

OLYMPIC HOST BOROUGH'S PUBLIC REALM CAPITAL PROGRAMME PROTOCOL

**DRAFT SUBJECT TO DECISIONS OF THE FIVE HOST BOROUGH'S JOINT
STATUTORY COMMITTEE AND FUNDING CONDITIONS CURRENTLY BEING
NEGOTIATED WITH CLG AND TREASURY.**

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Section 1 Full Programme Aims and Outcomes

The five host boroughs have devised a co-ordinated £190m programme of public realm capital schemes from 2009/10 to 2011/12 through a 12 month development and reiterative challenge process with a Funders' Taskforce including representatives from the Department for Communities and Local Government, the London Development Agency and Design for London, Transport for London, and the Thames Gateway Development Corporation.

Overall Aim

To improve the public realm in strategic locations in the five host boroughs to contribute to the success of the 2012 Games and to contribute to a lasting legacy for residents, and to our visitor economy.

Getting the place looking good, and improving and modernising the tourist infrastructure in the boroughs will make a considerable contribution to the success of the Olympic Games, and a success would attract international visitors to London in the following years, powering a substantial tourism economy for the UK.

As well as the need to focus on making sure the Olympic boroughs look attractive for the Games, there is a real imperative to ensure that the benefits of the Olympics are captured for the genuine, lasting, long term regeneration of this part of London. To stimulate transformational regeneration, places in the five boroughs need to reflect the Olympic Park high quality and sustainable design standards, and to be attractive places in which people and businesses want to visit and invest, growing prosperity.

Outcomes and Principles

Within the overall aim, the Programme has been developed to contribute to the following outcomes:

- Better accessibility
- Increased business inward investment
- Increased visitor economy
- Better connectivity to employment and training
- Increased security and reduced fear of crime
- Increased wellbeing
- Increased resident satisfaction.
- Tackling climate change and enhancing sustainability

With the following shared design principles:

- High quality design and materials
- Durable materials and easy to maintain schemes
- Sustainable
- Step free accessibility
- Target-hardening and designing-out crime

Packages and Criteria

The Programme forms ten strategic packages covering:

1. Stratford Town Centre
2. High Street 2012
3. Hackney Wick & Fish Island
4. North East Fringe

5. Live Sites and Town Squares
6. Hackney Marshes
7. Walking & Cycling Routes
8. Greenwich Riverside & Town Centre
9. Excel & Canning Town
10. Transport Hubs and Interchanges

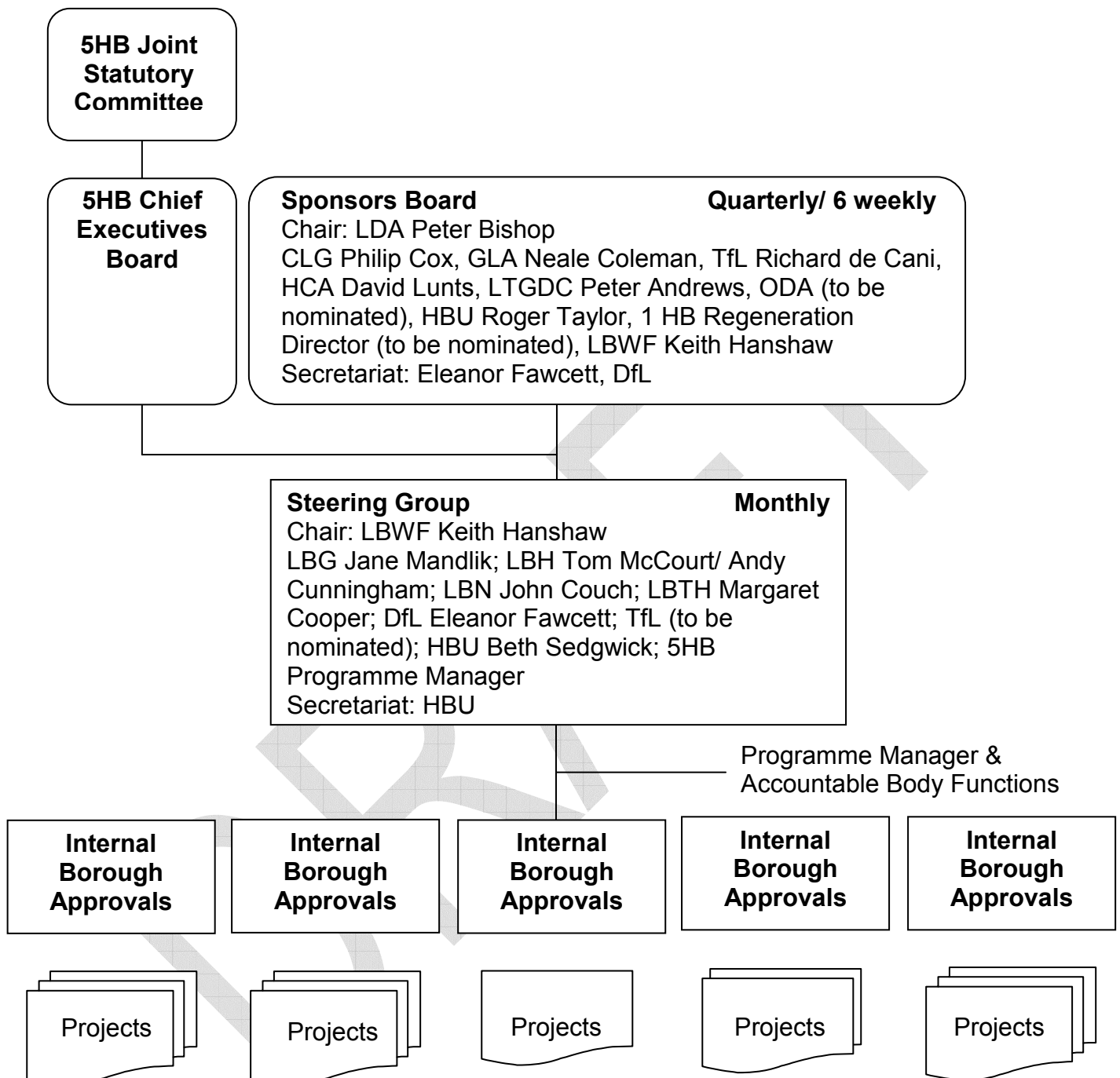
These strategic packages and their schemes have been assessed by the Funders' Taskforce as meeting the following Taskforce criteria:

- Value for Money
- Deliverable - viable in the timescales; do not have major risks or require extensive public consultation
- High Profile - central to the Olympic Park and other venues; central to main transport networks; has Legacy value; contributes to or is part of a wider strategic plan

The Department for Communities and Local Government are providing a funding contribution of £25.4m, forming Phase 1 of the host boroughs' broader £190m programme, plus £2m design funding for Phase 2. The following sections refer specifically to this CLG funding. Other funding will go through individual organisations' approvals processes as applicable.

