

CABINET

Decision Notices and Minutes of a meeting of the Cabinet held on Thursday, 24th July, 2014 at 5.00 p.m. at the AFC Telford Learning Centre, Haybridge Road, Wellington, Telford

PUBLISHED ON WEDNESDAY, 30th JULY, 2014

(DEADLINE FOR CALL-IN: MONDAY, 4th AUGUST, 2014)

PRESENT: Councillor K.S. Sahota (Leader and Chair), 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), Councillor W.L. Tomlinson (Liberal Democrat/Independent Group Leader)

CB-16 MINUTES

RESOLVED – that the minutes of the meetings of the Cabinet held on 26 June and 10 July 2014 be confirmed and signed by the Chair.

CB-17 APOLOGIES FOR ABSENCE

Councillor E.A. Clare

CB-18 DECLARATIONS OF INTEREST

Councillor A.R.H. England declared a personal interest in agenda item 7 – Youth Justice Plan – in relation to his role as a JP in the Youth Court.

Councillor S. Davies declared a personal interest in agenda item 7 – Youth Justice Plan – in relation to his work as a Solicitor representing people in the Youth Court.

Councillor A.R.H. England declared a prejudicial interest in agenda item 11 – AFC Telford: Amendments to Legal Agreements – in relation to his role as a Trustee (by virtue of being a season ticket holder) of AFC Telford Ltd.

CB-19 PROPERTY AND HOUSING INVESTMENT PROGRAMME

Key Decision identified as **Housing Investment Programme** in the Notice of Key Decisions published on 26 June 2014.

Part Recommendations to Full Council – decisions (a), (b) and (c) below not subject to Call-in

Councillor W.A.M. McClements, Cabinet Member: Finance & Enterprise, and Councillor S. Davies, Cabinet Member: Neighbourhood Services, Employment & Skills, presented the report of the Director: Development, Business & Customer Service, which provided detailed proposals for the delivery of new homes and commercial and retail space on Council owned land. Thanks were expressed to the team of Officers who had worked on this project.

Further to the decision taken by Cabinet in April 2013 to deliver a major housing programme, a full Stage 1 feasibility and viability assessment had been carried out by consultants. As part of this process the potential development sites had been tested and investigated as to their viability and development potential. This had resulted in some sites being discounted, for a number of reasons. The sites that were being recommended for inclusion in the Programme were listed, with layouts of each site appended to the report. These sites would deliver 425 housing units and a number of commercial developments. Around 80% of the properties would be for market rental, with the remaining 20% affordable rental units. The proposals had been subjected to a full financial and legal analysis in order to identify the most robust and efficient model for delivery. Information had also been sought from other Councils embarking on similar initiatives.

Full details of the financial analysis and funding options were contained within the report, including the capital cost, source of funds, and both annual and cumulative project cash flows. The projected capital cost of the consolidated programme was £59.298m, and it was recommended that this be funded through borrowing from the Public Works Loan Board, capital receipts and a developer contribution. The report also outlined the options that had been considered for a preferred delivery vehicle that would meet the project objectives. Following robust analysis and testing, it was concluded that a Wholly Owned Company (WOC) was the most appropriate method. While it offered less potential to share risk than other options that involved a private sector partner, overall it was shown to best meet the project criteria. The report detailed a potential company structure, constitution and governance arrangements, and what management arrangements would be required. The aim was for the WOC to be the best landlord in the Borough, and to set a benchmark to help drive up standards in the rental market sector locally.

Although the proposals were to address the housing need within the Borough and create regeneration, any revenue income that the Council received back would be invested in the protection of essential frontline services. In addition, the assets would appreciate over the project life to provide a significant capital receipt should the assets be disposed of. The programme would enable the Council to utilise brown field and stalled sites, thus stimulating economic growth and regeneration and creating a number of jobs and apprenticeships for local people during the construction and operational phases. It was estimated that the Council's investment in the scheme (ie: land valued at £6.775m) would generate over £100m in terms of future income, asset value and the benefits to the local economy.

Councillor W.L. Tomlinson (Liberal Democrat/Independent Group Leader) expressed regret that the Council was not able to provide social housing, and

that the proposed scheme was a commercial venture. Councillor A.J. Eade (Conservative Group Leader) stated that before this report went to Council for the budgetary approvals his Group would wish to see the full feasibility study and an understanding of why other options involving private sector partners had been discounted. There was also concern at the pressure being put on officers in terms of running a housing company in addition to their current workloads. In response, the Cabinet Members advised that the current rules on Right to Buy made the social housing model unviable. The requests for further information would be considered and a response provided. Further details about the management and governance arrangements for the WOC would also come forward in due course.

RESOLVED to RECOMMEND to COUNCIL

- (a) that the investment of Council held land valued at £6.776m to facilitate the housing and commercial developments set out in the report, which includes part disposal of the Madeley Court site (as shown in the appendix to the report) be approved;**
- (b) that prudential borrowing of up to £52m to fund the investment in housing and commercial developments, as set out in the report, be approved;**
- (c) that the necessary changes to the capital programme and revenue budget to account for the housing and commercial developments as detailed within the report be approved.**

RESOLVED –

- (d) that, in order to assist in the delivery of the Council's housing development and regeneration objectives, the establishment of a Wholly Owned Company, based upon the general principles of governance and operation as set out in the report, be approved. This will form part of the Final Business Case that will be brought back to Cabinet for approval;**
- (e) that if circumstances require, authority be delegated to the Director of Development, Business and Customer Service, in consultation with the Cabinet Members for Finance & Enterprise and Neighbourhood Services, Employment & Skills, to enter into contracts to deliver the construction element of the programme. Otherwise it be noted that the Wholly Owned Company will independently enter into the necessary contracts to deliver both the construction element of the programme and, thereafter, the ongoing operation and maintenance of the properties;**
- (f) that authority be delegated to the Director of Development, Business and Customer Service, in consultation with the Cabinet Members for Finance & Enterprise and Neighbourhood Services, Employment & Skills, to award all future phases of the programme**

not included within the tender, but within the approved budget proposals contained in the report;

- (g) that authority be delegated to the Assistant Director: Law, Democracy & People Services to set up a company limited by shares for the purposes of carrying out the aims set out in the report, and to execute all legal agreements and documents necessary pursuant to the set-up and subsequent operation of such a company;
- (h) that authority be delegated to the Assistant Director: Law, Democracy & People Services to execute all documents in accordance with the Council's Constitution so required to give effect to the proposals contained in this report.

CB-20 SCRUTINY REVIEW OF THE MEALS ON WHEELS HOT MEALS SERVICE

Key Decision identified as **Health & Adult Social Care Scrutiny Committee Review of Meals on Wheels Service** in the Notice of Key Decisions published on 23 May 2014.

Councillor D.R.W. White, Chair of the Health & Adult Care Scrutiny Committee, presented the Committee's report on the Community Meals Service. This had run parallel to a Review of the Service that was looking to deliver £57,000 of savings agreed within the Council's budget.

The Committee had looked at how the Meals on Wheels Service was currently provided, and a fundamental part of the review had been to understand the needs of both long term and short term service users. Members had met with 12 service users, and an analysis of their views and comments were shown in the report. The Committee had also talked to volunteers from the Royal Voluntary Service who supported both the Community Meals Service and the Good Neighbours Service.

The Committee had concluded that many service users depended on the service for their main meal, and that the regular contact with someone who comes to their home is as important as the meal itself. It was believed that the service provided by the RVS could be expanded, and that any increase in costs would be far less than the potential additional care costs that the Council would face if the hot meals service ceased. In particular, a "good neighbour" service would be of great benefit to vulnerable people in terms of helping them to stay in their homes, as well as being of benefit to the wider health economy. The Review also found that many service users would still be prepared to use the service if the price was increased. The Committee had made a number of recommendations which were set out in detail in its report.

Councillor A.R.H. England, Cabinet Member for Adult Social Care, responded to the report on behalf of the Cabinet. He thanked the Committee for the work they had done. The detailed response to each of the Scrutiny Committee's recommendations was appended to the report attached to the agenda. He

also acknowledged the work of RVS in providing the current service. In tandem with the Committee's review, a new service model had been developed. This proposed that the Council should only maintain direct responsibility for securing meals on behalf of individuals assessed as eligible due to frailty and/or vulnerability. Non-eligible individuals who wished to access the service would be advised to enter into a direct arrangement with the new provider. The contract for the provision of Frozen Meals would be broadened to incorporate the delivery of hot meals, in order to develop a single model approach to service delivery. The new contract would incorporate an increase in the price of the meals in line with the Scrutiny Committee's recommendation. However, the cost of the meals to clients would still be below that charged by many other local authorities. It was also proposed to ask the RVS to run a pilot (until Spring 2015) Befriending/Good Neighbour service, which would help the Council in developing a model for a volunteer-based visiting service to vulnerable and isolated people.

RESOLVED –

- (a) that the recommendations made by the Health & Adult Social Care Scrutiny Committee be noted, and the response set out in Appendix 1 of the Cabinet Member's report be approved;**
- (b) that authority be delegated to the Assistant Director: Family, Cohesion & Commissioning to**
 - (i) enter into a contract with the Royal Voluntary Service for a time-limited period of up to 9 months to support the Council in a pilot project to develop a model Befriending/Good Neighbour Service, which will then be tendered across the voluntary and/or commercial sector;**
 - (ii) following (i) above, enter into a contract with the chosen tenderer(s) for the provision of a Befriending/Good Neighbour Service post-Spring 2015;**
 - (iii) approve an increase in the existing cost charged for a meal from £2.55 to £3.15, as recommended by the Scrutiny Review;**
- (c) that authority be delegated to the Assistant Director: Law, Democracy & People Services to execute all necessary contract documentation in accordance with the Constitution, including the affixing of the common seal of the Council as appropriate in accordance with Article 14 of the Constitution.**

CB-21 FINANCIAL MONITORING 2014/15

Key Decision identified as **2014/15 Financial Monitoring** in the Notice of Key Decisions published on 26 June 2014.

Part Recommendation to Full Council in relation to decision (b) below not subject to Call-in

Councillor W.A.M. McClements, Cabinet Member: Finance & Enterprise, presented the report of the Assistant Director: Finance, Audit & Information

Governance, which provided Members with the latest financial monitoring information for 2014/15.

At this early stage in the financial year, an overspend of £0.5m was being projected at year-end, which was mainly a reflection of the continuing pressures in Adult Social Care as they worked towards achieving savings targets. This was not unduly concerning, as there was plenty of time for corrective action to be taken. Considerable work was now underway within service areas to address areas of financial pressure, with further in-year savings targets being issued in order to help ensure that the Council is able to achieve a balanced financial position and address the anticipated shortfall in 2015/16.

There were a number of variances from the approved budget, including the cost of Children in Care placements (overspend of £1m); the cost of Adult Care and Support services (projected overspend of £6.3m relating to care packages); provision of in-house services to Adults with Learning Disabilities (overspend of £0.6m); and the cost of supporting 16-18 year olds as they leave care (overspend of £0.5m). Projected variances of over £0.100m for individual service delivery units were detailed in the report. There were benefits from active treasury management of £0.9m, and £0.1m from additional dividend income from West Mercia Energy.

The capital programme totalled £133m, which included slippage from 2013/14. Spend was currently standing at around 5%. Funding for the programme included a significant amount of capital receipts anticipated to be delivered over the medium term. Current monitoring showed that around £32m of the budgeted value of £40m would not now be received in 2014/15, and that the revenue impact of these changes was included in the updated treasury projections.

Collection levels for Council Tax, NNDR and Sales Ledger debt were all slightly behind the targets set for the year.

In relation to the overspend in Adult Social Care, Councillor A.R.H. England, Cabinet Member for Adult Social Care, reported on the measures that were being taken to reduce costs and re-design the way in which services were delivered. There was likely to be a reduction in care packages, with a needs-based approach determining the key elements of the care that was to be provided.

RESOLVED –

- (a) that it be noted that the 2014/15 revenue spend is currently projecting to be overspent at year end, and that the Senior Management Team is implementing action plans to ensure savings are delivered so that the budget is brought back into balance by year end;**
- (b) that the position in relation to capital spend and receipts be noted, and that it is RECOMMENDED to COUNCIL that the new**

allocations and slippage detailed in Appendix 3 and the funding changes to the capital programme detailed at paragraph 6.2 of the report be approved;

- (c) that the collection rates for NNDR, council tax and sales ledger be noted.**

CB-22 YOUTH JUSTICE PLAN 2014/15

Key Decision identified as **Youth Justice Plan** in the Notice of Key Decisions published on 23 May 2014.

Full Council decision not subject to Call-in

Councillor P.R. Watling, Cabinet Member: Children, Young People & Families, presented the report of the Assistant Director: Family & Cohesion Services regarding the Youth Justice Plan which was prepared on an annual basis on behalf of Herefordshire Council, Shropshire Council, Telford & Wrekin Council and Worcestershire County Council. A copy of the Plan for 2014/15 was appended to the report.

The Youth Justice Plan was a statutory document that set out how youth justice services across West Mercia were to be structured, provided and funded. It identified a number of priorities, and key actions to address risks to service delivery and improvement. The Plan identified five main priorities for 2014/15 – reducing youth offending and protecting communities from harm; staff training and enablement; the second phase of restructuring of the Youth Offending Service; greater integrated working with other agencies/services; and ensuring that the Service had the information required to develop services and improve outcomes.

The report detailed current performance on key national indicators for First Time Entrants to the youth justice system, the use of custody, and re-offending rates. These all generally compared favourably in comparison with national and regional performance. The figure specific to Telford & Wrekin for use of custody had gone up, but this had been skewed due to three of the six custodial sentences relating to co-defendants for the same offence. It also provided information on progress made during the first quarter of the year towards the main priorities in the Plan.

RESOLVED –

- (a) TO RECOMMEND to COUNCIL that the Youth Justice Plan 2014/15 be approved;**
- (b) that the responsibilities of the West Mercia Youth Offending Service be noted.**

(Having previously declared an interest, Councillors S. Davies and A.R.H. England did not vote)

CB-23 **TELFORD & WREKIN SUPERFAST BROADBAND PROGRAMME**

Key Decision identified as **Telford & Wrekin Superfast Broadband Programme** in the Notice of Key Decisions published on 26 June 2014.

Councillor C.F. Smith, Cabinet Member: Housing, Development & Borough Towns, presented the report of the Director: Development, Business & Customer Service which set out the Council's approach to the roll-out of superfast broadband infrastructure in the Borough..

In June 2013, Government announced funding of £250m to extend the roll-out of superfast broadband infrastructure across the UK, with the aim of delivering speeds of more than 24Mbps to 95% of business and residential premises. Funding was being made available to local authority areas on the basis of supporting investments which were not cost effective to the private sector, and local match funding was required for all allocations. Using a gap funding model, BDUK (the funding agency) had determined that a funding package of £4m would achieve superfast coverage of at least 96% of premises within Telford & Wrekin. Full details of the proposed funding package and value-for-money analysis were set out in the report. £1.4m of the required £2m of matched funding had been identified through the re-prioritisation of the existing capital programme and use of one-off reserves. A bid for the balance of funding would be made to the Local Growth Fund via the Marches Local Enterprise Partnership. There would be additional costs of around £200k for project staff resources over the life of the programme (Sept 2014 to June 2017).

If approved by Cabinet, a formal funding request would be submitted to BDUK, and the report set out further details of the funding allocation process. If successful, it was recommended that a new mini-competition using the existing BDUK Broadband Procurement Framework was the most cost efficient and deliverable route of procurement. BDUK had extended the existing Framework (with BT and Fujitsu).

Members welcomed the report, and stressed the importance for the competitiveness of local businesses of having access to superfast broadband. This was a much better scheme to the Rural Broadband Programme, and the Council's proposed investment would bring significant benefits in terms of better access in rural areas, of being a key driver for enterprise and growth, and to ensuring that all new housing developments had access to superfast broadband.

RESOLVED –

- (a) that the funding request to BDUK for the delivery of superfast broadband speeds across Telford & Wrekin as detailed within the report be approved;**
- (b) that Prudential Borrowing of £800k if the gap funding is not secured through other alternative routes be approved;**

- (c) That authority be delegated to the Director for Development, Business and Customer Service, in consultation with the Cabinet Member for Housing, Development & Borough Towns, to:
- Finalise with BDUK the Intervention Plan for superfast roll-out across Telford & Wrekin, following the results of the Open Market Review;
 - Undertake all actions necessary to finalise the funding package required to deliver the programme;
 - Procure a supplier to deliver the roll out programme as a call off from the BDUK framework agreement;
 - Draw up a Delivery Plan for the roll out programme in accordance with the priorities set out in the report and agree this with the successful supplier
- (d) that authority be delegated to the Assistant Director, Law, Democracy and People Services to execute all documentation required to give effect to the agreements reached in relation to (c) above.

CB-24 MARCHES LOCAL ENTERPRISE PARTNERSHIP UPDATE

Key Decision identified as **Marches Local Enterprise Partnership Update** in the Notice of Key Decisions published on 26 June 2014.

Recommendation to Full Council in relation to decision (c) below not subject to Call-in

Councillor K.S. Sahota, Lead Cabinet Member for the Local Enterprise Partnership, presented the report of the Director of Development, Business and Customer Service which updated Cabinet on a number of initiatives and developments regarding the Marches Local Enterprise Partnership (LEP).

On 7th July Government announced that the Marches LEP had secured £75.3m from the Government's Single Local Growth Fund to support a series of infrastructure investment projects to accelerate delivery of new jobs and homes. This included £10.4m in 2015/16 and £12.3m in 2016/17 of confirmed funding and a provisional award of £41.9m for projects starting in 2016 and beyond. This was in addition to £10.7m that the Government had previously committed as part of the Local Growth Deal funding for the area. The Government had selected projects to fund from the prioritised list set out in the Marches Strategic Economic Plan. As a result the Borough was anticipated to receive £18.8m investment over the next 2 years matched by £5.6m of public/private sector investment. This included £13.9m confirmed funding for the Telford Growth Package which would accelerate delivery of employment land at Hortonwood and open up a number of housing sites. Included on the list against the provisional funding award was £3.6m for the Telford Eastern Gateway supporting delivery of the flagship T54 employment site and £1.3m to relocate the bus station in Telford Town Centre.

In addition to the grant funding the Government has made a commitment to explore the potential for sharing land receipts from the sale of agreed HCA assets in Telford. The agreed local share would in part support a revolving Marches Investment Fund to drive further infrastructure delivery.

As part of agreeing the Growth Deal, Government was asking LEPs to put in place robust, collaborative, governance arrangements to ensure democratic accountability for expenditure and delivery of the agreed programme. It was proposed that a Joint Committee be set up including the Leaders of the 3 Local Authorities forming the Marches LEP to exercise the necessary executive functions in relation to the LEP. Further information on the proposed governance structure was appended to the report.

The Hereford Enterprise Zone at Rotherwas included over 60 hectares of land predicated to deliver c. 4200 jobs. With a proportion of the business rates uplift in future years to be invested across the LEP and a complementary sector based offer to Telford's own advanced manufacturing specialisms, the Borough had a vested interest in the success of the Zone. It was therefore proposed that the Council join the Member Board of the Hereford Enterprise Zone Ltd company as a stakeholder member.

The report also provided an update on work by the Marches LEP to establish an EU Investment Strategy to draw down the notional allocation of £98m European Structural Funding to support economic growth in line with EU priorities.

Members welcomed the news that the majority of money for Telford & Wrekin under the Local Growth Deal had been secured, and that there was a clear message from Government for investment in Housing and Jobs.

RESOLVED -

- (a) that the establishment of a joint committee to exercise executive functions in relation to the Marches LEP, and the proposed constitution for the joint committee, as outlined in Appendix 1 of the report, be approved, and that decision-making powers of the joint committee be delegated to councillor representatives appointed to it;**
- (b) that Telford and Wrekin Council becomes a Stakeholder Member of the Hereford Enterprise Zone Company Ltd, with authority being delegated to the Director, Development, Business & Customer Services, or their representative, to represent the Council, and take decisions on behalf of the Council, at meetings of the Stakeholder Member Board;**
- (c) to RECOMMEND to COUNCIL that the Growth Deal Funding from the Marches LEP be approved and that it be applied to deliver the projects for which the funding has been allocated.**

- (d) **that authority be granted to the Director, Development, Business & Customer Services, in consultation with the Cabinet Member for Finance & Enterprise, to negotiate with the Marches LEP and the Government regarding a potential HCA land receipt sharing agreement.**

CB-25 PROCUREMENT UPDATE

Key Decision identified as **Procurement Update** in the Notice of Key Decisions published on 26 June 2014.

Councillor W.A.M. McClements, Cabinet Member: Finance & Enterprise, presented the report of the Assistant Director: Law, Democracy & People Services which updated Cabinet on the Council's Procurement Intentions Document, Social Value Policy and general progress with effective procurement.

Over the last 6 months the Procurement team had continued to support the Council in achieving value-for-money commissioning, and the indicative savings realised (both cash and non-cashable) were detailed in the report. Appended to the report was the latest Procurement Intentions document, which detailed the procurement activity for the next 6-12 months. The key activities in the document were the Stop Smoking Services procurement, the Children's Regional Residential Framework tender and the Managed Services to Temporary Agency Resources agreement. Further details on these functions were set out in the report.

Under the provisions of the Public Services (Social Value) Act 2012, the Council was required to consider how the economic, social and environmental wellbeing of the Borough might be improved through commissioning and procurement of its services. Appended to the report was a draft Social Value Policy which set out links to Council priorities and how social value would work in practice. There would be an annual report to Cabinet on how social value targets had been achieved. A precursor to this approach was the way in which the procurement for the Solar Farm (as previously agreed by Cabinet) had been undertaken. The market had been told at the outset that the local supply chain would be notified who the key bidders were, so that they could proactively engage at the tender stage. This appeared to be working, with all the bidders looking to use local businesses and suppliers.

RESOLVED -

- (a) **that the updates to the Procurement Intentions document be noted, and that the delegation (where required) to the appropriate Officers to progress new procurements be approved;**
- (b) **that the Social Value Policy be approved.**

Councillor A.R.H. England, having previously declared an interest, withdrew from the meeting room before consideration of the next item.

CB-26 AFC TELFORD – AMENDMENTS TO LEGAL AGREEMENTS

Non-Key Decision

Councillor S. Davies, Cabinet Member: Neighbourhood Services, Employment & Skills, presented the report of the Director of Development, Business & Customer Service, which sought agreement to alterations to the legal agreements and leases relating to the West Stand at AFC Telford.

New College had recently purchased the West Stand and Whitehouse Hotel to create a hotel and catering college resource. In respect of the West Stand, amendments were required to some of the shared rights of access and some shared use of facilities to allow both parties (AFC Telford and New College) to run their respective operations. While some of these were dealt with by way of local agreement, they ran against, or were not covered in, the existing terms of the lease agreements that the Council (as freehold owner of part of the site) had negotiated. To successfully rectify these anomalies for the benefit of all parties, it was proposed that new documents should be prepared to include (but not limited to) a Collaboration Agreement to establish respective rights, Deeds of Variation to formally alter existing leases and/or agreements, and Deeds of Surrender to give up areas incorrectly leased to each other and, if necessary, new leases.

To take this forward, it was proposed that a working group be formed, to include representatives from AFC Telford, New College, the Council and community groups, to improve the offer from the overall facility for all residents in the Borough.

RESOLVED -

- (a) that authority be delegated to the Director of Development, Business & Customer Services, in consultation with the Cabinet Member: Neighbourhood Services, Employment & Skills, to negotiate and agree the terms for any variation/amendment, surrender and creation of any necessary legal agreements, including new leases, as may be required pursuant to the report;**
- (b) that authority be delegated to the Assistant Director: Law, Democracy & People Services to seal or sign any documents required to give effect to the recommendations contained in the report.**

CB-27 SPECIAL EDUCATIONAL NEEDS & DISABILITY REFORMS

Key Decision identified as **Readiness for Special Educational Needs (SEN) Reform** in the Notice of Key Decisions published on 26 June 2014.

Councillor P.R. Watling, Cabinet Member: Children, Families & Young People, presented the report of the Assistant Director: Children's Safeguarding & Specialist Services, which informed Members of the reforms being introduced by the Government relating to the needs of children and young people with Special Educational Needs and/or Disability (SEND).

The SEND reforms were enshrined in part 3 of the Children & Families Act 2014, and aimed to improve life chances through promoting early identification and intervention, and bringing together services to support children and young people through a single assessment process and appropriate plan. For those whose educational needs were more complex, there would be an Education, Health & Care Plan (EHCP). The aim was to promote choice and personalisation of provision, with children, young people and their families at the centre of the process.

The legislation was due to be implemented in September 2014, when new requests for Statements of Special Educational Needs would be met through EHCPs. It was expected that the Council would be compliant with the legislation. There was also the expectation that all existing Statements and 139A assessments were reviewed and converted to EHCP within 3 years. The Government had recognised the additional burden this would put on Councils, and had provided three separate grants to support the costs of the change.

Robust delivery arrangements were already in place to support the delivery of the main aspects of the reforms. The Council was already involved as a partner in a Pathfinder consortium of West Midlands authorities championing the new approach. In addition a re-structure of Children's Services, involving the formation of a Children's Specialist Service, had brought together key services to meet the SEND requirements. A Department for Education Advisor had expressed 'reasonable confidence' that the Council would deliver the reforms on time. However, there was a significant amount of work to be done over the next 12-18 months regarding the embedding of systems, transition arrangements and creating a culture change for staff, services and agencies.

RESOLVED -

- (a) that the progress towards readiness for implementation of the SEND reforms be noted;**
- (b) that authority be delegated to the Director of Children & Family Services, following consultation with the Cabinet Member: Children, Young People & Families, to approve and implement revised SEND policies to meet the requirements of the Children & Families Act 2014.**

CB-28 2013/14 END OF YEAR PERFORMANCE ANALYSIS AND STRATEGIC RISK REGISTER

Non-Key Decision.

Councillor R.A. Overton, Cabinet Member: Public Health & Public Protection, presented the report of the Managing Director, which presented an overview of 2013/14 performance against the Council's priorities and identified key risks in their delivery.

Appended to the report was a basket of performance indicators aligned to each of the Council's priorities. This showed where there had been improvements in performance and also which areas required improvement. The Cabinet Member highlighted three key areas from within the overall report:

- i) Education attainment – this had been a real success for the Council with the percentage of schools judged by OFSTED to be either “good” or “outstanding” rising over the past two years from 53% to 82.6%. There was still work to do though in raising attainment, in particular relating to Early Years Foundation Stage and the achievement of vulnerable pupils.
- ii) Job creation- The latest data for 2012 showed an increase of 2.600 (or 3.4%) in the number of jobs in the Borough. This compared to a national increase of just 0.7%. The overall unemployment rate in the Borough had continued to fall, and was now below the regional average. However, youth unemployment remained stubbornly high.
- iii) Ensuring that Neighbourhoods are safe, clean and well maintained – the rate of recycling of waste had remained static for the past three years. However, the new service introduced in April 2014 by Veolia was designed to increase the rate of recycling, with a target of 59% by 2019. The Council was also investing £8m capital and £1.6m revenue over the next two years in its Pride in Your Community programme to address environmental and social issues around the Borough.

Also appended to the report was the Strategic Risk Register for 2014/15, which set out the key risks that had been identified as potentially impacting on the Council's priorities, and the mitigating actions in place. The report also outlined the timetable for performance reporting throughout the remainder of 2014/15.

RESOLVED -

- (a) that the Council's performance for 2013/14 be noted;
- (b) that the reporting timetable for 2014/15 be approved;
- (c) that the Strategic Risk Register for 2014/15 be approved.

CB-29 DEDICATION OF BRIDLEWAYS AND A FOOTPATH ON COUNCIL OWNED LAND

Key Decision identified as **Dedication of Bridleways and a Footpath on Council Owned Land** in the Notice of Key Decisions published on 26 June 2014.

Councillor C.F. Smith, Cabinet Member: Housing, Development & Borough Towns, presented the report of the Assistant Director: Development, Business & Employment, which sought authority to dedicate five bridleways on Council-owned land at The Cockshutt, Wrockwardine Wood; Rough Park Way, Madeley; Halesfield 16; The Town Park; and Lees Farm to Meadow Pit in Madeley, along with authority to dedicate a footpath from Copperfield Drive to Marshbrook Way, Muxton.

All these routes were subject of outstanding applications for a Definitive Map Modification Order (DMMO) to have a way added to the map or reclassified as a bridleway. If Cabinet decided to dedicate the routes as public bridleways and a public footpath, a DMMO procedure was avoided which was likely to result in a reduced cost to the Council in terms of officer time and a possible public inquiry. Appended to the report were descriptions and maps of the proposed routes for dedication.

RESOLVED -

- (a) that the dedication of the five bridleways on Council owned land described in appendices 1-5 of the report, and the creation of a footpath on Council owned land described in Appendix 6 of the report, be approved;
- (b) that authority be delegated to the Assistant Director: Development, Business & Employment to agree the terms of the deed of dedication of the land described in appendices 1-5 of the report for use by the public as bridleways, and the land described in Appendix 6 of the report for use by the public as a footpath;
- (c) that authority be delegated to the Assistant Director: Law, Democracy & People Services to execute and complete such documentation as may be required to achieve the dedication of the land described in (b) above.

CB-30 EXCLUSION OF PUBLIC AND PRESS

RESOLVED – that the public and press be excluded from the meeting for the following item of business on the grounds that it may involve the disclosure of information relating to the financial or business affairs of any particular person (including the authority holding that information) and to information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime, as defined in paragraphs 3 and 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

CB-31 REGULATION OF INVESTIGATORY POWERS ACT 2000

Non-Key Decision

Councillor R.A. Overton, Cabinet Member: Public Health & Public Protection, presented the report of the Assistant Director: Law, Democracy & People Services, which sought approval for a revised and updated Council Policy relating to the provisions of the Regulation of Investigatory Powers Act (RIPA).

In March 2014 the Council received its bi-annual inspection from the Office of Surveillance Commissioners (OSC) which resulted in a positive inspection report with a finding that, overall, the use of RIPA powers had been appropriate. A copy of the OSC report was appended to the report. The OSC report recommended revision of the Council's RIPA Policy in relation to the duration of authorisations and the use of the internet and social networking sites for RIPA purposes. The Policy had been revised slightly in light of the OSC inspection, and was appended to the report. The issues raised had been briefed to authorising officers and a refresher training session was planned.

In terms of usage, during the period April 2013 – April 2014 the Council had not used any of its powers under RIPA.

RESOLVED -

- (a) that the revised RIPA Policy document, as appended to the report, be noted and approved;**
- (b) that the contents of the report be noted.**

The meeting ended at 6.42 pm.

Signed for the purposes of the Decision Notices

Jonathan Eatough
Assistant Director: Law, Democracy & People Services
Date: 30 July 2014

Signed:

Date:

BOROUGH OF TELFORD & WREKIN

CABINET – 18 SEPTEMBER 2014

SOLAR FARM UPDATE

REPORT OF THE MANAGING DIRECTOR

LEAD CABINET MEMBERS – CLLRS BILL McCLEMENTS & SHAUN DAVIES

1. SUMMARY

- 1.1 The Council has made a clear commitment to move towards a more commercial approach in order to support its drive to achieve a more sustainable financial position. This is essential to help offset the unprecedented reductions in central government funding experienced by the Council. A key part of this strategy is to develop new income streams, including developing a solar farm in the Borough.
- 1.2 This report gives an update on progress with the solar farm development to date and sets out the next steps for the project, including proposals for the sale of the electricity that will be generated.

2. RECOMMENDATIONS

- 2.1 That Cabinet note progress with the project to date as set out in Section 4.2;
- 2.2 That Cabinet agree the next steps in Section 4.3, including the recommendations regarding generation of income in Paragraph 4.3.14;
- 2.3 That Cabinet delegates authority to the Managing Director in consultation with the Cabinet Member for Finance and Enterprise and the Cabinet Member for Neighbourhood Services & Employment and Skills, to oversee the negotiation of the most economically advantageous income options for the project; and
- 2.4 Cabinet delegate authority to the Assistant Director: Law, Democracy & People Services to execute all legal documentation necessary to give effect to the recommendations contained within the report.

3. SUMMARY IMPACT ASSESSMENT

Community Impact	Yes	This initiative contributes to a number of the Council's priorities, including protecting and creating jobs as a Business Supporting, Business Winning Council. It also contributes to a key objective of reducing reliance on central government funding.
Financial & Value for Money Impact	Yes	The financial business case for the solar farm has been updated to reflect the following: <ul style="list-style-type: none">• The capital and operational expenditure as

		<p>per the successful bid</p> <ul style="list-style-type: none"> • Energy generation output as per the successful bid • Current PWLB borrowing rates (annuity over 25 years) • Current Feed In Tariffs rates (valid until the 31st December 2014) • Estimated Power Purchase Agreement rates for the sale of energy generated based upon soft market testing • Assumed RPI of 2.5% pa • A contingency of 5% of the base total projected income (indexed by RPI) • The advice of external commercial and technical advisors. <p>The updated financial model is summarised in Appendix 1 of this report. This demonstrates that over the life of the project (25 years) the solar farm is projected to deliver a net cumulative operating surplus of £4.4m.</p> <p>The figures in Appendix 1 assume that we sell the energy generated via a Power Purchase Agreement (PPA). As detailed within this report other options for the sale of the generated energy will be investigated and modelled in order to provide the most financially beneficial option for the Council.</p> <p>We will continue to provide financial advice and support to the project and during construction and operational stages.</p> <p>JAC 200814</p>
Legal Issues	Yes	<p>The Council has the power to generate and sell electricity as described in this report by virtue of the Local Government (Miscellaneous Provisions) Act 1976 (as amended in 2010). A number of legal issues have required advice throughout the duration of this project including procurement advice regarding the appointment of a contractor, contractual advice related to all contracts required to deliver the project and property and planning advice. Some of this advice has been provided by the in-house team but as this is a project of a specialist nature external advice has also been and will continue to be required at times.</p>
Other impacts, risks and opportunities	Yes	<p>A project team has identified and managed risks and sought to exploit associated opportunities throughout the project to date.</p>
Impact on specific wards	Yes	<p>The solar farm site is located in Hadley & Leegomery ward.</p>

4. INFORMATION

4.1 Background

- 4.1.1 This project involves the development of a commercial-scale solar farm of approximately 4MW capacity on an 11.7 hectare site at Wheat Leasows. The solar farm will be made up of more than 15,000 solar panels mounted on the ground. The panels will be fitted in rows on racking (see Figure 1 for proposed site layout).
- 4.1.2 The inverters and other equipment used will be housed in 2 buildings on the site. The electricity generated will be transmitted to the grid via an electricity sub-station. To reduce the visual impact of the development and for security purposes, fencing and landscaping will be installed around the site. The proposal is to operate the solar farm for approximately 25 years.
- 4.1.3 The solar farm development is part of the Council's wider energy strategy, which also includes improving energy efficiency and energy generation in Council buildings, promoting the Green Deal, a Government initiative to help local residents and businesses make energy saving improvements, and Business Switch and Save, a scheme to help businesses compare and reduce their energy costs.

4.2 Progress Update

- 4.2.1 On 19 September 2013, Cabinet considered an initial business case for the project. Based on this, Cabinet gave approval for the submission of a planning application to develop a solar farm at Wheat Leasows. Cabinet also gave delegated authority to the Managing Director and lead Cabinet Members to procure the design, build and operate contract for the solar farm.
- 4.2.2 Following this meeting, various pre-planning studies were carried out and a public exhibition was held in January 2014. More than forty people, including local residents and councillors attended the exhibition to give their views - 92% of those who completed feedback forms at the exhibition supported the Council's intention to use renewable energy to provide an income stream to protect front-line services.
- 4.2.3 The feedback from the exhibition and one to one meetings with the residents and school adjacent to the site was used to develop the final plans, which were submitted on 13 February 2014. Full planning permission was granted on 8 May 2014. In addition, a formal grid offer from Western Power Distribution to connect to the grid was received on 6 May 2014 and has now been accepted.
- 4.2.4 A 2-stage restricted procurement process has been carried out. The first stage was to issue a Pre-Qualification Questionnaire (PQQ) on 24 March 2014 inviting contractors to pre-qualify for the second stage of the process.

Twelve companies responded at PQQ stage and the six companies with the highest scores were invited to tender on 5 June 2014.

4.2.5 Following evaluation of the tenders in July 2014, the Preferred Bidder was IZEN energy systems NV, a Belgian company with a UK base in Staffordshire.

4.2.6 An updated financial model (Appendix 1) has now been prepared, which includes the construction and operation and maintenance costs submitted in the winning tender, the final grid connection offer costs and updated income assumptions (see also Section 4.3).

4.3 Next Steps

4.3.1 Work is due to commence on site mid-September 2014. The installation is scheduled to be completed by December 2014. A key task during this period will be overseeing works on site and ensuring that equipment is independently tested before the site is commissioned. A clerk of works has been identified to ensure that works on site are carried out to the required standard.

4.3.2 The other key priority is to agree the best income options for the project. There are two main income streams:

- Income from Government financial incentives for the generation of electricity; and
- Income from the sale of electricity generated.

4.3.3 In terms of income for the generation of electricity, there are two options – the Feed in Tariff (FiT) generation tariff or Renewable Obligation Certificates (ROC). To receive either FiT or ROC payments, the system has to be commissioned and registered with Ofgem (Office of the Gas and Electricity Markets). Once registered, the rate is set and paid for the next 20 years, and each year the rate is increased in line with the Retail Price Index (RPI).

4.3.4 The FiT is the simpler of the 2 schemes. The FiT generation tariff is paid for generating the energy, regardless of how that energy is then used. The generation tariff varies depending on the capacity of the installation. The generation tariff for this project is currently 6.38p per kWh (for installations registered by 31 December 2014). It is possible to pre-register with Ofgem in order to 'lock-in' current tariffs, provided an installation is then commissioned within a 6 month period. We would receive 100% of the FiT.

4.3.5 ROCs are aimed at larger operations and are more complex to administer. Certificates are issued for each MW of power generated (currently 1.4 ROCs for each MW). Currently, if we chose ROCs, we would receive 6.48p per kWh. Although this is slightly higher than the FiT, we would not receive 100% of the income (as 5 % would typically be paid in administration charges). In addition, 10% of the ROC price is variable, which makes income projections from ROCs more uncertain than for FiT.

4.3.6 We have discussed these options with our external advisors, who have suggested that we would get a comparable level of income from both options, but that the FiT is simpler and more predictable. As pre-registering for the FiT is free and does not bind us to pursuing this option, we have already commenced this process, which needs to be completed prior to completion of construction. An updated financial model is shown in Appendix 1. This includes an assumption that part of the income from the solar farm will come from the FiT generation tariff.

4.3.7 Regarding the income from the sale of the electricity, there are again two main options:

- Export to the grid and claim the Feed in Tariff (FiT) export tariff for putting the power generated into the grid; or
- Sell wholesale through a Power Purchase Agreement (PPA), basically a contract between the Council as the generator and a customer where electricity is sold wholesale in a single block. There are a variety of Power Purchase Agreements that could be considered, as discussed in Paragraph 4.3.9-4.3.13 below.

(Note: we have also previously considered and ruled out the option of a private wire. This would involve laying a cable between the generating station and a nearby user, whereby the user uses the power and pays directly for it. However, there are no users close enough to the site that would use sufficient amounts of power to make this option commercially viable).

4.3.8 The FiT export tariff is again the simplest option and would provide a guaranteed level of income for 20 years (currently 4.77p per kWh for installations registered by 31 December 2014).

4.3.9 There are a wide variety of Power Purchase Agreements (PPAs) that could be entered into. PPAs can be for any term, from a short term of 1-3 years, right through to a longer term of 10-15 years. The price will be dependent on the length of the arrangement. PPAs can be fixed or variable.

4.3.10 Unlike the FiT export tariff, the prices of Power Purchase Agreements are linked to the wholesale electricity market and are therefore more difficult to predict. Our external advisors have recently carried out some soft market testing re: PPA prices for this project, which have been used to update the financial model at Appendix 1. If we chose the PPA option, we would need to go out to the market for up to date prices by the end of September 2014.

4.3.11 Another variation is a netting PPA. This is a more complex agreement between the Council and our current electricity supplier.

4.3.12 Prices for a netting PPA would be higher than for a 'standard' PPA. Initial discussions with our supplier suggest that we could achieve the mid-point of the bid offer spread price (the difference between the immediate sale and purchase price). We are currently awaiting confirmation from our supplier about whether they would be interested in entering into a netting agreement with us for this project.

4.3.13 We have discussed these options with our external advisors, who have suggested that we should continue to pursue the option of a netting PPA with our current supplier at this stage. However, if we are not able to progress this, our reserve option should be to go out to the market to secure the most economically advantageous fixed-price PPA for 1-3 years. This recommendation is based on the fact that current prices for PPAs are higher than the export tariff. It should be noted, however, that we would be able to opt back in to the FiT export tariff once a year, therefore we would have the option at the end of any PPA agreement to review our options and if at any point, the export tariff delivered a higher income (for example if electricity prices started to fall), we could elect to opt back into the FiT export tariff. For modelling purposes, the updated financial model in Appendix 1 includes an assumption that part of the income from the solar farm will come from a fixed-price PPA.

4.3.14 In summary, it is recommended that we:

- Pre-register for the Feed in Tariff (FiT) generation tariff; and
- Investigate the option of a netting agreement with our current supplier, however if this is not possible go out to the market to negotiate the most economically advantageous Power Purchase Agreement.

5. PREVIOUS MINUTES

5.1 CB 30 – 19 September 2013

6. BACKGROUND PAPERS

6.1 None.

Report prepared by Felicity Mercer, Co-operative and Commercial Projects Manager, Tel: (01952) 380136. Financial model prepared by Julia Copus, Finance Manager, Tel: (01952) 383775.

SOLAR FARM UPDATE - CABINET 18TH SEPTEMBER 2014

Appendix 1) - Updated Summary Financial Model

Construction of one 4MW site covering 11.7 hectares on site owned by TWC in Wheat Leasows

The financial model summarised below reflects the following:

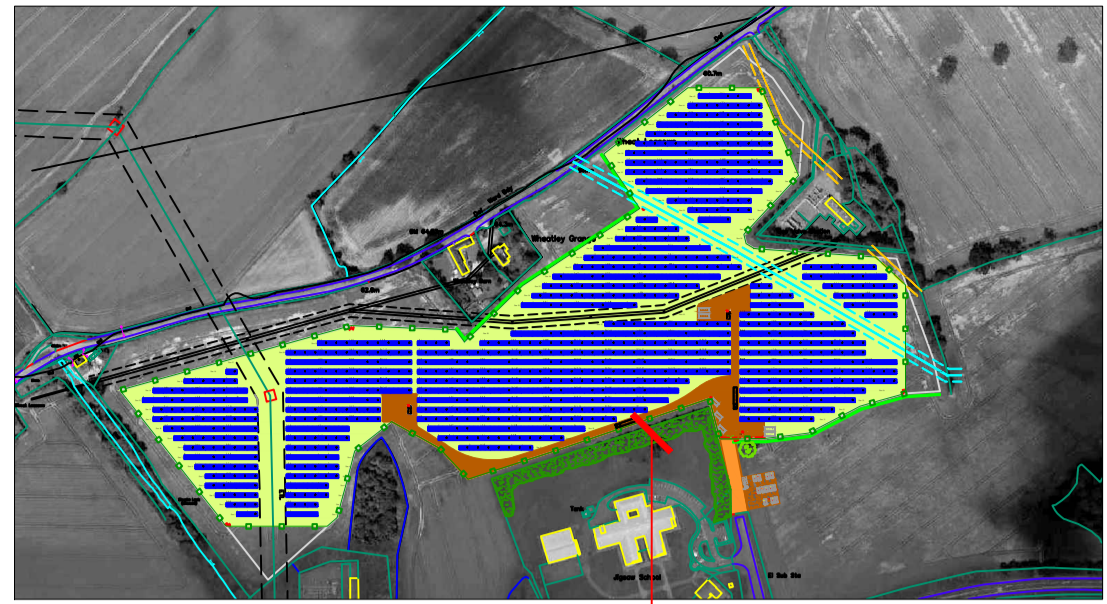
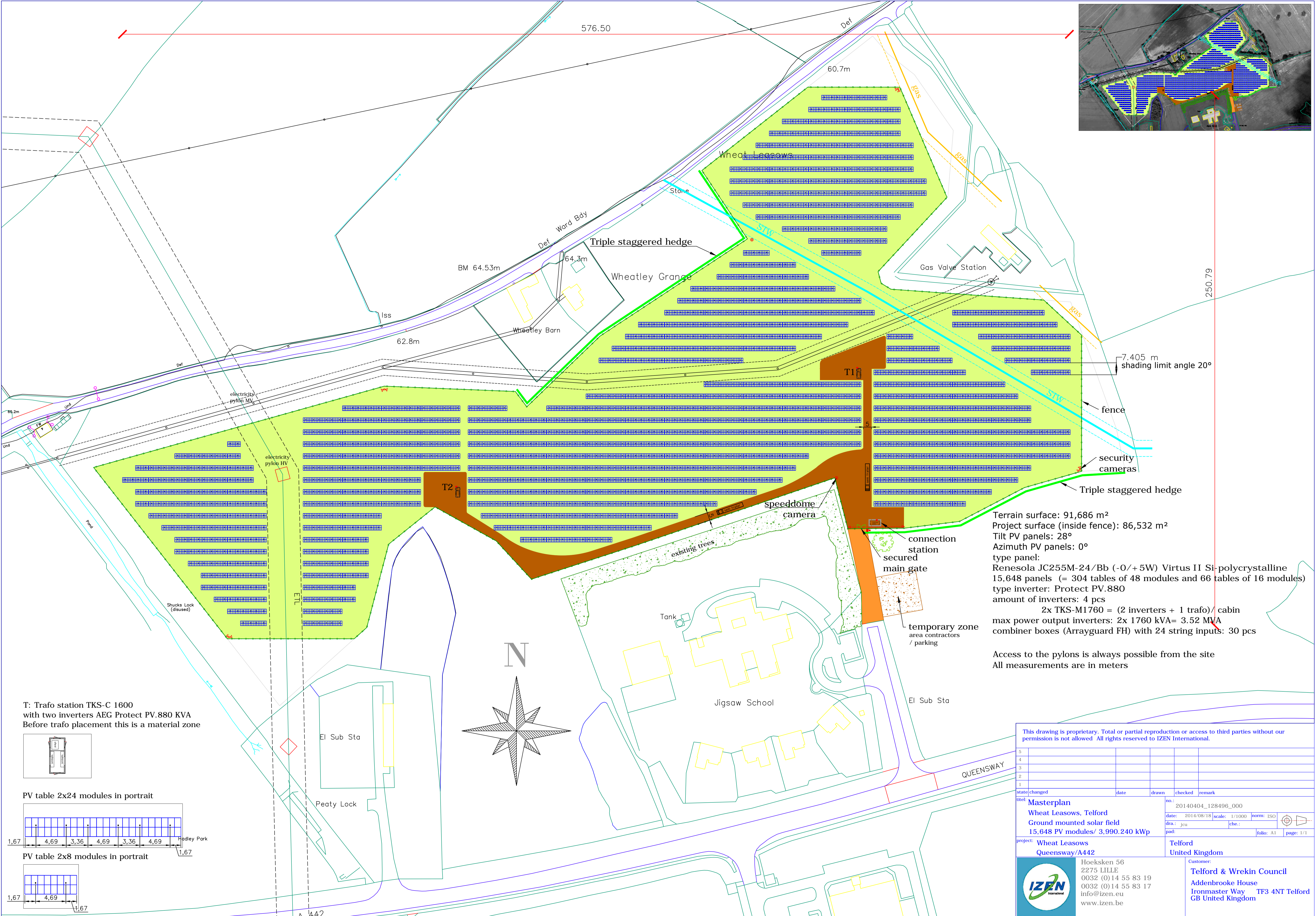
- * capital and operational expenditure as per the bid submitted by the preferred bidder
- * energy generation output as per the bid submitted by the preferred bidder
- * current PWLB borrowing rates
- * current Feed In Tariff rates
- * Estimated Power Purchase Agreement rates for the sale of energy based upon soft market testing
- * Contingency of 5% of total projected income
- * The advice of external commercial and technical advisors

NB: Income reduces after year 20 as the Feed in Tariffs are only payable for 20 years. Options for the future viability of the solar farm will be considered at this time.

	Net (Surplus)/deficit 2015/16 Year 1	Net (Surplus)/deficit Year 2	Net (Surplus)/deficit Year 3	Net (Surplus)/deficit Year 4	Net (Surplus)/deficit Year 5	Net (Surplus)/deficit Year 10	Net (Surplus)/deficit Year 15	Net (Surplus)/deficit Year 20	Net (Surplus)/deficit Year 25	Net (Surplus)/deficit Total
Updated Summary Financial Modelling										
Total income generated	(490,684)	(499,897)	(509,264)	(518,786)	(528,467)	(579,305)	(634,378)	(693,921)	(360,188)	(13,633,907)
Total expenditure including financing costs	341,576	340,490	343,169	345,915	344,748	359,387	375,951	394,691	411,441	9,222,742
Total Annual Operating Surplus	(149,108)	(159,407)	(166,095)	(172,872)	(183,719)	(219,917)	(258,427)	(299,230)	51,253	(4,411,165)

Last updated 5th Sept 2014

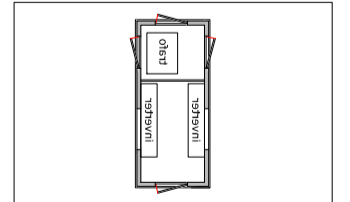
JAC



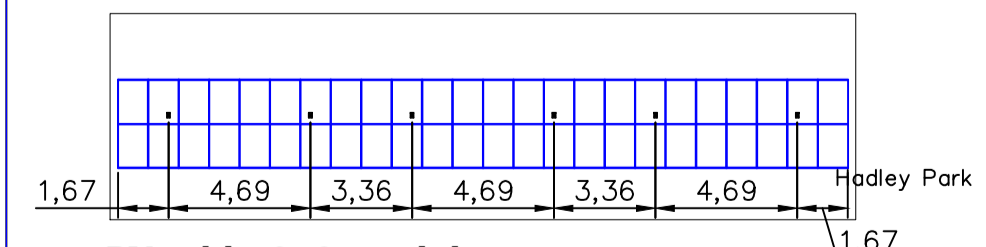
Terrain surface: 91,686 m²
 Project surface (inside fence): 86,532 m²
 Tilt PV panels: 28°
 Azimuth PV panels: 0°
 type panel: Renesola JC255M-24/Bb (-0/+5W) Virtus II Si-polycrystalline
 15,648 panels (= 304 tables of 48 modules and 66 tables of 16 modules)
 type inverter: Protect PV.880
 amount of inverters: 4 pcs
 2x TKS-M1760 = (2 inverters + 1 trafo)/cabin
 max power output inverters: 2x 1760 kVA = 3.52 MVA
 combiner boxes (Arrayguard FH) with 24 string inputs: 30 pcs

Access to the pylons is always possible from the site
 All measurements are in meters

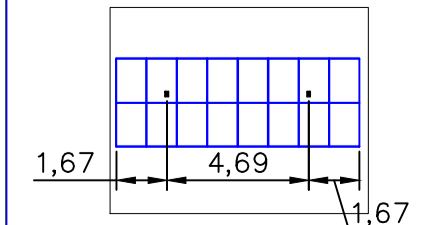
T: Trafo station TKS-C 1600
 with two inverters AEG Protect PV.880 KVA
 Before trafo placement this is a material zone



PV table 2x24 modules in portrait



PV table 2x8 modules in portrait



This drawing is proprietary. Total or partial reproduction or access to third parties without our permission is not allowed. All rights reserved to IZEN International.

state	changed	date	drawn	checked	remark
1					
2					
3					
4					
5					

Masterplan
 Wheat Leasows, Telford
 Ground mounted solar field
 15,648 PV modules/ 3,990.240 kWp

no.: 20140404_128496_000
 date: 2014/08/18 scale: 1/1000 norm: ISO
 dra.: jcu che.:
 pad: folio: A1 page: 1/1

project: Wheat Leasows
 Queensway/A442

Telford
 United Kingdom

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TELFORD & WREKIN COUNCIL

**CABINET - 18 SEPTEMBER 2014
COUNCIL - 27 NOVEMBER 2014**

REGENERATION OF HOLLINSWOOD CENTRE

REPORT OF ASSISTANT DIRECTOR: DEVELOPMENT, BUSINESS & EMPLOYMENT

LEAD CABINET MEMBER: CLLR SHAUN DAVIES

PART A – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

1.1 On 9 January 2014, Cabinet approved a £1m investment in the regeneration of Hollinswood local centre. Since then, officers have been working with members, partners, residents and Hollinswood & Randlay Parish Council to develop proposals and secure additional funding to supplement this investment and secure the delivery of a scheme which will transform this area. This report seeks approval for the regeneration proposals and the associated funding package.

2. RECOMMENDATIONS

- 2.1 That Cabinet notes and approves the regeneration proposals set out in the report.
- 2.2 That Cabinet delegates authority to the Assistant Director of Development, Business & Employment, in consultation with the Cabinet Member for Neighbourhood Services & Employment and Skills, to submit an application for planning permission in respect of the Scheme.
- 2.3 That Cabinet delegates authority to the Assistant Director of Development, Business & Employment, in consultation with the Cabinet Member for Neighbourhood Services & Employment and Skills, to:
- 2.3.1 Negotiate and finalise the terms for demolition, acquisition and disposal of land, buildings and third party interests required to deliver the Scheme;
 - 2.3.2 Take all steps necessary to facilitate the delivery of the Scheme;
- 2.4 That Cabinet delegates authority to the Assistant Director: Law, Democracy & People Services to take all steps necessary to facilitate land assembly and otherwise to deliver the Scheme including the execution of all documents and any agreements required to give effect to recommendations in this report.
- 2.5 That Cabinet approves the capital expenditure as detailed within this report and the required adjustments to the capital budget and allocations.
- 2.6 That Cabinet recommends to Council that Prudential Borrowing of £200,000 be approved if the capital receipts funding as detailed in this report is not secured.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	The proposals within this report directly contribute towards the following priorities: <ul style="list-style-type: none"> • Protecting and supporting our vulnerable children and adults • Ensuring that neighbourhoods are safe, clean and well maintained • Regenerating those neighbourhoods in need and work to ensure that local people have access to suitable housing
	Will the proposals impact on specific groups of people?	
	Yes	The proposals contained within this report will impact on residents of Hollinswood, Adults with Learning Difficulties and businesses within Hollinswood
TARGET COMPLETION/DELIVERY DATE	<p>Consultation and Design: August - October 2014</p> <p>Planning: October – December 2014</p> <p>Tender & Contractor Appointment: October - December 2014</p> <p>Start on site: January - February 2015</p> <p>Works complete: January 2016</p>	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes	The capital cost of the proposals is estimated at £2,405k which will be funded from existing capital programme approved allocations (£1,579k) and use of one off revenue reserves of £8k and capital receipts related to the proposed development of £718k. It is assumed that the Parish Council are able to identify funding to cover the costs associated with improvements to the community centre, currently estimated at £100k. Should all the capital receipts not be realised, then £200k of prudential funding is required to support the project. Full details are contained in Section 5 of this report.
LEGAL ISSUES	Yes	The Council has the power to acquire land as described in this report and also has the power to carry out the additional recommendations as described. All contracts awarded by the Council are subject to the Councils' Contract Procedure Rules and may also be subject to EU regulation. Should specific issues arise during the project legal advice will be given.
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	Risks and opportunities associated with this proposal are highlighted within the body of the report.
IMPACT ON SPECIFIC WARDS	Yes	The proposal is within The Nedge Ward.

PART B – ADDITIONAL INFORMATION

4. INFORMATION

Context

- 4.1 Hollinswood is located approximately 1km from Telford Town Centre, within the Nedge Ward. It is accessed via three Roads; Deercote, Downmead and Dale Acre Way which form the major perimeter. Three independent car parks serve the centre and a number of footpaths cross through and around the local centre.

- 4.2 The local centre comprises of a supermarket, three retail units (hot food takeaway, hairdresser's salon and pharmacy) with three flats situated above, a community centre, public house and doctor's surgery. The majority of facilities/services are owned and managed by Telford & Wrekin Council's Property Investment Portfolio (PIP). Two of the flats are privately owned as is the doctor's surgery. The Woodcutter Pub has recently been purchased by Telford & Wrekin Council as part of the proposed regeneration project. The first floor of the Community Centre is leased as a doctor's surgery and the ground floor is regularly hired by various community groups. The surrounding houses and flats are a mixture of privately rented, owner occupier and Wrekin Housing Trust leasehold properties. Appendix 1 shows the existing layout and land ownership.
- 4.3 Hollinswood Local Centre was constructed in the 1970's and consists of a rectangular shaped square of inward facing shops and community facilities. It is viewed by the local Parish as unattractive, outdated, unsafe, subject to vandalism, and is set back from the main roads and through routes. The Woodcutter Public House is also in a state of decline and some of its customers have contributed to the problems of the area. These factors discourage business and safe pedestrian thoroughfare. The physical environment of the centre makes it a focus for many of the social and community problems in the area with growing issues of crime and anti social behaviour. Photographs attached within Appendix 2 indicate the poor quality of the existing environment.
- 4.4 These concerns were evidenced in the 2011 'The Nedge Ward Profile' resident survey which collected views on the Borough and Ward as a place to live. The key issues from the survey were that:
- Resident's satisfaction about their local area was low, being ranked 21 out of 33 wards.
 - Only 50% of respondents felt the Council was making the area a better place to live.
- 4.5 In response to this, in January 2014, Cabinet approved a £1m investment in the regeneration of the local centre as part of the 'Pride in Your Community' programme which seeks to significantly improve residential and employment areas including district centres and borough towns. Over the past few months, officers have been working cooperatively with Hollinswood residents, public sector partners, and businesses to develop proposals which will deliver major improvements to the area and improve linkages to Telford Town Centre.

