is different with different parking needs.
- Sufficient pay-and-display provision supports local businesses. There should be a way of not restricting people to a time, but rather having a free period and then allowing people to pay for more time.
- Parking restrictions are not effectively enforced across all parts of the borough.

Permit costs

- There needs to be a clear understanding about what charges are based on and what revenue is spent on. This should be made publicly available.
 - Enforcement should be more consistent across all areas, such as at schools.
 - If payment by mobile phone is the only option for pay-and-display, then you are forced to pay the network call charges as well as the charge for parking.
 - CPZs are just about providing money to the Council.
 - Residents should be properly consulted about increase to charges and charges should only be increased in-line with inflation not by 100%.
 - The next increase should focus on houses with more than one car.
- Large families need provision for more than one car, but the maximum number of permits should be set at two.
- Multiple vehicle ownership by households prevents some residents from being able to park near their home.
- More information needs to be provided on the set-up costs of new charging models e.g. CO2 emissions, multiple permits, etc.
 - There should be a flat-rate charging scheme and people should be entitled to own as many cars as they want.
 - Carers permits should be free.
 - Where longer controls are needed free visitors permits should be offered.
 - Traders permits should be given free to residents 4 times a year.
 - If parking charges are too much, business areas will lose custom.
 - Smaller zones should not be charged the same as larger zones.

**Feedback from the Stakeholder
event**

9 November 2012

The event

Attendees:

- Deptford Action Group for the Elderly (DAGE)
- Lewisham Pensioners' Forum
- Positive Ageing Council

- A headline update of the survey analysis was presented
- Attendees were then split into 5 groups of 7 for a facilitated discussion
- The groups were asked to consider the following four main areas:
 1. Implementing a CPZ to manage demand for parking
 2. Managing overspill
 3. Timings of the zones: All day or a shorter time period
 4. Permit costs

Implementing a CPZ to manage demand for parking

- The planning process would be the most appropriate place to manage demand from new developments. The conditions to include parking in planning applications will need to be enforced.
- Planning Applications should include costs associated with CPZ implementation and review. These costs should be incorporated by the developer and should be linked to the planning application.
- Developers need to be made aware that they need to consider parking as part of their planning application.
- There is a 140 room hotel going up at the corner of Bellingham Hill road and this will have an impact on parking in that area.
- Residents should be told about issues arising that will create parking problems.
- Unless the Council talks to people face-to-face they can't hear the issues and resolve problems.
- Things are variable and on some days there are no cars parked in the CPZs at all. Some care homes operate shift work and commuter parking at train stations depends on the area.
- There are loads of notices about parking at Downham leisure centre.
- Yellow lines should be used to manage demand rather than CPZs

Managing overspill

- Regulate parking with an element of 2 hour free parking.
- Design of CPZs should reduce overspill if implemented over a wider geographical area. Implementing controls over a couple of streets creates an overspill.
- Design of CPZs should be a minimum size geographically before being implemented.
- Officers from the Catford Police station all park in Conisborough.
- There should be regulations for people bringing home their works vans. These take up space and cause a safety issue as drivers and residents can't see round them.
- Times have changed and communities are dispersed so issues depend on the reasons for parking and the distance from attractors.

Timings of the zones: all day or a shorter time period

- Times have changed and communities are dispersed so issues depend on the reasons for parking and the distance from attractors.
- The hours should be implemented to manage the demand of an area and should be determined by the local issues.
- Any controlled hours should be implemented as a minimum to manage demand.
- Shorter hours of controls should be given consideration and offered where potentially it would manage the demand from a particular parking attractor.
- The hours of operation should be based on residential demand.
- Things are variable and on some days there are no cars parked in the CPZs at all. Some care homes operate shift work and commuter parking at train stations depends on the area.
- Consideration should be given to the local people on how they will be able to receive visits from family and friends without being financially penalised.
- Time limited free bays would help.

Permit costs

- A permit should be offered to registered charities, offering work in the home, but those people offering to do voluntary work in the community shouldn't have to pay for parking.
- Permit costs are too expensive.
- Visitor permits should be reduced as a priority.
- Concessionary rates for visitor permits should be considered.
- Non car owners who are not creating an impact on overall parking demand should be offered limited amount of free visitor permits.
- There is a lack of clarity on traders. A traders' visitor permit should be introduced and a certain number should be issued free to assist elderly people to maintain their properties.
- Carers permits should be free.
- There are lots of issues with parking for those who have family that visit and care for them. Getting a Blue Badge is not easy.
- Parking charges for those on pensions are high and make things difficult.
- Families have to pay for permits just to visit for a few days and it's very expensive.
- Families may not have the money to do things so paying for parking on top is difficult.

Appendix E - Equality Analysis Assessment

Introduction

Public bodies such as local authorities are legally required to consider the three aims of the Public Sector Equality Duty (set out in the Equality Act 2010) and document their thinking as part of any decision-making processes. The Act sets out that public bodies must have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between people who share a protected characteristic and those who do not share that characteristic; and
- foster good relationships between those who share a protected characteristic and those who do not share that characteristic.

The following equalities characteristics are 'protected' from unlawful discrimination in service provision under the Equality Act 2010: age; disability; gender reassignment; pregnancy and maternity; race; religion and belief; gender; and sexual orientation.

The Equality and Human Rights Commission (EHRC) have issued [technical guidance](#) for public authorities in England on the Public Sector Equality Duty. This technical guidance explains the three aims of the Public Sector Equality Duty, outlines the requirements of the Equality Act 2010 and the specific duty regulations and provides practical approaches to complying with the Public Sector Equality Duty. This document provides an authoritative, comprehensive and technical guide to the detail of the law. The EHRC technical guidance is not a statutory Code, but may be used as evidence in legal proceedings. Showing that the guidance has been followed - or being able to explain why it was not - will be relevant in demonstrating compliance with the Public Sector Equality Duty.

In addition to its statutory obligations under the Equality Act 2010, the Council has set its own equality objectives that underpin the Comprehensive Equalities Scheme (2012-2016). These five equality objectives are as follows:

1. Tackle victimisation, harassment and discrimination;
2. To improve access to services;
3. To close the gap in outcomes for citizens;
4. To Increase understanding and mutual respect between communities; and
5. To increase participation and engagement.

This equality analysis assessment considers the impact of the proposed recommendations from the Council's review of parking policy on the protected characteristics listed above. It is influenced by the requirements of the Public Sector Equality Duty and the Council's own equality objectives, and is proportionate in approach. It should be noted that there is no legal requirement on the Council to produce a formal equality analysis assessment as part of this policy review, but to do so is currently considered to be best practice by the Council.

Impact of proposed recommendations

As a result of the consultation and engagement activities, and analysis of the key issues and findings from the parking policy review, a set of recommendations have been proposed for consideration by Mayor and Cabinet in April 2013.

The following section identifies how these proposed recommendations might impact on equalities, and in particular the characteristics 'protected' under the Equality Act 2010.

Recommendation 1 – Maintain a minimum turnout of 10% of households within the implementation area, below which the consultation will be deemed inconclusive.

Protected characteristics impacted: age, disability and ethnicity
Impact on equalities: neutral

In the parking survey, 2,217 (73%) responded that there should be a minimum voting turnout before a new CPZ is introduced. The continuation of a minimum turnout of households within the consultation area, will help to ensure that the introduction of any new parking controls will have greater legitimacy.

The Council will need to ensure that consultation materials on the voting process are in Plain English, and easy to understand to encourage voter turnout, especially since the parking survey indicated that the majority of respondents felt that minimum voting turnout should be set at 30% - a significant challenge. Historically, turnout for CPZ consultations is around 10-20%. Of the eight new CPZs implemented between 2005-2010, only two achieved a voting turnout of at least 30%.

CPZs and the corresponding voting process can be technical and complex to communicate. Promotion of the voting process will need to be well-publicised, and allow sufficient time for those residents that require extra support to participate. The Council should consider using local assemblies and tenants and residents associations, to help increase voter turnout.

Consideration of the best way to communicate these voting complexities will be particularly relevant for residents with learning disabilities or for whom English is not a first language. Alternate formats will also need to be available upon request (e.g. for the visually impaired).

Recommendation 2 – Introduce CPZs where over 50% of residents (that vote) in the implementation area are supportive.

Protected characteristics impacted: age, disability and ethnicity
Impact on equalities: neutral

In the parking survey 2,518 (89%) respondents expressing an opinion, agreed that there should be a minimum level of support amongst those that have voted for a new CPZ, before it is introduced. The most popular option for this minimum level of support was 50-54% of voters.

The council will need to ensure that consultation materials on the voting process are in Plain English, and easy to understand. CPZs and the corresponding voting process can be technical and complex to communicate. Consideration of this will be particularly relevant for residents with learning disabilities or in areas of the borough where there are high concentrations of residents for whom English is not a first language. Alternate formats will also need to be available upon request (e.g. for the visually impaired).

Recommendation 3 – Remove the additional decision-making process by Mayor and Cabinet for results between 50% and 55%.

Protected characteristics impacted: all
Impact on equalities: neutral

This recommendation is a slight amendment of the decision-making process on new CPZs within current policy. Mayor and Cabinet will no longer be required to approve new CPZs where the level of support falls between 50-55%. It is anticipated that this will help to streamline the consultation process and improve response times to parking problems. It also means the majority view (either in favour or against) about the implementation of a CPZ will prevail, which ultimately is a fairer process.

Recommendation 4 – Ensure consultation involves residents across a given area that are considered to be affected by both existing and potentially displaced parking pressure.

Protected characteristics impacted: age, disability and ethnicity
Impact on equalities: neutral

Whilst the Council needs to adopt an approach to consultation that is both proportionate and targeted, it must also facilitate an informed decision-making process by residents. This will help to ensure that any scheme introduced by the Council has the support of local residents.

Consultation materials on any new parking controls must be in Plain English, easy to understand, and clearly outline the options available. Consideration of this will be particularly relevant for residents with learning disabilities and alternate formats will also need to be available upon request (e.g. for the visually impaired). Sufficient time for the consultation will need to be provided, to allow for those residents that need extra support to participate, or for community-based groups to liaise with their membership.

According to the 2011 Census, nearly one in ten households in Lewisham do not contain a resident who has English as a main language. Further analysis

of the Census data will be required (once available) to identify whether this corresponds to specific geographical locations within the borough, and this must then be considered as part of any consultation process.

The Council should take sufficient notice of qualitative comments provided in the consultation in addition to quantitative responses, so that all residents and businesses are given equal opportunity to influence the outcome of the decision-making process. The degree of influence that respondents have in the final decision-making process also needs to be explicitly conveyed.

If the Council is running a public meeting or consultation event, then the accessibility of the venue must also be considered, for example, for residents with mobility or sight impairments, pushchairs users etc.

Recommendation 5 – Enhance the responsiveness of the CPZ review process to ensure that residents affected by displaced parking are consulted and agreed solutions are implemented.

Protected characteristics impacted: age, disability, pregnancy and maternity, gender

Impact on equalities: positive

The issue of parking overspill from an established CPZ to surrounding roads outside of the zone can significantly affect the quality of life for many residents, and have a negative impact on good relations between neighbours and communities if not dealt with swiftly and effectively.

It is important to note that the shape of a CPZ is dependent on the support of residents. The current consultation process takes more than a year from consultation to implementation of a zone. By enhancing the responsiveness of the review process, residents affected by this type of displaced parking will have their issues identified and addressed. Consultation will also include residents affected by both existing and potentially displaced parking pressure.

This will be particularly important for residents with mobility issues that need to park near their home, visitors for isolated or vulnerable residents, expectant mothers, or families with young children. It will also allow vulnerable residents who are required to walk long distances from their parking space to their homes to share any safety and security concerns they might have.

Recommendation 6 – Maximise flexibility where feasible by offering a menu of options for the operating hours of CPZs. The options available will depend on the parking attractors in the local area.

Protected characteristics impacted: age, disability, pregnancy and maternity
Impact on equalities: positive

Providing flexibility on the hours of operation for CPZs, where feasible, will provide greater choice for local residents and businesses. CPZs with shorter

operating hours may have positive impacts on older, isolated or vulnerable people, that are reliant on informal carers or who need regular visits from family and friends to provide them with support.

Parking controls for a shorter time period may also benefit low-income households that cannot afford to pay for visitors parking permits, for deliveries, visits by trades-people etc.

Expectant mothers and families with young children, will also benefit from parking controls for a shorter time period, since it will allow friends and family to visit and provide support or child-care without the cost of a visitor parking permit.

Rationale for the options available for a given area must be transparent to ensure that residents and businesses do not feel that they are being discriminated against or treated inequitably compared to other neighbourhoods within the borough.

Recommendation 7 – Develop a standardised approach for the submission and collation of CPZ parking issues to the Council.

Protected characteristics impacted: age, disability and ethnicity
Impact on equalities: neutral

The Council currently maintains a reactive position to parking problems and is driven by complaints and expressions of interest before consulting residents about the needs for parking controls. For those experiencing parking problems, the first point of contact with the Council is generally via a range of formal or informal channels.

The introduction of a standardised approach for all residents and businesses to submit their concerns to the Council regarding parking issues (including requests for new CPZs), will ensure that there is a more positive customer experience. It will also provide a cohesive and robust oversight of any potential parking problems that are emerging across areas of the borough.

This approach will also allow the Council to respond more quickly and effectively to address these problems, and prevent the escalation of any community tensions that might arise from them. It will enable the fair, consistent and transparent assessment and reporting of these issues, and provide an audit trail to add legitimacy to any parking solutions that need to be introduced.

Although the specifics for submitting parking issues have yet to be determined, it will likely be through the Council's main website and existing complaints function. Alternative provision will therefore need to be considered for those members of the community that don't have access to the Internet, or do not have the skill-set to complete an online feedback form or application form. Consideration will also be needed towards those with learning difficulties, visual impairments or for whom English is a second language, to ensure that

they have equal opportunity to access this service and do not experience indirect discrimination.

Recommendation 8 - Where significant parking problems are predicted as a result of developments a presentation of evidence and specific solutions will be considered on a case by case basis, to be approved by Mayor and Cabinet. Solutions may include residents being given a chance to influence the design of the CPZ, but not vote as to whether one will be implemented.

Protected characteristics impacted: all
Impact on equalities: neutral

In the parking survey, 2,579 respondents (86%) strongly agreed or agreed with the statement that “the Council should tell me when there is a parking problem in my area that might require a CPZ”.

The scale of proposed development of the major strategic sites in the borough will see the delivery of thousands of new residential units that are necessary to cater to Lewisham’s growing population. The Office of National Statistics predicts that Lewisham’s population will grow by 16% between 2011-2021, to a total of 321,000 people.

Major developments have the potential for significant impact on local residents in terms of the pressures on existing parking capacity, and the associated community tensions that may arise as a result of this. This may be compounded by the attraction to motorists of new retail units within these developments.

By considering these impacts early on in the planning and delivery process, the Council can seek to minimise any unforeseen issues created by these new parking pressures, and address the concerns that existing residents and businesses might have about the major development before it is completed.

Any consultation undertaken on the design and timing of new controlled parking zones, will need to be undertaken as soon as feasibly possible to allow for public feedback to influence the final design. As with other recommendations, the consultation will need to be clear, accessible and allow sufficient time for all those impacted by the proposal to properly engage in the process.

Residents and businesses may not fully appreciate the full impact that the proposed major development may have on parking in their locality, so this will need to be very explicit within the consultation documentation, so that they can come to an informed opinion. Where the Council is proactively introducing some form of parking controls as a result of a major development, this needs to be transparent, and a full explanation provided as to why this is necessary.

Comprehensive information is particularly important for Blue Badge Holders or motorists with mobility impairments, that may not be eligible for parking permits in any new car-free developments.

In the parking survey, respondents were given a list of 12 possible parking priorities and asked to rank them from high to low. The need to “support the most vulnerable residents” was ranked as the third highest priority, and so must be integrated into any management of future parking demand.

Where the delivery of car-free developments are being supported through the planning process, the Council must consider the negative impact of these restrictions on disabled residents, vulnerable or elderly residents reliant on carer support, and families with young children.

Although the choice of living in a car-free development lies with the individual resident, if not properly considered, new residential developments that provide zero or limited parking, may indirectly discriminate against disabled residents with mobility issues, or prevent vulnerable, isolated or elderly residents from easily receiving regular visitors or support.

Families with young children will need easy and close access to their homes, as will expectant mothers for whom there may also be health and wellbeing considerations. In extenuating circumstances, the expectant or new parents may be issued with temporary residential parking permits. This would be undertaken on a case-by-case basis, determined by critical need.

If limited parking provision is provided in major new developments, then pedestrian links to nearby transport hubs will need to be well-lit, to address safety and security considerations for all members of the community. This may be of particular concern for older people, lone females, or other groups within the community vulnerable to hate crimes.

Recommendation 9 – Introduce a new charging model that is customer-focussed, offers affordable concessions to residents and visitors, and is supported by a strong policy rationale.

Protected characteristics impacted: all
Impact on equalities: positive

Since the Council increased the price of parking permits back in May 2011 as part of its review of fees and charges, it has received and considered a large range of feedback from residents, community groups and local assemblies. Some residents have expressed the view that the current permit charges are too high.

The Council’s charging model for parking is framed by the general assumption that there will be no significant net change to the parking revenue budget. However, within this assumption there is scope to offer concessions (where these are deliverable), and to link parking charges more transparently with inflation.

This more customer-focussed approach to charging will help to positively address the financial pressures being felt by Lewisham residents and businesses. It will ensure that the Council is more proactive and flexible in acknowledging the wider socio-economic influences of national policy reform

(e.g. welfare), and the cumulative impacts that this can have on household budgets. The Council should consider these wider impacts alongside any proposed increases to its own parking charges.

Recommendation 10 – The new parking permit charges will be frozen at the new levels until the 2015/16 financial year and reviewed annually thereafter to take account of financial pressures.

Protected characteristics impacted: all
Impact on equalities: neutral

In the parking survey, 1,816 (62%) respondents agreed or strongly agreed with the statement that “parking permit charges should be reviewed by the Council at least every two years”.

The Council is currently reviewing its wider budgets in order to make savings in line with the reduction of funding from central government. In the current economic and budgetary circumstances, it is essential that the Council does not significantly impact on its wider budgetary position. Any shortfall from the parking budget would ultimately impact on other public services offered by the Council, and may also have negative equalities implications within these service areas.

However, as part of any parking charge review process it will be important to consider the maintenance of concessionary rates for low-income households and for the most vulnerable members of society.

Recommendation 11 – Consult the public on any future charge increases that exceed inflation.

Protected characteristics impacted: all
Impact on equalities: positive

Any future increases to parking charges, that exceed inflation, will require consultation prior to implementation, to ensure that the views of the public can be taken into account, and that the charging process remains transparent.

It will also be important to consider the cumulative impacts of the ongoing changes to welfare payments (e.g. universal credit), alongside other economic barometers e.g. Average Weekly Earnings (AWE), and Indices of Multiple Deprivation (IMD), on a household’s ability to pay any future increases to parking permit charges.

Recommendation 12 – Introduce a concessionary rate (£30) to resident permit holders with the most efficient vehicles (e.g. Tax Bands A-B).

Protected characteristics impacted: all
Impact on equalities: neutral

Residents with vehicles with the lowest CO₂ emissions (i.e. those based on tax bands A and B), will pay £30 for an annual resident parking permit if it is the first or only resident parking permit for that household. This concession is primarily intended to encourage the use of energy efficient vehicles, which reduce CO₂ emissions and help to improve the air quality within the borough. This concession is only available for one vehicle registration per household, even if the additional vehicles also fall within tax bands A and B. Further analysis would need to be undertaken to test whether higher-income households have greater financial means to update their vehicle more regularly, and therefore would benefit disproportionately from this new concessionary rate.

Any assumption that lower-income households do not own or cannot afford the most efficient vehicles (e.g. Tax Bands A-B) must be treated with caution. Based on current vehicle ownership data for 2012, 138 out of 7,485 resident permit holders would benefit from this concessionary rate (i.e. their vehicle falls within tax bands A-B for CO₂ emissions). Information is not currently available to cross-reference this data against household income.

The costs of newer models of energy efficient cars are reducing, and over a period of time, more households will become eligible for this concessionary rate as they replace their less energy efficient vehicles with newer models.

Recommendation 13 – Either, maintain the current flat-rate charging model at £120, or introduce a lower rate of £110 for the first resident parking permit by charging a higher rate of £150 for additional vehicles.

Protected characteristics impacted: all
Impact on equalities: positive and negative

In the parking survey, 1,935 (66%) respondents disagreed or strongly disagreed with the statement that “the current charges for parking permits are reasonable in the borough”. Of the 210 residents that indicated their household had purchased fewer resident parking permits than previously, 163 said that one of the reasons for this was that the “residents’ permit is now too expensive”.

In response to these concerns, the cost of a first resident parking permit could be reduced from £120 to £110 per annum, which would positively benefit 5,744 residents across the borough in the first year of implementation. However, this would need to be subsidised by charging a higher rate of £150 for all additional vehicles.

In the parking survey 1,425 (53%) respondents expressing an opinion, indicated that there was a case for charging a higher amount for the second and any subsequent parking permits requested by a household, where there is limited availability of resident parking.

In addition, respondents were asked to rank four potential options for parking charging models, in order of preference. After flat rate charging for all resident

and business permits, charges based on the number of permits per household was the second most popular choice. 800 respondents selected this charging option as their first preference choice.

According to the 2011 Census data, there are 13,207 (11.3%) households in the borough that own two or more cars or vans (a decline of over 1,500 households since the 2001 Census). This data cannot be mapped to CPZ areas at present. However, according to the Council's own data, approximately 1,603 residents purchase more than one resident parking permit annually.

Based upon an analysis of responses to the vehicle ownership question in the parking survey, this recommendation will not impact more negatively on any specific protected characteristics, with the exception of age.

In the parking survey, a significantly lower percentage of respondents aged 18-24 years, indicated that "where there is limited availability of resident parking, there is a case for charging a higher amount for the second and subsequent parking permits requested per household". Only 24.2% of those aged 18-24 years supported this statement, compared to a survey average of 48.8%, across all age bands.

According to survey responses, multiple vehicle ownership per household rises to almost 55% of those aged 18-24 years, which is more than double the survey average (25.8%) for multiple vehicle ownership per household. It should be noted however that this assessment is based on a very small sample size amongst 18-24 year olds (a total of 33 individual respondents).

Additionally, the 2001 Census, states that there are 24,170 people aged 18-24 years in Lewisham, of which 5,558 (23%) live in households with two or more cars or vans. Although this does not specify whether these households fall within a CPZ, this overall percentage of 23% of 18-24 year olds with multiple vehicle ownership per household is much more comparable to the survey average of 25.8% detailed above.

It should also be noted that as part of the new parking contract, to be let in 2013, the Council will be able to offer payment by instalments, and this should assist low-income households in spreading the cost of parking permits over a longer period of time.

Recommendation 14 – Introduce new scheme rules and a refunds policy governing the new permit charges.

Protected characteristics impacted: all
Impact on equalities: positive

A new refunds policy will ensure that residents who purchase the most efficient vehicles (e.g. Tax Bands A-B) are charged the appropriate amount upon parking permit renewal and that refunds due are processed efficiently. This will make the charging process more fair and transparent and will protect residents from paying more than they should.

Recommendation 15 – Reduce the cost of weekly visitor parking permits from £28 to £20 per week.

Protected characteristics impacted: all
Impact on equalities: positive

In the parking survey, 1,418 respondents indicated that they purchase visitor parking permits. Of the respondents that answered the question, 1,737 (62%) disagreed or strongly disagreed with the statement that “the current charges for visitor parking permits are reasonable”.

An £8 reduction in the weekly charge for a visitor parking permit will have a positive equalities impact across all protected characteristics. In particular for older, disabled or more vulnerable and isolated members of society who may be reliant on an intensive period of unpaid care and support from friends and family particularly following a period of illness, or recent discharge from hospital.

It will also benefit local businesses and trades people who may deliver in-house services to local residents over an extended time period (e.g. builders and decorators).

Recommendation 16 – On application, provide a book of ten visitor parking permits (1-hour) free of charge to all households that currently have at least one resident parking permit holder.

Protected characteristics impacted: all
Impact on equalities: positive

In the parking survey, 1,446 (53%) of respondents disagreed or strongly disagreed with the statement that “current CPZs support residents to receive visitors”.

This free provision will have a positive equalities impact across all protected characteristics. Older, or more vulnerable and isolated members of society will benefit from this, as it will provide a contribution towards the cost of having friends and family to visit. It will also support all residents in CPZs to manage the costs of visiting trades people, home deliveries etc.

Recommendation 17 – On application, provide a book of 10 visitor parking permits (1-hour) free of charge to residents in CPZs that are over 60 years and in receipt of council tax support and do not have another parking permit.

Protected characteristics impacted: age
Impact on equalities: positive

According to the 2011 Census data, there are 9,994 Lewisham residents aged 65 and over, that are living alone. This recommendation is in response to concerns raised through the consultation regarding social isolation amongst older people, particularly those without access to their own transport. These free permits will apply if they do not own a vehicle (or if these households have off-street parking), and so don't already possess a resident parking permit, or carer permit. This free provision will have a positive equalities impact on older people living in low-income households that are in receipt of council tax support. This concession will help the more financially disadvantaged, isolated, and older members of society, by contributing towards the cost of visits by friends and family, home deliveries, visiting trades people etc.

Recommendation 18 – Provide carer parking permits free of charge.

Protected characteristics impacted: age and disability

Impact on equalities: positive

In 2011/12 there were 108 carers permits issued in the borough. Carers' permits are for residents who require constant help and care, and do not own a vehicle. These permits are particularly aimed at elderly or disabled residents who rely on regular visits from friends, family or professional carers. They do not carry a specific registration number and can be used by any person caring for the resident. They are issued to the resident that needs the care, rather than the carer. The resident needs to provide a scanned copy of a letter from their Doctor or GP confirming their address and that they are housebound and dependant on a carer on a daily basis. Use of the permit is restricted to four hours in any one day.

In the parking survey, 37 respondents indicated that they had a carer's parking permit. Of the 30 carer permit holders that expressed an opinion, 21 indicated that the existing annual charge of £65 for the carer parking permit was not reasonable. Of the 27 carer permit holders that expressed an opinion, 20 indicated that the existing four-hour daily time limit on the annual carer parking permit was appropriate to their needs. However, feedback from community groups (outside of the standard survey responses) have indicated that there should be no time-limits applied to carers permits

Carers permits will be provided free of charge from 2013, and this will be a positive financial benefit to all those residents that currently purchase them, especially those in low-income households, and those living on a pension or pension credit. As part of this change, the robustness of the criteria and application process for carer's permits will be reviewed to ensure that this new provision is not open to abuse. Use of the carer parking permit will continue to be restricted to four hours in any one day.

It is worthwhile noting that some residents who rely on the help of a carer, may not be eligible for a carers' parking permit because they do not need constant help and care. Carers Lewisham supports approximately 5,000 unpaid carers in the borough who look after a mentally or physically ill or disabled relative or friend, and 167 of the 3,113 respondents to the parking survey indicated that they were "a person with caring responsibilities". Therefore, for the majority of

residents living in CPZs, supported by these carers, the cost of visitor parking permits will be more of a critical issue.

According to the 2011 Census the provision of unpaid care has remained broadly stable since 2001. There are 13,931 residents (5%) providing between 1 to 19 hours unpaid care a week, 3,502 (1.3%) providing 20 to 49 hours unpaid care per week, and 5,088 (1.8%) providing 50 or more hours unpaid care a week. Data is not currently available to identify where these residents are providing unpaid care, and whether these locations are within CPZs.

Recommendation 19 - Maintain the current annual charge for a business parking permit (£500).

Protected characteristics impacted: all
Impact on equalities: neutral

In the parking survey, 1,545 (71%) of respondents neither agreed nor disagreed that the current charges for business parking permits are reasonable.

Although the current charges for business permits in Lewisham are at the high-end when compared to the 13 other London Boroughs that have flat rate charging structures, this recommendation is a continuation of current policy.

It should be noted that only 59 (2%) of parking survey respondents currently use a business permit.

Recommendation 20 - Maintain the current charges for car parking and on-street Pay and Display facilities.

Protected characteristics impacted: all
Impact on equalities: neutral

The current pricing structure for car parks is aligned with the pricing policy for on-street Pay and Display.

The car parks pricing policy, attempts to ensure that sufficient revenue is generated to finance the maintenance, security and cleaning of the car parks, whilst balancing the affordability to local residents, visitors and shoppers.

Reasonably priced car parks and Pay and Display facilities contribute both to the strength of the local economy, and also the survival of neighbourhood businesses in a challenging economic environment. Benchmarking with other local authorities in London indicates that parking in Lewisham is reasonable priced (see Appendix F).

Recommendation 21 – Maintain the implementation of free short-stay bays of 30-minutes near business hubs, but consider a longer duration of 1-hour in specific circumstances.

Protected characteristics impacted: age, disability, pregnancy and maternity
Impact on equalities: positive

In the parking survey, the majority of respondents that expressed a preference (930 out of 1,243) disagreed with the statement that “on-street parking for customers near local businesses is adequate”. The majority of respondents that expressed a preference (734 out of 1,243), also disagreed with the statement that “current time limits for free parking bays near local businesses is reasonable”.

The provision of free short-stay parking bays helps local residents to support Lewisham’s businesses, and adds to the ease and convenience of shopping locally. Frail or vulnerable people, those with mobility issues, expectant mothers, and families with young children all benefit in particular from parking closer to the shops and services that they need to use on a regular basis.

In areas where short-stay capacity is required to support local businesses, free short-stay bays will continue to be implemented in the vicinity of local shopping parades and high streets. Any new bays will generally be limited to 30-minutes, however, where there are specific local circumstances requiring a 1-hour free bay, such requests will be considered.

The consideration of free parking to support local businesses during the design or review stage of a CPZ will also help to address the issue of shoppers parking in nearby residential roads that are not part of the CPZ.

Small and medium sized local businesses who are facing challenging economic circumstances will also welcome any measures that adds to the attractiveness of neighbourhood shopping, particularly when faced with competition from larger retailers that offer free car parking facilities.

Recommendation 22 – Continue to provide Blue Badge Holders with a resident parking permit free of charge.

Protected characteristics impacted: disability
Impact on equalities: positive

The Blue Badge parking scheme is for people with permanent walking disabilities and blind people. Disabled people (drivers or passengers) can apply for a Blue Badge that allows them to park their vehicle on the street close to where they need to go, and eligibility is reviewed every 3 years.

National rules governing the Blue Badge scheme do not permit parking in resident’s bays within CPZs. To address this issue, Blue Badge Holders that reside within a CPZ, will be provided with a resident parking permit free of charge. This is a continuation of current parking policy.

According to the 2011 Census data, there were 19,523 Lewisham residents (7.1%) that indicated that their day-to-day activities were limited a lot. Although this question is subjective and does not explicitly identify those residents who are registered as disabled, it could be regarded as the nearest proxy for disability. There are currently 7,200 Blue Badge Holders in the borough, though not all of these live within CPZs.

Recommendation 23 – Continue to facilitate the introduction of advisory bays in non-CPZ areas, but remove or convert advisory bays to mandatory bays in CPZ areas.

Protected characteristics impacted: disability

Impact on equalities: neutral

Disabled parking bays are either mandatory or advisory. Mandatory bays are legally enforceable, and in addition to the marking on the carriageway, include a post and sign. They require the making of a Traffic Management Order (TMO) to implement, and can be used by any Blue Badge Holder once installed. Advisory bays are quicker and cheaper to implement, but they are not legally enforceable.

Mandatory disabled parking bays, where necessary and feasible will be implemented as part of a new or reviewed CPZ. As a financial efficiency, a TMO for mandatory disabled parking bays may be submitted annually across the borough, but the mandatory bays for each CPZ could be marked up as required, though they would not be enforceable until the overall TMO is implemented.

Advisory bays will continue to be provided in non-CPZ areas where parking is free and parking pressures are not too high. However, advisory bays may pose a problem in a CPZ as anyone is entitled to park in the bays. This can create confrontational situations between Blue Badge Holders and non-Blue Badge Holders, that the Council is unable to resolve through enforcement.

As such, advisory bays will not be introduced in a new CPZ, and those that are already in existence in a current CPZ will be phased out as part of the ongoing review and implementation programme. There is a possibility that outside of the hours of operation of the CPZ, this may cause parking problems for Blue Badge Holders.

Where necessary, advisory bays in a CPZ will be replaced with new mandatory bays. This will provide greater protection to Blue Badge Holders since these bays will be enforceable by law, and this will limit abuse by non-Blue Badge Holders. It should also help those with mobility impairments to park closer to their homes.

However, there is also a possibility that the removal of advisory bays in a CPZ may not be compensated for by an equal addition of new mandatory bays. In this instance, some Blue Badge Holders that currently have access to an advisory bay, may lose this unenforceable parking protection if a replacement

mandatory bay is deemed to be unfeasible, unsafe or does not meet the new application criteria.

Recommendation 24 – Disabled parking bays: Establish an application process for disabled bays, with set criteria to ensure that bays are necessary, safe and feasible.

Protected characteristics impacted: disability

Impact on equalities: positive

There are 7,200 Blue Badge Holders across the borough, of which 107 responded to the parking survey. Of these, 31 (29%) require a disabled parking bay in their road, and don't currently have one, either advisory or mandatory.

In view of potential demand for new disabled bays, whether mandatory (CPZ) or advisory (non-CPZ), a new process needs to be established that will assess and implement requests for disabled bays. This will include an application process with set criteria to ensure that bays are necessary, safe and feasible. In particular, residents must hold a valid Blue Badge, and must therefore reference a vehicle registered to their home address in Lewisham.

The cost of the necessary TMO for a new mandatory bay can be up to £3,000, which means that it will not always be possible to implement individual mandatory bays on request. This situation will need to be closely monitored.

In the development of the new application process, the Council needs to consider engagement with relevant stakeholders and community groups representing the interests of residents that are disabled or Blue Badge Holders. This is necessary to ensure that any further changes are informed by the concerns and issues of those that will be impacted, and that the new application process is transparent and easy to understand. It will also help to set appropriate expectations amongst Blue Badge Holders as to their eligibility for either an advisory or a mandatory parking bay.

Recommendation 25 – Establish an annual programme, as part of the CPZ programme, for the provision and review of disabled parking across the borough.

Protected characteristics impacted: disability

Impact on equalities: positive

In order to manage and fund requests for new mandatory and advisory disabled parking bays, an annual programme will be established that will look at the provision of disabled bays across the borough. This will include:

- new advisory bays outside CPZs;
- new mandatory bays in CPZs;
- conversion of advisory bays in CPZs to mandatory bays;

- new shared-use bays; and
- removal of bays where no longer required.

The provision of new shared-use bays within restricted parking areas, is especially important for Blue Badge Holders without a valid resident permit for that zone. Blue Badge Holders are currently able to park free of charge for up to 3-hours in shared-use bays, Pay and Display bays and on single yellow lines. This allows them to visit friends or family, or use amenities such as shops, health services etc.

Feedback from community groups and Blue Badge Holders at stakeholder events has indicated that the lack of provision or insufficient capacity of shared-use bays near the services that they need to access, is a major source of concern and frustration. This is particularly an issue close to the hospital and other health centres, or areas of the borough where there are no shared-use bays (i.e. Grove Park). A regular review of this provision will have a positive impact on Blue Badge Holders.

As part of this review process, the Council needs to consider engagement with relevant stakeholders and community groups representing the interests of residents that are disabled or Blue Badge Holders. This is necessary to ensure that the impacts of current parking policy and disabled bay provision on Blue Badge Holders are properly understood by the Council, and that any further changes are informed by the concerns and issues of those that will be most affected.

Recommendation 26 – Maintain the national scheme of a 20-minute period for loading or unloading items or other goods from the vehicle, and maintain a 5-minute minimum observation period to ascertain whether this activity is being carried out before considering enforcement action.

Protected characteristics impacted: disability, age, pregnancy & maternity
Impact on equalities: positive

In CPZs, all vehicles are currently allowed up to 20 minutes to pick-up or drop-off passengers, or to load or unload shopping or other goods. This is intended to help those who may require more time to carry out this activity (e.g. to unload an electric wheelchair from a car, or to be assisted inside their home by the driver of the vehicle). It is not intended to allow short-stay parking. Therefore this activity must be constant, and enforcement officers will allow a 5-minute observation period to assess whether any loading activity is taking place before issuing a penalty. This is a continuation of current policy. Where there are extenuating circumstances that result in a penalty charge notice being unfairly issued, a robust appeals process is in place to take specific circumstances into account.

Recommendation 27 – Refresh all parking policies and collate into an integrated and accessible parking policy document.

Protected characteristics impacted: all
Impact on equalities: positive

By pulling together all of the Council's parking policy into a single integrated policy document, it will be more transparent, more accessible and easier to understand for all of Lewisham's residents and businesses. It will also be easier for the Council to maintain, so that any changes to policy can be updated in a timely fashion, and that service users feel confident that the information being presented to them is the most current and accurate.

Recommendation 28 – Review the parking policy at least every three years.

Protected characteristics impacted: all
Impact on equalities: positive

The current parking policy and operating procedures have developed significantly since the introduction of CPZs. The policy has therefore evolved incrementally over time and through successive committee reports. This has resulted in policy documentation that is fragmented and inaccessible.

The current policy review is the widest and most comprehensive review of parking that has taken place to date, and this momentum should be maintained through periodic reviews to ensure that parking policies remain fit-for-purpose, accessible and transparent.

The geographic, demographic, and socio-economic profile of the borough continues to evolve at a rapid pace, and only through regular review can the service remain abreast of new emerging issues, and respond to previously unforeseen parking pressures or service inequalities.

Regular reviews, also provide a voice to those impacted by the policy to raise their concerns and influence future service improvements.

Recommendation 29 – Authorise the Executive Director of Customer Services and the Executive Director of Resources and Regeneration to approve the final policy document in line with the recommendations in this report.

Protected characteristics impacted: all
Impact on equalities: neutral

There are no specific equalities implications linked to this policy recommendation, although the transparency of the sign-off process for the final policy document will need to be considered, and appropriate communication maintained with all relevant stakeholders.

Recommendation 30 – Establish a prioritised programme for the consultation, implementation and review of CPZs.

Protected characteristics impacted: all

Impact on equalities: neutral

With high demand for the review or implementation of CPZs, and a limited budget, a prioritised programme is needed to ensure that the most urgent issues are addressed first.

There are a number of factors in prioritising these issues and formulating a programme. These include factors that can be easily quantified, such as the number of requests made by residents, and other factors that cannot be easily assessed, such as the impact on road safety, or severe impacts on a limited number of people.

An annual programme for consultation, review and implementation of CPZs will increase transparency of the process for local residents and businesses, and help set appropriate expectations on when parking issues might be addressed by the Council.

A definitive timetable for the consultation, review or implementation on a CPZ may also help to alleviate any community tensions that have arisen as a result of local parking issues, since residents and businesses will see that the Council is taking their concerns seriously, and has appropriate plans in place to address these.

Recommendation 31 – Establish a new funding model for the proposed CPZ Programme.

Protected characteristics impacted: all

Impact on equalities: neutral

The pressures on the CPZ programme have varied from year-to-year, but demand is expected to increase in response to this policy review. Therefore, the Council needs to ensure that the adopted funding model is financially sustainable over time, so that the expectations of service-users can be managed appropriately. Any direct correlation between the funding model and parking charges and/or concessions will need to be closely considered, so that the overall CPZ process remains transparent and equitable to all residents.

Recommendation 32 – Report annually on the proposed CPZ Programme and on the delivery of the previous year's programme.

Protected characteristics impacted: all

Impact on equalities: neutral

In order to ensure the transparency of the programme, an annual report will be produced. This report will set out a prioritised programme for consultation on, or implementation of, new or existing CPZs, including the basis on which the programme has been set out.

An annual report will keep local residents and businesses informed, and help set appropriate expectations on when parking issues might be addressed by the Council. Issues with the previous year's programme will be highlighted, which should lead to continuous improvement in the delivery of the programme in the future.

A well-maintained, published timetable for the CPZ programme may also help to alleviate any community tensions that have arisen as a result of local parking issues, since residents and businesses will see that the Council is taking their concerns seriously, and has appropriate plans in place to address these.

Recommendation 33 – Produce an enhanced and accessible annual report on parking related revenue.

Protected characteristics impacted: all
Impact on equalities: positive

Although the Council already produces an annual report that meets minimum statutory requirements, residents have asked for greater transparency of what the charges are based on and how income is spent. By producing an enhanced annual report on parking related revenue, it will be more transparent, more accessible and easier to understand for all of Lewisham's residents and businesses.

It will help to demonstrate to resident permit holders, how the revenue from the sale of these permits (24% of the total income for parking services in 2011/12), has been used for the management and administration of CPZs, as well as the enforcement of parking controls. It will also help to hold the Council to account in terms of the value for money that it provides in delivering its parking services, and will allow the community and interested parties to benchmark the Council's service against similar local authorities elsewhere.

Recommendation 34 – Continue to work with schools to develop School Travel Plans to encourage safe and sustainable travel for their staff, pupils and parents.

Protected characteristics impacted: all
Impact on equalities: neutral

The Council already works with schools to establish School Travel Plans, which aim to reduce the dependence on the private car for all school related journeys.

Any consideration of school parking arrangements will need to balance the specific needs of local residents with those of parents and staff at the school. It is unlikely that one solution will suit all schools across the borough, and so this may need to be a bespoke arrangement.

Parents dropping-off or collecting their children, will usually impact on local kerb-side capacity for a short period of time, during similar hours each day, and primarily on weekdays only during term time. This parking pressure could be addressed by short-stay parking arrangements. The need for parents to drive their children to and from school is often an important safety and security consideration, especially for much younger children, and so some form of temporary parking provision will need to be continued. This will also be an essential requirement for either parents or children that have severe mobility impairments, who are reliant on a private car for all school related journeys.

The issue of school staff, parking all-day in residential roads surrounding schools is a different problem and will therefore require an alternative solution to the above. CPZs could be established near schools, but would be subject to the same constraints and consultation processes as other CPZ areas in and around places of work.

It is worth noting that in the parking survey 1,255 respondents indicated that schools were a location where controlled parking zones should be introduced. This was the second most popular location for parking restrictions, after train stations.

Recommendation 35 – Pay and Display machines to be phased out over-time in favour of more cost effective and cashless parking, alongside alternatives for people who do not have access to a mobile phone or debit/credit card.

Protected characteristics impacted: all
Impact on equalities: negative

Pay and Display machines are an unsustainable and uneconomical way of taking payment for parking charges. They provide a target for on-street vandalism and theft which results in lost revenue and repair costs for the Council.

Pay and Display machines also pose significant contractual costs to the Council, they are expensive to purchase, and with an ageing infrastructure, maintenance costs will certainly increase.

However, in the parking survey, 1,347 respondents indicated that Pay and Display machines were their preferred choice of payment for on-street parking charges. This was the most popular response option for on-street parking charges.

Additionally, in the parking survey, 2,043 (86%) of respondents who expressed an opinion disagreed or strongly disagreed with the statement that “Pay and Display machines across the borough should be removed and replaced to allow for payment by mobile phone instead”.

The Council will therefore need to ensure that the move away from Pay and Display machines is accompanied by an appropriate communications

campaign that considers this resistance amongst residents and visitors, and ensures that concerns in this area are properly addressed.

This should clearly set out the alternative payment methods available, and reassure residents or visitors that do not have access to a mobile phone or credit/debit card that they still have legitimate payment options, that allow them to park safely and conveniently in Lewisham.

Consideration should also be given to those who might be vulnerable from a personal safety perspective, particularly in parking locations that are poorly lit or isolated – i.e. if they are required to use their mobile phone or credit/debit cards in public view.

The provision of additional payment options as technology evolves must also be considered in terms of accessibility for the user, to prevent indirect discrimination from occurring. For example, alternatives such as top-up cards, should consider the proximity and hours of operation of the nearest PayPoint location in relation to the on-street parking bays. This may be very significant for users with mobility issues. New service provision, should not default exclusively to online channels, since up to 15% of Lewisham residents do not have access to the internet at home.

Recommendation 36 – Where funding is available, new charging points for electric vehicles will be placed in locations that seek to serve the wider community.

Protected characteristics impacted: all
Impact on equalities: positive

An increase in the number of charging points (on-and off-street), will help to make the use of electric vehicles more accessible to all users, and to provide a greater spread of provision across the borough to encourage the take-up of more energy-efficient vehicles, and to enable residents to undertake their day-to-day business more conveniently. This will be especially beneficial for users of electric vehicles that have mobility impairments, small children, or who are pregnant and need to park close to their intended destination.

By placing new charging points in locations that benefit the community as a whole, consideration should also be made to whether this requires any trade-offs with existing resident bays, disabled bays, business bays or Pay and Display bays. Consideration to those that need to park close to their homes (e.g. those with mobility issues, young children etc.) must inform the provision and promotion of sustainable travel policies.

Recommendation 37 – All signs within existing CPZs will be reviewed as part of the review programme to ensure they are consistent and clear.

Protected characteristics impacted: all
Impact on equalities: positive

Inconsistent or unclear signage within a CPZ can cause confusion to drivers, and may result in parking violations that residents or visitors feel are unjustified or unfair. This can damage their perception of the Council, and is particularly problematic for those in low-income households who cannot afford to pay parking fines. Clearer signage will also help to reduce parking contraventions within a CPZ, that may contribute towards more positive community relationships between residents and visitors. It will also benefit those for whom English is not a first language, and so might be more easily perplexed by any inconsistent signage.

Equalities Monitoring

Equalities monitoring has been undertaken as part of the consultation and engagement process that underpinned the review of parking policy.

The key instrument for consultation was the self-completion survey, which captured the protected characteristics of those 3,113 respondents that chose to provide this information about themselves.

In addition to the self-completion survey, feedback from community groups that represent the interests of particular protected characteristics (e.g. age and disability) and residents has been incorporated into this analysis. This feedback has been received through various channels such as ward councillors, stakeholder events, face-to-face meetings, complaints and emails from the public.