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Section 2 Phase 1 Programme Governance



These Groups are collectively charged with:

- Ensuring high-quality public realm schemes are delivered within the agreed programme to make a lasting difference for both residents and visitors to the Olympic host boroughs;
- Ensuring effective use of resources, meeting grant and audit requirements;
- Ensuring schemes are delivered as originally agreed in the programme set out in Appendix C, that the design and delivery mechanisms are appropriate, and that any changes are agreed in advance at the relevant level

- Co-ordinating schemes in conjunction with other bodies and funding agencies, and with the wider programme.

Each Group has a different role and level of decision-making:

1. Individual Boroughs: Internal Borough Approvals – Each Borough has existing governance arrangements to oversee capital investment decisions. These existing arrangements will be used to:
 - Ensure both Phase 1 works schemes and Phase 2 design fees conform to the agreed Programme schedules (please see Appendix C) and meet the overall aims, design principles and criteria as set out in Section 1
 - Ensure expenditure meets the agreed annual profile (see Appendix C) and is made in line with this document, including the CLG Grant Conditions set out in Appendix A
 - Approve Phase 1 works scheme appraisals and design statements, and refer these to the Steering Group at RIBA design stage C and again before letting constructions contracts
 - Approve any changes to Phase 1 works scheme details beyond that set out in the agreed Phase 1 programme (Annex C) but which do not change the overall purpose, boundary or impact of the scheme
 - Approve changes of funding for individual borough schemes within the Phase 1 programme up to £500k
 - Make monthly reports to the Steering Group against delivery and spend milestones and exceptions reporting
 - Approve and submit monthly expenditure reports to LB Hackney as accountable body, signed by the borough project manager and relevant finance officer, as set out in the borough's individual schemes of delegation
 - Meet individual borough audit requirements for the expenditure
2. Five Boroughs: Programme Steering Group – This Group is chaired by the London Borough of Waltham Forest Director for Public Realm **[the following statement is subject to a specific decision by the Joint Statutory Committee on whether to delegate authority to the Chief Executive of Waltham Forest; if this decision is agreed by the JSC, it is then subject to a specific decision by the Chief Executive of Waltham Forest]** with delegated authority from the Chief Executive of Waltham Forest, the lead borough for the public realm. The Chairperson is authorised to take decisions, informed by the Steering Group members and in line with the remit of the Group as set out below:
 - Approves all Phase 1 works schemes at two key gateways – RIBA design stage C and before the letting of contracts.
 - Reviews progress reports on programme delivery and spend milestones to ensure effective delivery and spend
 - Approve any significant changes to Phase 1 works scheme details which have implications for change the overall purpose, boundary or impact of the scheme
 - Approves changes of funding for individual schemes in Phase 1 above £500k
 - Agrees changes to individual borough financial profiles, within the overall funding envelope of £5m (£2m design fees) in 2009/10; £17m in 2010/11 and £5.4m in 2011/12
 - Reviews any invoices or financial statements referred back from LB Hackney, accountable body as not meeting grant or audit requirements and makes recommendations to the Chief Executives Board for resolution

- Makes quarterly reports to the Chief Executives Board and the Sponsors Board on delivery and spend, and makes six monthly reports to the Joint Statutory Committee
 - Submits an end of year report on expenditure and delivery and a separate summary document of what has been achieved from the funding, including photographs as relevant.
 - Co-ordinates with the Sponsors Board and other organisations to ensure Phase 1 delivery fits with the broader Programme and with other public realm and public art interventions
3. Five Boroughs: Chief Executives Board has a role to:
- Ensure the programme is delivered in line with the Inter-Authority Agreement;
 - Intervene at the request of the Steering Group on high risk and slippage issues and any invoices or financial statements referred back from the accountable body as not meeting grant or audit requirements
 - Approve quarterly reports prior to submission to the Sponsors Board, and a mid year and annual report prior to submission to the Joint Statutory Committee and Sponsors Board
4. Five Boroughs: Joint Statutory Committee this body authorises any activities carried out on behalf of the five boroughs Joint Committee by nominating and authorising individual officers. In addition to this it will:
- Have oversight of the overall Programme within the five boroughs and its aims, outcomes and principles
 - Approve a mid year and annual report on Phase 1 delivery
 - Intervene on high risk and slippage issues, at the request of the Chief Executives Board
5. External: Sponsors Board – This Board has no stand-alone executive powers however it is formed of funding organisations, which each have a remit as individual organisations over specific funding streams, and representatives of the five boroughs. This Board has oversight of the full programme to ensure funding is used appropriately and the following role:
- Champion the overall Programme and its aims, outcomes and principles
 - Seek further funding for the £190m overall ‘pre Games’ programme, and champion further works for a lasting physical legacy following and building on the Games and Olympic Park transformation, and provide links to the London Mayor’s Great Spaces programme
 - Approve quarterly reports on Phase 1 delivery; and the annual report and summary; and review projects within this
 - Intervene on high risk and slippage issues, at the request of the Steering Group

Section 3 Finance and Performance Management Arrangements

The Grant Agreement (please see Appendix A) sets out the following funding:

	2009/10	2010/11	2011/12
Phase 1 Delivery	£3m	£17m	£5.435
Phase 2 Design Fees	£2m		

This has been allocated in the schedule set out in Appendix C.

There is flexibility to move funding between schemes, as set out in section 2 of this document, but not between financial years (cash/accrual issue to be resolved).

[The following statement is subject to a specific decision by the Joint Statutory Committee on whether to confirm LB Hackney as the accountable body] LB Hackney will be the accountable body for this grant.

[The following statement is subject to a specific decision by the Joint Statutory Committee on whether LB Waltham Forest is the lead borough on the theme of Public Realm] LB Waltham Forest will act as the lead borough on the theme of the Public Realm.

In accordance with paragraph 15.1 of the 2006 Inter-Authority Agreement, the lead boroughs are indemnified for any financial losses incurred, other than by their own negligence.

Payments by the accountable body to other boroughs are subject to actual receipt of grant.

[The following statement is subject to negotiations with CLG as the funding body] The accountable body will draw down funding from the Department for Communities and Local Government on an accruals basis following signed financial reports from each borough according to borough schemes of delegation. Funding will be paid to boroughs in arrears based on borough approved invoices.

The Thematic Lead Borough will employ a Programme Manager, on behalf and as a resource for all five boroughs. This Programme Manager will be responsible for managing the £27.4m programme in detail, ensuring schemes are on time, within budget and follow the correct Gateway processes. They will also take an overview of the whole £190m pre-Games programme and report to the Sponsors Board, identifying risks and exceptions.

The costs of the programme manager and accountable body administration will not exceed £100k per annum, with a maximum of £50k incurred each by LB Hackney and LB Waltham Forest. These core costs will be top sliced from the programme grant with an equal amount of £20k per annum taken from each borough's allocation for 2010/11 and 2011/12. A proportionate cost will be incurred in 2009/10 following the Grant being made at the end of Quarter 3.

