

CABINET

Decision Notices and Minutes of a meeting of the Cabinet held on Thursday, 20th September, 2012 at 5.00 p.m. at the Civic Offices, Telford

PUBLISHED ON WEDNESDAY, 26th SEPTEMBER, 2012

(DEADLINE FOR CALL-IN: MONDAY, 1ST OCTOBER, 2012)

PRESENT: Councillor K.S. Sahota (Leader and Chair), E.A. Clare, S. Davies, A.R.H. England, W.A.M. McClements, R.A. Overton, H. Rhodes, C.F. Smith and P.R. Watling

ALSO PRESENT: Councillor A.J. Eade (Conservative Group Leader) and Councillor G.M. Green (Lib Dem/Independent Group Deputy Leader)

CB-34 MINUTES

RESOLVED – that the minutes of the meeting of the Cabinet held on 26th July 2012 be confirmed and signed by the Chairman.

CB-35 APOLOGIES FOR ABSENCE

Councillor W.L. Tomlinson (Lib Dem/Independent Group Leader)

CB-36 DECLARATIONS OF INTEREST

Councillors K.S. Sahota, S. Davies and A.R.H. England declared a non-pecuniary interest in agenda item 11 – Disposal of Dawley War Memorial Hall, King Street, Dawley.

CB-37 SERVICE & FINANCIAL PLANNING UPDATE

Key Decision identified as **Service & Financial Planning Update** in the Notice of Key Decisions published on 14th September 2012 (Regulation 10 General Exception applies)

Councillor W.A.M. McClements, Cabinet Member: Resources & Service Delivery, presented the report of the Assistant Director: Finance, Audit & Information Governance, which provided an update on changes to the local government finance system, as well as the Council's saving proposals for 2013/14 and future years.

The Government was consulting (or had consulted) on a number of key changes, including:

- a scheme allowing the retention of an element of business rates locally, with it being proposed that business rates collected be split equally into a local and central share;

- a 10% reduction in the grant received by the Council to fund the cost of Council Tax Benefit. Local authorities were required to establish their own local Council Tax support scheme by 31 January 2013 (for implementation in April 2013). This support would be given as a council tax discount with funding being provided via the new business rates retention scheme. It was estimated that this would result in a funding shortfall of £3.1m in 2013/14.
- education funding – the Dedicated Schools Grant was to be retained, but with some changes in how it could be allocated. This would result in less flexibility in how funding was allocated to schools, with the local formula moving to more of a national model. Most funding would flow to schools via pupil numbers and this was likely to have a significant financial impact on some smaller secondary schools and those with falling numbers;
- the introduction of a ring-fenced grant to fund the cost of Public Health responsibilities being transferred to Councils when Primary Care Trusts were abolished.

All of these changes were due for implementation on 1 April 2013 and the details of how these schemes would operate were currently very unclear. There was unlikely to be much more clarity until after the funding settlement was announced by the Government in November or December.

The report also re-stated the Council's Service and Financial Planning Strategy, and the process of identifying further savings on top of the £40m pa of ongoing savings achieved since 2009/10. Full details of these additional savings proposals (amounting to over £12m by 2016/17) were appended to the report. It was proposed that targeted service user engagement would commence where appropriate on the savings proposals. Further work to identify additional savings would be undertaken and details included in a report to Cabinet in December 2012 following receipt of the grant settlement.

RESOLVED – that the report be noted, and that targeted consultation on the savings proposals included within Appendix 1 of the report be commenced in accordance with the approach set out in section 7 of the report.

CB-38 DRIVING DELIVERY OF THE COUNCIL'S PRIORITIES

Non-Key Decision

Councillor W.A.M. McClements, Cabinet Member: Resources & Service Delivery presented the report of the Managing Director, which provided information on baseline performance against the Council's priority outcome measures.

The Council's Medium Term Plan identified a proposed basket of outcome measures which would be used to assess the progress in delivering the community focussed priorities outlined in the Plan. Appended to the report was the baseline 2011/12 performance against these outcome measures. As a whole, there was a positive direction of travel, with 71% of the measures 'improved' between 2010/11 and 2011/12. However, compared to the national

picture, 68% of these measures were ranked 'worse'. A summary of outcomes for each priority was provided in the report.

To ensure that the Council was focussed on driving the improvement of these measures, each one would be assigned to a Corporate Director to drive and challenge performance. Progress reports would be presented to Cabinet on a quarterly cycle. .

Members welcomed the improvements in priority outcomes against national levels as set out in the report. During the debate, Members stressed that homelessness figures would be especially vulnerable to the economic climate and, as this was inter-related with a number of priorities, focus should remain on all measures.

RESOLVED –

- (a) that the baseline performance against the Council's priority outcome measures be noted; and**
- (b) that Cabinet Members and Corporate Directors continue to drive improvement of all the priority outcome measures assigned to them**

CB-39 LOCAL SAFEGUARDING CHILDREN BOARD ANNUAL REPORT 2011/12

Non-Key Decision

Councillor P.R. Watling, Cabinet Member: Children, Young People & Families, presented the report of the Interim Assistant Director: Safeguarding Children which referred to the critical role of the Safeguarding Board to keep children and young people in the Borough safe. A copy of the Board's Annual Report for 2011/12 was tabled at the meeting.

The Local Safeguarding Children Board (LSCB) was the statutory mechanism for agreeing how the relevant organisations would co-operate to safeguard and promote the welfare of children in the Borough, and to ensure the effectiveness of what they do. The annual report reflected the progress of the Board's business plan as well as providing a realistic assessment of the remaining challenges.

OFSTED had recently undertaken an Inspection of Safeguarding and Looked-After Children services, with a report published in August 2012. Overall, services were found to be adequate in their effectiveness (meet minimum standards), and the inspectors endorsed the direction and vision for children's services following the strategic review in 2011. A headline summary of the judgements was appended to the report. The LSCB was updating its business plan in response to the OFSTED report – in order to reflect the Board's role in ensuring the OFSTED's recommendations are effectively and speedily implemented. Two particular areas that the Board would focus on were

training for staff and linking any recommendations more directly to front line social work practice.

Members expressed their thanks to the team involved in supporting the demands of the OFSTED inspection.

RESOLVED –

- (a) **that the focus and progress made in delivering the LSCB Business Plan be noted;**
- (b) **that the role of the LSCB in driving change and improvement in response to the OFSTED inspection of Safeguarding and Looked-After Children be acknowledged.**

CB-40 PUBLIC HEALTH TRANSITION ARRANGEMENTS

Non-Key decision

Councillor R.A. Overton, Deputy Leader and Chair of the Health & Wellbeing Board, presented the report of the Assistant Director: Social Care Specialist which updated Members on the implications of transferring public health functions to the Council, and on the potential funding levels for 2013/14.

In July 2012, the Department of Health published a consultation document setting out current thinking on local authority public health finance. Officers had submitted a response to the consultation, a copy of which was appended to the report. There was still uncertainty as to the exact sum each local authority would receive for public health responsibilities. However, an indicative figure of around £7.25m for Telford & Wrekin would leave a potential shortfall of over £3m based on current public health related activities.

Commissioned activity under contract to the Primary Care Trust made up the largest proportion of current spend. Current contracts were due to expire on 31 March 2013, which gave the Council some flexibility about deciding which services to continue with. However, there was much work to be done to put in place arrangements to secure the procurement of activities that would meet these new responsibilities. Initial analysis suggested that contracts to the value of £112,503 should be ended on 31 March 2013 and the activities not continued, and contracts to the value of £770,311 should be de-commissioned. Further work was also being done to look at the remaining commissioned services in order to determine the length of period the Council should offer contracts to existing providers. The report set out the suggested approach and sought approval to delegate responsibility for letting the contracts to Officers in consultation with the Lead Member.

RESOLVED –

- (a) **that the uncertain situation and tight timescales be noted, and that the prudent approach towards the award of future public health contracts be supported;**

- (b) **that authority be delegated to the Director of Adult & Community Services, in consultation with the Director of Public Health and Cabinet Lead/Shadow Health & Wellbeing Board Chair, to progress the consideration of future commissioned services; the award of relevant contracts for those public health services within the finances available once the Public Health ring-fenced grant is announced; and to enter into any appropriate documentation to enable and give effect to the transfer of public health functions to the Council.**

CB-41 CARE AND SUPPORT WHITE PAPER AND BILL

Non-Key Decision

Councillor E.A. Clare, Cabinet Member for Adult & Social Care, presented the report of the Assistant Director: Social Care Specialist which summarised Government proposals for adult care and support contained in the recently published White Paper, Bill and progress report on Funding Reform.

The Care & Support White Paper and Bill were published in July 2012, and set out reforms for the adult care and support system in the UK. The White Paper confirmed that local authorities would be at the heart of how care and support would work in the future, and had a central vision of promoting wellbeing and independence instead of waiting for people to reach crisis point; availability of better information; and high quality services. The Care & Support Bill, if it became law, would replace nearly all the existing adult social care law. Eight factsheets had been produced to summarise the main components of the Bill – details of which were included in the report. Generally, the response to the principles in the White Paper had been positive, though there was a need for more clarity, certainty and a definite time frame. The proposed simplification of the legislative framework was seen as a big step forward, although there was a lot of work still to be done.

The “Caring for our Future: Progress report on Funding Reform” made clear that the Government agreed with the principles of the Dilnot Commission’s recommendations published in 2011. However, there were significant concerns being expressed about the delay in addressing the funding issues at a time when adult social care budgets were already under pressure. There was a risk in the medium term that the funding gap could widen.

Members acknowledged that adult social care was a difficult issue subject to a long running debate. Members were particularly concerned that the proposals would increase public aspirations before the funding situation had been adequately addressed.

RESOLVED –

- (a) **that the content and implications of the Care & Support White Paper, Bill and Progress Report on Funding Reform be noted; and**

- (b) that the Local Authority respond to the consultation on the draft Bill to express concern regarding the delay in addressing the adult social care funding situation for at least another 3 years at a time when budgets are already under pressure.**

CB - 42 FOSTER CARERS ALLOWANCES FOR CHILDREN IN CARE

Non-Key Decision

Councillor P.R. Watling, Cabinet Member: Children, Young People & Families, presented the report of the Interim Assistant Director: Children's Safeguarding, which outlined proposals to increase current foster carer allowances for children in care. An amendment to recommendation 2.2 was proposed, by adding the words "in consultation with the Cabinet Member for Children, Young People & Families" after the words "Interim Assistant Director: Children's Safeguarding".

The payment structure for foster carers in Telford & Wrekin had three elements – a fee, an allowance and discretionary payments. The allowances were subject to annual review, but had not been increased since October 2009. Comparisons with neighbouring authorities showed that the allowances paid were lower in Telford & Wrekin. It was recognised that the level of allowances was a factor that influenced the recruitment and retention of foster carers – something that was an important priority for the Council in order to maintain children in the Borough. It was proposed that the foster carers allowance be increased by 7.5% from 1 October 2012, whilst a general review was undertaken between October and December 2012 which would involve extensive consultation on the options for re-modelling Fostering services to meet new service needs, and proposals for placement costs and fee structures for foster carers. The financial implications of the proposed increase were set out in the report and appendices. The part-year cost in 2012/13 would be £43,605, with a full year cost in 2013/14 of £87,210. However, it was anticipated that the additional costs could be offset by savings from reduced use of external placements if the numbers of foster carers within the Borough could be retained and increased.

Members welcomed the report and recognised that attracting local foster carers would not only provide long-term savings but would also crucially broaden the pool of available care matches for children. Members praised the endeavours of the foster carers who played such a vital role in the wellbeing of the children and young people placed in their care.

RESOLVED –

- (a) that the fostering allowances paid to foster carers for each child/young person looked after by them be increased by 7.5% from 1 October 2012;**
- (b) that authority be delegated to the Interim Assistant Director: Children's Safeguarding, in consultation with the Cabinet Member: Children, Young People & Families, to approve**

proposals for the remodelling of the fees element of payments to foster carers to reflect the different level of skills needed to care children according to the complexity of their needs.

CB-43 FUTURE USE OF LAND OFF CONCORDE, DAWLEY BANK

Key Decision identified as **Future Use of Land off Concorde, Dawley Bank** in the Notice of Key Decisions published on 14th September 2012 (Regulation 10 General Exception applies)

Councillor R.A. Overton, Deputy Leader, presented the report of the Assistant Director: Development, Business & Housing which set out options for the future use of an area of vacant land owned by the Council off Concorde in Dawley Bank, Telford. A site plan was appended to the report.

The Dawley Bank Horticultural Society (DBHS) had progressed a proposal to use the land for allotments/raised bed community garden. Following the submission of a planning application by DBHS, the Council was approached by another community group who were interested in developing the same site for community use by creating a Jubilee Wood. It was agreed to seek the views of local residents who lived within 400 metres of the site, and 263 survey forms were completed and returned. In addition, a further 346 photocopied surveys were returned. Due to the large number of photocopied surveys, the results had been analysed for both original surveys and photocopied responses – and details were appended to the report. The preferred option of those respondents who completed original surveys was the Jubilee Wood (68.1%), whereas the preferred option for those who completed photocopied surveys was the Raised Bed Community Garden (94.7%). A small number of participants said that their preferred option was for the area of land to be left as it was.

Cabinet were presented with four options for the future use of the site:

Option 1 – development of a raised bed community garden by Dawley Bank Horticultural Society;

Option 2 – development of a Jubilee Wood (involving tidying the woodland, creating paths and planting wildflowers) by the Dawley Bank Residents Association;

Option 3 – there is no development of the land, and it remains in its current condition for informal access for the community;

Option 4 – the use of the land for residential development be investigated, and the site sold if planning permission was granted for this use.

Members gave careful consideration to all the options, taking into account the proposals submitted by the two community groups, results of the residents survey, the financial implications of each option, and the terms under which the land would be leased if options 1 or 2 were chosen.

RESOLVED –

- (a) that the area of land off Concorde, Dawley Bank be used to develop a Jubilee Wood by Dawley Bank Residents Association (Option 2);
- (b) that authority be delegated to the Assistant Director: Development, Business & Housing to deal with the land in accordance with the above resolution, including development of a lease agreement;
- (c) that authority be delegated to the Assistant Director: Law, Democracy & Public Protection to agree and execute all necessary documentation.