The following sections examine each of the characteristics protected under the Equality Act 2010, and identifies key data and analysis that should be considered as part of the decision-making process during the development of a revised parking policy. The protected characteristics are as follows (numbers correspond to relevant section number):

1. Age;
2. Disability;
3. Gender;
4. Gender reassignment;
5. Pregnancy and maternity;
6. Race;
7. Religion or belief; and
8. Sexual orientation.

1. Age

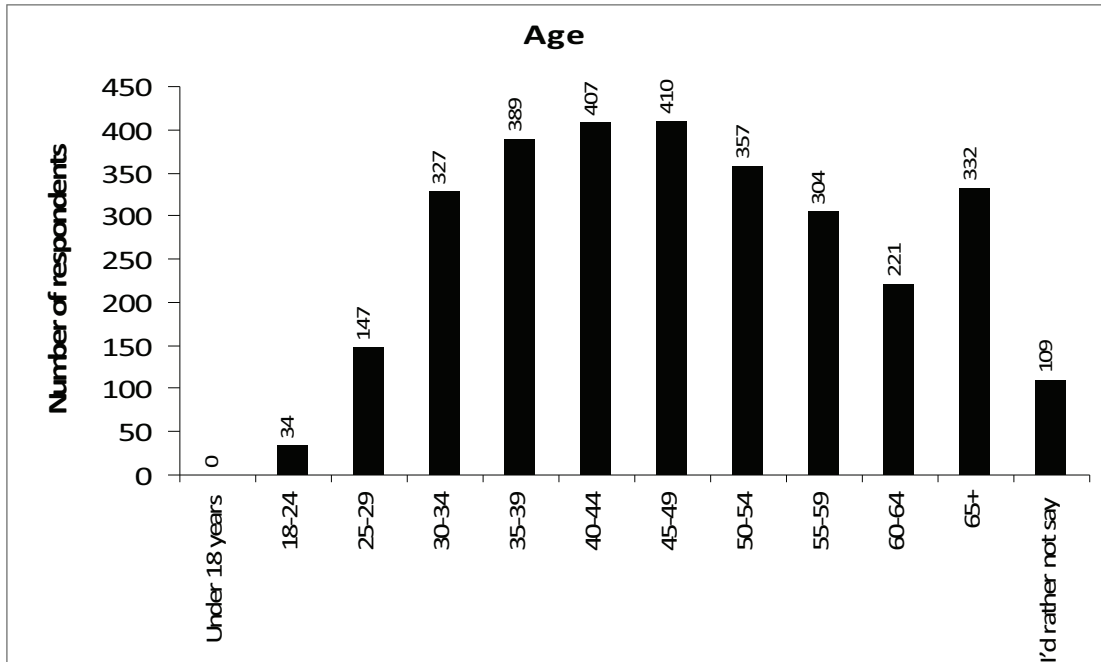
Age is defined by reference to a person's age group. An age group can mean people of the same age or people of a range of ages.

Data summary for age

- according to the 2011 Census some 70,100 Lewisham residents are aged between 0-19 (25% of the population), whilst some 179,800

residents are aged between 20-64 (65% of the population). By contrast there are some 26,200 older people aged 65 and over (9.5%);

The graph below shows a breakdown by age of the respondents to the parking survey.



Analysis of responses to key parking survey questions by the protected characteristic of age, revealed the following findings:

- Almost two-thirds (62.2%) of respondents that were aged 65+ years, currently reside in a CPZ. Of these, the majority (52%) stated that “current parking controls in their area meet their needs”.
- Of those respondents aged 65+ years, not living in a CPZ, less than one-third (29.8%) thought that “parking controls are needed in their area”.
- In all age groupings, the majority responded that “supporting the most vulnerable residents” should be of high importance to the Council when deciding its parking priorities. However, the extent of this majority increased in direct correlation to age groupings for respondents aged 40 years and above.
- Similarly in all age groupings, the majority responded that “helping good relations between neighbours” should be of high importance to the Council when deciding its parking priorities. The extent of this majority also increased in direct correlation to age groupings for respondents aged 50 years and above.
- Of those aged 65+ years that responded to the question, 79.4% disagreed or strongly disagreed with the statement that “the current charges for parking permits are reasonable” in the borough. This is significantly higher than the

two-thirds (66%) of total respondents to the survey that disagreed or strongly disagreed with this same statement.

Analysis of the available qualitative feedback on parking has highlighted a number of key issues that have been specifically attributed to age as a protected characteristic. These have been summarised below:

- For many older people, health and well-being depends upon regular visits from friends and relatives;
- Weekend parking should be free to allow family visitors;
- Overall cost of health and well-being issues for vulnerable and isolated older people to Health and Social Care services is far in excess of any income collected through visitors permits;
- The most vulnerable and isolated should not be made to pay for the Government's benefit and service cutting;
- Parking charges for resident and visitor permits are unaffordable for pensioners and elderly residents that live alone;
- Discounted or free visitor parking permits should be provided to the elderly, especially those who do not own a car and so are not creating an overall impact on parking demand.

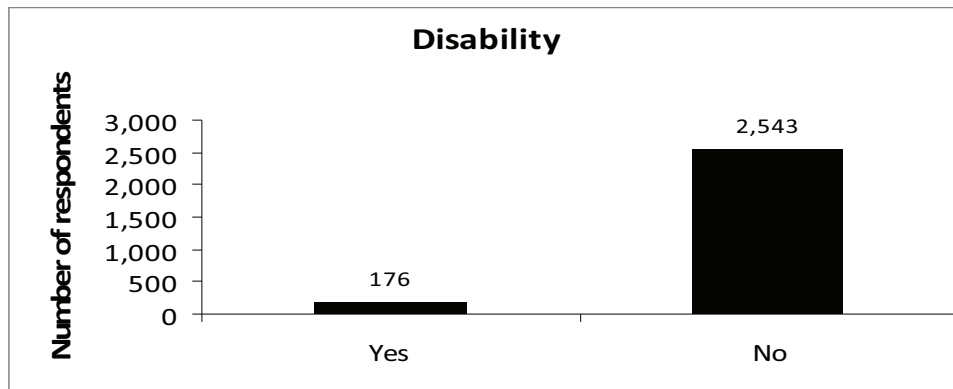
2. Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. A summary of data on disability is set out in the box below.

Data summary for disability

- according to the 2011 Census, 7.1% (19,523) residents indicated that their day-to-day activities were limited a lot, and 7.3% (20,212) indicated that their day-to-day activities were limited a little. This question is regarded as a proxy for disability, since results for the 2011 Census are not yet comparable with the 2001 Census data set;
- the 2001 Census data, showed that 15.6% of the borough's population (38,824 people) had a long-term illness (proxy for disability), which limited daily activities or the work they could do. This figure was slightly higher than the London average of 15.5%, but significantly lower than the national average of 18.2%;
- the 2001 Census also recorded that over a quarter of households in Lewisham (29.4%) contained one or more people with a limiting long-term illness or disability, which was lower than the average for England and Wales as a whole where the proportion is 34%.

The graph below shows a breakdown by disability of the respondents to the parking survey.



Analysis of responses to key parking survey questions by the protected characteristic of disability, revealed the following findings:

- Just over three-fifths (61.7%) of survey respondents, who indicated they were disabled, currently reside in a CPZ. Of those disabled residents, living in a CPZ, just over one-third (35.2%) felt that the “current parking controls in their area met their needs”.
- When asked to think about the consultation process undertaken by the Council as part of the CPZ implementation, 43.1% of respondents who indicated they were disabled, were dissatisfied or very dissatisfied with “the time provided to consider the issues”. This is much higher than the 32.5% average across all survey respondents to this question.
- Of those survey respondents, who indicated they were disabled, but do not reside in a CPZ, over two-thirds (66.7%) indicated that they “do not think that parking controls were needed in their area”.
- Of respondents that indicated they were disabled, 82.5% stated that “supporting the most vulnerable residents” should be of high importance to the Council when deciding its’ parking priorities. This is much higher than the 70% average across all survey respondents to this question.
- There was little variation between the number of disabled respondents (52.9%) and non-disabled respondents (51.5%) that disagreed or strongly disagreed with the statement that “current CPZs support residents to receive visitors”.
- Similarly, there was little variation between the number of disabled respondents (67.8%) and non-disabled respondents (64.5%) that disagreed or strongly disagreed with the statement that “the current charges for parking permits are reasonable in the borough”.
- Interestingly, far fewer non-disabled respondents (27%) than disabled respondents (43.4%) agreed or strongly agreed with the statement that “car parks are accessible for disabled people”.

Analysis of the available qualitative feedback on parking has highlighted a number of key issues that have been specifically attributed to disability as a

protected characteristic. Issues specific to paid and unpaid carers have been included within disability rather than age, though in many instances these will cut across both protected characteristics. Key issues raised are as follows:

- Unpaid carers provide an invaluable service to the community, therefore social outcomes should be considered as part of the overall parking policy review;
- Unpaid carers cannot easily park to visit family where there is an urgent need;
- Carer permits are difficult to get at short notice and expensive if the visits are rare or may only be for a short period;
- 2-hour time allowance on Pay and Display bays not long enough for health care and social care professionals, as many clinic sessions last longer than this. Staff are required to move their cars in the middle of a clinic session and spend excessive time finding vacant Pay and Display bays;
- Essential car user employees (e.g. social workers) are paying to park close to a client's address, to carry equipment and to speed up times between visits;
- No time limit should be levied for carer permits;
- There is a current lack of provision for those needing longer term care each day;
- Carer parking should be free if residents need help in their home they are saving the government from having them in hospital;
- Neither carers nor care workers should be charged to park in restricted areas;
- Carers' permits that are no longer required should be refunded pro-rata;
- The impact of new developments should be considered in relation to those requiring carers;
- There is no current facility to apply for both a carers' permit and a residents permit at the same address;
- Disabled people should be given a spare visitor parking permit free of charge;
- Blue Badge Holders should be allowed to park free during CPZ hours of operation;
- During operational hours in CPZs, vehicles should be able to park for up to 15-minutes to safely drop-off/pick-up passengers with no return to same zone during restricted time;
- Disabled residents need to park close to their homes to manage heavy shopping etc.;
- Disabled parking bays that are not used regularly should be removed;
- There are insufficient disabled parking bays near to shops, health facilities, hospitals etc;
- Disabled bays are limited around areas in which they are more likely to be needed e.g. Laurence House, Lewisham Hospital;
- Use of disabled parking bays by non-disabled users, and dual-use bays taken up by other motorists make parking for Blue Badge Holders very difficult;
- The size of bays in car parks are insufficient for disabled access;
- Consideration is needed for the extra space required to load an electric wheelchair into the back of a car when designing CPZ;
- Neighbourhood tension is caused by under-used disabled parking bays and over-used resident parking bays within a CPZ;
- The exclusive reserving of resident parking bays by disabled drivers is causing neighbourhood tensions;
- Blue Badge clocks are being abused by users changing the time throughout the day to extend their stay in Pay and Display bays or car parks;

- The use of carers' permits and Blue Badges should be scrutinised more thoroughly, to prevent abuse by visitors or trades-people, or people who use blue badges but are capable of normal walking activities.
- During the Council's consultations for parking, consideration and alternative provision should be made for those residents with learning disabilities or sensory impairments.

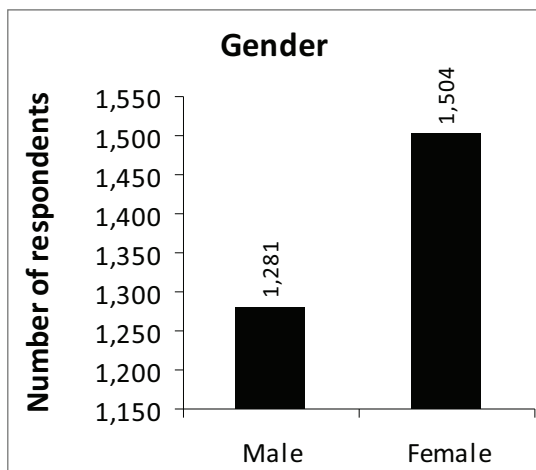
3. Gender

Gender has the meaning usually given to it and refers to whether a person is male or female. A summary of data on gender is set out in the box below.

Data summary for gender

- according to the 2011 Census there are 135,000 males living in Lewisham and 140,900 females;
- based on the 2011 Mid-year Population Estimates Lewisham's males are more numerous than females between the 0-19 as well as the 20-44 and 35-59 age groups. By contrast females are more numerous than males in the 60 -79 and the 80+ age groups.

The graph below shows a breakdown by gender of the respondents to the parking survey.



Analysis of responses to key parking survey questions by the protected characteristic of gender, revealed the following findings:

- Of those residents living in a CPZ, more males (51%) than females (44.5%) indicated that the “current parking controls in their area met their needs”.
- Significantly more female respondents (76.3%) than male respondents (63.2%) stated that “supporting the most vulnerable residents” should be of high importance to the Council when deciding its' parking priorities.

- More male respondents (18.5%) than female respondents (13.8%), agreed or strongly agreed with the statement that “current CPZs support residents to receive visitors”.
- More female respondents (25.9%) than male respondents (21.8%), disagreed or strongly disagreed that “car parks feel safe and secure”.

Analysis of the available qualitative feedback on parking has not highlighted any issues that have been specifically attributed to gender as a protected characteristic.

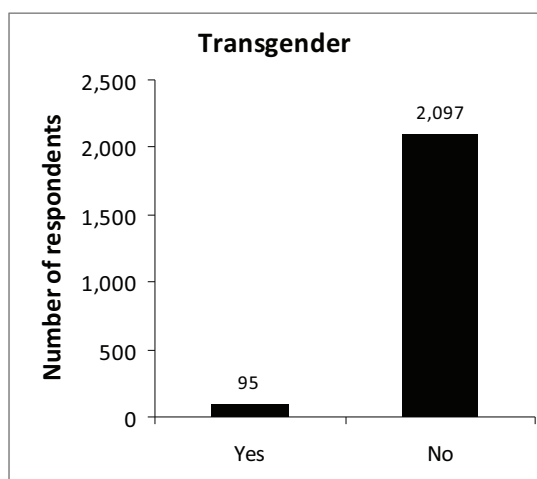
4. Gender reassignment

People who are proposing to undergo, are undergoing, or have undergone a process (or part of a process) to reassign their sex by changing physiological or other attributes of sex have the protected characteristic of gender reassignment. A summary of data on gender reassignment is set out in the box below.

Data summary for gender reassignment

- in 2006-07 Lewisham Council commissioned a research study of the LGBT populations who lived, worked, studied or socialised in the borough;
- of the 316 respondents, seven identified as trans-people, which was insufficient to draw quantitative conclusions;
- according to the NHS Secondary User Service Admitted Patients database, there were four admissions to NHS hospitals in 2011-12 of four different individuals resident in Lewisham and having a primary diagnostic code beginning F64 (gender identify disorder). Only one of these was for a full (male to female) gender reassignment. None of the admissions was to Lewisham Hospital.

The graph below shows a breakdown by gender re-assignment of the respondents to the parking survey.



Analysis of responses to key parking survey questions by the protected characteristic of gender reassignment, revealed the following findings:

- Over half (58%) of survey respondents, with the protected characteristic of gender reassignment, currently reside in a CPZ. Of these, under half (43.6%) felt that the “current parking controls in their area met their needs”.
- Just under 30% of respondents with the protected characteristic of gender reassignment, that do not live within a CPZ, indicated that parking controls were needed in their area.

Analysis of the available qualitative feedback on parking has not highlighted any issues that have been specifically attributed to gender re-assignment as a protected characteristic.

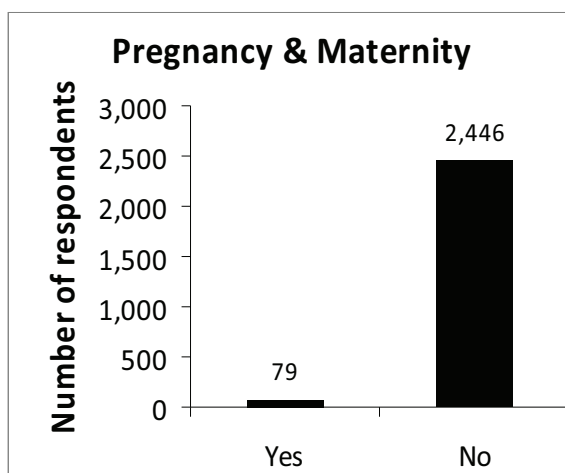
5. Pregnancy and maternity

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding. A summary of data on pregnancy and maternity is set out in the box below.

Data summary for pregnancy and maternity

- for 2011 there were about 5,200 new babies recorded as Lewisham residents;
- Lewisham has an underlying population growth arising from its excess of births over deaths. In a typical year, there are more births (approximately 4,500-5200) than deaths (approximately 1,500-1,800) in Lewisham residents;

The graph below shows a breakdown by pregnancy and maternity of the respondents to the parking survey.



Analysis of responses to key parking survey questions by the protected characteristic of pregnancy and maternity, revealed the following findings:

- Almost three-quarters (74.7%) of respondents with the protected characteristic of pregnancy and maternity, live within a CPZ. Of these, around one-third (33.9%) agreed that *“the current parking controls in their area met their needs”*.
- Half (50%) of respondents with the protected characteristic of pregnancy and maternity, that do not live within a CPZ, indicated that parking controls were needed in their area. However, this was a very low sample size and so should be considered with appropriate caution.
- Over two-fifths (41.6%) of respondents with the protected characteristic of pregnancy and maternity, disagreed or strongly disagreed with the statement that *“the visitor parking permits currently offered by the Council meet my needs”*. This is slightly higher than the 36% average across all survey respondents to this question.
- Just over three-fifths (61.9%) of respondents with the protected characteristic of pregnancy and maternity, disagreed or strongly disagreed with the statement that *“current CPZs support residents to receive visitors”*. This is much higher than the 52.2% average across all survey respondents to this question.

Analysis of the available qualitative feedback on parking has highlighted a number of key issues that have been specifically attributed to pregnancy and maternity as a protected characteristic. These have been summarised below:

- Costs of visitor permits excessive in relation to child-minding costs;
- Charges hugely expensive for those people who need to use child-care at home, even for a few hours a day;
- Inability to purchase both a resident parking permit and a carers' parking permit, yet require family help with child-care on a regular basis;

- More parent and child spaces are needed in car parks.

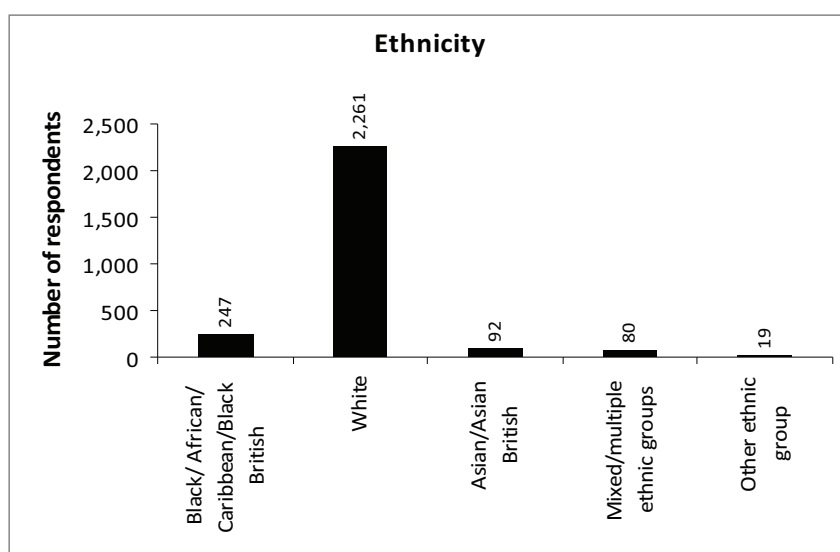
6. Race

Race refers to the equality group of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins. A summary of data on race is set out in the box below.

Data summary for race

- according to the 2011 Census, 53.68% (147,686) of all Lewisham residents are white (White British, White Irish, White Gypsy or Irish Traveller, and White Other);
- people from a Black Caribbean, Black African and other Black ethnic background represent 27.2% (74,942) of the population;
- people from an Indian, Pakistani, Bangladeshi, Chinese and other Asian background represent 9.3% (25,534) of Lewisham's population.

The graph below shows a breakdown by race of the respondents to the parking survey.



Analysis of responses to key parking survey questions by the protected characteristic of race, revealed the following findings:

- Significantly more Black African (81.1%) and Black Caribbean (78.8%) respondents stated that “supporting the most vulnerable residents” should be of high importance to the Council when deciding its’ parking priorities, compared to White respondents (70.3%).

- Significantly more Asian respondents (62.7%) stated that “helping good relations between neighbours” should be of high importance to the Council when deciding its’ parking priorities, compared to White respondents (48.6%).
- Of the total respondents in each of the following ethnic groups: Asian, Black and White, there was a higher percentage of Asian (67%) respondents living in a CPZ, than Black (63%) or White (56.7%) respondents.
- Of those living within a CPZ, Black (39%) respondents were less likely to indicate that “current parking controls in their area met their needs”, compared to Asian (47.5%) or White (49.8%) respondents
- Of those not living in a CPZ, Black (16.8%) respondents were less likely to think that “parking controls were needed in their area” compared to White (26.8%) or Asian (23.3%) respondents.
- Fewer Black (8.5%) respondents agreed or strongly agreed that “current charges for parking permits are reasonable in the borough”, when compared to Asian (12.6%) or White (18.1%) respondents.

Analysis of the available qualitative feedback on parking has highlighted one issue that has been specifically attributed to race as a protected characteristic. This has been summarised below:

- During the Council’s consultations on parking issues, alternative provision should be made for those residents for whom English is not a first language.

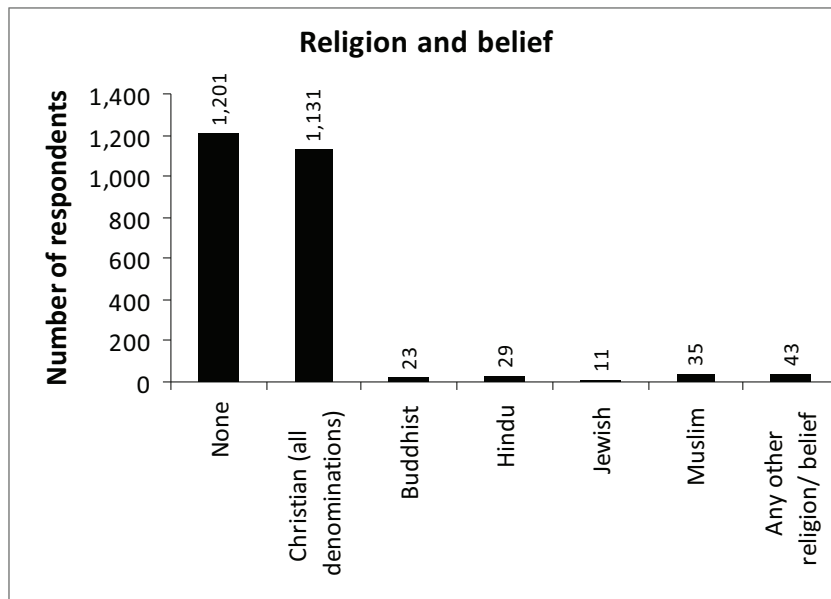
7. Religion or belief

Religion has the meaning usually given to it, but belief includes religious and philosophical beliefs including lack of belief. Generally, a belief should affect your life choices or the way you live for it to be included in the definition. A summary of data on religion and belief is set out in the box below.

Data summary for religion or belief

- according to the 2011 Census, 63.8% (176,225) of Lewisham residents described themselves as having a faith or religion, 27.2% (75,155) described themselves as having no faith or religion, whilst 8.9% (24,505) did not state a religion;
- amongst those residents that described themselves as having a faith or religion, 52.8% (145,588) identified their faith as Christian, whilst 6.4% (17,759) described themselves as Muslim;
- of other religions, Hindus represent 2.4% (6,562) of the population, whilst Buddhists represent 1.3% (3,664) of the population.

The graph below shows a breakdown by religion or belief of the respondents to the parking survey.



Analysis of responses to key parking survey questions by the protected characteristic of race, revealed the following findings. Please note however, that for all non-Christian faiths, the sample size was small and so results should be treated with appropriate caution:

- The majority of respondents (90.9%), who indicated they were of the Jewish faith, do not live in a CPZ. For all other respondents, indicating a faith, at least two-thirds (per faith) lived within a CPZ.
- The majority of Sikh (75%) and Buddhist (73.3%) respondents indicated that current parking controls in their CPZ met their needs, compared to a minority of Christian (45.6%) respondents.
- More Muslim (72.7%) respondents stated that “supporting the most vulnerable residents” should be of high importance to the Council when deciding its’ parking priorities, compared to Buddhist (50%), Sikh (50%) and Hindu (53.6%) respondents.
- More Sikh (83.3%) and Jewish (63.6%) respondents stated that “helping good relations between neighbours” should be of high importance to the Council when deciding its’ parking priorities, compared to Buddhist (36.4%) respondents. The majority of Christian (53.7%) respondents felt that this should be of high importance to the Council when deciding its’ parking priorities.
- More Buddhist (40.9%) respondents agreed or strongly agreed that “the visitor parking permits currently offered by the Council meets their needs”, compared to Hindu (29.6%), Christian (25.4%) and Muslim (21.9%) of respondents.
- No Sikh (0%) respondents agreed or strongly agreed that the “current CPZs support residents to receive visitors”, compared to Muslim (19.4%), Christian (17.8%) and Hindu (16%) respondents.

- Fewer Muslim (2.9%) respondents agreed or strongly agreed that the “current charges for parking permits are reasonable in the borough” compared to Jewish (18.2%), Sikh (16.7%) and Christian (16.1%) respondents.

Analysis of the available qualitative feedback on parking has not highlighted any issues that have been specifically attributed to religion or belief as a protected characteristic.

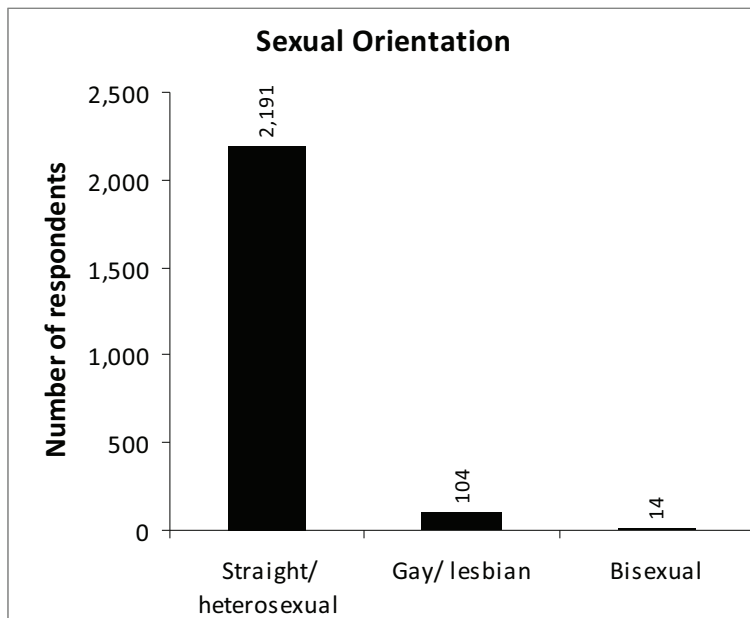
8. Sexual orientation

Sexual orientation is defined as whether a person's sexual attraction is towards the opposite sex, their own sex or to both sexes. A summary of data on sexual orientation is set out in the box below.

Data summary for sexual orientation

- in 2007, a question on sexual orientation was added to the Council's Annual Resident Survey for the first time. The results showed that out of 1,042 respondents 92% identified themselves as heterosexual/ straight, whilst 2% identified as being lesbian, gay, or bisexual (LGB);
- in the 2012 Annual Resident Survey, the same question was asked and out of a total of 1,013 people, 97% identified themselves as heterosexual/ straight and 1% identified as being LGB.

The graph below shows a breakdown by sexual orientation of the respondents to the parking survey.



Analysis of responses to key parking survey questions by the protected characteristic of sexual orientation, revealed the following findings:

- Over half (54.8%) of survey respondents, who indicated that they were either gay or lesbian, currently reside in a CPZ. Of these, over half (55.4%) felt that the “current parking controls in their area met their needs”, which was much higher than the survey average of 46.9%.
- Almost one-third (31.9%) of gay or lesbian respondents, that do not live within a CPZ, indicated that parking controls were needed in their area, which again was higher than the survey average of 25.6%.
- The percentage of households where respondents indicated that they were gay, lesbian or bisexual and do not own a vehicle, was 16.1%, compared with 5.6% of heterosexual households.
- Fewer gay and lesbian respondents (22.9%) agreed or strongly agreed that “car parks feel safe and secure” compared to heterosexual respondents (31%).
- Analysis of the available qualitative feedback on parking has not highlighted any issues that have been specifically attributed to sexual orientation as a protected characteristic.

Conclusion

The adoption and implementation of the proposed parking policy recommendations contained within this report, should pay due regard to the equality considerations highlighted in this assessment, to ensure that the council is compliant with its statutory obligations under the Equality Act 2010 and the equality objectives of the Comprehensive Equalities Scheme 2012-2016.

The Council will continue to consider the impact on all protected characteristics during the ongoing development and implementation of its’ parking policy throughout 2013 and beyond. Where appropriate it will undertake additional engagement with the community or more detailed equality analysis where the possibility of negative impacts on specific protected characteristics are identified .

Appendix F – Benchmarking

1. Resident Permit Charges

	Type of CPZ	Emissions Band (unless specifically stated, based on CO ₂ /Km for vehicles registered on or after 1 March 2001, otherwise on vehicle engine size)	Resident 1st	Resident 2nd	Res. 3rd & Sub	Res. 4th & Sub	Comment / other permits (by type)
Barking & Dagenham	Part	A - 0-100 B - 101-120 C - 121-140 D - 141-160 E - 161-180 F - 181-200 G - 201-255 H - 255+	Free £20 £30 £40 £40 £60 £70 £80 £140	£10 £30 £40 £60 £60 £70 £80 £150	£40 £80 £90 £110 £110 £120 £130 £190	£40 £80 £90 £110 £110 £150 £165 £190	Temporary 30-day permits are available for residents at a one-off cost of £12.20
Barnet	Part		105	130	155	N/A	£5 discount for renewal online. Religious permits: 1st vehicle £100 2nd vehicle £125 3rd vehicle £150
Bexley	Part		100 (except in town centres where it's £120)	N/A	N/A	N/A	All zones operate Monday to Friday except the 3 town centres which operate Monday to Saturday. Applications for permits accepted in Libraries.

	Type of CPZ	Emissions Band (unless specifically stated, based on CO ₂ /Km for vehicles registered on or after 1 March 2001, otherwise on vehicle engine size)	Resident 1st	Resident 2nd	Res. 3rd & Sub	Res. 4th & Sub	Comment / other permits (by type)
Brent	Part	band 1 <110 or <1100cc band 2 110-130 or 1101-1200cc band 3 131-150 or 1201-1550cc band 4 151-175 or 1551-1800cc band 5 176-200 or 1801-2400cc band 6 201-255 or 2401-3000cc band 7 255> or 3000>	£0 (£0) £52 (£50) £78 (£75) £104 (£100) £129 (£125) £155 (£150) £207 (£200) Price in brackets was 2012 price	£40 (£75) £92 (£75) £118 (£113) £144 (£150) £169 (£188) £195 (£225) £247 (£300) Price in brackets was 2012 price	£80 (£100) £132 (£100) £158 (£150) £184 (£200) £209 (£250) £235 (£300) £287 (£300) Price in brackets was 2012 price	N/A	3 month and 6 month options available for resident and visitor permits. Temporary permit available for £15 per month. Have 2 parking shops and most applications must be made in person.
Bromley	Part		40-80	N/A	N/A	N/A	Provide a full schedule of PCN charges on their website
Camden	Whole	tariff 1 - <150 or 0-1299cc tariff 2 - 151-185 or 1300-1849cc tariff 3 - 186-224 or 1850-2449cc tariff 4 - 225+ or 2450cc+	£85 £110 £145 £250	An additional £50 on top of the 1st permit price	An additional £75 on top of the 1st permit price	N/A	Save £10 if you renew online (online prices shown). 3 month and 6 month options available for resident, electric vehicle and solo motorcycle permits. A £10 supplement for each diesel vehicle.

	Type of CPZ	Emissions Band (unless specifically stated, based on CO ₂ /Km for vehicles registered on or after 1 March 2001, otherwise on vehicle engine size)	Resident 1st	Resident 2nd	Res. 3rd & Sub	Res. 4th & Sub	Comment / other permits (by type)
Croydon	Part		76	126	305	N/A	Admin fee of £30 for all new applications. An all zone on street permit is available which allows holders to park in shared use bays only. The charge is £419 for 6months or £818 for 12 months. Council Parking permits £400 per annum.
Ealing	Part		£45 or £77.50	N/A	N/A	N/A	Short-term temporary permits: £5 per week for 6 weeks max. Courtesy cars: £5 per week, initially up to 6 weeks but may be extended. Religious organisations' permits: up to 25 permits at £30 p.a. each if a religious establishment is within a CPZ.
Enfield	Part (some zones operate all day, others for one hour a day)	Up to 100 101-150 151-185 186+ up to 1549cc 1550-3000cc 3001cc+	£20 in all zones £90 £100 £120 £90 £100 £120	£25 in all zones £135 £150 £180 £135 £150 £180	£30 in all zones £180 £200 £240 £180 £200 £240	N/A	Charges are reduced in 1-hour zones. Footway crossover permits: £20 one-off fee for use of a bay adjacent to a footway crossover. Commuter permits: for residents of other CPZs to park near to a transport hub within a CPZ.. Charged at £660 p.a. or £165 quarterly.

	Type of CPZ	Emissions Band (unless specifically stated, based on CO ₂ /Km for vehicles registered on or after 1 March 2001, otherwise on vehicle engine size)	Resident 1st	Resident 2nd	Res. 3rd & Sub	Res. 4th & Sub	Comment / other permits (by type)
Greenwich	Part		£57-£92	N/A	N/A	N/A	Temporary permits for existing permit holder (e.g. when a courtesy or hire vehicle is being used): £8 for 2 weeks. Note: one CPZ exists for which no permits are available.
Hackney	Part	Greenest vehicles Greener fuels & small engines (<1200cc) Normal sizes (1200-2000cc) Large engines (2001-3000cc) Very large (3001-4000cc) Extremely large (4001+)	£10 £59.50 £109 £158.50 £208 £257.50	N/A	N/A	N/A	3 and 6 month options available for resident permit £20 discount for postal or online applications for All Zone permit. £10 discount for postal or online applications for residents and business permits. All Zone permit: engine size less than 2000cc or using green fuel - £1870; engine size above 2000cc - £2795
Hammersmith & Fulham	Part	Not based on emissions bands or engine size, except greener vehicles (emissions <100, or using alternative fuels, or low emission hybrid vehicles)	£119	£482	N/A	N/A	6 month options available for resident permit. Permit charges reviews annually as part of parking policy.

	Type of CPZ	Emissions Band (unless specifically stated, based on CO ₂ /Km for vehicles registered on or after 1 March 2001, otherwise on vehicle engine size)	Resident 1st	Resident 2nd	Res. 3rd & Sub	Res. 4th & Sub	Comment / other permits (by type)
Haringey	Part	Up to 100 incl electric vehicles 101-150 151-185 186+ up to 1549cc 1550-3000cc 3001cc+	£20.60 £51.50 £103 £154.50 £51.50 £103 £154.50	£20.60 £82.40 £133.90 £206 £82.40 £133.90 £206	N/A	N/A	Variants of this permit for Ministers of Religion from £15.50 to £92.70 per year varying by emission band/engine size.
Harrow	Part		£46	£56	£77	£122	
Havering	Part		£20	£25	£60	N/A	
Hillingdon	Part		Free	£40 for 1 year £80 for 2 years	£40 for 1 year £80 for 2 years	N/A	Each property in a CPZ is entitled to one free permit and a sheet of visitor vouchers per annum, issued biennially.
Hounslow	Part		£60	£100	£165	N/A	
Islington	Whole	Electric or 0-100 1-900cc or 101-110 901-1100cc or 111-120 1101-1200cc or 121-130 1201-1300cc or 131-140 1301-1399cc or 141-150 1400-1500cc or 161-165 1501-1650cc or 166-175 1651-1850cc or 176-185 1851-2100cc or 186-200 2101-2500cc or 201-225 2501-2750cc or 226-255 2751cc+ or 256+	Free £15 £26 £70 £85 £93 £115 £133 £155 £199 £228 £317 £411	N/A	N/A	'Resident roamer scheme' operates - permit valid in any CPZ 11am to 3pm. Restrictions apply on football match days. Hire car permits: users buy £12.50 annual permit plus vouchers - book of 20 for 30 minutes £6.50; book of 10 for 3 hrs £19.	

	Type of CPZ	Emissions Band (unless specifically stated, based on CO ₂ /Km for vehicles registered on or after 1 March 2001, otherwise on vehicle engine size)	Resident 1st	Resident 2nd	Res. 3rd & Sub	Res. 4th & Sub	Comment / other permits (by type)
Kensington & Chelsea	Whole	up to 1549cc over 1549cc band 1 - up to 100 (incl electric) band 2 - 101-120 band 3 - 121-150 band 4 - 151-165 band 5 - 166-185 band 6 - 186-225 band 7 - 225+ diesel (non Euro v vehicles)	£110 £146 £70 £93 £110 £122 £135 £146 £171 additional £16	an additional £61 on top of 1st permit charge	N/A	N/A	
Kingston	Part		£80	N/A	N/A	N/A	Offer 3 and 6 month resident permits.
Lambeth	Part	Charges are differ depending on whether you live in our out of the London congestion zone band 1 - up to 100 band 2 - 101-120 band 3 - 121-165 or <1550cc band 4 - 166-185 or 1550-3000cc band 5 - 186-225 band 6 - 225+ or 3000cc+	free £117 (£104) £149.50 (£136.50) £175.50 (£162.50)	N/A	N/A	N/A	1 month, 3 month and 6 month resident permits are offered
Lewisham	Part		£234 (£220.35) £260 (£247) £120	N/A	N/A	N/A	
Merton	Part		£65	£110	£140	N/A	£25 admin charge for first application for resident and business permits and for the annual visitor permits.
Newham	Part		£0	£50	£100	N/A	Disabled residents permits for use in any disabled resident permit bay - no charge.

	Type of CPZ	Emissions Band (unless specifically stated, based on CO ₂ /Km for vehicles registered on or after 1 March 2001, otherwise on vehicle engine size)	Resident 1st	Resident 2nd	Res. 3rd & Sub	Res. 4th & Sub	Comment / other permits (by type)
Redbridge	Part		£55.75	£80	106	N/A	
Richmond	Part	6 all day zones 17 half day zones 8 quarter day zones	£90 £68 £40	£135 £102 £60	N/A	N/A	Short-stay parking permits for church congregations exist - no details of charges on website. Clergy permits – free.
Southwark	Part		£125	N/A	N/A	N/A	
Sutton	Part		£45	£65	£110	N/A	
Tower Hamlets	Whole	A ≤ 100 B ≤ 1100cc or 101-120 C 1101-1300cc or 121-150 D 1301-1600cc or 151-165 E 1601-1800cc or 166-185 F 1801-2000cc or 186-225 G1 2001-3000cc or 226-325 G2 3000+cc or 325+	£0 £42 £53 £74 £95 £116 £131 £158	N/A	N/A	N/A	6 month options are available for resident permits and 3 and 6 month options for business and trader permits.
Waltham Forest	Part	Under 900cc 900-3000cc 3000cc+ <120 121-225 225+	£22.50 £30 £120 £22.50 £30 £120	£42 £90 £210 £42 £90 £210	£65 £150 £280 £65 £150 £280	N/A	
Wandsworth	Part		£130	£165	N/A	N/A	A £5 discount for buying online. Online prices displayed. 6month options available for business permits.

	Type of CPZ	Emissions Band (unless specifically stated, based on CO ₂ /Km for vehicles registered on or after 1 March 2001, otherwise on vehicle engine size)	Resident 1st	Resident 2nd	Res. 3rd & Sub	Res. 4th & Sub	Comment / other permits (by type)
Westminster	Whole	Eco vehicle Engine below 1200cc Engine 1200cc+	Free postal £94 online £83 postal £132 online £115	N/A	N/A	N/A	Use bay sensor technology to allow drivers to see where there is a free space and pre pay for it by mobile phone using an App.

2. Business, essential worker and trader permits

	Type of CPZ	Essential worker permits	Business permits	Traders' permits
Barking & Dagenham	Part	Essential worker £150 (on-street) Essential worker £10.50 (Daily scratch card) For a number of key worker organisations (e.g. theatre, NHS trust, College, etc.) employees can apply for an associate permit which is available for 4, 6 or 12 months at £96, £138 and £252 respectively.	Business (On-street and car parks) £450 Business (On-street only) £235 Business (Daily Scratch card) £12.50	Trade (On-street and car parks) £225 Trade (On-street only) £112.50 Trade (Daily Scratch Card) £17.50
Barnet	Part		Weekly (Specific Registration) £26 Monthly (Specific Registration) £73.50 Annual (Specific Registration) £525 Annual (Any Registration) £840	Builders permits Monthly (specific registration) £38 Monthly (any registration) £76 Annual (specific registration) £310 Annual (any registration) £620
Bexley	Part		3 months £50 1 year £150 except in town centres where: 3 months £70 1 year £200	
Brent	Part		Business liveried 3 months - £60 Business liveried 6 months - £100 Business liveried 1 year - £180 Business permit 3 months - £90 Business permit 6 months - £160 Business permit 1 year - £300	
Bromley	Part		£85-£225 (only available in 8 of the 24 zones)	

	Type of CPZ	Essential worker permits	Business permits	Traders' permits
Camden	Whole		<p>£290 (75% discount for electric and bio methane vehicles). Businesses can also apply for a dedicated business parking bay which incurs the one off TMO cost of £1689 and then an annual permit charge of £290 per bay.</p>	<p>Trader permits are available. Price is dependent on where you are trading and also how many days a week you trade and how many months you need the permit for. 1, 3, 6 and 12 month options are available for 1, 2 and 6 days a week trading. These range from £16.09 to £215.25 Parking permission at a cost of £30 per day is also available for builders and other local trades people who need to park in a residents bay to carry at work for local residents.</p>
Croydon	Part		<p>Inner Zone: Quarter - £123 Annual - £380 (Alternative Fuel £220) Outer Zone: Quarter - £123 1st and 2nd Annual - £380 3rd Annual - £560 4th Annual - £910 £600</p>	
Ealing	Part			<p>Contractors/builders: £10 per day for up to 3 vehicles at same location, initially up to 2 weeks but may be extended. £6 daily or £55 monthly.</p>
Enfield	Part (some zones operate all day, others for one hour a day)		<p>In CPZs operating all day, £660 p.a. or £165 quarterly. In CPZs operating for one hour a day, £60 p.a. Maximum of 8 permits issued to any business user with premises in a CPZ, or to employees of that business. Business permits are not available for all CPZs.</p>	<p>Issued for a specific CPZ either to market traders or trades persons not based in the borough but working on a property in the borough.</p>

	Type of CPZ	Essential worker permits	Business permits	Traders' permits
Greenwich	Part Note: one CPZ exists for which no permits are available		Greenwich town centre: £216 for all permits All other zones: £101 to £126 for first permit (depending upon specific zone) and £216 for each additional permit (regardless of zone)	Tradespersons: £15 per week.
Hackney	Part		3 month permits: (all zones) £20 (Not A&B) £110 (A&B) £200 (Not A&B) £200 (A&B) £380 (Not A&B) £290 (A&B) £560 (Not A&B) £380 (A&B) £560 (Not A&B) £470 (A&B) £560 Annual permits: (all zones) £20 (Not A&B) £270 (A&B) £520 (Not A&B) £520 (A&B) £1020 (Not A&B) £770 (A&B) £1520 (Not A&B) £1020 (A&B) £1520 (Not A&B) £1270 (A&B) £1520	
Hammersmith & Fulham	Part		1st permit: 6 months - £450. 12 months - £766 2nd permit: 6 months - £712. 12 months - £1269 £247.20	
Haringey	Part			Essential Services Permit Charges from £154 to £618 per year varying by emission band/engine size. Traders Permit: £7.20 per day or £128.80 per month.
Harrow	Part			
Havering	Part		£71.05	
Hillingdon	Part		£120 for 3 months	
Hounslow	Part		Commercial permit £450 Private permit £600	

	Type of CPZ	Essential worker permits	Business permits	Traders' permits
Islington	Whole		1st permit up to 150 CO2 £603 1st permit over 150 CO2 £1050 2nd permit up to 150 CO2 £840 2nd permit over 150 CO2 £1250 Electric vehicle £500 For businesses visitor vouchers are 20x1 hour at £46	Tradespersons 'permission to park notices': 1 day £22 1 week £89 1 month £360
Kensington & Chelsea	Whole		Do not offer	
Kingston	Part		1st permit £300 2nd permit £450 3rd permit £600	
Lambeth	Part		Business £600	Market traders permit: 1 month £15 3 months £35 6 months £65 12 months £125
Lewisham	Part	N/A	£500	Tradespersons permit: 1 day £18.75 Book of 5 £90 N/A
Merton	Part		Zone dependent: £401 or £356 initial 6 months, then £376 or £331 each 6 month renewal	Trade permits valid in all CPZs. Not vehicle specific. Available for various periods from 1 week (£50) to 1 year (£900).
Newham	Part		3 months £100 6 months £200 1 year £300	£2 for 1 day or £10 for a week.
Redbridge	Part	Essential User permits £260 p.a.	£260	N/A

	Type of CPZ	Essential worker permits	Business permits	Traders' permits
Richmond	Part 6 all day zones 17 half day zones 8 quarter day zones		Business permits Charges depend on the zone 1st permit (£128 - £1080) 2nd permit(£192 - £1620)	Non-A1/A2 zones £1.10 A1/A2 zones £2.20
Southwark	Part		£577.50	
Sutton	Part		No longer offer business permits but do have car park season tickets as an alternative.	
Tower Hamlets	Whole	Essential user permits for fire, police, Council and health staff. Available for 1, 3, 6 & 12 months at charges of £27, £60, £105 and £180 respectively.	By emissions band in the same way as residents permit £462 A <= 100 £490 B <= 1100cc or 101-120 £523 C 1101-1300cc or 121-150 £578 D 1301-1600cc or 151-165 £605 E 1601-1800cc or 166-185 £633 F 1801-2000cc or 186-225 £660 G1 2001-3000cc or 226-325 £688 G2 3000+cc or 325+	Market trader permit £450pa.
Waltham Forest	Part		1 hour book of 30 £23 2hour book of 20 £30 5hour book of 10 £40 business permits £390pa for 1st and 2nd £390 for 3rd and subsequent	Trader permits Annual daily - per day £125 or £390pa
Wandsworth	Part		Business permits all zones 1st £820 2nd £920 Liveried £615 Greener 1st £ £410 2nd £510 liveried and greener 1st £410 2nd £510 Business permits individual zones 1st £620 2nd £700 Liveried £277.50 Greener 1st £310 2nd £390 liveried and greener 1st £310 2nd £390	Trade Permits are priced and sold in the same way as visitor permits. There is no distinction.

	Type of CPZ	Essential worker permits	Business permits	Traders' permits
Westminster	Whole		<p>Cars and Vans have the same permit charges as residents. There is no distinction between resident and business permits.</p> <p>Eco vehicle – Free</p> <p>Engine below 1200cc – postal £94 online £83</p> <p>Engine 1200+ - Postal £132 online £115</p>	<p>Trade permits are zone dependent ranging from £8 to £32 per day. Allows tradespeople to park in resident and P&D bays at a 20% discount.</p>

3. Visitor Permits

	Type of CPZ	1 hour visitor permits	Half day visitor permits	Full day visitor permits	Weekly visitor permits	Visitor permits - other periods as specified
Barking & Dagenham	Part			£10.50 book of 10 (limit of 10 books per household in any rolling month)		
Barnet	Part		1 book of 12 half-day visitor permits £26.40	Each household address is entitled to a maximum of 200 visitor vouchers in any given 12-month rolling period. 1 book of 12 daily visitor vouchers: £49.92.		
Bexley	Part			Book of 10 all day £15 (except in town centres where it's £20).		
Brent	Part			£1 each or £10 for a book of 10 after the first 15 in a year each permit costs £2. Scratch cards will be phased out for a new online option. Scratch cards will cease to be valid from 31 October 2013.		Visitors permit are issued at 1 per resident permit and follow the same emissions banding system as residents permits. Charges for Visitor permits increase if you are on a second or third permit for that household. 1st resident permit £114-£217 (£110-£210) 2nd resident permit £114-£311 (£110-£300) 3rd resident permit £114-£311 (£110-£300) Price in brackets was 2012 price
Bromley	Part			£35 book of 15 (Not available in 6 of the zones). Over 60's can get up to 2 free books.		

	Type of CPZ	1 hour visitor permits	Half day visitor permits	Full day visitor permits	Weekly visitor permits	Visitor permits - other periods as specified
Camden	Whole				All day - £6.30	Short stay - 90p per hour elderly and disabled short stay 45p per hour.
Croydon	Part			£4 per day or £20 for a book of 5. You may apply for a maximum of 30 permits per calendar year.		
Ealing	Part	Paying by phone (virtual permits): 60p per hour, up to a maximum flat rate of seven hours/all day (£3.50). Service vouchers, for contractors whilst carrying out contractual works, including utility companies and statutory undertakers: £1.20 per voucher and £12 for a book - each voucher is valid for one hour		£3.50 (payment by phone: display of voucher not required)		
Enfield	Part (some zones operate all day, others for one hour a day)	For use in CPZs operating one hour per day: £7.50 for every book of 10 scratch cards up to a maximum of 5 books per household, per year	N/A	For use in CPZs operating all day: £15 for every book of 10 scratch cards up to a maximum of 5 books per household, per year	N/A	N/A

	Type of CPZ	1 hour visitor permits	Half day visitor permits	Full day visitor permits	Weekly visitor permits	Visitor permits - other periods as specified
Greenwich	Part Note: one CPZ exists for which no permits are available	In CPZs operating Monday to Saturday (or Sunday) only, 4 hour permits £1.70 each (200 max per year)	In CPZs operating between 1 and 2 hours Monday to Friday only, £7 for 10 permits to 100 max per year. In all other CPZs, all day permits £3.40 each (100 max per year).	N/A	N/A	N/A
Hackney	Part	N/A	N/A	£16 for book of 5 all day or 18 two-hour vouchers. Maximum 10 books per calendar month (£8.50 per book for residents over 60 years for first two books per calendar month).	N/A	N/A
Hammersmith & Fulham	Part	Not available - pay and display only.	Not available - pay and display only.	Not available - pay and display only.	Not available - pay and display only.	
Haringey	Part	£3.60 for 12 vouchers. Max total of 120 hours per quarter in combination with 2 hour vouchers. A discount of 50% applies to residents over 60 or those registered disabled to max allowance of 240 hours per quarter.	Daily £12.40 for 4. A discount of 50% applies to residents over 60 or those registered disabled to max allowance of 240 hours per quarter.	2hr £7.20 for 12. 2hr £12 for 20. A discount of 50% applies to residents over 60 or those registered disabled. Weekend (midday Friday to midday Monday) £7.70 each. Two week (for a specific vehicle) £12.40 each. A discount of 50% applies to residents over 60 or those registered disabled.		

	Type of CPZ	1 hour visitor permits	Half day visitor permits	Full day visitor permits	Weekly visitor permits	Visitor permits - other periods as specified
Harrow	Part	N/A	N/A	N/A	N/A	£15 for a book of 10 or £7.50 for a book of 10 for seniors and those on DLA. Period of validity of each permit not stated on website.
Havering	Part	N/A	N/A	N/A	N/A	£10 for book of 10 for a maximum period of four/six/eight hours depending on zone.
Hillingdon	Part	N/A	N/A	N/A	N/A	One free sheet of 10 vouchers per property per year, then £5 per sheet of 10 vouchers.
Hounslow	Part	N/A	N/A	N/A	N/A	Long-term permit lasting a month £32.50. £20 for 30 hrs.
Islington	Whole	N/A	N/A	£10.50	N/A	Book of 20x30mins £8.40. 3hr £23 book of 10. 6 hr max use.
Kensington & Chelsea	Whole	N/A	N/A	N/A	N/A	Visitor vouchers / permits not available in this borough.
Kingston	Part	N/A	N/A	N/A	N/A	Permits for visitors to residents: £10 per book of 10 permits. 10 books per year max.
Lambeth	Part	N/A	N/A	£5 Book of 5 £22 £5.60	N/A	Permits for visitors to businesses in some CPZs: £20 per book of 10 permits. 20 books per year max. N/A
Lewisham	Part	1.4 each £10 for 10 permits	£2.80		28. Max 12 permits p.a.	N/A

	Type of CPZ	1 hour visitor permits	Half day visitor permits	Full day visitor permits	Weekly visitor permits	Visitor permits - other periods as specified
Merton	Part	N/A	£1.50 - issued only in multiples of 10	£2.50 - issued only in multiples of 10	N/A	Annual visitor permit; held by resident - £140.00.
Newham	Part	N/A	N/A	N/A	N/A	10 permits for 6 hours £5 5 permits for 10 hours £15 5 permits for 24 hours £25 N/A
Redbridge	Part	N/A	N/A	£6.20 for book of 10. 5 book max per rolling month. N/A	N/A	
Richmond	Part 6 all day zones 17 half day zones 8 quarter day zones		N/A	N/A	N/A	50% discount for over 60's. Book of 10 each valid 4 or 6 hrs. Non-A1/A2 zones is £11. A1/A2 zones is £22.
Southwark	Part	N/A	N/A	£25 for first book of 10 vouchers, then £45 for each book of 10 vouchers. N/A	N/A	N/A
Sutton	Part	Book of 10 is £50 Book of 20 is £100 Book of 30 is £150	N/A	N/A	N/A	1st 50 hrs converted to days for the zone are free for each household.
Tower Hamlets	Whole		A book of 10 (5 hour) permits are £10 free scratch cards provided to over 60s.			

	Type of CPZ	1 hour visitor permits	Half day visitor permits	Full day visitor permits	Weekly visitor permits	Visitor permits - other periods as specified
Waltham Forest	Part	Book of 30 £14 (single zone) Book of 30 £23 (all zones) Households with at least 1 resident over 70 years - 1 book of 30 1hour permits free	5 hour book of 10 £18 (single zone) 5 hour book of 10 £40 (all zones)		£7 each (only valid in 'Daily Voucher Bay')	2 hour book of 20 £16 (single zone) 2 hour book of 20 £30 (all zones)
Wandsworth	Part	For all under 70s and non-BBH £2.70 (£2.20 online) Can also be bought in weekly batches 5 days:£13.50 (£11 online) 6 days: £16.20 (£13.20 online) For 70+ and BBH £1.60 (£1.10 online) Can also be bought in weekly batches 5 days: £8 (£5.60 online) 6 days: £9.60 (£6.60 online)			£7.00 (£6.50 online) 70+ and BBH £3.75 (£3.25 online)	5 days: £33.00 (£32.50 online) 6 days: £39.50 (£39.00 online) 70+ and BBH 5 days: £18.75 (£16.25 online) 6 days: £22.50 (£19.50 online)
Westminster	Whole	Not available - pay and display only	Not available - pay and display only.	Not available - pay and display only.	Not available - pay and display only	Not available - pay and display only

4. Car parks and on-street parking (e.g. Pay & Display, RingGo, etc)

	Type of CPZ	On street parking	Off street parking Permits	Car parks
Barking & Dagenham	Part	<p>0-30min £0.80 up to 1hr £1.50 up to 2hrs £2.50 up to 3hrs £3.50 up to 4hrs £4.50</p> <p>Max stay 4hours with no return within 2 hours. RingGo is available and the website clearly states that it will incur a 20p additional charge plus a std rate text message of 10p.</p>	<p>Offer car park season tickets. The car parks have allocated bays for permit holders. Permits are available from 6am-8pm or 24hr with varying prices for duration and whether it's for 3 or 6 months or annual.</p>	<p>Charges vary by car park with the lowest being 10p for up to 2 hours. The highest charge for 1hr is £1. Overnight parking from 7pm to 7am is £2.50 and over 6hrs during the day ranges from £8 to £12.50. None of the car parks have a free stay period. BBH can park for 4 hours free in designated disabled bays only.</p>
Barnet	Part	<p>A minimum of 4 and maximum of 200 Permitted Parking vouchers can be purchased in a single transaction, at a cost of £2 each for one hour and £1 each for 30 minutes.</p>		<p>There are 7 Council run car parks. Charges vary but have recently been reduced. The most common charges are: up to 30min 75p up to 1hr £1.70 up to 90min £2.70 up to 2hrs £3.60 over 2 hrs £5</p>
Bexley	Part	<p>No information on the website it would seem that all pay -and- display is contained within car parks</p>		<p>Have a BBH exclusive car park. Free on bank holidays up to 1hr 80p up to 2hrs £1 up to 4hrs £1.30 up to 24hrs £3.80 In town centres charges vary up to 1hr 90p up to 2hrs £1.20 up to 4hrs £1.60 up to 6hrs £3.40 up to 24 hrs £5.30</p>

	Type of CPZ	On street parking	Off street parking Permits	Car parks
Brent	Part	Charges are shown on the machines, but not listed on the website	Car park season tickets are available ranging from £115 for 3 months to £954 pa. Most are £190 for 3 months and £684pa.	Council maintain 6 car parks free on Sundays otherwise: up to 1hr £1 up to 2 hrs £3 up to 3hrs £4.50 all day £7.50
Bromley	Part	Pay and display charges range from 50p to £2.80 per hour with the majority of locations being 70p per hour.		A range of prices which give a per hour charge and then a maximum charge. Per hour range from 30p to £1 in Town Centres and the max from £1.50 to £6 for over 5 hours.
Camden	Whole	Charges and details of use are on the signs at the bays not available on the website.		5 car parks in the Borough. 2 are run by contractors with charges ranging from £4 for 1hour to £30 for 12-24 hours. Two of the three car parks operated by the Council are permit only for professionals and residents at the Brunswick centre and a Housing estate. The third is a traders only car park for Greville street traders. Annual permits are £185 here.
Croydon	Part	Pay and display charges range from free to £2.40 per hour. A number offer a free period of up to 1hour. Free parking for 30min is available at local centres.		The Council operate a number of car parks. These range in price depending on how close they are to the town centres. Most are 50p or less for the first 30min or hr. Up to £16.20 for a 24 hour stay. More than half offer an annual season ticket option.

	Type of CPZ	On street parking	Off street parking Permits	Car parks
Ealing	Part	Website refers to P&D bays in CPZs, but does not give charges	Car park quarterly permits: £95, £150 or £175 depending upon location. Not available at four car parks. Car park annual permits: £250, £360, £400, £500 or £600 depending upon location. Available at all car parks.	From 50p to £1 per hour. At two car parks, rate per hour increases after an initial period. At another two car parks, all day parking at £2 or £3 per day.
Enfield	Part (some zones operate all day, others for one hour a day)	Enfield Town: 15 mins 40p 30 mins 80p 1 hour £1.50 2 hours: £3 Rest of borough: 15 mins 30p 30 mins 60p 1 hour £1.20 2 hours: £2.40	Annual season tickets: Enfield: £660 Rest of borough: £330	Enfield Town car parks, Monday to Saturday 7.30am to 6.30pm: Charges from £1.20 (1 hr) up to £5 (4-6 hrs). Enfield Town car parks, Sunday 10am to 5pm: Charges from £1 (1 hr) up to £6 (over 6 hours). Other car parks, any day: Charges from £1 (1 hr) up to £5 (over 6 hours).

	Type of CPZ	On street parking	Off street parking Permits	Car parks
Greenwich	Part Note: one CPZ exists for which no permits are available	Charges vary in each main town: Woolwich - £1.50 per hour (20p for 8 mins minimum purchase; 2 or 4 hr max depending on meter type). Eltham - £1.60 (40p for 15 mins minimum purchase; 2 hr max). Greenwich (presumably the town centre) - £2.40 per hour (20p for each 5 min block; 30 min, 2 or 4 hr max depending on meter type). Greenwich (east of town centre as far as but excluding Maze Hill) - £2.50 per hour (50p for 12 mins minimum purchase; 2 hr max). Greenwich (east of Maze Hill) - £1 per hour (20p for 12 mins minimum purchase; 2 hr max).	Annual season ticket charges vary according to area: Greenwich - £925 Woolwich - £800 Eltham - £630 Blackheath - £100 Additionally, one car park where season tickets are not available and one which is free to use.	15 mins 40p
Hackney	Part		Season tickets not available	£1.20 per hour or £7.20 all day
Hammersmith & Fulham	Part	£1.10 or £1.40 per 30 mins. Max stay 8 hours but some CPZs have 1, 2 or 4 hour max stays. Certain CPZs sub-divided with respect to max stay duration. Rates per hour:		Car parks in north of borough: £1.10 for 30 mins, £2.20 for hour Car parks in north of borough: £1.40 for 30 mins, £2.80 for hour
Haringey	Part	High usage area £3.00 Medium usage area £1.90 Low usage are £1.20 All parking time available in 15 min increments to 2 hr max (longer in some areas)	Annual season tickets £131.80 or £219.40 varying by car park location	Varies by car park, day and duration of parking. Generally in range of £1.10 to £6.40, free Sundays. In one car park Sunday parking at £1 all day.

	Type of CPZ	On street parking	Off street parking Permits	Car parks
Harrow	Part			Some free car parks or from 40p to 90p per hour or pro rata. Some £2.40 or £3.50 per visit
Havering	Part	Parking discs - £36 per year		Varies by location, day and parking period. 60p to £10.
Hillingdon	Part	Most P&D bays free for 30 mins. Subsequent time charged at varying rates (not stated).		Free for first 30 mins in most car parks, then charges from 20p per hour.
Hounslow	Part	P&D charges not stated on website		From 50p to £2 per hour or pro rata. Free for first 30 mins in some car parks.
Islington	Whole	P&D from £1.20 to £6 per hour		
Kensington & Chelsea	Whole	P&D £1 to £4 per hour	Season tickets: 1 month £350 3 months £1000 6 months £1900 12 months £3600	
			Overnight - 6 days a week £40 for 13 weeks Overnight - 7 days a week £100 for 13 weeks	£4 per hour
			Residents away from home - £42 first week £6 each subsequent day	
Kingston	Part	60p to 90p per hour	Car park season tickets: Monthly £102 to £204 Quarterly £288 to £691.20 Annual £480 to £2592	90p to £2 per hour or pro rata
Lambeth	Part	P&D £2 to £4.80		First 2 hours 40p per hour then £1.20 for all or part of 3rd hour (max)

	Type of CPZ	On street parking	Off street parking Permits	Car parks
Lewisham	Part			£1.40 per hour or pro rata. Various free initial periods at some car parks.
Merton	Part	P&D hourly charges £1.00 to £4.00.	3 months: £111.25 to £240 6 months: £150 to £480 1 year: £300 to £445	25p per hour to £1.50p per hour or pro rata
Newham	Part	P&D hourly charges £1.00 to £2.00	Where charges apply: Weekly £80 Monthly £100 to £180 Quarterly £125 to £260 Annual £375 to £875	£1 per hour to £2 per hour or pro rata. Also £1 overnight flat rate.
Redbridge	Part	P&D charges not stated on website	1 month £60.50 3 month £165 6 month £320 1 year £600	70p per hour to 80p per hour or pro rata. £5 flat rate over 3 hrs
Richmond	Part 6 all day zones 17 half day zones 8 quarter day zones	£2.50 per hour to £3.20 per hour Initial 30 mins free for residents using RingGo system or smart card Discounts available via a smart card for residents, with additional discounts for residents over 75 years	Quarterly £25 to £575, where charges apply	20p to £2.06 per hour or pro rata, where charges apply. Initial 30 mins free for residents using RingGo system or smart card.
Southwark	Part	P&D £5 per hour	1 month £56.10 3 months £163.20 6 months £326.40 12 months £602.82	75p to 90p per hour or pro rata
Sutton	Part		Quarterly £214.80 to £396	50p to £1.20 per hour or pro rata

	Type of CPZ	On street parking	Off street parking Permits	Car parks
Tower Hamlets	Whole	P&D: borough is divided into zones. There are 3 main areas which have the following charges £3, £3.50, £4 per hour. Max stay is between 2 and 4 hours depending on zone. A number of zones have free weekend parking.		There is only 1 Council run car park maximum stay 2 hours £3 per hour
Waltham Forest	Part	P&D £0.80 for 30min 1hour	Season tickets available at £500 pa	2 free Council Car parks. In the others charges range from £0.80 for the first hour to £1.30 and from £2.40 for 2 hours up to £5.10 for 4 hours. Charge are based on location with those near Town Centres having the higher charges.
Wandsworth	Part	Charges for P&D and RingGo are the same ranging from £1.10per hr in underutilised areas to £2.80per hr near town centres. Offer parking cards as an alternative to mobile phone. Available from libraries or post office at either £2.40 or £4.40. It's a scratch card and the time it buys varies depending on the hourly charge where you park. Charges range from £1.20 to £4.40 ph depending on the zone. Max stay 4hours and there is no initial free period.		Off-street car parks are operated by Q-Park and NCP. Q-park charge either £5ph or £6ph up to 4 hrs and either £35 or £36 for 24 hrs. NCP charges about the same in car parks on the edges of the borough. In the west end charges are approx £11 per hr.
Westminster	Whole			

5. Carers and health permits

	Type of CPZ	Blue badge holder companion permits	Carers permits (issued to residents for use by carers)	Health professional permits
Barking & Dagenham	Part			Doctor £250 (on-street only)
Barnet	Part		Free	Doctors permit £200 also have essential workers permits issued to Council staff and health professionals such as social workers. They are valid in residents or permit holder bays, but are not valid within 50m of place of work. There appears to be no charge.
Bexley	Part			
Brent	Part			Doctor's Exempt permit £150
Bromley	Part			
Camden	Whole	A green badge scheme is operated in conjunction with the BB scheme for areas of the borough near the West End. To obtain a green badge you must be a BBH. If you are in paid employment a fee of £30 is levied for the green badge.	None	Doctors bays are available at a one off cost of £1689 to cover the TMO. The annual permit charge is £290 per bay.
Croydon	Part	These are issued to BBH at a charge of £30. They can be used in Pay and Display only bays, shared use bays and on yellow lines for up to 3 hours. They must be displayed with a Blue Badge.	Called Housing visitor permits £2.40 per day	Doctors permits - cost per bay + 1 permit £370 Neighbourhood care bays £330
Ealing	Part			Doctors and veterinary surgery permits: £600 p.a. if the surgery has an existing bay; if not the can apply for business permit.

	Type of CPZ	Blue badge holder companion permits	Carers permits (issued to residents for use by carers)	Health professional permits
Enfield	Part (some zones operate all day, others for one hour a day)		Permits known as 'carers permits' not issued to residents receiving care in this borough.	Special and carer permits: for people providing home care, private health or welfare services (e.g. chiropodists) to residents in any CPZ. Charged as for residents all day permit and on emissions / engine size. Community Health permits: issued to community health workers at £15 p.a. Valid in all CPZs. Maximum of 150 issued each year. Social services permits: not available for public use, but charged at £15 each to Social Services group. Doctors permits: £45 p.a. available for use at the surgeries in three specific roads.
Greenwich	Part Note: one CPZ exists for which no permits are available		Free	Doctor's permit £216 (unclear if this for use at surgery or at patients' homes where these are in CPZs).
Hackney	Part	Free: available instead of residents permit		Health & social care permits £20 £120 £220 £320 £420 £520 Health and social care book of 10 £60

	Type of CPZ	Blue badge holder companion permits	Carers permits (issued to residents for use by carers)	Health professional permits
Hammersmith & Fulham	Part			Doctors £118 (unclear if this for use at surgery or at patients' homes where these are in CPZs)
Haringey	Part	£20.60	Same cost per CO2 emissions band as residents permits	Essential services permit applies for visits to patients' homes
Harrow	Part		Exist as 'postcode permits' - charge not stated on website	No reference on website to permits for health care professionals to use at patients' homes.
Havering	Part		Annual Domestic Home Carer Parking Permit £36	Annual Health & Homecare permit is £36.
Hillingdon	Part		None	
Hounslow	Part		Carer's permit £120	Doctor's permit - for home visits - £300
Islington	Whole		Same as a residents permit and based on emissions	Free permits for doctors to use doctors bays at surgery. £220 annual fee for doctors bay. £2320 for consultation, design and installation of new bay
Kensington & Chelsea	Whole		None	
Kingston	Part		None	
Lambeth	Part		No reference on website to a specific permit for carers.	Doctors £400 for 12 months
Lewisham	Part	N/A	£65	N/A
Merton	Part		BBH and household entitled to free 'resident address permit' (not vehicle specific)	
Newham	Part		£10pa	
Redbridge	Part		None	Essential User permit would apply to visits to patients' homes

	Type of CPZ	Blue badge holder companion permits	Carers permits (issued to residents for use by carers)	Health professional permits
Richmond	Part 6 all day zones 17 half day zones 8 quarter day zones		Operational permit for carers, non-carers (e.g. nannies, cleaners, etc), clergy, teachers charges are zones based as for resident permits and there is a higher charge for the 2nd permit clergy permits are free carers range from £40-£90 for the 1st and £60-3135 for the 2nd non-carers/teachers range from £80-£270 for the 1st and £120-£405 for the 2nd	Charged as per residents permit in zone of main use Doctor permits exist - no details of charges on website
Southwark	Part		£125	Offer a professional health workers permit at £125pa
Sutton	Part		Individual Carer £35pa Care provider £50pa	
Tower Hamlets	Whole		Daily carer scratch-cards are free for the resident if the carer lives at a different address	Doctor permits are £540pa Public service permits are the same as resident permits
Waltham Forest	Part			
Wandsworth	Part			Doctors permits £620pa
Westminster	Whole			

6. Other permits

	Type of CPZ	Charity permits	Nanny permits	Electric vehicle permits	Motorcycle permits	Car club permits
Barking & Dagenham*	Part	None	None	Included in lowest emissions charge for resident permit	No specific mention, but search goes to the P&D tariff page	3 car club locations within the borough that are operated by Zipcar.
Barnet	Part			Gas & Electric vehicle green permits are £52.50	Can park for free in P&D bays, residents bays, shared use bays and Council run car parks.	
Bexley	Part				Can park for free in P&D bays, residents bays, shared use bays and Council run car parks.	
Brent*	Part				Can park for free in P&D bays, residents bays, shared use bays and Council run car parks.	All zone' permit exists for car club vehicles entitling use of parking bays free of charge.
Bromley	Part				Free in designated motorcycle bays	Car club cars are available in the borough, but no reference is made to how much the company pay for a permit.

	Type of CPZ	Charity permits	Nanny permits	Electric vehicle permits	Motorcycle permits	Car club permits
Camden	Whole			£26.45	£51.80	Scheme exists to encourage car club membership. Website does not refer to car club permits
Croydon	Part	£70		Alternative fuel vehicles (max 4 permits) all zones £220	Free in designated motorcycle bays	
Ealing	Part				No reference on website. Motor cycles park free of charge except where bay reserved for a specific use (e.g. disabled bays)	Car clubs exist. Website does not refer to specific car club permits
Enfield	Part (some zones operate all day, others for one hour a day)					
Greenwich	Part Note: one CPZ exists for which no permits are available		£216			£92 (since website does not provide a link to an application form for this type of permit, presumably charged to the car club operator)

	Type of CPZ	Charity permits	Nanny permits	Electric vehicle permits	Motorcycle permits	Car club permits
Hackney	Part				Free parking in certain bays	Dedicated bays for car club: Zones A and B - £1000 Other zones - £500 Implementation charge: £1705
Hammersmith & Fulham	Part			£60. Applies to all greener vehicles. No discount on second green vehicle. Does not apply to business permits.	Free parking in certain bays	
Haringey	Part					
Harrow	Part			No charge for vehicles using environmentally friendly fuels or for hybrid vehicles.		
Havering	Part					
Hillingdon	Part					
Hounslow	Part					
Islington	Whole			Electric Vehicle Charge Point Permit £17 p.a. plus £50 deposit for recharging cable (for electric car owners without off-street parking)	£44 for 12 months £6.50 for 1 month	

	Type of CPZ	Charity permits	Nanny permits	Electric vehicle permits	Motorcycle permits	Car club permits
Kensington & Chelsea	Whole			Use of electric charge point - up to 3 hours £1.50, 8 to 10 hours £15	£93 for 12 months valid for m/c bays and residents' bays. £15 discount for evidence of approved rider training. Free permit for use of m/c bays only	
Kingston	Part					
Lambeth	Part				£18 for 3 months £27 for 6 months £45 for 12 months	
Lewisham	Part	N/A	N/A	N/A	N/A	N/A
Merton	Part					
Newham	Part					
Redbridge	Part					
Richmond	Part 6 all day zones 17 half day zones 8 quarter day zones		Non-carer's permits at three times resident permit price for zone of main use (or for zones operating 2 or 4 hours, twice the price of a resident permit).			£270 per year
Southwark	Part		Professional childcare permit £125	Alternative fuel vehicles receive a 75% discount on the normal permit price.	£31.50 for 12 months	

	Type of CPZ	Charity permits	Nanny permits	Electric vehicle permits	Motorcycle permits	Car club permits
Sutton	Part			Free permit entitling free on or off street parking where P&D used.		
Tower Hamlets	Whole			As per residents permit prices	£15 for 12 months	4 car club companies operate in the borough
Waltham Forest	Part	Charity permits for 1st and 2nd vehicle £40pa for 3rd and subsequent £172pa				
Wandsworth	Part					
Westminster	Whole				£50 for 12 months	

7. Refunds, schools and disabled bays

	Type of CPZ	Blue badge holder companion permits	Disabled bays	Schools	Refunds policy
Barking & Dagenham	Part	None		No special arrangements	All permits are non-refundable
Barnet	Part		Application from BBH for non-exclusive use of 'disabled badge holder only' considered.	No special arrangements	Pro-rata for full calendar months remaining on permit, by cheque or to card used for payment. http://www.barnet.gov.uk/downloads/downloads/download/248/apply_for_a_refund
Bexley	Part			No special arrangements	Pro-rata refunds for full calendar months remaining on permit considered, but not guaranteed. http://www.bexley.gov.uk/CHttpHandler.ashx?id=7201&p=0
Brent	Part		BBH may apply for a Disabled Person's Parking Bay, with non-exclusive use, which would be defined within traffic order. Uncertain from website if a fee for making the traffic order.	No special arrangements	No information on website Replacement permit is £15 per re-print
Bromley	Part		BBH may apply for a Disabled Person's Parking Bay, with non-exclusive use, which would be defined within traffic order. Uncertain from website if a fee for making the traffic order.	No special arrangements	

	Type of CPZ	Blue badge holder companion permits	Disabled bays	Schools	Refunds policy
Camden	Whole	A green badge scheme is operated in conjunction with the BB scheme for areas of the borough near the West End. To obtain a green badge you must be a BBH. If you are in paid employment a fee of £30 is levied for the green badge.			Pro-rata for full calendar months remaining on permit, by cheque or to card used for payment, less administration fee (not specified). Electronic card to be returned, otherwise additional £10 deducted from refund. If permit held for 2 years or more and car sold, possibility of free Car Club membership for one year and £50 credit towards drive hours. http://www.camden.gov.uk/ccm/content/transp-ort-and-streets/parking/permits/faqs---permits.en?page=2
Croydon	Part	These are issued to BBH at a charge of £30. They can be used in Pay and display only bays, shared use bays and on yellow lines for up to 3 hours. They must be displayed with a Blue Badge.			
Ealing	Part		BBH may apply for a Disabled Person's Parking Bay, with non-exclusive use, which would be defined in a traffic order. Not clear from website if a fee for making the traffic order.	No special arrangements	Pro-rata for full calendar months remaining on permit, less £15 administration charge. No refunds if 3 months or less remaining on permit. http://www.ealing.gov.uk/info/200332/parking/642/controlled_parking_zones/12

	Type of CPZ	Blue badge holder companion permits	Disabled bays	Schools	Refunds policy
Enfield	Part (some zones operate all day, others for one hour a day)		BBH may apply for a Disabled Person's Parking Bay, but not clear from website if these are for exclusive or non-exclusive use. No charge made if a bay is created.	No special arrangements	Duplicate and replacement permits: £20 each. Pro-rata for full calendar months remaining on permit. http://www.enfield.gov.uk/downloads/file/6165/cpz_explanatory_leaflet_2012
Greenwich	Part Note: one CPZ exists for which no permits are available			No special arrangements	
Hackney	Part	Free: available instead of residents permit	BBH may apply for a Disabled Person's Parking Bay either outside their home or within a residential car park, with non-exclusive use. Website implies that a traffic order would be made, but does not refer to a fee for making the traffic order. However, bays are not usually provided in CPZs and BBH living in CPZs may apply for a free permit.	No special arrangements	Admin fee of £70 where less than 7 days notice given on an application. Pro-rata for full calendar months remaining on permit, less £20 administration charge, provided at least 3 full months remain on permit, by written application. http://www.hackney.gov.uk/Assets/Documents/how-to-apply-for-a-refund-for-a-permit.pdf

	Type of CPZ	Blue badge holder companion permits	Disabled bays	Schools	Refunds policy
Hammersmith & Fulham	Part		<p>BBH may apply for a Disabled Person's Parking Bay, for non-exclusive use, which would be defined by a traffic order.</p> <p>Unclear from website if a fee for making the traffic order.</p> <p>Additionally, website refers to other disabled bays for exclusive use by a particular permit holder, however, blue badges are not valid in these bays.</p>	No special arrangements	
Haringey	Part	£20.60	<p>BBH may apply for a Disabled Person's Parking Bay, for non-exclusive use.</p> <p>Website implies that a traffic order would be necessary but does not refer to a fee for making the traffic order.</p>	No special arrangements	

	Type of CPZ	Blue badge holder companion permits	Disabled bays	Schools	Refunds policy
Harrow	Part		BBH may apply for a Disabled Person's Parking Bay, for non-exclusive use. No fee for the necessary traffic order, although website notes that applicant's doctor may charge for endorsing the application.	No special arrangements	
Havering	Part		BBH may apply for a Disabled Person's Parking Bay, for non-exclusive use, as defined in a traffic order. Not clear from website if a fee for making the traffic order.	No special arrangements	
Hillingdon	Part		BBH may apply for a Disabled Person's Parking Bay, for non-exclusive use, as defined in a traffic order. Not clear from website if a fee for making the traffic order.	No special arrangements	

	Type of CPZ	Blue badge holder companion permits	Disabled bays	Schools	Refunds policy
Hounslow	Part		BBH may apply for a Disabled Person's Parking Bay, for non-exclusive use, as defined in a traffic order. Not clear from website if a fee for making the traffic order.	No special arrangements	
Islington	Whole		BBH may apply for a 'dedicated permit space'. Website implies that a traffic order would be made and specifically states that there is no charge. Website does not clarify whether or not these spaces are for exclusive use.	No special arrangements	Pro-rata for full calendar months remaining on permit, less £21 administration charge, by completion of refund form. http://www.islington.gov.uk/services/parking-roads/parking/permit_permit/Pages/return-unwanted-permit.aspx

	Type of CPZ	Blue badge holder companion permits	Disabled bays	Schools	Refunds policy
Kensington & Chelsea	Whole		This borough operates its own scheme - the Purple Badge Scheme (PBS) - to supplement the Blue Badge Scheme. Some bays are provided for BB holders but PB holders may not use these. Bays for exclusive use are available for PB holders with limited mobility. The website has no further details.	No special arrangements	Unused time remaining on permit calculated from day of receipt of unwanted permit, less £10 administration charge, by completion of refund form. No refund if amount due is less than £10. Refund is by cheque. http://www.rbkc.gov.uk/environmentandtransport/parking/residentparking/returningunwantedpermits.aspx
Kingston	Part		BBH may apply for a Disabled Person's Parking Bay, with non-exclusive use. Website does not refer to a fee for making the traffic order. However, bays are not usually provided in CPZs.	No special arrangements	Flat-rate of £15 for each 3 months' validity remaining, by completion of refund form. http://www.kingston.gov.uk/browse/transport_and_streets/parking/on_street_parking/parking_permits.htm
Lambeth	Part		BBH may apply for a Disabled Persons' Parking Bay: the website does not give any further information.	Teacher permit £330pa	Procedure varies according to type of permit held and always subject to a £5 administration charge. No refunds at all on visitor and trader permits. http://www.lambeth.gov.uk/Services/TransportStreets/Parking/ParkingPermits/PermitRefundsAndChangeOfVehicle.htm

	Type of CPZ	Blue badge holder companion permits	Disabled bays	Schools	Refunds policy
Lewisham	Part		Website states that formal disabled bays (defined by traffic orders, enforceable) and informal disabled bays (not defined by traffic orders, unenforceable, not provided within CPZs) exist in the borough. However, the website only refers to BBH applying for informal disabled bays to be provided.	No special arrangements	
Merton	Part		BBH may apply for a disabled parking bay, for non-exclusive use. The website does not state whether or not there is a fee or if a traffic order is made.	No special arrangements	Pro-rata for full calendar months remaining on permit, subject to a £20 administration charge, by returning to council with covering letter. Some permits may be cancelled online. http://www.merton.gov.uk/transport-streets/parking/permits/cancelling_a_parking_permit.htm
Newham	Part			£15 for 10 permits, available for purchase by schools to enable visitors to school to park in residents' permit holder or shared use bays. Not for use by school employees.	

	Type of CPZ	Blue badge holder companion permits	Disabled bays	Schools	Refunds policy
Redbridge	Part		BBH may apply for a disabled parking bay. The website does not clarify if these are for exclusive use or for non-exclusive use, or if disabled parking bays are defined by a traffic order.	No special arrangements	Pro-rata for full calendar months remaining on permit, subject to an administration charge (not specified), by returning permit to council with a covering letter. http://www2.redbridge.gov.uk/cms/parking_rubbish_and_streets/parking_and_vehicles/parking_permits/more_on_residents_permits.aspx
Richmond	Part 6 all day zones 17 half day zones 8 quarter day zones		BBH may apply for a disabled persons' parking bay, for non-exclusive use, defined by a traffic order. Website does not mention a fee for making the traffic order. Application form clarifies that disabled persons' parking bays only exceptionally provided in CPZs.	Teachers' permits at three times resident permit price for zone of main use (or for zones operating 2 or 4 hours, twice the price of a resident permit). Also available for classroom assistants. School / college must have approved travel plan	Pro-rata for full calendar months remaining on permit, subject to a £10 administration charge. Online applications - photographs or scanned images of permit with 'void' written across - preferred, otherwise by submission of downloaded form. Refund made by BACS or to credit card used to purchase permit. http://www.richmond.gov.uk/home/transport_and_streets/parking/car_parking_permits/residents_parking_permits/cancel_parking_permit.htm
Southwark	Part		BBH may apply for a disabled parking bay. The website does not clarify if these are for exclusive use or for non-exclusive use, but does imply that disabled parking bays are defined by a no-fee traffic order.	No special arrangements	Pro-rata for full calendar months remaining on permit, subject to a £14.50 administration charge, by returning permit to council with covering letter. http://www.southwark.gov.uk/info/200220/on-street_parking_permits/477/resident_parking_permits

	Type of CPZ	Blue badge holder companion permits	Disabled bays	Schools	Refunds policy
Sutton	Part		BBH may apply for a Disabled Person's Parking Bay, for non-exclusive use, as defined in a traffic order. Not clear from website if a fee for making the traffic order.	7 nursery and infant schools are part of the parent priority scheme. Permits are £35 for one year, or to the end of the month of their child's 5th birthday. Permits allow use of resident permit bays near to school if home is over 0.75 miles from school.	
Tower Hamlets	Whole		BBH may apply for a disabled persons' bay for exclusive use. The website specifically states that there are no charges for these bays.	Public Service (School) Parking permit. Available to staff at schools delivering the national curriculum and where there is insufficient off-street parking for staff. Payment must be made with the school's cheque. Permit charges are emissions based starting at £462 for Band A up to £688 for the highest band. Permits are annual and not term-time only.	Pro-rata for full calendar months remaining, subject to a minimum refund of £10. Method of application not specified. Refunds made to credit or debit card used for original payment, otherwise by BACS or by cheque. http://www.towerhamlets.gov.uk/lgs/451-500/474_parking_permits/resident_permits.aspx

	Type of CPZ	Blue badge holder companion permits	Disabled bays	Schools	Refunds policy
Waltham Forest	Part		BBH may apply for discretionary (i.e., unenforceable) disabled parking bays. Blue badges only need to be displayed if the bay is in a CPZ. A new application is required where bay markings have faded.	Schools permits for 15min are available based on the same emissions bands for residents permits (£20, £40 or £120)	Pro-rata for full calendar months remaining, subject to an administration charge (not specified), on personal application at Parking Shop. Refund made by cheque. http://www.walthamforest.gov.uk/Pages/FAQ.aspx?lgs1=474&l1=100011&l2=200083#HowdoIgetaparkingpermitrefund
Wandsworth	Part			No special arrangements	Refund charge of £10 Replacement permit £20 Duplicate permit £20
Westminster	Whole		The council operates its own scheme - the White Badge scheme - to supplement the Blue Badge scheme. The website refers to the existence of exclusive use bays for some WB holders, but does not give any further information.	No special arrangements	Pro-rata for full calendar months remaining, subject to a £10 administration charge, by returning permit to council with application form. Refunds made by BACS. http://www.westminster.gov.uk/services/transporthandstreets/parking/residentsparking/refunds/

Appendix G – Process flows for Controlled Parking Zone (CPZ) consultation and implementation

The informal consultation is normally carried out in two stages:

- Stage One – “in principle” informal consultation on Controlled Parking Zone
- Stage Two – informal consultation on the draft design for the Controlled Parking Zone

Formal consultation for a CPZ will be carried out after the informal consultation has been completed. A Traffic Management Order will be made subject to any objections raised as part of the statutory consultation process.

