



Performance and Finance Select Committee

Tuesday, 16 February 2010 at 7.30 pm

Committee Room 4, Brent Town Hall, Forty Lane,
Wembley, HA9 9HD

Membership:

Members

Councillors:

Dunn (Chair)
HB Patel (Vice-Chair)
Bessong
Butt
Mendoza
Pagnamenta
Van Kalwala

first alternates

Councillors:

Corcoran
HM Patel
Green
John
Baker
Motley
Jones

Second alternates

Councillors:

V Brown
Kansagra
CJ Patel
Coughlin
Mistry
Jackson
Long

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The press and public are welcome to attend this meeting

Agenda

Introductions, if appropriate.

Apologies for absence and clarification of alternate members

| Item | Page |
|--|---------|
| 1 Declarations of Personal and Prejudicial Interests | |
| Members are invited to declare at this stage of the meeting, any relevant financial or other interest in the items on this agenda. | |
| 2 Deputations (if any) | |
| 3 Minutes of the Last Meeting held on 9 December 2009 | 1 - 10 |
| The minutes are attached. | |
| 4 Matters Arising | |
| 5 Waste Contract Performance | 11 - 14 |
| This report provides an update on the performance of the Council's Waste Services Contract with Veolia, specifically with respect to waste and recycling, street cleansing, missed collections and complaints. | |
| 6 Winter Maintenance 2009/10 | 15 - 20 |
| The report informs Members of the winter arrangements for maintenance of priority streets for 2009/10 and the issues that have arisen this winter. | |
| 7 Waste Collection Strategy | 21 - 24 |
| This report provides an update on the development of a revised Waste Collection Strategy for Brent. | |
| 8 Performance and Finance Review 2009/10 - Quarter 3 | |
| To follow. | |

9 Community Use of Council Owned Buildings Task Group Feedback 25 - 36

This information summarises the responses to the Select Committee's task group's recommendations on community use of Council owned buildings.

10 Performance and Finance Select Committee Work Programme 2009/10

Members are asked to consider future topics to be included in the Select Committee's Work Programme for 2009/10.

11 Items requested onto the Overview and Scrutiny Agenda (if any)

None.

12 Recommendations from the Executive for items to be considered by the Performance and Finance Select Committee (if any)

None.

13 Date of Next Meeting

The next meeting of the Performance and Finance Select Committee is scheduled for Wednesday, 14 April 2010 at 7.30 pm.

14 Any Other Urgent Business

Notice of items to be raised under this heading must be given in writing to the Democratic Services Manager or his representative before the meeting in accordance with Standing Order No 64.



Please remember to **SWITCH OFF** your mobile phone during the meeting.

- The meeting room is accessible by lift and seats will be provided for members of the public.
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- Catering facilities can be found on the first floor near the Grand Hall.
- A public telephone is located in the foyer on the ground floor, opposite the Porters' Lodge

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LONDON BOROUGH OF BRENT

MINUTES OF THE PERFORMANCE AND FINANCE SELECT COMMITTEE Wednesday, 9 December 2009 at 7.30 pm

PRESENT: Councillor Dunn (Chair), Councillor HB Patel (Vice-Chair) and Councillors Bessong, Butt, Mendoza and Van Kalwala

Apologies were received from: Councillors Matthews (Lead Member for Crime Prevention and Public Safety)

1. **Declarations of Personal and Prejudicial Interests**

None declared.

2. **Minutes of the Last Meeting held on 28 October 2009**

RESOLVED:-

that the minutes of the last meeting held on 28 October 2009 be agreed as an accurate record subject to the following amendment:-

6th line, 3rd paragraph, page 5, replace 'continued use of the' with 'proposed'.

3. **Matters Arising**

None.

4. **In-depth Review of Local Area Agreement Priorities: Priority 1 - Crime Prevention 18-28 Age Group and Priority 3 - Violent Crime**

The Chair welcomed Mark Toland (Borough Commander, Brent Police) to the meeting who gave a presentation on this item. Mark Toland began by stating that Brent was classified as a trident borough which meant the police specifically targeted the high incidences of shootings and murders amongst black members of the community. Some areas of the borough had high levels of deprivation and although it was one of the most ethnically diverse boroughs in the UK, race crime levels were relatively low. He then provided Members with some crime statistics in Brent, including:-

- 12% of all crime committed was classified as violent crime, including robberies and serious violence

- Total recorded offences committed was 27,193 in 2008/09, compared to 35,582 in 2004/05
- 1,680 robberies recorded in 2008/09, compared with 2,084 in 2004/05
- 3,075 incidences of vehicle crime in 2008/2009, compared with 4,209 in 2004/05
- 83 incidences of gun crime in 2008/09, compared with 164 in 2006/07
- 502 incidences of knife crime in 2008/09, compared with 526 in 2006/07

Mark Toland commented that the statistics had shown that crime overall had been falling in Brent over the last five years, however confidence in the police remained low at 28%, the lowest of all London boroughs. The police were undertaking a number of initiatives to improve their image and help prevent crime amongst young adults. This included visiting schools and tackling anti-social behaviour on buses and improving relationships with the local and national press. The police had also agreed a Joint Community Safety Strategy with the Council and its partners. Mark Toland then highlighted some of the police's achievements, such as the 'Not Another Drop' against knife crime campaign, the Safer Neighbourhoods scheme and successful operations involving residents in Stonebridge, South Kilburn and Harlesden which had led to better relations with the community. He added that following a complaint from the Hillside Housing Association, 23 arrests had been made in relation to drug dealing activities. A similar operation in Church End had resulted in 36 arrests.

Mark Toland then focused on initiatives to tackle crime in future, stating that one of the areas of concern was the need to address the 15% rise in burglaries Brent, an upward trend experienced by most London boroughs. The Select Committee heard that a Hub Team had been set up to patrol Wembley Central and worked closely with the British Transport Police, whilst a Team also specifically covered Harlesden Town Centre. From January 2010, a series of road shows were also planned to inform the community of the police's activities, with venues such as schools and churches being used in order to reach large audiences. A mail-out of dvds to residents containing information about the police was also being considered. In order to ensure maximum use of resources, single patrols would be allocated to places where appropriate. A pledge would also be launched, detailing what service the police would provide and when they would be expected to respond to the various categories of crime.

Mark Toland concluded that although the last four years had seen a downward trend in crime, initial statistics for 2009/10 had witnessed a rise, however he was confident that this would be addressed by the end of year, with an emphasis on tackling the rise in burglaries. He stressed the role of the public of informing the police of any suspicious activity.

Gerry Renard (Interim Head of Community Safety Team) also addressed Members. The Select Committee heard that Priority 1 of the Local Area Agreement (LAA) was prevention of crime amongst 18-25 year olds, with crime ranging from petty crime to higher end offences or serious acquisitive crime. Gerry Renard advised that achieving a fourth annual successive reduction in robberies for 2009/10 was unlikely because of the rise in this type of crime earlier in the year, whilst vehicle theft remained low. Members heard that two successful drugs operations, Ladden and Soto had resulted in a number of arrests of front line and higher level drug

dealers. Gerry Renard then explained that Priority 3, crime involving the most serious violence and assault with injury, was the other crime-related LAA priority and this included incidences of domestic violence. Crimes of this type had risen year by year since 2006/07 and this was partly attributable to increased reporting of domestic violence as a result of greater confidence in police response. Members noted that the police had formed a Domestic Violence Squad and this area received support from magistrates through the setting-up of a domestic violence court and support from voluntary sector organisations.

