

Agenda

Mayoral Proceedings

Date **Thursday 1st December 2011**

Time **10.00 a.m.**

Venue **Council Chamber
Newham Town Hall
East Ham
London E6 2RP**

Sir Robin Wales
Mayor of Newham

Kim Bromley-Derry
Chief Executive

Contact: Lucille Dunford, Principal Member Services Officer, 020 3373 4099

LONDON BOROUGH OF NEWHAM

Mayoral Proceedings

Each report on the agenda consists of Part A and Part B. Together they contain all relevant information for consideration.

Part A has been printed and sent to Members. Part B is available online at the link provided and will be printed for anyone requesting a hard copy. A copy will be available at the meeting and has been put with the agenda for public inspection at Newham Town Hall and Stratford Library.

The Mayor proposes to take decisions in public on the following items on **Thursday 1 December 2011**

Order of Business

Report	Ward(s) Affected
<p>1. Declarations of Interest (Pages 1 - 4)</p> <p>This is the time for Members to declare any interest they may have in any matter being considered at this meeting. Advice is attached.</p>	
<p>2. East Ham Civic Campus - Procurement Approval of the Contractor for the Site (Pages 5 - 14)</p> <p>Report of the Executive Director Regeneration, Planning and Property.</p> <p>Exempt Appendix 1 attached as Agenda Item 10.</p>	East Ham Central;
<p>3. Tall Block Refurbishment Programme - Acceptance of Tender (Pages 15 - 22)</p>	Boleyn; Little Ilford; Plaistow North; Plaistow South; Stratford and New Town; West Ham;

Report of the Executive Director Environment.

Exempt appendix 1 attached as Agenda Item 9.

Exempt Appendix 2 attached as Agenda Item 13.

- 4. Decommissioning Contracts for Meals in the Home and Meals at the Resource Centre (Pages 23 - 28)** **All Wards;**

Report of the Divisional Director – Adult Services Transformation

- 5. Write-Off Proposals Business and Citizen Debts (Pages 29 - 38)** **Not Applicable;**

Report of the Director of Finance.

Exempt Appendix 1 attached as Agenda Item 12.

Pre-Procurement Reports

- 6. Pre-Procurement Approval for Refurbishment Work to create a new Library at Manor Park by converting Manor Park Local Service Centre and the adjacent Army and Navy Store (Pages 39 - 46)**

Report of the Executive Director for Customer Services.

- 7. Consultancy Services for Plashet Park Landscape Design and Heritage Lottery Fund application (Pages 47 - 52)** **East Ham North;
Green Street West;
Manor Park;**

Report of the Executive Director Adults, Community and Leisure

- 8. Items scheduled on the Forward Plan for this meeting that have not been submitted (Pages 53 - 54)**

Set out in the attached report is a list of those items scheduled for this meeting which have not been submitted and a list of those items scheduled to be considered at the next meeting.

- 9. Local Government Act 1972, as Amended by the Local Government (Access to Information) Act 1985 - Exclusion of Press and Public**

In accordance with Section 100(A)(4) of the Local Government Act 1972, the Committee is asked to resolve that the press and public be excluded from the meeting for specific items of business on the grounds that they may involve the likely disclosure of exempt information as defined in the paragraph of Part I of Schedule 12A to the Act, as amended.

10. Exempt Appendix 1 for Agenda Item 2 (Pages 55 - 56)

11. Exempt Appendix A for Agenda Item 3 (Pages 57 - 68)

Exempt Appendix 1 for Agenda Item 3.

Exempt Appendix 2 for Agenda Item 3.

12. Exempt Appendix 1 for Agenda Item 5 (Pages 69 - 70)

Exempt Appendix 1 for Agenda Item 5.

Members' Declarations of Interest

Matters for consideration Revised Guidance – October 2007

1. *Do you have a personal interest in any matter on the agenda?*

You will have a personal interest if any business where it relates to or is likely to affect:

- a) An interest relating to something which you have already registered on your Declaration of Register of Interests. There is a new provision which requires you to declare any gift or hospitality over the value of £25 that you receive as a member. Once three years have passed since you registered the gift or hospitality in your register of interests, your obligation to disclose that interest to any relevant meeting ceases; **OR**
- b) An interest that is not on your register, but where the well-being or financial position of you, members of your family, or people with whom you have a close association, is likely to be affected by the business of the Council more than it would affect the majority of the inhabitants of the ward affected by the decision

You must also look at how any matter would affect your interests or those of members of your family or close associates. This includes:

- your and their jobs and businesses;
- your and their employers, firms you or they are a partner of, and companies you or they are a director of;
- any person or body who has appointed you, members of your family or close associates, to any position;
- corporate bodies in which you or they have a shareholding of more than £25,000 (nominal value).

The Code of Conduct suggests that the term 'family' should be given a very wide meaning. It includes a partners (someone you are married to, your civil partner or someone you live with in a similar capacity), a parent, a parent-in-law, a son or daughter, a stepson or step daughter, the child of a partner, a brother or sister, a brother or sister of your partner, a grandparent, a grandchild, an uncle or aunt, a nephew or niece, and the partners of any of these people.

A person with whom you have a close association is someone that you are in either regular or irregular contact over a period of time who is more than an acquaintance. It is someone a reasonable member of the public might think you would be prepared to favour or disadvantage when discussing a matter that affects them. It may be a friend, a colleague, a business associate or someone whom you know through social contact.

2. *If you have a personal interest*

You must declare that you have a personal interest, and the nature of that interest, before the matter is discussed or as soon as it becomes apparent to you. Even if your interest is on the register of interests, you must declare it in the meetings where matters relating to that interest are discussed.

If you declare a personal interest you can remain in the meeting, speak and vote on the matter, unless your interest is also prejudicial (see paragraph 4 below)

3. *Exemption to the rule of declaring a personal interest*

An exemption applies where your interest arises solely from your membership of an outside body to which you were appointed or nominated by the London Borough of Newham.

In these cases, provided that you do not have a prejudicial interest, you only need to declare your interest if and when you speak on the matter.

4. *When will a Member's personal interest also be prejudicial?*

A personal interest will also be a prejudicial interest if **ALL** of the following conditions are met:

- a) The matter does not fall within one of the exempt categories of decisions (see paragraph 5 below);
- b) The matter affects your financial interests or relates to a licensing or regulatory matter; and
- c) A member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgement of the public interest

If you have a prejudicial interest you must declare it and the nature of that interest as soon as that interest becomes apparent to you. You should then leave the room, unless members of the public are allowed to make representations, give evidence or answer questions about the matter, by statutory right or otherwise. If that is the case, you can also attend the meeting for that purpose. However, you must leave the room once you have finished. You cannot remain in the public gallery to observe the vote on the matter.

In addition, you must not seek to improperly influence a decision in which you have a prejudicial interest.

5. *Exemption to the rule for declaring prejudicial interests*

You will not have a prejudicial interest if the matter relates to any of the following functions:

- Housing – If you hold a tenancy or lease with the London Borough of Newham, as long as the matter does not relate to your particular tenancy or lease

- School meals or school transport and travelling expense – If you are a parent or guardian of a child in full time education or you are a parent governor, unless it relates particularly to the school your child attends
- Statutory Sick Pay – If you are receiving this or are entitled to this
- An allowance, payment or indemnity for members
- Any ceremonial honour given to members
- Setting council tax or a precept

Any Member requiring further advice before the meeting should contact the Monitoring Officer

Contacts

Helen Sidwell, Monitoring Officer

Tel: 020 3373 9231

E-Mail: Helen.Sidwell@newham.gov.uk

Debbie Forde, Head of Democratic Services

Tel: 020 3373 1252

E-Mail: Debbie.Forde@newham.gov.uk

Name:	
Item to which your interest relates:	
Nature of personal interest (details)	
<p>If the interest is prejudicial please state this and ensure you leave the room at the point it is discussed, subject to the exceptions set out in paragraph 5.</p>	

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LONDON BOROUGH OF NEWHAM

MAYORAL PROCEEDINGS

Is it a key decision?	Yes
Is it in the Forward Plan?	Yes
Date report published	23/11/11
Date of meeting	01/12/2011

Subject: East Ham Civic Campus and Customer Service Centre and Library – Procurement Approval of the Contractor for the Site

Source: Regeneration, Planning and Property

Wards affected: East Ham Central

Exempt Information

The appendix to this report is exempt by virtue of paragraph 3 of the Access to Information Procedure Rules set out in the Constitution pursuant to Schedule 12A Local Government Act 1972, as amended.

The reason that this is exempt is that it contains confidential information relating to the overall price proposed by each of the tendering parties, which are commercially confidential, and their overall ranking following the tender process.

Purpose of Report

Following the decision at Cabinet on 20th May 2010 and the subsequent decision of the Chief Officer (under delegated power) on 21st September 2010 to approve the appointment of BAM as the main contractor for the stage 1 pre construction period of the East Ham Campus programme of works and the new-build Customer Service Centre and Library (CSCL), this report asks for post procurement approval to continue with the development of the project with the main contractor for the stage 2 construction period with the intention of awarding a final contract. This is to ensure that works onsite can commence as soon as possible, following contracts being agreed which was a condition stipulated by English Heritage to allow any demolition works to proceed.

This approval also allows for discussions with the contractor to proceed with an early works package, which is designed to bring forward the eventual final completion date of the works identified in the report.

The designs for the CSCL, and the East Ham Campus, and the East Ham Campus Buildings Future Uses Strategy were approved at Mayoral Proceedings on 6th October 2011.

Reason for Urgency

In order for the Council to enter into discussions with the contractor, BAM, for early works and to finalise the detailed costs with an intention to award a contract. This follows the stipulation by English Heritage that contractual arrangements are in place before any works commence onsite.