Regeneration Proposals

- 4.6 In this context, and drawing on the experience of recent regeneration schemes in other local centres within the borough where similar issues are experienced, regeneration proposals have been developed to reinvigorate the Hollinswood Local Centre, promote business opportunities, improve linkages to the Town Centre and enhance community facilities. The main components of the scheme include:
- Demolition of the existing pub, The Woodcutter
 - Demolition and replacement of the existing shops and residential units
 - Construction of a new Activity Hub for adults with learning difficulties
 - Enhancements to and extension of the community centre.
 - Residential development (optional)
 - Rationalisation of open space and parking, landscaping improvements and improved linkages to the Town Centre

These components are shown in plan in Appendix 3 and described in more detail below.

- 4.7 **Demolition of the Woodcutter Public House:** The Woodcutter Public House was recently purchased by the Council in a mortgagee sale to facilitate regeneration proposals. The tenant vacated the property at the end of August and planning approval has now been secured for demolition. Ecological surveys have revealed bat roosts and in order for them to relocate; the demolition has been programmed for November. Demolition will make way for the development of new shops and homes.
- 4.8 **Demolition of and replacement of existing shops and residential units:** The existing shops were built in the 1970s and are now tired and uninviting. There are 3 flats on the first floor, two of which are privately owned with the third being owned by Wrekin Housing Trust (WHT). The poor quality buildings are not befitting of a modern local centre and as such the proposals include for demolition of the shops and flats and the construction of a new two storey building on the site of the Woodcutter pub to provide new retail units and three new apartments above the supermarket. All tenants, both retail and residential, have confirmed they will look to relocate to the new building but it is critical that discussions are progressed with both owners and occupiers ahead of the wider consultation to ensure that those most directly affected by the proposals have an opportunity to hear about them as soon as possible. If residents do not want to move into the new flats they would be offered support through the re-housing process. Within the costings it is assumed that residential units are sold on a long lease to tenant of the supermarket. Costings also assume that retail units are fully fitted out to facilitate a seamless relocation of tenants.
- 4.9 **Activity Hub for ALD:** To complement the regeneration proposals the masterplan includes for the development of an Activity Hub which has been designed to cater for adults with learning difficulties. The Hub is designed to combine some of the services currently offered elsewhere such as The Bridges, Halesfield 22, Lakeside and The Severns and will add to the overall cohesion of the development. The inclusion of the building within the Hollinswood scheme will result in added reinvigoration and energy to the Town Centre. A separate report to cabinet outlines the business case behind this proposal.
- 4.10 **Enhancements to the Community Centre:** The existing Community Centre building is of similar architectural style to the surrounding residential area and shops being constructed of the same era. Condition surveys of the Centre have shown the building is in good health and has been maintained to a relatively high standard. Lighting upgrades were undertaken in 2003 and a lift was installed to provide disabled access to the first floor. A new boiler was also installed in 2012. Minor upgrades and some internal refurbishment works are proposed for the Community Centre. These works include renovation to the entrance and also the formation of additional storage and a meeting room internally. Some external revitalisation is also proposed in order for the building to blend with the new buildings. The Centre is leased by the Council to the Parish, and match funding will be sought from the Parish Council to support these works. Should the funding not be received, the project will be amended accordingly.
- 4.11 **Residential Development (option):** There is the option, subject to a more detailed feasibility, to include further residential development as shown in Appendix 3. This could deliver around seven two bedroom units close to the centre. It is likely that this would be delivered as part of a second phase if viability can be proven, and a further report will be brought to cabinet with an associated business case before this component of the development proceeds.
- 4.12 **Rationalisation of open space, parking and landscaping improvements:** The existing centre comprises of a series of disconnected open spaces and car parking. The proposals seek to rationalise this by creating a central parking area surrounded by new

development. High quality paving and planting will be introduced in key spaces, for example immediately outside of the community centre, to provide a focal point for community based activity and events.

- 4.13 The Council owns all land in the centre of Hollinswood that is required to enable the proposed re-development to take place, but does not own all assets involved. In addition there are long standing tenants in residence which are expected to relocate to the new flats above the new retail. However these negotiations are ongoing and as such delegated approval is sought to conclude negotiations with the landlord and tenants of these properties with a view to ideally relocating them within the new development.

Policy Context

- 4.14 The Central Telford Area Action Plan (CTAAP) 2011 provides a stimulus and guidance for new development in the town centre and surrounding areas of Central Park including Hollinswood. The spatial strategy seeks to change the way the town centre currently works and one of the key components of this plan is improving linkages to the Town Centre through regenerating Hollinswood and Malinslee. Two policies have been developed in order to support both the CTAAP and the spatial strategy which are consistent with regeneration proposed here:
- SA1 – The existing shopping area – Strategic Pedestrian/Cycle Link B from Hollinswood to the existing shopping area;
 - HO1 - Improved links to the town centre; Improvements to green spaces for children and young people, as identified in the Local Play Strategy (Policy CT19);
- 4.15 The proposals are in accordance with the Vision for the Hollinswood Character Area which seeks to; “support the ongoing regeneration of the area and encourage measures to achieve greater connectivity to the town centre for local people, by securing better physical links to the town centre.” The aim is to develop a high quality, sustainable, predominately residential environment in Hollinswood, with associated improved community facilities. This will include enhancing open spaces and improving links to the Town Centre.
- 4.16 The Pride in Your Community programme focuses on aspects of the environment that are important to residents, such as roads, litter, trees and areas of open space. It is also aimed at improving areas where businesses are located to support new and existing businesses. The Hollinswood scheme has been developed to meet the aims and objectives of the ‘Pride’ initiatives.

Social Regeneration

- 4.17 There are a number of opportunities to improve outcomes for residents in Hollinswood through the proposed regeneration scheme. The Index of Multiple Deprivation (IMD) 2010 indicates that the Hollinswood population live in an area ranked in the 10%-20% most deprived nationally, in terms of employment. Further, The Nedge has the worst youth female unemployment rate in the Borough of 41.1%. Though it is unlikely additional employment will be generated through this proposal, linkages to the Town Centre are to be improved, providing better access to emerging employment opportunities associated with Southwater and the extension of Telford Shopping Centre, both of which are expected to generate in excess of 2,000 new jobs. To coincide with the regeneration works it is proposed that additional community based support around employment and skills is introduced into the area in the form of a monthly Job Junction offering employability courses.

- 4.18 The Nedge Ward Profile 2011 identifies criminal damage and burglaries at rates which are higher than the Borough average. A primary aim of the regeneration is to 'open up' the Hollinswood Centre through the relocation of the retail area. This will create an open street scene with additional light which is intended to encourage consumer confidence and increase security. A CCTV upgrade will also provide greater surveillance and act as a deterrent.
- 4.19 Through the physical regeneration of Hollinswood local centre there is an opportunity to further build the capacity of the community. There is a high level of interest from the local Parish in improving the local area. Improvements to the community centre as well as introduction of the Activity Hub for ALD will provide an opportunity to further engage residents and to encourage greater involvement and ownership by the community in local resources. The physical regeneration work may also offer opportunities for employment and training for local people as it is likely local contractors will be involved in the build.

Community Engagement

- 4.20 To date, consultation has been predominantly with the affected tenants and the Parish Council. Wider community consultation will be undertaken during the first two weeks in September, with an open day held in the Community Centre on the 16th September. Consultation will also allow for the design to be fully developed through to a planning application in October. The scheme needs to fulfil the requirements and aspirations of the community as well as being commercially viable. It is therefore proposed that the engagement focus on refining the concept proposals and particularly:
- The detailed design, layout and enhancement of the new public realm and open space areas
 - Improving links between the Hollinswood centre and the town centre
 - Providing valued community assets
 - Maintaining a strong landscape structure which is characteristic of central Telford
 - Linking the proposal to the 'Pride in Your Community' investment initiative

Following Cabinet approval, the development team will continue to work closely with residents in order to deliver these improvements with an agreeable design. Consultation will be undertaken in accordance with the principles of the wider Pride programme.

Draft Timetable

- 4.21 The development is proposed to take place in 3 phases.
- Phase 1 (October 2014): Demolish the Woodcutter public house to make way for retail development.
 - Phase 2 (February 2015 – November 2015): Construct new retail block (supermarket, pharmacy, hair salon and hot food take away) with three flats above, Activity Hub, Community Centre improvements and associated landscaping.
 - Phase 3 (November 2015 to January 2016): Retail demolition and formation of the new car park.

5. FINANCE COMMENT

- 5.1 The indicative capital cost and sources of funding for the regeneration proposals in Hollinswood are summarised in the table below. As detailed in the report, the scheme will be delivered in conjunction with the development of the Activity Hub for ALD, the costs and funding for which are contained in a separate Cabinet Report.

	£'000s
Capital Cost	
Acquisition/decant and disturbance	375
Construction (including fees)	1,930
Community Centre works	<u>100</u>
	2,405
Sources of Funding	
Approved Capital Programme	
• Pride in Your Community	1,000
• Use of funding from the existing capital programme	401
○ Hadley	178
○ Asset Management Plan	8
Hollinswood Retail – Sinking Fund	100
Contribution from Parish Council	225
Capital Receipts – sale of newly constructed flats	293
Capital Receipts – balance of ALD property rationalisation	<u>200</u>
Capital Receipts – Hadley Local Centre	2,405

- 5.2 The approved capital programme includes a surplus of £401k originally identified for the regeneration of Hadley Local Centre. Through scheme development and competitive tendering it has been possible to reduce the scheme costs and deliver the regeneration proposals whilst realising a budgetary saving. This funding forms part of the original funding package agreed with Homes & Communities Agency (HCA) and if the Council are to retain this money, the HCA require this surplus funding to be reinvested in regeneration elsewhere in the borough. The HCA have approved the reallocation to Hollinswood in principal but this is subject to formal approval at the Housing, Economy & Regeneration Board diarised for early October 2014. Furthermore, the Hadley Local Centre project could realise capital receipts of circa £200k, although this figure could be higher dependant upon negotiations. It is therefore recommended that these receipts are also reprioritised to this programme with any required adjustments reported though the monitoring process. Should the capital receipts not be realised then it is requested that prudential borrowing of an equal amount be approved to support the project.
- 5.3 The approved capital programme includes £178,000 monies identified for general works and surveys, it is recommended that this funding be reprioritised to support the Hollinswood project.
- 5.4 Match funding will be sought from the Parish Council to support the enhancements identified for the Community Centre. Should the match funding not be secured, then the scope of works will be amended accordingly.
- 5.5 The total capital cost of the scheme includes the purchase of the existing retail flats and the sale of the newly constructed flats. The capital receipts figure in the table above includes £225k in respect of the sale of these flats, and £293,000 from the sale of corporate assets associated with the ALD property rationalisation element of the project to support the provision of the Activity Hub.

- 5.6 The new retail units will be managed by the Council's Property Investment Portfolio, the income from which will be used to supplement the income targets from the existing retail units.
- 5.7 Financial support will be provided throughout the project, to ensure the capital costs remain fully funded from within existing resources. Non funded elements will be revised or withdrawn from the programme as required.

Report prepared by Chris Goulson, Property & Design Service Delivery Manager 01952 38302

Appendix 1 – Existing Environment & Land Ownership Plan



Appendix 2 - Hollinswood Local Centre: Existing Retail and Community Facilities



Appendix 3 – Hollinswood Local Centre: Concept Proposal

Hollinswood Regeneration
Masterplan



TELFORD & WREKIN COUNCIL

CABINET - 18th SEPTEMBER, 2014

DAY OPPORTUNITIES FOR ADULTS WITH LEARNING DISABILITIES

REPORT OF ASSISTANT DIRECTOR – CUSTOMER SERVICES

LEAD CABINET MEMBER – CLLR ARNOLD ENGLAND

PART A) – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

- 1.1 To seek approval to build a new Activity Hub specialising in providing day activities which promote health, wellbeing and community engagement for adults with a learning disability (ALD) as part of the Hollinswood Regeneration programme.
- 1.2 To seek approval to refurbish, remodel and extend the Severns Day Centre to become the preferred destination for adults with profound and multiple learning disabilities (PMLD) who require specialist care and support to engage in a wide range of activities.
- 1.3 To make improvements to the outside walkway on the 1st floor of Downing House Residential Home for ALD service users to bring the floor back into full operation, making it accessible to a wider client group.
- 1.4 Once the new buildings outlined in 1.1 and 1.2 above are available for occupancy the day opportunity service offer for ALD service users currently provided from Halesfield Day Centre and Lakeside Centre in Stirchley will cease and be transferred for delivery from the new buildings outlined above along with Unit TEN.
- 1.5 Plans will also be developed over the next 12 months, in partnership with service users and their parents/carers/guardians to provide additional day service activities from other community based buildings, along with an activity programme to include visits to the cinema, football games etc..
- 1.6 The capital receipts from the sale buildings currently and previously used by ALD services, and which are outlined in the Summary Impact Assessment, will be utilised to fund the developments outlined above. This investment is just one of the improvements being made to improve the quality of service we offer to ensure we are the provider of choice for adults with a learning disability and longer term other client groups as we diversify our offer.
- 1.7 The outcome of a wide ranging consultation and engagement programme undertaken in 2012/13, regarding the future provision of services for ALD service users referred to as 'New Options', is enclosed in **Appendix A**. The proposals in this particular report respond to some of that feedback. Further reports may therefore be presented to Cabinet regarding the provision of residential and community support services for ALD service users, once those services have

been reviewed and the feedback from the New Options consultation fully considered. However, at present there are no planned changes to report on.

2. RECOMMENDATIONS

- 2.1 That Cabinet approve the construction of an Activity Hub for adults with a learning disability as part of the Regeneration Plans for Hollinswood, in response to previous stakeholder consultation which was in favour of an activity hub.**
- 2.2 That Cabinet approve the remodelling, refurbishment and extension of the Severns Day Centre to a specification to meet the needs of adults with profound and multiple learning disabilities.**
- 2.3 That Cabinet approve the improvements to the first floor walkway at Downing House Residential home, to make the first floor more accessible and available to a wider group of service users who require residential or respite care.**
- 2.4 That Cabinet delegate authority to the Assistant Director of Business Development and Employment to negotiate and dispose of freehold interest in the Operational properties/land as detailed in Section 4 and apply these capital receipts towards the funding of the scheme as detailed in the Summary Impact Assessment.**

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific community priorities	
	Yes	<i>Vulnerable children and adults</i>
	Will the proposals impact on specific groups of people?	
	Yes	These improvements will directly benefit adults with a learning disability who live in our borough and longer term those who live outside of our borough but who may wish to purchase their care package from Telford & Wrekin Provider Services.
TARGET COMPLETION/ DELIVERY DATE	Remodelling and extension to the Severns Day Centre – Summer 2015 New Activity Hub Build at Hollinswood – Winter 2015 Improvements to 1st floor walkway of Downing House – Summer 2015	
FINANCIAL/ VALUE FOR MONEY IMPACT	Yes	The Capital cost of the proposals of £1.378m are fully funded from existing capital allocations within the capital programme of £900,000 and £478,000 receipts from the disposal of buildings noted in this report. There are no changes to the net revenue position of the ALD service as a result of these proposals. Anticipated net savings in accommodation costs of £50,000 per annum will be reflected within the savings proposals for the Assistant

		<p>Director Development, Business & Employment.</p> <p>The proposal to build a new Activity Hub is part of the broader restructure currently underway in Adult Provider Services. The restructure will lead to a more business focussed approach and is estimated to deliver around £0.8m savings which will contribute towards the Service Area savings target and the Council's overall budget strategy.</p>
LEGAL ISSUES	Yes	<p>Outlined in detail in the report to follow on the agenda regarding the regeneration of Hollinswood of which this project is a key part</p>
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	<p>As a result of the deployment of personal budgets, service users and their carers/parents/guardians will have a much greater choice of which provider to purchase their care and support package from. There is a risk that the amount of personal budget allocated to each individual service user, following the social workers assessment of need, may not cover the full cost of their current level of attendance at day activity services. There is also a risk that service users choose to purchase their care from an alternative provider and not from the Councils in house service. Therefore it is essential that we offer not only a good service which is well located geographically but a service that is affordable and flexible from where it operates and the hours it operates from, whilst ensuring we can compete in the market place alongside other providers.</p> <p>These changes help to realise economies of scale and to operate from more efficient buildings with the aims of keeping transport costs to a minimum whilst supporting independent travel for those who are able to.</p> <p>The Equalities Impact has been considered and whilst the location of service provision will change the services will still be accessible to service users albeit from some different locations, with a number of enhancements being made to include access from a main bus route, reducing unit costs helping to keep the service accessible to those service users who may have a reduced personal budget, increased hours of opening including the opportunity for service users to attend for half days as required.</p>
IMPACT ON SPECIFIC WARDS	Yes	<p>Hollinswood & Randlay & Dothill</p>

PART B) – ADDITIONAL INFORMATION

4. INFORMATION

4.1 Introduction and Background

4.1.1 Consultation & Engagement

4.1.2 In 2012 and 2013 we carried out a large number of conversations with service users, parents, carers and stakeholders with regard to the future development of adult provider services. Having carried out a fact finding programme during Winter 2012/13 we were then in a position to deliver a comprehensive programme of consultation for three months during Autumn 2013. In total we received 1,243 interactions/comments which culminated in the summary report presented in **Appendix A**. We will now focus on supporting those individuals through transition to new services through case management and key working. It is essential that awareness is raised and service users and their families are prepared and supported to respond to the improvements to services outlined in this report and how these changes are going to affect them individually. Our approach will be to ensure we are communicating with all those people affected, providing clear, transparent and accessible information.

4.1.3 We have considered the feedback from the consultation and used it to establish some key principles on how these changes and any future proposed changes should be introduced. Our full principles for consultation are outlined in **Appendix B** however the key principles include:

- The need for clear, honest and timely communication
- The need to produce clear and individualised plans
- The need to involve the support of others
- Acknowledgment that for some the changes may be difficult.

4.1.4 Following endorsement by Cabinet of these proposals arrangements are being made to write to all key stakeholders to update them regarding these proposals and as promised by the Assistant Director, Customer Services who wrote in February of this year as a result of senior management changes for this service area. The purpose is to engage service users, parents, carers and employees in the the changes and to help design the service so that there is ownership and more importantly development of a day activity service that people want to attend. We are also in conversation with Taking Part an advocacy service for ALD service users who assisted in the early days of our consultation to help facilitate discussions. We will also be putting plans in place to discuss the logistics and individual plans for service users affected by these changes to ensure a smooth transition to our new service provision.

4.1.5 The consultation in 2012/13 concluded at the point when the public sector was faced with making more major savings following the reduction in Government funding for local authorities and before the deployment of personal budgets in adult social care services, both of which have impacted on the adult provider services landscape. The fact finding and consultation process was helpful however as it provided a view from a wide range of stakeholders regarding the current day services offer along with suggestions for improvement and change. Some of the feedback is outlined below:-

- *Service locations not on public transport routes – I can't use my bus pass*
- *It is really important to meet with friends. If we don't have specific building to meet in then we might lose touch with our friends*
- *Buildings too old, big and noisy*
- *What about arranging day trips to go to Wolves, Liverpool, football clubs*
- *Develop a pay as you go commercial arm to the service with core services funded by personal budgets*
- *Where buildings are under utilised or are in a poor state I completely agree they should be removed from the pool however money saved from closing buildings should help to provide funds to refurbish other properties*
- *I would prefer the council to maintain council run centres, though relocation into places which would be more convenient to users should be encouraged*
- *Service users are upset that they may not be able to attend Unit TEN*
- *There is no where listed in terms of buildings for complex needs service*

5.0 Proposed Changes to Day Services

5.1 New Activity Hub at Hollinswood

- 5.1.1 The proposed new Activity Hub for adults with a learning disability referred to in 1.1 and **Appendix C** will be a purpose built facility located in Hollinswood just 10 minutes walk from Southwater, the Shopping Centre and the Town Park, with all the excellent facilities this location has to offer. It's also located on a main bus route and close to the main bus terminal for the shopping centre, supporting service users who are able to, to use the bus to access our service. The building will provide a base from which a range of activities will be developed, along with extended opening times supporting attendance for just morning or afternoons if required. The new Hub is scheduled to open in January, 2016 subject to planning consultation. The closure of Halesfield Day Centre will coincide with the opening of the new proposed activity hub so that a managed transition can take place.
- 5.1.2 We will be looking to share the space within the new Activity Hub with the local community and encourage them to join in on some of our local activities in support of our ambitions to gain further integration of adults with a learning disabilities into our local community. (as well as making the building accessible if required during the evening).
- 5.1.3 Our aspiration is to work in partnership with the local town and parish council where appropriate making use of their building, which is co-located on the new Hollinswood site for the provision of community based activities at a time convenient to all key stakeholders. This aspiration to work together will be discussed more during the consultation stages of the planning application and thereafter before the hub opens.

5.2 Proposal for The Severns

- 5.2.1 Our Lakeside Day Centre in Stirchley specialises in providing day opportunities for adults with profound and multiple learning disabilities (PMLD). There are plans to

demolish this building as part of the Regeneration Plans for that site which includes a new school. In advance of this there is an opportunity to remodel, refurbish and extend one of our other Day Centres known as 'The Severns'. The Severns, in Wellington, is located on the same footprint as our 16 bedded residential unit for ALD service users 'Downing House'. The building will be redeveloped to a high specification to fully meet the needs of PMLD service users and this will include a sensory room, personal care facilities, therapy room, general activities and dedicated outdoor space.

- 5.2.2 Longer term there may be economies of scale with staff working across both Downing House and The Severns. A number of service users with PMLD already live at Downing House. Currently they are being transported to Lakeside and have to be woken early each morning to make the journey. A new service at The Severns will reduce transport costs and allow service users to get up at a much more acceptable time in the morning. The joint location will also offer the opportunity for people to use the service on a sessional basis.
- 5.2.3 The service users who currently attend The Severns will ultimately be able to access our new Activity Hub in Hollinswood. The timing of the two projects will mean that we need to identify interim alternative day opportunity placements for service users who currently attend The Severns, to allow for the refurbishment to commence. We will be supporting all service users through the transition as outlined in 4.1.3.
- 5.2.4 The day services at both Lakeside, The Severns and Halesfield will remain fully operational until the new Activity Hub at Hollinswood becomes available for use.

5.3 **Unit TEN**

- 5.3.1 There are no plans at present to make any major changes to TEN (Training for Employment Now). This service is currently delivered from Unit 10 Horsehay and provides support to adults with learning disabilities who wish to develop skills and move towards the world of work by engaging in practical work based training, in areas such as rustic furniture production, IT, office skills, craft, and retail. However, we do propose to re name the service: The Skills and Enterprise Hub and will look to offer a service to all vulnerable adult groups and explore opportunities to develop further enterprise initiatives such as TWIGS, (Telford and Wrekin Inclusive Gardening Services).

5.4 **Inclusive Education – Unit 11**

- 5.4.1 This service has temporarily been located within Unit 11 following the closure of the social education centre at TCAT. Inclusive Education and Inclusive Leisure will merge to become part of a wider Activity and Wellbeing Service and will be provided from our new Activity Hub/Community buildings. During this interim period we will be transferring the service from Unit 11 for delivery across our remaining day services including Lakeside, Severns and Halesfield. This incremental change has already started to take place with many service users now accessing the service from those different locations.

5.5 **Downing House Walkway – 1st Floor**

- 5.5.1 We will be making some improvements to the first floor outside walkway at Downing House. At present the walkway is made of metal and you can see through it and from a health and safety point of view there is a danger of shoe heels getting stuck. The format of the walkway is very off putting to both service users and visitors. Making these improvements will bring the first floor accommodation back into use making it accessible for a much wider group of service users.

5.6 **Shared Lives**

- 5.6.1 A separate report will be provided to Cabinet in the Winter of 2014 outlining our plans for the redevelopment and relaunch of our Shared Lives Scheme. The revamped scheme should be seen as complimentary to our Day Activity offer already as it will offer alternative day opportunity placements, as well as respite care and permanent placements for those unable to live in the community without support. The current scheme is primarily for adults with a learning disability however we have plans to develop the scheme to support a much wider client group.

6.0 **PREVIOUS MINUTES**

None

7.0 **BACKGROUND PAPERS**

New Options Consultation Programme Report to Cabinet 2013

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APPENDIX A

New Options Fact Finding Results

During 12/13 a programme of engagement sessions took place with Service Users, Family carers and Shared lives carers, staff and supporting agencies. A total of 368 interactions took place through engagement sessions or completed questionnaires. During the sessions three questions were posed:

What works well ?

What do you feel doesn't work well and why ?

What services need to be developed in the future to help services become more personalised, offer choice and control and be more cost effective ?

Feedback included:-

- Service Users are on buses for excessive time/travelling too far
- Service locations not on public transport routes – I can't use my bus pass
- Building facilities not designed with service users in mind
- Buildings too old, big and noisy
- Residential services to provide their own day service activities
- Develop a pay as you go commercial arm to the service with core services funded by personal budgets
- Activities that people want, at times to suit them and their family carers in local venues
- We want the opportunity to get the skills to get a job
- Services at Unit 10 should be more flexible in their opening and closing times
- My son needs social experiences, he has a carer who takes him to a cinema but its important for him to mix with his friends, people who he has met at the day centres
- It is really important to meet with friends. If we don't have specific building to meet in then we might loose touch with our friends
- What about arranging day trips to go to Wolves, Liverpool,football clubs
- Involve self advocates in the process of change. Invite Taking part.
- Consistency of staff is important
- Where building are under utilised or are in a poor state I completely agree they should be re removed from the pool however money saved from closing buildings should help to provide funds to refurbish other properties

APPENDIX A

New Options Consultation Report

December 2013

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1. Introduction

This document is a summary of the comments received through the New Options Consultation which opened on the 3 September and closed on 3 December 2013. A three month consultation period was felt to be proportionate given both the nature of the proposed changes and the significant number of people who were likely to be directly impacted by any resulting changes to the way Telford & Wrekin Council's 'in house' services are delivered.

Service users, family carers and staff likely to be affected by any changes were able to be directly targeted using Council databases. In addition partner agencies (advocates, providers etc) were notified of the consultation and invited to comment.

It should be noted that feedback has been collated in terms of comments rather than individual respondents. This is because people were invited to make as many comments as they felt they wanted to about any aspect of the model or implementation of changes.

Throughout the consultation period, several methods were used to gain feedback from service users, staff, and partner organisations. These methods included:

Public Meetings

This included an initial launch event to service users, family carers, staff and partner agencies. Further separate consultation sessions were offered throughout the Consultation period for different groups (service users, family carers and staff)

E mail, telephone, web, freepost, Twitter and Facebook

All responses were directed to the Community Engagement Team and participants were made aware that they could respond without identifying themselves. The only exception to this arrangement being the telephone enquiry line, which was directed to Care and Support where all questions could be more competently and accurately answered.

When responses were received by email and included questions about the proposed model, in all cases consent was sought in advance from the respondent before forwarding on to the Group Manager for Service Provision for a direct response.

Where known, records were made of whether responses were received from service users, parent carers, staff etc. However, as some people chose to respond anonymously, this was not always known.

All responses were periodically uploaded onto the Council website along with some Frequently Asked Questions (FAQ'S) and responses. Hard copies of these were sent out on request.

Support to service users in the consultation was given in the main by Taking Part, the local advocacy organisation for Adults with Learning Disabilities. Other local advocacy organisations had been made aware of the consultation and may have supported their constituents on an individual basis on request. A summary version of New Options was provided for service users.

While this report is concerned with public responses only, feedback from staff has been collated by the Community Engagement Team and forwarded for consideration and where necessary action to the Group Manager for Service Provision. Within the section on staff responses there are many references to the model and ideas for improving the way services are delivered. This section too should be considered when reforming and planning the final model.

The document is split into several themed areas and follows a consistent layout;

- Overall information
 - Number of responses
 - Method of response
 - Theming

- Individual Theme
 - Statistical information including response numbers and method of receipt
 - Comments and observations of note

This final report does not include all the appendices of all the comments received however they can be made available on request for decision makers who require a breakdown of the detail. The comments included in this report serve only to illustrate the type of response received; they do not carry any additional weight to any other comment received. All comments should be read and noted.

The Group Manager for Service Provision regularly received the full comments during the consultation process, which included all staff comments. All comments have also been published online.

2. Overall information

There have been a total of 875 comments recorded.

Method of Comment	Number received
Event/meeting	644
E-mail	84
Phone call	13
Paper	48
Web entry	86
Twitter	1
Facebook	0
Total	875

There has been a range of different people providing comments;

Respondent	Number received
Service User	406
Parent/Carer	306
Partner Organisation	37
Cabinet Member	1
Unknown	91
Shared Lives Carers	34
Total	875

These comments were initially themed in the early days of the consultation to assist with the analysis, picking out areas of commonality;

Theme	Number received
Personal budgets	81
Model	559
Costs and market options	30
Transport	39
Support with the changes	74
Staffing issues	13
Consultation process	57
Saving money / wider budget decision	22
Total	875

In some circumstances themes have been further divided, where necessary, and their content will be covered in each thematic area.