Gerry Renard continued by informing Members of a 'Three Strikes and You're Out' initiative by Brent Transport Police, where upon youths would have their oyster card removed and their parents informed if they had committed three anti-social acts on public transport. The Anti-Social Behaviour Team had played a role in the closure of premises of anti-social behaviour, including drug-related activities. The Select Committee heard that Tesco's and Ikea had been approached with regard to the possibility of sponsoring police DVDs.

During discussion by Members, Councillor Van Kalwala asked how funds were accurately targeted at youth offenders and what measures were being undertaken to address the underlying reasons for crime committed by young people. He also enquired how police were being informed of incidences of gun and knife crime. Councillor H B Patel welcomed the progress in crime reduction overall and stressed the need to improve the police's public perception and provide information of what the police did, adding that many residents were unsure of what action the police could take and of the speediness of their response to a call. He enquired if consideration was being given to introducing curfews for young persons in particular areas that were regarded as hotspots of anti-social behaviour. It was also asked whether police provided information of their activities in Brent Magazine. Councillor Mendoza enquired if there was a crime prevention and engagement strategy and what areas had been identified as trouble spots.

The Chair commented that residents of an estate in South Kilburn seemed much more relaxed following a recently successful police operation in the area, although there was concern that the problems would return once the perpetrators were released from prison. He cited a project in Wales which removed troubled families from their present environment to provide them with the opportunity to help themselves. The cost of moving a family was approximately £39,000 a year, whilst for a single child to go into care the cost was approximately £40,000 a year. The Chair sought reasons for the rise in burglaries and fall in robberies and further details with regard to the rise in most serious violence incidents. He asked what measures were being undertaken to prevent drug use amongst young people. The Chair informed Members that he had observed safety of children on buses to be an issue during a recent visit to Kingsbury High School and he asked what scope there was for organisations such as the Safer Neighbourhood Team to work with schools to address this issue. Details of what action to improve interaction with young Afro-Caribbean males was sought. The Chair also commented that it would be useful to have a more systematic reporting of drug prevention initiatives to councillors and the community as a whole.

In reply to the issues raised, Mark Toland advised Members that many of those arrested during the South Kilburn operation were not from the area and he concurred that the residents on the estate seemed much happier. He explained

that there were a number of initiatives to prevent youth crime, such as visiting schools, mediation projects, a volunteer cadet scheme and police officers engaging in sporting activities with young people. Members heard that the NHS in Strathclyde were taking a leading role in a Family Intervention Programme which identified families whose children had been involved in crime and such a measure could be considered for Brent in the future. Mark Toland stated that the relevant agencies shared information which facilitated identifying young offenders, although only a small proportion were committing serious offences. However, he stressed the need to address such behaviour amongst young people at an early stage.

Mark Toland advised that there were no proposals for curfews, however there were some dispersal areas that applied to young people where anti-social behaviour was a problem and such behaviour could be reported to the child's parents. Safer Neighbourhood Teams visited approximately 1,000 addresses within a ward and a possible future measure could include 'Street Week Initiative' where a particular street is allocated to be visited during a given week. Mark Toland advised that one of the reasons that burglary might be on the increase, and street robbery on the decrease, is that it did not involve the risks of being identified that robbery involved. The increased incidents of stop and search in Brent also discouraged robbers. The Select Committee was advised that a change in definition of most serious violence was partly attributable to the rise in such incidents, as well as there being more reported incidents of domestic violence as a result of increased confidence in reporting such crimes to the police.

To assist drug use prevention in young people, Mark Toland explained that street robbers were drug tested when arrested and referred to drug referral workers if they tested positive, whilst an operation concerning rough sleepers in the borough also investigated possible drug use. Members noted that it was a big challenge keeping those who had been referred in drug treatment and that drug taking involved those from all socio-economic backgrounds and ages. Mark Toland advised that the Police Advisory Group worked with school headteachers to address safety of children on buses. A number of initiatives were being used to improve police communication with ethnic minorities, including interaction through sporting activities and improved relations with young people in Stonebridge. Mark Toland suggested that Brent could consider a scheme run by Southwark Police involving role playing in stop and search DVDs. Significant funding had been allocated to preventative and engagement measures and a meeting with partners was taking place on 15th December 2009 to discuss such matters further. Members heard that young people were particularly vulnerable to being targeted for recruitment by gangs and this was an area of concern that needed to be taken into account. Mark Toland advised that crime could be reported to the police in various ways, including by telephone, e-mail and text and that any other suggestions for reporting crime were welcomed. Members also heard that councillors could make statements on behalf of residents with regard to anti-social behaviour and that articles regularly appeared in Brent Magazine updating residents on police activities.

Gerry Renard added that it was intended to extend the Family Intervention Programme in Brent and to acquire more case workers. The programme identified social landlords who agreed to accommodate families so that they could move from their present location. The Youth Offending Team also undertook a lot of work targeting young people who were in trouble. Stalls were also set up in streets to

explain to parents the risks and signs of being involved in drug related activities for young people.

The Chair thanked Mark Toland and Gerry Renard for the presentation.

5. Options for Revenues and IT Delivery from 2011

Margaret Read (Head of Revenue and Benefits) introduced the report which summarised the outcome of the options appraisal for Revenue and IT services as the existing Capita contract expires on 30 April 2011. The appraisal considered what type of model and vehicle delivery was desired. The three main options considered were:-

- Providing the service in-house
- Shared service with another council
- Re-tender of the contract with the same or a revised scope

A soft market targeting involving research to establish potential market interest in a Brent contract was undertaken as part of the assessing the re-tendering option. The Select Committee heard that it was difficult to establish the type of financial modelling required for a shared service option as there was no other London borough operating in this way to undertake a benchmarking exercise.

Margaret Read then drew Members' to the various advantages and disadvantages of each option as set out in the report. She advised that it was felt that both the in-house and the re-tendering options offered potential to improve on the existing performance, however the in-house option was unlikely to be the most cost effective option. In addition, there was a risk of potential loss of key management and specialist support resources and the loss of shared risk incorporated in the current arrangements. There was also little prospect of developing a successful shared partnership with another local authority in the timescales available. Margaret Read advised that re-tendering of the service was perceived to provide the most cost effective and successful option if the specification included some or even all provision of customer service for revenues. Research had indicated that there was likely to be sufficient market interest to ensure that the Council secured a competitive procurement environment that would provide value for money. It was therefore recommended that the re-tendering option be pursued and that consideration be given to increasing the scope of the contract to provide customer service for Council Tax or a re-configuration of existing arrangements with the One Stop Service to increase effectiveness.