Recommendations

The Mayor is asked to:

1. Note the position in respect of progress with the selected tenderer (BAM) under the pre-construction agreement.
2. Approve the continuing discussions with BAM for the stage 2 construction period programme of works for East Ham Campus and the new build Customer Service Centre & Library (CSCL) at 328 Barking Road.
3. Approve the continuation of the Executive Director for Regeneration, Planning and Property's delegated authority to engage with BAM to endeavour to reach agreement to finalise a contract, which includes development of a separate package of early works and to award in line with the Council's Chief Officer Scheme of Delegation. The early works form part of the overall programme of works and consist of:
 - Asbestos survey and removal
 - Installation of hoarding to secure the site
 - Site clearance
 - Site set up.
 - Demolitions work

The final cost of the early works package is subject to the asbestos survey but is estimated to be between £500,000 and £1million.

4. Note that the main contract package for the CSCL build and the East Ham Campus refurbishment and redevelopment will not be awarded without Mayoral Approval of the final detailed costs of the works.
5. Note that a final award of a contract is reliant on a favourable Secretary of State planning determination, anticipated end January 2012.

Reasons for the Recommendations

In order to maintain an aggressive programme of works and apply a value managed approach to build the CSCL and redevelop and refurbish the surrounding Campus buildings, a 2 stage mini competition process for the contractor was undertaken under the Improvement & Efficiency South East (IESE) and London construction framework for Major Construction Projects.

The tendering process was taken forward by comparing the quality of the team, their approach and their defined cost for the pre construction works and their indicative

costs for the stage 2 construction works.

All affiliates to the IESE framework were asked to bid to provide allow for an open and competitive tender

The quality and approach of each team was awarded up to 80% of the score, and the cost up to 20%. This is a requirement of the IESE framework. It is felt that the contractor proposed provides the best approach and value for the Council.

The procurement of the contractor using the IESE framework is a two stage process with a pre-construction agreement for assistance with design development culminating in a collaborative/partnering contract for the second stage for the delivery of specific projects within the overall programme.

The benefits of adopting a two stage approach using are as follows :

- There is no requirement to adopt the full OJEU tender process which would otherwise have to apply. This would have likely extended the programme of works for up to another year.
- The selected contractor can start earlier on site and ensure a co-ordinated approach is applied to the works which in turn minimises disruption to staff and ensures a better health and safety practice is in place to keep all from harm when accessing the campus and surrounding area.
- A better process for management of eventual cost as the stage 1 process will definitively scope the programme and costs of the stage 2 works and the stage 1 process is in place for early contractor involvement to ensure they can keep to the anticipated bid costs and look for value managed efficiencies to improve upon this.
- A realistic baseline programme of works is developed after the detailed design has concluded. This means costs are more accurate, there is more time to value engineer variations that were not included in the original scope of the programme, and this creates a more transparent, open book arrangement allowing the Council a stronger position to manage the NEC 3 Target Cost type contract.

As the pre-construction design phase is now close to completion, and a planning application has been submitted, it is now necessary to begin discussions for stage two of the construction works to allow works on site to begin as soon as possible. By beginning discussions now, this will allow the contractor more time to market test and value engineer the initial fixed price.

English Heritage has stipulated that contractual arrangements are in place before any works commence onsite. The two main contracts (one for the Customer Service Centre & Library build and one for the East Ham Campus redevelopment and refurbishment) will be executed simultaneously in accordance with the phased programme of works supported by English Heritage and which are anticipated to be approved by the Secretary of State in January 2012.

Should the recommendations not be approved then the programme will be put at risk with likely abortive costs to the design team and a reputational risk with English Heritage.

NAME OF LEAD OFFICER: Clive Dutton
POSITION: Executive Director Regeneration, Planning and Property

Originator of report: Susan Curran and Christopher Andrew, Physical Regeneration

Tel no: 020 3373 4335; 020 3373 9662

E-mail address: susan.curran@newham.gov.uk;
christopher.andrew@newham.gov.uk

Local Government (Access to Information) Act 1985

Background papers used in preparing this report:

- Tender documents held on NECTR, the Council's electronic procurement system (NECTR reference: RRP/MJ/2705/CA).
- Report to Cabinet on 20th May 2010, held on the Council's website
- Decision of Chief Officer (under delegated power) report 21st September 2010, held on the Council's website.
- Letter of Award – Preconstruction work, dated 8th April 2011, held on NECTR, the Council's electronic procurement system (NECTR reference: RRP/MJ/2705/CA).
- Report to Mayoral Proceedings on 6th October 2011, held on the Council's website.

List of enclosures / Appendices:

- Appendix1: Exempt report

Report - Part A

1. Introduction and Background

- 1.1 On 20th May 2010 the Mayor in consultation with Cabinet agreed to a programme of activities in East Ham, to include: the development of the Integrated Front Office, now known as a Customer Service Centre & Library (CSCL); and the refurbishment and reoccupation of the Listed Buildings.
- 1.2 A procurement process has been undertaken to select a contractor for the works using the Improvement and Efficiency South East (IESE) and London framework for Major Construction projects. Subsequently the decision of the Chief Officer (under delegated power) on 21st September 2010 approved the appointment of BAM as the main contractor for the stage 1 pre construction period of the East Ham Campus programme of works and the new-build CSCL and a letter of Award for Preconstruction work, dated 8th April 2011, was issued. The procurement of the contractor using the IESE framework is a two stage process with a pre-construction agreement for assistance with design development culminating in a collaborative/partnering contract for the second stage for the delivery of specific projects within the overall programme.
- 1.4 The designs for the CSCL, and East Ham Campus were approved at Mayoral Proceedings on 6th October 2011. There has been considerable consultation on the emerging designs with Executive and Ward Members, the Design Review Panel, user groups, local residents and businesses.
- 1.5 The planning application was taken to Strategic Planning Committee on 15th November 2011. To ensure that works onsite can commence as soon as possible once planning is determined and the target cost threshold is approved, this report asks for post procurement approval to enter into discussions with the contractor (BAM) for the stage 2 construction period.
- 1.6 In addition this report asks for approval to commission BAM for a separate package of early works, which form part of the main programme. These works consist of:
- Asbestos survey and removal
 - Installation of hoarding to secure the site
 - Site clearance
 - Site set up.
 - Demolitions work
- The final cost of the early works package is subject to the asbestos survey but is estimated to be between £500,000 and £1 million.
- 1.7 The latest cost estimate for the construction works (including the early works packages) is £11.5 million for the CSCL build and £9.2 million for the East Ham Campus works. This is being funded from the £15 million CSCL budget and the £12.5 million East Ham Campus budget, allocated as part of the Capital Programme 2010-2015 Report (agreed by Cabinet on 11th March 2010). During the stage two period, the contractor will market test and value

engineer the initial fixed price. The contracts will not be executed without Mayoral Approval of the final costs with any shortfall being identified.

1.8 Procurement methodology for the contractor

- 1.8.1 The construction companies considered for this appointment are from the IESE framework. Given that the appointment will cost in excess of the European Union's procurement limit of approx £3,927,260, the alternative procurement approach would have been an OJEU process, which would have added a considerable delay to the timetable.
- 1.8.2 All 10 contractors on the panel were Invited to Tender as an open Tender basis for procurement and in accordance with a two stage approach 6 were shortlisted. Details of the companies shortlisted and the evaluation can be found in Appendix 1. Following evaluation of the tenders the preferred management contractor selected is BAM as it was felt they had the most innovative approach to the concept design, and would work well with the local authority. In terms of price, they were very competitive and provided the best use of resources.
- 1.8.4 The nature of the eventual contract is based under an NEC3 Appendix C which is a collaborative target cost arrangement. This incentivises the contractor to work with design teams earlier to programme supply chain and sourcing of materials. More importantly, it places a contractual obligation upon the contractor to identify changes and their relative impacts to the programme of works before they are approved by the Client.

2. Key Considerations and Sustainability

- 2.1 Sustainability featured significantly in the assessment of the successful contractor. Emphasis was placed on the type of community benefits they would deliver and it was expected that they would impart a social inclusion element to their bid by evidencing how they would source local resources in their work. Equally, partnering with subcontractors with emphasis on local supply chains featured, which would advantage local businesses. The BREEAM excellent expectation was also retained with the tender panel's confidence that BAM would deliver upon this given their experience and expertise in this field.

3. Service Delivery and Performance Issues

- 3.1 The integration of all local service functions into the CSCL will make it easier for local people to access Council facilities in a comfortable setting. Customers everywhere now expect organisations to resolve their enquiry at the first point of contact wherever possible. It will also enable the Council to drive very significant savings from delivering services in radically different ways, delivering on the agreed Customer Access Strategy and the approaches that the document sets out for managing customer transactions.

4. Comments of the Finance Officer

- 4.1 There is an approved allocation within the Capital programme of £27.5m for the two projects relating to the East Ham Civic Site (£15m for construction of the Customer Service Centre and Library and £12.5m for the renovation of the rest of the site).
- 4.2 Both projects are subject to the review of the Capital programme to be considered at December Cabinet. Should the review support a continued allocation then the scheme could be progressed. Without this there would need to be further consideration of how to fund the capital costs before committing to the project through seeking Mayoral Approval to the final detailed costs of works
- 4.3 Awaiting the outcome of the Capital Programme review will not delay the project as the timing of signing of contracts is in any case reliant on a favourable Secretary of State planning determination which is not expected until the end of January 2012.
- 4.4 There is a financial risk around the shortfall between the £12.5m budget and the estimated costs of the works to the wider campus. This is being managed as described in paragraph 6.2 below and by exploring alternative funding sources.
- 4.5 The revenue costs relating to the running costs of the new building are estimated to be £0.5m higher than the cost of current buildings. This has been identified as a budget pressure and will need to be addressed in the budget strategy.