CB-44 DISPOSAL OF DAWLEY WAR MEMORIAL HALL, KING ST, DAWLEY

Non-Key Decision

Councillors S. Davies, A.R.H England and K.S. Sahota withdrew from the meeting room. Councillor R.A. Overton (Deputy Leader) took the chair for this item.

Councillor W.A.M. McClements, Cabinet Member: Resources & Service Delivery, presented the report of the Assistant Director: Development, Business & Housing which sought approval for the disposal of Dawley War Memorial Hall. The 'Legal Issues' comments shown in the Summary Impact Assessment section of the report were amended by way of a tabled document.

The Hall was purchased by the Council in 2010 from a charitable trust, with the proceeds from the purchase being distributed to charitable bodies in Dawley. The Hall was occupied by Dawley Social Club, which had been part of the Dawley community for many years. The Club rented the land and buildings (as shown on the plan appended to the report) from the Council on a 20 year lease on full repairing and insuring terms. An area of roofing within the hall collapsed, and the reinstatement of this was estimated at around £150,000. The Club's insurance company refused to accept liability and whilst liable under the terms of the lease, the Club was unable to fund the repairs and the Council considered any further investment unviable. It was therefore proposed to sell the property to the Trustees of Dawley Social Club, based on a freehold market value of £21,000, with the use restricted to a "Social Club" for the land shown on the appended plan. The income would be used to reinvest in better performing assets with better scope for rental growth – in accordance with the PIP Strategy.

RESOLVED –

- (a) that the disposal of Dawley War Memorial Hall as detailed in the report be approved in accordance with terms to be agreed by the

Assistant Director: Development, Business & Housing, in consultation with the Cabinet Member for Resources & Service Delivery;

- (b) that authority be delegated to the Assistant Director: Law, Democracy & Public Protection to agree and execute all necessary documentation;**
- (c) that the capital receipt be retained within the Property Investment Portfolio for reinvestment.**

The meeting ended at 6.08pm.

Signed for the purposes of the Decision Notices

**Jonathan Eatough
Assistant Director: Law, Democracy & Public Protection
Date: 26th September 2012**

Signed:

Date:

<p style="text-align: center;">REVIEW OF THE MANAGEMENT OF COMMUNITY CENTRES REPORT OF THE CO-OPERATIVE & COMMUNITIES SCRUTINY COMMITTEE JULY 2012</p>

1. INTRODUCTION

The Co-operative & Communities Scrutiny Committee carried out an in-depth review of the management of the six Council run community centres (Brookside, Donnington Wood Lifelong Learning Centre, Leegomery, Priorslee, Sutton Hill and Watling Centre Arleston) with the aim of making recommendations to the Council's Cabinet on the potential options for the future management of the centres.

The review was carried out following concerns raised with, and by, Members that the community centres were not functioning properly, were under-used and had a poorly developed sense of the needs of the local community. There was a view that the centres were being managed as physical buildings, but were not being developed to their full potential.

A key issue to consider was what the Council's aim for the centres should be - whether the priority should be income generation, or increased community usage (not that these are necessarily mutually exclusive) which may be less profitable but may deliver broader and stronger community benefits and help break down social isolation.

The Committee conducted a wide-ranging review which included visits to all the centres and meetings with key stakeholders plus visits to other non-Council run community centres to look at alternative management models and best practice. A number of challenges and opportunities were identified which are summarised in this report.

Members of the Committee were Cllrs. Angela McClements (Chair), Stephen Bentley, Nathan England, Kevin Guy, Tracy Hope, Amrik Jhawar, Jackie Loveridge and Karen Tomlinson.

2. CONCLUSION AND RECOMMENDATIONS

Based on the findings of the review the Committee concluded that overall the centres should remain in the immediate future within Council ownership and management because of their strategic importance in terms of the communities they serve. Recognising that finances cannot be ignored and opportunities for income generation must be pursued, the Committee felt that the Council's aim for the centres should be to retain and develop them as key community assets supporting and developing capacity within local communities, rather than to pursue a purely commercially driven policy at the expense of local needs.

In the current financial climate, there could be an option to consider disposal of under-performing centres, but the Committee felt this would be a lost opportunity for the Council to engage local partners and people with the centres in a way that would deliver broader social, economic, health and wellbeing benefits as well as being a catalyst for community cohesion.

However, and crucially, the management model must be based on a partnership arrangement: as a Co-operative Council, a key ambition must be for local partners and people to have direct involvement in decisions about the running and activities of the centres – for people to

have a sense of “ownership” – and that the role of the Council should be in supporting communities to help themselves.

The Committee recognised that one-size does not fit all, and have recommended a rolling programme of concerted development work so that there is a business plan for each centre based on local needs. This development work must be led by the Council in conjunction with local partners and residents. The Committee considered carefully whether the management of the centres should remain with the Council over the longer term, and there were minority views that the centres could potentially be handed over to a Town or Parish Council/s, a voluntary organisation or a non-Council management group to manage under leasehold arrangements. These are options which may be explored as part of developing the business plans, but any local solutions must be based on a co-operative model, with co-operative values and the approval of the local community. This is something the Committee will continue to monitor.

With this in mind, the Committee has made a number of recommendations set out below for consideration by Cabinet.

Recommendations

- **Strategic recommendations**

1. It was agreed that one-size does not fit all and that a business plan should be developed for each centre (except Priorslee) which takes account of existing local activity and structures and local needs and wants. This should start with a survey of the views of local people possibly linking into other surveys or engagement work, or in Your Voice if this is localised.
2. The centre in Priorslee functions as a nursery and not as a community centre. It is recommended that it ceases to be considered as a community centre, that the tenancy with the nursery is reviewed and the property transferred to Assets & Property to manage.
3. Members recognise that there is limited staff capacity and that developing five community centres is a significant undertaking. It is therefore recommended that a phased approach is taken so that the centres are developed one at a time, and in the following order: Brookside (currently on-going), Leegomery, Sutton Hill, Watling Centre Arlestone, Donnington.
4. Members found the centre in Leegomery to be under-used, with tired decor and not ideally located, but felt that it deserved a concerted effort to revive the centre. An initial piece of work should be done with the community to establish what local people would value in their local community centre and the feasibility of developing a management group similar to that in Admaston. However, if there continued to be sustainability issues the Council should then consider alternative options for the building.

- **Development of partnership arrangements**

5. In all cases the relevant Town and Parish Councils must be consulted.
6. Local voluntary organisations, community and residents groups should be identified, consulted and encouraged to explore their interest in being involved with the management and running of the centres.

7. The opportunities for private sector sponsorship, or in-kind investment, such as Cap Gemini's involvement in Dawley Town Hall, should be explored through the Council's business networks, other networks and local businesses.

8. Communication with TCAT should be improved by having a designated contact officer to ensure that funding opportunities are not lost and issues are resolved quickly.

- **Development issues**

9. All relevant service areas should consider the community centres as venues for delivering services or hosting events, and promoted to partners as potential venues for delivering services and holding events. This should include linking into the Youth Offer to engage and involve younger people and links to public health services, especially when public health responsibility is transferred to the Council.

10. Consideration should be given as to whether the centres could be wi-fi enabled from the existing IT budget or funding by partners or sponsors.

11. The potential for setting up community cafes run by local volunteers should be looked at, similar to that in Donnington, and the option for Donnington to become a food-hygiene training centre should be considered.

12. Consideration should be given to having key-holders from the local community for each centre to improve accessibility. The key holders must have a proper induction to ensure awareness of the Council's policies and procedures and be a welcoming face at the door.

13. Consideration should be given to schemes for volunteers and apprenticeships linked to community centre projects to enable local people to gain new skills and improve their employment opportunities.

14. It was noted that there are unused pockets of land around some of the community centres and consideration should be given to how outside space could be used as part of the development plans for the centres.

15. As part of development work, officers should give consideration to the opportunities and good practice highlighted in section 5 of this report.

16. A "Community Board" of managers from all the community centres in Telford and Wrekin should be set up to share ideas and opportunities for collaboration. Due to resources, this may be a virtual network.

17. The marketing of the community centres on the Council's website should be improved and on-line booking explored.

- **Staff**

18. All lone workers must receive an induction and training on the Council's procedures for lone working as soon as possible after employment.

3. BACKGROUND INFORMATION

The Community Centres

During 2003/04 ten of the Council's community centres were transferred or outsourced to other providers. The centres in Brookside, Donnington, Leegomery, Sutton Hill and Watling Centre Arlestone remained under Council management because they were strategically important in serving communities within priority areas. Priorslee was originally outsourced, but later brought back in-house leaving six centres within Council management. A profile of the centres is included as Appendix 1. Further information can be found on the website at http://www.telford.gov.uk/a_to_z/service/89/community_centres_and_facilities.

Structure and Staffing

As part of the Council's restructure programme, management of the centres was transferred from Leisure services to the Priority Action Team within the Community Engagement Equalities & Action service area in April 2012, the rationale being that the team's role was to engage and work with local communities to help them to help themselves, and the community centres would be a natural fit within this wider work. The team currently comprises a Community Facilities Team Leader and two Community Facility Managers. The Team Leader is responsible for the overall development of the centres while the two centre Managers deal with the day-to-day operation including key holding, on-site duties, taking bookings and so on. An unfortunate long-term sickness in the team had reduced capacity over the months prior to and during the review.

Finances

Outturn against budget and performance against income targets for 2011/12 for the community centres is attached as Appendix 2.

4. KEY FINDINGS

The Committee's main concern with the centres was under-usage and a lack of community involvement. There was some very good work going on in individual centres which is recognised later in this report, but overall there was room for improvement in a number of key areas:

- The centres were not being used to full capacity, either during opening hours or at evenings and weekends when most of the centres were closed
- With the exception of Brookside, there had not been a systematic period of engagement with partners, community groups or local people to establish wants, needs or potential resources
- There had been a lost opportunity to use the centres to unlock local skills and talent through engagement in the management and running of the centres, enterprise projects such as community cafes or other volunteering opportunities with community based projects focussed around the centres.
- The centres had only recently been transferred to the Priority Action Team, and had not been part of a broader community engagement strategy to improve awareness of and access to Council services for a greater number of people.
- The centres had suffered from a lack on investment with poor facilities and building condition. This made the centres less attractive to hirers and less competitive against newer centres such as Oak Tree and Woodside.

Staff resources and capacity

Staff resources were clearly a critical issue. The Committee recognised that the existing staffing level (described above) meant there was limited capacity for keeping six centres running day-to-day, let alone carrying out more strategic development work. The level of resources had had an impact on:

- The extent of community engagement work
- Capacity to develop and deliver a development and marketing plan for each centre
- Operational impacts such as not having an on-site presence and welcoming face at the door, restrictions on opening hours, demands on staff time from key-holding. Issues were further exacerbated when staff were off sick or on holiday, and members had concerns about safety issues with staff working alone.

Given the Council's financial position and outlook, the Committee has not recommended additional investment in the staffing structure, but did welcome the transfer of community centre management to the Priority Action Team where there is an opportunity to draw on the skills within the wider team. Rather, in recommending a partnership model of management, the Committee is looking to the Council to support the involvement of Town & Parish Councils, partners, voluntary and community groups and local residents so that wider resources and skills can be identified and harnessed. The Committee was particularly keen to see volunteer schemes set up so that there was a welcoming face at the door for members of the public, and to extend access with approved voluntary key-holders.

Centre Development

Drawing up and putting in place sustainable business plans for each centre is a significant undertaking for even one centre, and the Committee has made recommendations about how this should be managed:

- As part of the review, the Committee met members of the Brookside Improvement Group and heard that the community centre was being considered as an integral part of the overall regeneration of Brookside. The Committee was satisfied with progress and would like to see this good work continue.
- The Committee has recommended that the centre in Priorslee should be taken out of community centre management and transferred to Assets & Property to manage as a commercial interest. The centre is small with no office space and only 4 parking places. The centre was occupied Monday-Friday 8.30am-4.00pm by a nursery which limited availability for other activities and functions. Activities during the school holidays had been marketed, but with no take-up which members felt this could be due to the comparative affluence of the area where parents could afford private activities. The Committee therefore concluded that the centre was not functioning as a community centre and should cease to be considered as such.
- For the five remaining centres, the Committee recommended a phased approach to development to ensure that the work remains manageable. Members felt the work in Brookside should continue, with development of the other centres rolled-out in the order of Leegomery, Sutton Hill, Watling Centre Arleston, Donnington. Leegomery had suffered in particular from the remodelling of the shopping centre which meant the community centre was set back and isolated from the shop-front foot-fall, and members recommended this should be the target of early work. Members have not suggested a time scale for this work, and have left it to officers to carry out detailed scoping. However, the emphasis must be on developing sustainable centres with a co-operative model, and not on a "quick fix" approach.

Partnerships, finances and resources

As mentioned previously, the centres have suffered from a lack of investment resulting in some of the buildings being poorly decorated and with poor facilities such as catering and IT which limits their appeal to potential users and ability to compete with new purpose built facilities. Clearly lack of money is an issue and the fact that some of the centres had failed to meet income targets for 2011/12.

Again, given the tightening financial outlook for local authorities, the Committee has not made any recommendations about additional Council-funded investment in the centres, but have made a number of recommendations with the aim of these being delivered from within existing budgets or from working co-operatively with Town & Parish Councils, other partners and local residents to share resources.

The Committee reviewed various external management models - Town & Parish Councils, housing trust, charitable trust, management companies - and considered the option to contract out the management of the centres to a third party. One of the key advantages of an outside management model was the ability to bid for external funding – such as the Big Fund - which is not open to local authorities. However, while the centres remain within Council management, the Committee felt there was plenty of scope to explore alternative sources of both public and private sector funding, as well as to develop income generating schemes to help the centres become financially sustainable. In particular:

- Opportunities to share resources with Town & Parish Council and partners
- To increase hiring income by bringing local partners and residents into scope
- Sign-posting user-groups (or other relevant voluntary/community groups) to the Council for Voluntary Services (CVS) for bid-writing support to attract funding which will benefit the centres
- To identify private sector grants that the Council may attract such as Sita funding (Donnington is in the catchment area) or UK Coal which had funded a new kitchen in the Watling Centre.
- Explore and stimulate private sector funding, sponsorship or in-kind investment, perhaps as part of a staff development programme or corporate social responsibility agenda. A good example was Cap Gemini's involvement with Dawley Town Hall.
- For appropriate facilities – such as Leegomery which has a number of small rooms – the potential for rental income from businesses providing services to the local community such as dentists.
- Telford College of Arts and Technology (TCAT) was a critical and very valued partner, accounting for around 20% of the total income across the centres and providing local access to courses. However, poor communication had led to a loss of provision and income in some centres, and the Committee has made a recommendation aimed at addressing this issue.
- To explore opportunities for social enterprise and volunteer schemes, such as cafes, with the aim of becoming self-financing.