During discussion by Members, Councillor H B Patel commented that the shared service option did not seem to be a realistic one and there were value for money issues with the in-house option. He sought views regarding what Capita's intentions were with regard to a possible future contract. Councillor Butt asked what the Council Tax collection rates were for London boroughs who provided the service in-house and suggested that an in-house arrangement would be beneficial and staff could be transferred under TUPE arrangements. Councillor Mendoza sought views as to the potential of the three options to increase revenue from Council Tax and National Non-Domestic Rates (NNDR) collection.

The Chair enquired whether extending the scope and length of the contract would be more attractive to potential tenderers and if it was intended to add future clauses for under performance in the event of a contract being awarded to an external organisation. With regard to a change of contractor, the Chair asked what steps would be taken to ensure that knowledge and skills would be captured from the previous arrangement and would TUPE arrangements for those who had been CAPITA employees apply. He enquired what the next steps were with regard to pursuing the preferred option.

In reply, Margaret Read advised that any external contract sought would be on a five year basis with a three year extension, the same arrangement as the present contract. Of the eight organisations contacted with regard to the re-tender option, all had expressed a preference to control customer contact and it was felt that the existing arrangements were too constrained in respect of this. Members noted that clauses with regard to under-performance were already in place with the existing contract, with the ability to serve a default notice and such arrangements were likely to be pursued in any future agreement. Margaret Read advised that should an alternative contractor be chosen, it was likely that the Council would pursue TUPE arrangements to retain staff and the knowledge and skills base and that transitional arrangements would be in place in such circumstances. The Select Committee heard that Capita were keen to continue working with the Council and to address the constraints in the existing contract for any future arrangements.

Margaret Read commented that Council Tax collection of those boroughs that had in-house arrangements varied and because of the wide variety of demographics involved, it was difficult to make accurate comparisons with other models. She advised that an in-house service would be 5% more expensive overall and it would also require operating NNDR collection which currently benefitted from shared resources with Capita. In view that the shared risk element would also be lost, it was reiterated that outsourcing was clearly the more cost effective option. Margaret Read added that there was also concern as to whether IT would have the capacity to support the in-house option. Members noted that both in-house and tendering out options had the potential to improve Council Tax collection, but there was less risk involved with the latter. Margaret Read advised that a report was to be considered by the Executive in January 2010 recommending the re-tendering option, with the results of first stage of re-tendering reported in February 2010 and the awarding of the contract due in November/December 2010.

Duncan McLeod (Director of Finance and Corporate Resources) added that as there would be an IT link between Council Tax collection and Benefits with the in-house option, an IT failure in any area would mean the whole system going down.

The Chair requested that further information be provided to Members on the cost differentials between in-house costings and external costings, such as the in-house costs the Council would solely need to bear, and what the shared costs would be for the re-tendering option.

RESOLVED:-

that the report on Options for Revenues and IT Delivery from 2011 be noted.

6. **Complaints Annual Report 2008/09**

Susan Riddle (Corporate Complaints Manager, Policy and Regeneration Unit) introduced the Complaints Annual Report for 2008/09 and confirmed that complaints made to the Local Government Ombudsman were at the lowest for a number of years. Figures to date for 2009/10 suggested that these numbers would remain low. However, Susan Riddle warned that although complaints under the Council's procedure had also fallen at the first stage of the complaints process, there had been an increase in complaints being escalated to the second and third stages across the service areas. This highlighted the need to resolve complaints at the earliest opportunity. Susan Riddle reported that the new Adult Social Care Complaints Process launched in April 2009 had performed well and other areas of the Council could benefit from using similar processes.

Councillor Bessong sought more information on the review of the complaints process and asked if the relevant contacts were actively publicised for those wishing to submit a complaint. Councillor Mendoza enquired about the number of complaints submitted by frequent complainers. Councillor Van Kalwala enquired if statistics were available breaking down complaints submitted according to ethnicity and asked if residents were being informed of the need to identify their ethnic background. He also asked if there were resource limitation issues with regard to retrieving some information.

The Chair sought further details as to what measures were undertaken to attempt to resolve a complaint at stage one of the complaints process.

In reply, Susan Riddle stressed the need for proper engagement with the complainant at the first stage in order to resolve the complaint as soon as possible and the Complaints Team were working closely with service areas to address. She advised that the present economic circumstances had seen a rise in the number of complaints involving compensation claims. The Select Committee noted that the Complaints Process was due to be reviewed this year and that there had been an earlier internal audit review of it. The internal audit review focused on processes and had identified that some service areas were not meeting corporate objectives and work was being undertaken to address this. Information on the Complaints Process was also available on the Council's website, at post offices and medical centres in the borough and at area consultative forums and service user forums.

Susan Riddle advised that there were only a small number of complaints submitted by frequent complainers although each complaint was taken seriously. Only a small proportion of complainants provided details of their ethnicity on the complaints form and it was felt that this was because many felt the information irrelevant or that it would disadvantage them in some way. In addition, some complaints were not submitted using the Council's complaint form. The low uptake of providing ethnic information was reflected across London boroughs as a whole. However, Susan Riddle advised that community groups were being approached and informed of the need to provide ethnicity details. Members heard that it was a time consuming process in obtaining information on complainants from the service areas, although future links to the Client Database Index would make this easier and quicker. It was also noted that Social Care tended to receive the largest proportion of complainants providing ethnic details.

Duncan McLeod (Director of Finance and Corporate Resources) added that the proportion of ethnicity details provided in complaints submitted to Revenue and Benefits was also very low.

The Chair concluded by welcoming the continuing overall decrease in complaints received.

RESOLVED:-

that the Complaints Annual Report 2008/09 be noted.

7. **Brent 2009 Residents Attitude Survey**

Cathy Tyson informed Members of results of the most recent Brent Residents' Attitude Survey. She suggested that the methodologies employed during the survey made it more robust in comparison with the 2009 Place Survey, in particular it was felt that it provided a fairer reflection of the improvements the Council had undertaken to deliver better quality services to residents. The Select Committee heard that Residents Attitude Survey was based on face to face interviews with 2,243 people aged 16 years and over at their homes. Cathy Tyson then drew Members' attention to the results of the survey, with 65% of residents expressing overall satisfaction with the way the Council operates its services, an improvement of 17% from the previous Residents Attitude Survey in 2005 and the highest recorded satisfaction levels since the surveys had begun in 1990. By contrast, the Place Survey had recorded a decline in satisfaction levels from 52% in 2006/07 to 45% in 2009. Other headline Residents Attitude Survey results for 2009 included:-

- 83% satisfaction in area as a place to live, up from 75% in 2005
- 25% felt their area had improved, 23% that it had got worse and 40% that it had not changed much, compared with 27% who thought it had got worse and 37% that it had not changed much in 2005.
- 51% thought there was a strong sense of community, compared with 37% in 2005
- 74% thought that Brent is a place where people from different cultural backgrounds get on well together
- 32% felt that they could influence decisions in their local area, an issue that the Council needs to focus on

Cathy Tyson advised that residents perceived levels of crime as the issue most needing improvement, followed by activities for teenagers, road and pavement repairs, clean streets and level of traffic congestion. This mirrored the results from 2005, with activities for teenagers up from fourth to second, clean streets down from second to fourth and road and pavement repairs down from second to third. Satisfaction levels increased in 24 of the 28 services surveyed since 2005, with the 86% satisfaction in refuse collection and 81% in recycling facilities reflecting the Council's upgraded waste contract and the introduction of compulsory recycling. The single largest increase in satisfaction for local services was 18% in sports facilities. Members heard that there had also been a decrease in dissatisfaction for 19 of the 28 service areas surveyed since 2005, with the largest decrease of 11% in public conveniences. Less than 10% thought Council services had got worse, 18% better and 63% about the same. Cathy Tyson explained that the 36% of

respondents who felt that the Council provided good value for money, a 10% increase from 2005, reflected increased communication with residents, and 59% of residents felt that the quality of Council services overall was good. The Select Committee noted that there had been a significant rise in those using the Council's website as a source of information about the Council, up to 22%.