5. Comments of the Legal Officer

- 5.1 The Mayor is asked approve the recommendations in the report to agree to officers to continue to develop a final contract with the tenderer selected at the first stage of the tender process for the intended works on the East Ham Town Hall complex in respect of the construction of an Integrated Front Office (IFO) and works to other buildings with a view to seeking approval for a final award to be made subject to the provisos in the report.
- 5.2 This is a project affecting municipal buildings that were largely vacated in 2008 and relates principally to their refurbishment and the construction of an IFO building. The Council is also under pressure from English Heritage to carry out works to the historic buildings on the East Ham Town Hall complex .The Council has powers in Section 132 of the Local Government Act 1972 for the purposes of the discharge of its functions to acquire or provide and furnish halls, offices and other buildings which includes construction and maintenance. This is further underpinned by powers under Section 2 of the Local Government Act 2000 in terms of the promotion of the economic, social and environmental well-being of its citizens in line with its Sustainable Communities Strategy. This power allows the Council amongst other things to incur expenditure and enter into arrangements or agreements. The

recommendations in the report are compatible with the aims and objectives of its Sustainable Communities Strategy in terms of municipal facilities.

- 5.3 The procurement process for the final award of a design and build contract was conducted using the IESE (Hampshire) framework using a two stage tender process. The Mayor in consultation with his Cabinet colleagues approved the commencement of the project and delegated to the Executive Director for Regeneration, Planning and Property authority to procure and appoint as necessary for the project. The authority included engaging consultants and building contractors subject to cap budget limit of £750K. The report advises that the said officer authorised selection of a stage one tenderer and to develop the project through a pre-construction agreement which is in line with the IESE framework and consistent with the approval of 20th May 2010. The report goes on to confirm that pre-construction activities have been reached a point where it is now necessary to proceed to stage two of the tender process with a view to finalising a contract with the selected tenderer who the Council entered into a pre-construction agreement. The contractual liability under the said agreement was capped off in line with the authority given to the Executive Director. If moving to stage two with the selected tenderer is not covered by the pre-construction agreement, the Council could be exposed to further costs to develop the works packages and finalisation of the main contract which if final agreement is not reached with the tenderer, or planning is refused, or approval to award a contract is not given is likely to have cost implications. The satisfactory pre-construction phase would suggest that there is every chance that a satisfactory agreement on a final contract will be reached.
- 5.4 There are no further legal or propriety issues to the report at this time.

6. Risk Management

- 6.1 The Council is committed to the long term future and success of the East Ham Campus. However, changes to the proposals may occur due to operational requirements. A budget of £12.5m has already been approved by L B Newham to regenerate and refurbish the existing listed buildings. This programme will begin once planning consent has been granted.
- 6.2 There is concern that the £12.5m allocated for refurbishment of the East Ham Campus is not sufficient. A phased refurbishment of the listed buildings and close monitoring of budgets should deliver better management and control of the approved £12.5m to ensure best value. The CSCL has a separate committed budget of £15m.
- 6.3 A risk register has been developed for the CSCL that is being updated on a monthly basis. The risk register is being prepared with the Corporate Risk Management team and is assessed at the monthly Project Board meetings, to ensure that it reflects all the risks and the mitigation proposals required.

6.4 Risks to quality and value for money have been managed through the consideration of these two factors in the competitive selection process for both the architects and the project/cost management teams.

7. Consultation

7.1 A consultation strategy has been developed and consultation with residents and businesses has been ongoing since May 2011. In May 2011 the proposals were on display at the East Ham Town Hall and East Ham Library for four weeks. The designs have also been presented to the East Ham Business Forum, Design Review Panel, DC Members Forum and The Strategic Planning Committee.

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LONDON BOROUGH OF NEWHAM

MAYORAL PROCEEDINGS

Is it a key decision?	Yes
Is it in the Forward Plan?	Yes
Date report published	23/11/11
Date of meeting	01/12/11

Subject: Tall Block Refurbishment Programme – Acceptance of Tender

Source: Environment

Wards affected: Boleyn, Stratford and New Town, Plaistow North, Plaistow South, Little Ilford, West Ham

Exempt Information

Appendices 1 and 2 are exempt from publication by virtue of paragraph 3 of the Access to Information Procedure Rules set out in the Constitution pursuant to Schedule 12A Local Government Act 1972, as amended. It is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing it as, if the council disclosed information about bids for works, it is likely to affect its ability to receive competitive bids in the future.

Purpose of Report

The purpose of this report is to –

1. Provide details of the EU Restricted Procedure procurement process for refurbishment works at the following blocks –
 - Lot 1 - Priory Court
 - Lot 2 - Henniker Point
 - Lot 3 - Scott House and Willett House
 - Lot 4 - Arthur Walls House
 - Lot 5 - Twelve Acre House
 - Lot 6 - Blakesley House
 - Lot 7 - Castle Point
 - Lot 8 - 8-118 Seymour Road
 - Lot 9 - 46-134 Paul Street
2. Seek Mayoral approval to accept tenders submitted by the successful tenderers

for Lots 1, 2 and 9.

3. To delegate to the Executive Director Environment in consultation with the Executive Director Resources to award contracts to the tenderers identified in the Exempt Appendix to the report for Lots 3 – 8 if and when funding becomes available and the appropriate leaseholder consultation is conducted.

Recommendations

The Mayor is asked to:

1. Approve the acceptance of the tender submitted by the successful tenderer for refurbishment works at Priory Court.
2. Approve the acceptance of the tender submitted by the successful tenderer for refurbishment works at Henniker Point.
3. Approve the acceptance of the tender submitted by the successful tenderer for refurbishment works at 46-134 Paul Street.
4. Delegate to the Executive Director Environment in consultation with the Executive Director Resources authority when funding is available to make further awards for to the tenderers identified in the Exempt Appendix 1 for 6 further projects at Scott and Willett Houses, Arthur Walls House, Twelve Acre House, Blakesley House, Castle Point and 8-118 Seymour Road **subject to funding being available to enable the projects to proceed and to leaseholder consultation.**

Reasons for the Recommendations

The recommendation to accept the tenders follows a competitive procurement process in compliance with EU Procurement Directives and including both price and qualitative elements.

The works included in the projects are essential to meet the maintenance needs of the blocks and Decent Homes standard and are consistent with commitments to residents.

NAME OF LEAD OFFICER: Jackie Belton

POSITION: Executive Director Environment

Originator of report: Andy Wyatt, Partnering and Procurement Manager, Housing Property Services.

Tel no: 020 3373 8783

E-mail address: andrew.wyatt@newham.gov.uk

Local Government (Access to Information) Act 1985

Background papers used in preparing this report:

- Technical Resources Quantity Surveying Team Tender Report

List of enclosures / Appendices:

- Appendix 1
- Appendix 2

Report - Part A

1. Introduction and Background

- 1.1 The re-procurement of the Tall Block Enveloping Programme was approved on 22 July 2010 and included a 9 lot EU Restricted Procedure tender for the following refurbishment packages –
- Lot 1 - Priory Court
 - Lot 2 - Henniker Point
 - Lot 3 - Scott House and Willett House
 - Lot 4 - Arthur Walls House
 - Lot 5 - Twelve Acre House
 - Lot 6 - Blakesley House
 - Lot 7 - Castle Point
 - Lot 8 - 8-118 Seymour Road
 - Lot 9 - 46-134 Paul Street
- 1.2 On 26 May 2011, the Mayor in consultation with Cabinet approved the continuation of the Housing Capital Programme for 2011/12 including the allocation of capital resources to the Tall Block Enveloping Programme. The refurbishment of Priory Court, Henniker Point and Paul Street forms part of this programme. The remaining work packages listed above may form part of the 2012/13 programme.
- 1.3 All works have been designed by the council's Technical Resources Service and comprise the refurbishment of the external and communal elements of the blocks and, in some cases, the renewal of the electrical services, the replacement of the rising and falling cold water mains system and the replacement of soil stacks.
- 1.4 A Contract Notice was submitted to the Official Journal of the European Union on 14 October 2010 inviting expressions of interest from contractors. Pre-qualification Questionnaires were made available via the NECTR electronic procurement system. Applicants were advised that the number of individual lots awarded to any one constructor would be limited to a maximum of 3 separate lots and were asked to indicate which lots they were applying for. The deadline for submission of completed questionnaires was 22 November 2010.
- 1.5 Following the evaluation of Pre-Qualification Questionnaires, contractors that met the minimum criteria were invited to tender for their selected lots on 9 March 2011. Contractors that failed to meet the minimum criteria were advised of this and provided with feedback on their submission.
- 1.6 Prior to issuing tender documents, it became evident that full funding may not be available for all lots. The tender documents, therefore, included a list of the 9 lots with Newham's priority for completing the works should funding be restricted. The priority list was based on technical urgency and applicants were required to rank the lots in order of award preference to ensure that,

should they be successful in multiple lots, they would be allocated their preferred projects.

- 1.7 The priority order is shown at Appendix 1 and it should be noted that any change to this order following the commencement of the tender process would have a significant effect on the outcome of the tender exercises and could result in a legal challenge.
- 1.8 Tenderers were advised that any resultant contract would be in the London Borough of Newham's name due to the planned integration of Newham Homes.
- 1.9 Tenderers were required to submit a priced schedule of works and responses to qualitative questions which were evaluated on a 70% price / 30% quality basis with a minimum quality threshold of 60%. The qualitative evaluation was carried out by a panel of officers from Procurement, Programme Delivery and Technical Resources teams. In addition, two Newham residents joined the panel to evaluate specific questions relating to their experience. The price evaluation was carried out by the Technical Resources Quantity Surveying Team. Further details of tenderers' price and quality submissions and the outcomes of the evaluations are included at Appendix 1.

2. Key Considerations and Sustainability

- 2.1 The proposed works are essential to the maintenance of the stock and largely focus on the replacement of elements that have reached the end of their life. Where necessary, the works include window and door refurbishment and renewal which will contribute to residents' thermal comfort and reduce energy consumption and fuel poverty. Once works are complete, the properties will meet the Decent Homes Standard.
- 2.2 The recommended contractors have worked continuously in Newham since 2007 as partnering framework contractors to Newham Homes. During this time, the contractors have employed a high percentage of local labour and provided apprenticeship and training opportunities. As the volume of work through the partnering frameworks declines, award of these contracts will help the contractors to continue with these local commitments.