3. Personal budgets

There have been a total of 81 comments recorded.

Method of Comment	Number received
Event/meeting	60
E-mail	11
Phone call	1
Paper	2
Web entry	7
Twitter	0
Facebook	0
Total	81

There has been a range of different people providing comments;

Respondent	Number received
Service User	6
Parent/Carer	49
Partner Organisation	3
Cabinet Member	1
Unknown	7
Shared Lives Carers	15
Total	81

The comments about personal budgets were further characterised;

Theme	Number received
Awareness and understanding	16
Assessments and eligibility	32
Support in managing personal budgets	5
Unknown	28
Total	81

The following comments have been identified as having particular interest in that they represent a unique comment or a comment typical of multiple comments that are either supporting, challenging, or of note. They are not weighted nor does their order represent a level of response.

The issue of personal budgets generated many comments and questions. Early into the consultation it became apparent that there was some considerable work to do communicating clearly and widely what personal budgets were and how they worked. One consultation response summed up the issue in that 'understanding personal budgets was key to the whole proposal'.

Awareness and understanding

- There needs to be an understanding of personal budgets-this underpins the whole consultation
- All Councillors need training on personalisation, we will be asked about it and we don't understand how it will work.
- I don't understand personal budgets.
- The people may not understand the proposals or they may lose money.

Assessments and eligibility

Specific questions about how the personal budgets would work for individuals, including how much care they would purchase were among the most frequently asked questions of the consultation, as was reflected in the Frequently Asked Questions (FAQ's) sheet produced alongside the consultation. As the Assessments will not start until after the consultation has ended an outline of the individual's position was not possible to give when directly responding to questions.

- What is the likely weekly amount people would get for their personal budgets?
- Can you use personal budgets to pay for transport costs to college?
- It's really important to take account of the social and pastoral needs of individuals. We know a service user who loved doing 'an activity' and had the means to resource it but wasn't able to continue the course because it became focussed on work outcomes which she wasn't up for. If you had been able to self fund the course she would have done. Even better if she could have teamed up with others.
- Will the personal budget be adequate for five days per week and approx six hours per day?

Support in managing personal budgets

The final sub theme for responses for personal budgets was regarding the concern about how people were going to manage personal budgets and buy in the care. Comments of concern were received about both service users and/or family carers' abilities to undertake this additional responsibility. Feedback related to lack of knowledge of the subject and also the additional responsibilities this was perceived to be giving to family carers.

- What about those who will not be capable of buying in particular services?
- What support will carers have around managing personal budgets and finding services and interviewing service providers?
- Personal Budgets – we would like workshops on personal budgets.
- Have a market place event with providers so that people can see what services they have and be better informed.
- Are you going to have a workshop for carers to explain in precise detail how they will have to spend the money they get from Direct Payments? Can carers do a session through Carers Centre?

General

While the Council's decision to move towards personal budgets was not in itself the subject of consultation, several comments were received either supporting or rejecting the notion.

Comments of support

- We as a family feel that personal budget to access private/council services is a good idea as long as they are best ideas for those with complex needs using these services.

Comments of concern or challenge

- I would prefer that the Council did not adopt a personal budget system.

In addition, several enquiries were made regarding the reviewing process itself and similarly comments and suggestions were made regarding how it might be as robust and transparent as possible:

- Would we (shared lives carers) be able to see the criteria/assessment form before reviews are carried out. Knowing what is coming will help us to prepare the service users about what will be asked.
- It is hard to grasp what is meant by a 'need'. Will social workers be evaluating the service users in different settings to get a true reflection of their needs as behaviours can change depending on whether they are at day services or at home?

4. Model

There have been a total of 559 comments recorded within this theme.

Method of Comment	Number received
Event/meeting	426
E-mail	44
Phone call	8
Paper	29
Web entry	53
Twitter	0
Facebook	0
Total	559

There has been a range of different people providing comments;

Respondent	Number received
Service User	331
Parent/Carer	136
Partner Organisation	24
Cabinet Member	0
Shared Lives Carers	14
Unknown	54
Total	559

The comments from the model theme were further characterised;

Theme	Number received
Community Enablement Hub (respite, equipment etc)	100
Community Activity and Well Being service (Downing House/ Carwood etc)	94
Skills and Enterprise Hub (TEN, Twigs etc)	111
Step Out	53
What service user want to do	28
Not themed	185
Total	559

The following comments have been identified as having particular interest in that they represent a unique comment or a comment typical of multiple comments that are either supporting, challenging, or of note. They are not weighted nor does their order represent a level of response.

Community Enablement Hub

Comments of support

- Day centres need to change. Less able people may need to use the red buses and day centres, I'm not being critical but I don't want them. I want a proper part time job, not a work placement or volunteering, I want to have 3 days in Asda.

- If I was going to live on my own I would like it if someone could check that I was doing things OK by myself.
- We like the idea of the enablement hub as she needs to learn more about doing things for herself, we will not always be here to help her.

Comments of concern or challenge

- Assistive technology - don't let the technology get out of date. What happens when it goes crash?
- It would be interesting to know whether the criteria for assessment of Adults with disabilities has changed recently , thus enabling councils to more actively promote the provision of supported living places?
- Incidentally, would it also not make more sense to separate Short Term Respite services from Long term accommodation needs as this a completely different solution required?

Comments of note

- I am wondering what the options are for short term accommodation and respite as I have not seen a social worker for years and I am not sure what support is out there?

Indeed, comments relating to the importance of social work support are seen in other aspects of the consultation:

- I'd like to see the social workers more involved with the changes.
- I think only social workers understand.

Community Activity and Well Being Service

Comments of support

- I like the fact that day services will change how it works, it currently offers no flexibility and in one particular service the service users always seem bored and the idea that everyone can pick their service. I also like the idea that young people can be enabled in somewhere like downing house. Some service users do need to move on as they are stuck in a rut. I do not feel that there are enough people out there to consistently run an enablement service within downing house, I feel it would be better kept to 2:1 service users in one area of the building, respite in one other with perhaps double the availability than currently and then enablement in the other. Transition those that need to be moved.
- Sound in principle so long as the suggested age groups and time limitations are maintained and stuck to.

Comments of concern or challenge

- I would prefer the Council to maintain council run centres, though relocation into places which would be more convenient to users should be encouraged.
- Concern that New Options will mean the cared for person is not receiving day services in the manner they do now and that they will become isolated and unable to engage in activities.
- Concern and upset amongst carers of people who live at Downing House, with reference to possible closure and where their loved one will live.
- The model for individual needs is flawed, my son needs social experiences, he has a carer who takes him to the cinema but it's important for him to mix with his friends, people who he has met at the day centres. Group contact in important, an individual carer taking him out to activities by himself is a poor substitute for friendship.

Indeed, the importance of friendship groups and social interaction with peers has been mentioned elsewhere in the consultation feedback:

- It is really important to meet with friends. If we don't have specific buildings to meet in then we might lose touch with our friends.

Comments of note

- For those people with lower level needs and who don't attend day opportunities and who currently get support from Community Living. Will they be able to access Wellbeing and Activity Hub (will they meet criteria). Will they continue to get support from Community Living?

Skills and Enterprise Hub

Comments of support

- I do not know much about the offerings currently provided at The Skills and Enterprise Hub, but a dedicated unit which aims to teach disabled people how to cope in an employment world and gives them skills necessary to succeed is an essential activity. The plan would seem to be providing the full ranges of training currently available in Horsehay albeit with the closure of one Unit currently underused.
- I want to have a paid job – not to be on work placements all the time. I don't want to go on the RTU bus – I want to catch the Arriva bus the same as others.
 - Go to a day service every day. I am a bit worried about when day service goes – what am I going to do?
 - I don't want to be at day service for the rest of our lives. I want to work.
 - It's a good idea.
 - Get paid for working.

The changing emphasis of the work of TEN received some support:

- Good idea to help TEN extend to other disabilities.
- It's a good thing to be looking at (support to employer).
- People who attend the service will need to have a real desire to work and learn the skills and realise that it is a time limited programme.

Comments of concern or challenge

- Time limited training won't be the same as you will miss training.
- A lot of focus seems to be on employment and independence. Some people won't be able to do this.

Notably there were several further comments also relating to whether the notion of securing employment for service users was realistic:

- If they think you have mental health and learning disability employers lose you - they are not interested.
- Job Centres say look for jobs - if there are none, what's the point?

Comments of note

- Unit 10 is great fun, I make new friends, learn new skills and it makes me think that I have a future. What does it mean when you say that you are looking at opening times?
- We love bench making and gardening at 10.

- When working as a social enterprise is there the potential for the enjoyment of the task to be replaced by imposed standards to ensure sales of the product? It is important that the enjoyment of the task remains.
- Is there the opportunity to link up with TCAT to look at pastoral courses rather than job focussed courses?
- Having a paid job may affect your benefits.
- What career opportunities will there be after we leave Unit TEN?
- Service users are very upset that they will not be able to attend Unit TEN as employment. Will similar activities be replicated under Wellbeing and Activity Hub?

Step Out/Activities Programme

Comments of support

- I want to get out more by myself and go to the Gym. I'd like to go out more with my friends and do more activities.
- Paying is ok. We pay for activities already. But we don't want them to be too much money.
- There is nothing to do at the weekend.
- Suggests there may be an even better choice available. The continuation of this type of service is to be applauded as it would be very easy for T&W to cut back on this "extra curricular" and I suspect non-statutory provision. It is, instead, recognising that it forms an important part of the overall care of all adults who may otherwise have difficulties engaging socially.

Comments of concern or challenge

- We don't need activities at the weekend.
- I am on the bus for too long getting to activities.
- For some people there is a lot to do in the evenings and at weekends.
- Doing already... Cinema, panto, Pussycats and Taking Part social nights. Go shopping at weekends on the bus to Town Centre, Day trips and holidays. Pub for a pint, RAF Cosford Collected tokens from newspaper to go on caravan holiday with support worker.
- I'm doing too much already.
- For some people there is a lot to do in the evening and at weekends.

Comments of note

- In order to work the Step Out activities need to be clear and known to people.
- Can the My Life portal have information about what activities are going on that we can do without being part of a 'service'?
- Not at all sure what is actually out there. A booklet or list of activities/services that are out there to purchase ourselves would be of great benefit. A collated list/menu with costs and contact details. Also would be good to have the criteria that you would need to meet to access these services with this information.

Comments were also received outlining the type of activities people want to do and would want to see in a Step Out Service:

- What about arranging day trips? My carer has done this.
- I'd like to organise to go to Wolves, Liverpool (football) and WWE
- Darts, nails and beauty.

General

One of the Frequently Asked Questions (FAQ's) related to lack of exact detail about the model:

- At moment, proposal woolly. How are we going to comment?
- I think more clarity about the day centres and what will be available/location/cost would be helpful.

The response to these comments was that the views received during the consultation period would be informing the exact detail of the model.

Comments of support

- Ideas are spot on but areas need to link into the private sector.
- It is good - that we are moving away from traditional approach to services.
- On a positive note some carers I have spoken to feel this may be an opportunity for improved communication between services/carers.
- I think what the council is thinking of doing for people with learning disabilities and other problems is going in the right direction and I and my family will support them in their decisions.
- I agree that it is a good idea for people to learn new skills and move to independent living and I think it would be good to have a base to do this.
- Things will have to change and we hope for the better.
- Service users will have more choice, and a shake up of services will be good as things have stayed the same for years.

Comments of concern or challenge

- I understand that we have got to save money, and I think loads of things about New Options are good. But I feel that ALD adults are being forgotten, those with very complex needs who can't do things for themselves will always need services and help. I feel that there is probably 25% of people who are not being covered properly. We need more suitable respite that is appropriate for those that we care for.
- I am happy with the way things are.
- I feel like they're not putting people's needs first.
- I'm frightened of losing my benefits.
- I make no apology for being generally negative regarding the changes. I suspect you expect as much from people who are both carers and council taxpayers. Anything which is seen as a threat to the services available to our relatives will naturally need to be repelled. I do feel that representations to Central Government from the Local Government Association (LGA) should be more forcibly made to secure budgets for the work done with Disabled Adults (and Children). Perhaps they should be reminded of the oft-quoted (but actually UN attributable) "The best test of a civilised society is the way in which it treats its weakest members".
- Loosing staff through cut back and not having my regular staff as I have a lot of medical needs and the staff I have know all about my condition.
- Just trying to pull the rug from under us. It's moving so fast we haven't got time to change.
- I'm worried that going forward I will get older and not be able to manage so well.
- I really like the service I get and don't want anything to change. I live in Newport and if there was a service in Newport I wouldn't want to go there as I am the only person from Newport and would feel isolated from my friends who live here.

Comments of note

- The key to making these changes work is to remember that everyone is different. What suits one person, won't suit another.
- Not clear if the infrastructure to support the proposals is in place yet.
- When will changes happen?
- Some adults with LD care for their elderly parents too. Mutual caring can be common.
- How will health and social care work together to provide services to people with complex needs.
- Why age limit 60?
- Is Unit TEN closing down? Is Downing House going to close? Is Halesfield closing down? Is Lakeside closing? When will Unit 11 close? If services shut where are we going to go?
- What if what is being suggested is not suitable for our son - where do we go then?
- Many of the service users that are here today are capable of doing much more than we expect them to do at the moment. In the past we have kept people in a 'clump' instead of finding out what they want to do and what they are capable of.

Several suggestions were made that in general terms, the model was more likely to benefit some service users over others and asking how that would impact on individuals:

- I realise that cuts have to be made and doing nothing is not an option but I think that maybe the emphasis has been on helping the younger and more able of those with a learning disability.
- New Options is not that relevant for people with profound disabilities as they will not be doing things in the community. Where will they be featured and supported?
- We talk about wanting to increase independence but what about people who will need constant support to 'refresh' their skills? How will we help people get used to change
- What if what is being suggested is not suitable for our son - where do we go then?

Several comments were made suggesting that an important aspect of services to service users is what they can offer in terms of contact with friendship groups:

- The bus is nice because you can see all your friends
- Would like to meet with friends to play X box

5. Costs and market options

There have been a total of 30 comments recorded within this theme.

Method of Comment	Number received
Event/meeting	28
E-mail	0
Phone call	0
Paper	0
Web entry	2
Twitter	0
Facebook	0
Total	30

There has been a range of different people providing comments;

Respondent	Number received
Service User	3
Parent/Carer	16
Partner Organisation	6
Cabinet Member	0
Shared Lives Carers	4
Unknown	1
Total	30

The following comments have been identified as having particular interest in that they represent a unique comment or a comment typical of multiple comments that are either supporting, challenging, or of note. They are not weighted nor does their order represent a level of response.

General Comment

The launch event provided an opportunity for several providers in attendance to suggest some ideas for potential development. In addition there has been some feedback received questioning how the process will work, from issues about partnership to how the pricing structure can be set.

Comments of note

- As a provider we can support with opportunities for assistive technology. Will the Council be working in partnership with providers?
- A question around needs assessment – how can providers price correctly and how will providers know their provision is affordable?
- Concerned about how providers will access the market/become known to people who support individuals so they can be a valid choice. Experience says they always go for what they have known previously the path of least resistance. Could there be an opportunity for meet the buyer/seller type events for social workers and service user to get to know the offer? How will the market align themselves to deliver services if they don't know the demand? How will the council make the market aware of those needs?

- Where are the low level services provided at the moment and what will be the process of moving services out to private providers in the future?

6. Transport

There have been a total of 39 comments recorded within this theme.

Method of Comment	Number received
Event/meeting	30
E-mail	4
Phone call	0
Paper	1
Web entry	4
Twitter	0
Facebook	0
Total	39

There has been a range of different people providing comments;

Respondent	Number received
Service User	19
Parent/Carer	18
Partner Organisation	0
Cabinet Member	0
Shared Lives Carers	0
Unknown	2
Total	39

The following comments have been identified as having particular interest in that they represent a unique comment or a comment typical of multiple comments that are either supporting, challenging, or of note. They are not weighted nor does their order represent a level of response.

Comments of support

- We want to use Arriva buses more because we want to be independent, meet new people and learn new things. I've got my own key now and I can do more things. We want to go up town and do things like other people do like bowling not in a day centre.
- We need buildings that people can get to on the bus. I can get to Lakeside but not Halesfield.

Comments of challenge

- Still want to use integrated transport, don't want to walk or use buses as don't feel safe.
- What will happen with transport? Will integrated transport be charged to service user? Many people with a learning disability wouldn't be able to read timetables and access information or use transport, we've been trying to help the person we care for do this for over 40 years!

- I'm worried about changes to transport my child is going to college but changes to transport mean that there is no support beyond Christmas but the course doesn't finish until June. Concerned for safety that service users will be expected to travel on the public buses - how does the transport review fit in with New Options?
- Transport issues would not be solved by this proposal. The service users would still need to travel to the community centres unless they live within walking distance and the majority would require an escort if they were to access the centres on foot.

While some of the following comments relate to issues outside the scope of the New Options consultation; they are nonetheless worthy of note in planning how the future service may operate:

Comments of note

- We need buildings that people can get to on the bus. I can get to Lakeside but not Halesfield.
- A better bus service is needed to Horsehay and for service users accessing public transport.
- It is still a problem and not helpful that the buses start at 9.30am and not 9am.
- Transport - I don't want to spend over an hour to get to my activity.
- "One very interesting area which is out of scope for the Options changes is Transport. The T&W Community Transport team provides a vital service for many disabled people, and the ability to get to the location where services are provided from their home is of vital importance. The proposal states that it is considering where services are provided and how people get there but doesn't look specifically at transport, but suggestions that buildings may be closed and services provided in local community venues would have a considerable knock-on effect. For many individuals this would still mean transport being required and it seems strange to me that a report such as this should be carried out in relative isolation from discussing the borough transport needs, which is undoubtedly due its own rationalisation programme with a view to achieving similar reductions in budget. Any decisions made especially regarding accommodation, times of sessions, etc. Need to be carefully co-ordinated with the transport people and by fully utilising the transport available and not making wasted or additional journeys it may be possible to make savings.

7. Support with the changes

There have been a total of 74 comments recorded within this theme.

Method of Comment	Number received
Event/meeting	41
E-mail	10
Phone call	2
Paper	10
Web entry	11
Twitter	0
Facebook	0
Total	74

There has been a range of different people providing comments;

Respondent	Number received
Service User	16
Parent/Carer	40
Partner Organisation	2
Cabinet Member	0
Shared Lives Carers	1
Unknown	15
Total	74

The following comments have been identified as having particular interest in that they represent a unique comment or a comment typical of multiple comments that are either supporting, challenging, or of note. They are not weighted nor does their order represent a level of response.

Individual needs

- It is very difficult for someone with autism to accept small changes but if they had to accept a lot of changes they would find it very difficult and stressful. It would have to be done gradually, as it is difficult for someone with autism to accept change, you could take them for visits, maybe go for a day. They would need staff they are familiar with and who know them well. You could use the same timetable of activities until they get used to their new surroundings.
- To get things right in the first place. As people with learning difficulties need consistency. Listen, take people as individual needs no tags no labels not push altogether as if they don't matter.
- Keeping the staff I want to support me in everyday needs and the back up system I have from office and on call system which is 24 hours and it makes me feel safe and that I know I will have someone to help me.
- Listen to all parties involved. Consider their needs through the changes. Don't rush clients/service users into things that have not been explained to all concerned.
- Life is sometimes a worry with normal family problems, but living with the worries of having a disabled adult to worry about is very stressful. These changes are going to upset lots of families, especially when you have settled your loved ones into a settled life outside of the family. The up evil and worries travel far through the family unit.

However, if changes are going to mean a better life support for those concerned then the well being of those is essential.

- Be honest and give budgets and changes time to sink in -we know this is a cost cutting and efficiency procedure
- If services are going to change a transitional period is important. Trial visits to new places, spending small periods of time there before increasing to longer stays way before the final move is needed.
- Very careful consideration needs to be made for individual needs of each adult prior to making changes to adult's life. As little change as possible is needed as health and well being is paramount to family's trust in services.

Information and communication

- Must have good access to information for service users and people who can support them.
- Involve self advocates in the process of change. Invite Taking Part to be involved in the transformation team involvement.
- I think that all organisations need to be kept informed with developments and we need to be sure that everybody is giving the same message to the person with the learning disability. Do service providers know what's happening? I think you need to keep organisations for e.g. HFT, informed of developments. Communication is very important.
- A structural guide of Social Care would be good and helpful for carers to be able to get their head around who to speak to and who they have spoken with?

Reviews

- Where reviews are conducted a paragraph that explains the role of each person and their name would be good for the participants to receive so that they can reference back when needed?

Support from staff, professionals and other organisations

- I think only social workers understand.
- My son has not got a social worker – that would help with changes. Regular calls to see how you are doing on phone, monitored once a month.
- I'd like to see the social workers more involved with the changes.
- Communication is very important.
- Would we (shared carers) be able to see the criteria/assessment form before reviews are carried out. Knowing what is coming will help us to prepare the service users about what will be asked.

Transition

- Keep everyone informed and have a transition period.
- Transition must be good.

Consistency of staff

- Will the same staff be going to new centres when old ones are replaced?
- Consistency of staff is important for their care and well being.

New service users accessing services

- This could be done by introducing the changes gradually to new service users who start to access day services.

Staffing issues

While comments from employees have been considered separately, public comments relating to staffing issues have been included in this analysis.

There have been a total of 13 comments recorded within this theme.

Method of Comment	Number received
Event/meeting	7
E-mail	3
Phone call	0
Paper	1
Web entry	2
Twitter	0
Facebook	0
Total	13

There has been a range of different people providing comments;

Respondent	Number received
Service User	7
Parent/Carer	4
Partner Organisation	0
Cabinet Member	0
Shared Lives Carers	
Unknown	1
Total	13

The following comments have been identified as having particular interest in that they represent a unique comment or a comment typical of multiple comments that are either supporting, challenging, or of note. They are not weighted nor does their order represent a level of response.

There have been no comments of support

Comments of challenge

- (I think is not so good) ...losing staff that I have had for a long time and not having my regular staff have new people who don't understand my needs and helping me with medical issues-not getting my medication when needed. Too many different people come and things get missed. I don't like my staff changing too much as I lack confidence and takes me a long time to trust people and upset.

Comments of note

- Service users are worried about staff jobs.
- The main way in which costs can be reduced would appear to be reduction in workforce, reduction in buildings used, and outsourcing of various services. As Carers, full or part-time, we appreciate greatly the dedicated staff that the council has running and helping in the provision of Care. For anyone who currently works in this area , which is already stretched to the limit , to have their employment threatened is

a blow not just for them , but for all who uses the services and inevitably means less time available pro-rata for each adult who needs care.

- I know that everyone will argue that their case is “special” when it comes to potentially losing funding, but it must be accepted at the outset that this is an area where human contact is essential. There aren’t jobs which can be done by machines or by changing processes.
- It's important to ensure that there won't be reductions in the staff that provide services for people with learning disabilities, I'm worried that these changes will mean there won't be staff available to help the person I care for engage in activities, I'm concerned they will become isolated. What do you think we can do to make the changes go as smoothly as possible for people?
- It seems as if people with severe and more complex needs will be moved away from their homes to make way for an Enablement Hub. Moving them into alternative accommodation, away from familiar surroundings, their friends as well as staff they know will be very scary, unsettling and detrimental to their well being.
- It's important to ensure that there won't be reductions in the staff that provide services for people with learning disabilities, I'm worried that these changes will mean there won't be staff available to help the person I care for engage in activities, I'm concerned they will become isolated. What do you think we can do to make the changes go as smoothly as possible for people?
- There are purpose built buildings that are going to be changed. Will need more staff not less.

8. Consultation process

There have been a total of 57 comments recorded within this theme.

Method of Comment	Number received
Event/meeting	38
E-mail	9
Phone call	1
Paper	4
Web entry	5
Twitter	0
Facebook	0
Total	57

There has been a range of different people providing comments;

Respondent	Number received
Service User	19
Parent/Carer	31
Partner Organisation	1
Cabinet Member	0
Shared Lives Carers	0
Unknown	6
Total	57

The following comments have been identified as having particular interest in that they represent a unique comment or a comment typical of multiple comments that are either supporting, challenging, or of note. They are not weighted nor does their order represent a level of response.

Comments of support

- The diagram on p 1 describing existing services made sense to me. Thanks. I've never understood all the services before.
- It's good to have our say
- I'm grateful to have an opportunity to express my views, what you are doing is a difficult job.
- You are doing a fantastic job, keep it up'

Comments of challenge

There were a lot of comments of challenge from service users and also family carers regarding difficulties in understanding the model:

- It's going to be difficult for parents to take all of this new information on board as well as getting on with all of the things that go on at home.
- I'd like to talk to someone 1 to 1 - it's too confusing.
- We need to understand the steps - it's a bit scary.
- The words in the New Options book don't make sense.
- I don't understand about hubs and options -I need to talk to someone I trust.

Other comments of challenge related to not being able at this stage to understand what the personal implications are for individuals:

- One can't comment until one knows precisely what is being proposed for you personally. Difficult to comment because of lack of information about own situation.

Other comments of challenge:

- I don't like people shouting out, it makes me feel really uncomfortable. Lots of people just want to argue and be heard doing it.
- Where were the carers meetings advertised? I look in the Carers Newsletter to find information about events. I didn't see it advertised.
- If this is going to be implemented we haven't heard enough substance to make comments. We need the information. Wasted our morning-we want to influence things.
- I think that the decisions have been made already, partly because changes are going to be brought to cabinet in March and implementation is to start in April. This quick turnaround wouldn't be possible if decisions hadn't already been made. I've also seen many changes over the years and in the past it has felt like our views are not taken into account.

Comments of note

- Ensure as many people as possible have the opportunity to contribute. Would be interested in total percentage of people who have attended consultations vs. number of people receiving services. Have we reached everyone?
- Clear information and support at every step of the process and ongoing support if needed. Need to be reviewing before things go wrong rather than picking up the pieces after.
- Would like staff to attend meetings to represent them (service users scared to ask questions)
- I appreciate it is important to ask people who are receiving the services their opinions, however, the person I care for wouldn't understand the proposals but is likely to say yes to any questions asked.
- Will there be further meetings for carers after 3 Dec when the consultation period closes?
- I must first apologise for being rather long-winded in my comments, but really wanted to capture all my thoughts on what is proposed. I am actually grateful that the council has given us this opportunity and not just implemented the plans without full consultation. I fully expect, though, that pressure bearing from elsewhere will limit the possibility of making any modifications to the plans.

9. Saving money / wider budget decision

There have been a total of 22 comments recorded within this theme.

Method of Comment	Number received
Event/meeting	14
E-mail	3
Phone call	1
Paper	1
Web entry	2
Twitter	1
Facebook	0
Total	22

There has been a range of different people providing comments;

Respondent	Number received
Service User	5
Parent/Carer	12
Partner Organisation	1
Cabinet Member	0
Shared Lives Carers	0
Unknown	4
Total	22

The following comments have been identified as having particular interest in that they represent a unique comment or a comment typical of multiple comments that are either supporting, challenging, or of note. They are not weighted nor does their order represent a level of response.

Comments of support

- I accept that money has got to be saved.

Comments of challenge

While the following examples do not necessarily challenge the notion of budget restrictions and the need to save money, they do demonstrate a challenge to the area of savings involved in the New Options proposals:

- The Council's money should be spent on vulnerable people, I appreciate that other money will have to be saved and cuts will have to be made.
- There's all the money for new schools and Community Centres but there's no money for us with disabilities. I call that unfair.
- New Options -saving money at the expense of the most vulnerable.
- Some carers felt that it is not fair, when life can already be tricky for them that cuts are being made to services for vulnerable people with learning disability, contrasting cuts in learning disability services to money being spent on the building schools for the future programme or for the Council being seen to spend £500,000 to fight planning permission of Morrisons supermarket in Newport (Shropshire Star 4 October).

Comments of note.

- I am very conscious of the problems which the Council has in 'making ends meet', with continued reduction of central government subsidies and rising costs (even during the so-called 'recession'!) Whilst at the same time trying to keep the contributions requested through the Council Tax as low as possible.
I am also very mindful that everyone in a position of needing the council's help in supporting a disabled relative has a lot to be thankful for in the provision of services. Many countries/cultures still do not provide centralised help for Adults or for their Carers, and even within our lifetimes the provisions for mentally and physically disabled people have improved immeasurably.

But, whilst appreciating that reductions in the provision or extent of services provided across the authority area may be inevitable, the question we will ask as Users of the Care Services is "Why do cuts need to be made in the area of Care provision"?

In January 2013 the Government /NHS announced its final public health funding allocation for 2013/14 and 2014/15. This quite clearly shows that they are ring-fencing public health funds from within the overall NHS budget and quote "We will allocate ring-fenced funds for public health to local authorities to enable them to secure better health and reduce inequalities, working with the NHS and other key partners in their areas".

The Government has also ring-fenced the budget for Education (and overseas development as it happens !) and certainly Telford & Wrekin has benefitted from an enhanced school building programme which has produced several flagship new schools, no doubt assisted by central government funds.

At the same time, the council is talking about closing Care facilities, and performing minimal cost refurbishments of Day Care and Residential Care accommodation which is currently thought not to be up to standard. How ironic that no part of the Health or Education budgets could be made available for Adult Care (assuming they aren't?!). When well-being and continuing education are the cornerstones of what provision for Adults requiring care is all about.

Also, the development of the Hubs and Services Framework must also necessitate considerable initial spend (as with setting up PB's) to achieve what is effectively a re-branding of the services that T&W Council already provides.

- Where buildings are under-utilised or are in poor state of repair I completely agree they should be removed from the Pool available and cost savings can be realised, not only from not running and maintaining such buildings, but also by re-sale or rental of the resultant empty building or land. What remains, however, must be fit for purpose and sufficient to satisfy the needs of the community it serves. Ideally the money saved from closing the SEC located at TCAT, and the unit in Horsehay which is no longer needed, will help to provide funds to refurbish other properties. Whilst this may not provide the visible savings demanded by the Council treasurers, it is at least a recycling of funds within the department and means they are not calling on additional resources.
- Obviously other costs saving measures will need to be looked at, and imagine some are already practiced by the council such as all energy saving measures, better insulation and could extend if necessary to small contributions from either the those families using the services where possible.

- What is the total care budget so that the shortfall of £9 Million becomes a sensible percentage?

APPENDIX B

Key principles for supporting service users

We have considered the feedback from the consultation regarding the support through the changes to adult provider services, and used it to establish some key principles on how these changes should be introduced. Our key principles will include:

Acknowledgement that the changes may be difficult:

We recognise that the planned changes to services are likely to be difficult for many people. We recognise the effects of these changes may extend too many people: those people who are actually using the services, those family and friends who provide care and support to service users and our own employees at the services.

We recognise that for some these difficulties may be greater than for others depending on a host of individual needs and personal circumstances.

While we have been clear from the start of the New Option consultations about the financial circumstances behind why we are making these changes and that doing nothing is not an option; we nonetheless recognise and want to introduce the changes in the best way we can and have looked to the feedback from New Options consultations to help us in planning how we should do this.

The need for clear, honest and timely communication:

Feedback from the New Options consultations told us how difficult it was for people to understand things fully when there is a lot of complex information. We recognise that we need to make sure that we have provided all the necessary and accurate information in a clear and accessible way.

The feedback also told us how important it was that all information is available in plenty of time to help people plan and prepare for these changes – whether that be to prepare themselves or to plan the support for other people.

The need to produce clear individualised plans:

We know from the feedback how important it is to give very careful consideration to the individual needs of each service user before introducing these changes. We need to be working alongside our colleagues in the assessment teams to make sure we get things right in the first place for our service users before introducing the changes.

The need to involve the support of others:

As stated above, we recognise that the effects of these changes are likely to be felt by others; not solely those accessing and working in those service areas affected.

We have gathered from the feedback many suggestions as to other people who may need to be involved in order to understand and prepare themselves for the way changes are likely to happen.

We also have feedback as to those people who need to be involved and have the clear, timely communications in order to provide the support and continuity to individuals directly affected.

We recognise that in order to ensure our service users have the best experience and outcomes from the changes, they need the support of staff who are skilled and working with continuity. We recognise also that we would want to share our skills with relevant people in the community in order they can better support service users as we move to more community based activities.

The need for a transition period with support

We recognise the need to build in some time in which to plan, prepare and move in to the changed arrangements. We understand that it is in everyone's interests that the transition is good and builds upon these principles established from the feedback.

Hollinswood Regeneration
Masterplan



TELFORD & WREKIN COUNCIL

CABINET - 18 SEPTEMBER 2014

COUNCIL – 27 NOVEMBER 2014

AWARD OF THE DESIGN & BUILD CONTRACT FOR THE LAWLEY VILLAGE PRIMARY SCHOOL, LAWLEY

REPORT OF THE ASSISTANT DIRECTOR: EDUCATION & CORPORATE PARENTING

PART A) – SUMMARY REPORT

1. PURPOSE

- 1.1 This report seeks approval to enter into a land acquisition and to award a Single School Design & Build (D&B) contract to Shepherd Construction for the Lawley Village Primary Academy, Lawley.

2. RECOMMENDATIONS

2.1 That the Assistant Director: Education & Corporate Parenting in consultation with the Cabinet Member for Children, Young People and Families be authorised to award the Single School D&B contract to Shepherd Construction Limited (SCL) for the Lawley Village Primary School and to finalise and agree all related contract and property related documents including the Development Agreement and contracts with the relevant Academy and landowners for various land acquisitions, exchanges, leases, licences, joint use agreements and any other ancillary related agreements/documentation.

2.2 That the Assistant Director of Law, Democracy & People Services be authorised to agree and execute all necessary documentation. This authorisation to include delegation to the Assistant Director of Law, Democracy and People Services to affix the common seal of the Council to contractual documentation as, in the opinion of the Assistant Director of Law, Democracy & People Services, is appropriate under article 14.06 of the Constitution.

2.3 That it be recommended to Council that a capital approval and estimate for £4.5m in respect of the Lawley Village Primary School scheme be approved.

3. SUMMARY IMPACT ASSESSMENT

IMPACT ASSESSMENT AT A GLANCE

COMMUNITY IMPACT¹?	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	Children & Young People – to consult and involve all stakeholders with a vested interest in children’s education and safety Children & Young People - supports strategic priority for developing learning communities across the Borough.
	Will the proposals impact on specific groups of people?	
	Yes	Children and Families living within the Wards served by the proposed school.
COMPLETION/ DELIVERY DATE?	The contract is programmed to be awarded in November 2014 and the school facilities will open in January 2016. .	
FINANCIAL (VALUE FOR MONEY) IMPACT?	Yes	The anticipated cost for delivering the scheme is within the funding approval contained within the Council’s Capital Programme. The phasing of the Section 106 payments will require the Council to manage the cash flow implications of the project through the use of short term borrowing. The revenue implications associated with this borrowing have not been factored into the Councils current budget strategies. Any slippage identified in the Education Capital Programme could be reallocated to the Lawley scheme to reduce the borrowing requirement. Further detail is provided in Section 7.
LEGAL IMPACT?	Yes	Detail provided in Section 5.

OTHER RISKS & OPPORTUNITIES ?	Yes	Detail provided in Section 6.
IMPACT ON SPECIFIC WARDS?	Yes	The creation of this new primary school will have the most impact on the ward within which it is located, Lawley and Overdale. However, there is potentially Borough wide impact due to parental preference in choosing which schools pupils attend.

4. SUMMARY

4.1 Background. Following a significant amount of housing growth in the Lawley area over the past decade, a large number of additional school-aged children have been generated. Local demographics have meant that secondary school aged pupils have been able to be accommodated within existing schools and the needs for the future are being addressed through the Building Schools for the Future (BSF) programme. However, the continuing pace of development within Lawley means that current primary schools will not be sufficient to accommodate the expected growth and it was for this reason that Cabinet gave their approval to establish a new primary school in Lawley at the Cabinet Meeting held on 27th June 2013.

4.2 Procurement. In July 2012, Shepherd Construction Limited (SCL) were appointed as the Selected Panel Member (SPM) chosen to design and build the sample school from Council's phase 2 of their BSF programme. The procurement followed the Education Funding Agency (EFA) process for selection from the National Academies Framework. The initial contract was for the construction of the sample school, Ercall Wood Technology College, but the framework also allowed for the Council to appoint Shepherd Construction to undertake further schemes if they were included within the Future Schools Agreement that was executed at the same time as the Single School Design & Build Contract. A new primary school at Lawley was included within this Future Schools Agreement.

4.3 Land Acquisition. The proposed freehold site for the school is in the process of being transferred to the Council under the terms of an agreement made under Section 106 of the Town and Country Planning Act 1990 for the sum of £1. The land has always been set aside for the development of educational facilities and will include new restrictive covenants preventing the property being sold for any other purpose than educational and community use. The timing for completion of the land acquisition is programmed for September 2014. Cabinet approval providing delegated authority for the land acquisition was included in the report taken on 3rd November 2003, Cabinet Minute CB104 refers.

4.4 Programme for the appointment of the Academy Sponsor. The tender document was published on 23rd May 2014 and closed on 27th June 2014. Following an interview process with the applicants, the preferred sponsor for Lawley Village Primary School is The Schools' Co-operative Society who we are currently working with on other Multi Academy Trust schools such as the Telford Co-operative Academy, Phoenix Academy and Lakeside Academy. We have written to the Secretary of State and are currently awaiting endorsement of this decision which we are hopeful of receiving in October 2014.

Once the decision has been endorsed by the Secretary of State, a Development Agreement, including a 125 year freehold lease of the site to the Academy Sponsor as per DfE guidance, and Community Use Agreement will be entered into between the Council and the Sponsor that sets out the obligations of the Council and the Sponsor. For the duration of the construction through Practical Completion and Defects Liability, the Council will manage the contract with Shepherd Construction on behalf of the Academy Sponsor. Upon issue of a certificate of defects completion, the contract will be novated to the Academy and and the 125 year freehold lease will be entered into.

4.5 Contract Sum and Funding Arrangements. The contract will be fixed price, lump sum at £4.1m. The funding allocation is ring fenced to deliver the project as planned. No alterations to the contract with any adverse cost implications will be agreed with the contractor or the end user, which will therefore reduce the risk of an overspend on the project. £3.6m of funding will be paid through Section 106 Agreement between the Homes & Communities Agency (HCA) and the Council, with funding to be released as follows:

- a) £1.0m on the transfer of the site to the Council – September 2014
- b) £1.0m within 12 months of the above date (a) – September 2015
- c) £0.4m on completion of the school – September 2015
- d) £1.0m within 12 months of date b) – September 2016
- e) £0.2m by September 2018

The remainder will be provided from existing Council capital funding which was approved in the 27th June 2013 Cabinet Report.

4.6 Programme for the Academy Build. Programmed dates for the Academy build are as follows:

- Planning Application being considered by Planning Committee 13th August 2014
- Cabinet Meeting for approval to award the contract to SCL 18th September 2014
- Complete the land Acquisition from the HCA October 2014
- Contract Derogations to be approved by the EFA October 2014
- Sign the Design & Building Contract with SCL November 2014
- Academy Sponsor confirmed by the SoS October / November 2014
- Start on Site December 2014
- Sign the Development Agreement with the Academy Sponsor November 2014
- School Open January 2016

4.7 Stakeholder Consultation. Design meetings have been held over the last 3 months involving key specialists such as architectural, educational, ICT, technical and finance. We have also held a public consultation event in Lawley and numerous consultation meetings with other stakeholder groups such as the Parish Council, the Local Planning Authority, highways, HCA, the Lawley Development Group and other local primary school heads. Once appointed, the new Academy Sponsor will be involved throughout the construction phase and have continuing input into the design and fit out solutions that have yet to be finalised.

5.0 LEGAL COMMENT

5.1 The Design & Build Contract has been drawn up in accordance with the EFA Framework Agreement and has been developed in accordance with the Council's project specific requirements by the Council's project team in consultation with external Legal Advisors, Ward Hadaway.

5.2 The award of the Design & Build Contract to Shepherd Construction is subject to full planning permission being granted. In addition, the award of the Design & Build Contract is subject to approval of derogations by the EFA. While the EFA will not provide any funding for the project and the Council may have expected a lighter touch regime than for the BSF funded projects, EFA have confirmed that they will require to formally approve the contract documentation as the contract is to be awarded under the EFA Framework. As the Academy sponsor will not be in place until October, the Development Agreement to be entered into with the Academy sponsor will be completed after the Design & Build contract has been completed and EFA will need to confirm they are satisfied with this approach

5.3 The signing of the contract is targeted for October 2014. In awarding the Design & Build Contract the Council must continue to ensure that there is compliance with procurement legislation and the financial and contract procedure rules contained within the Council's constitution at Part 4, Sections 6 and 7 respectively. A close working relationship with the EFA will also be required to ensure that the contract derogations are reviewed and approved accordingly. These areas will need to be continuously reviewed and those who are granted delegated authority in paragraph 2.1 of the report will require updates and information to ensure that these risks are addressed and that informed decisions can be made. If delegated authority is allowed by the Cabinet, the delegated decision making set out in paragraph 2 should be formally recorded.

5.4 Legal Documents. The main documents to complete and execute are:

- The Single School Design and Build Contract (between the Council and Shepherd Construction)
- A Parent Company Guarantee from the contractor's parent company (between the Council, Shepherd Construction Ltd and its parent company)
- A Development Agreement (between the Council and the new Academy Sponsor), which will include a freehold lease of the site to the Academy Sponsor for 125 years
- A Community Use Agreement (between the Council and the new Academy Sponsor)
- A land purchase contract with the Homes & Communities Agency (HCA)
- Land Transfer from the HCA to the Council
- Licence for the Site Compound

6.0 OPPORTUNITIES AND RISKS

6.1 Access Road. There is a requirement by the Council's Highways department that an access road is designed and implemented prior to occupation of the new school. The responsibility for funding and establishing this road lies with the HCA via the Lawley Village Development Group. However, until developers are in place on the adjacent sites, the funding for the access road is not in place. The Council has therefore agreed that the S106 Agreement can be varied in order that an amount equivalent to the cost of the road, £200,000, can be a final phased payment payable in September 2018, payable in any event and whether developers are secured or not. . The existing S106 Agreement will therefore be subject to a Deed of Variation in order to reflect the new phased payment arrangements as set out in paragraph 4.5. The contract for the land acquisition from the HCA will include a step-in right for the Council to construct the access road in the event that the Lawley Village Development Group have not commenced the works for completion before January 2016 when the school is due to open.

6.2 Academy Sponsor. The process for formally approving our choice of official Sponsor to the Academy now lies with the Secretary of State. We understand that this usually takes approximately 2-3 months but there are potential issues given the recent Cabinet reshuffle and new appointment to the SoS post. Additionally, if our decision is not approved, a Sponsor could be appointed on our behalf. There are risks associated with agreeing the terms of the Development Agreement with whoever is selected and potential programme risks if the decision is delayed beyond this time.

6.3 EFA. There is a further risk to the delivery of the Academy for January 2016 if the EFA confirm that they are not satisfied that the Development Agreement can be entered into retrospectively i.e. after the Design and Build contract has been executed

6.4 Funding – Government Grant. The capital grant funding is allocated from future years grant allocations which are yet to be confirmed. In the unlikely event these future allocations reduce substantially a significant proportion of the grant received could be allocated against this scheme therefore impacting on the Councils ability to deliver other projects.

6.5 Funding – Section 106 contributions. Under the terms of the Section 106 Agreement, the financial contributions will be indexed linked to the Building Cost Information Service (BCIS)

Tender Price Index. There is the potential that the financial contributions could be greater than anticipated, which current modelling has indicated. However, if there is a downturn in the economy in the future periods under consideration, September 2014 to September 2016, there is a risk that the indices could drop resulting in an under payment. It is anticipated that any additional financial contribution received from the Section 106 Agreement would displace grant funding as included in the assumed project affordability (see Table 1).

7.0 FINANCIAL IMPLICATIONS

- 7.1 A total funding allocation of £4.5m for the delivery of the project has been secured through Section 106 contributions, £3.6m, and capital grant funding, £0.9m, from the Department of Education (DfE) as approved in the 27th June 2013 Cabinet Report. The affordability for the delivery of the project is set out in Table 1 below.
- 7.2 The indicative contract sum, as included in Table 1, for the design and build contract is based on Shepherd Construction Ltd's Contractor's Proposals and will be finalised in line with the agreed pre-contract programme for the Academy Build as included at 4.6 above.
- 7.3 The phasing of the Section 106 contributions will necessitate the need for short-term borrowing to manage the expected cash flow implications associated with the delivery of the scheme. The anticipated revenue implications associated with the borrowing is as follows:
- 2014/15 - £13,902
 - 2015/16 - £63,344
 - 2016/17 - £52,341
 - 2017/18 - £12,144
 - 2018/19 - £6,489

These implications will need to be factored into the Council's latest medium term budget strategy.

- 7.4 The Education capital programme will continue to be monitored throughout the financial periods covered above to identify any slippage which could be reallocated to the Lawley scheme in order to mitigate the short term borrowing requirement.

Table 1 – Affordability of the project

	£000	£000	£000
Funding			
Section 106 contribution	(3,600)		
Education Capital Grant	(900)		
Total Funding		(4,500)	
Estimated expenditure			
Indicative contract sum	4,096		
Fees and survey's	285		
ICT hardware	84		
Academy Set Up	35		
Total estimated expenditure		4,500	
Affordability shortfall / (surplus)			0

8.0 PREVIOUS MINUTES

- Cabinet 24th November 2008 - Planning of School Places: Campus Telford & Wrekin. Minute CB94 refers.
- Cabinet 6th April 2009 - Campus Telford & Wrekin: Additional Post-16 Provision, Trust School Status, BSF Procurement Approval. Minute CB182 refers.
- Cabinet 15th September 2009 – Planning of School Places: Campus Telford & Wrekin – Part 2. Minute CB60 refers.
- Cabinet 23rd March 2010 – Borough Towns Initiative Sports & Learning Community – Final Business Case and Award of Contracts relating to BSF and Abraham Darby Sports & Learning Community. Minute CB181 refers.
- Cabinet 11th January 2011 – School Organisation – Borough Towns Initiative – Sports and Learning Community Update. Minute CB109 refers.
- Cabinet 22nd September 2011 – Planning of School Places – Secondary School Provision. Minute CB45 refers.
- Cabinet 26th January 2012 – Ercall Wood Land Acquisition and Disposal. Minute CB-92 refers.
- Cabinet 29th March 2012 – Building Schools for the Future – Contractors Framework Procurement Approval. Minute CB-123 refers.
- Cabinet 27th June 2013 – Proposal to establish new Primary School in Lawley. Minute CB-15 refers.

9. WARD IMPLICATIONS - There are implications for the following wards:

Ward	Member
Lawley and Overdale	Cllr Jayne Greenaway and Cllr Roy Picken

Report prepared by Kathy Swallow, Service Delivery Manager: School Organisation Services Tel: 01952 380905

TELFORD & WREKIN COUNCIL

CABINET – 18 SEPTEMBER 2014

SCHOOL PLACE PLANNING: REVISION OF CHILDREN AND FAMILY SERVICES POLICY ON SEEKING DEVELOPER CONTRIBUTIONS RELATING TO EDUCATIONAL ESTABLISHMENTS

REPORT OF – ASSISTANT DIRECTOR EDUCATION & CORPORATE PARENTING

LEAD CABINET MEMBER – CLLR PAUL WATLING

PART A) – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

When a new housing development is announced the Council, as local planning authority, can seek to secure a financial contribution from the developer towards educational facilities in the local area under section 106 of the Town and Country Planning Act. It is accepted that with new housing there will also be new families with children moving to the area who will require places within local schools. There has been an increase in the birth rate locally which has put pressure on primary schools and will in the future produce pressure in the secondary sector. There is also a large amount of new housing planned for the Borough over the next decade and beyond. These two factors together will cause significant demand for new places in both mainstream and special schools. The revision of the council's policy on when it seeks contributions from developers through the planning process has been revisited to help ensure the sufficient supply of school places.

2. RECOMMENDATION

That Cabinet agree to adopt the revised Children and Family Services policy on seeking contributions from Developers relating to Education Facilities through the planning process.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Co-Operative Council priority objective(s)?	
	Yes	Putting our Children and Young People first Improving local people's prospects through education and skills training
	Will the proposals impact on specific groups of people?	
	Yes	

		Children and families throughout the borough.
TARGET COMPLETION/DELIVERY DATE	As this is a policy revision the effects will be ongoing over several years	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes	<p>The application of this revised policy will ensure that the appropriate financial contribution can be requested from any developer in respect of the cost arising from the need to make provision of any additional educational facilities or Home to School transport, which may arise as the consequences of a new housing development. It is important to note that where the use of a requested S106 contribution is specified that it can only be used for these purposes and any funding unspent for the specific purpose that it was given (i.e. transport or special education) will have to be refunded to the developer. Contributions for specific purposes will only be requested where a real need is anticipated and at the level considered appropriate.</p> <p>Any changes in current S106 Regulations may necessitate a change in this policy to ensure that no unintended financial consequences arise TAS 29.8.14</p>
LEGAL ISSUES	Yes	<p>Entering into agreements under section 106 Town & Country Planning Act 1990 is a Council function rather than a Cabinet function. Even though Cabinet cannot determine the terms of any Section 106 agreement, it can create policy regarding the approach taken by Education Officers who seek appropriate contributions from developments in the Borough. As stated in the attached draft Policy, A request by the Council for a Section 106 education contribution can only be made if the obligation is necessary</p>

		to make the development acceptable in planning terms, directly related to the proposed development and fairly and reasonably related in scale and kind to the proposed development. The viability of the development is also a key factor when deciding whether the development can afford the required contributions and the terms of the agreement.
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	<i>If yes, briefly list any other significant impacts, risks & opportunities- see separate guidance note for areas to consider</i>
IMPACT ON SPECIFIC WARDS	Yes	Borough-wide impact

PART B) – ADDITIONAL INFORMATION

The CYP Scrutiny Committee looked at the planning of Primary School places. The committee concluded that Telford & Wrekin are in a better position than many other authorities in regard to the supply of school places and that there is no immediate short fall. However, because of the rise in the birth rate, which is already affecting primary school numbers and will begin to have an effect on secondary school numbers in 2018 it was felt prudent to look at how any necessary new places could be funded.

To this end a revised draft version of the Planning Obligations Section 106 Contributions relating to Educational Facilities is attached at appendix 1. The original document was written in 2003 and it has been revised once previously in 2010.

4. INFORMATION

The limiting nature of current government policy is such that it does not easily enable long term planning and provision of new school places. This means that in order to fulfil its obligations to provide school places for all residents the council needs to seek contributions from the developers of new housing.

When a new housing development is announced the Council, as local planning authority, can seek to secure a financial contribution from the developer towards educational facilities in the local area. It is accepted that with new housing there will also be new families with children moving to the area who will require places within local schools. Where schools have a number of pupils who live outside their attendance area on their roll it is accepted that these will, over time be displaced by pupils from the new development and so there will be a knock on effect to other local schools.

In most cases the Local Authority will consider the level of an educational contribution on the basis of a need for pupil places, reducing the level by the percentage of surplus places within a 2/3 mile radius, using a straightforward formula

which calculates a figure based upon the expected number of new children to be generated by the planned housing. However, in cases where there is not an immediate or projected need for additional places at the local schools, the Local Authority will consider whether there are modernisation or refurbishment needs at local schools within a 10 mile radius.

The formula used to work out the contribution to be asked for, sets the number of pupils expected to be generated in each phase and calculates a sum based on a cost multiplier provided by the Department for Education (DfE) . The formula used to determine how many children are generated by different types of housing is based on survey work done for Telford & Wrekin Council in 2007 and ratified by the DfE.

Historically, Telford & Wrekin has had surplus places in secondary schools and so has not had to ask for section 106 contributions to provide more. However, the increased birth rate and the large number of dwellings planned for the borough means that in the future it is likely that we will need to ask for contributions towards the expansion of secondary provision. This is particularly pertinent when large numbers of houses are planned in a relatively isolated location.

If new dwellings are planned more than two miles from the nearest primary school or three miles from the nearest secondary school then the council will be obliged by statute, to provide transport to and from school for any pupils living there. The revised guidance on contributions attached asks that this should be taken into account when discussing developer contributions. This is an attempt to help the council meet its obligations in respect of future transport provision.

The increase in both the birth rate and the number of new dwellings is also putting pressure on specialist educational provision for children with special educational needs. These provisions, such as special schools and specialist units attached to mainstream schools admit children from throughout the borough dependent on their particular needs. It is therefore proposed that a percentage of all section 106 contributions towards education provision from across the borough be allocated to provide funds to extend and improve this specialist provision.

The other circumstances for asking for contributions for educational provision under section 106 remain the same. Dwellings which are one bedroom houses or flats will normally be excluded from the calculation. Sheltered housing for the elderly will also be excluded. Affordable housing would normally generate at least as many school aged children as most other types of housing, therefore the impact on local education facilities is likely to be similar.

5. PREVIOUS MINUTES

None

6. BACKGROUND PAPERS

- Report of Children and Young People Scrutiny Committee review of local arrangements for the planning and provision of primary school places May 2014

- A Revised draft version of the “Planning Obligations : Contributions relating to Educational Facilities” is attached at appendix 1.

Report prepared by Kathy Swallow, Service Delivery Manager: School Organisation Services, Telephone: 01952 380905



Planning Obligations

Town and Country Planning Act Section 106 (Amended)

Contributions relating to Education Facilities

Planning Obligations

Town and Country Planning Act Section 106 (Amended) **Contributions relating to Education Facilities**

Context

When a new housing development is announced the Council can seek to secure a financial contribution from the developer towards educational facilities in the local area. It is accepted that with new housing there will also be new families with children moving to the area who will require places within local schools. A number of schools experience pressure on their numbers and new development can therefore exacerbate this, which can only be alleviated through the provision of additional facilities. Also, many schools presently operate in sub-standard accommodation not necessarily considered suitable for 21st century schooling, and in these circumstances a contribution will be sought to supplement the modernisation of school buildings in line with the Local Authority's Asset Management Plan.

The Legal Requirement

A request by the Council for Section 106 planning obligations can only be made if the obligation is to make the development acceptable in planning terms, directly related to the proposed development, and fairly and reasonably related in scale and kind to the proposed development.

The planning obligation will specify that monies received must be used for the purpose(s) so specified within an agreed period (e.g. 5 years) from the receipt of the monies. If not so applied, within the terms of the Agreement, the monies shall become re-payable on demand together with interest.

New Places and Modernisation, Refurbishment or Improvement

In most cases the Local Authority will calculate the required level of an educational contribution on the basis of a need for pupil places, reducing the level by the percentage of surplus places within a 2 mile radius(primary schools) or 3 mile radius (secondary schools) as appropriate, using a straightforward formula which produces a figure based upon the expected number of new children. However, in cases where there is not an immediate or projected need for additional places at the local schools, the Local Authority will consider whether there are modernisation or refurbishment needs (such as replacing temporary accommodation with a permanent build) at local schools within a 2 mile radius. The Local Authority are able to negotiate with developers an agreement without regard to the formula where local factors dictate that there should be a specific level of contribution to meet the Council's expectation with regard to quality education provision for a particular area. In many cases there are already planned improvement schemes which have been prioritised through the Asset

Management process. In other cases, prioritisation of modernisation (including condition) work may have taken place but funding may not have been identified.

It should be noted that any existing spare capacity will not necessarily be available to accommodate the pupil yield from new housing development. In assessing spare capacity the council will take account of other factors such as increases in the birth rate and, where appropriate, other proposed developments which may be in the planning pipeline.

The Local Authority also has to provide places for pupils with special educational needs who require specialist facilities. As these facilities are provided centrally for pupils from across the borough, in a range of schools and units, a proportion of the contribution will be used to expand/enhance this specialist provision. As the average number of pupils within special schools is up to 2% of the total cohort of pupils, a figure of up to 2% will be used as the proportion of contributions to be used to support specialist projects in this sector.

Facilities for Children & Young People

The School Organisation Services Delivery Unit is made aware of new planning applications/outline planning applications by the Development Management Service Delivery Unit of Housing and Planning. This is normally done directly or through the operation of the online Planning Consultation section of the Telford & Wrekin website.

Two of the Council's 7 priorities are relevant to this area. These are "putting our children and young people first" and "improving local people's prospects through education and skills training". The Council will consider the following infrastructure for Children & Young People when identifying the level of contribution for a proposed development:

- Nursery and Early Years Facilities
- Primary School Facilities
- Secondary School Facilities
- Special Educational Needs Provision
- Sixth Form and Post 16 Provision
- Youth Facilities
- Home to School Transport

Consideration will be given to facilities that are reasonably considered to relate to the new development. For primary and secondary schools, this will normally mean those situated within a 2 mile radius (3 mile radius for secondary) of the proposed site. However, in rural areas this radius may be considerably larger. Each development will be considered on an individual basis to take account of location and other factors.

Negotiated Contributions

In most circumstances a calculation will be made that will indicate what the contribution will be, based on the expected number of homes to be built. When there is a major new development, the Council may enter into negotiations with the developers to aim to provide a new facility such as a new primary or secondary school, children's centre etc. including the land access and services on the land where it would be situated. This may not relate directly to the number of additional homes, although naturally the need for a new school would only be considered where local schools could not accommodate the number of new pupils expected. Where a new school is being considered as part of the new development, an agreement can be made with the developer over the capital costs associated with such a scheme. In most cases the Council would expect the developer to meet the associated capital cost of such a development including professional fees, although each case will be considered on an individual basis.

Number and Type of Dwellings to be Considered

In most circumstances, the Council will only seek an education contribution from a developer where they propose to build 10 or more new homes. However, if a development of less than 10 homes is proposed where there are no schools within a 2 mile radius that currently have places or are projected to be full in future years, then the Council will still seek a contribution in such circumstances. Again, in rural areas this radius may have to be wider.

Affordable Housing

Depending on the level of affordable housing indicated for a particular development, the Council will use its discretion over whether this is included in the education contribution calculation. Affordable housing would normally generate at least as many school aged children as most other types of housing, therefore the impact on local education facilities is likely to be similar. The Council understands that developers are sometimes expected to provide a greater percentage of affordable housing as a requirement of the planning process, therefore a balanced view will be reached when affordable housing is being considered, taking into account all the relevant factors such as viability.

Discounted Dwellings

Dwellings which are one bedroom houses or flats will normally be excluded from the calculation. Sheltered housing for the elderly will also be excluded.

Home to School Transport

The Local Authority has a duty to provide transport from home to school and back if a primary school aged child lives more than 2 miles from their nearest school or a child of secondary school age lives over 3 miles from their nearest school. If a proposed development is further from the nearest school than these statutory distances, or there is no demonstrably safe walking route within statutory distances then the local authority will seek a contribution from the developer to towards the cost of this transport provision.

A contribution will also be sought where there is insufficient capacity in the nearest or catchment area school and there is no alternative school with sufficient capacity within the statutory walking distance.

It is normal for the expected number of homes to fluctuate over time before plans for a development are finalised, therefore there may be several revisions of the calculation before a contribution is finalised. Once this is incorporated into the Section 106 document it is a final figure, although it is usual for the figure to be index linked, which will be stated in the agreement.

How the Methodology Works for Primary and Secondary Schools

The Methodology used will calculate an educational contribution using DfE cost multipliers. An example of the spreadsheet is shown below:

<u>Primary School Pupils</u>		
Context		
A	Total Dwellings	250
Deductions		
B	25 sheltered houses	-25
C	25 x 1bed flats	-25
Demand Generation		
D	Dwellings (2/3/4 bed)	200
E	Average Bed/Dwelling	3.25
F	Total demand population (d x e)	650
G	Average school year (f x 0.011)	7.15
Cost		
H	Primary pupil no.s (6 yrs x g)	42.9
I	DCSF New build standard multiplier	£12,257 (2008-09 Cost Multiplier)
J	Regional variation (+ or -%)	-10% (local factor variation)
K	Regional Multiplier (I x j)	£11,031.3
Total Cost (k x h)		£473,242.77
		Total minus surplus places
		£453,178.65
<u>Secondary School Pupils</u>		
Context		
A	Total Dwellings	250
Deductions		
B	25 sheltered houses	-25
C	25 x 1bed flats	-25
Demand Generation		
D	Dwellings (2/3/4 bed)	200
E	Average bed/dwelling	3.25
F	Total demand population (d x e)	650
G	Average school year (f x 0.006)	3.9

Cost		
H	Secondary pupil no.s (5 yrs x g) DCSF New build standard	19.5
I	multiplier	£18,469 (2008-09 Cost Multiplier)
J	Regional variation (+ or -%)	-10% (local factor variation)
K	Regional Multiplier (I x j)	£16,622.1
	Total minus surplus places	
	Total Cost (k x h)	£324,130.95
		£301,062.61

Explanation of the Spreadsheet

- A. Shows the total number of dwellings of all types proposed for the development.
- B. Shows the number of dwellings removed from the total which would not be expected to yield school aged pupils.
- C. (same as B)
- D. This is the number of remaining dwellings that are expected to generate school age pupils.
- E. This is a calculation of the average number of beds per dwelling.
- F. This is total number of dwellings multiplied by the average number of beds per dwelling, which gives an indication of the expected population generated by the new development.
- G. Average School year shows an equation which calculates the number of primary and secondary aged pupils expected from the total new population. The equation is based upon the school age range as a fraction of the total expected age range of the population of a development.
- H. This is the total number of primary or secondary pupils expected to be generated by development.
- I. Shows the total cost per pupil for new primary or secondary places as informed by DfE, usually updated each spending review period. Annual updates are based on the percentage increase of RICS Building Cost Information Service all in tender price Index from 2nd quarter to 2nd quarter.
- J. The regional variation is a percentage figure which the DCSF reduce the cost multiplier for the Telford & Wrekin area citing a regional variation factor in building costs.
- K. The Regional Multiplier is the final figure per pupil based on all of the above calculations.

Total Cost (K x H) is the gross expected contribution. This may be reduced by a further surplus places calculation.

Total minus surplus places shows the figure minus the percentage of surplus places within a two mile radius of the school.

Surplus Places Calculation

The surplus places calculation takes into account the number of places available at schools within the locality of the proposed new development. If there is some spare capacity locally, the final calculated figure is reduced by the percentage of surplus places identified within a radius of the proposed development (a 2 mile radius for primary aged pupils and a 3 mile radius for secondary aged pupils). The current number of pupils on roll will be considered, and also the projected number of pupils for the purposes of identifying whether there will be surplus capacity in future years.

In line with the National Audit Office's document "Capital Funding for new School Places" (published March 2013), a school will be considered to be at full capacity when at 5% surplus capacity or less.

Department for Education (DfE) Cost Multiplier

The DfE Cost Multiplier is important for the Developer Contribution Formula as it forms the basis upon which each contribution is based when the basic need for places methodology is applied. At present each year the DfE update and publish online the building cost associated for Primary, Secondary and Post 16 pupils on a per pupil basis. This figure is reduced by what is called a 'Regional Variation', a percentage which DfE consider is a suitable reduction for local building costs relevant to the Telford & Wrekin Council region. Currently this reduction figure is 10% (last updated January 2009) and this remains the same for future years until updated by DfE.

Home to School Transport Contribution

Where a contribution towards home to school transport is requested, it will be considered based on the following formula:

daily cost of transport x 190 school days x number of years

The cost per pupil will be based on the specific needs of the development, to be advised by the Integrated Transport Team and in liaison with Education and Corporate Parenting. For primary schools, a seven year period would be sought, representing the number of years that a child attends that type of school. For secondary schools a five year period would be sought, representing the cost of transporting pupils from year 7 to the end of year 11. It should be noted that the cost for the council will be ongoing, but the length of contribution in each case has been limited in order to aid development.

Home to school transport will be provided in line with Telford & Wrekin Council standards. This means with CRB checked drivers/escorts, appropriate vehicles, personnel documents in place etc.

These costs would be index linked.

Timing of Agreed Contributions

The Council can agree the timing of any contribution flexibly taking into account the particular circumstances pertaining to the development. However, where a new facility is reliant upon a contribution as its main capital source, it will normally be necessary to agree to an appropriately timed release of funds to secure the provision of the facility in time to meet the need.

TELFORD & WREKIN COUNCIL

**CABINET - 18 SEPTEMBER 2014
COUNCIL - 27 NOVEMBER 2014**

EXTENSION TO THE GYPSY & TRAVELLER SITE AT LODGE ROAD, DONNINGTON WOOD

REPORT OF ASSISTANT DIRECTOR: DEVELOPMENT, BUSINESS & EMPLOYMENT

LEAD CABINET MEMBER: CLLR CHARLES SMITH

PART A – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

- 1.1 On 25 July 2013, Cabinet approved:
- The acquisition of land from the Homes & Communities Agency (HCA) to facilitate the extension of the existing permanent gypsy and traveller site at Lodge Road, Donnington Wood
 - The acquisition of a site from HCA at Snedshill for the creation of a temporary transit site to help tackle the number of illegal encampments in the Borough.
 - The submission of an application for external traveller funding from the HCA to facilitate the extension of the Lodge Road site. On 19 July 2013, confirmation was received that £1.75m of grant funding had been awarded.
- 1.2 Since then officers have been developing the scheme for the extension to the Lodge Road site but abnormal costs of development have arisen as a direct result of the poor quality ground conditions as well as the stringent requirements placed on the specification of the accommodation provided, which is a condition of the HCA funding agreement.
- 1.3 Despite considerable work being undertaken to reduce costs through modifications to the design, dividing work packages into groundwork and modular build, value engineering and competitive tendering, the scheme remains circa £775k over budget.
- 1.4 This report sets out proposals to meet this budget shortfall and outlines the potential Implications of not delivering the extension to the Lodge Road site.

2. RECOMMENDATIONS

- 2.1 **That Cabinet recommend to Council that short term Prudential Borrowing of £775,000 as detailed in this report be approved.**
- 2.2 **That Cabinet recommend to Council that the capital receipt realised from the sale of land at Snedshill for employment purposes is used to repay the short term borrowing as detailed in this report.**
- 2.3 **That the award of contracts to the preferred contractors be approved, subject to commitments and spend being retained within existing approvals pending consideration of the recommendations above by Full Council.**

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	The proposals within this report directly contribute towards the following priorities: <ul style="list-style-type: none"> • Protecting and supporting our vulnerable children and adults • Ensuring that neighbourhoods are safe, clean and well maintained • Regenerating those neighbourhoods in need and work to ensure that local people have access to suitable housing • Protecting and creating jobs as part of a Business Supporting, Business Winning Council.
	Will the proposals impact on specific groups of people?	
	Yes	The report will ensure that the council meets its statutory duty to manage and accommodate gypsies and travellers
TARGET COMPLETION/ DELIVERY DATE	Award Enabling Works Contract: Immediately Award Main Contract: 18 September 2014 Complete Works: April 2015	
FINANCIAL/ VALUE FOR MONEY IMPACT	Yes	Proposals detailed within this report recommend temporary prudential borrowing of £775,000 for a period of 5 years until the capital receipt from the sale of the Snedshill site for employment purposes is realised. The revenue cost of this temporary borrowing will be offset against the additional New Homes Bonus and Council Tax income which will be received from the new units at Lodge Road, as shown at 4.10. For clarity, the additional rental income from both the Snedshill and Lodge Road sites is earmarked to offset the borrowing costs associated with the purchase of the Snedshill site as detailed within the Cabinet report on the 25 th July 2013. As detailed within this report, should approval not be given to this temporary borrowing the Authority will forego HCA grant funding of £1.75m, and costs incurred to date of £60,000 will be abortive and will become a pressure on the revenue budget. In addition, it is estimated that potential costs of £20,000 per annum may be incurred in managing illegal encampments should sufficient permanent facilities not be available within the Borough. JAC 280814
LEGAL ISSUES	Yes	The Council has a duty to provide gypsy and traveller sites within the Borough in accordance with S225 of the Housing Act 2004. The proposed extension seeks to fulfil this duty.
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	Failure to approve this funding may mean that: <ul style="list-style-type: none"> • HCA funding would be lost. The likelihood of successfully securing funding for gypsy and traveller sites in future rounds is limited due to the changing nature of the bidding process. As such the full costs of providing alternative accommodation would need to be met by the Council. • The Council would be unable to meet its statutory duty to manage and accommodate gypsies and travellers • The gypsy and traveller family currently occupying the Snedshill site, and due to be relocated to the Lodge Road site, would become effectively “homeless” when the planning permission on the Snedshill site expires. • The number of illegal encampments would increase with

		<p>associated financial and reputational implications.</p> <p>Other risks associated with this proposals are that:</p> <ul style="list-style-type: none"> • The £800k receipt associated with the Snedshill site will not be realised.
IMPACT ON SPECIFIC WARDS	Yes	The Lodge Road extension site is within the Muxton ward.

PART B – ADDITIONAL INFORMATION

4. INFORMATION

- 4.1 In July 2013, Cabinet approved the acquisition of 3 acres of land off Lodge Road, Donnington Wood to facilitate the extension of the existing permanent gypsy and traveller site to accommodate a further 12 units. The extension to the site was considered essential to ensure that the council is able to fulfil its statutory duty towards a gypsy and traveller family within the Borough who have residential rights here, but are currently being accommodated on a transit site at Snedshill.
- 4.2 The transit site at Snedshill was created following the acquisition of 31.7 acres of land from the HCA in 2013. The land has temporary planning permission for a transit site and on expiry of the planning permission the council will look to market part of the site for development. An alternative transit site is currently being identified to replace the Snedshill provision.
- 4.3 In July 2013, Cabinet also approved the submission of a funding bid to HCA for the upgrade of existing accommodation for gypsy and travellers at Lodge Road as well as the extension and new provision. On 19 July 2013, the council received confirmation that their application for £1.75m of funding had been successful.
- 4.4 In February 2014 planning permission was secured for the extension to Lodge Road and since then officers have been working to develop the design to allow a tender process to proceed. The project consists of the following elements:
- Site clearance and groundworks on which the site will be extended
 - Installation of hardstanding in and around the site
 - Installation of 25 new amenity buildings and 1 communal building and play area. All buildings are fabricated pods, built off site to meet specification requirements.
 - Demolition of 13 existing amenity buildings.
- 4.5 Detailed costings prepared following cabinet approval identified that the cost of the scheme was likely to exceed the available budget with this being a result of:
- Ground investigation revealing poor quality ground conditions which added to the abnormal costs associated with the development.
 - The HCA funding agreement requiring the accommodation to be built to a higher than anticipated specification, on the basis that the HCA want to protect their long investment in the scheme.
- 4.6 In response to this the project team looked at a number of alternative site layouts as well as alternative sites to try and reduce costs. In addition, the project was developed as two discreet packages for groundworks and prefabricated pods as well as a single package to see if the former approach could drive out any further savings, accepting that these were distinct specialisms.

- 4.7 Whilst a tender process would have provided cost certainty, this was delayed because a commercial opportunity arose which had implications for the Lodge Road proposals, with a local company looking to expand operations on the land adjacent to the Lodge Road extension site. Despite a number of high level meetings with the company to explore this opportunity, the proposition did not proceed.
- 4.8 Following numerous attempts to reduce costs, the preferred package was tendered with tender returns confirming that costs were still circa £775k over budget, this being after a further £190k of saving have been agreed with the preferred contractor.
- 4.9 Failure to secure a deliverable scheme will mean that:
- The HCA funding will be lost. Funding needs to be spent by the end of March 2015 or it will be clawed back.
 - Costs incurred to date, amounting to £60,000 will be abortive.
 - The likelihood of securing future HCA funding will be significantly reduced as future funding rounds are more generic, with a reduced focus on gypsy and travellers meaning the Council will have to fund an accommodation solution in full.
 - The Council would be unable to meet its statutory duty to accommodate the gypsy and traveller family currently located on Snedshill.
 - We will see an increase in the number of illegal encampments within the borough with the associated costs and reputational damage. If the Council can not find alternative accommodation for the travellers currently located on the Snedshill site, before the planning permission expires in December 2015 then they will effectively become “homeless”. The lack of an available site for the travellers was the main reason for the number of illegal encampments in 2013. The number of illegal encampments has significantly reduced from on average 22 per year on Council land to almost nil since the Snedshill site was brought into use. Costs associated with these illegal encampments amounted to circa £20,000 per year in court fees, legal fees and clean up costs.
- 4.10 It is considered essential that the project proceeds and in response to this a possible funding solution has been identified which uses Council Tax and New Homes Bonus payable on the new units on Lodge Road to fund short term borrowing of £775k to bridge the budgetary shortfall. The borrowing will ultimately be repaid utilising the capital receipt from the sale of the Snedshill in 2019. This capital receipt is currently not accounted for in the Council’s budget strategy. The funding solution is summarised below:

	£
Total costs of borrowing for 5years (2014 to 2019)	134,280
Income from NHB - 6 years	-94,608
Income from council tax - 5 years *	-58,014
	-152,622
Net Position	-18,342

* Council tax income from the site will provide ongoing revenue to the Authority beyond the 5 year repayment period (subject to resetting of council tax base).

- 4.11 The report seeks approval to proceed with the award of contract to our preferred contractors, Fitzgerald and Rollalong, immediately following Cabinet approval and prior to Council approval on the basis that:
- Overall spend and commitments will not exceed the £1.75m budget envelope for which approval has already been granted.
 - The order to Rollalong is a standalone contract for pod units and can be contained within the existing £1.75m envelope
 - The contract placed with Fitzgerald will be phased to contain spend within the existing approval until the report for additional funding can be considered.

Report prepared by Kate Callis, Assistant Director: Development, Business & Employment 01952 38459

TELFORD & WREKIN COUNCIL

CABINET - 18 SEPTEMBER 2014

TACKLING YOUTH UNEMPLOYMENT – PROGRESS TO DATE

REPORT OF ASSISTANT DIRECTOR: DEVELOPMENT, BUSINESS & EMPLOYMENT

LEAD CABINET MEMBER – CLLR SHAUN DAVIES

PART A – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

On 9th January 2014, Cabinet approved a series of pledges focussed on tackling youth unemployment with a view to ensuring that every 16 – 24 year old, who is seeking employment or training, is fully supported on their journey. Since then considerable work has been undertaken to develop our role as an employer, a service provider and a broker of interventions and we are seeing many more people supported into positive destinations as a result:

- Youth unemployment in Telford & Wrekin is decreasing at a greater rate than the regional and national rates – we believe this is a direct result of our intervention and growth agenda.
- 105 work experience placements and 130 apprenticeships posts have been identified across the Council.
- Our Job Box Mentors have, so far, supported 24 people into employment and are working with a further 116 to improve their employment chances.
- 69 vacancies were filled as a direct result of the Partnership for Jobs event held in March 2014
- 9 additional Job Junctions have been set up in new areas of the borough with the aim of providing greater access for residents who are looking for work. As a result we are seeing record highs in attendance with the number of users to date, already exceeding last year's total. 105 people have been supported into employment through our Job Junctions this year.
- We have developed and launched our Job Box brand to unify our offer and ensure there is a common theme across our promotional media.
- We launched our Job Box website in March 2014 with 27.5% of all people viewing the site being aged between 18 and 24, this figure is improving on a weekly basis.
- We are using our Invest In Telford programme to identify upcoming employment opportunities and relaying them through the various support services of the Job Box.
- We have developed a comprehensive offer to support businesses with their recruitment needs which links closely with our Invest In Telford offer.
- We have developed our Ambassador programme which will facilitate stronger links between businesses and schools to support the promotion of careers and work place learning.
- We have developed our Apprenticeship Hub programme that will de-risk the appointment of an apprentice for the employer, by Telford & Wrekin Council taking on the responsibility of managing the contract and wages of the apprentice.
- We are developing a scheme to ensure that our young people are “work ready” through a Skills Passport programme, which will be developed alongside business needs.
- We are launching a programme of support for our young people to start their own business.

This report provides an update on progress to date and the positive impact this is having on levels of youth unemployment as well as individual's prospects and opportunities.

RECOMMENDATIONS

2.1 That Cabinet note the progress made to date against the pledges approved at Cabinet in January 2014 to tackle high levels of youth unemployment.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Co-Operative Council priority objective(s)?	
	Yes	<ul style="list-style-type: none"> • Improve the health and wellbeing of our communities and address health inequalities • Protect and create jobs as part of a "business supporting, business winning council" • Improve local people's prospects through education and skills training • Protect and support our vulnerable children and adults • Put our children and young people first
	Will the proposals impact on specific groups of people?	
	Yes	There will be borough wide impact with a specific focus on 16 – 24 year olds, education providers and businesses.
TARGET COMPLETION/ DELIVERY DATE	This is a two year programme of work to April 2016. Considerable work has been undertaken to date and this report provides an update on progress as well as key milestones going forward. Future funding sources to safeguard successful elements of the programme, post 2016, are currently being identified.	
FINANCIAL/ VALUE FOR MONEY IMPACT	Yes	Funding of £1,304,730 was identified to deliver the programme. Savings came from the anticipated early delivery savings in 2014/15 as explained on 9 th January 2014
LEGAL ISSUES	Yes	The Council's statutory duty to provide education and/or training currently extends to 16-19 year olds, however the council can rely upon section 11 of the Local Government Act 1972 which allows the authority to do anything which is calculated to facilitate, or is conducive or incidental to its statutory functions to extend the current and any future schemes to cover 20-24 year olds. The exercise of the power will also be subject to express statutory restraints such as the public sector equality duty, procurement and state aid rules.
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	There is a risk that successful initiatives delivered through the programme will no longer be viable post April 2016 when funding has been utilised. It is critical that the two year programme is used to test the performance of new schemes, identify alternative funding sources and develop income generating opportunities to ensure that initiatives are sustainable long term and that there is ongoing support for young people and businesses.
IMPACT ON SPECIFIC WARDS	Yes	The proposals will have a borough wide impact but this will be greatest in those wards where there are highest concentrations of youth unemployment including Cuckoo Oak, Woodside, Malinslee, Haygate, Brookside and Donnington.

PART B – ADDITIONAL INFORMATION

4. INFORMATION

4.1 Youth Unemployment – The Data

When Youth Unemployment pledges were launched in January 2014, youth unemployment across the borough was increasing, and at 32.1% was well above both the regional (24.6%) and national (20.8%) rates. This was equivalent to 3,700 people aged 16-24 being unemployed in the borough. This data is derived from the Annual Population Survey for the year ending June 2013 as released in October 2013.

The latest set of figures show that Youth Unemployment in the borough has fallen and now stands at 26.4% which equates to an estimated 3,200 people aged 16 – 24 unemployed. Figures are still above the regional (22.3%) and national (19.3%) rates but the rate at which youth unemployment is falling locally is well above that being experienced regionally and nationally as summarised below:

	January 2012 – December 2012	April 2013 - March 2014	%pts Difference
Local Rate (%)	29.8	26.4	-3.4
Regional Rate (%)	21.9	22.3	+0.4
National Rate (%)	20.8	19.3	-1.5

4.2 Our Role as an Employer

As a major employer in the Borough we pledged to lead by example and through our employment and recruitment practices to support and provide opportunities for young unemployed people:

Pledge	Progress to Date
We will provide on an annual basis 100 work placement across the council to those young people who have identified a lack of work experience as a barrier to employment. Placement will be for 12 weeks, expose participants to a range of work across the authority and include employability training, a guaranteed reference and ongoing support into employment and training.	<ul style="list-style-type: none"> To date, 102 work experience placements have been identified by internal departments (Appendix 1). Work is ongoing to identify further work experience opportunities and where assistance may be required to facilitate this. The first cohort of 5 work experience placements is due to start in September 2014. People Services have assisted managers with writing a Job Description and developing an 8 week programme for the individuals. Individuals who are on placement will be asked to complete a 'week in the life' diary at the end of each week. This will be used to assist the individual in identifying what they have achieved during their time and we will use this as an end of placement case study to promote the benefits of work experience to Telford & Wrekin Managers, private sector businesses and job seekers. We are working with our internal departments such as our Job Box Mentors and National Careers Service to identify potential candidates for these placements. Internal placements will also be advertised on our Job Box website. We will document successes and use this to encourage private sector organisations to consider the benefits of offering a work experience placement.
We will provide a minimum of 150 apprenticeships and improve the quality of and access to our	<ul style="list-style-type: none"> To date 130 apprenticeship have been identified across Telford & Wrekin Council (Appendix 1) We have launched a cohort recruitment process and successfully recruited 13 new apprentices who commenced employment with the council at the same time. All apprentices went through an

<p>programme, offering a wider range of experiences and employment opportunities across all council services as well as outside of the council.</p>	<p>induction process with People Services before being released to their respective placements within the Council. A further cohort recruitment campaign is planned for September.</p> <ul style="list-style-type: none"> • Work is ongoing to identify a further 20 apprenticeship opportunities with one option being to recruit to these as part of the Apprenticeship Hub. Further information on this scheme is provided below. • All apprentices coming to the end of their placement are referred to a Job Box Mentor to ensure they continue to be supported into a positive destination. • We are aiming to showcase our apprentice successes internally to our managers to encourage them to take on apprentices, externally to people considering an apprenticeship and also to businesses who are unsure about taking on an apprentice. Appendix 3 provides an excellent example of one of our apprentice successes.
<p>We will develop and implement a reward scheme to incentivise positive performance and ensure our apprentices and work placements are job ready.</p>	<ul style="list-style-type: none"> • We have identified key milestones within an apprenticeship and identified an associated set of standards that we would expect to be met at each milestone. We are considering the type of rewards that could be offered if performance standards are met at each milestone, e.g. a cash reward (bonus) or a physical reward (book tokens). • Apprentices will continue to be rewarded as part of our Customer Service Awards to ensure that apprentices feel part of our organisational process.

4.3 Our Role as a ‘Service Provider’

<p>We know who these young people are and what their barriers are to employment by adopting a single record client management system to drive intervention and support.</p>	<ul style="list-style-type: none"> • A new data system has now been purchased from Cognisoft and a Data Manager and Data Assistant are in post to implement the system effectively with a “go live” date of January 2015. A further Data Assistant post has been recruited and the candidate is due to start in September. • The new data system will allow us to replace the existing “Profile” system which is currently used to track circa 8,000 16-20 year olds as well as 4 further internal systems from teams which work with an additional 8,000 people aged 20+. • The new system will allow us to track young people, irrespective of their age, so that we can have a greater understanding of where young people in the borough are placed in education and employment. One of the greatest challenges we have faced is identifying who these young unemployed people are as they simply ‘fall off the radar’. The new system will enable us to effectively track and support them through the various stages. • The new system will also allow a young person’s information to be captured out in the field so that we can provide immediate and effective support. Once we have basic data we can “push” messages and alerts through the system which will be of interest, to an individual, based on their specific circumstances – these could be employment/training opportunities which fit the individuals’ profile.
<p>We will develop a script for front line staff across the council and partner agencies so we can effectively signpost unemployed young people to the suite of support available and</p>	<ul style="list-style-type: none"> • We have developed and disseminated a script (Appendix 6) to increase awareness of services amongst employees and partners. • We have secured a daily presence for Job Box at Southwater One and literature, banners and posters are now in situ to raise awareness. • A desk top “pop up” campaign took place at the beginning of August 2014 to raise awareness of Job Box.

<p>ensure we own the support for an individual's journey from start to finish.</p>	<ul style="list-style-type: none"> • Future development of the Job Box website will include a self referral tool available to young people.
<p>We will launch a rolling programme of one to one support for 200 young people by providing the opportunity to work with an employment coach to help them on their journey to employment – from support with filling in an application to helping plan their journey to work.</p>	<ul style="list-style-type: none"> • Six employment coaches or Job Box Mentors (JBMs) are now in post and providing one to one support to young people aged 20 - 24. • Job Box Mentors are currently working with 116 unemployed 20 – 24's, the maximum case load the team can take is 180 people. • Up to 12 August, 24 young people have been supported into work • JBMs have recently started working with JSA claimants from Madeley Job Centre with this extending in the coming month to Telford and Wellington Job Centres • JBMs have attended community events taking place across the borough including T-Party and fun days as well as having a monthly slot at Telford Shopping Centre, Asda Donnington and Sainsburys to promote the services offered by the Job Box and engage with potential service users. • JBMs have also contacted via telephone with over 1,282 residents over the last few months although the conversion rate has been low – this remains a challenge and supports the need for alternative forms of engagement • JBMs have built a great relationship with our local employers (e.g. Nandos) and have been working closely with them to help with their recruitment campaign. The mentors have supported some of their service users through the application and recruitment stage, with a specific focus on the jobs available at Nandos. 7 mentees were supported into interviews with 4 being successful in securing employment. JBMs were able to get feedback directly from Nandos for the unsuccessful candidates so that they could further support them for future interviews. In addition Nandos have referred all unsuccessful candidates that were not referred to them by the JBMs to The Job Box for further support. This is an offer which we are keen to develop for other employers within Telford & Wrekin. • The Job Box Mentors have published a video of themselves on You Tube and the Job Box website to raise awareness. Up to 12th August this video has had 106 views with a reach of 10,000 on Facebook. <div data-bbox="628 1400 1281 1798" data-label="Image"> </div> <ul style="list-style-type: none"> • See Appendix 2 for Job Box Mentor case studies
<p>Through collaboration with Telford College of Arts & Technology (TCAT) we will increase our number of job junctions from 8 to</p>	<ul style="list-style-type: none"> • 9 new Job Junctions have been launched at Hadley, Madeley, Overdale, Randlay, St Georges, Oakengates, Newport, Arleston and Meeting Point House with extra Job Junctions in Dawley. • £13,000 of additional funding has been secured from the following Town & Parish Council's to support Job Junctions in their area. <ul style="list-style-type: none"> • Stirchley & Brookside

<p>15 and opening times from 16 to 30 hours per week to ensure provision in an area of need and will focus training and support on entrepreneurship and employability linked to local labour opportunities.</p>	<ul style="list-style-type: none"> • Dawley • St Georges & Priorslee • Madeley • Attendance at Job Junctions has more than doubled compared to the same time last year. At the end of July 2013, 1,696 people had engaged with services at the Job Junctions, compared to 3,879 by the end of July this year • Since January 2014, 105 people have been supported into employment or training through the Job Junctions • Appendix 3 provides a detailed breakdown of attendance statistics
<p>We will ensure employment opportunities for young people are maximised through our external contracts with suppliers.</p>	<ul style="list-style-type: none"> • A Social Value policy and Framework has been developed to support officers awarding contracts to businesses who successfully and positively engage with our Social Value aim. This policy and framework has recently been approved by cabinet and is now available on the Intranet. Section 4 of the Social Value Policy clearly states opportunities for NEETS, care leavers and the long term unemployed. • A procurement report will need to be completed at the end of every contract to detail how Social Value was considered within the contract. • Training modules within Ollie are being developed to include guidance on how to measure and manage targeted recruitment and training in a tender process and after contract award.
<p>We will develop and launch a brand to unify the range of initiatives from the Council, partners and employers available to support young people into employment or training.</p>	<ul style="list-style-type: none"> • The Job Box brand has been developed in consultation with young people to ensure that it is engaging and appropriate and was launched in March 2014. • It successfully brings together all of the initiatives focussed on tackling youth unemployment and is providing a coherent approach to marketing and communication. • Brand awareness is improving and there is more work to be done to promote this with the various user groups. • We recently ran an advert campaign on Facebook with the intention of increasing 'Likes' to the page and widening our reach. Prior to the campaign on 27th June the total number of page likes from women aged 18 – 24 was 15% and men was 6%. After the campaign on 6th August the total number of page likes from women aged 18 – 24 was 20% whilst likes from men of the same age group had doubled to 12% • Our Facebook Page currently has 1,429 likes. • The Job Box Twitter page currently has 320 followers. • Job Box now has a presence at Southwater One. The desk is being manned on a rota basis by staff from the skills team, representing all aspects of the Job Box. Promotional material is in situ around Southwater One • A radio advert is planned for the beginning of September to raise awareness of The Job Box and the services offered as well as the Seasonal Jobs Fair. • Leaflet drops are continuing in the Borough to encourage people to visit the Job Box Website and Southwater One. • Appendix 7 provides an example of the material produced to publicise the Job Box
<p>We will launch a virtual, web based, one stop shop to bring together employers</p>	<ul style="list-style-type: none"> • The Job Box website (www.telfordjobbox.co.uk – appendix 9) was launched in March 2014 and provides: <ul style="list-style-type: none"> • Details of jobs vacancies including links to other jobs sites such as Monster and Job Centre Plus.

<p>and potential employees through interactive forums, you-tube postings by business leaders and Young People who have overcome barriers to secure employment, listing of forthcoming job opportunities.</p>	<ul style="list-style-type: none"> • Links to our services are also included such as Future Focus, Turn Around and Job Box Mentors. • Testimonials and good news stories • Information on the support available for businesses • Website statistics tell us that: <ul style="list-style-type: none"> • 27.5% of all people viewing the website are aged between 18 – 24 years old • The number of people who visit the website and then leave without viewing any other page is at 42%. This is steadily improving since the website was launched and this is also reflected in the ongoing changes we are making to the website. • With the migration of the new website for Telford & Wrekin it is expected that the Skills team will take control of uploading and updating information onto the website in the Autumn, allowing the information content to be updated regularly. • Future development will see: <ul style="list-style-type: none"> • Employers uploading their job vacancies to the website with an easy to use form. • Service Providers uploading videos of their provision for us to use on the website. • Revamp of the Job Vacancies page to provide a searchable jobs function for job seekers. • Launch of a self referral function which will guide the user through a series of questions and will support self serve or result in a referral to the relevant team within the Job Box. • Information on up and coming Jobs Fairs. • An events page listing what's going on in the area of relevance to people seeking employment and training. • The website is constantly evolving and updating as new opportunities become available and will become one of the principal communication tools moving forward. • There is ongoing work to link the main Telford & Wrekin Council website to The Job Box website, as the main tool for job seekers in the borough. • All marketing literature and associated marketing campaigns link users back to the Job Box website. • We will be using the new data base to inform people of the support available through The Job Box by sending them relevant links to the website from areas of interest that they have identified with us or in relation to their current circumstances, for example apprenticeships and new job vacancies. • We are undertaking an internal communications campaign to raise awareness of local authority employees of the website and The Job Box. This will continue using various opportunities over the coming months.
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4.4 Our Role as a 'Facilitator & Broker'

<p>We will identify up and coming employment opportunities with existing employers as well as those associated with new developments such as southwater and will upskill local people to ensure they are ready</p>	<ul style="list-style-type: none"> • Business Support Officers are now using a business focussed CRM system to capture job vacancies/recruitment needs within our existing businesses to allow this information to be shared with those young people seeking employment. The information is real time and relevant. • We are developing a facility on the website that will allow employers to automatically upload their vacancies onto the website. • We are prompting local job opportunities on our website and
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<p>and able to access these opportunities.</p>	<p>through social media such as Twitter and Facebook and are developing a form on our website that will enable job seekers to sign up so that when new vacancies are recorded the job seeker will automatically be informed via email.</p> <ul style="list-style-type: none"> • We are promoting Job Box and the recruitment support that we can offer to our businesses, in order to encourage the use of our job vacancy facility on the portal. • We have developed a comprehensive offer to local businesses which links with our Invest in Telford campaign but is focussed on how we can support businesses to meet their recruitment requirements. For example we can: <ul style="list-style-type: none"> • Offer a comprehensive Recruitment and Selection Service which can include collating and sifting application forms or CVs, arranging interviews and pre-interview assessments. • Support access to funding to support skills and recruitment. • Provide Pre-Employment Training by working with employers to understand their requirements and skills needed for each of their vacancies and develop a bespoke training package for potential applicants. • (Appendix 8 shows our full Invest In Telford offer to businesses around skills)
<p>We will secure business ambassadors who will pledge to help address youth unemployment directly through their own recruitment practice and indirectly through engagement with children and young people on local skills needs and will reciprocate this commitment through support and collaboration.</p>	<ul style="list-style-type: none"> • We have developed an Ambassador programme for Schools and Businesses, appendix 4 • The schemes aim is to support and facilitate stronger relationships between young people and businesses by recruiting businesses from the local community who have an interest in engaging with local young people whilst they are still at school and are able to make a commitment/pledge to help promote careers, work place learning and support/inspire the next generation of entrepreneurs. • The scheme has two recognition levels Ambassador and Champion depending upon the level of commitment a business can make and to ensure that all businesses, irrespective of size, can become an ambassador. • The school recognition scheme will certify those schools which reach the minimum participation levels set by Telford & Wrekin Council for school-business engagement. This includes areas such as careers advice, linking with a range of local businesses and promoting all available careers routes and job opportunities. These schools will then be promoted to our Ambassador network. • We have consulted with a number of businesses through the HR forum and have received very positive feedback with the majority being keen to be part of the programme. • We are aiming for a soft launch of the programme in the Autumn, with a full launch early 2015.
<p>We will launch an apprenticeship hub for local employers to reduce the administrative burden to employers, facilitate apprenticeship sharing across organisations and promote the financial and organisational benefits of “growing your own” through traineeships and apprenticeships</p>	<ul style="list-style-type: none"> • With major changes taking place to the funding support available to SME's to take on an apprentice and the knowledge we have regarding the concern for employees taking on an apprentice, a model (see appendix 5) has been developed in which we, as a local authority, can facilitate the recruitment of apprentices on behalf of the employer. • The Apprenticeship Hub will allow the local authority to recruit the apprentice, provide some pre employment training and then place the apprentice with one or a series of local employers. The local authority will manage the contract and wages of the apprentice, whilst charging the business for the service. The Apprenticeship Hub de-risks the appointment for the employer and reduces the administrative burden. • Costings are currently being considered for this programme, with

<p>and will launch a trainee / apprentice of the year award.</p>	<p>research having been undertaken from other local authorities who operate a similar model.</p> <ul style="list-style-type: none"> • The Hub is aimed to be launched internally at the beginning of September with an internal sharing of apprentices programme. The hub then aims to go live to employers in January 2015.
<p>We will launch a jobs fair at The International Centre in March 2014 at which there will be access to jobs, support with cv writing and employability skills as well as inspirational talks from business ambassadors and young people.</p>	<ul style="list-style-type: none"> • We held a Jobs fair in March 2014 which was attended by circa 4,000 people and 104 exhibitors of which 78 were employers, 17 training providers and the remaining Telford & Wrekin Council services. • 171 vacancies were displayed on the day, 69 of which were filled as a direct result of the Jobs Fair. • Feedback from all who attended was incredibly positive with 94% of exhibitors confirming that they would consider attending a similar event and 72% of job seekers stating that they were either very satisfied or satisfied with the event. • A Christmas recruitment Jobs Fair is being held at Telford Shopping Centre on Friday 12th and Saturday 13th September. We are engaging with local retailers within the Town Centre and Borough Towns to advertise their Christmas vacancies on their behalf. In addition to this the Job Centre, TCAT and our internal skills and recruitment services will be on hand to support would be employees with their recruitment needs. There will also be the opportunity for job seekers to complete and submit job applications on the day. • Following the huge success of the 2014 jobs fair, a further Jobs fair will be held on Thursday 12th March 2015 at The International Centre.
<p>We will work with schools, education providers and the community to ensure young people are equipped with the knowledge to make informed decisions about their futures based on up to date information on skills requirements now and in the future.</p>	<p>Mapping the Provision</p> <ul style="list-style-type: none"> • We are currently mapping the careers guidance and business engagement that takes place in schools/colleges throughout the Borough to identify good practice, and also where there may be gaps in support. • We will link findings to the Ambassador programme, seeking to roll out best practice and unify employer/school engagement. <p>Work Readiness & The Skills Passport:</p> <ul style="list-style-type: none"> • We are working with businesses to develop a definition of “work readiness” with a view to launching a Borough wide “Skills Passport”. • The skills passport will be trialled in one school/college. Students will undertake a series of exercises to develop their work readiness and will be assessed prior to receiving their skills passport. • Local employers will be engaged through the Ambassador scheme to develop the skills passport content and support assessment to ensure it becomes a recognised accreditation locally. <p>Entrepreneurialism & Self Employment</p> <ul style="list-style-type: none"> • In response to a lack of support for young people considering self employment, Telford & Shropshire Enterprise Partnership and Telford & Wrekin Council have developed a joint programme to support young people to start their own business with a focus on four specific areas: <ul style="list-style-type: none"> • Hair/Beauty • Fitness/Health • Food/Catering • ICT/Retail. • Engagement will start at college with students attending a series of monthly workshops to support them with their entrepreneurial ambitions. Workshops will also be available to all young people

	<p>who are looking to start up their own business.</p> <ul style="list-style-type: none"> • Participants will also receive a 'Business in a Bag' containing: <ul style="list-style-type: none"> • 10 step business plan in CD format, • Financial and legal information as well as a simple accounts package and link to registration as sole trader on HMRC website • Image, branding and logo design pack • Design & management of a 3-page website • Business start up boot camp calendar with dates for monthly workshops and mentor groups • List of local networks • Database of potential customer sources for the particular trades • The programme will look to launch in September 2014 and aims to support a minimum 100 beneficiaries up until August 2015
<p>We will broker transport solutions to ensure young people have access to employment centres or training opportunities including effective signposting and subsidising journeys where required.</p>	<ul style="list-style-type: none"> • Information has been collated on transport solutions available to people who are struggling to access their place of work or training and is available on the Job Box website. • An information campaign has been launched to ensure that all agencies and officers that support Young People to get into work are aware of all the support mechanisms for transport. This information has also been made available via the Job Box website. • A consultation document has been issued to businesses on local industrial estates to better understand the needs of their business i.e. shift patterns and the level of the issues relating to transport in recruiting the people they need. Using this intelligence we will look to broker solutions which meet the needs of employers and employees.

4.5 Sustainability

Funding is in place for this programme until April 2016. Over this period we will be reviewing the success of individual programmes as well as looking at the sustainability of these initiatives going forward and seeking to identify alternative funding streams, including funding from the LEP, sponsorship, funding from the website i.e. charging for advertising vacancies, as well as the opportunity for the Job Box mentors to work more closely with businesses on targeted recruitment campaigns.

Programmes such as the Ambassador Programme and the Apprenticeship Hub are aimed to become self funding with charging options currently being discussed and researched.

5 PREVIOUS MINUTES

Cabinet Meeting - 9th January 2014

6 BACKGROUND PAPERS

**Report prepared by Kim Hodgetts, Programme Manager – Youth Unemployment,
Telephone: 01952 381192**


APPENDIX 1 – IDENTIFIED WORK EXPERIENCE AND APPRENTICE OPPORTUNITIES IN TELFORD & WREKIN COUNCIL

Workforce Profile Numbers and %	AD/service area	Apprentices in place (as at 14/7/2014)	Proposed Apprentice targets	Proposed Work (WE) Experiences targets	Apprentice posts in base budget	Apprentice potential target based on workforce profile
237 (8%)	Adult Social Services	1	4	0	-	12
248 (8.4%)	Children's Safeguarding and Specialist Services	3	5	2	1	13
394 (13.3%)	Family, Cohesion and Commissioning	2	10	10	-	20
54 (1.8%)	Health, Well Being & Public Protection	1	1	0	-	3
52 (1.8%)	Co-operative Council	1	3	4	2	3
1076 (36.3%)	Customer Services	15	23	39	11	54
105 (3.5%)	Finance, Audit and Information Governance	2	4	1	1	5
104 (3.5%)	Law, Democracy and People Services	4	4	10	3	5
311 (10.5%)	Neighbourhood & Leisure Services	18	28	16	17	16
243 (8.2%)	Development Business & Employment	13	11	10	8	12
136 (4.6%)	Education(schools)	37	42	10	-	
	Corporate Parenting	1	2	0		7
5 (0.2%)	CMT/ Planning specialist	-	-	-	-	0
	External/Parish Council	1	-	-	-	-
1	Transformation, Personalisation and integration	-	-	-		0
2966 (100%)	Total (including June Cohort – 13)	99	137	102	42	150
	Actual Council Target		150	100		
	Shortfall		13	-		

Apprenticeships - Employment & Retention (includes schools)

2009	41
2010	37
2011	50
2012	61
2013	96
2014	46
Total Employed	331
Total retained	121 (4% of total workforce) (37% of total apprentices employed)

APPENDIX 2 – CASE STUDIES

APPRENTICES	
<p>Layla Williams</p>	 <p>During my last year at college I was completely unsure of what path I wanted to take. I'd heard that it was around 50/50 for those who went to university and those who didn't, but felt like everyone else was going so it was something I needed to do. I agonised over the decision until almost the last minute for applications but even though I didn't know what I wanted to do for the rest of my life I knew at that time university wasn't what I wanted.</p> <p>Contrary to popular belief not going to university does not mean the end of your job prospects. I had regular meetings with my college tutor and she suggested an apprenticeship to earn some money and continue training while I decided what I wanted to do and that the Council would be a good place to start.</p> <p>I applied for two admin apprenticeships and was offered the second post in Adult Social Services which I started in October 2009. What followed was the best experience I could have hoped for. I was the first apprentice Social Services had had and therefore I was responsible for setting up many processes and systems and was given a lot of responsibilities.</p> <p>I trained with some of the most experienced and knowledgeable administrators who alongside my manager/mentor supported me to complete my NVQ Level 2 Business Administration and I was awarded Student of the Year in that category by TCAT.</p> <p>At the end of my apprenticeship I was successful in applying for a full time permanent administrator post with the same team and got to put all I had learned into practice. With many staff leaving the team over the next couple of years I became the most experienced member of the team and was involved in the training of our newer members of staff which was extremely rewarding. Last year, to continue my training, I was also given the opportunity to study for my Level 3 Business Administration NVQ which I recently completed.</p> <p>After four years of working in the team I wanted to continue to learn and find a way to help others so decided it was time for a new challenge. I successfully applied for a Senior Work Programme Administrator post in the Transformation Team and started my two year secondment in October 2013. I supervise a Team Administrator and we work closely together with multiple teams and Service Delivery Managers supporting a variety of projects.</p> <p>Without the opportunity presented by the Council to train for an apprenticeship I don't know what I would be doing now but I know that I am a better person for the support and experiences I have had through working and training with the Council.</p>
JOB BOX MENTORS	
<p>Sammy Jo</p>	<p>Sammy-Jo is a 24yr old mum of two. Her partner works, but she has been looking for part-time work for several months doing a bit of cleaning. She met a Job Box Mentor at the Woodside Fun Day and Jodie signed her up there and then. They met up officially on 2nd July. Jodie used to have a lot of contact with cleaning companies in her past as a Recruitment Consultant so took Sammy-Jo to meet one of those cleaning companies that currently has vacancies (Key Support Services in Wellington) that very same day. The company has offered</p>

her a job and she started on Monday 7th July – so from 0 to a job in 24hrs.

Amber Rushdon

When I first met Amber she had been job seeking for 6 months and had looked just about anywhere and everywhere for work. Amber had finished her bachelors degree in 2013 in Art & Design. She was unsure of what she was going to do with her working life now she had a degree but did not know how to use it in the working world , she seemed lost and unsure of where to go now
I helped Amber focus on what she had achieved and what she was already doing as well as what transferrable skills she already had. It turned out she was creating a web page showing what art work she was doing and she had made bags, t shirts and lots of quirky items and it was something she loved doing so I suggested she looked into starting her own business. Together we researched what help was available for people wanting to start up their own businesses and where to get it. I went along with her to the Princess Trust, where she registered with them and the new Amber shone through. It was not something she had thought of before but she bloomed into a confident young lady focused on her future in business.
Amber also secured part time work with Hobbycraft and as it is under 16 hours it does not stop her business venture.
Amber is in the process of securing her start up funding to run her own online shop selling her quirky novelties
Ambers work can be seen at www.littlewlodditiesblogspot.co.uk

Tyler Wilkinson

As part of our ongoing programme of support, apprentices who have 3 months remaining on their contract are automatically referred to a Job Box Mentors. Tyler found the support provided by his JBM, Rob Riddell, invaluable in helping him to secure a fantastic job at CapGemini.



JOB JUNCTIONS

Kamaljit



Kamaljit came to Dawley JJ on the 24 April for support with her CV and to set up a Universal Job Match Account. Initially Kamaljit was quite stressed and concerned as she had been relying on the support of her family and had not claimed any benefits for some time and although reluctant she had no choice to do so.

During the first session she explained that she had worked in the family taxi business as a driver and felt that she would like to pursue a similar type of work but had no idea how to go about it. Together we searched online using Universal Jobmatch and other sites such as Indeed and telford.gov to study job profiles and match them with her skills when compiling her CV. By the end of the first session Kamaljit had compiled her CV and created a Universal Jobmatch account and was extremely pleased with the support she had received; in her words "*the Job Junction was a God send*".

Over the next three weeks Kamaljit was supported by staff at both Dawley and Sutton Hill Job Junctions to complete application forms, work on personal profiles and brush up on her interview skills.

Kamaljit has recently had a successful interview with National Express for the position of a Bus Driver and has been offered employment subject to her passing a 3 week induction. Feedback from the employer was very positive and she has been assured that historically the pass rates of the inductions have been 100%.

I have contacted Kamaljit to congratulate her on her success and she was over the moon and could hardly contain her excitement over securing employment and continuously thanked me and asked me to pass on her gratitude to all of the staff at the Job Junctions.

Lee



Lee came to the Job Junction at Sutton Hill last Year. He wanted to make a new start and set an example for his children by finding work. Lee had several qualifications and together with staff at the Job Junction, he was able to use these along with his transferable skills to compile a professional CV. Lee spent his time outside of the Job Junctions writing and delivering speculative letters to a range of prospective employers. He was successful in getting a job at a restaurant in Madeley.

Lee said: *The Job Junctions gave me the confidence I needed in my job search and helped me to recognise the skills I already had. I get a real buzz from being at work and engaging with people.*

Andrew

I bumped into Andrew whilst shopping in Telford Town Centre; he seemed very pleased to see me and could not wait to inform me that he had secured a full time contract with Grange Fencing. I hardly recognised Andrew as he has lost 3 stone since I last saw him three months ago at Park Lane Job Junction.

Andrew seemed like a different person and he went on to tell me he had been on a temporary contract for just over three months where he had knuckled down and worked whenever required in terms of overtime and cover. Andrew's whole persona has changed; he seems confident and bubbly and thanked me for all the support he had received with his CV and job searching at the JJ. Andrew said that he felt like a new man and although grateful that he now had a regular income, the fact that he was now in full time employment and has lost so much weight makes such a difference to his overall health and

	state of mind.
Joel	<p>Joel is the first new starter at Dawley Town Hall (a job junction which supports customers with additional needs such as learning disabilities). Joel was referred by the Job Centre.</p> <p>Due to his lack of confidence and learning disability, Joel was supported by his mother to attend. Joel successfully registered and completed Individual Learning Plan (ILP) with his mothers encouragement. During the process he appeared to show signs of anxiety and agitation, expressing his wish to leave after enrolment. Through some subtle encouragement Joel was encouraged to stay and have a look at the facilities and meet other clients. After overcoming these initial nerves Joel was able to register with Universal Job Match before leaving.</p> <p>Joel has now attended 3 times independently; he is confidently using the computer, evidencing his IT skills, searching for jobs via different search engines. Joel has developed his own CV and is ready to refine this on his next visit.</p> <p>Joel has realistic expectations of his skills and abilities and is searching and applying for jobs he is skilled to achieve.</p>
Liz	<p>Liz came to the JJ at Park Lane on Thursday 29 May. She had been encouraged by her friend Karen who had recently visited the Dawley JJ and had received; in her words "brilliant advice". Liz had recently been made redundant after over 17 years full time employment and was very nervous and embarrassed that she had little IT skills and had never had a CV. I managed to reassure her and assisted her to identify her transferable skills to compile her CV and set up an email account to email prospective employers. Whilst engaging with Liz she received a phone call inviting her to attend an interview with a local firm on Halesfield. Liz became quiet anxious because she had not attended an interview for some time and said she might not come across too well if she were nervous. We discussed the stages of interview and looked at some frequently asked questions to give her an overview of how the interview might go. We completed her CV and she left saying that she felt more positive about the interview.</p> <p>I tried to contact Liz a number of times to enquire as to how her interview had gone and on the third time spoke to her husband who informed me that she had been successful and returned to full time employment. He also said she was obviously over the moon and very grateful for all the support she had received from the staff at the Job Junction.</p>
S	<p>S came to the drop in for help looking for work as she was having limited success trying to secure roles in the service or cleaning sector. S was fortunate enough to come to a drop in where I had more time available to work with her and as a result we were able to consider multiple aspects of her applications in a single session. This included looking over a range of her covering letters/notes, former application forms (which she still had copies of) and her CV.</p> <p>During the discussion I managed to ascertain that S was bi-lingual, fluent in both English and Spanish. She was passionate about languages and held a dual nationality after living in Spain for a number of years. Staggeringly none of this was mentioned on her CV nor was</p>

it reflected in her applications or her choice of jobs to apply for (despite her being keen to utilise her languages in an effort to maintain them). When asked why she hadn't considered searching for employment that made use of her language skills S's response was 'I was told to look for cleaning or retail'. Thinking her Job Seekers Allowance would be affected if she didn't follow her Job seekers agreement to the letter S has neglected to expand her searches to include what she actually would prefer to do for work. S wasn't even aware how easy it was to search for work using Universal Job match that included Spanish Speaking as a requirement (simply done by using the 'keyword' search option to search for 'Spanish speaking' employment as apposed to searching for a specified job title). During this single job junction session S found 4 current positions in Telford alone where her language skills were an essential requirement for the role. Delighted at the new discovery S set about applying for all 4 and has saved 'Spanish Speaking' as a new automatic search on her account to keep up to date with the latest new vacancies of this nature. It is difficult to emphasize how animated S became at the realisation that her language abilities were such a strength and could be used for work in the local area. In that single session there was a huge transformation in character, enthusiasm and overall morale in S for the better and her absence in Job Junctions since that encounter could well be due to her securing the role she so desperately wanted.

APPENDIX 3 – JOB JUNCTION ATTENDANCE 2014

Venue	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total	2013
Dawley & Malinslee	62	93	143	158	162	179	221						1018	381
Wellington	68	51	58	77	58	84	65						461	685
Sutton Hill	49	41	87	65	85	76	67						470	368
Woodside	55	41	69	41	60	63	42						371	305
Brookside/Stirchley	58	60	52	30	27	34	26						287	802
Donnington	73	96	80	65	87	73	79						563	647
Hadley	X	X	3	5	12	25	20						65	
Madeley	X	X	40	27	27	30	44						168	
Overdale	X	X	12	12	6	21	18						69	
Randlay	X	X	16	6	9	13	21						65	
St Georges	X	X	5	12	13	17	16						63	
Meeting Point House	X	X	X	X	35	72	49						156	
Newport	X	X	X	X	14	20	17						51	
Arleston	X	X	X	X	2	7	7						16	
Oakengates	X	X	X	X	X	X	56						56	
Total	365	382	565	498	597	724	748	0	0	0	0	0	3879	3188

APPENDIX 4 – JOB BOX AMBASSADOR SCHEME

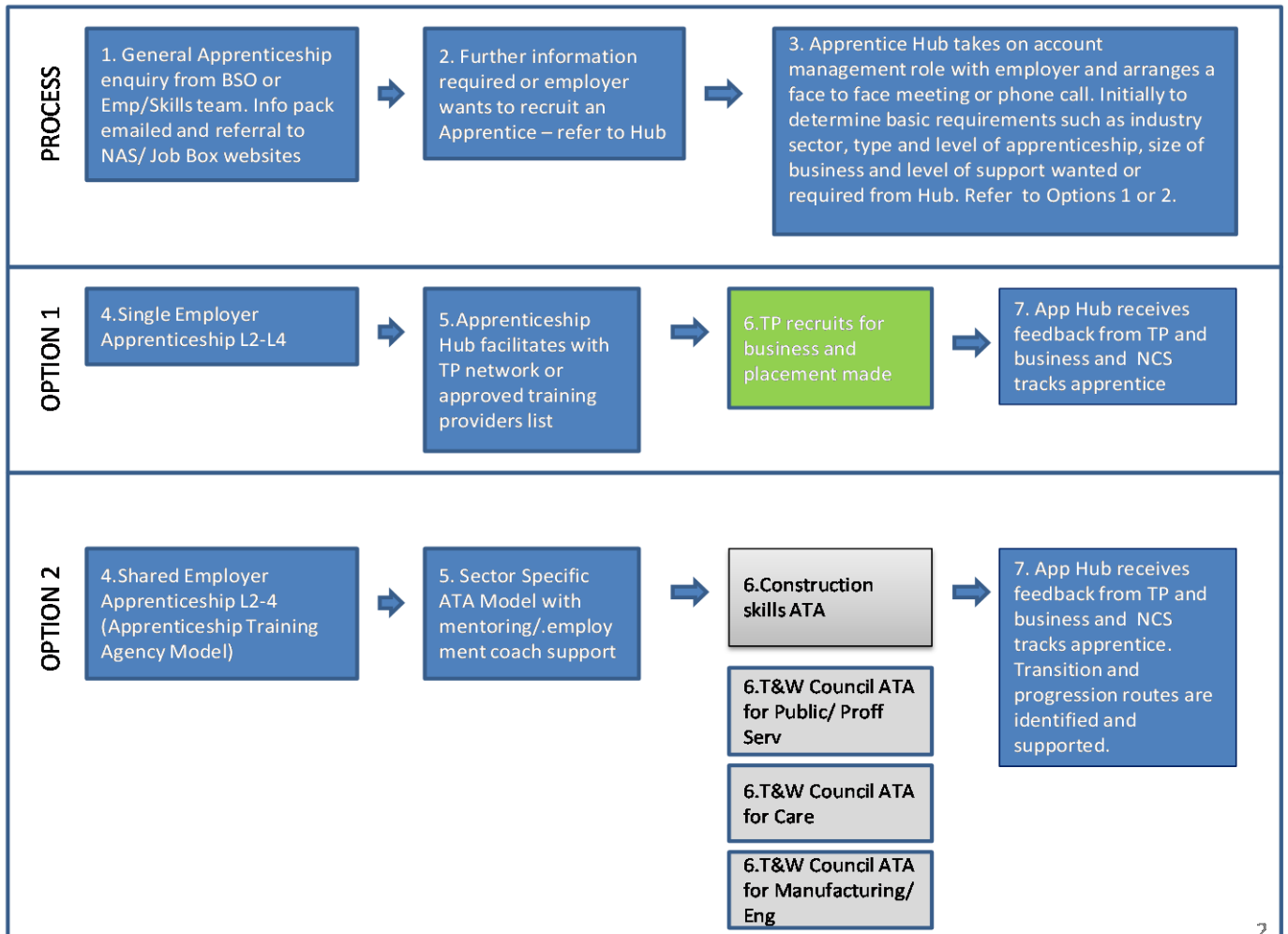
Ambassador Level

Business Size (No.employees)	No. Work Experience Placements (per year)	No. Options required
<10	1	1+
10-50	2	2+
50-250	3	2+
250+	3	2+
	Placements: Work Experience placement for student, teacher or unemployed person. Age 14+ for a minimum of 1 week or 37 hours.	Option choices: <ul style="list-style-type: none"> • Supporting the Partnership for Jobs Event • Practice interview/ careers support for local schools • Offering Apprenticeships or Traineeships as a recruitment route where appropriate
Business Ambassador benefits:	<ul style="list-style-type: none"> •Job Box Certificate of recognition •Entry to annual awards ceremony and press recognition •Invitation to business networking events •Personal development of employees/yourself •Developing and linking to the the future workforce in Telford/ free job adverts on Job Box web portal •DBS check facilitated and free H&S check for work experience •Support to work with local young people and unemployed/ community involvement/ CSR 	

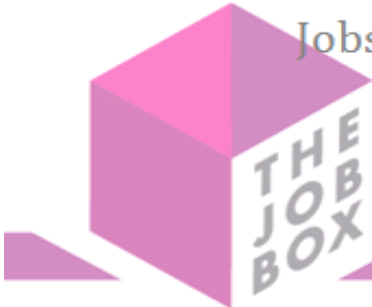
Champion Level (in addition to Ambassador scheme requirements)

Business Size (No.employees)	No. Work Experience Placements (per year)	No. Options required
<10	1	1+
10-50	2	2+
50-250	3	2+
250+	3	2+
	Placements: Extended Work Experience placement age 16+ for a minimum of 3 weeks or 111 hours	Options: <ul style="list-style-type: none"> •Practice interview/ careers support for local schools •Guaranteed interviews for young unemployed when recruiting •Mentoring of a young unemployed person
Enhanced Member business benefits: (these are in addition to the member level)	<ul style="list-style-type: none"> •Invitation to join Ambassador Scheme strategic group •Free mentoring training provided by T&W •PR opportunities throughout the year •Free business networking at T&W events* 	

APPENDIX 5 – APPRENTICE HUB MODEL



APPENDIX 6 – JOB BOX REFERRAL FORM



Jobs Box Mentor referral form

Customer Name:		Date of Birth:	
House Number:		Post code:	
Email Address:		Mobile Number:	

Referral Made by: Name: _____
 Job role: _____

Statement: May I please ask you a few questions in order to establish whether the Job Box Mentor service is appropriate for you.		
Are you aged between 20-24	Yes	Refer to Jobs Box Mentor (JBM)
	No	Under 20 - Refer to Future Focus 01952 388988 Over 24 - Refer to National Careers service 01952 382888 or visit Nationalcareersservice.direct.gov.uk
Are you currently unemployed?	Yes	Refer to JBM
	No	Refer to National Careers Service 01952 382888 or Future Focus (under 20) 01952 388988
	Student	Refer to NCS or Future Focus
Are you currently in receipt of any state benefits?	JSA	Support available from a JBM, Future Focus or National Careers Service
	Income Support	Are you looking to find work or training within the next 3 months? Yes - refer to JBM No - refer to NCS or Future Focus
	ESA/IB	Refer to EEAST team (01952 381503)
Do you have a learning difficulty or disability?	Yes	Refer to Employment and Support Team EEAST 01952 381503
	No	Refer to JBM
Is there anything else we need to know about you that would affect your ability to find work, like drugs, alcohol or criminal activity?	Yes	If drugs or alcohol refer to Drug & Alcohol Recovery Service (01952 381777) If criminal record, refer to JBM
	No	Refer to JBM
Only refer to JBM if answers to all questions are green!		
If referring to JBM: Email a screening form to community.learning@telford.gov.uk for caseload allocation. Inform the customer that a Job Box Mentor will contact them shortly to arrange an appointment. Alternatively transfer the call to the Skills Business Support Team on 01952 382888		



Telford & Wrekin
COUNCIL



If you're looking for work in the borough
THE JOB BOX
can help - visit us in Southwater One

Telford Job Junctions

Drop in sessions for information, advice and guidance on local courses, training and employment support.

Job Box Mentors

A free service designed to offer 1-2-1 support to unemployed people aged 20-24 to assist into employment.

FutureFocus

A free support service for 13-19 year olds that provides impartial information, advice and guidance on careers and future planning.

National Careers Service

Offering free confidential and impartial advice to help you make decisions on learning, training and work opportunities.

Education and Employment Advisory Support Team

Employment support for people with significant disabilities, health needs or learning difficulties.

Turnaround

A free 12 week course for 16-18 year olds who are currently out of work or education.



Telford & Wrekin
COUNCIL

APPENDIX 8 – BUSINESS SKILLS LEAFLET

**A SKILLED
WORKFORCE
of over 350,000
within a 30
minute drive**

**invest in
TELFORD**
www.investintelford.co.uk



Skills and Recruitment

Telford & Wrekin Council Skills Team

We know that having the right people at the right time is crucial to the success of your business. Our specialist officers can help you to achieve this by providing advice and support around recruitment, redundancy, as-well as the development of your existing workforce. We recognise that each business has different needs and can co-ordinate a tailored approach based on your specific requirements.

You will benefit from our close relationship with Jobcentreplus and training providers who will work together to understand your needs and develop a bespoke package which can include:

Open Days, Jobs and Careers Fairs

These can be arranged locally in one of our Jobcentres or community venues. We can facilitate engagement with our local residents who can work with us to up-skill in order to meet your requirements. There is also an opportunity to attend our jobs and skills events throughout the year, including our annual Partnership for Jobs event in March.

Rekha Rani Chhiter – Managing Director of Asteria Global said..
'We have been very impressed with the support we have received from Telford and Wrekin Council's Business Support Team'

As a result of our intervention, Asteria took on two apprentices and a graduate within weeks of trading.

They were subsequently invited to attend the Jobs Fair where they received over 100 CVs. Having reviewed and replied to all of them they are now in the process of interviewing for two further posts.

Pre-Employment Training

We will work with you to understand the requirements and skills needs of each of your vacancies and develop a bespoke training package for potential applicants. We will also work with local Training Providers to ensure that relevant training can be delivered to an excellent standard.



Access to Dedicated Support

Recruitment and Selection Service

A bespoke service can be provided tailored to your needs. This can include collating and sifting application forms or CVs in line with your criteria, arranging interviews and pre-interview assessments. We can also offer trained staff to conduct psychometric tests and a full analysis of findings.

Telford Job Box

Telford Job Box (www.telfordjobbox.co.uk) is our one stop shop for information and support on job vacancies, training and employment in the Telford and Wrekin area.

You can use this free service to advertise your vacancies to a wide audience. We will ask you to complete a template with the job details and the rest is done for you. Social Media is used to promote current vacancies and other recruitment events, a great way to reach a wider audience.

Funding

We will provide advice and support to access funding to support skills and recruitment, linking into local and national initiatives where appropriate.

Apprentices and Graduates

We can offer support and advice to recruit an apprentice or graduate. We will introduce you to organisations that can help source potential applicants and will also ensure that the training will meet the needs of the individual and be relevant to your business.

Education and Employment Advisory Support Team

We can offer advice and support to employers regarding disability issues as well as support existing employees who develop a health condition whilst in employment, offering advice on aids and adaptations. Support and advice is provided for employers recruiting adults with learning disabilities along with a job coaching service and ongoing support if required.

Links to Education

Links into our local schools are crucial to prepare our next generation of workforce. We can facilitate contact with our local schools and colleges and support in the development of projects or information days. There are also opportunities for you to contribute towards employability, through for example, mock interviews and work experience opportunities. You may even wish to become part of our Job Box Ambassador Scheme.

Redundancy Support

If you find yourselves in a redundancy situation we offer a co-ordinated approach to a package of support. We will identify the most appropriate services and facilitate contact. We will also endeavour to link you to businesses who are recruiting in order to minimise redundancies. Advice will be offered on re-training opportunities and funding which may support these along with jobsearch support for those employees affected, tying into local initiatives.

For further information please contact Louise Harding or Steve Hill on 01952 567589 or email louise.harding@telford.gov.uk or steve.hill@telford.gov.uk



Access to Dedicated Support

Sector Based Work Academies

These provide accredited pre employment training and work experience for unemployed people and can help you fill your vacancies more effectively. The sector based work academies can be designed to meet the needs of your specific business or more broad sector based.

Apprenticeship Age Grant

You may be eligible to receive a grant of £1500 when taking on an apprentice between the ages of 16 and 24. This is for businesses employing less than 1000 people who have not employed another apprentice within the last 12 months.

Work Trials

A work trial is a way to try out a potential employee before offering them a job. This can be jointly arranged by Jobcentreplus before the person starts. There are no wage costs to this as the person continues to receive their benefits whilst on trial.

Access to Work

This provides practical and financial support to help people with a disability to overcome barriers to either starting or retaining employment. It can help meet the costs of equipment within the workplace or in some circumstances it will help fund travel costs to and from work.

The Marches Grads for Business

This will provide funding towards employing a graduate or equivalent. 45 % of the salary can be met where the position contributes towards the growth of the business.

Skills Support for the Workforce

Businesses within eligible sectors employing less than 250 people are able to apply for funded training to address the skills gaps within their workforce.

Local Response Fund

This is funding to identify and support current and future training needs within SMEs which cannot be met through other funding streams. Appropriate courses can be developed and accredited to meet the employer demand.

Work Experience

Give a young person a chance to gain some valuable work experience, and offer your staff opportunities to manage and mentor. Work experience provides young Jobseekers with a positive experience of the working world. You can access a pool of young jobseekers who voluntarily wish to gain work experience to increase their chances of finding paid employment

Job Box Mentors

Job Box Mentors support young people aged 20 -24 to train in the skills to meet your business needs and identify the right candidates to fill your vacancies.



APPENDIX 9 – JOB BOX WEBSITE

http://www.telfordjobbox.co.uk/ The Job Box - Homepage

Job vacancies and employment options What support is available? Events Jobs Fair

Welcome to The Job Box

The Job Box is a one stop shop for information and support on job vacancies, training and employment in the Telford and Wrekin area. Our aim is to provide you with links to the support you can access as well as the latest information on local jobs and employers.

Telford Job Junctions

Drop in sessions for information, advice and guidance on local courses, training and employment support.

Job Box Mentors

A free service designed to offer 1-2-1 support to unemployed people aged 20-24 to assist into employment.

FutureFocus

A free support service for 13-19 year olds that provides impartial information, advice and guidance on careers and future planning.

National Careers Service

Offering free confidential and impartial advice to help you make decisions on learning, training and work opportunities.

Education and Employment Advisory Support Team

Employment support for people with significant disabilities, health needs or learning difficulties.

Turnaround

A free 12 week course for 16-18 year olds who are currently out of work or education.

Job vacancies < Telford and Wrekin CVS

The umbrella organisation for the voluntary and community sector in Telford and Wrekin
TELFORDANDWREKINCVS.ORG.UK

Parent Partnership Service PARENT CARER FORUM COORDINATOR

Salary: N/C Scale SC/P25-25 (£22,443 - £25,545 per annum)
2 hours per week. Starting salary SC/P25 pro rata to £6,386 per annum.
Fixed term contract until March 2016

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Telford & Wrekin COUNCIL

CABINET

Decision Notices and Minutes of a meeting of the Cabinet held on Thursday, 18th September, 2014 at 5.00 p.m. at the AFC Telford Learning Centre, Haybridge Road, Wellington, Telford

PUBLISHED ON WEDNESDAY, 24th SEPTEMBER, 2014

(DEADLINE FOR CALL-IN: MONDAY, 29th SEPTEMBER, 2014)

PRESENT: Councillor K.S. Sahota (Leader and Chair), 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), Councillor W.L. Tomlinson (Liberal Democrat/Independent Group Leader)

CB-32 MINUTES

RESOLVED – that the minutes of the meeting of the Cabinet held on 24 July 2014 be confirmed and signed by the Chair.

CB-33 APOLOGIES FOR ABSENCE

Councillor E Clare

CB-34 DECLARATIONS OF INTEREST

None

CB-35 SOLAR FARM UPDATE

Key Decision identified as **Solar Farm Update** in the Notice of Key Decisions published on 15 August 2014.

Councillor S. Davies, Cabinet Member: Neighbourhood Services, Employment & Skills, and Councillor W.A.M. McClements, Cabinet Member: Finance & Enterprise presented the report of the Managing Director, which provided an update on progress with the solar farm development and the next steps for the project. Thanks were expressed to Fliss Mercer (Co-operative & Commercial Projects Manager) and her team for all their work on this project.

Further to the decision taken by Cabinet in September 2013 to develop a solar farm at Wheat Leasows, various pre-planning studies were carried out and a public exhibition was held in January 2014. 82% of those who completed feedback forms supported the Council's intention to use renewable energy to provide an income stream to protect front-line services. Full planning

permission was granted in May 2014, and a formal grid offer from Western Power Distribution to connect to the grid had now been accepted. Following a two-stage restricted procurement process, the Preferred Bidder was IZEN Energy Systems. Appended to the report was an updated financial model which included the construction, operation and maintenance costs submitted by the winning tenderer, the final grid connection offer costs and updated income assumptions. The Cabinet Member: Finance & Enterprise advised that costs were lower and income projections higher than originally assumed, and that, over the life of the project, the solar farm was projected to deliver a net operating surplus of £4.4m.

Work was due to commence on site in mid-September 2014, with installation work due to be completed by December 2014. A clerk of works had been identified to ensure that works on site were carried out to the required standard. A key priority was to agree the best income options for the project. In terms of income for the generation of electricity, there were two options – the Feed-in Tariff (FiT) or Renewable Obligation Certificates (ROC) - and details of each option were set out in the report. Following discussion with external advisors, it was recommended that the FiT was the preferred option, as, while income was similar to the ROC option, it was simpler and more predictable.

In relation to the income from the sale of electricity, there were again two main options – export to the grid and claim the FiT export tariff or sell wholesale through a Power Purchase Agreement (PPA). Further information was contained in the report, and following external advice it was suggested that a netting PPA with the Council's current electricity supplier should be investigated. If this could not be progressed, the reserve option would be to go out to the market to secure the most advantageous fixed-price PPA for 1-3 years.

In response to questions about the useful economic life of the solar panels, the Co-operative & Commercial Projects Manager advised that the panels themselves should not need replacing during the 25 year timescale for the project (indeed, they would probably last around 40 years), but the solar invertors (used to convert the current) would need to be replaced at some point. The costs of this had been built into the contract.

RESOLVED –

- (a) that the progress to date of the Solar Farm project be noted;**
- (b) that the next steps outlined in Section 4.3 of the report, including the recommendations regarding generation of income shown at paragraph 4.3.14, be approved;**
- (c) that authority be delegated to the Managing Director, in consultation with the Cabinet Members for Finance & Enterprise and Neighbourhood Services, Employment & Skills, to oversee the negotiation of the most economically advantageous income options for the project;**

- (d) that authority be delegated to the Assistant Director: Law, Democracy & People Services to execute all legal documentation necessary to give effect to the resolutions above.

CB-36 REGENERATION OF HOLLINSWOOD CENTRE

Key Decision identified as **Hollinswood Local Centre Regeneration** in the Notice of Key Decisions published on 15 August 2014.

Part Recommendation to Full Council in relation to decision (f) below not subject to Call-in

Councillor S. Davies, Cabinet Member: Neighbourhood Services, Employment & Skills, presented the report of the Assistant Director: Development, Business & Employment, which sought approval for detailed proposals for the regeneration of Hollinswood Local Centre.

In response to concerns from residents concerning the physical environment of the local area, Cabinet in January 2014 approved a £1m investment in the regeneration of Hollinswood Local Centre as part of the 'Pride in Your Community' programme. Since then, officers had been working co-operatively with residents, public sector partners and businesses to develop proposals which would deliver major improvements to the area and improve linkages to Telford Town Centre.

The main components of the proposed scheme included:

- Demolition of the existing pub, The Woodcutter
- Demolition and replacement of the existing shops and residential units
- Construction of a new Activity Hub for adults with learning difficulties
- Enhancements to and extension of the community centre.
- Residential development (optional and subject to further feasibility)
- Rationalisation of open space and parking, landscaping improvements and improved linkages to the Town Centre

Further information on each component was contained in the report and in the appended plan. While the Council owned all the required land, it did not own all the assets involved, and negotiations with the landlord and tenants of existing properties would need to be concluded. A further public information event had been held earlier in the week, at which feedback from residents on the proposals had been very positive.

If approval was given, further public consultation work would continue on the design proposals prior to the submission of a planning application. The report also set out the indicative capital cost and sources of funding for the proposals. Any contribution from Hollinswood & Randlay Parish Council was dependent on agreeing the details of the refurbishment/improvement scheme for the community centre building (which was leased to the Parish Council), but it was very much hoped that the Parish Council would be a partner in this project. The scheme would be delivered in conjunction with the development

of the Activity Hub for adults with learning difficulties, the costs for which were dealt with in a separate Cabinet report. In terms of funding, it was recommended that capital receipts of circa £200k that could be realised from the Hadley Local Centre project be re-prioritised to the Hollinswood scheme. Should the capital receipts not be realised, it would be necessary to request Council to approve prudential borrowing of an equal amount.

RESOLVED –

- (a) that the regeneration proposals for Hollinswood Centre, as set out in the report, be approved;
- (b) that authority be delegated to the Assistant Director: Development, Business & Employment, in consultation with the Cabinet Member for Neighbourhood Services, Employment & Skills, to submit an application for planning permission in respect of the Scheme;
- (c) that authority be delegated to the Assistant Director: Development, Business & Employment, in consultation with the Cabinet Member for Neighbourhood Services, Employment & Skills, to negotiate and finalise the terms for demolition, acquisition and disposal of land, buildings and third party interests, and to take all steps necessary to facilitate the delivery of the Scheme;
- (d) that authority be delegated to the Assistant Director: Law, Democracy & People Services to take all steps necessary to facilitate land assembly and otherwise to deliver the Scheme, including the execution of all documents and any agreements required to give effect to the resolutions above;
- (e) that the capital expenditure as detailed within the report be approved, and that the required adjustments be made to the capital budget and allocations;
- (f) To RECOMMEND to COUNCIL that Prudential Borrowing of £200,000 be approved if the capital receipts funding as detailed in the report is not secured.

CB-37 DAY OPPORTUNITIES FOR ADULTS WITH LEARNING DISABILITIES

Key Decision identified as **Adult Provider Services** in the Notice of Key Decisions published on 15 August 2014.

Councillor A.R.H. England, Cabinet Member: Adult Social Care, presented the report of the Assistant Director: Customer Services, which sought approval to build a new Activity Hub at Hollinswood specialising in providing day activities which would promote health, wellbeing and community engagement for adults with a learning disability (ALD).

In 2012 and 2013 consultation and engagement was carried out with service users, parents, carers and stakeholders with regard to the future development of adult provider services under the banner 'New Options'. Appended to the report was a document that summarised the feedback received during the consultation exercises. This had been used to establish some key principles on how these changes and any future proposed changes in service should be introduced, and these were also appended to the report. Having taken into account the views from the consultation on current day services and suggestions for improvements, it was now proposed to:

- Provide a new, purpose-built Activity Hub in Hollinswood close to the Town Centre and bus routes. The facility formed part of the proposals for the regeneration of Hollinswood Local Centre (see separate Cabinet report), and would be developed in partnership with the local Parish Council and involve sharing the space with the local community.
- Close the Halesfield Day Centre
- Refurbish, remodel and extend the Severns Day Centre in Wellington to become the preferred destination for adults with profound and multiple learning disabilities who required specialist care and support to engage in a wide range of activities. The Lakeside Day Centre at Stirchley, which currently provided that service, would then close.
- Make improvements to the outside walkway on the 1st floor of Downing House Residential Home for ALD service users in Wellington to bring the floor back into full operation, making it accessible to a wider client group.
- Rename Unit TEN in Horsehay to the Skills and Enterprise Hub offering a service to all vulnerable adult groups.
- Merge the Inclusive Education service with Inclusive Leisure, and relocate the services provided to the new Activity Hub/community buildings.

As a result of the deployment of personal budgets, service users would have a much greater choice of providers from which to purchase care and support. It was therefore essential that the Council offered a good, affordable, conveniently located service, and these proposals would help achieve that.

The capital costs of the proposals were fully funded from existing allocations within the capital programme and receipts from the disposal of buildings/land referred to in the report.

Members welcomed the proposals and the opportunity to offer improved facilities for service users.

RESOLVED –

- (a) **that the construction of an Activity Hub for adults with a learning disability, as part of the Regeneration Scheme for Hollinswood Local Centre, be approved;**

- (b) that the remodelling, refurbishment and extension of the Severns Day Centre to a specification to meet the needs of adults with profound and multiple learning disabilities be approved;
- (c) that the improvements to the first floor walkway at Downing House Residential Home, to make the first floor more accessible and available to a wider group of service users who require residential or respite care, be approved;
- (d) that authority be delegated to the Assistant Director: Development, Business & Employment to negotiate and dispose of the freehold interest in the operational properties/land as detailed in Section 4 of the report, and apply these capital receipts towards the funding of the scheme as detailed in the report.

**CB-38 AWARD OF THE DESIGN & BUILD CONTRACT FOR THE
LAWLEY VILLAGE PRIMARY SCHOOL, LAWLEY**

Key Decision identified as **Award of Construction Contract for the New Lawley Village Primary School** in the Notice of Key Decisions published on 15 August 2014.

Part Recommendation to Full Council in relation to decision (c) below not subject to Call-in

Councillor P.R. Watling, Cabinet Member: Children, Young People & Families, presented the report of the Assistant Director: Education & Corporate Parenting regarding the acquisition of land for the new Lawley Village Primary Academy and the award of the contract for the design and build of the School.

Cabinet gave their approval in June 2013 to establish a new primary school in Lawley in order to accommodate the demand for school places arising from the continuing development and growth of new housing in the area. In terms of procurement, the new school was included as one of the schemes in the Future Schools Agreement with Shepherd Construction, as an extension of the Building Schools for the Future framework. The contract would be a fixed price of £4.1m, to be funded through £3.6m of Section 106 payments with the remainder from existing Council capital funding. Further details of the funding arrangements were set out in the report, including a further £0.4m for fees and set-up costs.

The proposed freehold site for the school was in the process of being transferred to the Council under the terms of a Section 106 Agreement for the sum of £1. Under Government rules, the new school had to be an Academy and, following an interview process with the applicants, the preferred sponsor for the new school was The Schools' Co-operative Society. Endorsement of this decision was awaited from the Secretary of State.

The timetable for the Academy build was detailed in the report, with the new school due to open in January 2016 at the latest. Once appointed, the new Academy Sponsor would be involved throughout the construction phase and

have continuing input into the design and fit-out solutions that had yet to be finalised.

RESOLVED –

- (a) that authority be delegated to the Assistant Director: Education & Corporate Parenting, in consultation with the Cabinet Member: Children, Young People & Families, to award the Single School Design & Build contract to Shepherd Construction Ltd for the Lawley Village Primary School, and to finalise and agree all related contract and property related documents (including the Development Agreement and contracts) with the relevant Academy and landowners for various land acquisitions, exchanges, leases, licences, joint use agreements and any other ancillary related agreements/documentation;
- (b) that authority be delegated to the Assistant Director: Law, Democracy & People Services to agree and execute all necessary documentation, including the affixing of the common seal of the Council to contractual documentation as appropriate;
- (c) to RECOMMEND to COUNCIL that a capital approval and estimate for £4.5m in respect of the Lawley Village Primary School be approved.

CB-39 SCHOOL PLACE PLANNING: REVISION OF CHILDREN & FAMILY SERVICES POLICY ON SEEKING DEVELOPER CONTRIBUTIONS RELATING TO EDUCATIONAL ESTABLISHMENTS

Key Decision identified as **Planning Obligations: Revision of Council Policy on Section 106 Contributions Relating to Educational Facilities** in the Notice of Key Decisions published on 15 August 2014.

Councillor P.R. Watling, Cabinet Member: Children, Young People & Families, presented the report of the Assistant Director: Education & Corporate Parenting, which set out proposed revisions to the Council's policy on contributions from developers through the planning process for educational establishments. The revised Policy was appended to the report.

The recent Scrutiny review of the planning of school places in the Borough concluded that there was no immediate shortfall. However, because of the rise in the birth rate and an increase in housing developments, which would begin to have an effect on secondary school numbers in 2018, it was felt prudent to look at how any necessary school places could be funded. Under Section 106 of the Town & Country Planning Act 1990, the Council could seek to secure a financial contribution from the developer of any new housing schemes towards educational facilities in the local area. In most cases the level of contribution was based on a need for pupil places using a straightforward formula using DfE cost multipliers which calculated a figure based on the expected number of new children to be generated by the

planned housing. An example of the updated methodology for secondary school pupils was contained in the revised Policy.

If new dwellings were planned more than three miles from the nearest secondary school, then the Council would be obliged to provide transport to and from school for any pupils living there. The revised policy document suggested that this should be taken into account when discussing developer contributions in order to help the Council meet its obligations.

There was also likely to be increasing pressure on specialist provision for children with special educational needs. It was therefore proposed that a percentage of all section 106 contributions towards education provision from across the Borough be allocated to provide funds to extend and improve this specialist provision.

During the ensuing discussion, it was stressed that historically Telford & Wrekin had had surplus places in secondary schools, and so had not been in a position to ask for section 106 contributions to provide more.

RESOLVED – that the revised Policy on seeking contributions from developers relating to educational facilities through the planning process, as shown at Appendix 1 of the report, be approved.

CB-40 EXTENSION TO THE GYPSY & TRAVELLER SITE AT LODGE ROAD, DONNINGTON WOOD

Key Decision identified as **Extension to the Gypsy & Traveller Site at Lodge Road, Donnington Wood** in the Notice of Key Decisions published on 27 August 2014.

Recommendations to Full Council in relation to decisions (a) and (b) below not subject to Call-in

Councillor C.F. Smith, Cabinet Member: Housing, Development & Borough Towns, presented the report of the Assistant Director: Development, Business & Employment which updated Cabinet on the work to extend the existing permanent gypsy and travellers site at Lodge Road, Donnington Wood.

In July 2013 Cabinet approved the acquisition of 3 acres of land off Lodge Road to accommodate a further 12 units. This would enable the Council to fulfil its statutory duty to provide enough gypsy and traveller sites in the Borough – particularly once the planning permission for the temporary transit site at Snedshill expired. The Council then successfully bid for £1.75m of grant funding from the Homes & Communities Agency towards the Scheme. In February 2014, planning permission was secured for the extension to Lodge Road, and work had been undertaken to develop the design and works required to allow a tender process to proceed. Detailed estimates had identified that the cost of the scheme was likely to exceed the available budget due to poor quality ground conditions and the higher than anticipated specification for the accommodation that had been built into the HCA funding agreement.

Despite considerable work being undertaken to reduce costs through modifications to the design, dividing work packages into groundwork and modular build, value engineering and competitive tendering, the Scheme remained around £775k over budget. The report set out proposals to meet the budget shortfall through additional short-term borrowing to be funded by utilising the capital receipt from the sale of the Snedshill site in 2019. The option of not proceeding with the extension to the Lodge Road site had a number of implications, including the loss of significant HCA funding (which needed to be spent by the end of March 2015), the Council being unable to meet its statutory obligations, and a likely increase in illegal encampments.

Members felt that the risks of not proceeding with the Scheme outweighed finding the additional funding, and it was

RESOLVED to RECOMMEND to COUNCIL -

- (a) that short term Prudential Borrowing of £775,000, as detailed in the report, be approved;
- (b) that the capital receipt realised from the sale of land at Snedshill for employment purposes is used to repay the short term borrowing as detailed in the report.

RESOLVED -

- (c) that the award of contracts to the preferred contractors be approved, subject to commitments and spend being retained within existing approvals pending consideration of the recommendations at (a) and (b) above by Full Council.

CB-41 TACKLING YOUTH UNEMPLOYMENT – PROGRESS TO DATE

Non-Key Decision

Councillor S. Davies, Cabinet Member: Neighbourhood Services, Employment & Skills, presented the report of the Assistant Director: Development, Business & Employment which updated Cabinet on a series of pledges that had been approved in January 2014 for tackling youth unemployment in the Borough, with a view to ensuring that every 16-24 year old who was seeking employment or training was supported.

Considerable work had been undertaken to develop the Council's role as an employer, service provider and broker of interventions. This was starting to yield results, with youth unemployment in Telford & Wrekin decreasing at a greater rate than the regional and national figures. The report set out in detail the initiatives and actions that had taken place, including:

- The Council leading by example by providing 105 work experience placements and 130 apprenticeship posts
- Job Box mentors had so far supported 24 people into employment

- 69 vacancies were filled as a direct result of the Partnership in Jobs event held in March 2014, and it was planned to hold another such event in March 2015
- 9 additional Job Junctions had been set up in the Borough, with 105 people having been supported into employment this year.

The report also provided cases studies of young people who had been supported in finding work and training opportunities, as well as details of the Job Box Ambassador scheme, Apprentice Hub model, and the Job Box website.

Members welcomed the progress being made in helping young people find work, and reference was made to the increasing value of the apprenticeships being offered by the Council in terms of vocational qualifications.

RESOLVED – that the progress made to date against the pledges to tackle high levels of youth unemployment be noted.

The meeting ended at 5.46 pm.

Signed for the purposes of the Decision Notices

Jonathan Eatough
Assistant Director: Law, Democracy & People Services
Date: 24 September 2014

Signed:

Date: