



Telford & Wrekin
C O U N C I L

Addenbrooke House Ironmasters Way Telford TF3 4NT

CABINET

Date Thursday, 16 June 2016 Time 12 Noon
Venue Great Oak Hall, Park Lane Centre, Park Lane, Telford, TF7 5QZ

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Cabinet Members:

Councillor S Davies	Leader of the Council
Councillor R A Overton	Deputy Leader and Cabinet Member for Housing, Leisure & Health
Councillor L D Carter	Council Finance, Partnerships & Commercial Services
Councillor E A Clare	Culture, Sports, Parks & Green Spaces
Councillor A R H England	Adult Social Care & Older People
Councillor A D McClements	Transport, Customer & Neighbourhood Services
Councillor G C W Reynolds	Education, Employment & Regeneration
Councillor H Rhodes	Public Protection, Safety & Enforcement
Councillor P R Watling	Children, Young People & Communities

Invitees

Councillor A J Eade	Conservative
Councillor W L Tomlinson	Liberal Democrat/Independent

AGENDA

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CABINET

Decision Notices and Minutes of a meeting of the Cabinet held on Thursday, 16 June 2016 at 12 Noon in the Great Oak Hall at Park Lane Centre, Park Lane, Woodside, Telford TF7 5QZ

PUBLISHED ON WEDNESDAY, 22 JUNE 2016

(DEADLINE FOR CALL-IN: MONDAY, 27 JUNE 2016)

Present: Councillors S Davies (Leader and Chair), L D Carter, E A Clare, A R H England, A D McClements, R A Overton, G C W Reynolds and H Rhodes

Also Present: Councillor A J Eade (Conservative Group Leader)

Announcements

The Leader, Councillor S Davies, welcomed Members to the meeting and paid tribute to the previous Leader, Councillor K S Sahota. He set out the three areas which he had prioritised for the first twelve months of his tenure: defending A&E services at Telford; to lobby for a Fair Funding deal for Telford & Wrekin; and to maximise external funding opportunities.

The Leader thanked Members for agreeing to bring forward the start time of the meeting on this occasion and hoped that this and all future meetings of the Cabinet would encapsulate the Council's values of fairness and respect.

CB-001 Apologies for Absence

Councillor P R Watling and W L Tomlinson (Liberal Democrat/Independent Group Leader)

CB-002 Declarations of Interest

None.

CB-003 Minutes

RESOLVED – that the minutes of the meeting held on 21 April 2016 be confirmed and signed by the Chair.

CB-004 Service & Financial Planning Report – 2015/16 Outturn and 2016/17 Update

Key Decision identified as 2016/17 Financial Management in the Notice of Key Decisions published on 18 May 2016.

Recommendations for Full Council – not subject to Call-in.

Councillor L D Carter, Cabinet Member: Council Finance, Partnerships & Commercial Services Delivery, presented the report of the Assistant Director: Finance & Human Resources, which informed Members of the final outturn position

for Revenue and Capital for 2015/16, and the initial trends for the current financial year.

In anticipation of the financial challenges to be faced over the next few years, the Council had actively managed its budget throughout 2015/16 and had ended the year in a very positive financial position. This would not only assist in 2016/17 but would also help in the medium term and was part of the planned approach to managing the Council's finances in the most challenging financial climate that the Council has ever faced.

The gross revenue budget for 2015/16 was £430m and the net budget was £124m. The revenue outturn position was within budget with a final net underspend of £0.121m (equivalent to only -0.1% of net budget) after the proposed transfers to reserves and balances had been made. This position had been achieved after delivering £10m of budget savings in 2015/16, on top of the £70m made in the previous 6 years.

However, the funding outlook for the medium term was still very uncertain, despite the Government's commitment to a Four Year Grant Settlement and due to the number of proposed changes which would sit outside the Revenue Support Grant process. These changes included the current review of the Business Rates Retention Scheme; Business Rates Revaluation in 2017; proposals to change the New Homes Bonus Scheme to be implemented in 2017/18; and Education Funding Reform. It was therefore not possible to provide any real certainty on the further cuts which the Council faced but it was anticipated that a further £15m to £20m would need to be identified by the end of 2019/20 on top of those savings already approved by the Council for 2016/17 and 2017/18. This brought the total savings to around £125m to £130m by the end of this Parliament.

This reflected the active and strong financial management exercised by Cabinet Members and budget holders, which had resulted in the Council being able to create prudent provisions from the 2015/16 underspend to support its priorities, as set out in the report. There had been a number of favourable variations during the year which contributed to the final out-turn position. These included rescheduling debt payments, close management of the employee budget; and addition income of £0.6m across services.

The main service pressures experienced in 2015/16 related to adult social services (£0.9m net overspend, mainly on the cost of purchasing care packages from external providers) and children's safeguarding (£1.9m net overspend due to a combination of Children in Care placements and the cost of using agency staff).

Capital spend ended the year at £74.5m against an approved estimate of £90.5m which was in the main due to re-phasing expenditure into 2016/17. This underspend would result in some further treasury management savings to be made in 2016/17.

Council Tax collection (£71m) , Business Rates collection (£75m) and sales ledger income collection (£41m) rates were ahead of target for the year.

Summaries of the outturn on revenue and capital, along with major variations, were appended to the report. The report also updated on the 2016/17 Insurance tender process, which had resulted in contracts for property cover being placed with Zurich Municipal and liability cover placed with Maven Public Sector for a contracted period

of 3 years, with the option to extend for a further 2 years if required. Agreement would be reviewed annually to take into account updated information, such as increases in wages and salaries, which may alter the premium in future years. Estimated premiums for 2016/17 were £1.004m which was £0.127m lower than the cost in 2015/16 although some adjustments were likely to be made to the premium after the contract had been awarded due to changing cover requirements.

In conclusion, the Council faced another very challenging year in 2016/17, and the report highlighted a number of key issues and cost pressures, along with measures being taken to control and monitor expenditure. A further update would be brought to Cabinet in July once the final accounts were completed.

RESOLVED to RECOMMEND to COUNCIL that -

- (a) the Revenue outturn position for 2015/16 and related virements shown in Appendix 3 of the report (and subject to audit by the Council's external auditors), and the transfers to reserves and associated approval to spend the reserves as detailed in paragraph 5.3 of the report be approved;**
- (b) the Capital outturn position and related supplementary estimates and re-phasing shown in Appendix 4 of the report be approved;**
- (c) the performance against income targets be noted; and**
- (d) the key issues identified for 2016/17 and the Insurance update provided in paragraph 9.2 of the report be noted.**

CB-005 Markets Update

Non-Key Decision

Councillor L D Carter, Cabinet Member: Council Finance, Partnerships & Commercial Services Delivery, presented the report of the Assistant Director: Commercial Services which updated Members on the progress of discussions to explore alternative arrangements for the operation of four weekly markets at Oakengates, Dawley, Madeley and Hadley following the Council's proposal in its draft Budget Strategy for the Council to stop running these services by April 2017.

During the budget consultation, interest had been expressed in running the markets by a number of town and parish councils and also from the existing market traders. However, town and parish councils were the preferred option to continue running the markets because:

- Town & parish councils were legally able to establish a market under the same legislation as the Borough Council (Food Act 1984), which meant that the markets could continue to operate in a similar way to how they do now, ie existing and new traders could attend the market without having to apply for individual street trading consents;
- Most shoppers at the markets lived very locally and it was considered that the in-depth local knowledge of town and parish councils meant that they were well placed to understand the needs of their local communities and work with traders and residents to develop the market.

Detailed discussions with all the local town & parish councils regarding the practicalities of operating the market in their areas had taken place. Regular updates had been provided to existing market traders by the Markets Support Officer and traders had also received formal letters about the developments.

The report recommended that the Council work with Oakengates and Great Dawley Councils, and subject to a final decision being made, with Madeley Town Council, to put new arrangements in place as part of the Partnership Support Programme for Oakengates, Dawley and Madeley markets respectively. In the case of Hadley, the existing traders could continue to trade in their present location under individual street trading consents (STC) and regular traders at Hadley market had been informed of the application process and offered additional support in securing their STC applications.

There would be no transfer of property assets associated with any of the markets, therefore where the market is operated on land owned by the Council the relevant town council, and - in the case of Hadley - the traders, could be granted a licence to occupy the land for the purposes of operating a market.

Members commended the partnership approach of the town and parish councils in taking on the running of the markets.

RESOLVED that –

- (a) the proposals to work with relevant town and parish councils to put in place alternative arrangements under the Partnership Support Programme for the responsibility for operating local markets, as set out in Section 4 of the report be approved;**
- (b) operation of the local markets at Oakengates, Dawley and Madeley (subject to final decision by Madeley Town Council) be ceased on dates to be agreed with the relevant town council;**
- (c) authority to finalise arrangements with the relevant town councils that wish to establish markets in their areas be delegated to the Assistant Director: Commercial Services in consultation with the Cabinet Member for Council Finance, Partnerships and Commercial Services; and**
- (d) authority to execute all legal documentation necessary to give effect to the recommendations contained within the report be delegated to the Assistant Director: Governance, Procurement & Commissioning.**

CB-006 Asset Disposals

Key Decision identified as Disposal of Assets in the Notice of Key Decisions published on 18 May 2016.

Councillor L D Carter, Cabinet Member: Council Finance, Partnerships & Commercial Services Delivery, presented the report of the Assistant Director: Business, Development & Employment which set out proposals to dispose of five assets across the borough which the Council no longer required for

operational purposes, namely Willow Court, King Street Dawley, Strickland House, 30 West Road and Land at Snedshill (as outlined in red on the plan at in Appendix 1 of the report).

RESOLVED that –

- (a) **authority to negotiate and dispose of appropriate interests in the assets as detailed in section 4.2 of the report be delegated to the Assistant Director: Business, Development & Employment in consultation with the Cabinet Member for Finance, Partnerships & Commercial Services; and**
- (b) **authority to seal or sign any documents required to give effect to the above be delegated to the Assistant Director: Governance, Procurement & Commissioning.**

CB-007 The Annual Governance Statement 2015/16 and Updated Local Code of Good Governance

Non-Key Decision

The Leader, Councillor S Davies, presented the joint report of the Chief Financial Officer and the Monitoring Officer, attached to which was the draft Annual Governance Statement for 2015/16.

Under the Accounts & Audit Regulations 2011, the Council was required to produce an Annual Governance Statement, and it was best practice that it was signed by the Leader and Managing Director of the Council. The Statement included an action plan to ensure that the Council continued to improve its existing governance arrangements. The action plan attached to the 2015/15 statement (implemented during 2015/16) had been reviewed and updated and was appended to the report.

The Annual Governance Statement outlined that the Council had been adhering to its Local Code of Corporate Governance, continually reviewing and improving its procedures to maintain and demonstrate good corporate governance, and that it had in place robust systems of internal control. The Council could be assured that during 2015/16, including during organisational changes, the existing governance framework had continued to support proper governance. Assurance for the Annual Governance Statement was provided by all areas of the Council including senior management, Members, the Chief Financial Officer, the Monitoring Officer and internal audit.

The Council's current Code of Good Governance, approved in 2008, had been continually reviewed against updated guidance and the Council's values. In April 2016, CIPFA/SOLACE had published an updated framework including revised principles and guidance. Although the revised principles continued to reflect the Council's culture and values, a revised Code which reflected them and the Council's "Being the Change" document was presented at Appendix C of the report for approval.

RESOLVED –

- (a) **the Annual Governance Statement 2015/16, appended to the report at Appendix A and the information in the report be noted; and**

- (b) to **RECOMMEND to COUNCIL that the revised Local Code of Good Governance appended to the report at Appendix C be included in the Constitution.**

CB-008 Planning – Duty to Co-operate

Non-Key Decision

Councillor R A Overton, Cabinet Member: Housing, Leisure & Health, presented the report of the Assistant Director: Business, Development & Employment which informed the Cabinet of the Council's legal duty to cooperate with neighbouring local authorities in the preparation of Local Plans or other Development Plan Documents.

The duty resulted from the abolition of the concept of regional planning by the former coalition government and its replacement by the Localism Act 2011 which made strategic planning the responsibility of local councils. Local authorities were expected to address strategic cross boundary matters in development plans and demonstrate how they had engaged in strategic planning through the 'Duty to Cooperate'. This was a key test of the 'soundness' of Plans considered at Examination in Public.

The Duty related to sustainable development or use of land that would have a significant impact on at least two local planning areas, otherwise described as *strategic matters* and required Councils and public bodies to "...engage constructively, actively and on an ongoing basis..." to develop strategic policies. The scope for such engagement was broad but, typically, discussions covered housing allocations, waste and minerals management, traffic impacts and reviewing how environmentally sensitive sites in one local authority (such as Sites of Specific Scientific Interests) would be protected as a result of growth being promoted in another one. Telford & Wrekin would also be required to consider the management of the Ironbridge Gorge World Heritage Site with neighbouring Shropshire. The Duty to Cooperate was not a 'duty to agree', however, all local planning authorities were expected to demonstrate evidence of having successfully cooperated to plan for issues with cross-boundary impacts when their local plans were submitted for examination. The Council had engaged with nearby local authorities in the preparation of its own Local Plan and would continue to be engaged with them as they prepared their own Local Plans/documents. It was acknowledged by the Secretary of State that authorities would have different timescales for the implementation of their respective plans and that arrangements should be entered into as the plans progressed.

Although existing delegations provided for officers to exercise the powers and duties of the Council in relation to the preparation, approval, review and monitoring of Local Plans, the Minerals Local Plan and the Waste Local Plan, there was no specific delegation relating to the Duty to Cooperate and, for expediency, it was proposed that delegated authority be granted to the Assistant Director: Business, Development & Employment.

RESOLVED that –

- (a) **authority to exercise the Council's powers relating to its duty to cooperate in relation to the planning of sustainable development as set**

out in Section 33A Planning and Compulsory Purchase Act 2004 and any other associated legislation and guidance be delegated to the Assistant Director: Business, Development & Employment (and any other officer authorised by this Assistant Director); and

- (b) authority to enter into formal arrangements with any person or body referred to or prescribed in accordance with Section 33A Planning and Compulsory Purchase Act 2004 and any other associated legislation and guidance be delegated to the Assistant Director: Business, Development & Employment (and any other officer authorised by this Assistant Director) in consultation with the Deputy Leader and Cabinet Member for Housing, Leisure & Health and authority to sign and confirm the Council's agreement to those formal arrangements be delegated to the Lead Cabinet Member for Housing, Public Health & Protection

CB-009 Waters Upton Neighbourhood Plan: Proceed to Making

Non-Key Decision

Councillor R A Overton, Cabinet Member: Housing, Leisure & Health, presented the report of the Assistant Director: Business, Development & Employment which informed the Cabinet that Waters Upton Parish Council had submitted their Neighbourhood Development Plan with supporting documents to the Council in December 2014. The documentation had been checked in accordance with the authority's statutory duties to be able to commence a 6-week publicising period followed by an Independent Examination in December 2015. The appointed Independent Examiner had submitted his report to the Council in June which included a recommendation to proceed to Referendum, subject to a number of modifications. Those modifications were applied to the Neighbourhood Plan and Cabinet agreed to proceed to formal Referendum in February 2016.

The Referendum had taken place on 5 May 2016, receiving a majority Yes vote and, as the Plan was not in contravention of any EU obligations or Convention rights, it was recommended that Cabinet 'make' the Waters Upton Neighbourhood Plan. This would result in the policies within the Neighbourhood Plan becoming part of the Development Plan for Telford & Wrekin and would be considered in the determination of planning applications in the Neighbourhood Plan area alongside national and borough wide planning policy.

Members commended the work of Waters Upton Parish Council which had been one of the first local areas to consider adopting a Neighbourhood Plan.

RESOLVED that –

- (a) the Waters Upton Neighbourhood Plan be made; and
- (b) authority to exercise all of the Council's relevant powers and duties and undertake all necessary procedural arrangements relating to the making of the Waters Upton Neighbourhood Plan be delegated to the Assistant Director: Business, Development & Employment.

CB-010 Housing Assistance Policy

Key Decision identified as Disabled Facility Grant & Housing Grant Policy in the Notice of Key Decisions published on 18 May 2016.

Councillor R A Overton, Cabinet Member: Housing, Leisure & Health, presented the report of the Assistant Director: Commercial Services which sought approval of the draft Housing Assistance Policy.

The Council had a statutory obligation under the Housing, Grants, Construction and Regeneration Act 1996 to provide mandatory Disabled Facilities Grants to provide specialist adaptations to meet the care and mobility needs of people with disabilities to enable them to live independently with privacy and dignity. Additionally, the care and support reforms and introduction of the Better Care Fund (BCF) in April 2015 placed the Disabled Facilities Grant as a key lever in the delivery of integrated health and social care services, contributing to reducing delays in hospital discharges, hospital avoidance and putting in place support and interventions to help older adults and disabled people to remain in their homes.

In order to meet the Council's statutory obligations in a fair and transparent manner, an updated draft Housing Assistance Policy has been developed which set out how the Council would provide Disabled Facilities Grants and other housing assistance within the private housing sector and help meet some of the Public Health, Social Care and NHS Outcomes including reduction of admissions to hospital and care and faster discharge from hospital.

The report explained the provisions of the current Disabled Facilities Grant and proposed new arrangements which included the removal of restrictive ring-fenced funding to allow the Council to deliver a more flexible Assistance Policy. The policy retained the mandatory Disabled Facilities Grant, however key additions proposed in the new policy were: Wellbeing Assistance, Discretionary Disabled Facilities Top Up Grant, and Disabled Facilities Investigation Grant.

Telford & Wrekin had £1.5 million allocated for the Disabled Facilities Grant under the Better Care Fund for 2016/17; the new policy met the objectives set out in the Better Care Plan and assistance would be provided from this funding.

In response to questions, the Housing Service Delivery Manager advised that landlords were required to consider making reasonable adjustments but private landlords were under no obligation to do so. The benefits of making adjustments would be highlighted as part of the Landlord Accreditation Scheme. When the Council made adjustments to private properties it was possible to place a 'charge' on the property which could be recouped up to ten years later.

RESOLVED that -

- (a) the Housing Assistance Policy be approved;**
- (b) authority to carry out any minor policy amendments which do not materially affect the policy be delegated to the Housing Service Delivery Manager; and**
- (c) authority to make all other changes to the policy be delegated to the Assistant Director: Commercial Services in consultation with the Lead Cabinet Member for Housing, Leisure and Health.**

CB-011 Representation on Outside Bodies 2016/17

Non-Key Decision

The Leader presented the report of the Assistant Director: Governance, Procurement & Commissioning, which set out the appointments to outside bodies that the Council was required to make for 2016/17.

The list of outside bodies for which appointments were required for 2016/17 was appended to the report. Nominations had been sought from the political groups for those appointments that were not by position, and all the nominations received were tabled as Appendix 2. Following discussions with the political groups, a list of representatives for approval by Cabinet had been proposed, and this was tabled as Appendix 3.

RESOLVED – that the nominations to represent the Council on Outside Bodies for 2016/17, as set out in Appendix 3 of the report, be approved.

The meeting ended at 12.21pm

Signed for the purposes of the Decision Notices

Jonathan Eatough
Assistant Director: Governance, Procurement & Commissioning
Date: 22 June 2016

Signed:

Date:

CABINET

**Decision Notices and Minutes of a meeting of the Cabinet held on
Thursday, 21 April, 2016 at 5.00 p.m. at Addenbrooke House,
Ironmasters Way, Telford**

PUBLISHED ON WEDNESDAY, 27 APRIL, 2016

(DEADLINE FOR CALL-IN: TUESDAY, 3 MAY 2016)

PRESENT: Councillors K S Sahota (Leader and Chair), L D Carter, E A Clare, S Davies, A R H England, A D McClements, R A Overton, G C W Reynolds and P R Watling

ALSO PRESENT: Councillor N Dugmore (Conservative Deputy Group Leader) and W L Tomlinson (Liberal Democrat/Independent Group Leader)

COUNCILLOR K S SAHOTA

Prior to the commencement of the meeting, the Leader reported that this would be his last Cabinet meeting in the role of Leader as he was resigning from the position to spend more time with his family and was about to welcome his first grandchild. The Council would elect a new Leader at the Annual General Meeting on 23 May 2016, after which Councillor Sahota would continue to represent the Council's Malinslee and Dawley Bank Ward. He thanked past and present Cabinet Members for their support.

Members of the Cabinet paid tribute to Councillor Sahota's leadership, noting the Council's many achievements under his tenure, particularly securing the MoD Fulfilment Centre at Donnington for the Borough, together with his support for individual Cabinet Members and friendship. Councillors Tomlinson and Dugmore also shared words of tribute and wished Councillor Sahota well.

CB-93 APOLOGIES FOR ABSENCE

Councillor A J Eade (Conservative Group Leader).

CB-94 DECLARATIONS OF INTEREST

None.

CB-95 MINUTES

RESOLVED – that the minutes of the meeting held on 24 March 2016 be confirmed and signed by the Chair.

Non Key Decision

Councillor S Davies, Cabinet Member: Business, Neighbourhood & Customer Services, presented the report of the Assistant Director: Business, Development & Employment which focussed on the successes of the Destination Telford Programme, including collaborations with the private sector and the new Telford Festival programme. The report also summarised the budget and the short and long term opportunities to generate income to sustain and grow the programme impact. The report detailed the main challenges of engaging the private sector in collaborative engagement and the potential to exploit opportunities and synergies with the business Growth Hub, Pride in Your High Street Campaign, the delivery of the new festival and events programme and the Telford Loyalty Card. The report went on to highlight activities around the newly launched Visitor Economy Forum and associated collaborations, destination promotion and packaging, the Telford Festival and harnessing the power of new creative media.

The Council had committed to support the promotion of Destination Telford with a budget approval of £250,000. The Destination Telford Programme would be overseen by the Enterprise Telford Board, established to own and direct delivery of the Enterprise Telford strategy and to monitor and manage strategic issues relating to growth and investment, in addition to monitoring and approving expenditure from the Destination Telford budget and monitoring the impact of Programme activity.

Members welcomed the report and the range of activities available across the borough to accommodate a wide range of ages and backgrounds. In response to a comment regarding the limited detail about costings for events, the Cabinet Member stated that many of the events were being run by the private sector who would take the budget risk whilst paying the Council a guaranteed income.

RESOLVED – that

- (a) the progress and success of the Destination Telford programme to date be noted;**
- (b) the Telford Festival programme content and delivery proposals be noted and approved;**
- (c) the monitoring and steering arrangements for the Destination Telford programme and Telford Festival through the Enterprise Telford Board be noted; and**
- (d) authority be delegated to the Assistant Director Business, Development & Employment, in consultation with the Cabinet Member for Business, Neighbourhoods & Customer Services, to approve the administration and distribution of destination funds**

and approve public/private ventures to support the programme's objectives and create a legacy fund for future Programme activity.

CB-97 INTEGRATION OF HEALTH & SOCIAL CARE

Non-Key Decision

Cllr Richard Overton, Cabinet Member for Housing, Public Health & Protection, presented the report of the Director of Children's & Adults Services and the Assistant Director: Health & Wellbeing which set out progress in establishing a shared narrative to underpin plans for a deeper integration of health and social care to deliver improved outcomes within available resources. This followed the report to the last Cabinet meeting which set out the Health & Wellbeing Strategy.

Greater synergies between the Council and Clinical Commissioning Group were sought through the development of a new vision - "Together we will work to enable people in Telford to enjoy healthier, happier and longer lives" – and shared narrative (set out at Annex A to the report) under a governance structure which was linked to the Health & Wellbeing Board. This also complemented the Chancellor's plans for greater integration of health and social care by 2020 as set out in the Spending Review 2015.

The new approach would be underpinned by the Council's Co-operative Council ethos and values and was in line with the 'Being the Change' strategy in terms of prevention and managing demand and challenging the way the Council carried out its functions.

Members welcomed the developing relationship with key partners which was vital to meet the demands and challenges of the approach set out in the narrative.

RESOLVED – that the shared narrative set out in Annex A to the report be approved as a basis for developing plans for the integration of health and social care.

CB-98 TREE AND WOODLAND POLICY FRAMEWORK

Key Decision identified as **Tree and Woodland Framework** in the Notice of Key Decisions published on 23 March 2016.

Councillor S Davies, Cabinet Member: Business, Neighbourhood & Customer presented the Tree and Woodland Framework, the governing document to support the Council's strategy to deal with a wide range of tree and woodland related customer enquiries and other related issues. The Neighbourhood & Customer Services area received the majority of tree related public enquiries due to the resource being primarily located in public open spaces and woodlands. However, there were other Council owned trees and woodlands outside the remit of Neighbourhood & Customer Services, for example trees in school grounds and the approach to dealing with risk within these other areas

would be incorporated within the emerging Corporate Tree Risk Strategy, to address managing risk on all Council owned trees.

The Framework was underpinned by twelve clear policies which set out the principles and triggers for action within those service areas involved in managing the tree and woodland resource. These policies created ground rules to enable greater consistency in tree works and an effective mechanism to manage public expectation.

The Cabinet Member thanked the Parks and Open Spaces Group Manager for her extensive work in developing the framework. Members welcomed the framework which provided direction and gave assurances to the public.

RESOLVED that

- (a) **the Tree and Woodland Framework for Telford & Wrekin – Connecting Communities with Trees and Woodlands 2016-2021 be approved as a document setting out a clear policy for the Borough that will enable a better communication process with customers and provide a working document to manage trees and woodlands within the Borough; and**
- (b) **the policies, findings and recommendations of the Tree and Woodland Framework for Telford & Wrekin – Connecting Communities with Trees and Woodlands 2016-2021 document be adopted.**

CB-99 ARTICLE 4 - DIRECTION TO REMOVE PERMITTED DEVELOPMENT RIGHTS IN THE BOROUGH'S PRIMARY EMPLOYMENT AREAS

Key Decision identified as **Article 4 Permitted Development Rights – Employment Areas** in the Notice of Key Decisions published on 23 March 2016.

Cllr Richard Overton, Cabinet Member for Housing, Public Health & Protection, introduced the report of the Assistant Director: Business, Development and Employment which addressed the Government's intention to make permanent measures introduced as temporary changes (to 30 May 2016) to the General Permitted Development Order which had allowed changes of use of various buildings, without the need to apply for planning permission for a period of three years. In order to address the adverse impact on the integrity of the borough's large employment areas and the Borough's economic growth strategy, it was proposed to remove permitted development rights for the conversion of offices and storage or distribution centres into residential use for the areas of Hortonwood, Stafford Park, Halesfield, Tweedale and Central Park/ Town Centre under Article 4 of the Town and Country Planning (General Permitted Development Order) 2015. This would not mean that such conversions could not happen but that they would require

planning approval, which would involve consideration of appropriate conditions, restrictions and S106 contributions.

Following questions, the Assistant Director: Business, Development and Employment confirmed that the change was part of the government's approach to streamlining the planning process and may in future be extended to land as well as existing buildings.

Members welcomed the proposals which would offer protection for the borough's industrial sites as it was anticipated that conversion of some of these sites could eventually lead to nuisance complaints.

RESOLVED – that

- (a) **authority be delegated to the Assistant Director: Business, Development & Employment to make a Non Immediate Direction under Article 4 (1) of the Town and Country Planning (General Permitted Development Order) 2015 to remove permitted development rights under Schedule 2 Part 3 Class (O) changes of use from offices to dwelling houses and Schedule 2 Part 3 Class (P) changes of use from storage or distribution centre to dwelling houses from the employment areas of Central Park/ Town Centre, Halesfield Hortonwood, Stafford Park, and Tweedale as identified on the attached location plans.**
- (b) **authority be delegated to the Assistant Director: Business, Development & Employment in consultation with the Lead Cabinet Member to exercise all the powers conferred on the Council regarding the making, processing and confirmation of the Direction referred to in paragraph 2.1 above.**

CB-100 AMENDMENT AND ADDITION TO DELEGATED POWERS TO COUNCIL OFFICERS IN ACCORDANCE WITH THE LOCAL GOVERNMENT ACT 2000, LOCAL GOVERNMENT ACT 1972, SECTION 100 G (2) LIST

Non-Key Decision

Cllr Richard Overton, Cabinet Member for Housing, Public Health & Protection, introduced the report of the Assistant Director: Neighbourhood & Customer Services which sought approval to delegate powers to appropriate officers in order to allow the post-holders to carry out their duties on behalf of the council following recent changes in legislation.

Customer and Neighbourhood Service Staff and other council enforcement staff had powers delegated to them in order to allow officers to deliver the Council's statutory duties at the most appropriate level. This report proposed delegations to specific posts in respect of Executive functions for the delegation of powers as outlined in the appendix attached to the report due to changes in legislation.

RESOLVED – that the delegation of functions as set out at Appendix 1 of the report be approved.

The meeting ended at 5.49pm

Signed for the purposes of the Decision Notices

Jonathan Eatough
Assistant Director: Governance, Procurement & Commissioning
Date: 29 April 2016

Signed:

Date:

TELFORD & WREKIN COUNCIL**CABINET – 16 JUNE 2016
COUNCIL – 14 JULY 2016****SERVICE & FINANCIAL PLANNING REPORT – 2015/16 OUTTURN AND
2016/17 UPDATE****REPORT OF THE ASSISTANT DIRECTOR: FINANCE & HR (CHIEF
FINANCIAL OFFICER.)****LEAD CABINET MEMBER: CLLR LEE CARTER****PART A) – SUMMARY REPORT****1.0 SUMMARY OF KEY ISSUES****1.1 2015/16 General Fund Revenue Financial Outturn**

In anticipation of the financial challenges to be faced over the next few years, the Council has continued to actively manage its budget throughout 2015/16 and has ended the year in a very positive financial position. This will not only assist in 2016/17 but will also help in the medium term and is part of the planned approach to managing our finances in the most challenging financial climate that the Council has ever faced.

