
MAYOR AND CABINET

Date: WEDNESDAY, 11 DECEMBER 2002 at 6.30 p.m.

Committee Room 2
Civic Suite
Lewisham Town Hall
London SE6 4RU

Please note time of meeting

Enquiries to: Mike Brown
Telephone: 020-8-314-8824 (direct line)

MEMBERS

The Mayor (Steve Bullock)	(L)	Chair
Councillor Moore	(L)	Vice-Chair and Deputy Mayor
Councillor Best	(L)	Cabinet Member for Environment
Councillor Donnelly	(L)	Cabinet Member for Lifelong Learning
Councillor Garcha	(L)	Cabinet Member for Social Inclusion
Councillor Holder	(L)	Cabinet Member for Social Care & Health
Councillor McGarrigle	(L)	Cabinet Member for Culture
Councillor Whiting	(L)	Cabinet Member for Resources
Councillor Wise	(L)	Cabinet Member for Housing and Community Safety

Members are summoned to attend this meeting

Barry Quirk
Chief Executive
Lewisham Town Hall
Catford
London SE6 4RU
Date: 3 December 2002



INVESTOR IN PEOPLE

The public are welcome to attend our committee meetings, however, occasionally, committees may have to consider some business in private. Copies of reports can be made available in additional formats on request.

ORDER OF BUSINESS - PART 1 AGENDA

Item No.		Page No.
1	Minutes	1
2	Declarations of Interests	1
3	Exclusion of the Press and Public	16
4	Cemeteries and Crematorium Service Proposed Increase in Charges 2003/04	17
5	Local Improvement Finance Trust - LIFT	24
6	Joint Management Arrangement Agreement for Lewisham Child and Adolescent Mental Health Services	37
7	Silwood SRB Partnership Board - Revisions to Terms of Reference	48
8	Priorities for Registered Social Landlords (RSL's) Bids to the Housing Corporation for 2003/04	75
9	Housing Revenue Account Budget 2003/04 - Update	92
10	Draft Equality and Diversity Policy and Comprehensive Equality Plan	103
11	Supporting People Charging Policy	123
12	NDC - Highway and Street Lighting	136
13	Councilwide Budget Monitoring Report 2002/03	142
14	Health Act Flexibilities - Mental Health	170



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MAYOR AND CABINET			
Report Title	MINUTES		
Key Decision			Item No.1
Ward			
Contributors	CHIEF EXECUTIVE		
Class	Part 1	Date: 11 DEC. 2002	

Recommendation

It is recommended that the Minutes of the meetings of the Mayor and Cabinet, which were open to the press and public, held on 13 and 20 November 2002 be confirmed and signed (copies attached).

MAYOR AND CABINET			
Report Title	DECLARATIONS OF INTERESTS		
Key Decision			Item No.2
Ward			
Contributors	CHIEF EXECUTIVE		
Class	Part 1	Date: 11 DEC. 2002	

Members are asked to make any declarations of pecuniary interests or other interests they may have in relation to items on this agenda (if any). Members are reminded to make any declaration at any stage throughout the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.

LONDON BOROUGH OF LEWISHAM

MINUTES of that part of the meeting of the MAYOR AND CABINET, which was open to the press and public, held on WEDNESDAY, 13 NOVEMBER 2002 at LEWISHAM TOWN HALL, CATFORD, SE6 4RU at 6.30 p.m.

Present

The Mayor (Steve Bullock); Councillor Moore (Vice-Chair); Councillors Donnelly, Garcha, Holder, McGarrigle and Whiting.

Apologies for absence were received from Councillors Best and Wise.

Minute No.		Action
1	MINUTES (page RESOLVED that the Minutes of that part of the meeting of the Mayor and Cabinet, which was open to the press and public, held on 30 October 2002 be confirmed and signed.	
2	DECLARATIONS OF INTERESTS (page None was declared.	
3	EXCLUSION OF THE PRESS AND PUBLIC (page RESOLVED that, under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3, 7 and 9 of Part 1 of Schedule 12(a) of the Act:- 101 Minutes	
4	REVENUE BUDGET SAVINGS PROPOSALS 2003/04 (page and Appendix page A copy of the Minutes of the Overview & Scrutiny Business Panel held on 11 November 2002 was circulated before the meeting, together with a summary of the Select Committee's consideration of the savings proposals (copy attached at page	

The Executive Director for Resources and Deputy Chief Executive gave a short presentation of the report and the savings proposals outlined in the report. Following consultation it was now proposed to 'park' the following proposals. This means that these options will not be consulted on for the time being:

		£ 000
(i)	Education & Culture	
	(a) all savings headed Youth Service (except Health & Safety)	243
	Arts Development	38
(ii)	Social Care & Health	
	(a) Youth Offending Team	75
(iii)	Regeneration	
	(a) Opening Doors	310
		£666

The Executive Director for Resources and Deputy Chief Executive then outlined the specific concerns of the Overview & Scrutiny Business Panel and scrutiny committees relating to the savings proposals set out in the report. Specific concerns related to the following matters:-

para. 8.15 Green Scene - Parks £40k

It has been queried whether education projects in schools should be protected for this Regeneration budget.

para. 7.35 Saville Centre £35k/Turkish Asian Elders Project £16k

Opposition to closure of Saville Centre and Turkish Asian Elders Project was reported. These facilities promote social inclusion for older people and closure may result in social exclusion of older people.

para. 8.31 Private Sector Housing - £100k

It has been raised that there was not enough information available and queried how the housing service deal with the social inclusion implications impinging vulnerable client groups.

paras. 8.39/8.40 Carriageway resurfacing
£80k/Carriageway Maintenance £90k

No opposition to revenue cut in principle as long as similar funds are made available in the capital programme in the medium term.

para. 9.44 Public Services Housing Benefit 5% vacancy rate - £160k

This may impact negatively on a very volatile area in which a small change could lead to high financial costs.

para. 9.73 Legal Services - Social Care £36k

This appears a short term saving with long term cost if increased use of external solicitors.

Total from Business Panel **£557k**

Running total = **£1.223m**

He also listed the matter raised by trade unions at the Works Council i.e. their opposition to savings in the following two areas: previous concern on the Web Team raised before has now been withdrawn by the unions

para. 7.9 Family Action Support Term £230k

Total from Trade Unions **£230k**

He went on to discuss further savings proposals where options were identified that now required clarification:-

para. 8.6 Options relate to street-sweeping:

(a) increase charges to market traders by 30%

or

(b) increase charges to market traders by 5% (supported by Business Panel).

para. 8.43 Options relate to increased parking charges:

(a) 8% (net £50k)

(b) 16% (net £100k)

(c) new charges at Perry Vale car park (£30k)

Other general matters of concern were raised by the Overview & Scrutiny Business Panel and were highlighted in Section 5 of the Business Panel minutes.

Representations were then heard from Ingrid Defoe of the FAST Team and John Collins of Unison.

Ingrid Defoe spoke in defence of the Family Action Support Team, which is part of the Assessment Team. She said that there was not enough evidence in the report to show that the Team are preventing young people being rehoused. Since 1 April to 30 September there had been 74 referrals from the district and 5 young people had been accommodated.

John Collins of Unison spoke in support of the trade union secondments and asked for the proposed saving to be 'parked'.

The Mayor suggested that he and the Cabinet would focus on the items raised through consultation and the scrutiny process and would respond by the Council meeting to be held on 18 December.

Cabinet members then responded to the comments made by the select committees, in respect of the outcomes of their scrutiny of the 2003/04 budget proposals.

Councillor Whiting thanked officers for the work they had done in producing the savings proposals, which had made the process easier; and the Overview & Scrutiny Committee members for the work they had undertaken over the last month.

In conclusion it was agreed that

- (a) further information be provided on all the issues raised by the Overview & Scrutiny Business Panel and the proposal to delete the Family Action Support Team;
- (b) the proposals set out affecting the Arts Service, the Youth Offending Team, Opening Doors and the Youth Service be taken out ('parked') of the savings proposals;
- (c) the Trade Union secondments be 'parked' at this stage;
- (d) the high option for Cleansing: Street Sweeping (Markets) of £200k set out in paragraph 8.6 of the report be taken at this stage;
- (e) the lower option for increasing Pay and Display charges by 8% (£50k) set out in paragraph 8.44 of the report be taken at this stage; but the higher option of increasing charges by 16% (£100k) be parked at this stage;
- (f) the proposals relating to carriageway resurfacing and maintenance set out in paragraphs 8.39 and 8.40 of the report be taken at this stage for approval by Full Council on 18 December but the Overview & Scrutiny Committee be asked to look at the implications arising from this action in the medium term;
- (g) all other savings proposals set out in the report be agreed in principle and any further information be made available

before the final decisions are taken on 18 December 2002; and

The Mayor concluded that in January 2003 the Council will know the outcome of the provisional local government finance settlement. At that time those items that have been 'parked' will be put back into the process and, if they are not included as savings, at that time decisions would have to be made on how to find additional savings to make up the gap.

It was then

RESOLVED that

(i) the comments from the Overview and Scrutiny Select Committees and Business Panel with regard to the proposals be noted; and

(ii) subject to consultation, as appropriate, and to consideration of any representations arising out of that consultation, and to any other legal requirements in relation to specific proposals, the revenue savings identified in the report and detailed in Appendix 1, with the exception of some of those items listed in (a) to (g) above, be agreed in principle and included in the budget proposals to be made by the Mayor to Council in relation to the year 2003/04.

Chair

LONDON BOROUGH OF LEWISHAM

MINUTES of the meeting of the MAYOR AND CABINET, held on WEDNESDAY, 20 NOVEMBER 2002 at 6.30 p.m. at LEWISHAM TOWN HALL, CATFORD, SE6 4RU.

Present

The Mayor (Steve Bullock)(Chair); Councillor Moore (Vice-Chair); Councillors Best, Donnelly, Garcha, Holder, McGarrigle, Whiting and Wise.

Minute No. Action

1 DECLARATIONS OF INTERESTS (page

Councillor Moore declared that he is a governor of Haberdashers Aske's CTC. Councillor Donnelly declared that she is a governor of Lewisham College. Councillor Holder declared that he is a governor of Sydenham Girls School.

2 RACE EQUALITY ACTION FOR LEWISHAM - A NEW VOLUNTARY SECTOR STRATEGIC RACE EQUALITY SERVICE (page and Appendix page

The Executive received a presentation from Asquith Gibbes and Kevin Heggarty on the outcome of a comprehensive boroughwide consultation programme seeking views on the need for a new voluntary sector race equality organisation and its future priorities.

The presentation included the following:

1. How things have moved on since the decision was made to fund the service.
2. The Consultation Programme.
3. What kind of Race Equality Organisation local people want.
4. Expectations
5. Priorities - Education, Employment, Young People and Casework.
6. Factors influencing the proposed new structure.

7. A provisional Financial Summary - and a shortfall of £75,000.
8. Where are we now:-
 - (a) a new Management Committee has been approved;
 - (b) a draft constitution has been prepared; and
 - (c) premises have been identified and agreed.
9. The new Executive Committee will comprise 16 members including 3 Council members.
10. The inaugural meeting of the new organisation will be held in December 2002.

The Mayor thanked Asquith Gibbes and Kevin Heggarty for their presentation and the Steering Group for the work they had carried out in setting up the new organisation.

Councillor Moore then suggested that the appointment of the three members of the Council to serve on the Management Committee should be made by the Council (2 members) and the Executive (1 member).

RESOLVED that

- (i) the report and presentation be received; and
- (ii) the appointment of the three members of the Council to serve on the Management Committee be appointed by the Council (2 members) and the Executive (1 member).

3 ESTABLISHMENT OF SCHOOLS FORUM (page

The Executive agreed the following amendments to recommendations 2.3 and 2.4 set out in the report.

EDEC

paragraph 2.3 first bullet point:

Two representatives of the Council - the Executive Director for Education & Culture and the Head of Resources for Education & Culture.

paragraph 2.4 - delete second bullet point and add:

The Forum be asked to consider the appointment of observers from the teaching unions at its first meeting.

RESOLVED that

(i) the Lewisham Schools Forum be established with 20 members: 16 schools and 4 non-schools;

(ii) the schools members consist of:

- one special school headteacher, appointed by the special headteachers consultative forum;
- four secondary school headteachers, appointed by the secondary headteachers consultative forum;
- five primary school headteachers, appointed by the primary headteachers consultative forum;
- two representatives of secondary school governing bodies, appointed by the Chairs of Governors Consultative Forum or its Executive;
- two representatives of primary school governing bodies, appointed by the Chairs of Governors Consultative Forum or its Executive;

- two parent governors, appointed by the Parent Governors Consultative Forum or its Executive.

(iii) the non-schools members consist of:

- two representatives of the Council - the Director for Education & Culture and the Head of Resources for Education & Culture;
- a representative of the Archdiocese of Southwark Commission for Schools (Roman Catholic);
- a representative of the Southwark Diocesan Board of Education (Church of England).

(iv) observers be invited from the London East Learning and Skills Council; and

(v) the appointment of observers from the teaching unions be considered at the first meeting of the Forum.

4 DRAFT PUBLICATION SCHEME (page and Appendix page

RESOLVED that

- (i) the format and contents of the proposed Publication Scheme be agreed;
- (ii) officers submit the proposed Publication Scheme to the Information Commissioner for approval;
- (iii) delegated authority be given to the Head of Law to advise and amend the Scheme following the response (if any) from the Information Commissioner to the proposed Publication Scheme;
- (iv) the Publication Scheme once

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approved by the Information Commissioner be published on the Council's website, and hard copies be accessible at Lewisham's public libraries;

(v) delegated authority be given to the Chief Executive or such other persons as he may nominate to review the Publication Scheme from time to time in accordance with the Act and Guidance from the Information Commissioner;

(vi) delegated authority be given to the Chief Executive or such other persons as he may nominate to amend the charges for copies of documentation published in accordance with the Publication Scheme; and

(vii) the creation of a post of Freedom of Information Officer prior to the full implementation of the Act in January 2005 be agreed.

5 STRATEGIC REVIEW OF SECONDARY PLACES (page and Appendices page

Copies of the representations made by Councillor Page and the 'New School Campaign' were circulated at the meeting, together with additional legal and equalities implications to the report. (Copies attached at page

The Mayor reported that Education was a subject which is nearest and dearest to his heart as there is nothing more important than what the meeting was about to discuss i.e. how we provide the best education possible for our children.

The Executive Director for Education and Culture presented the report.

The Mayor re-emphasised that the proposals for consideration were to ensure that every school place in Lewisham is of a high quality; and that there will be a new school in Lewisham.

Following lengthy discussion it was agreed that options 2 and 3 be excluded from the formal consultation exercise on the proposals in view of the wider implications set out in the report.

In conclusion it was

RESOLVED that

(i) the strategy for raising attainment in the Borough's maintained secondary schools, as set out in Section 4 of the report, be noted;

(ii) formal consultations (in accordance with the requirements of Subsection 5 of Section 28 of the School Standards and Framework Act 1998 and paragraph 9 of DfEE Circular 9/99) be carried out on the proposal, set out in detail in sections 8-12 of the report, on options for the provision of a new 600 place 11-16 secondary school to the north of the South Circular Road, excluding options 2 and 3 given the wider implications set out in section 10 of the report;

(iii) formal consultations (in accordance with the requirements of Subsection 5 of Section 28 of the Schools Standards and Framework Act 1998 and paragraph 9 of DfEE Circular 9/99) be carried out on the proposal, set out in detail in paragraph 6.7 of the report, that the admissions limit for Crofton School be expanded from 180 to 240 from September 2006;

(iv) formal consultations be carried out on the proposal, set out in detail in paragraphs 6.8 and 6.9 of the report, that the admissions limit for Deptford Green School be expanded from 208 to 234 from September 2004 and that the admissions limit for Forest Hill School be expanded from 227 to 240 from September 2006;

(v) a further report be made to the Mayor following all of the above consultations, with recommendations for any further action, in February 2003; and

(vi) the proposals for the provision of temporary secondary school places for the academic year 2003/04, as set out in Appendix 4 to the report be noted, and the Executive Director for Education & Culture be given authority to agree the proposals with schools.

The Mayor then announced that Martin Taylor, Planning & Development Manager, Directorate of Education & Culture, was intending to leave the Council in the near future; and that this would be the last meeting he would be attending.

He then thanked Martin on behalf of everyone in Education and the Council for the exemplary way he has undertaken his work for the Council and wished him a long and happy retirement.

It was further

RESOLVED that a vote of thanks be accorded to Martin Taylor for the exemplary way he had undertaken his work for Education and the Council coupled with the wish that he has a long and happy retirement.

ADDITIONAL ITEM

FURTHER DETAILS OF OVERVIEW & SCRUTINY BUSINESS
PANEL CALL-IN ON 2ND QUARTER CAPITAL PROGRAMME
MONITORING (page

Minute No.

Action

The Mayor agreed to take this item as a matter of urgency.

A copy of the report was circulated at the meeting. (Copy attached at page

The Executive Director for Resources & Deputy Chief Executive presented the report.

Having considered the clarification of the Business Panel's decision on 11 November 2002, the Mayor said that he would be happy to provide the further information requested but reaffirmed his decision to authorise the repair of the Ladywell Leisure Centre.

The meeting ended at 8.20 p.m.

Chair

MAYOR AND CABINET		
Report Title	EXCLUSION OF THE PRESS AND PUBLIC	
Key Decision		Item No. 3
Ward		
Contributors	CHIEF EXECUTIVE	
Class	Part 1	Date: 11 DEC. 2002

Recommendation

It is recommended that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3, 7 and 9 of Part 1 of Schedule 12(A) of the Act:-

- 101 Minutes
- 102 Management of Travellers Site, Thurston Road, SE13
- 103 Extension to Sydenham Housing Management Contract
- 104 Summerhouse Playing Field

MAYOR AND CABINET		
Report Title	CEMETERIES AND CREMATORIUM SERVICE - PROPOSED INCREASE IN CHARGES 2003/2004	
Key Decision	YES	Item No.
Ward		
Contributors	HEAD OF BEREAVEMENT SERVICES	
Class	Part 1	Date: 11 DECEMBER 2002

1. Summary

To seek the Mayor and Cabinets approval:

- 1.1 to increase the Crematorium fees by 3.5% and to the introduction of a new charge for Certificates of Cremation for Customs purposes and for the extension of leases on memorial dedications.
- 1.2 to increase Cemeteries fees and charges by at least 5% and to the introduction of an administration fee for the change of ownership details of holders of Grants of Rights of Burial.

2. Purpose of the Report

To seek the Mayor and Cabinet's approval to increases in current fees and charges for the Cemetery and Crematorium Services.

3. Policy Context

The Council is committed to providing value for money services and making the most cost effective use of its resources whilst maintaining and improving the services provided to its residents. The fees and charges levied in Lewisham compare well with services across London, however increases in Lewisham's burial fees and charges over the past three years have made our fees and charges greater than some of our neighbouring boroughs, some of which are quite heavily subsidised.

4. Recommendations

The Mayor is asked to agree:

- 4.1 the proposed increase of 3.5% in cremation and memorialisation charges detailed in Appendix A, with effect from Monday 6 January 2003;
- 4.2 the level of increase in cemeteries fees and charges as detailed in Appendix B, with effect from Monday 6 January 2003;
- 4.3 the introduction of a fee of £15 for the issuing of a Certificate of Cremation for Customs purposes;
- 4.4 the introduction of an administration fee of £25 for the changing of details of ownership of Rights of Burial; and
- 4.5 the introduction of a fee to extend the lease of Crematorium memorials in 5 year periods.

5. Background

- 5.1 Cemeteries and Crematorium fees and charges were last increased in January 2002. At that time it was agreed it was necessary to increase cemeteries fees by 10%, and crematorium fees and charges by 5%, in order to maintain the level of service and to meet agreed cuts to the annual budget.
- 5.2 Currently no fee is charged for the issuing of a Certificate of Cremation for Customs purposes or for the Transfer of details of Rights of Burial. Charges are levied for both of these services by the majority of other service providers, it is therefore proposed to introduce a fee for both of these services.
- 5.3 Crematorium memorials are currently leased for varying periods ranging from 6 years to 25 years. Currently for the period to be extended a new memorial is provided and the full cost is charged. Requests to extend this period without having to purchase the memorial for a further period have been made by many of our customers. However, to extend the lease on all memorials to a minimum period of say 10 years would have major budget implications in 7 years time. However, if the lease for the majority of memorials on a 6 year lease were reduced to 5 years, with the price reduced pro-rata, and the option to purchase additional years of dedication, in periods of 5 years, were to be introduced this would meet the needs of all users. The extended period would need to be on the condition that if a new memorial was required during the extended dedication period this would have to be charged. Two of our neighbouring authorities have similar schemes and they charge between £75 and £115 for each additional 5 year period of dedication.

5.4 Additionally, the amount of land available in the borough for new burials is decreasing each year. Small areas within the cemeteries are available for conversion but if no funding is available from other sources the cost of converting these areas will need to be found from within the service budget. There is very little Roman Catholic burial land remaining in Hither Green Cemetery. Planning permission has been given to convert a small area of land adjacent to the Cemetery, behind the Fire Station on Reigate Road and this work is currently being costed.

6. Legal Implications

6.1 The power to make the charges proposed in relation to cemeteries derives from article 15 of the Local Authorities Cemeteries Order 1977.

6.2 In relation to crematoria, section 9 of the Cremation Act 1902 simply states that the Council is entitled to make "charges or fees" for performing cremations. However, section 4 of the same Act also states that the powers of Councils to "provide and maintain ... cemeteries, or anything essential, ancillary or incidental thereto" apply equally to crematoria. Although perhaps a grey area, this implies a power to make the charges proposed in relation to crematoria.

6.3 In relation to both sets of charges, the Council is required by schedule 26, paragraph 24 of the Local Government Act 1972 to make tables of the fees it charges available for public inspection at all reasonable hours.

7. Financial Implications

It is not anticipated that changes to fees and charges would result in an overall fall in usage. The suggested increase in charges for the Crematorium and Crematorium Memorials is at the rate of inflation to keep fees in line with those charged by neighbouring boroughs. The demand for burials remains constant and it is not anticipated that increases in these fees and charges will affect demand.

8. Equalities Implications

The fees and charges for this service are set with due regard to the Council's Equal Opportunities Policy. Increasing fees and charges will disproportionately effect lower income groups, but the costs are comparable with other London Local Authorities. The Department of Health and Social Security do provide financial assistance to clients eligible for support.

9. Environmental Implications

There are no specific Environmental Implications attached to this report.

BACKGROUND PAPERS

None reported.

If you would like more information about this report, please contact Shirley Bishop, Head of Bereavement Services, telephone no. 020 8697 2555.

Appendix A

Cremation Fee

Lewisham Crematorium

Beckenham Crematorium

Eltham Joint Crematorium Committee

Honor Oak Crematorium

* Exclusive of organist, no charge for C.Ds or Tapes

Lewisham Crematorium Memorialisation

BURIAL OF CREMATED REMAINS STONE
INCLUDING MEMORIAL STONE **

CLOISTER BURIAL STONE excluding plaque/design
**

SANCTUM II BURIAL VAULT excluding
lettering/design **

NEW COLUMBARIA VAULT excluding
lettering/design **

MEMORIAL TABLET

ROSE BUSHES with cast memorial plaque

STANDARD ROSES with cast memorial plaque

WALL PLAQUE - SINGLE

WALL PLAQUES - DOUBLE

MEMORIAL SEAT - 1/3rd

MEMORIAL SEAT - WHOLE

TREE SEAT SECTION

MEMORIAL STEMS

BOOK OF REMEMBRANCE

2 LINES

5 LINES

5 LINES AND EMBLEM

Current Fee

£273*

£345

£272

£261*

Current Fee/Dedication Period

£769 - 25 years
new memorial

new memorial

new memorial

£188 - 10 years

£218 - 6 years

£245 - 6 years

£165 - 6 years

£329 - 6 years

£216 - 6 years

£648 - 6 years

£404 - 6 years

£260 - 6 years

£39

£81

£120

Proposed Fee

£283*

Proposed Fee/Dedication Period

£796 - 25 years
£800 - 25 years

£700 - 25 years

£1,250 - 25 years

£195 - 10 years

£188 - 5 years***

£211 - 5 years***

£142 - 5 years***

£284 - 5 years***

£224 - 6 years

£671 - 6 years

£418 - 6 years

£224 - 5 years***

£40

£84

£124

8 LINES	£110	£114
8 LINES AND EMBLEM	£147	£152
POSTING OF ASHES	£36	£36
STREWING OF ASHES FROM ELSEWHERE	£33	£34
CERTIFICATE OF CREMATION FOR CUSTOMS	NO CHARGE	£15

** All non-residents of the Borough pay the additional fee for Rights of Burial on Cremated Remains Burial Plots.

***with an option to extend lease in periods of 5 years for an additional fee of £75, not to include new memorial. New/replacement memorials to be charged if required.

APPENDIX B.

	LEWISHAM		SOUTHWARK	GREENWICH	
GRAVE PURCHASE FEE	FEE INCREASE OF 5%	FEE INCREASE OF 10%	CURRENT FEE	CURRENT FEE	
LAWN GRAVE NON-BORDER	£522	£547	£497	£443-643	£386
LAWN GRAVE BORDER	£620	£649	£590	£443-643	£386
FULL MEMORIAL NON-BORDER	£715	£749	£681	£443-643	£386
FULL MEMORIAL BORDER	£811	£849	£772	£443-643	£386
TRANSFER OF OWNERSHIP	£25	£25	NO CHARGE	£26	£20
DIGGING FEE - PRIVATE GRAVES					
NEW GRAVE	£647	£678	£616	£561	£360
NEW GRAVE FOR TWO	£647	£678	£616	£561	£475
NEW GRAVE FOR THREE	£647	£678	£616	£561	£590
NEW GRAVE FOR FOUR	£647	£678	£616	£561	£705
CASKET FEE & COFFIN OVER 26" WIDE	£ 42 per foot	£44 per foot	£40 per foot	£58 per foot	£27 per foot
INTERMENT OF CREMATED REMAINS	£95	£99	£90	£108	£85
INTERMENT OF CREMATED REMAINS NON- RES.	£380	£396	£360	£316	£340
INTERMENT FEE PUBLIC GRAVE	£378	£390	£355	£382	£203
INTERMENT FEE CHILD OVER 2 & UNDER 16	NO CHARGE	NO CHARGE	NO CHARGE	£561	£112
MEMORIAL PERMIT FEE					
LAWN AND FULL MEMORIAL	£132	£138	£126	£114	N/A

PUBLIC GRAVES	£26	£27.50	£25	£34	N/A
ADDITIONAL INSCRIPTION	£37	£38.50	£35	£34	N/A
EXHUMATION FEE	£1,286	£1,347	£1225	£1,112 + £94	Costs incurred digging to coffin, plus actual contractors costs
FOR EACH ADDITIONAL COFFIN REMOVED	£400	£419	£381	per ft £271	

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MAYOR AND CABINET		
Report Title	LOCAL IMPROVEMENT FINANCE TRUST - LIFT	
Key Decision	YES	Item No.
Ward	All	
Contributors	EXECUTIVE DIRECTOR FOR SOCIAL CARE & HEALTH/HEAD OF LEGAL SERVICES	
Class	Part 1	Date:11 DECEMBER 2002

Summary

This report sets out the background to Local Improvement Finance Trust (LIFT) and seeks Mayor and Cabinet's approval for participation in this new government initiative. The LIFT programme is a key element in the overall strategy for improving the health of Lewisham's residents in partnership with the local NHS

There are various different levels of involvement open to the council in the LIFT initiative. This report makes recommendations about the most immediate decisions concerning a level of involvement that will ensure that the council has an influence as a strategic partner in the programme with minimum risk. It allows options to be kept open for decisions at a later date by Mayor and Cabinet about further involvement.

It seeks authorisation for the structure of participation; approval by the Council to the Strategic Service Development Plan and for the participation by the Council in the Official Journal of the European Community (OJEC) advertisement to be placed in January 2003.

1 Purpose of Report

To seek the Mayor and Cabinet's approval of participation in LIFT; the authorisation for the structure of participation; the authorisation for the participation by the Council in the OJEC advertisement to be placed in January 2003; and the approval by the Council to the Strategic Service Development Plan. It also seeks authorisation for the Executive Directorate for Social Care and Health to finalise the arrangements for

these purposes, in consultation with the Head of Law, and to further develop the Council's involvement in LIFT.

2 Policy Context

NHS LIFT is a government initiative to develop and encourage a new market for the investment in primary and community health care facilities particularly in inner city areas. The NHS Plan sets out a vision of accessible health services designed around patient's needs with better integrated primary, community and social care services. The LIFT initiative offers a significant opportunity to provide modern services, in appropriate buildings and in the locations where they are required. The council's participation in this initiative is as a partner agency contributing to the health improvement of Lewisham's residents

3 Recommendation

The Mayor is recommended to:-

- 3.1 note and approve the participation of the Council in LIFT to the extent set out in this report;
- 3.2 approve the Strategic Service Development Plan referred to in this report;
- 3.3 authorise the arrangements set out in this report under which an OJEC advertisement will be placed;
- 3.4 delegate authority to the Executive Director of Social Care and Health to continue negotiation and discussion with other partners in LIFT;
- 3.5 note the intention to bring a further report about future development of the LIFT initiative.

4 Background

- 4.1 NHS LIFT is a major initiative for the Department of Health which aims to stimulate new investment in primary care and community based facilities and services. The NHS Plan sets out a vision of accessible and integrated health services designed around patient's needs. To date investments in these facilities have tended to be on a piecemeal basis. The NHS LIFT approach involves the local health economy in

developing a strategic service development plan (SSDP) to provide a strategic, service led approach to estates and facilities development. The former Lambeth Southwark Lewisham Health Authority successfully applied to be a third wave pilot scheme and this is now being led by the successor Primary Care Trusts on a three borough basis. LIFT is greatly welcomed by the stakeholders in the local health economy. It is seen as a key way to provide the necessary resources to dramatically raise service standards on an integrated basis and thereby improve the

health of the local population. It is estimated that up to an additional £35m of investment will be available in Lewisham for the first tranche of schemes.

4.2 How LIFT is Structured

4.2.1 At the national level, a Public Private Partnership (PPP) has been established called Partnerships for Health (PfH). This is a 50:50 joint venture between the Department of Health and Partnerships UK. PfH will invest money into LIFT and will also help attract additional private funding .

4.2.2 At the local level, each LIFT is a PPP between PfH, the local health community (in this case Lambeth Lewisham and Southwark) and the private sector. Lambeth are the lead PCT for the Lambeth, Southwark and Lewisham LIFT.

4.3 Setting Up a Local LIFT Co

Each local LIFT Co is set up by a procurement process, starting with an OJEC notice, to identify a Private Sector Partner (PSP) who would participate in a Joint Venture company (LIFT Co) with public sector bodies and other stakeholders. The Strategic Service Development Plan (SSDP) sets the local vision for services and identifies the initial tranche of schemes to be delivered through LIFT Co. It forms the basis on which the private sector partner is selected. A Strategic Partnering Agreement is then entered into between LIFT Co and various participants in the local health and social care economies which then work together over the longer term on future schemes. The PCTs are required to undertake regular benchmarking exercises to confirm LIFT Co's competitiveness.

4.4 Local Progress to Date

In order to take forward the Lambeth Southwark and Lewisham LIFT , a three borough wide Project Board has been set up comprising senior members of each health and local authority and other key stakeholders. A Project Team has been set up to manage the day to day operations and a post of overall project Director has been advertised. Borough based project structures have also been established. A launch event was held in October and was attended by representatives from Lewisham.

5 Options and discussion

5.1 There are various different levels of involvement open to the council in the LIFT initiative. At this setting up stage there are two broad options

available. Option One, to have no involvement in the initiative, or, Option Two, to be involved in the initial set up stage of the local LIFT Co

5.2 Option One – no involvement

The council could decide to have no involvement in the LIFT initiative. This would impact negatively on the Council's working relationship with the local NHS in particular the PCT and may mean lost opportunities in the future to integrate and improve health and social care provision and facilities

5.3 Option Two - involvement in the initial stages to set up a local LIFT Co

There are various stages in the development of the LIFT initiative. At the moment only two decisions are needed from Mayor and Cabinet to ensure involvement in the initial stages to set up a local LIFT Co. These are firstly whether to sign up to the Strategic Service Development Plan (SSDP) and secondly whether to participate in the OJEC notice. These decisions go hand in hand as they are both part of the process of acquisition of a private sector partner.

5.3.1 The Strategic Service Development Plan

The SSDP is the key document for the expressions of interest process and the OJEC notice. It is the first statement of what LIFT is intended to achieve. This plan will cover the three boroughs and will be reviewed on at least an annual basis. It is currently in a draft form and is being considered by all the relevant organisations. A copy is available in the members' room. The most up to date version will be presented to Mayor and Officers at the meeting in December. Those schemes currently on the shortlist to be included in the first tranche for Lewisham are the Waldron Health Centre, Lewisham Children and Young People's Centre and an Intermediate Care Centre. This represents an estimated investment of between £25m and £35m.

A decision needs to be taken about whether the Council wishes to accept the SSDP.

a) Approve the SSDP

The SSDP is the document which forms the basis for the initial plans for what LIFT will deliver, and allows the Council to influence the future development of these schemes. If the Council decides to approve the SSDP, it is not bound to participate further in the LIFT process if later decisions are against this.

b) Not sign up to the SSDP

If the Council decides not to approve the SSDP, it will not be possible for the Council to participate in the OJEC notice (see below), and will be significantly more difficult for the Council to have impact on

the agenda about what future schemes are to be delivered through LIFT.

The recommendation is to accept the SSDP

5.3.2 OJEC notice.

The OJEC notice is the first step in the acquisition of the private sector partner. It is an advertisement in the European Journal (and other journals) to find which companies would be interested in being considered to be the private sector partner. A decision needs to be taken about whether the Council's name will appear on the formal advertisement in OJEC as a contracting authority, alongside the names of other LIFT partners, such as the PCTs.

a) Participate in the notice:

This would mean that the Council can, if it wishes during 2003, decide to participate in the Phase 1 schemes which are to be provided via the LIFT Co. It may also be able to participate in later Phases. This is the impact of participation: it requires approval by the Council to the use of the negotiated route for acquisition of the private sector partner. Because of legal challenges to other authorities who have used this route, counsel's advice is being sought about use of the negotiated route. However, officers think it highly likely that counsel will agree with us that this is the correct route for finding the private sector partner. These are the consequences of participation in the OJEC notice: -

- commitment of resources to involvement in the evaluation of bidders who respond to the OJEC notice. -
- consideration at a later date of whether the Council wishes to participate further in LIFT.

Officers recommend that the Council does participate in the notice.

b) Not participate in the notice:

This would mean that the Council would not be able to participate in the LIFT programme in the future. It would be difficult to "join later".

The two recommendations about the most immediate decisions allows the council to have a minimal involvement at this stage that will ensure that the it has an influence as a strategic partner in the programme and allows options to be kept open for decisions about further involvement to be taken by Mayor and Cabinet at a later date.

5.4 Later decisions

There are matters which the Council will need to decide in the future, and regarding which future reports will be brought to Mayor and Cabinet. These include whether to sign up to the Strategic Partnering Agreement (SPA) and join the Strategic Partnering Board, whether to take up any Lease Plus Agreements with LIFT Co for the occupation in of the premises and the provision of services by LIFT Co, and whether to become a shareholder in LIFT Co.

6. **Financial Implications**

The only resource commitment that would be expected from the local authority at this stage is to commit sufficient time and resources to be part of the evaluation and selection process to satisfy EU procurement requirements in terms of establishing the Lift co partner

7. **Legal Implications**

- 7.1 The Council has duties and powers to assist people who because of (amongst other things) illness, disability or any other circumstances are in need of care and attention not otherwise available to them (National Assistance Act 1948 section 21), and powers to do anything which it considers is likely to achieve the promotion or improvement of the economic, social or environmental well-being of their area (s2 Local Government Act 2000). There are also powers to make arrangements with NHS bodies such as the PCT for finance management and service delivery purposes, which might become relevant in LIFT matters (s 31 Health Act 1999). These are the powers which would underlie the Council's participation in the LIFT Scheme, and would allow the Council to take the decisions sought in this report.
- 7.2 The initial risk is about the procurement route. The procurement process is structured around the procurement of a private sector partner ("PSP") using the negotiated route allowed by the European Procurement Regulations. As with the Council's PFI and similar schemes, this means seeking a small group of likely PSP s and then negotiating with one or more of them to find the best candidate. The use of this route has been challenged by the EU (against Westminster CC on Pimlico School; and Ipswich BC on Ipswich Airport). However, we think it unlikely that the route would be challenged in LIFT, which involves a wider and more complex scheme than the PFI construction contracts envisaged in the Westminster and Ipswich cases. However, the area is one which carries risks, which is why Counsel is being asked to advise.
- 7.3 The report notes that, if the Council decides to participate in LIFT to the extent sought here, later decisions will have to be made about the extent of the Council's later involvement in the project. These later

decisions are likely to be more significant in terms of the risks which they carry. Taking the current decisions does not imply that the Council will participate beyond these initial stages, and consideration of the later decisions will need careful consideration of the documentation involved in order to limit the Council's risks. (SF)

8. Equalities Implications

There are no specific equalities implications.

9. Environmental Implications

There are no specific environmental implications.

10. Community Safety Implications

There are no specific community safety implications.

11. Conclusion

11.1 The LIFT initiative is seen as a key way to provide the necessary resources to dramatically raise service standards on an integrated basis and thereby improve the health of the local population .

11.2 The recommendations to take part in the setting up of the local LIFT scheme allows the Council to have a level of involvement at this stage that will ensure that it has an influence as a strategic partner in the programme. It allows options to be kept open for decisions about further involvement to be taken by Mayor and Cabinet at a later date as the initiative develops.

BACKGROUND PAPERS

<u>Short Title</u>	<u>Date</u>	<u>Location</u>	<u>File Ref:</u>	<u>Exempt Info</u>
Draft Strategic Service Development Plan (SSDP)	25/11/02	Members' Room Civic Suite	N/A	N/A

If there are any queries on this report, please contact Kasthryn Downton, extension 49611.

MAYOR AND CABINET			
Report Title	JOINT MANAGEMENT ARRANGEMENT AGREEMENT FOR LEWISHAM CHILD AND ADOLESCENT MENTAL HEALTH SERVICES		
Key Decision	YES		Item No.
Ward	All		
Contributors	EXECUTIVE DIRECTOR FOR SOCIAL CARE & HEALTH/MAURA CARDY - GROUP MANAGER FOR CHILDREN'S HEALTH PARTNERSHIPS		
Class	Part 1	Date: 11 DECEMBER 2002	

1. Summary

1.1 The Lewisham Child and Adolescent Mental Health Service (Lewisham CAMHS) is a key family support service working with vulnerable children and their families. The service provides a range of assessments and therapeutic interventions to promote the emotional well being and mental health of children and relationships with their carers.

1.2 CAMHS services are delivered by multi-disciplinary teams of professionals. This includes psychologists, teachers, community psychiatric nurses and psychiatrists and social workers. In Lewisham, CAMHS services are delivered by the South London and Maudsley Trust (SLAM) with local authority staff, including social workers, seconded into the service. Appendices 1a and 1b show the organisational structure chart for Lewisham CAMHS. Appendix 2 shows the location of Social Care and Health (SCH) staff within the CAMHS service.

1.3 National guidance requires the local authority and relevant health care trusts to ensure that effective leadership and management is in place in order to meet the local mental health needs of children, young people and their carers.

2. Purpose of the Report

Members are asked to agree to the local authority entering into a Joint Management Arrangement Agreement with SLAM. This will enable an integrated service management structure to be introduced. The existing SCH staff engaged in the Service will remain LBL employees. All contractual obligations to them will continue to be delivered. The type of major organisational change that would arise from using a Health Act Flexibility arrangement will not be required.

3. Recommendations

The Mayor is asked to agree that:

- 3.1 the Council enters into a Management Agreement with South Lewisham and Maudsley NHS Trust for the joint management of Council staff by SLAM Managers;
- 3.2 power is delegated to the Head of Childrens' Services on advice from the Head of Law to finalise the detail of and to sign that Agreement.

4. Background

- 4.1 In the course of 2002, a review of existing management arrangements was undertaken by SCH and SLAM. The outcome from this review is a set of proposals that will change the management arrangements for the 10 SCH staff currently engaged in the CAMHS service. There will also be an effect for SLAM employed team managers. These changes are summarised in Appendix 3.

4.2 SCH employees working within Lewisham CAMHS carry out a range of duties as child mental health specialists. These staff are made available to SLAM in order that the CAMHS service can fulfill its function as a multi-disciplinary service. The social work staff also bring particular expertise in relation to child protection and preventing family breakdown and provide an important link between Lewisham CAMHS and the main Children and Young Person's division.

5. Progress to Date

5.1 A number of discussions have taken place with SCH staff based in Lewisham CAMHS over the course of the year about the likely changes. If the recommendation of this report is approved, a process of formal consultation will then follow.

5.2 The Job Description for the Social Work Manager post for Lewisham CAMHS has been updated and revised. The current post is covered by a temporary appointment and permanent recruitment will take place, subject to the approval of the Central Expenditure Panel.

5.3 The governance arrangements for the clinical casework undertaken by SCH staff in Lewisham CAMHS are currently under review. Staff will be directly involved in developing new arrangements.

- 5.4 The Service Level Agreement between SCH and SLAM setting out arrangements for service planning and provision will be finalised in early 2003. It is intended that there should be a binding agreement

between the Council and SLAM for the way in which these arrangements will be run.

6. Options

- 6.1 Maintaining the status quo. This is not considered a realistic option. The current arrangements have developed over time in an ad-hoc way and do not meet current service and partnership requirements.
- 6.2 Full integration using Health Act Flexibility's. While this option will continue to be explored as part of longer-term objectives for children's services, the changes that are sought can be achieved without using these powers. The consequence of using Health Act flexibility's would result in more significant organisational changes for SLAM and the Council than are sought at present.
- 6.3 The Current Proposal. It is believed that the proposed partnership agreement is the best option as it provides an effective foundation for the management of staff and for delivery of service.

7. Financial Implications

- 7.1 Current funding arrangements and budgets will not be affected by the recommendation of this report. No transfer of SCH budgets or assets are involved. There are likely to be some small, indirect savings in terms of improved efficiency and accountability.
- 7.2 The Team Managers for the ARTS and Wickham Projects (Appendix 3) are employed by SLAM but the budgets for these teams are held by SCH. In order to improve efficiency and accountability, there will be discussions with the Head of Resources for SCH about the level of financial responsibility that could potentially be delegated to these managers. This information will be included in the agreement to be signed between LBL and SLAM.

8. Legal Implications

8.1 The Council has powers to enable joint working with partners. These include S 2 of the Local Government Act 2000 (power to promote wellbeing) and S 31 of the Health Act 1999. S 31 allows the Council to agree that a Health partner will perform certain functions of the Council. The Council is committed to joint working with Health partners by various policy commitments.

The decision sought in this report does not seek authorisation for formal joint working under the Health Act; it only seeks approval to the delegation of management of Council staff to South London and Maudsley NHS Trust. This means that it is intended that SLAM managers

will manage Council staff.

8.2 The Council staff involved in the plans set out in this report are Social Workers and Child Mental Health staff. They are all within the Social Care and Health Directorate. The Council has powers to provide services to children (Children Act 1989 and other legislation); it will need to be established whether the services being provided to service users of CAMHS by these Council staff involve the delivery of Council duties to the service users, or the performance of Council powers. The agreement to be entered into between SLAM and the Council will then be able to contain appropriate levels of delegation to the SLAM managers. The agreement will also need to contain requirements for reporting, monitoring and accountability of the SLAM managers to the Council for their performance of their new duties to SCH staff and for the carrying out of Council duties or powers.

8.3 There will need to be consultation with affected Council staff on the proposals, and the agreement between SLAM and the Council will need to ensure that the Council's duties to its employees and in relation to the performance of work are protected. (SF)

9. Equalities Implications

There are currently two SCH posts within Lewisham CAMHS designated as 5(2)(d) and there is a need to increase the representation of black and ethnic minority staff employed in the service. The proposed agreement will not affect this.

10. Crime and Disorder Implications

The ARTS team provides a service to young people who are either at risk of offending or actual offenders and work closely with the Youth Offending Team in relation to this group. The Lewisham CAMHS service generally deals with a large number of children at risk of exclusion from school or family. The Cahms Service will be a significant contributor of staff to the BEST team (Behaviour Educational Support Team) currently under development.

11. Human Resources Implications

The existing contractual arrangements for SCH staff will not be affected by the Joint Management Arrangement Agreement and all Lewisham HR procedures will continue to apply. As the Agreement will result in a change of manager for some staff, formal consultation will be held on the content of the changes, outlined in Appendix 3. If a SCH member of staff leaves, the post will remain a SCH post.

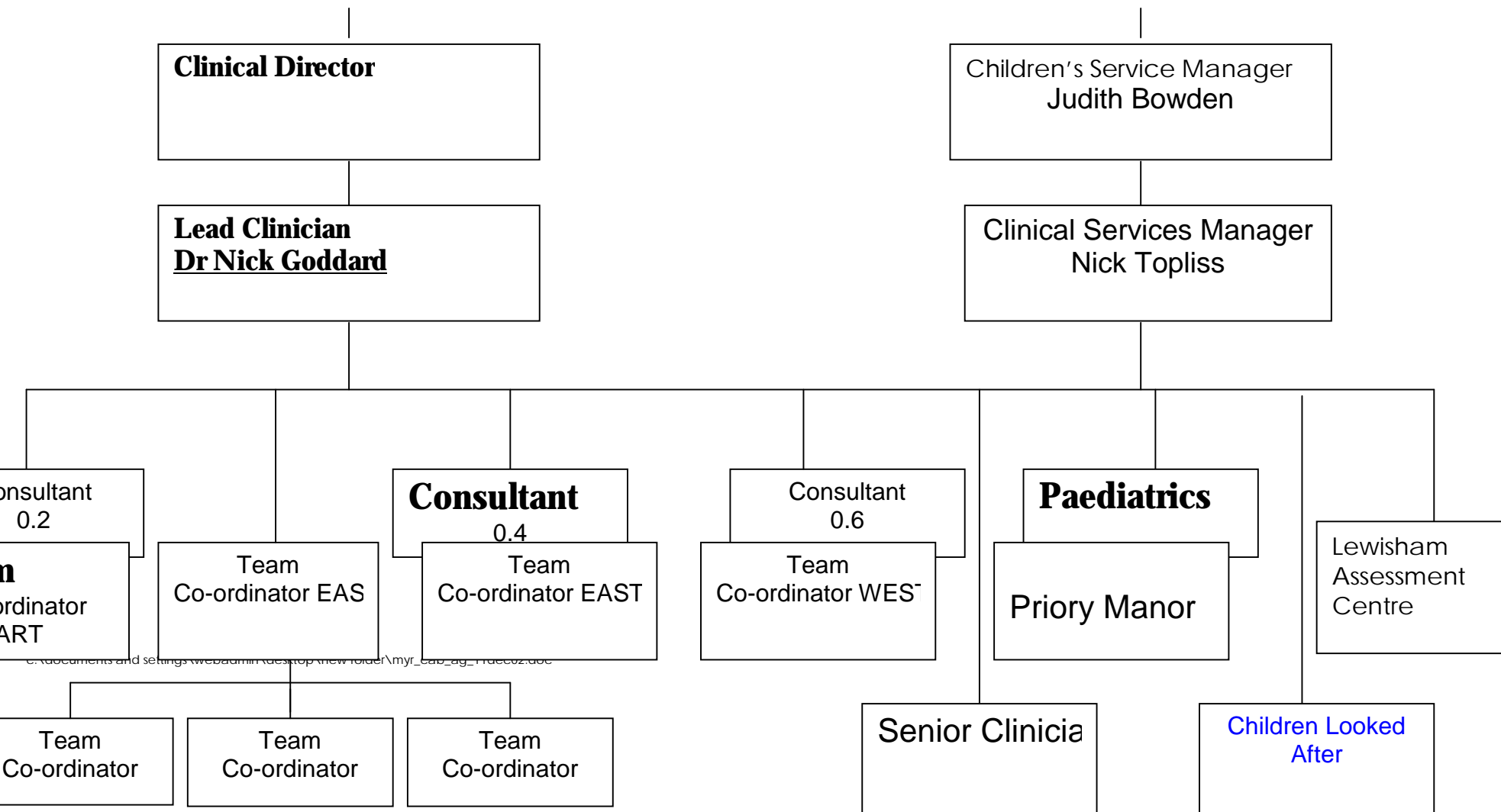
BACKGROUND PAPERS

None.

If there are any queries on this report, please contact Maura Cardy, Social Care & Health, extension 48438.

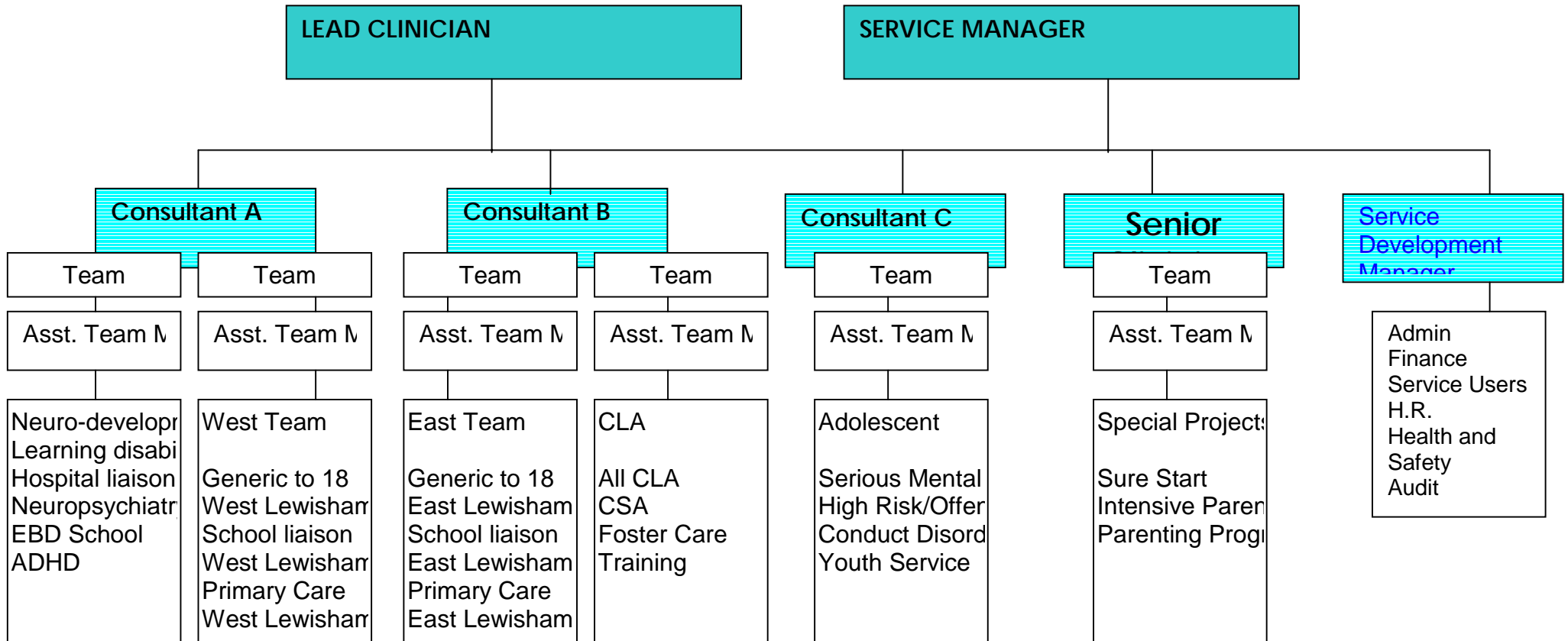
SOUTH LONDON AND MAUDSLEY TRUST

LEWISHAM CAMHS MANAGEMENT FLOW CHART



LEWISHAM CAMHS – DRAFT PROPOSED STRUCTURE

Appendix 1B -



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LEWISHAM CHILD AND ADOLESCENT MENTAL HEALTH SERVICES
Main Service Areas Showing Funding and Staffing Arrangement

Lewisham Community Child and Family Consultation service

An outreach based service based in local schools, GP surgeries and Sure Start Areas.

PCT funding. No SCH employed staff.

Lewisham Child and Family Therapy Centre

A clinic based service. The largest service area comprising generic and specialist CAMHS teams.

PCT and Local Authority Funded. SCH funding is from base budget with the exception of Adoption and Neuro-disability posts. Table shows SCH employed staff only.

Post Title	Grade	F/T/E	All SCH employed
Service Co-ordinator	PO5	1	
Senior Practitioner	PO2	1	
Senior Practitioner	PO2	1	
Senior Practitioner 5(2)(d)	PO2	1	
Senior Practitioner	PO2	0.5	
Senior Practitioner – Post Adoption	PO2		
Senior Practitioner – Neuro disability new post	PO2	0.5	
Senior Practitioner	P02	0.5	

The Arts Service: working with young offenders or those at risk of offending.

PCT, SCH

and DOH Funded. DOH funding (Mental Illness Specific Grant) ends in March 2004

Post Title	Grade	F/T/E	Employer
Project Co-ordinator	PO3	1	SLAM
Child Mental Health Specialist	PO2	1	SCH
Child Mental Health Specialist	PO2	0.8	SCH
Child Mental Health Specialist	PO2	1	Vacant
Parenting Worker	PO2	0.8	SCH
Consultant Child and Adolescent Psychiatrist		0.2	SLAM
Business Support	Sc 4	1	SLAM

The Wickham Project: working with Looked After Lewisham Children. Funded by SCH from grant sources (Quality Protects, Mental Health Grant, Social Inclusion) with Kings Grant Funding until 2004

Post Title	Grade	F/T/E	Employed by
Project Co-ordinator	PO3	1	SLAM
Senior Practitioner	PO2	1	SCH
Senior Practitioner	PO2	0.5	SCH
Child Psychotherapist		0.4	SLAM
Senior Practitioner for Adoption	PO2	1	New post
Child Mental Health Specialist 5(2)(d)	PO2	1	SCH
Child Mental Health Specialist (Leaving Care)	PO2	1	SLAM
Consultant Child and Adolescent Psychiatrist		0.2	SLAM
Business Support	Sc 4	1	SLAM

KEY IMPLICATIONS OF JOINT MANAGEMENT ARRANGEMENT AGREEMENT FOR
SOCIAL CARE & HEALTH AND SLAM STAFF

Key Changes for Social Work Staff Employed by SCH

Line Management reporting* will be to a SLAM Team Manager rather than a Social Work Manager

Arrangements for clinical accountability with SLAM Team Manager and Consultant Psychiatrist rather than Social Work Manager

Responsibility for professional (social work) development and identity retained by Social Work Manager

Potential to opt for SLAM PES/Appraisal system or stay with LBL scheme

Key Changes for Child Mental Health Staff Employed by SCH

Line Management reporting will be to a SLAM Team Co-ordinator rather than a Social Work Manager

Arrangements for clinical accountability with SLAM employed designated professional rather than Social Work Manager

Potential to opt for SLAM PES/Appraisal system

Key Changes for Social Work Manager employed by SCH

Dual reporting to the Clinical Service Manager for Lewisham CAMHS (SLAM) and Group Manager in SCH

Responsible for SLAM and SCH employed team members

Required to have working knowledge of SLAM as well as SCH HR procedures

Key Changes for SLAM Team Managers

Required to report to Social Work Co-ordinator/Group Manager on staffing, service and financial issues pertaining to the council

Responsible for SLAM and SCH employed team members

Required to have working knowledge of council as well as SLAM HR procedures, H&S, Equal Opportunities and other statutory responsibilities

Potential for delegated responsibility of council budgets

Health and Safety Arrangements will be specified in the Joint Partnership Arrangement Agreement

*Line Management Reporting includes: day to day arrangements for allocation of team work, leave, absence, user enquiries etc

MAYOR AND CABINET			
Report Title	SILWOOD SRB PARTNERSHIP BOARD - REVISIONS TO TERMS OF REFERENCE		
Key Decision	YES		Item No.
Ward	Evelyn		
Contributors	EXECUTIVE DIRECTOR FOR REGENERATION/HEAD OF LAW		
Class	Part 1	Date: 11 DECEMBER 2002	

1. Summary

The original Terms of Reference and Constitution of the Silwood SRB Partnership Board were approved as part of the approved Delivery Plan. In line with ongoing development of the programme, a series of amendments have been approved by the Board and are now submitted for formal ratification by the Mayor.

2. Purpose of the Report

This report seeks approval of revisions to the Constitution and Terms of Reference of the Silwood Partnership SRB Board (Appendix 1).

3. Policy context

The Council seeks to maximise inward investment and external funding to secure the physical renewal of the Borough. The Council seeks to work in partnership with the community, public, private and voluntary sector agencies to secure regeneration and neighbourhood renewal.

4. Recommendation

The Mayor is recommended to approve the revised Constitution and Terms of Reference for the Silwood SRB Partnership.

5. Background

5.1 The Silwood SRB is a round 5 SRB scheme approved in July 1999 for a total of £72,000,000 of public and private funding of which £24,000,000 is SRB (Single Regeneration Budget). The project will last for 7 years and is currently in its 4th year. This is a high profile project and the

Silwood SRB board is a vital part of the success of the project.

5.2 The original Terms of Reference and Constitution of the SRB board were approved as part of the approved Delivery plan. Amendments to the membership were approved by the Mayor in July 2002

6. Revisions to the terms of reference

6.1 In line with the ongoing development of the Silwood SRB programme a series of amendments to the Terms of Reference were agreed by the SRB Board on 6 August 2001, 10 June 2002 and 2 September 2002. The terms are now in line with the SRB6 Urban Renaissance Board and the new Constitution. All amendments are subject to ratification by the Mayor.

The Constitution and Terms of Reference are attached as Appendix 1. Changes are highlighted in bold text

6.2 The main additions/changes are:

A process for changing the composition of the Board codified in a set of protocols (4.3 – 4.6)

Establishment of deputies to the Board. (4.7)

Changes to Appendices 3 and 4 relating to financial arrangements and project appraisal and approval to reflect levels of delegated authority.

Formal protocols for making and recording Declarations of Interest as detailed in appendix 5 of the Terms of Reference.

All references to the former "Executive Committee" have been replaced with the "Mayor".

7. Programme Management Implications

This project/programme falls within the Council's formal project management requirements as set out in Financial Regulations and will be reported to the directorate Project Review Group and the Corporate Project Board.

8. Financial Implications

There are no immediate financial implications to this report with respect to changes to the Constitution and the Terms of Reference.

9. Legal Implications

As the Council is the accountable body and a member of the SRB Partnership Board in any changes to the Terms of Reference require the Council's approval. The proposed changes are reasonable and the arrangements for voting by nominated deputies will allow greater flexibility and will help to avoid possible delays in decisions of the Board.

10. Equality Implications

Any improvements to the running of the Silwood SRB Board in terms of the Constitution and Terms of Reference will assist in ensuring that the Silwood SRB represents the widest possible interest in the community.

11. Conclusion

The then Executive Committee last approved the Constitution and Terms of Reference for the Silwood SRB Partnership Board in December 2000. Mayor and Cabinet approved changes to the membership in July 2002. The Terms of Reference have been updated to reflect the developing Silwood programme, to reflect the need to harmonise the SRB5 and SRB6 Boards and to reflect the new constitution. They are submitted to Mayor and Cabinet for approval.

Background Papers

SRB Partnership Board Papers 6 August 2002
10 June 2002
2 September 2002

If there are any queries on this report, please contact Jo Rowlands, Head of Strategic Development, extension 47071 or Jan Mackey, Silwood SRB Manager, extension 49487

TERMS OF REFERENCE
THE SILWOOD PARTNERSHIP SRB BOARD
(Revised July 2002)

(Proposed revisions in bold)

CONSTITUTION AND TERMS OF REFERENCE

1. DEFINITIONS

The following definitions will help to understand the main terms and phrases used in all documentation used throughout the establishment and implementation of the SRB programme.

- 1.1 'THE SILWOOD SRB PROGRAMME' means the Single Regeneration Budget Programme approved by the Secretary of State for the Environment, Transport and the Regions under Section 126 of the Housing Grants, Construction and Regeneration Act 1996 (as amended) and other legislation on the 15th July 1999. This legislation provides the legal framework for the purpose of regenerating the area known as Silwood Rotherhithe London SE16. The majority of this area is within the boundary of the London Borough of Lewisham, with part of the Silwood area falling within the boundary of the London Borough of Southwark.
- 1.2 'LEWISHAM' means the Council of the London Borough of Lewisham (who is also the Accountable body).
- 1.3 'SOUTHWARK' means the Council of the London Borough of Southwark.
- 1.4 The 'EXECUTIVE TEAM' means the dedicated executive team of officers set up by the London Borough of Lewisham, who will be responsible for the day to day implementation of the scheme.
- 1.5 The 'SILWOOD SRB MANAGER' means the Officer, employed by Lewisham, who will have overall responsibility for the Executive Team.
- 1.6 The 'SILWOOD PARTNERSHIP ACCORD' means the statement of intention of the SRB Partnership set out in Appendix 1 of these Terms of Reference.

- 1.7 The 'SILWOOD PARTNERSHIP' means the community of local interests established and recorded in the 'Silwood Partnership Accord'.
- 1.8 'THE PARTNERS' mean the people and agencies who have subscribed to the Silwood Partnership Accord, and all other people who will be involved with the Accord at different stages of the SRB programme's progress.
- 1.9 'THE PARTNERSHIP BOARD' means the representatives of the partners who have subscribed to the SRB Accord. This Board has been appointed in accordance with the aims and objectives of the Partnership Board (see 'Role of the Partnership' Board below) and to fulfil the objectives that have been stipulated in the Terms of Reference (see objectives of the Board below).
- 1.10 The 'ACCOUNTABLE BODY' means the agency (Lewisham) who has the final say over the SRB grant and its use. This is to ensure that public money is safeguarded, and there are clear lines of responsibility and accountability for receipt and payment of public funds. As the Accountable Body, Lewisham will monitor progress, and review projects requiring whatever information it considers necessary to fulfil its role as an Accountable Body. The Accountable Body also makes all formal decisions in respect of ensuring that ultimately the Grant is spent correctly and public money safeguarded.

2. INTRODUCTION

- 2.1 The purpose of these Terms of Reference is to record the arrangements made and agreed by the councils and Partners with regard to the implementation of the Silwood SRB Programme.
- 2.2 The Terms of Reference should fulfil the objectives of the Silwood Partnership Accord (Appendix 1) .

3. ROLE OF THE PARTNERSHIP BOARD

- 3.1.1 The Silwood Partnership has brought the Partners together in the common interest of the regeneration of Silwood in accordance with the goals of the Silwood SRB Programme.
- 3.1.2 The Partners shall meet annually to review the achievements of the aims and objectives of the Silwood Partnership Board (the Annual General Meeting.)

3.1.3 The Partnership Board will co-ordinate and lead the implementation of the programme approved by the Accountable body. The Partnership Board will devise effective forward strategies for the future of the Silwood area. On completion of the Silwood SRB programme an appropriate strategy will be recommended for sustainable regeneration on the Silwood estate. This strategy will be forwarded to the Accountable body for approval (See 3.3 below).

3.2. The primary objectives of the SRB Board are:

- i) to advise and make recommendations to the Accountable body on strategy in relation to the achievement of the objectives of the Silwood Renewal SRB programmes;
- ii) to approve and review the Annual Delivery Plan for Approval by the Accountable body, and to ensure co-ordination between the Partners and the London Development Agency;
- iii) to appraise all projects and ensure effective arrangements exist for the implementation of individual projects, and will carry out project appraisal in accordance with the requirements of the London Development Agency (LDA) and Department of Environment Transport and Regions (DETR) (detailed in Appendix 4);
- iv) to make recommendations to the Accountable body on the release of the Silwood SRB Programme funding for projects; and
- v) to monitor the programme and to receive quarterly reports monitoring outputs and expenditure on projects from the executive team.

3.3 All recommendations, plans, appraisals, programmes and reports (resulting from the objectives above) will be submitted to the Accountable body for approval by its Mayor and Cabinet or such of its officers to whom the Mayor and Cabinet may delegate authority to make such decisions.

3.4 Any proposals which affect properties belonging to Southwark Council shall be subject to the approval of the relevant Southwark committee.

4. MEMBERSHIP OF SRB PARTNERSHIP BOARD:

4.1 Membership is made up of representatives from the various partners and council officers involved in the SRB Programme. The Partnership

Board will consist of THIRTEEN Members with voting rights, five Advisors and UP TO TWO OBSERVERS.

4.2 The Voting members will be appointed as follows:

	<u>No. of Members</u>
London Borough of Lewisham	2
London Borough of Southwark	1
Registered Social Landlord partners	2
Metropolitan Police Service	1
Railtrack	1
Lewisham Primary Care Trust	1
Millwall Football & Athletic Club (1985) Limited	1
One member from a body dedicated to education	1
Local community representatives as nominated by Silwood Regeneration Forum	3
TOTAL	13

- 4.3 Members or appointed deputies are expected to attend regularly. Failure to attend may result in a motion being put forward proposing the removal of the Partner Organisation or Member.
- 4.4 The future inclusion on or exclusion from the Board of a *Partner Organisation* requires the agreement of the Board and a change to the Terms of Reference, subject to ratification by the Accountable Body.
- 4.5 Where a partner organisation ceases to exist or it is no longer possible for their representative to participate in the Partnership, the business of the Board can continue in the absence of that Partner's representative, pending the appointment of a replacement Partner organisation.
- 4.6 In all cases nominations of new *representatives* chosen by Partner Organisations or local community representatives must be presented to the Board for approval
- 4.7 Each voting member of the Board shall be entitled to nominate a deputy to represent his or her Partner Organisation to exercise their voting right in the absence of the main voting partner. In no circumstances shall the main voting member and the deputy voting member be entitled to vote on the same item at Board Meetings.

- 4.8 *Non-voting* co-opted places on the Partnership Board will be assigned to appropriate bodies or persons as agreed by the Partnership Board.
- 4.9 Currently the Partnership Board consists of advisors and observers as set out in Appendix 2

5. **CONDUCT OF BUSINESS**

5.1 Duties of the Chair and Vice-Chair of the Partnership Board:

5.1.1 The Chair of the Partnership Board will conduct business of the Board. The Chair will be elected annually by the Partnership Board from amongst THE PARTNERSHIP BOARD VOTING MEMBERS.

5.1.2 The Vice-Chair of the Partnership Board will be elected annually by the Partnership Board from amongst its voting members. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair. If both the Chair and Vice-Chair are absent from a meeting or for a particular item or items an alternative Chair shall be elected by the voting members present.

6. **MEETINGS**

6.1 Frequency of meetings: Meetings of the Partnership Board shall take place **at least** quarterly.

6.2 The quorum for meetings shall be four Board members with voting rights.

6.3 Notice of meetings: at least seven days notice of meetings shall be given. Agenda and papers will normally be distributed at least 72 hours prior to meetings. However items of a minor or urgent nature may be considered at the discretion of the Chair.

6.4 Agenda papers and minutes: will be available for public inspection at the offices of the Partnership Board Silwood SRB unless they fall within the category of "Exempt Information" (within the meaning of Lewisham's Standing Orders), are subject to a confidentiality agreement or are otherwise considered to be of a confidential nature by the Chair or the Silwood SRB Manager.

6.5 Minutes taken shall be kept of all Partnership Board meetings, recording the Board members present and the decisions taken. The minutes will be lodged with the London Borough of Lewisham with the Silwood SRB Team.

6.6 Voting

- 6.6.1 If requested by a Board member at a meeting, how s/he voted on a particular item or if s/he abstained from voting on a particular item, this will be recorded in the minutes.
- 6.6.2 Every motion or amendment shall be put to the meeting by the Chair, and a vote will be taken by a show of hands. The decision of the Board will be made by the majority of members present and voting. The Chair will then declare the numbers voting for and against the motion, either as carried or lost. If there are an equal number of votes cast both for and against the motion, the Chair will have a second or casting vote.

6.7 Special Meetings/Working Group Meetings

Special meetings, Working Groups or alternative arrangements for dealing with urgent matters between meetings, shall be determined by the Board. If a special meeting or Working Group is set up, 7 days notice needs to be given to the Board.

7. FINANCIAL MANAGEMENT OF THE SRB PARTNERSHIP

- 7.1 The financial management of the Partnership Board shall be undertaken and carried out in accordance with the guidelines set out in the 'Financial arrangements' in Appendix 3.
- 7.2 Financial monitoring arrangements
- 7.2.1 The Partnership Board will:
- 7.2.2 approve the Annual Delivery Plan produced by the Executive Team, prior to submission to the Accountable body for approval. The Delivery Plan will note the annual offer letter from LDA.
- 7.2.3 approve the annual report produced by the executive team, including the set of accounts, prior to submission to the Accountable body for approval.
- 7.2.4 receive regular programme monitoring information from the executive team and approve the team's recommendations with regard to rephrasing or revisions to the programme in the event of slippage; before submitting these recommendations to the Accountable body for approval. The Partnership Board will exercise an overseeing role for the programme in this respect.
- 7.2.5 approve the project appraisals carried out by the executive team prior to approval being sought from the Accountable body.

7.2.6 give consideration to any other matters the Silwood SRB Manager to the executive team considers relevant; and make appropriate recommendations to the Accountable body's Mayor and Cabinet for approval.

8. STAFFING

8.1 The Silwood SRB Manager will report to Lewisham's Director of Regeneration. It will be the responsibility of the Silwood SRB Manager to provide reports on all aspects of the Silwood SRB Programme, for the review of the Partnership Board and the Accountable body's Mayor and Cabinet.

8.2 Legal, financial and personnel services will be provided to the Partnership Board by Lewisham (subject to the obligations of the London Borough of Lewisham as the Accountable Body), and may from time to time be co-ordinated and agreed by the Silwood SRB Manager.

9. NO LEGAL PARTNERSHIP

9.1 It has been agreed that the references to 'Partnership', in these Terms of Reference, are intended solely to illustrate the spirit of active co-operation among the Partners (and other members of the Partnership Board). and shall not give rise to a legal partnership or any form of agency between the parties.

9.2 All formal decisions in connection with the Silwood SRB Programme shall be made by the Mayor and Cabinet of the Accountable Body (or such officer(s) of the accountable body to whom that committee shall delegate authority to make such decisions) which shall receive reports and recommendations from the Partnership Board.

9.3 Nothing in these Terms of Reference shall in any way reduce, undermine or prejudice either Lewisham's or Southwark's respective powers or discretion as local authorities.

10. CODE OF CONDUCT

10.1 Equal Opportunities

10.1.1 All members of the Board will be expected to comply with equal opportunities legislation and the equal opportunities policy of the Silwood SRB (or the London Borough of Lewisham).

10.1.2 One of the objectives of the Silwood Accord is to address social exclusion and promote social inclusion. As such the development and delivery of initiatives should not prejudice any part of the community on the grounds of age, race, colour, disability, marital status, employment status, sexual orientation or religious belief.

10.1.3 The Silwood Partnership Board aims to ensure that no partner organisation, Board/sub-board member, secondee or volunteer associated with its work receives less favourable treatment on the grounds of age, race, colour, disability, marital status, employment status, sexual orientation or religious belief.

10.1.4 All secondees, Board/sub-Board members will be expected to understand, agree and promote this policy in every area of their work.

10.1.5 Silwood Board representatives will as far as possible reflect the social and economic and ethnic composition of the Silwood SRB area

11. CONDUCT OF BOARD MEMBERS AND DECLARATIONS OF INTEREST

11.1 Conduct of Board Members

11.1.1 Board Members are expected to carry out their duties to the highest standards of professionalism and integrity bringing experience, judgement and critical detachment to their duties and are expected to be uninfluenced by business, political or personal relationships external to their Partnership duties.

11.1.2 Board Members must always act in good faith and in the best interests of the partnership and the Silwood SRB Programme as a whole and the local community and economy.

11.1.3 Board members must be aware that it is not enough to avoid actual impropriety but they should at all times avoid any occasion for suspicion and any appearance of improper conduct.

11.1.4 Board Members must carefully consider their position before accepting any gifts or hospitality, which arise by virtue of their membership of the Board. Any offers they receive of gifts of hospitality which arise by virtue of their association with the Partnership, whether or not accepted, shall be notified to the Silwood SRB Manager who will maintain a register of such offers which shall be available for inspection by all Board Members.

11.2 Declarations of Interest

11.2.1 All Board Members must abide by the Protocol for Declarations of Interest and Participation in Meetings contained in Appendix 5 to these Terms of Reference.

11.2.2 A Board Member who is present at a meeting at which an issue is to be considered in which the Board Member has a personal interest which is "prejudicial", shall disclose that interest, shall withdraw from the meeting whilst the matter is discussed and shall not participate in the discussion or vote on the matter. Examples of personal interests which may arise and of when such interests may be treated as a "prejudicial" interest are set out in Appendix 5.

12.1 **CODE OF CONDUCT AT MEETINGS:** is to encourage a sense of community by promoting a multi-racial society and opposing racism and other forms of discrimination. Within this purpose, the code would ensure the following:

12.2 All meetings are conducted in a spirit of equality.

12.3 Minority and diverse views can be expressed and accommodated.

12.4 In order to fulfil the aims of the code of conduct, the SRB Partnership Board will abide by the Code of Conduct contained in Appendix 6

*Approval of Silwood Partnership terms of Reference
(including Appendices 1-5)*

Chair Silwood Board

Date

Date Produced **November 2002**

Appendices:

1. Silwood SRB Accord
2. Silwood SRB Board Current Voting Members
3. Financial Arrangements
4. Project Appraisal Procedure
5. **Protocol for Declaration of Interests and Participation at Meetings**
6. **Code of Conduct**

APPENDIX 1

SILWOOD SRB ACCORD

- The organisations who have signed this Accord have come together to work towards the regeneration of the Silwood target area. Through this partnership accord, support in principle has been expressed for the following objectives:
- Promoting sustainable regeneration through comprehensive redevelopment of the Silwood estate. It is currently anticipated that this will entail the demolition of 783 properties and the provision of 656 new homes, as well as the refurbishment of the 119 properties.
- Enhancing the employment prospects, educational attainment and skills of local people.
- Address issues regarding social exclusion and enhance opportunities for the disadvantaged individuals and communities living in the Silwood target area.
- Improve and protect the environment and infrastructure of the target area.
- Support and promote growth in local economies and businesses.
- Tackle crime and drug abuse and improve community safety.
- Other objectives as may be identified at different stages of the SRB programme.

APPENDIX 2

SILWOOD BOARD - CURRENT VOTING MEMBERS

Mr. David Gannicott - RSL Partner
Regional Director - South East Thames Region, London and Quadrant Housing
Association, 36-38 Artillery Place, London, SE18 4AB.

Mr. Mohni Gujral – RSL Partner
Chief Executive, Presentation Housing Association, Biko House, 16 Bromell's
Road, Clapham Common, London, SW4 0BL

Mr. Akber Mohammed Ali - Primary Care Group Partner
Chair, North Lewisham Primary Care Group (now Lewisham Primary Care
Trust), 26 Admiralty Close, London, SE8 4SS.

Insp. Chris Smith - The Metropolitan Police
Deptford Police Station, 114 – 116 Amersham Vale, London SE16 6LG

Cllr. Crada Onuegbu - Lewisham Nominees
c/o Members Services, Lewisham Town Hall, London SE16 4RU

Cllr. Alicia Chater - Lewisham Nominees
c/o Members Services, Lewisham Town Hall, London SE6 4RU

Cllr. Graham Neale - Southwark Nominees
c/o The Members Room, Southwark Town Hall, Peckham Road. London SE5
8UB

Ms Stella Hutton - The Community
66 Lambourne House, Silwood Estate, London SE16 2QT

Ms Uzo McGarry - The Community
81 Lambourne House, Silwood Estate, London, SE16 2QT

Ms Elizabeth Jack - The Community
72 St Helena Road, Silwood Estate, London SE16

Mr. Gavin Wood - Railtrack
Portfolio Manager (South), Spacia, West Wing, The Hop Exchange, 26
Southwark Street, London, SE1 1TU.

Mr. Theo Paphitis – Millwall Football & Athletic Club (1985) Limited
Chairman, The New Den, Zampa Road, London, SE16 3LN.

Mr. Derek Hilyer - Goldsmiths College, Lewisham Way, London SE14 6NW

ADVISORS AND OBSERVERS

Advisors:

Ms. Jan Mackey - Silwood SRB Manager (LBL)
Silwood SRB, 68-70 Reculver Road, Silwood Estate, London SE16 2RF

Ms Adeshola Ojo - Silwood Finance Manager
Silwood SRB, 68-70 Reculver Road, Silwood Estate, London SE16 2RF

Ms Emma Peters - Head of Development, Regeneration (LBL)
5th Floor, Lawrence House, 1 Catford Road, London, SE6 4RU

Ms Jo Rowlands - Head of Urban Renewal Services (LBL)
5th Floor, Lawrence House, 1 Catford Road, London SE6 4RU

Ms Aileen Buckton - Head of Community Services (LBL)
3rd Floor, Lawrence House, 1 Catford Road, London, SE6 4RU

Observers

Mr Dave Shiress
Housing Regeneration Initiatives, Southwark Housing Municipal Offices,
9 Larcom Street, London, SE17 1RX (LBS).

APPENDIX 3

SILWOOD SRB - FINANCIAL ARRANGEMENTS

Overview of Roles & Responsibilities

The role of the London Borough of Lewisham as Accounting Authority for the SRB programme

The London Borough of Lewisham ("Lewisham") will act as the Accounting Authority for the Silwood Regeneration SRB, i.e., the agent through which SRB grant funding will be administered on behalf of the London Development Agency (LDA).

Lewisham is responsible for collation and submission of grant claims for all projects within the Silwood Regeneration SRB, and where appropriate liaison with the Silwood SRB Partnership Board, project managers, LDA and other funding bodies.

Project managers are responsible for submission of grant claims for SRB funding to Lewisham in the form and within the deadlines specified. Lewisham will make payment of SRB grant to individual organisations (including the constituent Council). Project managers will be bound by contracts with the London Borough of Lewisham.

Lewisham is responsible for ensuring that any variation from the standard practice for payment of SRB grant (i.e. other than quarterly in arrears) is incorporated into the terms of contract with the project managing organisation, in order to protect its interests as the Accountable Body. Lewisham is also responsible for liaison with the LDA regarding the timing of SRB grant receipts.

The London Borough of Lewisham will receive all SRB monies from the LDA in the first instance and will make arrangements for payment of the SRB grant claimed to the project managing organisations. Where the project-managing organisation is the London Borough of Southwark or a third party, Lewisham will determine the appropriate method of payment. Where the project-managing organisation is the London Borough of Lewisham, payment of SRB grant will be effected by General Ledger journal.

Lewisham, as the Accountable Body will maintain effective arrangements for safeguarding public money in the form of SRB monies on behalf of the LDA and ensure that there is a clear line of accountability for receipt and payment of public funds in the form of SRB.

The Executive Team Finance Officer will liaise with Lewisham as the Accountable Body regarding production of a set of accounts for the SRB. This will include the expenses of the Executive Team and expenses incurred in relation to servicing the Mayor and Cabinet and Partnership Board.

Lewisham will make appropriate arrangements for audit and certification of the set of accounts relating to the SRB Programme by their District Auditor. In accordance with the LDA guidelines, audit certification will be forwarded by Lewisham to LDA by the due date.

Lewisham shall copy the annual Delivery Plan, financial monitoring information as required by the LDA, and the Annual Report (including a set of accounts for the SRB) to the Executive Director of Resources for the London Borough of Lewisham at the earliest opportunity.

Lewisham, as the Accountable Body, shall comply with the Guidelines issued by the LDA in respect of the SRB Challenge Fund.

The Role of the Mayor and Cabinet

The Mayor and Cabinet will consider and approve the recommendations of the Partnership Board following appraisal of an individual project by the Executive Team where the total recommendation for the project is £500,000 or over. All other Board approvals will be sent to the Mayor and Cabinet every six months for noting.

Lewisham's Mayor and Cabinet shall approve the annual Delivery Plan submitted by the Partnership Board and note the annual Funding Agreement letter from the LDA for the forthcoming financial year.

The Mayor and Cabinet shall approve the annual budget for the Silwood Regeneration SRB, as set out in the delivery plan, seeking further contributions from the constituent Council.

The Role of the Constituent Council as the project managing organisation

The London Borough of Lewisham, contributing funding towards SRB projects, will wish to protect the interests of the respective Council Taxpayers by ensuring that effective arrangements are in place for safeguarding public money. Lewisham will ensure that there are clear lines of accountability relating to the contributions made by the Council towards projects within the SRB programme. They must abide by the guidelines issued by the LDA and the requirements set out therein.

The relevant Project Manager shall be responsible for submitting reports to the Mayor and Cabinet of Lewisham, setting out the financial implications of the project and seeking approval for Council funding. Lewisham will wish to be satisfied that for each project the necessary revenue resources have been identified, and that where appropriate, there is adequate provision and formal approval within the Capital Programme. Lewisham will also wish to be satisfied that the appropriate agreements are in place with any other funding partners to minimise risk, safeguard the interests of Council Tax payers and to ensure that they are satisfied that objectives of the project will be delivered.

Lewisham, as the project manager organisation, is responsible for ensuring that the total cost of the project and all associated income (including the SRB grant element) is properly accounted for and easily identifiable for audit purposes. A Project Manager will be appointed by Lewisham and will be bound by its Financial Regulations and Standing Orders.

Project Managers appointed by Lewisham are responsible for submission of SRB grant claims to the Executive Team. Project Managers are also responsible for entering into agreements to secure funding from any third parties, subject to the approval of the Mayor and Cabinet.

The role of Lewisham as “the enabler” providing funding for projects lead by third parties

Where Lewisham is making payments to a third party in the form of grant, which is contributing to a project included within the SRB Programme, the Council may wish to attach certain conditions for grant aid in accordance with its usual practice, to protect the interests of its Council Tax payers.

Where Lewisham is contributing towards a project which is led by a third party, its accounts will show only the direct expenditure incurred in the form of grant payments and responsibility for appropriately accounting for the total cost of the project will rest with the third party. The third party will also be responsible for submitting grant claims for the SRB to the Executive Team.

The role of the Silwood Regeneration Partnership Board

The Partnership Board shall agree the Annual Delivery Plan produced by the Executive Team, prior to it being submitted to the Mayor and Cabinet and the LDA for approval. The Board will also note the annual Funding Agreement letter from the LDA.

The Partnership Board will approve the Annual Report produced by the Executive Team, including the set of accounts, prior it to it being submitted to the Mayor and Cabinet.

The Partnership Board shall receive regular programme financial monitoring information from the Executive Team and will agree the Executive Team's recommendations with regard to re-phasing or revisions to the programme in the event of slippage. It will exercise an overseeing role for the Silwood Regeneration SRB programme in this respect.

The Partnership Board will approve the project appraisals carried out by the Executive Team prior to approval for commencement of a project being sought from the Head of Development, the LDA and the Mayor and Cabinet as required.

Where the estimated costs of the Executive Team for the forthcoming year cannot be met from SRB grant, the Partnership Board shall make appropriate recommendations as part of the annual budget process. This may include recommendations to the Mayor and Cabinet for consideration of further funding from the constituent councils.

The Partnership Board shall give consideration to any other matters the Finance Officer to the Executive Team considers relevant.

APPENDIX 4

SILWOOD SRB PROJECT APPRAISAL & APPROVAL PROCEDURES

1. Project Proposer identifies idea for project:

This stage is only appropriate for projects not yet included in the delivery Plan, e.g. 'replacement' projects or from other groups who have expressed an interest in being funded by the SRB.

1b. SRB Project Officer to advise Proposer if project meets the criteria and is suitable for funding:

This advice should be based on knowledge of gaps in SRB provision, requests from residents for specific projects, and an understanding of whether the project fits in to the Strategic Objectives of the Delivery Plan. It should be made clear to interested projects that acceptance of an application is not a guarantee of funding. The SRB team must ensure that, as far as possible, equality of access to funding is maintained.

2. Project Proposer completes an SRB Project Funding Application form for the project and submits to the SRB Team.

3. Project Officer will read the application form and contact Project Proposer on matters that need addressing:

The Project Officer will pick up on immediate issues with the Proposer. This is often a request for further information, clarification of the calculation of outputs and funding, inclusion of ethnic minority statistics, and general project development. The Project Officer will also consider the risks associated with the following:

- a) Likelihood of costs overrunning the funds available
- b) Difficulty in achieving claimed outputs
- c) An altogether new project
- d) Staff recruitment problems
- e) Available premises

4. Project officer will then consider if the project is novel or contentious (as per the SRB Guidance manual), and will refer to the LDA where appropriate.

5. Project application form finalised and submitted for appraisal:

This is now the definitive application document (with any appendices) that will be used to carry out the appraisal. Before being sent for appraisal, the application must be passed to the SRB Finance Manager for commenting on available resources and then signed by the Head of Silwood SRB.

The project will then either be appraised by the SRB Team or by an external appraiser (e.g. Programme Management Services). Where the appraiser requires further information on the Project, requests for this extra information ought to be addressed to the SRB Project Officer in the first instance rather than direct to the project sponsors.

6. Appraisals undertaken by SRB team:

All appraisals to be carried out by an appraisal officer as stated above. The SRB team will carry out appraisals for projects under £25,000 and with a life span of not more than one year. A person who has not been involved with project development will carry out appraisals carried out within the SRB Team. Projects of any amount that are to be managed internally (i.e. where the SRB Team are themselves the applicants) will be appraised externally.

All appraisals will take account of current DTLR / LDA guidance and may recommend specific conditions be attached to approval. Once the appraisal is completed and all additional information has been received, the appraisal form, with recommendations is passed to the Head of Silwood SRB for verification and signature. It will then be passed to the Finance Manager for noting or if appropriate and requested by the Head of Silwood SRB, for a specific report.

7. The application form and the appraisal form will then be passed to the Project REVIEW Panel (made up of at least 3 members of the SRB Partnership Board excluding the Chair and Vice Chair) for REVIEW.

8. The Lead Officer from the project will attend the Project Panel to answer questions:

They may also be required to do a presentation depending on the size or nature of the project.

The appraising officer/organisation may also be requested to attend the Review Panel to present their appraisal.

9. Review Panel RECOMMENDATION:

The panel will now decide whether or not to RECOMMEND the project application for approval to the full SRB Board. The Panel may attach special conditions to the grant if and when necessary.

10. The Review Panel will then submit its RECOMMENDATIONS to the full SRB Board for APPROVAL:

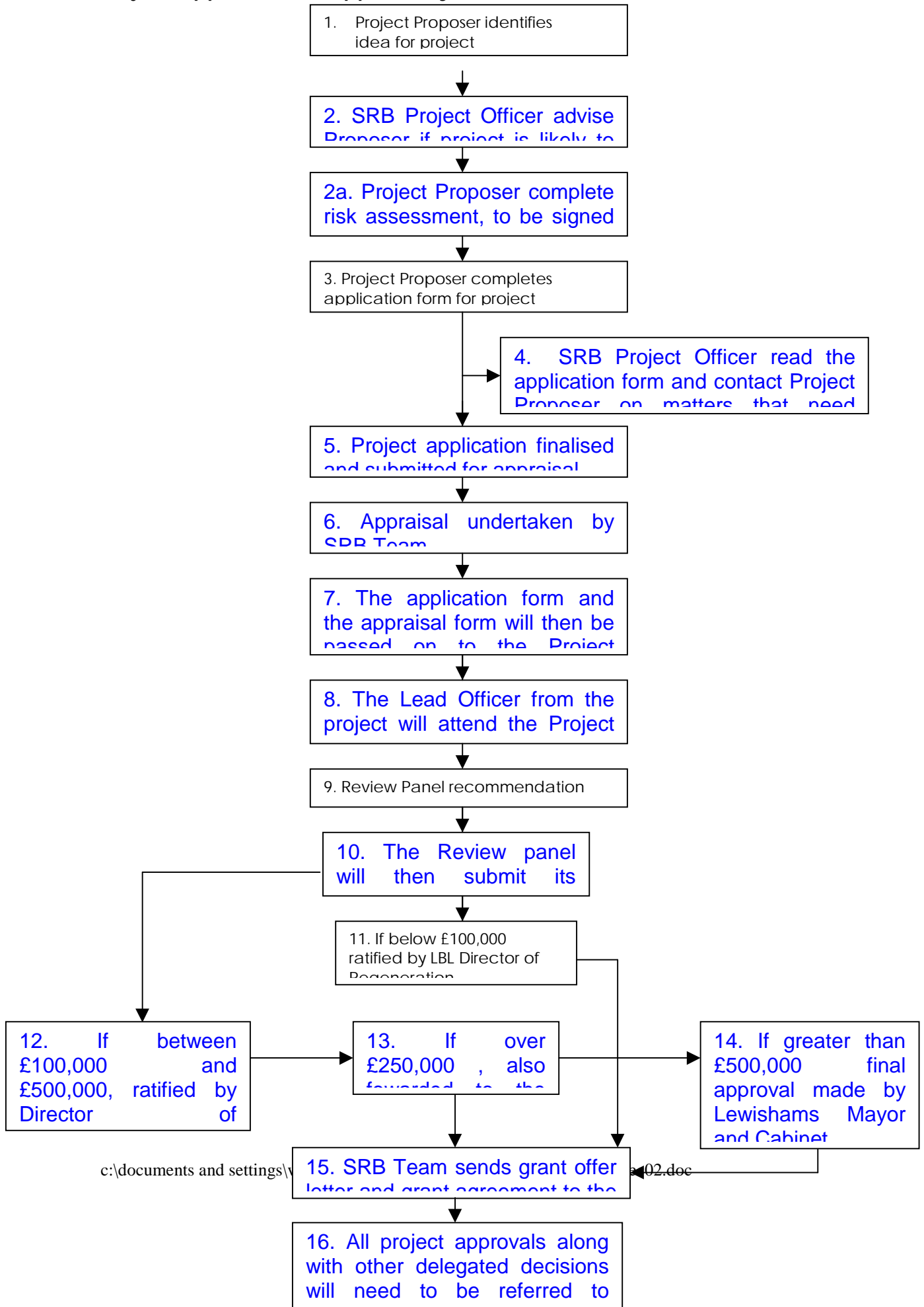
These are minuted in the Board meeting minutes.

11. If the project is below £100,000, the final ratification will come from the Director of Regeneration. If between £100,000 and £500,000, the Director

of Regeneration will ratify the project on the advice of LBL's Executive Director for Resources and Deputy Chief Executive.

12. If above £250,000, it must also be forwarded to LDA for approval.
13. If above £500,000, the project must then be referred to Lewisham's Mayor and Cabinet for final approval.
14. Project Officer sends a grant agreement to the Project; this acts as a form of contract between the two parties. The project will then sign the undertaking and return to the Officer before contract starts.
15. All project approvals along with other delegated decisions will need to be referred to Lewisham's Mayor and Cabinet every six months for noting.

Appendix 4a Project Appraisal and Approval System



APPENDIX 5

PROTOCOL FOR DECLARATIONS OF INTEREST

1. Board Members are required to declare any personal interests they may have because, in taking part in any decisions made by the Board, Members must always act in good faith and in the best interests of the Partnership. They must not be influenced by any business, political or personal relationships and interests that may have which are external to their partnership activities. It is important that not only do Members abide by these principles but also that they are clearly seen to do so in order to avoid any possible cause for criticism of Board decisions for undue influence.
- 2.1 Declarations of interest take two forms:
 - i) longer term declaration of interest – once a year – usually at the time of the AGM - or when joining the Board **and updated as and when circumstances change.**
 - ii) Ad hoc declarations of interest - when the event arises such as an item on a Board meeting.
- 2.2 **“Personal Interests” and the details to be given by Board Members include the following:**
 - a) **any employment of business carried on by him/her;**
 - b) **the identity of the employer, firm in which the member is a partner and/or name of company for which they are a remunerated director;**
 - c) **the name of any person or organisation who has made a payment to the member in respect of the carrying out of the member’s duties to the SRB Board or any expenses in connection with those duties;**
 - d) **the identity of any organisation or company in which the member has an interest and which has a place of business or owns any land within, or in the near vicinity of, the SRB area;**
 - e) **details of any contract for goods, works or services made between the SRB Board or Lewisham Council (as accountable body for Silwood SRB) and a firm or company in which the member is a partner or director or an organisation or company of the type described in (d) above;**
 - f) **the address of any land within, or in the near vicinity of, the SRB area in which the member has an interest;**

- g) any other matter which the member believes a member of the public might reasonably regard as likely to influence him/her in the exercise of his/her duties as a member of the Board; and
- h) any changes to those interests.

2.3 Where members have a personal interest in a matter to be discussed at a meeting and that interest is a “prejudicial interest” then, as well as declaring the interest, they should also withdraw from a meeting during the discussion of the matter in which they have an interest and must not seek to influence the decisions of other Board members about that matter. (For further details of “prejudicial interests” see paragraph 5.2 below.)

3. Longer Term Declarations of Interest

- 3.1 Once a year, usually at the time of the AGM Board members will be written to and asked to declare any interests they may have –this is the *Annual Review of Interests of the Silwood Board*. **Interests to be declared and details to be given by Board members are set out in paragraph 2.2 above.** All such interests will be recorded on a public register, kept at the Silwood SRB office.
- 3.2 Members should consult the map of the Silwood SRB boundaries together with any written details of their involvement in organisations such as companies, land and property to assist them in their decision as to whether to write to the Silwood SRB Manager.
- 3.3 If at any time a Board Member has the **slightest** concern that they might have an interest which needs to be declared, they should refer to the current Silwood Terms of Reference and if still of a mind that the interest needs to be declared, they should immediately write to the Silwood SRB Manager with details of the possible interest. In any case of doubt the Member should discuss it with the Silwood SRB Manager who can offer guidance and if necessary seek legal advice on the Member’s behalf.

4. Ad hoc Declarations of interest

- 4.1 These arise at Board or Project panel meetings when specific items are discussed. Strictly speaking, such declarations should not be a surprise, as they would normally arise out of the longer term declarations mentioned above. However, Board members should be always mindful that they could find themselves with an agenda which **contains an item giving rise to an interest** which they have not previously declared.

- 4.2 **Members should bear in mind that interests may be direct or indirect and may include private and personal interests. An indirect interest would arise if the Board member is in the employment of a person or body which has a direct interest in a decision, or if one of the Board member's immediate family has a direct interest in the matter.**
- 4.3 **Private and personal interests should also be declared. These include interests of family and friends, as well as those arising from membership of, or association with clubs, societies and other organisations such as Freemasons, Trade Unions and Voluntary Bodies. If any such interests are significant, the Board member should also withdraw from the meeting and not participate in the discussion or vote on the matter (see paragraph 5 below).**
- 4.4 **The Board member should ideally notify the Silwood SRB Manager prior to the meeting that there might be a matter in which they will need to declare a personal interest. The Silwood SRB Manager will offer guidance to the Member as to whether such an interest exists and whether the member should withdraw from the discussion or vote.**
5. **Taking Part in Board or Project Panel Meetings**
- 5.1 **Where members have a personal interest which is "prejudicial" they must withdraw from a meeting during the discussion of any matter in which they have an interest and must not seek to influence the decisions of other Board members about that matter.**
- 5.2 **A member will have a "prejudicial" interest if it is a personal interest which a member of the public with knowledge of the relevant facts would reasonable regard as so significant and particular that it is likely to prejudice the member's judgement or affect him/her in the discharge or their duties as a member of the Board.**
- 5.3 **In order for a Member to decide not to withdraw from a meeting they must be satisfied that the interest is either so remote or insignificant that a third party would not view it as being likely to prejudice the member's judgement or affect him/her in the discharge of their duties as a member of the Board.**
- 5.4 **Ultimately it is the responsibility of the Member to decide whether they have a declarable interest and whether the interest is such that the member should withdraw from a meeting during discussion of an item in which they have an interest. However, it is always open to the Silwood SRB Manager to draw a Member's attention to the possibility of a declarable interest arising.**

- 5.5 All declarations of interest will be recorded in the minutes and transferred to the public declarations of interest register by the Silwood SRB Manager.

Appendix 6

CODE OF CONDUCT:

- 1 All representatives of the partners who have subscribed to the aims and objectives of the SRB Partnership Board, will not seek to discourage others from participating, or obstruct their involvement.
- 2 The following types of behaviour will not be accepted:
- 3 Talking whilst someone is addressing the SRB Partnership board meeting .
- 4 Interrupting people while they are speaking.
- 5 The Chair and the Vice-Chair should be particularly sensitive to members who may not be used to speaking in public or whose first language is not English.

The Silwood Partnership SRB Board - Code of Conduct Declaration:

I.....(print name) agree to abide by the Code of Conduct of The Silwood Partnership SRB Board.

Signature.....

Date.....

MAYOR AND CABINET		
Report Title	PRIORITIES FOR REGISTERED SOCIAL LANDLORDS (RSL'S) BIDS TO THE HOUSING CORPORATION FOR 2003/04	
Key Decision	YES	Item No. 9
Ward	All	
Contributors	EXECUTIVE DIRECTOR FOR REGENERATION/EXECUTIVE DIRECTOR FOR RESOURCES/HEAD OF LAW	
Class	Part 1	Date: 11 DECEMBER 2002

1. Purpose of Report

This report sets out the recommended priority schemes within the available funding from the Housing Corporation's Approved Development Programme (ADP) for Registered Social Landlords (RSLs) in Lewisham for 2003/04.

2. Exclusion of Press and Public

It is recommended that under Section 100(A) (4) of the Local Government Act 1972 the press and public be excluded from the meeting during discussion of this item because it involves the likely disclosure of exempt information as defined in paragraphs 3,7 and 9 of Part 1 of Schedule 12A of the Act.

3. Summary

3.1 Following the issuing of national and regional investment strategies in October by the Housing Corporation the annual bidding round invites RSLs to bid in November for funding from the ADP. Traditionally the role of the local authority revolves around articulating its need for affordable housing, commissioning RSLs to develop schemes, negotiating where planning permission is needed and managing programme delivery.

3.2 This year however the added dimension of sub regional and regional framework strategies have meant that the recommended schemes are subject to wider considerations. In previous years funding and scheme priorities were determined bilaterally between the local authority and the Housing Corporation. The emphasis to reach a consensus now rests

between the five boroughs in the south east region (Bexley, Bromley, Greenwich, Lewisham and Southwark) and the Housing Corporation.

3.3 In addition to sub and regional working there is an emphasis away from investment decisions based upon housing need and more on delivering more new homes, quicker, to a high quality and more cost effectively than in the past. Local authorities are therefore called upon to organise their systems to nominate fairly to the new homes that will be produced. Funding will continue through the ADP and also a topsliced allocation called the Challenge Fund, which is designed to achieve the 'step change' around delivering affordable housing.

4. Policy Context

Central Government

4.1 The Office of the Deputy Prime Minister (OPDM) through the Housing Green Paper (*Quality and Choice: a Decent Home for All*) set out a strategy to achieve the aim that everyone should have the opportunity of a decent home. These housing policy aspirations also complement the governments policies on tackling social exclusion and promoting economic development through its programmes for Neighbourhood Renewal and proposals to reform the Planning system in the Green paper on planning.

Regional

4.2 In furthering this aim Central Government has given the Housing Corporation responsibility to fund and regulate affordable housing produced by Registered Social Landlords (RSLs), commonly referred to as housing associations.

4.3 The Greater London Authority as a strategic body for London has set out in its draft London Plan, an ambitious agenda for social housing in London which includes using planning powers to achieve more affordable housing across London.

Local

4.4 The majority of Lewisham's need for ongoing investment remains with its 5 major regeneration schemes. These schemes at Pepys, Silwood, Sundermead, Kender and Honor Oak will play a big part in helping the Council to meet its decency standard targets. Many sub-standard homes will be demolished to make way for new, high quality, energy efficient homes. Much of the original housing would be extremely expensive, or

impossible, to refurbish to meet the decency standard. The regeneration schemes also create sites for which the Council will receive a positive capital receipt, to invest in other Council priority schemes. Finally, the schemes give the opportunity to create some shared ownership or housing for outright sale, in areas previously dominated by social rented housing.

- 4.5 The Council seeks to improve the health of local people and the wider environment and to reduce crime levels and make Lewisham a safer place. The priorities for the Housing Corporation funding for Registered Social Landlords will support large regeneration schemes where the Council will work with partners to achieve these aims.
- 4.6 The Council has decided to progress major capital projects by funding them from the proceeds of the disposal of any surplus land or property that ensures maximum benefit for the authority as a whole.
- 4.7 The Council also seeks to bring back into early use those buildings or land that are either unused or under-utilised.
- 4.8 The Council is committed to regenerate both the environment and economy of Lewisham and to maximise the available resources to achieve these objectives.
- 4.9 Meeting the needs of homeless families, those in temporary accommodation and on the housing registrar through new supply of affordable housing remains a key priority.

5. Recommendations

The Mayor is recommended to approve the list of Registered Social Landlord bids as prioritised for The London Borough of Lewisham and proposed for sub regional priorities seeking Approved Development Programme funding from Housing Corporation for 2003/04 as set out in the report.

6. Background

6.1 The Housing Corporation's National Housing Strategy describes the framework for allocating resources through the Approved Development Programme (ADP) and other programmes to housing associations. The key challenges are:

- addressing the shortage of homes in London;
- providing more affordable housing for key workers, the

homeless and families in bed and breakfast accommodation;

- tackling the problem of communities where there is low demand and abandonment; and
- ensuring that everyone has the opportunity of a decent home

6.2 Looking forward to the next financial year, 2003/04, the Housing Corporations funding will be in two parts. The bulk of the ADP will be distributed amongst the 10 regional investment areas according to the Housing Needs Index (HNI) as a formulae to gauge housing stress. The London region will receive an indicative allocation of £481,995 million for 2003/04 based upon HNI.

6.3 Approximately £200 million of the ADP is being ring fenced for a Challenge Fund with a focus on achieving a 'step change' in the way that social housing is delivered. The emphasis here will be on increasing supply, increasing the use of innovative methods of construction (hence shortening the time to build accommodation) and providing for key workers and the homeless.

6.4 The London Investment Strategy relates national investment policy to regional housing circumstances and proposes a significant departure for investment decisions below regional level from a formulae (HNI score) per borough to strategic decisions based upon supporting opportunities that increase the amount of new social housing. There is now a greater reliance on cross borough working or sub regional partnerships between London boroughs.

6.5 London has an indicative allocation of £481,995 million for 2003/04 with which to address four key themes, which are:

- To add to the supply of affordable housing in the capital
- To support regeneration schemes
- Meet the needs of vulnerable people through supported housing
- Encourage innovation

7. Approved Development Programme Resources

7.1 Each year housing associations bid to the Housing Corporation for social housing grant funding from the ADP having consulted the local authority about its housing need and likely support for schemes. Following this the Housing Corporation and Local authority reach agreement upon which schemes to support and put forward to receive funding. This year

however there are several layers towards the allocation of ADP funding. Firstly the local authority will need to take a view on which schemes to support, then the sub region, consisting of four other boroughs, Bromley, Bexley, Greenwich and Southwark decide on sub regional priorities to put forward and then the housing corporation make a decision about the schemes it wishes to support.

7.2 The majority of investment decisions have shifted in emphasis towards the regional and sub regional level rather than Local Authority and partnership working across boroughs is becoming the norm rather than exception.

7.3 Since the Housing Corporation have moved away from indicative allocations to one where strategic decisions carry weight, there are no starting point figures upon which to base Lewisham's likely level of investment, this is also true across the sub region. Therefore it is impossible to say how much ADP investment will be coming to Lewisham.

7.4 In addition there will be a £5.5m LASHG programme and potential source of funding from S106 commuted payments, which are difficult to predict at this stage.

8. The Challenge Fund

8.1 Due to the acute housing pressures in London and the South East, £200million has been top sliced from the national ADP budget to set up a new Challenge Fund, ring-fenced to these regions in order to:

- Increase the supply of housing
- Provide homes for key workers (including contributions from employers) and the homeless
- Increase the use of innovative methods of construction such as Off Site Manufacturing (OSM) system

8.2 This money will be allocated differently to the rest of the programme by inviting RSLs to bid directly to the ODPM via head office at the Housing Corporation. By adopting a partnering approach RSLs will be expected to speed up the construction and delivery process to provide homes more quickly, cheaply and without loss of quality.

8.3 The strategy suggests that this directed programme will unlock opportunities where the traditional ADP funding process would have not succeed i.e. funding large sites and driving through targets for 25% of anticipated completions to be achieved by March 2004.

9. Criteria for Prioritising Schemes

9.1 Schemes have been sorted into the following priorities and indicated as such in the report.

Priority 1:

9.2 Continuing regeneration schemes. Those schemes previously recognised and supported as strategic programmes for Lewisham and have a forward commitment to continue funding.

Priority 2:

9.3 Those schemes that generally enjoy the support of our south east borough partnership and tie in with the overarching sub regional priority of delivering the most social housing across the sub region.

9.4 The following additional qualifications apply:

- Schemes meeting Lewisham's strategic housing needs and take account of location, size of units and need being addressed.
- Schemes meeting the Housing Corporations objectives set out in the London Investment Strategy.
- Deliverable schemes – where the R.S.L. owns or can definitely purchase the site or buildings and where the proposal is likely to get planning permission.

Priority 3:

9.5 Schemes which increase supply but are less desirable in terms of Lewisham's and the Housing Corporation's objectives, or where deliverability is questionable.

General comments on priorities

9.6 Under joint commissioning arrangements, 75% of the total funding available for affordable housing in the borough should go to joint commissioning partners. The vast majority of bids put forward, particularly those for continuing regeneration schemes, are with joint commissioning partners, and this 75% target should easily be satisfied. Therefore a number of schemes have been suggested for approval with non-joint commissioning partners, using the 25% of the programme that does not need to be allocated through joint commissioning.

9.7 Although Lewisham continues its system of joint commissioning this has in effect been subordinated by a supply led funding system which concentrates on prioritising the delivery of affordable housing across the south east sub region and London region.

9.8 Nominations however, as indicated below, are left to be agreed and shared out amongst boroughs and will be the subject to further negotiations with other South East London boroughs once the allocations for Lewisham and the South East sub region is known.

9.9 Value for money, based on total public subsidy for schemes, will be considered by the Housing Corporation when assessing bids. However, the new grant rate and rent restructuring regimes mean that RSLs are much more constrained to charge equivalent rents and seek comparable amounts of public subsidy. Therefore this is no longer a major factor in assessing bids.

10. Nominations

10.1 The approach in the investment strategy represents a major move away from previous years in both the funding distribution and access to the homes produced. Funding is categorised more by regional and sub-region than by borough and nominations are set to follow the sub-regional and regional approach.

10.2 The ALG are taking a lead to negotiate a reasonable approach to cross borough nominations by balancing off supply and demand factors where some boroughs may have site opportunities but less housing stress with other boroughs where this is the reverse.

10.3 Based on the relatively few site opportunities in Lewisham it is anticipated that Lewisham would produce fewer housing opportunities than say Greenwich. However Lewisham's relatively high housing stress, as measured by the housing needs index HNI, would allow more access to nominations in its surrounding boroughs as part of the London south east sub-region.

10.4 Having a workable nominations framework in place is a pre-condition to receive investment from the housing corporation. At the time of writing this report a draft is being proposed by the ALG which relies on a host borough premium of based on an HNI rating for first lettings with the remainder of the nominations pooled and then boroughs given access to 25% of the remaining nominations. This means for example that when a site is developed in Lewisham, the council is entitled to 27.5% (equating to its HNI score in the sub region) of the homes produced and a

further 25% of the remainder. Should the borough be entitled to more nominations than it produces it will have a share of the pool once other boroughs have had their share of the pot under the same formula.

10.5 Lewisham is generally considered an 'exporting' borough i.e. it has few sites ready for development but a relatively high demand for social housing. Therefore it is anticipated that of the schemes that are subject to this regime, Lewisham will nominate in total more households into homes than it is able to produce.

10.6 Notable exceptions to the sub regional nominations arrangement are regeneration schemes and supported housing schemes that are commissioned for clients within a local authority boundary. There also remains a question mark over schemes produced through section 106 planning agreements where no grant is used to provide affordable housing.

11. Approved Development Programme Priorities

11.1 The focus of ADP investment in 2003/04 across London will be on large sites of that produce between 200-500 affordable housing homes. Following this smaller site opportunities, supported housing and regeneration schemes will be considered.

11.2 The caveat that will accompany this funding will be:

- Schemes represent value for money and may need proportionally less ADP public subsidy
- Addresses needs of BME communities
- Schemes are sustainable by being close to public transport, shops and essential public services and allow the community access to work
- Schemes are Egan compliant meaning they use the most efficient methods toward contracting and building homes of quality
- Schemes use opportunities to maximise density
- Schemes are deliverable by taking advantage of the funding available well within sight of the 2003/04 year end
- Balanced communities are achieved through appropriate mix and location of different tenure, particularly on large sites

11.3 The Housing Corporations London Investment Strategy is less prescriptive than previous years on the split between the ADP rent and low cost home ownership programme, but seeks to encourage mix tenure

on schemes of more than 25 units. The housing commission has set out the agenda for seeking mixed tenure within schemes and this continues to be the case in the proportions of approximately 80%, 20% rent to sale respectively. This recognises the continued pressing need for homes for rent as born out by the recent housing needs survey and also for homes for sale provided they are pitched at an affordable level.

- 11.4 The bids deadline for RSLs to the Housing Corporation was the 8th November 2002. Lewisham officers and officers from the four borough in the sub-region will meet with the Housing Corporation on 11th December to give them the areas priorities. Allocations are expected to be announced in February 2003 and will be operational from April 2003.

12. Priorities for the Borough

Priority 1 Schemes

- 12.1 Key priorities for the borough will be the continuing regeneration schemes on large council estates in the borough, or schemes with previous commitments:
- 12.2 **Silwood** - London and Quadrant and Presentation Housing Association (PHA) have been working in partnership with the Silwood SRB Team, residents and the local community to redevelop the Silwood Estate. Their bid is for Phase 2b and 3 of the new build housing. The number and mix of the homes for rent reflects the needs of the existing residents who need to be decanted and the needs of future generations. In addition, some shared ownership is to be introduced into phase 2b to help create a tenure mix.
- 12.3 This will be the first time ever that home ownership (other than RTB), has been introduced into this area which is dominated by social housing. These shared ownership homes will be developed by Tower Homes (L&Q's shared ownership arm). This phase will deliver 90 affordable homes of which 32 will be for shared ownership.
- 12.4 Early negotiations with the Housing Corporation have secured the Silwood Regeneration scheme as a high priority in the bidding round both for its importance as a continuing regeneration scheme and one that is recognised within the Thames Gateway Strategy.
- 12.5 **Pepys** - Hyde's have submitted a bid for £4,195,348 to further develop Pepys under Phase 2 of the programme. Phase 2 is the site that will be created following demolition of Limberg House. Hyde already received

allocations for part of Phase 1 in 2000/01 and 2001/02. However, the scheme has evolved considerably from what was originally proposed. Changes and delays have occurred because of decanting, consultation, the sale of Aragon Tower and the proximity of Convoys Wharf.

12.6 This bid for 30 units for rent and 12 for shared ownership is part of Phase 2. A third phase is planned and when completed will provide a total of 261 R.S.L. units of which 77 will be for shared ownership, replacing 222 council dwellings.

12.7 **Kender** - It has been agreed previously that Kender regeneration scheme should be funded from LASHG. There is therefore no bid for Kender for ADP resources. However, it should be noted that approx £5 million will be needed from the Council's 2003/04 HIP Programme for LASHG for Kender Phase 2.

12.8 Full details of this scheme have been previously been reported to Executive Committee.

12.9 All of the above regeneration schemes will involve a breaking down of the concentration of Council housing in the borough and a significant diversification of tenure.

Total ADP required for Priority 1 schemes: **£21,426,270**

Priority 1. Bids breakdown showing units to be produced and sources of funding for 2003/04.

RSL	Scheme Description	Funding criteria	Tenure	SHG	Total Scheme Costs	Units
Hyde	Pepys	Regeneration	Rent	3,356,813	4,480,563	30
Hyde	Pepys	Regeneration	S/O	838,535	1,888,500	12
L+Q*	Silwood 2b	Regeneration	Rent & S/O	2,418,934	3,535,420	24
L+Q	Silwood 3	Regeneration	Rent	5,619,780	8,357,710	50
PHA*	Silwood 2b	Regeneration	Rent & S/O	3,568,245	5,397,409	34
PHA	Silwood 3	Regeneration	Rent	5,623,963	8,568,557	49
Hyde**	Kender	Regeneration	Rent & S/O	5,000,000	7,976,695	
			Regeneration Total	26,426,270	40,204,854	199

* May be funded from 2002/03 slippage

** Funded from Lewisham's LASHG programme

Priority 2 Schemes

- 12.10 Schemes to secure Social Housing for rent and promote Home Ownership
- 12.11 Within this category section 106 schemes that are at an advanced stage of negotiation have been included and are thought to be particularly attractive to the Housing Corporation, because of the relatively low grant input to produce affordable housing.
- 12.12 Also included is Avonley Road, which is a strategic site opposite Kender estate which the health authority own. This has been bid for as new provision to complement the Kender development
- 12.13 The remainder of the bids meet the criteria outlined earlier in this report.

Total ADP required for Priority 2 schemes: **£20,099,577**

Priority 2. Bids breakdown showing units to be produced and sources of funding for 2003/04.

RSL	Scheme Description	Tenure	SHG	Total Scheme Costs	Units
Beaver	52 Bromley Road	Rent	189,318	282,234	3
Family	Dunoon Road (S106)	Rent	553,880	1,063,123	10
Family	Hither Green Hospital Site (S106)	Rent	2,526,126	2,526,126	51
Hexagon	311-5 Southend Lane	Rent	1,913,401	2,491,288	14
Hexagon	Perry Vale - Garage/MOT centre	Rent	2,130,303	2,882,979	17
Hyde	Avonley Road	Rent	4,069,209	5,587,270	34
Hyde	Avonley Road	S/O	305,664	620,638	5
Hyde	The Dartmouth Arms	Rent	1,110,697	1,633,858	13
John Grooms	St Andrews Church Site	Rent	698,532	930,507	4
L+Q	Evelyn Street Site	Rent	3,852,381	5,567,035	34
Tower	Evelyn Street Site	Sale	603,703	1,471,011	10
SLFHA	111 Catford Hill	S/O	378,384	1,308,712	11
Wandle	56 East Down Pk	Rent	452,620	700,000	6
Wandle	6 Barmeston Road	Rent	266,919	355,040	3
Wandle	Croft St - 2 additional units	Rent	138,232	233,619	2
Wandle	Homefield House, Dacres Road	Rent	524,893	798,560	4
Wandle	Mountfield Close	Rent	385,315	582,400	4
		New Supply Total	20,099,577	29,034,400	221

Supported Housing

12.14 Two bids for capital funding and two for revenue are featured in the table below to provide housing and support for people with mental health needs (Willow Lodge/Shenewood) and move on accommodation for people with learning difficulties (189 Leahurst Road).

12.15 This is the last year that bids for revenue funding will be made to the Housing Corporation. From next year Lewisham's supporting people section will administer schemes needing such funding. The two schemes submitted by Hyde provide for an innovative scheme to support people with learning disabilities who wish to buy a share in their home, capital costs funded by Hyde. Lewisham are funding the capital costs for 180/2 Evelyn Street through its LASHG for people with learning difficulties.

12.16 All of these schemes have been discussed with supporting people to allow longer term planning and the need for future revenue funding.

Total ADP required for Supported Housing schemes: **£995,448** capital and **£26,832** revenue.

Supported Housing Bids (revenue and capital) breakdown showing units to be produced and sources of funding for 2003/04.

RSL	Scheme Description	Tenure	SHG	Total Scheme Costs	Units
Hyde	180-2 Evelyn St*	SHMG	14,832	N/A	4
Hyde	SOLD	SHMG	12,000	N/A	5
		SHMG Total	26,832		9
Hyde	189 Leahurst Road	Rent	467,448	581,065	4
Threshold	Willow Lodge/Shenewood	Rent	528,000	652,202	7
		Supported Housing Total	995,448	1,233,267	11

*LASHG funding the capital element £400,000 and £400,000 from Lewisham Learning Difficulties Partnership Board

Temporary Social Housing

12.17 Hyde have submitted a bid across the south east London region to make available homes for use as temporary accommodation and therefore helping with Lewisham's need its statutory duties to provide for people in greatest housing need.

12.18 Total ADP required for temporary social housing schemes:
£1,233,267

Temporary Social Housing Bids breakdown showing units to be produced and sources of funding for 2003/04.

RSL	Scheme Description	Tenure	SHG	Total Scheme Costs	Units
Hyde	TSH X boro 1 of 10	TSH	581,065	581,065	40
Hyde	TSH X boro 4 of 10	TSH	652,202	652,202	15
		New Supply Total	1,233,267	1,233,267	55

Priority 3 Schemes

12.19 Bids for Social Housing rent and shared ownership and temporary social housing. A collection of bids that are a low priority for Lewisham are set out below.

Total ADP required for Priority 2 schemes: **£16,880,949**

Priority 3. Bids breakdown showing units to be produced and sources of funding for 2003/04.

RSL	Scheme Description	Tenure	SHG	Total Scheme Costs	Units
Beaver	130-2 Verdant Lane	Rent	681,995	997,333	9
Beaver	A&W NWA	Rent	492,358	618,837	3
Beaver	A&W Tamil	Rent	492,358	618,837	3
Hyde	122-4 Lee High Rd	S/O	782,820	1,894,523	14
Hyde	2a Morley Road (Housing 4 Women)	Rent	1,160,004	1,824,480	14
Hyde	9-11 Firs Close	Rent	1,355,563	1,964,584	15
John Grooms	237 Downham Way	Rent	1,347,074	1,802,350	11
L+Q	ARHAG	Rent	1,468,632	2,017,425	10
L+Q	Housing 4 Women	Rent	749,607	999,000	5
L+Q	Housing 4 Women Ph2	Rent	749,607	999,000	5
P4P (NBH)	Sydenham Road	Rent	1,814,000	3,050,000	18
P4P (NBH)	Sydenham Road	S/O	480,000	2,244,945	16
PHA	256 Lewisham High Street	Rent	635,075	965,700	10
PHA	Lewisham St Props	Rent	949,918	1,115,631	5
SLFHA	TSH	TSH	259,686	314,816	3
SLFHA	TSH (BME)	TSH	95,588	113,979	1
Tower	Homebuy	Sale	1,435,875	5,518,500	30
Tower	X Boro P&R Prog Y1	Sale	997,984	2,194,335	10
Tower	X Boro Unnamed site Prog Y1	Sale	683,325	1,750,320	10

Hexagon	NDC - 146-8 New Cross Rd	Rent	249,480	249,480	10
		New Supply Total	16,880,949	31,254,075	202

Works to RSL Stock

12.20 The Housing Corporation takes the view that it should remain housing associations' first priority to repair and modernise their stock in areas of continuing demand, ahead of subsidising new housing or non core activities. It does have limited ADP funding for works to RSL stock, but it will make a judgement as to the strategic importance of the scheme, and the RSLs' ability to fund the works themselves.

Total ADP required for WTRSLs schemes: **£183,377**

WTRSLs Bids breakdown showing units to be produced and sources of funding for 2003/04.

RSL	Scheme Description	Tenure	SHG	Total Scheme Costs	Units
Carr Gomm	Slagrove Place	Misc	13,513		12
Lewisham Family	Boiler	Misc	4,552		5
Lewisham Family	Windows	Misc	165,312		17
		WTRSLs Total	183,377		34

13. Financial Implications

The Priority 1 schemes for next years ADP are in line with the Council's key regeneration programmes on the Pepys, Silwood and Kender estates. There are no financial implications for the Council of Housing Corporation ADP to RSLs. Officers are confident that funding will be provided to RSLs next year for these schemes. As funding commitments are only provided annually there is a minor risk that if future funding from ADP is inadequate for these major schemes additional commitment may be required from Council resources

14. Legal Implications

14.1 Where a proposed estate regeneration scheme, or a phase of it, will involve the Council in obtaining possession of tenanted properties it may be necessary to go through a further statutory consultation process with affected secure tenants before the Council makes a final decision whether to go ahead with the scheme (or phase). The views

expressed through the consultation process would then have to be taken into account by the Council before making a final decision on whether to proceed with the scheme or relevant phase of it. The need to carry out statutory consultation would depend upon whether it is the Council or the RSL which is to carry out the development of the blocks. In cases where the RSL is to demolish, if the Council decides to proceed with a scheme after considering the outcome of the statutory consultation process, it would be necessary to apply to the Secretary of State for approval of the proposals as a "redevelopment scheme". This approval would be required for the purposes of Ground 10A of Schedule 2 to the Housing Act 1985 in order to obtain possession of any tenanted properties through the courts.

- 14.2 Where a scheme will involve the Council buying back properties sold under the RTB or other properties in third party ownership, possibly by use of CPO powers, it would also be necessary to carry out consultation with the owners of such properties and to have regard to their views when making a final decision on the scheme.

15. Crime and Disorder Implications

All of the social housing built will comply with minimum standards set out by the Housing Corporation. These standards incorporate the need to 'design out crime' and achieve secure by design standards. In addition the homes built as part of major regeneration of estates are an integral part of wider initiatives to tackle social exclusion and create economic development, which add to the potential to reduce crime and disorder.

17. Equalities Implications

The development of these schemes will benefit some of the most disadvantaged people in Lewisham, including people with special needs. In addition a number of schemes would be for management or development by BME RSLs in accordance with Lewisham's BME Housing Strategy, creating greater choice for Lewisham's diverse community.

18. Environmental Implications

The funded schemes will be built to a minimum of scheme development standards as required by the Housing Corporation, which ensures that energy efficient homes help reduce running costs for residents and also benefit the environment.

19. Conclusion

- 19.1 The schemes recommended under priority 1 represent Lewisham's top and most needed capital investment to provide affordable housing in order to continue the phased development and regeneration of key priority areas in the borough.
- 19.2 Priority 2 schemes follow on by concentrating on new supply and are those schemes most likely to proceed i.e. planning is given or likely and the site is bought, or part of a s106 agreement or the purchase is close to completion.
- 19.3 Priority 3 are those schemes that do not meet the boroughs strategic priorities or are not yet advanced enough in their preparation to be funded.
- 19.4 Other schemes come under the heading of supported housing, temporary accommodation and works to existing RSL stock, which are all valuable to the borough and set out in the report.
- 19.5 In previous years it was easier to predict the likely level of ADP investment for Lewisham but this year, under a supply led investment regime, it is more difficult. It is also difficult to anticipate how much new supply of homes Lewisham will have to help address homelessness and housing need. Both will only be known once the whole London regional investment position becomes clear and feed into potentially more detailed adjustments to the bids.
- 19.6 These priorities will be considered by local authorities in the south east sub region and the Housing Corporation and then recommended for funding to the ODPM in December with a decision expected during February 2003.

BACKGROUND PAPERS

None supplied

If you would like any further information on this report, please contact Jo Rowlands, Head of Strategic Development on 020 8314 7071 or Dave Baptiste, RSL Partnerships Manager on 020 8314 9131.

MAYOR AND CABINET		
Report Title	HOUSING REVENUE ACCOUNT BUDGET 2003-04 – UPDATE	
Key Decision	YES	Item No. 9
Ward		
Contributors	EXECUTIVE DIRECTOR FOR REGENERATION/EXECUTIVE DIRECTOR FOR RESOURCES/HEAD OF LAW	
Class	1	Date:11 DECEMBER 2002

1 Summary

To update Mayor & Cabinet on the forecast of the Housing Revenue Account (HRA) 2003/04 and set out initial savings and growth options in the light of the position.

2 Recommendations

The Mayor is asked to:

- 2.1 note the forecast budget position for 2003/04;
- 2.2 note the proposals for service charges, the options for savings and growth included in the consultation process with tenants and the proposed increases to hostel and linkline charges;
- 2.3 note the final decision-making process and timetable set out in para 7.

3 Policy Context

- 3.1. The Council has a legal obligation to set a balanced budget for the HRA and to consult with tenants before a final decision is taken.
- 3.2. Mayor & Cabinet on 9 October 2002 noted potential savings required of £2.2m. and instructed officers to identify potential savings and growth for subsequent consideration. A decision making timetable and tenant consultation arrangements were agreed and officers were required to report back to Mayor & Cabinet in December.

4 Introduction

The HRA:-

- is a statutory account
- contains landlord costs and income
- is ringfenced (no contribution to/from General Fund)
- must not be allowed to operate at a deficit

In summary, the main items of expenditure/income are:-

	£m	£m
Expenditure		
Housing benefit	52	
Capital financing	59	
Repairs and maintenance	25	
Management	38	
Other costs	5	179
Income		
Rents	87	
Housing subsidy	80	
Other income	12	179

5 Current Year Monitoring

- 5.1 Salaries and wages are currently underspent and, in view of the current spending restrictions, it is estimated that this will total £100k by the end of the year. Due to the fall in rent arrears to under £5.9m, it is anticipated that the bad debt provision can be reduced by £300k.
- 5.2 There are likely to be overspends in some areas. Insurance costs are likely to exceed budget provision (£275k), anticipated additional costs of estate lumber collection (£100k) are expected and additional provision for council tax on empty properties in regeneration areas (£100k) will be required.
- 5.3 Repairs and maintenance spending is currently under profile but the remaining centrally held contingency provisions are now allocated and this should lead to increased output by 31 March 2003 and full budget spend is therefore assumed. Rent income is likely to be slightly higher

than budgeted as a result of a lower than expected level of voids.

- 5.4 The costs of central support services to be charged to the HRA have yet to be finalised. It is anticipated that increases will be largely offset by a proportion of the Building Services surplus being returned to the HRA and underspends on Regeneration's own internal support costs. The HRA working balance (£500k) will be held against any increased support services costs, including the rent review of Capital House and additional ICT costs in connection with the planned new licensing arrangements and content management systems.
- 5.5 In view of the uncertainties relating to 2002-03 out-turn, it is not planned to assume any surplus that might arise at 31 March 2003 to fund the 2003-04 HRA budget.

6 Budget Forecast 2003/04

pay price and volume changes

- 6.1 A preliminary forecast of the HRA position next year was reported to Mayor & Cabinet on 9 October 2002. This has now been updated following more detailed work and the receipt of further information from the Office of the Deputy Prime Minister (ODPM) on the level of housing subsidy payable to authority.

	Forecast 2003-04 £m.	Revised 2003-04 £m.
Additional costs		
Inflation- pay re 2002-03	0.250	0.250
- pay re 2003-04	0.655	0.655
- price re 2003-04	1.095	1.165
Loss of subsidy	1.138	-1.890
Loss of rent from Right to Buy	2.500	2.717
Additional insurance premiums	0.550	0.550
Increased rent for Capital House		0.300
Effect of General Fund savings		0.130
Volume pressures		0.355
Savings and additional income		
Leasehold service charges	-0.360	-0.150
Additional Management & Maintenance subsidy	-1.087	-1.151

Assumed rent rise at 3%	-2.500	-2.500
Forecast Deficit	2.241	0.431

- 6.2 As the above sets out, the main changes are as a result of a significantly more favourable subsidy settlement than previously forecast.
- 6.3 The inflation assumptions show minor changes as a result of a re-appraisal of inflation on external contractor prices as a result of market conditions.
- 6.4 The draft housing subsidy determination for Lewisham indicates an increase in management allowances of 12.4%. This is made up of 2.5% for inflation, a real terms increase of 7.7% and 2.2% to compensate for the effects of rent restructuring. Similarly, maintenance allowances are set to increase by 8.1%, made up of 2.5% for inflation, a 3.4% real terms increase and 2.2% for rent restructuring. In cash terms, the total additional subsidy anticipated as a result is £3.041m – inflation plus a real terms increase of £1.890m and an increase for rent restructuring of £1.151m. The draft determination will subject to confirmation in December.
- 6.5 Other changes include a minor amendment to assumed rent losses arising from right to buy sales and additional costs arising from a potential increase in the lease rent for Capital House (£300k) as a result of a rent review.
- 6.6 Mayor & Cabinet considered general fund savings proposals in November 2002. Two of these affect the HRA – an increased charge of £70k in respect of the noise nuisance work carried out by Environmental Health and a reduction of £60k in the general fund contribution to housing management costs relating to housing benefit advice. These are now assumed in the revised forecast. Other than the increased costs for insurance, no other changes to support services costs have been included.
- 6.7 In addition, volume pressures are faced within the HRA as a result of continuing demand for gas servicing (£100k), electrical work (£150k), pest control (£40k) and abandoned vehicles (£65k).
- 6.8 The previously assumed budget savings (£360k) associated with reductions in the number of properties in management have now been reassessed. In the light of the pressures on repairs, maintenance and management budgets, it is not considered appropriate to reduce the existing budgets further. The £150k now assumed is additional

anticipated income from new leasehold service charges, in line with current year activity.

- 6.9 As part of the implementation of supporting people, some housing support costs are met from pooled HRA resources. The largest part of this relates to Supported housing. There is also an element of the cost of Rokeby House not covered by the residents' charges. As from 1 April 2003, the Supported Housing team will receive funding for these services through Supporting People Grant and the current pooled costs could be available as a saving to the HRA. However, until the uncertainties around the Supporting People legislation are clarified no savings have been assumed to the HRA.
- 6.10 With a rent rise in line with rent restructuring of 3% (£1.77 per week) and all the changes indicated above, the estimated deficit requiring to be addressed is £0.431m.

rent restructuring and service charges

- 6.11 Average weekly rent is currently £58.97 and assuming the draft determination announced by the ODPM is confirmed, rents are likely to rise by around 3% (£1.77 per week). Although authorities could choose to increase rents by more than that required by rent restructuring, this is likely to lead to equivalent reductions in subsidy in later years. In view of the potential impact on subsidy, it is difficult to argue that rents should rise by more than that required by restructuring.
- 6.12 In June 2002, ODPM issued a Consultation Paper on revisions to the current arrangements particularly around service charges. Most local authorities have used a system of rent "pooling" where the costs of managing and maintaining homes are spread across all tenants and are not specific to the type of property. The practice in the Housing Association sector is different with tenants paying service charges specific to their homes on top of their existing rents.
- 6.13 Under rent restructuring local authority rents are now based on a formula based on property values and local earnings. Rents therefore take no account of differing services provided to homes (eg caretaking on estates). The revised arrangements enable authorities to choose to "un-pool" these costs and introduce direct charges to tenants on top of their existing rent. Tenants eligible for housing benefit will receive benefit on any service charges that were previously part of rent.
- 6.14 The proposals, now confirmed in the draft subsidy determination, provide an incentive to un-pool service charges and, as a result,

enable authorities to receive additional housing benefit subsidy. Additional benefit subsidy is received of 20% of the service charge in 2003-04 up to 100% in year 10 of restructuring.

- 6.15 Officers are currently evaluating the potential for introducing service charges. This will include the basis of calculation (ie borough-wide average or block/estate based costs) and the range of services that might be 'unpooled'. It is proposed to discuss with tenants, as part of the consultation process, the introduction of such a charge beginning with, say, the caretaking and grounds maintenance services provided to some 19.000 tenants living in flats.

hostel charges

- 6.16 It is proposed that hostel charges be increased to fully cover costs. An increase of hostel rents in line with the average increases through rent restructuring (ie 3%) would result in additional income of an estimated £51k. The vast majority of hostel residents are in receipt of housing benefit.

linkline charge

- 6.17 Social Care & Health advise that there is likely to be an increase of £0.10 per week in charge bringing this to £3.80 per week for 2003/04.

sheltered housing

- 6.18 Similarly, Social Care & Health are preparing a report to Mayor & Cabinet on a proposal to charge residents in sheltered accommodation for the peripatetic warden service. If this proposal is agreed, the charge will be collected as part of rent from tenants. For tenants on housing benefit, Supporting People Grant will cover the charge.

potential savings and growth

- 6.19 Following initial discussions with Tenants Strategy Group (TSG) and housing managers, Appendix 1 sets out a list of potential savings and growth options that are subject to consultation with tenants. The outcome of this will be reported to TSG in January and Mayor & Cabinet on 29 January.

7 Consultation & timetable

- 7.1 The TSG met on 24 September 2002 to consider the original forecast and areas of potential savings and growth they wanted officers to examine. Meetings of the five local Housing Panels are scheduled to take place between December 3–10th. This will provide an opportunity for Panels to feedback their views to TSG in early January in advance of Mayor & Cabinet decision on 29 January 2003.
- 7.2 This is the updated timetable for the consideration of the HRA budget, including scrutiny arrangements and consideration by tenants. This provides sufficient time to ensure that adequate notice is provided to tenants in line with the Housing Act 1985.

Housing Panels	3-10 December
Public Accounts Select Committee	14 January
Tenants Strategy Group – consider Panel views	9 January
Mayor & Cabinet – agree budget & rent increase	29 January
Council	10 February

8 Financial Implications

The whole report deals with the financial implications of the HRA. The Local Government and Housing Act 1989 requires local housing authorities to prepare budgets for their Housing Revenue Account that avoid a debit balance occurring.

9 Legal Implications

- 9.1 Section 24 of the Housing Act 1985 provides that a local housing authority may make such reasonable charges as they determine for the tenancy or occupation of their houses. The Authority must review rents from time to time and make such changes as circumstances require. Within this discretion there is no one lawful option and any reasonable option may be looked at. The consequences of each option must be explained fully so that Mayor & Cabinet understand the implications of their decisions.
- 9.2 Section 76 of the Local Government and Housing Act 1989 provides that local housing authorities are under a duty to prevent a debit balance in the HRA. Rents must therefore be set to avoid such a debit.

9.3 Section 103 of the Housing Act 1985 sets out the terms under which secure tenancies may be varied. This requires, in the case of the Council varying the rent:

- a Notice of Variation being served at least 4 weeks before the effective date.
- the provision of sufficient information that is considered necessary to explain the variation.
- an opportunity for the tenant to serve a Notice to Quit terminating their tenancies.

The timetable for the consideration of the 2003-04 rent levels provides an adequate period to ensure that legislative requirements are met.

10 Equality Implications

In undertaking consultation and examining potential options the equality implications for different groups of people will be considered particularly black people, women and disabled people. We will provide information in languages other than English and alternative media on request.

11 Conclusion

The report sets out an updated forecast of the HRA for 2003-04. It describes the reasons for the improvement of the position reported in October, a revised deficit of £0.431m and options for savings and growth that could close the gap. The next stages of the process involve consultation with tenants on the proposals, scrutiny of options by the Public Accounts Select Committee, consideration of the final budget and rent level at the end of January by Mayor & Cabinet and subsequent agreement by Council.

BACKGROUND PAPERS

Document

Held by

HRA budget 2003/04

Steve Gough

If you require any more information about this report please contact Steve Gough on 8314 8885 or Pauline Newbold on 8314 7684

OPTIONS FOR SAVINGS

Ref	Description	Saving 2003-04 £'000	Saving in full Year £'000
1	Reduce revenue contribution to capital (from £2.5m to £1.8m) To fund increased budget for external decorations (see below)	700	700
2	Reduce budget for internal decorations Consider reducing this budget by 25% as it is not a requirement of tenancy agreement	100	100
3	Recharge departing tenants for repairs and clearance Recharge for clearance of rubbish and for repairs beyond acceptable wear and tear	30	30
4	Reduce grounds maintenance variations budget Current budget £300,000. Consider redirecting part of this to growth items on estates environment (see below)	100	100

OPTIONS FOR GROWTH

Ref	Description	Growth 2003-04	Growth in full Year
1	Gas boiler replacements	100	100
	To enable replacement of obsolete boilers where this cannot be funded from capital budgets		
2	Drain jetting	200	200
	Establish programme of drain jetting		
3	Cyclical external decorations	700	700
	Restore cycle to 12 years. Contribute to achieving the decent homes standard (see saving above)		
4	Gutter cleaning	100	100
	Establish a programme of gutter clearance		
5	Removal of fly-tips from estates	100	100
	No budget currently. Increasing demand for service.		
6	Environmental enforcement officer	32	32
	Specific post to reduce incidence of fly-tipping and the		

Ref	Description	Growth 2003-04	Growth in full Year
	abandonment of vehicles on estates		
7	Expand the Fresh Start scheme for tenants	90	90
	Facilitate moves by tenants to higher standard accommodation elsewhere in the country, freeing up units for new lettings		
8	Tenants' compact development and co-ordination	100	100
	Put in place a team to promote formation of new tenants and residents associations and to increase tenant involvement under the Tenants' compact		
9	Anti- Social Behaviour		
	Increase of 3 senior caseworkers in Area offices on anti-social behaviour issues	100	100

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MAYOR AND CABINET		
Report Title	DRAFT EQUALITY AND DIVERSITY POLICY AND COMPREHENSIVE EQUALITY PLAN	
Key Decision	YES	Item No. 10
Ward		
Contributors	POLICY AND PARTNERSHIPS UNIT	
Class	Part 1	Date: 11 DECEMBER 2002

1. Summary and Purpose

1.1 This report seeks the agreement of the Mayor and Cabinet to the draft revised Equality and Diversity Policy and the Comprehensive Equality Plan (CEP) and agreement to consult with staff, partners and the community on the draft.

1.2 Members have set an exacting target to reach level 5 of the generic equality standard by 31st March 2005 and an interim target of level 3 by 31st March 2003. Consultation on a revised Policy and the development of a CEP are requirements under the Equality Standard to reach our target of level 3. Key elements of the Policy include the Council's duties as employer, deliverer of services as well as our duty to promote the well being of the community. The Plan includes structures and mechanisms by which we will deliver our policy including performance measures and impact assessments. The Plan integrates the Race Equality Scheme, links to other Council Plans and Strategies and contributes to the Community Strategy.

2. Recommendations

The Mayor IS asked to agree the draft Policy and plan for consultation.

3. Narrative

3.1 The Council has a strong commitment to equality and diversity in its employment practices and service delivery. It has been active since the 1980s in promoting gender and race equality as well as more recently tackling discrimination in relation to age, sexual orientation and disability.

3.2 The current Equal Opportunities Policy for the Council was agreed in 1990. In 1996 the Policy and Resources Committee agreed equality statements for the following priority groups - women, black and minority ethnic people, refugees and asylum seekers, lesbians and gay men, older people and people with disabilities. New legislation, best practice

and the new Equality Standard for local government require us to review our policy on a more regular basis. Part of this review must include consultation with all stakeholders.

3.3 A revised Equality and Diversity Statement and Policy is attached as Appendix 1. The Comprehensive Equality Plan is attached as Appendix 2

3.4 Key elements of the Policy include the Council's duties as employer, deliverer of services as well as our duty to promote the well being of the community. The Plan includes structures and mechanisms by which we will deliver our Policy including performance measures and impact assessments. The Plan integrates the Race Equality Scheme, links to other Council Plans and Strategies and contributes to the borough-wide Community Strategy through the Council Strategy

4. Consultation arrangements

4.1 The Council currently carries out consultation on borough priorities, service delivery and best value reviews. It does this through a range of methods from the annual residents survey, citizen's panel telephone surveys, focus groups and service user feedback.

4.2 These are the main means of consultation and we will be drawing on the results and messages to inform the final shape of the Plan. We are also mindful that many citizens feel 'over consulted' and frustrated that they do not get feedback regarding action taken after consultation.

4.3 To achieve level 3 on the standard we are required to consult on our draft targets and actions set out in the CEP. In addition we also have a requirement to consult on the Race Equality Scheme.

4.4 It is anticipated that packages of consultation work will be contracted out using the council's tendering process. We do not seek to duplicate consultation but will be interested in the bidders proposals as to how they would use this opportunity to enhance and widen consultation in relation to equalities issues.

Community

4.5 Following an equalities analysis of the range of recent consultation on service delivery, identified gaps will be addressed with a targeted consultation exercise to be conducted in the period January - March.

4.6 The recently launched Ageing Well strategy was based on extensive consultation with the citizen's panel and older people's groups. Priorities and targets have been agreed. It is therefore not intended to

duplicate this work. The Ageing Well strategy is an integral part of the CEP.

Staff

4.7 A series of consultation exercises will be carried out with staff in general and equality staff groups in particular, for example, the Black staff forum, the Disability staff forum and the Lesbian and Gay staff forum.

Partners

4.8 Our partners including health, education, the police and voluntary sector will be consulted through the mechanisms available within the Local Strategic Partnership.

4.9 Following consultation the Policy and Plan will be revised and changes reported to Mayor and Cabinet and presented to Full Council for adoption.

5. Financial Implications

Mayor and Cabinet agreed an estimated budget of £25k for this work at their meeting on 31st July. It is, however, difficult to proceed with consultation work at this level. The Policy and Partnerships team are working to establish imaginative and cost effective ways that allow the Council to consult on the attached draft documents, to facilitate reaching level 3 by 31st March. All tendered work will be contained within the amount approved by the Council's Central Expenditure Panel.

6. Legal implications

6.1 The Equality Standard is a framework that sets up a way of working within local authorities which will make mainstreaming equalities into service delivery and employment an issue for all aspects of the council's work. Using five levels, authorities will introduce a comprehensive and systematic approach to dealing with equalities. These levels cover all aspects of policy-making, service delivery and employment.

6.2 The Equality Standard for local government was produced by the Employer's Organisation for local government, the Disability Rights Commission, the Equal Opportunities Commission, and the Commission for Racial Equality. Meeting the standard will assist the Council in achieving its vision and ensure compliance with its duties under a variety of equal opportunity statutes and European regulations and directives. The standard provides a framework that can be readily adapted to incorporate the Council's equality objectives in areas not currently covered by statute or regulation.

6.3 The five levels are;

Level 1	Commitment to a Comprehensive Equality Policy
Level 2	Assessment and Consultation
Level 3	Setting equality objectives and targets
Level 4	Information systems and monitoring against targets
Level 5	Achieving and reviewing outcomes

6.4 The Equality Standard is a set of non-statutory good practice measures that local authorities can take to improve equalities practice. The Equality Standard supports and complements the duties under the Race Relations (Amendment) Act 2000.

6.5 Under the Race Relations (Amendment) Act 2000, the Council is required to have Race Relations Scheme in place, and then to review it every 3 years. It also has a duty to publish annually the outcome of the monitoring exercise carried out by the Council in its role as an employer, and to publish the results of assessments, and consultation in respect of the likely impact of its proposed policies on the promotion of race equality as part of its Race Relations Scheme.

6.6 The duty to consult on how the Council's policies promote good relations, requires the Council to consult with the community on the contents of its Race Equality Scheme.

7. Equalities Implications

This report deals entirely with the Council's duties and functions under anti discrimination legislation and promoting good equality and diversity practice. It sets out a revised policy and Plan in draft form for consultation with all stakeholders. The Policy, Plan and consultation exercise will contribute to achieving our target of level 3 of the Equality Standard.