During discussion, Councillor Van Kalwala commented that the survey only questioned 1% of the Brent population and he enquired how the methodology could be regarded as robust. He asked the reasons why there was a four year gap between each Residents Attitude Survey and whether increased frequency would drive up costs. He also sought details of the response rate for the Place Survey.

The Chair commented that less frequent, but higher quality surveys were preferable to higher frequency but lower quality and that it was important that the methodology used was robust.

In reply, Cathy Tyson advised that the Residents Attitude Survey had the largest sample of people ever used for a Council survey and that Ipsos MORI who had undertaken the survey had advised that the sample was a sufficient size for the Brent population. Interviewers had received appropriate training to ensure that residents were not influenced in any way during the questioning. Members noted that increasing the frequency of the survey would compromise quality due to costs and it was felt that it was better and more useful to have higher quality surveys. The Select Committee also heard that the Residents Attitude Survey allowed for the results to be analysed on a ward basis.

Cathy Tyson advised that there had only been approximately a return of 1,500 out of 5,000 surveys sent out for the Place Survey and that it was a requirement that every local authority undertake this as part of the Comprehensive Area Assessment set of indicators. There was no flexibility to change the prescribed methodology, however the Place Survey did not take into account a number of issues specific to Brent, such as the proportion of residents where English language was not their first language.

RESOLVED:-

that the report on the Brent 2009 Residents Attitude Survey be noted.

8. Community Use of Council Owned Buildings - Update on the Implementation of Recommendations

The Chair asked that this item be deferred to a future meeting because of time constraints. He also requested that the report include more detail.

9. Performance and Finance Select Committee Work Programme 2009/10

The Work Programme for 2009/10 was noted.

10. Items requested onto the Overview and Scrutiny Agenda (if any)

None.

11. **Recommendations from the Executive for items to be considered by the Performance and Finance Select Committee (if any)**

None.

12. **Date of Next Meeting**

It was noted that the next meeting of the Performance and Finance Select Committee was scheduled for Tuesday, 16 February 2010 at 7.30 pm.


13. **Any Other Urgent Business**

None.

The meeting closed at 9.50 pm

A DUNN
Chair

Agenda Item 5

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|---|---|
|  | Performance and Finance Select Committee 16th February 2010 |
| For Information | Wards Affected: ALL |
| Report Title: Waste Contract Performance | |

This report provides an update on the performance of the Council's Waste Services Contract with Veolia, specifically with respect to waste and recycling, street cleansing, missed collections and complaints.

Waste & Recycling

Waste data to the end of December shows a recycling rate of 30.69%, a 1.5 percentage point increase on the same period last year. This includes a 12% increase in the amount of organic waste collected for composting, but a 6% decrease in the amount of dry waste recycled. This represents a combined increase in the amount of waste either composted or recycled of 2%.

Landfilled waste has reduced by 2893 tonnes, i.e. a 5% decrease. Total waste is down by 2.87%

| Month | Household Total recycling 2009/10 | Household Total recycling 2008/9 | Household Total landfilled 2009/10 | Household Total landfilled 2008/9 | Household landfilled and recycled 2009/10 | Household landfilled and recycled 2008/9 |
|----------------|-----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---|--|
| Apl | 2990.46 | 2045.83 | 5417.45 | 5727.71 | 8407.91 | 7773.54 |
| May | 3105.86 | 2908.43 | 7626.84 | 6996.38 | 10732.70 | 9904.81 |
| Jun | 3202.15 | 2781.26 | 5870.41 | 7531.95 | 9072.56 | 10313.21 |
| Jul | 2908.79 | 2857.21 | 5041.21 | 6184.84 | 7950.00 | 9042.05 |
| Aug | 2791.46 | 2866.79 | 7211.36 | 7011.09 | 10002.82 | 9877.88 |
| Sep | 2439.83 | 3210.696 | 5908.46 | 6014.22 | 8348.30 | 9224.92 |
| Oct | 2320.40 | 2753.798 | 5871.19 | 7408.67 | 8191.59 | 10162.46 |
| Nov | 2668.49 | 2403.52 | 7144.33 | 5687.42 | 9812.82 | 8090.94 |
| Dec | 1953.47 | 2011.498 | 4965.90 | 5387.55 | 6919.37 | 7399.05 |
| Totals | 24380.91 | 23839.03 | 55057.15 | 57949.83 | 79438.06 | 81788.86 |
| % Rates | 30.69% | 29.15% | 69.31% | 70.85% | Overall increase | -2.87% |

Street Cleansing

This year's second set of scores has now been received. They show an improvement on this year's first tranche and on the same period last year.

In tranche 2, 6% of streets failed to meet an acceptable litter standard compared to 9% last year. 13% of streets failed to meet an acceptable detritus standard compared to 21% last year.

The average so far this year for litter is 6.5% for litter compared to 7% last year and 17.5% for detritus compared to 16% last year. Therefore, there has been no significant overall change.

NI195

2008/09

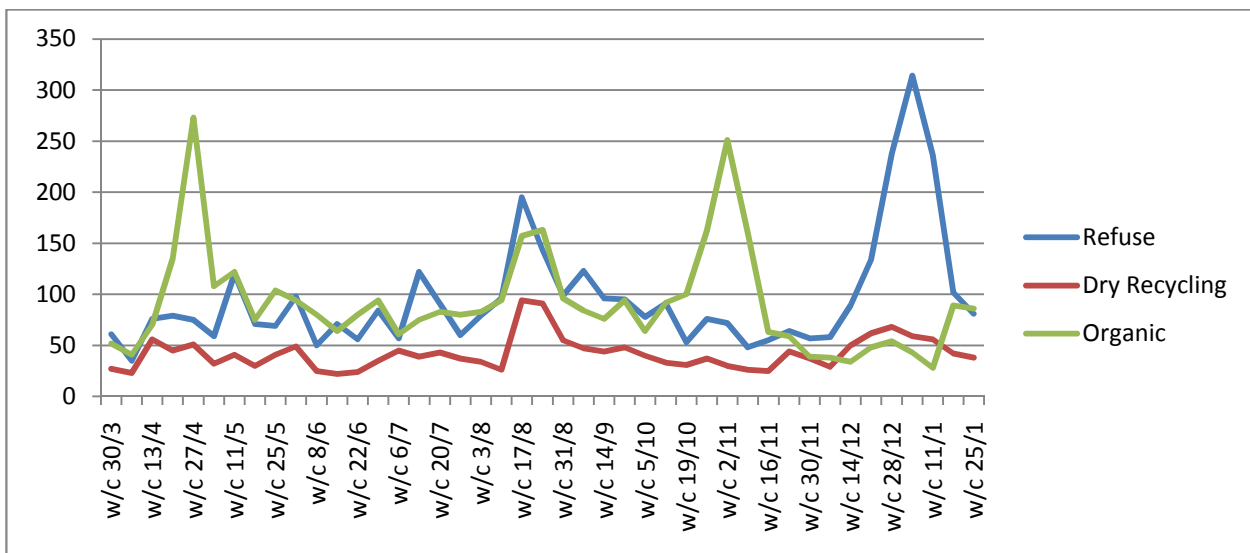
| | L | D |
|---------------------|-----------|------------|
| Tranche 1 | 5% | 11% |
| Tranche 2 | 9% | 21% |
| YTD Average | 7% | 16% |
| Tranche 3 | 6% | 10% |
| Year Average | 7% | 14% |