3. Service Delivery and Performance Issues

- 3.1 These works are essential to maintain the quality of the housing stock and will prevent further deterioration of key elements that have a short remaining life.

4. Comments of the Finance Officer

- 4.1 Cabinet of 26th May 2011 agreed a report on the Housing Capital Programme for 2011/12. Included within this report was an allocation of £5 million for new starts for the Tall Block Enveloping Programme. The projected costs, falling in 2011/12, for all new starts will be contained within this budget. The costs

falling in 2012/13 will be contained within the Decent Homes Backlog Funding allocated for that year.

- 4.2 The estimated leaseholder contribution to the schemes is as below. This will be recovered from leaseholders via invoices issued once the work has been completed and contributions received will reduce the net cost of the work to the capital programme.
- Priory Court – £708,111.14
 - Henniker Point - £253,618.92
 - 46-134 Paul St - £174,303.68

5. Comments of the Legal Officer

- 5.1 The Mayor is asked to approve the recommendations in the report for the award of a contract to a number of tenderers for enveloping works to the blocks identified in recommendations 1 – 3 of the report. The Mayor is also asked to approve delegated authority to the Executive Director Environment in consultation with the Executive Director Resources for future awards subject to funding becoming available, leaseholder consultation for the blocks listed in recommendation 4.
- 5.2 The Council is a Local Housing Authority as defined in Section 1 of the Housing Act 1985 and has powers to provide housing under Section 9 and to properly maintain dwellings it rents out in accordance with the Landlord and Tenant Act 1985. It is further required where there are occupants who have exercised their right to buy to comply with any landlord obligations in the lease as contained in the Commonhold and Leasehold Reform Act 2002 (CLARA). It also has obligations in terms of energy conservation. The Council further has, as a power of first resort under Section 2 of the Local Government Act 2000 in respect of the social, economic and environmental well-being of its residents subject to this being supported by the Council's Sustainable Communities Strategy. The recommendations in the report are in line with the said legislation.
- 5.3 The report confirms that the tender process was originally commenced by Council's ALMO (Newham Homes Ltd) through an OJEU notice using the restricted procedure for all the blocks identified in the report. The report further confirms the tender documents issued to the market confirmed that Newham would stand in place of the ALMO for the award of contracts. The procurement process appears to have been conducted in compliance with EU Procurement rules and the Council's Contract Procedure Rules and Contract Standing Orders (CSO).
- 5.4 The report at paragraph 1.6 advises that prior to inviting tenders it became evident that full funding of all lots identified in the report for this financial year was unlikely to be available. The report confirms this position was communicated to all selected tenderers and only recommendations 1 – 3 seeks approval for an award of a contract to the tenders identified in the Exempt Appendix to the report.

- 5.5 In respect of the blocks identified in recommendation 4 no funding is currently identified or available. CSO 2.4 states that “no procurement shall proceed unless the expenditure required has been fully considered, approved and sufficient money allocated in the relevant budget”. At this time no contract can be made by the Council for the blocks identified in recommendation 4. In view of the uncertainty of funding the report seeks authority for the Executive Director Environment in consultation with the Executive Director Resources if and when funding becomes available, subject to proper leaseholder consultation in line with CLARA to award contracts identified in the Exempt Appendix. Any correspondence with these tenderers should reflect the position that a contract cannot be awarded and is subject to the availability of funding and tenderer prices being held open. There is further legal advice included in the Exempt Appendix 2.
- 5.6 There are likely to be legal issues associated with recommendation 4 but there are no further legal or propriety issues to the report at this time.

6. Risk Management

- 6.1 Prior to commencement of the works, risks will be identified and recorded in the form of a risk register. Risks will then be monitored and re-assessed throughout the project at regular meetings including the client and contractor teams.
- 6.2 A key risk on some of the projects is the failure to gain timely access to individual dwellings to connect to the replacement soil stacks and electrical mains. This will be mitigated through the contractor’s previous experience of similar projects and enhanced Resident Liaison Officer involvement.
- 6.3 The risk of the contractor’s non-performance, particularly through financial failure, is mitigated through monitoring of financial performance and the provision of a Performance Bond. The bond will be for 10% of the contract value and will remain in force until the defects liability period is completed to the Council’s satisfaction.

7. Consultation

- 7.1 The first stage of the statutory leasehold consultation for all blocks was completed by 17 September 2010. The second stage consultation will be complete on 20 November 2011 and any observations will be reported at Mayoral Proceedings.
- 7.2 Ward Councillors have been consulted through the usual e-consultation channels and any comments received will be reported orally at Mayoral Proceedings.
- 7.3 Detailed resident consultation on project delivery will follow immediately upon Mayoral approval.

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LONDON BOROUGH OF NEWHAM

MAYORAL PROCEEDINGS

Is it a key decision?	Yes
Is it in the Forward Plan?	Yes
Date report published	28/11/11
Date of meeting	01/12/11

Subject: Decommissioning contracts for meals in the home and meals at the Resource Centre

Source: Adult Services

Wards affected: All wards affected

Exempt Information

There is no exempt information in this report.

Purpose of Report

This report provides a background to the meals services including current costs and demand and a proposal to decommission the service in order to develop alternative approaches to meeting assessed needs.

Adult Services currently provide meals in the home and meals at the Resource Centre, Chargeable Lane (primarily for older people) via a contracted provider. Until recently this service has been heavily subsidised by LBN. Charges were increased in October in line with the Charging Policy.

Having reviewed needs, demand, cost and likely future demand, Adult Services proposes to decommission the current meals in the home service. Instead we propose to provide people with information and support to choose alternatives that are available in the local community or to use their support in a different way so that they can be supported to prepare a meal. Individuals would be responsible for the costs of their own meals and Adult Services will provide information and support where necessary according to individual need.

Adult Services also proposes to decommission the meals at the Resource Centre contract and instead offer a business opportunity to establish a self sustaining café at the Resource Centre that operates independently from the local authority.

Recommendations

The Mayor is asked to:

- Agree to decommission and serve notice on the current contracts with Fresh CM, the meal provider, in line with contract provisions.

Reasons for the Recommendations

- Whilst Newham has a statutory duty to assess an individual's presenting needs for social care services it has no statutory duty or responsibility to provide a meals in the home services to individuals.
- Officers believe there are better ways of meeting individual's needs that provide more choice and control to individuals, promoting independence and resilience.
- The meals service no longer fits with the current model of personalisation within adult social care.
- The current service no longer provides value for money to individuals or the local authority.
- The proposals will free up money from a block contract to enable people to make individual choices in the future.
- The consultation indicated that people are not happy with the current service at the new costs.

NAME OF LEAD OFFICER: Grainne Siggins
POSITION: Divisional Director – Adult Services Transformation

Originator of report: Grainne Siggins
Tel no: 020 3373 8035
E-mail address: grainne.siggins@newham.gov.uk

Local Government (Access to Information) Act 1985

Background papers used in preparing this report:

- SMT report – meals and laundry (Adult Services Senior Management Team)
- Meals business case
- Meals project plan

List of enclosures / Appendices:

- EQIA - meals

Report - Part A

1. Introduction and Background

- 1.1 Meals in the home have historically been provided to disabled, older and vulnerable people living in their own homes who are unable to prepare their own hot meal. Meals have been provided to all individuals attending the Resource Centre at Chargeable Lane (older people).
- 1.2 Meals have historically been provided at a largely subsidised cost to older, disabled and vulnerable people. The meals service is currently provided by Fresh CM on a 5 year contract that began in October 2008.
- 1.3 There are difficulties with the administration and recovery of charges from some individuals under the current arrangements and it is anticipated that these may increase with the increased charges.
- 1.4 A proposal has been made to decommission the meals in the home service to encourage people to find local solutions and for individuals to purchase their own food in the future, while being provided with information and support where necessary.
- 1.5 A proposal has also been made to decommission the meals at the Resource Centre and instead develop a local business opportunity to create a self sustaining café offering a range of hot and cold meals and snacks at a variety of prices.
- 1.6 It is proposed that the local authority serve notice on the Fresh CM contract as there is a further 2 years remaining. The contract has a 6 month exit clause with no financial consequence.

2. Key Considerations and Sustainability

- 2.1.1 Approximately 190 people are currently receiving meals from Fresh CM, the majority of these being a hot meal and a small proportion are frozen meals. The costs of the meals to LBN range from £4.53 to £10.49 for special diet meals. Until recently the charge to individuals for the service has been £2.50 per meal. Under the new charging policy the meals charges to individuals has increased to £5.35.
- 2.1.2 The volumes stated in the contract are to provide approximately 7746 hot meals and 1140 frozen per month. However we anticipate that these volumes will reduce with the increase in charges to individuals which will result in increased unit costs.
- 2.1.3 The increase in meals charge has led to 40 people to date (22.11.11) cancelling the meals in the home service as they do not wish to pay the increased cost for the quality of the meal they receive. Lunches at the Resource Centre have dropped by between 54 and 62 meals per week since the increase in charges.
- 2.1.4 The estimated total contract value was £2,144,445 for the 5 years so the annual payments are around £433,180 pa. Actual spend for 2010/11 was £406,397 for

meals in the home and £75,945.23 for meals at the Resource Centre, totalling £482.