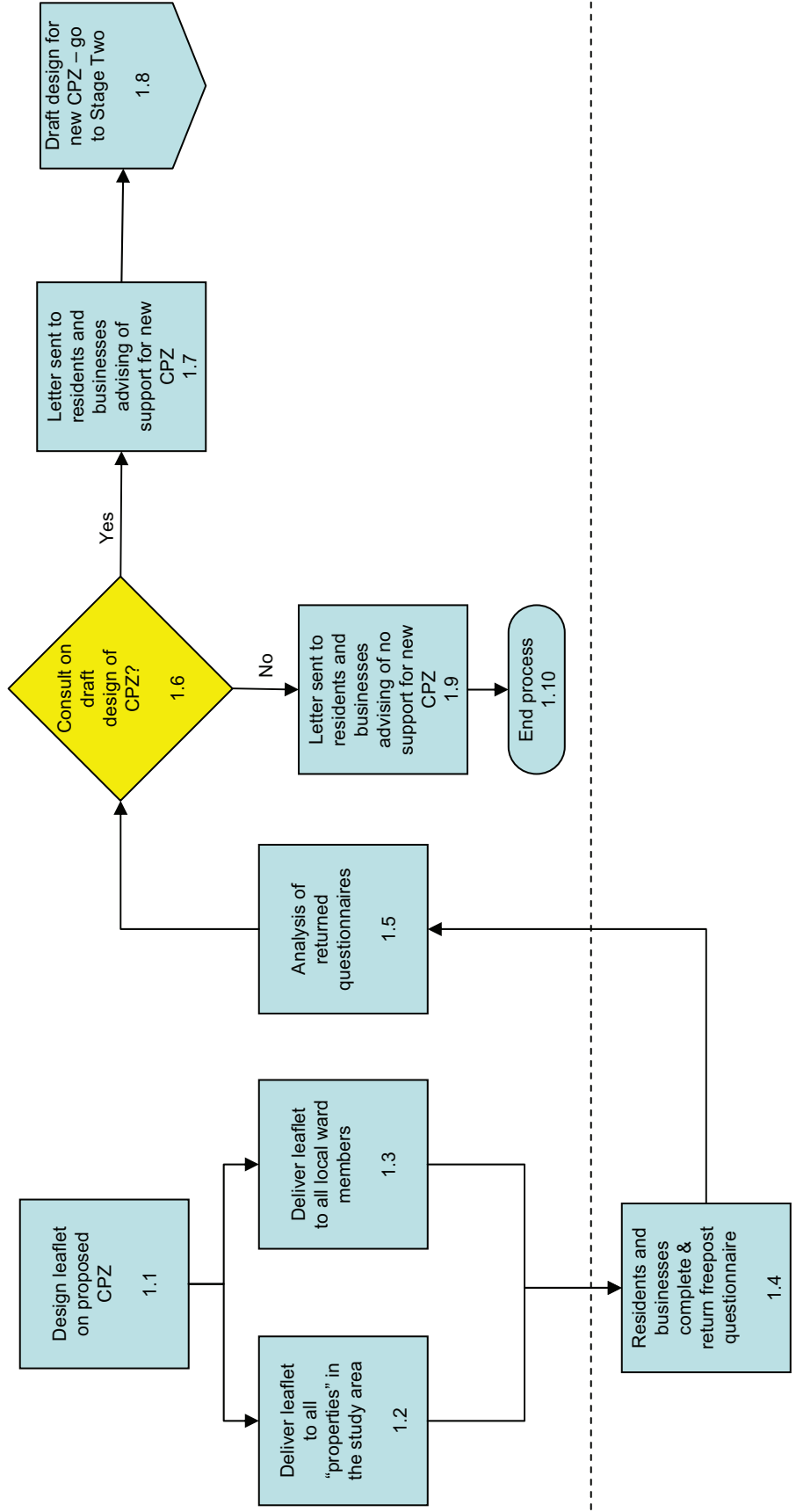
Typical costs:

There is no standard schedule of costs for the development and implementation of a CPZ since the size and complexity varies on a case by case basis. However, using a recent example (Hither Green East CPZ with 1,500 properties and 4.1km of roads), typical costs are illustrated below:

£10,000 – consultation leaflets (design, printing, distribution and postage), CPZ maps, exhibition venues etc.
£35,600 – CPZ signs and posts
£1,500 – CPZ line markings
£27,280 – pay and display machines
£4,000 – Traffic Management Orders
£10,000 – Changes at first review stage (including any associated Traffic Management Orders)
£71,760 – Staffing costs (Initial CPZ process)
£40,000 – Staffing costs (First CPZ review process after approx 1 year of operation)

£200,140 Total

Stage One – “in principle” informal consultation on Controlled Parking Zone (CPZ)



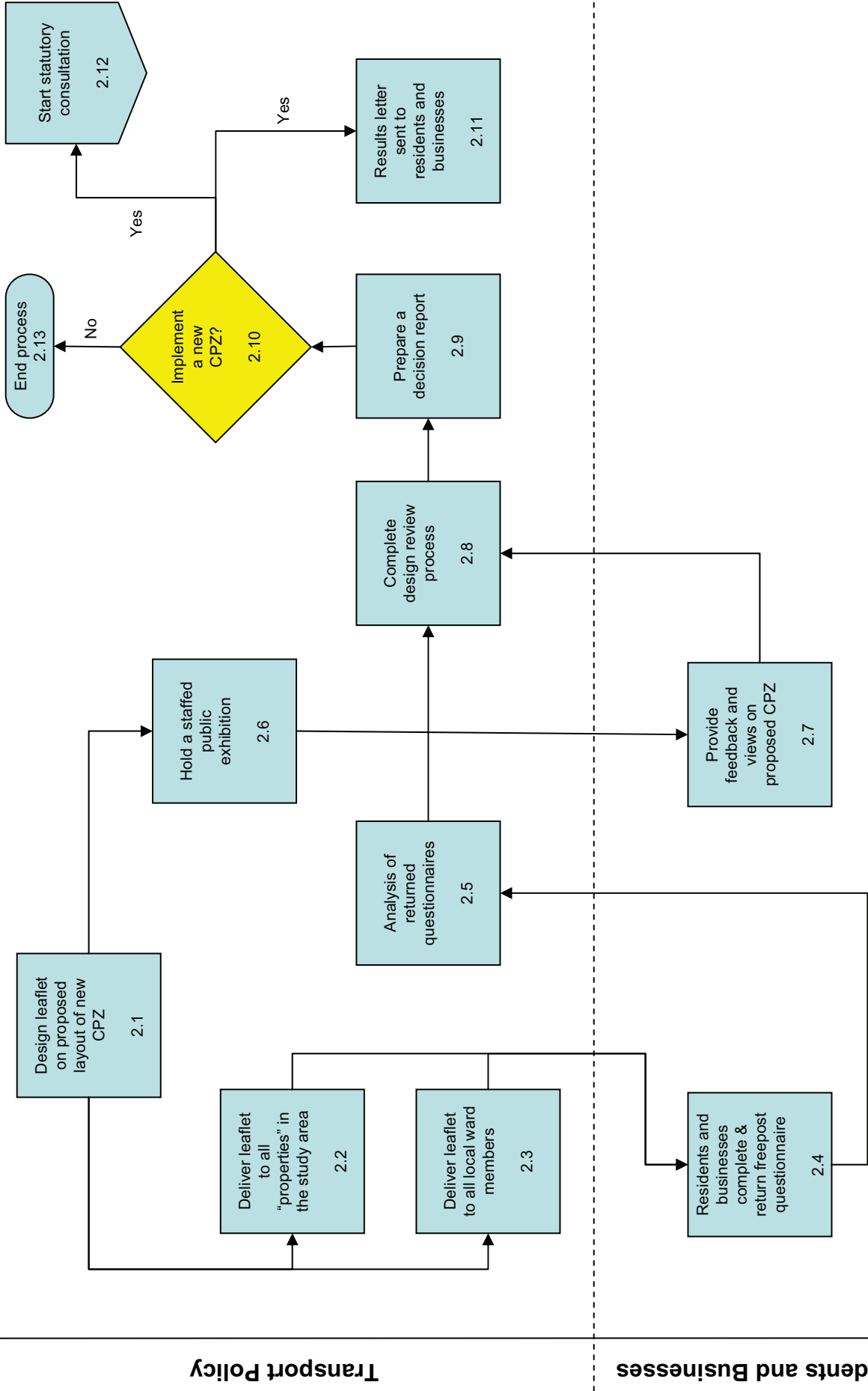
Transport Policy

Residents and Businesses

Stage One – “in principle” informal consultation on Controlled Parking Zone (CPZ)

Step	Process Step Name	Process Step Description	Owner
1.1	Design leaflet on proposed CPZ	The leaflet will outline the reasons for and purpose of creating a controlled parking zone. It will also give basic information on the proposed days/times of operation and the costs associated with parking in the proposed CPZ. No specific detailed proposals shall be put forward at this stage. The leaflet will contain a questionnaire where residents can indicate whether or not they support the development of the proposed CPZ.	Transport Policy
1.2	Deliver questionnaire to all properties in the study area	The stage one informal consultation on the CPZ “in principle”, will start with a leaflet drop to all properties in the proposed area, this will include both local residents and businesses.	Transport Policy
1.3	Deliver questionnaire to all local ward members	Leaflets are all delivered to all local ward members.	Transport Policy
1.4	Residents and businesses complete and return freepost questionnaire	Residents voluntarily complete the questionnaire on the “in principle” CPZ, and return it to the Council free of charge in a pre-paid envelope.	Residents and Businesses
1.5	Analysis of returned questionnaires	All questionnaires that are returned are analysed. This analysis will be used to gauge whether enough support exists to continue development of the CPZ and over what area it should be developed.	Transport Policy
1.6	Consult on draft design of CPZ	Decisions on whether to proceed with CPZ are normally made by officers based on agreed Council policy, delegated through Mayor and Cabinet. Once the decision is made, letters are sent to all properties and copied to local ward members.	Transport Policy
1.7	Letter sent to residents and businesses advising of support for new CPZ	If properties in study area are in favour of a new CPZ, then a letter will be sent out to all residents and businesses in this area, advising that a further detailed consultation on the design of the CPZ will be required.	Transport Policy
1.8	Draft design for new CPZ – go to Stage Two	A suitable CPZ design will be prepared based on the perceived local needs and any feedback received during earlier consultations or correspondence. The new draft design for a CPZ will form the basis of Stage Two of the consultation. In large consultation areas there may be the need for more than one detailed design, and this will need to be prioritised.	Transport Policy
1.9	Letter sent to residents and businesses advising of no support for new CPZ	If properties in the study area are not in favour of a new CPZ, then a letter will be sent out to all residents and businesses in this area advising that no further action will be undertaken.	Transport Policy
1.10	End process	If it is decided not to consult on a draft design for a CPZ, then the Stage One consultation will conclude the overall process and no further action will be required.	Transport Policy

Stage Two – Informal consultation on the draft design for the Controlled Parking Zone (CPZ)



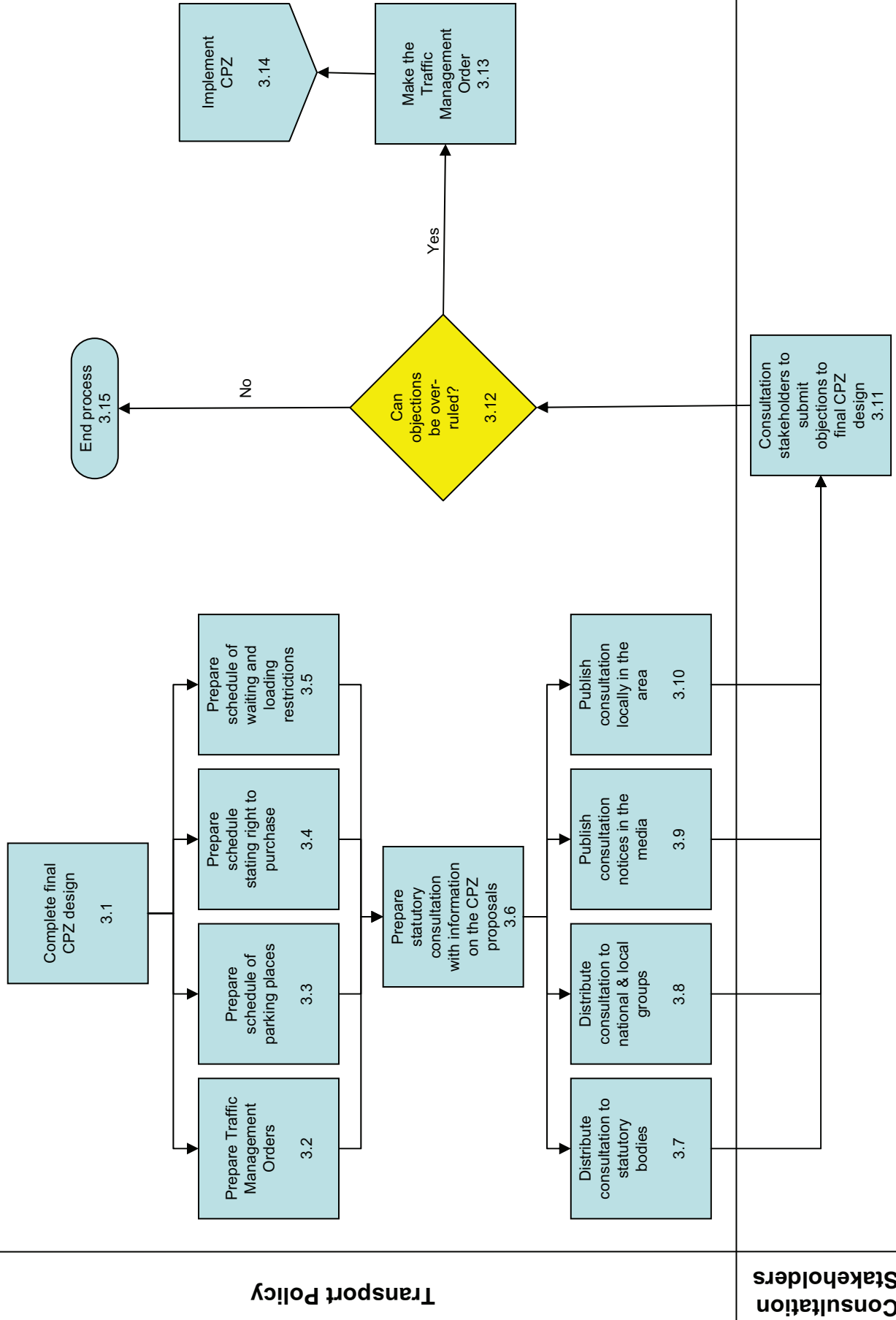
Transport Policy

Residents and Businesses

Stage Two – Informal consultation on the draft design for the Controlled Parking Zone (CPZ)

Step	Process Step Name	Process Step Description	Owner
2.1	Design leaflet and maps on proposed layout of new CPZ	The leaflet will contain a plan indicating the proposed layout of the CPZ. The plan should show in outline the extent of residents bays, pay and display bays. It will also contain details of the costs of permits and dates/times of the zone etc.	Transport Policy
2.2	Deliver leaflet to all properties in the study area	A leaflet drop to all properties in the proposed area will be undertaken, this will include both local residents and businesses.	Transport Policy
2.3	Deliver leaflet to all local ward members	Leaflets are all delivered to all local ward members.	Transport Policy
2.4	Residents and businesses complete questionnaire	Residents voluntarily complete the questionnaire on the draft CPZ design, and return it to the Council free of charge in a pre-paid envelope.	Residents & Businesses
2.5	Analysis of returned questionnaires	All questionnaires that are returned are analysed and feed into the design review process.	Transport Policy
2.6	Hold a staffed public exhibition	A public exhibition will be held in or close to the area proposed for the new CPZ. In addition to the consultation leaflet, the exhibition will normally have large scale maps detailing the proposed layout of the CPZ. Throughout the exhibition suitably qualified and experienced engineers shall be available to speak to visitors about the scheme.	Transport Policy
2.7	Provide feedback and views on proposed CPZ	Staff at the exhibition shall seek public views on the suitability of the draft CPZ design, and also provide a focus for visitors to raise other types of problems in the area e.g. maintenance etc. All comments are fed into the design review process.	Residents & Businesses
2.8	Complete design review process	The feedback and analysis from either the completed questionnaires or the public exhibition is used to undertake a design review process.	Transport Policy
2.9	Prepare a decision report	A decision report will be prepared containing the consultation results and recommendations.	Transport Policy
2.10	Implement a new CPZ?	The Head of Transport will make a decision on the new CPZ.	Head of Transport
2.11	Results letter sent to residents and businesses	Letters will be sent to all local residents, businesses etc. in the consulted area giving them the results of the consultation and any proposed future actions. These letters will be copied to local members, the Mayor of Lewisham, and the Lead Cabinet Member.	Transport Policy
2.12	Start statutory consultation	If the decision is taken to implement a CPZ, then a statutory consultation will be required. This will form the final stage of the consultation process.	Transport Policy
2.13	End process	If the decision is taken not to implement the CPZ, then the consultation process will end at this point.	Transport Policy

Statutory consultation on the final CPZ design



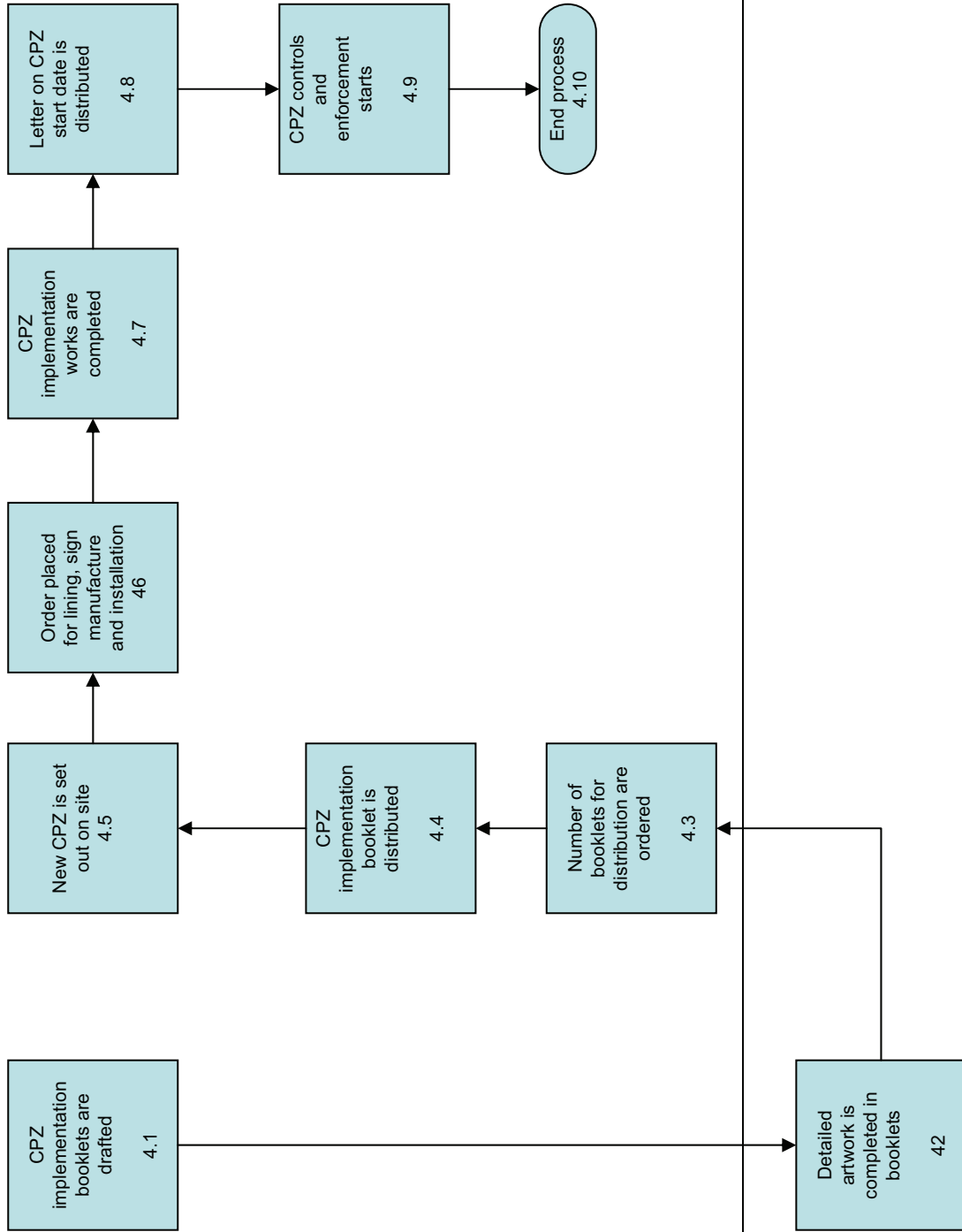
Transport Policy

Consultation Stakeholders

Statutory consultation on the final CPZ design

Step	Process Step Name	Process Step Description	Owner
3.1	Complete final CPZ design	If a decision is made to implement a CPZ, then a statutory consultation will be required. Prior to this, any minor changes to the consulted draft design emanating from the informal consultation will be made and the final design for the CPZ prepared.	Transport Policy
3.2	Prepare Traffic Management Orders	General Traffic Management Orders (TMOs) need to be prepared for "parking bays" and waiting and loading restrictions (yellow lines). Both of which should refer to the controlling legislation and give general information about the operation of the CPZ.	Transport Policy
3.3	Prepare schedule of parking places	A schedule of parking places with geographical references to their position, size and purpose (resident permit, disabled bay, Pay and Display etc.) must be prepared.	Transport Policy
3.4	Prepare schedule stating right to purchase	A schedule stating who (what streets and addresses) have the right to purchase permits for the CPZ must be prepared.	Transport Policy
3.5	Prepare waiting and loading restrictions	Schedules of waiting and loading restrictions in the proposed CPZ must be prepared, with any necessary geographical references.	Transport Policy
3.6	Prepare statutory consultation on CPZ	The statutory consultation on the proposed CPZ can be carried out, including information on the final design.	Transport Policy
3.7	Distribute consultation to statutory bodies	Statutory consultation should be distributed to a large number of statutory bodies such as emergency services, and other local authorities.	Transport Policy
3.8	Distribute consultation to national and local groups	Statutory consultation should be distributed to national and local groups that are deemed to have an interest in, or may be affected by, the proposed works.	Transport Policy
3.9	Publish consultation notices in the media	Statutory consultation notices are published in both a local newspaper (i.e. The South London Press) and also The London Gazette.	Transport Policy
3.10	Publish consultation locally in the area	Statutory consultation is published locally in the area concerned by notices on lamp columns and sign posts etc.	Transport Policy
3.11	Consultation stakeholders to submit objections	If any consultation stakeholders have objections to the final design of the CPZ (e.g. on health and safety grounds) these will need to be communicated to the Council.	Consultation Stakeholders
3.12	Can objections be over-ruled?	Any objections received by the Council as part of the statutory consultation must be considered, and a determination made as to whether these can be over-ruled.	Transport Policy
3.13	Make the Traffic Management Order	If there are no objections, or objections received can be over-ruled, then the necessary TMOs will be made including a start date when the new controls can be introduced.	Transport Policy
3.14	Implement CPZ	The necessary steps to implement the new CPZ can now commence, and any necessary design changes resulting from the consultation will be made.	Transport Policy
3.15	End process	If objections to the CPZ are received as part of the statutory consultation and these cannot be over-ruled then the CPZ will not be implemented in its final design.	Transport Policy

Implementation of CPZ



Transport Policy

Communications

Implementation of CPZ

Step	Process Step Name	Process Step Description	Owner
4.1	CPZ implementation booklets are drafted	Implementation booklets (containing all of the information on permits and permit application forms etc.) will be drafted.	Transport Policy
4.2	Detailed artwork is completed in booklets	Booklet design and detailed artwork is completed.	Communications
4.3	Number of booklets for distribution are ordered	Based on the size of the new CPZ, the necessary number of booklets will be ordered.	Transport Policy
4.4	CPZ implementation booklet is distributed	The implementation booklets will be distributed with a covering letter to all residents, businesses etc. The booklets/letters will be copied to local ward members, the Mayor of Lewisham and the Lead Cabinet Member.	Transport Policy
4.5	New CPZ is set out on site	The engineer will set out the new CPZ on site, including markings on all new bays and the position for signage. Where practicable signs will be placed on existing posts/lamps.	Transport Policy
4.6	Order placed for lining, sign manufacture and installation	The necessary lining, sign manufacture and sign placing works will be ordered – normally from the Council's highways contractor.	Transport Policy
4.7	CPZ implementation works are completed	The necessary signs etc. will be installed once they have been delivered by the highways contractor.	Transport Policy
4.8	Letter on CPZ start date is distributed	Once the implementation works are complete, a letter will be distributed to all residents giving them the start date for enforcement. The letter will be distributed at least two weeks before the start date for enforcement. The letter will be copied to local ward members, the Mayor of Lewisham and the Lead Cabinet Member.	Transport Policy
4.9	CPZ controls and enforcement starts	The specified days and times of operation for parking restrictions come into effect within the CPZ, and are enforced by officers.	Transport Policy
4.10	End process	The new CPZ begins operation, and the implementation process is concluded.	Transport Policy

Appendix H – Financial Assumptions

1. Current levels of resident parking permit income to be maintained.
2. Current levels of resident parking permit holders (7,485) will remain static for year 1.
3. 3- and 6-month resident parking permits have not been taken into account.
4. The latest CO₂ emissions data for Lewisham vehicles is from the Department for Vehicle Licensing Authority (DVLA) and is at 30 September 2011.
5. The distribution of cars across the CO₂ emissions bands for vehicles within CPZs are assumed to follow the same distribution as the DVLA data for the whole borough.
6. The latest cars per household data for Lewisham vehicles is from the Census 2011.

Car or Van Availability

Cars/vans per household	2011 Census		2001 Census	
	Number	%	Number	%
All households	116,091	100	107,412	100
None	55,893	48.1	45,941	42.8
1	46,991	40.5	46,679	43.5
2	10,829	9.3	12,484	11.6
3	1,875	1.6	1,831	1.7
4 or more	503	0.4	477	0.4
All cars/vans in the area	76,507	-	79,270	-

The total number of cars and vans within the borough has actually decreased by 2,763 since 2001. The proportion of households with no car or van has seen the greatest decrease.

7. Cars per household are evenly distributed across the borough and therefore also within CPZs. Proportions of households with one car, and the proportion of households with additional cars, were calculated from the Census 2011 figures above and applied to the current resident parking permit holders.
8. The financial modelling included in the main report does not include the costs of administering the different recommendations. An indication of these can be found in Appendix I.
9. Behavioural change due to price or procedural changes recommended in the main report have not been taken into account.

Appendix I – Summary of financial impacts

	Recommendation	Effect on income	Cost impact	Additional comments
	How to define the CPZ implementation area (See Section 6.1)			
A	Maintain a minimum turnout of 10% of households within the implementation area, below which the consultation will be deemed inconclusive.	None	None	
	How to manage the effects of over-spill (See Section 6.6)			
B	Consult residents across the area affected by both existing and potentially displaced parking pressures and be more responsive to the affects of over-spill.		Additional consultation costs - Approx £10k	Consultation costs would be recovered if CPZ implemented. If not, costs would need to be absorbed within Highways budgets
	How to determine the operating hours of each CPZ (See Section 6.11)			
C	Maximise flexibility where feasible by offering a menu of options for the operating hours of CPZs.	Possible loss of visitor and resident permit income from all-day zones that change to 2-hour		
	How to improve the systems for collating customer feedback (See Section 6.16)			
D	Develop a standardised approach for the submission and collation of CPZ parking issues to the Council.		Potential one off setting up costs but may result in longer term administrative savings	This process is possible through CRM for online queries. However, internal processes will have to be improved for queries and complaints received through other channels

Appendix I – Summary of financial impacts

	Recommendation	Effect on income	Cost impact	Additional comments
	How to manage future parking demand (See Section 6.20)			
E	Where significant parking problems are predicted as a result of developments a presentation of evidence and specific solutions will be considered on a case by case basis, to be approved by Mayor and Cabinet. Solutions may include residents being given a chance to influence the design of the CPZ, but not vote as to whether one will be implemented.	Possible increase in revenue from new CPZs.	The estimated cost of design, consultation and implementation is £200k per CPZ.	Areas such as Deptford Town Centre and Convoy's Wharf
	Reviewing the annual permit charges (See section 7.1)			
F	The new parking permit charges will be frozen at the new levels until the 2015/16 financial year and reviewed annually thereafter to take account of financial pressures.	See below	See below	
	Considering the charging model and proposed charges (See Section 7.5)			
G	Introduce a concessionary rate (£30) to permit holders with the most efficient vehicles (e.g. Tax Bands A-B).	£880k – in line with current income		Income may fluctuate as car users chose more emissions efficient vehicles. The 2011 census data also suggests a slight reduction in households running more than one car.
H	Either, maintain the current flat-rate charging model at £120, or introduce a lower rate of £110 for the first resident parking permit by charging a higher rate of £150 for additional vehicles.			The impact will be clearer in the

Appendix I – Summary of financial impacts

	Recommendation	Effect on income	Cost impact	Additional comments
				first annual review and will be reflected in charges in 2015-16.
	Additional support for those who rely on visitors (See Section 7.10)			
I	Reduce the cost of weekly visitor parking permits from £28 to £20 per week.	Loss of £40k based on reduction of £8 per permit at current sales levels.		Possible increase in sales due to reduced charge
J	Introduce a limited number of free visitors permits for those who purchase a resident parking permit and those living in a CPZ who are elderly on a low income.	A loss of £40k, based on a 50% take up	Cost of producing and administering proposed scheme is estimated to be £40k	The income lost is based on the assumption that 50% of permit would have purchased a book of ten (1-hour) visitor permits without this concession.
	Additional support for those who require constant help and care (See Section 7.15)			
K	Provide carer parking permits free of charge.	Negligible		108 carers permits were issued in 11/12 . The risk this proposal are a possible increase in applications for carers permits and the possible abuse of permits.
	Supporting businesses and the local economy (See Section 7.20)			
L	Maintain the current charges for business parking permits, car parking and Pay and Display facilities.	There is a loss of income to the Council, based on current usage, of £60k per annum for		The council 's current budget strategy assumes an increase in fees and charges of 2.5% per annum.

Appendix I – Summary of financial impacts

	Recommendation	Effect on income 2013-14 and 2014-15	Cost impact	Additional comments
	Improve the provision for Blue Badge Holders (See Section 7.25)			
M	Establish an application process for disabled bays, with set criteria to ensure that these bays are necessary, safe and feasible.			
N	Maintain the national scheme of a 20-minute period for loading or unloading items or other goods from the vehicle and maintain a 5-minute minimum observation period to ascertain whether this activity is being carried out before considering enforcement actions.			
	Clear and accessible policy documentation (See Section 8.1)			
O	Refresh all parking policies and collate into an integrated and accessible parking policy document and authorise the Executive Director of Customer Services and the Executive Director of Resources and Regeneration to approve the final policy document in line with the recommendations in this report.			
	An annually reviewed CPZ programme (See Section 8.6)			
P	Establish a prioritised programme for the consultation, implementation and review of			

Appendix I – Summary of financial impacts

	Recommendation	Effect on income	Cost impact	Additional comments
	CPZs.			
	An annual report on parking related finances (See Section 8.11)			
Q	Produce an enhanced and accessible annual report on parking related revenue.			
	Other policy areas (See Section 9)			
R	Pay and Display machines to be phased out over-time in favour of more cost-effective and cashless parking alongside alternatives for people who don't have access to a mobile phone or a credit/debit card.		The financial implications of this will need to be considered as a part of the council's overall budget strategy.	
S	All signs within existing CPZs will be reviewed as part of the review programme to ensure they are consistent and clear.		Funding for this will need to be considered as a part of the review programme.	

Notes on table

1. Assumptions of income are based on current CPZs usage. Costs are based on average cost data at current prices.
2. Future CPZs would be expected to recoup the cost of implementation in the first year of operation.

Appendix J - List of recommendations

- 1 Maintain a minimum turnout of 10% of households within the implementation area, below which the consultation will be deemed inconclusive.
- 2 Introduce CPZs where over 50% of residents (that vote) in the implementation area are supportive.
- 3 Remove the additional Mayor and Cabinet decision-making process for results between 50% and 55%.
- 4 Ensure consultation involves residents across a given area that are considered to be affected by both existing and potentially displaced parking pressure.
- 5 Enhance the responsiveness of the CPZ review process to ensure that residents affected by displaced parking are consulted and agreed solutions are implemented.
- 6 Maximise flexibility where feasible by offering a menu of options for the operating hours of CPZs. The options available will depend on the parking attractors in the local area.
- 7 Develop a standardised approach for the submission and collation of CPZ parking issues to the Council.
- 8 Where significant parking problems are predicted as a result of developments a presentation of evidence and specific solutions will be considered on a case by case basis, to be approved by Mayor and Cabinet. Solutions may include residents being given a chance to influence the design of the CPZ, but not vote as to whether one will be implemented.
- 9 Introduce a new charging model that is customer-focussed, offers affordable concessions to residents and visitors, and is supported by a strong policy rationale.
- 10 The new parking permit charges will be frozen at the new levels until the 2015/16 financial year and reviewed annually thereafter to take account of financial pressures.
- 11 Consult the public on any future charge increases that exceed inflation.
- 12 Introduce a concessionary rate (£30) to resident permit holders with the most efficient vehicles (e.g. Tax Bands A-B).
- 13 Either, maintain the current flat-rate charging model at £120, or introduce a lower rate of £110 for the first resident parking permit by charging a higher rate of £150 for additional vehicles.
- 14 Introduce new scheme rules and a refunds policy governing the new permit charges.
- 15 Reduce the cost of weekly visitor parking permits from £28 to £20 per week.
- 16 On application, provide a book of 10 visitor parking permits (1-hour) free of charge to all households that currently have at least one resident parking permit holder.
- 17 On application, provide a book of 10 visitor parking permits (1-hour) free of charge to residents in CPZs that are over 60 years and in receipt of council tax support and do not have another parking permit.
- 18 Provide carer parking permits free of charge.
- 19 Maintain the current annual charge for a business parking permit (£500).

- 20 Maintain the current charges for car parking and on-street Pay and Display facilities.
- 21 Maintain the implementation of free short-stay bays of 30-minutes near business hubs, but consider a longer duration of 1-hour in specific circumstances.
- 22 Continue to provide Blue Badge Holders with a resident parking permit free of charge.
- 23 Continue to facilitate the introduction of advisory bays in non-CPZ areas, but remove or convert advisory bays to mandatory bays in CPZ areas.
- 24 Establish an application process for disabled bays, with set criteria to ensure that these bays are necessary, safe and feasible.
- 25 Establish an annual programme, as part of the CPZ programme, for the provision and review of disabled parking across the borough.
- 26 Maintain the national scheme of a 20-minute period for loading or unloading items or other goods from the vehicle and maintain a 5 minute minimum observation period to ascertain whether this activity is being carried out before considering enforcement actions.
- 27 Refresh all parking policies and collate into an integrated and accessible parking policy document.
- 28 Review the policy at least every three years.
- 29 Authorise the Executive Director of Customer Services and the Executive Director of Resources and Regeneration to approve the final policy document in line with the recommendations in this report.
- 30 Establish a prioritised programme for the consultation, implementation and review of CPZs.
- 31 Establish a new funding model for the proposed CPZ Programme.
- 32 Report annually on the proposed CPZ Programme and on the delivery of the previous year's programme.
- 33 Produce an enhanced and accessible annual report on parking related revenue.
- 34 Continue to work with schools to develop School Travel Plans to encouraging safe and sustainable travel for their staff, pupils and parents.
- 35 Pay and Display machines to be phased out over-time in favour of more cost effective and cashless parking, alongside alternatives for people who do not have access to a mobile phone or debit/credit card.
- 36 Where funding is available, new charging points for electric vehicles will be placed in locations that seek to serve the wider community.
- 37 All signs within existing CPZs will be reviewed as part of the review programme to ensure they are consistent and clear.

Select Committees			
REPORT TITLE	Revenue Budget Savings Proposals 2013/16 – Second Round		
KEY DECISIONS	Yes	Item No.	6
WARD	All		
CONTRIBUTORS	All Executive Directors		
CLASS	Part 1	DATE	January/February 2013

1. PURPOSE

- 1.1 The purpose of this report is to give Members the opportunity to offer views on the second round draft revenue budget savings proposals for 2013/14 to 2015/16, providing particular focus on those proposals which relate to 2013/14.

2. EXECUTIVE SUMMARY

- 2.1 The report sets out officers' draft second round revenue budget savings proposals for 2013/16. It should be emphasised that these proposals do not reflect the Executive's view of which savings are to be agreed or not agreed at this stage, but that Scrutiny be given the opportunity to comment before decisions are taken at Mayor & Cabinet and subsequently by Council in February 2013.
- 2.2 Savings proposals in this report total £8.4m, of which £2.8m relate to 2013/14; £5.6m to 2014/15, with a small sum of £35k contributing to 2015/16. These savings proposals have been set out in summary and attached at Appendix 1 and in more detail at Appendix 2.
- 2.3 The Trade Unions were briefed on this latest package of budget savings proposals on 11 January 2013. Meetings of the Corporate Joint Council (CJC) and the Works Council are scheduled to take place before the Mayor takes his overall decisions on the Budget in February 2013.

3. RECOMMENDATIONS

It is recommended that:

- 3.1 Select Committees offer views on officers' draft second round revenue savings proposals for 2013/16 in January/February 2013 and refer their views to the Public Accounts Select Committee;
- 3.2 The Public Accounts Select Committee considers the savings proposals and the views of the other Select Committees on 7 February 2013, referring collective views to Mayor & Cabinet;

4. BACKGROUND

- 4.1 The Financial Survey for 2013/16 was agreed by Mayor & Cabinet on 12 September 2012. It set out the Council's medium term financial strategy and was therefore based on a series of assumptions that would be subject to change, in particular in respect of possible changes to financing from Central Government. The estimated range of savings then required was set out as between £30m and £55m over the period 2013/14 and 2014/15.
- 4.2 The finance settlement was announced on 19 December 2012. Leaving all previous assumptions unchanged, the Council's provisional estimate is now that savings of £53.5m will be required over the period 2013/14 and 2014/15. Of these, £21.3m will be required in 2013/14 and a further £32.2m in 2014/15.
- 4.3 Members should note that the finance settlement represents the worst-case end of officers' initial estimates. Such an outcome was felt likely bearing in mind the difficult conditions in which the UK economy remains and indications received from government departments and advisory groups over the course of the last year.
- 4.4 The following table sets out the Council's current position if all budget proposals reviewed by the Council's Scrutiny to date were agreed at their current level.

Table 1 – Council's financial position

	2013/14	2014/15	2015/16	Total
	£m	£m	£m	£m
Savings required	21.3	32.2		53.5
Less: Savings already agreed in previous years	4.6	0.0	0.0	4.6
Less: Savings proposed to date *	14.1	13.3	0.9	28.3
Balance to find – before second round savings	2.6	18.9	-0.9	20.6
Less: Further savings contained in this report	2.8	5.6	0.0	8.4
Balance after all proposed savings	-0.2	13.3	-0.9	12.2

* Further savings of £0.9m for 2015/16 have also been previously reviewed by the Council's Scrutiny.

5. POLICY CONTEXT

- 5.1 The Council's strategy and priorities drive the medium term financial planning process, with changes in resource allocation determined in accordance with policies and priorities. *Shaping our future* is Lewisham's Sustainable Community Strategy. It covers the period for 2008 to 2020 and sets out a vision for Lewisham and the priority outcomes that organisations, communities and individuals can work towards to make this vision a reality. The six Sustainable Community Priority outcomes, agreed with the Lewisham Strategic Partnership and the Council's 10 Corporate Priorities are set out as follows:

Sustainable Community Strategy

- **Ambitious and achieving**
- **Safer**
- **Empowered and responsible**
- **Clean, green and liveable**

- **Healthy, active and enjoyable**
- **Dynamic and prosperous**

Corporate Priorities

- **Community Leadership and Empowerment**
- **Young people's achievement and involvement**
- **Clean, green and liveable:**
- **Safety, security and a visible presence**
- **Strengthening the local economy**
- **Decent Homes for all:**
- **Protection of children**
- **Caring for adults and older people**
- **Active, healthy citizens**
- **Inspiring efficiency, effectiveness and equity**

5.2 In taking forward the Council's Budget Strategy, in engaging our residents, service users and employees, and in deciding on the future shape, scale and quality of services, we will be driven by the Council's four core values:

- We put service to the public first
- We respect all people and all communities
- We invest in employees
- We are open, honest and fair in all we do

6. SAVINGS & KEY REMAINING DATES

6.1 The overall financial position facing the Council for 2013/14 and beyond remains extremely challenging. The estimated savings requirement to meet the budget strategy for 2013/15 is £53.5m.

6.2 The Council has already agreed budget savings proposals of £4.6m for 2013/14. These proposals were agreed as part of the Budget Report 2012 and presented to the meeting of the full Council on 29 February 2012. Subject to any minor adjustments that may be required, these savings proposals will be delivered as planned. The first round of budget savings proposals totalling £28.3m for 2013/16 were presented to Scrutiny in November/December 2012. This latest round of budget savings proposals totalling £8.4m is in addition to all savings considered by Members previously.

6.3 The latest round of savings proposals have been summarised in Appendix 1 and set out in more detail in Appendix 2.

Table 2 – Revenue Budget Savings Proposals Second Round

Directorate	2013/14 Savings £'000	2014/15 Savings £'000	2015/16 Savings £'000	Proposed Savings £000's
Children & Young People	513	1,505	0	2,018
Community Services	1,100	2,010	0	3,110
Customer Services	265	896	0	1,161
Resources & Regeneration	904	1,140	35	2,079
Total	2,782	5,551	35	8,368

6.4 Set out in Table 3 are the key remaining dates of the budget timetable

Table 3 – Key Remaining Dates

January 2013	Final Local Government Finance Settlement
January to February 2013	Select Committees consider Second Round budgets savings proposals for 2013/16
February 2013	Public Accounts Select Committee considers budget savings proposals for 2013/16
	Mayor & Cabinet to receive update on the budget saving proposals for 2013/16
	Greater London Authority sets the Budget and Precept for 2013/14
	Public Accounts Select Committee considers Budget & Council Tax Report 2013/14
	Mayor & Cabinet agrees the Budget & Council Tax 2013/14
	Council approves Budget & Council Tax for 2013/14

7 LEGAL IMPLICATIONS

7.1 Members are reminded that the legal requirements are centred on annual budget production, and that indicative decisions made for future years are not binding.

7.2 The Local Government Act 2000 and subsequent regulations and guidance says that it is the responsibility of the full Council to set the Lewisham's budget, including all of its components and any plan or strategy for the control of the Council's capital expenditure. Regulations provide that it is for the Executive to have overall responsibility for preparing the draft budget for submission to the full Council to consider. Once the budget has been set, it is for the Mayor & Cabinet to make decisions in accordance with the statutory policy framework and the budgetary framework set by the Council.

7.3 Where there are proposals for a reduction to a service which the Council is either under a statutory duty to provide, or which it is providing in the exercise of its discretionary powers and there is a legitimate expectation that it will consult, then consultation with all service users will be required before any decision to implement the proposed saving is taken. The outcome of such consultation must be reported to the Mayor. Where the proposed savings will have an impact upon staff, then the Council will have to consult the staff affected and their

representatives in compliance with all employment legislative requirements and the Council's own employment policies.

7.4 The Localism Act 2011 set out a new process for setting the Council's budget by reference to the Council Tax requirement. It also states that if the Council intends to set a budget which would lead to a Council Tax increase which exceeds principles set by the Secretary of State, it must also make proposals for a budget which would comply with those principles. Any budget which exceeds the principles set by the Secretary of State would be subject to a binding referendum and replaced by a compliant budget if the referendum does not support the "excessive" Council Tax increase.

7.5 This report reflects early proposals across a range of services and they remain work in progress. As they develop, legal implications in relation to specific proposals will be given, but that is not possible at this stage. Some of these implications will apply generally to several proposals (for example equalities legislation, general administrative law principles, employment law impact) but some will be specific to particular proposals. These will be fleshed out in more detail as the proposals are refined.

8 HUMAN RESOURCE IMPLICATIONS

8.1 In respect of the Council's employment of people, there are three broad implications. First, the Council has an obligation to consult collectively and individually on its proposals; second the Council needs to mitigate redundancies; and third, the Council need to implement re-organisations in accordance with its own procedures.

8.2 Contained in this report are a total of 12 savings proposals which have potential staffing implications. Further detailed work on the staffing implications is yet to be carried out. It should be noted that although these budget reductions could involve the deletion or transfer of posts, redundancies will not necessarily follow, as every effort will be made to redeploy staff. As part of the budget process, managers will consult with employees on changes within their work areas both individually and with appropriate trade unions.

9 FINANCIAL IMPLICATIONS

9.1 The report proposes second round budget savings proposals of £8.4m for 2013/16. These are in addition to the first round of savings proposals of £28.3m considered by the Council's Scrutiny and £4.6m of proposals previously agreed by Council. The review of the savings requirement for 2013/14 and 2014/15, following the finance settlement announcement on 19 December 2012, still shows a potential gap of £12.2m overall for these two years. Members should note that the precise savings requirement for 2015/16 is yet to be determined.

9.2 The Council's financial position set out in section four presents a balanced budget position for 2013/14 and leaves savings of £13.3m to be found for 2014/15. This is on the assumptions that all of the proposed savings are formally by Council in February.

10 CRIME AND DISORDER IMPLICATIONS

- 10.1 Any crime and disorder implications are considered where applicable in the detailed savings proposals.

11 EQUALITIES IMPLICATIONS

- 11.1 The Council's budget is of primary importance as a means of delivering Lewisham's objectives. When the budget savings and resources allocation proposals are considered as part of the overall Budget, they will be assessed in terms of their impact on service delivery and equalities implications. An initial assessment of the equalities impact has been set out at Appendix 3 to this report.

12 ENVIRONMENTAL IMPLICATIONS

- 12.1 Any environmental implications are considered where applicable in the detailed savings reports.