2009/10

| | | |
|--------------------|-------------|--------------|
| Tranche 1 | 7% | 22% |
| Tranche 2 | 6% | 13% |
| YTD Average | 6.5% | 17.5% |

Missed Collections

Missed collections have returned to an acceptable level in the past 2 weeks. These peaked at the start of January because of Christmas schedules and service suspensions due to snow and ice. Peaks in organic missed collections in April and October are due to high tonnages in those months.



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Complaints

Complaints remain well down on previous years. The overall number of complaints dropped to a very low level in Quarter 3. Recycling and bulky waste complaints are at their lowest level since the contract began. The rise in refuse complaints in Q2 can be attributed to the round reorganisation undertaken during that period. Those complaints started to drop again in Q3.

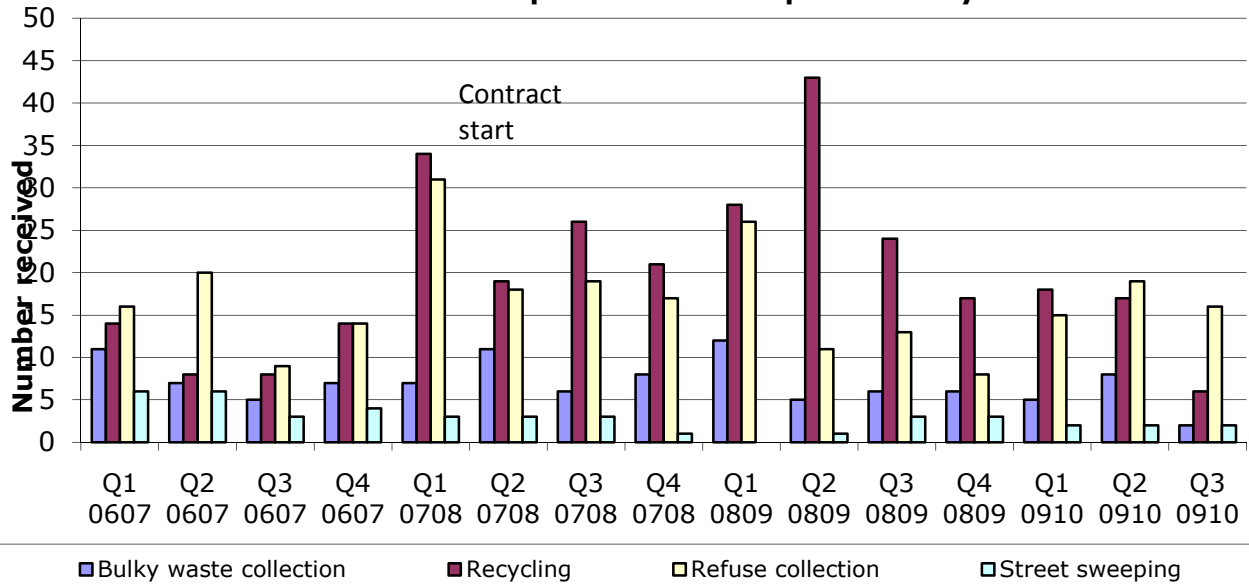
| Quarter | Bulky waste collection | Recycling | Refuse collection | Street sweeping | Total |
|------------|------------------------|-----------|-------------------|-----------------|-------|
| Q1 0607 | 11 | 14 | 16 | 6 | 47 |
| Q2 0607 | 7 | 8 | 20 | 6 | 41 |
| Q3 0607 | 5 | 8 | 9 | 3 | 25 |
| Q4 0607 | 7 | 14 | 14 | 4 | 39 |
| Q1 0708 | 7 | 34 | 31 | 3 | 75 |
| Q2 0708 | 11 | 19 | 18 | 3 | 51 |
| Q3 0708 | 6 | 26 | 19 | 3 | 54 |
| Q4 0708 | 8 | 21 | 17 | 1 | 47 |
| Q1 0809 | 12 | 28 | 26 | 0 | 66 |
| Q2 0809 | 5 | 43 | 11 | 1 | 60 |
| Q3 0809 | 6 | 24 | 13 | 3 | 46 |
| Q4 0809 | 6 | 17 | 8 | 3 | 34 |
| Q1 0910 | 5 | 18 | 15 | 2 | 40 |
| Q2 0910 | 8 | 17 | 19 | 2 | 46 |
| Q3 0910 | 2 | 6 | 16 | 2 | 26 |
| Totals | 106 | 297 | 252 | 42 | 697 |
| Total 0607 | 30 | 44 | 59 | 19 | 152 |
| Total 0708 | 32 | 100 | 85 | 10 | 227 |
| Total 0809 | 29 | 112 | 58 | 7 | 206 |
| Total 0910 | 15 | 41 | 50 | 6 | 112 |



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Waste services: specific issue complaints analysis 06-07 to 08-09



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Agenda Item 6

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|  | <p style="text-align: center;">Performance and Finance Select Committee</p> <p style="text-align: center;">16th February 2010</p> |
| For Information | Wards Affected: ALL |
| Report Title: Winter Maintenance 2009/10 | |

Background.

Gritting is undertaken by our waste services contractor, Veolia, using 6 specialised vehicles. These vehicles are stationed at Veolia's depot in Alperton and travel to Harrow for loading of road salt.

Brent does not possess a salt storage facility. We have, for a number of years, relied on an arrangement whereby the London Borough of Harrow purchases salt on our behalf. Harrow stores this salt. They also load our gritting vehicles on demand. This is an arrangement that has always worked reasonably well.

Veolia are contractually required to grit an approved network of priority streets. This network comprises main arterial roads, bus routes, hilly areas, town centres and areas in the immediate vicinity of schools, hospitals and stations. This is to ensure the emergency services, public transport and town centres remain functioning during winter weather. This work is undertaken with respect to the Highways Act Section 41, amended by Section 111 of the 2003 Railways and Transport Act. This gives the council a duty to keep roads free of ice and snow as far as is reasonably practicable. This is not an absolute duty as we are constrained by time, storage capacity and budgets. We are not expected to keep roads completely free from ice and snow even on treated parts of the network. In essence, this means that many roads and nearly all pavements will not be treated.

Budget.