- 2.1.5 The service is no longer financially viable to continue, it does not provide value for money. Unit costs for meals will increase as numbers of service users decreases.
- 2.1.6 A change is needed to the meals service at the Resource Centre as many service users are unhappy with the quality of the meals that are currently provided and the increase in costs. People would like more choice and smaller sized meals within a range of prices.
- 2.1.7 The proposals will free up money from block contracts to allow individuals to have more choice and control about the food they eat. Individuals will be supported to find local solutions, become more resilient and less reliant on the local authority providing the meals. The proposal is not to re-commission or fund this service in the same way in the future but rather to find individual solutions for people in their local community that they can choose to purchase as they wish. In the future individuals will be responsible for meeting the full cost of their food but may be eligible for support services (e.g. preparing meals) from Adult Services.
- 2.1.8 For individuals using the meals in the home service this will include:
- Providing information about local cafes and meals services that provide meal delivery services.
 - Providing information about lunch clubs that individuals could access.
 - Providing information about companies that deliver frozen ready meals.
 - Supporting people to use their personal budgets in different ways to use some of their support to prepare their own meals at home.
 - A full review of individual needs by a social worker
- 2.1.9 For meals at the Resource Centre options may include:
- Using local cafés for lunch.
 - Individuals bringing their own lunch from home.
 - Opportunity for a small business to establish a café at the Resource Centre.
 - Individuals being supported to prepare their own meals.
- 2.2 Other options considered for meals in the home and day service:
- 2.2.1 Continue with the current contract until contract end in 2013
Advantages – no change
Disadvantages – LBN will continue to fund the service and subsidise meals. Meal prices will increase as less people wish to use the service. Debt issues will increase as people are unable/unwilling to pay the higher meal charges and money will continue to be tied into a contract.
- 2.3 The proposed course of action for the meals services supports the Resilience agenda – supporting individuals to find local solutions to their meal requirements and giving people alternative opportunities (e.g. lunch clubs)
The proposal also fits with the Sustainable Community Strategy in building personal and economic capacity as it will enable individuals to find sustainable solutions to meet their social care needs around meals and also benefit the local

community providing opportunities for local businesses including cafes and universal services (e.g. lunch clubs) to provide services to some individuals.

- 2.4 An EQIA has been completed for this work and can be found in appendix A.
- 2.5 The majority of people using the meals services are older, disabled and vulnerable people who are unable to prepare their own meals. The EQIA identifies the protected characteristics groups and how they will be affected but also identifies in the action plan the ways in which the impacts on these groups will be mitigated. See part B and Appendix A.

3. Service Delivery and Performance Issues

- 3.1 The decommissioning of the meals services will improve individuals' quality of life by offering more choice and control, enabling people to make their own decisions about the food they want to eat and how much they want to pay for it. If the proposal is not implemented, the individuals who need support with their meals will continue to rely on the council and receive a service that does not provide value for money. The local authority will continue to subsidise meals and the levels of dissatisfaction would probably increase.
- 3.2 The contract has a 6 month exit clause with no penalty. This gives Adult Services sufficient time to complete full reviews with individuals and implement the plan with a phased approach monitored by the project group.

4. Comments of the Finance Officer

- 4.1.1 The increase in the charge from £2.50 per meal to £5.35 per meal has resulted in a reduction in the number choosing to purchase meals with CM Fresh Foods.
- 4.1.2 There are some who may not accept the increased price and request for the meal to cease or make no contribution, however there are significant risk if the meal provision were removed. The meals on wheels provision will continue whilst Adult Social Care continues to work with the individual and/or their family members to seek appropriate alternative solution.
- 4.1.3 As the number of meals decrease, the average costs of the meal to the Council will continue to increase as the fixed overhead costs will be spread over a smaller number of meals being delivered. However, the average costs of the meal charged to the service user will remain at £5.35 per meal.
- 4.2 It is envisaged that there will be a point where it ceases to be financially beneficial to either the provider or the Council to continue the service as the numbers continue to decrease. This will form part of the ongoing discussions with CM Fresh Foods.

5. Comments of the Legal Officer

- 5.1 In light of the service change recommended in this report the Council is required to carry out an Equalities Impact Assessment and a copy of this is attached herewith in appendix A.

Consultation has also taken place with affected groups and representatives and feedback taken into consideration re: recommendations/ future planning.

As for the current contract this has 2 years left to run but provisions of the contract allow for termination by way of 6 months notice in writing for any reason.

6. Risk Management

6.1 Risks have been identified and actions identified to mitigate these.

Identified risks include:

- Safeguarding issues – vulnerable people not receiving a hot meal.
- Individuals not having information on alternative services available to them.

Risks will be mitigated by the following actions:

- A social worker will complete a full review with all current service users to identify their needs for the future.
- Information will be sourced on alternative options that individuals could use in the future, e.g. lunch clubs, local cafes/businesses who offer a delivery service, frozen meals providers who offer a delivery service.
- Information being offered in leaflet format and on the IAG internet site.

6.2 A risk register is in place for this proposed change and is reviewed on a regular basis by the corporate risk team and project manager.

7. Consultation

7.1 Consultation has been held with the following groups:

- Service users at the Resource Centre (17,19,20 October 2011 – approximately 50 service users consulted)

Consultation took place at lunchtimes over 3 days to capture a wide range of service users. General feedback was that they are not happy with the meals provided at the Resource Centre, they do not have enough choice and are often served cold meals. Some service users said they would like smaller meal portions and lighter choices. Others said that the meals are too expensive.

- Disability Reps Forum (11 October 2011)

The disability reps forum were more concerned about the introduction of charging and that we should not be expecting disabled and older people to pay for their meals and certainly not withdrawing the service. They felt that the proposals are penalising the most vulnerable people in society and that many other services are provided free of charge in Newham so meals should be too.

- Older People's Reference Group (10 November 2011)

The Older People's Reference Group were interested to hear about the proposals around the meals services and thought it is good if people will have more choice and control around their meals. They raised issues around the fact that the Social Worker doing the review of the individuals using the meals service are unlikely to know the person.

- Executive member (10 November)

The executive member, Cllr Joy Laguda, was briefed on 10 November 2011. Cllr Laguda did not express any major concerns about the proposal but sought reassurances around the numbers of people affected and that people will not be left at risk as a result of the proposed changes. Cllr Laguda was reassured that all individuals will have a full review with a social worker and will not be left at risk without support for their meals.

LONDON BOROUGH OF NEWHAM

MAYORAL PROCEEDINGS

Is it a key decision?	No
Is it in the Forward Plan? (date)	No
Date report published	23/11/11
Date of meeting	1 December 2011

Subject: Write-Off Proposals Business and Citizen Debts

Source: Finance

Wards affected: None

Exempt Information

Appendix 1 is not for publication as it contains exempt information by virtue of categories 1, 2 and 3 of the Access to Information Procedure Rules set out in the Constitution pursuant to Schedule 12A Local Government Act 1972.

Public interest regard has been given to the facts of the cases in question and also to the laws of confidentiality and data protection principles. The information contained in the appendix gives personal information relating to and directly identifies the individuals.

It is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing it.

Purpose of Report

To seek approval to write-off outstanding, Former Tenant Arrears debts.

Each of the individual amounts is over £20,000 for Citizen debts and therefore requires Mayoral approval as per the Corporate write-off policy.

Recommendation

The Mayor is asked approve the write-off of all debts set out at Appendix 1 on the attached report.

Reasons for the Recommendations

Officers are required under the Corporate Write-off Policy approved by Cabinet on the 15th October 2001 to review their debts regularly and propose for write-off any debts considered uncollectible as per the Scheme of Delegation. Under the scheme debt areas are required to propose any individual cases above £20,000 for Citizen Debts and £50,000 for Business Debts annually to the Mayor for approval. This report seeks approval of the proposed write offs attached in Appendix 1 for Former Tenant Arrears.

NAME OF LEAD OFFICER: Deborha Hindson
POSITION: Director of Finance

Originator of report: Dave Gibbs
Tel no: 0203 337-30675
E-mail address: dave.gibbs@newham.gov.uk

Local Government (Access to Information) Act 1985
Background papers used in preparing this report:
N/A

List of enclosures:

- None

Report - Part A

Report

1. Introduction and Background

- 1.1 The report has been prepared in accordance with the Council's write-off policy agreed by Cabinet on 15th October 2001. Following the application of the Council's write-off policy (which specifies the actions to be taken before debts are written off), the Mayor is requested to approve the writing off of debts set out in the report.
- 1.2 This report proposes the writing off of £321,717.05 in respect of Former Tenant Arrears. The proposals are in accordance with the Council's Write-off policy, which requires the Mayor's approval for the writing off of debts with a value greater than £20,000 for citizen debts. There is provision within the Councils Accounts for this amount.
- 1.3 These debts have been progressed through the areas debt collection process and are now considered as uncollectible for which provisions have previously been made.
- 1.4 Details of the accounts proposed for write-off are set out in Appendix 1.

2. Area Performance

- 2.1 FTAs occur when a property is vacated leaving a debt on the account. Properties can be terminated for a variety of different reasons, such as:
 - Tenant's own decision
 - Death
 - Transfer
 - Eviction
 - Abandonment

In the case of the large debts which are the subject of this report, tenancies generally come to an end through eviction or abandonment (transfers are only granted to tenants in rent arrears in very exceptional circumstances). Therefore, extensive work to recover these debts will have already been undertaken during the tenancy including action through the county court to repossess the property.

2.2 Recovery Timelines:

- A first reminder notice is prompted 1 week after the tenancy has ended following on from the recovery work already undertaken during the tenancy.
- A second notice is prompted 2 weeks after 1st letter is sent.
- Case is then referred to Cambrea Recovery Services to issue a Letter Headed Notice, which is prompted 3 weeks after the 2nd letter has been sent.
- Cambrea Letter 2 prompted 2 weeks after Agent's first letter is sent.
- Referral to Debt Collection Agency prompted 2 weeks after Cambrea letter 2.
- Some action required (e.g. Referral to External Solicitors) prompted 3 months after debt recovery agency referral or on agency return as unsuccessful.

2.3 In the case of current arrears the first letter is issued within 2 weeks of non payment of rent. By week 6 a notice to quit is served. Attempts are made to contact and engage with the tenant and if there is no progress by week 12 a court form is completed.

3. Additional Assurance

3.1 The Corporate debt team are assured that these cases should be considered for w-off and that no further recovery activity is possible in these cases.

4. Key Considerations

4.1 This report seeks Mayoral approval to write-off eleven outstanding Former Tenant arrears debts totalling £321,717.05. Each of the individual amounts is over £20,000 and therefore requires Mayoral approval.

4.2 These debts have been progressed through the debt collection process and are now considered as uncollectible for which provisions have previously been made.

4.3 Details of the accounts proposed for write-offs are set out in Appendix 1.

5. Service Delivery and Performance Issues

5.1 The non-collection of debts is reflected in the service performance indicators for the relevant service.

6. Comments of the Finance Officer

6.1 The Mayors Scheme of delegation provides for the write off of citizen debts over £20, 000 to be decided by the Mayor in consultation with the lead member/advisor. This report is in accordance with the delegated decision process.

- 6.2 In deciding whether to write off debts it is necessary to have regard to the fiduciary duty owed and to act reasonably, justly and proportionately. In each case therefore the prospect and cost of collecting in the debt should outweigh the resources required to continue to seek to collect in the money due. The schedule sets out the reasons for each write off and shows why in each case the ability to recover the debt is considered to be nil or so minimal as to warrant write off.
- 6.3 The total level of temporary accommodation debt outstanding at the date of drafting the report was £12.786 million. The current provision for write off is £11.928 million. This level of provision is in line with CIPFA guidelines. Current arrears stand at £1.15 million.
- 6.4 The temporary accommodation rent roll for the previous 7 financial years is £516,495 million (see table below). The level of outstanding debt is 2.47% of this total.

Temporary accommodation rent rolls 2004-05 to 2010/11	
Year	£'000
2004/05	(49,203)
2005/06	(70,543)
2006/07	(90,737)
2007/08	(95,803)
2008/09	(87,725)
2009/10	(72,878)
2010/11	(49,606)
Total	(516,495)

- 6.5 There are currently approximately 5,700 FTA accounts with Temporary Accommodation and the number of debts above £20,000 arrears (about 104) represents approx 2% of the total number of cases.
- 6.6 Those submitted in this report are where all actions have been exhausted and are now at the point where no further work can be undertaken.
- 6.7 Cases only reach these high level of arrears through delays in the Court process, which includes failures to advise the Council of key dates (possession hearings, bailiff attendance), loss of documentation by the Courts and judges' decisions to adjourn.
- 6.8 Up until December 2010, the average time to obtain possession was 9 months with some cases taking up to 18 months, although this has slightly improved to about 7 months. Possession claims have to be issued in the court having jurisdiction over that area. For Newham it is Bow County Court, which carries the highest volume of cases in the country. With the possibility of closure of Ilford Court this situation is not expected to improve.

- 6.9 However, a number of improvements have been made to minimise the likelihood of future cases reaching this level of debt. Rent levels have reduced from £359 to an average of £270 per week. Procedures have been reviewed and include earlier arrears actions, and regular internal monitoring and challenging case management
- 6.10 There are adequate provisions in place to cover the debt

7. Comments of the Legal Officer

- 7.1 The Mayors Scheme of delegation provides for the write off of citizen debts over £20,000 and business debts over £50,000K to be decided by the Mayor in consultation with the lead member/advisor. This report is in accordance with the delegated decision process

8.

Risk Assessment

Risks involved in taking the decision are set out below.

8.1 Risk we write off something we shouldn't

The Council's Corporate Write –Off Policy sets out a Standard approach to pre-write off investigations that reflects the type, amount and age of the debt being considered. Debt Managers are required to confirm that all relevant checks have been carried out as per the policy prior to any proposals being put forward.

Debt areas are also required to refer to any individual debts over £10,000 to the Corporate Recovery Team for cross-referencing of debt from different service areas and to ensure all appropriate recovery options have been considered.

8.2 Debtor pays after debt has been written-off.

System Procedures vary between the different debt areas however in all cases any payments made against an account previously written –off can still be allocated to that debt, which can be written back on again for accurate accounting purposes.

Risks Involved in not taking the decision are as follows:

8.3 Accrual of uncollectible debts.

Failure to Write-off truly irrecoverable debts in a timely fashion will lead to accrual of uncollectible debts, giving a false impression of arrears

figures. The Corporate Write-off Policy provides a disciplined approach to the writing –off of debts in a timely fashion enabling resources to be focused on potentially recoverable debts.

9. Conclusions

- 9.1 There is adequate provision for the level of Temporary Accommodation rent arrears.
- 9.2 Under the Corporate Write-off Policy approved by Cabinet on the 15th October 2001, Officers are required to review their debts regularly and propose any debts considered uncollectible as per the Scheme of Delegation. Under the scheme debt areas are required to propose any individual cases above £20,000 for Citizen Debts and £50,000 for Business debts to the Mayor for approval. This report seeks approval of the proposed write offs attached in Appendix 1 for Former Tenant Arrears.
- 9.3 The debts being proposed have been progressed through the debt collection process and are now considered as uncollectible. It is recommended that the Mayor approves that the following debts are written off:

Former Tenant Arrears		
Recovery Action Exhausted	11	£321,717.05
Sub Total		
Grand Total	11	£321,717.05

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Report - Part B

- 1 Sustainability Impact Appraisal**
 - 1.1 Equalities/Diversity implications**
Not Applicable
 - 1.2 Protecting Children**
Not Applicable
 - 1.3 Human Rights**
Not Applicable
 - 1.4 Climate Change Implications and the effect on the Carbon footprint-**
Not Applicable
 - 1.5 Crime and Disorder**
Not Applicable
 - 1.6 Economic Impact**
Not Applicable
- 2. Consultation**

The Executive Member for Finance and Asset Management has been consulted during the production of this report and has raised no objections to the proposals.

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LONDON BOROUGH OF NEWHAM

MAYORAL PROCEEDINGS

Is it a key decision?	Yes
Is it in the Forward Plan?	Yes
Date report published	23 November 2011
Date of Decision	1 December 2011

Subject: Pre-Procurement Approval for Refurbishment Work to create a new Library at Manor Park by converting Manor Park Local Service Centre and the adjacent Army and Navy Store.

Source: Customer Services/Customer Access Programme

Wards affected: Manor Park and adjacent wards: Green Street East, Green Street West, East Ham North, Forest Gate North, Forest Gate South, Little Ilford.

The London Borough of Newham is transforming the way it delivers customer services. As part of the Customer Access Programme we are looking at everything we do to ensure that we deliver the most efficient, convenient and cost effective service for our residents. These changes will enable us to concentrate on focusing our resources on delivering the services our residents need most.

Unlike many other local authorities across the UK following the Comprehensive Spending Review, Newham will not be closing any libraries. The Council is investing in the libraries to transform them into buildings where residents can educate themselves and their children, and make transactions with the Council through self-service provision, such as the payment of rent and Council Tax.

The existing library in Manor Park, located at 835 Romford Road, E12 5JY, is a purpose built library, built circa 1890. The building is Grade II listed and is not suitable for the provision of modern library services or indeed, in the right location in terms of footfall and access to the building.

There are currently two Army and Navy stores located in Manor Park, one on Romford Road and one on Station Road. The Army and Navy store located on 19 Station Road, Manor Park, E12 5BS, was vacated by the leaseholder earlier this year and he has amalgamated his two shops into the premises on Romford Road. The Council owns the freehold to both the existing LSC and the Army and Navy store and it is proposed, as part of the Council's commitment to investing in libraries, to create a new fit for purpose library by combining the LSC and Army and Navy store on Station Road.

By combining these two properties the new library created which have a larger floor area for a library, self-service provision through kiosks, library book self-service and 2 additional public use computers. The existing library in Romford Road will be re-

provisioned by Property, once it is vacated by Customer Services.

The floor plans have been drawn up and the budget cost for the construction work is estimated at £900,000. It is proposed that the building contract is tendered in the traditional way and the most economical tender return accepted. The budget cost is below the EU Threshold for works contracts (£3,927,260), but is over £500,000 so will require tender approval from the Mayor.

Contract Standing Orders

In line with the requirements of the Contract Procedure Rules and Contract Standing Orders, set out in this report for the Mayor's information and consideration are details of a proposed future procurement which will later be reported to the Mayor for tender approval as stated in the Mayor's Scheme of Delegations (e.g. at present works contracts over £500,000) but below the EU Threshold.

The tender acceptance report will be submitted back to Mayoral Proceedings on 9th February 2011.

Purpose of Report

This report seeks Mayoral approval to tender for works to create a new library in Manor Park, by combining the existing LSC and adjacent Army and Navy store. This work is part of the Customer Access buildings refurbishment and rationalisation programme and has dependencies with the corporate Property Strategy and Community Space Review. In addition, the provision of enhanced self-service to allow customers to 'help themselves' is part of the Mayor's Resilience Agenda.

Recommendations

The Mayor is asked to:

1. agree the proposed procurement for the creation of a new library by converting the Manor Park Local Service Centre and former Army and Navy store site by seeking competitive tenders from the Council's approved list of works contractors as set out in this report, in order that the work can begin;
2. agree the procurement process as set out in this report in order that work to prepare the specification and undertake the tendering exercise can take place.

Reason for Recommendation

Approval is required in order to begin the procurement process to deliver the proposals to provide a new, enhanced library in Manor Park. The size of the existing building will not deliver fit for purpose library facilities and the adjacent Army and Navy store is needed to provide the additional space required.

The location of the LSC, on the cross-roads of Romford Road and High Street North, is preferred by Customer Services as a location for a library as the potential footfall in this area is deemed to be greater than that for the existing library. In addition, the proposal to use both the LSC and adjacent Army and Navy store will provide an open space for services to be located on one floor and in addition,

provide easier management of the space for Customer Services' staff.

The improvements to the library serving Manor Park cannot be delivered without the increase in space and if this project does not progress, there will be a negative impact on the Customer Access buildings refurbishment and rationalisation plan, corporate Property Strategy and Community Space Review.