13 BACKGROUND PAPERS

Short Title	Date	File Location	Contact Officer
Directorate Revenue Budget Savings 2013/14 to 2015/16 – 2 nd Round	December 2012	1 st Floor, Town Hall, Corporate Resources	Selwyn Thompson

For general information on this report please contact:

Conrad Hall – Head of Business Management & Service Support (020 8314 8379)
Selwyn Thompson – Group Finance Manager, Budget Strategy (020 8314 6932)

Appendices

1. Summary Savings Proposals 2013/16 – Second Round
2. Detailed Savings Proposals 2013/16 – Second Round
3. Policy Analysis – Second Round

SUMMARY SAVINGS PROPOSALS 2013/16 – Second Round

Ref.	Service	Description of savings proposed	2013/14 Proposal £000's	2014/15 Proposal £000's	2015/16 Proposal £000's	Total 2013-16 Proposal £000's
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Children & Young People Directorate

CYP40	SCHOOL IMPROVEMENT	The Round 1 (see CYP02) saving increased the budgeted income level for the Education Psychology team to match the income levels already being achieved. As this saving is being achieved it is now thought possible to extend this target and achieve further income of £70k.	35	35	0	70
CYP41	SCHOOL IMPROVEMENT	School Achievement special education transitions support - This role will be deleted and the supplies and services budget reduced. Transitions at pupil level will be managed by the Children with Complex Needs Service, within their existing budget. Transitions at school level will be led by the Educational Psychology team, who sit within School Improvement.	21	29	0	50
CYP42	SCHOOL IMPROVEMENT	Early Years Team - Two posts within the team, covering aspects of early years support (SEN and childminding), will be merged into one new post covering both roles.	52	0	0	52
CYP43	SCHOOL IMPROVEMENT	The 14 - 19 team support secondary schools. There is one vacant post that is now offered as a saving and the remainder of the saving can be achieved through reducing the supplies and services budget for printing and communications.	0	70	0	70
CYP44	ESTATE MANAGEMENT	The Estates Management team provides support to schools on statutory maintenance and premises matters. The budget provides for the use of specialised consultancy support such as asbestos testing and building condition surveys. A review of the past expenditure against the budget and the progress on maintenance works has identified that this budget can now be reduced by £30k. Through the use of web based technology the eligibility criteria of families for free school meals can be processed more efficiently allowing a staffing reduction of 0.5fte.	45	45	0	90
CYP45	TECHNICAL FINANCE ITEMS	Given the overall reduction in CYP budgets and the effectiveness of the DEP in holding down expenditure it is proposed that contingency for the Directorate be reduced. The current budget is £320k	100	0	0	100

CYP46	ADMISSIONS & PUPILS OUT OF SCHOOL	Attendance and Welfare Service - A full re-organisation of the service is proposed considering the case loads of staff and the areas of work that have the greatest impact on absence. This will not reduce the scope of our statutory activity. The figure proposed is an indicative figure.	0	200	0	200
CYP47	INTEGRATED YOUTH SUPPORT SERVICE	This proposal is to set the budget for youth commissioning work at £900k from 2013/14. This is an additional saving to CYP17.	50	50	0	100
CYP48	EARLY YEARS & PLAY	This saving provides for a reduction in business support for providers of £20k through a further re-organisation.	0	20	0	20
CYP49	BUSSINESS SUPPORT, PLACEMENTS & PROCUREMENT	A review of the business support team across the service will be undertaken to examine the opportunities for reshaping the current activities and identifying opportunities for sharing resources with other support teams in the Council such as Finance and Adults. There are Round 1 savings at CYP 28, 29 and 30 that will also impact upon Business Support costs and organisation	0	150	0	150
Page 262 CYP50	FAMILY SUPPORT & INTERVENTION	New Court guidance has an expectation that cases should be completed within 26 weeks, at present the average is over a year. Through our Care Proceedings Pilot (with 3 other LAs) we anticipate that we can reduce the timetable significantly. Reducing our timetable will save on legal costs in Court. These savings were estimated at £200k in round 1 savings but work with the other partners within the project would indicate the savings will be higher at £350k in total, an increase of £150k. This relates to CYP 33. There will also be an expectation that expert reports which can be costly and timely to produce are reduced to a minimum, so where possible there is more reliance on the expertise of the professionals involved with the child such as the social worker. This should lead to quicker decision-making and reduced costs for the social care budget.	50	100	0	150
CYP51	SPECIAL NEEDS	The budget for sensory teaching support contains a sum of for consultancy support of which £50k is not allocated currently; it is proposed to release this as a saving.	50	0	0	50
CYP52	REFERRAL AND ASSESSMENT	The proposal is to delete a specialist team manager role in the referral and assessment service who manages matters such as Private Fostering, Young carers, and missing children. The front line staff in these roles will remain but the related management functions will be shared amongst other managers.	0	60	0	60
CYP53	SAFEGUARDING & PLANNING SERVICE	Currently there is a specific role for a schools child protection officer. It is now felt that child protection liaison with schools by social care is sufficiently well embedded that a specific role is no longer required it is therefore proposed to delete a 0.5fte staffing resource and produce a saving of £30k	0	30	0	30
CYP54	CHILDREN IN NEED	Following the implementation of the re-organisation of SEN and Children with Disability teams in July 2012 a review of processes and systems is taking place (see CYP26). It is now considered that costs for SEN related residential placements can be reduced further as a result of more effective working between SEN and social care workers.	50	0	0	50

CYP55	FOSTERING & ADOPTION	Currently in-house fostering placements are £370 per week lower than using outside agency fostering placements. While current efforts to increase the number of in-house carers has not been successful it is proposed to expend significant management attention on achieving an increase to the number of in-house placements by 25 per annum to effect a saving of £481k.	0	481	0	481
CYP56	CHILDREN'S MANAGEMENT & OTHER	Currently social workers receive a car parking permit for Laurence House as part of their recruitment and retention package. Not all social workers use their cars so not all of them receive this allowance. A consultation will take place with staff on the continuation of the allowance.	0	20	0	20
CYP57	LOOKED AFTER CHILDREN	The work on LAC rights includes a contract with Barnardo's that is due to end in 2013. The success of the Children in Care council would suggest we could bring the activity in house and not re-let the contract.	0	50	0	50
CYP58	CONNEXIONS ETC	NEET Reduction. It is proposed to reduce the education contribution to the social enterprise fund which supports start up business for young people (£40k) and to delete 2 vacant posts on the Mayor's NEET programme.	60	40	0	100
CYP59	STRATEGY & PERFORMANCE REVIEW	Further efficiencies are proposal through the re-commissioning of the Family Intervention Project an the re commissioning of short breaks provision for 2014. The efficiencies are to be split; £75k against the Family Intervention Project, and £50k against Short Breaks	0	125	0	125

TOTAL CHILDREN & YOUNG PEOPLE			513	1,505	0	2,018
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COMMUNITY SERVICES

COM30	REDESIGN AND CARE ASSESSMENT	These savings will be made through further integration with Health and removal of duplication of tasks amongst staff. The assessment process will be simplified through development of personalisation and support planning functions thus reducing further the need for qualified staff carrying out lower level duties. We will develop the tools to increase the amount of Self Assessments carried out, this will reduce the amount of time needed to complete the full process. This will reduce social work & assessment spend to 10% of overall spend, the percentage recommended by Audit Commission.	250	1,000		1,250
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COM31	ADULTS WITH LEARNING DISABILITIES	Expectations regarding the independence of Adults with Learning Disabilities are growing and therefore our services are changing to meet their needs. Along with using tools such as the Care Fund Calculator to assess placements costs, we will be able to develop more universal and personalised care options which will be more cost effective than current building based choices. Growing the Personal Assistant market to support Adults with Learning Disabilities will both support carers respite choices and give increased choice and control to Service Users. We will further develop our Homeshare and Supported Accommodation offers which keeps people in the community and reduce the need for costly residential placements. Further to this we will introduce a Learning Disability Resource Allocation System which will give us further control on fair application of resources based on needs and safety.	125	125	250
COM32	SAFEGUARDING, QUALITY & RISK	As we grow personalisation and preventative services we will increase the amount of time people can remain independent in their own homes. This will lead to a reduction in Residential Care costs which will be taken as a saving. There will be an increase in Nursing Care placements, as people will need a higher level of care when eventually being placed. We will therefore move Health monies into the base budget for Nursing Care to meet this demand.	250	225	475
Page 264 COM33	STRATEGY AND PERFORMANCE	The service will take on a number of functions on behalf of health partners. This income of £52k will allow the budget for S&P to be reduced. An additional £8k will come from other budgets, primarily that for the printing of complaints leaflets and that assigned for independent complaints investigations. For the former, the information is already available on line and can be printed off as needed. For the latter, due to improvements in handling complaints, the service has had no call on this funding for some years. If in future a complaint needed to be escalated to this level, the cost would be passed to the service concerned.	60	0	60
COM34	BROADWAY THEATRE	Reduction in Theatre programme necessitating a reorganisation of the staff team	65	60	125
COM36	COMMUNITY CENTRES	This saving proposal is linked to Resources and Regeneration proposal REG01 from round 1 in relation to asset rationalisation. The portfolio of community premises will be considered for rationalisation as part of this. Once detailed proposals for asset rationalisation have been agreed the associated running costs held within the Community Services budget will be reduced accordingly.	0	55	55

COM37	SUPPORTING PEOPLE	<p>This is a continuation of COM12 in 1st Round. The overall funding for Supporting People has been reduced in the last 2 years through savings and government funding. The proposed savings will be achieved by:</p> <ul style="list-style-type: none"> - Decommissioning - Where the service funding will be withdrawn completely. - Commissioning Services from an approved list (Framework) of providers to ensure best quality and value for money. This will generate a level of savings. - Contract Reduction- This would be a negotiated reduction based, where available, on the providers tendered framework price. <p>The budget shown above includes the £1,001k that has been transferred to Customer Services Directorate in the course of 2012/13. This has been excluded in the calculation of achievable savings.</p>	350	350		700
COM38	COMMUNITY SAFETY	<p>The Council has funded a Home Security service for victims of Burglary across the borough irrespective of housing tenure. This funding is provided to a Voluntary organisation who employs an officer to go to premises and fix locks, chains etc. It is proposed that the service cease</p>	0	70		70
COM39	COMMUNITY SAFETY	<p>The Council has funded Police Constables in a contract which provides one PC free for every one we fund. we currently have 6 PCs in relation to this contract. This contract started in 2011 for 3 years. It is proposed that this funding cease once the contract has expired in 13/14</p>	0	125		125
TOTAL COMMUNITY SERVICES			1,100	2,010	0	3,110

CUSTOMER SERVICES

CUS40	STRATEGIC WASTE MANAGEMENT	A move from weekly to fortnightly recycling collection whilst maintaining weekly residual waste collection. The proposal takes into account a potential increase in residual waste and reduction in recycling. Members please note that the detail of this savings proposal is contained in appendix 2	0	500	0	500
CUS41	STRATEGIC HOUSING & BUSINESS REGULATORY	Review of the Regulatory Services across the Strategic Housing and Environment divisions within Customer Services to better align functions, remove duplication and delay management.		200	0	200
CUS42	HOUSING PARTNERSHIP & DEVELOPMENT	The saving proposed will result from the rental income on the leases of the approximately 180 properties leased to the commercial partner during the period January 2013 until December 2015 when the estate is demolished to facilitate the regeneration of Catford Centre	250	0	0	250
CUS43	REVENUES SERVICES	Until now the Council has been required to provide detailed budget information with every Council Tax bill. A change in legislation means that from next year this information can be provided on line rather than in a printed booklet. This saving assumes the Council will only provide the information on line.	15	0	0	15
CUS44	CUSTOMER SERVICES	Close the call centre for half the week and reduce the number of staff. It is estimated that approximately 20% of customers would find an alternative (e.g. self serve on Council's web site) and the rest would contact the Council when it was open. Impact: There will be a reduction of staff and customers will only be able to contact the call centre for half the week	0	150	0	150
CUS45	STRATEGY & PERFORMANCE (CUSTOMER)	Reduction of an additional post across the Strategy & Performance division in Customer Services Impact: This is linked to saving proposal CUS35 which will result in the delayering of post within the Strategy & Performance division. The likely impact on the reduction of an additional post will be:-Less maintenance of the corporate casework system and approach. A reduction in supplies and services budget. More time away from Change Management work	0	46	0	46
TOTAL CUSTOMER SERVICES			265	896	0	1,161

RESOURCES & REGENERATION

RNR30	PROGRAMME MANAGEMENT AND PROPERTY	The Division holds a contingency sum for the corporate estate. This proposal is to reduce the level of this contingency by £100k in line with the overall reduction in the costs associated with the estate through asset rationalisation.	100			100
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RNR31	Regeneration & Asset Management (Division Wide)	<p>This proposal relates to a reduction in the overall budget for the Regeneration and Asset Management Division of £550k for 2014/15.</p> <p>This will be achieved through a combination of inter-related efficiency streams which will focus on four key areas:</p> <ul style="list-style-type: none"> • Asset rationalisation. The current annual cost of the corporate estate is £9m and the current Budget Strategy assumes a reduction in costs of £1m for 2011-13. A previous (Round 1) proposal outlined a further review of the corporate estate with the objective of identifying a saving of £500k for 2014-15. It is proposed to extend that review to identify a greater level of saving for 2014-15 • Linked to asset rationalisation will be the identification of efficiencies for asset related contracts to either/or negotiate more economically advantageous rates or identify reductions in their scope • Identify improvements by ensuring that leases are operated and managed to ensure optimum income levels • Identify efficiencies for staffing structures across the entire Division. 					550		550
RNR32	TRANSPORT GROUP MANAGER	Reduction in budget for staff travel facilities £30k, reduction in minor rates arising from contract extension negotiations £99k, miscellaneous supplies and services reductions £8k					137		137
RNR33	ECONOMIC DEVELOPMENT	<p>The service carries a small delivery budget. It is proposed this will be reduced by £18K per annum, taken from across the service.</p> <p>It is also proposed to seek administrative efficiencies which will lead to a saving in the staffing budget.</p>					50		50
RNR34	PLANNING	<p>The proposal is to reduce the professional planning input to these tasks.</p> <p>The current vacant post was the lead officer on the AMR and Local Plan policy development and research relating to open space, sustainability issues such as the code for sustainable homes, environmental pollution, waste and green roofs. The development of policy in these and other areas will be slowed down as the remaining team take on the essential policy development. The AMR will have to be slimmed down so reporting on all key indicators may no longer be possible. This officer also played a key role in developing proposals to assist with neighbourhood plans and the 'duty to cooperate' with surrounding boroughs and a reduction in this activity will have an impact on this function.</p>					42		42
RNR35	PLANNING	Staffing saving arising from:- the cessation of sending out planning proposal notifications to neighbouring properties, reduction in local meetings regarding development proposals, reduction in amenity society panel meetings.					37		37

RNR36	PEOPLE MANAGEMENT SERVICES	This budget reduction will have an impact on employee relations and whether there are specifically designated roles to lead on employee relations. It is therefore intended to reduce this budget in 2014/15. The social care training function redesigns learning interventions to support social care workers. The number of programmes designed to support changes in care provision would reduce although they would be kept above a statutory minimum.		70		70
RNR37	HEAD OF LAW	The proposal is a reduction in Legal Service staff which would specifically reduce capacity and the ability to respond to increasing demands in the Contracts Team.	62			62
RNR38	INSURANCE & RISK GROUP MGR	A review of the service structure and reduction in the general administration costs for the Insurance & Risk service.		35		35
RNR39	INSURANCE & RISK GROUP MGR	A reduction in the level of reserves held for self insurance purposes by releasing current reserves of £300k per annum for ten years. This would reduce the Council's insurance reserves by £3m while at the same time taking a more balanced position relative to anticipated (future reduced scope and/or levels of) activity. There is a higher risk of insufficient reserves to settle claims for the self-insured element of incidents resulting in a cash call from service revenue budgets.	300			300
RNR40	AUDIT	A review of the service structure and reduction in the general administration costs for the Audit & Risk service. There is a risk of ineffective working from less administrative support available to assist with service needs.	30			30
RNR41	TECHNOLOGY & TRANSFORMATION	This proposal represents a saving on the salaries budget for 2014-2015. This is in addition to a proposed saving in Round 1 of £345,000 on the salary budget for the same period. IM&T's structure allows flexibility for all staff roles, so the impact of the combined saving create significant pressures on staff to extend their range of skills and knowledge to cover multiple areas of work. At present there are a number of labour-intensive projects that are scheduled for completion around the start of 2014-2015 and, if those projects complete on time, there should be some easing of pressure on the Division. However, there are risks that projects may overrun. In any event, even if projects are complete, the reduction in staff numbers will affect the ability to rapidly deliver support for line-of-business systems and any new or emerging projects.			150	150
RNR42	HEAD OF BUSINESS SUPPORT	Further savings will be identified from the teams that deal with the financial processes associated with adult social care (payments, financial assessment, invoicing and administration of client finances). Efficiencies will be identified through information exchange with other agencies and through better use of IT systems. Additionally, more income will be generated from clients for whom the council is acting as deputy.			100	100

RNR43	HEAD OF BUSINESS SUPPORT	<p>The total 2012/13 staffing budget is £4m. This is split into</p> <ul style="list-style-type: none"> - £0.7m for statutory accounting services and central co-ordination of corporate process, such as budgeting - £1.6m for management accounting and business advice to services - £1.7m for transactional financial services including payroll and pensions. <p>In February 2011 the Council agreed savings of c£1m within the Finance service. Following that decision, a reorganisation was implemented and the new structure is now operating effectively. Further savings of £300k were put forward for 2014/15 - through Round 1 of this year's budget savings process - following work to further rationalise administrative and other processes and to complete the re-implementation of the Oracle Financials system during 2013/14.</p> <p>This proposal seeks to increase that savings proposal by a further £200k.</p>		200		200
RNR44	HEAD OF STRATEGY	<p>Savings on staffing costs -</p> <p>The Head of Strategy is employed on a 0.8FTE – giving up 0.2 salary costs releases £20K</p> <p>The Mayors Office has undergone major staffing reductions over the past two years. A sum of £20K was kept in the budget for transitional additional administrative support. The new structures have bedded down, and this can be released as a saving.</p> <p>Saving on the Apprenticeship budget - 60K</p> <p>The Council has been successful in brokering apprenticeships with partners and our supply chain. We have been able to secure funding from external organisations to pay for Apprenticeships, so the total number of apprentices being achieved will not be adversely affected.</p>	100			100
RNR45	HEAD OF COMMITTEE & BUSINESS SERVICE	<p>It is proposed to save £5k on this budget. This is 50% of the budget and will mean that town twinning and friendship links will need to be sustained within a much smaller budget. However, the budget has traditionally under spent by approximately £2-3k and the saving at £5k will require some further tightening of costs affecting support for exchanges and friendship links</p>	5			5

RNR46	CORP. POLICY & GOVERNANCE	<p>The savings proposal is for a £10k saving from a current total budget of £27k leaving a total budget for the member development programme of £17k.</p> <p>Some cost reductions and greater economy have already been found on the budget with a greater focus on developing in- house support in the first instance and more recently participation in the pan-London CfPS member development and support programme. Further work will be done to identify the scope for cost reduction and efficiencies through partnerships with neighbouring authorities to sustain member development activities.</p> <p>The intensity of the programme and therefore the greater proportion of costs tend to arise in the first two years of any given four year term. These costs tend to be associated with the formal induction programme. It is anticipated that member development support can be retained in the final year of this administration within the proposed budget of £17k. However, preparations for the new administration, 2014- 2018, will increasingly be the focus of the forthcoming year. It maybe approx to address induction needs for the new administration as a one-off cost in 2014-15, in which case £17k might be reasonably expected to sustain the member development prog.</p>	10			10
Page 270 RNR47	POLICY & PARTNERSHIP S	<p>Consultation and engagement A £26k saving is proposed from the consultation and engagement budget. This budget is used for major consultations such as the Lewisham Resident's Survey and knowledge management. In recent years officers within the Unit have developed skills to undertake major consultations and as such the impact of this saving could be absorbed.</p> <p>Social inclusion A saving of £5k is proposed on the supplies and services budget which covers expenditure on social inclusion and diversity activity. The specific proposal relates to the termination of a knowledge management subscription.</p> <p>Performance management Through negotiating changes to the licensing arrangements for our performance management system, a saving of £35k against the contract cost is proposed for each of the following years: 2014/15, 2015/16. In its place a local solution will be developed using existing and available software solutions</p>	31	35	35	101

TOTAL RESOURCES & REGENERATION	904	1,140	35	2,079
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TOTAL SAVINGS PROPOSALS – 2013/14 – 2015/16 SECOND ROUND	2,782	5,551	35	8,368
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Detailed Savings Proposals 2013/16 – Second Round

CHILDREN & YOUNG PEOPLE DIRECTORATE

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People -Standards and Achievement

REF: CYP40

SERVICE: SCHOOL IMPROVEMENT

LEAD OFFICER: Sue Tipler

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
787.0	135.0	652.0

Description of Service

The Educational Psychology Team support our schools to build capacity to meet the needs of children with complex needs. They also support individual schools and children, through a Service Level Agreement

Description of saving proposed

The Round 1 (see CYP02) saving increased the budgeted income level for the Education Psychology team to match the income levels already being achieved. As this saving is being achieved it is now thought possible to extend this target and achieve further income of £70k.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
35	35		70

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

Outcome of Consultation (if required)

Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable

4

Impact on Corporate Priorities:**Main Priority**

J - Inspiring efficiency, effectiveness and equity

Secondary Priority

B - Young people's achievement and involvement

Impact of saving on corporate priority

Neutral

Impact of saving on corporate priority

Neutral

Level of Impact

Low

Level of Impact

Low

What is the overall impact on equalities?

2013/14

2014/15

2015/16

Neutral

Neutral

Neutral

**Level of impact: State the level of impact on the protected characteristics below:
High, Medium or Low****Ethnicity:**

Low

Gender:

Low

Age:

Low

Disability:

Low

Religion/Belief:

Low

Pregnancy/Maternity

Low

Marriage & Civil Partnerships

Low

Sexual Orientation:

Low

Gender reassignment

Low

If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :

Outcome of full Equalities Analysis Assessment (if required) :**Ward/Geographical implications**

Borough wide

Legal Implications**Impact on Voluntary Sector**

REF: CYP40- page 3 of 3							
Human Resources Implications							
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							NO
Is this a continuation of a previous proposal?:							
If YES, please state the previous Reference No.(s) and year:							
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)							
♣ (not covered by council employee)							
♦ (covered by council employee)							
♥ including posts covered by agency)							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♣							
Vacant♦							
Vacant♥							
Workforce Profile Information							
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)							
Gender:	Female:			Male:			
Ethnicity:	BME:	White:	Other:		Not Known:		
Disability:							
Sexual Orientation:	Where known:			Not Known:			
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
How do you expect to reduce these posts?							
	Redundancy		TUPE			Delete vacant post	
FTE :							
Head Count:							
Grades :							

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People -Standards and Achievement

REF: CYP41

SERVICE: SCHOOL IMPROVEMENT

LEAD OFFICER: Sue Tipler

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure £000's	Income £000's	Net Budget £000's
402.0	46.0	356.0

Description of Service

The service supports the transition of pupils with Special Educational Needs, with a particular focus on primary to secondary transition.

Description of saving proposed

School Achievement special education transitions support - This role will be deleted and the supplies and services budget reduced. Transitions at pupil level will be managed by the Children with Complex Needs Service, within their existing budget.

Transitions at school level will be led by the Educational Psychology team, who sit within School Improvement.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
21	29		50

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: CYP41- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is subject to staff consultation as stipulated within the Council's Employment/Change Management policies. As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of the restructuring process. This is stipulated within the Council's Employment/Change Management policies. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
4		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
B - Young people's achievement and involvement	J - Inspiring efficiency, effectiveness and equity	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Negative	Neutral	
Level of Impact	Level of Impact	
Low	Low	
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Negative	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Medium	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
This proposal will have an impact on services for children and young people with a disability, however we anticipate that any negative impact will be mitigated by the services provided by the Children with Complex Needs Service and the School Improvement team. Transitions at pupil level will be managed by the Children with Complex Needs Service, within their existing budget. Transitions at school level will be led by the Educational Psychology team, who sit within School Improvement.		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
Borough Wide		
Legal Implications		
Impact on Voluntary Sector		

REF: CYP41- page 3 of 3

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	YES
Is this a continuation of a previous proposal?:	NO
If YES, please state the previous Reference No.(s) and year:	

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE						1	
Head Count							
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female: 1	Male:					
Ethnicity:	BME:	White: 1	Other:	Not Known:			
Disability:							
Sexual Orientation:	Where known:	Not Known:					

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE						1	
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :	1		
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People -Standards and Achievement

REF: CYP42

SERVICE: SCHOOL IMPROVEMENT

LEAD OFFICER: Sue Tipler

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
402.0	46.0	356.0

Description of Service

The Early Years Improvement Team supports all Early Years providers to improve school readiness for all young children and ensure high quality provision in all schools and settings.

Description of saving proposed

Early Years Team - Two posts within the team, covering aspects of early years support (SEN and childminding), will be merged into one new post covering both roles.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
52			52

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: CYP42- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is subject to staff consultation as stipulated within the Council's Employment/Change Management policies. As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of the restructuring process. This is stipulated within the Council's Employment/Change Management policies. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
4		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
B - Young people's achievement and involvement	J - Inspiring efficiency, effectiveness and equity	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Negative	Neutral	
Level of Impact	Level of Impact	
Low	Low	
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Low	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
Borough wide		
Legal Implications		
Impact on Voluntary Sector		

REF: CYP42- page 3 of 3								
Human Resources Implications								
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							YES	
Is this a continuation of a previous proposal?:								
If YES, please state the previous Reference No.(s) and year:								
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant) ♠ (not covered by council employee) ♣ (covered by council employee) ♥ including posts covered by agency)								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE				2				
Head Count								
Vacant♠	2							
Vacant♣								
Vacant♥								
Workforce Profile Information								
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)								
Gender:	Female:			Male:				
Ethnicity:	BME:	White:		Other:		Not Known:		
Disability:								
Sexual Orientation:	Where known:			Not Known:				
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE				1				
Head Count								
How do you expect to reduce these posts?								
	Redundancy		TUPE			Delete vacant post		
FTE :						1		
Head Count:								
Grades :								

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People -Standards and Achievement

REF: CYP43

SERVICE: SCHOOL IMPROVEMENT

LEAD OFFICER: Sue Tipler

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
438.0	.0	438.0

Description of Service

The 14-19 Team is a very small team which supports secondary schools and post 16 institutions to improve:

- Performance
- Participation
- Progression

Description of saving proposed

The 14 - 19 team support secondary schools. There is one vacant post that is now offered as a saving and the remainder of the saving can be achieved through reducing the supplies and services budget for printing and communications.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
	70		70

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: CYP43- page 2 of 3		
Outcome of Consultation (if required)		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
4		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity	B - Young people's achievement and involvement	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Neutral	Neutral	
Level of Impact	Level of Impact	
Low	Low	
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Low	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
Borough wide		
Legal Implications		
Impact on Voluntary Sector		

REF: CYP43- page 3 of 3							
Human Resources Implications							
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							NO
Is this a continuation of a previous proposal?:							
If YES, please state the previous Reference No.(s) and year:							
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)							
♣ (not covered by council employee)							
♦ (covered by council employee)							
♥ including posts covered by agency)							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♣							
Vacant♦							
Vacant♥							
Workforce Profile Information							
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)							
Gender:	Female:			Male:			
Ethnicity:	BME:	White:		Other:		Not Known:	
Disability:							
Sexual Orientation:	Where known:			Not Known:			
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
How do you expect to reduce these posts?							
	Redundancy		TUPE			Delete vacant post	
FTE :							
Head Count:							
Grades :							

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People - Resources & Reserves

REF: CYP44

SERVICE: ESTATE MANAGEMENT

LEAD OFFICER: Alan Docksey

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
788.0	.0	788.0

Description of Service

The Estates Management team provides support to schools on statutory maintenance and premises matters.

Description of saving proposed

The Estates Management team provides support to schools on statutory maintenance and premises matters. The budget provides for the use of specialised consultancy support such as asbestos testing and building condition surveys. A review of the past expenditure against the budget and the progress on maintenance works has identified that this budget can now be reduced by £30k. Through the use of web based technology the eligibility criteria of families for free school meals can be processed more efficiently allowing a staffing reduction of 0.5fte.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
45	45		90

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

Outcome of Consultation (if required)

This proposal is subject to staff consultation as stipulated within the Council's Employment/Change Management policies. As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of the restructuring process. This is stipulated within the Council's Employment/Change Management policies. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.

Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable

3

Impact on Corporate Priorities:

Main Priority	Secondary Priority
J - Inspiring efficiency, effectiveness and equity	B - Young people's achievement and involvement
Impact of saving on corporate priority	Impact of saving on corporate priority
Positive	Neutral
Level of Impact	Level of Impact
Low	Low

What is the overall impact on equalities?

2013/14	2014/15	2015/16
Neutral	Neutral	Neutral

**Level of impact: State the level of impact on the protected characteristics below:
High, Medium or Low**

Ethnicity:	Low
Gender:	Low
Age:	Low
Disability:	Low
Religion/Belief:	Low
Pregnancy/Maternity	Low
Marriage & Civil Partnerships	Low
Sexual Orientation:	Low
Gender reassignment	Low

If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :

Outcome of full Equalities Analysis Assessment (if required) :

Ward/Geographical implications

Borough wide

Legal Implications

Impact on Voluntary Sector

REF: CYP44- page 3 of 3

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	YES
Is this a continuation of a previous proposal?:	NO
If YES, please state the previous Reference No.(s) and year:	

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE		1.6	1				
Head Count							
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female:	Male:		
Ethnicity:	BME:	White:	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People - Resources & Reserves

REF: CYP45

SERVICE: TECHNICAL FINANCE ITEMS

LEAD OFFICER: Alan Docksey

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure £000's	Income £000's	Net Budget £000's
320.0	.0	320.0

Description of Service

The directorate holds a budget to manage unforeseen circumstances during the course of the year. The amount of that budget is £320k in 2012/13.

Description of saving proposed

Given the overall reduction in CYP budgets and the effectiveness of the DEP in holding down expenditure it is proposed that contingency for the Directorate be reduced. The current budget is £320k

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
100	0	0	100

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

Outcome of Consultation (if required)

Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable

4

Impact on Corporate Priorities:

Main Priority	Secondary Priority
J - Inspiring efficiency, effectiveness and equity	B - Young people's achievement and involvement
Impact of saving on corporate priority	Impact of saving on corporate priority
Positive	Neutral
Level of Impact	Level of Impact
Medium	Low

What is the overall impact on equalities?

2013/14	2014/15	2015/16
Neutral	Neutral	Neutral

**Level of impact: State the level of impact on the protected characteristics below:
High, Medium or Low**

Ethnicity:	Low
Gender:	Low
Age:	Low
Disability:	Low
Religion/Belief:	Low
Pregnancy/Maternity	Low
Marriage & Civil Partnerships	Low
Sexual Orientation:	Low
Gender reassignment	Low

If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :

Outcome of full Equalities Analysis Assessment (if required) :

Ward/Geographical implications

Borough wide

Legal Implications

Impact on Voluntary Sector

REF: CYP45- page 3 of 3							
Human Resources Implications							
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							NO
Is this a continuation of a previous proposal?:							NO
If YES, please state the previous Reference No.(s) and year:							
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)							
♣ (not covered by council employee)							
♦ (covered by council employee)							
♥ including posts covered by agency)							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♣							
Vacant♦							
Vacant♥							
Workforce Profile Information							
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)							
Gender:	Female:			Male:			
Ethnicity:	BME:	White:		Other:		Not Known:	
Disability:							
Sexual Orientation:	Where known:			Not Known:			
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
How do you expect to reduce these posts?							
	Redundancy		TUPE			Delete vacant post	
FTE :							
Head Count:							
Grades :							

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People - Access and Support Services

REF: CYP46

SERVICE: ADMISSIONS & PUPILS OUT OF SCHOOL

LEAD OFFICER: Warwick Tomsett

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
1,009.0	.0	1,009.0

Description of Service

The Attendance and Welfare service delivers services to ensure children and young people attend school and have appropriate access to education. This includes attendance and welfare, child employment and support for parents and schools on exclusions, and the education of Looked After Children.

Description of saving proposed

Attendance and Welfare Service - A full re-organisation of the service is proposed considering the case loads of staff and the areas of work that have the greatest impact on absence. This will not reduce the scope of our statutory activity. The figure proposed is an indicative figure.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
0	200	0	200

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

Outcome of Consultation (if required)

This proposal is subject to staff consultation as stipulated within the Council's Employment/Change Management policies. As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of the restructuring process. This is stipulated within the Council's Employment/Change Management policies. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.

Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable

3

Impact on Corporate Priorities:

Main Priority	Secondary Priority
J - Inspiring efficiency, effectiveness and equity	B - Young people's achievement and involvement
Impact of saving on corporate priority	Impact of saving on corporate priority
Neutral	Neutral
Level of Impact	Level of Impact
Low	Low

What is the overall impact on equalities?

2013/14	2014/15	2015/16
Neutral	Neutral	Neutral

**Level of impact: State the level of impact on the protected characteristics below:
High, Medium or Low**

Ethnicity:	Low
Gender:	Low
Age:	Low
Disability:	Low
Religion/Belief:	Low
Pregnancy/Maternity	Low
Marriage & Civil Partnerships	Low
Sexual Orientation:	Low
Gender reassignment	Low

If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :

Outcome of full Equalities Analysis Assessment (if required) :

Ward/Geographical implications

Borough wide

Legal Implications

Impact on Voluntary Sector

REF: CYP46- page 3 of 3

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	YES
Is this a continuation of a previous proposal?:	
If YES, please state the previous Reference No.(s) and year:	

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE		3.7		17.1	1		
Head Count		5		18	1		
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female: 22	Male: 2		
Ethnicity:	BME:	White:	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People - Access and Support Services

REF: CYP47

SERVICE: INTEGRATED YOUTH SUPPORT SERVICE

LEAD OFFICER: Warwick Tomsett

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
3,383.0	90.0	3,293.0

Description of Service

CYP17, phase one proposes that the Council provides a more targeted Youth Service with four elements as its focus:

1:1 intensive support for young people with identified vulnerabilities

Issue based group work for specific vulnerable groups

Street based youth work

Access to positive activities through fun and vibrant places to go and things to do

These activities to be targeted at young people at the greatest risk of poor life outcomes.

Savings to be made through reduction in costs of centre based work and management costs.

Description of saving proposed

This proposal is to set the budget for youth commissioning work at £900k from 2013/14. This is an additional saving to CYP17.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
50	50	0	100

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: CYP47- page 2 of 3		
Outcome of Consultation (if required)		
A consultation is currently taking place regarding the proposals for the restructuring of the Youth Support Service, ending on 31st December 2012. This proposal will be integrated into that consultation, and results fed into a Mayor and Cabinet report in February 2013.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
B - Young people's achievement and involvement	J - Inspiring efficiency, effectiveness and equity	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Negative	Neutral	
Level of Impact	Level of Impact	
Low	Low	
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Low	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
A full EAA will be completed, integrating this proposal with Phase 1 proposal CYP17.		
Ward/Geographical implications		
Borough wide.		
Legal Implications		
Impact on Voluntary Sector		

REF: CYP47- page 3 of 3							
Human Resources Implications							
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							NO
Is this a continuation of a previous proposal?:							YES
If YES, please state the previous Reference No.(s) and year:							CYP17 2012
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant) ♣ (not covered by council employee) ♦ (covered by council employee) ♥ including posts covered by agency)							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♣							
Vacant♦							
Vacant♥							
Workforce Profile Information							
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)							
Gender:	Female:			Male:			
Ethnicity:	BME:	White:		Other:		Not Known:	
Disability:							
Sexual Orientation:	Where known:			Not Known:			
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
How do you expect to reduce these posts?							
	Redundancy		TUPE			Delete vacant post	
FTE :							
Head Count:							
Grades :							

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People - Access and Support Services

REF: CYP48

SERVICE: EARLY YEARS & PLAY

LEAD OFFICER: Warwick Tomsett

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure £000's	Income £000's	Net Budget £000's
353.0		353.0

Description of Service

The Early Intervention service provides a range of support to targeted and vulnerable children and families. This includes commissioned services through Children's Centres, the Family Support Team (supporting the CAF process), Targeted Family Support, the Attendance and Welfare Service, Admissions Team and Looked After Children Education team. The key aims of the Early Intervention strand are to: improve school readiness, improve parenting attachment and engagement, and reduce escalation of needs.

Description of saving proposed

This saving provides for a reduction in business support for providers of £20k through a further re-organisation.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
0	20	0	20

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: CYP48- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is subject to staff consultation as stipulated within the Council's Employment/Change Management policies. As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of the restructuring process. This is stipulated within the Council's Employment/Change Management policies. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
4		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity	B - Young people's achievement and involvement	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Neutral	Neutral	
Level of Impact	Level of Impact	
Low	Low	
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Low	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
Borough wide		
Legal Implications		
Impact on Voluntary Sector		

REF: CYP48- page 3 of 3

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	YES
Is this a continuation of a previous proposal?:	NO
If YES, please state the previous Reference No.(s) and year:	

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female:	Male:		
Ethnicity:	BME:	White:	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People - Children's Social Care

REF: CYP49

SERVICE: BUSINESS SUPPORT, PLACEMENTS & PROCUREMENT

LEAD OFFICER: Ian Smith

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
1,879.0	.0	1,879.0

Description of Service

Social work teams in Children's Social Care Division provide services that protect, care for, and support children, young people and their families.

The service has a Business Support function to support this work.

Description of saving proposed

A review of the business support team across the service will be undertaken to examine the opportunities for reshaping the current activities and identifying opportunities for sharing resources with other support teams in the Council such as Finance and Adults. There are Round 1 savings at CYP 28, 29 and 30 that will also impact upon Business Support costs and organisation.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
0	150	0	150

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

Outcome of Consultation (if required)

This proposal is subject to staff consultation as stipulated within the Council’s Employment/Change Management policies. As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of the restructuring process. This is stipulated within the Council’s Employment/Change Management policies. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.

Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable

3

Impact on Corporate Priorities:

Main Priority	Secondary Priority
J - Inspiring efficiency, effectiveness and equity	G - Protection of children
Impact of saving on corporate priority	Impact of saving on corporate priority
Positive	Neutral
Level of Impact	Level of Impact
Low	Low

What is the overall impact on equalities?

2013/14	2014/15	2015/16
Neutral	Neutral	Neutral

**Level of impact: State the level of impact on the protected characteristics below:
High, Medium or Low**

Ethnicity:	Low
Gender:	Low
Age:	Low
Disability:	Low
Religion/Belief:	Low
Pregnancy/Maternity	Low
Marriage & Civil Partnerships	Low
Sexual Orientation:	Low
Gender reassignment	Low

If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :

Outcome of full Equalities Analysis Assessment (if required) :

Ward/Geographical implications

Borough wide

Legal Implications

Impact on Voluntary Sector

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	YES
Is this a continuation of a previous proposal?:	
If YES, please state the previous Reference No.(s) and year:	

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE		6		1			
Head Count							
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female: 5	Male: 2		
Ethnicity:	BME: 2	White: 5	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People - Children's Social Care

REF: CYP50

SERVICE: FAMILY SUPPORT & INTERVENTION

LEAD OFFICER: Ian Smith

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure £000's	Income £000's	Net Budget £000's
1,343.0	.0	1,343.0

Description of Service

The legal budget is used to fund our costs when we are involved in court proceedings

Description of saving proposed

New Court guidance has an expectation that cases should be completed within 26 weeks, at present the average is over a year. Through our Care Proceedings Pilot (with 3 other LAs) we anticipate that we can reduce the timetable significantly. Reducing our timetable will save on legal costs in Court. These savings were estimated at £200k in round 1 savings but work with the other partners within the project would indicate the savings will be higher at £350k in total, an increase of £150k. This relates to CYP 33. There will also be an expectation that expert reports which can be costly and timely to produce are reduced to a minimum, so where possible there is more reliance on the expertise of the professionals involved with the child such as the social worker. This should lead to quicker decision-making and reduced costs for the social care budget.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
50	100		150

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: CYP50- page 2 of 3		
Outcome of Consultation (if required)		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
2		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity	G - Protection of children	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Positive	Positive	
Level of Impact	Level of Impact	
Low	Low	
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Low	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
Borough wide		
Legal Implications		
Impact on Voluntary Sector		

REF: CYP50- page 3 of 3							
Human Resources Implications							
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							NO
Is this a continuation of a previous proposal?:							YES
If YES, please state the previous Reference No.(s) and year:							CYP33 2012
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)							
♣ (not covered by council employee)							
♦ (covered by council employee)							
♥ including posts covered by agency)							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♣							
Vacant♦							
Vacant♥							
Workforce Profile Information							
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)							
Gender:	Female:			Male:			
Ethnicity:	BME:	White:		Other:		Not Known:	
Disability:							
Sexual Orientation:	Where known:			Not Known:			
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
How do you expect to reduce these posts?							
	Redundancy		TUPE			Delete vacant post	
FTE :							
Head Count:							
Grades :							

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People - Children's Social Care

REF: CYP51

SERVICE: SPECIAL NEEDS

LEAD OFFICER: Ian Smith

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure £000's	Income £000's	Net Budget £000's
541.0	.0	541.0

Description of Service

The service provides a range of support to children and their families where the child has a disability and/or complex needs

The Sensory Teachers Team offers direct and strategic support in developing inclusive settings within schools. The service completes assessments of children with Visual and Hearing Impairments, offers advice and intervention for children with a range of additional educational needs

Description of saving proposed

The budget for sensory teaching support contains a sum of for consultancy support of which £50k is not allocated currently; it is proposed to release this as a saving.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
50			50

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: CYP51- page 2 of 3		
Outcome of Consultation (if required)		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
4		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity	G - Protection of children	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Neutral	Neutral	
Level of Impact	Level of Impact	
Low	Low	
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Low	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
Borough wide		
Legal Implications		
Impact on Voluntary Sector		

REF: CYP51- page 3 of 3								
Human Resources Implications								
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							NO	
Is this a continuation of a previous proposal?:								
If YES, please state the previous Reference No.(s) and year:								
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)								
♣ (not covered by council employee)								
♦ (covered by council employee)								
♥ including posts covered by agency)								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
Vacant♣								
Vacant♦								
Vacant♥								
Workforce Profile Information								
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)								
Gender:	Female:			Male:				
Ethnicity:	BME:	White:	Other:		Not Known:			
Disability:								
Sexual Orientation:	Where known:			Not Known:				
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
How do you expect to reduce these posts?								
	Redundancy		TUPE			Delete vacant post		
FTE :								
Head Count:								
Grades :								

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People - Children's Social Care

REF: CYP52

SERVICE: REFERRAL AND ASSESSMENT

LEAD OFFICER: Ian Smith

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
1,765.0	.0	1,765.0

Description of Service

The Referral and Assessment Service is a front line social work service which undertakes assessments/provides services to Children In Need and works with children who are at risk of serious harm and in need of protection.

Description of saving proposed

The proposal is to delete a specialist team manager role in the referral and assessment service who manages matters such as Private Fostering, Young carers, and missing children. The front line staff in these roles will remain but the related management functions will be shared amongst other managers .

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
0	60	0	60

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: CYP52- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is subject to staff consultation as stipulated within the Council's Employment/Change Management policies. As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of the restructuring process. This is stipulated within the Council's Employment/Change Management policies. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
G - Protection of children	J - Inspiring efficiency, effectiveness and equity	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Negative	Neutral	
Level of Impact	Level of Impact	
Low	Low	
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Low	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
Borough wide		
Legal Implications		
Impact on Voluntary Sector		

REF: CYP52- page 3 of 3

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)? YES

Is this a continuation of a previous proposal?:

If YES, please state the previous Reference No.(s) and year:

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE					7		
Head Count							
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female: 3	Male: 4		
Ethnicity:	BME: 3	White: 4	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People - Children's Social Care

REF: CYP53

SERVICE: SAFEGUARDING & PLANNING SERVICE

LEAD OFFICER: Ian Smith

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
316.0		316.0

Description of Service

The Education Child Protection Coordinator provides advice on safeguarding issues to schools in Lewisham and acts as the Local Authority Designated Officer (LADO) who oversees investigations of allegations against staff who work in schools. In other Local Authorities this role is covered by the LADO who investigates allegations generally. The Education Child Protection Coordinator is located in the Quality Assurance Service.

Description of saving proposed

Currently there is a specific role for a schools child protection officer. It is now felt that child protection liaison with schools by social care is sufficiently well embedded that a specific role is no longer required it is therefore proposed to delete a 0.5fte staffing resource and produce a saving of £30k.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
	30		30

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: CYP53- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is subject to staff consultation as stipulated within the Council's Employment/Change Management policies. As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of the restructuring process. This is stipulated within the Council's Employment/Change Management policies. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
G - Protection of children	J - Inspiring efficiency, effectiveness and equity	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Negative	Neutral	
Level of Impact	Level of Impact	
Low	Low	
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Low	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
Borough wide		
Legal Implications		
Impact on Voluntary Sector		

REF: CYP53- page 3 of 3

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	YES
Is this a continuation of a previous proposal?:	NO
If YES, please state the previous Reference No.(s) and year:	

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE				1			
Head Count							
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female: 1	Male:					
Ethnicity:	BME: 1	White:	Other:	Not Known:			
Disability:							
Sexual Orientation:	Where known:	Not Known:					

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People - Children's Social Care

REF: CYP54

SERVICE: CHILDREN IN NEED

LEAD OFFICER: Ian Smith

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
905.0	.0	905.0

Description of Service

The service provides a range of support to children and their families where the child has a disability and/or complex needs.

The Special Educational Needs Team offers Statutory delivery of the current Special Educational Needs legislation.

Description of saving proposed

Following the implementation of the re-organisation of SEN and Children with Disability teams in July 2012 a review of processes and systems is taking place (see CYP26). It is now considered that costs for SEN related residential placements can be reduced further as a result of more effective working between SEN and social care workers.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
50	0	0	50

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: CYP54- page 2 of 3		
Outcome of Consultation (if required)		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity	G - Protection of children	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Positive	Neutral	
Level of Impact	Level of Impact	
Low	Low	
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Low	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
Borough wide		
Legal Implications		
Impact on Voluntary Sector		

REF: CYP54- page 3 of 3								
Human Resources Implications								
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							NO	
Is this a continuation of a previous proposal?:								
If YES, please state the previous Reference No.(s) and year:								
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)								
♣ (not covered by council employee)								
♦ (covered by council employee)								
♥ including posts covered by agency)								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
Vacant♣								
Vacant♦								
Vacant♥								
Workforce Profile Information								
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)								
Gender:	Female:			Male:				
Ethnicity:	BME:	White:		Other:		Not Known:		
Disability:								
Sexual Orientation:	Where known:			Not Known:				
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
How do you expect to reduce these posts?								
	Redundancy		TUPE			Delete vacant post		
FTE :								
Head Count:								
Grades :								

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People - Children's Social Care

REF: CYP55

SERVICE: FOSTERING & ADOPTION

LEAD OFFICER: Ian Smith

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
9,395.0	.0	9,395.0

Description of Service

Our placements for Looked after Children are provided through a mixed economy of provision. We make extensive use of independent providers for residential and foster care. We commission this provision through a Preferred Provider Framework that has reductions in cost based on cost volume.

Description of saving proposed

Currently in-house fostering placements are £370 per week lower than using outside agency fostering placements. While current efforts to increase the number of in-house foster carers has been relatively successful it is proposed to expend significant management attention on achieving an increase to the number of in-house placements by 25 per annum to effect a saving of £481k.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
	481	0	481

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: CYP55- page 2 of 3		
Outcome of Consultation (if required)		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity	G - Protection of children	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Positive	Positive	
Level of Impact	Level of Impact	
Low	Low	
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Low	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
Borough wide		
Legal Implications		
Impact on Voluntary Sector		

REF: CYP55- page 3 of 3								
Human Resources Implications								
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							NO	
Is this a continuation of a previous proposal?:							NO	
If YES, please state the previous Reference No.(s) and year:								
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)								
♣ (not covered by council employee)								
♦ (covered by council employee)								
♥ including posts covered by agency)								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
Vacant♣								
Vacant♦								
Vacant♥								
Workforce Profile Information								
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)								
Gender:	Female:			Male:				
Ethnicity:	BME:	White:		Other:		Not Known:		
Disability:								
Sexual Orientation:	Where known:			Not Known:				
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
How do you expect to reduce these posts?								
	Redundancy		TUPE			Delete vacant post		
FTE :								
Head Count:								
Grades :								

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People - Children's Social Care

REF: CYP56

SERVICE: CHILDREN'S MANAGEMENT & OTHER

LEAD OFFICER: Ian Smith

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure £000's	Income £000's	Net Budget £000's
20.0		20.0

Description of Service

The Children's Social Care Division is part of Lewisham's Children and Young People's Directorate and provides services that protect, care for, and support children, young people and their families in Lewisham.

Description of saving proposed

Currently social workers receive a car parking permit for Laurence House as part of their recruitment and retention package. Not all social workers use their cars so not all of them receive this allowance. A consultation will take place with staff on the continuation of the allowance.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
0	20	0	20

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: CYP56- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is subject to staff consultation.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity	G - Protection of children	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Neutral	Neutral	
Level of Impact	Level of Impact	
Low	Low	
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Low	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
Borough wide		
Legal Implications		
Impact on Voluntary Sector		

REF: CYP56- page 3 of 3							
Human Resources Implications							
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							NO
Is this a continuation of a previous proposal?:							NO
If YES, please state the previous Reference No.(s) and year:							
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)							
♣ (not covered by council employee)							
♦ (covered by council employee)							
♥ including posts covered by agency)							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♣							
Vacant♦							
Vacant♥							
Workforce Profile Information							
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)							
Gender:	Female:			Male:			
Ethnicity:	BME:	White:		Other:		Not Known:	
Disability:							
Sexual Orientation:	Where known:			Not Known:			
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
How do you expect to reduce these posts?							
	Redundancy		TUPE			Delete vacant post	
FTE :							
Head Count:							
Grades :							

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People - Children's Social Care

REF: CYP57

SERVICE: GROUP MGR LOOKED AFTER CHILDREN

LEAD OFFICER: Ian Smith

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure £000's	Income £000's	Net Budget £000's
95.0	.0	95.0

Description of Service

The Adoption, Looked After Children (LAC), & Leaving Care Service provides case management for looked after children whose care plan is that they will not be returning to the care of their original family. The purpose of the service is to ensure that each child has a permanency plan that provides stability and continuity of relationships. The Leaving Care Service lead on the provision of careers advice and work traineeships for care leavers. This service has the lead responsibility for Corporate Parenting and forming a Children in Care Council.

Description of saving proposed

The work on LAC rights includes a contract with Barnardo's that is due to end in 2013. The success of the Children in Care council would suggest we could bring the activity in house and not re-let the contract.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
	50	0	50

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

Outcome of Consultation (if required)

Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable

4

Impact on Corporate Priorities:

Main Priority		Secondary Priority	
G - Protection of children		J - Inspiring efficiency, effectiveness and equity	
Impact of saving on corporate priority		Impact of saving on corporate priority	
Neutral		Neutral	
Level of Impact		Level of Impact	
Low		Low	

What is the overall impact on equalities?

2013/14	2014/15	2015/16
Neutral	Neutral	Neutral

**Level of impact: State the level of impact on the protected characteristics below:
High, Medium or Low**

Ethnicity:	Low
Gender:	Low
Age:	Low
Disability:	Low
Religion/Belief:	Low
Pregnancy/Maternity	Low
Marriage & Civil Partnerships	Low
Sexual Orientation:	Low
Gender reassignment	Low

If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :

Outcome of full Equalities Analysis Assessment (if required) :

Ward/Geographical implications

Borough wide

Legal Implications

Impact on Voluntary Sector

REF: CYP57- page 3 of 3								
Human Resources Implications								
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							NO	
Is this a continuation of a previous proposal?:								
If YES, please state the previous Reference No.(s) and year:								
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)								
♣ (not covered by council employee)								
♦ (covered by council employee)								
♥ including posts covered by agency)								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
Vacant♣								
Vacant♦								
Vacant♥								
Workforce Profile Information								
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)								
Gender:	Female:			Male:				
Ethnicity:	BME:	White:	Other:		Not Known:			
Disability:								
Sexual Orientation:	Where known:			Not Known:				
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
How do you expect to reduce these posts?								
	Redundancy		TUPE			Delete vacant post		
FTE :								
Head Count:								
Grades :								

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People -Education Development

REF: CYP58

SERVICE: CONNEXIONS ETC

LEAD OFFICER: Chris Threlfall

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure £000's	Income £000's	Net Budget £000's
1,200.0	.0	1,200.0

Description of Service

NEET Reduction.

Description of saving proposed

NEET Reduction. It is proposed to reduce the education contribution to the social enterprise fund which supports start up business for young people (£40k) and to delete 2 vacant posts on the Mayor's NEET programme.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
60	40		100

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

Outcome of Consultation (if required)

This proposal is subject to staff consultation as stipulated within the Council’s Employment/Change Management policies. As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of the restructuring process. This is stipulated within the Council’s Employment/Change Management policies. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.

Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable

3

Impact on Corporate Priorities:

Main Priority	Secondary Priority
B - Young people’s achievement and involvement	J - Inspiring efficiency, effectiveness and equity
Impact of saving on corporate priority	Impact of saving on corporate priority
Negative	Negative
Level of Impact	Level of Impact
Low	Low

What is the overall impact on equalities?

2013/14	2014/15	2015/16
Negative	Negative	Negative

**Level of impact: State the level of impact on the protected characteristics below:
High, Medium or Low**

Ethnicity:	Low
Gender:	Low
Age:	Low
Disability:	Low
Religion/Belief:	Low
Pregnancy/Maternity	Low
Marriage & Civil Partnerships	Low
Sexual Orientation:	Low
Gender reassignment	Low

If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :

Any reduction in funding for the social enterprise fund which supports start up business for young people will have a disproportionate effect on young people aged between 16 to 24 years. However, the £40k in this proposal is an addition to an existing corporate Enterprise budget that was envisaged as being for two years, which will be fulfilled.

Outcome of full Equalities Analysis Assessment (if required) :

Ward/Geographical implications

Borough wide

Legal Implications

Impact on Voluntary Sector

REF: CYP58- page 3 of 3

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	YES
Is this a continuation of a previous proposal?:	
If YES, please state the previous Reference No.(s) and year:	

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							2
Head Count							2
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female:	Male:		
Ethnicity:	BME:	White:	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: Children & Young People - Commissioning, Strategy & Performance

REF: CYP59

SERVICE: STRATEGY & PERFORMANCE REVIEW

LEAD OFFICER: Warwick Tomsett

PORTFOLIO: Children & Young People

SELECT COMMITTEE: Children & Young People

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
1,141.0	.0	1,141.0

Description of Service

The Family Intervention Project provides intensive support to young people on the verge of becoming looked after.

Description of saving proposed

Further efficiencies are proposal through the re-commissioning of the Family Intervention Project an the re commissioning of short breaks provision for 2014. The efficiencies are to be split; £75k against the Family Intervention Project, and £50k against Short Breaks.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
0	125	0	125

Percentage of Net Budget proposed:

Effect on HRA/DSG: None / None

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

Outcome of Consultation (if required)

Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable

3

Impact on Corporate Priorities:

Main Priority		Secondary Priority	
G - Protection of children		B - Young people's achievement and involvement	
Impact of saving on corporate priority		Impact of saving on corporate priority	
Neutral		Neutral	
Level of Impact		Level of Impact	
Low		Low	

What is the overall impact on equalities?

2013/14	2014/15	2015/16
Neutral	Neutral	Neutral

**Level of impact: State the level of impact on the protected characteristics below:
High, Medium or Low**

Ethnicity:	Low
Gender:	Low
Age:	Low
Disability:	Low
Religion/Belief:	Low
Pregnancy/Maternity	Low
Marriage & Civil Partnerships	Low
Sexual Orientation:	Low
Gender reassignment	Low

If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :

Outcome of full Equalities Analysis Assessment (if required) :

Ward/Geographical implications

Borough wide

Legal Implications

Impact on Voluntary Sector

REF: CYP59- page 3 of 3								
Human Resources Implications								
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							NO	
Is this a continuation of a previous proposal?:								
If YES, please state the previous Reference No.(s) and year:								
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)								
♣ (not covered by council employee)								
♦ (covered by council employee)								
♥ including posts covered by agency)								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
Vacant♣								
Vacant♦								
Vacant♥								
Workforce Profile Information								
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)								
Gender:	Female:			Male:				
Ethnicity:	BME:	White:	Other:		Not Known:			
Disability:								
Sexual Orientation:	Where known:			Not Known:				
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
How do you expect to reduce these posts?								
	Redundancy		TUPE			Delete vacant post		
FTE :								
Head Count:								
Grades :								

COMMUNITY SERVICES DIRECTORATE

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: COMMUNITY SERVICES - ADULT SERVICES DIVISION

REF: COM30
SERVICE: REDESIGN AND CARE ASSESSMENT
LEAD OFFICER: Joan Hutton

PORTFOLIO: Community Services
SELECT COMMITTEE: Healthier Communities

2012/13 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
12,120	- 1,665	10,455

Description of Service

Adult social care has a statutory responsibility to assess an individual for their social care support needs and to determine their eligibility for Council-funded support. Following an assessment, regular reviews are undertaken to ensure that the care provided is appropriate and achieving the agreed outcomes. In addition, this service provides information, advice and assistance even where the individual would not qualify for Council-funded services.

Description of saving proposed

These savings will be made through further integration with Health and removal of duplication of tasks amongst staff and builds on the proposal set out in COM15. The assessment process will be simplified through development of personalisation and support planning functions thus reducing further the need for qualified staff carrying out lower level duties. We will develop the tools to increase the amount of Self Assessments carried out, this will reduce the amount of time needed to complete the full process. This will reduce social work & assessment spend to 10% of overall spend, the percentage recommended by Audit Commission.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
250	1,000	0	1,250

Percentage of Net Budget proposed:

Effect on HRA/DSG: No / No

HRA: None
DSG: None

Can this saving be taken in current Financial Year: NO

If yes to previous question, what is the value that can be taken:

REF: COM30- page 2 of 3		
Outcome of Consultation (if required)		
Full HR consultation will be undertaken in line with the Council's Management of Change procedures.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity	H - Caring for adults and the older people	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Positive	Negative	
Level of Impact	Level of Impact	
Medium	Low	
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Medium	
Disability:	Medium	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
All		
Legal Implications		
None		
Impact on Voluntary Sector		
None		

REF: COM30- page 3 of 3							
Human Resources Implications							
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							YES
Is this a continuation of a previous proposal?:							YES
If YES, please state the previous Reference No.(s) and year:							COM15
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)							
♣ (not covered by council employee)							
♦ (covered by council employee)							
♥ including posts covered by agency)							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE	4	24	43	116.25	15.8	5	
Head Count							
Vacant♣							
Vacant♦							
Vacant♥	26 (PO2) 2.5 (SO1)						
Workforce Profile Information							
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)							
Gender:	Female: 195			Male: 39			
Ethnicity:	BME:	White:	Other:		Not Known:		
Disability:							
Sexual Orientation:	Where known:			Not Known:			
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
How do you expect to reduce these posts?							
	Redundancy		TUPE			Delete vacant post	
FTE :							
Head Count:							
Grades :							

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: COMMUNITY SERVICES - ADULT SERVICES DIVISION

REF: COM31

SERVICE: ADULTS WITH LEARNING DISABILITIES

LEAD OFFICER: Dee Carlin/ Joan Hutton

PORTFOLIO: Community Services

SELECT COMMITTEE: Healthier Communities

2012/13 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
31,964	-13,559	18,405

Description of Service

Once Adult Social Care services have assessed an individual with learning disabilities as eligible for care and support, work is undertaken to meet these needs by accessing a range of options that promote independence, choice and control.

Description of saving proposed

Expectations regarding the independence of Adults with Learning Disabilities are growing and therefore our services are changing to meet their needs. Along with using tools such as the Care Fund Calculator to assess placements costs, we will be able to develop more universal and personalised care options which will be more cost effective than current building based choices. Growing the Personal Assistant market to support Adults with Learning Disabilities will both support carers respite choices and give increased choice and control to Service Users. We will further develop our Homeshare and Supported Accommodation offers which keeps people in the community and reduce the need for costly residential placements. Further to this we will introduce a Learning Disability Resource Allocation System which will give us further control on fair application of resources based on needs and safety.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
125	125	0	250

Percentage of Net Budget proposed:

Effect on HRA/DSG: No / No

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

Outcome of Consultation (if required)

Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable

3

Impact on Corporate Priorities:

Main Priority	Secondary Priority
---------------	--------------------

J - Inspiring efficiency, effectiveness and equity	H - Caring for adults and the older people
--	--

Impact of saving on corporate priority	Impact of saving on corporate priority
--	--

Positive	Negative
----------	----------

Level of Impact	Level of Impact
-----------------	-----------------

Low	Low
-----	-----

What is the overall impact on equalities?

2013/14	2014/15	2015/16
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--	--	--

**Level of impact: State the level of impact on the protected characteristics below:
High, Medium or Low**

Ethnicity:

Gender:

Age:

Disability:

Religion/Belief:

Pregnancy/Maternity

Marriage & Civil Partnerships

Sexual Orientation:

Gender reassignment

If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :

Outcome of full Equalities Analysis Assessment (if required) :

Ward/Geographical implications

Legal Implications

Impact on Voluntary Sector

REF: COM31- page 3 of 3

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	
Is this a continuation of a previous proposal?:	
If YES, please state the previous Reference No.(s) and year:	

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
♣ (not covered by council employee)
♦ (covered by council employee)
♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♣							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female:	Male:		
Ethnicity:	BME:	White:	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: COMMUNITY SERVICES - ADULT SERVICES DIVISION

REF: COM32

SERVICE: SAFEGUARDING, QUALITY & RISK

LEAD OFFICER: Joan Hutton

PORTFOLIO: Community Services

SELECT COMMITTEE: Healthier Communities

2012/13 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
25,989	-9,475	16,514

Description of Service

Once people have been assessed as eligible for services, care and support is provided to keep people as independent as possible in their own homes.

Description of saving proposed

As we grow personalisation and preventative services we will increase the amount of time people can remain independent in their own homes. This will lead to a reduction in Residential Care costs which will be taken as a saving. There will be an increase in Nursing Care placements, as people will need a higher level of care when eventually being placed. These costs will be met by health money.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
250	225	0	475

Percentage of Net Budget proposed:

Effect on HRA/DSG: No / No

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: COM32- page 2 of 3		
Outcome of Consultation (if required)		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity	H - Caring for adults and the older people	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Positive	Neutral	
Level of Impact	Level of Impact	
Medium		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		
Gender:		
Age:		
Disability:		
Religion/Belief:		
Pregnancy/Maternity		
Marriage & Civil Partnerships		
Sexual Orientation:		
Gender reassignment		
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
Legal Implications		
Impact on Voluntary Sector		

REF: COM32- page 3 of 3

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	
Is this a continuation of a previous proposal?:	
If YES, please state the previous Reference No.(s) and year:	

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female:	Male:		
Ethnicity:	BME:	White:	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: COMMUNITY SERVICES - STRATEGY & PERFORMANCE

REF: COM33

SERVICE: POLICY, STRATEGY AND PERFORMANCE

LEAD OFFICER: Sarah Wainer

PORTFOLIO: Community Services; Community Safety

SELECT COMMITTEE: Healthier Communities; Safer & Stronger; Public Accounts Committee

2012/13 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
972.4	- 81.7	890.7

Description of Service

This service undertakes service redesign and development on behalf of the Directorate. It carries out research, consultations, impact assessments and policy implementation. It provides management information, and undertakes data analysis and needs assessments. It also works with a range of partners, particularly in health, to align strategies and plans, and provides the governance function to a range of partnership boards. It supports a range of Directorate functions, including BCP, programme management, risk assessment, internal audit and health and safety.

Description of saving proposed

The service will take on a number of functions on behalf of health partners. This income of £52k will allow the budget for S&P to be reduced.

An additional £8k will come from other budgets, primarily that for the printing of complaints leaflets and that assigned for independent complaints investigations. For the former, the information is already available on line and can be printed off as needed. For the latter, due to improvements in handling complaints, the service has had no call on this funding for some years. If in future a complaint needed to be escalated to this level, the cost would be passed to the service concerned.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
60	0	0	60

Percentage of Net Budget proposed:

Effect on HRA/DSG: No / No

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: COM33- page 2 of 3		
Outcome of Consultation (if required)		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity		
Impact of saving on corporate priority	Impact of saving on corporate priority	
Positive		
Level of Impact	Level of Impact	
Low		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral		
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		
Gender:		
Age:		
Disability:		
Religion/Belief:		
Pregnancy/Maternity		
Marriage & Civil Partnerships		
Sexual Orientation:		
Gender reassignment		
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
Legal Implications		
Impact on Voluntary Sector		

REF: COM33- page 3 of 3

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	NO
Is this a continuation of a previous proposal?:	
If YES, please state the previous Reference No.(s) and year:	

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female:	Male:		
Ethnicity:	BME:	White:	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: COMMUNITY SERVICES – CULTURAL SERVICES

REF: COM34

SERVICE: BROADWAY THEATRE

LEAD OFFICER: Hilary Renwick

PORTFOLIO: Community Services

SELECT COMMITTEE: Healthier Communities

2012/13 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
1,103	-711	392

Description of Service

The Broadway Theatre is directly managed by the Council, and operates on a hiring basis with the exception of the Xmas pantomime, pensioners matinees and the Studio programme

Description of saving proposed

Reduction in Theatre programme necessitating a reorganisation of the staff team

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
125	60		

Percentage of Net Budget proposed: 0.3%

Effect on HRA/DSG: No / No

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: COM34- page 2 of 3		
Outcome of Consultation (if required)		
A full consultation with staff will take place in accordance with the Council's management of change procedures		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
I - Active, healthy citizens	E - Strengthening the local economy	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Neutral	Negative	
Level of Impact	Level of Impact	
Low	Low	
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Low	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
All		
Legal Implications		
Impact on Voluntary Sector		
Nil		

REF: COM34- page 3 of 3							
Human Resources Implications							
Will this saving proposal have an impact on staffing levels within your team (yes/no)?						YES	
Is this a continuation of a previous proposal?:						NO	
If YES, please state the previous Reference No.(s) and year:							
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)							
♣ (not covered by council employee)							
♦ (covered by council employee)							
♥ including posts covered by agency)							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE				4	1		
Head Count							
Vacant♣							
Vacant♦							
Vacant♥							
Workforce Profile Information							
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)							
Gender:	Female: 3			Male: 2			
Ethnicity:	BME:	White:	Other:		Not Known:		
Disability:							
Sexual Orientation:	Where known:			Not Known:			
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
How do you expect to reduce these posts?							
	Redundancy		TUPE			Delete vacant post	
FTE :							
Head Count:							
Grades :							

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: COMMUNITY SERVICES - COMMUNITY & NEIGHBOURHOOD DEVELOPMENT

REF: COM36

SERVICE: COMMUNITY CENTRES

LEAD OFFICER: Liz Dart

PORTFOLIO: Community Services

SELECT COMMITTEE: Safer & Stronger

2012/13 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
403	-264	139

Description of Service

The Community Premises Team within the Community Sector Unit directly manage 15 premises and work with the voluntary sector to oversee arms length management arrangements for a further 25 premises.

Description of saving proposed

This saving proposal is linked to Resources and Regeneration proposal REG01 from round 1 in relation to asset rationalisation. The portfolio of community premises will be considered for rationalisation as part of this. Once detailed proposals for asset rationalisation have been agreed the associated running costs held within the Community Services budget will be reduced accordingly.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
0	55	0	55

Percentage of Net Budget proposed: 0.4%

Effect on HRA/DSG: Yes / No

HRA: tbc
DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: COM36- page 2 of 3		
Outcome of Consultation (if required)		
Once detailed proposals are developed consultation with community organisations, service users and staff will take place.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
A - Community leadership and empowerment		
Impact of saving on corporate priority	Impact of saving on corporate priority	
Negative		
Level of Impact	Level of Impact	
Low		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		
Gender:		
Age:		
Disability:		
Religion/Belief:		
Pregnancy/Maternity		
Marriage & Civil Partnerships		
Sexual Orientation:		
Gender reassignment		
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
Not yet known		
Legal Implications		
Not yet known but could include changes to lease and licence arrangements.		
Impact on Voluntary Sector		
The community premises are heavily used by the voluntary sector. In developing detailed proposals the level of usage of assets will be taken into consideration and the potential for community asset transfer will be explored where appropriate.		

REF: COM36- page 3 of 3							
Human Resources Implications							
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							
Is this a continuation of a previous proposal?:							
If YES, please state the previous Reference No.(s) and year:							
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)							
♣ (not covered by council employee)							
♦ (covered by council employee)							
♥ including posts covered by agency)							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♣							
Vacant♦							
Vacant♥							
Workforce Profile Information							
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)							
Gender:	Female:			Male:			
Ethnicity:	BME:	White:		Other:		Not Known:	
Disability:							
Sexual Orientation:	Where known:			Not Known:			
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
How do you expect to reduce these posts?							
	Redundancy		TUPE			Delete vacant post	
FTE :							
Head Count:							
Grades :							

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: COMMUNITY SERVICES - CRIME REDUCTION & SUPPORTING PEOPLE

REF: COM37

SERVICE: SUPPORTING PEOPLE

LEAD OFFICER: Geeta Subramaniam-Mooney

PORTFOLIO: Community Services

SELECT COMMITTEE: Healthier Communities

2012/13 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
16,253	-266	15,987

Description of Service

The Service delivers against the following objectives :

- to provide vulnerable people with support needs to achieving & maintaining independent living
- to prevent the escalation of required interventions
- to prevent homelessness
- to provide a statutory function in relation to support services for high level mental, emergency accommodation in relation to domestic violence, support provision for young people, and support provision for learning disability and social care.

Description of saving proposed

This is a continuation of COM12 in 1st Round. The overall funding for Supporting People has been reduced in the last 2 years through savings and government funding.

The proposed savings will be achieved by:

- Decommissioning - Where the service funding will be withdrawn completely.
- Commissioning Services from an approved list (Framework) of providers to ensure best quality and value for money. This will generate a level of savings.

- Contract Reduction- This would be a negotiated reduction based, where available, on the providers tendered framework price.

The budget shown above includes the £1,001k that has been transferred to Customer Services Directorate in the course of 2012/13. This has been excluded in the calculation of achievable savings.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
350	350	0	700

Percentage of Net Budget proposed:

Effect on HRA/DSG: none / none

HRA:

DSG:

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: COM37- page 2 of 3		
Outcome of Consultation (if required)		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
2		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
H -		
Impact of saving on corporate priority	Impact of saving on corporate priority	
Negative		
Level of Impact	Level of Impact	
High		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Negative	Negative	Negative
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Low	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
these further reductions will impact on accomodation and support available to vulnerable people.		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
all		
Legal Implications		
Impact on Voluntary Sector		
There will be impact on the Voluntary Sector as those delivering services are providers in the Voluntary, community and private sectors.		

REF: COM37- page 3 of 3

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	NO
Is this a continuation of a previous proposal?:	YES
If YES, please state the previous Reference No.(s) and year:	COM 12

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female:	Male:		
Ethnicity:	BME:	White:	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: COMMUNITY SERVICES - CRIME REDUCTION & SUPPORTING PEOPLE

REF: COM38

SERVICE: COMMUNITY SAFETY

LEAD OFFICER: Geeta Subramaniam-Mooney

PORTFOLIO: Community Safety

SELECT COMMITTEE: Safer & Stronger

2012/13 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
3,105.2	- 531.8	2,573.3

Description of Service

The Service delivers against the following objectives :

- to provide a Service for victims of Anti Social Behaviour (ASB) and taking action against perpetrators of ASB
- to deliver Domestic Violence and hate crime and sexual offending services as part of a statutory requirement
- to deliver a CCTV service to provide reassurance and evidence for prosecutions
- to link and lead in relation to partnership working with the police and probation and other key stakeholders in tackling crime and disorder
- to work with partners in delivering the Prevent agenda in relation to counter terrorism
- to help in reducing overall crime, victims of crime and to reduce reoffending and harm caused by offenders.

The Service is a critical driver for the Safer Lewisham Partnership, and the key link to partners in delivering against the outcomes set in the Safer Lewisham strategy and annual plans, as well as deliverables set out in legislation for all partners

Description of saving proposed

The Council has funded a Home Security service for victims of Burglary across the borough irrespective of housing tenure. This funding is provided to a Voluntary organisation who employs an officer to go to premises and fix locks, chains etc. It is proposed that the service cease

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
0	70	0	70

Percentage of Net Budget proposed:

Effect on HRA/DSG: none / none

HRA:

DSG:

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: COM38- page 2 of 3		
Outcome of Consultation (if required)		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
D - Safety, security and a visible presence	H - Caring for adults and the older people	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Neutral	Neutral	
Level of Impact	Level of Impact	
Medium	Medium	
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		
Gender:		
Age:		
Disability:		
Religion/Belief:		
Pregnancy/Maternity		
Marriage & Civil Partnerships		
Sexual Orientation:		
Gender reassignment		
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
all		
Legal Implications		
none		
Impact on Voluntary Sector		
high impact as funding is to a Voluntary organisation		

REF: COM38- page 3 of 3							
Human Resources Implications							
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							NO
Is this a continuation of a previous proposal?:							NO
If YES, please state the previous Reference No.(s) and year:							
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)							
♣ (not covered by council employee)							
♦ (covered by council employee)							
♥ including posts covered by agency)							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♣							
Vacant♦							
Vacant♥							
Workforce Profile Information							
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)							
Gender:	Female:			Male:			
Ethnicity:	BME:	White:		Other:		Not Known:	
Disability:							
Sexual Orientation:	Where known:			Not Known:			
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
How do you expect to reduce these posts?							
	Redundancy		TUPE			Delete vacant post	
FTE :							
Head Count:							
Grades :							

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: COMMUNITY SERVICES - CRIME REDUCTION & SUPPORTING PEOPLE

REF: COM39

SERVICE: COMMUNITY SAFETY

LEAD OFFICER: Geeta Subramaniam-Mooney

PORTFOLIO: Community Safety

SELECT COMMITTEE: Safer & Stronger

2012/13 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
3,105.2	- 531.8	2,573.3

Description of Service

The Service delivers against the following objectives :

- to provide a Service for victims of Anti Social Behaviour (ASB) and taking action against perpetrators of ASB
- to deliver Domestic Violence and hate crime and sexual offending services as part of a statutory requirement
- to deliver a CCTV service to provide reassurance and evidence for prosecutions
- to link and lead in relation to partnership working with the police and probation and other key stakeholders in tackling crime and disorder
- to work with partners in delivering the Prevent agenda in relation to counter terrorism
- to help in reducing overall crime, victims of crime and to reduce reoffending and harm caused by offenders.

The Service is a critical driver for the Safer Lewisham Partnership, and the key link to partners in delivering against the outcomes set in the Safer Lewisham strategy and annual plans, as well as deliverables set out in legislation for all partners

Description of saving proposed

The Council has funded Police Constables (PC) in a contract which provides one PC free for every one we fund. we currently have 6 PCs in relation to this contract.

This contract started in 2011 for 3 years.

It is proposed that this funding cease once the contract has expired in 13/14

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
0	125	0	125

Percentage of Net Budget proposed:

Effect on HRA/DSG: No / No

HRA: None

DSG: None

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: COM39- page 2 of 3		
Outcome of Consultation (if required)		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
D - Safety, security and a visible presence		
Impact of saving on corporate priority	Impact of saving on corporate priority	
Negative		
Level of Impact	Level of Impact	
Medium		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		
Gender:		
Age:		
Disability:		
Religion/Belief:		
Pregnancy/Maternity		
Marriage & Civil Partnerships		
Sexual Orientation:		
Gender reassignment		
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
all		
Legal Implications		
contract in place until 13/14.		
Impact on Voluntary Sector		
none		

REF: COM39- page 3 of 3								
Human Resources Implications								
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							NO	
Is this a continuation of a previous proposal?:							NO	
If YES, please state the previous Reference No.(s) and year:								
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)								
♣ (not covered by council employee)								
♦ (covered by council employee)								
♥ including posts covered by agency)								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
Vacant♣								
Vacant♦								
Vacant♥								
Workforce Profile Information								
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)								
Gender:	Female:			Male:				
Ethnicity:	BME:	White:	Other:		Not Known:			
Disability:								
Sexual Orientation:	Where known:			Not Known:				
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
How do you expect to reduce these posts?								
	Redundancy		TUPE			Delete vacant post		
FTE :								
Head Count:								
Grades :								

CUSTOMER SERVICES DIRECTORATE

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: CUSTOMER SERVICES - HEAD OF ENVIRONMENT DIVISION

REF: CUS40

SERVICE: STRATEGIC WASTE MANAGEMENT

LEAD OFFICER: Michael Bryan

PORTFOLIO: Customer Services

SELECT COMMITTEE: Sustainable Development

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
14,376.0	3,319.0	11,057.0

Description of Service

Waste / Recycling is a high priority service in Lewisham: Residents demand a good service, which means that collection comes high up the political agenda for Members. Collection crews are required to provide customer service on the frontline, whilst customer service staff in the back office need to have a good operational understanding of the waste and recycling collection services.

The net budget for Refuse Collection and Strategic Waste is approximately £11m of which approximately £7m is required to pay for disposal of waste i.e. SELCHP fees or landfill fees. Both of these disposal costs are rising above inflation and will continue to do so in the future and there are no proposals for savings identified in relation to these areas. The proposals in respect of waste therefore relate to the remainder of the budget.

Description of saving proposed

The savings proposal is to operate a fortnightly recycling collection service. This would mean that half of the kerbside recycling rounds are collected one week and the other half would be collected the following week. Estates recycling will remain weekly.

The savings proposal reduces the recycling collection vehicles by 4 with a subsequent reduction in staff of 20.

It should be noted that this proposal has been worked on average tonnages from 2011-12 and more detailed analysis will need to be undertaken.

Consideration has also been given to ceasing recycling collections and processing all domestic refuse through the SELCHP facility. However, after taking into account additional disposal costs and the loss of income, at best, minimal savings could be achieved at this time. It is also possible that additional crews would be required to collect the increased domestic waste. The "burn it all" option would then cost an additional £360k per annum.

It should be noted, however, that the recycling market is less favourable than when the Council entered its current contract. The Council currently receive income of £55 per tonne. Preliminary calculations show that if income from recycling falls to below £20 per tonne, the "burn it all" option would then become viable. The impact of this savings proposal will be the reduction of 4 recycling collection vehicles and a subsequent reduction in staff of 20.

There are a number of factors to consider with regards to this savings proposal.

Potential Capacity and Storage Issues:

The recycling fleet of vehicles will be collecting two weeks' worth of recycling in one week. This may mean that there is a capacity issue, and that additional wheelie bins are provided at a unit cost of approx. £25, which hasn't been budgeted for. If 25% of households require an additional recycling bin, then this could be at a cost of £0.5m.

Further, there may be storage issues both inside the property for two weeks' worth of recycling and outside the property: many properties, especially in the north of the borough do not have space to store recycling and waste, and may not have space to have an additional wheelie bin.

Increase in Disposal Costs and Loss of Income from Sale of Recyclate:

It may be likely that people's desire to get rid of their waste and recycling weekly will mean that some people will only recycle once a fortnight rather than store their recycling for a fortnightly collection. In this instance householders may put some recycling into the refuse bin every other week, or may only choose to recycle certain items to ensure adequate capacity for two weeks. This will put pressure on the disposal budget as well as reduce the income received from the sale of recyclate.

Potential Local Environmental Quality Issues

Overflowing bins resulting in littering of the streets could also result should this proposal be accepted. Further, some householders may fly tip or dump waste in neighbours bins.

Drop in Recycling Performance:

If people do not have the space or are not inclined to wait two weeks for their collections, there is the potential that the householder will use the refuse bin for disposal of recyclate. This in turn will affect the Council's recycling rate. At 2011/12 levels (17.11% recycling rate) a drop in recycling tonnage of 25% (moving into the refuse tonnage) would lead to a reduction in performance of 3.37% bringing the annual recycling rate to 13.74% (should all other waste streams remain the same). In addition the residual kg of waste per household will increase and Lewisham already has one of the highest residual waste per household in England.

Possible Changes in Legislation:

Currently driver hours for refuse and recycling crews come under domestic driving hours. However, if EU rules are to be applied to the crews it may affect the driver hours that the crews currently do.

Value of Proposals per year (£000's)			
2013/14:	2014/15:	2015/16:	Total 2013-2016
	500		500
Percentage of Net Budget proposed: 0.1%			
Effect on HRA/DSG: None / None			
HRA:			
DSG:			

Can this saving be taken in current Financial Year:		NO
If yes to previous question, what is the value that can be taken:		
REF: CUS40- page 2 of 3		
Outcome of Consultation (if required)		
None undertaken. Consultation with affected staff will take place Sept 2013.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
4		
Impact on Corporate Priorities:		
Main Priority		Secondary Priority
C - Clean, green and liveable		J - Inspiring efficiency, effectiveness and equity
Impact of saving on corporate priority		Impact of saving on corporate priority
Negative		Positive
Level of Impact		Level of Impact
Medium		Medium
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Negative	Negative	Negative
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		Low
Gender:		Low
Age:		Medium
Disability:		Medium
Religion/Belief:		Low
Pregnancy/Maternity		Medium
Marriage & Civil Partnerships		Low
Sexual Orientation:		Low
Gender reassignment		Low
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
<p>Moving from weekly doorstep recycling to fortnightly collection is a significant service change, and it could create anxiety amongst certain vulnerable groups. There is also a small risk that the same people may begin to store some recyclables inappropriately in their dwelling, especially if they live in a flat. This could create hazards affecting their health and safety. There is also a risk overfilled bins might be a risk at the front of a person's dwelling.</p> <p>This is a very operational change to a service level and has a relatively limited equalities impact. Nevertheless there are some issues to consider especially around communications.</p>		
Outcome of full Equalities Analysis Assessment (if required) :		
Not undertaken as yet		
Ward/Geographical implications		

Legal Implications

Negative impact on the deliverability of increasing recycling and reducing overall waste, which are detailed in various pieces of legislation and legislative requirements:

The Household Waste & Recycling Act requires all Waste Collection Authorities in England to collect at least two recyclable materials separate from the remainder of the waste by 2010.

Under s45 (1) of the Environmental Protection Act, a local authority has a duty to arrange for the collection of household waste in its area. Section 46 of the Act allows a local authority to service Notice on its householders as to how that waste shall be presented and what types of wastes can be collected.

The local authority also has to work towards the National Waste Strategy and in particular be in general conformity with the Mayor of London's Waste Strategy, which includes targets to:

- Reduce the amount of household waste produced from 970kg per household in 2009/10 to 790kg per household by 2031. This is equivalent to a 20 per cent reduction per household;
- Recycle or compost at least 45 per cent of municipal waste by 2015, 50 per cent by 2020 and 60 per cent by 2031.

The EU Waste Framework Directive states that:

- The waste hierarchy is now a priority order (prevention; preparing for re-use; recycling; recovery (e.g. energy recovery); and disposal); and that:
- Member States must put in place waste prevention programmes by the end of 2013. The Commission will report on progress in waste prevention by 2011 and by the end of 2014, it will set waste prevention and decoupling objectives for 2020 – this will be translated down for local authorities to implement where appropriate.
- There's a requirement to set up separate collection of "at least the following: paper, metal, plastic and glass", from the household waste stream by 2015.

The Government Review of Waste Policy in England 2011 states it must:

- Prioritise efforts to manage waste in line with the waste hierarchy and to reduce the carbon impact of waste;
- Develop a national waste prevention programme;
- Ensure waste authorities consult with local communities and individual households on providing high quality and consistent waste and recycling collection services, and incentivising residents to use these services;
- Get the most energy out of genuinely residual waste, rather than getting the most waste into energy generation

Impact on Voluntary Sector

None

REF: CUS40- page 3 of 3

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	YES
Is this a continuation of a previous proposal?:	NO
If YES, please state the previous Reference No.(s) and year:	

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female:	Male:		
Ethnicity:	BME:	White:	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			

Grades :			
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BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: CUSTOMER SERVICES - HEAD OF STRATEGIC HSG & BUSINESS REG.

REF: CUS41

SERVICE: SSR : STRAT HSG & BUSINESS REGULATORY

LEAD OFFICER: Genevieve Macklin and Nigel Tyrell

PORTFOLIO: Customer Services

SELECT COMMITTEE: Sustainable Development;#Housing

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
4,461	2,210	2,251

Description of Service

Regulatory Services exists across the Strategic Housing and Environment divisions within Customer Services. This includes the following functions:

- Building Control
- Licensing
- Environmental Health (Residential)
- Trading Standards and Markets
- Environmental Protection
- Health and Safety
- Food Safety
- Clean Street Team
- Public Health and Nuisance

Description of saving proposed

Review of the Regulatory Services across the Strategic Housing and Environment divisions within Customer Services to better align functions, remove duplication and delayer management.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
	200		

Percentage of Net Budget proposed: 8.9%

Effect on HRA/DSG: /

HRA:

DSG:

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: CUS41- page 2 of 3

Outcome of Consultation (if required)

This proposal is subject to staff consultation as stipulated within the Council's Employment/Change Management policies.

Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable

3

Impact on Corporate Priorities:

Main Priority	Secondary Priority
---------------	--------------------

D - Safety, security and a visible presence	J - Inspiring efficiency, effectiveness and equity
---	--

Impact of saving on corporate priority	Impact of saving on corporate priority
--	--

Positive	Positive
----------	----------

Level of Impact	Level of Impact
-----------------	-----------------

Low	Low
-----	-----

What is the overall impact on equalities?

2013/14	2014/15	2015/16
---------	---------	---------

Positive	Neutral	Neutral
----------	---------	---------

**Level of impact: State the level of impact on the protected characteristics below:
High, Medium or Low**

Ethnicity:	
Gender:	
Age:	
Disability:	
Religion/Belief:	
Pregnancy/Maternity	
Marriage & Civil Partnerships	
Sexual Orientation:	
Gender reassignment	

If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :

Outcome of full Equalities Analysis Assessment (if required) :

Ward/Geographical implications

Legal Implications

Impact on Voluntary Sector

REF: CUS41- page 3 of 3								
Human Resources Implications								
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							YES	
Is this a continuation of a previous proposal?:							NO	
If YES, please state the previous Reference No.(s) and year:								
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)								
♣ (not covered by council employee)								
♦ (covered by council employee)								
♥ including posts covered by agency)								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
Vacant♣								
Vacant♦								
Vacant♥								
Workforce Profile Information								
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)								
Gender:	Female:			Male:				
Ethnicity:	BME:	White:	Other:		Not Known:			
Disability:								
Sexual Orientation:	Where known:			Not Known:				
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
How do you expect to reduce these posts?								
	Redundancy		TUPE			Delete vacant post		
FTE :								
Head Count:								
Grades :								

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: CUSTOMER SERVICES - HEAD OF STRATEGIC HSG & BUSINESS REG.

REF: CUS42

SERVICE: HOUSING PARTNERSHIP & DEVELOPMENT

LEAD OFFICER: Madeleine Jeffery

PORTFOLIO: Customer Services

SELECT COMMITTEE: Housing

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure £000's	Income £000's	Net Budget £000's
435.0	-17.0	418.0

Description of Service

Milford Towers Estate Local Letting Scheme. Short-Term Leases Pending Regeneration of the Area

The Milford Towers Estate consists of 276 studio, one-bedroom and two bedroom flats. Long-term tenants are being decanted from Milford Towers Estate as part of the wider Catford Town Centre regeneration. To support the on-going management and sustainability of the community living in Milford Towers the Council have agreed with residents that we will find alternative uses for these empty flats in order to minimise the risks of squatting and anti-social behaviour and to keep those tenants who are yet to move out feeling safe and secure. Occupation minimises the risks of squatting and anti-social behaviour and reduces the fear of crime, which research indicates is the main concern of local Lewisham people†.

When deciding on alternative uses for the vacated flats the Council will first consider the suitability of the vacant flat for temporary accommodation for local people in housing need or to prevent homelessness. While the Council are able to use larger, two-bedroom flats in this way there are other more appropriate resources available for single homeless people, so there is less demand for their use as temporary accommodation.

A mixture of up to twenty studios and one-bedroom homes not needed for temporary accommodation will be let through the Council's Rent Incentive Scheme. This provides a valuable resource for the Council's Single Homeless Intervention Project, SHIP, to help people who may otherwise find it difficult to secure their own accommodation.

The remaining homes, almost all studios and one-bedroom flats, will be let on Assured Shorthold Tenancies at low rents and managed by an appointed partner agency. The scheme will be promoted locally to Lewisham residents and workers.

The Council will lease these properties to a single organisation. The Council therefore expects that approximately 180 of these properties will be leased under this scheme. The leases will be of variable lengths, all ending during November and December 2015 and will be up to 33 months long.

The key stakeholders are local residents, the council's Single Housing Intervention Project, Housing Options Centre, Lewisham Homes, Ad Hoc the council's property guardian contractor, and the commercial partner to be appointed in December 2012.

Description of saving proposed

The saving propose will result from the rental income on the leases of the approximately 180 properties leased to the commercial partner during the period January 2013 until December 2015 when the estate is demolished to facilitate the regeneration of Catford Centre.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
250	0	0	250

Percentage of Net Budget proposed: 60%

Effect on HRA/DSG: /

HRA: DSG:		
Can this saving be taken in current Financial Year:		NO
If yes to previous question, what is the value that can be taken:		
REF: CUS42- page 2 of 3		
Outcome of Consultation (if required)		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
F - Decent homes for all	D - Safety, security and a visible presence	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Positive	Positive	
Level of Impact	Level of Impact	
Medium	Medium	
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Positive		
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		
Gender:		
Age:		
Disability:		
Religion/Belief:		
Pregnancy/Maternity		
Marriage & Civil Partnerships		
Sexual Orientation:		
Gender reassignment		
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
As long-term tenants move out the Milford Towers Estate to be rehoused, LBL will find alternative uses for their flats in order to minimise the risks of squatting and anti-social behaviour and to keep those tenants who are yet to move out feeling safe and secure. Occupation minimises the risks of squatting and anti-social behaviour and reduces the fear of crime, which research indicates is the main concern of local Lewisham people†.		
The Milford Towers Decant Strategy Project local lettings scheme will make as many as sixty two-bedroom homes available as temporary accommodation for Lewisham families who are unintentionally homeless and in priority need of accommodation. Also a mixture of up to twenty studios and one-bedroom homes will be let through the Council's Rent Incentive Scheme. The remaining homes, almost all studios and one-bedroom flats, will be let on Assured Shorthold Tenancies at low rents. The scheme will be promoted locally to Lewisham residents and workers.		
It is anticipated that the agency will let studio flats at rents in the region of 25% of the average gross wage† in the borough, one- bedroom, two person, flats at 30%, and two-bedroom three		

person flats at 36% the of the average gross wage in the borough. This compares favourably with the national average of 43% of the gross income for private renters nationally*.

*English Housing Survey 2010-11
 †LBL Research Intelligence Report, May 2012

Ward/Geographical implications

Rushey Green

Legal Implications

Impact on Voluntary Sector

None

REF: CUS42- page 3 of 3

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)? NO

Is this a continuation of a previous proposal?:

If YES, please state the previous Reference No.(s) and year:

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)

- ♣ (not covered by council employee)
- ♦ (covered by council employee)
- ♥ including posts covered by agency

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♣							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female:	Male:		
Ethnicity:	BME:	White:	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: CUSTOMER SERVICES - PUBLIC SERVICES

REF: CUS43

SERVICE: REVENUES SERVICES

LEAD OFFICER: Ralph Wilkinson

PORTFOLIO: Customer Services

SELECT COMMITTEE: Public Accounts Committee

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
2,650.0	655.0	1,995.0

Description of Service

The Revenues Service is responsible for the annual collection of £100m Council Tax, £50m Business Rates, sundry debt and the payments centre. Customers are residents and businesses and rest of Council.

Description of saving proposed

Until now the Council has been required to provide detailed budget information with every Council Tax bill. A change in legislation means that from next year this information can be provided on line rather than in a printed booklet. This saving assumes the Council will only provide the information on line.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
15	0	0	15

Percentage of Net Budget proposed: 0.8%

Effect on HRA/DSG: /

HRA:

DSG:

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: CUS43- page 2 of 3		
Outcome of Consultation (if required)		
No consultation required		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
4		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity		
Impact of saving on corporate priority	Impact of saving on corporate priority	
Positive		
Level of Impact	Level of Impact	
Low		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		
Gender:		
Age:		
Disability:		
Religion/Belief:		
Pregnancy/Maternity		
Marriage & Civil Partnerships		
Sexual Orientation:		
Gender reassignment		
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
All Wards		
Legal Implications		
None		
Impact on Voluntary Sector		
None		

REF: CUS43- page 3 of 3							
Human Resources Implications							
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							NO
Is this a continuation of a previous proposal?:							
If YES, please state the previous Reference No.(s) and year:							
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)							
♣ (not covered by council employee)							
♦ (covered by council employee)							
♥ including posts covered by agency)							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♣							
Vacant♦							
Vacant♥							
Workforce Profile Information							
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)							
Gender:	Female:			Male:			
Ethnicity:	BME:	White:		Other:		Not Known:	
Disability:							
Sexual Orientation:	Where known:			Not Known:			
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
How do you expect to reduce these posts?							
	Redundancy		TUPE			Delete vacant post	
FTE :							
Head Count:							
Grades :							

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: CUSTOMER SERVICES - PUBLIC SERVICES

REF: CUS44

SERVICE: CUSTOMER SERVICES

LEAD OFFICER: Ralph Wilkinson

PORTFOLIO: Customer Services

SELECT COMMITTEE: Public Accounts Committee

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure £000's	Income £000's	Net Budget £000's

Description of Service

Responsible for the delivery of the Access.Point Service (Corporate One Stop Shop), the Call.Point Service (Corporate Call Centre), and the Registration Service (births, deaths, marriages, civil partnerships, and citizenship). Customers are potentially any resident of the borough or those visiting the borough. Stakeholders are the remainder of the Council, partner agencies (eg General Registrar's Office) and health services.

Description of saving proposed

Close the call centre for half the week and reduce the number of staff. It is estimated that approximately 20% of customers would find an alternative (e.g. self serve on Council's web site) and the rest would contact the Council when it was open.

Impact

There will be a reduction of staff and customers will only be able to contact the call centre for half the week.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
0	150	0	150

Percentage of Net Budget proposed:

Effect on HRA/DSG: /

HRA:

DSG:

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: CUS44- page 2 of 3		
Outcome of Consultation (if required)		
Customer Consultation will be required		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
1		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity		
Impact of saving on corporate priority	Impact of saving on corporate priority	
Negative		
Level of Impact	Level of Impact	
High		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		
Gender:		
Age:		
Disability:		
Religion/Belief:		
Pregnancy/Maternity		
Marriage & Civil Partnerships		
Sexual Orientation:		
Gender reassignment		
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
Ward/Geographical implications		
Legal Implications		
Impact on Voluntary Sector		

REF: CUS44- page 3 of 3								
Human Resources Implications								
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							YES	
Is this a continuation of a previous proposal?:								
If YES, please state the previous Reference No.(s) and year:								
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)								
♣ (not covered by council employee)								
♦ (covered by council employee)								
♥ including posts covered by agency)								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE		34						
Head Count								
Vacant♣								
Vacant♦								
Vacant♥								
Workforce Profile Information								
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)								
Gender:	Female:			Male:				
Ethnicity:	BME:	White:	Other:		Not Known:			
Disability:								
Sexual Orientation:	Where known:			Not Known:				
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
How do you expect to reduce these posts?								
	Redundancy		TUPE			Delete vacant post		
FTE :								
Head Count:								
Grades :								

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: CUSTOMER SERVICES - STRATEGY & PERFORMANCE

REF: CUS45

SERVICE: SSR : STRATEGY & PERFORMANCE (CUSTOMER)

LEAD OFFICER: Peter Gadsdon

PORTFOLIO: Customer Services

SELECT COMMITTEE: Public Accounts Committee

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
1,771.0	-240.0	1,531.0

Description of Service

The Strategy and Performance division in Customer Services facilitates the delivery and implementation of the corporate Customer Services and Access Channel strategies and leads on service improvement projects, transformational change, including: customer insight and cultural change across the Council and with its partners. The team has responsibility for the development and related support of the systems delivering self-serve for customer transactions.

In addition, the team has responsibility for managing maintenance of the directorate's performance management framework including programme management and health & safety. It also is responsible for casework and complaints across the directorate and feeding lessons learnt back into service improvements.

The Corporate Complaints team also forms part of this division and is responsible for overseeing the Council's three stage complaints process including providing administrative support to the Independent Adjudicator.

Description of saving proposed

Reduction of an additional post across the Strategy & Performance division in Customer Services

Impact

This is linked to saving proposal CUS35 which will result in the delayering of post within the Strategy & Performance division. The likely impact on the reduction of an additional post will be:-Less maintenance of the corporate casework system and approach; - A reduction in supplies and services budget; - More time away from Change Management work

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
0	46	0	46

Percentage of Net Budget proposed: 3%

Effect on HRA/DSG: / N/A

HRA:

DSG:

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: CUS45- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is subject to staff consultation as stipulated within the Council's Employment/Change Management policies.		
Written proposals and formal consultation will commence following the decision by Mayor and Cabinet		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity		
Impact of saving on corporate priority	Impact of saving on corporate priority	
Negative		
Level of Impact	Level of Impact	
Low		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		
Gender:		
Age:		
Disability:		
Religion/Belief:		
Pregnancy/Maternity		
Marriage & Civil Partnerships		
Sexual Orientation:		
Gender reassignment		
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of their restructuring process. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.		
Ward/Geographical implications		
None		
Legal Implications		
None		
Impact on Voluntary Sector		
None		

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	YES
Is this a continuation of a previous proposal?:	YES
If YES, please state the previous Reference No.(s) and year:	CUS35

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE	0	1	5 (6)	10	2	1	1
Head Count							
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female:	Male:		
Ethnicity:	BME:	White:	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :	1		
Head Count:			
Grades :			

RESOURCES & REGENERATION DIRECTORATE

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: RESOURCES - DIRECTOR OF REGENERATION AND ASSET MANAGEMENT

REF: RNR30
SERVICE: PROGRAMME MANAGEMENT & PROPERTY
LEAD OFFICER: Rob Holmans

PORTFOLIO: Resources & Regeneration
SELECT COMMITTEE: Public Accounts Committee

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
287	0	287

Description of Service

The core purpose of the Regeneration and Asset Management Division is to renew the physical fabric of the Borough, to do so sustainably and to enhance the overall economic well being of Lewisham.

This is delivered through the following services:

- Corporate Property Services
- Programme Management Capital Delivery
- Performance & Programme Management
- Transport (including investment in roads, footways and street lighting).

The Division is committed to regenerating the Borough, working in partnership with others to create sustainable communities by:

- Enabling and supporting the regeneration of Lewisham and helping to strengthen the local economy
- Actively supporting the creation of safe, attractive, sustainable places and communities for the benefit of local people
- Connecting people to economic, leisure and learning opportunities
- Providing high quality, best practice stewardship of the Council's property assets
- Delivering effective, value for money 'back office' functions which support the delivery of council and directorate priorities.

Description of saving proposed

The Division holds a contingency sum for the corporate estate. This proposal is to reduce the level of this contingency by £100k in line with the overall reduction in the costs associated with the estate through asset rationalisation.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
100			100

Percentage of Net Budget proposed:

Effect on HRA/DSG: /

HRA:

DSG:

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: RNR30- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is not subject to statutory or non statutory consultation with service users, strategic partners or staff.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
4		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity		
Impact of saving on corporate priority	Impact of saving on corporate priority	
Positive		
Level of Impact	Level of Impact	
Low		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Low	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
An EAA is not required.		
Ward/Geographical implications		
No specific implications have been identified.		
Legal Implications		
No specific implications have been identified.		
Impact on Voluntary Sector		
No specific impacts have been identified.		

REF: RNR30- page 3 of 3								
Human Resources Implications								
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							NO	
Is this a continuation of a previous proposal?:								
If YES, please state the previous Reference No.(s) and year:								
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)								
♣ (not covered by council employee)								
♦ (covered by council employee)								
♥ including posts covered by agency)								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
Vacant♣								
Vacant♦								
Vacant♥								
Workforce Profile Information								
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)								
Gender:	Female:			Male:				
Ethnicity:	BME:	White:	Other:		Not Known:			
Disability:								
Sexual Orientation:	Where known:			Not Known:				
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
How do you expect to reduce these posts?								
	Redundancy		TUPE			Delete vacant post		
FTE :								
Head Count:								
Grades :								

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: RESOURCES - DIRECTOR OF REGENERATION AND ASSET MANAGEMENT

REF: RNR31

SERVICE: REGENERATION AND ASSET MANAGEMENT (Division Wide)

LEAD OFFICER: Rob Holmans

PORTFOLIO: Resources & Regeneration

SELECT COMMITTEE: Public Accounts Committee

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
22,811	-5,191	17,620

Description of Service

The core purpose of the Regeneration and Asset Management Division is to renew the physical fabric of the Borough, to do so sustainably and to enhance the overall economic well-being of Lewisham.

This is delivered through the following services:

- Corporate Property Services
- Programme Management Capital Delivery
- Performance & Programme Management
- Transport (including investment in roads, footways and street lighting).

The Division is committed to regenerating the Borough, working in partnership with others to create sustainable communities by:

- Enabling and supporting the regeneration of Lewisham and helping to strengthen the local economy
- Actively supporting the creation of safe, attractive, sustainable places and communities for the benefit of local people
- Connecting people to economic, leisure and learning opportunities
- Providing high quality, best practice stewardship of the Council's property assets
- Delivering effective, value for money 'back office' functions which support the delivery of council and directorate priorities.

Description of saving proposed

This proposal relates to a reduction in the overall budget for the Regeneration and Asset Management Division of £550k for 2014/15.

This will be achieved through a combination of inter-related efficiency streams which will focus on four key areas:

- Asset rationalisation. The current annual cost of the corporate estate is £9m and the current Budget Strategy assumes a reduction in costs of £1m for 2011-13. A previous (Round 1) proposal outlined a further review of the corporate estate with the objective of identifying a saving of £500k for 2014-15. It is proposed to extend that review to identify a greater level of saving for 2014-15
- Linked to asset rationalisation will be the identification of efficiencies for asset related contracts to either/or negotiate more economically advantageous rates or identify reductions in their scope
- Identify improvements by ensuring that leases are operated and managed to ensure optimum income levels
- Identify efficiencies for staffing structures across the entire Division.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
	550		550

Percentage of Net Budget proposed:

Effect on HRA/DSG: /

HRA: DSG:		
Can this saving be taken in current Financial Year:		NO
If yes to previous question, what is the value that can be taken:		
REF: RNR31- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is subject to processes stipulated within the Council's Employment/Change Management policies.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
2		
Impact on Corporate Priorities:		
Main Priority		Secondary Priority
J - Inspiring efficiency, effectiveness and equity		
Impact of saving on corporate priority		Impact of saving on corporate priority
Neutral		
Level of Impact		Level of Impact
High		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		
Gender:		
Age:		
Disability:		
Religion/Belief:		
Pregnancy/Maternity		
Marriage & Civil Partnerships		
Sexual Orientation:		
Gender reassignment		
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
An EAA will be undertaken once asset rationalisation proposals are quantified. As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of their restructuring process. This is stipulated within the Council's Employment/Change Management policies. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.		
Ward/Geographical implications		

Not known at this stage.
Legal Implications
This proposal is subject to processes stipulated within the Council's Employment/Change Management policies. Legal Services and Procurement will provide contract advice.
Impact on Voluntary Sector
Not known at this stage in terms of asset rationalisation.

REF: RNR31- page 3 of 3

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	YES
Is this a continuation of a previous proposal?:	YES
If YES, please state the previous Reference No.(s) and year:	RNR 01, 02, 03, 04, 05 & 06 2012-13

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female:	Male:		
Ethnicity:	BME:	White:	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: RESOURCES - DIRECTOR OF REGENERATION AND ASSET MANAGEMENT

REF: RNR32

SERVICE: TRANSPORT GROUP MANAGER

LEAD OFFICER: Ian Ransom

PORTFOLIO: Resources & Regeneration

SELECT COMMITTEE: Sustainable Development

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
9,366	- 2,588	6,778

Description of Service

This service has a number of strands with the overarching objective of maintaining and improving the Council's most visible asset including Transport strategy and policy development; Engineering and design; Network management; Road safety and travel co-ordination.

Description of saving proposed

This proposal builds-on a number of previous savings proposals (Round 1).

Staff Travel - £30k

This service budget supports staff travel planning and provides some resources to improve facilities for staff who cycle or walk to work. This budget was underspent in 2011/12 and it is considered that a further reduction of £30k (£60k proposed for Round 1) can be achieved without adverse impact.

Minor rates negotiation through contract extensions will achieve a total saving of £99k

Highway Authorities have a duty to ensure, "so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice". The Winter Service is currently provided over a 18 week period. Payment is made to the works contractor to standby to provide precautionary treatment, following weather warnings for either ice or snow and then to carry out treatments as necessary. A previous proposal sought to reduce this period from 18 to 15 weeks. Through renegotiation of the existing rates, a saving has been achieved, in addition to keeping the service operational for 18 weeks

The Council currently has a two-year programme to routinely clean road gullies. A previous proposal sought to increase the current two-year cycle to a three year period. Following heavy rain, the Council currently receives complaints about blocked gullies and associated localised flooding and it is likely that a reduced programme will result in an increase in emergency calls and complaints from residents and businesses. Through renegotiation of the existing rates, a saving has been achieved, in addition to retaining the two year gully cleaning programme.

Supplies and services - £8k

Following a reorganisation of the service in 2011/12, a review of supplies and services budgets across the Group has revealed a reduced level of demand. A further saving of £8k is considered achievable.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
137			137

Percentage of Net Budget proposed:

Effect on HRA/DSG: /

HRA:

DSG:

Can this saving be taken in current Financial Year:		NO
If yes to previous question, what is the value that can be taken:		
REF: RNR32- page 2 of 3		
Outcome of Consultation (if required)		
No consultation is required.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority		Secondary Priority
C - Clean, green and liveable		
Impact of saving on corporate priority		Impact of saving on corporate priority
Negative		
Level of Impact		Level of Impact
Medium		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		Low
Gender:		Low
Age:		Low
Disability:		Low
Religion/Belief:		Low
Pregnancy/Maternity		Low
Marriage & Civil Partnerships		Low
Sexual Orientation:		Low
Gender reassignment		Low
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
An EAA is not required as this proposal does not involve a major service change.		
Ward/Geographical implications		
Borough-wide		
Legal Implications		
Highway Authorities have a duty under Section 41 (1A) of The Highways Act 1980 to ensure, "so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice".		

Impact on Voluntary Sector
No specific impact has been identified.

REF: RNR32- page 3 of 3

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	NO
Is this a continuation of a previous proposal?:	YES
If YES, please state the previous Reference No.(s) and year:	RNR07,08 & 10 2012

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female:	Male:		
Ethnicity:	BME:	White:	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: RESOURCES - HEAD OF PLANNING DIVISION

REF: RNR33

SERVICE: ECONOMIC DEVELOPMENT

LEAD OFFICER: John Miller

PORTFOLIO: Resources & Regeneration

SELECT COMMITTEE: Sustainable Development

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
789	-316	473

Description of Service

From April 2011 Economic Development moved to a core strategic service. The service covers the following areas:

- Maintenance of the LEA (Local Economic Assessment)
- Strategic lead on business, worklessness and unemployment for the council
- LSP (Local strategic Partnership) lead officer support for the Economic Development and Enterprise Partnership
- A corporate EU (European Union) function – sourcing EU funding and developing trans-national partnerships on behalf of Economic Development and the Council
- Provision of a monitoring and administration function to manage on-going external funding streams
- Contract management of BAS (Business Advisory Service) contract – pending external funding
- Rolling programme of business awards
- A strategic lead for the Local Labour and Business Scheme – funded from S106 income.
- On-going income generation and subsequent commissioning of services.
- Continuation of the service provider forum to facilitate joint working, provider partnerships and a clear referral pathway for residents into employment.

Description of saving proposed

The service carries a small delivery budget. It is proposed this will be reduced by £18K per annum, taken from across the service.

It is also proposed to seek administrative efficiencies which will lead to a saving in the staffing budget.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
50			50

Percentage of Net Budget proposed:

Effect on HRA/DSG: /

HRA:

DSG:

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: RNR33- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is subject to processes stipulated within the Council's Employment/Change Management policies.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
4		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
E - Strengthening the local economy		
Impact of saving on corporate priority	Impact of saving on corporate priority	
Neutral		
Level of Impact	Level of Impact	
Low		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		
Gender:		
Age:		
Disability:		
Religion/Belief:		
Pregnancy/Maternity		
Marriage & Civil Partnerships		
Sexual Orientation:		
Gender reassignment		
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of their restructuring process. This is stipulated within the Council's Employment/Change Management policies. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.		
Ward/Geographical implications		
No specific implications have been identified.		
Legal Implications		
This proposal is subject to processes stipulated within the Council's Employment/Change Management policies.		
Impact on Voluntary Sector		
No specific impact has been identified.		

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	YES
Is this a continuation of a previous proposal?:	NO
If YES, please state the previous Reference No.(s) and year:	

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE		1		5	1		
Head Count							
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female: 4	Male: 3		
Ethnicity:	BME: 1	White: 6	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016**DIRECTORATE AND DIVISION: RESOURCES - HEAD OF PLANNING DIVISION****REF: RNR34****SERVICE: PLANNING****LEAD OFFICER: John Miller****PORTFOLIO: Resources & Regeneration****SELECT COMMITTEE: Sustainable Development****2013/14 BUDGET (£000's)****Net Controllable Budget:**

Expenditure	Income	Net Budget
£000's	£000's	£000's
3,268	-1,445	1,823

Description of Service

The Planning Policy Team currently comprise a manager and 5 professional staff. The Team is responsible for producing the statutory development plans and other statutory planning documents for the borough; producing the technical research evidence base to justify policy development and responding to national and London planning policy consultation, particularly as it might impact on Lewisham. The team also leads on the planning service contribution to neighbourhood planning and introducing the Community Infrastructure Levy (CIL). The Team is preparing the Council response to the Thames Tunnel project.

The Team have successfully produced the Core Strategy which was adopted by the Council in June 2011 and are currently working on 5 more Local Plans: Site Allocations; Lewisham town centre; Catford town centre; Development Management and Gypsy and Traveller Site allocation. This is an extensive programme of work that aims to provide a comprehensive planning policy framework that will be used to assess planning applications and guide private investment and development in the borough over the next 10 years. The process for producing Local Plans is set out in legislation and government regulations and involves extensive public and stakeholder consultation through 3 rounds of development: initial ideas; options and final plan. The final plan is then submitted to the planning inspectorate for an independent examination and the policy team must prepare evidence to defend the Council's Plans against objections. In addition to the Local Plans the Team prepare for The Mayor and Full Council to approve the statutory Annual Monitoring Report, the Statement of Community Involvement and the Local Development Scheme. The Team is also the lead on producing a range of non-statutory Supplementary Planning Documents that provide further detail on the implementation of Local Plans. Currently this involves a Rivers SPD (as part of a joint European Funded Project); S106 Planning Obligations SPD; Residential Standards SPD and Creek side conservation SPD.

The Team is leading on producing the CIL Charging Schedule, that is, a development tax that will apply to all new development in Lewisham and is to be used to provide new Green, Physical and Social infrastructure necessary for a sustainable community, such as transport schemes, education, health and leisure facilities and improvements to parks and open spaces. It is estimated that a borough CIL could bring into the Council between £4-5 Million each year once established.

Good planning and the statutory process require that planning policy is justified on the basis of robust evidence. The policy team either commission and manage consultants to produce this evidence or undertake the policy research work themselves. Some of this work such as the Strategic Housing Market Assessment and the Waste Apportionment Study were joint projects with our neighbouring boroughs and provided valuable information on the working of the sub regional housing and waste market. This is now in need of update. The London Mayor is also carrying out the London wide Strategic Housing Land Availability Study and the Team is coordinating the Lewisham input to this study. The Strategic Flood Risk Assessment is in need of updating in connection with new statutory duties under the Flood and Water management Act 2010 and the Team will lead on the planning input into these new duties such as establishing a Suds Approving Body and Surface Water Management Plans. In connection with evidence for the AMR the Team carry out an annual survey of the major and district shopping centres and occasional surveys of Local shopping centres and parades and industrial areas. Recent policy research has produced valuable evidence on the loss of local pubs and house conversions.

The Team leads on the Councils response to National Government planning policy consultation, recent work including the national planning policy framework which reduced more than 25 government guidance documents to one 50 page document; proposals to change the use class order which impacts on loss of pubs and the proliferation of betting shops and take away shops. The Mayor for London produces the London Plan which is part of the development plan for Lewisham and a number of SPD all of which have impacts on Lewisham. The early alterations to the London Plan are currently underway and involve changes to the definition of affordable housing which will have adverse impacts on Lewisham residents.

Description of saving proposed

The proposal is to reduce the professional planning input to these tasks. The current vacant post was the lead officer on the AMR and Local Plan policy development and research relating to open space, sustainability issues such as the code for sustainable homes, environmental pollution, waste and green roofs. The development of policy in these and other areas will be slowed down as the remaining team take on the essential policy development. The AMR will have to be slimmed down so reporting on all key indicators may no longer be possible. This officer also played a key role in developing proposals to assist with neighbourhood plans and the 'duty to cooperate' with surrounding boroughs and a reduction in this activity will have an impact on this function.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
42			42

Percentage of Net Budget proposed:

Effect on HRA/DSG: /

HRA:
DSG:

Can this saving be taken in current Financial Year: NO

If yes to previous question, what is the value that can be taken:

REF: RNR34- page 2 of 3

Outcome of Consultation (if required)

This proposal is subject to staff consultation as stipulated within the Council's Employment/Change Management policies.

Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable

3

Impact on Corporate Priorities:

Main Priority	Secondary Priority
E - Strengthening the local economy	
Impact of saving on corporate priority	Impact of saving on corporate priority
Negative	
Level of Impact	Level of Impact
Low	

What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		
Gender:		
Age:		
Disability:		
Religion/Belief:		
Pregnancy/Maternity		
Marriage & Civil Partnerships		
Sexual Orientation:		
Gender reassignment		
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of their restructuring process. This is stipulated within the Council's Employment/Change Management policies. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.		
Ward/Geographical implications		
No specific implications have been identified.		
Legal Implications		
This proposal is subject to processes stipulated within the Council's Employment/Change Management policies.		
Impact on Voluntary Sector		
No specific impact has been identified.		

REF: RNR34- page 3 of 3							
Human Resources Implications							
Will this saving proposal have an impact on staffing levels within your team (yes/no)?						YES	
Is this a continuation of a previous proposal?:						NO	
If YES, please state the previous Reference No.(s) and year:							
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant) ♣ (not covered by council employee) ♦ (covered by council employee) ♥ including posts covered by agency)							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE				5	1		
Head Count							
Vacant♣							
Vacant♦							

Vacant♥								
Workforce Profile Information								
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)								
Gender:	Female: 3			Male: 3				
Ethnicity:	BME:	White: 6	Other:		Not Known:			
Disability:								
Sexual Orientation:	Where known:			Not Known:				
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
How do you expect to reduce these posts?								
	Redundancy		TUPE			Delete vacant post		
FTE :								
Head Count:								
Grades :								

BUDGET SAVING PROPOSAL 2013 to 2016**DIRECTORATE AND DIVISION: RESOURCES - HEAD OF PLANNING DIVISION****REF: RNR35****SERVICE: PLANNING****LEAD OFFICER: John Miller****PORTFOLIO: Resources & Regeneration****SELECT COMMITTEE: Sustainable Development****2013/14 BUDGET (£000's)****Net Controllable Budget:**

Expenditure	Income	Net Budget
£000's	£000's	£000's
3,268	-1,445	1,823

Description of Service**Planning Service**

This is a "front-line" service that is instrumental in driving change in the Growth Areas of Deptford / New Cross, Lewisham and Catford. We granted Planning permission for over 5,555 homes in 2011 /12; potentially generating £50m in New Homes Bonus. We also secured £39.7m in financial Section 106 contributions for 2011 / 12.

The Planning Service leads on the future development and use of land within Lewisham, in the long term public interest. This is achieved through a positive and proactive approach to shaping, considering, determining and delivering development proposals. We work closely with major developers and those proposing new development (developers, Agents, Architects, Members, Householders, Local Residents Associations and other parts of the Council impacted by various housing developments, e.g. Transport, Strategic Housing, Building Control, Environment & Schools). We also provide a planning service to Lewisham residents seeking advice and information about planning issues in their areas, including attendance at Ward Assemblies and other local meetings. We are responding to and supporting the "Localism Agenda".

Description of saving proposed

The Planning Service's statement of community involvement or SCI sets out the type, extent and timing of consultation in relation to planning matters in the borough. The SCI aims to ensure that local communities know when, how and for what reason a consultation is to happen. The SCI was adopted by the Council on 26 July 2006.

The SCI contains the following consultation requirements that require significant amounts of resources to deliver and maintain. Reducing these consultation requirements would provide a Staff Cost Budget Saving to the Planning Service and a significant non-staff Budget Saving corporately.

1. Each Full Planning application requires us to notify the neighbouring properties of the planning proposal. On average we sent out 90,000 neighbour letters a year to residents of the borough and those living on our borders. This is in addition to putting up site notices and advertising planning applications within in conservation areas in the weekly press.
2. When developments generate significant local interest, we hold local meetings. These take time significant resource to arrange and administer in local venues.
3. Every fortnight, we hold Amenity Society Panel (ASP) Meetings to consider planning proposals & Tree applications within the Conservation Areas. Again, these meeting take considerable time to arrange, produce agendas and minutes and prepare plans for discussion. Attendance is low from ASP Members, we only average 3 attendees per meeting.

These three proposals to reduce the Planning Service's consultation costs will form part of a formal report to Mayor & Cabinet in the New Year. If the proposal is approved, then the SCI will need to be re-written, its contents consulted on and then published.

If the above proposal is accepted, the Planning Service can offer up a staffing budget saving. As stated above, these changes will also provide Corporate Budget Savings in Printing, Stationary and Postage.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
37			37
Percentage of Net Budget proposed:			
Effect on HRA/DSG: /			
HRA:			
DSG:			
Can this saving be taken in current Financial Year:			NO
If yes to previous question, what is the value that can be taken:			
REF: RNR35- page 2 of 3			
Outcome of Consultation (if required)			
This proposal is subject to processes stipulated within the Council's Employment/Change Management policies.			
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable			
3			
Impact on Corporate Priorities:			
Main Priority		Secondary Priority	
E - Strengthening the local economy			
Impact of saving on corporate priority		Impact of saving on corporate priority	
Neutral			
Level of Impact		Level of Impact	
Low			
What is the overall impact on equalities?			
2013/14	2014/15	2015/16	
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low			
Ethnicity:			
Gender:			
Age:			
Disability:			
Religion/Belief:			
Pregnancy/Maternity			
Marriage & Civil Partnerships			
Sexual Orientation:			
Gender reassignment			
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :			
Outcome of full Equalities Analysis Assessment (if required) :			
As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of their restructuring process. This is stipulated within the Council's Employment/Change Management policies. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.			

Ward/Geographical implications
Borough-wide.
Legal Implications
This proposal is subject to processes stipulated within the Council's Employment/Change Management policies.
Impact on Voluntary Sector
No specific impact has been identified.

REF: RNR35- page 3 of 3

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	YES
Is this a continuation of a previous proposal?:	NO
If YES, please state the previous Reference No.(s) and year:	

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE		4	15	20.4	4	1	1
Head Count							
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female:	Male:		
Ethnicity:	BME:	White:	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: RESOURCES - HEAD OF PERSONNEL & DEVELOPMENT

REF: RNR36

SERVICE: HEAD OF PEOPLE MANAGEMENT SERVICES

LEAD OFFICER: Andreas Ghosh

PORTFOLIO: Resources & Regeneration

SELECT COMMITTEE: Public Accounts Committee

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
3,842	-283	3,559

Description of Service

The Personnel and Development Division works to deliver the objectives of the Council's People Management Strategy. Budgets affected are those which provide support for the design and support to social care and other learning, and the management of employee relations and advice to managers.

Description of saving proposed

This budget reduction will have an impact on employee relations and whether there are specifically designated roles to lead on employee relations. It is therefore intended to reduce this budget in 2015/16. The social care training function redesigns learning interventions to support social care workers. The number of programmes designed to support changes in care provision would reduce although they would be kept above a statutory minimum.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
	70		70

Percentage of Net Budget proposed:

Effect on HRA/DSG: /

HRA:

DSG:

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: RNR36- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is subject to staff consultation as stipulated within the Council's Employment/Change Management policies.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity		
Impact of saving on corporate priority	Impact of saving on corporate priority	
Negative		
Level of Impact	Level of Impact	
High		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Negative	Negative	Negative
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Medium	
Gender:	Medium	
Age:	High	
Disability:	High	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Medium	
Gender reassignment	Medium	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Areas of delivery for social care training impact on clients with protected characteristics in particular age and disability and across ethnicity and sexual orientation as these are groups that the budget supports through learning and development. Substantial impact on responding to initiatives e.g. apprentices.		
Outcome of full Equalities Analysis Assessment (if required) :		
As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of their restructuring process. This is stipulated within the Council's Employment/Change Management policies. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary take action to mitigate any resultant impacts.		
Ward/Geographical implications		
No specific implications have been identified.		
Legal Implications		
This proposal is subject to processes stipulated within the Council's Employment/Change Management policies.		
Impact on Voluntary Sector		
No specific implications have been identified.		

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	YES
Is this a continuation of a previous proposal?:	YES
If YES, please state the previous Reference No.(s) and year:	RNR14 & RNR16 2012/2013

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)

♠ (not covered by council employee)

♦ (covered by council employee)

♥ including posts covered by agency

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE				2		1	
Head Count							
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
(HR Advisory Service can provide you with data where this is available)

Gender:	Female: 32	Male: 7		
Ethnicity:	BME:	White:	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: RESOURCES - HEAD OF LAW DIVISION

REF: RNR37

SERVICE: HEAD OF LAW

LEAD OFFICER: Kath Nicholson

PORTFOLIO: Resources & Regeneration

SELECT COMMITTEE: Public Accounts Committee

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
2,437	-405	2,032

Description of Service

The service provides legal advice and representation in all Council matters including social care; contracts; education; employment law; property; planning; environment; prosecutions; debt recovery; and governance for internal clients.

It is also proposed to generate an additional £10k in income through s106 funding.

Description of saving proposed

The proposal is a reduction in Legal Service staff which would specifically reduce capacity and the ability to respond to increasing demands in the Contracts Team.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
62			62

Percentage of Net Budget proposed:

Effect on HRA/DSG: /

HRA:

DSG:

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: RNR37- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is subject to staff consultation as stipulated within the Council's Employment/Change Management policies.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity		
Impact of saving on corporate priority	Impact of saving on corporate priority	
Negative		
Level of Impact	Level of Impact	
Medium		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		
Gender:		
Age:		
Disability:		
Religion/Belief:		
Pregnancy/Maternity		
Marriage & Civil Partnerships		
Sexual Orientation:		
Gender reassignment		
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of their restructuring process. This is stipulated within the Council's Employment/Change Management policies. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.		
Ward/Geographical implications		
No specific implications have been identified.		
Legal Implications		
This proposal is subject to processes stipulated within the Council's Employment/Change Management policies.		
Impact on Voluntary Sector		

No specific impact has been identified.

REF: RNR37- page 3 of 3

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)? YES

Is this a continuation of a previous proposal?: NO

If YES, please state the previous Reference No.(s) and year:

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE		7	2.8	15.1	8.4	4	0.6
Head Count							
Vacant♠	1(PO1-PO5) 1 (PO6-PO8)						
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female: 38	Male: 6		
Ethnicity:	BME: 14	White: 28	Other: 2	Not Known:
Disability:	1			
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: RESOURCES - HEAD OF AUDIT & RISK

REF: RNR38

SERVICE: INSURANCE & RISK GROUP MGR

LEAD OFFICER: David Austin

PORTFOLIO: Resources & Regeneration

SELECT COMMITTEE: Public Accounts Committee

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
4,052	-2,180	1,872

Description of Service

Insurance and Risk ensures the Council has sufficient insurance cover (in the market or by way of reserves) and manages claims promptly and fairly to reduce the impact of risks should they materialise. It is also responsible for setting and promoting the Council's policy and procedures for strengthening good risk management practices in the Council's day to day management of operations. The Council's insurance arrangements, excluding operations, cost approximately £3,500k per year. The amount varies based on claims and premiums each year. The split is roughly £2,000k paid as premiums and recharged to services and £1,500k paid out to settle the self-insured part of claims or paid centrally into provisions to cover future claims on self-insured activities. The insurance team's operational costs within the budget are £236k.

Description of saving proposed

A review of the service structure and reduction in the general administration costs for the Insurance & Risk service.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
	35		35

Percentage of Net Budget proposed:

Effect on HRA/DSG: /

HRA:

DSG:

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: RNR38- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is subject to processes stipulated within the Council's Employment/Change Management policies.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity		
Impact of saving on corporate priority	Impact of saving on corporate priority	
Negative		
Level of Impact	Level of Impact	
Medium		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		
Gender:		
Age:		
Disability:		
Religion/Belief:		
Pregnancy/Maternity		
Marriage & Civil Partnerships		
Sexual Orientation:		
Gender reassignment		
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
This proposal is subject to processes stipulated within the Council's Employment/Change Management policies.		
Ward/Geographical implications		
All.		
Legal Implications		
No specific implications have been identified.		
Impact on Voluntary Sector		
No specific impacts have been identified.		

REF: RNR38- page 3 of 3							
Human Resources Implications							
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							YES
Is this a continuation of a previous proposal?:							NO
If YES, please state the previous Reference No.(s) and year:							
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)							
♣ (not covered by council employee)							
♦ (covered by council employee)							
♥ including posts covered by agency)							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE			1	2	1	1	
Head Count							
Vacant♣							
Vacant♦							
Vacant♥							
Workforce Profile Information							
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)							
Gender:	Female: 4			Male: 1			
Ethnicity:	BME:	White: 5		Other:		Not Known:	
Disability:							
Sexual Orientation:	Where known:			Not Known:			
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
How do you expect to reduce these posts?							
	Redundancy		TUPE			Delete vacant post	
FTE :							
Head Count:							
Grades :							

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: RESOURCES - HEAD OF AUDIT & RISK

REF: RNR39

SERVICE: INSURANCE & RISK GROUP MGR

LEAD OFFICER: David Austin

PORTFOLIO: Resources & Regeneration

SELECT COMMITTEE: Public Accounts Committee

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
4,052	-2,180	1,872

Description of Service

Insurance and Risk ensures the Council has sufficient insurance cover (in the market or by way of reserves) and manages claims promptly and fairly to reduce the impact of risks should they materialise. It is also responsible for setting and promoting the Council's policy and procedures for strengthening good risk management practices in the Council's day to day management of operations. The Council's insurance arrangements, excluding operations, cost approximately £3,500k per year. The amount varies based on claims and premiums each year. The split is roughly £2,000k paid as premiums and recharged to services and £1,500k paid out to settle the self-insured part of claims or paid centrally into provisions to cover future claims on self-insured activities. The insurance team's operational costs within the budget are £236k.

Description of saving proposed

A reduction in the level of reserves held for self insurance purposes by releasing current reserves of £300k per annum for ten years. This would reduce the Council's insurance reserves by £3m while at the same time taking a more balanced position relative to anticipated (future reduced scope and/or levels of) activity. There is a higher risk of insufficient reserves to settle claims for the self-insured element of incidents resulting in a cash call from service revenue budgets.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
300			300

Percentage of Net Budget proposed:

Effect on HRA/DSG: /

HRA:

DSG:

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: RNR39- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is not subject to statutory or non statutory consultation with service users, strategic partners or staff.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
4		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity		
Impact of saving on corporate priority	Impact of saving on corporate priority	
Negative		
Level of Impact	Level of Impact	
Medium		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Low	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
An EAA is not required.		
Ward/Geographical implications		
Borough-wide.		
Legal Implications		
No specific implications have been identified.		
Impact on Voluntary Sector		
No specific impacts have been identified.		

REF: RNR39- page 3 of 3								
Human Resources Implications								
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							NO	
Is this a continuation of a previous proposal?:							NO	
If YES, please state the previous Reference No.(s) and year:								
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)								
♣ (not covered by council employee)								
♦ (covered by council employee)								
♥ including posts covered by agency)								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
Vacant♣								
Vacant♦								
Vacant♥								
Workforce Profile Information								
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)								
Gender:	Female:			Male:				
Ethnicity:	BME:	White:		Other:		Not Known:		
Disability:								
Sexual Orientation:	Where known:			Not Known:				
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
How do you expect to reduce these posts?								
	Redundancy		TUPE			Delete vacant post		
FTE :								
Head Count:								
Grades :								

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: RESOURCES - HEAD OF AUDIT & RISK

REF: RNR40

SERVICE: AUDIT

LEAD OFFICER: David Austin

PORTFOLIO: Resources & Regeneration

SELECT COMMITTEE: Public Accounts Committee

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
1,236	-193	1,043

Description of Service

Internal Audit fulfils the statutory obligation on the Council, under the Accounts and Audit (England) Regulations 2011, to undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control. It also provides advice, management assurances and supports compliance throughout the organisation. The internal audit budget also hosts the overarching management costs for the Audit & Risk Service.

Description of saving proposed

A review of the service structure and reduction in the general administration costs for the Audit & Risk service. There is a risk of ineffective working from less administrative support available to assist with service needs.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
30			30

Percentage of Net Budget proposed:

Effect on HRA/DSG: /

HRA:

DSG:

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: RNR40- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is subject to processes stipulated within the Council's Employment/Change Management policies.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
4		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity		
Impact of saving on corporate priority	Impact of saving on corporate priority	
Negative		
Level of Impact	Level of Impact	
Low		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		
Gender:		
Age:		
Disability:		
Religion/Belief:		
Pregnancy/Maternity		
Marriage & Civil Partnerships		
Sexual Orientation:		
Gender reassignment		
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of their restructuring process. This is stipulated within the Council's Employment/Change Management policies. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.		
Ward/Geographical implications		
No specific implications have been identified.		
Legal Implications		
This proposal is subject to processes stipulated within the Council's Employment/Change Management policies.		
Impact on Voluntary Sector		
No specific impacts have been identified.		

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	
Is this a continuation of a previous proposal?:	NO
If YES, please state the previous Reference No.(s) and year:	

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE		1		1		1	
Head Count							
Vacant♠							
Vacant♦							
Vacant♥	1						

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female: 1	Male: 2		
Ethnicity:	BME:	White: 3	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known: 3		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: RESOURCES - HEAD OF TECHNOLOGY & TRANSFORMATION DIVISION

REF: RNR41

SERVICE: HEAD OF TECHNOLOGY & TRANSFORMATION

LEAD OFFICER: Simon Berlin

PORTFOLIO: Resources & Regeneration

SELECT COMMITTEE: Public Accounts Committee

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
3,117	-53	3,064

Description of Service

Provision of Information Management and Technology (IM&T) services to Lewisham staff, partners and Members. This includes the client role and system support for all major contracts for corporate technology and all larger line-of-business systems. It also includes provision of print services, records management services for Social Care, telephony, remote and mobile technologies. The service also provides all information management services, including management of FOI, Data Protection, information risk management and ICT security.

Description of saving proposed

This proposal represents a saving on the salaries budget for 2014-2015. This is in addition to a proposed saving in Round 1 of £345,000 on the salary budget for the same period. IM&T's structure allows flexibility for all staff roles, so the impact of the combined saving create significant pressures on staff to extend their range of skills and knowledge to cover multiple areas of work.

At present there are a number of labour-intensive projects that are scheduled for completion around the start of 2014-2015 and, if those projects complete on time, there should be some easing of pressure on the Division. However, there are risks that projects may overrun. In any event, even if projects are complete, the reduction in staff numbers will affect the ability to rapidly deliver support for line-of-business systems and any new or emerging projects.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
	150		150

Percentage of Net Budget proposed:

Effect on HRA/DSG: /

HRA:

DSG:

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: RNR41- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is subject to staff consultation as stipulated within the Council's Employment/Change Management policies.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
2		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity		
Impact of saving on corporate priority	Impact of saving on corporate priority	
Negative		
Level of Impact	Level of Impact	
High		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		
Gender:		
Age:		
Disability:		
Religion/Belief:		
Pregnancy/Maternity		
Marriage & Civil Partnerships		
Sexual Orientation:		
Gender reassignment		
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of their restructuring process. This is stipulated within the Council's Employment/Change Management policies. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.		
Ward/Geographical implications		
No specific implications have been identified.		
Legal Implications		
This proposal is subject to processes stipulated within the Council's Employment/Change Management policies.		
Impact on Voluntary Sector		
No specific impact has been identified.		

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	YES
Is this a continuation of a previous proposal?:	YES
If YES, please state the previous Reference No.(s) and year:	RNR20 2012/13

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE		10	7.6	19.1	6	3.6	0.6
Head Count							
Vacant♠							
Vacant♦							
Vacant♥	1 (PO1-PO5)						

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female:	Male:	
Ethnicity:	BME:	White:	Other: Not Known:
Disability:			
Sexual Orientation:	Where known:	Not Known:	

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: RESOURCES - HEAD OF FINANCE

REF: RNR42

SERVICE: HEAD OF BUSINESS SUPPORT

LEAD OFFICER: Conrad Hall

PORTFOLIO: Resources & Regeneration

SELECT COMMITTEE: Public Accounts Committee

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
785	0	785

Description of Service

The Adult Social Care Financial Assessment, Income & Payments Team carry out financial assessments of clients receiving a service, determine charges payable and raise invoices accordingly. It also pays invoices to care providers, makes direct payments to clients and administers the finances of clients.

Description of saving proposed

Further savings will be identified from the teams that deal with the financial processes associated with adult social care (payments, financial assessment, invoicing and administration of client finances). Efficiencies will be identified through information exchange with other agencies and through better use of IT systems. Additionally, more income will be generated from clients for whom the council is acting as deputy.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
	100		100

Percentage of Net Budget proposed:

Effect on HRA/DSG: /

HRA:

DSG:

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: RNR42- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is subject to staff consultation as stipulated within the Council's Employment/Change Management policies.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity	H - Caring for adults and the older people	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Positive	Neutral	
Level of Impact	Level of Impact	
Low	Low	
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Low	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of their restructuring process. This is stipulated within the Council's Employment/Change Management policies. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.		
Ward/Geographical implications		
No specific implications have been identified.		
Legal Implications		
No specific implications have been identified.		
Impact on Voluntary Sector		
No specific impact has been identified.		

REF: RNR42- page 3 of 3							
Human Resources Implications							
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							YES
Is this a continuation of a previous proposal?:							NO
If YES, please state the previous Reference No.(s) and year:							
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)							
♣ (not covered by council employee)							
♦ (covered by council employee)							
♥ including posts covered by agency)							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♣							
Vacant♦							
Vacant♥							
Workforce Profile Information							
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)							
Gender:	Female:			Male:			
Ethnicity:	BME:	White:	Other:		Not Known:		
Disability:							
Sexual Orientation:	Where known:			Not Known:			
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
How do you expect to reduce these posts?							
	Redundancy		TUPE			Delete vacant post	
FTE :							
Head Count:							
Grades :							

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: RESOURCES - HEAD OF FINANCE

REF: RNR43

SERVICE: HEAD OF BUSINESS SUPPORT

LEAD OFFICER: Conrad Hall

PORTFOLIO: Resources & Regeneration

SELECT COMMITTEE: Public Accounts Committee

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
3,191	-252	2,940

Description of Service

The Council's Finance Service provides a statutory accounting function; financial, business and management accounting advice to management; and the associated transactional financial services, such as paying staff and suppliers.

Description of saving proposed

The total 2012/13 staffing budget is £4m. This is split into
 - £0.7m for statutory accounting services and central co-ordination of corporate process, such as budgeting
 - £1.6m for management accounting and business advice to services
 - £1.7m for transactional financial services including payroll and pensions.

In February 2011 the Council agreed savings of c£1m within the Finance service. Following that decision, a reorganisation was implemented and the new structure is now operating effectively. Further savings of £300k were put forward for 2014/15 - through Round 1 of this year's budget savings process - following work to further rationalise administrative and other processes and to complete the re-implementation of the Oracle Financials system during 2013/14.

This proposal seeks to increase that savings proposal by a further £200k.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
	200		200

Percentage of Net Budget proposed:

Effect on HRA/DSG: /

HRA:

DSG:

Can this saving be taken in current Financial Year:

If yes to previous question, what is the value that can be taken:

REF: RNR43- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is subject to staff consultation as stipulated within the Council's Employment/Change Management policies.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity		
Impact of saving on corporate priority	Impact of saving on corporate priority	
Neutral		
Level of Impact	Level of Impact	
Low		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		
Gender:		
Age:		
Disability:		
Religion/Belief:		
Pregnancy/Maternity		
Marriage & Civil Partnerships		
Sexual Orientation:		
Gender reassignment		
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
As this savings proposal has staffing implications, the service will be required to undertake an equalities analysis assessment (EAA) as part of their restructuring process. This is stipulated within the Council's Employment/Change Management policies. As part of their operational business processes, the service will monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.		
Ward/Geographical implications		
No specific implications have been identified.		
Legal Implications		
This proposal is subject to processes stipulated within the Council's Employment/Change Management policies.		
Impact on Voluntary Sector		
No specific impact has been identified.		

REF: RNR43- page 3 of 3							
Human Resources Implications							
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							YES
Is this a continuation of a previous proposal?:							YES
If YES, please state the previous Reference No.(s) and year:							RNR23 2012/13
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)							
♣ (not covered by council employee)							
♦ (covered by council employee)							
♥ including posts covered by agency)							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE		21	33	19	16	7.5	1
Head Count							
Vacant♣	2 (Scale 6-SO1) (1 PO1-PO5)						
Vacant♦							
Vacant♥							
Workforce Profile Information							
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)							
Gender:	Female:			Male:			
Ethnicity:	BME:	White:		Other:		Not Known:	
Disability:							
Sexual Orientation:	Where known:			Not Known:			
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
How do you expect to reduce these posts?							
	Redundancy		TUPE			Delete vacant post	
FTE :							
Head Count:							
Grades :							

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: RESOURCES - CHIEF EXECUTIVE - HEAD OF STRATEGY

REF: RNR44

SERVICE: HEAD OF STRATEGY

LEAD OFFICER: Robyn Fairman

PORTFOLIO: Strategy and Communications

SELECT COMMITTEE: Public Accounts Committee

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
2,274	-355	1,919

Description of Service

Strategy includes the Mayor and Cabinet Office (support to Mayor and Cabinet, and the Young Mayor) Communications (corporate communications, media and internal communications) and the Local Strategic Partnership Team (support to partnerships, co-ordinating major partnership activity such as the Troubled Families Programme, Youth Task Force implementation, and Apprenticeships).

Description of saving proposed

Savings on staffing costs -

The Head of Strategy is employed on a 0.8FTE – giving up 0.2 salary costs releases £20K

The Mayors Office has undergone major staffing reductions over the past two years. A sum of £20K was kept in the budget for transitional additional administrative support. The new structures have bedded down, and this can be released as a saving.

Saving on the Apprenticeship budget - 60K

The Council has been successful in brokering apprenticeships with partners and our supply chain. We have been able to secure funding from external organisations to pay for Apprenticeships, so the total number of apprentices being achieved will not be adversely affected.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
100			100

Percentage of Net Budget proposed:

Effect on HRA/DSG: /

HRA:

DSG:

Can this saving be taken in current Financial Year:

YES

If yes to previous question, what is the value that can be taken:

40

REF: RNR44- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is not subject to statutory or non statutory consultation with service users, strategic partners or staff.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
4		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
E - Strengthening the local economy	B - Young people's achievement and involvement	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Neutral	Neutral	
Level of Impact	Level of Impact	
Low	Low	
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Low	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
An EAA is not required.		
Ward/Geographical implications		
No specific implications have been identified.		
Legal Implications		
No specific implications have been identified.		
Impact on Voluntary Sector		
No specific impacts have been identified.		

REF: RNR44- page 3 of 3								
Human Resources Implications								
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							NO	
Is this a continuation of a previous proposal?:							NO	
If YES, please state the previous Reference No.(s) and year:								
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)								
♣ (not covered by council employee)								
♦ (covered by council employee)								
♥ including posts covered by agency)								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
Vacant♣								
Vacant♦								
Vacant♥								
Workforce Profile Information								
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)								
Gender:	Female:			Male:				
Ethnicity:	BME:	White:	Other:		Not Known:			
Disability:								
Sexual Orientation:	Where known:			Not Known:				
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?								
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC	
FTE								
Head Count								
How do you expect to reduce these posts?								
	Redundancy		TUPE			Delete vacant post		
FTE :								
Head Count:								
Grades :								

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: RESOURCES - CHIEF EXECUTIVE - HEAD OF CORP. POLICY & GOVERNANCE

REF: RNR45

SERVICE: HEAD OF C'TTEE & BUSINESS SERVICES

LEAD OFFICER: Barrie Neal

PORTFOLIO: Resources & Regeneration

SELECT COMMITTEE: Public Accounts Committee

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure £000's	Income £000's	Net Budget £000's
430	0	430

Description of Service

Business & Committee Section is responsible for:
Council meetings, Mayor & Cabinet, Mayor & Cabinet contracts, Overview & Scrutiny Business Panel, Education Appeals, Licensing Committee, Audit Panel, Constitution Working Party, Pensions and Investment Committee, Fostering and Adoption Panel meetings. Personal support to the Chair and Vice Chair of Council to attend various engagements, personal support to the Mayor for civic engagements, and support to the Reserve Force and Cadets' Association Councillor, the annual civic events programme, business and administrative support to all members of the Council and our links and projects emanating from our Twin Towns and other international partners.

Stakeholders include:

Elected Members, Council Officers, M.P.s, Dignitaries, Borough organisations, members of the public, private and public sector institutions.