5. DEVELOPMENT OPPORTUNITIES AND EXAMPLES OF GOOD PRACTICE

The Committee visited all the Council managed centres as well as a number of non-Council managed facilities. The visits identified a number of potential development opportunities and examples of good practice that the Committee would like to high-light and recommend for consideration as part of the development plans for all or individual centres.

Brookside Community Centre:

Continue work with the Brookside Improvement Group (BIG) and Parish Community Development Officer including:

- Opportunity for community run cafe creating volunteering opportunities.
- Develop a weekend activities programme, including identifying community key-holders.
- Raise community fund to guarantee deposits to remove barriers to hiring.
- Continue engagement of young people with the junior BIG to develop weekend and holiday activities for young people.

Donnington Wood Lifelong Learning Centre:

- Potential extension of TCAT courses, especially evening classes
- Good example of a volunteer-run community cafe, with some volunteers going on to gain employment. Potential to work with a training partner (potentially TCAT) to develop the cafe as a food hygiene and catering training centre, and as a catering business.
- Look into potential for Sita grant funding.
- Engage St. Matthew's Church in discussions about the partnership management model.

Leegomery Community Centre:

- The WRVS had moved out of the centre creating an opportunity for a volunteer run cafe, possibly using the Donnington model.
- Engagement of the Parish Council.
- Support the development of a residents' group to engage local people in the development of the centre.
- The centre has a range of small office-type meeting rooms which could be leased to businesses serving the local community such as dentists and solicitors.
- Explore options for the use of the outside space which has previously been used for summer fetes and events.

Sutton Hill Community Centre:

- Development of a service level agreement for the community run cafe to increase volunteer and apprenticeship opportunities.
- Explore opportunities for sponsorship to update IT equipment to attract TCAT back to deliver courses at the centre and to develop the cafe as an internet cafe.
- Building on the good work with the parish Council, continue to seek private sector sponsorship from B&Q to complete the community tile mosaic project.
- To use the dance mats to offer dance sessions to attract and engage younger people with the centre.

Watling Centre Arleston:

- Potential development of outside land for allotments or a community garden.
- The new kitchen opens up the potential for a community cafe offering tea/coffee mornings and lunches for elderly residents, cookery classes and themed catering events.
- Build on the results of the 2010 survey which indicated a demand for activities for the young and the elderly.
- Need to work with Wellington Town Council.

General:

- Evaluating and applying lessons from the Brookside pilot
- Improve website marketing, consider on-line booking system and development of local marketing material with residents/young people.
- Use of volunteers and established user groups to act as key holders.

- Develop relationship with CVS to identify ways of working together to develop usage of community centres with the voluntary sector.
- Council service areas should consider the centres for hosting events and meetings or delivering services to improve awareness and uptake of activities and Council services. Members have recommended this with particular reference to leisure services, the voluntary Youth Offer and health/public health related activities.
- Consider pricing policy and tiered community / commercial rates.
- Consider feasibility of a “Community Board” for Council and non-Council centre managers to share good practice, work collaboratively, possibly a referral system if appropriate.
- The potential for community / volunteer projects to freshen-up tired decor, and bring outside space into community use.
- Consider opportunities for private sector investment and sponsorship similar to Cap Gemini in Dawley Town Hall e.g. direct investment (match funded by the Borough Town Development Fund), support and advice to the management group, work with Phoenix School to design a logo which involved the young people interviewing over 200 residents as part of a competition,
- Develop strategic relationship with designated point of contact for TCAT, and investigate interest of other training/education providers in using the centres to deliver courses.

6. EVIDENCE GATHERED

As part of the review the Committee visited the following community centres:

Council managed:

Brookside Community Centre
 Donnington Wood Lifelong Learning Centre
 Leegomery Community Centre
 Priorslee Community Centre
 Sutton Hill Community Centre
 Watling Centre Arleston

Non-Council:

Park Lane Centre
 Oak Tree Centre
 Little Wenlock Village Hall
 Hollinswood and Randlay Community Centres
 Admaston Community Centre

Members are indebted to the following people who met and provided information to the Committee:

Partners and local residents

Members of Brookside Improvement Group	
Sue Bates	Little Wenlock Residents Group
Katrina Baker	Hollinswood & Randlay Parish Council
Jane Bellingham	Park Lane Centre Manager
Jean Edwards	Park Lane Volunteer Group
Rose Gregory	Donnington Lifelong Learning Centre
Fleur Hemming Mount	Oaktree Centre Manager
Zoe Hill	Park Lane Volunteer Group
John Ironmonger	TCAT Manager for Community Education

Mick Lloyd
Sue Parsons
Barry Tillotson
Paul Wolfe

Council for Voluntary Service
Little Wenlock Residents Group
Admaston House Trust
Dawley Town Hall Regeneration

Cabinet Members

Cllr Arnold England
Cllr Shaun Davies

Leisure & Wellbeing
Co-operative Council & Neighbourhood Services

Officers

Richard Partington
Rachael Jones
Wendy Tonge
Sarah Durnall
Sharon Price
Jas Bedesha
Michelle Brockway
Stuart Davidson
Jo Revell
Rachael Threadgold

Managing Director
Community Engagement Equalities & Action Manager
Priority Action Team Manager
Community Facilities Team Leader
Community Facility Manager
Service Delivery Manager – Cohesion
Finance Team Leader
Leisure Service Delivery Manager
Health, Safety & Resilience Team
Sport and Physical Activity Development Manager

Lead Scrutiny Officer

Tracy Clarke

Report prepared by Tracy Clarke and Stephanie Jones, Scrutiny Officers 01952 383114.

Appendix 1 - Community Centre Profile

Centre	Facilities	Opening Hours	Main hirers
Brookside Community Centre Age 40 years	Main Hall Training Room 2 small Rooms	Mon-Thurs: 9am - 8.30pm Friday: 9am - 5pm Sunday: 1pm - 3pm	TCAT Playgroup Tai Chi First Steps Why Weight NHS Fair Share
Donnington Lifelong Learning Centre Age 11years	Kitchen Classroom Coffee Bar Meeting Room x 2	Monday: 8am - 9pm Tuesday: 8am - 4.30pm Friday: 8am - 5pm	TCAT NHS Taxi Drivers
Leegomery Community Centre Community centre since 1980's Centre previously an old farmhouse possibly 200yrs old	Kitchen Coffee Bar Large Room - children's toilets, kitchen and storage Training Room Office spaces	Mon/Tue/Thurs/Fri: 9am - 5pm Wed: 9am - 9pm	Pre School CVS Slimming World I CAN 2 Art Club
Priorslee Community Centre Age 17 years	Main Hall Small storage room kitchen, (no office)	8.30am to 4pm	Pre School Weight Watchers
Sutton Hill Community Centre Age 43 years	Main Hall Smaller Hall Kitchen Coffee Bar Training Room	Mon: 9am - 8.30pm Tues: 9am - 8pm Wed: 9am - 9pm Thurs: 9am - 9.30pm Fri: 9am - 3.30pm	TCAT Brownies Rainbows Guides Aerobics ICAN2 Senior Group
Watling Centre Age 25 years	small room large room kitchen playground and field	Monday: 9am - 8pm Tues: 9am - 2pm and 4.45pm - 7.30pm Wed: 9am - 5.45pm Thurs: 9am - 7.15pm Fri: 9am - 6.15pm	TCAT Youth Club Girls Youth Club Arabic Teachings Tumble Tots Playscheme

Appendix 2 – Community Centre Financial Information

Outturn against budget for 2011/12

Site	2011/12 Budget £	Actual spent in 11/12 £	2011/12 Variance £
GENERAL (0000)	246,480	252,787	6,307
DONNINGTON COMMUNITY CENTRE (DONN)	-6,300	-1,086	5,214
LEEGOMERY COMMUNITY CENTRE (LEEG)	7,070	4,968	-2,102
BROOKSIDE COMMUNITY CENTRE (BROO)	11,050	7,744	-3,306
SUTTON HILL COMMUNITY CENTRE (SUTT)	13,010	17,085	4,075
WATLING COMMUNITY CENTRE (WATL)	13,990	2,915	-11,075
PRIORSLEE COMMUNITY CENTRE (PRIO)	-180	-9,237	-9,057
WOODSIDE COMMUNITY CENTRE (WOOD)	10,610	10,600	-10
Overall Total	295,730	285,777	-9,953

This is mainly Staffing/Support Service costs which are not directly charged to a Community Centre

Income targets for 2011/12 and variance against targets at year end.

Site	Income	Total Income for 2011/12	2011/12 under/(over) Achievement on income budget
General	0	0	0
Donnington Community Centre	-28,250	-19,842	8,408
Leegomery Community Centre	-27,160	-25,713	1,447
Brookside Community Centre	-25,120	-24,679	441
Sutton Hill Community Centre	-17,350	-10,046	7,304
Watling Community Centre	-7,990	-9,975	-1,985
Priorslee Community Centre	-8,970	-12,241	-3,271
Woodside Community Centre	0	0	0
	-114,840	-102,496	12,344

Budget for 2012/13

Site	Employees	Premises	Transport	Supplies & Services	Capital Financing	Support Services	Income	Total 2012/13 Budget per site
General	79,600	0	7,950	300	0	223,030	0	310,880
Donnington Community Centre	0	0	0	3,560	0	0	-28,250	-24,690
Leegomery Community Centre	0	3,500	0	1,860	0	0	-27,160	-21,800
Brookside Community Centre	0	0	0	1,660	0	0	-25,120	-23,460
Sutton Hill Community Centre	0	3,500	0	2,150	0	0	-17,350	-11,700
Watling Community Centre	0	2,700	0	890	0	0	-7,990	-4,400
Priorslee Community Centre	2,000	0	0	830	0	0	-8,970	-6,140
Woodside Community Centre	0	0	0	10,610	0	0	0	10,610
	81,600	9,700	7,950	21,860	0	223,030	-114,840	229,300

TELFORD & WREKIN COUNCIL

CABINET - 18th OCTOBER 2012

RESPONSE TO SCRUTINY REPORT – REVIEW OF THE MANAGEMENT OF COMMUNITY CENTRES

REPORT OF CABINET MEMBER FOR LEISURE AND WELLBEING AND CABINET MEMBER FOR NEIGHBOURHOOD SERVICES AND CO-OPERATIVE COUNCIL

PART A) – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

- 1.1 That the Council carries out a programme of work to ensure that the Council community centres assist in meeting the needs of its communities and that this work incorporates the recommendations made by the Co-operative and Communities Scrutiny Committee. It is proposed that the programme of development of the Council community centres is carried out in the following way;
- That the role of the Council's community centres is developed to assist in addressing local need, whilst ensuring they are run as efficiently and effectively as possible
 - A Project Steering Group is established to oversee the review of the five Council community centres to include a representative from the Co-operative and Communities Scrutiny Committee, and that the group develops a clear project timetable for its work
 - Any proposals to develop the community centres are delivered in partnership with the community and other key organisations including Town and Parish Councils and the Voluntary Sector
 - That the team continue to improve the range of activities and promotion of community centres where appropriate whilst the above work is carried out

2. RECOMMENDATIONS

- 2.1 **That the recommendations made by the Co-operative & Communities Scrutiny Committee are noted and the response set out in 3.2 of the report and Appendix 1 is approved.**
- 2.2 **That Cabinet delegate authority to the Managing Director, following consultation with Lead Cabinet Member: Leisure and Wellbeing and Lead Cabinet Member: Neighbourhood Services and Co-operative Council, to implement the proposals made as a result of the review of community centres.**

SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Objective(s)?	
	Yes	Improved 'life chances' for all and People feeling safe and proud of where they live
	Will the proposals impact on specific groups of people?	
	Yes	The community centres are open to all members of the community; however, any proposed changes to the current arrangements for community centres would need to ensure that any potential for a negative impact on specific groups

		was mitigated.
TARGET COMPLETION/DELIVERY DATE		Establishment of Project Steering Group November 2012. Transfer of management of Priorslee to Estates and Investments November 2012. Completion of review of all community centres March 2014.
FINANCIAL/VALUE FOR MONEY IMPACT	Yes	Community Centres currently have an income target of £114,840. If Priorslee Community Centre is transferred to Estates & Investments the associated operational budgets and income targets will also transfer. Financial implications arising from the review of Community Centres will need to be considered as part of the review as there is no budgetary provision to cover any additional costs that may be identified. MLB 20.09.12
LEGAL ISSUES	Yes	Any legal issues arising from the proposals in respect of individual community centres will be addressed as part of those proposals; this may include staffing issues, equality issues etc. Section 1 Localism Act 2011 gives the Council a general power of competence which, whilst not without limits, is wide ranging. In accordance with Part 4 Section 4 of the Council's Constitution, Cabinet can delegate authority in respect of a Cabinet function to an officer.
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	There are a number of opportunities to develop a Co-operative approach to the provision and management of the Council's community centres which could enable the centres to better meet the needs of the community. This approach could lead to a number of risks in relation to partnership working arrangements. Roles and responsibilities within any partnership arrangements would need to be clearly identified in order to limit these risks as much as possible.
IMPACT ON SPECIFIC WARDS	Yes	There is potential to impact most directly upon those residents that live within the Wards in which the community centres are situated including Arleston, Brookside, Cuckoo Oak, Muxton, Priorslee and Hadley and Leegomery, however, there is also potential to impact upon other Wards as residents from across the Borough can access the community centres.

PART B) – ADDITIONAL INFORMATION

3. INFORMATION

3.1 Background

- 3.1.1 The Co-operative and Communities Scrutiny Committee commenced a review of the management of the six Council run community centres (Brookside, Donnington Wood Lifelong Learning Centre, Leegomery, Priorslee, Sutton Hill and Watling Centre, Arleston) in February 2012. The review was based on concerns that the Council's community centres weren't being developed to their full potential and that in some cases they didn't meet the needs of the community.

- 3.1.2 It had previously been identified that the community centres could have a key role in assisting to address local needs, and that there was potential to develop a co-operative approach to the management of the Council community centres. It had already been agreed that from 1st April 2012 the responsibility for management of these centres and the relevant staff would transfer to the Community Engagement Equalities and Action Team within the Co-operative Council Delivery Team. It was felt that the development potential of the community centres as a community asset to address local need, and the increased involvement of local residents in developing the centres would sit more appropriately within the remit of this team.
- 3.1.3 The Members of the Scrutiny Committee undertaking the review identified that a key issue in relation to the successful development of the Council community centres related to their role within the community. The committee considered the issue of income generation for the centres and the role of the centres in relation to responding to community need. The Committee felt that although income generation is an important factor the key role of the community centres is to respond to local need and therefore increased community usage is essential in relation to the wider benefits to the community. This is key in terms of the strategic direction of the community centres as previously, due to budget pressures they have been managed in terms of a Council facility with an income target rather than as a community asset.

3.2 Proposed Approach to Development of Council Community Centres

- 3.2.1 It had been acknowledged prior to the commencement of this Scrutiny Review that there was a need to develop a different approach to the management of the Council's community centres which was the rationale for transferring the management of the centres to the Co-operative Council Delivery Team. The work that has been carried out as part of the Scrutiny Review has been incredibly valuable in terms of identifying potential future models of delivery for the Council community centres and some key areas for improvement. The detailed response to the Scrutiny recommendations are included in Appendix 1.
- 3.2.2 It is agreed that the centre within Priorslee currently has little potential to function as a community centre within this area. It is therefore recommended that this centre is managed through Estates and Investments and is no longer managed as a Council community centre. This would assist in terms of reducing the burden on the three members of staff with responsibility for managing the Council community centres and will allow more capacity to focus on the future of the other five centres (Brookside, Donnington Wood Lifelong Learning Centre, Leegomery, Sutton Hill and Watling Street).
- 3.2.3 It is also recognised that the Council community centres have great potential to contribute to addressing the needs of the local community within the areas in which they are located, as well as wider needs within the Borough. However, it is acknowledged that the Council currently faces a number of financial constraints and that the community centres must operate as efficiently and effectively as possible. It is felt that the centres lend themselves to a Co-operative approach which involves engaging the local community and partners in how the centres are managed and run. The principles that are set out by the Scrutiny Committee in terms of working in partnership and engaging the local community will be key to the future development of the centres. As acknowledged within Scrutiny Committee report, the development of five centres is a significant piece of work. It is therefore proposed that the approach to future development of the centres is as follows;
- Establishment of a **Project Steering Group** to oversee the review of the Council community centres, to include key Council Services and partners such as a Town and Parish Council representative and a member of the Co-

operative and Communities Scrutiny Committee involved in the Scrutiny review.

- Project Steering Group to develop an overall **project plan** including timescales for reviewing each centre and **key principles** for appraising options for each centre. These principles will incorporate the Scrutiny recommendations in relation to engaging the local community and partners and assessing the role of centres in relation to addressing community need. The group will also consider wider local issues in relation to other community and Council facilities and how these complement each other within the area, along with any potential financial implications for the Council.
- That ongoing improvements in terms of the way in which the community centres are run continue in terms of increased promotion and community engagement. It will be ensured that these improvements do not conflict with the potential to make changes in relation to the management of the centres in the future, some improvements to the management of the community centres have already been implemented and it is proposed that where appropriate these continue.

3.2.4 As acknowledged by the Scrutiny Committee a one-size fits all approach is not appropriate for the Council community centres and different solutions may be developed for each centre. A wide range of options will be considered for the centres, taking into account community need, the ability of each centre to meet the needs of the community and the views of the local community. It is proposed that delegated authority is given to the Managing Director to implement the proposals developed from reviewing the community centres, in consultation with the Cabinet Members for Leisure and Wellbeing and Neighbourhood Services and Co-operative Council. Although the financial viability of the centres won't be a key driver it will be necessary to take this information into account. It is agreed that the Council should take a lead on this next stage of work in relation to the future of its community centres and that this should involve a Co-operative approach, however, ultimately it may not be appropriate for the Council to continue to run and own the five community centres. Careful consideration would need to be given in terms of the impact on the community of any changes to existing arrangements. Consideration would also need to be given to the longer term liability of the Council if it was proposed to transfer management of any of the centres to another party.

3.3 Progress to date

3.3.1 Since the Scrutiny Committee commenced their review a number of improvements and changes have been made to the way in which the community centres are run and managed. Some of these include;

- Clarification of key holding arrangements reducing impact on community centre staff
- Development of weekly timetables of events for centres
- Increased staffing presence at centres through support from other staff within Community Engagement Equalities and Action Team
- Increase in short term and longer term bookings within the centres enabling the team to meet their overall income target for the first quarter of the financial year
- Further involvement of community members in the development of Brookside Community Centre including group securing funding towards community cafe
- Volunteers assisting to improve the appearance of Donnington Wood Lifelong Learning Centre

- Review of health and safety arrangements within each centre

3.3.2 The team have identified a number of other actions that will assist in promoting the community centres and increasing community engagement within the centres. This work will continue whilst the longer term plans are developed.

4 IMPACT ASSESSMENT ADDITIONAL INFORMATION

4.1 Financial Implications

4.1.1 Community Centres have a base budget of £229,300 including support service recharges for 2012/13. The operational budget (i.e. the budget excluding support services) is £129,500. This includes an income target totalling £114,840 for all of the centres. In 2011/12 income generated by Community Centres totalled £102,496 which was £12k short of the target. Shortfalls in income occurred mainly at Donnington and Sutton Hill Community Centres.

4.1.2 Priorslee Community Centre is currently budgeted to make an operational surplus of £350 with an income target of £8,970. If this is transferred to Estates & Investment all the operational budgets including the income target would also need to be transferred. This would leave an income target of £105,870 for the remaining Community Centres.

4.1.3 The review of Community Centres will need to consider the financial implications arising from any proposed changes to the running of Community Centres as options are developed. There is currently no budget provision to meet any additional costs that should be identified as a result of implementing any recommendations of the review.

MLB 20.09.12

5 BACKGROUND PAPERS

Report of Co-operative and Communities Scrutiny Committee – Review of the Management of Community Centres

Report prepared by Rachael Jones, Community Engagement Equalities and Action Manager, Telephone: 01952 382135

Cabinet Response to Scrutiny Report

Scrutiny Committee: Co-operative & Communities		Cabinet Member: Cllrs. Arnold England and Shaun Davies	
Report: Review of the Management of Community Centres		Response prepared by: Rachael Jones	
Lead Scrutiny Member: Cllr. Angela McClements		Date of Cabinet meeting: 18th October 2012	
Lead Scrutiny Officer: Tracy Clarke/Stephanie Jones			
Scrutiny Recommendation	Response and summary of action being taken to implement, or reason for rejection	Date by which action will be taken	Person responsible for action
<p>1. It was agreed that one-size does not fit all and that a business plan should be developed for each centre (except Priorslee) which takes account of existing local activity and structures and local needs and wants. This should start with a survey of the views of local people possibly linking into other surveys or engagement work, or in Your Voice if this is localised.</p>	<p>Agree that one size does not fit all for the community centres and that consideration needs to be given to the role and function of each community centre taking into account the needs of the local community. It is proposed that a project group incorporating key Council services and partners is developed to consider the future development of each centre in relation to its specific circumstances. It is proposed that using the information gathered through Scrutiny that a detailed review of the five community centres is carried out (Brookside, Leegomery, Sutton Hill, Watling Street and Donnington Lifelong Learning Centre). The principles included within the Scrutiny recommendations will be considered as part of the parameters for the review; however, other options may also be developed as part of this piece of work.</p>	<p>A phased approach will be taken, it is envisaged that all centres will have been reviewed by March 2014. Project Steering Group to be established November 2012 to develop and oversee project plan for further review of centres.</p>	<p>Rachael Jones Service Delivery Manager</p>

<p>2. The centre in Priorslee functions as a nursery and not as a community centre. It is recommended that it ceases to be considered as a community centre, that the tenancy with the nursery is reviewed and the property transferred to Assets & Property to manage.</p>	<p>Agreed – management of Priorslee to be transferred to Estates and Investments.</p>	<p>November 2012</p>	<p>Kate Turner Service Delivery Manager</p>
<p>3. Members recognise that there is limited staff capacity and that developing five community centres is a significant undertaking. It is therefore recommended that a phased approach is taken so that the centres are developed one at a time, and in the following order: Brookside, Leegomery, Sutton Hill, Watling Street, Donnington.</p>	<p>Agreed that a phased approach will be taken an initial scoping will be carried out to identify the order in which the plans will be developed. It is agreed that due to the large investment in Brookside Community Centre this centre should be considered first.</p>	<p>All plans to be complete by March 2014, a more detailed timetable to be produced as part of detailed project plan.</p>	<p>Rachael Jones Service Delivery Manager</p>
<p>4. Members found the centre in Leegomery to be under-used, shabby and not ideally located, but felt that it deserved a concerted effort to revive the centre. An initial piece of work should be done with the community to establish what local people would value in a community centre and the feasibility of developing a management group similar to that in Admaston. However, if there continue to be sustainability issues then the Council should consider alternative options for the building.</p>	<p>Agreed that the future of Leegomery Community Centre needs to be considered in relation to its role within the community. It is proposed that a range of options be considered in relation to the future use of the Leegomery Centre.</p>	<p>See above</p>	<p>Wendy Tonge Priority Action and Parish Liaison Manager</p>
<p>5. In all cases the relevant Town and Parish Councils must be consulted.</p>	<p>Agreed – discussions will be held with the relevant Town and Parish Councils.</p>	<p>A TPC representative will be invited to join the project</p>	<p>Wendy Tonge Priority Action and Parish Liaison</p>

		group and the relevant TPC will be invited to take part in the discussion around each centre.	Manager
6. Local voluntary, community and residents groups should be indentified and consulted to explore their interest in being involved with the management and running of the centres.	Agreed – to be discussed in relation to each individual centre.	Timescales to be included in project plan.	Wendy Tonge Priority Action and Parish Liaison Manager
7. The opportunities for private sector sponsorship, or in-kind investment, such as Cap Gemini's involvement in Dawley Town Hall, should be explored through the Council's business networks, other networks and local businesses.	Agreed – to be discussed in relation to each individual centre.	Timescales to be included in project plan.	Wendy Tonge Priority Action and Parish Liaison Manager
8. Communication with TCAT should be improved by having a designated contact officer to ensure that funding opportunities are not lost and issues are resolved quickly.	Agreed – discussions are currently being held in relation to specific community centres. Designated contact officer in relation to Community Centres agreed as Wendy Tonge.	Ongoing	Wendy Tonge Priority Action and Parish Liaison Manager
9. All relevant service areas should consider the community centres as venues for delivering services or hosting events, and promoted to partners as potential venues for delivering services and holding events. This should include linking into the Youth Offer to engage and involve younger people and links to public health services, especially when public health	Agreed that use of community centres to be promoted for service delivery. Discussions have been held around the Youth Offer for a number of buildings and proposed to be shared in relation to Brookside and Donnington, discussions have also been held around managing joint facilities more effectively	Ongoing	Wendy Tonge Priority Action and Parish Liaison Manager

responsibility is transferred to the Council.			
10. Consideration should be given as to whether the centres could be Wi-Fi enabled from the existing IT budget or funding by partners or sponsors.	Agreed – Brookside, Sutton Hill, Donnington, Watling and Leegomery to be Wi-Fi enabled.	To be confirmed.	Kirsty King ICT Service Delivery Manager
11. The potential for setting up community cafes run by local volunteers should be looked at, similar to that in Donnington, and the option for Donnington to become a food-hygiene training centre should be considered.	Agreed – this will be considered as an option for each centre and will be implemented where appropriate. Funding has been secured through a local group to develop a community cafe in Brookside and this model will be considered for other centres where appropriate.	To be included in project timetable.	Wendy Tonge Priority Action and Parish Liaison Manager
12. Consideration should be given to having key-holders from the local community for each centre to improve accessibility. The key holders must have a proper induction to ensure awareness of the Council's policies and procedures and be a welcoming face at the door.	Agreed - to consider this as an option and to be implemented where appropriate.	To be included in project timetable.	Wendy Tonge Priority Action and Parish Liaison Manager
13. Consideration should be given to schemes for volunteers and apprenticeships linked to community centre projects to enable local people to gain new skills and improve their employment opportunities.	Agreed – this model is already used in Donnington and is being developed in Brookside through the community cafe and other projects. This principle will be included in the review of other centres.	To be included in project timetable.	Wendy Tonge Priority Action and Parish Liaison Manager
14. It was noted that there are unused pockets of land around some of the community centres and consideration should be given to how outside space could be used as part of the development plans for the centres.	Agreed – this will be considered as part of the detailed plan for each community centre consideration would need to be given to the value of each area of land and the Council's budget strategy.	To be included in project timetable.	Kate Turner Service Delivery Manager

15. As part of development work, officers should give consideration to the examples of good practice that have worked well in other centres highlighted in this report.	Agreed – proposed the project group consider other models when developing centre options.	Project Steering Group to consider good practice when considering options for each centre.	Wendy Tonge Priority Action and Parish Liaison Manager
16. A “Community Board” of managers from all the community centres in Telford and Wrekin should be set up to share ideas and opportunities for collaboration. Due to resources, this may be a virtual network.	Agreed – proposed that some representation is included within the project steering group.	Group to be established November 2012	Rachael Jones Service Delivery Manager
17. The marketing of the community centres on the Council’s website should be improved and on-line booking explored.	Agreed – costs of implementing on-line booking would need to be explored. Weekly activities for community centres now promoted within centres, will explore promoting this more widely.	November 2012	Sarah Durnall Team Leader
18. All lone workers must receive an induction and training on the Council’s procedure for lone working as soon as possible after employment.	All staff are aware of the lone working policy; health and safety procedures for community centres have been reviewed and updated. Key holding arrangements for out of hours have been improved.	Complete	Wendy Tonge Priority Action and Parish Liaison Manager

TELFORD & WREKIN COUNCIL

**CABINET – 18 OCTOBER 2012
COUNCIL – 22 NOVEMBER 2012**

2012/13 FINANCIAL MONITORING REPORT

**REPORT OF THE ASSISTANT DIRECTOR: FINANCE, AUDIT &
INFORMATION GOVERNANCE (CHIEF FINANCIAL OFFICER)**

LEAD CABINET MEMBER – CLLR BILL McCLEMENTS

PART A) – SUMMARY REPORT

1.0 SUMMARY OF KEY ISSUES

1.1 2012/13 Revenue

Current financial monitoring shows revenue spending for the year is projecting to be within budget at year end which, given the context of the Council having to make £19m of budget savings required as part of the 2012/13 budget strategy, is a very positive position. The year-end projection is after £4.4m of the budgeted contingency has been used. Pressures arising from contractually committed inflation will be addressed using much of the remaining contingency. Tight budget monitoring will continue throughout the year and any opportunities to deliver savings earlier than currently planned, or to make further savings, will be taken during the remainder of the year.