The gross revenue budget for 2015/16 was £430m and the net budget was £124m. The revenue outturn position is within budget with a final net underspend of £0.121m (which is equivalent to only -0.1% of net budget) after the proposed transfers to reserves and balances have been made. This position has been achieved after delivering £10m of budget savings in 2015/16, on top of the £70m made in the previous 6 years. Savings are now equivalent to £1,100pa for every home in the borough.

Despite the Government's commitment to give a Four Year Grant Settlement, the funding outlook for the medium term is still very uncertain due to the number of changes in the pipeline which sit outside the Revenue Support Grant process, including: the current review of the Business Rates Retention Scheme (including reviewing the Relative Needs formulae, the NDR Baseline and the move to 100% Business Rates Retention combined with the transfer of extra responsibilities and Functions to local authorities); Business Rates Revaluation in 2017; proposals to change the New Homes Bonus Scheme to be implemented in 2017/18; Education Funding Reform etc. It is therefore not possible to have any real certainty on the further cuts that we will face, however it is anticipated that we will need to identify a further £15m - £20m by the end of 2019/20 on top of those savings already approved by the Council for 2016/17 and 2017/18. This would

bring the total savings to around £125m - £130m by the end of this Parliament. However, as stated earlier, there are so many changes proposed to the local government finance system that the position for future years is very difficult to assess at the current time.

Due to the strong financial management exercised by Cabinet Members and budget holders during 2015/16, the Council has been able to create prudent provisions from the 2015/16 underspend to support its priorities and sustain its financial position going forward. These include:

- £2.1m to contribute towards funding the projected 2017/18 budget gap on a one-off basis allowing future savings to be delivered following a planned, phased approach
- £1.5m to help fund environmental maintenance priorities and developments throughout the borough
- £1.2m set aside to meet known waste contractual obligations
- £0.348m to meet committed spend in relation to Community Recycling Centres and is linked to the delivery of required savings
- £0.150m to support Benefits/Contact Centre call answering performance
- £0.150m to complete data research and analysis required in advance of tendering for Cleansing & Grounds Maintenance Services
- £0.125m to fund various drainage schemes and gully cleaning
- £0.100m Invest to Save Funds set aside to support the transfer of services to partner organisations following the principles outlined in the 2016/17 budget strategy

Our pro-active approach secured a number of favourable variations during the year which contributed to the overall positive position.

These included:

- A benefit totalling £5.9m has been delivered from rescheduling debt repayments which follows considerable technical analysis, research and work with other authorities and discussions with our external auditors. This significant benefit continues in 2016/17 and 2017/18 after which it begins to reduce whilst still providing very significant benefits to the revenue budget for many more years.

Combined with the maximisation of the benefits of low interest rates during the year by actively running an extensive portfolio of very short term loans and lower than anticipated borrowing levels the total benefit from treasury activities was £7.1m in 2015/16.

- Close management of employee budgets during the year has resulted in savings totalling just under £1m relating to vacant posts, many of which are one off and linked to planned future service restructures
- Additional income totalling £0.6m has been achieved across various services during the year.

The main pressures experienced during 2015/16 were:

- **Adult Social Services** ended the year at £0.9m service overspend. As reported throughout the year, the cost of purchasing care packages from external providers was the key issue with an overspend of £3.5m. One off balances, including a specific contingency set aside as part of the budget strategy, totalling £3.m partly offset the overspend. The Council has increased the Adult Social Services budget by £1.648m in 2016/17 and is committed to effectively meeting the assessed needs of vulnerable adults in the borough.
- **Children's Safeguarding** ended the year with a service overspend of £1.9m. This was a combination of the cost of Children in Care Placements, which had an overspend of £1.7m at year end, and other service overspends including the cost of using agency staff; these were offset by the use of the £0.75m draw down budget and other service under-spends. The Council has increased the Safeguarding budget by £1.621m in 2016/17 highlighting the very high priority placed on safeguarding children.

1.2 2015/16 Capital Outturn.

Capital spend ended the year at £74.5m against an approved estimate of £90.5m which was in the main due to re-phasing expenditure into 2016/17. This underspend will result in some further treasury management savings to be made in 2016/17.

1.3 Income Monitoring

Overall cash collection is in a good position. Collection rates for Council Tax (£71m), Business Rates (£75m) and Sales Ledger Income (£41m) were ahead of target for the year. Debt is pursued rigorously and continues to be collected after the end of the financial year with all appropriate recovery avenues being pursued.

1.4 General

The draft formal statement of accounts will be available in July as KPMG begin the external audit and will also be available for public inspection for 30 working days from 1 July. The 2015/16 accounts include group accounts which incorporate Nuplace, the Council's wholly owned housing investment company.

1.5 Summaries of the outturn on revenue and capital along with major variations are shown as appendices to this report.

1.6 2016/17 Update

The Council faces another very challenging year in 2016/17 and a number of key issues are already highlighted in this first high level review of the budget position. Once the final accounts are completed more detailed new year monitoring will take place and a further, more detailed, report will be brought to the July meeting of the Cabinet with an updated position. An update following the 2016/17 Insurance tender process is also included within this report.

2.0 RECOMMENDATIONS

2.1 Cabinet Members are asked to approve the following recommendations which will go forward to Full Council for final approval:

- (i) To approve the Revenue outturn position for 2015/16 and related virements in Appendix 3 which is subject to audit by the Council's external auditors; also, the transfers to reserves and associated approval to spend the reserves as detailed in paragraph 5.3.
- (ii) To approve the Capital outturn position and related supplementary estimates and re-phasing shown in Appendix 4 and as summarised in the report. This includes updating the capital programme and gaining approval to spend the new Highways Pothole Action funding allocation of £0.176m received from Central Government for 2016/17.
- (iii) To note the performance against income targets.
- (iv) To note the key issues identified for 2016/17 and the Insurance update provided in paragraph 9.2

3.0 SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	Delivery of all priority objectives depend on the effective use of available resources. Financial management ensures best use of resources.
TARGET COMPLETION/DELIVERY DATE	Outturn forms the basis of the formal statement of accounts which will be presented to the Audit Committee in draft format at the end of June, are audited during July and the final version of which will be published by the end of September following consideration by the Audit Committee.	

FINANCIAL/VALUE FOR MONEY IMPACT	Yes	The financial impacts are detailed throughout the report.
LEGAL ISSUES	No	None directly arising from this report. The S151 Officer has a statutory duty to monitor income and expenditure and to take action if overspends /shortfalls emerge. There is a requirement to publish the audited Statement of Accounts by the end of September and the draft accounts should be presented to the Audit Committee before the end of June.
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	
IMPACT ON SPECIFIC WARDS	No	Borough Wide

PART B) – ADDITIONAL INFORMATION

4.0 2015/16 REVENUE BUDGET

4.1 The Council had a gross revenue budget of £430m for 2015/16 and the final net revenue outturn position is as follows (a more detailed summary is provided in Appendix I):

	£m
Net Budget	123.660
Net Expenditure	123.539
Net Underspend	-0.121
Percentage Net Variance	-0.1

4.2 Variations by Service Delivery Unit are summarised below and further detail is provided in Appendix 2.

	Final Budget	Outturn	Service Variation
	£	£	£
Adult Social Services	34,974,747	35,868,827	894,080
Public Health, Public Protection, Civil Resilience and Coroners	1,835,680	1,764,357	(71,323)
Education & Corporate Parenting	11,835,175	11,678,826	(156,349)
Children's safeguarding & specialist services	19,698,534	21,638,158	1,939,624
Family Cohesion & Commissioning	9,649,712	9,431,441	(218,271)
Neighbourhood & Customer Services	31,627,789	31,551,706	(76,083)
Planning	0	-18,838	(18,838)
Development Business & Employment	3,635,247	3,415,838	(219,409)
Leisure, Culture & Facilities Management	3,996,257	3,921,715	(74,542)
Law Democracy & People Services	1,376,500	412,456	(964,044)
Finance Audit & Information Governance	10,311,151	3,047,961	(7,263,190)
Co operative Council & Commercial Delivery Unit	1,069,810	872,786	(197,024)
Council Wide	(6,948,712)	-12,582,145	(5,633,433)
Transfers to Reserves	0	11,079,396	11,079,396
Total before transfers to balances	123,061,890	122,082,483	(979,407)
Transfer to Balances	598,890	1,456,890	858,000
Total after transfers to balances	123,660,780	123,539,373	(121,407)

Note: the above figures show only the service variation and exclude variances on asset rentals and pension accounting entries which are "non-controllable"

accounting entries. The detailed analysis of all variances is shown in Appendix 2.

4.3 Service variances over £0.100m are highlighted below.

Service Area	Variance £m
<u>Children’s Safeguarding & Specialist Services</u>	
<p>Children in Care Placements –The final position for 2015/16 reflects a cost improvement of £223k from 2014/15. At the end of March there were 299 Looked After Children which is an increase of 6 compared to the position at the end of 2014/15. A review of placements was undertaken as part of the 2016/17 budget process and a pressure of £1.2m has been included in the 2016/17 budget strategy.</p>	+1.711
<p>Internal Foster Carer Costs– payments to Foster Carers including transport costs and foster carer training.</p>	+0.127
<p>Staffing (Safeguarding) – this includes the cost of agency social workers and reflects the significant pressure placed on the service from difficulties with recruitment and retention of staff. There were 10 Safeguarding agency staff at the end of March and an agency manager within the Educational Psychology service. The 2016/17 budget strategy has included additional funding for the staffing pressures identified.</p>	+0.446
<p>Care Leavers Accommodation Costs – the final position reflects a significant reduction in both activity and placement costs.</p>	-0.228
<p>Joint Adoption Service – pressures arising from the cessation of the Adoption Reform Grant that part-funded this service and savings targets not yet delivered.</p>	+0.210
<p>One off Funds – use of specific contingency set aside as part of the budget strategy</p>	-0.750
<p>The Service Area has a Cost Improvement Plan in place for 2016/17 to address areas of pressure and to ensure costs are contained within budgets as far as possible. The 2016/17 budget invested £1.621m into Children’s Safeguarding highlighting the high priority placed on Children’s safety. One-off resources of £0.5m have also been set aside within the Service Area that could be used for unexpected cost pressures.</p>	

<p><u>Education & Corporate Parenting</u></p> <p>There are no variances over £0.100m to report at year end.</p>	
<p><u>Family, Cohesion Services & Commissioning</u></p> <p>Transport Contracting & Commissioning – costs relating to Supporting People. The service is currently under review to deliver savings and is looking at innovative ways of providing support.</p> <p>Cohesion including homelessness and housing needs – higher than anticipated housing income received and lower occupancy levels within temporary accommodation resulted in an underspend at year end.</p>	<p>+0.208</p> <p>-0.211</p>
<p><u>Adult Social Services</u></p> <p>Purchasing budgets – this pressure has been reported throughout the year and includes the impact of the rising unit costs of care which have offset cost savings made through the effective management of demand. The management team continue to focus on the cost Improvement Plan and the savings required in the 2016 budget strategy.</p> <p>Income – shortfall relating to client contributions</p> <p>Transport – a review group has been set up to look at ways to reduce expenditure and identify a more robust transport policy.</p> <p>One off Contingency – use of specific contingency set aside as part of the budget strategy</p> <p>One off Funds – use of one off reserves</p> <p>The Council has increased the Adult Social Services budget by £1.648m in 2016/17 and is committed to meeting the needs of vulnerable members of our community.</p>	<p>+3.503</p> <p>+0.716</p> <p>+0.123</p> <p>-2.500</p> <p>-0.475</p>
<p><u>Public Health, Wellbeing & Public Protection</u></p> <p>Smoking Cessation Contract – saving arising from reduced demand and use of service.</p> <p>Working Age – Healthy Lifestyles & Health Trainers – in year vacancies has resulted in an underspend</p>	<p>-0.193</p> <p>-0.207</p>

Public Health Grant – in year cut to the Public Health Grant funding announced by the Chancellor in June.	+0.773
Public Health Grant – underspend at year end carried forward to 2016/17	+0.122
<u>Leisure, Culture & Facilities Management</u>	
Income - The income targets for the Leisure centres were challenging for 2015/16. The BSF building works at Oakengates impacted on this facility along with new income targets set for the proposed Synthetic Turf pitch. Swimming Lesson income projections have been revised due to the successful channel shift to Direct Debit, this has resulted in a one off, in year impact associated with the timing of payments, this change will result in additional income from 2016/17 onwards.	+0.148
Primary School Meals – additional income relating to an increase in take-up	-0.148
Oakengates Theatre – additional income due to the success of the Pantomime and other productions.	-0.105
<u>Development, Business & Employment</u>	
Regeneration & Investments – Property Investment Portfolio income. The PIP generated £5.5m last year. PIP performance continues to improve as we rationalise the PIP holdings including mitigating where possible inevitable volatilities.	+0.412
Property & Design – Admin Buildings – one off saving as a result of buildings rationalisation	-0.210
<u>Neighbourhood & Customer Services</u>	
ICT – pressure mainly arising from the increased number of Microsoft licenses required across the council together with costs associated with the purchase of PCs	+0.343
Transport & Highways Development – one off savings from vacant posts during the year	-0.268
Concessionary Travel – saving as a result of reduced passenger numbers.	-0.228
Grounds Maintenance – contribution to reserves to fund data collection required for tender process	+0.150

Environmental Maintenance – contribution to reserves to fund drainage schemes	+0.125
Waste – contribution to reserves to fund CRC changes	+0.348
Public Transport – costs relating to the provision of subsidised bus routes; funds have been set aside in the 2016/17 budget strategy for this pressure.	+0.280
Housing Benefits – grant income higher than budgeted.	-0.123
My Options – reduced staffing costs partly offset by income shortfalls.	-0.184
<u>Finance, Audit & Information Governance</u>	
Treasury –this includes the benefit arising from current low interest rates from running an extensive portfolio of very low rate short term loans and lower borrowing than anticipated in the earlier part of the year; capitalisation of interest on works in progress at year end together with £5.9m benefit from rescheduling debt repayments which is following considerable technical work and discussions with our external auditors.	-7.095
<u>Law, Democracy & People Services</u>	
Single Status - the budget for 2015/16 allowed for implementation of the single status settlement during the year which is not now scheduled until midway through 2017/18. This is net of the Payroll/HR IT system costs approved by Cabinet in July.	-0.800
<u>Co-operative Council Delivery Unit</u>	
Delivery & Planning – underspend from vacant posts during the year.	-0.109

4.4 Public Health.

Responsibility for Public Health transferred to the Council from the NHS in April 2013 together with the associated specific ring-fenced grant funding. In 2015/16 this grant totalled £11.7m after an in year cut to the grant of £0.772m by the Government. The conditions of the grant are that it must be used to address health needs and improve health and well-being in the community. Improving public health outcomes is delivered across a number of Service Areas and a summary of the application of the grant in 2015/16 is shown in the table below:

	£
Public Health Reserve (grant bwfd from 14/15)	112,162
Public Health Grant 2015/16	11,734,053
Total Funding	11,846,215
<u>Application of Funding in 2015/16</u>	
Public Health, Well Being & Public Protection	8,106,878
Adult Social Services	53,267
Customer Services	36,726
Development, Business & Employment	514,990
Education & Corporate Parenting	280,013
Family & Cohesion & Commissioning Services	2,070,222
Neighbourhood & Leisure Services	468,000
Legal Services	30,000
Council Wide	108,000
Total Spend	11,668,096
Grant cfwd to 2016/17	178,119

The majority of the 2015/16 grant was allocated to Services during the year, with the exception of £0.122m which was carried forward to 2016/17 together with the £0.022m received as the Public Health Premium Incentive grant in March 2016. Of the £0.112m grant brought forward from 2014/15, £0.078m was applied in 2015/16 (£0.027 was applied to Family, Cohesion & Commissioning Services as additional income and £0.051m, as budgeted, was applied to Development, Business & Employment) leaving £0.034m. Overall, including the balance carried forward to 2016/17 in accordance with the grant conditions, the grant was fully spent in 2015/16.

5.0 RESERVES & BALANCES

5.1 The main General and Special Fund balances were £4.490m at 31st March 2016. As part of the budget process a further risk based evaluation of all balances will be undertaken to provide an updated view of balances available for the budget strategy.

5.2 The position on the main General and Special Fund Balances is:

	£m
Balances at 1 st April 2014	4.369
Contribution to General Fund Balances	0.121
Balances at 31st March 2016	4.490

The General/Special Fund balance forms part of the Council's overall reserves and balances.

In addition to the General and Special Fund Balances, the Council holds a number of contingencies and service balances available to support services in 2016/17. These include:-

- £2.500m specifically set aside to support Early Help & Support services,
- £0.500m held within Safeguarding to meet pressures,
- £3.222m general contingency to provide further support to Adults and children's safeguarding or for other services if required.

5.3 The following specific transfers to reserves are proposed and included in the outturn position:-

	<u>£m</u>
• Budget Strategy Reserve – set aside to provide one off funding to support the medium term financial planning strategy allowing time for savings to be fully realised.	2.100
• Environmental Maintenance – to fund environmental maintenance priorities and developments throughout the borough	1.500
• Waste – funds set aside to meet known contractual obligations	1.200
• Invest to Save Fund – funds to support the transfer of services to third parties	0.100
• Benefits/Contact Centre – to support the ongoing improvement relating to call answering performance and allow resource levels to continue until some of the channel shift tools go live.	0.150
• Grounds Maintenance – to complete the data collection exercise required for the pending tender exercise	0.150
• Various Drainage Schemes and Gully Cleaning	0.125
• Community Recycling Centres – to meet committed spend linked to the delivery of savings	0.348
Total	5.673

5.4 The overall position also includes transfers to the Invest to Save/Capacity Fund and Severance fund which were approved at Full Council in January 2016. A treasury provision of £0.250m has also been created (utilising less than 5% of the in-year treasury management surplus) to cover future pressures, such as interest rate fluctuations.

6.0 2015/16 CAPITAL PROGRAMME

6.1 The capital programme for 2015/16 totalled £90.5m; spend at year end was £74.5m giving a year end variation of £16m which is summarised in the table below:

Service Area	Budget	Spend	% Spend	Year End Variance
	£m	£m	£m	£m
Adult Social Services	2.40	1.53	64%	- 0.87
Development Business & Employment	32.95	27.29	83%	- 5.66
Neighbourhood & Leisure Services	21.73	19.32	89%	- 2.41
Education & Corporate Parenting	30.65	24.57	80%	- 6.08
Customer Services	2.43	1.68	69%	- 0.75
Cooperative Delivery & Commercial Unit	0.22	0.08	36%	- 0.14
Corporate	0.12	-	0%	- 0.12
Total	90.50	74.47	82%	- 16.03

Note: The budget includes the new allocations detailed in Appendix 4

6.2 The main scheme re-phasing to 2016/17 are shown below with detail included in Appendix 4.

	£m
<u>Adult Social Services</u>	
Social Care ICT Review-rephasing of programme	-0.20
Social Care Capital Grant- part of BCF Pooled Fund; will be carried forward and committed in 2016/17.	-0.60
<u>Development, Business & Employment</u>	
Superfast Broadband – spend re-profiled; fully committed over the next 2 years	-0.40
Housing Investment-Contract awarded for 2 sites; programme rephased	-0.70
Phase 2 travellers site – delay in project design	-0.20
Homeowner assistance grants slippage	-0.40
Delays in third party housing renewal scheme	-0.20
Town Centre – required to meet final contractor	-0.40

payments	
Asset Management - slipped to 16/17	-0.30
Brookside-Building works complete, awaiting details of Final contract valuation	-0.30
Every Day Pride Hollinswood Centre– work complete waiting for final claim from contractor	-0.40
Schools – various schemes rephased and fully committed in 2016/17.	-1.50
<u>Neighbourhood & Leisure Services</u>	
Highways Maintenance, Bridges & Integrated Transport, Ironbridge Gorge Stability – various schemes rephased to and fully committed in 2016-17	-1.30
Every Day Telford-Pride in your community- various schemes rephased to and fully committed in 2016-17	-0.90
<u>Education & Corporate Parenting</u>	
Grange Park Primary School-re-build due to start in 16-17.	-6.10
<u>Customer Services</u>	
Customer Services Development- Rephasing of project linked to channel shift.	-0.20

6.3 There are a number of new approvals and virements which are also detailed in Appendix 4 and require formal approval.

6.4 Appendix 5 includes details of Education Section 106 agreements agreed during 2015/16.

7.0 NUPLACE

7.1 The Council's wholly owned housing investment company, Nuplace Ltd, was incorporated on 1 April 2015. The principal activity of the company is procurement of the construction and management of private and affordable residential property. During its first year of operation land was acquired across two sites in the Telford & Wrekin Borough, at Fishermans Walk, Randlay and Holybush Road, Madeley

and contracts were let for the construction of 132 properties. In March 2016, 4 units had been completed and successfully let to tenants and the construction of the remaining properties was on schedule.

Completion and letting of Phase 1 sites is progressing well in the new financial year with a total of 17 units now occupied at the Fishermans Walk, Randlay site and a further 17 units occupied at the Woodlands site.

7.2 Nuplace Ltd is a separate legal entity and as such will prepare its own Statement of Accounts and comply with company regulations. The accounts will be audited by KPMG, who also audit the Council's accounts. As Nuplace is wholly owned by Telford & Wrekin Council, the Council is required to prepare Group Accounts as part of its Statement of Accounts for 2015/16 which will consolidate the Council and Nuplace's financial position.

7.3 As anticipated, no dividends were distributed at the end of 2015/16 and as expected the company ended the year with a small trading loss of £0.032m mainly due to the fixed costs associated with its operation prior to rental income streams coming online. It should be noted that the Council has received income totalling £0.4m from Nuplace during 2015/16 which is a combination of interest paid relating to the loan agreement and services Nuplace purchased from the Council. The Council will also benefit from additional Council Tax, Business Rates and New Homes Bonus as Nuplace properties are completed.

8.0 **CORPORATE INCOME MONITORING**

8.1 The Council's budget includes significant income streams which are regularly monitored to ensure they are on track to achieve targets that have been set and so that remedial action can be taken at a very early stage. The three main areas are Council Tax, NNDR (business rates) and Sales Ledger. Outturn information relating to these is provided below. The Council pursues outstanding debt vigorously, until all possible recovery avenues have been exhausted, but also prudently provides for bad debts in its accounts.

8.2 In summary, the overall position for all income streams out turned above target. Cash collection was in a very strong position in all three areas with more than £9m extra being collected compared to the previous year.

INCOME COLLECTION – 2015/16				
	Actual	Target	Performance	Change in cash collected on last year
Council Tax Collection	97.09%	96.70%	0.39% Ahead of target	+£2,605,303
NNDR Collection	98.28%	97.60%	0.68% Ahead of target	+ £3,674,376
Sales Ledger Outstanding Debt	6.10%	7.00%	0.90% Ahead of target	+£2,870,380

8.3 Council Tax (£70.7m)

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

Year end performance 2014/15	96.7%
Year End Target for 2015/16	96.7%

Performance is cumulative during the year and expressed against the complete year's debit.

Month End Target	Month End Actual	Last year Actual
96.70%	97.09%	96.70%

At the end of the year, council tax collection was 0.39% ahead of target and last year's out turn performance.

We have collected over £2.6 million more in council tax than in 2014/15, and the property base has grown by over 1,200, so we're now collecting council tax from more than 73,000 properties in the borough.

8.4 NNDR-Business Rates (£74.8m)

The % of business rates for 2015/16 that should have been collected during the year. This target, as for council tax, ignores our continuing collection of earlier years' liabilities.

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

Year end performance 2014/15	97.5%
Year End Target for 2015/16	97.6%

Month End Target	Month End Actual	Last year Actual
97.6%	98.28%	97.5%

Collection for business rates is an improvement on 2014/15's rates by 0.78%, and 0.68% above target.

We've collected an additional £3.6 million more in business rates than in 2014/15.

8.5 **Sales Ledger (£40.6m)**

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

The target percent is set relating cumulative debt outstanding from all years to the current annual debit. The targets and performance of income collection for 2015/16 are as follows:

Age of debt	Annual Target %	2015/16	
		£m	%
Total	7.00	2.10	6.10%

Sales ledger performance continues to perform within target and has made significant improvements during 2015/16.

9.0 **2016/17 UPDATE**

The first detailed monitoring report for 2016/17 will be considered at Cabinet in July. However, this section of the report will give an early indication of some emerging issues for the new financial year, informed where relevant, by the closedown position reported above. Inevitably, early focus is on areas of potential pressure and managers are now taking action to seek ways to minimise these pressures and to identify ways to mitigate remaining issues.

9.1 **Revenue**

Safeguarding and Early Help & Support Services

Safeguarding and Early Help & Support Services will continue to be areas requiring close monitoring throughout the year. The key areas of concern being unit costs, complexity of care needs and numbers of Children in Care. Early monitoring shows that Children in Care numbers have increased from 299 at the end of March to 315 at the end of May so a cost pressure is already evident in this area. Both services are developing cost improvement plans to assist in the management of cost levels throughout the year as well as taking a proactive approach to address future changes in funding.

As mentioned earlier in the report the 2016/17 budget includes a contingency of £2.5m specifically for Early Help & Support and one off funds of £0.5m earmarked to support Safeguarding.

Treasury Management

A benefit of £1m is currently predicted in relation to treasury management which is mainly due to reduced borrowing costs due to low short-term interest rates and rephasing of expenditure in to later years from 2015/16 as explained earlier in this report. This may vary throughout the year dependent on borrowing requirements and any impact the European Referendum may have on the financial markets.

ICT

There are a number of pressures currently highlighted in ICT including: growth in the cost and number of Microsoft licenses, due to more employees using ICT to do their jobs effectively and the move to digitally enabled and mobile technology; network contract costs and software support costs (storage area network and back-up environment) are also higher than anticipated. The pressure is currently estimated to be in the region of £0.280m; costs relating to the purchase of thick/thin/laptop client devices are also likely to create a pressure throughout the year.

9.2 2016/17 Insurance Arrangements

Due to the way in which the Insurance market operates, the AD: Finance & HR has delegated responsibility to conduct insurance procurement processes and agree renewal terms, in consultation with the Lead Cabinet Member. The Council's main insurance contracts are subject to European tendering procedures and the outcome of the process completed for the 2016/17 renewals is now reported back to Cabinet.

Following tender evaluation, which was undertaken by the Council's insurance brokers, Aon Ltd, contracts for property cover have been placed with Zurich Municipal and liability cover placed with Maven Public Sector.

The insurance contracts are for a period of 3 years, with the option to extend for a further 2 years if required. Once agreements are in place the position will be reviewed annually by the insurance providers to take into account updated information, such as increases in wages and salaries, increased sums insured and claims experience which may alter the premium in future years.

The estimated premiums for 2016/17 are £1.004m which is £0.127m lower than the cost in 2015/16 (this will be split across General Fund, Schools and Commercial Properties); although it should be noted that, as is usual, due to changing cover requirements throughout the year there will be some adjustments made to the premium after the contract has been awarded.