The current budget for winter maintenance is set out below.

| | |
|-----------------------------|-----------------|
| Grit Bins | £5,600 |
| Road Salt | £47,100 |
| Salt Storage | £34,700 |
| Salt Loading | £22,400 |
| Gritters | £60,792 |
| Gritting Labour | £142,188 |
| Weather Information Service | £3,500 |
| Call Out | £1,200 |
| TOTAL | £317,480 |

The Operation - December 2009 to date.

At the start of this winter we had 1400 tonnes of road salt in stock. This represents our full allocated capacity at the Harrow storage facility. Harrow held a similar amount for themselves.

As a consequence of London-wide snow disruption in February 2009, the government issued guidance to local authorities advising them that they should store enough salt for 6 days of heavy gritting. For Brent, this is 900 tonnes. Therefore, our initial stock exceeded government guidelines. In addition, we considered it prudent to order 2 further resupply deliveries in November. This was for 800 tonnes in total - to be delivered at the end of December and the end of January. This would give Brent a full year total of 2200 tonnes. This far exceeded the usage in previous years (see table below).

| Year | Tonnes of Salt |
|-----------|----------------|
| 2004/2005 | 1001 tonnes |
| 2005/2006 | 792 |
| 2006/2007 | 382 |
| 2007/2008 | 371 |
| 2008/2009 | 986 |

In the current financial year to 18th January 2010 we have used 1517 tonnes.

This winter has been unusually cold. Indeed, there are claims it has been the most severe winter for 30 years. The snowfall came much earlier than in previous years and low temperatures have been endured for an unusually extended period.

The first snowfall came on December 16th and persisted for a number of days. Between the 16th and the 24th December we used 917 tonnes, 69 tonnes short of what had been used during the whole of the previous winter. During that same period, Veolia's gritters had been called out 22 times.

At that time, the first stories of a nationwide salt shortage began to emerge. Other parts of the UK had experienced significant snowfall and many authorities had vastly depleted stocks. It became apparent that the country's two main salt suppliers needed to prioritise those authorities in greatest need. We were informed by our supplier that they could no longer guarantee the supply of our December order.

At that time, we still had 500 tonnes of road salt in stock. Most London authorities found themselves in a similar position. The London Local Authorities Control Centre



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(LLACC) was convened to distribute and co-ordinate London's remaining salt supplies. Brent received 150 tonnes from Ealing. A further 141 tonnes was obtained from TfL.

There was further heavy snowfall on the 7th January. Again, this persisted for a number of days. We quickly used much of our remaining salt. We started rationing our stock going into the weekend of 9/10th January. At this point, we started treating a reduced priority network and stopped refilling grit bins. The weather improved over that weekend and our stock remained intact. However, there was further heavy snowfall on Wednesday 13th January. This depleted our stock to the lowest level so far – 19 tonnes.

In response to the widening national concern over salt supplies, the government convened the Salt Cell which sought to co-ordinate and prioritise the distribution of salt from the mines. Brent was notified that 500 tonnes of our outstanding order would be released. This was expected on Saturday the 10th January but did not arrive.

On enquiry, we were advised that the transport infrastructure was struggling to cope and that we should seek to collect the supplies ourselves. Veolia collected 315 tonnes.

We currently have 427 tonnes in stock. A further 75 tonnes is due for collection this week. We are now refilling grit bins.

Spend to date.

| | Budget | Spend to date (20th January |
|-----------------------------|-----------------|---|
| 2010) | | |
| Grit Bins | £5,600 | £6,000 |
| Road Salt | £47,100 | £60,985 |
| Salt Storage | £34,700 | £34,700 (Fixed cost) |
| Salt Loading | £22,400 | £72,816 |
| Gritters | £60,792 | ££60,792 (Fixed cost) |
| Gritting Labour | £142,188 | £64,000 |
| Weather Information Service | £3,500 | £3,500 (Fixed cost) |
| Call Out | £1,200 | £1,200 (Fixed cost) |
| TOTAL | £317,480 | £303,993 (to date) |

Other issues.

- Officers feel the council maintained road salt stocks at a level greater than recommended by the Government. Veolia's response has been good and their work has been of a very high standard within the requirements set out in the contract. All priority routes have been kept clear. Indeed, the emergency services and TfL have been complimentary in recent correspondence.



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- We have been able to comply with an emergency request for support from the London Ambulance Service by treating station forecourts in Brent.
- We have been able to respond to all police requests for spot gritting.
- Officers have been happy with the quality of advice from the WIS (Weather Information Service) and feel that the opportunity to speak with forecasters over any 24 hour period has been crucial.
- Officers are happy that the current priority network is comprehensive enough to comply with legal requirements and to keep Brent functioning in the event of ice and heavy snowfall. There is no pressing technical need for the network to be significantly extended. We will, however, comply with a TfL request for 5 roads to be added.
- Despite all this, public dissatisfaction has been moderately high.
- There is a perception amongst residents, the media and local politicians that all roads and pavements should be treated. This was not part of the current contact for winter maintenance and never has been a requirement in the past.
- There is a need to better manage that expectation.
- Any extension of the network will require new investment.
- If this is an expectation, we must gauge the need for further investment against the likelihood, or otherwise, of future winters being similarly severe.
- There has been demand for grit bins to be installed at new locations. Again, this is a demand we are not able to satisfy. Any extension of this network will require new investment.
- Our shared arrangement with Harrow has served us well. However, a salt storage facility within Brent may improve response times. Again, this will require significant new investment.
- Waste collections very often need to be suspended as a consequence of heavy snowfall. Road conditions, especially in untreated areas, make the operation unsafe. Collection crews are redeployed, along with street cleansing teams, on clearing snow and ice. These collections are resumed as soon as conditions allow. Very often this means catch-up collections need to be made outside normal working hours. This comes at additional cost to Brent.



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Conclusion.

Although Brent did not run out of road salt we clearly need to review future stock levels along with all other authorities and Central Government. After this winter we need to review whether Members wish to enhance the winter maintenance service as expectation is in many areas currently exceed the agreed specification for the service.

Staff in Streetcare and Veolia have worked extended hours, often during the night to keep priority routes open. Within the resources available and despite the non delivery of promised salt, they have performed a good job during one of the coldest periods of weather in London for three decades.




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Agenda Item 7

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|  | <p style="text-align: center;">Performance and Finance Select Committee</p> <p style="text-align: center;">16th February 2010</p> |
| For Information | Wards Affected: ALL |
| Report Title: Waste Collection Strategy | |

This report provides an update on the development of a revised Waste Collection Strategy for Brent.

Background.

The council is currently revising its Waste Collection Strategy. This work is being undertaken as part of the Waste & Recycling Gold Review, an element of the council's Improvement and Efficiency Programme. It seeks to deliver £1.2million efficiency savings in waste management over the next 2 years.

As part of that process we are assessing our current waste and recycling systems and devising new methods of collection for implementation in 2011. These are intended to deliver £500,000 savings and a diversion rate in excess of 40%.

There is an urgent need to update the council's strategy to prepare the borough to meet a range of waste management challenges in the period to 2020. This urgency is driven by internal and external factors.

Internal drivers include:

- Reducing the cost of what is currently considered a high cost service.
- Providing recycling services that are accessible to all residents (e.g. flats recycling scheme and organic collection scheme).

External drivers include:

- The increasing cost of waste to landfill and the need to reduce that cost by both increasing the amount of waste that is recycled and by reducing the amount that is produced overall.
- The need to meet National Indicators for waste.
- The need to meet the objectives of the National Waste Strategy for England.
- The need to meet any requirements of the Mayor of London's Waste Strategy.
- The need to reconfigure collection systems to deliver material streams that are compliant with the West London Waste Authority Joint Municipal Waste Management Strategy.
- The need to establish clear objectives that shape the development of both the existing and future waste services contracts.

Objectives.

The Project Board will offer a draft strategy to the Corporate Management Team on the 13th May. It will then be submitted to the council's June Executive for approval to enter into a programme of consultation. This will enable an amended draft to be submitted to the October Executive. Implementation of the Strategy's action plans will then begin. It is intended that all collection changes will be fully implemented by April 2011.

Progress to date.

1. A Project Plan has been developed.
2. A Project Team and Project Board have been established.
3. A comprehensive Business Plan has been approved by the Improvement and Efficiency Programme Board.
4. A workshop to develop a range of collection options was held on the 9th December. This was organised by Brent officers but involved other key stakeholders including representatives from neighbouring boroughs, the Waste and Resources Action programme (WRAP), the West London Waste Authority and Veolia. The aims and objectives of the workshop were to:
 - consult with colleagues and critical friends on our approach to the development of the new waste collection strategy for Brent
 - shortlist collection options to be further appraised
 - strengthen partnership working opportunities
 - share ideas and good practice as well as avoid repeating mistakes that others have already made

The workshop shortlisted a number of collection options for residual waste, recycling waste and organic waste for composting.

Next Steps.

1. Consultants have been appointed to further appraise these options. They have been asked to
 - **Assess the options shortlisted at the workshop and agree with Brent which of those should be taken forward for further assessment.**
 - **Undertake a modelling exercise to determine waste projections for the period 2010-2020.**

This should consider household waste only, take into account Brent's historical data and have regard to other relevant published information, particularly national and regional data. It should seek to identify a number of different scenarios.



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- **Undertake a desk analysis of Brent’s housing stock.**
This should review data held by Brent and determine which collection option is most appropriate. This should consider street level properties only.
- **Undertake a cost analysis of the options.**
This should present the cost implications of each combination of options identified. This should consider all relevant set-up costs, ongoing collection costs, spend relating to waste transfer, treatment and disposal and, in particular, be geared to delivering the council’s savings target. This exercise will be undertaken in partnership with Veolia and the West London Waste Authority.
- **Undertake a carbon impact analysis of the options.** This should present the carbon implications of each combination of options identified and take into account the impact of collection, transport and treatment.

This work should fully appraise all the options and conclusively recommend the optimum combination of collection systems for Brent.

2. Whilst this work is being undertaken, officers will continue to develop the wider strategy document. This will cultivate policy options for waste reduction and re-use, waste communications, recycling from flats, community engagement, the Re-use and Recycling Centre, neighbourhood recycling sites and schools.

Timetable.

February / March

- Waste forecasting - Consultancy carries out waste forecasting analysis and produces final report with recommendations
- Housing stocks requirements – Consultancy carries out analysis of housing stock and produces final report with recommendations
- Carbon impacts of collection options – Consultancy carries out analysis of carbon impacts and produces final report with recommendations
- Financial impacts of collection options – Consultancy carries out analysis of financial impacts of collection options and produces final report with recommendations
- Preferred policy - review information from consultant’s reports and identify preferred policy option for collection systems for street level and flatted properties.
- Review findings and recommendations of the Veolia waste contract review
- Develop wider strategy policy options.

April

- Away day with officers, stakeholders and critical friends to present Brent's preferred policy option for collection systems
- Draft headline strategy production and first annual action plan
- WRAP and project board review draft headline strategy and action plan and provide comments

May

- Submit report and strategy to CMT for approval



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June / July / August

- Executive meeting - to gain approval for consultation on draft headline strategy and first year action plan
- Consultation takes place

September

- Consider stakeholders' responses and review draft headline strategy and action plan

October

- Executive meeting - new waste collection strategy and action plan formally adopted by the council.
- Implementation of first year action plan.



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Performance & Finance Feedback In respect of: Community Use of Council Owned Buildings

Membership: Councillor Dunn – Chair
 Councillor H B Patel
 Councillor Bessong
 Councillor Ahmed
 Councillor Butt
 Councillor Mendoza
 Councillor Pagnamenta
 Councillor Van Kalwala

Date: 16th February 2010

Lead Member:

Lead Officer: Richard Barrett

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| Recommendation | Has or will this be Implemented / Not Implemented | If not Why not | Timescales for implementation | Officer Responsible |
|---|---|---|---|--------------------------------|
| <p>1. Consider the framework for effective community use of council owned buildings</p> <p>a) The following policy areas should be considered together in future when addressing community use of council owned buildings - asset management leasing policy, voluntary sector strategy development and projects such as the voluntary sector resource centre project. In addition we should also be cognisant of</p> | <p>A Voluntary Organisations Property Group (VOPG) has been formed containing representatives of each relevant Department to formulate a policy and methodology to implement this framework.</p> | <p>Group set up but meetings to be set up bi monthly not quarterly as has happened to date. Next meeting to be on 4th March 2010.</p> | <p>By June 2010 the group to have agreed all policies.</p> | <p>Howard Fertleman</p> |

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| <p>period to ensure these match the Council's key objectives and agreed outputs</p> <p>In particular, where rent abatement is given or a grant is paid, the lessee should enter into an agreement with the Council providing that rent</p> <p>abatement or payment of the grant will be withdrawn if certain specified outputs are not met</p> <p>Responsibility within the council for this needs to be clarified at Corporate Management Team level</p> <p>c) Development of a consistent approach to asset transfer</p> <p>The council presently transfers assets in practical terms through the provision of 25 and 99 year leases.</p> <p>Thought should be given to application of the principles of long leases for any other assets after the outcome of the one council task group on asset management is known.</p> <p>Primarily this should be a short term leases under 7 years.</p> <p>Longer term leases can be between 10years – 125 years. Longer leases generally between 10 and 25 years, and no more than 50 years be offered only in specific circumstances and where a group has met a</p> | <p>line with Committee policy .The VOPG is at present in the process of defining the criteria that would allow a rental abatement or the provision of a grant.</p> <p>3(c) The VOPG is defining the criteria in which the Council would grant longer term leases, the length of such longer term leases and what the type of proposed lessee that such a lease will be granted to.</p> | <p>Once the rental abatement mechanism has been agreed the market rents of all the buildings contained within the Community Portfolio will be established.</p> <p>The VOPG has been establishing the legal parameters that will allow the granting of such longer term leases, especially with regard to the CIPFA regulations and the impact to the Council of granting such longer leases under these financial regulations.</p> | | |
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| <p>stringent test of capacity and alignment with key Council objectives such as Local Area Agreement targets. This is in line with Quirk proposals for the need to assess capacity and capability.</p> <p>d) Development of a leasing policy drawing on best practice elsewhere</p> <ul style="list-style-type: none"> ➤ The contractual and leasing arrangements should be standardised for the community portfolio ➤ The policy approach agreed for the 16 Youth and Community Centres in 2003 should be extended and added to so that: ➤ Generally leases would be granted for 7 years or less ➤ These should be contracted out of L&T Act 1954 Part II, ➤ These should include an annual tenant break clause and possibly a landlord break clause ➤ These should include internal repairing and insurance clauses because the tenant will then take responsibility for the day to day management and maintenance of the building and will be the entity occupying the building on a daily basis | <p>3(d) The VOPG is looking at various models and best practices employed by other Councils especially Sheffield City Council. The drawing up of a standard lease containing all the recommendations of the PFSC and the Executive Report of the 14th July 2009 is being discussed with Legal Services.</p> | <p>In progress, but there are issues of commercial uses and shared premises with 3rd Sector Organisations. Such issues are being discussed with a view to resolve then problems arising from this in regard to lease terms, rental abatement and the monitoring of outputs.</p> | | |
|---|--|---|--|--|

➤ These should have a restricted user clause and alienation clause to prevent, over time the property not being used for the original intention or by the original occupier without prior Council approval

Community Use of Council Owned Buildings Task Group 2009 6

➤ Long leases (i.e. for more than 7 years), should exceptionally be available:

- where this meets community outputs critical to council and the community organisation need a long lease to obtain funding (confirmation of funding would be required before agreement)

- where this links to capital funding possibilities (confirmation of funding would be required before agreement)

- where there is some other strong justification for this.

- In addition the legal requirements set out at section 8 would need to be met alongside a test of capability and capacity to ensure the effective use of the asset in the future. (The example highlighted as best practice at section 7.34 should be noted here).

➤ Long lease break clauses should be considered as the norm to safeguard the long term value of Council assets and also

to insure against future failure of the organisation to continue to operate effectively or fail to meet Council objectives.

➤ Shared use of premises should be encouraged where appropriate, to ensure effective and efficient use of council assets to the benefit of Brent residents.

e) The policy approach once agreed should be taken forward as one part of the Voluntary Sector Strategy

3(e) This will be done in consultation with the VOLG once the policy approach is agreed.

| | | | | |
|---|--|--|--|--|
| <p>5. Strengthen governance of the ‘community portfolio’ developed in line with any aspects developed within the voluntary sector strategy</p> <p>a) Ensure community outcomes are linked to any provision of below market rent leases within the „community portfolio“</p> <p>b) Clarify responsibility and process for monitoring of the community outcomes</p> <p>c) Ensure linkage to the community strategy priorities for all community outputs in line with the process which is being developed for the voluntary sector strategy</p> <p>d) Ensure appropriate consideration of equality and diversity to ensure the fairness of this process</p> <p>e) Ensure clear advice and guidance on the monitoring process is provided in one place for voluntary and community sector organisations</p> | <p>5(a) It is anticipated that each Department within the Council where appropriate, will sponsor a particular organisation. They will monitor the Organisation’s outputs to ensure that the particular group is eligible for rental abatement or grant provision on a yearly basis.</p> <p>5(b) Each Department has now been circulated a list of community assets together with the occupying community groups.</p> <p>5 (c) The definitions of the community outputs and what is required of each group will be in line with the final defined voluntary sector strategy that is being compiled by the VOLG.</p> | <p>Departments have not yet agreed to take on monitoring for relevant buildings where the users service output aligns with the service of the Department. Departments will be allocated a Group to monitor by PAM in situations where it is unclear which Department should be monitoring a group’s particular output or the Department fails to accept responsibility for any assets.</p> <p>The definitions are currently under discussion with the Group Departmental members. The legal aspects and the method of monitoring such outputs are currently under discussion with a view of compiling an appropriate mechanism to ensure that the monitoring is carried out effectively.</p> | | |
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| | | | | |
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| | <p>5(d) Equality and Diversity is a key element in the VOLG's formulation of the Voluntary Sector Policy to ensure fairness in granting of future leases,</p> <p>5(e) It is anticipated that regular meetings will take place with all voluntary sector tenants through the VOLG monitoring process.</p> | | | <p>The VOLG.</p> |
| <p>6. Continue to develop the Voluntary Sector Resource Centre Project</p> <p>a) Continue to support the voluntary resource centre projects and others like it in the longer term as an effective way of empowering the voluntary and community sector</p> <p>b) Identify if there are any other projects which provide similar benefits to community and voluntary sector organisations</p> | <p>6(a) Housing and Community Care is drawing up a Resource Centre requirement schedule in conjunction with BRAVA.</p> <p>6(b) This is a matter for Voluntary Organisations Sector to progress.</p> | <p>The VOPG has met with Mr Christian Brown the Resource Centre Project Manager from BRAVA who has given the Group a presentation as to the requirements needed for such a Centre. Further meetings are planned for further discussions on the project with PAM, Housing and Regeneration and BRAVA.</p> | | <p>Linda Martin</p> <p>Richard Barrett</p> |
| <p>7. Feed into the response to the Quirk Review</p> <p>a) Feed learning from the task group into</p> | <p>7(a) This has been</p> | | | |

| | | | | |
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| Brent' s response to the Quirk review in particular the focus on projects like the voluntary sector resource centre, and the recommendations about Brent' s leasing policy. | undertaken. | | | |
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Appendices to Performance and Finance Feedback In Respect of Council Use of Council Owned Buildings.

Appendix 1.

The Voluntary Organisations Property Group (VOPG) has now achieved the following.

1. A draft letter has been compiled and agreed by the member Departments of the VOPG that will be sent to the particular group before they lease a building from the Council for the purposes of Third Sector use. The letter sets out the responsibilities of the tenant and their legal obligations once they have signed their lease.
2. A draft Terms of Reference for the VOPG has now been circulated to the member Department representatives for their agreement. This draft is contained in Appendix 2.
3. Priority Cases for action have been identified for action by the VOPG once the leasing policy has been agreed and approved by the Directors.

Appendix 2.

Progress on the issuing of leases has been made on the following properties.

1. Kings Hall Community Centre has agreed the terms of a new lease but the new lease has not been signed as PAM is waiting for the VOPG to establish the terms of the Collateral Grant Agreement, the method of monitoring of outputs to allow for rental abatement.
2. Preston and Mall have agreed to sign the draft lease which was drawn up under Members recommendations from the 18th August 2003 Special Executive Report on Review of the Non-Brent Council Managed Youth & Community Centres.
3. Bertie Road Resource Centre has agreed the proposed Heads of Terms.
4. The Stables Art Gallery has agreed to enter into negotiations for a lease subject to repairs being carried out.
5. St Kitts Nevis Friendly Association Committee (SKNFA) who occupies the King Fisher Youth and Community Centre has requested that their lease be renewed. Negotiations are expected to start once the VOPG policy recommendations have been approved.
6. The St Raphael's Community Centre is expected to open in March 2010 with primarily a Children's Centre Use with community use in the evening. Responsibility for running evening use has yet to be determined.
7. The Dennis Jackson has now been brought under Council management after the eviction of an illegal occupier. Such management of the building will continue in the short term.

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