As ever, there are a number of variations from the approved budget, including some significant beneficial variances. The main areas to highlight are:

- The cost of Children in Care Placements together with the use of agency staff in the Children's Safeguarding Service and associated legal costs – showing a combined variation for the Children & Safeguarding Service Area of £2.3m which is £0.3m higher than previously reported.
- A shortfall of £0.256m in relation to the Education Business Partnership due to lost grant income.
- Care & Support Services are projected to be overspend by £1.5m which is after offsetting anticipated one-off funding from the NHS totalling £4.7m and again is higher than previously reported. The majority of the overspend relates to the PCT's withdrawal of funding for some clients with healthcare needs and the costs of supporting these people falling on the Council.
- A benefit of £0.5m arising from active treasury management
- Savings against employee budgets relating to vacant posts across a range of services totalling £0.660m
- A one-off refund of £0.351m from the Government in relation to academies funding

- The cost of Specialist Education – net projected overspend of £0.250m which relates to stated provision, an increase of £0.200m since the last report;
- Income shortfalls of £1.4m relating to a number of services including building control fees, planning fees and PIP rentals, temporary accommodation, school meals, licensing fees and Adult Social Care Client contributions

1.2 **Capital**

The capital programme totals £114m which includes approved changes for slippage and new approvals. Spend at the time of compiling this report was 11%; robust programme management and monitoring is in place.

The capital programme funding includes a significant amount of capital receipts anticipated to be delivered over the medium term. Failure to achieve, or delays to, the receipts would have financial implications for the Council. The position is being closely monitored and while there have been some changes since the budget was set, total receipts are currently on track.

1.3 **Corporate Income Collection**

NNDR Collection is ahead of target; collection levels for council tax and Sales Ledger outstanding debt are behind target.

2.0 **RECOMMENDATIONS**

2.1 **Members are asked to**

- (i) **Note that 2012/13 revenue spend is currently projecting to be within budget at year end**
- (ii) **Approve the proposed uses of the budgeted contingency detailed in para. 6.1**
- (iii) **Note the position in relation to capital spend and make a recommendation to Full Council that the slippage, virements and new allocations identified in Appendix 3 are approved**
- (iv) **Note that collection of nndr income is ahead of target while Council Tax collection and Sales Ledger outstanding debt are behind targets set.**

3.0 **SUMMARY IMPACT ASSESSMENT**

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	Delivery of all priority objectives depend on the effective use of available resources. Regular financial

		monitoring helps to highlight variations from plan.
	No	
TARGET COMPLETION/DELIVERY DATE	To outturn within budget at 31/3/13	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes	The financial impacts are detailed throughout the report.
LEGAL ISSUES	No	None directly arising from this report. The S151 Officer has a statutory duty to monitor income and expenditure and take action if overspends /shortfalls emerge.
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	
IMPACT ON SPECIFIC WARDS	No	Borough Wide

4.0 PREVIOUS MINUTES

01/03/12 – Full Council, Service & Financial Planning Strategy

26/07/12 – Cabinet, Financial Monitoring Report

13/09/12 – Full Council, Financial Monitoring Report

PART B) – ADDITIONAL INFORMATION

5.0 2012/13 REVENUE BUDGET

5.1 Financial monitoring is undertaken following a risk based approach: more focus is given to high risk areas (high value/highly volatile); less frequent monitoring is undertaken on low risk areas with budget holders having a role in reviewing their own service position.

5.2 Initial monitoring shows that spend is projected to be within budget at year end which includes use of £4.4m of the remaining corporate contingency. The main changes since the last report are shown below

Variations - £m	July Cabinet Report	Change	Current Projected Variation
Children's Safeguarding – supported placements, special guardianship and residence orders	0.000	+0.114	+0.114
Children's Safeguarding – child protection and assessment staffing	+0.324	+0.320	+0.644
Education, Culture & Skills – Education Business Partnership loss of grant income	0.000	+0.256	+0.256
Family & Cohesion – Statements	+0.050	+0.200	+0.250
Family & Cohesion – Early Years staff savings	0.000	-0.213	-0.213
Family & Cohesion – Home to School Transport	0.000	-0.200	-0.200
Family & Cohesion - Housing	0.000	+0.136	+0.136
Care & Support – procurement of care packages	+5.050	+0.450	+5.500
Care & Support – client contribution income	+0.400	-0.165	+0.235
Care & Support – supporting people, non-achievement of saving relating to WHT and eligible housing benefit expenditure	0.000	+0.330	+0.330
Neighbourhood & Leisure Services – winter maintenance	0.000	+0.151	+0.151
Neighbourhood & Leisure Services – TWS Pension Costs	0.000	+0.117	+0.117
Neighbourhood & Leisure Services – Domestic Refuse, replacement costs for lost/damaged containers	0.000	+0.130	+0.130
Development & Housing – shortfall on PIP rental income	0.000	+0.250	+0.250
Development & Housing – shortfall in building control fee income	0.000	+0.100	+0.100
Development & Housing – shortfall in planning fee income	0.000	+0.300	+0.300
Development & Housing – NNDR increase due to revaluations	0.000	+0.102	+0.102
Law, Democracy & Public Protection – land charges income higher than budgeted	0.000	-0.126	-0.126
Law, Democracy & Public Protection – shortfall in licensing fee income	0.000	+0.143	+0.143
Council Wide – additional benefit from treasury management	-0.200	-0.300	-0.500
Funding Refund (academies)	0.000	-0.351	-0.351
Other Variations	-2.990	+0.055	-2.935
Total Projected Variation	+2.634	+1.799	+4.433
Call on Contingency	-2.634	-1.799	-4.433
Final Projected Variation	0.000	0.000	0.000

5.3 Variations of more than £0.100m are detailed in section 5.4 for each Service Delivery Unit. The overall 2012/13 budget position is summarised in the table below :

Service Delivery Unit	Total Variation £
Children's Safeguarding	2,397,728
Education, Culture & Skills	237,000
Family & Cohesion Services	(90,000)
Development, Business & Housing	752,000
Neighbourhood & Leisure Services	313,000
Care & Support	1,529,000
Customer & People Services	525,740
Law, Democracy & Public Protection	(169,285)
Finance, Audit & Information Governance	(118,820)
Cooperative Council Delivery Unit	(91,695)
Council Wide	(851,000)
Total Projected Variation	4,433,668
Call on Corporate Contingency	(4,433,668)
Projected Year End Position	0

5.4 Projected variances over £0.100m are highlighted below.

Service Delivery Unit	Variance £m
<u>Children's Safeguarding</u>	
Children in Care – based on a total of 302 Children in Care (mid Sept).	+1.380 [reduced overspend]
Supported Placements/Special Guardianship and Residence Orders	+0.114 [increased overspend]
Child Protection and Assessment Staffing – overspend arising from the use of agency staff employed to cover vacancies.	+0.644 [increased overspend]
Support for Children in Need/Legal Costs and Assessments – costs associated with court proceedings, specific support for children in need and specific assessment requests.	+0.254 [no change]
<u>Education, Culture & Skills</u>	
Employees – anticipated impact from the restructure and vacancies.	-0.130 [no change]

<p>Education Business Partnership – loss of grant funding</p> <p>There is also a potential risk of reduced income relating to traded services; further work is needed to establish the financial impact.</p>	<p>+0.256 [increased overspend]</p>
<p><u>Family & Cohesion Services</u></p> <p>Specialist Education – projected overspend based on numbers currently in the system and an estimate of future statements. Projections of expenditure in this area are volatile due to the constant updating of information. This is net of DSG funding brought forward from 2011/12. Work is ongoing to review all DSG areas to identify savings to cover this overspend.</p> <p>Early Years – includes staff savings</p> <p>Transport – projected savings on Home to School Transport costs</p> <p>Housing – income shortfall relating to temporary accommodation</p> <p>There is also a potential risk of reduced income relating to traded services; further work is needed to establish the financial impact.</p>	<p>+0.250 [increased overspend]</p> <p>-0.213 [increased benefit]</p> <p>-0.200 [increased benefit]</p> <p>+0.136 [increased overspend]</p>
<p><u>Care & Support</u></p> <p>Purchasing budgets –resulting mainly from the impact of the PCT’s withdrawal of funding to clients due to their review of eligibility criteria resulting in more Continuing Health Care (CHC) costs falling on the council. The Council is engaged in productive dialogue with the PCT and it is anticipated that the impact in 12/13 will be mitigated – see below.</p> <p>NHS/PCT Funding – anticipated funding from the PCT in relation to clients with a Primary Health Need (CHC clients) as they rebalance their spending.</p> <p>Other NHS Funding - funds passed to the PCT by the Department of Health to support Social Care in Local Authorities.</p>	<p>+5.500 [increased overspend]</p> <p>-2.700 [no change]</p> <p>-2.030 [no change]</p>

<p>Income – shortfall of client contributions from all client groups.</p> <p>Care Leavers – overspend relating to the cost of supporting 16-18 year olds as they leave care.</p> <p>Supporting People – delay in achievement of saving</p>	<p>+0.235 [reduced overspend]</p> <p>+0.194 [increased overspend]</p> <p>+0.330 [increased overspend]</p>
<p><u>Neighbourhood & Leisure Services</u></p>	
<p>Winter maintenance costs in excess of budget</p> <p>TWS Pension Costs – increased costs from Shropshire Pension Fund</p> <p>Domestic Refuse – replacement costs for lost/damaged containers</p>	<p>+0.151 [increased overspend]</p> <p>+0.117 [increased overspend]</p> <p>+0.130 [increased overspend]</p>
<p><u>Development, Business & Housing</u></p>	
<p>PIP Rental Income – shortfall due to economic climate</p> <p>Building Control Fees – shortfall due to downturn in the economy</p> <p>Planning Fees – shortfall due to downturn in the economy</p> <p>Operational Properties – increased NNDR due to revaluations</p>	<p>+0.250 [increased overspend]</p> <p>+0.100 [increased overspend]</p> <p>+0.300 [increased overspend]</p> <p>+0.102 [increased overspend]</p>
<p><u>Customer & People Services</u></p>	
<p>Education catering client account – shortfall against free school meals income budget partly due to schools not buying back into the service.</p>	<p>+0.197 [no change]</p>

<u>Law, Democracy & Public Protection</u>	
Land Charges Income – additional search fees income	-0.126 [increased benefit]
Licensing Income – shortfall arising mainly from taxi licensing	+0.143 [increased overspend]
<u>Government Funding Refund</u> – one-off refund in relation to academies funding.	-0.351 [increased benefit]
<u>Treasury Management</u>	
Benefit of low interest rates and lower borrowing than anticipated in the early part of the year.	-0.500 [increased benefit]

6.0 **CONTINGENCIES**

- 6.1 The 2012/13 budget includes combined contingencies of £7.391m, which are set aside to meet any unforeseen expenditure.

	£m
General Revenue Contingency	1.596
Inflation Contingency *	2.550
Additional One Off Contingencies (held in reserves)	3.245
Total Contingency	7.391
Proposed Uses:	
Off-site processing of Benefits Applications 12/13	0.080
Uses previously approved at Cabinet	0.582
Amount required to meet current Revenue Shortfall	4.433
Balance remaining in Contingencies	2.296

*A review of all the Council's reserves and balances will be undertaken over the next few months which will include known commitments/uses of the inflation contingency shown above. This will significantly further reduce the amount left in the contingency.

7.0 **CAPITAL**

7.1 **2012/13 Capital Programme**

The capital programme totals £114m which is after including approved adjustments for re-phasing, new approvals and slippage. Spend is

shown in the table below and currently stands at 11% and robust programme management and monitoring is in place .

Priority	Budget £m	Spend To Date £m	%	Projection £m
Vulnerable Children & Adults	4.911	0.690	14	4.911
Health & Wellbeing	4.982	0.645	13	4.982
Business Supporting, Business Winning	26.111	3.639	14	16.169
Education & Skills	54.931	4.816	9	55.215
Neighbourhoods in Need	9.989	1.635	16	10.016
Managing the Organisation	1.898	0.151	8	1.898
Neighbourhoods are safe and clean	11.026	1.555	14	12.078
Total	113.848	13.131	11	105.269

New allocations, virements and rephasing of schemes which require approval and are detailed in Appendix 3.

- 7.2 The capital programme funding includes £109m receipts anticipated to be delivered over the medium term. Failure to achieve, or delays to, receipts would have financial implications for the Council. Detailed monitoring shows that in total receipts are currently on track. There is a projected shortfall in 2012/13 however the majority of this will be covered through slippage of expenditure. The position will continue to be closely monitored and an update was recently taken to Audit Committee on the 25 September.

8.0 CORPORATE INCOME MONITORING

- 8.1 The Council's budget includes significant income streams which are regularly monitored to ensure they are on track to achieve targets that have been set and so that remedial action can be taken at a very early stage. The three main areas are Council Tax, NNDR (business rates) and Sales Ledger. Current monitoring information relating to these is provided below. The Council pursues outstanding debt vigorously, until all possible recovery avenues have been exhausted, but also prudently provides for bad debts in its accounts.
- 8.2 In summary, the overall position shows collection levels for NNDR is ahead of target while Council Tax collection and sales ledger debt are behind the target set.

INCOME COLLECTION – AUGUST 2012			
	Actual	Target	Performance
Collection Levels:			
Council Tax Collection	48.06%	48.32%	0.26% behind target
NNDR Collection	50.95%	50.42%	0.53% ahead of target
Sales Ledger Outstanding Debt	7.33%	5.50%	1.83% behind target

8.3 Council Tax (£61.1m)

The percentage of the current year liability for council tax which the authority should have received during the year, as a percentage of annual collectable debit. The measure does not take account of debt that continues to be pursued and collected after the end of the financial year in which it became due. The final collection figure for all financial years exceeds 99%.