10.0 PREVIOUS MINUTES

Council, Service & Financial Planning Strategy: 05/03/15
Cabinet, Service & Financial Planning Report: 2014/15 Outturn and 2015/16 Update - 25/06/15
Cabinet, Financial Management Reports: 23/07/2015; 15/10/2015; 10/12/2015; 07/01/2016; 26/02/2016

Council, Financial Management Reports: 01/10/2015; 26/11/2015;
21/01/2016

11.0 **BACKGROUND PAPERS**

2015/16 Budget Strategy and Financial Ledger reports
2016/17 Budget Strategy

Report Prepared by:

Ken Clarke, Assistant Director: Finance & H.R. (C.F.O.) – 01952
383100;

Pauline Harris, Corporate Finance Manager – 01952 383701

Summary of 2015/16 Outturn Variations

Service Area	Final Budget	Outturn	Variance	Asset Rentals	Analysis of Variance			Service
	£	£	£		IAS19	Public health	£	
Adult Social Services	34,974,747	36,193,461	1,218,714	(6,366)	331,000	0	894,080	
Public Health, Public Protection, Civil Resilience and Coroners	1,835,680	1,873,357	37,677	0	109,000	0	(71,323)	
Education & Corporate Parenting	11,835,175	12,161,723	326,548	224,898	258,000	0	(156,349)	
Childrens safeguarding & specialist services	19,698,534	22,098,278	2,399,744	7,120	453,000	0	1,939,624	
Family Cohesion & Commissioning	9,649,712	9,941,727	292,015	1,286	509,000	0	(218,271)	
Neighbourhood & Customer Services	31,627,789	32,630,391	1,002,602	75,685	1,003,000	0	(76,083)	
Planning	0	(12,838)	(12,838)	0	6,000	0	(18,838)	
Development Business & Employment	3,635,247	(3,831,787)	(7,467,034)	(7,715,625)	468,000	0	(219,409)	
Leisure, Culture & Facilities Management	3,996,257	4,491,715	495,458	0	570,000	0	(74,542)	
Law Democracy & People Services	1,376,500	618,923	(757,577)	467	206,000	0	(964,044)	
Finance Audit & Information Governance	10,311,151	3,288,961	(7,022,190)	0	241,000	0	(7,263,190)	
Co operative Council & Commercial Delivery Unit	1,069,810	1,046,783	(23,027)	(3)	174,000	0	(197,024)	
Council Wide	(6,948,712)	(9,497,607)	(2,548,895)	7,412,538	(4,328,000)	0	(5,633,433)	
Transfers to Reserves	0	11,079,396	11,079,396	0	0	0	11,079,396	
							0	
Total before transfers to balances	123,061,890	122,082,483	(979,407)	0	0	0	(979,407)	
Transfer to Balances	598,890	1,456,890	858,000				858,000	
Total after transfers to balances	123,660,780	123,539,373	(121,407)				(121,407)	

2015/16 Revenue Budget Variations over £50,000								
Description	Budget	Outturn	Variation	Analysis of Variation			Service	Comments
				Asset Rent	IAS19	Public Health		
				£	£	£		
Childrens Safeguarding & Specialist Services								
Children in Care Placements	8,104,116	9,815,414	1,711,298				1,711,298	The 2015/16 reported outturn reflects a cost improvement of £223k from 2014/15. By the end of March 16 there were 299 Children in Care which reflects an increase of 6 from the same point in 2015. A review of placements was undertaken as part of the 2016/17 budget process and a pressure of £1.2m has been included within the 2016/17 budget strategy.
Care leavers Accommodation costs	599,630	371,258	(228,372)				(228,372)	A target was set in the Cost Improvement plan to achieve a cost reduction of £0.100m against this area. The outturn position shows an over achievement of this target and reflects a significant reduction in both activity and placement costs.
Staffing	7,384,869	8,283,316	898,447			452,000	446,447	The outturn variance in 2015/16 for agency staff is an overspend of £0.692. This is a £110k reduction compared to 14/15 outturn but still a reflection of the significant pressure placed on the Services budget by the difficulties of retention and recruitment of staff. There were 10 Safeguarding agency staff at the end of March in addition to an agency manager within the Educational Psychology service. The 2016/17 budget strategy includes additional funding to address identified staffing pressures .
Income (Specialist Services)	(807,068)	(719,627)	87,441				87,441	A reduction in expenditure in the jointly arranged services resulted in a reduced amount of income being collected from Shropshire Council.
Internal Foster Carers costs (excluding salaries, fees and allowances)	339,065	465,700	126,635				126,635	Specific pressures include travel costs £83k and Foster Carer training of £21k overspend.
Joint Adoption Service	298,448	509,044	210,596			1,000	209,596	The 2015/16 budget for the service hosted by Shropshire included savings of £70k which could not then be delivered . The cessation of the Adoption Reform Grant that part-funded this service has created an additional pressure of £90k. The remaining increase relates to 14/15 pressures agreed in 15/16. The budget pressure has been addressed as part of the 16/17 budget strategy.
Direct Payments	174,361	150,335	(24,026)				(24,026)	The 2014/15 overspend for direct payments of personal care for children with disabilities was £105k. Work is ongoing both to look for cost reductions in direct payments care packages and towards implementation of Education Health and Care plans from 1st April 2016.
Children not in Care / in Need costs	4,780	77,647	72,867				72,867	The variance relates to Section 17 payments which are made to carers to support keeping children at home as opposed to in care. (ie These costs are an alternative to higher care related costs). This is a £28k reduction against the 14/15 outturn position . The budget pressure has been addressed as part of the 16/17 budget strategy.
Contingency		(750,000)	(750,000)				(750,000)	Specific contingency set aside as part of the budget strategy
Variations under £50k	3,600,333	3,895,191	294,858	7,120			287,738	
Total Children's Safeguarding & Specialist Services	19,698,534	22,098,278	2,399,744	7,120	453,000		1,939,624	
Education & Corporate Parenting								
Miscellaneous School Expenditure	7,819,930	8,002,212	182,282	224,898		28,000	(70,616)	Lower premature retirement costs than 1415 and lower remissions costs than 1415
Transport	2,827,316	2,804,038	(23,278)			0	(23,278)	Although this budget shows a modest underspend, the total includes significantly higher transport costs to Queensway, linked to the expansion of provision.
Advisory Management & Support	463,972	566,512	102,540			30,000	72,540	A review of the responsibilities of staff changed the balance of Dedicated Schools Grant and General fund in this area.

2015/16 Revenue Budget Variations over £50,000									
Description	Budget	Outturn	Variation	Analysis of Variation			Service	Comments	
				Asset Rent	IAS19	Public Health			
	£	£	£	£	£		£		
Traded Advisory	(18,596)	(93,189)	(74,593)		32,000		(106,593)	The underspend represents a combination of staffing savings arising from an unfilled vacancy and more income generated from schools compared to the budget.	
Variations under £50,000	742,553	882,151	139,598		168,000		(28,402)		
Total Education & Corporate Parenting	11,835,175	12,161,723	326,548	224,898	258,000	0	(156,349)		
Family, Cohesion & Commissioning Services									
Cohesion including Homelessness/ Housing Needs	2,624,038	2,595,920	(28,118)	322	183,000	0	(211,440)	Income from housing rentals mainly received from Housing Benefit has improved as anticipated. This is as a result of the changing profile of projected occupancy levels within temporary accommodation, and improved management of the use of leasehold property. Some improvement projected in expenditure on travellers sites.	
Transport Contracting & Commissioning	1,258,589	1,466,293	207,704	0	0	0	207,704	The variation above budget arises from the Supporting People service. The budget has been reduced in line with the Adults Cost Improvement Plan by £425k in 2015/16, and £208k of cost reductions from contract re-tendering have been achieved so far in this year (these savings equate to £417k in a full year). The service continues to be under review to deliver further savings.	
Variations under £50k	5,767,085	5,879,514	112,429	964	326,000	0	(214,535)	These variations have moved due to year end operating costs including costs of Management restructure (AD post costs in year) and Children's and Family Centres and various staffing costs being less than anticipated in year.	
Total Family, Cohesion & Commissioning Services	9,649,712	9,941,727	292,015	1,286	509,000	0	(218,271)		
Adult Social Services									
Purchasing	43,151,793	46,655,290	3,503,497				3,503,497	The final 2015/16 reported position reveals a largely static position for the cost of purchasing care. This has been a pressure of around £3.5m since January 2016. There has been a steady improvement over the 2015/16 financial year driven by various strategies designed to reduce operating costs. However, there remains a significant pressure on this budget and overall within Adult Social Care. The Management Team continue to progress the actions within the Cost Improvement Plan (CIP), and will now focus on delivering the savings proposals detailed in the 2016/18 budget strategy. Underlying pressures remain in the unit costs of care being purchased which have stabilised in recent months following a long period of month on month increases. The increased unit cost of care placements has in the year materially offset cost savings being made through the effective management of demand in some areas of care being purchased. One further important issue to note is that by reducing demand for care placements, there has been an impact on the level of income being collected, and this can be seen in the reported figures during 2015/16. Often residential and nursing placements can generate larger contributions from clients towards their care because of the different charging rules in place and a decrease in the number of Older People residential home based placements has occurred in year.	
Income	(17,232,477)	(16,516,801)	715,676				715,676	The income budget has been adjusted to reflect proposed savings in order to represent the position on income. The current projection is for a shortfall from the contributions collected towards the cost of care of around £491k, and a shortfall on income expected from the CCG towards joint packages of care of around £182k.	
Transport	657,593	780,366	122,773				122,773	The 2014/15 ASS transport budget was reduced by £229k as a result of the recommendations made in the Transport Review. A Transport Review Project Group has been set up to look at ways to reduce Service expenditure on Transport and identify a more robust transport policy in a bid to reduce the overspend. There has been some improvement since the last report resulting in a reduction of £32k to the pressure, largely as a result of savings made to the cost of transport rather than in demand management.	
Contingency	0	(2,500,000)	(2,500,000)				(2,500,000)	Specific contingency set aside as part of the budget strategy	

2015/16 Revenue Budget Variations over £50,000									
Description	Budget	Outturn	Variation	Analysis of Variation			Service	Comments	
				Asset Rent	IAS19	Public Health			
	£	£	£	£	£		£		
Use of one offs	(1,244,000)	(1,719,000)	(475,000)				(475,000)	Use of one off reserves	
Variations under £50,000	9,641,838	9,493,606	(148,232)	(6,366)	331,000		(472,866)		
Total Adult Social Services	34,974,747	36,193,461	1,218,714	(6,366)	331,000	0	894,080		
Public Health, Wellbeing & Public Protection									
			0						
Staffing and Operational	986,565	908,181	(78,384)		8,000	(86,384)		Underspend relates to various operational budgets in Public Health	
Smoking Cessation	562,100	368,855	(193,245)			(193,245)		Reduced number of quitters partly due to popularity of e-cigarettes.	
Healthy Lifestyles	876,940	669,728	(207,212)			(207,212)		In year vacancies within Telford & Wrekin Health trainers teams and Healthy lifestyle hubs.	
Under £50k	6,482,206	6,112,986	(369,220)			(369,220)		Various underspends across Early Help offer and NHS Health checks	
Public Health Grant	(8,907,811)	(8,135,039)	772,772			772,772		Confirmed loss of Public Health Grant announced in the Chancellors budget of £772k	
Variance on devolved allocations		(38,694)	(38,694)			(38,694)		Various underspends against devolved element of the Public Health Grant	
Carry Forward		121,983	121,983			121,983			
Public, Protection, Civil Resilience			0						
Variations under £50,000	1,835,680	1,865,357	29,677		101,000		(71,323)		
Total Public Health, Wellbeing & Public Protection	1,835,680	1,873,357	37,677	0	109,000	0	(71,323)		
Neighbourhood & Customer Services									
Transport & Highway Development									
Transport & Highways Development	Employees	1,462,070	1,229,925	(232,145)		36,000	(268,145)	One off vacancy management savings across Transport & Highways Development	
Concessionary Travel	Supplies & Services	1,726,910	1,498,800	(228,110)		0	(228,110)	Savings as a result of ongoing reducing passenger numbers. Ongoing savings agreed as part of budget strategy	
Public Transport	Transport related expenditure	170,670	450,511	279,841		0	279,841	Costs relating to the provision of subsidised bus routes. Provision has been set aside in the budget strategy for 2016/17 to meet this pressure.	
	Income	(177,100)	(275,858)	(98,758)		0	(98,758)	(£97k) one off income applied from the Transport reserve to support one off pressure in 15/16 for Subsidised Routes, as agreed at Strategic & Financial Planning 14/15 outturn.	
Waste and Neighbourhood Services	Waste disposal - Wood	0	61,633	61,633		0	61,633	One off pressure from Wood disposal arising from higher unit costs as a result of Moody's site being closed until September 2015.	
	Waste disposal - Sita Cost pass through	0	97,496	97,496		0	97,496	Costs Relating to the final settlement of a reduced cost pass through claim. This has been funded from service under spends in year which has released a reserve of £171k to offset the one off costs of bringing forward the CRC changes to 2016/17. This will result in savings in future years as set out in the budget savings for 2016/17.	
Highways & Neighbourhood Management									
Winter Maintenance	Winter maintenance net position	700,260	626,752	(73,508)		0	(73,508)	The weather during 2015/16 has been finer resulting in a net saving on winter maintenance.	

2015/16 Revenue Budget Variations over £50,000									
Description		Budget £	Outturn £	Variation £	Analysis of Variation			Service £	Comments
					Asset Rent £	IAS19 £	Public Health		
Footpath Lighting Wrekin - Special Fund	Premises Related	676,827	626,789	(50,038)			0	(50,038)	Reduced maintenance spend on Street lighting due to the current procurement process underway with new contract start date of 1/4/17 including large invest to save programme scheduled for 17/18..
Variations under £50,000		21,574,065	21,572,457	(1,608)	75,689	209,000		(286,297)	
Street Cleansing & Grounds maintenance Procurement	Supplies & Services	0	150,000	150,000			0	150,000	Contribution to reserves to fund Data collection required for Grounds & Cleansing procurement process.
Environment Maintenance & Highways	Supplies & Services	0	125,000	125,000			0	125,000	Contribution to reserves to fund various Drainage schemes, cleaning to gullies and works at Castlefields Way.
Waste	Supplies & Services	0	347,583	347,583			0	347,583	Contribution to reserves to support bringing forward the CRC changes to 2016/17. This will result in savings in future years as set out in the budget savings for 2016/17.
ICT	Various	59,286	609,967	550,681	(4)	208,000		342,685	Unavoidable budget pressure from an increase in the number of Microsoft Licenses required across the Council £181k. This over spend has been met from ICT budgets over the last 3 years however due to the reduction in ICT budgets during the last 12 months in order to deliver savings there is no longer the capacity to fund these costs going forward. This underspend has increased at year end due to an overspend on Thick/ Thin Client devices of £146k.
Registrars	Income	(250,190)	(307,637)	(57,447)				(57,447)	Additional income generated from ceremonies
Print Room	Various	(80,090)	(9,895)	70,195		5,000		65,195	Shortfall against income target for printing
Benefits	Income	(1,256,130)	(1,379,288)	(123,158)				(123,158)	Additional grant income received from the government
My Options	Various	751,347	760,087	8,740		193,000		(184,260)	Net underspend from reduction in staffing costs offset by shortfall against income target
Variations under £50,000		6,269,864	6,446,069	176,205		352,000		(175,795)	
		0	0	0				0	
Total Neighbourhood & Customer Service		31,627,789	32,630,391	1,002,602	75,685	1,003,000	0	(76,083)	
Development, Business & Employment									
Skills Delivery, Lifelong Learning.									
Post 16 Transport	Transport Related expenditure	(72,500)	(12,500)	60,000			0	60,000	Contributions no longer being received from TCAT & New College for Post 16 Transport, creating an ongoing pressure. The level of service is being reviewed along with implementation of a number of recommendations from the recent Audit which will assist in reducing the ongoing pressure
National Careers Contract	Income	(31,720)	(125,041)	(93,321)			0	(93,321)	Contract changes have resulted in the ability to generate one off higher levels of income in addition to changes on how we have delivered the service more effectively.
Development Management									
Planning Applications	Supplies & Services	5,830	72,858	67,028			0	67,028	LPA costs relating to planning appeals for Muxton Lane & Haygate Road.
Planning Business Management Account	Employees	1,484,310	1,485,355	1,045		84,000		(82,955)	One off vacancy management savings in readiness for 16/17 restructure launch.
Property & Design									
Engineering, Architect & Building	Employees	1,486,920	1,487,772	852		89,000		(88,148)	Vacancy management savings in addition to part year BIT Restructure savings delivered early.
Operational Properties & Admin Buildings	Premises related	6,088,860	5,878,648	(210,212)			0	(210,212)	One off £104k NNDR pressure from 2012/13 at Wellington Civic due to revised valuation greater than previously anticipated, this results in an ongoing pressure of £44k for which growth has been given for 16/17. (£103k) net one off saving on Admin Buildings as a result of rationalisation. £44k Ongoing pressure at Abraham Darby due to the hire of generator to support ICT servers in case of power failure. Plus a number of other one off savings across Operational & Admin properties from reduced R&M and energy costs and one off income.
Regeneration & Investment									

2015/16 Revenue Budget Variations over £50,000									
Description		Budget £	Outturn £	Variation £	Analysis of Variation			Service £	Comments
					Asset Rent £	IAS19 £	Public Health		
PIP & Service Charges	PIP & Service Charge net variance	(4,377,728)	(3,926,654)	451,074		38,000		413,074	Ongoing rationalisation of PIP resulting in an in year pressure on income and Service Charge voids. Showing improved position on 14/15 with further improved projection for 2016/17.
Variations under £50,000		(948,725)	(8,692,225)	(7,743,500)	(7,715,625)	257,000		(284,875)	
Total Development, Business & Employment		3,635,247	(3,831,787)	(7,467,034)	(7,715,625)	468,000	0	(219,409)	
Planning									
Variations under £50,000		0	(12,838)	(12,838)		6,000		(18,838)	
Total Planning		0	(12,838)	(12,838)	0	6,000		(18,838)	
Leisure, Culture & Facilities Management									
Arts & Culture									
Oakengates Theatre	Theatre net position	308,840	215,691	(93,149)		12,000		(105,149)	Successful impact of Pantomime and other Theatre productions in year against a stretched income target.
Leisure Services									
Oakengates Centre	Oakengates net position	222,980	331,983	109,003		22,000		87,003	Shortfall on Tennis centre income pressure which has been rectified with new contract recently awarded. In addition to the phasing of income levels has been hindered as a result of the ongoing construction of new school during 15/16.
Horsehay Golf & Leisure	Income	(341,730)	(271,812)	69,918		9,000		60,918	Income targets for the new Aspirations gym was challenging, although membership has developed during the year.
Primary School Meals	Income	(3,128,676)	(3,276,693)	(148,017)				(148,017)	Additional income from child paid meals due to increase in take up
Variations under £50,000		6,934,843	7,492,546	557,703		527,000		30,703	
Total Leisure, Culture & Facilities Management		3,996,257	4,491,715	495,458	0	570,000	0	(74,542)	
Finance, Audit & Information Governance									
Treasury		10,454,180	3,358,940	(7,095,240)				(7,095,240)	MRP savings together with lower borrowing costs
Variations under £50,000		(143,029)	(69,979)	73,050		241,000		(167,950)	Under spends from vacant posts.
Total Finance, Audit & Information Governance		10,311,151	3,288,961	(7,022,190)	0	241,000		(7,263,190)	
Law, Democracy & People Services									
Land Charges	Income	(104,570)	(192,073)	(87,503)				(87,503)	Additional income received from Land Charges
Single Status		1,045,095	245,000	(800,095)				(800,095)	Under spend as Single Status not implemented in 2015/16
Variations under £50,000		435,975	565,996	130,021	467	206,000		(76,446)	
Total Law, Democracy & People Services		1,376,500	618,923	(757,577)	467	206,000		(964,044)	
Cooperative Delivery Unit									
Delivery & Planning	Employees	660,116	600,982	(59,134)		50,000		(109,134)	Net under spend arising from vacant posts, maternity leave and officers not at top of grade.
Variations under £50,000		409,694	445,801	36,107	(3)	124,000		(87,890)	
Total Cooperative Delivery Unit		1,069,810	1,046,783	(23,027)	(3)	174,000		(197,024)	
Council Wide									

2015/16 Revenue Budget Variations over £50,000									
Description	Budget	Outturn	Variation	Analysis of Variation			Service	Comments	
				Asset Rent	IAS19	Public Health			
	£	£	£	£	£		£		
Asset Management Account and other Council Wide Items	(11,572,193)	(13,869,680)	(2,297,487)	7,412,538	(4,328,000)		(5,382,025)		
Litigation Reserve		(187,000)	(187,000)				(187,000)	Reduced amount required in provision at year end	
Variations under £50,000	4,623,481	4,559,073	(64,408)				(64,408)	Surplus from WME contract £44k	
Total Council Wide	(6,948,712)	(9,497,607)	(2,548,895)	7,412,538	(4,328,000)		(5,633,433)		
Transfers to Reserve									
			0						
Severance Fund		3,000,000	3,000,000				3,000,000	To support the future delivery of savings through restructures	
ITS/Capacity fund		3,000,000	3,000,000				3,000,000	To support the future delivery of savings through capacity and investment	
Environmental Maintenance Reserve		1,500,000	1,500,000				1,500,000	To fund environmental maintenance issues and initiatives	
Waste Reserve		1,200,000	1,200,000				1,200,000	To meet known contractual obligations	
Insurance Reserve		179,396	179,396				179,396	Required to meet known MMI liability	
Invest to Save Fund		100,000	100,000				100,000	To support transfer of services to third parties	
Budget Strategy Reserve		2,100,000	2,100,000				2,100,000	To support the medium term budget strategy	
Total Transfers to Reserve	0	11,079,396	11,079,396	0	0		11,079,396		
Total Variations	123,061,890	122,082,483	(979,407)	0	0		(979,407)		

(0)

2015/16 Revenue Virements for Approval

Virements To:	£	Virements From:	£
Children's Safeguarding & Specialist Services			
Children in Care Placements	1,711,298	Corporate Contingency drawdown	750,000
Staffing (Safeguarding)	446,447	Care Leavers Accommodation Costs	228,372
Internal Foster Carer Costs	126,635		
Joint Adoption Service	209,596		
Income Specialist Services	87,441		
Children not in Care / in need of costs	72,867		
	2,654,284		978,372
Education & Corporate Parenting			
Advisory Management & Support	72,540	Traded Advisory	72,540
Asset Charges	224,898		
	297,438		72,540
Family, Cohesion Services & Commissioning Services			
Supporting People Contracting	207,704	Cohesion, including Homelessness/Housing Needs	207,704
		Variations under £50,000	145,372
	207,704		353,076
Adult Social Services			
Purchasing of Care - all client groups	3,503,497	Contingency	2,500,000

2015/16 Revenue Virements for Approval

Virements To:	£	Virements From:	£
Income	715,676	One off Funds	475,000
Transport	122,773	Variations under £50,000	472,866
	4,341,946		3,447,866
Neighbourhood & Customer Services			
Public Transport	279,841	Concessionary Travel	228,110
Waste Disposal - Wood	61,633	Public Transport income	64,112
Waste Disposal - Sita pass through	97,496	Winter Maintenance	73,508
Street Cleansing & Grounds Mtce Procurement	150,000	Neighbourhood variations under £50,000	286,297
Environment Mtce & Highways	125,000	Registrars	57,447
Waste supplies and services	347,583	Benefits income	123,158
Print Room	65,195	My options	184,260
ICT	342,685	Customer Services variations under £50,000	175,795
Asset Charges	75,689	Transport & Highways Development employees	268,145
	1,545,122		1,460,832
Development, Business & Employment			
Post 16 Transport	60,000	National Careers Contract Income	93,321
Planning Applications - supplies and services	67,028	Operational Properties - premises related	210,212
PIP & Service Charge net variance	413,074	Property & Design - employees	88,148

2015/16 Revenue Virements for Approval

Virements To:	£	Virements From:	£
		Variations under £50,000	284,875
		Asset Charges/Revaluations	7,713,125
	540,102		8,389,681
Finance, Audit & Information Governance		Treasury Management	7,095,240
		Variations under £50,000	167,950
	0		7,263,190
Law, Democracy & People Services		Single Status	800,095
		Land Charges income	87,503
		Variations under £50,000	76,446
	0		964,044
Public Health, Wellbeing & Public Protection			
Public Health Grant	772,772	Staffing & Operational	86,384
Public Health - carry forward	121,983	Smoking Cessation	193,245
		Healthy Lifestyles	207,212
		Devolved Allocations	38,694
		Public Protection, Civil Resilience	71,323

2015/16 Revenue Virements for Approval

Virements To:	£	Virements From:	£
		Variations under £50,000	369,220
	894,755		966,078
Leisure, Culture & Facilities Management			
Oakengates Leisure Centre - income	87,003	Primary School Meals	147,921
Horsehay Golf & Leisure Centre - Income	60,918	Oakengates Theatre income	105,149
	147,921		253,070
Cooperative Council & Commercial Delivery Unit			
		Delivery & Planning - employees	109,134
		Variations under £50,000	87,890
	0		197,024
Council Wide & Transfers to Reserves			
Severance Fund	3,000,000	Central Contingency	5,382,025
ITS/Capacity Fund	3,000,000	Litigation Reserve	187,000
Environmental Mtce Reserve	1,500,000	Variations under £50,000	64,408
Waste Reserve	1,200,000		
Insurance Provision	179,396		
Invest to Save Fund	100,000		
Budget Strategy Reserve	2,100,000		
Transfer to Balances	858,000		
Asset Charges	7,412,538		
	19,349,934		5,633,433
Total	29,979,206		29,979,206

Capital - Slippage & Supplementary Estimates

Slippage - Scheme	Service Area	Slippage - £	Funding Analysis					
			Prudential	Capital Receipts	External	Govt. Grant	Borrowing	Revenue
Accommodation	Development Business & Employment	-31,039	-31,039					
Asset Management Plan-General Works & Surveys	Development Business & Employment	-305,269	-305,269					
Brookside	Development Business & Employment	-250,553	-250,553					
Capital receipts site preparation	Development Business & Employment	107,884		107,884				
Commercial and Business Fund	Commercial Services	-140,000		-140,000				
Customer Services Systems Development	Customer & Neighbourhood Services	-243,900						-243,900
Dawley Regeneration	Development Business & Employment	-50,000		-50,000				
Dawley Regeneration	Development Business & Employment	-13,806	-13,806					
Day Opportunities for ALD	Health & Well-Being	-103,102		-103,102				
Every Day Telford- Pride Hollinswood Centre	Development Business & Employment	-8,000						-8,000
Every Day Telford- Pride Hollinswood Centre	Development Business & Employment	-502,000		-502,000				
Every Day Telford- Pride Hollinswood Centre	Development Business & Employment	75,907	75,907					
Every Day Telford-Pride in your community	Customer & Neighbourhood Services	-901,976	-901,976					
Footway Lighting Energy Programme	Customer & Neighbourhood Services	-174,900	-174,900					
Hadley Local Centre	Development Business & Employment	-54,226				-54,226		
HCA Land Deal	Development Business & Employment	-180,998			-180,998			
Highways & Bridges Capital Maintenance	Customer & Neighbourhood Services	-351,789				-351,789		
Highways/Footpaths	Customer & Neighbourhood Services	-70,268	-70,268					
Horsehay Fitness Facility	Commercial Services	-70,007	-70,007					
Housing	Development Business & Employment	-200,000	-200,000					
Housing	Development Business & Employment	-30,000	-30,000					
Housing	Commercial Services	-272,399				-272,399		
Housing	Commercial Services	-4,379	-4,379					
Housing	Commercial Services	-26,808	-26,808					
Housing	Commercial Services	-243,992	-243,992					
Housing	Commercial Services	-44,937			-44,937			
Housing	Commercial Services	-159,863		-159,863				
Housing	Commercial Services	-147,550	-147,550					
Housing Company - Housing	Development Business & Employment	-657,836	-657,836					
Commercial Investment Project	Development Business & Employment	33,875	33,875					
ICT/ eGov	Commercial Services	-212,495						-212,495
ICT/ eGov	Commercial Services	-306,309	-306,309					
Integrated Transport	Customer & Neighbourhood Services	-312,739				-312,739		
Ironbridge Gorge Stability	Customer & Neighbourhood Services	-525,988	-525,988					
Ironbridge Gorge Stability	Customer & Neighbourhood Services	-84,300				-84,300		
Land Deal Board Schemes	Development Business & Employment	-141,000			-141,000			
Local Sustainable Transport Fund	Customer & Neighbourhood Services	-2,354				-2,354		
Malinslee Local Centre	Development Business & Employment	-740		-740				
Parks and Play Areas	Health & Well-Being	-501	-501					
Parks For People	Health & Well-Being	-2,767				-2,767		

Parks For People	Health & Well-Being	-51,452	-51,452					
Property investment programme	Development Business & Employment	230,412	230,412					
All Other School schemes	Development Business & Employment	-7,042				-7,041.81		
All Other School schemes	Development Business & Employment	-712,767	-712,767					
All Other School schemes	Development Business & Employment	-637,073				-637,073.16		
All Other School schemes	Development Business & Employment	-179,300			-179,300.10			
ICT Social Care Review	Early Help & Support	-188,943	-188,943					
Social Care Capital Grant	Early Help & Support	-579,091				-579,091		
St Georges Regeneration	Development Business & Employment	-199,686	-199,686					
Superfast Broadband Programme	Development Business & Employment	191,305					191,305	
Superfast Broadband Programme	Development Business & Employment	-597,000				-597,000		
Supported Independent Living - Disabled Facilities Gr	Commercial Services	-224,000	-224,000					
Supported Independent Living - Disabled Facilities Gr	Commercial Services	-2,423				-2,423		
Telford Growth Package	Customer & Neighbourhood Services	242,129				242,129		
Telford Growth Package	Customer & Neighbourhood Services	-105,503				-105,503		
Telford Growth Package	Customer & Neighbourhood Services	-12,500				-12,500		
Town Centre - Phase 1	Development Business & Employment	-410,095		-410,095				
Town Centre Connectivity	Customer & Neighbourhood Services	22,361			22,361			
Woodside Local Centre & Project Manag	Development Business & Employment	-4,594	-4,594					
Woodside Local Centre & Project Manag	Development Business & Employment	-4,013		-4,013				
Managing the funding of the Capital Programme	Corporate	-115,000	-3,426,000	3,311,000				
Building Schools for the Future	Education & Corporate Parenting	-2,183,173	-2,183,173					
Building Schools for the Future	Education & Corporate Parenting	-1,267,601					-1,267,601	
Building Schools for the Future	Education & Corporate Parenting	-2,949,884		-2,949,884				
Building Schools for the Future	Education & Corporate Parenting	-7,000			-7,000			
Building Schools for the Future	Education & Corporate Parenting	333,000					333,000	
Total		-16,030,055	-10,611,598	-900,814	-530,875	-2,772,035	-1,274,643	59,909

Slippage - for future years

Service Area	Slippage - £	Funding Analysis					
		Prudential	Capital Receipts	External	Govt. Grant	Borrowing	Revenue
HCA Land Deals	Development Business & Employment	-112,140			-112,140		
	Development Business & Employment	-623,720			-623,720		
Land Deal Board Schemes	Development Business & Employment	-518,148			-518,148		
Total		-1,254,008	0	0	-1,254,008	0	0

New Allocations

Scheme	Service Area	Value - £	15/16	16/17	17/18	18/19
			£	£	£	£
All Other School Schemes	Development Business & Employment		167,179.35			
All Other School Schemes	Development Business & Employment		455,832.00	456,009.00		8,008,488.87
All Other School Schemes	Development Business & Employment		-455,832.00			
All Other School Schemes	Development Business & Employment		10,173.70	-9,482.00	-9,482.00	
Every Day Telford-Pride in your community	Neighbourhood & Leisure		132,168.56			

Dawley Tennis Courts	Neighbourhood & Leisure	-3,046.00			
Solar Farm	Co operative Delivery & Commercial Unit	-9,398.51			
Housing	Development Business & Employment	22,891.89			
The Place -Invest to Save	Neighbourhood & Leisure	-15,721			
HCA Land Deals	Development Business & Employment	-363,971	-784,228.00	-170,000.00	-92000
HCA Land Deals	Development Business & Employment		-180,998.03		
Land Deal Board Schemes	Development Business & Employment		-36,125.00	-279,721.00	-754000
HCA Land Deals	Development Business & Employment	38,891			
Dawley	Development Business & Employment	-13,276			
Ironbridge Gorge Stability	Neighbourhood & Leisure	-1,093,135			
Integrated Transport	Neighbourhood & Leisure	112,570			
Integrated Transport	Neighbourhood & Leisure	23,103			
Highways/Footpaths	Neighbourhood & Leisure	1,000			
Superfast Broadband	Development Business & Employment	130,873	660,000.00	213,127.02	
Superfast Broadband	Development Business & Employment	-200,000		-760,000.00	
Superfast Broadband	Development Business & Employment		-44,147.03		
Telford Growth Package	Neighbourhood & Leisure	40,000.00			
Every Day Telford- Pride Hollinswood Centre	Development Business & Employment	-71,204.06			
Property Investment Portfolio	Development Business & Employment	781,626.18			
Supported Independent Living - Disabled Facilities Gr	Commercial Services		1,575,312.00		
Public Health Capital Grants	Health & Well-Being		448,000.00		
Telford Growth Package	Customer & Neighbourhood Services		-2,200,000.00		
Telford Growth Package	Customer & Neighbourhood Services		2,200,000.00		
Telford Growth Package	Customer & Neighbourhood Services		-40,000.00		
Building Schools for the Future	Education & Corporate Parenting	273,000.00			
Building Schools for the Future	Education & Corporate Parenting	1,436,365.19			
Pot Hole Action Fund	Neighbourhood & Leisure		176,000.00		
Highways Bridges & Capital Maintenance	Neighbourhood & Leisure		174,000.00		
Total		0.00	1,400,089	2,394,341	-1,006,076
					7,162,489

Section 106 Monetary Contributions Received and Expended for Education Purposes 01/04/15 to 31/03/16

Planning Application No	Scheme	Bal brought forward	Income	Expenditure	Interest	Bal Carried forward	Project
W2010/0011	Wakins Nursery Apley Castle	30,232.48	-	-	93.40	30,325.88	To be used within vicinity of development - either HLC, Millbrook or Apley Wood (solutions currently being considered)
W2005/0961 & TWC/2012/0408	Marshbrook Way Donnington	0.00	-	-	0.00	-	Towards Muxton 3 class extension - completed
W2009/1015	Land at Church Farm Yard	0.00	-	-	0.00	-	Preston St Lawrence CE Primary refurb - completed
TWC/2012/0320 & TWC/2013/0720	Land off Sommerfield Road	121,232.73	-	-	376.95	121,609.68	To be used within vicinity of development - either HLC, Millbrook or Apley Wood (solutions currently being considered)
TWC/2011/1037	Land at The Walker Institute (Phase 2)	37,897.81	137.42	84.46	114.95	38,065.72	Will be used for expansion in North East Telford - project yet to be confirmed.
W2006/1347	Legomeny Centre	27,545.67	-	-	85.10	27,630.77	To be used within vicinity of development - either HLC, Millbrook or Apley Wood (solutions currently being considered)
TWC/2013/0938	Land to the South Side of Holyhead Rd	50,016.84	372.84	-	154.41	50,544.09	Will be used for expansion in North West Telford - project yet to be confirmed.
W2004/0981 & TWC/2013/0096	KMC (comm.centre/sch design)	3.45	660,000.00	3.46	0.01	660,000.00	Meadows Primary Extension - completed
W2005/1290	Dawley Bingo Hall	0.00	-	-	0.00	-	Captain Webb Primary redevelopment completed
W2005/0659 & W2007/1161	Land @ Britannia Way	206,745.54	-	115,796.27	580.09	91,539.36	To be used within vicinity of development - HLC
TWC/2010/0638	Land at The Pidgeon Box	53,830.04	-	-	166.30	53,996.34	Will be used for expansion in North East Telford - project yet to be confirmed.
W2007/1732	Capewell Works	39,810.58	308,337.68	348,253.44	105.18	-	Teagues Bridge Primary - 3 class & hall extension - completed
W2005/0661	Parkdale - Hadley	27,323.62	-	27,700.73	83.13	293.98	To be used within vicinity of development - HLC
TWC/2012/0371	Land at Muxton C2 & C3	75,100.14	30,598.82	-	247.91	105,946.87	Towards Muxton 3 class extension - completed
TWC/2010/0147	Land @ Holyhead Rd (former garage)	0.00	-	-	0.00	-	Meadows Primary Extension - completed
TWC/2012/0211	Land at Maynards Croft Newport	576.63	36,000.00	-	25.04	36,601.67	Newport Infant 2 class extension project - completed
TWC/2010/0722	Redhill - Education	4.88	109,421.33	-	44.94	109,461.39	Will be used for expansion in North East Telford - project yet to be confirmed.
TWC/2012/0609 & TWC/2014/1124	Woodlands Primary Redevelopment	-	132,351.00	40,000.00	270.65	92,621.65	Woodlands Demountable (15/16) & John Fletcher Primary Works (16/17)
TWC/2012/0787	Former White Hart Pub	0.00	-	-	0.00	-	Captain Webb Primary redevelopment completed
TWC/2013/0297	Land off Edgmond Rd Newport	206,279.83	-	-	599.92	206,879.75	To be used toward expansion of education facilities in Newport area - project yet to be confirmed
TWC/2014/1122	Land at junction of Stinchley Ave Randlay	-	40,069.00	-	113.64	40,182.64	Randlay Primary School Kitchen Works (16/17)
W2006/0608	Land off Church Walk Donnington	0.00	-	-	0.00	-	Muxton 3 class extension - completed
TWC/2013/0083	Land at Hadley Park West (Oakehampton Rd)	123,448.71	241,593.50	-	515.14	365,557.35	To be used within vicinity of development - either HLC, Millbrook or Apley Wood (solutions currently being considered)
TWC/2012/0886	Land at 121-125 Hadley Park Road	39,372.42	-	-	121.64	39,494.06	To be used within vicinity of development - either HLC, Millbrook or Apley Wood (solutions currently being considered)
TWC/2010/0089	Highfield House	21,279.14	-	21,305.59	26.45	-	St Patricks Primary School refurbishment
TWC/2014/0333	Land at Corner of Stafford Rd/A41 Newport	73,717.92	-	-	233.07	73,950.99	To be used toward expansion of education facilities in Newport area - project yet to be confirmed
TWC/2010/0828	Lawley Primary New School	333,490.00	1,550,657.90	1,733,333.33	585.47	151,400.04	1st & 2nd installment re new School at Lawley & school expansion plan sum
TWC/2014/0360	Land at Heath Hill/Balls Hill	0.27	-	0.27	0.00	0.00	Contribution to Captain Webb Primary Extension
TWC/2014/0882 & TWC/2015/0177	Park Road Malinslee	-	52,364.63	-	147.57	52,512.20	Old Park Primary Extension (16/17)
TWC/2015/0028	Land at Frome Way Donnington	-	98,750.00	-	-	98,750.00	Teagues Bridge Primary - 3 class & hall extension - completed

Totals - **1,467,898.94** - **3,260,654.12** **2,286,467.55** - **4,690.96** - **2,446,776.47**

- **2,446,776.47**

To 31/03/16

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TELFORD & WREKIN COUNCIL**CABINET – 16 JUNE 2016****MARKETS UPDATE****REPORT OF THE ASSISTANT DIRECTOR: COMMERCIAL SERVICES****LEAD CABINET MEMBER – CLLR LEE CARTER****1. SUMMARY**

- 1.1 In December 2015, the Council published its draft Budget Strategy, which contained proposals for the Council to stop running a number of services and facilities by April 2017. This date was proposed to give enough time to put in place alternative arrangements for running these services.
- 1.2 The draft Budget Strategy included a proposal for the Council to stop running the weekly markets at Oakengates, Dawley, Madeley and Hadley, saving £20,000 a year from 2017/18. During the budget consultation process, initial interest was expressed in operating the markets from a number of organisations. Following approval of the Council's Budget on 3 March 2016, we have been able to explore these options in more detail.
- 1.3 This report provides a progress update on these discussions and recommends the next steps to put alternative arrangements in place for the Borough's weekly markets.

2. RECOMMENDATIONS

- 2.1 Cabinet approves proposals to work with relevant town and parish councils to put in place alternative arrangements under the Partnership Support Programme for the responsibility for operating local markets, as set out in Section 4;**
- 2.2 Cabinet resolves to cease operating the local markets at Oakengates, Dawley and Madeley (subject to final decision by Madeley Town Council) on dates to be agreed with the relevant town council;**
- 2.3 Cabinet delegates authority to the Assistant Director: Commercial Services in consultation with the Cabinet Member for Council Finance, Partnerships and Commercial Services to finalise arrangements with the relevant town councils that wish to establish markets in their areas;**
- 2.4 Cabinet delegate authority to the Assistant Director: Governance, Procurement & Commissioning to execute all legal documentation necessary to give effect to the recommendations contained within the report.**

3. SUMMARY IMPACT ASSESSMENT

Community impact	Yes	The provision of markets links to the Council's priority of protecting and creating jobs as a Business Supporting, Business Winning Council. Working in partnership with town & parish councils to put in place alternative arrangements for the operation of local markets supports the overall vision of Telford & Wrekin as a place of 'enterprise, innovation and partnership'.
Financial and value for money impact	Yes	The Budget Strategy for 2017/18 contains a saving proposal for £20k around an alternative model for Borough Markets. In order to achieve this saving the Council would need to stop running the markets from 1 st April 2017. Parish and town councils taking on the operation of the markets will be required to submit a business case to the Council that shows how they intend to fund the service ongoing. This may be through an increase in their precept, an increase in income and/or from a reduction in costs. Once the market has transferred across to the town or parish council they will be responsible for all costs incurred going forward and for collection of income from the traders. MLB 18.05.16
Legal issues	Yes	<p>The Food Act 1984 (the Act) allows a local authority, which includes parish and town councils, to establish or acquire a market within their area.</p> <p>The four markets subject to this report were established, and are currently operated, by the Council under the Act. The Council could takes steps to delegate the market function to a parish or town council however it would retain all responsibility and liabilities for the operation and maintenance of those markets.</p> <p>The Council could, by formal resolution, cease to operate the markets under the Act and thereafter the relevant parish or town council could invoke the powers under the Act to re-establish/continue the operation of the market under their control. The Council would therefore effectively devolve the provision of local markets to the relevant parish or town council.</p> <p>There will be no transfer of associated assets therefore where the market is operated on land owned by the Council the relevant parish or town council, and in the case of Hadley the traders, can be granted a licence to occupy the land for the purposes of operating a market.</p> <p>It is recommended that any formal agreements in relation to the devolution of the markets to the parish or town councils forms part of the overall Partnership Support Programme agreement.</p>

Other impacts, risks and opportunities	Yes	The main risk is that we are not able to finalise alternative arrangements for the markets by April 2017, which would impact on market traders and local residents who use the markets. An additional risk is that at some point in the future a parish or town council could decide that it no longer wishes to operate the market in its area. Should this be the case the Council is in a position and wishes to re-establish/continue the market this could be done again by appropriate resolution. There is also a staffing impact, as the currently employs a Markets Support Officer.
Ward implications	Yes	<ul style="list-style-type: none"> - Oakengates & Ketley Bank - Dawley & Aqueduct - Madeley & Sutton Hill - Hadley & Leegomery

4. INFORMATION

4.1 During the budget consultation, interest was expressed in running the markets by a number of town and parish councils and also the existing market traders. Both these options have been considered and it is proposed that where there is a town or parish council that is willing to take on the running of a market, then this would be the preferred option because:

- Town & parish councils are legally able to establish a market under the same legislation as the Borough Council (Food Act 1984), which means that the markets could continue to operate in a similar way to how they do now i.e. existing and new traders could attend the market without having to apply for individual street trading consents;
- Most people who shop at the markets in Telford live very locally and we feel that the in-depth local knowledge of town and parish councils means that they are well placed to understand what their local communities want from their market and to work with traders and residents to develop the market.

4.2 We have now had detailed discussions with all the local town & parish councils regarding the practicalities of operating the market in their areas. As these discussions have progressed, the Markets Support Officer has been giving the existing market traders regular updates and we have also written formally to the traders to inform them of developments.

4.3 The current position is:

- Oakengates Town Council has agreed to take on the running of Oakengates market with a target handover date of July 2016;
- Great Dawley Town Council has agreed to take on the running of Dawley market with a target handover date of October/November 2016, to allow time to discuss future plans with the traders;
- Madeley Town Council has requested additional information about what is involved in running Madeley market and will make a final decision at a future meeting;

- Hadley & Leegomery Parish Council, whilst supportive of the market continuing in Hadley, has decided that they do not wish to take on the running of the market at this time.

4.4 For Oakengates, Dawley (and subject to a final decision of the Town Council, Madeley), it is recommended that we now work with the respective town councils to put these new arrangements in place as part of the Partnership Support Programme. To pass control of the markets to the relevant town council will require Cabinet to make a formal resolution to stop operating the said market on a date to be agreed with the town council, to be followed by the town council passing a resolution of their own authority to say they are going to establish the relevant market in their name on the agreed date (delegated authority is sought to enable dates to be negotiated and finalised with town councils). The Council's Markets Support Officer will work closely with the town council's officers and members to ensure that there is a smooth handover and to offer practical support and advice during the transitional period.

4.5 In the case of Hadley, the existing traders could continue to trade in their present location under individual street trading consents (STC). We have informed the traders who regularly attend Hadley market of how to apply for STC and made them aware that they would need to have applied for and been granted STC by April 2017 as the Council will not operate the market after this date (as previously agreed in March 2016). We have also offered to give traders additional support in securing their STC applications.

4.6 There will be no transfer of property assets associated with any of the markets, therefore where the market is operated on land owned by the Council the relevant town council, and in the case of Hadley the traders, can be granted a licence to occupy the land for the purposes of operating a market.

5. PREVIOUS MINUTES

5.1 None.

6. BACKGROUND PAPERS

6.1 None.

**Report prepared by Fliss Mercer, Assistant Director: Commercial Services,
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TELFORD & WREKIN COUNCIL

CABINET - 16 JUNE 2016

ASSET DISPOSALS

REPORT OF THE ASSISTANT DIRECTOR: BUSINESS, DEVELOPMENT & EMPLOYMENT

LEAD CABINET MEMBER - CLLR LEE CARTER

(PART A) – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

1.0 To seek approval for the disposal of five surplus TWC assets as contained within the report.

2. RECOMMENDATIONS

2.1 That Cabinet delegates authority to the Assistant Director: Business, Development & Employment in consultation with the Cabinet Member for Finance, Partnerships & Commercial Services to negotiate and dispose of appropriate interests in the assets as detailed in section 4.2.

2.2 That Cabinet delegates authority to the Assistant Director: Governance, Procurement & Commissioning to seal or sign any documents required to give effect to the recommendations contained in this report.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	No	
	Will the proposals impact on specific groups of people?	
	No	
TARGET COMPLETION/ DELIVERY DATE	Completion of the sale of the sites anticipated as follows: Willow Court, Donnington – Summer 17 74 King St, Dawley – Summer 17 Strickland House, The Lawns, Wellington – Summer 16 30 West Rd, Wellington – Spring 17 Land at Snedshill – Phased disposals from Autumn 16 onwards	
FINANCIAL/ VALUE FOR MONEY IMPACT	Yes	The capital programme relies on £49.6m capital receipts as part of its funding (£6.7m in 2016/17) and disposal of the surplus assets identified will contribute towards meeting this requirement. The sites detailed in this report which are anticipated to generate a receipt are: Willow Court, Donnington 74 King St, Dawley Strickland House, The Lawns, Wellington 30 West Rd, Wellington Land at Snedshill There will be some costs associated with the works required to provide the replacement facilities from Willow Court which will be met from the receipts. The associated accommodation changes will also result in revenue savings from reduced operational costs.
LEGAL ISSUES	Yes	The Council has the power to carry out the recommendations contained within this report but has a statutory duty to obtain best consideration when disposing of property/land. Detailed title investigations will be carried out prior to the marketing of the sites if the recommendations are approved.
IMPACTS, RISKS & OPPORTUNITIES	Yes	The capital receipts to be generated from all the assets could be subject to planning consents for a variety of uses but this will be determined during the marketing periods.
IMPACT ON SPECIFIC WARDS	Yes	The sites fall within the following wards: Willow Court, Donnington – Donnington 74 King St, Dawley – Dawley & Aqueduct Strickland House, The Lawns, Wellington – College

	30 West Rd, Wellington – Haygate Land at Snedshill – Oakengates & Ketley Bank
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(PART B) – ADDITIONAL INFORMATION

4. INFORMATION

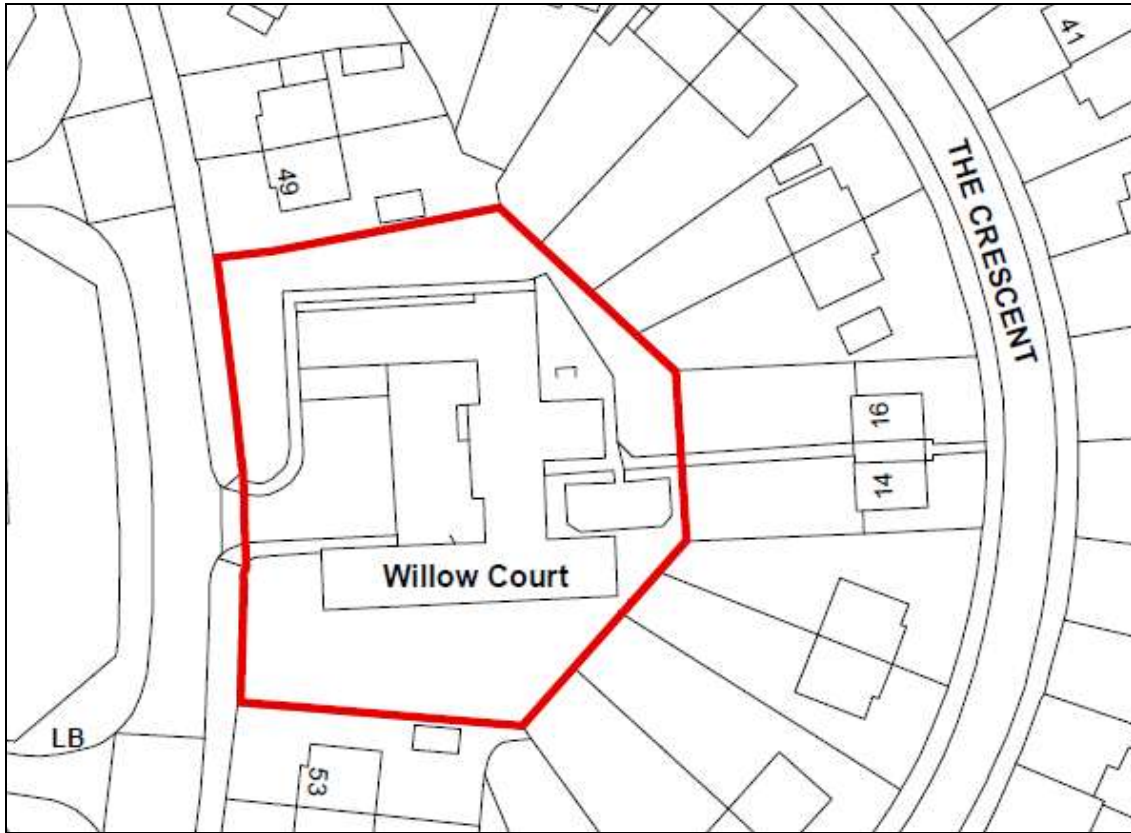
- 4.1 The Council’s Asset Management Plan, reviews the Councils property holdings on an ongoing basis, from which it has identified potential opportunities across the Borough.
- 4.2 Five assets across the Borough have been identified which the Council no longer needs for operational purposes, namely Willow Court, King Street Dawley, Strickland House, 30 West Road and Land at Snedshill (the sites are outlined in red in Appendix 1).
 - 4.2.1 **Willow Court** – This property is currently used for temporary accommodation. It is in a poor state of condition and requires significant investment for it to continue to be used going forward in the medium term. An opportunity has arisen to relocate the provision. Willow Court could be used for a range of residential uses including conversion to houses, flats or homes of multiple occupation. Development for any residential use would require planning permission. The property will be marketed with a sale agreed subject to planning.
 - 4.2.2 **74 King Street, Dawley** - This property was acquired in 2011 as part of an asset transfer from the PCT and was subject to a care agreement with Dimensions. The property was of an age and condition that meant it was no longer viable to provide the service from the building and as such the care agreement was cancelled by mutual consent. The property will be marketed with a sale agreed subject to planning.
 - 4.2.3 **Strickland House** – The property has been used until recently as accommodation for TWC, providing office accommodation and drop in provision for substance miss-use. As part of the ongoing rationalisation of corporate accommodation it was identified as surplus to requirements. An opportunity has arisen to sell the property at market value to a not for profit organisation looking to continue to use the property for the same use. The purchase is being made with the benefit of external grant funding which must be spent by July 16. Terms for the sale will be at market value.
 - 4.2.4 **30 West Road** – This property adjoins the West Mercia Police’s Sarc building and has until recently been occupied by TWC, CCG and West Mercia police and provided social care facilities associated with the three occupiers roles. TWC occupation has now ended and notice has been given to the CCG and West Mercia. Discussions are ongoing about a potential sale of the property to West Mercia who occupy the adjacent Sarc property. If terms are agreed then a sale to West Mercia will proceed and the property would continue to be used as it is currently, otherwise it would be sold on the open market most likely for a residential use. It should be noted that the adjoining Sarc property is not affected by these proposals.
 - 4.2.5 **Land at Snedshill** – The site located off Priorslee roundabout was purchased from the HCA as an employment site with part of the site providing a temporary transit Gypsy and Traveller site. This temporary use of the site has now ended and it is therefore available to bring forward for development. Current discussions are ongoing with a number of potential purchasers for a range of uses. Sales of all or part are likely to be subject to planning permission first being granted.

5 PREVIOUS MINUTES and BACKGROUND PAPERS

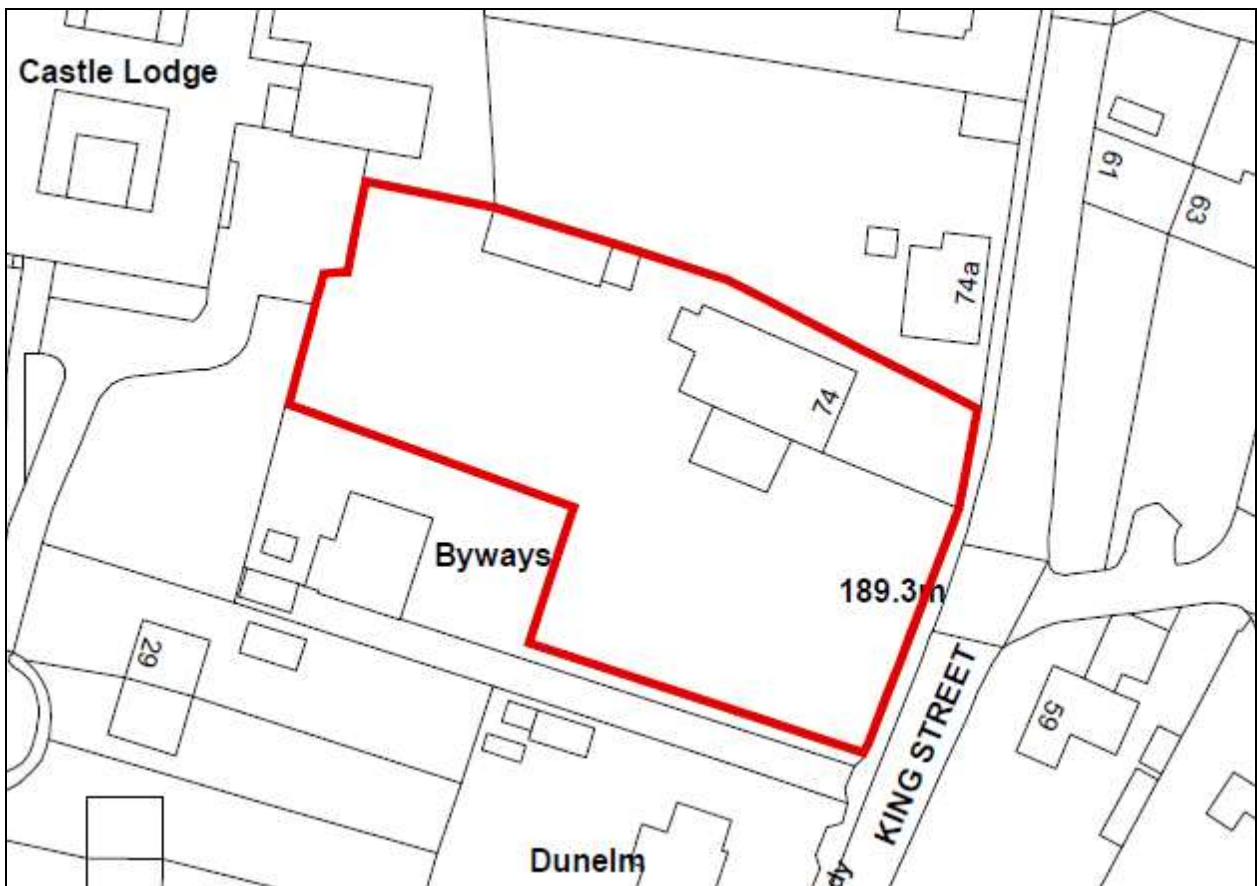
- 5.1 None

Report prepared by James Dunn, Regeneration & Investment Service Delivery Manager,