Section 4 Proposed Reports Schedule

Originator	Report	Sent to...	Frequency and Timings
Individual Borough	Financial statement of expenditure	LB Hackney Finance for processing; Programme Manager for monitoring	Monthly
Individual Borough	Milestones, risks and exceptions report	Steering Group for review (via Programme Manager)	Monthly, 2 weeks prior to Steering Group meetings
Individual Borough	Scheme appraisals for each scheme	Steering Group for approval (via Programme Manager)	RIBA design stage C; Prior to letting construction contracts
Programme Manager	Milestones, risks and exceptions report	Steering Group for review	Monthly, 3 working days prior to Steering Group
Steering Group	Progress report	5HB Chief Executives Sponsors Board for review.	Quarterly 5 working days prior to meeting
Steering Group	Annual Report and Glossy	5HB Chief Executives Sponsors Board for approval	Annually, by end March.
Chief Executives	Mid Year and Annual Progress report	Joint Statutory Committee for approval	Twice a year By end September and end March.

Appendix A Grant Letter

[to be inserted once Grant Allocation Letter has been written and sent to the five boroughs by CLG]

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Appendix B Full £190m Programme Schedule

[DN to be double checked by borough theme group members]

Borough	Package Name	Scheme Name	Description	Total Cost
Greenwich	Live Sites and Town Squares	Woolwich Olympic Squares, LAG	Creation of an area of green space and a water feature, improvements to pedestrian movements through Woolwich Charter Market, better linkages between major developments, new lighting and improved sightlines.	7,690,000
Greenwich	Live Sites and Town Squares	Eltham Town Centre and Live Site	Provision of live site in the Well Hall Pleasance. Major improvement to the town centre including upgrade of paving, rationalisation of street furniture, reduction of severance and enhancement of pedestrian facilities based on the "High Street Kensington" model.	2,700,000
Greenwich	Walking & Cycling Routes	Riverside Pathway:Cutty Sark to the O2, LBG	Paving, lighting, safety and boundary structures, wayfinding, orientation, essential river wall repairs, path widening and consolidation, connections and exits and works to secure disused piers, wharves and jetties to allow the Riverside Walk between Cutty Sark and the O2 to be a safe route with sufficient capacity to accommodate increased numbers of pedestrians and cyclists travelling between Olympic venues and between the Jubilee Line and Greenwich.	6,000,000
Greenwich	Walking & Cycling Routes	Woolwich Road, LBG	Deepclean of route; Dressing of private vacant sites and derelict buildings; Improved pedestrian crossings facilities; New high quality footway paving (where needed) and street furniture to the appropriate materials template; Speed reduction measures (indicator devices); New public spaces and amenity areas; New Planting; Better Lighting (where necessary); Reduction in Street Clutter; Improved bus facilities; Better connections to existing (and proposed) public transport; Additional and improved cycle facilities. Overall the scheme will address many concerns of local residents and serve to encourage more sustainable lifestyle choices, leading to improved air quality and a better living environment.	1,100,000
Greenwich	Greenwich Riverside & Town Centre	Cutty Sark Gardens, LBG	Paving, lighting, wayfinding, orientation, street furniture, works to riverside wall and Billingsgate Dock, refurbishment of underground car park and construction of new accessible WCs, pedestrianisation of major town centre streets.	6,050,000
Greenwich	Greenwich Riverside & Town Centre	Greenwich Town Centre, LBG Traffic management	Re-scope highways work to remove gyratory	3,000,000
Greenwich	Greenwich Riverside & Town Centre	Greenwich Town Centre, LBG Pedestrianisation	Pedestrianisation in association with Highways works dependant upon Highways scheme.	4,000,000

Borough	Package Name	Scheme Name	Description	Total Cost
Greenwich	Greenwich Riverside & Town Centre	Cycle parking	Improved cycle parking at Greenwich Station	60,000
Hackney	HWick & FI	Hackney Wick/Fish Island Master Plan Priority Implementation Projects LBH	As proposed by the Boroughs (a) Improved pedestrian bridge over A12 at Wallis Road; (b) Enhance pedestrian/cycle access under A12 at Wick Road; (c) Enhance pedestrian/cycle link from Mabley Green to Eastway; d) new path on the Lea Navigation (linking Eastway to Hackney Wick station)	1,550,000
Hackney	HWick & FI	Hackney Wick/Fish Island Master Plan Priority Implementation Projects LBH	(d) Hackney Wick Environmental Improvements;	3,000,000
Hackney	HWick & FI	Hackney Wick/Fish Island Master Plan Priority Implementation Projects LBH	(e) Access to Hackney Wick - Improvements to Cassland Road	300,000
Hackney	HWick & FI	Hackney Wick/Fish Island Master Plan Priority Implementation Projects LBH	(f) Liveable Streets.	600,000
Hackney	HWick & FI	Homerton Station, LBH	Improvement project around the existing Homerton Station linking Barnabas Road and Bradstock Road with Gascoyne Road.	750,000
Hackney	Live Sites and Town Squares	Shoreditch LBH: a) Shoreditch SPD	Pedestrian and cycling permeability; cycle parking; wayfinding; widening & upgrade of footways; shared surfaces; junction & crossing improvements; new pedestrian/cycle links; upgraded street lighting; and improved accessibility to public transport. (a) Shoreditch SPD	3,540,000
Hackney	Live Sites and Town Squares	Shoreditch LBH b) East London Line Stations - Urban Realm Improvements	Pedestrian and cycling permeability; cycle parking; wayfinding; widening & upgrade of footways; shared surfaces; junction & crossing improvements; new pedestrian/cycle links; upgraded street lighting; and improved accessibility to public transport. (b) East London Line Stations - Urban Realm Improvements	1,400,000
Hackney	Live Sites and Town Squares	Shoreditch LBH c) Access to Shoreditch	Pedestrian and cycling permeability; cycle parking; wayfinding; widening & upgrade of footways; shared surfaces; junction & crossing improvements; new pedestrian/cycle links; upgraded street lighting; and improved	650,000

Borough	Package Name	Scheme Name	Description	Total Cost
			accessibility to public transport. (c) Access to Shoreditch	
Hackney	Hackney Marshes	Mabley Green Environmental & Access Improvement LBH	Boundary treatments, lighting, pathways and sustainable planting, improved "Gateway" treatments	4,137,189
Hackney	Hackney Marshes	Hackney Marshes, LBH	Environmental improvements and building works, include boundary treatments, lighting, pathways and sustainable planting.	11,046,456
Hackney	Hackney Marshes	Access to Hackney Marshes, LBH	Converting redundant carriageway into pedestrian areas, street planting, new crossings, public art, repaving of footway	800,000
Hackney	Hackney Marshes	Cow Bridge, LBH	Construction of a new bridge to Hackney Marshes to provide access to the pitches and changing rooms, as outlined in the Hackney Marshes masterplan.	2,600,000
Hackney	Walking & Cycling Routes	Local permeability schemes: a) Urban squares on Olympic walking and cycling routes	Urban Squares a the Hackney Olympic Cycling and Walking Route (Hackney Greenway); Wayfinding; Local Cycle Permeability; Annual programme of on-street parking at transport hubs and key locations. The scheme will contribute to the London 2012's aim of the 100% of spectators to get to the Games using public transport, walking or cycling by improving the feeder routes to the Olympic Greenways (c), ensuring the pedestrians and cyclists can navigate through Hackney by using the local landmarks and key attractions outside the Olympic Greenways (b) and that cycling and walking to the London 2012 via the Olympic Greenways in Hackney will be practical and enjoyable option. After the Games, the infrastructure created for the London 2012 will encourage the local residents to use sustainable transport modes and lead to long-term health benefits associated with a more active communities. The scheme will help achieve the Mayor and TfL's target to increase cycling in London by 400 per cent by 2025.	400,000
Hackney	Walking & Cycling Routes	Local permeability schemes: Wayfinding	As above	900,000
Hackney	Walking & Cycling Routes	Local permeability schemes: Local cycle permeability	As above	355,000
Hackney	Walking & Cycling Routes	Local permeability schemes: on street parking	As above	300,000

Borough	Package Name	Scheme Name	Description	Total Cost
Hackney	Walking & Cycling Routes	Regents Canal Parallel Route	Upgrading the London Cycle Network (LCN+) route 67 to Olympic Greenway status to relieve the congestion and conflict between pedestrians and cyclists on the Regent's Canal towpath, especially during the 2012 Games. This scheme will encourage spectators to use sustainable and active transport options to reach the Olympic Park and will create excellent cycling experience during the games period. It will also leave a lasting legacy after the games in the form of a high quality and safe cycle route linking parts of north and east London.	1,200,000
Hackney	Walking & Cycling Routes	SPECIFIC ROUTE: Lea Valley walking cycling improvements (Capital Ring), LBH	Improvements on the riverside adjoining Millfields Park North, immediately north of Lea Bridge Road. A major component of this scheme will be the repair of the riverbank structure that supports the towpath. Currently this section of the towpath is fenced off as it is structurally unsafe for public access. Improvements to the towpath from Cow Bridge to Homerton Road. These enhancements will include resurfacing, fixing drainage issues and removal of obstacles and clutter. This scheme will contribute to the ODA target of 100% of spectators to get to the Games using public transport, walking or cycling.	1,530,000
Hackney	Interchanges	Hackney Central / Hackney Downs Interchange, LBH	This is a different style of project, aimed at Network Rail for funding. The Hackney Central Interchange is a £10 million project to restore, in a modern and fully accessible form, the historic and direct pedestrian link between London Overground's Hackney Central Station and National Express East Anglia's Hackney Downs station.	10,000,000
Hackney	Live Sites and Town Squares	Victoria Park - Lauriston Road	Footway improvements, entry treatments, provision of new crossing points and widening of the pavements at junctions, such as south of Wetherrell Road, to allow the area better cater for the influx of visitors during the Games. The scheme will benefit the London 2012 visitors by enhancing the environmental quality around Victoria Park, which is one of the main live-site venues around the Olympic park. It is expected that the visitors are likely to be drawn to the shops and refreshment opportunities of Lauriston Road, but the area would benefit from some targeted urban realm improvements.	1,005,000
Hackney	Hackney Marshes	Access to Hackney Marshes (Southwold Road - Leabridge Road)	Footway improvements, entry treatments, provision of new crossing points and widening of the pavements at junctions to allow the area better cater for the influx of visitors during the Games. The scheme will benefit the London 2012 visitors by enhancing the environmental quality around Hackney Marshes, which is one of the main live-site venues around and entrance to the Olympic park.	445,000
Hackney	Hackney Marshes	Chatsworth Road	Footway improvements, entry treatments, provision of new crossing points and widening of the pavements at junctions to allow the area better cater for	690,000

Borough	Package Name	Scheme Name	Description	Total Cost
			the influx of visitors during the Games. The scheme will benefit the London 2012 visitors by enhancing the environmental quality around Hackney Marshes, which is one of the main live-site venues around and entrance to the Olympic park.	
Newham	Stratford Town Centre	Stratford Town Centre, LBN	Improvements at Meridian Square; Cultural Quarter; The Broadway; The Grove; Maryland General Street improvements Jupp Rd Bridge. (to be split out as design progresses)	13,800,000
Newham	Stratford Town Centre	Carpenters Estate - diagonal link to DLR station	Improvements to Hutchins Close / Wilmer Lea Close Diagonal from Stratford High St DLR to Olympics	650,000
Newham	Stratford Town Centre	Oxford Road Estate and Windmill Lane (combined)	New communal parking areas, sports court and under 5's play area, high amenity paths and enhanced lighting, street furniture and provision for cycle parking as necessary. Upgrades to carriageway & footway surfaces. Removal of visual barriers and street clutter. The scheme will discourage cut-through traffic to/from the Olympic Park and ensure that residential amenity is maintained. The scheme will also provide improved cycling and walking links, to improve permeability and maximise the potential for sustainable trips to the Olympic Park and ensure their integration with the newly developed area. The improved streetscape will also address the cliff-edge effect of the Olympic Park and help to integrate the surrounding urban fabric with the new Olympic Park development.	2,910,000
Newham	Stratford Town Centre	Maryland Station, LBN	Maryland station is likely to be used by significant numbers of residents and Olympic workforce. It falls with the Northeast Olympic Fringe master plan area where significant change and development is anticipated after the Games. The exterior environment of the station (which will be a CrossRail station when CrossRail is built) needs an uplift, pedestrian areas need repaving, street furniture needs renewing and street light needs improving. Maryland will be one the key nodes which will benefit from the renaissance of east London to which the Games are contributing. This scheme can be seen as a precursor to that by uplifting the area and increasing its attractiveness to developers thus bringing to fruition the stated aim of the Games stimulating the regeneration of east London.	1,000,000
Newham	High Street 2012	Stratford High Street DLR Stratford High Street Project (LTGDC Scope)	Opening up of old station building to improve the public realm and link to new DLR station	1,150,000

Borough	Package Name	Scheme Name	Description	Total Cost
Newham	High Street 2012	LBN Stratford High Street Project (LTGDC scope)	(a) repaving the road, reducing street clutter, new street lighting new planting, (b) laying out of two pocket parks, (c) Landscaping and public realm improvements to Cam Rd and the entrance to the Channelsea Path	10,200,000
Newham	High Street 2012	LBN Stratford High Street Carpenters (outside LTGDC scope)	Phase 2 of LBN Stratford High St project - Carpenters Road upgrade	As above
Newham	High Street 2012	LBN Stratford High Street Extras (outside LTGDC scope)	Phase 2 of LBN Stratford High St project- extra over works, kerbs, catenary lighting, art	As above
Newham	High Street 2012	LBN Complementary measures	Works to derelict and other sites to compliment public realm works. Where possible some costs will be recovered from site owners, including post works	1,000,000
Newham	Live Sites and town squares	East Ham	Improvements and remodelling of Central Park, an existing live venue. Refurbishment of High Street North from Barking Road to Milton Avenue by de-cluttering and removing superfluous benches, bollards and guard-railing;renewing tired and worn out kerbing, paving and street furniture with high quality, sustainable and easily maintainable materials; reducing crime and fear of crime by replacing street lights with energy efficient, white light units; Designing out hidden areas which encourage loitering and will therefore minimise opportunities for crime and anti-social behaviour; Improving conditions for the mobility impaired. This scheme will improve the environment for visitors and local residents and maintain the vitality of the area thus achieving the stated aim of the London 2012 Games to regenerate east London.	3,700,000
Newham	Walking & Cycling Routes	SPECIFIC ROUTE: The Greenway, LBN	Refurbishment of embankment fencing and garden boundaries; Enhancement of embankment ecology and grassland habitats; Improved wayfinding, signage and seating; Selective resurfacing of existing pathways; Improvements to Channelsea River path from Stratford to Greenway; Improved pedestrian and cycle connection at the A13 severance; Improved pedestrian and cycle connection with Gallions Reach Retail Park. Overall the project delivers an enhanced cycling and walking route with improved connectivity to the Olympic and Lea River Parks, improved ecology and environmental quality.	2,000,000
Newham	Walking & Cycling Routes	SPECIFIC ROUTE: Romford Road, LBN	Encourage walking and cycling by segregated provision, signing and markings and reduction of traffic dominance; Improve the environment for walking & cycling by de-cluttering, removal of superfluous guard-railing & street furniture; Improve the attraction of the gateway route by renewing the tired and worn kerbing, paving and street furniture to deliver high quality	5,000,000

Borough	Package Name	Scheme Name	Description	Total Cost
			surfaces and streetscape; Improve lighting to reduce reluctance to walk during lighting up periods and reduce energy usage and costs; Enhance the road's role as a busy public transport corridor by improving bus accessibility on foot to encourage modal shift; Prevent obstructive parking and illegal crossing of the footway while retaining legitimate access to premises. This busy route provides the first image of the approaches to the Park.	
Newham	Excel & Canning Town	Station exteriors Custom House and Prince Regent	Custom House and Prince Regent DLR stations will be the main access points to ExCeL and the external environment visible for the platforms is in need of uplift - street furniture renewal, street lighting upgrade and repaving.	9,500,000
Newham	Excel & Canning Town	Bridge Over Railway Corridor, LBN This scheme forms part of the walking route from Canning Town. If the walking route is not progressed this element should also be dropped	This scheme involves linking the proposed alternative pedestrian route from Canning Town into the ExCeL estate by means of a footbridge over the railway corridor. Works will involve the construction of a permanent structure over the railway corridor along with the necessary approach/accommodation works.	As above
Newham	Excel & Canning Town	Bridge Over Royal Victoria Dock, LBN	This scheme involves the creation of a new temporary bridge over Royal Victoria Dock to connect ExCeL with the North Woolwich Branch of the DLR. Works will involve signing, lighting, abutments, a temporary bridge that can be opened/moved to allow boats through and then the removal of the structure if required.	As above
Newham	Excel & Canning Town	Silvertown Quays Walking Route, LBN	This scheme involves the creation of a temporary walking route from the bridge across Royal Victoria Dock to the bridge over North Woolwich Road, thus linking ExCeL to Pontoon Dock DLR Station. Works will involve signing, street furniture, lighting, paving works and fencing.	As above
Newham	Excel & Canning Town	Live Site(s) Silvertown Quays and/or Barrier Park, LBN	Both the Silvertown Quays Site and the awarding winning Barrier Park provide opportunities to enhance the visitor experience as people leave the ExCeL Games venue. This scheme involves the creation of temporary facilities/infrastructure for events and exhibitions and the commissioning of the events/exhibitions. By utilising Silvertown Quays Site and Barrier Park, there is the opportunity to create a legacy as to how Barrier Park and vacant sites in the Docks could be exploited beyond the Games with future events/festivals.	As above
Newham	Excel & Canning Town	Bridge over North Woolwich Road, LBN	This scheme involves the creation of a pedestrian bridge over North Woolwich Road connecting the Silvertown Quays Site to Pontoon Dock DLR	As above

Borough	Package Name	Scheme Name	Description	Total Cost
			Station. Works will involve the construction of a permanent structure with landscaping to the northern abutment. These projects will both improve the visitor experience when attending Games events at ExCeL and prepare the way for that longer term development by providing improvement to vital local infrastructure and probably more importantly turning around perceptions of the Royal Docks and East London as a place to invest, live and work. This scheme is part of the planned work to create a high quality link from the Silvertown Quays site to the DLR and is an essential prerequisite for the regeneration of the Silvertown Quays site. It can fulfil an important role during the Games both as an alternative means of access to the DLR from ExCeL and if either Silvertown Quays site or Barrier park are used as complimentary event venues for ExCeL.	
Newham	Excel & Canning Town	Silvertown to ExCeL Pedestrian Route, LBN	This scheme involves the creation of/improvement to a walking route from Silvertown to ExCeL particularly to benefit access to ExCeL for local people in this isolated part of the borough. Works will involve signing, repair/renewal/repainting of street furniture, paving/repaving works and, depending on the route chosen possibly some fencing works. These projects will both improve the visitor experience when attending Games events at ExCeL and prepare the way for that longer term development by providing improvement to vital local infrastructure and probably more importantly turning around perceptions of the Royal Docks and East London as a place to invest, live and work.	As above
Newham	High Street 2012	Wise/Kerrison Roads, LBN	Implementation of a Home Zone type treatment in Wise Road; Enhance estate pedestrian movement through the estate; New communal parking areas, street furniture and provision for cycle parking as necessary; Relocation and upgrade of the existing play area; High amenity paths and enhanced lighting; Remove visual barriers and street clutter; Upgrade to carriageway & footway surfaces. The scheme will improve the traffic flows and reduce congestion within the estate and ensure that residential amenity is maintained. The scheme will improve permeability and maximise the potential for sustainable trips to the Olympic Park and ensure their integration with the newly developed area. It will also address the cliff-edge effect of the Olympic Park and proposed improvements to the Stratford High Street 'streetscene'.	1,300,000
Tower Hamlets	High Street 2012	LBTH HS2012 Whitechapel market area	New market structures, lighting and servicing. Pavement, median and street furniture Accent lighting to feature buildings	5,663,488
Tower	High Street 2012	LBTH HS2012 Mile	Lighting and public space improvements	2,109,499

Borough	Package Name	Scheme Name	Description	Total Cost
Hamlets		End Waste improvements		
Tower Hamlets	High Street 2012	LBTH HS2012 Ocean Green	New green space in front of Ocean Estate	1,391,500
Tower Hamlets	High Street 2012	LBTH HS2012 Street Actions	Street pavement infills	3,310,000
Tower Hamlets	High Street 2012	LBTH HS2012 Bow improvements	Historic building and improvements	3,982,623
Tower Hamlets	High Street 2012	LBTH HS2012 Aldgate	Historic buildings	1,346,820
Tower Hamlets	High Street 2012	LBTH Aldgate paving	Improvements to paving	181,875
Tower Hamlets	High Street 2012	LBTH Mile End Intersection	Various Works	601,750
Tower Hamlets	HWick & FI	Roman Road Town Centre, LBTH	Re-scoped at CLG request to focus on priorities of town centre improvement - heritage façade; streetscene improvements and reallocation of roadspace; wayfinding; public realm improvement to overcome barriers to movement; improved public space and street market infrastructure.	4,218,000
Tower Hamlets	HWick & FI	The Greenway Links, LBTH	As proposed by the Borough's (a) Improvements to St Mark's Gate, Victoria Park; (b) Mitford Canal Bridge; (c) A12 bridge; (d) Wick Lane from Jodrell Road to Crown Close; (e) Greenway surfacing in character areas along Wick Lane between Victoria Park and Crown Close; (f) Footway improvements from Greenway, along Wick Lane, across Crown Bridge to Parnell Road junction with Roman Road.	1,990,000
Tower Hamlets	Live Sites & Town Squares	Victoria Park, LBTH	As proposed by the Borough, Grove Road transformation, St Stephen's Road Green Link; Cadogan Terrace eastern park boundary enhancement; 20 park entrance improvements; internal strategic cycle hub infrastructure ; lighting improvements; decorative elements.	12,898,000
Waltham Forest	North East Fringe	High Road E10 (Grange Park Road to Crownfield Road)	Increasing footway widths, rationalising parking, street furniture, way finding, additional tree planting, opening up of the roadside aspect of Drapers Field.	4,500,000
Waltham Forest	North East Fringe	Ruckholt Road	Tree planting, street furniture, way finding information, landscaping, public art, feature lighting, improved pedestrian and cyclist access. From Ruckholt Road Bridge to High Road, Leyton including adjacent streets Ruckholt Close, Alexandra Road, parts of Grove Green Road, Warren Road and Oliver Road.	3,000,000
Waltham Forest	North East Fringe	Leyton Mills Walking & Cycling Route,	Improve direct access from Leyton Underground Station through the Leyton Mills Retail Park to Marshall Road and Ruckholt Road for cyclists and	2,000,000

Borough	Package Name	Scheme Name	Description	Total Cost
		LBWF	pedestrians, improve the aesthetic appearance and legibility and suitability of routes for cyclists and pedestrians. Particular attention will be paid to the needs of the many elderly and disabled who use this retail facility as well as those with young children and/or heavy shopping. This provides the most direct access from Leyton Underground Station to Ruckholt Road and into the Olympic Park for cyclists and pedestrians.	
Waltham Forest	North East Fringe	Drapers Field, LBWF	A major upgrade to a high quality park is planned following Games time. Potential uses include an urban beach sports facility and tentative discussions have already been held with Sport England. Some improvements can be achieved before the games including improving the aspect onto High Road E10.	3,500,000
Waltham Forest	North East Fringe	Crownfield Road and Thatched House, LBWF	Major improvements to streetscape, increasing footway widths and rationalising parking where possible. Design to incorporate improved and robust street furniture with wayfinding information provided based on Legible London principles and additional tree planting. Particular attention will be paid to needs of pedestrians, cyclists and public transport users. The scheme will present a high quality environment to visitors, on one of the main pedestrian and public transport routes to the Olympic site, and will enhance its reputation to the many thousands who will visit and will provide a welcome boost to local residents and businesses. The improved physical environment will allow easier access to the new employment opportunities being opened up in the Stratford area to Waltham Forest residents.	2,000,000
Waltham Forest	North East Fringe	Walthamstow Town Centre Live Site, LBWF	Street furniture, enhancements to the well-used play area, improved signing for pedestrians and cyclists, additional secure cycle parking facilities.	1,000,000
Waltham Forest	Walking & Cycling Routes	SPECIFIC ROUTE: Coppermill Lane, LBWF	Improvements to wayfinding at various points along the route using Legible London principles. New point of interest boards will be installed that complement signage within Lee Valley Park. Improvements will be made to facilities for pedestrians and cyclists, particularly at the junction of Coppermill Lane and St James Street. There are also locations available for appropriate pieces of public art. Coppermill Lane provides access to Lee Valley Park and the green walking and cycling routes to the Olympic Park. Improved and better signposted routes to Lee Valley park will leave a legacy post Games time.	500,000
Waltham Forest	Walking and Cycling Routes	SPECIFIC ROUTE: Leabridge Road, LBWF	Improved cycling and pedestrian facilities, including provision of high quality wayfinding, along this major east west route that provides access to Lee Valley Park and into the Olympic Park area. The route forms part of the London Cycle Network but specific measures will be implemented to improve	1,500,000

Borough	Package Name	Scheme Name	Description	Total Cost
			the cycling experience. New signing will emphasise the importance of this route to access the leisure activities in the Lee Valley Park and will conform to Legible London guidelines. This route forms part of East London Green Grid. This provides one of the main means for cyclists and pedestrians to access the routes into the Olympic Park along the Lee Valley.	
Waltham Forest	Interchanges	Leytonstone Station, LBWF	An improved streetscape, street furniture, introduction of a small urban square, removal of the demarcation between carriageway and footway to make the space available to all users, roundabout replacement incorporating a new piece of public art, tree planting, more attractive street lighting and improved landscaped areas. Particular attention will be given to wayfinding as Leytonstone provides an important access point to local amenities such as Whipps Cross Hospital and Hollow Ponds (part of Epping Forest). This is a major transport hub in Waltham Forest incorporating a London Underground Station and a bus station (split by the underground line). The immediate vicinity includes a retail area of local importance that requires investment to attract high quality outlets. Many visitors will pass through and use Leytonstone as a transport interchange and many may stay in area.	2,000,000
Waltham Forest	Interchanges	Walthamstow Central, LBWF	This major transport hub incorporates a London Underground station, Mainline train station and the third busiest bus station in London. Several of the buses which can be used to access the Olympic Park originate or pass through Walthamstow Central. The bus station abuts the Town Square live site and a major retail area in Selborne Walk Shopping Centre and the High Street. The area immediately surrounding the station has a very high footfall including commuters, those employed locally and visitors to the local retail and leisure outlets. The design will incorporate new and robust waymarking and rationalise existing street furniture and improve the experience for those visiting the live site or using Walthamstow as a means to access the Olympic Park.	1,500,000

Appendix C Phase 1 Schedule

Phase 1 Scheme Delivery: £25.4m over 3 years

Borough	Schemes	Scheme Spend	Total Spend
Greenwich	Cutty Sark Gardens	£5,410,000	£5,410,000
Hackney	Hackney Wick/Fish Island Master Plan Priority Implementation Projects LBH	£1,100,000	£5,025,000
	Shoreditch East London Line Stations - Urban Realm Improvements	£600,000	
	Hackney Marshes Environmental & Access Improvement	£800,000	
	Access to Hackney Marshes	£650,000	
	Local permeability schemes - Urban squares on Olympic walking and cycling routes	£300,000	
	Regents Canal Parallel Route	£550,000	
	Lea Valley walking cycling improvements (Capital Ring)	£580,000	
	Southwold Road - Leabridge Road	£445,000	
Newham	Stratford Town Centre	£5,410,000	£5,410,000
Tower Hamlets	HS2012 Whitechapel market	£1,680,000	£5,000,000
	Victoria Park	£1,900,000	
	Aldgate paving	£430,000	
	HS2012 Mile End Waste improvements	£130,000	
	Roman Road Town Centre	£860,000	
Waltham Forest	Crownfield Road and Thatched House	£2,000,000	£5,000,000
	Ruckholt Road	£2,250,000	
	High Road E10 (Grange Park Road to Crownfield Road)	£750,000	
		TOTAL	£25,435,000

Baseline Financial Year Expenditure Profile

[DN baseline spending profile by financial year to be inserted once developed]

Phase 2 Design Fees: £2m over 1 year

Borough	Schemes	Scheme Spend	Total Spend
Greenwich	Eltham Live Site and High Street	£60,000	£400,000
	Cutty Sark to the O2	£50,000	
	Woolwich Road	£75,000	
	Greenwich Town Centre	£215,000	
Hackney	Hackney Wick/Fish Island Priority Implementation Projects	£60,000	£400,000
	Homerton Station	£20,000	
	Shoreditch SPD	£15,000	
	East London Line Stations	£20,000	
	Access to Shoreditch	£25,000	
	Mabley Green	£50,000	
	Hackney Marshes	£75,000	
	Cow Bridge	£50,000	
	Local permeability schemes: Urban squares on Olympic walking and cycling routes	£20,000	
	Local permeability schemes: Wayfinding	£10,000	
	Local permeability schemes: Local cycle permeability	£20,000	
	Local permeability schemes: on street parking	£25,000	
	Regents Canal Parallel Route	£10,000	
	Newham	ExCeL/Royal Docks	
Oxford Road/Windmill Lane		£30,000	
Greenway		£85,000	
East Ham Town Centre		£85,000	
Tower Hamlets	Aldgate – Altab Ali Park	£25,000	£325,000
	Ocean Green	£50,000	
	Mile End Intersection	£50,000	
	Greenway links	£50,000	
	Roman Road streetscene design strategy	£25,000	
	Roman Rd Wayfinding	£25,000	
	Market	£50,000	
	Victoria Park	£50,000	
Waltham Forest	Ruckholt Road Area	£75,000	£475,000
	Crownfield Road/Cann Hall Road	£50,000	
	High Road E10	£75,000	
	Leytonstone Station Area	£50,000	
	Walthamstow Live Site and Station Area	£75,000	
	Lea Bridge Road (Cycling and Walking)	£50,000	
	Coppermill Lane (Cycling and Walking)	£25,000	
	Leyton Mills	£35,000	
	4 Borough Olympic Park Fringe Wayfinding	£40,000	
	TOTAL	£2,000,000	

5HBs/ CLG Public Realm Phase 1

PROJECT APPRAISAL FORM

Applicant and Basic Project Details

1 Name of Project	
2 Name of Strategic Package	
3 Lead Local Authority Name: Address: Legal Status: Local Authority	
4 Project Manager (The person who will be responsible for delivering the project and to whom all correspondence will be sent) Tel: Fax: Email:	
5 Total CLG PUBLIC REALM PHASE 1 Funds (Please insert the total amount of CLG funds required over the lifetime of the Project, profiled over the 3 years 2009/10 to 2011/12) Capital: £ Revenue: £ Total: £	
6 Project Duration : Start Date:	End Date:

PART A: PROJECT INFORMATION

SECTION 1 – PROJECT DESCRIPTION

1.1 OBJECTIVES: Please outline the key aim or purpose of the project.

1.2 Project details. Please describe the main elements, activities and physical details of the project, including who will deliver the activities and where it will take place, etc.

1.3 CONSULTATION: Please detail the methods used to consult, inform and involve the local community and their representatives during project development and implementation. Please summarise the results of any consultation already undertaken.

DRAFT

SECTION 2 – PROJECT IMPLEMENTATION

2.1 Is legislative permission or other authority (e.g. planning permission) required for the project to achieve it's goal? What actions are you taking to secure them?

2.2 Please describe the arrangements you will put in place to manage the project and how you intend to measure and evaluate the impact of the project:

(a) Project Management and Delivery

(b) Project Monitoring and Evaluation (Including: who is responsible & frequency of monitoring)

2.3 Please give details of any assistance your organisation will require in managing this project.

2.4 Will any other organisations be actively involved in the delivery and/or management of the project? (Do not include organisations who will simply be providing funding)

Name of Organisation	Nature of Involvement	Level of Commitment

2.5 MILESTONES: Please state below the key milestones and associated spending profiles in the design and delivery of this project including target start/completion dates.

Date to be Achieved	<i>Milestone</i>
Before the Project Starts	
Current Year of the Project	
Subsequent Years of the Project (where applicable)	

2.6 Please indicate how committed any non-CLG Public Realm Phase 1 funding, upon which the project relies, is and whether it is subject to conditions:

Funding Source (profiled over the years 2009/10 to 2011/12)	Cash or In Kind	Level of Commitment	Any Conditions

2.7 Please state below how financial controls will be operated over the project and who will be responsible for monitoring spend.

--

2.8 What audit and banking arrangements will be made to handle the project finances?

--

2.9 Outline the anticipated spend profile (000s) :

2009/10

Q1	Q2	Q3	Q4

Comment:

--

2010/11

Q1	Q2	Q3	Q4

Comment:			
2011/12			
Q1	Q2	Q3	Q4
Comment:			

SECTION 3 – PROCUREMENT ARRANGEMENTS

3.1 Please describe below the procurement arrangements that will apply, confirming whether or not you will be including local firms on your tender list. Will there be any benefits for local labour?

SECTION 4 – EQUAL OPPORTUNITIES

4.1 Please attach or state below your organisation’s Equal Opportunities Policy.

PART B: PROJECT SELF APPRAISAL

5.1 Meeting Key Objectives

	Goal	Challenge	(Tick if met)
Main Objectives	Support delivery of the London 2012 Olympic and Paralympic Games and its legacy	Contributing to a successful 2012 Games and its legacy	
	Enhance the quality of life for all Londoners	Enhancing the built and natural environment	
Other Objectives	Support economic development	Supporting sustainable population and employment growth	
		Improving transport connectivity	
		Delivering efficient and effective transport system for people and goods	
	Enhance the quality of life for all Londoners	Improving health benefits	
	Improve the safety and security of all Londoners	Reducing crime, fear of crime and antisocial behaviour	
	Improve transport opportunities for all Londoners	Improving accessibility	
		Supporting regeneration and tackling deprivation	
	Additional Comments:		

State which of the Key Objectives are met by this scheme indicating how scheme meets the Public Realm capital funding objectives and supports draft MTS outcomes.