Year end performance 2011/12	97.8%
Year End Target for 2012/13	97.8%

Performance is cumulative during the year and expressed against the complete year's debit. Performance to the end of August is 0.26% behind the target set for this year and the performance at the same time last year:

Month End Target	Month End Actual	Last year Actual
48.32%	48.06%	48.32%

8.4 NNDR-Business Rates (£68.2m)

The % of business rates for 2012/13 that should have been collected during the year. This target, as for council tax, ignores our continuing collection of earlier years' liabilities.

The measure does not take into account the debt that continues to be pursued and collected after the end of the financial year in which it became due. As a general rule the final collection figure for any financial year exceeds 99%.

Year end performance 2011/12	98.3%
Year End Target for 2012/13	98.3%

Performance at the end of August is 0.53% ahead of the month end target and the collection at the same time last year.

Month End Target	Month End Actual	Last year Actual
50.42%	50.95%	50.42%

8.5 **Sales Ledger (£36.9m)**

This includes general debt and Social Care debt. Debt below 2 months is classified as a normal credit period.

The target percent is set relating cumulative debt outstanding from all years to the current annual debit. The targets and performance of income collection for are as follows:

Age of debt	Annual Target %	August 2012	
		£m	%
Total	5.50	2.708	7.33%

Performance for sales ledger outstanding debt is currently outside target. The majority of the debt relates to invoices under 6 months old, and over 12 months old. The volume of debt outstanding has reduced over the last few months as the Service is actively pursuing higher debts.

9.0 **BACKGROUND PAPERS**

2012/13 Budget Strategy / Financial Ledger reports

Report Prepared by:

Ken Clarke, Assistant Director: Finance, Audit & Information Governance (Chief Financial Officer) – 01952 383100;

Pauline Harris, Corporate Finance Manager – 01952 383701

Summary of 2012/13 Projected Variations

Service Delivery Unit	Total Variation
	£
Children's Safeguarding	2,397,728
Education, Culture & Skills	237,000
Family & Cohesion Services	(90,000)
Development, Business & Housing	752,000
Neighbourhood & Leisure Services	313,000
Care & Support	1,529,000
Customer & People Services	525,740
Law, Democracy & Public Protection	(169,285)
Finance, Audit & Information Governance	(118,820)
Cooperative Council Delivery Unit	(91,695)
Council Wide	(851,000)
Total Projected Variation	4,433,668
Call on Corporate Contingency	(4,433,668)
Projected Year End Position	0
check = 0	0

TELFORD & WREKIN COUNCIL

CABINET –18 OCTOBER 2012

PLANNING OF SCHOOL PLACES: HOLLINSWOOD INFANT AND JUNIOR SCHOOLS

REPORT OF THE ASSISTANT DIRECTOR FOR EDUCATION, CULTURE AND SKILLS- JIM COLLINS

LEAD CABINET MEMBER – CLLR PAUL WATLING

PART A) – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

Following the decision of the Cabinet Meeting held on 26 July 2012 Statutory Notices were published on 30th August 2012 proposing the merger of Hollinswood Infant and Junior schools to establish a primary school from January 2013. The period for representation ended on 11th October 2012. A final decision from Cabinet is now required on the proposed merger.

2. RECOMMENDATIONS

That Cabinet, as Decision Maker following the publication of Statutory Notices, agree to the closure of Hollinswood Infant School and the expansion and alteration of the lower age range of Hollinswood Junior School, to form a primary school from January 2013.

SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	<i>Children & Young People – to consult and involve all stakeholders with a vested interest in children's education and safety</i>
	Will the proposals impact on specific groups of people?	
	Yes	<i>Children and Families living within the Wards served by the schools</i>
TARGET COMPLETION/DELIVERY DATE	<i>To make a decision on whether to merge both sets of schools to take effect from January 2013, following the formal Statutory Notice period which ended on 11th October 2012.</i>	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes	<i>With an anticipated merger date of January 2013, the proposed change would take place shortly before new government school funding arrangements take effect from April 2013. The new funding formula for schools will be required to have fewer factors than at present. The only one of these factors that would be affected by a</i>

		<p><i>merger would be the lump sum. The lump sum must be a figure between £0 and £200,000. There will be a lump sum in the T&W funding formula but its value has yet to be decided.</i></p> <p><i>The impact of a merger on Telford & Wrekin's Schools Budget would be positive, as we would receive the same funding (which is based on the number of pupils in the area) but would only fund one lump sum rather than two. The impact of the merger on the new school's budget would depend upon the precise details of the new school's staffing structure and the lump sum figure chosen in the new funding formula. However, in general terms, the savings generated by having only one Headteacher, administration savings and some savings on bought in services (as support for only one school rather than two would be required) are considerable. Thus, unless a very large lump sum figure is chosen, the merged school should not be worse off than the two separate schools.</i></p>
LEGAL ISSUES	Yes	<p><i>Changes to school organisation are governed by the requirements of the Education and Inspections Act 2006 and Guidance from DfE. The Local Authority is required to follow a statutory consultation process to merge schools or to change the school status. The consultation period should be for a minimum of six weeks during term time. The Local Authority is required to publish formal proposals. There is a four week representation period for objections or comments to be sent to the Local Authority. The Local Authority is required to consider the representations and decide whether to merge schools or change school status within six months of publishing the proposals. Relevant Bodies can refer the proposals to the school's Adjudicator if they have concerns that the Local Authority has failed to consult adequately or has not taken account of the consultation, or that the merger of schools and/or change of school status will have a negative impact on standards at the school. If a referral is made, the Schools Adjudicator will decide the proposals in place of the Local Authority. If the decision is to proceed with the merger of schools and change of school</i></p>

		<i>status the Governing Body will be reconstituted. A wide range of legal implications arise upon merger of schools and change of school status. These include negotiating the transfer of land; Assets Transfer; Joint Use Agreements; TUPE of Staff and Service Level Agreements for Support Services. In this instance there is no intention to change the status of any merged school and so the majority of these provisions would not apply.</i>
OTHER IMPACTS, RISKS & OPPORTUNITIES		
IMPACT ON SPECIFIC WARDS	Yes	<i>The individual mergers will impact on the individual wards within which schools are located. However there is potentially Borough wide impact due to parental preference in choosing which schools children attend.</i>

PART B) – ADDITIONAL INFORMATION

The Council's policy on infant and junior school provision is that reviews take place, where appropriate, whenever particular circumstances emerge such as a pending head teacher retirement or resignation, or significant building issues including excessive numbers of surplus places.

In the case of Hollinswood Infant and Junior schools, the Headteacher of the infant school has submitted her resignation with effect from the end of the summer term 2012, in order to take up another Headship . It is intended therefore to apply the policy in respect of these schools to consider the options available following consultation with all stakeholders.

A decision to merge the two schools would be in line with the national trend to reduce the number of single phase schools. The benefits of aligning policies and curriculum planning which an all- through primary school would offer are more likely to lead to improved attainment for all children. A merged school would also afford opportunities for staff to enhance their skills by gaining experience across more than one key stage.

As both current schools are located on the same site this would be relatively easy to achieve. In the short term we are unlikely to join the two buildings physically but there would be opportunities to improve the access and circulation between the existing teaching blocks.

In the past 7 years records show that only 4 pupils have transferred from the infant school to a school other than the linked junior school at the end of key stage one. This indicates considerable parental satisfaction with progression to the current junior school.

A 6 week formal consultation process on the proposed merger was held in the second half of the summer term and officers were involved in several meetings with parents, pupils, staff and governors to seek and collate the views of all stakeholders. Letters were sent to the Parish Council, local MP and other relevant bodies such as neighbouring local authorities where appropriate, in order to alert them to the consultation process and to give them the opportunity to register their views on the proposals. Responses were received via meetings and also through the School Organisation email inbox.

3. INFORMATION

The consultation processes for the merger took place earlier in the year and were on the whole met with favourably by stakeholders at the junior school and in the community although some concerns were expressed by stakeholders at the infant school. These concerns centred on the physical separation of the two school buildings and the difficulties that this could cause if the schools were merged. A report was provided to the Cabinet on the outcome of consultation, asking for permission to publish Statutory Notices to merge the schools. Approval was given at the Cabinet meeting on 26th July 2012, (Cabinet minute CB 28) and Statutory Notices were published on 30th August 2012 in the Shropshire Star. Copies were also sent to the appropriate interested parties and displayed locally to the schools. The formal Statutory Notice period ended on 11th October 2012.

All responses to the published Statutory Notices that were received by the closing date are attached at **Annex A**.

4. IMPACT ASSESSMENT – ADDITIONAL INFORMATION

The process adopted to merge the schools has avoided lengthy competition procedures regarding the opening of new primary schools and changes to school category. The method proposed was to close the infant school and expand and extend the age range of the junior schools to accommodate infant aged pupils.

Guidance on the decision making process following the Statutory Notice period is attached at **Annex B**. The process has been completed thoroughly and the recommendations in this report to approve the proposals reflect that the Statutory Proposals have been adhered to thoroughly.

5. PREVIOUS MINUTES

Decision **CB-5** – Cabinet meeting 31st May 2012.
Decision **CB-28** – Cabinet meeting 26th July 2012.

6. BACKGROUND PAPERS

Cabinet Paper 31st May 2012 - Planning of School Places: Hollinswood Infant and Junior Schools.
Cabinet Paper 28th July 2012 - Planning of School Places: Hollinswood Infant and Junior Schools

Report prepared by Kathy Swallow, Service Delivery Manager – Integrated Planning, Placements & Commissioning, Telephone: 01952 380905

Responses to Statutory Notices published 30th August 2012:

Responses to the Statutory Notice proposal to close Hollinswood Infant School and expand and alter the lower age range of Hollinswood Junior School to accommodate pupils aged 4 – 11.

1. No responses yet received.

Any representations received after the publication of this report will be detailed at the Cabinet meeting.

School Organisation Statutory Proposals: Decision Making Process

These notes are a summary of the full guidance and are taken from Stage 4 of the various School Organisation guidance documents available at the Department for Education Website:

<http://www.dcsf.gov.uk/schoolorg/guidance.cfm?id=3>

Relevant Excerpts from Guidance

The following are the most relevant excerpts from the guidance which relate directly to the decision that is required to be made in response to the Statutory Notices that have been published. Following each guidance note is an explanation which attempts to address each point which requires consideration by the Decision Maker.

Checks on Receipt of Statutory Proposals

There are 4 key issues the Decision Maker should consider before judging the respective factors and merits of the statutory proposals:

- Is any information missing?
- Does the published notice comply with statutory requirements?
- Has the statutory consultation been carried out prior to the publication of the notice?
- Are the proposals 'related' to other published proposals?

Response: *No required information is missing from the statutory notices and they do comply with statutory requirements (these were checked by the DfE School Organisation Unit prior to publication). The full statutory consultation was carried out between 11th June and 23rd July 2012 and the outcomes reported to the Cabinet on 26th July 2012.*

Effect on Standards and School Improvement

The EIA 2006 amends the Education Act 1996 to place duties on LAs to secure diversity in the provision of schools and to increase opportunities for parental choice when planning the provision of schools in their areas. The Government's aim is to secure a more diverse and dynamic schools system which is shaped by parents. The Decision Maker **should** take into account the extent to which the proposals are consistent with the new duties on LAs.

Response: *There are no major implications arising from the statutory proposals for diversification in the sector, however through the proposed closure of a maintained infant school, the direct impact is to increase the percentage of other categories of schools (i.e. Trust, Academy, Voluntary and Foundation).*

Standards

Decision Makers **should** be satisfied that proposals for a school closure will contribute to raising local standards of provision, and will lead to improved attainment for children and young people. They **should** pay particular attention to the effects on groups that tend to under-perform.

Where a school is to be closed so that it may be amalgamated with a more successful and/or popular school, the Decision Maker **should** again normally approve these proposals, subject to evidence being provided by the LA and other interested parties, that the development will have a positive impact on standards.

Response: *The school closure resulting in an all through primary school will significantly support transition between Key Stage 1 and 2, ensuring that good pupil progress is secured and, as a consequence, attainment is raised. Periods of transition are often stressful for children with Special Educational Needs and an all through primary school will help to eliminate these problems, as children will simply move to a new teacher within the same school. Other benefits which will help to raise standards, and increase rates of pupil progress, will be gained as staff benefit from professional development opportunities focusing on learning progression across the two key stages from the Foundation Stage through to Level 5. Furthermore there is increased opportunity for staff to share a wider range of learning resources, allowing them to target support strategically to address specific barriers to learning.*

Diversity

Decision Makers should consider how proposals will impact on local diversity. They should consider the range of schools in the relevant area of the LA and how the closure of the school will ultimately impact on the aspirations of parents, help raise local standards and narrow attainment gaps.

Response: *The closure of an LA Maintained school results in a larger overall proportion of diverse school types i.e. Trust, Academy, Voluntary, and Foundation schools.*

Every Child Matters

The Decision Maker **should** consider how proposals will help every child and young person achieve their potential in accordance with “Every Child Matters” principles which are: to be healthy; stay safe; enjoy and achieve; make a positive contribution to the community and society; and achieve economic well-being.

Response: *Through the Council’s continuing involvement with Telford & Wrekin schools of all categories, the Council is fully committed to the principles of Every Child Matters, and the values it promotes form the basis upon which the decision to consult stakeholders on the proposed mergers was taken originally.*

Impact on the Community and Travel

Where the school was providing access to extended services, some provision should be made for the pupils and their families to access similar services through their new schools or other means.

Response: *The junior school which will expand to accommodate infant age pupils will continue to offer extended services in the form of before and after school clubs where applicable, and extra curricular activities at the end of the school day.*

Equal Opportunity Issues

The Decision Maker **should** consider whether there are any sex, race or disability discrimination issues that arise from the changes being proposed.

Response: *There are no identified equality issues resulting from the merger proposals.*

Early Years Provision

In considering proposals to close a school which currently includes early years provision, the Decision Maker **should** consider whether the alternative provision will integrate pre-school education with childcare services and/or with other services for young children and their families; and **should** have particular regard to the views of the Early Years Development and Childcare Partnership.