NAME OF LEAD OFFICER: Milly Camley

POSITION: Executive Director for Customer Services

Originator of report: Sue Richards, Change Project Portfolio Manager, Customer Access Team.

Tel no: 020 3373 1861

E-mail address: susan.richards@newham.gov.uk

Local Government (Access to Information) Act 1985

Background papers used in preparing this report:

Cabinet report – “Realising the Benefits” – 16 December 2010 (kept on LBN’s corporate system)

List of enclosures:

- N/A

Report – Part A

Proposed EU procurement

Early submission of broad outline information to the Mayor: Manor Park Library

1. Introduction and Background

- 1.1 This report is on the agenda as a pre-procurement decision is required to tender for the works to create a new library in Manor Park. The cost of the construction works is estimated at £900,000.
- 1.2 This project forms part of the Customer Access Programme and the future vision is to rationalise Customer Services' buildings into 5 Libraries Plus (libraries with self-service provision), 2 Customer Service Centres and Libraries (CSCL) and 3 libraries that will also offer community space. The Customer Access Programme is a corporate programme that will transform the way customers do business with the Council and has dependencies on the corporate Property Strategy and Community Space Review.
- 1.3 As well as providing library services, the new building will offer self-service options for customers which contributes to the Resilience Agenda. Customers will be able to transact on-line via self-service kiosks or quick use PCs, telephone the Contact Centre to discuss transactions, as well as scan library books/DVDs/CDs in and out of the library themselves.
- 1.4 The Customer Access Programme is firmly embedded in the Council's strategic vision and was approved by Cabinet in September 2009 and more recently through the "Realising the Benefits" Cabinet report in December 2010.

2. Key Considerations

In 2009, it was agreed by NEB and Cabinet that 4 integrated front offices (now called customer service centres and libraries) and 6 libraries plus would form the future buildings model from which Customer Services would operate. The original budget was assumed to be in the region of £60m. Since that time, a further report was submitted to Cabinet in December 2010 (Realising the Benefits) which identified the new model as 2 CSCLs and 5 Libraries with self-service facilities. All 10 libraries in the Borough are retained with some having a key role in providing community space. The creation of the new library at Manor Park is part of the Realising the Benefits plan.

The capital budget for this project has already been allocated but is subject to the review of the Capital programme review which will be reported at the December Cabinet.

2.1 Reasons for outsourcing

- 2.1.1 Not applicable.

2.2 Potential use of proposed contract over life of contract

2.2.1 The proposed contract will be for the duration of the building works to Manor Park library.

2.3 Estimated value of the proposed procurement over the life of the proposed contract

2.3.1 The value is estimated at £900,000, but the actual costs will be known following the tender returns.

2.4 Duration of proposed contract

2.4.1 This will be a 30 week contract due to structural work that will need to take place as part of breaking through into the adjacent Army and Navy store.

2.5 If it is a service contract what type of service

2.5.1 Not applicable.

2.6 If outsourcing is proposed could this affect other areas of the Council

2.6.1 Not applicable.

2.7 Anticipated tenderers where market profile is known

2.7.1 The tenderers will be drawn from the Council's approved list.

2.8 Other options considered

2.8.1 Other options have been considered and the traditional tender route will provide the best value for money.

2.9 Corporate / Council contracts already in existence

2.9.1 No existing contracts can be used for these works.

2.10 Framework Agreements

2.10.1 There are no existing framework agreements that would provide better value for money than the traditional tender route.

3. Procurement Timetable

3.1 The procurement timetable is as follows:-

Pre-tender approval (if granted)	1 st December 2011
Week call-in period	1 st – 8 th December 2011
Final Tender sign off	2 nd – 8 th December 2012
Tender Period	9 th December 2011 – 13 th January 2012
Tender Evaluation and Tender Acceptance Report	16 th – 20 th January 2012
Mayoral Proceedings Tender Approval	9 th February 2012
Week call-in period	9 th – 16 th February 2012
Contractor Lead in	17 th February – 23 rd April 2012
Site works	23 rd April – 17 th November 2012
Client Fit out and ICT	19 th November – 15 th December 2012

4. Comments of the Head of Procurement

The refurbishment works is valued below the threshold for EU Regulations to apply but will need to be procured in accordance with the Council's Contract Standing Orders. This will require competitive tenders being invited from suitable contractors on the Approved List, using the Council's e-tendering facility (NECTR). Tenders are to include the latest terms and conditions, incorporating recent amendments to the Construction Act. A performance bond in the form approved by Legal Services should be considered for a works contract of this value.

Tender evaluation criteria will need to be prepared for issuing with the invitation to tender. The tender award will need to be consistent with this criteria and the award criteria must not be amended during the process.

5. Comments of the Finance Officer

5.1 The capital cost of the building works is estimated at £900,000. Provision for these costs has been approved as part of the £2.986m agreed for Customer Access Strategy Refurbishments within the Council's Capital Programme. As a currently uncommitted project it is subject to the review of the Capital Programme to be considered at December Cabinet. Should the review support a continued allocation then the scheme could be progressed. Without this there would need to be further consideration of how to fund the capital costs before committing to the project through approval to a tender acceptance report.

- 5.2 It should be noted that there will be associated increased revenue costs for Customer Services once this building has been re-configured for such things as: additional licences for computers, associated rental costs for ICT equipment, for example. These will need to be met from Customer Services' annual revenue budget.

6. Comments of the Legal Officer

- 6.1 The Mayor is asked to approve the recommendations in the report to commence procurement for conversion works to Manor Park LSC and the adjacent Army and Navy store to create a new library in Manor Park.
- 6.2 The proposed works forms part of a larger project affecting municipal buildings and in this particular case relates principally to the conversion of an LSC and adjacent shop into a new library building. The Council has powers under Section 132 of the Local Government Act 1972 for the purposes of the discharge of its functions to acquire or provide and furnish halls, offices and other buildings which includes construction and maintenance. This is further underpinned by powers under Section 2 of the Local Government Act 2000 in terms of the promotion of the economic, social and environmental well-being of its citizens in line with its Sustainable Communities Strategy. This power allows the Council, amongst other things, to incur expenditure and enter into arrangements or agreements. The recommendations in the report are compatible with the aims and objectives of its Sustainable Communities Strategy.
- 6.3 The value of the proposed works is under the EU Threshold for works (£3,927,260) and does not have to be subject to an OJEU notice. Accordingly the Council will not have to comply with the full EU tendering procedure under the Public Contracts Regulations 2006 ("the Regulations").
- 6.4 Further Legal comments are set out in Part B to this report.

7. Risk Management

- 7.1 The corporate risk management team will be engaged at the beginning of the project to identify and assist in managing the risks. Risk will be dealt with through the project team or escalated through the existing Customer Access Programme channels to the Programme Manager and Customer Access Programme Board. The existing links to corporate risk management will be maintained by monthly engagement between the Customer Access Programme Manager and the Corporate Risk Manager to review and update the entries in the risk register.

8. Sustainability

- 8.1.1 The building works will be designed to meet DDA requirements. EQIAs for the Customer Access Programme and 'Access to Buildings' are published on the Council's website.

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LONDON BOROUGH OF NEWHAM

MAYORAL PROCEEDINGS

Is it a key decision?	No
Is it in the Forward Plan?	No
Date report published	23 November 2011
Date of Decision	1 st December 2011

Subject: Consultancy Services for Plashet Park Landscape Design and Heritage Lottery Fund Application (Proposed procurement above EU threshold)

Source: Executive Director Adults, Community and Leisure

Wards affected: East Ham North , Manor Park & Green Street East

Procurement Code

In line with the requirements of the revised Contract Standing Orders, set out in this report for the Mayor's information and consideration are details of a proposed future procurement for supplies and services which is above EU thresholds but under £500,000.

The proposed tender would result in a contract for services that exceeds EU thresholds over approximately 3 years. The first stage of the contract will last until September 2012 and culminate in the submission of a Stage 2 application to the Heritage Lottery Fund (HLF). Subject to a successful outcome the final stage of the contract will run from December 2012 and include the management of works on site.

A break clause will be included in the contract that allows LBN to terminate if the Stage 2 funding application is unsuccessful or the consultant does not perform satisfactorily during the initial stage. Procuring a single contract provides project continuity while also minimising costs of future procurement activity.

Approval of the tender acceptance report falls under the delegated authority of the Executive Director – Adults, Culture & Community in consultation with the Executive Director – Resources.

Purpose of Report

The purpose of the report is to seek Mayoral approval, in line with the Scheme of Delegations, to begin the process of procuring a contract for Landscape Design consultants to lead on the development of an agreed master plan for Plashet Park (developed to RIBA Stage D) and the production of associated documents including a Cost Plan and Conservation Management Plan. This work will directly support a Stage 2 application to the Heritage Lottery Fund in August 2012..

Recommendations

The Mayor is requested to approve:

1. the procurement of landscape design and associated services in support of a Heritage Lottery Fund Stage 2 application for Plashet Park.

Reason for Recommendation

Following a successful Stage 1 application to the HLF 'Parks for People' programme, grant funding of £65,700 has been awarded to progress a Stage 2 application for Plashet Park. The grant funding meets all of LBN's professional and project management costs for the Stage 2 application. It is a funder's requirement that consultancy support must be procured through a competitive tendering exercise.

If the Stage 2 application were successful the appointed consultants could be retained on this contract to develop construction drawings and manage the construction works on site. If the Stage 2 application were unsuccessful and the works do not take place, a break clause written into the contract would allow LBN to release the design consultants from service.

NAME OF LEAD OFFICER: Dr Graeme Betts

POSITION: Executive Director Adults, Community and Leisure

Originator of report: Mark Perkins – Group Manager Leisure

Tel no: 020 3373 0317

E-mail address: mark.perkins@newham.gov.uk

Local Government (Access to Information) Act 1985

Background papers used in preparing this report:

- None

List of enclosures:

- None

Report – Part A

Proposed EU procurement

Early submission of broad outline information to the Mayor: Consultancy services for Plashet Park Landscape Design and Heritage Lottery Fund application (Proposed procurement above EU threshold but below £500,000)

1. Introduction and Background

1.1 Following the successful completion of the Central Park Restoration Project funded by the Heritage Lottery Fund (HLF) a Stage 1 application for Plashet Park was submitted to the HLF 'Parks for People' programme in February of 2011. The application was successful and LBN has been awarded £65,700 of revenue funding to further develop the application to a Stage 2 bid.

1.2 The HLF grant of £65,700 covers all professional fees associated with this stage of the project including project management and specialist Landscape Design Consultancy fees.

1.3 The Stage 2 bid is scheduled for submission in August 2012 to meet with HLF decision-making timelines. This deadline has challenging but achievable timelines for procurement, consultation and preparation of designs and associated reports.

2. Key considerations

2.1 Reasons for outsourcing

2.1.1 It is an HLF requirement that all goods, works and services worth £10,000 or more (including professional consultancy support) must be procured through a competitive tendering process and that all relevant EU procurement regulations are adhered to. It is also a requirement that professional consultancy support must have demonstrable experience of heritage design work of appropriate scale and complexity. These factors exclude the use of the 'in house' Landscape Architect.

2.1.2 The likely contract is valued above the EU threshold for supplies and services due to the desire to recruit consultancy support for the potential full duration of the project through to completion of works on site. This approach will obviate the need to procure again following a successful Stage 2 submission.

2.1.3 Delivery of the full project is reliant on a successful Stage 2 application with consequent HLF grant award to meet the capital costs of delivery. Therefore a break clause will be written into the tender to permit the council to terminate the contract should the Stage 2 application be unsuccessful.

2.2 Potential use of proposed contract over life of contract

2.2.1 The RIBA Stage D designs and associated reports to be delivered under the terms of the contract will all be used to support a Stage 2 application to the HLF in August 2012. It is currently estimated that this application will be for a grant in the region of £1.1m.

2.2.2 The designs and associated reports will also be used to support applications to other funding bodies for delivery of specific improvements that may fall outside the approved purposes of any HLF funding.

2.3 Estimated value of the proposed procurement over the life of the proposed contract

2.3.1 The estimated total value of the contract is in excess of £200,000 over a contract term of approximately three years.

2.4 Duration of the contract

2.4.1 The duration of the contract will be approximately three years with a break clause to coincide with notification of the outcome of the Stage 2 HLF application.

2.5 If it is a service contract what type of service

2.5.1 The service contract is for the provision of Landscape Design services to develop the master plan for Plashet Park to RIBA stage D with associated Cost Plan. The full scope of works is also likely to include but not be limited to the production of material and attendance at consultation events, development of draft and final design work, and production heritage research reports and conservation plans.

2.6 If outsourcing is proposed could this affect other areas of the council?

2.6.1 The decision to seek external consultants for this project will not adversely affect services in any area of the council. The 'in-house' Landscape Architect is not eligible to carry out this work due to the HLF funding conditions.

2.7 Anticipated tenderers where market is known

2.7.1 There is a well-developed market for Landscape Architecture services both nationally and across the EU, many of whom have experience of similar projects and whom we would reasonably anticipate to have an interest in the contract opportunity. The relative strength of the market should ensure a competitive process and deliver a value for money option for the Council.

2.8 Other options considered

2.8.1 A condition of the HLF funding is that the Landscape Design consultancy support must be procured through a competitive procurement process which selects candidates with the relevant experience and expertise. That precludes use of the 'in-house' option.

2.9 Corporate / Council contracts already in existence

2.9.1 The Urban Design Group (Environment Directorate) offers 'in-house' Landscape Architecture services who have successfully carried out parks improvement projects on behalf of Leisure. However they do not possess the requisite experience of working on heritage restoration projects and the funder's conditions require the services to be procured via a competitive tendering process.

2.10 Framework Agreements

2.10.1 Officers have explored the framework agreements available including the Homes and Communities Agency framework and the East London Solutions framework. Both options have been discussed with the funding body for approval however neither satisfied the HLF that they included a sufficiently broad range of practices with the relevant experience.

3. Procurement Timetable

3.1 The following is a broad outline of the procurement timetable:

Key date	Milestone / Action
December 15 2011	Pre-procurement report agreed
December 15 2011	Deign brief and tender pack agreed
Dec /January 2012	Tender period for OJEU tender (45 days)
February 2012	Tender evaluation and acceptance
March 2012	Stand Still Period (Alcatel) (10 days)
March 2012	Contract commencement

4. Comments of the Head of Procurement

- 4.1 The value of this service, being over £156,442, is subject to full EU tendering procedures. The EU Open Procedure has been selected as the procurement route so the Tender Award Criteria will need to include a Business Questionnaire. The procurement will be carried out using NECTR, the Council's e-procurement system.
- 4.2 In accordance with the Council's new governance procedures, the client will be required to submit a checkpoint form (stage 2), in support of the business case and chosen procurement route for this project.

5. Risk Management

- 5.1 The Risk Management Officer has reviewed the report and considers that all important risks surrounding the project appear to be duly identified and mitigated as necessary. The timetable for delivery of the project will need to be carefully considered in line with the capacity of services to deliver. There is a risk to delivery of the projects if the additional costs of project management beyond Stage 2 are not incorporated into overall project costs.
- 5.3 If implemented the project will require ongoing revenue support over and above the current levels. There is a risk that, without adequate revenue support, the improvements delivered may not be sustainable. For this reason the level of revenue funding available should determine the scale of capital investment.
- 5.4 The proposed project approach to improvement involves a significant level of local consultation. The managing of community expectations will need to be carefully considered.
- 5.5 All capital projects are subject to risk in terms of quality, budget and programme. Detailed risk assessments will be prepared for each project stage and subject to regular review by the project team..

6. Comments of the Finance Officer

A grant of £65.7k is available from the Heritage Lottery Fund to meet the cost of preparing a bid for a stage 2 application. A further £2k is required which will be contained within the existing Leisure services budget G27392.

A successful second stage application could generate £1.1 million of external funding . However a match funding contribution of £440k would be required from Newham. Of this sum, the revenue contribution would be £20k per annum for 5 years. No source of funding has yet been identified for this amount.

The capital contribution would be £340k, of which £90k would be via an existing S106 contribution. The remaining £250k is part of the funding bids to be considered as part of the Capital programme review at December Cabinet. Should the review allocate £250k the scheme could progress. Without this there would need to be further consideration of how to fund the capital contribution. This would need to be concluded before committing to the project."

7. Comments of the Legal Officer

The Service is a Part A Service under the public Contracts Regulations 2006 and as the proposed contract value is above the EU threshold needs to be procured in full compliance with the Regulations and the EU treaty principles.

The Council's standard consultancy terms and conditions will need to be included with the tender documents with an appropriate break clause to allow the Council to terminate the contract should the stage 2 application for HLF funding be unsuccessful.

8. TUPE and other staffing implications

No HR comments.

9. Consultation

The Lead Member for Manor House Community Forum area and all ward Councillors have been consulted and involved in the development of improvement proposals for Plashet Park. Public and stakeholder consultation events took place in 2010 which actively involved local Councillors in developing the proposals. More recently Councillors have been updated through on the HLF project through meetings and are being updated by monthly report.

12. Conclusions

The project will enable submission of a Stage 2 HLF application within tight but achievable deadlines working with a leading industry Landscape Architecture practice to achieve a successful bid with the potential to unlock in excess of £1million of external funding.

LONDON BOROUGH OF NEWHAM

MAYORAL PROCEEDINGS

1. Reports not available for consideration on 1 December 2011

Set out below is a list of reports that were listed in the Forward Plan to be submitted to this meeting but were not available. The reasons for the delay and the proposed rescheduled date are also given.

Report	Reason for Delay	Rescheduled Date
None		

2. Reports scheduled for consideration on 12 January 2012

Set out below is a list of reports that are listed in the Forward Plan for consideration at the next meeting of Mayoral Proceedings.

Report	Description	Ward(s) Affected
Procurement and Implementation of a replacement Children's Service ICT system (non social care) Tender and Contract Acceptance report	Acceptance of the Procurement outcome and Contract agreement for the purchase of an Integrated Childrens Management Information System to replace existing ICT systems that are out of support or need to be combined to reduce costs and improve integrated delivery of children's non social care services.	N/A

3. Outstanding References from previous Mayoral Proceedings meetings

Item	Matter Arising	Expected
Review of Highways Contracts 17 Feb 11 Helen Sidwell	<p>2. requested the Strategic Procurement Unit to lead a review of the matter urgently and report back to Mayoral Proceedings on their options appraisal for:</p> <p>a. procurement of a contractor or contractors following termination of the Conways contract</p> <p>b. proposals for termination and</p> <p>c. management of the contract in the meantime;</p> <p>3. Requested a regular report back to Mayoral Proceedings</p>	Report with the Monitoring Officer, Update expected imminently. The Mayor has been briefed as Lead Member.

<p>Registered Social Landlord – Preferred Partner Protocol</p> <p>23 April 2009</p> <p>Simon Rees</p>	<p>There have been a number of meetings with lead Members recently. Officers are trying to develop something with our HA partners around the new Resilience agenda, and it is that that will be captured in the coming months.</p> <p>Once that's been developed and signed off by Members, a report will be put up to Mayoral Proceedings</p>	<p>To Be Advised</p>
<p>Council Tax and Benefits Line of Business ICT Application</p> <p>17 Dec 09</p> <p>Graham Hishmurch</p>	<p>Receive a report to a future meeting of Mayoral Proceedings following the implementation of the new ICT system.</p> <p>Report due January 2012.</p>	<p>Chris Boylett</p>

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Agenda Item 12

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