SECTION 6 – RISK ASSESSMENT

6.1 Please explain below what are the potential areas of risk to the successful completion of the project. What are you doing to reduce or avoid these risks? Include others that may be appropriate.

RISK	SIGNIFICANCE (Low, Medium, High)	STEPS TAKEN TO REDUCE IT (Where possible)	CONTINGENCY PLANS
<ul style="list-style-type: none"> • The risk of cost overruns • the failure of matched funding to be approved • refusal of any necessary authorities or permissions • meeting deadlines • risks from relying on other projects • capacity of your organisation to deliver 			

DECLARATION

I DECLARE that to the best of my knowledge and belief the information given on this form and in any supporting documentation is correct.

NAME:

TITLE:

**ON BEHALF
OF (ORGANISATION):**

SIGNATURE:

DATE:

APPROVAL

SIGNATURE:

BOARD MEETING DATE:

Appendix E Example Financial Report Form to LB Hackney, Accountable Body

LONDON BOROUGH OF WALTHAM FOREST GRANT CLAIM APPROVAL FORM

<p>.1 Grant Name:</p> <p>.2 Grant Ref. No: CI Reference</p> <p>.3 Grant Payment Body:</p> <p>Is this European Funding Yes/No NB FILES MUST BE KEPT FOR 13 YEARS</p>

<p>Year to which grant relates Claim:</p> <p>e.g. Qtr1, Qtr2, Qtr3, Qtr4, 1st or final. Subsidy: Base Data, 1st Adv, 2nd Adv, Final</p>

Cumulative amount claimed this financial year.....

Total of grant received this financial year:-.....

Is grant subject to audit? Yes/No* External/Internal*

Date due to grant giving body.....

If claim submitted late - have the auditors been notified? Yes /No *

Has Grant Body been notified? Yes /No*

How is overpaid grant treated?.....
ie, C/Fwd or clawback via invoice or deduction from future year's claims

Have the following checks and controls been made?

Grant File prepared with required working papers Yes/No*

Grant Audit Checklist accurately completed (please attach) Yes/No*

Grant reconciliation to SAP completed Yes/No*

If no to any of the above, please provide explanation:-

.....

Completing Officer's NameExt.....

Location

Signature Date.....

To be completed by Head of Finance within appropriate Service

Is the claim arithmetically correct? Yes/No*

Is the claim form signed by Responsible Officer? Yes/No*

Is audit checklist attached? Yes/No*

EUROPEAN FUNDING RULES COMPLIED WITH Yes/No N/A

Date passed to Head of Finance for authorisation

Date forwarded to grant giving body

Date forwarded to auditor

Signature

If grant is auditable by External Auditor, please send completed forms and checklist by post direct to:-

Damian O'Neill,
Audit Commission,
Room 4, Walthamstow Town Hall,
Forest Road,
London E17 4JF
telephone no: 8496 8184

GRANT AUDIT CHECKLIST

Each grant that requires an audit will have a Certification Instruction issued by the Grant Issuing Body. This outlines all the tests and checks that the auditors have to perform in order to certify the grant. Please read these guidelines carefully when compiling your working papers to ensure all the relevant papers are available in advance for the auditors.

This checklist is to be completed by the Responsible Officer and the Head of Finance for the appropriate Service. Signing the form certifies that you have completed all required tests and have supplied all supporting papers.

The following requirements are applicable to all grants:-

1. Copy of grant claim bearing original signature of Certifying Officer:-
Grant Authorised Signatories are Bob Byron, Rishi Peetamsingh, Lin Burton, Alan Imber and David Maynes (all located in WFTH).
N.B.If there is an error on the form, please cross out the figure and write the new figure above & ensure change is initialled by the Certifying Officer. Do not use Tippex on forms as this makes them invalid. Yes/No*
2. Copy of grant claim with cells cross-referenced to individual working papers (e.g: grant approvals, SAP reconciliations, remittance advices, systems printouts). Yes/No*
3. Brief narrative description of compilation method of the claim and main contacts for information on each area of the claim, with telephone extensions and e-mail addresses. Yes/No*
4. A description of internal controls & a note on the extent of internal audit cover (particularly in relation to Council financial systems). Yes/No*
5. Copies of original grant approvals from the grant paying body & any letters of agreement for subsequent variations in grant, (project based grants only). A comparison of expenditure with approvals. Yes/No*
6. Copy of previous year's Audit certificate & any qualification letter... Yes/No*
7. Reconciliation of income & expenditure figures in claim to working papers & SAP. Yes/No*
8. Details of payments made to LBWF with copies of Remittance Advices from Grant paying Body. A reconciliation of debtor/creditor balance with grant paying body on SAP at date of the Chief Finance Officer's certificate, with the balance shown on grant claim form. Yes/No*
9. An explanation of significant variations of claim or return entries from previous year & from forecast budget. Yes/No*
10. Notes & working papers showing the basis of any expenditure apportionment included in claim. Yes/No*
11. Where Authority has incurred the expenditure, VAT has been excluded from claim. Where there is a partnership, VAT implications have been discussed with the VAT team and have been complied with. Yes/No*
12. Arithmetic on form correct. Yes/No*
13. The same expenditure hasn't been claimed on more than 1 claim, or more than 1 grant. Yes/No

14. An explanation of procedures to ensure expenditure is eligible. Confirmation that an expenditure analysis on a case by case/invoice by invoice basis has been reviewed and is available for audit sample selection. Where large journal transfers are included in expenditure, confirmation that details are on file with journal references. Yes/No*

15. The preparer and the reviewer have signed and dated all the working papers on the audit file. Yes/No*

The following tests may be applicable to some grants:-

16. Contracts are awarded in accordance with LBWF standing orders. (This applies where the claim or return includes charges for work carried out by a third party under contract) Yes/No*

17. **Asset register maintained for grant (if capital grant). Copy required. Yes/No***
NB IN THE CASE OF EUROPEAN FUNDING THIS INFORMATION MUST BE REVIEWED ON AN ANNUAL BASIS AND ANY DISPOSALS OR WRITE OFFS ADVISED TO GOVERNMENT OFFICE FOR LONDON IMMEDIATELY. THIS INFORMATION MUST BE KEPT AND UPDATED FOR A PERIOD OF 20 YEARS.

18. Evidence of independent review of expenditure, which is included in the claim or return, but incurred by another body. Yes/No*

19. Any payments made to a third party administering grant monies on behalf of the Council should be separated from any other payments. A specific SAP cost element has been created: 405038 Contractors – external funding, and this should be used and reconciled to claims at year end. Yes/No*

N.B. OFFICERS WHO SUBMIT FALSE OR MISLEADING DATA FACE THE RISK OF PROSECUTION AND/OR RECLAIM.

Please provide explanations for any NO response.