Description of saving proposed

It is proposed to save £5k on this budget. This is 50% of the budget and will mean that town twinning and friendship links will need to be sustained within a much smaller budget. However, the budget has traditionally under spent by approximately £2-3k and the saving at £5k will require some further tightening of costs affecting support for exchanges and friendship links.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
5			5

Percentage of Net Budget proposed:

Effect on HRA/DSG: /

HRA:

DSG:

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:

REF: RNR45- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is not subject to statutory or non statutory consultation with service users, strategic partners or staff.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority	Secondary Priority	
J - Inspiring efficiency, effectiveness and equity	A - Community leadership and empowerment	
Impact of saving on corporate priority	Impact of saving on corporate priority	
Neutral	Negative	
Level of Impact	Level of Impact	
Low	Low	
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Low	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
An EAA is not required.		
Ward/Geographical implications		
No specific local implications have been identified.		
Legal Implications		
No specific implications have been identified.		
Impact on Voluntary Sector		
No specific impacts have been identified.		

REF: RNR45- page 3 of 3							
Human Resources Implications							
Will this saving proposal have an impact on staffing levels within your team (yes/no)?							NO
Is this a continuation of a previous proposal?:							NO
If YES, please state the previous Reference No.(s) and year:							
Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)							
♣ (not covered by council employee)							
♦ (covered by council employee)							
♥ including posts covered by agency)							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♣							
Vacant♦							
Vacant♥							
Workforce Profile Information							
Please provide a breakdown of your service area: (HR Advisory Service can provide you with data where this is available)							
Gender:	Female:			Male:			
Ethnicity:	BME:	White:	Other:		Not Known:		
Disability:							
Sexual Orientation:	Where known:			Not Known:			
From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?							
	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
How do you expect to reduce these posts?							
	Redundancy		TUPE			Delete vacant post	
FTE :							
Head Count:							
Grades :							

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: RESOURCES - CHIEF EXECUTIVE - HEAD OF CORP. POLICY & GOVERNANCE

REF: RNR46

SERVICE:

LEAD OFFICER: Barrie Neal

PORTFOLIO: Resources & Regeneration

SELECT COMMITTEE: Public Accounts Committee

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
341	0	341

Description of Service

The core Member Development Programme is managed and supported by the Overview and Scrutiny Manager. A programme of member development activities for all members is developed and delivered each year. The programme aims to refresh members in key areas of council business, provide skills training in key areas of identified need and provides new information on changes to legislation that impact on the work of the council.

One - off induction is an important feature of the programme at the beginning of each administration.

Induction is also provided for newly elected members coming onto the council at subsequent by-elections.

Induction tends to skew the greater proportion of costs to the beginning of each administration when all 54 councillors first form the new administration.

Description of saving proposed

The savings proposal is for a £10k saving from a current total budget of £27k leaving a total budget for the member development programme of £17k.

Some cost reductions and greater economy have already been found on the budget with a greater focus on developing in- house support in the first instance and more recently participation in the pan-London CfPS member development and support programme. Further work will be done to identify the scope for cost reduction and efficiencies through partnerships with neighbouring authorities to sustain member development activities.

The intensity of the programme and therefore the greater proportion of costs tend to arise in the first two years of any given four year term. These costs tend to be associated with the formal induction programme.

It is anticipated that member development support can be retained in the final year of this administration within the proposed budget of £17k. However, preparations for the new administration, 2014- 2018, will increasingly be the focus of the forthcoming year. It maybe appropriate to address induction needs for the new administration as a one-off cost in 2014-15, in which case £17k might be reasonably expected to sustain the member development programme, not just through this final year of the existing administration but also through three of the four years of the new administration.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
10			10

Percentage of Net Budget proposed:

Effect on HRA/DSG: /

HRA:

DSG:

Can this saving be taken in current Financial Year:		NO
If yes to previous question, what is the value that can be taken:		
REF: RNR46- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is not subject to statutory or non statutory consultation with service users, strategic partners or staff.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
3		
Impact on Corporate Priorities:		
Main Priority		Secondary Priority
J - Inspiring efficiency, effectiveness and equity		A - Community leadership and empowerment
Impact of saving on corporate priority		Impact of saving on corporate priority
Neutral		Neutral
Level of Impact		Level of Impact
Low		Low
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:		Low
Gender:		Low
Age:		Low
Disability:		Low
Religion/Belief:		Low
Pregnancy/Maternity		Low
Marriage & Civil Partnerships		Low
Sexual Orientation:		Low
Gender reassignment		Low
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
An EAA is not required.		
Ward/Geographical implications		
No specific implications have been identified.		
Legal Implications		
No specific implications have been identified.		

Impact on Voluntary Sector
No specific impacts have been identified.

REF: RNR46- page 3 of 3

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)?	NO
Is this a continuation of a previous proposal?:	NO
If YES, please state the previous Reference No.(s) and year:	

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female:	Male:		
Ethnicity:	BME:	White:	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

BUDGET SAVING PROPOSAL 2013 to 2016

DIRECTORATE AND DIVISION: RESOURCES - CHIEF EXECUTIVE - HEAD OF CORP. POLICY & GOVERNANCE

REF: RNR47

SERVICE: HEAD OF POLICY & PARTNERSHIPS

LEAD OFFICER: Barrie Neal

PORTFOLIO: Strategy and Communications

SELECT COMMITTEE: Safer & Stronger

2013/14 BUDGET (£000's)

Net Controllable Budget:

Expenditure	Income	Net Budget
£000's	£000's	£000's
361	0	361

Description of Service

The Policy and Partnerships Unit (PPU) provides Council-wide co-ordination across performance management, equalities & diversity, consultation & engagement, research & statistics and cross-cutting projects. As part of its role PPU develops policy in response to legislation, provides briefings on national policy agendas and undertakes corporate monitoring to ensure organisational compliance with regulatory frameworks and standards.

Recent examples of work undertaken by PPU include the project management of major borough-wide consultations on Parking and Local Council Tax Reduction, and the development of strategic policy responses to legislation such as the Equality Act 2010 and Localism Act 2011. PPU is also currently co-ordinating the Council's strategic and policy response to the 2011 Census.

Description of saving proposed

Consultation and engagement

A £26k saving is proposed from the consultation and engagement budget. This budget is used for major consultations such as the Lewisham Resident's Survey and knowledge management. In recent years officers within the Unit have developed skills to undertake major consultations and as such the impact of this saving could be absorbed.

Social inclusion

A saving of £5k is proposed on the supplies and services budget which covers expenditure on social inclusion and diversity activity. The specific proposal relates to the termination of a knowledge management subscription.

Performance management

Through negotiating changes to the licensing arrangements for our performance management system, a saving of £35k against the contract cost is proposed for each of the following years: 2014-15, 2015-16. In its place a local solution will be developed using existing and available software solutions.

Value of Proposals per year (£000's)

2013/14:	2014/15:	2015/16:	Total 2013-2016
31	35	35	101

Percentage of Net Budget proposed:

Effect on HRA/DSG: /

HRA:

DSG:

Can this saving be taken in current Financial Year:

NO

If yes to previous question, what is the value that can be taken:		
REF: RNR47- page 2 of 3		
Outcome of Consultation (if required)		
This proposal is not subject to statutory or non statutory consultation with service users, strategic partners or staff.		
Risk to Achievability: Please use the following to quantify risk: 1-Least achievable to 4 – most achievable		
4		
Impact on Corporate Priorities:		
Main Priority		Secondary Priority
J - Inspiring efficiency, effectiveness and equity		
Impact of saving on corporate priority		Impact of saving on corporate priority
Neutral		
Level of Impact		Level of Impact
Low		
What is the overall impact on equalities?		
2013/14	2014/15	2015/16
Neutral	Neutral	Neutral
Level of impact: State the level of impact on the protected characteristics below: High, Medium or Low		
Ethnicity:	Low	
Gender:	Low	
Age:	Low	
Disability:	Low	
Religion/Belief:	Low	
Pregnancy/Maternity	Low	
Marriage & Civil Partnerships	Low	
Sexual Orientation:	Low	
Gender reassignment	Low	
If your saving proposal has a negative impact on groups with a protected characteristic please explain why, and outline what steps have been/will be taken to mitigate such an impact :		
Outcome of full Equalities Analysis Assessment (if required) :		
An EAA is not required.		
Ward/Geographical implications		
No specific implications have been identified.		
Legal Implications		
Two of the elements require further discussion with Legal Services as they are subject to contract.		
Impact on Voluntary Sector		

No specific impact has been identified.

REF: RNR47- page 3 of 3

Human Resources Implications

Will this saving proposal have an impact on staffing levels within your team (yes/no)? NO

Is this a continuation of a previous proposal?: NO

If YES, please state the previous Reference No.(s) and year:

Within this savings proposals, please state the number of posts in your current structure by grade band. (FTE equivalent, Head Count & Vacant)
 ♠ (not covered by council employee)
 ♦ (covered by council employee)
 ♥ including posts covered by agency)

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							
Vacant♠							
Vacant♦							
Vacant♥							

Workforce Profile Information

Please provide a breakdown of your service area:
 (HR Advisory Service can provide you with data where this is available)

Gender:	Female:	Male:		
Ethnicity:	BME:	White:	Other:	Not Known:
Disability:				
Sexual Orientation:	Where known:	Not Known:		

From your proposals, how many posts will be deleted within your structure by grades (FTE equivalent & Head Count)?

	Scale 1 - 2	Scale 3 - 5	Scale 6 - SO2	PO1 – PO5	PO6 – PO8	SMG1 – SMG3	JNC
FTE							
Head Count							

How do you expect to reduce these posts?

	Redundancy	TUPE	Delete vacant post
FTE :			
Head Count:			
Grades :			

POLICY ANALYSIS – SECOND ROUND

Analysis of the 2nd Round savings proposals (2013-2016) in the context of the Council's policy framework

1. Policy framework

This policy analysis describes how the 2nd Round savings proposals for 2013-2016, will impact on the delivery of the Council's ten corporate priorities which are listed below. Any proposed budgetary savings have to be considered in the light of these priorities and the potential effect on services provided, and outcomes for both service users and the community at large. The effects are assessed as either positive, negative or neutral in terms of real impacts on the Council's functions and services.

1. **Community leadership and empowerment:** developing opportunities for the active participation and engagement of people in the life of the community.
2. **Young people's achievement and involvement:** raising educational attainment and improving facilities for young people through partnership working.
3. **Clean, green and liveable:** improving environmental management, the cleanliness and care of roads and pavements, and promoting a sustainable environment.
4. **Safety, security and visible presence:** partnership working with the police and others to further reduce crime levels (and using Council powers to combat anti-social behaviour).
5. **Strengthening the local economy:** gaining resources to regenerate key localities, strengthen employment skills and promote public transport.
6. **Decent Homes for all:** investment in social and affordable housing to achieve the decent homes standard, tackle homelessness and supply key worker housing.
7. **Protection of children:** better safeguarding and joined up services for children at risk.
8. **Caring for adults and older people:** working with health services to support older people and adults in need of care.
9. **Active, healthy citizens:** leisure, sporting, learning and creative activities for everyone.
10. **Inspiring efficiency, effectiveness and equity:** ensuring efficiency and equity in the delivery of excellent services to meet the needs of the community.

Presentation of analysis

The following analysis has been prepared, using various key headings. These offer a wide-ranging perspective of the impact of the budget savings. The analysis in section 2 to section 6 of this report is focused on the 2nd Round savings proposals for the period 2013/14. The analysis in section 7, provides a summary of the 2nd Round savings proposals for the periods 2014/15 and 2015/16. The analysis in sections 8 and 9 of the report covers the 2nd Round savings proposals for the 3-year period, 2013-16.

2. 2nd Round savings mapped to primary corporate priority for 2013/14

Figure 1 and Table 1 below illustrate that, of the £2,782m worth of 2nd Round savings identified for 2013/14, £1.568m or 56% are linked to council priority (J) 'Inspiring efficiency, effectiveness and equity'. The next highest savings are for (H) 'Caring for adults and older people' at 13% (£350k).

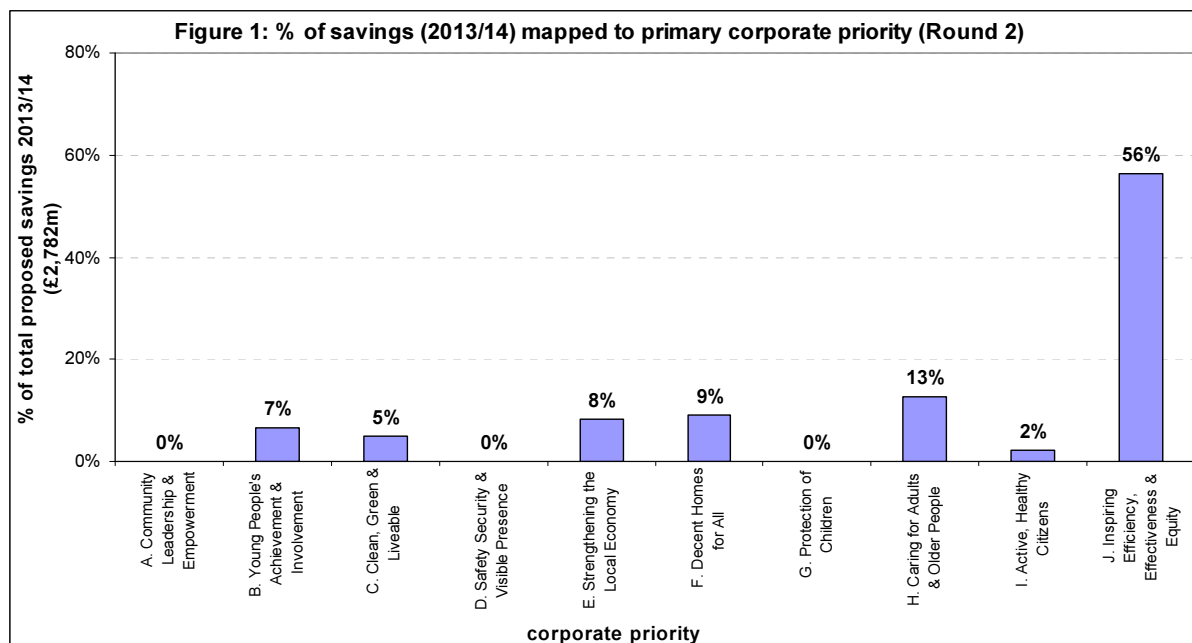
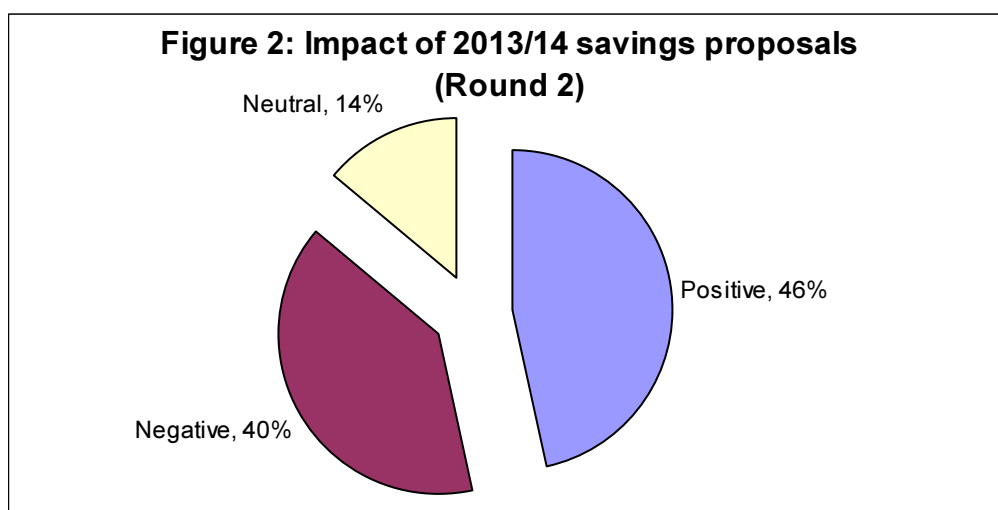


Table 1: Proposed savings 2013/14 mapped to primary corporate priorities (Round 2)

Primary Corporate Priority	Saving (£'000)				Grand Totals	
	COM	CUS	CYP	RNR	£'000	%
A. Community Leadership & Empowerment	0	0	0	0	0	0%
B. Young People's Achievement & Involvement	0	0	183	0	183	7%
C. Clean, Green & Liveable	0	0	0	137	137	5%
D. Safety Security & Visible Presence	0	0	0	0	0	0%
E. Strengthening the Local Economy	0	0	0	229	229	8%
F. Decent Homes for All	0	250	0	0	250	9%
G. Protection of Children	0	0	0	0	0	0%
H. Caring for Adults & Older People	350	0	0	0	350	13%
I. Active, Healthy Citizens	65	0	0	0	65	2%
J. Inspiring Efficiency, Effectiveness & Equity	685	15	330	538	1568	56%
Grand Total	1100	265	513	904	2782	100%

3. Impact of savings proposals on the Council's corporate priorities

Figure 2 below shows the likely impact of the 2nd Round savings proposals upon the delivery of the corporate priorities. These impacts have been identified as positive, negative or neutral. Of those 2nd Round savings proposed for 2013/14, a combined total of £1,678m or 60% are considered to have an impact that is either 'positive' (46%) or 'neutral' (14%). A further 40% of savings are described as likely to have a 'negative' impact on the delivery of the Council's corporate priorities.



4. Risk to achievement 2013/14

All 2nd Round savings proposals that have been put forward are achievable, however, a risk rating has been given to each proposal which assesses the level of challenge to delivery.

The tables below offer a perspective as to the relative achievability of 2nd Round savings proposed for 2013/14. The sliding scale used indicates that 3 and 4 are the most likely to be achieved without difficulty, whilst 1 and 2 savings are those likely to be achieved, but with potential challenges to delivery during the course of implementation.

Table 3a Risk to Achievement		
Level of risk	Total £	% of savings
1	0k	
2	400k	
High risk savings sub total	400k	14%

Table 3b Risk to Achievement		
Level of risk	Total £	% of savings
3	1,498m	
4	884k	
Low risk savings sub total	2,382m	86%

Tables 3a and 3b above show the risk to achievability for 2nd Round savings proposed. The tables suggest that £2,382m, 86% (3 and 4) are perceived as having a comparatively low level of risk and are therefore more easily deliverable.

In contrast 14% or £400k (1 and 2) of savings are perceived as being more difficult to achieve.

5. Geographical analysis 2013/14.

The analysis in the table below shows the likely geographical impact of 2nd Round savings proposals. The table shows that of the £2,782m savings total, £1,667m (60%) will impact borough-wide and not affect any specific ward.

Amongst the other proposals identified £430k (15%) of the total £2,782m savings have no specific geographical impact, and a further £435k (16%) are unknown.

Long-term tenants are being decanted from Milford Towers Estate in Rushey Green as part of the wider Catford Town Centre regeneration. To support the on-going management and sustainability of the community living in Milford Towers the Council have agreed with residents that it will find alternative uses for these empty flats in order to minimise the risks of squatting and anti-social behaviour and to keep those tenants who are yet to move out feeling safe and secure. Rental income will be generated on approximately 180 properties leased to a commercial partner during the period January 2013 until December 2015, when the estate is demolished to facilitate the regeneration of Catford Centre. This saving amounts to £250k (9%) of the total savings proposed for 2013/14.

Coverage	Value £'000	Percentage
Borough-wide	1,667	60%
No Geographical impact	430	15%
Unknown	435	16%
Rushey Green	250	9%
Total	2,782	100%

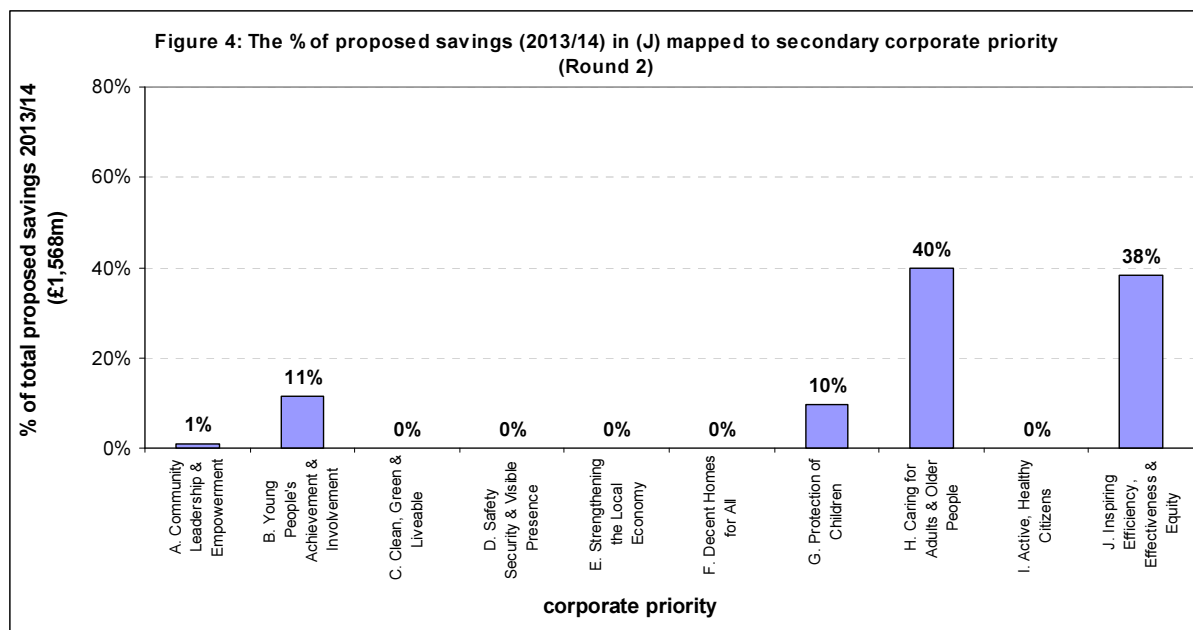
The table below shows the impact of the savings proposals that are considered to have borough-wide implications. Of the £1,667m worth of borough-wide savings, £697k or 42% are judged to have a likely positive or neutral impact, whilst savings totalling £970k or 58% are estimated to have a negative impact.

Type	Value £'000	Percentage
Positive or neutral	697	42%
Negative	970	58%
Total	1,667	100%

6. The percentage of 2nd Round savings proposals for 2013/14 against primary corporate priority J disaggregated by secondary corporate priority

Figure 4 and Table 4 below illustrate the disaggregation of the £1,568m savings attributable to corporate priority (J) 'Inspiring Efficiency, Effectiveness and Equity'. Where possible these have been mapped to specific secondary priorities so as to provide greater context to the efficiency savings proposed. In total £598k or 38% of proposed savings mapped to the primary corporate priority (J) could not be disaggregated to a secondary corporate priority, and therefore continue to be reflected in Table 4 and Figure 4 as (J).

The remaining £970k, of efficiency savings identified in the primary corporate priority (J) 'Inspiring Efficiency, Effectiveness and Equity', has been disaggregated across the other corporate priorities with £625k or 40% disaggregated to priority (H) 'Caring for Adults and Older People'.



Secondary Corporate Priority	Saving (£'000)				Grand Totals	
	COM	CUS	CYP	RNR	£'000	%
A. Community Leadership & Empowerment	0	0	0	15	15	1%
B. Young People's Achievement & Involvement	0	0	180	0	180	11%
C. Clean, Green & Liveable	0	0	0	0	0	0%
D. Safety Security & Visible Presence	0	0	0	0	0	0%
E. Strengthening the Local Economy	0	0	0	0	0	0%
F. Decent Homes for All	0	0	0	0	0	0%
G. Protection of Children	0	0	150	0	150	10%
H. Caring for Adults & Older People	625	0	0	0	625	40%
I. Active, Healthy Citizens	0	0	0	0	0	0%
J. Inspiring Efficiency, Effectiveness & Equity	60	15	0	523	598	38%
Grand Total	685	15	330	538	1568	100%

7. Equalities analysis

The Public Sector Equality Duty (set out in the Equality Act 2010) requires the Council to have 'due regard' to the need to eliminate unlawful discrimination, harassment and victimisation as well as to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.

The protected groups covered by the Equality Duty are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnerships, but only in respect of eliminating unlawful discrimination, within employment and training. It does not include a socio-economic duty.

The law requires that public authorities demonstrate that they have had 'due regard' to the aims of the Equality Duty in their decision-making. Assessing the potential impact on equality of proposed changes to policies, procedures and practices is one of the key ways in which the Council can demonstrate that they have had 'due regard'.

Assessing impact on equality is not an end to itself and it should be tailored to, and be proportionate to, the decision being made. Whether it is proportionate for the Council to conduct an Equalities Analysis Assessment of the impact on equality of a financial decision or not depends on its relevance to the authority's particular function and its likely impact on people from protected groups, including staff.

Where proposals are anticipated to have an impact on staffing levels, it will be subject to consultation as stipulated within the Council's Employment/Change Management policies, and services will be required to undertake an Equalities Analysis Assessment (EAA) as part of their restructuring process.

It is also important to note that the Council is subject to the Human Rights Act, and should therefore also consider the potential impact their decisions could have on human rights.

Specific proposals

An initial assessment of the equalities implications of the 2nd Round budget savings proposals for 2013-2016 has been undertaken to assess whether they unfairly impact upon protected groups.

A number of savings proposals will have staffing implications that have yet to be fully identified. As such, these proposals will be subject to further equality analysis assessments and staff consultation as stipulated within the Council's Employment/Change Management policies. As part of their operational business processes, the service will need to monitor the impact of any staffing implications on service delivery and where necessary, take action to mitigate any resultant impacts.

The majority of specific savings identified in this analysis have a neutral equalities impact. However, seven have been assessed to have a negative impact on

equalities, and these are detailed in Table 5 on the following page. Table 5 also includes further clarification on whether the level of this negative impact is considered to be low, medium or high.

TABLE 5

Proposed 2nd Round savings (2013-2016) with negative equalities impact

Directorate	Ref.	Description	Equality Impact	Commentary
Customer Services	CUS40	<p>Strategic Waste Management is proposing a saving of £500K between 2013-2015, by operating a fortnightly recycling collection service. This would mean that half of the kerbside recycling rounds are collected one week and the other half would be collected the following week. Estates recycling will remain weekly.</p> <p>The impact of this savings proposal will be the reduction of 4 recycling collection vehicles and a subsequent reduction in staff of 20.</p>	Negative/Low	<p>Moving from weekly doorstep recycling to fortnightly collection is a significant service change, and it could create anxiety amongst certain vulnerable groups. There is also a small risk that the same people may begin to store some recyclables inappropriately in their dwelling, especially if they live in a flat. This could create hazards affecting their health and safety. There is also a risk overfilled bins might be a risk at the front of a person's dwelling.</p> <p>The protected characteristics most likely to be negatively impacted by this proposed service change are disability, age, and pregnancy and maternity.</p> <p>This proposal is subject to staff consultation as stipulated within the Council's Employment/Change Management policies.</p>
Customer Services	CUS43	<p>The Revenue Service is proposing a saving of £15k in 2013/14 by publishing detailed budget information alongside the Council Tax bill, in an online format only, rather than as a printed booklet. This is now permissible as a result of a change to our statutory</p>	Negative/Low	<p>Alternative provision will need to be considered for those members of the community that don't have access to the Internet, or do not have the skill-set to navigate the Council's website to locate the detailed budget information. Consideration will also be needed towards those with learning difficulties, visual impairments or for whom English is a second language, to ensure that they have equal opportunity to access this service and do not experience indirect experience. Signposting these residents to CallPoint</p>

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		obligations. The proposed saving assumes that the Council will only provide the information online.		for additional assistance, is one source of mitigation. The protected characteristics most likely to be negatively impacted by this proposed service change are disability, age, and ethnicity.
Customer Services	CUS44	Public Services is proposing a saving of £150k in 2014/15 by closing CallPoint for half the week and reducing the number of staff. It is estimated that approximately 20% of customers would find an alternative (e.g. self-service on the Council's web site) and the rest would contact the Council by telephone when CallPoint opened again.	Negative/Medium	The CallPoint service provides a source of alternative service provision for those members of the community that don't have access to the Internet, or do not have the necessary IT or language skill-sets to navigate the Council's website to locate required service information. Reducing the days of operation for CallPoint will have a negative equalities impact on these customers, since they may need to wait for up to a week before they are able to contact the Council by telephone. This change in service provision could cause confusion and greater inaccessibility amongst the more vulnerable and isolated members of society. The protected characteristics most likely to be negatively impacted by this proposed service change are disability, age, and ethnicity. This proposal is subject to staff consultation as stipulated within the Council's Employment/Change Management policies.
Children and Young People	CYP58	Education Development is proposing a saving of £100k between 2013 and 2015 through a reduction in the education contribution to the social enterprise fund (£40k) which supports start-up businesses for young people, and the deletion of two	Negative/Low	Any reduction in funding for the social enterprise fund which supports start-up business for young people will have a disproportionate effect on young people aged between 16 to 24 years. However, the £40k saving in this proposal is an addition to an existing corporate enterprise budget that was envisaged as being for two years, which will still be fulfilled. This proposal is subject to staff consultation as

		vacant posts in the Not in Education, Employment and Training (NEET) programme.		stipulated within the Council's Employment/Change Management policies.
Resources and Regeneration	RNR36	Personnel and Development is proposing a saving of £70k in 2014/15, a proportion of which includes a reduction in social care training. The number of programmes for social care workers, designed to support changes in care provision would reduce.	Negative/Medium	The delivery of social care training provides social care workers with the appropriate skills and awareness to support the full range of their client's needs. This is particularly relevant for the protected characteristics of age, disability, sexual orientation and gender reassignment. A reduction in training provision may have a proportionate impact on the effectiveness of this service, although it is proposed that the programme will be maintained above a statutory minimum.
Community Services	COM37	Supporting People is proposing a saving of £700k between 2013 and 2015. This includes a decommissioning of some services; commissioning services from an approved list (Framework) of providers to ensure best quality and value for money; and a negotiated contract reduction based on the provider's tendered framework price.	Negative/Medium	The reduction in provision will impact on services for young and older people, people with a physical or learning disability, as well as people with mental health, substance and alcohol misuse issues. All new contracts will be monitored by the Service to ensure quality is delivered and impact is minimal to service users. An Equalities Analysis Assessment and consultation will need to be undertaken.

Agenda Item 7

Sustainable Development Select Committee			
Title	Select Committee Work Programme	Item	7
Contributor	Scrutiny Manager		
Class	Part 1	Date	5 February 2013

1 Purpose

- 1.1 To advise Members of the Select Committee of the work programme for the municipal year 2012/13.

2 Summary

- 2.1 At the beginning of the municipal year, each select committee drew up a draft work programme for submission to the Business Panel for consideration.
- 2.2 The Business Panel considered the proposed work programmes of each of the select committees on 24th May 2012 and agreed a co-ordinated overview and scrutiny work programme. However, the work programme is a 'living document' and as such can be reviewed at each Select Committee meeting so that Members are able to include urgent, high priority items and remove items that are no longer a priority.

3 Recommendations

- 3.1 The Select Committee is asked to:
- note the work programme and project plan attached at **Appendix B** and discuss any issues arising from the programme;
 - specify the information and analysis required in the report for each item on the agenda for the next meeting, based on desired outcomes, so that officers are clear on what they need to provide;
 - note all forthcoming executive decisions, attached at **Appendix C**, and consider any key decisions for further scrutiny.

4. The work programme

- 4.1 The work programme for 2012/14 was agreed at the meeting of the Committee held on 25th April 2012 and at Business Panel on 24th May 2012.
- 4.2 The Committee is asked to consider if any urgent issues have arisen that require scrutiny and if any existing items are no longer a priority and can be removed from the work programme. Before adding additional items, each item should be considered against agreed criteria. The flow chart attached at **Appendix A** may help Members decide if proposed additional items should be added to the work programme. The Committee's work programme needs to be achievable in terms of the amount of meeting time available. If the Committee agrees to add additional item(s) because they are urgent and high priority, Members will need to consider

which medium/low priority item(s) should be removed in order to create sufficient capacity for the new item(s).

5. The next meeting

5.1 The following reports are scheduled for the next meeting:

Agenda Item	Review Type	Link to Corporate Priority	Priority
Employment and business development review	In-depth review	Strengthening the local economy	High
Impact of the Localism Act on Lewisham	Standard review	Community leadership	Medium
Recycling contract	Performance monitoring	Clean, green and liveable	Medium

5.2 Impact of the Localism Act on Lewisham

5.2.1 As part of its 2012/13 work programme, the Committee has decided to scrutinise the impact of the Localism Act on Lewisham. In order to inform discussions about this subject and to enable Members to direct their requests for information, the main elements of the legislation have been set out below.

5.2.2 The Localism Act (2011) created significant changes in these key areas:

- Local government powers and obligations
- Rights for communities
- Rights and reforms in the planning system
- Housing

5.2.3 The sections of the Act that deal with new community rights and changes to the planning system are of relevance to the Sustainable Development Select Committee.

5.2.4 Community Right to Bid (Assets of Community Value)

Information about the Community Right to Bid (Assets of Community Value) was presented to Mayor and Cabinet on 16 January. The right to bid came into effect in September 2012. It allows community groups to nominate assets for registration by the Council. Assets must meet set criteria before they can be registered and added to the Council's list of 'Assets of Community Value'. Once an asset has been added to the list it becomes subject to new rules about how it can be sold. The power is designed to provide community groups with greater opportunities to take over and run community assets before they can be sold on the open market.

The report to Mayor and Cabinet set out the process for recording assets of community value. It also included the legal and financial implications of creating and maintaining the

local list of assets. It can be accessed here:

<http://councilmeetings.lewisham.gov.uk/documents/s19584/Assets%20of%20Community%20Value.pdf>

5.2.5 Neighbourhood planning

This new power enables a formally constituted neighbourhood forum to create a neighbourhood plan. These plans have to fit with existing plans and they must be designed to enable development, rather than hindering it. The Council has published its approach to neighbourhood planning on its website:

<http://www.lewisham.gov.uk/myservices/planning/policy/ldf/neighbourhood-plans/Pages/default.aspx>.

To date, there have not been any formal expressions of interest from any groups wishing to be designated as neighbourhood forums.

5.2.6 Community Right to Challenge

This power enables groups specified by the Act to express their interest in running Council services. Officers in finance, legal and procurement are preparing information about the 'right to challenge', which will be available on the Council's website later in the year. To date there have not been any formal expressions of interest in the 'right to challenge' in Lewisham.

5.2.7 The Department for Community and Local Government has produced a short guide to the act, which provides further information about the new powers and provisions: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5959/1896534.pdf

6. Financial Implications

There are no financial implications arising from this report.

7. Legal Implications

7.1 In accordance with the Council's Constitution, all scrutiny select committees must devise and submit a work programme to the Business Panel at the start of each municipal year.

7.2 There may be legal implications arising from items on the work programme and all activities undertaken by the Select Committee will need to give due consideration to this.

8. Equalities Implications

There may be equalities implications arising from items on the work programme and all activities undertaken by the Select Committee will need to give due consideration to this.

9. Date of next meeting

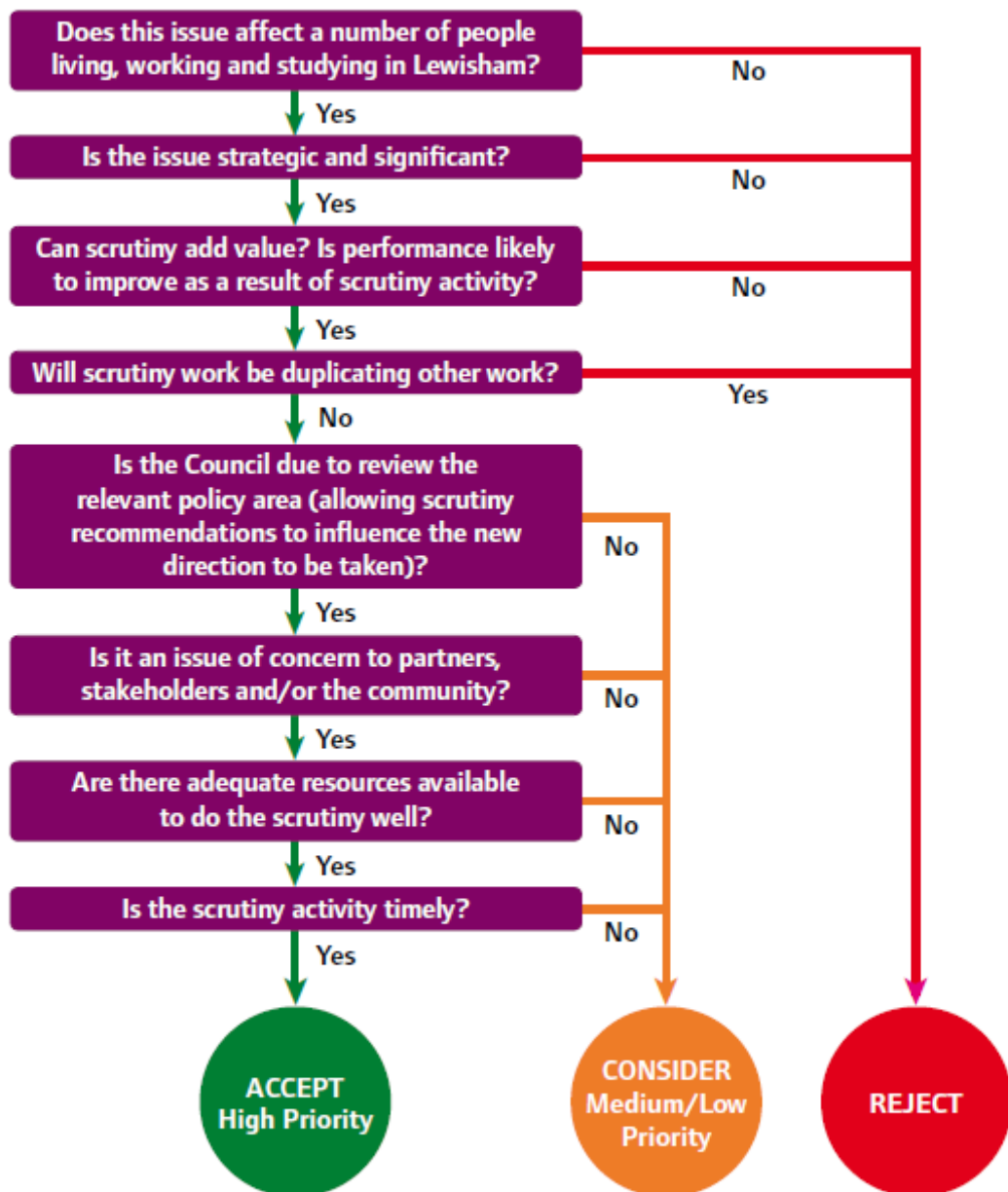
The date of the next meeting is Wednesday 13 March 2013.

Background Documents

Lewisham Council's Constitution

Centre for Public Scrutiny the Good Scrutiny Guide

Scrutiny work programme – prioritisation process



Sustainable Development Select Committee Work programme 2012/13

Programme of Work

Work Item	Type of review	Priority	Strategic Priority	Delivery deadline	April	May	July	September	November	December	February	March
Bakerloo Extension - Discussion	Standard Review	MEDIUM	SCS-DP CP-SLE	April						Response		
Preserving Local Pubs	In-Depth Review	HIGH	SCS-DP CP-SLE	September				Report			Response	
Green Deal (Climate local)	Standard Review	MEDIUM	SCS-DP CP-SLE	September							Response	
Parking	Policy Development	HIGH	SCS-CGL CP - CGL	November								
Revenue Budget Savings Proposals	Standard Review	HIGH	SCS-CGL CP-CGL	November								
Response from M&C to Financial Exclusion Review	Response	MEDIUM	SCS-DP CP-SLE	November						Response		
Employment and Business Development in Lewisham	In-Depth Review	HIGH	SCS-CGL CP - CGL	March								
Local Shops - Update	Standard Review	MEDIUM	SCS-DP CP-SLE	December								
Impact of Localism Act on Lewisham	Standard Review	MEDIUM	SCS-ER CP- EEE	March								
Recycling Contract	Performance Monitoring	MEDIUM	SCS-DP CP-SLE	March								
Tree Management Strategy	Policy Development	MEDIUM	SCS-DP CP-SLE	2012/13								

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	Item completed
	Item ongoing
	Item outstanding
	Proposed timeframe
	Carried over from last year
	Item added

Meeting Dates:					
1)	Weds	25-Apr	5)	Thur	01-Nov
2)	Weds	23-May	6)	Tues	11-Dec(D:29/11)
3)	Thur	12-Jul	7)	Tues	05-Feb(D:24/01)
4)	Weds	12-Sep	8)	Weds	13-Mar(D:05/03)

Shaping Our Future: Lewisham's Sustainable Community Strategy 2008-2020		
	Priority	
1	Ambitious and achieving	SCS 1
2	Safer	SCS 2
3	Empowered and responsible	SCS 3
4	Clean, green and liveable	SCS 4
5	Healthy, active and enjoyable	SCS 5
6	Dynamic and prosperous	SCS 6

Corporate Strategy 2008-11		
	Priority	
1	Community Leadership	CP 1
2	Young people's achievement and involvement	CP 2
3	Clean, green and liveable	CP 3
4	Safety, security and a visible presence	CP 4
5	Strengthening the local economy	CP 5
6	Decent homes for all	CP 6
7	Protection of children	CP 7
8	Caring for adults and older people	CP 8
9	Active, healthy citizens	CP 9
10	Inspiring efficiency, effectiveness and equity	CP 10



SUMMARY OF FORTHCOMING BUSINESS

MAYOR & CABINET February 13 2013	
Title and details of Item	Directorate responsible
Budget & Savings Report 13/14 and Budget Strategy 2013/2016	Resources & Regeneration
Welfare Reform:Local Support Scheme	Customer Services
Outcomes of the consultation on the proposal to enlarge Rushey Green Primary School from 2 to 3 fe and to enlarge John Stainer Primary School from 1 to 2fe.	Children & Young People
Request for Permission to launch consultation on proposals 1) enlarge Coopers Lane Primary School from 2 to 3 forms of entry 2) enlarge Forster Park Primary School from 2 to 3 forms of entry.	Children & Young People
Outcomes of the consultation on a proposal to discontinue the nursery at Brindishe Lee Primary School	Children & Young People
Outcomes of Consultation Honor Oak and Ladywell Early Years Centres.	Children & Young People

MAYOR & CABINET (CONTRACTS) February 13 2013	
Title and details of Item	Directorate responsible
Main grants programme – confirmation of funding 2013/2014	Community Services
Fleet Vehicle replacement 2013/14	Customer Services
Provision of Mobile Phones and airtime - Contract Award	Resources & Regeneration

Award of contract for the construction of Primary phase accommodation for the primary phase of Trinity CE Lewisham	Children & Young People
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MAYOR & CABINET February 20 2013

Title and details of Item	Directorate responsible
Budget Update Report	Resources & Regeneration
Reinstatement works at Hatcham Temple Grove	Resources & Regeneration
Building School for the Future Sydenham School - Stage 2	Resources & Regeneration
Surrey Canal Road Land Exchange	Resources & Regeneration
Acquisition of freehold interests in Nos. 4 & 15 Parkcroft Road SE12	Resources & Regeneration
Appropriation of Kender Phase 4 (Kender Triangle) New Cross SE14 for planning purposes	Resources & Regeneration
Disposal of the Premises officer house – Lee Green	Resources & Regeneration
Service Improvements in Development Management	Resources & Regeneration
Heathside & Lethbridge Update and Land Appropriation	Customer Services

MAYOR & CABINET (CONTRACTS) February 20 2013

Title and details of Item	Directorate responsible
Communities that Care Investment Fund: Entelechy and The Albany	Community Services
Textile Collection Bring Bank Service	Customer Services
Agree the selection/approval of (Fire, Asbestos & Water Hygiene) Contract	Resources & Regeneration

Council February 27 2013	
Title and details of Item	Directorate responsible
Annual Budget 2013/14	Resources & Regeneration
Local Development Scheme	Resources & Regeneration

MAYOR & CABINET March 6 2013	
Title and details of Item	Directorate responsible
Community Right to Challenge	Resources & Regeneration
Financial Forecasts for 2012/13	Resources & Regeneration
Youth Task Force - allocation of £500,000 of funding	Resources & Regeneration
New Cross Gate Healthy Living Centre Scheme	Resources & Regeneration
Building School for the Future Brent Knoll Stage 1	Resources & Regeneration
Local Support Scheme: Service Standards for Refuse & Recycling	Customer Services
Annual Lettings Plan	Customer Services
Review of Adult Social Care Day Service Provision	Community Services

MAYOR & CABINET (CONTRACTS) March 6 2013	
Title and details of Item	Directorate responsible
Reprocurement of the Learning Disability Framework Agreement: Recommendation of shortlisted providers.	Community Services
Local Assembly Fund – Rushey Green ward.	Community Services
Learning Disability Request to extend	Community Services

specific contracts	
Awards of contracts for the construction of primary phase accommodation at Rushey Green, Prendergast Ladywell Fields College, Knights Temple Grove, 2013 Bulge class programme	Children & Young People

Council March 20 2013	
Title and details of Item	Directorate responsible
AGM	Resources & Regeneration
Pay Statement 2013/14	Resources & Regeneration
Annual Standards Committee Report	Resources & Regeneration

MAYOR & CABINET April 10 2013	
Title and details of Item	Directorate responsible
Parking Policy Review	Customer Services
Discharge into the Private Rented Sector/Out of Borough Procurement	Customer Services

MAYOR & CABINET (CONTRACTS) April 10 2013	
Title and details of Item	Directorate responsible
Parking Contract Award	Customer Services
Contract seeking tender for Boroughwide Management Organisation for community premises	Community Services

MAYOR & CABINET June 19 2013	
Title and details of Item	Directorate responsible
Reprocurement of the Learning Disability Framework Agreement - Appointment of providers to Framework	Community Services