The Decision Maker **should** also consider whether the alternative early years provision will maintain or enhance the standard of educational provision and flexibility of access for parents.

Response: *The junior school will continue to offer the nursery provision previously attached to the infant school. In the case of the private nursery located on the site of Infant school, the lease agreement is set to continue unaffected by the merger proposals. The Early Years service has been included in the statutory notice process as required.*

Views of Interested Parties

The Decision Maker **should** consider the views of all those affected by the proposals or who have an interest in them including: pupils; families of pupils; staff; other schools and colleges; local residents; diocesan bodies and other providers; LAs; the LSC (where proposals affect 14-19 provision) and the Early Years Development and Childcare Partnership if one exists, or any local partnership or group that exists in place of an EYDCP (where proposals affect early years and/or childcare provision). This includes statutory objections and comments submitted during the representation period. The Decision Maker **should not** simply take account of the numbers of people expressing a particular view when considering representations made on proposals. Instead the Decision Maker **should** give the greatest weight to representations from those stakeholders likely to be most directly affected by the proposals.

Response: *All documentation received, produced and collated during the consultation process formed an annex to the report to the Cabinet on the outcome of consultation, and was also attached to the Complete Proposals documents made available to all interested parties as stated in the Statutory Notices. All responses to the Statutory Notices are attached at **Annex A**.*

Types of Decision

In considering proposals for a school closure, the Decision Maker can decide to:

- reject the proposals;
- approve the proposals;
- approve the proposals with a modification
- approve the proposals subject to them meeting a specific condition

Response: *The recommendation is that the statutory proposals are approved.*

Decisions

All decisions **must** give reasons for the decision, irrespective of whether the proposals were rejected or approved, indicating the main factors/criteria for the decision.

A copy of the decision **must** be forwarded to:

- the LA or governing body who published the proposals;
- each objector except where a petition has been received. Where a petition is received a decision letter **should** be sent to the person who submitted the petition, or where this is unknown, the signatory whose name appears first on the petition;
- the Secretary of State
- the local CofE diocese;
- the Bishop of the local RC diocese.

In addition, where proposals are decided by the LA a copy of the decision **must** be sent to the Office of the Schools Adjudicator

Response: *The outcome of the decision will be communicated to all relevant parties as required.*

TELFORD & WREKIN COUNCIL

CABINET - 18 OCTOBER 2012

DISPOSAL OF THE FORMER GOWER STREET YOUTH CENTRE, ST GEORGES

REPORT OF ASSISTANT DIRECTOR: DEVELOPMENT, BUSINESS & HOUSING

LEAD CABINET MEMBER – CLLR BILL McCLEMENTS

PART A) – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

1.1 To dispose of the former Gower Street Youth Club, Gower Street, St Georges.

2. RECOMMENDATIONS

- 2.1 That delegated authority is given to the Assistant Director: Development, Business & Housing in consultation with the Cabinet Member for Resources & Service Delivery to negotiate terms to dispose of the former Gower Street Youth Centre as recommended within the report.
- 2.2 That Cabinet delegate authority to the Assistant Director: Law, Democracy & Public Protection to sign or seal any documentation to give effect to the recommendation as detailed above.
- 2.3 That Cabinet note that the net capital receipt is built into the Council's budget strategy. The gross receipt has been reduced by £75k for potential youth provision following consultation with the local community.
- 2.4 That Cabinet recommends that Council approve a capital estimate and approval for £75k for Youth Provision in the St George's area following consultation with the local community.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Co-operative Value(s)?	
	Yes	Openness & Honesty Involvement
	Will the proposals impact on specific groups of people?	
	No	The Youth Centre has been closed since September 2005.
TARGET COMPLETION/ DELIVERY DATE	Target date for completion of the sale is within the 2012/13 financial year.	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes	Sale of the site represents best value for money based on the refurbishment, adaptation and future running costs of the building. A net capital receipt for this site (net of any potential payment for a youth provision and fees) of £350k - £400k forms part of the corporate capital disposal programme for 2012/13. £75,000 will be made available to reinvest in Youth provision within the St Georges area subject to consultation.

LEGAL ISSUES	Yes	The Council has the power to dispose of land as detailed in this report but must obtain best consideration. Ongoing legal advice will be given to the Council's Estates & Investment Team.
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	The opportunities and risks have been identified and will continue to be reviewed.
IMPACT ON SPECIFIC WARDS	Yes	The proposed development, subject to planning approval, is located in the St Georges Ward.

PART B) – ADDITIONAL INFORMATION

4. INFORMATION

- 4.1 The property (Appendix 1) was formally used as a Youth Centre. However, following the failure of the heating system, the building had to be temporarily closed. Investigations identified that there would not only be costs associated with its replacement but also for the removal of asbestos. Having identified the works required and the related cost implications further assessments were carried out as part of due diligence and proactive management of the asset. Further assessments around the suitability of the building in regards to legislation requirements and conditional liabilities indicated considerable liabilities.
- 4.2 An Access Audit was carried out to assess the premises in terms of suitability and/or deficiencies in respect of access for the disabled and associated legislation including Disability Discrimination Act, Part M of the Building Regulations 1999 and relevant British Standards. The Audit identified a number of shortfalls that required addressing in order to avoid conflict with the relevant legislation all at a considerable cost.
- 4.3 In addition to the above, a review of the condition survey identified a significant liability both over the initial medium term 5 year period and over the long term of 20 years.
- 4.4 Having considered the issues relating to the property at the time of the closure (September 2005) and the total liability outstanding to the Council of some £925,000 to open the building as a Youth Centre or indeed utilise it for an alternative use is not viable.
- 4.5 Since the building has been closed it has been subject to continual vandalism despite every effort to keep the property secured. This has resulted in significant damage to the building.
- 4.6 A residential planning permission for both conversion and new build dwellings was secured in 2008 and renewed in 2011. The property has been on the market since achieving planning permission with all usual marketing options pursued. However, due to market conditions, a purchaser has not been identified.
- 4.7 Recently, significant interest has been received from residential and commercial developers which meet the Council's expectations of value. Any change of use from the existing planning consent would have to follow a full planning process. The potential development could include residential and retail development but the full scheme and viability will be assessed prior to a planning application being submitted.
- 4.8 In addition to the capital receipt the Council will benefit from the New Homes Bonus of circa £1k per annum for six years per unit build on site.

5. IMPACT ASSESSMENT – ADDITIONAL INFORMATION

- 5.1 Openness & Honesty – the property will be disposed of in the open market to achieve best value. All necessary approvals will be sought.
Involvement – Should the site be subject to any Planning Application a consultation process will follow to engage with local residents to bring forward a scheme that reflects community needs.
- 5.2 Risk – The property has experienced vandalism and the risk will remain until the site is redeveloped. The property is an ongoing financial liability.
Opportunity – To dispose of the site for a capital sum with a proportion of the receipt to be reinvested in the local area in consultation with the community.

6. PREVIOUS MINUTES

- 6.1 None

7. BACKGROUND PAPERS

- 7.1 None

Report prepared by James Dunn, Surveyor, Telephone: 01952 384331

Appendix 1 – Location Plan



TELFORD & WREKIN COUNCIL

CABINET - 18 OCTOBER 2012

DESIGNATION OF A NEIGHBOURHOOD PLAN AREA FOR MADELEY

REPORT OF ASSISTANT DIRECTOR: BUSINESS, DEVELOPMENT & HOUSING

LEAD CABINET MEMBER – CLLR CHARLES SMITH

PART A) – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

- 1.1 The Localism Act introduced legislation to allow Parishes to produce a Development Plan for their neighbourhood. Madeley Parish Council is one of four Parish/Town Councils in the Borough currently preparing Neighbourhood Plans.
- 1.2 Madeley Parish has established a Neighbourhood Plan Steering Group (MNPSG) and in line with the Neighbourhood Planning Regulations has applied to Telford & Wrekin Council to designate Madeley Parish as a Neighbourhood Area. On the basis of the information set out in this Report it is recommended that the Council support the designation as shown on the plan in Appendix A.
- 1.3 Once the Parish have prepared their Plan, this will be submitted to the Council to consider, and be the subject of a local examination and local referendum. If supported through these stages, the Plan would then be adopted as part of the Development Plan for the Borough.

2. RECOMMENDATION

- 2.1 **That Cabinet support the Neighbourhood Area application by Madeley Parish Council and approve the designation of the area shown in Appendix A as a Neighbourhood Area.**

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	Co-operative Council: - Involving local people more in planning and running services - As a Council, supporting our community better and encouraging people to do more to help their own communities
	Will the proposals impact on specific groups of people?	
	Yes	Designation of the Madeley Parish as a neighbourhood plan area will help engage all parts of the community in planning.
TARGET COMPLETION/ DELIVERY DATE	The process would commence following Cabinet approval.	
FINANCIAL/ VALUE FOR MONEY IMPACT	Yes	The costs associated with the introduction of Neighbourhood Plans are met by the Local Authority and funding up to a maximum of £30,000 per scheme is available from the CLG in 2012/13 to offset the additional costs of designations and examinations completed by March 2013. It is unlikely that the Madeley neighbourhood planning examination will be completed by this date and there is no confirmation that CLG funding will be available for future years. JAC 18/09/12

LEGAL ISSUES	Yes	<p>The Localism Act 2011 provided a framework for a new statutory regime to establish Neighbourhood Planning. The 2012 Neighbourhood Planning (General) Regulations (SI 2012/637) (“the Regulations”) add more detail to that framework. Part 2 of the Regulations makes provision in relation to the procedure for designating a neighbourhood area, including the content of the application and what the local planning authority must do to publicise such an application (regulations 5 and 6). Part 3 of the Regulations makes provision in relation to the procedure for designating an organisation or body as a neighbourhood forum, which authorises them to act in relation to the related neighbourhood area. In particular, provision is made as to the content of an application and what the local planning authority must do to publicise an application.</p> <p>In considering the Madeley Parish Council application, TWC in its capacity of Local Planning Authority has been mindful of the provisions of the Regulations, has taken internal legal advice on the progress of the application as and when necessary and therefore in the view of Legal services any risk of successful challenge to the process on procedural grounds is minimal.</p>
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	<p>The development of Neighbourhood Plans does pose some potential risks to the preparation of the Borough Plan including potential duplication or inconsistency with Borough Policy. This is being mitigated by regular Officer engagement with the Parish ensuring early discussion of any potential issues. Opportunities include a strengthening of local engagement in the planning process and in the development of Shaping Places and acceptance of development proposed in the area. A successful frontrunner plan will raise the profile of the Council locally and nationally.</p>
IMPACT ON SPECIFIC WARDS	Yes	Cuckoo Oak, Madeley and Woodside.

PART B) – ADDITIONAL INFORMATION

4. INFORMATION

- 4.1 The Localism Act (2011) introduced Neighbourhood Planning as a mechanism to increase local engagement in plan making. In February 2011 Telford & Wrekin Council successfully bid with Madeley Parish Council for the Parish to become one of the Government’s Frontrunners in Neighbourhood Planning
- 4.2 The development of a Neighbourhood Plan involves a number of stages:
- Designation of the Neighbourhood Plan area
 - Establishing a local working/steering group
 - Identification of the issues that the Neighbourhood Plan needs to address
 - Developing the Plan’s vision and objectives and proposals to meet these including a proposals map
 - Undertaking a sustainability appraisal of the Plan’s proposals
 - Effective local consultation on the Plan
 - Submission of the Plan to the Council for consideration
 - Examination whereby an examiner, appointed by the Council, examines the Plan to establish if it meets all statutory obligations
 - Referendum; a yes/no vote on the local implementation of the plan

4.3 Telford & Wrekin Council's role in the Neighbourhood Plan process is to:

- Give assistance and advice on the content of the plan and process
- Agree and formally designate the Neighbourhood Area
- Check the plan is in general conformity with relevant legislation and regulations and conforms with national planning policy and the strategic policies of Telford & Wrekin Councils Development Plan
- Arrange and pay for an independent examination
- Arrange and pay for a referendum of the Neighbourhood Plan
- Subject to the outcome of the previous stages, adopt the Neighbourhood Plan as part of Telford & Wrekin Councils Development Plan

Over the past few months the MNPSG has begun to scope the issues the plan will address. This has involved discussions and engagement with a number of Council and external stakeholders, including local residents, the Council's Estates & Investment Team, the Homes and Communities Agency (HCA) and the Severn Gorge Countryside Trust. The Council has no dedicated officer resource for neighbourhood planning but officers from the Housing & Development Planning Unit liaise regularly with the Parish to advise on planning matters and to coordinate input from other parts of the Council. This is important to avoid inconsistency between National/Borough Policy and service priorities and the parish plan proposals.

- 4.4 The proposed neighbourhood plan area for Madeley reflects the boundaries of the parish and is shown in Appendix A. Under part 2 of the Neighbourhood Planning Regulations (2012), the Council is required to publicise the request for designation for 6 weeks, to consider the responses received and determine whether or not to support designation.
- 4.5 A legal notice, together with the correspondence submitted by the Parish Council requesting designation, were advertised locally and publicised via a range of methods including the Telford & Wrekin Council Website, the Madeley Parish newsletter and local information packs. The period of consultation ended on 14 September 2012 and no representations have been submitted to the Council.
- 4.6 It is recommended that Madeley Parish's request to designate the neighbourhood area is supported. No concerns with this boundary area have been raised, its correlation with the parish area will assist with any future referendum and it provides a good model for future neighbourhood plan proposals.
- 4.7 Subject to the neighbourhood area being approved, the MNPSG will continue to engage with local people and stakeholders, including Telford & Wrekin Council services to produce the neighbourhood plan. Members will be kept informed of this process with reports being brought to Cabinet at key stages of the process.

5. **IMPACT ASSESSMENT – ADDITIONAL INFORMATION**

N/A

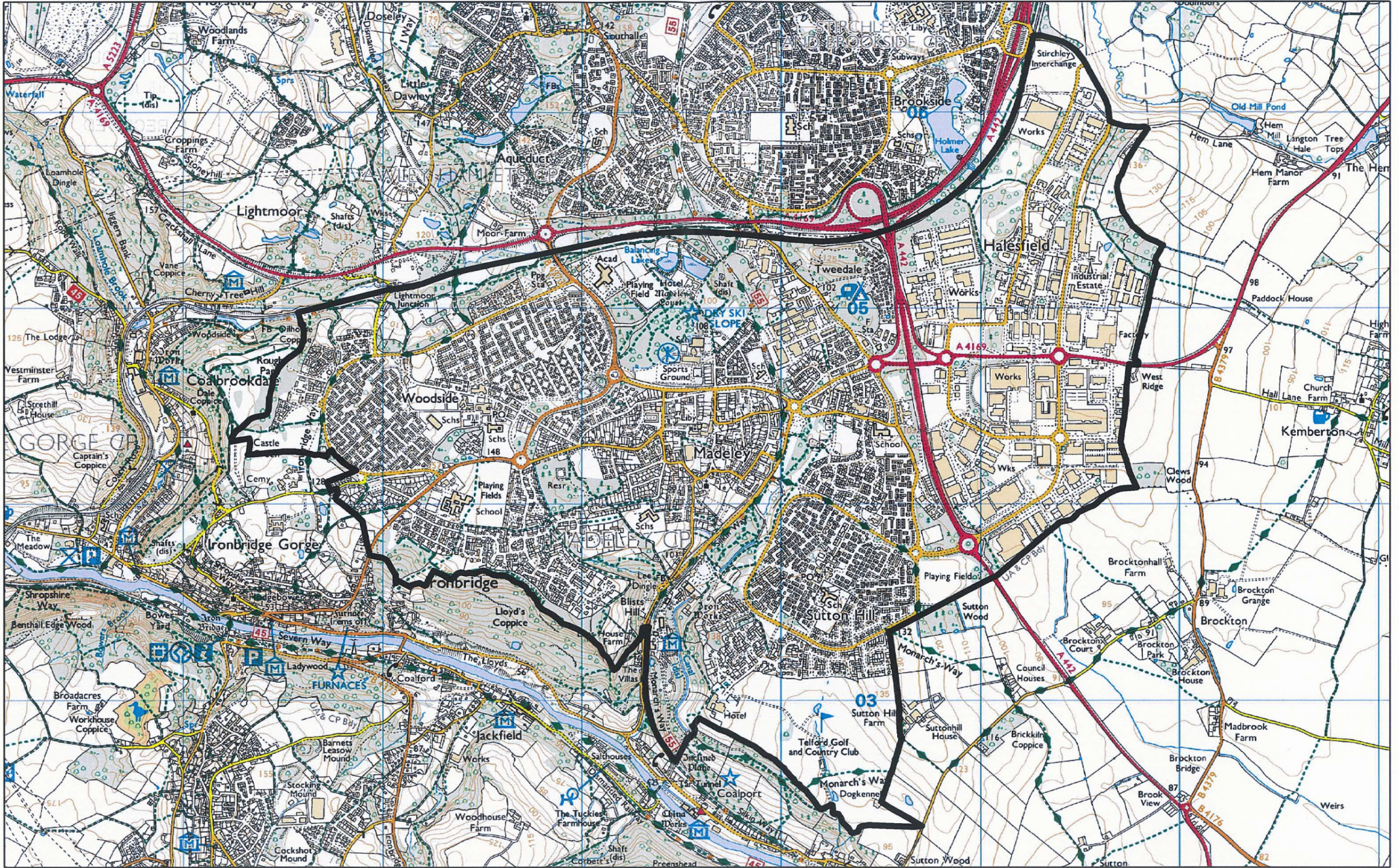
6. **PREVIOUS MINUTES**

N/A

7. **BACKGROUND PAPERS**

N/A

Appendix A



Title: Madeley Parish Council Boundary

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Drawn By: S. Donohue

Date: 6th July 2012

Scale: 1:17,000 @A3

Telford & Wrekin Council
Wellington Civic & Leisure Centre
Larkin Way
Wellington
Telford
TF1 1LX



CABINET

Decision Notices and Minutes of a meeting of the Cabinet held on Thursday, 18th October, 2012 at 5.00 p.m. at the Civic Offices, Telford

PUBLISHED ON WEDNESDAY, 24th OCTOBER, 2012

(DEADLINE FOR CALL-IN: MONDAY, 29TH OCTOBER, 2012)

PRESENT: Councillor R.A. Overton (Deputy Leader and Chair for the meeting), E.A. Clare, S. Davies, A.R.H. England, W.A.M. McClements, H. Rhodes, C.F. Smith and P.R. Watling

ALSO PRESENT: Councillor A.J. Eade (Conservative Group Leader) and Councillor W.L. Tomlinson (Lib Dem/Independent Group Leader)

CB-45 MINUTES

RESOLVED – that the minutes of the meeting of the Cabinet held on 20th September 2012 be confirmed and signed by the Chairman.

CB-46 APOLOGIES FOR ABSENCE

Councillor K.S. Sahota (Leader)

CB-47 DECLARATIONS OF INTEREST

CB-48 SCRUTINY REVIEW OF THE MANAGEMENT OF COMMUNITY CENTRES

Key Decision identified as **Response to Scrutiny Report - Review of the Management of Community Centres** in the Notice of Key Decisions published on 20th September 2012

Councillor A.D. McClements, Chair of the Co-operative & Communities Scrutiny Committee, presented the Committee's report and recommendations following their in-depth review of the management of Council-run community centres. The review was carried out following concerns being raised that community centres were under-used and not being developed to their full potential to meet the needs of local communities.

The Committee had visited 11 community centres (both Council and non-Council managed facilities) in the Borough and gathered evidence from a number of partners, local residents, Cabinet members and officers. This included looking at alternative management models and best practice. The Committee found that there was a lot of good work going on in the individual centres, but there was room for improvement in terms on engaging local communities. It was clear that the centres had suffered from a lack of

investment, and that the existing staffing levels meant there was limited capacity to develop the centres. The recent transfer of community centre management to the Priority Action Team was welcomed, as this gave an opportunity to draw on the skills within the wider team.

The Committee had concluded that overall the centres should remain in the immediate future within Council ownership and management because of their strategic importance for their communities. However, it was felt that the management model must be based on a partnership arrangement with local communities and residents. A business plan should be developed for each centre based on local needs. The Committee had made 18 detailed recommendations for consideration by Cabinet. Councillor McClements thanked the members of the Committee for their hard work on this review, and thanked Tracy Clarke (Scrutiny Officer) and other officers for their contribution.

Cllr A.R.H. England, Cabinet Member: Leisure & Wellbeing, presented the Cabinet's response to the Scrutiny recommendations. He thanked the Scrutiny Members for their report, and Tracy Clarke, Rachael Jones and Wendy Tonge for the Officer support. It had been acknowledged that there was a need to develop a different approach to the management of community centres, and the Scrutiny Review had been valuable in identifying different models and some key areas for improvement. The strategic recommendations were supported, and it was proposed to establish a Project Steering Group (including a member of the Scrutiny Committee) to oversee the review of community centres. There would be a flexible approach rather than "one size fits all", and different solutions might be developed for each centre. Appended to the report was the Cabinet's detailed response to all the Scrutiny recommendations. This included agreement that the centre at Priorslee should no longer be managed as a community centre.

RESOLVED –

- (a) that the recommendations made by the Co-operative & Communities Scrutiny Committee be noted, and the response set out in paragraph 3.2 and Appendix 1 of the report be approved;**
- (b) that authority be delegated to the Managing Director, following consultation with the Cabinet Member: Leisure & Wellbeing and Cabinet Member: Neighbourhood Services & Co-operative Council, to implement the proposals made as a result of the review of community centres.**

CB-49 2012/13 FINANCIAL MONITORING

Key Decision identified as **2012/13 Financial Monitoring** in the Notice of Key Decisions published on 14th September 2012

Councillor W.A.M. McClements, Cabinet Member: Resources & Service Delivery, presented the report of the Assistant Director: Finance, Audit &

Information Governance, which provided Members with the latest financial monitoring information for 2012/13.

It was reported that revenue spending for the year was projected to be within budget at year end, after the use of £4.4m of the budgeted contingency. Pressures arising from contractually committed inflation would be addressed using much of the remaining contingency. There were still a number of significant pressures on the budget, including the cost of Children in Care placements and use of agency staff in the Safeguarding service (projected variation of £2.3m); the cost of Adult Care and Support services following withdrawal of PCT funding (projected variation of £1.5m), the cost of Specialist Education (net projected overspend of £0.250m); along with income shortfalls of £1.4m relating to a number of services. Projected variances of over £0.100m for individual service delivery units were detailed in the report. There were benefits from active treasury management, vacancies and a one-off refund of £0.351m from the Government in relation to academies funding.

The capital programme totalled £114m, which included approved changes for slippage and new approvals. Spend was currently standing at 11%, and robust programme management and monitoring was in place to ensure schemes were delivered. Appended to the report were a number of new allocations and slippage for approval. The capital programme over the next few years relied on a significant amount of capital receipts as part of its funding, and the position was being closely monitored. There was no variation from receipts delivered compared to expectation to date.

Collection levels for Council Tax and Sales Ledger debt were behind target, while NNDR income was ahead of target at the end of August 2012.

Councillor A.J. Eade (Conservative Group Leader) expressed concern at the significant rise in the amount of the contingency being used to cover the gap in the current year's budget. The Cabinet Member responded that the 2012/13 budget had included additional contingency provision to help address any revenue shortfalls. The Council was doing as much as it could to reduce costs, while protecting front-line services for the most vulnerable, but that continued cuts in funding from central Government were putting considerable strain on key services.

RESOLVED –

- (a) that it be noted that the 2012/13 revenue spend is projecting to be within budget at year end;**
- (b) that the proposed uses of the budgeted contingency detailed in paragraph 6.1 of the report be approved;**
- (c) that the position in relation to capital spend be noted, and TO RECOMMEND to COUNCIL that the slippage, virements and new allocations identified in Appendix 3 be approved;**

- (d) that it be noted that NNDR income collection is ahead of target while Council Tax collection and Sales Ledger outstanding debt are behind targets set.

CB-50 PLANNING OF SCHOOL PLACES: HOLLINSWOOD INFANT AND JUNIOR SCHOOLS

Key Decision identified as **Hollinswood Infant and Junior Schools** in the Notice of Key Decisions published on 14th September 2012

Councillor P.R. Watling, Cabinet Member: Children, Young People & Families, presented the report of the Assistant Director: Education, Culture & Skills, which sought a final decision on whether to merge Hollinswood Infant and Junior Schools.

Cabinet, at its meeting on 26 July 2012, agreed to publish Statutory Public Notices in respect of the merger of the two schools and the establishment of a primary school from January 2013. The Notices were published on 30 August 2012 in the local press and copies sent to interested parties and displayed locally. The formal Statutory Notice period ended on 11 October 2012, and the Cabinet Member confirmed that no responses or representations had been received.

Members were satisfied that the process for the amalgamation of the two schools had been completed thoroughly, and that all parties had had an opportunity to express their views. As the Public Notice period had not produced any further comments, Members were satisfied of the benefits of merging the two schools, as outlined in previous reports.

RESOLVED – that the closure of Hollinswood Infants School, and the expansion and alteration of the lower age range at Hollinswood Junior School to form a primary school from January 2013, be approved.

CB-51 DISPOSAL OF THE FORMER GOWER STREET YOUTH CENTRE, ST GEORGES

Non-Key decision

Councillor W.A.M. McClements, Cabinet Member: Resources & Service Delivery, presented the report of the Assistant Director: Development, Business & Housing, which set out proposals regarding the site of the former Youth Centre at Gower Street, St Georges.

The Youth Centre closed in September 2005, following the failure of the heating system. It was then discovered that the building needed significant further maintenance works, which made its re-opening unviable. The property had been on the market since planning permission for both conversion and new build dwellings was secured in 2008, but no purchaser had been found. In the meantime, the building had been subject to vandalism and was in a poor state of repair.

However, there had been recent interest from residential and commercial developers which met the Council's expectations of value. In addition to the capital receipt, the Council would benefit from the New Homes Bonus of circa £1,000 per annum for six years per unit built. It was proposed that £75,000 of the proceeds from the disposal be made available to reinvest in Youth provision within the St Georges area, subject to consultation.

RESOLVED –

- (a) **that authority be delegated to the Assistant Director: Business, Development & Housing, in consultation with the Cabinet Member: Resources & Service Delivery, to negotiate terms to dispose of the former Gower Street Youth Centre as recommended within the report;**
- (b) **that authority be delegated to the Assistant Director: Law, Democracy & Public Protection, to sign or seal any documentation to give effect to the above resolution;**
- (c) **that it be noted that the net capital receipt is built into the Council's budget strategy;**
- (d) **TO RECOMMEND TO COUNCIL that a capital estimate of £75k for Youth Provision in the St George's area, following consultation with the local community, be approved.**

CB-52 DESIGNATION OF A NEIGHBOURHOOD PLAN AREA FOR MADELEY

Key Decision identified as **Designation of Neighbourhood Area – Madeley Parish** in the Notice of Key Decisions published on 14th September 2012

Councillor C.F. Smith, Cabinet Member for Housing, Regeneration & Economic Development, presented the report of the Assistant Director: Business, Development & Housing which outlined an application from Madeley Parish Council for designation of their Parish as a Neighbourhood Area.

The Localism Act 2011 introduced Neighbourhood Planning as a mechanism to increase local engagement in plan making. In February 2011, the Council successfully bid with Madeley Parish Council for the Parish to become one of the Government's "Frontrunners". A Neighbourhood Plan Steering Group had been established, and had begun to scope the issues the Plan would address through engagement with the local community, the Council and other stakeholders. The proposed Plan area reflected the boundaries of the parish, and was appended to the report. In accordance with the Regulations, the Parish Council had given public notice of its request for designation. Following a six week consultation period, no representations had been submitted.

It was noted that no concerns about the boundary area had been raised, its correlation with the parish area would assist with any future referendum, and it

provided a good model for future neighbourhood plan proposals. Once the Parish had prepared their Plan, it would be submitted to the Council to consider, and be the subject of a local examination and local referendum. Members welcomed this initiative as a good example of partnership working and of getting the community involved in their local neighbourhood.

RESOLVED – that the Neighbourhood Area application by Madeley Parish Council be supported, and that the area shown at Appendix A of the report be designated as a Neighbourhood Area.

The meeting ended at 5.28 pm.

Signed for the purposes of the Decision Notices

Jonathan Eatough
Assistant Director: Law, Democracy & Public Protection
Date: 24th October 2012

Signed:

Date: