

Wormwood Scrubs Charitable Trust Committee Agenda

Wednesday 8 September 2021

6.30 pm

Online/Virtual

MEMBERSHIP

Administration
Councillor Alexandra Sanderson (Chair) Councillor Helen Rowbottom Councillor Belinda Donovan
Co-optees
Miriam Shea Stephen Waley-Cohen

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www.lbhf.gov.uk/committees

Members of the press and public can watch the meeting on YouTube:
<https://youtu.be/VLziBh7pVPA>

Date Issued: 31 August 2021
Updated
1 September 2021

Wormwood Scrubs Charitable Trust Committee

Agenda - 8 September 2021

<u>Item</u>	<u>Pages</u>
1. APOLOGIES FOR ABSENCE	
2. DECLARATIONS OF INTEREST	
<p>If a Councillor has a disclosable pecuniary interest in a particular item, whether or not it is entered in the Authority's register of interests, or any other significant interest which they consider should be declared in the public interest, they should declare the existence and, unless it is a sensitive interest as defined in the Member Code of Conduct, the nature of the interest at the commencement of the consideration of that item or as soon as it becomes apparent.</p> <p>At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a disclosable pecuniary interest or other significant interest may also make representations, give evidence or answer questions about the matter. The Councillor must then withdraw immediately from the meeting before the matter is discussed and any vote taken.</p> <p>Where Members of the public are not allowed to be in attendance and speak, then the Councillor with a disclosable pecuniary interest should withdraw from the meeting whilst the matter is under consideration. Councillors who have declared other significant interests should also withdraw from the meeting if they consider their continued participation in the matter would not be reasonable in the circumstances and may give rise to a perception of a conflict of interest.</p> <p>Councillors are not obliged to withdraw from the meeting where a dispensation to that effect has been obtained from the Audit, Pensions and Standards Committee.</p>	
3. MINUTES OF THE LAST MEETINGS	3 - 13
<p>To approve as an accurate record, the minutes of the meeting held on 3rd August 2021.</p> <p>To discuss the minutes of the meeting held on the 23rd June 2021.</p>	
4. MANAGER'S REPORT	14 - 94

Wormwood Scrubs Charitable Trust Committee Minutes

Tuesday 3 August 2021

PRESENT

Committee members: Councillors Alexandra Sanderson (Chair) Helen Rowbottom and Belinda Donovan

Co-opted Members: Stephen Waley-Cohen and Miriam Shea

Advisors to the Trust: Stephen Hollingworth (Trust Manager) and Adesuwa Omoregie
Amrita White (Clerk)

This meeting was held remotely. A recording of the meeting can be found at:
<https://youtu.be/K3kvlerlqK0>

1. APOLOGIES FOR ABSENCE

There were no apologies for absence received

2. DECLARATIONS OF INTEREST

There were no declarations of interest

3. MINUTES OF THE LAST MEETING

Miriam Shea (Co-opted Member) noted that the following three amendments be made to the previous minutes:

Amend

Expenditure Budget 2021/22

Carmen explained that this budget was set fairly cautiously, and it didn't factor in any additional *income* for weekend parking.

Amend

Any Other Business

HS2 had advised officers that as a result of the delays their works would not be completed before the 23rd February 2022.

To be removed

RESOLVED:

The Committee approved access across WSCT land for the Met police as part of policing arrangements for Notting Hill carnival.

Stephen Waley-Cohen (Co-opted Member) requested that the minutes be brought back to the next meeting to discuss the matters arising.

Action: Amrita White

RESOLVED:

That the minutes of the meeting held on 23rd June 2021 were approved

4. REPORT ON HS2'S INTENSION TO COMPULSORY PURCHASE THE STANFORD BROOK SEWER AND UTX COMPOUND SITES TO COMPLETE THEIR WORKS

Steve Hollingworth, Advisor to the Trust, presented the report and provided a summary of the key points. HS2 had indicated that it intended to exercise its power under section 4 of the High-Speed Rail (London-West Midlands) Act 2017 (the HS2 Act) to compulsorily purchase parts of Wormwood Scrubs. This intention had been most recently set out in a public meeting on 26th July 2021. HS2 had stated that the need for the compulsory purchase order was to enable HS2 to complete the construction works and grant rights to utilities providers to carry out works.

The HS2 Act gave HS2 powers to carry out the works to divert the Stamford Brook sewer and other utilities on Wormwood Scrubs. These statutory powers would expire in February 2022. To avoid the risks to its programme, HS2 intend to exercise their powers under the HS2 Act to compulsorily purchase two areas of the Scrubs.

The plots that HS2 proposed to compulsorily purchase were shown in the plan included at Appendix B and C.

Referring to the UTX works, Miriam Shea (Co-opted Member) raised concerns on why HS2 had requested to move 6 of the utilities back under the road. She asked if there were any legal concerns with HS2 retaining the ownership of the sub soil. In response Adesuwa Omoregie, provided a summary of the rights which gave the Secretary of State rights to acquire certain parts of the Scrubs to undertake works. The area of land known as Plot 75 which included the sub soil was within the limits that could be acquired by HS2 as permitted under the HS2 Act. The Act only permitted the acquisition of land for the purposes set out within the Act. If the land was acquired and was then not used for the permitted purposes, then action could potentially be taken.

Stephen Waley-Cohen (Co-opted Member) queried if the Trust received a written guarantee from HS2 that the land would be returned) upon completion of works. In response Adesuwa Omoregie explained that the Trust representatives had raised this concern with HS2, and they had advised that they would provide legally binding assurance that the land would be returned as soon as the works had been finished. This was an ongoing matter and the Trust representatives were waiting for HS2 to provide confirmation so that this could be assessed. Further advice would be provided to the Trust in due course.

Action: Trust Manager

The Chair noted that a list of questions had been sent to the Trust from various parties and the answers were provided in Appendix A of the report. Members

discussed Appendix A in detail and full details and answers can be viewed here:
<https://youtu.be/K3kvlerlgK0>

Members requested that the following actions be carried out:

- Find out whether HS2 had consulted the Ministry of Defence regarding HS2's intention to serve notice of the compulsory purchase order.
- Further discussions to be held with HS2 to ascertain when the land would be returned to the Trust.
- Further clarification be provided from HS2 that the land would be transferred back to the Trust at no cost
- Further particular clarification to be provided on the purposes for which the land would be used.

Action Trust Manager

RESOLVED:

That the Committee noted the report.

Meeting started: 18:30pm
Meeting ended: 19:30pm

Chair

Clerk: Amrita White
E-mail: amrita.white@lbhf.gov.uk

Wormwood Scrubs Charitable Trust Committee Minutes

Wednesday 23 June 2021

PRESENT

Committee members: Councillors Alexandra Sanderson (Chair) Helen Rowbottom and Belinda Donovan

Co-opted Members: Stephen Waley-Cohen and Miriam Shea

Advisors to the Trust: Stephen Hollingworth, Richard Gill, Carmen Lomotey, Heather Marsh

Amrita White (Clerk)

This meeting was held remotely. A recording of the meeting can be found at:
<https://youtu.be/YzjtBlkUN>

1. APPOINTMENT OF CHAIR

RESOLVED:

That Councillor Alexandra Sanderson was unanimously agreed as Chair of the Committee for the municipal year 2021-22.

2. APPOINTMENT OF CO-OPTED MEMBERS

RESOLVED:

Sir Stephen Waley-Cohen and Miriam Shea, representatives of the Friends of Wormwood Scrubs, were unanimously agreed as co-opted members of the Committee for the municipal year 2021-22.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Matt Rumble

4. ROLL CALL AND DECLARATIONS OF INTEREST

The Chair carried out a roll call to confirm attendance. There were no declarations of interest.

5. MINUTES OF THE LAST MEETING

RESOLVED:

That the minutes of the meeting held on 24th March 2021 were approved.

Members asked for the following amendments to be made to the minutes:

Grounds Maintenance and site management update

Members discussed the pricing difference between 2 and 5 years for the recovery of the roadway providing vehicle access from Scrubs Lane to the Linford Christie Stadium, the Pony Centre, Council depot and to the temporary site for Kensington Aldridge Academy.

Stephen Waley-Cohen (Co-opted member) requested that a sub-group be set up for the ground's maintenance contract and Emma Ranson *and Miriam Shea (Co-opted member)* be invited to join.

Treatment of rental income for the pony centre

In response to a question asked by Stephen Waley-Cohen (Co-opted member), Officers noted that a formal report relating to the treatment of the rental income for the pony centre would be brought to the next meeting.

Action: Chris Harris

6. MANAGER'S REPORT

Steve Hollingworth, Advisor to the Trust, presented the report.

Update on Kensington Dragons Lease, Grant Agreement and Service Level Agreement

Steve noted that the lease, grant agreement and service level agreement were now all agreed and ready to be executed. Although the Trust delegated authority to officers to complete the terms of the lease and the service level agreement, it did not delegate authority to officers to complete the terms of the grant agreement. Therefore, to execute all documents, the Trust were further asked to delegate authority to officers to: -

Complete the funding agreement between the Wormwood Scrubs Charitable Trust and Kensington Dragons Football Club Limited, to award grant funding of £250,000 to the Club to contribute to the delivery of upgrading and providing new sports pitches and circulation areas on the Trust's property at the Linford Christie Stadium.

The Committee unanimously agreed this recommendation.

HS2 Bill Alternative Ecological Mitigation -Master Plan

Steve noted since the consultation began in the autumn of 2019, there had been a noticeable increase in residents using the Scrubs during lockdown and continuing to enjoy the area as lock down was released. There had been greater interest and engagement from schools with the natural world and therefore the Council was keen to capitalise on this increased interest and engage much more with the wider community and the educational sector. Steve noted that a suggested way forward would be to develop a more inclusive community engagement strategy and work in co-production with residents on the Master Plan. To ensure that wider community engagement was achieved before signing it off.

To achieve this, it was proposed to appoint specialist community engagement consults to develop the vision with residents, the educational sector, and key stakeholders before moving forward further.

The Chair explained that given the interest at the Scrubs over the last few months, it would be useful to broaden the consultation to the community to develop a more inclusive community engagement strategy and feed that input into the Master Plan.

Stephen Waley-Cohen (Co-opted member) explained that whilst he understood the need for a wider consultation, it was equally as important to proceed with the implementation of the project without any major delays. He asked for further clarification to be provided on the timeline for implementation. In response Steve noted that the latest timeline would be circulated to Committee members when this was available.

Action: Steve Hollingworth

Councillor Helen Rowbottom noted that she was in favour of extending the consultation period. She requested that additional signage be added so that the public were able to register their interest and provide feedback.

The Committee unanimously agreed this recommendation.

HS2 Update

Steve noted that HS2 were now working to secure access to the Stamford Brook Sewer compound from Old Oak Common (OOC) Lane. The access had been delayed due to the need to carry out investigate works, to identify the location of utilities under OOC Lane. An update was provided on the current timetable for works and to complete works on the UTX site.

Protesters

Steve noted that the HS2 protesters remained on the Scrubs within Chats Paddock to the east of the Stamford Brook sewer compound. Meetings between the Police, HS2 security and Council officers were continuing on a fortnightly basis to monitor the situation. Steve explained that he last visited the protestors on site with the fire brigade on the 17th June 2021 and no major concerns came to light.

Miriam Shea (Co-opted member) noted that there were ongoing concerns amongst the Friends of the Scrubs regarding the vegetation clearance works. She queried if Council officers were still monitoring the works carried out by HS2 for the vegetation clearance and if they were complying with the agreed method statements within their compounds and around the edges. In response Steve noted that officers had been on site on a weekly basis to check that the agreed method of working was being followed. In addition, HS2 were maintaining the vegetation that was growing back.

Steve commented that he would request a statement from HS2 on the works that were currently being carried out and how these were being executed for the vegetation clearance.

Action: Steve Hollingworth

Park Lodge

Heather Marsh, Advisor to the Trust introduced the item and noted that at the previous meeting The Trust approved funding to explore options for the future of Park Lodge. A summary of which was included as Appendix 1.

Miriam Shea (Co-opted member) felt that option 3 (redevelopment as two new built maisonettes) did not fit the remit and ethos of the Wormwood Scrubs Charitable Trust and that the costs for option 4 (redevelopment as a new build community facility) were high compared to the other options. It was noted that she was in favour of option 5 (demolish and return to green space). Miriam Shea felt that the Linford Christie Stadium was a more suitable location for community type facilities i.e. cafe, toilets and an ecology centre.

The Chair commented that she had received several emails from local residents proposing the need for a café and a community centre on the Scrubs. She noted that it would be useful to carry out a consultation to engage with the public so that further feedback can be provided on the options for the future of Park Lodge.

Councillor Belinda Donovan commented that she was in favour of exploring options for after school clubs or a community building.

Councillor Helen Rowbottom noted that she was in favour of a community/residential space that would benefit the Scrubs and the users as much as possible.

The Chair requested that revised costs for the options discussed at the meeting be circulated to Committee members.

Action: Steve Hollingworth

Catering Concession

Steve noted that the proposal for a mobile van selling refreshment from the Wormwood Scrubs car park is under consideration. However, all concessions in the Council's parks are currently under review until all legal lockdown restrictions were relaxed.

Stephen Waley-Cohen (co-opted member) raised some concerns around the risk of additional litter as a result of the mobile van. He also commented that there was already a catering facility available on the Northern side of the Linford Christie Stadium, very close to where the van would be situated. In response the Chair explained that the mobile van would be operated by a local resident, who was very passionate about running a community focused coffee van. In addition, it was noted that this was a trial and options on how litter would be managed were being reviewed.

Councillor Helen Rowbottom suggested that litter could be mitigated by encouraging the public to bring in their own coffee cups in return for a discount and using eco-friendly material in line with the ethos and vision of the Scrubs.

Implementing Strategic Governance Review recommendations

Steve noted that the Trust Committee approved a budget allocation of £75K a year for two years (£150,000 in total), to fund an appropriate project manager role to support the implementation of the review recommendations and provide wider support to the Trust. Candidates were interviewed on 21st May, but none were successful. Before re- advertising the position, officers were updating the job description to make it more outward facing with more focus on community development and engagement.

The person specification was also being reviewed to ensure candidates had relevant knowledge of ecological issues.

Councillor Helen Rowbottom said that she was keen to support Officers in redrafting the job description and person specification should this be required.

Community Safety Update

Steve noted that in April 2021 the Council commenced employment of its new Law Enforcement Team (LET). The LET comprised of 72 staff creating one of the biggest environmental enforcement teams in the country. The team were responsible for providing high visibility presence in our parks and green spaces, housing estates, commercial areas and residential roads.

Each ward would have an allocated officer who would ensure they know all the key partners in that ward and they too, know them. Neil Thurlow had been requested for the Scrubs. Officers would continue to provide a presence on the Scrubs and engage with everyone using this space. Since coming into post Officers had been on the Scrubs daily undertaking patrols, responding to concerns and issues, undertaking welfare visits, working with the local police and undertaking the daily lock up duties.

The Chair requested that Neil Thurlow be invited to the next meeting to present the community safety statistics and introduce himself to the Committee.

The Chair requested that a breakdown be provided on the difference between the type of incidents that needed to be reported to the LET team and the Metropolitan Police.

Action: Steve Hollingworth

Ground Maintenance and site management update

Heather provided an update and noted that the Committee previously approved funding to repair the road providing vehicle access from Scrubs Lane to the Linford Christie Stadium, the Pony Centre, council depot and to the temporary site for Kensington Aldridge Academy (KAA). The main resurfacing work had been carried out. Further works were in hand to remove the defunct traffic management system near the junction of Scrubs Lane. Traffic management to the access road from Scrubs Lane had become more of an issue since the stadium had started to re-open and sports pitches were receiving greater use, with instances of inappropriate parking on the Scrubs and to the access road being reported. Hardware for the inoperative system would be removed as outlined above and proposals for a replacement system would be investigated and put forward for consideration at the next committee meeting.

Signage

The Committee previously approved funding for signage. The three existing large signs had been cleaned and repaired, and robust, temporary signage installed around the meadow area to deter users from disturbing wildlife during the bird nesting season.

In response to a question asked by members Heather Marsh explained that the permanent signage would be put in place alongside the timing of the Master Plan.

Notting Hill Carnival

Steve noted that the carnival had been cancelled therefore this item was no longer required for discussion.

Network Rail Depot

Heather explained that Network Rail had requested the use of part of North Pole open space as a compound for upcoming works to Mitre Bridge embankment. This would potentially represent an extension of the noise and disruption to residents. Officers would obtain further information from Network Rail to aid a decision on the appropriateness of a new compound.

The Chair requested that further information be requested from Network Rail and provided to the Committee before a formal decision was made i.e. what the work would look like and the impact this would have on residents.

Action: Heather Marsh

Procurement of a new GM (Grounds Maintenance) contract

Steve noted that the procurement process was ongoing. Suppliers passing the qualification stage of the tender were invited to submit bids, and these had now been received and evaluated. The next stage involved negotiation with each bidder and members of a subgroup (Cllr Alex Sanderson, Emma Ranson and Miriam Shea) would be involved in this process. Key meetings would take place the e/c 5th July. Approval to appoint the winning tenderer(s) was timetabled for October.

Members requested that any bid submission documents be circulated to the Committee ahead of the meetings.

Play equipment Braybrook Street

Heather noted that the items of play equipment were removed from Braybrook Street in 2020 due to health and safety concerns. HS2 held a fund for community projects and the Council were one of the boroughs invited to bid. It was recommended that the Committee, with the assistance of Parks Officers, submit a bid to HS2 for the supply and installation of new play equipment.

The Committee unanimously agreed this recommendation.

Weekend Parking charges

Steve noted that the introduction of weekend parking charges was in hand but had been slightly delayed. A traffic order had been drafted and was expected to be operational in around 6 weeks.

Events

Steve noted that no events were held at the Scrubs during the Covid-19 pandemic.

Audit and Accounts

Steve noted that it was recommended that the Trust re-appoint MHA Macintyre Hudson as external auditor for the financial year 2020-21. The proposed audit-fee for 2020-21 is £9,950 + VAT.

The Committee unanimously agreed this recommendation.

Financial Outturn 2020/21

Carmen Lomotey, Advisor to the Trust provided an overview of the 2020/21 financial outturn for the Trust. The budget for 2020/21 was set with an anticipated surplus of £103,864 to be added to the Trust's reserves. The actual 2020/21 surplus for the year was £49,439. Although this outturn was £54,425 worse, it was £17,852, better than forecasted at March 2021.

Income 2020/21

Carmen noted that the income budget was set at £975,164. The actual income at £897,590 was £77,574 below budget. Pre-Covid-19 lockdown income from pay and display and parking meters was fairly consistent, particularly since the introduction of cashless parking.

Governance costs 2020/21

Carmen noted that the indirect costs of managing the Wormwood Scrubs (governance costs – i.e. legal charges, audit fees and Central Finance support costs) were apportioned to expenditure based on value.

Expenditure 2020/21

Carmen noted that at £848,151 (£825,671 plus £22,480 governance costs), 2020/21 expenditure was £23,149 below the £871,299 expenditure budget.

Financial Budget 2021/22 (Updated)

Carmen noted that the proposed budget for the Trust for 2021/22, a surplus of £31,595, was approved at the last meeting (held on 24th March 2021). Approval was also given for this budget to be updated with the financial items approved at that meeting. Carmen provided a summary of the changes.

Income Budget 2021/22

Carmen noted that the 2021/22 income budget was unchanged at £991,433. This was £93,843 more than the 2020/21 outturn, and slightly less than the 2019/20 outturn.

Expenditure Budget 2021/22

Carmen noted that the 2021/22 expenditure budget had increased from £959,839 to £1,105,109, due to the approved changes noted above. Reapportioned governance costs (£28,000) was the reason for the budget revisions of Grounds Maintenance and Linford Christie Stadium contribution.

Councillor Helen Rowbottom asked how the shortfall would be factored into the budget going forward and requested that this be noted as an action. In response Carmen explained that this budget was set fairly cautiously, and it didn't factor in any additional costs for weekend parking. In addition, the parking charges received for March 2021 was £27,000, which was £10,000 more than what was originally projected.

Action: Carmen Lomotey

Any other business

Miriam Shea (Co-opted member) noted that the Friends had requested improved communication with the Council officers on matters relating to the Scrubs going forward .

Action: Heather Marsh

The Chair noted that HS2 had indicated that they were considering enforcing a compulsory purchase order which would enable them to acquire certain sites on the Scrubs for their works. HS2 had advised officers that as a result of the delays their works would not be completed before the 23rd February 2020. Once the works were finished the land would be returned to the Trust. Officers were seeking legal advice and the options available on this matter and would update the Committee as soon as possible.

RESOLVED:

The Committee:

- Approved that the Trust delegate authority to officers to: - Complete the funding agreement between the Wormwood Scrubs Charitable Trust and Kensington Dragons Football Club Limited, to award grant funding of £250,000 to the Club to contribute to the delivery of upgrading and providing new sports pitches and circulation areas on the Trust `s property at the Linford Christie Stadium.
- Agreed to develop a more inclusive community engagement strategy and work in co-production with residents on the Master Plan to ensure that wider community ownership was achieved before signing it off.
- considered the options report on the future of Park Lodge
- Approved access across WSCT land for the Met police as part of policing arrangements for Notting Hill carnival
- Approved the development and submission of a bid to HS2's community fund for new play equipment
- Approve the re-appointment of MHA Macintyre Hudson as the Trust's external auditor for the financial year 2020-21 as set out in section 16
- noted the 2020/21 Financial Outturn as set out in section 17
- noted the 2021/22 Financial Budget as set out in section 18
- noted all other matters in the report.

Meeting started: 6:30pm
Meeting ended: 8:00pm

Chair

Clerk: Amrita Gill
E-mail: amrita.gill@lbhf.gov.uk

Agenda Item 4

MANAGERS REPORT

8th September 2021

Report to Wormwood Scrubs Charitable Trust Committee

Report Author:

Stephen Hollingworth, Advisor to the Trust

Contact Details:

Stephen.Hollingworth@lbhf.gov.uk

1. Executive Summary and Decisions Sought

The Committee is asked:

1. Approve an approach to HS2 on funding for further consultation on a Master Plan for Wormwood Scrubs.
2. Approve funding for a new traffic management system and maintenance package
3. Approve funding for the demolition and rebuilding of a section of wall between the depot and Burlington Danes school.
4. to note the 2020/21 Financial Outturn as set out in section 16
5. Approve the proposed treatment of Pony Centre Income and associated responsibilities as set out in Section 17
6. to note the 2021/22 Financial Budget as set out in section 18
7. to note all other matters in the report.

2. Update on Kensington Dragons Grant Agreement

The funding agreement between the Wormwood Scrubs Charitable Trust and Kensington Dragons Football Club Limited, to award grant funding of £250,000 to the Club to contribute to the delivery of upgrading and providing new sports pitches and circulation areas on the Trust's property at the Linford Christie Stadium has now been completed. Funds will be drawn down by Kensington Dragons from the Trust, through the submission of contractor invoices once work has been completed.

3. HS2 Bill Alternative Ecological Mitigation -Master Plan

A brief for a specialist in community engagement has been drafted and a revised programme the Biodiversity Masterplan drawn up. This shows the consultation taking place over several months, to enable a full and in-depth consultation with residents. A revised Masterplan is proposed to be presented for final approval at the June 2022.

There is a risk that HS2 will not fund further consultation and engagement. The funding agreement for Alternative Ecological Mitigation (AEM) sets out the scope of the project as providing ecological enhancements to Wormwood Scrubs, to include a minimum of 10 years maintenance of these features. Ideas for suitable mitigation are included in the agreement, which include:

- Protecting good quality habitats.
- Enhancing lower quality habitats.
- Creating new habitats.

The agreement does not mention community consultation or any other works apart from ecological enhancements. Nevertheless, HS2 has funded a limited programme of consultation with residents and agreed that interpretation signage could form part of the project.

HS2 has indicated that if a rationale or business plan was presented to them, setting out the need for further consultation, they may be prepared to fund engagement to develop a vision for Wormwood Scrubs which reflects the needs of local people.

Committee to Approve.

4. HS2 update

HS2 have now secured access from Old Oak Common (OOC) Lane and have started the construction of the UTX site. There has been a t delay to their programme and current timetable is as follows:

Stamford Brook Sewer (SBS) and haul route

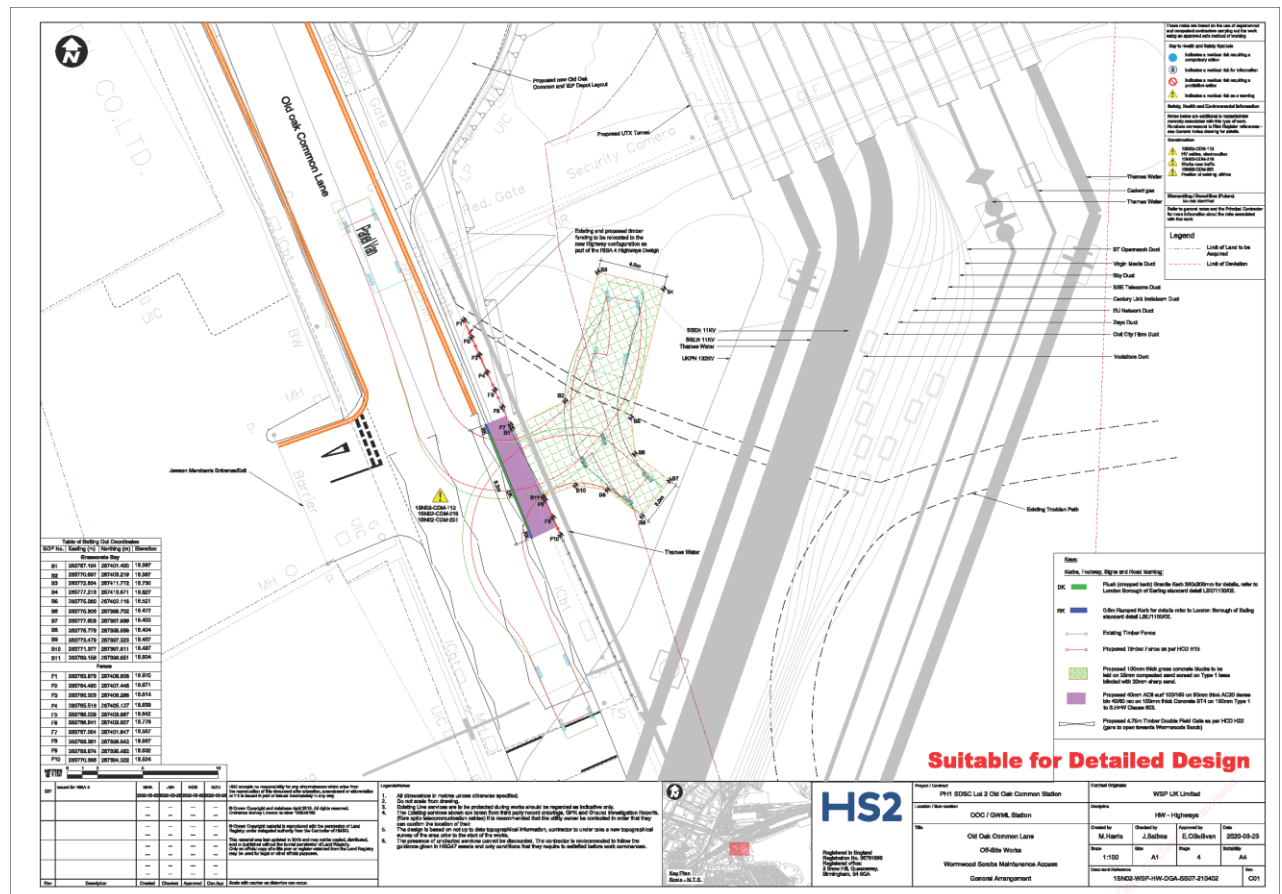
- Access route construction from OOC Lane to the SBS site commenced in August and will be completed in September. Fencing installation between 16th August to 27th September.
- Hoarding to the SBS site commences 27th September for 3 weeks.
- To note: For short periods during the construction of the hoarding and fencing, the temporary fenced boundaries will be extended outwards to allow a suitable working area, and then be dismantled and removed.
- Sewer works commence October.
- Site cleared and reinstated- by the end of June 2022.

UTX site

- Compound established during August/ September
- Installation of compound hoarding from 30th August for 3 weeks.
- Construction of shafts and the pipe jack works will take place between October and end of March 2022.
- The utility diversion works through the UTX take place between circa. May-23 to Apr-24. The reason there is a long gap between completion of the UTX and the start of the utility works is that there are other works further north along OOC Lane required to facilitate the utility works.
- Full delivery of the station into service is anticipated circa. late-2029.

Future access point

A plan showing the location of future access point for utilities is shown in Plan 1. This is proposed at the north-western boundary of the Scrubs, from OOC Lane and will allow utilities companies to access the UTX site to maintain and service their equipment.



Easements

Negotiations with utility companies on easements are ongoing. Utility companies have certain rights of access to their equipment and replanting within utilities easement areas should follow national guidelines, to avoid damaging equipment, or vegetation if access is required. Initial discussions have taken place with Thames Water on suitable replanting, and they request that forest scale trees, such as Oak, Lime and London Plane are not planted within 6 metres of the sewer and that smaller trees, such as Field Maple and Wild Cherry should not be planted within 3 metres. Shrubs, grass and hedge planting are of less concern, having smaller root systems. As much of the Stamford Brook Sewer easement is in the part of Wormwood Scrubs which is expected to continue as bramble, scrub and meadow, these requests can be adhered to without compromising the overall character of the Scrubs.

Temporary trackway from Braybrook Street

Removal, including the temporary compound, will commence on 6th September for 2 weeks. HS2 will reinstate the site by de-compacting the ground, levelling to fill in ruts and spreading topsoil. The topsoil will be that removed from the SBS site as part of the compound construction and will contain seed from plants already present on the site, which will start the process of revegetating the track way route. HS2 has also agreed to spread sandy loam to form a more stable route from the Braybrook Street vehicle barrier to the desire line heading east/ west across the Scrubs. This follows trials by the Parks team in spreading this material elsewhere on the site, to mitigate for the wet conditions on the Scrubs during the winter months.

BT Manhole

BT require access to their equipment, located via a manhole just north of HS2's temporary fenced area. HS2 are assisting them locate this. A method statement for the small amount of vegetation required will be agreed once the equipment has been located, which is expected to follow the method used for vegetation clearance previously used.

CPO

A letter has been received from HS2 indicating that the formal transfer of any parcel of land is currently in discussion and will be completed subject to HS2 hand back process i.e., once HS2 has declared the land surplus to requirements it will be transferred back.

Furthermore, they have indicated that within the acquired land on the UTX site, it is proposed that a small area of land is retained as a layby to allow utility providers access to manholes; and that a smaller area will become public footpath with the intent to transfer to the London Borough of Ealing as the Highway Authority.

A letter has gone back to HS2 seeking written assurances that the land will be returned to the Trust and to clarify further through detailed drawings, the area of small land they are referring to for the layby and footpath.

On a more positive note, HS2 have indicated in a recent meeting that the Stamford Brook Sewer site will be returned once the restatement is completed in June 2022.

Committee to Note

Protesters

Following the fire at the second camp on Monday 23rd August, letters were delivered to the protesters asking them to vacate the land and a court order for possession of the land has been applied for.

Committee to Note.

5. Community Safety

A report from the Law Enforcement Team (LET) is provided in a separate report, supplied as Appendix 1.

Committee to Note.

6. Park Lodge

Consultants producing costed options for the future of this building were approached to provide costs for a further option of a single storey building with refreshment kiosk or small café, classroom facility and public toilets. They have requested a fee of £1,950 to progress this to feasibility stage.

The consultants were also questioned as to the basis for their projected construction costs, which were thought to be rather high. Their response was that costs were based on standard pricing within the sector and were likely to be realistic if the project proceeds to construction stage.

Committee to Consider.

7. Catering Concession

Progress is being made on a lease for a catering concession run from a van in the WSCT car park.

Committee to note

8. Grounds Maintenance and site management update

Footpath surfacing trials

Sandy loam has been spread along several well-trodden routes as a trial to mitigate for the wet conditions on the Scrubs during the winter months. Bark chippings continue to be spread to woodland footpaths.

Meadow signage

The Parks team propose to remove the signs requesting people not to access the meadow area, as the bird nesting season has ended.

Committee to Note

Traffic management

Traffic management to the access road from Scrubs Lane has been a long-standing problem and this situation has worsened since now the site is receiving increased use. A quote of £63,131 has been obtained from a reputable security specialist for a new traffic management system, consisting of rising bollards. Regular staff would be issued with fobs and all others would have a choice of four numbers to gain access. The Stadium, council depot and pony centre could therefore be contacted directly, with the fourth number being a central back up contact. The system would include CCTV and cloud storage of operational data. Bollards are 80cm high and comply with PAS 68, which is the security industry's recognised standard for hostile vehicle mitigation (HVM). A maintenance package can also be provided at the cost of £1,630 per annum, and it is advised that this be included in the works.

Committee to Approve

Depot wall

A serious health and safety situation has arisen at the Council depot, where a section of the wall adjoining Burlington Danes Academy has developed movement cracks near the base. A structural assessment concluded that the wall is in a dangerous condition and requires urgent demolition. Parks officers have ordered this work and demolition is taking place from the 27th August. A timber hoarding will be erected to secure the site boundary. The cost of demolition and rebuilding is likely to total around £40k.

Committee to Approve

9. Signage

Quotes have been obtained for noticeboards, suitable for installation at entrance points to Wormwood Scrubs. The cost for supply and installation for three timber framed, lockable, noticeboards is £5,500. WSCT has previously approved funding for signage and these noticeboards would assist in reducing the incidence of posters and other notices which have not been approved by the Trust.

Committee to Note

10. Network Rail Depot

Further details were obtained on the proposed Network Rail compound on North Pole open space. The site was requested for storage and parking between September 2021 and May 2022, although this timetable seemed likely to slip as Planning consent was also required for a Highway crossover point and this had not been submitted as of the end of August. The compensation offered for the site was not generous and the Chair requested that this request was refused to avoid further disruption to residents, who have already suffered an 18 months use of the site by a utility company.

Committee to Note

11. Procurement of a new GM (Grounds Maintenance) contract

Following a negotiation stage which involved subgroup members, final tenders have been invited, to be returned on the 15th September. There has been a delay to the timetable, due to the requirement to synchronise the tender process with the grounds maintenance tender for Housing department sites. The Housing service had been exploring the possibility of bringing the service provided in-house. However, the final decision has been to tender externally and has resulted in a delay to all final stages. The tender results will go to Contract Assurance Board (CAB), in October who will make a recommendation on the winning tenderer(s).

Committee to Note.

12. Play equipment Braybrook Street

Consultation has been carried out with children from Old Oak Primary School and a quote obtained for new play equipment. A grant application to the HS2 community and Environment fund will be submitted in early September. The timescale for a decision on funding is around two months.

Committee to Note

13. Weekend Parking charges

The introduction of weekend parking charges is in hand but has been slightly delayed. A traffic order has been drafted and is expected to be operational in around 6 weeks.

Committee to Note

14. Thames Valley Harriers Clubhouse at Linford Christie Stadium

The club house used by Thames Valley Harriers (TVH) is in need of repair, and the club is proposing a thorough internal refurbishment and a small extension. TVH would provide funding for these works and are asking for approval from the Trust to continue to develop the proposals, which are supplied as Appendix 2 to this report. TVH acknowledge that all works are subject to the future development of the Stadium.

Committee to Approve

15. Events

No events have been held at the Scrubs during the COVID-19 pandemic.

Committee to Note

16. Audit and Accounts

The Trust approved, at its last meeting, the re-appointment of MHA Macintyre Hudson as external auditor for the financial year 2020-21. The current plan is for Trust Accounts and Annual report to be presented by the December 2021 meeting of the Trust. The Auditor has prepared the audit plan for the 2020-21 audit for the Committee to review and this is attached at Appendix 3.

Committee to Note

17. Review of Pony Centre Income

The leasing arrangements for the Pony Centre have been reviewed. The rental income is currently credited to the Council accounts (up to the year of account 2019/20). Historically the rental income was for a nominal sum however since October 2016 there have been a series of stepped increases in rent. There is some ambiguity regarding the attribution of associated income insofar as, whilst this concerns Trust land, the landlord responsibilities appear to reside with the Council with the Council historically having met associated costs (legal time, valuers time, administration etc.).

On the proviso that the Trust recognise and accept the responsibilities associated with the Pony Centre lease, namely through a recharge of relevant landlord costs from the Council to the Trust (which, ongoing, would be anticipated to be trivial), the associated income could reasonably be credited to the Trust moving forwards (with effect from the 20/21 accounts).

Committee to Approve

18. Financial Forecast 2021/22

The financial forecast for Wormwood Scrubs Charitable Trust (“the Trust”) for 2021/22 is summarised below and is detailed in Annexe A. Financial transactions for the financial year to date are set out in Annexe B.

Activity	Outturn 2018/19	Outturn 2019/20	Outturn 2020/21	Budget 2021/22	Forecast 2021/22	Variance	Movement Between Years		Comments
							Budget	Forecast	
Pay and Display Meters & Cashless Parking	(351,834)	(324,945)	(212,757)	(300,000)	(317,334)	(17,334)	-41%	-49%	The budget is 92.3% of the 2019/20 outturn. Actual income April to July 2021 is £9,000 better than forecasted
Hammersmith Hospital Car Park Licence	(337,229)	(346,995)	(353,547)	(360,619)	(360,619)	0	-2%	-2%	2021/22: £Q1 - Q3 @ £89,853 (signed agreement) plus forecasted Q4 @ £91,059.92
Other income from activities for generating funds	(371,078)	(322,073)	(331,286)	(330,814)	(340,867)	(10,053)	0%	-3%	KAA Income (£318,276); UKPN rent (£3446); Filming income (£6,000); and investment income (£3,020)
Total Income and endowments	(1,060,141)	(994,013)	(897,590)	(991,433)	(1,018,820)	(27,387)	-10%	-14%	
Grounds Maintenance	719,895	738,368	769,767	774,859	773,888	(971)	1%	1%	Grounds Maintenance cost: £750,339 plus apportioned governance cost £23,549
Contribution to Linford Christie Stadium	32,356	84,205	63,174	63,510	63,430	(80)	1%	0%	Fixed annual cost of £31,500; £30,000 (two year additional contribution for repair and maintenance of changing rooms); plus £1,930 governance costs
Other Expenditure	80,945	24,235	15,209	191,741	196,241	4,501	1161%	1190%	£45,000 Non-routine maintenance, £103,320 Asbestos removal, £40,000 roadway improvements, £1,950 bird and bat boxes plus £5,971 governance costs
Project Manager - Strategic Governance Review implementation	0	0	0	75,000	49,286	(25,714)	100%	100%	Manager forecasted to start mid-August 2021 (£47,786 plus £1,500 governance costs)
Total Expenditure	833,196	846,808	848,151	1,105,109	1,082,845	(22,264)	30%	28%	
Net (income)/expenditure	(226,944)	(147,206)	(49,439)	113,675	64,026	(49,651)	330%	230%	

The budget for 2021/22 was agreed with an anticipated deficit of £113,675 to be deducted from the Trust’s reserves. The current forecast (as at 20th August 2021) is a 44% reduced deficit of £64,026, which is £49,651 better than budget. The main reasons for this are increased parking income and delayed Project Manager recruitment.

The Trust’s opening unrestricted funds balance for 2021/22 was £938,831. Subject to audit, this 2021/22 outturn means that £874,806 unrestricted funds will be carried forward to 2022/23. The Trust’s closing funds for 2021/22 are, therefore, estimated at £5,874,807 when £5,000,001 restricted funds are added.

Unbudgeted proposals

This report includes above the quotation of £65,000 for the replacement of the Traffic Management System, with the annual ongoing cost of £1,700. If approved, due to the £49,651 reduced deficit, the revised forecast outturn, at £129,026, would only be £15,351 higher than budget.

Income (2021/22)

The 2021/22 income budget was set at £991,433. The current forecast, at £1,018,820, contributes £27,387 to the overall favourable budget variance.

The pay and display parking income budget was held at £300,000 (93.2% of the 2019/20 outturn). The current forecast is £317,334 as actual income year-to-date indicates that parking levels are recovering.

For the first 4 months (April to July 2021) actual parking income was on average the same as the equivalent 2019/20 period, it was also 135% better than the 2020/21 Covid-19 lockdown period, but £4,746 lower than the equivalent 2018/19 period.

2021/22 Parking income comparison with 2019/20 and 2020/21 (P&D and Meters)							
Month	2019/20 (£)	2020/21 (£)	2021/22 (£)	2019/20 Change (£)		2020/21 change (£)	
April	-£27,470.00	-£7,135.37	-£27,825.67	-£355.67	-1.3%	-£20,690.30	-290.0%
May	-£29,325.92	-£8,984.83	-£28,055.75	£1,270.17	4.3%	-£19,070.92	-212.3%
June	-£28,208.96	-£13,883.71	-£31,971.37	-£3,762.41	-13.3%	-£18,087.66	-130.3%
July	-£30,077.63	-£18,973.08	-£27,416.96	£2,660.67	8.8%	-£8,443.88	-44.5%
Totals	-£115,082.51	-£48,976.99	-£115,269.75	-£187.24	-0.2%	-£66,292.76	-135.4%

Implementation of weekend parking has been delayed so the potential is for 2022/23 income to exceed 2018/19 levels.

The forecast for Hammersmith Car Park Licence income is £360,619 (as budgeted).

The 2021/22 budget for other income (£330,814) was primarily the £318,276 annual rental income payable by the Kensington Aldridge Academy (KAA). This remains the current projection for KAA income. The forecasted is for other income sources to exceed budget by £10,053.

Governance costs 2021/22

The indirect costs of managing the Wormwood Scrubs (governance costs – i.e. legal charges, audit fees and Central Finance support costs) are apportioned to expenditure based on value.

The 2021/22 governance costs budget was set at £28,000. The current forecast, at £32,950, is £4,950 more than budget due to projected legal charges increase. The forecasted sum is apportioned as follows: planned contractual grounds maintenance (£23,549); Linford Christie Stadium contribution (£1,930); non-routine maintenance and other costs (£5,971); and Project Manager costs (£1,500).

Expenditure 2021/22

The 2021/22 expenditure budget was set at £1,105,109 (£1,077,109 plus £28,000 governance costs). The current expenditure forecast is £1,082,845 (£1,049,895 plus £32,950 governance costs). This contributes £22,264 to the favourable overall net budget variance.

The planned contractual Grounds Maintenance (GM) budget was set at 774,859 (using estimated price indices – DERV Fuel, Plant & Road Vehicles, and GLPC pay scales) Subject to confirmation of the price indices the current GM forecast is £773,888 (£750,339 plus £23,549 governance costs), which is a favourable variance of £971.

The budget for contribution to Linford Christie Stadium was set at £63,510 (£31,500 fixed contribution; £30,000 additional contribution; and £2,010 apportioned governance costs). The current forecast, at £63,430 (£31,500 plus £1,930 governance costs) is £80 less than the budget.

The budget for other expenditure was set at £191,741 (non-routine maintenance (£45,000); one-off contribution to asbestos removal (£103,320); roadway improvements (£40,000); bird and bat Boxes (£1,950) and apportioned governance costs (£1,471)). The current forecast is £4,501 above budget, at £196,241, owing to governance costs apportionment increasing to £5,971.

Due to the delayed recruitment of the project manager, who will be engaged to lead on the implementation of the strategic governance review, the new direct staff cost is £25,174 less

than the £75,000 budget. The current forecast is £49,286 (£47,786 plus £1,500 governance costs).

Trust Funds

Subject to audit, unrestricted funds at the end of 2021/22 are now projected at £874,806, compared to the revised budget of £825,156.

Balance Sheet at end of Year						
	Outturn 2017/18	Outturn 2018/19	Outturn 2019/20	Outturn 2020/21	Revised Budget 2021/22	Forecast 2021/22
Tangible Assets	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001
Cash at bank	251,781	753,688	899,142	869,057	825,156	874,806
Creditors	(9,900)	(11,500)	(9,750)	(19,500)		
Debtors	273,361	0		89,274		
Net Assets	5,515,244	5,742,189	5,889,393	5,938,832	5,825,157	5,874,807
Restricted funds	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001
Unrestricted Income Funds	515,243	742,188	889,392	938,831	825,156	874,806
Total Charity Funds	5,515,244	5,742,189	5,889,393	5,938,832	5,825,157	5,874,807

Committee to Note

2021/22 Financial Forecast
WORMWOOD SCRUBS CHARITABLE TRUST
STATEMENT OF ACCOUNTS 2021/22 - Unaudited

Wormwood Scrubs Charitable Trust

Statement of Financial Activities for Year ended 31 March 2022

Income and Expenditure	2021/22 Forecast	2020/21 Actual	Notes
	£	£	
Income and endowments from:			
Donations and legacies			
Income from Charitable activities:			
Pay and Display Parking Meters	(317,334)	(212,757)	Parking income is recovering and is almost at pre-COVID-19 levels
Hammersmith Hospital Car Park Licence	(360,619)	(353,547)	Contracted lease payments are expected to increase by inflation
Other trading activities	(337,847)	(328,266)	Includes income from the KAA, UKPN charging points, Pony Centre and filming income.
Income from Investments	(3,020)	(3,020)	Interest on cash balances and rental income from the park lodge.
Total Income and endowments	(1,018,820)	(897,590)	
Expenditure on:			
Raising funds	0	0	
Charitable activities:			
Contribution to Linford Christie Stadium	63,430	63,174	Contribution to Linford Christie Stadium plus proportion of governance costs.
Non Routine Maintenance of Wormwood Scrubs	46,412	15,209	Expenditure on non-routine grounds maintenance plus proportion of governance costs.
Routine Grounds Maintenance of Wormwood Scrub	773,888	769,767	Grounds Maintenance contracted spend plus proportion of governance costs.
Direct Staff	49,286	0	Project manager costs plus a proportion of governance costs
Other expenditure	149,829	0	Asbestos removal, roadway repairs and bird & bat boxes
Total Expenditure	1,082,845	848,151	
Net gains/(losses) on investments			
Net (income)/expenditure	64,026	(49,439)	
Reconciliation of Funds			
Total funds brought forward	(5,938,832)	(5,889,393)	
Total funds carried forward	(5,874,807)	(5,938,832)	

All income is unrestricted.

Annexe B

Wormwood Scrubs Charitable Trust Transactions (1st April 2021 to 18th August 2020)		
Activity	Comments	Amount £
Non Routine Maintenance of Wormwood Scrubs	LINFORD CHRISTIE STADIUM ASBESTOS CLEARANCE CONTRIBUTION	103,320.00
Non Routine Maintenance of Wormwood Scrubs	ESTIMATE REF THAM2234 FROM M. LABELLE	32,702.94
Non Routine Maintenance of Wormwood Scrubs	CLEAN AND REFURBISH SIGNAGE AT WORMWOOD	650.00
Non Routine Maintenance of Wormwood Scrubs	SUPPLY SIGNS AS EST 42790 ARTWORK TO	636.78
Non Routine Maintenance of Wormwood Scrubs	INSTALLATION OF SIGNS AT WORMWOOD	1,487.00
Non Routine Maintenance of Wormwood Scrubs	INSTALL 15 BAT BOXES, WORMWOOD SCRUBS	1,050.00
Non Routine Maintenance of Wormwood Scrubs	REMOVING PROTESTOR BANNER ALOFT IN TREES	300.00
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS, WOODLAND STAND	2,400.00
Non Routine Maintenance of Wormwood Scrubs	20 X FB14 PADLOCKS + 5 KEYS	371.50
Non Routine Maintenance of Wormwood Scrubs	TO REINSTATE COMMEMORATIVE BENCH AT	190.00
Non Routine Maintenance of Wormwood Scrubs	TO REINSTATE COMMEMORATIVE BENCH AT	(10.00)
Non Routine Maintenance of Wormwood Scrubs	Indigo Lodge Limited	2,060.00
Non Routine Maintenance of Wormwood Scrubs	FENCE REPAIR AT BMX AFTER DAMAGE DURING	660.00
Non Routine Maintenance of Wormwood Scrubs	FENCE REPAIR AT OLD OAK COMMON ALL	715.00
Non Routine Maintenance of Wormwood Scrubs	KAS/20878: RE-SECURE 1NO EXISTING SEAT	525.00
Non Routine Maintenance of Wormwood Scrubs	1REPAIR HEIGHT RESTRICTION KAS20993	210.00
Non Routine Maintenance of Wormwood Scrubs	PROVIDE NEW POST AND CONCRETE FOR	890.00
Non Routine Maintenance of Wormwood Scrubs	ARCHITECT DRAWINGS OF THE WORMWOOD	925.00
Other Expenditure	ARTWORK FOR WORMWOOD SCRUBS SIGN	735.00
Other Expenditure	CONSULTANCY: PARK LODGE- REVIEW AND OPTIONS	1,950.00
Governance Costs - Legal	Legal fees	475.00
Governance Costs - Legal	Legal fees	7.20
Governance Costs - Legal	Legal fees	1,094.40
Governance Costs - Legal	Legal fees	1,137.60
Governance Costs - Legal	Legal fees	734.40
Governance Costs - Legal	Legal fees	1,382.40
Governance Costs - Legal	Legal fees	36.00
Governance Costs - Legal	Legal fees	14.40
Governance Costs - Legal	Legal fees	410.40
Governance Costs - Legal	Legal fees	2,152.80
Governance Costs - Legal	Legal fees	572.00
Governance Costs - Audit	Audit Fees	(9,750.00)
Pay and Display Parking Meters	WORMWOOD SCRUBS PARKING INCOME APRIL 2021 VAT	(27,825.67)
Pay and Display Parking Meters	WORMWOOD SCRUBS PARKING INCOME MAY 2021 VAT	(28,055.75)
Pay and Display Parking Meters	WORMWOOD SCRUBS PARKING INCOME JUNE 2021 VAT	(31,971.37)
Pay and Display Parking Meters	FILMIMNG SCRUBS LANE CAR PARK - PARKING	(866.95)
Pay and Display Parking Meters	FILMIMNG SCRUBS LANE CAR PARK - PARKING	(866.95)
Pay and Display Parking Meters	FILMIMNG SCRUBS LANE CAR PARK - PARKING	(866.95)
Other trading activities	FILMING - WORMWOOD SCRUBS - PHOTO SHOOT	(1,433.57)
Other trading activities	HIRE OF 11-A-SIDE PITCH	(99.60)
Other trading activities	Charing Cross Hospital Adjustment	(107,129.10)
Other trading activities	Charing Cross Hospital Adjustment	107,129.10
Other trading activities	Charing Cross Hospital Adjustment	(67,800.00)
Other trading activities	Charing Cross Hospital Adjustment	67,800.00
Other trading activities	Charing Cross Hospital PERIOD Q1: 25/03/21 TO 23/06/210 (WWD SCBS CR PK)	(89,274.25)
Other trading activities	Charing Cross Hospital PERIOD: 24/06/21 TO 28/09/210 (WWD SCBS CR PK)	(89,274.25)
Other trading activities	Kensington Aldridge Academy - APRIL 2021	(26,523.00)
Other trading activities	Kensington Aldridge Academy - MAY 2021	(26,523.00)
Other trading activities	Kensington Aldridge Academy - JUNE 2021	(26,523.00)
Other trading activities	Kensington Aldridge Academy - JULY 2021	(26,523.00)
Other trading activities	Kensington Aldridge Academy - AUGUST 2021	(26,523.00)
Other trading activities	Kensington Aldridge Academy - SEPTEMBER 2021	(26,523.00)
Income from Investments	Mr Jenkyns Keigwin APRIL TO SEPT 2021 - PK LDG	(546.00)
Main activities		(280,184.49)

Wormwood Scrubs Charitable Trust Transactions (1st April 2021 to 18th August 2020)		
		(197,020.34)
Activity	Comments	Amount £
Governance Costs	WSCT Manager	3,633.25
Governance Costs	WSCT Manager	3,633.25
Governance Costs	WSCT Manager	3,716.50
Governance Costs	WSCT Manager	3,716.50
Governance Costs	WSCT Manager	3,716.50
Governance Costs	WSCT Manager	399.68
Governance Costs	WSCT Manager	399.68
Governance Costs	WSCT Manager	411.17
Governance Costs	WSCT Manager	411.17
Governance Costs	WSCT Manager	411.17
Governance Costs	WSCT Manager	621.28
Governance Costs	WSCT Manager	621.28
Governance Costs	WSCT Manager	635.52
Governance Costs	WSCT Manager	635.52
Governance Costs	WSCT Manager	635.52
Governance Costs	JAPANESE KNOTWEED TREATMENT AT WORMWOOD	700.00
Governance Costs	WORMWOOD SCRUBS- ADDITIONAL FEES FOR	6,952.50
Governance Costs	WORMWOOD SCRUBS GRAZING CONSULTANT .	440.00
Governance Costs	Legal and administration	10.35
Governance Costs	Legal and administration	6,975.00
Governance Costs	Legal and administration	3.00
Governance Costs	Legal and administration	388.80
Governance Costs	Legal and administration	100.00
Governance Costs	Legal and administration	583.20
Governance Costs	Legal and administration	200.00
Governance Costs	Legal and administration	403.20
Governance Costs	Legal and administration	11,567.84
Governance Costs	Legal and administration	1,047.80
Governance Costs	Legal and administration	2,217.00
Governance Costs	Legal and administration	1,488.00
Governance Costs	Legal and administration	4,086.60
Governance Costs	Legal and administration	643.71
Governance Costs	Legal and administration	2,354.24
Governance Costs	Legal and administration	2,251.22
Governance Costs	Legal and administration	350.68
Governance Costs	Legal and administration	5,569.23
Governance Costs	Legal and administration	6,762.58
Governance Costs	Legal and administration	1,666.21
Governance Costs	ACCRUALS-WSCT020-LAND USE INVOICE-HS2 DEBTOR	2,805.00
HS2 Ltd		83,164.15
Overall Result		(197,020.34)

Title: Wormwood Scrubs updates

Date	08 September 2020
Classification	Information
Title of report	Service update
Report of	Community Safety Unit
Decision /Decision maker	No
Report author(s)	Ahmad Rafique

Law Enforcement Team officers for the area –

Ahmad Rafique, Senior Law Enforcement Officer, North area:

Ahmad Rafique is one of the Senior Law Enforcement Officers and manages the North Team. Ahmad has been working with LBHF since 2003 and has gained vast knowledge and enforcement experience on various enviro-crime, highways, Markets and ASB issues. Previously, Ahmad had managed various teams and delivered the expected outcomes to a high standard including successful prosecutions at the court. Ahmad has acquired BTECH level 7 and BTECH level 3 qualifications in enforcement led fields. Ahmad has been working closely with our residents, partner agencies and the Elected Members on various enquiries, to achieve a cleaner and safer borough for all.

Paul Buzsaki, Law Enforcement Officer, College Park & Old Oak ward:

Paul Buzsaki is one of your local ward Law Enforcement Team officers. Paul has a background in community safety and enforcement gained through working across eight London boroughs over the last twenty years focusing on community and commercial business issues. Working in partnership with residents, business and local stakeholders tackling environmental blight, anti-social behaviour and providing a uniformed visible presence. Paul has worked on and contributed towards the success of two award winning neighbourhood warden and community safety services. Paul has run successful junior citizenship programmes at primary schools and delivered a noise monitoring service for a housing association. Paul has issued fines for various offences spanning different civil and criminal legislation to persons sometimes in confrontational circumstances. Paul also has experience of seizing vehicles linked to environmental crime offences as an officer for a fly tip task force. Paul is looking forward to the successes that the Law Enforcement Team will achieve in the London Borough of Hammersmith and Fulham and working alongside colleagues from other council departments and partner agencies to maintain and improve the local area.

An introduction to the LET

This report updates the Wormwood Scrubs Committee on the role of Law Enforcement Officers in relation to the activities linked with Wormwood Scrubs.

The Law Enforcement Team (LET) has taken over the functions of previous services to name, the Neighbourhood Wardens, Parks Police, Street Scene Enforcement and Highways

Enforcement. The LET was formed on Monday, 6th April 2021, initially comprising of 1 x Manager, 6 x Seniors and 65 x Law Enforcement Officers (LEOs). Each Senior LEOs is to lead a team of LEOs covering 24/7 shift pattern that includes AM/ PM borough wide and night-time economy.

LET's main objectives are:

- To support the Council's vision to be the Best Council and deliver continuous improvement for our residents, to be the cleanest and safest Borough.
- To work in partnership with council services, residents, partners and external agencies to develop a co-ordinated approach to dealing with and solving street related issues and problems and increasing resident satisfaction.
- The LET is working round the clock, seven days a week, supporting the MPS and protecting residents from anti-social behaviour crime providing consistency and expertise to tackle persistent issues; particularly in known hotspots in the borough. In doing so, we will make H&F safer for everyone.

Details of our work in and around WWS since introduction of service:

Hi-Vis patrolling:

LEOs have been patrolling the Wormwood Scrubs on daily basis engaging with the visitors, dog walkers, event organisers, public gym users, stakeholders, facility users, etc.

Public reassurance and safeguarding work:

- Routinely checking on the well-being of HS2 protestors
- Officers engaged with HS2 protestors at their encampment. Currently 14 protestors occupying the site, no welfare concerns identified.
- Undertaking daily patrols ensuring no campers occupying WWS
- Dealing with the UMEs and seeking assistance from the Police
- Crowd dispersal with the support of Police
- Undertaking regular patrols to deter crime and fear of crime
- Routinely inspecting the litter bins for any illegal/ criminal activities, i.e. knife sweeping, human faeces, burnt items, damage to litter bins, etc.
- Officers requested to identify/ inspect a rough sleeper site behind an advertising hoarding board that backs onto the Scrubs from Scrubs Lane. No sign of any rough sleeper in the immediate areas.
- Officer attended a small contained fire within a metal dustbin in thick undergrowth. No people present around the fire, so officer monitored for a short period of time and the fire burnt itself out.
- Hi-vis patrol of the Scrubs in response to two reports of a male flasher touching himself in a sexual manner in the bushes near to the school by Scrubs Lane. No male located, SNT was updated.
- Police presence close to wooded area near to Scrubs Lane following discovery a deceased male. The death is possibly treated as unexplained. Officers did reassurance patrols for a few days.
- Officers assisted a male laying on his back after suffering hypoglycaemic attack, male refused medical assistance as wife arrived with medication and sugary drink to assist the man getting home. Officers stayed behind ensuring this male left the area safely
- Officers engaged with HS2 protestors regarding human waste being deposited in bins, protestors denied depositing waste in bins and showed officers portable chemical toilets that they use.
- Officers patrolled Linford Christie stadium at the rear of the changing rooms and engaged with four persons listening to music and having a barbeque, safety advice given to group.

- Officers responded to call about loud music being played, on arrival officers met with a small family gathering and gave advice about music volume being played through one small speaker/ PA.
- Officers attended an Unauthorised Music Event at the Scrubs and that Police are there to disperse and requested LET be on site to observe and report. Officers attended the area and observed approximately 35 people in situ. Engagement with the campers was established, and after about 25 minutes of static patrol and the area was clear of all the people involved.
 - During the above-mentioned engagement, a member of the public (female) who lost her clear crossbody bag containing house keys, iPhone 12 and other personal belongings was found by officers at the location and handed over to the owner. The owner who was crying left the area very happy, she informed officers that, the party started at 12 noon and police dispersed them at 21:00.

WWS is patrolled both by the North officers and the night teams – these taskings we will continue for the foreseeable future.

Safeguarding the Council Assets:

- Vehicles being parking on the green
- Reporting on broken bollards
- Reporting on any damage to infrastructure of the WWS
- Attending reports of burning grass on the scrubs, complainant emailed for further information.
- Engagement with the Event Organisers, advising them not to park their vehicles on the green
- Checking on any unauthorised usage of WWS (sports events, personal training, unauthorised campers/ gazebos, illegal street trading (ice cream vendors, hot dog sellers, etc).
- Regular patrols are being undertaken ensuring no unauthorised campers are sighted on the WWS.

Park Locking:

- LEOs lock the WWS main gates daily
- Reporting on any defects to gates, metal bollards, fence, trees, grass, path, car parking areas, etc

Collaborative working:

- LEOs attend monthly meeting with the Partners of WWS to discuss any points of interest including the HS2 protestors
- Attending ASB North Forum to discuss the ASB related issues in the North of the borough
- Working closely with the local SNT, CSU, MET Intelligence, HS2 rep, BTP, idverde to share intelligence and enhance the partnership working.
- Working closely with the Councils' CCTV Control Room on ASB, campers, Anti Vaxxrs, etc.

How to contact the LET:

How residents contact the LET is via two routes. The first, via telephone on the contact centre number 020 8753 1100 and/or via LET.HF@lbhf.gov.uk – when you contact us your enquiry is logged and allocated to a ward officer. The ward officer will then contact you with updates and arrange to meet with you, speak with you etc to ensure transparency in case progression and to allow relationships to be developed.

The service also has its own web page within the councils website which can be accessed here - <https://www.lbhf.gov.uk/crime/law-enforcement-team>

Offer to this group:

We are aware that residents and resident groups will want to know their ward officer on a personal level, and we are committed to ensuring that this happens. It is really important to us that our ward officers know as much about their ward as possible and residents are essential to assisting us with this knowledge.

If you would like to meet with Ahmad and/or Paul, on site, to undertake a site visit around WWS please email ahmad.rafique@lbhf.gov.uk and this will be arranged.

For all general and routine enquiries, please continue to contact our generic inbox LET.HF@lbhg.gov.uk

No.1

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1

May 2021



Interior Stories

TVH CLUBHOUSE PRESENTATION

THAMES VALLEY
HARRIERS

No.2



Introduction

TVH CLUBHOUSE PRESENTATION

Page 32

2

www.interior-stories.co.uk
2021

May

THAMES VALLEY
HARRIERS



Objectives

- The Thames Valley Harriers (TVH) Clubhouse has fallen into disrepair and is unfit for the Club's basic current needs. It restricts future member growth, the delivery of improved services and is inconsistent with the Club's vision, mission and objectives to modernize, professionalise and expand its community services. It can not do so, with the Clubhouse in its current state.
 - Window and door frames are rotting and are unsafe;
 - There is no impaired access within or into the Clubhouse (which is not legally compliant);
 - The cafeteria is dark, old-fashioned, small, and unwelcoming and can not not serve hot or cold athlete food – and is uncommercial. Health and hygiene standards are low and difficult to maintain;
 - The gym floor is unsuitable for basic club usage, for weights or circuits sessions, which restricts usage;
 - there is over-provision of storage which is no longer required which we have moved on-line;
 - uses toilet space and lobby space sub-optimally.

OBJECTIVES



Objectives - The vision

- TVH is a world-class and world-renowned Athletics club. It needs a Clubhouse that reflects its excellence, and encourages individuals to join, improve and excel.
- Our vision is to re-develop the Clubhouse to:
 - Provide a larger gymnasium, with more modern, free weights and static, strength and conditioning equipment to support all elements of the club, from beginners to our elites;
 - attract new members and have the space to accommodate them;
 - Provide a clean and functional professional area for physiotherapy and rehabilitation;
 - Bring the toilets up to modern standards, and make these inclusive and clean and easier to maintain.
 - Provide impaired access for all potential users;
 - Modernise and expand the cafeteria to serve hot and cold athlete food, to members and potentially the wider community on a commercial basis; and
 - become a hub for future community led initiatives.

OBJECTIVES

No.3



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May 2021

Site TVH CLUBHOUSE PRESENTATION Survey

THAMES VALLEY
HARRIERS



Building Appraisal

- The building requires modernisation to bring it up to standard with Part M Regulations. We found that this could be achieved with ramps and the installation of a new disabled toilet.
- Asbestos has been identified in the clubhouse kitchen. However, our survey indicates that this can safely be removed whilst a refurbishment is carried out.

APPRAISAL

No.4

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7

May 2021

Interior & Exterior Design Proposal

TVH CLUBHOUSE PRESENTATION

THAMES VALLEY
HARRIERS

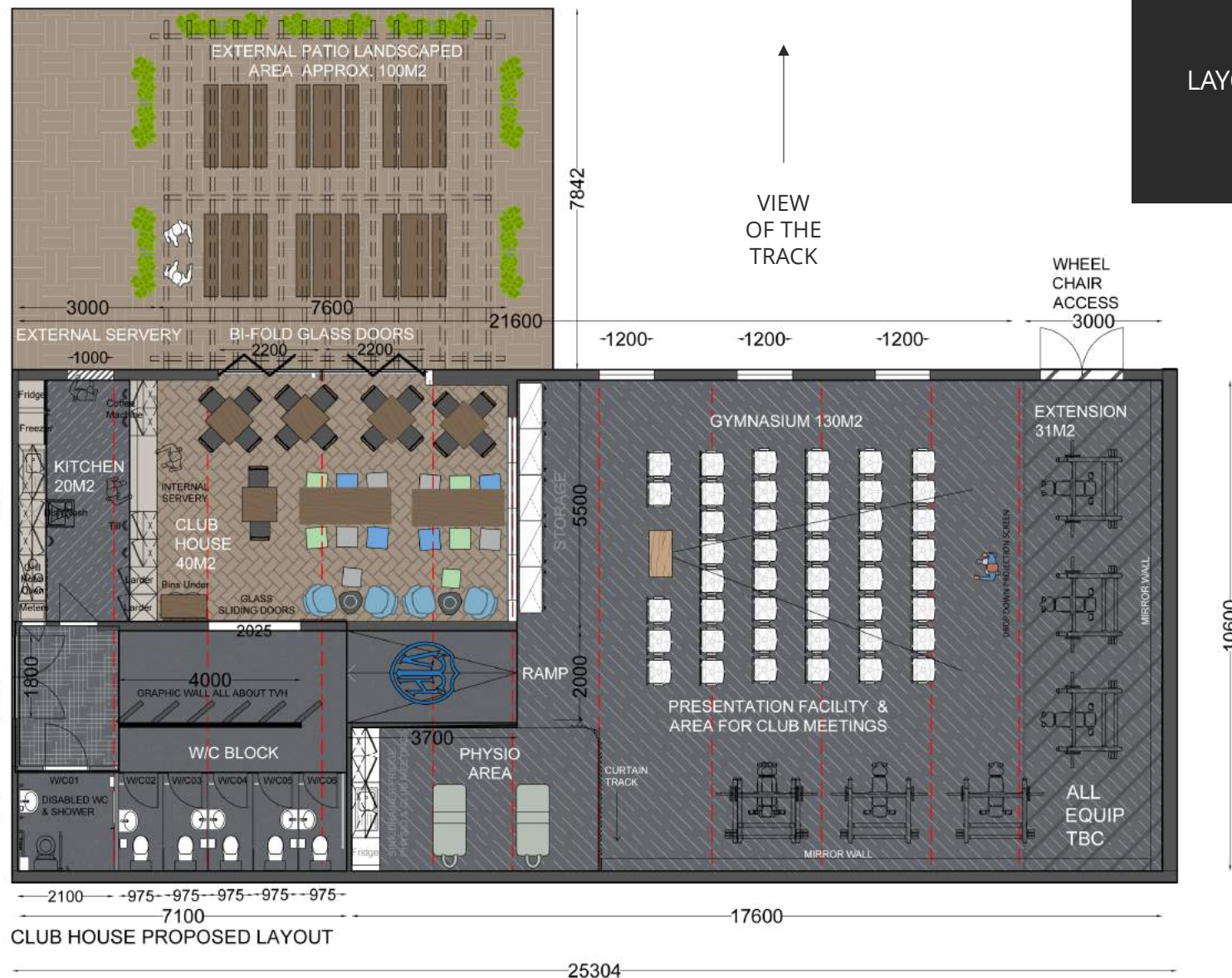
No.5

PROPOSED NEW FLOOR PLAN

Page 38

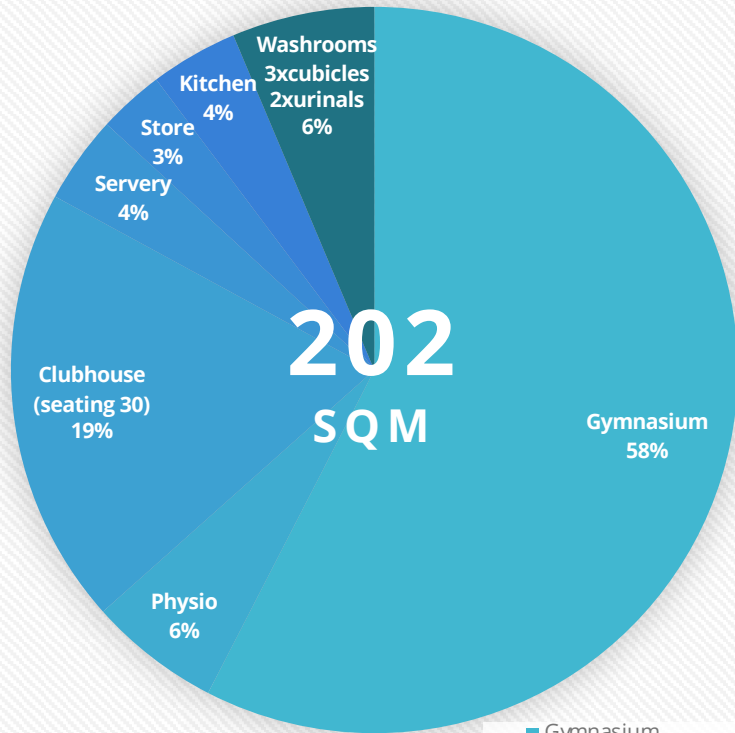
8

LAYOUT





EXISTING LAYOUT

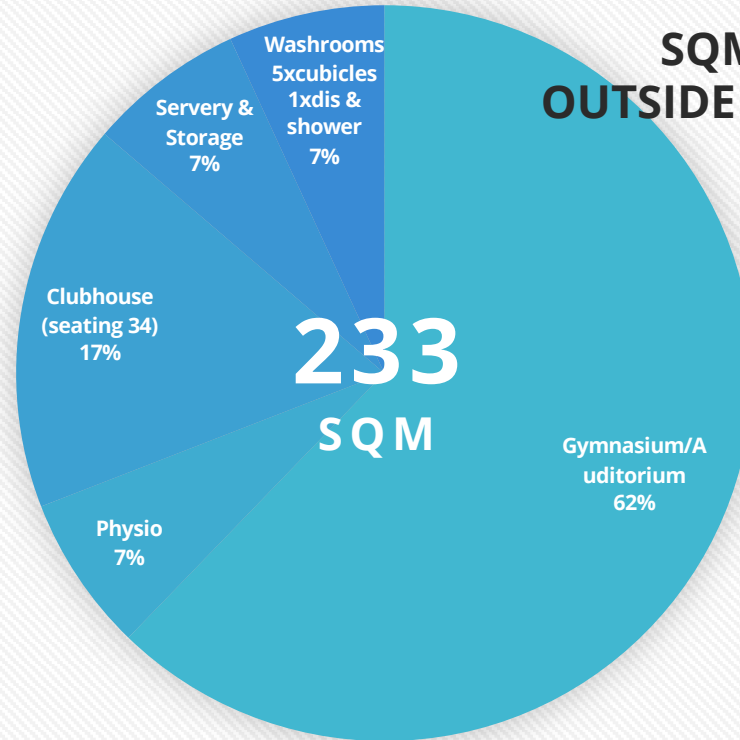


- Gymnasium
- Physio
- Clubhouse (seating 30)
- Servery

NEW LAYOUT

+50

**SQM
OUTSIDE SPACE**



- Gymnasium/Auditorium
- Physio
- Clubhouse (seating 34)

ACCOMODATION

No.6



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Outdoor TVH CLUBHOUSE PRESENTATION Space

10

May 2021

THAMES VALLEY
HARRIERS

LOOK & FEEL



Precedent
study Hyde
park cafe





black
aluminum
frame



BI FOLD
DOORS



Composite
or timber
café
benches



OUTDOOR
FURNITURE



OUTDOOR

Composite
or timber
Pergola



Wooden hatch
with aluminum
frame

SERVING
HATCH





exterior
cladding

thread box
inspiration

EXTERIOR
CLADDING

■ ■ ■
exterior
cladding



EXTERIOR
CLADDING

No.7



Outdoor Cafe Sketch

TVH CLUBHOUSE PRESENTATION

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May 2021

THAMES VALLEY
HARRIERS



OUTSIDE CAFE
VISUAL 02

No.8



Page 50

Interior TVH CLUBHOUSE PRESENTATION Space

20

May 2021

THAMES VALLEY
HARRIERS



Look & feel
exposed brick,
rustic/industrial
Wood - scrubs

LOOK & FEEL



Inspiration - using
timber to maintain a
nod to the previous.
Fitted & loose
external benching &



LOOK & FEEL

No.9



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Interior TVH CLUBHOUSE PRESENTATION Sketch

23

May 2021

THAMES VALLEY
HARRIERS



CLUBHOUSE
VISUAL 01



FLOORING

Herringbone
luxury vinyl
tile (LVT)
examples



industrial
pendant lighting
examples



LIGHTING

No.10



Furniture

TVH CLUBHOUSE PRESENTATION

Page 57

27

May 2021

THAMES VALLEY
HARRIERS



Poseur
height tables



TABLES



HIGH STOOLS

High
stools



CHAIRS

Chair
types



KICK STOOLS

Stools



...

Kitchen

KITCHEN

Modern & clean Graphite & dove grey super matt finish, seamless without handles, lockable full height larder units, integrated bins, hob top, grill & extraction.

Individual cubicles
Wall hung
sanitaryware
combined Paper
towel dispenser &
bin, monobloc sensor
tap
Inclusive Doc M 2018.

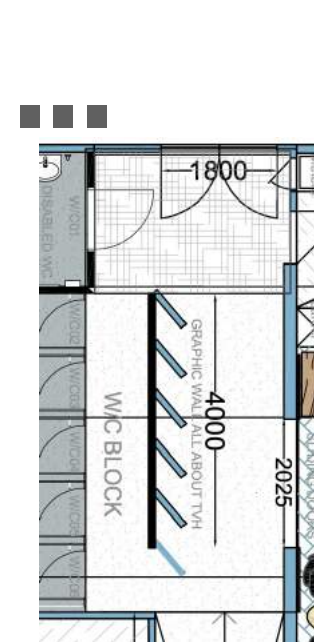


... Superloos & Unisex Cubicles



WASHROOMS





TVH EXHIBIT
WALLS

Hallway digital
information screen &
story board panels,
TVH wall of fame.

No.11



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35

May 2021

Refurb TVH CLUBHOUSE PRESENTATION Costs

THAMES VALLEY
HARRIERS

BUDGET FIGURES FOR THE REFURBISHMENT OF THE TVH CLUBHOUSE & GYM

Project Site: Thames Valley Harriers Clubhouse, Linford Christie Road, London W12 0DF

Contact: Robert Datnow (Chairman) & Andre Fernandez (General Manager)

Address: Thames Valley Harriers Clubhouse, Linford Christie Road, London W12 0DF

Dated: 7/05/2021 Rev:01

DWG Ref: 2021 05 01 TVH Clubhouse REV01

Item	Description	Quant	Unit	Unit	Total
Summary					
1.00	Preliminaries			£	18,000.00
2.00	Site Clearance & Management			£	10,000.00
3.00	Doors & Windows			£	15,950.00
4.00	General Decorations			£	4,950.00
5.00	Ramp			£	650.00
6.00	Floor Coverings			£	16,500.00
7.00	Kitchen & Physio Units			£	18,850.00
8.00	Power & Lighting			£	14,750.00
9.00	Security			£	2,400.00
10.00	Fire Alarm System			£	2,200.00
11.00	CCTV			£	1,650.00
12.00	Signage			£	5,000.00
13.00	New Roof to Clubhouse			£	29,500.00
14.00	Washroom Cubicles & Disabled W/C PartM Pack			£	16,350.00
15.00	Timber Building Extension			£	20,000.00
16.00	Landscaping, Decking & Pergola			£	8,500.00
17.00	External Cladding			£	20,000.00
18.00	External Serving Hatch			£	2,000.00
19.00	Clubhouse Furniture & Storage Units			£	10,472.27
20.00	Outdoor Furniture			£	1,800.00
21.00	Heating and Ventilation pc sum			£	15,000.00
BUDGET TOTAL				£	234,522.27

(Costs exclusive of VAT)

1.00	PRELIMINARIES	
1.01	Building Control (Application Only)	
1.02	Design & Visualisation	
1.03	Project Management	
1.04	O&M's Manuals (Operation & Maintenance)	
PRELIMINARIES BUDGET FIGURE PC SUM		£ 18,000.00
2.00	SITE CLEARANCE & MANAGEMENT	
2.01	Site Clearance	
2.02	Site Management	
2.03	Rubbish skips	
2.04	Site Health & Safety & Signage	
SITE MANAGEMENT BUDGET FIGURE		£ 10,000.00
3.00	DOORS & WINDOWS & WALLS	
3.01	Supply and install New Bi-Fold Fully Glazed Doors with aluminium black frames 6 x 700mm sections O/A length 4200 X 2500mm Height	
3.02	Supply and install New Entrance doors & New Solid Wood Fire Exit doors 1800 wide X approx. 2500mm Height	
3.03	Supply and install new sliding glass doors from corridor into clubhouse 2025 wide x approx. 2500mm height	
3.04	Supply and Install New windows 3 x 1200 wide height approx. TBC	
3.05	Allow to supply and install manifestation to glazing including artwork.	
3.06	Allow to supply and install New walls in hallway	
DOORS & WINDOWS & WALLS BUDGET FIGURE		£ 15,950.00

4.00	GENERAL DECORATIONS & CEILING WORKS		
4.01	1 mist coat and two full bodied coats of emulsion paint to new walls - white. Mirrors for the gymnasium walls		
4.02	Ceiling works, make good, spray one colour, include drop crates for effect		
DECORATIONS BUDGET FIGURE		£	4,950.00
5.00	RAMP		
5.01	Installation of internal ramp 1:8 gradient		
RAMP BUDGET FIGURE		£	650.00
6.00	FLOOR COVERINGS - SUPPLY & INSTALLATION		
6.01	Supply and Installation of KARNDEAN or equivalent LVT (Luxury Vinyl Tile) to Clubhouse Chevron pattern		
6.02	Supply and Installation LVT Washroom area		
6.03	Supply and Installation LVT Kitchen area		
6.04	Make Good & Supply and Install Specialist Matting to Gymnasium area		
6.05	Supply and Install Entrance Matting		
FLOOR COVERINGS BUDGET FIGURE		£	16,500.00

7.00	CLUBHOUSE KITCHEN & PHYSIO AREA	
	Allow to supply and install the following to the Kitchen area a Howdens or Similar dark grey Super Matt base & lighter grey wall cupboards, seamless no handles, MF Concrete effect worktop & Hexagon backboard or similar	
7.01	1000mm base unit for sink and drainer	2No
7.02	600mm base units.	5No
7.03	600mm wall units	12No
7.04	600mm 3 draw unit	3No
7.05	600mm Bin unit three compartments	1 No
7.06	Base end panels.	4No
7.07	600mm Integrated Fridge	2No
7.08	600mm Integrated Dishwasher	1 No
7.09	Larder Cupboard Full Height Lockable	2No
7.10	Plinths	2No
7.11	Wall end panel	4No
7.12	Pelmets	3No
7.13	Standard square edged worktops concrete effect	2No
7.14	Square bowl and drainer	2No
7.15	Monobloc Tap	2No
7.16	Waste kit	1 No
7.17	Splash back	2Item
7.18	Counter	1 Item
7.19	Extraction	1 Item
7.20	Hob top & Grill	1 Item
7.21	Kitchen Area Plumbing supply and install:	1 Item
KITCHEN & SERVERY BUDGET FIGURE		£ 18,850.00

8.00	POWER & LIGHTING	
8.01	Small Power, Kitchen/Servery New DB and Circuits for Appliances & White Goods Small Power to Lounge Area and Physio	
8.02	Site meetings, set up, project management, Testing and O&M's	
8.03	LED Lighting, Emergency Lighting & Switching Kitchen/Servery LED Panel Lights & Down Lights Gym & Extension Lights, Physio Area, Ramp Entrance and Hall Way Graphic wall Downlights.	
8.04	Allow for electrical testing & commissioning & certification	
8.05	External lighting	
	POWER & LIGHTING BUDGET FIGURE PC SUM	£ 14,750.00
9.00	SECURITY	
9.01	Provisional allowance to install access control	
	SECURITY BUDGET FIGURE	£ 2,400.00
10.00	FIRE ALARM	
10.01	Provisional allowance to install fire alarm system	
	FIRE ALARM BUDGET FIGURE	£ 2,200.00
11.00	CCTV	
11.01	Provisional allowance to install CCTV system	
	CCTV BUDGET FIGURE	£ 1,650.00
12.00	SIGNAGE	
12.01	Allow to supply and install new illuminated exit sign	
12.02	Allow to supply and install new core area & external signage	
12.03	Signage other PC sum	
	SIGNAGE BUDGET FIGURE	£ 5,000.00

NEW ROOF BUDGET FIGURE		£	29,500.00
14.00	WASHROOMS		
14.01	Supply and fit self contained toilet cubicles, unisex with sink and toilet & hardware		
14.02	Disabled toilet Part M compliant		
14.03	Partitioning Walls		
WASHROOM BUDGET FIGURE		£	16,350.00
15.00	REAR EXTENSION (if required)		
15.01	Timber framed extension		
REAR EXTENSION BUDGET FIGURE		£	19,500.00
16.00	LANDSCAPING		
16.00	Decking, landscaping & pergola		
LANDSCAPING BUDGET FIGURE		£	8,500.00
17.00	EXTERNAL CLADDING		
17.00	Priced for Composite/Cedar Wood PLUS £10K		
EXTERNAL CLADDING BUDGET FIGURE		£	20,000.00
18.00	EXTERNAL SERVING HATCH		
18.00	Secure serving hatch		
EXTERNAL SERVING HATCH BUDGET FIGURE		£	2,000.00
19.00	Clubhouse Furniture	£	10,472.27
20.00	Outdoor Furniture BUDGET FIGURE	£	1,800.00
21.00	Heating and Ventilation PC Sum	£	15,000.00



Furniture

TVH CLUBHOUSE PRESENTATION

Costs

Mobili Office Ltd

Quotation Number : 106812

Quotation Date : 04/05/2021

Quotation



Page 1 of 4

BUDGET
FIGURES
FURNITURE

Qty	Product Code	Product Description	Unit Price	Disc Rate (%)	Disc Unit Price	Net Total
5		JFN-MS0-800 PYRAMID STEEL 800 SQUARE TABLE 730 H	417.00	62.50	156.38	781.88
2	_JGN-MR1-808/A	^PYRAMID STEEL RECTANGULAR TABLE 1800 X 800 X 1100H/BAND A	729.00	62.50	273.38	546.75
12	_QC10001	CHIT CHAT 750H BARSTOOL BLACK SLED/ASH SEAT	291.00	62.50	109.13	1,309.50
9	_QD20000/GY	ORB SLED BASE CHAIR; BLACK BASE/GREY SHELL	242.00	62.50	90.75	816.75
9	_QD50000/GY	ORB 4 WOOD LEG CHAIR; BEECH BASE/GREY SHELL	293.00	62.50	109.88	988.88
4	_TP10040	PAPA SGL ARMCHAIR BAND M & SMARTIE BUTTONS/ASH LEGS	1133.00	62.50	424.88	1,699.50



BUDGET
FIGURES
FURNITURE



Qty	Product Code	Product Description	Unit Price	Disc Rate (%)	Disc Unit Price	Net Total
2	_TF11000/B	BUTTON PLAIN CU STOOL ON GLIDES 450 X 450 X 450H / BAND B	305.00	62.50	114.38	228.75



2	_FKCS66/A	^FLICK SQUARE COFFEE TABLE 600 X 600 BAND A	171.00	62.50	64.13	128.25
---	-----------	---	--------	-------	-------	--------







1	_MOQD07/A	Storage Double Door Storage Unit W=1000 D=500 H=730	428.00	62.50	160.50	160.50
---	-----------	---	--------	-------	--------	--------



1	_MOQWS	Storage Internals - Wooden Shelf For 1000W Storage Unit W=ZZ	42.00	62.50	15.75	15.75
---	--------	--	-------	-------	-------	-------

1		EXTERNAL BENCHES AND TABLES NOT AVAILABLE FROM MOBILI SORRY	0.00	0.00	0.00	0.00
---	--	---	------	------	------	------

30	TB10006/GY	ELBA SLED BASE CHAIR / BLACK FRAME / GREY SHELL	161.00	62.50	60.38	1,811.25
----	------------	---	--------	-------	-------	----------

	Qty	Product Code	Product Description	Unit Price	Disc Rate (%)	Disc Unit Price	Net Total
	5	_MOQD20/A	Storage Double Door Storage Unit W=1000 D=500 H=2000	781.00	62.50	292.88	1,464.38
	20	_MOQWS	Storage Internals - Wooden Shelf For 1000W Storage Unit W=ZZ	42.00	62.50	15.75	315.00
	1	_MOQD07/A	Storage Double Door Storage Unit W=1000 D=500 H=730	428.00	62.50	160.50	160.50
	1	_MOQWS	Storage Internals - Wooden Shelf For 1000W Storage Unit W=ZZ	42.00	62.50	15.75	15.75
	1		MOA4BCS SET OF 4 CASTORS FOR ABOVE	77.00	62.50	28.88	28.88
Net Amount							10472.27
Order Total							12566.72

Initial Concept Sketch



THANK
YOU

thank you.

Audit Planning Memorandum

Prepared for Wormwood Scrubs Charitable Trust

Page 77



Audit for the year ended 31 March 2021

For circulation to the Trust Committee

Now, for tomorrow

Contents

1. Introduction.....	1
2. Our team.....	3
3. Timetable.....	4
4. Audit approach.....	5
5. Key audit areas.....	9
6. Fees.....	12
7. Sector update.....	13

Introduction

We are pleased to be engaged to perform the audit of Wormwood Scrubs Charitable Trust (hereafter referred as 'WSCT' or 'the Trust') for the year ended 31 March 2021. The purpose of this Audit Planning Memorandum is to provide details of the key elements of our proposed audit strategy to "those charged with governance", the Trust Committee.

International Standards on Auditing (ISAs), including in particular International Standard on Auditing (UK) 260, require that we communicate formally with "those charged with the governance" (as defined in the ISA) of the Charity regarding relevant matters relating to our forthcoming audit. Our formal written communication will comprise this Audit Planning Memorandum and an Audit Findings Report, agreed with you on completion of our audit fieldwork.

If matters arise whose significance is such that they should be brought to your attention sooner, we shall do as required by the ISA and outside these planned arrangements.

The objectives of this communication process are to:

- ensure that there is a mutual understanding of the scope and timing of the audit and the respective responsibilities of ourselves as auditor and those of the Trust Committee, as those charged with governance of the Trust;
- communicate information to assist both ourselves as auditors and Committee Members, to fulfill their respective responsibilities;
- provide to Committee Members timely and constructive observations arising from the audit process;
- encourage two-way communication between us on matters relevant to the audit (for example, on areas of risk and materiality) where you may request us to undertake additional procedures.

With regard to this final point, if there is any information that the Committee Members believe may be relevant to the audit and consider should be brought to our attention, please do let us know; our team's contact details are set out in section 2. Such matters may include:

- Significant changes in the Trust and its environment over the past year (including the impact of any changes in financial systems)
- A significant change in the level of risk facing the Trust as a result of its future plans
- Instances of non-compliance with laws and regulations which are central to the Trust's operations
- Changes in how the Committee Members oversee management's fraud risk management procedures
- Any knowledge of actual, suspected or alleged fraud affecting the Trust

We recognise as a result of the Covid-19 pandemic the working arrangements for all of us have been understandably affected. We have planned to undertake part of the audit remotely and have established IT structures to enable us to do this. We appreciate that your ability to provide the information and explanations we require for our audit may be impaired, and we shall be understanding regarding this, and will seek alternative approaches if possible. We would appreciate sufficient warning from you where you have concerns in providing us with any of the deliverables and audit fieldwork information we normally require. Where this approach causes us difficulties this could result in limitations in the scope of our audit or the ability to obtain satisfactory assurance over certain matters, and in some instances may result in additional costs being incurred resulting in fees in addition to those set out in Section 6. Early communication will be sought in these circumstances.

To reflect the continued increased expectations of auditors at this time, and guidance issued by the Financial Reporting Council and other accountancy bodies, we have enhanced audit processes to adopt for this year's audit. This will include an independent review of Covid-19 related matters by a second audit partner prior to completion of our audit.

Introduction

We also note that for accounting periods starting after 15 December 2019, there have been revised auditing standards in relation to reporting on fraud ISA 700 (see Section 4.1 below), Accounting estimates ISA 540 (see section 4.6 below) and Going concern ISA 570 (see section 5.1 below), which requires additional work during the audit and will be reflected in the auditor's report.

This communication has been prepared for the sole use of the Trust Committee, on behalf of the Corporate Trustee, in line with your governance structure. We accept no duty, responsibility or liability to any other person as this document has not been prepared, and is not intended, for any other purpose except as stated above. In the event that a third party asks to see this document in whole or in part, please ask for our consent before releasing it.

We are looking forward to working with you during the course of the audit.

MHA MacIntyre Hudson

6th Floor, 2 London Wall Place
London
EC27 5AU

T: 020 7429 4100

F: 020 7248 8939

macintyrehudson.co.uk

2 - Our team

2.1 Team members

Our team will be led by Stuart McKay as your Audit Engagement and Client Partner (who is responsible for the firm's audit opinion), supported by Joseph Sale as Audit Supervisor.



Stuart McKay FCA DChA
T: 0207 429 0516
E: stuart.mckay@mhllp.co.uk



Joseph Sale ACA
T: 0207 429 0507
E: joseph.sale@mhllp.co.uk

To ensure our independence is maintained we will take the following steps:

- Make an overall assessment of any potential threats to our independence and the safeguards required in the circumstances to protect independence;
- Communicate to you the results of this assessment and appropriate safeguards to be adopted;
- Communicate any other relevant information about our general policies and procedures within this firm that are adopted for maintaining objectivity and independence: and
- Consider if in our view you continue to have “informed management” as defined in Ethical Standards.

Our preliminary assessment of potential threats to our independence has not identified any threats that we need to communicate to you. MHA MacIntyre Hudson is engaged to perform a pure audit assignment and will not be conducting any non-audit services. We will re-confirm this position when we present our Audit Findings Report.

2.1 Independence and Objectivity

It is fundamental to our appointment as auditors that our independence and objectivity are preserved at all times. For this purpose, we are required to consider all relationships between the Trust, the Committee Members and ourselves that might impact on this firm's independence and the objectivity of the Audit Engagement Partner and staff. Threats to independence may include self interest threats, self review threats, advocacy threats, familiarity threats and intimidation threats. Safeguards can in many cases be put in place to counter such threats, including reviewing our own systems and procedures.

3 - Timetable

3.1 Timetable

We have agreed the following audit timetable and deadlines:

Date	Action	Responsibility
17/08/2021	Initial planning meeting	MH/ WSCT
31/08/2021	Provision of Audit Planning Memorandum for the Trust Committee – distributed electronically	MH
08/09/2021	Trust Committee meeting to review Audit Planning Memorandum	WSCT
10/09/2021	List of audit deliverables and related party documentation issued	MH
29/10/2021	Audit deliverables sent to MH alongside First draft financial statements (including first draft of Trustees' Report)	WSCT
08/11/2021	Audit fieldwork on WSCT to commence	MH/ WSCT
19/11/2021	Audit completion meeting	MH/ WSCT
19/11/2021	MH comments on first draft financial statements	MH
29/11/2021	Draft Audit Findings Report and representation letter for management to review	MH
03/12/2021	WSCT comments on the Audit Findings Report to be returned, and second draft accounts to be sent to MH	WSCT
07/12/2021	Final draft financial statements (if any adjustments arise from approval meeting)	MH/ WSCT
08/12/2021	Papers distributed to Committee	WSCT

15/12/2021	Trust Committee meeting to approve financial statements and letter of representation	WSCT
31/12/2021	Signed accounts to be sent to MH	WSCT
By 31/01/2022	Accounts to be filed at Charity Commission	WSCT

We shall assume that the Charity Commission annual return will be filed by WSCT. Please let us know if this is not the case and you require our assistance.

3.2 Information required

To ensure the audit run smoothly to timetable and in accordance with our quote, we have prepared a schedule of audit deliverables which has been provided separately. These cover all the main Balance Sheet and Statement of Financial Activities ("SOFA") areas we will need to audit, as well as disclosure information required for the financial statements. We ask that these be provided to us in agreement with the agreed timetable to avoid delays and possible additional costs.

We would like to receive the Trustees' Report alongside the draft accounts and audit deliverables because we report explicitly on whether the Trustees' Report content complies with the relevant legislation and is consistent with the accounts.

4 – Audit Approach

4.1 Scope of our audit

We have a statutory responsibility to form and express our opinion on the financial statements of the Trust, whether they give a true and fair view, have been prepared in accordance with the applicable legislation, and have been properly prepared in accordance with the relevant financial reporting framework.

In undertaking our audit work we will consider compliance with the following legal and regulatory requirements:

- Charities Act 2011
- Statement of Recommended Practice “Accounting and Reporting by Charities” – SORP
- Applicable UK Generally Accepted Accounting Practice (GAAP) being FRS102

We will also read the Trustees’ Report and any other information that will be included with the financial statements to ensure it is properly prepared and the information therein is consistent and has been properly prepared.

Overall, we seek to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error.

As per ISA (UK) 700 (Revised 2019), for accounting periods commencing after 15 December 2019, our audit report will also indicate the extent of the procedures that we have undertaken to detect irregularities, including fraud.

We are not aware that any limitations will be placed on the planned scope of our audit.

The financial statements on which we are to report are ultimately the responsibility of the Committee Members and we cannot relieve you of this responsibility. The Committee Members must be satisfied that the financial statements give a true and fair view before approving them.

Further details of our respective responsibilities are set out in our engagement letter. If needed and where possible, we shall seek to provide you with appropriate guidance and support in order to fulfil these responsibilities.

Matters we are required to communicate to the Committee Members as “those charged with governance” of the Trust are also relevant for you to consider in your oversight of the financial reporting process.

4.2 Obtaining an understanding of internal controls relevant to the audit

Auditing Standards require us to document our understanding of the Trust’s business and assess the risk of material misstatement. For controls considered to be “relevant to the audit” we are required to evaluate the design of the controls and determine whether they have been implemented. The controls that are determined to be relevant to the audit are those:

- relating to identified risks (including the risk of fraud in revenue recognition) or other audit issues;

- where we are unable to obtain sufficient audit assurance through substantive (detailed) tests alone; and / or
- where we consider it more efficient to obtain assurance through controls testing.

Our audit is not designed to provide assurance as to the overall effectiveness of the controls operating within the Trust, although we will report to management and Committee Members any recommendations on controls that we may have identified during the course of our work.

We note that WSCT carry out all processes which relate to the financial reporting in-house.

We will ensure our approach is based on our understanding of the Trust its objectives, strategies, operational environment, governance structures and related risks. We will also establish our understanding of the classes of financial and other transactions, account balances, and disclosures to be expected in the financial statements.

We will consider the selection and application of accounting policies and confirm that they remain appropriate. We are not expecting there to be any changes to the accounting policies in the year.

We will review the Trusts systems for the purpose of our audit, and we will report to you any matters we consider necessary and appropriate, after discussing them with management. We shall also consider your business risk management processes. Our audit should not, however, be

4 – Audit Approach

relied upon to identify all systems deficiencies, which are your responsibility, and we shall only draw your attention to matters we have encountered as a part of our audit work.

As a matter of good governance, we find it helpful to meet with those charged with governance during the course of our audit. We suggest that this discussion takes place at your Trust Committee meeting in December 2021.

4.3 Our responsibilities in respect of fraud

Whilst the primary responsibility for the prevention and detection of fraud lies with Committee Members, we, as auditors, have a responsibility to obtain reasonable assurance that the financial statements taken as a whole are free from material misstatement, whether caused by fraud or error. In doing this we will follow the requirements of ISA 240 “The Auditor’s Responsibilities relating to Fraud in an Audit of Financial Statements”.

We are required to confirm during our audit whether the Committee Members have knowledge of any actual, suspected or alleged fraud affecting the Trust. In our planning discussions, management have not identified any material instances.

If any instances of fraud or theft arise we ask that you please inform us immediately. We will also ask for formal confirmation of the Trustees’ fraud risk assessment process and knowledge of any actual / suspected fraud in our letter of

representation at the financial statements approval stage.

4.4 Audit materiality

The Committee Members have primary responsibility for ensuring that annual financial statements are free from material misstatement. As auditors we do not seek to certify that the financial statements are 100% correct; rather we use the concept of “materiality” to plan our sample sizes and also to decide whether any misstatements discovered during the audit (by you or us) require adjustment.

The assessment of materiality is a matter of professional judgment, but consideration will be given to the highest cumulative error which would not threaten the validity of the financial statements. A matter is material if its omission or misstatement would reasonably influence the economic decisions of a user of the financial statements.

Whether adjustments are material to the “true and fair” view can only be judged in the particular circumstances of the items and their impact on the financial statements to which they relate. Materiality will be considered having regard to the overall financial statement totals, the relevant individual balance, the type of transaction and the disclosures.

We will take into account certain functions of the following indices: income; surplus or deficit for the year; gross assets; and net assets. We will also determine a lower amount, “performance

materiality”, for the purposes of assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures. Performance materiality also refers to the amount or amounts set by us at less than the materiality level or levels for particular classes of transactions, account balances or disclosures.

4.5 Communication of misstatements and adjustments

We will discuss with Chris Harris and other staff as required, any misstatements, other than those that are clearly “trivial”, that we or you discover during the course of our audit work. Where such errors would have an impact upon the numbers reported in the statutory financial statements, but are not significant in terms of our audit, we will ask management if they wish to adjust the financial statements.

We will draw to the attention of the Committee Members all significant potential adjustments to the financial statements. We will not, however, bring to your attention matters that we consider to be “clearly trivial”. For these purposes, we propose that this would mean items of less than 5% of materiality.

4 – Audit Approach

4.6 Accounting estimates

Auditing Standards require us to identify areas of material “estimate and judgement” in the financial statements and assess management’s process for determining the estimate and the validity of the underlying assumptions.

As per ISA540 (Revised 2019), part of this process may involve the following:

- identifying transactions, events and conditions that may give rise to estimates,
- reviewing requirements of the accounting framework,
- reviewing how the estimates apply in the context of the entity and its environment,
- assessing the skills and knowledge of “those charged with governance” in understanding the characteristics of particular method or model of relevant accounting estimates,
- reviewing as to whether “those charged with governance are aware of the parameters of the accounting framework for relevant accounting estimates,
- assessing if “those charged with governance” have evaluated and challenged the estimates made by management,
- obtain the understanding of the method of oversight over accounting by “those charged with governance”
- comparing the outcome of any similar estimates and judgments in previous periods to give an indication of the likelihood of accuracy (or not) of the current estimate,

- communicating areas of potential misstatements in accounting estimates whereby they are beyond our expected parameters.

Areas likely to be affected include contingent liabilities (and assets), provisions, asset valuations and certain aspects of income recognition.

5 - Key audit areas

5.1 Significant audit risks

Income

Auditing Standards require us to presume that fraud in revenue recognition is a “significant audit risk”, unless this presumption is specifically re-butted. We will consider three aspects for each material income stream:

- Completeness (has all income been included in the accounts);
- Recognition (this considers three criteria of; “probable” (e.g. more likely than not), “entitlement” and “measurement”); and
- Fund accounting (are there restrictions on use and are these correctly recorded?).

Management override

We are required to design and perform audit procedures to respond to the risk of management’s override of controls which will include:

- Understanding and evaluating the financial reporting process and the controls over journal entries and other adjustments made in the preparation of the financial statements, and testing the appropriateness of a sample of such entries and adjustments;
- Reviewing accounting estimates for biases that could result in material misstatement due to fraud; and
- Obtaining an understanding of the business rationale of significant transactions that we become aware of that are outside the normal course of business or that otherwise appear to be unusual given our understanding of the Trust and its environment.

Future plans and going concern

Going concern is defined as being able to continue in ‘operational existence’ for at least 12 months from the date of signing the financial statements.

As per the revised International Auditing Standard (ISA) 570, there is now a requirement to document robust challenge of management’s assessment of going concern, including the obtaining evidence regarding, and to conclude on, whether a material uncertainty relating to going concern exists. We also need to perform a final consideration of all evidence obtained relating to going concern.

As part of our audit work, we will need to obtain and review evidence of how the Committee Members have satisfied themselves that the Trust will remain in operation for 12 months from the date of approving of the financial statements. Such evidence would include business plans, budgets and cashflow forecasts up to at least that date, being December 2022. Due to the unprecedented situation regarding the Covid-19 pandemic we will consider the impact that this could have on the organisation and your planned response. This is considered further below.

Related party transactions

In order to comply with ISAs, we are required to consider the risk of fraud through related party transactions and our audit planning and detailed work will address the fraud risks arising from related party transactions. This is in recognition of the fact that many significant corporate frauds utilised related party transactions to some degree.

We will make enquiries as to the identity of related parties in respect of the Trust and management’s systems to identify and record related party transactions including reviewing any related party declarations prepared and signed by the Trust members of the management team.

This means that the Charity should have:

- a comprehensive list of all related parties, and
- details of all transactions with them.

The definition of who comprises a “related party” now also includes these considered to be “key management personnel”.

We will also look to identify any significant transactions outside the course of businesses – we are not expecting this to be an issue for WSCT, but will need to undertake specific procedures if these are in fact identified.

5 - Key audit areas

5.2 Key audit risks

The areas of audit focus are based on key risks which we have identified as part of our overall audit strategy as outlined in the table below:

	Audit Area and key risks	Our Approach
1	Income recognition – Car Park Income Risk that income is not complete.	<ul style="list-style-type: none"> • Confirm the systems and procedures which should be operating within the Car Park and the Council's review and monitoring processes thereof. • Consider testing the operation of procedures (council reconciliations per machine ID) on a sample basis. • Perform analytical review to budget/prior year for each Parking Machine. • Test a sample of Car Park machine records to receipt to ensure that income is complete. • Test online tickets (Ringo) issued to sales invoices and income allocation sheets.
2	Income recognition – Rental income Risk that income has not been accounted for in line with the terms and conditions of the rental agreements. Noting in particular that the KAA licence agreement has been extended again. We also note that the Pony Centre is currently operating on a peppercorn lease arrangement with the Council which might be subject to change.	<ul style="list-style-type: none"> • Ensure that rental income is accounted for in line with the respective licence agreements, noting any restrictions. • Ensure correct cut off has been applied in respect of rental advances or arrears.
3	Authorisation, categorisation and allocation of expenditure (non-payroll costs) Risk that expenditure is not authorised in line with the Trust's procedures. Risk that allocation of costs to each activity, and then between the service lines, is not accurate or consistent.	<ul style="list-style-type: none"> • Review the systems and controls around authorisation, monitoring and allocation of expenditure ensuring appropriate oversight was maintained during Covid-19 through appropriate alternative methods. • With reference to the Council's Financial Procedures, identify and test the key controls over expenditure authorisation; payment and allocation. • Review the controls in place over supplier set up and on-going due diligence. • Ensure there are effective controls in place to ensure that grounds maintenance contracts are monitored against work performed. • Review the cost allocation methods and sample test. We note that allocations of support costs are expected to be done on a consistent basis with the previous year • Ensure all contingent liabilities or provisions for future works/repairs are recognised as necessary or disclosed as appropriate with specific reference to any HS2 activity.

5 - Key audit areas

	Audit Area and key risks	Our Approach
4	<p>Fixed Assets</p> <p>The Trust owns substantial assets. A significant proportion were passed to the Trust under the Wormwood Scrubs Act 1879. As such there is limited information regarding their value to the Trust. As such their carrying value in the financial statements is low. Other assets do have carrying values.</p> <p>There is a risk that assets have not been accounted for in line with the Charities SORP.</p>	<ul style="list-style-type: none"> Review the historical information held on the assets gift to the Trust. Assess the treatment of the fixed assets held against the requirements of the Charities SORP. This review will include the provisions afforded to mixed motive investments and heritage assets.
5	<p>Financial reporting including Covid-19 reporting</p> <p>There is a risk that Trustees' Report and financial statements are not fully compliant with the revised Charities SORP or are materially misstated through errors in their compilation.</p> <p>Effective for accounting periods starting after 15 December 2019, there have been revised auditing standards, one in particular is in relation to accounting estimates -revised ISA 540 (as noted in section 4.6). We will review the appropriateness of estimates used in the financial statements and ensure TCWG are aware of and satisfied with any significant estimates used.</p> <p>The Charity SORP-making body has issued advice on the financial reporting implications that may arise from the measures being put in place to contain the impact of the COVID-19 virus. https://www.charitysorp.org/media/648486/sorp-covid-19.pdf</p> <p>The advice is for Financial Statements that have yet to be approved. The advice looks at the considerations to be taken into account when producing the Trustees' report and also considers post balance sheet event reporting. This guidance must be considered when preparing the 31 March 2021 accounts.</p>	<p>We will review the financial statements to ensure that they properly reflect the underlying financial records and include the disclosures required. As part of our audit we will:</p> <ul style="list-style-type: none"> Check a sample of accounts to ensure there is a full audit trail to the financial statements; Review the financial statements against legal, regulatory and the SORP 2015 requirements and sector best practice; Review the assessment by the Trustees of the risk that the financial statements may be materially misstated as a result of fraud; Ensure that the Trustees Annual Report is materially consistent with the financial statements and our understanding of the Charity; Review the Charity's risk register and ensure any key issues for the financial statements have been considered in the context of our audit, and appropriately managed in the context of charity's governance; Review the Trustees' Report for consistency with the financial statements and to ensure it complies with applicable regulatory and SORP 2015 requirements including revised ISAs (540, 570 and 700). We will consider the organisation's response to the guidance issued by the Charity SORP Committee on Covid-19 as well as guidance issued by the Charity Commission. Review the Trustees assessment of the Going Concern Assumptions Critically review and evaluate the assumptions used in forecasts and budgets Consider the disclosure relating to going concern in the trustees' report and accounting policies Consider the explicit statements relating to going concern now required in our audit report. The accounting policies of the charity will need to be considered in light of <ul style="list-style-type: none"> Effect on key assumptions and estimates, including judgemental matters are and areas of future uncertainty.

5 - Key audit areas

	Audit Area and key risks	Our Approach
	Due to the unprecedented situation regarding the Covid-19 pandemic we will consider the impact that this could have on the organisation regarding going concern and your planned response.	<ul style="list-style-type: none">○ Consideration of the going concern basis of preparation of the financial statements – use normal considerations hence existing Financial Reporting Council guidance is applicable and could be helpful.○ Assessment of possible material uncertainties, adequacy of disclosures under these circumstances, or where conclusion is the charity is not a going concern, usual consideration of break-up basis approach.

6 - Fees

6.1 Fee proposal

Our proposed audit fee (excl. VAT) is:

Fee for the audit of the financial statements of WSCT for the year ended 31 March 2021 (2020: £9,750)	£9,950
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This fee excludes VAT at the prevailing rate

Our fee will be billed in line with completion of defined stages of our work – at the planning, fieldwork, reporting and completion stages.

6.2 Assumptions

Our proposed external audit fee is based on the following assumptions:

- We will provide you with a clear list of information required for the audit in accordance with the agreed timetable.
- All accounting work will be carried out by you; we will be provided with the draft statutory Report and Accounts for WSCT in accordance with the agreed timetable. The financial statements will be based on a format previously agreed between us and you will be fully responsible for the preparation and typing. We will ensure that we update you in advance of any changes in disclosures, formats or accounts structure, particularly in respect of the Charities Act and Charities SORP requirements (and related Regulations).
- You will provide an “audit file” with fully referenced supporting schedules tying back to the numbers in the ledger and those presented for audit. This will include a final, accurate trial balance, with clear mapping from the accounting software to the management accounts and to the statutory accounts, and clear rationale for the allocation of costs used.
- Your staff will be available to respond to our questions on a timely basis – we will arrange meetings in advance wherever possible to minimise

disruption. You will provide us with necessary access to your records, contracts, files and working papers.

- You will provide us responses to requests for information and queries (via email or Info, our data sharing system) within 24 hours of receipt of the request during the interim and audit fieldwork.
- No significant changes to the draft financial statements prepared for audit are required.
- The nature, scale and scope of the activities of the Trust will not change materially from that which has been discussed with us during our planning meeting and
- As noted in the introduction section, due to the Covid-19 crisis, the majority of the audit fieldwork and meetings will be undertaken remotely.

Sector update

The Charities Bill

In May, the Queen's Speech saw the announcement of the Charities Bill, which is the result of several years of coordinated effort between the Government, the Law Commission, the Charity Commission, and a number of charitable organisations. The Bill aims to simplify the legal framework for charities, helping them dedicate more time and resources to their important work.

What are the key changes?

The main changes proposed by the Charity Bill are as follows:

1. Property disposals

Currently for most land disposals, charity law requires the engagement of a RICS qualified surveyor to write a detailed report on the property. The same standards are required of the sale of a small slice of land as for a complex development, which has been previously criticised as being disproportionate and burdens smaller charities with unnecessary costs.

By increasing the pool of advisory professionals and ensuring the report content will be matched to the nature of the transaction, the Bill seeks to break up this monolithic approach with one that is tailored to the scale of the transaction.

2. Ex-gratia payments

Trustees currently require the authorisation of the Charity Commission for all ex-gratia payments. However, the Bill will introduce a power that will allow Trustees to make small ex-gratia payments without prior consent from the Charity Commission.

The power will also allow Trustees to delegate ex-gratia decision making to a member of staff, though this carries with it further potential reporting obligations in such a case.

This regime allows further flexibility for Charities to respond to situations without incurring the additional expenses and delays associated with direct applications to the Charity Commission.

3. Governing documents

The process for charities and Trustees to amend their governing documents or Royal Charters will be simplified and streamlined, an area that has in the past been highly restrictive and particularly difficult for unincorporated charities.

The Charity Commission will now use a three-part test to decide upon any amendments:

- The original purposes of the charity
- The desirability to keep the proposed purposes close to the originals.
- The need for the charity to have purposes which are suitable and effective

Through these changes, Charities should gain greater flexibility when considering amendments to their governing documents, but without losing controls and assurances from the Charity Commission.

4. Permanent endowment

The Charities Bill will introduce a power which will allow Charities to spend up to 25% of their permanent endowment without prior approval from the Charity Commission, providing the Trustees can give assurance that they will recoup those funds over a period of 20 years.

In the case of permanently endowed investment portfolios, the Bill also introduces a power to release the permanent endowment restrictions on making investments with an uncertain return.

This will allow charities greater ability to leverage their assets for the furtherance of their charitable objectives and remove the time and resource costs associated with applications for Commission approval.

Sector update

5. Supply of goods to a charity by a Trustee

Currently, Trustees can only be paid for the supply of services to a charity. However, the Bill seeks to allow trustees to be paid for goods provided to a charity, in certain circumstances. This covers a wide range of goods, and will hopefully allow greater opportunity for charities to access resources from Trustees when needed, without requiring the permission of the Charity Commission.

6. Charity appeals

Under the regulations proposed by the Bill, rules regarding failed fundraising appeals will be simplified and made more proportionate, rather than a one-size fits all policy. If a charity appeal does not raise sufficient money to be successful, the charity will be able to spend donations below £120 on similar charitable activities, without needing to contact the individual donors for permission to do so. This will greatly reduce the unnecessary administration costs associated with a failed charity fundraising appeal.

Conclusion

The Bill has had its first and second readings in the House of Lords, so no immediate changes have been made, but over the coming months the Bill will continue its journey through Parliament and subsequently take legal effect. As it does so, the MHA Not-for-Profit team will investigate further changes proposed.

Fundraising Regulator Self-Reporting

The Fundraising Regulator has announced plans to develop a self-reporting tool for fundraising incidents. This move comes after receiving responses to its Annual Complaints Report that showed a demand for a tool that would allow charities and other organisations involved in fundraising to report incidents that breach the Code of Fundraising Practice themselves.

What are the benefits?

The Fundraising Regulator hopes that the introduction of a self-reporting tool will streamline the process of reporting fundraising incidents. As it stands, there is no formal facility for organisations to report breaches of the Code of Fundraising Practice.

The “Self-Reporting” pathway will allow the Regulator to provide advice and guidance to users in a timely manner, building a closer relationship between organisations and the Fundraising Regulator.

The pathway will also hopefully increase reporting of said incidents, creating a larger pool of information, allowing the Fundraising Regulator to improve its understanding and ability to respond to incident and risks in the sector.

Concerns

In its announcement of these plans, the Regulator reassured users that it understands the present reporting requirements placed on charities, whether it be to the Charity Commission, ICO, Police or other bodies.

It has asserted that the self-reporting function does not seek to increase the burden on charities or duplicate reporting that already occurs, but rather to gain information in a co-ordinated fashion, and only where the regulators involvement would add value.

Next steps

The Fundraising Regulator plans to design criteria and guidance for self-reporting and build an expectation of what situations would self-reporting be appropriate for over the course of the next year. Further updates will be given as there is currently no timetable for this development.

Sector update

Restoring trust in audit and corporate governance

Following the findings of the Kingman Review, the CMA Study, and the Brydon Report, the Government has opened a [consultation](#) aiming at restoring trust in audit and corporate governance. This consultation is wide-ranging and considers a great many potential changes to regulation concerning these areas, some of which may influence charities and non-profit organisations.

How does this effect the Not-for-Profit Sector?

Whilst the majority of issues discussed in the paper impact all sectors through audit, there is one particular section that this edition of eNews will bring attention to. Specifically, a consideration of whether large third sector entities (including further education institutions, charities, housing associations and more) could be considered Public Interest Entities (or PIEs), given the often-public nature of charitable purposes.

Public interest Entities have greater reporting requirements than other entities, and up until now their definition has been limited to specific types of entities that the public has a vested interest in, for instance insurance providers.

The consultation shows that the Government is open to the possibility of larger charities meeting the definition of Public Interest Entities, with the caveat that they do not want to create a regulatory gap for the larger entities, and they also understand that there is already sector-specific regulation via the Charity Commission and related bodies.

A further consideration is that an appropriate measure to avoid these concerns might be a different threshold to be considered a PIE for third sector organisations given their relative size. A potential alternative threshold was placed at £100m.

Conclusion

The consultation is due to close on the 8th of July, and so no changes have yet been made. But we will be able to further investigate the impact of this movement depending on the results of the consultation.

Charity Commission – Improving the Register of Charities

Many of us reading our regular monthly Charity eNews letter will be familiar with the Charity Commission Register of Charities, and probably use it regularly.

The Register of Charities plays a vital role in helping people make informed decisions about which charities to support. You can use it to check the 170,000 charities which are registered, download data for research, find out whether donations are being spent in the way they should, and search for charities that might be able to help you.

The Commission updated the register to a new version back in September 2020 to give more useful information (such as employee benefits and income from Government sources).

What has been improved:

- Quick search to allow an easier search without having to return to the landing page
- Downloading of data (particularly for batch downloads) is easier to allow users to perform their own analysis of the Register's data.
- Where a charity has sought a filing extension, messaging to clearly identify where it has been agreed
- Detailed breakdown of financial history and prior 5 year's assets and liabilities in interactive charts
- Linking charities with fund transfers

The Charity Commission's [new version of the Charity Register](#) can be viewed and [further feedback provided](#).

Sector update

We have also prepared a How to Guide for Charities and Covid-19 which can be found here

<https://www.macintyreHUDSON.co.uk/publications/article/how-to-guide-charities-and-covid-19> This provides some quick facts that charities need to be aware about and also sign-posts our more general guidance.

A briefing on the guidance issued by the Charity SORP Committee related to financial reporting matters can be found here

<https://www.macintyreHUDSON.co.uk/publications/article/how-to-guide-covid-19-charities-sorp-committee-guidance>

We prepare regular updates on accounting, tax, regulations and legal charges affecting the sector. These include a monthly Not for Profit eNews update which can be found at:

<http://www.macintyreHUDSON.co.uk/sectors/not-for-profit>

Our further and higher education publications can be found here:

<https://mha-uk.co.uk/insight/knowledge/fe-he-digest-summer-2021/>

Other sector publications and guidance can be found at:

<http://www.macintyreHUDSON.co.uk/publications>

We have also recently established our MHA Trustee Hub – an online resource for good governance, which includes templates, checklists and guidance to help charities improve the effectiveness of their governance.

See <https://mha-uk.co.uk/charity-trustee-hub/>

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