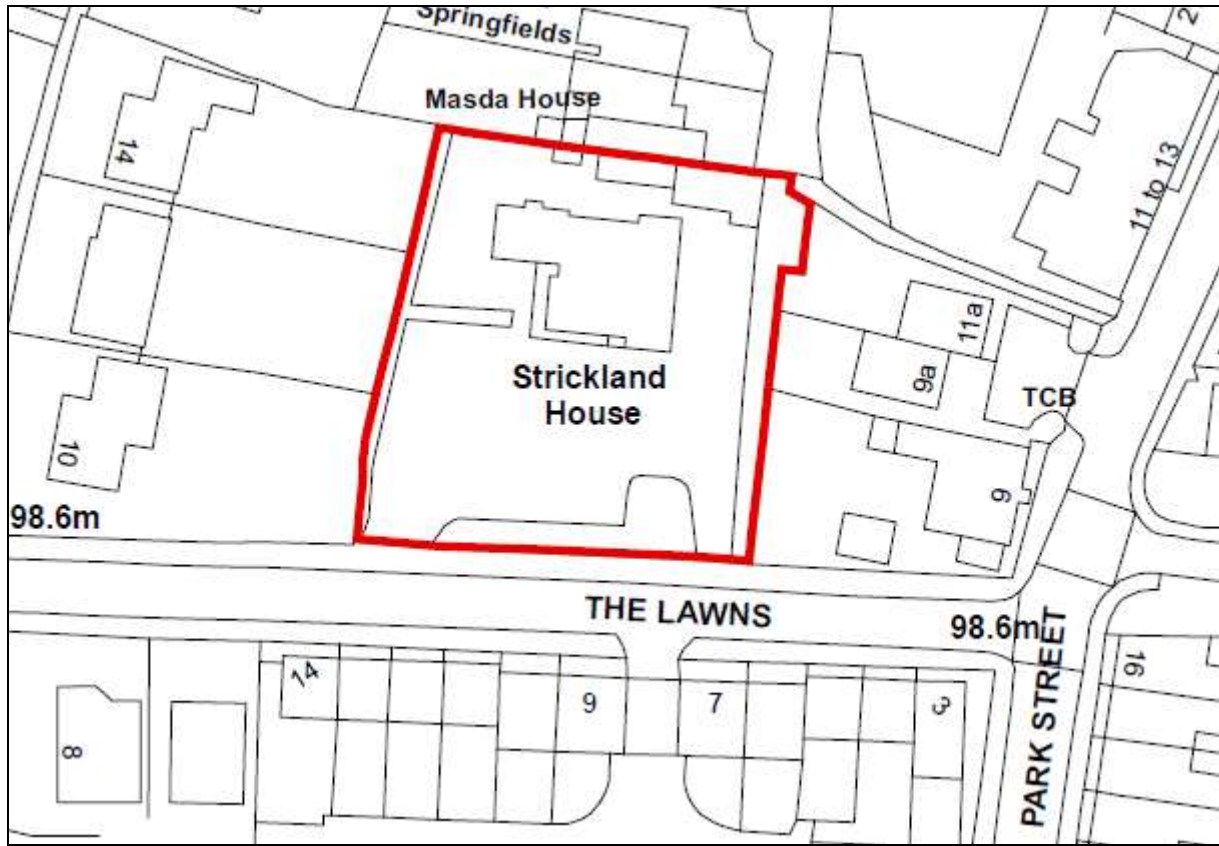
Appendix 1
Willow Court Site Plan



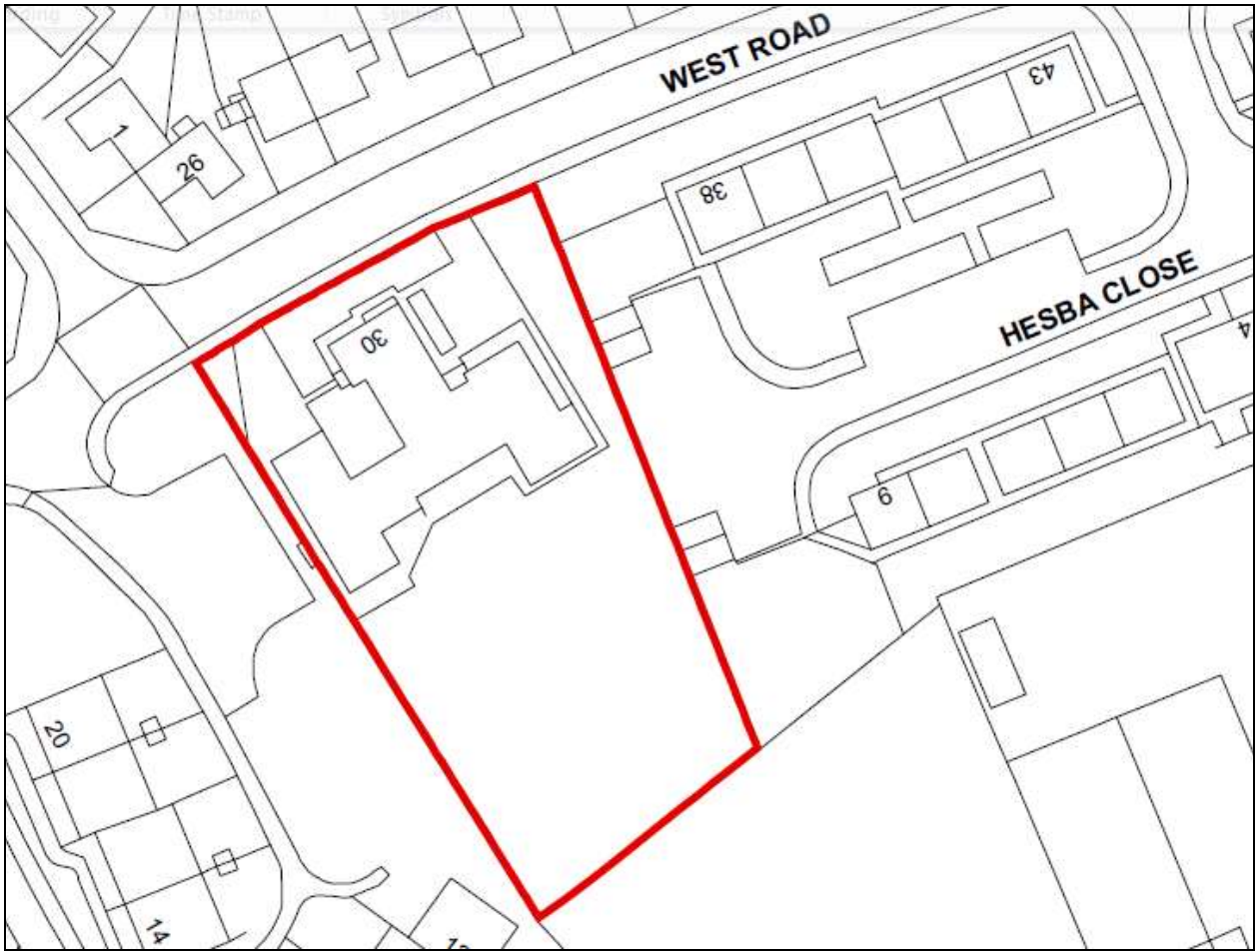
74 King Street Site Plan



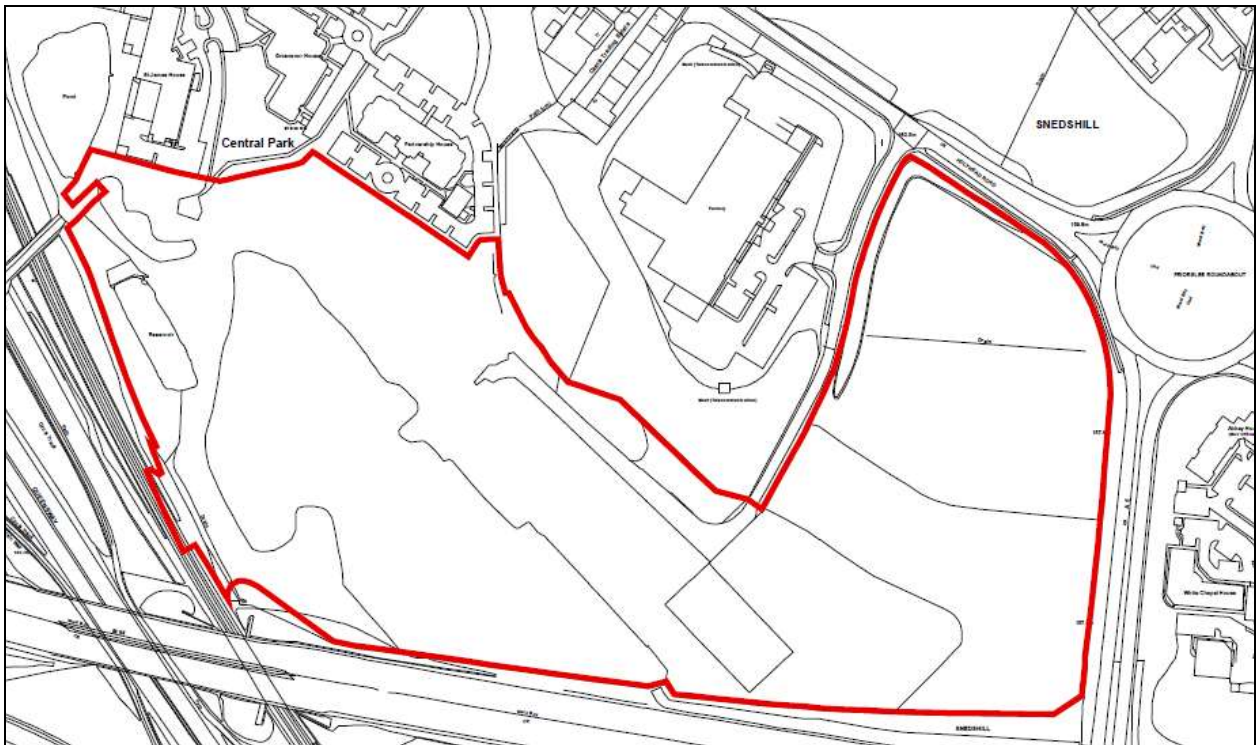
Strickland House Site Plan



30 West Road Site Plan



Land at Snedshill Site Plan



CABINET - 16 JUNE 2016

THE ANNUAL GOVERNANCE STATEMENT 2015/16 and UPDATED LOCAL CODE OF GOOD GOVERNANCE

JOINT REPORT OF THE CHIEF FINANCIAL OFFICER and THE MONITORING OFFICER

LEAD CABINET MEMBER - COUNCILLOR SHAUN DAVIES

1 SUMMARY OF MAIN PROPOSALS

- 1.1 For the Cabinet to agree the Annual Governance Statement 2015/16 prior to the statement being signed by the Leader and Managing Director. The Statement will then be sent to the Audit Committee for review and approval and will accompany the 2015/16 annual accounts.
- 1.2 For the Cabinet to recommend that the revised Local Code of Good Governance which has been updated to reflect the requirements of the new CIPFA/SOLACE guidance is included in the Constitution and therefore approved by Council.

2 RECOMMENDATION

- 2.1 That members of the Cabinet agree the Annual Governance Statement 2015/16, attached as Appendix A, and note the information in the report.
- 2.2 That members of the Cabinet recommend that the revised Local Code of Good Governance attached as Appendix C is included in the Constitution.

3 SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	<i>The Governance Framework encompasses the whole Council and therefore all of the Council's priorities.</i>
	Will the proposals impact on specific groups of people?	
	No	
TARGET COMPLETION/ DELIVERY DATE	<i>Annual Governance Statement signed and ready to accompany the 2015/16 accounts by 30th June 2016. Updated Local Code of Good Governance is required to ensure it reflects the updated guidance against which the Council must assess itself for 2016/17 Annual Governance Statement.</i>	
FINANCIAL/VALUE FOR MONEY IMPACT	No	<i>The governance framework includes several financial elements, including the Council's financial regulations, the budget strategy and the Treasury Management Strategy. These provide the financial parameters, systems, processes and guidelines within which the Council must operate and as such assists in the delivery of good governance. Strong financial management also supports the delivery of value for money in ensuring economy, efficiency and effectiveness in the Council's decision making and processes. The Council's external auditors give an opinion on the financial statements of the authority and a value for money conclusion in their Annual Audit Letter each year which provides further assurance.</i>
LEGAL ISSUES	Yes	<i>The requirement for an Annual Governance Statement is established at Part 2 paragraph 6 of the Accounts and Audit Regulations 2015. Further details of this requirement are</i>

		<i>set out at sections 4.1 and 4.2 of this report.</i>
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	<i>Good governance supports the identification and management of risks and robust control arrangements.</i>
IMPACT ON SPECIFIC WARDS	Yes	<i>Borough-wide impact</i>

4 INFORMATION

- 4.1 Under the Accounts and Audit Regulations 2015 the Council is required to produce an Annual Governance Statement and it is best practice that the statement is signed by the Leader and Managing Director of the Council. This statement should accompany the Annual Accounts.
- 4.2 The Annual Governance Statement for 2015/16 is attached at Appendix A and has been developed based on the requirements of the regulations and CIPFA/Solace guidance¹. The statement includes an action plan (Annex 1) to ensure that we continue to improve our existing governance arrangements.
- 4.3 The action plan attached to the 2014/15 statement (implemented during 2015/16) has been reviewed and updated to reflect current progress. The position as at 31/03/16 is attached as Appendix B to this report.
- 4.4 The Annual Governance Statement outlines that the Council has been adhering to its Local Code of Corporate Governance, continually reviewing procedures to maintain and demonstrate good corporate governance and that it has in place robust systems of internal control which is even more important in these times of financial constraint. The Council can be assured that during 2015/16, including during organisational and personnel changes that the existing or revised governance arrangements have continued to support proper governance. Where required changes to procedures have been agreed by SMT and changes to the Constitution have been agreed by the Council, through the Council's Constitution Committee.
- 4.5 Assurance for the annual governance statement is provided by all areas of the Council and externally by the following:
- a) Leader and Managing Director – who sign the statement to acknowledge their responsibilities;
 - b) Senior management – Managing Director, Directors, Assistant Directors;
 - c) Chief Financial Officer;
 - d) The Monitoring Officer;
 - e) Members – Scrutiny arrangements, Standards Committee, Audit Committee and other Regulatory Committees;
 - f) Internal Audit ;
 - g) Partners;
 - h) External Audit; and
 - i) Other external inspection agencies.
- 4.6 The 2015/16 Annual Governance Statement sets out the Council's governance arrangements that operated during the period – 1st April 2015 to 31st March 2016 and measures the effectiveness of them.
- 4.7 The Council's current Code of Good Governance was approved in 2008 but has been reviewed against updated guidance and the Council's values in the interim but has not required changes. In April 2016 CIPFA/SOLACE published an updated framework² including revised principles and

¹ Application Note to Delivering Good Governance in Local Government: a Framework March 2010 and Delivering Good Governance in Local Government Guidance Note for English Authorities 2012 Edition

² Delivering Good Governance in Local Government: Framework (2016 Edition)

guidance. Although the revised principles still reflect the Council's culture and values the Code has been revised to reflect them and the Council's "Being the Change" document.

5 IMPACT ASSESSMENT – ADDITIONAL INFORMATION

N/A

6 PREVIOUS MINUTES

- 6.1 Cabinet 26th June 2014; 25th June 2015
Audit Committee 30th June 2014; 30th June 2015

7 BACKGROUND PAPERS

Local Code of Corporate Governance May 2008

CIPFA/SOLACE - Application Note to Delivering Good Governance in Local Government: a Framework March 2010

CIPFA/SOLACE – Delivering Good Governance in Local Government Guidance Note for English Authorities 2012 Edition and Addendum

CIPFA/SOLACE – Delivering Good Governance in Local Government: Framework (2016 Edition)

KPMG Annual Audit Letter 2014/15

External inspection reports 2015/16

Annual Audit & Information Governance Report 2015/16

Report by Jenny Marriott, Audit, IG & Insurance Services SDM 383101

ANNUAL GOVERNANCE STATEMENT 2015/16**1. Introduction**

1.1 Under the Accounts and Audit Regulations 2015 the Council is required to produce an Annual Governance Statement to accompany the Statement of Accounts which is approved by the Audit Committee (those charged with governance). The Annual Governance Statement outlines that the Council has been adhering to its Local Code of Corporate Governance, continually reviewing policies and procedures to maintain and demonstrate good corporate governance and that it has in place robust systems of internal control.

2. Standards of Governance

2.1 The Council expects all of its members, officers, partners and contractors to adhere to the highest standards of public service with particular reference to the formally adopted Codes of Conduct, Constitution, and policies of the Council as well as applicable statutory requirements.

3. Scope of Responsibility

3.1 Telford & Wrekin Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively to secure continuous improvement.

3.2 To this end the Council has a local code of corporate governance to ensure that it is consistent with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government and Delivering Good Governance in Local Government: Guidance Note for English Local Authorities 2012 edition. Within this code and to meet its responsibilities, the Council (members and officers) is responsible for putting in place proper arrangements for the governance of its affairs including risk management, the requirements of regulations¹ and ensuring the effective exercise of its functions.

3.3 The Council continues to review its arrangements against best practice and implement changes to improve the governance framework (including the system of internal control) - see paragraph 5. During 2016/17 there will be a new local Code of Good Governance approved to meet the updated CIPFA/SOLACE Delivering Good Governance in Local Government: Framework (2016 Edition).

4. The Purpose of the Governance Framework

4.1 The governance framework comprises the systems and processes, and cultures and values, by which the Council is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the Council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.

4.2 The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, priorities and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to appropriately identify, quantify and manage the risks to the achievement of the Council's priorities, objectives and policies.

4.3 The governance framework has been in place at the Council for the year ended 31 March 2016 and up to the date of approval of the statement of accounts. Reviews and updates to the framework will take place during 2016/17 and beyond to support good governance, revised service delivery and organisational change.

¹ Regulations 6 1(b), 6 2(b), 6 3(b) and 4 of the Accounts and Audit Regulations 2015

5. The Governance Framework

5.1 The key elements of the systems and processes that comprise the authority's governance framework (which is underpinned by the Council's values²) include:

- Community Strategy - Shaping Our Future – Telford & Wrekin's Journey to 2020 - approved by Council on 2 May 2013;
- The Council's Medium Term Plan 2013/14 to 2015/16 which outlines the Council's ambitions and priorities based on stakeholder feedback and these inform the service and financial planning process and personal targets;
- The Constitution (which includes the scheme of delegations, financial regulations and contract standing orders), Forward Plan and decision making processes;
- Co-operative Council principles and clear vision and values for the Council and the Community;
- Clear governance arrangements to manage the Council's change programmes and restructuring occurring across the Council and key capital projects;
- Designated statutory officers – Head of Paid Service (Managing Director), Chief Financial Officer, Monitoring Officer, Director of Children's Services (Director of Children's & Adults Services from January 2016), Director of Adult Social Services (AD Early Help & Support from February 2016), Director of Public Health and Scrutiny Officer;
- The Council's Information Governance arrangements include a Caldicott Guardian and an Information Governance Framework sponsored by a designated Senior Information Risk Owner (SIRO), data and information security and sharing policies and procedures. There is also a comprehensive training and awareness programme;
- The Performance management framework and data quality systems. These provide reports to SMT³, Cabinet and Scrutiny;
- A Legal Services team to ensure that the Council operates within existing legislation and is aware of and acts upon proposed changes to legislation;
- The democratic decision making and accountability processes contained within the Constitution;
- The Adults and Children's Safeguarding Boards and their associated accountability with an independent Chair;
- SMT meets weekly with regular management meetings with Service Delivery Managers and Group Managers/Team Leaders;
- Policy Review – appropriate SMT members and Cabinet meet regularly to discuss emerging key strategic issues which could affect the Council in the future and formulate medium term planning including the supporting financial planning strategy/options.
- The Standards Committee, Audit Committee, scrutiny function and other regulatory committees;
- The development of internal controls and checks within new systems and when existing systems are reviewed;
- The Council's People Services (Human Resources from January 2016) and workforce /organisational development procedures⁴ are supported by clear recruitment processes. These are followed up by on-line induction training (which includes information on the constitution, key policies, procedures, laws and regulations appropriate to the post and experience of the post holder) and on-going training and development;
- Member and Officer⁵ Codes of Conduct and the Officer/member protocol underpin the standards of behaviour expected by members and officers;

² Co-operative values of ownership; openness & honesty; involvement, fairness and respect

³ Senior Management Team – Managing Director, Directors and Assistant Directors.

⁴ Further development work has continued on these during 2015/16 to reflect Organisational Development, the Council's priority of Business Supporting, Business Winning Council and increased Commercial activities.

⁵ The Employee Code of Conduct which was re-issued in April 2013.

- A Member development programme to ensure members are properly equipped and have the capacity to fulfil their roles;
- The Council's communication, consultation and engagement strategies ensure that the local community knows what the Council is doing, receives feedback from them including the identification of their needs for incorporation into the Council's priorities;
- The Leader and deputy Leader of the Cabinet are the lead members responsible for Corporate Governance including Risk Management. The key officer for Corporate Governance including risk management is the Managing Director. The service and financial planning process incorporates risk management and strategic risks are reviewed by SMT and agreed by the Cabinet;
- The Council's financial management arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010);
- Comprehensive budget strategy and management of the associated risks of reduced resources provides robust financial management and regular reporting to members;
- A process for the completion and approval of business cases for use of the Capacity fund, Invest to Save fund and use of consultants;
- The Council's Treasury Management Strategy and arrangements conform to CIPFA and External Audit guidance and is monitored by the Audit Committee;
- Internal audit operates to the Public Sector Internal Audit Standards and on a risk basis reviews the Council's systems and processes set out to achieve the Council's priorities in order to provide an opinion on the adequacy and effectiveness of the Council's framework of governance, risk management and control. The Audit, IG & Insurance Services SDM operates to meet the requirements of the CIPFA Statement on the Role of the Chief Internal Auditor in Public Sector (2010);
- Anti-fraud and Corruption, Speak Up and Prosecution policies support the council's governance processes and anti-fraud and corruption culture;
- The Council has processes and documents to support governance and reporting arrangements for partnerships;
- Projects are managed, as appropriate, within the principles of the PRINCE 2 methodology. This includes risk identification and management;
- Governance awareness and training for members within their member development programme and for officers through induction, Ollie and Staff news (updates/reminders on any revised governance arrangements, including information governance).

6. Review of Effectiveness

- 6.1 Telford & Wrekin Council has responsibility for conducting, at least annually, a review of the effectiveness of the governance arrangements including the system of internal control. The review of the effectiveness is informed by:-
- a) the senior managers within the authority who have responsibility for the development and maintenance of the governance environment;
 - b) the work of internal audit; and also
 - c) comments made by the external auditors and other external review agencies and inspectorates.
- 6.2 The Cabinet monitors the effectiveness of the governance framework through the consideration of regular service and financial management information reports from senior management. Individual Cabinet members receive regular feedback from senior officers in respect to their areas of responsibility on the progress of priorities and objectives. Issues of strategic and corporate importance are referred to the Cabinet.
- 6.3 The Council's Scrutiny function continues to review the development of policy, the decision making process and areas of concern. The subject areas for review are informed by community engagement, direct feedback to members from within the community, the results of review and inspection (both external and internal) and areas of policy being developed by the Council and the Executive.

- 6.4 The Internal Audit plan is informed by the Council's service and financial planning processes, strategic risk register, external inspection reports, external networking intelligence, the requirements of the External Auditor, comments from senior management and their opinion of the current state of the governance risk and internal control arrangements. During 2015/16 the Internal Audit team achieved just under 90% of their planned work (best practice is 90%) and this has been used with the relevant output from unplanned work to form their opinion on adequacy and effectiveness of the Council's governance, risk management and internal control framework.
- 6.5 Internal Audit report on a quarterly basis and also annually to the Audit Committee. The Audit Committee has asked for additional information during the year and requested Directors/Assistant Directors and Service Managers to attend to provide assurance on the management of risks and implementation of recommendations.
- 6.6 Adult Social Services in respect to systems, financial management and implementation of the cost improvement plan have continued to provide updates during the year to Members including the Audit Committee. To support the revised target operating model there has been commissioned external support, management changes and the implementation of phase 2 of the Adult Social Care restructure.
- 6.7 The Council has an Anti-Fraud & Corruption Policy, supported by a Speak Up policy. The Council has a zero tolerance policy in relation to fraud and corruption and it is service management's responsibility to ensure there are adequate controls in their areas to ensure the opportunities for fraud are minimised. It is everyone's responsibility to report suspicions and the Speak Up policy supports this. Internal Audit undertakes proactive fraud work based on a fraud risk register and has reviewed the Council's anti-fraud activities against best practice (issued by CIPFA Autumn 2014 with guidance June 2015) during 2015/16. Other specific anti-fraud and corruption activities are undertaken by Revenues & Benefits and Trading Standards. An annual report on these activities is presented to the Audit Committee.
- 6.8 The Audit Committee terms of reference also incorporates the review and monitoring of the Council's Treasury Management arrangements. Members of the Committee are kept up to date through awareness training on factors that influence/affect delivery of the strategy.
- 6.9 The Council's performance management framework has systems and procedures which drive continuous improvement in performance.
- 6.10 The Council has continued to review its governance framework to gain assurance that its approach to corporate governance is both adequate and effective in practice and that sound systems of internal control are operating. These reviews have included the Constitution and associated policies, procedures, management processes and reporting arrangements. However it is recognised that further work will be required in 2016/17 to reflect the updated CIPFA/SOLACE Good Governance Framework and this is included in the action plan attached to this statement (Annex 1).
- 6.11 The Council recognises the importance of Information Governance and formalised its Information Governance framework in 2014/15. It has taken significant steps to improve the security of its IT, paper and handling processes to meet the compliance requirements for Data Handling in Government. The Information Governance team has continued to report to the Audit Committee during the year including information on responses to information rights requests and data security breaches. During 2015/16 no enforcement action has been taken by the ICO against the Council.
- 6.12 Implementation of the ICT Strategy 2014-17 has continued in 2015/16 including infrastructure upgrades and further security improvements particularly in response to spam, phishing/

whaling and Ransom were threats. Further infrastructure improvements are planned during 2016/17 including the move to Office 365.

- 6.13 The Managing Director, Directors, Assistant Directors and Service Delivery Managers have signed annual assurance certificates confirming that the governance framework has been operating within their areas of responsibility, subject to the actions outlined in Annex 1.
- 6.14 The Accounts and Audit Regulations 2015 require a review of the effectiveness of the system of internal control. This review is informed by the work of Internal Audit, management, other internal assurance services and the External Auditors' review of the work of Internal Audit. The Internal Audit Annual Report 2015/16 sets out the internal audit opinion and that the External Auditor has reviewed and relied upon the work of Internal Audit in respect of the key financial systems for the 2015/16 final accounts audit.
- 6.15 The External Auditor's Annual Audit Letter 2014/15 included in its headlines:
- Value for Money conclusion – we issued an unqualified conclusion on the Authority's arrangements to secure value for money (VFM conclusion) for 2014/15 on 20 September 2015. This means we are satisfied that the Authority had proper arrangements for securing financial resilience and challenging how it secures economy, efficiency and effectiveness. To arrive at our conclusion we looked at your financial governance, financial planning and financial control processes as well as how you are prioritising resources and improving efficiency and productivity.
 - Audit opinion - we issued an unqualified opinion on your financial statements on 20 September 2015. This means that we believe the financial statements give a true and fair view of the financial position of the Authority and of its expenditure and income for the year.
- 6.16 Carwood Residential Home was inspected by CQC in January 2015 with the report issued in May 2015. The overall rating for the service was "requires improvement" but for the 5 questions of the assessment the results were as below:

Question	Rating
Is the service safe?	Requires improvement
Is the service effective?	Requires improvement
Is the service caring?	Good
Is the service responsive?	Good
Is the service well-led?	Requires improvement

The full report can be accessed through the link below:

<http://www.cqc.org.uk/search/services/care-homes/Carwood%20Residential%20Home?location=&latitude=&longitude=&sort=default&la=&distance=15&mode=html>

Although actions had been agreed to address the issues requiring improvement by the inspection the decision was taken by the Council in September 2015 to close the facility due to reduced demand. The last 3 residents will be leaving in early 2016/17.

CQC also made an inspection of Lakewood Court in March 2016 and the draft report gives an overall rating of good. The report is due to be published in 2016/17.

- 6.17 HM Inspectorate of Probation undertook a Short Quality Screening of Youth offending Work in West Mercia from 16th – 18th March 2015 and the report was issued on 13th May 2015.

The report Summary is shown below (full report can be viewed at

<https://www.justiceinspectorates.gov.uk/hmiprobation/about-our-inspections/>);

The published reoffending rate for West Mercia was 31.3%. This was better than the previous year and better than the England & Wales average of 36.1%.

West Mercia YOS was formed in October 2012 following the merger of Worcestershire & Herefordshire YOS and Shropshire, Telford & Wrekin YOS. Given that the past two and a half years has been a period of change, including restructuring, it is not surprising that overall there has been a slight deterioration in the quality of work since the previous inspections of the two separate services. We were, however, impressed overall by the commitment of both management and staff to improve the lives of the children and young people they work with and their eagerness to improve their practice.

Key strengths identified by the short quality screening were:

- Services provided to the courts, and in particular Pre-Sentence Reports (PSR), were of a high standard.
- Assessments of diversity factors. This had been aided by the introduction of learning style questionnaires and the availability of a speech, language and communication skills worker within the Worcestershire area of the YOS.
- Good levels of compliance and, where needed, effective enforcement of court orders.
- The engagement of children and young people and parents/carers at the PSR stage and in understanding diversity factors.
- Positive health and well-being outcomes for children and young people as the result of multi-agency working.

Areas requiring improvement were:

- Planning to address vulnerability required substantial improvement.
- Reviews of assessment and planning to address reoffending and vulnerability needed improvement.
- Assessments and interventions of the speech, language and communication skills worker should be available across all areas of the YOS.
- More attention needed to be given to victim safety and identifying actions to manage this.
- Managers should provide greater support to staff to improve the quality of their assessments and plans, and ensure that their oversight of risk of harm and safeguarding work is effective.

West Mercia YOS are addressing the areas of improvement identified during the review.

6.18 The Arts Council Music Hub Peer Development programme undertook a peer review of the North West Midlands Music Education Hub Federation in 2015/16 and reviewed the following areas:

- 1: Partnership Development and working across a multi-authority how do you do this, how do you work with a range of partners?
- 2: Leadership development and succession planning
- 3: Securing investment and funding

Feedback has been provided which is being responded to by the partnership.

6.19 Adult Social Care participated in a Sector Led Improvement/Peer Challenge as part of the West Midlands Peer Challenge Summit in December 2015. The Council were paired with Warwickshire who provided challenge on our performance and actions for improvement are being acted on or included in the 2016/17 Service Plan.

6.20 We have been advised on the implications of the review of the effectiveness of the governance framework by the Cabinet, Standards Committee, Audit Committee, Scrutiny, senior managers, Internal Audit and external review, and plan to address weaknesses and ensure continuous improvement of the framework as outlined in the action plan attached as Annex 1.

Richard Partington
Managing Director
Dated

Cllr Shaun Davies
Leader of the Council
Dated:

Cllr Rob Sloan
Chair of Audit Committee
Dated:

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AGS ACTION PLAN FOR 2015/16 TO BE IMPLEMENTED 2016/17

No	Action	Lead Officer	Comments	Date
1.	Continued strategic management of organisational change in respect to "Being the Change", revised structures, and commercial/ business approach which links to the continued development and implementation of revised governance framework.	Managing Director and SMT	<p>Agreeing revised governance requirements from "Being the Change", updated Code of Good Governance and incorporating any changes into the Constitution, strategies and policies. Service Planning process has been updated and new plans will be operational for 2016/17 and monitoring will take place through challenge at SMT.</p> <p>Updated Constitution effective from Summer 2016.</p>	On-going 31/03/17
2.	Update local Code of Good Governance to reflect the revised CIPFA/SOLACE framework and guidance (issued April 2016)	Managing Director/ Monitoring Officer	<p>Local Code to be updated and then communicated across the Council.</p> <p>Update 2016/17 certification process to reflect revised framework</p> <p>Implement March 2017 to support 2016/17 Annual Governance Statement.</p>	<p>31/05/16</p> <p>31/01/17</p> <p>16/03/17</p>
3.	Preparations for the revised external audit arrangements.	AD Finance & Human Resources	<p>Local Audit and Accountability Act 2014 enacted but is not yet fully in force. Further secondary legislation and guidance to be published.</p> <p>External audit procurement planning commenced early 2016 and will progress during the year as will need to be completed by 31/12/17.</p> <p>Planning for revised final accounts deadlines for 2017/18 to commence in 2015/16 so there can be phased changes to practices. Draft accounts by 31st May (instead of 30th June) and audited accounts by 31st July instead of 30th September.</p>	<p>Procurement actions on-going throughout the year including reporting to Audit Committee as appropriate.</p> <p>Working towards updated final accounts timetable for 2016/17 onwards.</p>

No	Action	Lead Officer	Comments	Date
4.	<p>Complete the review and implementation of Workforce Development priorities and delivery.</p> <p>Continue to review and update the management competencies and skills required in the revised organisation.</p> <p>Review of Human Resources policies and procedures to support the priorities and organisational change.</p>	<p>Managing Director & AD – Finance & Human Resources</p>	<p>The key leadership, management and workforce requirements have been identified and the Council's development programme now reflects these. The programme is revised on a rolling basis.</p> <p>Human Resources policies have been prioritised and are being revised and renegotiated in line with these priorities.</p>	<p>On-going as agreed with SMT (31/03/17).</p>
5.	<p>Deliver the improved processes and associated governance to deliver savings and service improvements in Adult Social Services alongside the development of the processes and Council governance arrangements for the revised Social Care and Health agendas and changes proposed for 2016/17 and beyond.</p>	<p>Interim AD: Early Help & Support/ AD Governance, Procurement & Commissioning</p>	<p>New target operating model effective from November 2015 and links to Cost Improvement Plan. Monitoring of the latter continuing with Senior Management and Members.</p> <p>Further governance in respect to the Better Care Fund will be implemented during 2016/17.</p>	<p>On-going 31/03/17 and beyond</p>
6.	<p>Implement the governance aspects of the improvement plans arising from external Ofsted and Care Quality Commission (CQC) inspection reports and peer reviews/challenges.</p>	<p>Director: Children's & Adult Services and Director – Customer, Neighbourhood & Well-Being Services</p>	<p>This action plan is particularly focussed on any recommendations from external reviews that improve the governance arrangements in these areas.</p>	<p>Various dates throughout 2016/17</p>

No	Action	Lead Officer	Comments	Date
7.	Continue to develop and implement appropriate governance arrangements to support commercial projects.	Managing Director & SMT	<p>Continued support and review of the separate company arrangements and associated governance issues.</p> <p>Ensure continued proper governance arrangements for commercial projects including robust business cases and funding approval.</p>	On-going during 2016/17

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2014/15 ANNUAL GOVERNANCE STATEMENT ACTION PLAN – Position as at 31st March 2016

No	Action	Lead Officer	Comments when AGS agreed and Target Completion Date	Updated Position as at 31 st March 2016
1.	Continued strategic management of organisational change in respect to revised structures, and commercial/ business approach which links to the continued development and implementation of revised governance framework (encompassing information security, information technology, partnership and project governance).	Managing Director and SMT	<p>Agreeing the revised governance requirements and incorporating into any changes to the Constitution, strategies and policies.</p> <p>Change management processes have been adjusted to reflect the different phase of change which the council is currently in Endorsing and delivering an awareness programme for officers and members. Updated Constitution effective from May 2015.</p> <p>On-going 31/03/16</p>	New SMT structure implemented early February 2016 and revised service areas mean restructures will continue throughout 16/17.
2.	Preparations for the revised external audit arrangements.	AD Finance & Human Resources	<p>Local Audit and Accountability Act 2014 enacted but is not yet fully in force. Further secondary legislation and guidance to be published.</p> <p>External audit procurement – planning may need to commence early 2016 if contracts not extended.</p> <p>Planning for revised final accounts deadlines for 2017/18 to commence in 2015/16 so can be phased changes to practices. Draft accounts by 31st May (instead of 30th June) and audited accounts by 31st July instead of 30th September.</p> <p>On-going 31/03/16</p> <p>Procurement – possibly from January 2016.</p> <p>Working towards updated final accounts timetable for 2016/17 onwards.</p>	<p>Contracts have now been extended by the DCLG for one year so External Auditors need to be appointed by December 2017 for audit of 2018/19 accounts. Internal meeting held in early 2016 and expression of interest letter to be sent by 30th April to PSAA who are setting up Sector led body.</p> <p>Working towards updated final accounts timetable for 2016/17 onwards.</p>

No	Action	Lead Officer	Comments when AGS agreed and Target Completion Date	Updated Position as at 31 st March 2016
3.	<p>Complete the review and implementation of Workforce Development priorities and delivery.</p> <p>Continue to review and update the management competencies and skills required in the revised organisation.</p> <p>Review of Human Resources policies and procedures to support the priorities and organisational change.</p>	<p>Managing Director and AD – Finance & Human Resources</p>	<p>The key leadership, management and workforce requirements have been identified and the Council's development programme now reflects these. The programme is revised on a rolling basis.</p> <p>People policies have been prioritised and are being revised and renegotiated in line with these priorities.</p> <p>On-going as agreed with SMT (31/03/16).</p>	<p>The rolling review of priorities continues as organisational demands change. We continue to invest in our e-learning platform and have a variety of on line learning available. Our e-learning platform now includes face to face learning to reflect access to learning in one place.</p> <p>We have worked with SMT and managers to isolate the qualities/behaviours we require of managers in the forthcoming new structure and way of working with the Council post January 2016.</p> <p>Learning to support core workforce and key leadership and management requirements continue to be managed on a rolling basis. Whilst some areas have a detailed workforce Development plan a council wide Workforce Development Plan will be a priority in the new structure.</p> <p>Employment Policies are also reviewed to coincide with external and organisational priorities and change. We regularly operate to a schedule of these and in recent months have reviewed and renegotiated the Sickness Absence policy, Redeployment support, Probation, Business and Private activities, social media along with incorporating new employment legislation into existing practice. This has included implementing the Flexible Working Policy</p>
4.	<p>Deliver the improved processes and associated governance to deliver savings and service improvements in Adult Social Services alongside the development of the processes and Council governance arrangements for the revised Social Care and Health agendas and changes proposed for 2014/15 and beyond.</p>	<p>Director: Children's & Adult Services</p>	<p>The process and system for community care financial control has been implemented. This will ensure accurate data and appropriate financial control, and includes clearly defined roles and responsibilities of teams and individuals for entering data for all practitioners and SDS&BT, and via agreed communications channels.</p> <p>Cost improvement plan is being implemented along with recommendations from Capita and John Bolton reviews. This has delivered savings during 14/15 which will continue into 15/16 and beyond. Robust action plans and</p>	<p>Recommendations from external reviews of Adult Social Services together with a Cost Improvement Plan have been implemented and are closely monitored via the Senior Management Team and Members, including Audit and Scrutiny committees. Savings have been delivered and will continue to be delivered in line with the Cost Improvement Plan through 15/16 and beyond.</p> <p>Our next formal external review of Adult Social Services will take place in May/June 2016.</p> <p>The Service Improvement and Efficiency Team are now responsible for ensuring that processes and systems are</p>

No	Action	Lead Officer	Comments when AGS agreed and Target Completion Date	Updated Position as at 31 st March 2016
			<p>ownership in place, which is monitored on a monthly basis. Challenge in place via Members, MD, and Director. Care Act Implementation programme completed for 1st April 2015 and then to be implemented for 1st April 2016. Chair – Director. Programme Lead – Clare Hall-Salter</p> <p>31/03/16 and beyond</p>	<p>fit for purpose and are followed by staff to ensure appropriate financial control and compliance with the new legislation under the Care Act 2014.</p> <p>A new Target Operating Model has been launched on 11th November 2015 with clearly defined roles and responsibilities for all staff within the restructured Adult Social Services.</p> <p>Care Act reforms Part 2 are no longer required to be implemented for April 2016, as they have now been delayed until April 2020.</p>
5.	Implement the governance aspects of the improvement plans arising from external Ofsted and Care Quality Commission (CQC) inspection reports and peer reviews/challenges.	Director: Children's & Adult Services	<p>This action plan is particularly focussed on any recommendations from external reviews that improve the governance arrangements in these areas.</p> <p>Various dates throughout 2015/16</p>	<p>Children:</p> <p>Governance of improvement plans, including findings from external inspections, is via regular updates at Children and Family Services Senior Leadership Team. External governance is provided by the LSCB Quality, Performance and Operations Sub Group, where progress reports are submitted twice yearly.</p> <p>Adults:</p> <p>We continue to have monthly “challenge” sessions with Cabinet Members/Managing Director in respect to the Cost Improvement Plan and service transformation.</p> <p>In respect of Sector Led Improvement/Peer Challenge for Adult Social Care we took part in a West Midlands Peer Challenge Summit on 4 December where we were paired with Warwickshire who provided challenge on our performance.</p> <p>Our next formal peer challenge through the West Midlands scheme will be in May/June 2016.</p> <p>Carwood House received a CQC inspection during the</p>

No	Action	Lead Officer	Comments when AGS agreed and Target Completion Date	Updated Position as at 31 st March 2016
				Spring of this year and an action plan is in place to address areas for improvement however Carwood will be closing by the end of April 2016 but the areas for improvement are still relevant and best practice.
6.	Continue to develop and implement appropriate governance arrangements to support commercial projects.	Managing Director & SMT	<p>Continued support and review of the separate company arrangements and associated governance issues.</p> <p>Ensure continued proper governance arrangements for commercial projects including robust business cases and funding approval.</p> <p>On-going during 2015/16</p>	These actions continue to be on-going during 2015/16 with appropriate support services being provided by the Council or external specialists to ensure appropriate governance arrangements.

Delivering Good Governance in Telford & Wrekin Council

Local Code 2016

Definition:

Governance comprises the arrangements put in place to ensure that the intended outcomes for stakeholders are defined and achieved.

In order for the Members and Employees¹ of Telford & Wrekin to deliver good governance whilst working to achieve the Council's objectives they must **act in the public interest at all times.**

PUBLIC INTEREST PRINCIPLES - Acting in the public interest requires a commitment to and effective arrangements for:

- A. Behaving with integrity, demonstrating strong commitment to ethical values (including the Council's values²), and respecting the rule of law.
- B. Ensuring openness and comprehensive stakeholder engagement (including with individual citizens, service users and institutional stakeholders)

Achieving good governance also requires a commitment to and effective arrangements for:

- C. Defining outcomes in terms of sustainable economic, social, and environmental benefits
- D. Determining and planning the actions necessary to optimise the achievement of the intended outcomes
- E. Developing the Council's capacity, including the capability of its leaders and the individuals within it. This includes ensuring effective relationships and a clear understanding of the roles and responsibilities of Member and officers.
- F. Managing risks, performance and data through robust internal control and strong public financial management.
- G. Implementing good practices in transparency, reporting, and assurance (including audit) to deliver effective accountability.

¹ Employees includes partners, joint arrangements and volunteers.

² Fairness & Respect: Ownership: Openness & Honesty; Involvement

TELFORD & WREKIN COUNCIL

CABINET - 16 JUNE 2016

PLANNING - DUTY TO COOPERATE

REPORT OF THE ASSISTANT DIRECTOR: BUSINESS, DEVELOPMENT & EMPLOYMENT

LEAD CABINET MEMBER: COUNCILLOR RICHARD OVERTON

PART A) – SUMMARY REPORT

1.0 SUMMARY OF MAIN PROPOSALS

- 1.1 The Council has a legal duty to cooperate with neighbouring local authorities in the preparation of Local Plans or other Development Plan Documents. This report seeks authority for the Assistant Director: Business, Development & Employment (and any other officer authorised by this Assistant Director) to exercise the Council’s powers relating to its “duty to cooperate” in relation to the planning of sustainable development.
- 1.2 By this delegation, Cabinet will primarily be enabling officers to engage constructively, actively and on an ongoing basis with prescribed bodies, including other local planning authorities, in the preparation (by the Council or any of those prescribed bodies) of development plan/local development documents and to negotiate, agree and enter into formal and informal arrangements with those bodies to demonstrate compliance with this duty to cooperate.
- 1.3 It is recommended that, where it is being proposed that the Council enters into formal arrangements with another body, this will be done in consultation with the Lead Cabinet Member for Housing, Public Health & Protection, who may be required to sign those formal arrangements.

2.0 RECOMMENDATIONS

- 2.1 **That Cabinet authorise the Assistant Director: Business, Development & Employment (and any other officer authorised by this Assistant Director) to exercise the Council’s powers relating to its duty to cooperate in relation to the planning of sustainable development as set out in Section 33A Planning and Compulsory Purchase Act 2004 and any other associated legislation and guidance.**
- 2.2 **That Cabinet authorise the Assistant Director: Business, Development & Employment (and any other officer authorised by this Assistant Director) in consultation with the Deputy Leader and Cabinet Member for Housing, Leisure & Health to enter into formal arrangements with any person or body referred to or prescribed in accordance with Section 33A Planning and Compulsory Purchase Act 2004 and any other associated legislation and guidance and to authorise the Lead Cabinet Member for Housing, Public Health & Protection to sign and confirm the Council’s agreement to those formal arrangements.**

3.0 SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	No	No direct impact
	Will the proposals impact on specific groups of people?	
TARGET COMPLETION/ DELIVERY DATE	No	No direct impact
	Ongoing	

FINANCIAL/ VALUE FOR MONEY IMPACT	Yes	The strategic engagement and co-operation with neighbouring local authorities will be resourced from within the Business, Development & Employment Service Area who are responsible for discharging activities under the Planning and Compulsory Purchase Act 2004, this will be achieved from current resource levels. Prior to entering into any formal/informal agreements under delegations within this report, which may have financial implications advice needs to be sought from the S151 Officer or his representatives AEM 200416.
LEGAL ISSUES	Yes	The 'Duty to Cooperate' is set out in Section 33A of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). This duty to cooperate includes the need to engage with neighbouring local authorities as they, and the Council, prepare their Local Plans and other Development Plan Documents so far as relates to strategic matters. This report seeks authority for the Assistant Director Business Development and Employment (and any other officer authorised by this Assistant Director) to exercise the Council's powers relating to its "duty to cooperate". The 2004 Act, the Town and Country Planning (Local Planning) (England) Regulations 2012 and central government guidance together set out what the Council is required to do and how best to do it. The Council is obliged to have regard to any guidance from the Secretary of State. The first recommendation proposes a broad delegation to the Assistant Director Business Development and Employment which would enable that Assistant Director to enter into arrangements with other bodies. The second recommendation is a specific response to Secretary of State guidance which promotes the use of formal agreements between local planning authorities signed by elected members. IR – 120416
OTHER IMPACTS, RISKS & OPPORTUNITIES		The Council has a statutory duty under the Planning and Compulsory Purchase Act 2004 to cooperate with neighbouring local authorities on the preparation of development plan documents where there is a cross boundary strategic matter. In exercising this duty, the Council will work cooperatively and endeavour to ensure that neighbouring local authorities Local Plans and other Development Plan Documents do not have unnecessarily adverse impacts on the Borough.
IMPACT ON SPECIFIC WARDS		Borough wide impact.

PART B) – ADDITIONAL INFORMATION

4.0 BACKGROUND

- 4.1 The former Coalition government abolished the concept of regional planning. Prior to 2013, regional planning priorities across the West Midlands were set out in the Regional Spatial Strategy and these then informed 'local' development plans such as the Telford & Wrekin Core Strategy.
- 4.2 To replace the regional planning structure, the Localism Act 2011 made strategic planning the responsibility of local councils as they prepare replacement planning documents such as the Telford & Wrekin Local Plan. Local authorities are expected to address strategic cross boundary matters in development plans and demonstrate how they have engaged in strategic planning through the 'Duty to Cooperate'. This is a key test of 'soundness' of Plans considered at Examination in Public.
- 4.3 The Duty relates to sustainable development or use of land that would have a significant impact on at least two local planning areas, otherwise described as *strategic matters* and requires: Councils and public bodies to "...engage constructively, actively and on an ongoing basis..." to develop strategic policies. The scope for such engagement is broad but, typically, discussions cover housing allocations, waste and minerals management, traffic impacts and reviewing how environmentally sensitive sites in one local authority (such as Sites of Specific Scientific Interests) will be protected as a result of growth being promoted in another one. A borough like Telford & Wrekin would also be required to consider the management of the Ironbridge Gorge World Heritage Site with neighbouring Shropshire. The Duty

to Cooperate is not a 'duty to agree'. However, all local planning authorities are expected to demonstrate evidence of having successfully cooperated to plan for issues with cross-boundary impacts when their local plans are submitted for examination.

- 4.4 Government guidance recommends that there are a number of ways of resolving this Duty. For some local authorities, this has meant an exchange of letters that there are no strategic matters of cross borough significance. Elsewhere, local authorities have discharged this Duty by agreeing memoranda of understanding.
- 4.5 The Council is engaged with nearby local authorities in the preparation of its own Local Plan and will continue to be engaged with them as they prepare their Local Plans/documents. Secretary of State guidance acknowledges that different Councils' Local Plans are not always going to be taken forward at the same time and points the respective local planning authorities towards entering into appropriate arrangements regarding strategic matters for when the relevant Local Plans/Development Plan Documents are progressed.
- 4.6 Part 11 of the Council's Constitution (page 281) gives officers delegated authority "To exercise the powers and duties of the Council in relation to the preparation, approval, review and monitoring of Local Plans, the Minerals Local Plan and the Waste Local Plan". In addition, authority has already been specifically delegated to officers to exercise the Council's powers relating to preparing and submitting the Council's own Local Plan documents to the Secretary of State. However, there is no specific mention of who has responsibility within Telford & Wrekin for discharging the Duty with regard to the plans of neighbouring authorities.
- 4.7 It is proposed that the powers regarding the exercise of the Council's duty to cooperate be delegated to the Assistant Director: Business, Development & Employment. This will enable this Assistant Director to negotiate, agree and enter into arrangements with other bodies/local planning authorities including memoranda of understanding to demonstrate how the Council has cooperated with neighbouring authorities. These arrangements may need to be set out in more formal agreements and, in accordance with Secretary of State guidance, these may need to be signed by elected members to demonstrate a long term commitment to a cooperate, for example, on cross-boundary matters. For this Council, this might mean continuing to collaborate with Shropshire as it revises its Core Strategy on minerals matters given that that local authority continues to deliver most of the supply of aggregates for the sub region. That is why the second recommendation has been included.

5 IMPACT ASSESSMENT

- 5.1 There are no direct impacts arising from this report. Rather, the Council will seek to make sure that relevant cross boundary issues are satisfactorily resolved in the interests of the borough.

6 PREVIOUS MINUTES

Cabinet meeting - 7 January 2016
Full Council meeting - 21 January 2016

7 BACKGROUND PAPERS

National Planning Policy Framework
Planning Practice Guidance

Report prepared by Vincent Maher and Ian Ross Telephone: 01952 384134

TELFORD & WREKIN COUNCIL

CABINET – 16 JUNE 2016

WATERS UPTON NEIGHBOURHOOD PLAN: PROCEED TO MAKING

REPORT OF THE ASSISTANT DIRECTOR: BUSINESS, DEVELOPMENT & EMPLOYMENT

LEAD CABINET MEMBER: COUNCILLOR RICHARD OVERTON

PART A) – SUMMARY REPORT

1.0 SUMMARY OF MAIN PROPOSALS

- 1.1 Waters Upton Parish Council submitted their Neighbourhood Development Plan (NP) with supporting documents to the Council in December 2014. The documentation was checked in accordance with the authority’s statutory duties to be able to commence a 6-week publicising period followed by an Independent Examination in December 2015.
- 1.2 The appointed Independent Examiner (the Examiner), John Parmiter, submitted the Examiner’s report to the Council in June including a recommendation to proceed to Referendum, subject to a number of modifications. Those modifications were applied to the NP and Cabinet agreed to proceed to formal Referendum in February 2016.
- 1.3 The purpose of this report is to recommend that Cabinet ‘make’ the Waters Upton NP following the outcome of the local Referendum on 5 May 2016. This will mean that the policies within the Waters Upton NP will become part of the Development Plan for Telford & Wrekin and will be considered in the determination of planning applications in the NP area alongside national and borough wide planning policy.

2.0 RECOMMENDATIONS

- 2.1 That Cabinet agree to make the Waters Upton Neighbourhood Plan.**
- 2.2 That Cabinet authorise the Assistant Director: Business, Development & Employment to exercise all of the Council’s relevant powers and duties and undertake all necessary procedural arrangements relating to the making of the Waters Upton Neighbourhood Plan.**

3.0 SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	Co-operative Council: - Involving local people more in planning and running services - As a Council, supporting our community better and encouraging people to do more to help their own communities
	Will the proposals impact on specific groups of people?	
	Yes	Neighbourhood Plans establish a formal statutory planning framework for future development within a designated area. Production of the Waters Upton NP has involved the whole of the Waters Upton Parish community through consultation where people have had the opportunity to provide formal comments on policies which will affect the future development of their area, including a 6-week formal publicising consultation period. The Referendum stage provided an opportunity for the whole Waters Upton Parish to vote on the plan prior to formally making the Plan.

TARGET COMPLETION/ DELIVERY DATE	Subject to Cabinet approval, once the Waters NP is Made it will be used as part of the Development Plan for the Borough.	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes	The costs associated with the introduction of Neighbourhood Plans, including the additional costs of designations, referendum and examinations have to be met by the Local Authority. The scheme has received DCLG Neighbourhood Plan funding and there is sufficient funding available to meet the final costs of the referendum which are estimated at £2 per elector. AEM 200416 .
LEGAL ISSUES		Because the referendum has now taken place and more than half of those voting have voted in favour of the NP, the LPA must Make the NP as soon as reasonably practicable unless it considers that the Making of the plan would breach or otherwise be incompatible with any European Union obligation or any of the Convention Rights within the meaning of the Human Rights Act 1998. If the recommendation is agreed and the NP is Made, there are further statutory procedural requirements on the Council which include an obligation to publish its decision and its reasons for that decision. The Council also has to publish on its website the NP as made and details of where and when it can be inspected. IR 210416
OTHER IMPACTS, RISKS & OPPORTUNITIES		Opportunities associated with the NP include a strengthening of local engagement in the planning process and in the development of the Telford & Wrekin Local Plan, including acceptance of proposed development in the area. A successfully made NP raises the profile of the Council locally and nationally.
IMPACT ON SPECIFIC WARDS		Edgmond and Ercall Magna Ward

4.0 PART B) – ADDITIONAL INFORMATION

4.1 Background

4.1.1 In February 2011 Telford & Wrekin Council and Waters Upton Parish Council made a successful bid for Waters Upton to become one of the government's Frontrunners in neighbourhood planning. A Waters Upton Neighbourhood Plan Steering Group was subsequently formed and has led development of the Neighbourhood Plan (or NP) through a number of key stages. Under the Town and Country Planning Act 1990 Telford & Wrekin Council as the local planning authority (the LPA) has a statutory duty to assist communities in the preparation of the NP through the various statutory stages in the process.

4.1.2 In accordance with the 1990 Act and the Neighbourhood Planning Regulations, Waters Upton Parish Council submitted their NP on 15^h December 2014 for Telford & Wrekin Council to complete the necessary checks and proceed to the next stages of publication, examination and referendum. The NP, along with supporting documents are available at :

www.telford.gov.uk/info/20172/planning_policy_and_strategy/544/waters_pton_neighbourhood_plan

4.1.3 The Waters Upton NP Referendum was held on 5 May 2016 receiving a majority 'yes' vote. The result was 86% of valid votes in favour and 14% against. Overall turnout at the Referendum was 44% from a 747 person electorate with 328 turning out to vote.

4.2 Considerations for Cabinet

- 4.2.1 The LPA can decline to Make the Plan if they consider that it would breach any EU obligations or any Convention rights. It is not considered that the Waters Upton NP breaches any EU obligations or Convention Rights. Therefore, following the result of the Referendum, it is recommended that the Waters Upton NP is Made by Telford & Wrekin Council. This will allow the Waters Upton NP to be given full weight in the determination of planning applications within the Parish of Waters Upton alongside national and borough-wide adopted policy.
- 4.2.2 Once the Waters Upton NP is made, it will be published on the Telford & Wrekin Council website and used in the determination of planning applications for the Neighbourhood Plan area i.e. the Parish of Waters Upton.

4.3 Conclusion

- 4.3.1 This is the second NP in Telford & Wrekin to reach the end of the process and become part of the Development Plan. It provides a model for the other Town & Parish Councils (Ercall Magna PC, Newport TC, Lilleshall and Stirchley & Brookside PC) who are currently at different stages of developing their NPs. The Neighbourhood Plan has reached this stage following considerable work by the Waters Upton Neighbourhood Plan Steering Group and extensive consultation and cooperative working between the Council and the Parish Council.

5.0 IMPACT ASSESSMENT – ADDITIONAL INFORMATION

- 5.1 Once the Waters Upton NP is made, it will become part of the statutory planning framework for the Borough.
- 5.2 In accordance with legal requirements, planning applications should be determined in accordance with the provisions of relevant Development Plans which, for the Waters Upton Parish, would include the NP as well as the Core Strategy and saved policies from the Wrekin Local Plan. Planning applications will also be increasingly determined by the new Telford & Wrekin Local Plan as it passes its stages of development to full adoption. This is unless material considerations indicate otherwise, meaning the NP policies must be balanced with other considerations as part of the decision making process undertaken by the LPA.

6.0 PREVIOUS MINUTES

- 6.1 Application for the Designation of a Neighbourhood Area – Waters Upton (Cabinet 14 November 2013).
- 6.2 Submission of Waters Upton Neighbourhood Plan (Cabinet 26 February 2015).
- 6.3 Waters Upton Neighbourhood Plan: Consideration of Examiner's recommendations and proposed modifications prior to Referendum (Cabinet 25 February 2016).

7.0 BACKGROUND PAPERS

Waters Upton Neighbourhood Plan: Referendum Version (January 2016)
Waters Upton Neighbourhood Plan: Independent Examiner's Report (January 2015), including the list of proposed modifications.
Waters Upton Neighbourhood Plan – Examination Version (December 2014)
Basic Conditions Statement (December 2014)
Consultation Statement (December 2014)
Regulation 14 Consultation (December 2014)
Evidence base Summary (December 2014)
The Environmental Assessment of Plans and Programmes Regulations 2004, Regulation 9
Screening Determination – Waters Upton Neighbourhood Plan

Available at :

www.telford.gov.uk/info/20172/planning_policy_and_strategy/544/waters_upton_neighbourhood_plan

**Report prepared by Lawrence Munyuki, Planning Officer, Environment & Planning Policy
Telephone: 01952 384251**

Appendix 1: Waters Upton Neighbourhood Plan Made Decision Statement

Appendix 2: Waters Upton Neighbourhood Plan Referendum Version

BOROUGH OF TELFORD & WREKIN
Waters Upton Neighbourhood Plan Decision Statement
Regulation 19 Neighbourhood Planning (General) Regulations 2012

1. Summary

1.1. Following a positive referendum result Borough of Telford & Wrekin (“Telford & Wrekin Council”) is publishing its decision to make the Waters Upton Neighbourhood Plan in accordance with Regulation 19 of the Neighbourhood Planning (General) Regulations 2012 which is now part of Telford & Wrekin Councils Development Plan.

2. Background

- 2.1. On 14 November 2013, Telford & Wrekin Council designated the area comprising the Parish of Waters Upton as a Neighbourhood Area for the purpose of preparing a Neighbourhood Plan in accordance with Part 2 of the Town and Country Planning (England), Neighbourhood Planning (General) Regulations 2012.
- 2.2. Following the submission of the Waters Upton Neighbourhood Plan (Examination Version) to Telford & Wrekin Council, the plan was publicised and representations were invited. The publicity period began on 8 July and ended on 22 July 2015.
- 2.3. Telford & Wrekin Council appointed an Independent Examiner, Mr John Parmiter, to review whether the Plan met the Basic Conditions and satisfied certain other criteria as required under the legislation and whether it should proceed to Referendum.
- 2.4. On 6 January 2016 the Council received the Independent Examiner's report on the Waters Upton Neighbourhood Plan. The report concluded that with a few modifications the Plan should proceed to Referendum.
- 2.5. Having considered each of the recommendations made in the Independent Examiner's report, and the reasons for them, Telford & Wrekin Council decided to make the recommended modifications to the draft Plan to secure that it met the Basic Conditions set out in legislation. At its meeting on 25

February 2016, the Council agreed that the Examiner's recommended modifications should be accepted and that the amended Neighbourhood Plan should proceed to a referendum.

- 2.6. A referendum was held on 5 May 2016 and 86% of those who voted were in favour of the plan.
- 2.7. Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 as amended requires that the Council must make the neighbourhood development plan if more than half of those voting have voted in favour of the plan.
- 2.8. The council are not subject to this duty if the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).

3. Decision and Reasons

- 3.1. With the Examiner's recommended modifications the Waters Upton Neighbourhood Plan meets the basic conditions set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990, is compatible with EU obligations and the Convention rights and complies with relevant provision made by or under Section 38A and B of the Planning and Compulsory Purchase Act 2004 as amended.
- 3.2. The referendum held on 5 May 2016 met the requirements of the Localism Act 2011 posing the question: 'Do you want Borough of Telford & Wrekin to use the Neighbourhood Plan for Waters Upton to help it decide planning applications in the Neighbourhood area?'
- 3.3. The count took place on Thursday 5 May 2016 and greater than 50% of those who voted were in favour of the Plan being used to help decide planning applications in the plan area. The results of the referendum were;

Response	Votes	% of votes cast
Yes	282	86
No	45	14
Rejected	1	0
Turnout –	328	44
Electorate total	747	

3.4. Telford & Wrekin Council has assessed that the Plan, including its preparation, does not breach, and would not otherwise be incompatible with, any EU obligation or any Convention rights (within the meaning of the Human Rights Act 1998).

3.5. The Waters Upton Neighbourhood Plan has now been made and planning applications in the area to which the Plan relates i.e. the administrative area of Waters Upton Parish Council, must be considered against the Waters Upton Neighbourhood Plan, as well as existing planning policy, such as the Telford & Wrekin Council Local Development Framework Core Strategy, Saved Policies of the Wrekin Local Plan and the National Planning Policy Framework and Guidance.

Richard Partington Managing Director Telford & Wrekin Council

This statement is dated 17 June 2016

Waters Upton Neighbourhood Plan

Referendum Version

Amended January 2016



Waters Upton Parish Council



Foreword

Neighbourhood Plans arise from the Government's determination to ensure that local communities are closely involved in the decisions which affect them.

The Plan has been developed to establish a long term view for our Plan Area and to help deliver the Local community's aspirations and needs for the plan period 2014 -2031.

The Plan has been produced by Waters Upton Parish Council; project managed by Mr Roy Wall and Mrs Susan Wall, and is based upon the views of the Parish residents. A Steering Group has consulted and listened to the community on a wide range of issues that will influence the well-being, sustainability and long term preservation of our community.

With such a small number of residents living in a total of less than 370 dwellings we have not needed many public meetings as Parish Councillors are in regular contact with the residents. Along with regular contact at the Village Shop and Post Office, collecting the views of the residents has been more personal and an ongoing exercise. Several surveys have been carried out to give a more formal approach and to ensure that all have had the opportunity to contribute with their ideas and views.

A Neighbourhood Plan has many benefits. The Plan will:

- Protect the character and history of the parish and villages.
- Protect our green spaces from poorly located development.
- Take steps to provide the right type and amount of housing that local people need.
- Ensure that any future development is sympathetic to, and improves, the look and feel of the Plan Area.

Waters Upton Parish Council received 39 separate responses to the pre-submission version of the Plan, 37 from residents, also from TWC and Base Architects. In total the responses contained approximately 80 distinct comments from residents and statutory Consultees. Each comment was considered individually, full details are contained in the Regulation 14 consultation, and changes were endorsed by the Parish Council. The Plan was well received, with 31 residents in full support of the Plan, 5 in support but adding further points for consideration and 1 against. Majority of the comments required no material change to the Plan, or only small wording amendments, others clarified policies or produced minor changes to the Plan.

A significant change occurred during the consultation period in that TWC changed the number and size of the SHLAA sites included in their Shaping Places Consultation document. The main Dairy Crest site remained (this being the first choice of residents during written surveys carried out whilst producing the Neighbourhood Plan). Residents were able to consider the revised sites at meetings on 14th May and 28th May 2014. The responses to the new proposals are detailed in the Regulation 14 consultation and the Evidence Base. Because 100% of residents were against the new SHLAA proposal, and requested that the original sites of Dairy Crest and SHLAA 551, as identified in the Neighbourhood Plan should remain, consequently, no alteration has been made. Responses to the Shaping Places Consultation from residents and the Parish Council, at the 28th May meeting with TWC officers, and subsequent written responses to TWC fully support this view.



Any comments that raised issues beyond the scope of the Neighbourhood Plan will be considered separately, and where appropriate, will be referred to the appropriate officer at TWC.

It is worth mentioning that the Parish Council are cognizant of the fundamental legal principles which affect the impact of the NPPF on local communities, particularly as Telford & Wrekin Council rely heavily on these regulations in their response. As we understand it Acts of Parliament – statutes – are primary legislation, and here we refer to the Localism Act. The NPPF is secondary regulation and as such, where it is in conflict with the primary legislation, the primary legislation provisions take precedence.

Lynda Baker Oliver
Chairman, Waters Upton Parish Council





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SECTION ONE

1.1 Introduction

The Government has introduced a new type of planning document, called a Neighbourhood Plan. This is part of a new approach to planning, which aims to give local people more say about what goes on in their area. This is set out in the 'Localism Act 2011' that came into force in April 2012.

Communities can now develop their own detailed planning policies to inform future planning proposals within the local area. However they must be based on sound evidence, community involvement and the proper principles of planning.

Extensive consultations and surveys have taken place with people in the Parish. The results of these and the Consultation Statement and the Evidence Base are available to view at the Parish Centre (within Waters Upton Post Office and shop building), during shop hours.

The Consultation Statement provides an overview of the consultation to date, proving that it fully accords with the requirements of the Localism Act.

How the Neighbourhood Plan fits into the Planning System

The Government requires all Neighbourhood Plans to be in line with higher level planning policy. This means Neighbourhood Plans must conform to the National Planning Policy Framework (otherwise known as the NPPF) and Strategic Planning Policy, in our case, Telford & Wrekin Council's adopted Core Strategy, the saved policies from the Wrekin Plan, and the emerging Shaping Places Local Plan. The Core Strategy specifically restricts development in the Rural Area and specifies the target amount of dwellings, per year, to be built.

The Plan, composed by local people, will influence how any further new development should be handled and identifies those special places which should not be developed or where limited development may be possible if it is sensitively designed.

What is in the Neighbourhood Plan?

An adopted Neighbourhood Plan will sit alongside Telford & Wrekin Council's Strategic Planning Policy and help decide the outcome of planning applications. Although deciding how any future proposals for new housing and employment should be handled is important, the Plan is about much more than this. The Plan looks at a wide range of issues, including:

- How we can provide the right type and quantity of housing for local people
- How we can protect and enhance our green spaces
- How we can protect and enhance the local character and heritage of the Parish
- How we can encourage more walking and cycling usage around the Plan Area
- How we can encourage local employment



How this Plan is organised

This Plan is divided into three sections:

Section 1

- 1.1 The introduction
- 1.2 A background of Waters Upton
- 1.3 Process Summary - How the Plan was developed

Section 2

Visions and Objectives

Section 3

Neighbourhood Plan Policies, which set out policies to deliver the Visions and Objectives and how those policies will be monitored.

This entire document forms the Neighbourhood Plan for Waters Upton Parish, under the Localism Act 2011.

There is a large amount of background information that has helped in producing the Plan (this is known as the 'Evidence Base'). This is available to view by contacting the Clerk of Waters Upton Parish Council.





1.2 Background

The Parish

Waters Upton Parish contains several historic settlements and a scattering of individual farms and dwellings. The settlements are surrounded by open fields used for agricultural food production.

Waters Upton village dates back to the 11th century and many areas later became part of notable estates, as indeed did other settlements comprising the **Parish of Waters Upton**. There is still evidence of the house in the village where the visiting monks lived whilst the church of St Michael was being built. The church has had many incarnations, the latest being completed in 1865 when it was rebuilt following demolition of the previous church. There are many fine houses in the village some dating back to the early 1600's, The Rectory, The Hall, The Manor and The Grange being just a few. Added to this there are a number of smaller properties evidencing ancient residency in the village.

The current Village Hall was once a Church of England school (1874) initially providing elementary education for 50 boys and girls. The school closed around 1916 and the building was used as a Parish Reading Room. The 'now' Village Hall has since been extended and remains a focal point for the whole Parish.

Crudgington is a conservation area in all but name! There are fine visible black and white properties and others hidden away down tracks which can trace their origins to the 1500's. The small church (1863) is dedicated to St Mary. A **Wesleyan Methodist Chapel** was dedicated in 1902 and although now a private house it still stands on the A442 on what was once the turnpike road from Wellington to Hodnet.

Bolas Magna – comprising the small hamlets of **Great Bolas** and **Little Bolas** on the River Tern, also had a school and their church (the register dates from 1582) is dedicated to St. John the Baptist.

Meeson Hall is a fine property of red sandstone erected in the 1600's.

The Sytch was the site of the Workhouses at Waterside and housed 56 'inmates' as registered in the 1851 census. As with all such workhouses, the relief for the poor was provided by taxation of those more wealthy members of the community.

The Plan area of Waters Upton Parish is situated in the rural part of Telford & Wrekin and is the most Northern Parish. Its boundary is shared with the North Shropshire district of Shropshire Council. The Parish is within the Ercall Magna Ward which is the largest Ward within the Borough and the most rural.

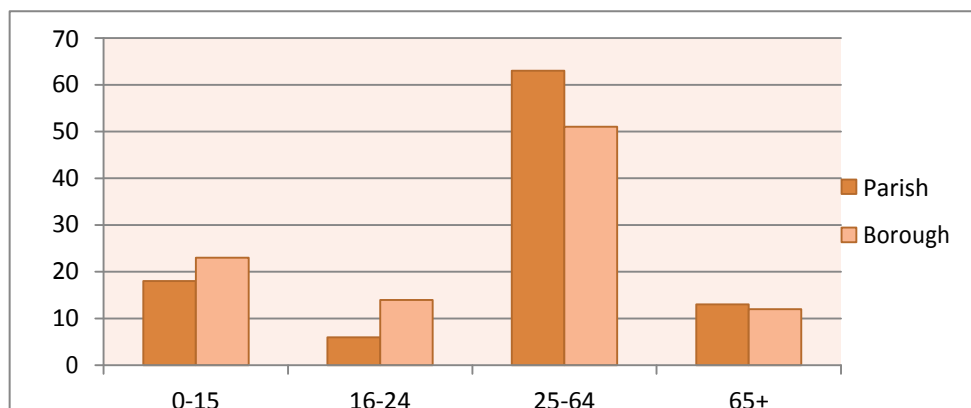
The Plan Area boundary has been agreed with Telford & Wrekin Council and is shown on Fig 2.1 (page 9).



Socio-Economic Profile

The profile of Waters Upton Parish is largely based on the 2001 census information as this is the latest released by TWC. The 2011 census has not been published by TWC due to unresolved errors in the figures. There are many discrepancies in the 2001 census so a data sheet is included in the Evidence Base showing the rationale behind the numbers used below.

Population Structure %



Fewer young people than the Borough but more 25+

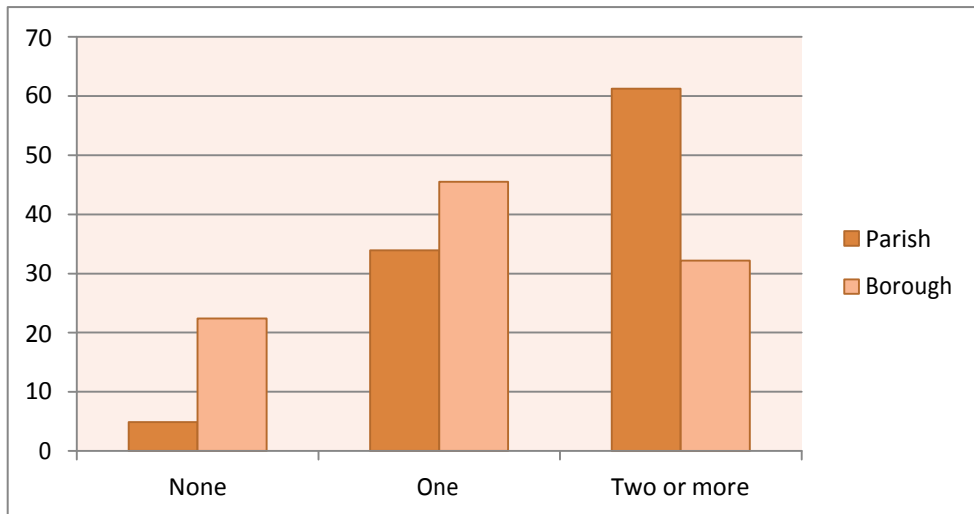
Tenure %



Higher private landlord rentals reflect the difficulty in selling recently built houses

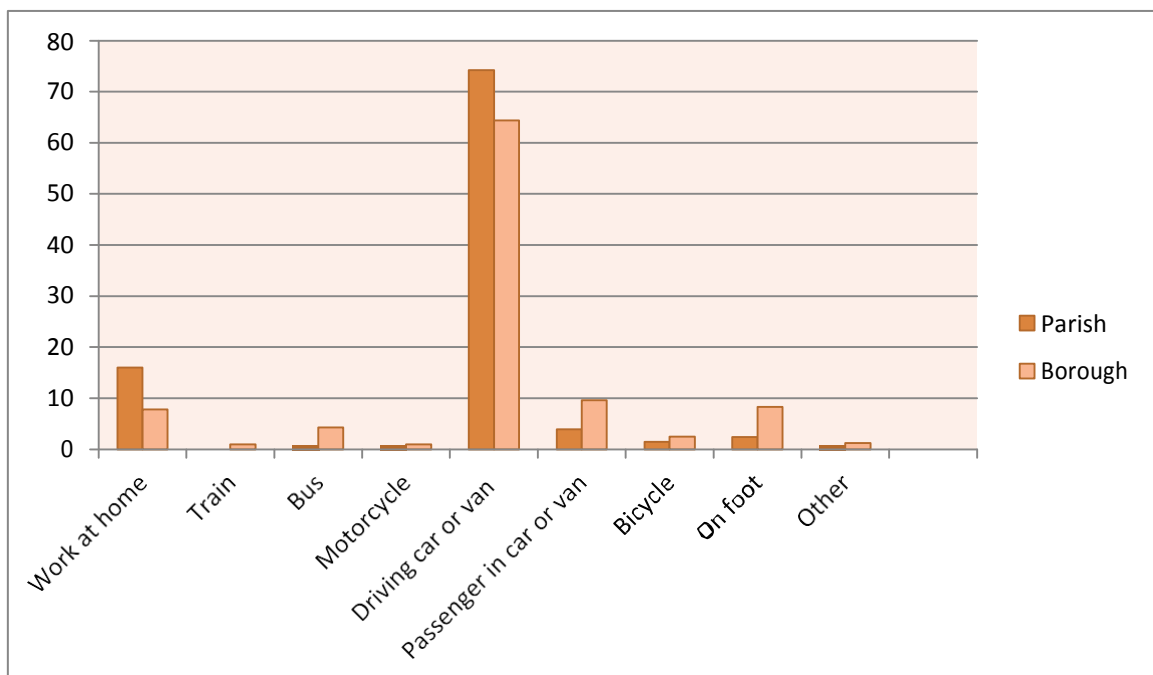


Households with access to a car or van %



Less than 5% of households in the Parish do not have access to a car or van against over 22% of the Borough. Two or more vehicle households in the Parish at 61% are double the Borough average. This clearly illustrates the reliance on cars in the rural area.

Means of travel to work %



More than double the number work from home in the Parish than the Borough. Apart from driving, all other means of travelling to work are below the Borough average.

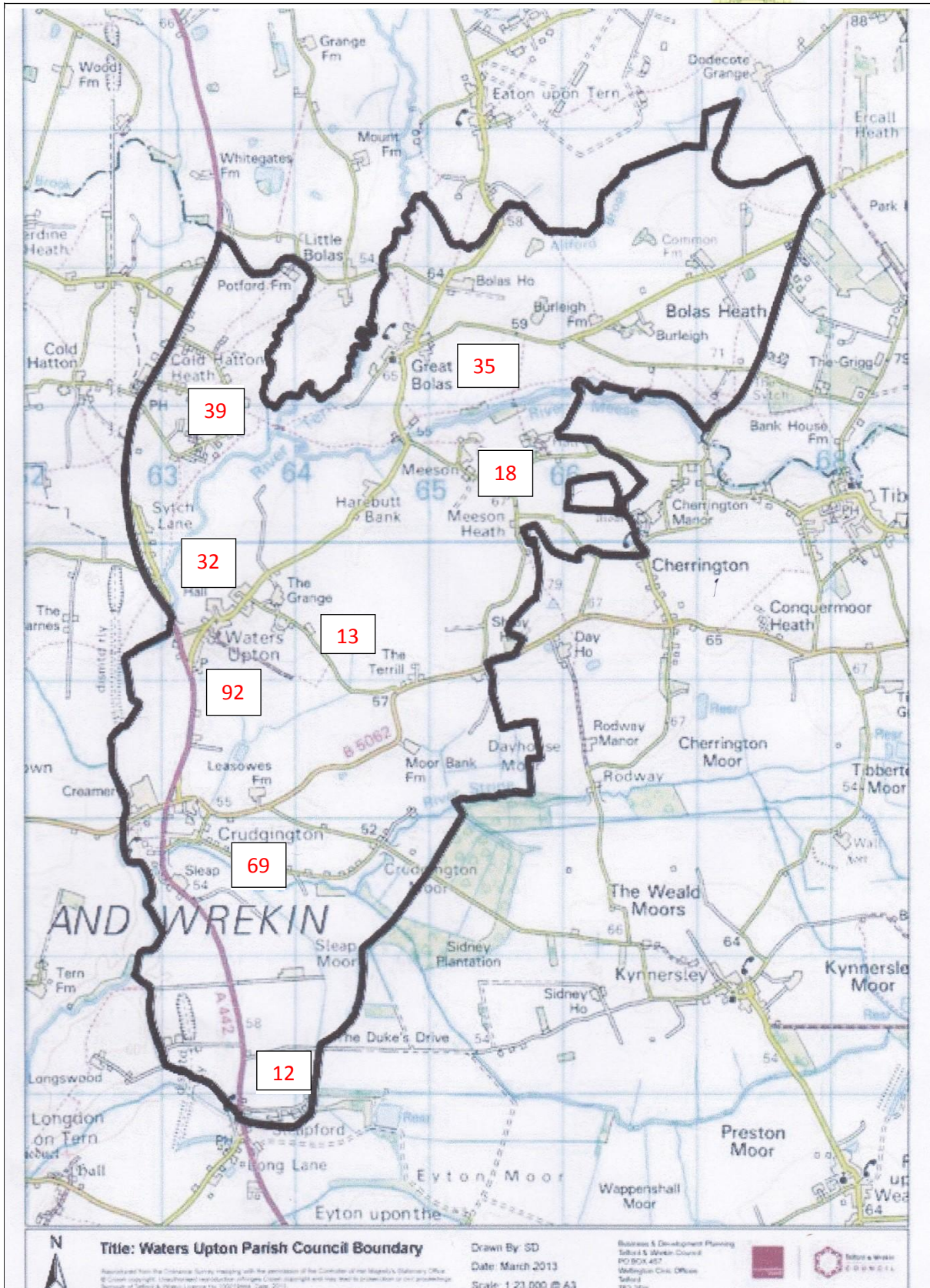


Fig 2.2
Distribution of Dwellings in the Parish

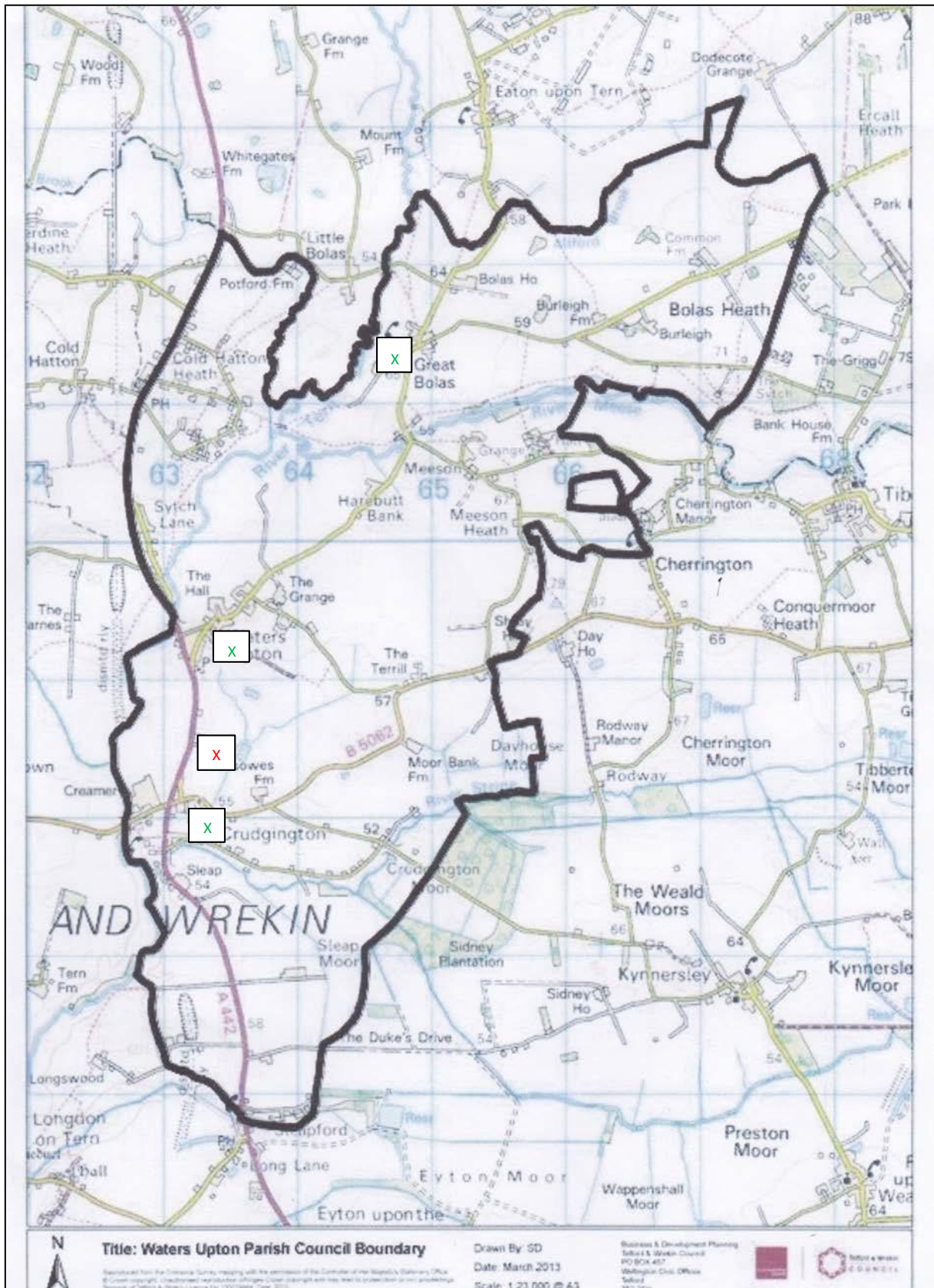


Fig 2.3 Positions of Play Areas Marked as X School Playing Field Marked X

Waters Upton Housing Schematic

2000 = 66 Existing Houses

updated 23.06.13

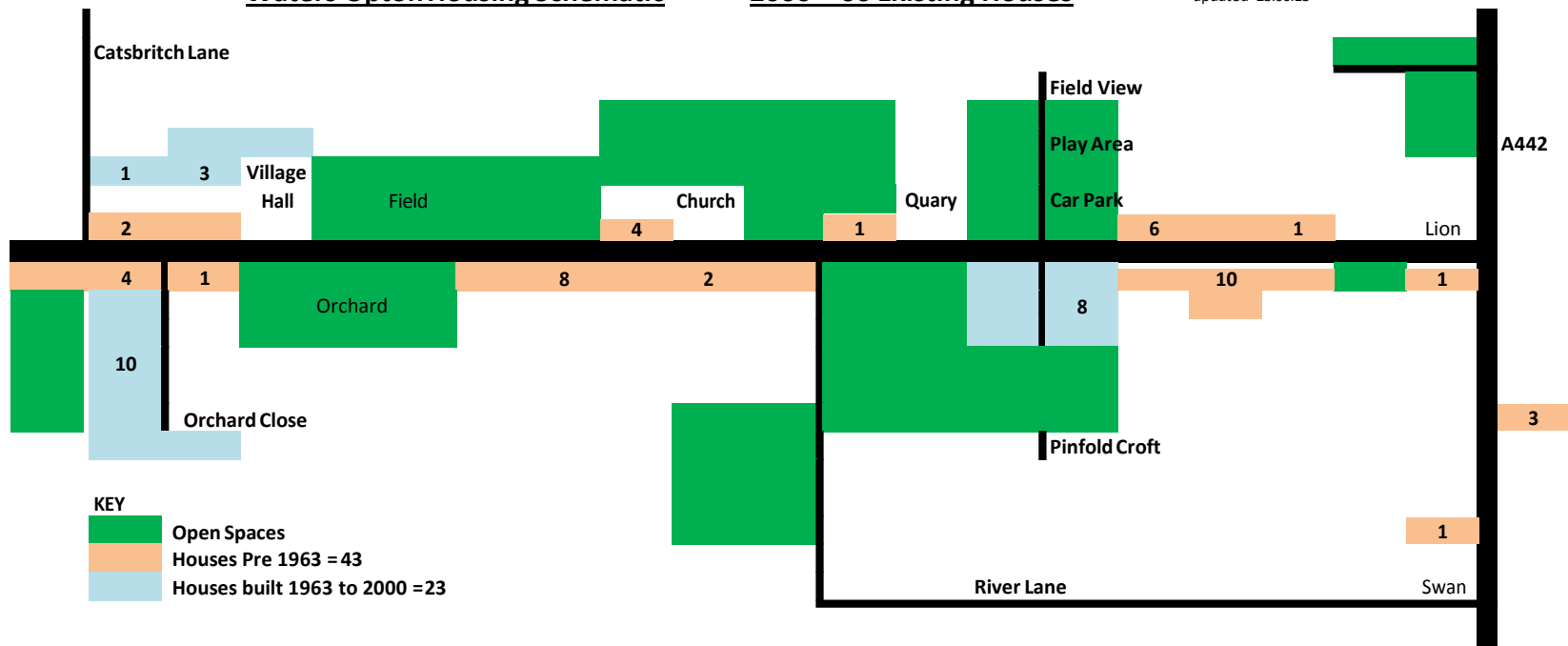


Fig 2.4 Central Waters Upton Housing Schematic 2000

Waters Upton Housing Schematic

2013 = 92 Existing Houses

updated 13.03.14

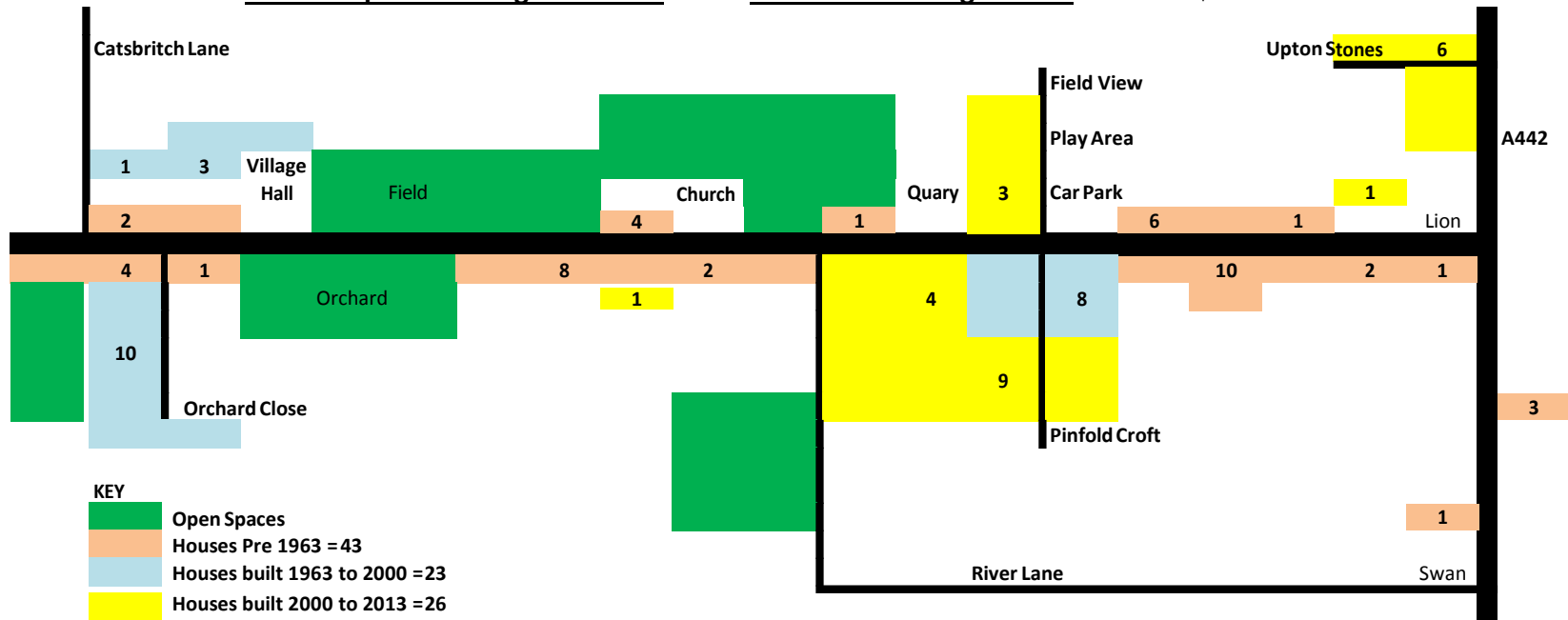


Fig 2.5 Central Waters Upton Housing Schematic 2013

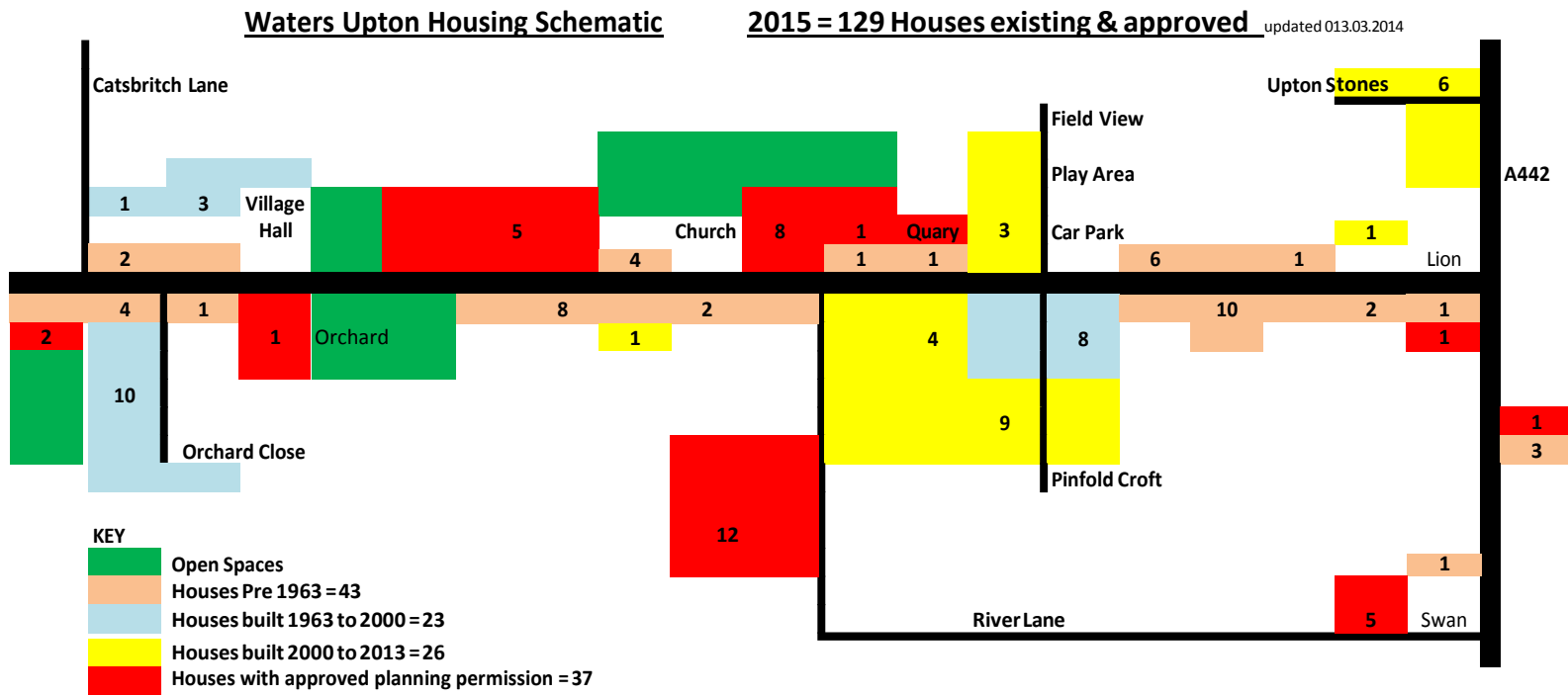


Fig 2.6 Central Waters Upton Housing Schematic Projection for 2015



A number of issues were identified through the consultation process and the preparation of the evidence base. These can be grouped into five themes:

- Housing
- Green spaces and public spaces
- Amenities & Employment
- Local Character
- Getting around

A background on these five themes is set out below. This overview includes information from technical reports along with issues raised by local people at the various consultation events and directly with Councillors. A more in-depth summary of the background reports is available in the Evidence Base Summary that accompanies this Plan. A full report of issues raised during consultation is set out in the separate consultation reports, with an overview provided in the 'Consultation Statements'.

Housing

The resident population of the Plan Area is approximately 900 in 369 dwellings. The rural nature of the Plan Area is reflected in the distribution of the population across eight small settlements that range in size from 12 to 92 Dwellings. 16% of dwellings are individual farms or houses outside of the settlements. The main settlements in 2014 are shown in Fig 2.2 (Page 12)

The 2001 census recorded the tenure as:

	Borough%	Parish No	Parish%
Owner Occupied	69%	263	71%
Social Landlord	22%	49	13%
Private Landlord	5.9%	43	12%
Other	3.3%	14	4%

The Parish has more than double the percentage of Private Landlord houses. One important consequence of the increasing number of short term rental properties in the Parish is the growing number of residents “passing through” and the resulting loss of interest in community involvement and spirit. The rural feel of the village of Waters Upton is also rapidly disappearing and over 15% of residents suggested they were seriously considering leaving the village because of over development. The central area of Waters Upton will have increased from 66 dwellings in 2000 to 129 when all approved units are completed. The development will double the size of the village. This is shown on Fig2.4 (page 14), Fig2.5 (page 15) & Fig 2.5. (page 16).





The Parish does not have any sheltered or age exclusive housing to rent. There are also no registered care homes in the Parish. Bungalows only represent 4 dwellings in central Waters Upton including those yet to be built.

Parking has been identified as a problem. There is proven need for additional parking spaces to be available to rural dwellings especially in comparison to urban residences. This may be due to the lack of public transport. A family often has three or more cars. When insufficient parking is available to dwellings, issues may arise with parking on footpaths and roads, often causing hazards and creating dangers, especially with poor visibility on the narrow lanes and roads.

The Waters Upton Parish Housing Needs Register and the Telford & Wrekin Housing Needs Survey both confirm that there is no further requirement for affordable homes. Pinfold Croft has 17 residential units, available via social landlords and they offer a range of accommodation from one bedroom flats to three bedroom family homes, available to rent or as shared ownership.

With regard to the housing land supply, the latest Telford & Wrekin Council Annual Monitoring Report (2012) shows a current supply of 85 houses in the rural area. With a 5 year housing target for the rural area of 17 homes per year, Telford & Wrekin Council achieves the 5 year target for the rural area as required by the NPPF. In addition during the period 2006 to 2012 the houses completed in the rural area exceeded the target by 58 houses. As a result of this rural overbuild, a number of recently completed houses in the Parish have not been sold and have either remained empty or are on short term private rent. The oversupply is also illustrated by the number of houses that have been for sale for over two years.

The local situation of unsold houses, and the lack of local demand, (fewer residents suggested more dwellings are required than the number that are for sale) is consistent with rural completions being over three years ahead of the Core Strategy as at 2013. With the houses already completed and those approved the local requirement for the Parish is estimated to be satisfied until at least 2026.

There are a significant number of unimplemented planning consents still available within the Plan Area. 23 of these houses were included in the 5 year supply and a further 21 have been approved since the April 2013 survey.

There are no sites currently under construction.

Green areas and public spaces

Many larger green areas and an Orchard have already been lost within the village as planning permission has been granted for development.

Recent questionnaires have confirmed that the people in our Parish moved here, or have stayed here, because of the benefits of the open spaces and rural atmosphere. The countryside is available for many to enjoy. It is good to be able to walk the rights-of-way or see the young people playing safely away from highways.

The Parish has three play areas at Great Bolas, Crudgington and Waters Upton.



There are many small important green roadside areas scattered throughout the Parish that are regularly maintained by the Parish Council. These are for visual impact with the majority being planted with bulbs and some have litter bins and benches. They are not of sufficient size to be used for leisure activities.

Alongside the A442, near to the Seven Stars PH, a new right of way has been created through the trees, as a safe route to connect communities. The other green areas in the Parish are privately owned and are not accessible to residents. In central Waters Upton, the Parish Room Croft and the Orchard, next to number 34, have both recently been granted planning permission despite unanimous local opposition. Fig 2.5 (page 15) and 2.6 (page 16) clearly illustrate the loss of green frontage within central Waters Upton. Land for additional car parking at The Village hall, a small village green and a separate play area, for use by Appletrees Nursery has been verbally agreed, this will cost the Parish some £30,000 to purchase from the land owner.

Majority of the above sites are maintained by the Village Roadmen, employed by the Parish Council.

Rights of Way

Limited in number, but very picturesque Fig 2.7 (page 20). These need maps to show the routes. Some landowners do not respect the rights of way across their land. Some Stiles and Way-markers are missing.

Amenities & Employment

The Village Hall in Waters Upton is the centre for many activities ranging from a children's Nursery to the Chestnut Club for seniors. There are some ten regular Clubs and Groups plus other meetings and one-off events. This facility is owned by a charitable trust with all income being available to St. Michael's Church and is run by a Management Committee, who as Trustees, manage the day to day affairs of this important facility. There is the need for extra storage within the Village Hall; there is also a requirement for additional parking. Capacity exists for more activities.

The Shop and Post Office are well used amenities. Volunteers mainly run the shop and it is a valuable Community Asset. The Parish Centre (attached to the shop) is currently under-utilised due to the small room sizes preventing groups of more than eight meeting.

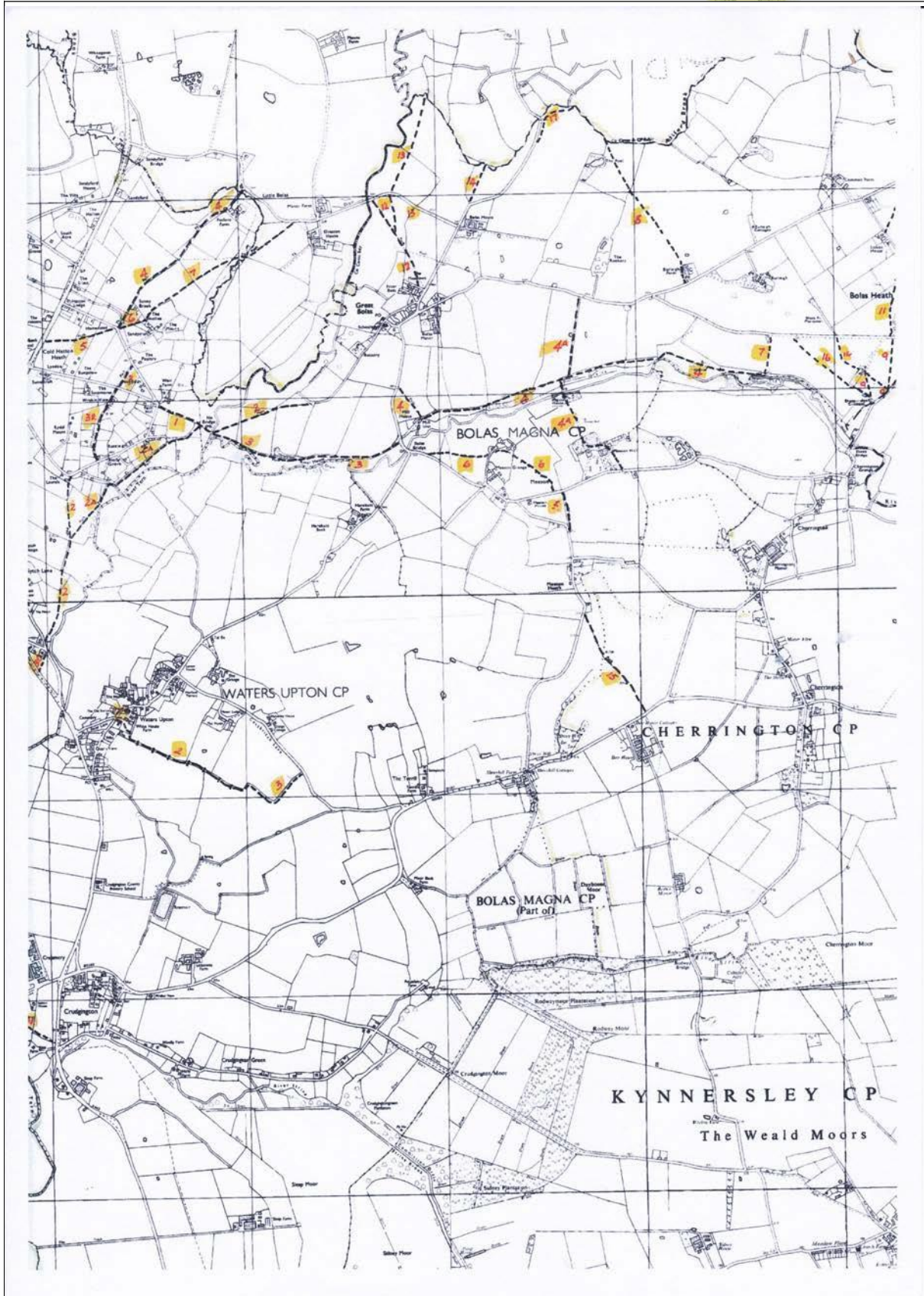


Fig 2.7 Right of Way



There are three churches in the Parish, St Michael's – Waters Upton, St John the Baptist – Great Bolas and St Mary - Crudgington, their main concern is the lack of cemetery space.

The Parish originally had three traditional Public Houses. One has changed to an Indian Restaurant and bar, the other two have closed.

Local Character (history – heritage)

There are more miles of Rivers in the Parish than there are classified Roads. The associated banks and wild life corridors are an intrinsic part of the natural character of the Parish. Villages within our area feature sand stone walls, they are a characteristic of the Parish, and were historically quarried in the local area. Along the roadside, traditional hedgerows are prominent.

The Well in Waters Upton was refurbished some years ago and this local land mark, which is also the Parish Council logo, is considered a valuable asset.

There are numerous Tree Preservation Orders in place and hundreds of mature trees that enhance the landscape.

The lack of street lighting avoids the urban plague of light pollution and allows clear views of the night sky.

Education

Crudgington Primary School has no capacity to extend on its current site.

One of the two feeder secondary schools, The Blessed Robert Johnson, is due to re-locate to the opposite side of the Borough soon, and its site will be taken over by the Charlton School. It is understood that the current site of the Charlton School will be developed for other uses.

Getting around

Over the last 30 years we have seen a reduction in public transport services from seven days a week to a partial six day a week service. It should be noted that while the Parish is part of the Borough of Telford & Wrekin, the only centre that can be reached from Waters Upton Village, for full time employment, is Market Drayton. From Crudgington it is possible to reach Shrewsbury, Market Drayton, and Newport. Crudgington is the only village able to access, by public transport, an area of employment that is within the Borough. These are only suitable for people working within the hours of 9am and 5pm. Telford and Wellington, the areas with the greatest employment opportunities, are not accessible.

These restraints also mean that travelling to Doctors surgeries and the Princess Royal Hospital is, in most cases, not possible.

The nearest adult learning evening courses are in Wellington, but unfortunately, these cannot be reached by using public transport.

There is one short cycle route connecting Waters Upton Village and Crudgington and very few pavements within the Parish. Many of those that do exist are below the minimum width requirement.



1.3 Process Summary

Being such a small community, less than 900 in total, we were able to collect many more of the concerns and ideas of residents during face to face discussions than would be possible in a larger community.

The process started with a public meeting on the 20th April 2012 to identify the areas to be considered for inclusion in the Plan.

A further public meeting was held in June 2012 at which further comments were listed for consideration in the Plan.

Following the public meeting five themes were identified for public consultation and these continued to form the topics of the Plan.

- Housing
- Green spaces and public spaces
- Amenities & Employment
- Local Character
- Getting around

During the general consultation that followed it became clear that by far the biggest concern of residents in the central area of Waters Upton was that it had been identified for development in the TWC Core Strategy

In May 2013 a public meeting was held at the Village Hall to view plans for further development in the central area and to collect the response and thoughts of residents in this area. A summary of responses is in the Evidence Base.

Also in May 2013 Waters Upton applied to TWC for designation of the Plan area.

In July 2013 a mail shot survey was carried out to all residents in central Waters Upton to expand on the information gathered in May. A summary of responses is in the Evidence Base.

On 5th August 2013 a six week consultation began on the proposed Plan area. This was concluded on 20th September 2013.

In November 2013 TWC approved the designation of the Plan area.

29th January 2014 at the Parish Council meeting it was agreed to commence the writing up of the Plan.

In February a second mail shot survey was carried out including every dwelling in the Parish. In addition to previously covered topics a question on preferred sites for larger scale development was included. This was based on SHLAA sites and was to look at preferences for the later years of the Plan, should a demand for more houses than the current target level be required.

7th February 2014 a meeting was held at the Parish Centre to discuss the implications of the SHLAA and the effect on the Parish.



26th February 2014 a meeting was held at the Parish Centre to outline the Plan construction. This was further discussed at the Parish Council meeting that evening.

5th March 2014 a meeting was held at the Village Hall when areas of responsibility were agreed to assist in the production of the Plan.

18th March 2014 a meeting was held at the Parish Centre to agree the framework of the Plan.

There are no policies, in our view, that affect the Environment Agency or English Heritage and Natural England. We have, however, requested their confirmation of this. Confirmation was received from TWC on 13/11/2014 that a screening process has confirmed no further action is required as there are no significant environmental effects resulting from the WUNP. Details of this are included in the Evidence Base.





SECTION TWO

2.1 Visions and Objectives

A summary of the issues raised by local people during public meetings and surveys that have shaped the Plan along with Core Objectives developed after consideration of the issues.

This information is drawn from the following documents that support the Plan:

- The Evidence Base, which gathers information from a variety of documents, mainly produced by TWC, that provide details of the Physical, Social and Economic issues affecting the Plan area.
- The Consultation Statement lists the Consultations that have taken place and the feedback received from residents.

These documents are available to view on request to the Clerk of the Parish Council, Katrina Baker MBE.

For each heading, the main issues raised by the residents, are set out. These are followed by the objectives that were developed from these comments and adopted as the basis of the Plan.

2.1.1 Housing

Main comments raised by local people during the consultation include:

- The definition of Waters Upton as a settlement suitable for development
- The over development of the central area of Waters Upton
- The lack of local demand for more houses to be built in the Parish
- The high proportion of 3-4 bedroom houses approved with no local demand
- The lack of bungalows to allow residents to down-size and remain in the Parish
- The need to protect the rural setting and villages by building any future development greater than infill, which may be required, on the Dairy Crest Site or the SHLAA site 551, as stand-alone projects



OBJECTIVE 1

To direct housing towards small infill sites within the built-up area of Waters Upton.

OBJECTIVE 2

To provide an appropriate mix of housing type, size and tenure to meet local need.

OBJECTIVE 3

To meet the local housing needs of the community.

OBJECTIVE 4

To restrict residential development to small infill sites within the built up area of Waters Upton and the previously developed Dairy Crest site at Crudgington.

2.1.2 Green Areas and Public Spaces

Main comments raised by local people during the Consultation include:

- The erosion of the rural atmosphere of the area
- The loss of green and open areas
- Safeguarding the play areas
- The need to continue the maintenance and enhancement of the remaining green areas
- The maintenance and protection of the Rights of Way

OBJECTIVE 1

To protect, maintain and enhance visually valuable green areas within villages which offer benefits to health, wellbeing and local ecology

OBJECTIVE 2

To protect, maintain and enhance existing formal and informal sports and recreational facilities which encourage outdoor activities and promote life-long fitness.

OBJECTIVE 3

To protect Public Rights of Way and maintain Stiles and Way-markers which enable communities and visitors to appreciate the rural area.



2.1.3 Amenities & Employment

Main comments raised by local people during the Consultation include:

- Enhance the Village Hall usage and events.
- Install Wi-Fi in the community buildings and provide high-speed broadband.
- Modify the Parish Centre to enlarge the rooms.
- There is a lack of cemetery space for future years.
- Additional parking is needed for the Village Hall.
- Lack of employment opportunities and small business site provision.

OBJECTIVE 1

To encourage the use of community buildings and facilities working in partnership with local organisations

OBJECTIVE 2

To upgrade broadband, use of Wi-Fi facilities and IT technology for employment purposes allowing greater and broader use of our community facilities.

OBJECTIVE 3

To increase the available cemetery space at locations within the Parish.

OBJECTIVE 4

To support alternative use of redundant buildings and seek to provide employment opportunities





2.1.4 Local Character

Main comments raised by local people during the Consultation include:

- Protect rivers and wildlife corridors
- Protect sand stone walls and mature trees
- Protect the Waters Upton Village Well
- Avoid light pollution

OBJECTIVE 1

To protect rivers and wild life corridors which are an integral part of the Parish landscape.

OBJECTIVE 2

To protect and enhance existing sandstone walls, hedges and trees and significant features which give the Parish its character and define its heritage.

OBJECTIVE 3

To maintain, protect and improve the Waters Upton Village Well and all historical features including listed buildings.

OBJECTIVE 4

To protect the landscape character of the villages within the Parish and continue to define their own identities. To recognise and protect the importance of our villages which are set within a distinct rural landscape with generous cartilages. To avoid light pollution in the built up areas.

2.1.5 Getting Around

Main comments raised by local people during the Consultation include:

- Public transport available to the Parish restricts employment and education opportunities for those without their own transport.
- The lack of suitable pavements within the Parish means walking is dangerous.

OBJECTIVE 1

To seek to improve public transport as much as rural distribution allows thus relieving the need for excessive vehicle movements.

OBJECTIVE 2

To improve pedestrian and cycle way connections within the plan area and further afield as appropriate.



SECTION THREE

3.1 The Neighbourhood Plan Policies

3.1.1 Housing

Policy WUH1

New housing shall be supported in the village of Waters Upton on small infill sites or plots that do not cause a visual intrusion into open countryside and, subject to the provisions of Policy WUH2 and WUH3, elsewhere in the parish of Waters Upton the Council will only support applications for new housing in exceptional circumstances

Policy WUH2

Affordable housing including small scale solely affordable housing schemes will be supported in the village of Waters Upton and elsewhere in the parish of Waters Upton provided that the proposal helps meet identified local need

Policy WUH3

Proposals for new housing on the previously developed Dairy Crest Site at Crudgington shall be supported provided that appropriate conditions and planning obligations are imposed in particular to secure affordable housing to contribute towards meeting identified local need.

Policy WUH4

Developers will be required to provide appropriate community benefit through the imposition of planning obligations having regard for the relevant law and national guidance on planning obligations.



3.1.2 Green Areas and Public Spaces

Policy WUGS1

To ensure the protection and retention of green areas, play areas and recreational space which are locally important and that contribute to the quality, character and amenity of the settlement.

Policy WUGS2

To protect and enhance rights of way and maintain a good quality network within the Parish.

3.1.3 Amenities & Employment

Policy WUA1

To sustain, retain and enhance local services and community facilities in the Parish including Churches, the Village Shop, the Parish Centre, Crudgington Primary School, and the Village Hall.

Policy WUA2

To promote and support the development of high speed broadband technology and other communications networks, within the parish to enhance the provision and use of local community facilities and services

Policy WUA3

To encourage and support small businesses. To promote the use of suitable redundant buildings for appropriate employment use.



3.1.4 Local Character

Policy WULC1

To ensure the protection of rivers, water courses and wildlife corridors

Policy WULC2

Future development must seek to retain or enhance features that characterise the villages such as sandstone walls, hedges, protected trees and Waters Upton Village Well

Policy WULC3

To keep to an absolute minimum, light pollution in the Parish, the most appropriate designs of external lighting must be used in any new development.

3.1.5 Getting Around

Policy WUT1

All development must make provision for adequate parking and servicing and address any local off-site highway impacts.



SECTION FOUR

4.1 Monitoring and Review of the Plan

It is expected that Telford & Wrekin Council will continue to monitor progress relating to the number of dwellings and number of affordable homes delivered during the Plan period, as part of the wider monitoring responsibilities for the Borough.

The Plan covers the period 2014 to 2031. It is, therefore, essential for the long term success of the Plan that developments in the Plan area are monitored and reviewed against the Plan's Objectives and Policies.

Waters Upton Parish Council will need to monitor the delivery of the policies in this Plan, and work to ensure that benefits to the community of Waters Upton Parish are achieved.

Each Agenda for Parish Council meetings will include an item "Waters Upton Parish Neighbourhood Plan" which will ensure the matter is continually reviewed and reported upon during its life.

Each Parish Council meeting, on the anniversary of adoption of the Plan, will include a report of the impact of the Plan in the previous year and the likely implementation of the Plan for the forthcoming year. The Parish Council will bring any problems with delivery to the Borough Council's attention as part of their response to the Annual Monitoring Report.

In 2019 and 2024 there will be thorough five year reviews of progress by a freshly recruited community based steering group. The purpose of these reviews will be to hold the Parish Council to account for their stewardship of the Plan, and to consider the need for proposing a review of, or amendment, to the Plan to Telford & Wrekin Council.

In 2029, the Parish Council will again recruit a new Steering Group from within the community to undertake a review and decide on the need for a subsequent fifteen year plan and if so decided, to overview the development of the new plan which would commence in 2031.



TELFORD & WREKIN COUNCIL

CABINET - 16 JUNE 2016

HOUSING ASSISTANCE POLICY

REPORT OF ASSISTANT DIRECTOR: COMMERCIAL SERVICES

LEAD CABINET MEMBER – CLLR RICHARD OVERTON

PART A – SUMMARY REPORT

1 SUMMARY OF MAIN PROPOSALS

1.1 Under Part 1 of the Housing, Grants, Construction and Regeneration Act 1996, the Council has a statutory obligation to provide mandatory Disabled Facilities Grants to provide specialist adaptations to meet the care and mobility needs of people with disabilities to enable them to live independently with privacy and dignity. The current policy is from 2008 and this report proposes a new policy which sets out new assistance which enables us to reduce admissions to hospital and care and allows for faster discharge from hospital.

1.2 The care and support reforms and introduction of the Better Care Fund (BCF) in April 2015 places the Disabled Facilities Grant as a key lever in the delivery of integrated health and social care services, contributing to reducing delays in hospital discharges, hospital avoidance and putting in place support and interventions to help older adults and disabled people to remain in their homes.

1.3 In order to meet the Council’s statutory obligations in a fair and transparent manner, an updated draft Housing Assistance Policy has been developed which sets out how the Council will provide Disabled Facilities Grants and other housing assistance within the private housing sector and help meet some of the Public Health, Social Care and NHS Outcomes.

2 RECOMMENDATIONS

- **That Cabinet approve the Housing Assistance Policy**
- **That delegated authority is provided to the Housing Service Delivery Manager to carry out any minor policy amendments which do not materially affect the policy.**
- **That delegated authority is provided to the Assistant Director: Commercial Services in consultation with the Lead Cabinet Member for Housing, Leisure and Health for all other changes to the policy.**

3 SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Council priorities	
	Yes	<ul style="list-style-type: none"> • Protect and support our vulnerable children and adults • Improve the health and wellbeing of our communities and address health inequalities • Regenerate 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	Residents in the borough in need of adaptations to remain living independently in their own homes and helping those in hospital who require assistance or repairs carried out to their home before they can be discharged from hospital or care.

TARGET COMPLETION/ DELIVERY DATE	Scheme in place by June 2016	
FINANCIAL/ VALUE FOR MONEY IMPACT	Yes	<p>Government funding for Disabled Facilities Grants is provided through the Better Care Fund as part of the integration of health, social care and housing with an aim to improve outcomes across these sectors. It is an unringfenced grant but there is a statutory duty to provide DFG to those who qualify. Telford and Wrekin Council have been allocated £1.575million for DFG from the Better Care Fund in 2016/17 to meet this obligation. The proposals in this report will be met from this fund. The funds are part of a Section 75 Pooled budget agreement between the Local Authority and CCG and the associated governance arrangements apply.</p> <p>DR/PH/TS 17.5.2016</p>
LEGAL ISSUES	Yes	<p>The Council, in its role as a local housing authority, is under a statutory duty by virtue of the provisions of the Housing Grants, Construction and Regeneration Act 1996 (the Act) to provide Disabled Facilities Grants for private sector residential adaptations where the appropriate legislative conditions are met.</p> <p>Under the Regulatory Reform (Housing Assistance) (England & Wales) Order 2002 (the Order) local authorities are able to provide financial assistance through the provision of discretionary grants and loan schemes to a specified class of applicants and can attach such conditions or terms that they consider appropriate in the circumstances.</p> <p>Disabled Facilities Grants (DFG) now remains the only national mandatory grant, with all other types of assistance being at each Council's discretion. Although the provision of mandatory DFG's is covered by the Act and the Council must comply with the legislation, this Policy also sets out the steps that will be applied in the provision of DFG's with regards to matters not covered by the legislation and other discretionary support.</p> <p>Before the Council can provide any assistance under the Order they must adopt a policy for the provision of assistance, and give public notice of the policy. In addition, the Council must ensure that the policy is freely available to the public. Any assistance must then be provided in accordance with the policy.</p>
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	Risks include; Increased housing issues if people cannot remain in their own home, increased pressure on care and hospital if residents can not remain or return home due to unsuitable housing.
IMPACT ON SPECIFIC WARDS	Yes	Impacts will be greatest in those wards where there are a higher number of elderly or disabled clients.

PART B – ADDITIONAL INFORMATION

4. Information

4.1. Demand

4.1.1 On average there are circ 300 adaptations carried out each year with an average cost of £7,000 an application.

4.1.2 However future demand is likely to be even higher due to an ageing population in Telford & Wrekin Council and the 2011 Census reveals that 8,660,529 older people lived in England, including 4,019,419 older people living in their own home with limited day-to-day activities owing to a longstanding health condition or disability. In 2011 the age structure of Telford & Wrekin shows an ageing population and consists of:

Age	No of people	Percentage
45 – 64	43,031	25.8%
65 – 84	21,409	12.8%
85+	2,680	1.6%

Telford and Wrekin has around twenty seven thousand two hundred people who are sixty-five years or more. This is projected to rise to over forty thousand by 2030 (see Table 1 below).

Table 1. Population aged 65 and over and the projected data to 2030 Telford and Wrekin – Total

	2014	2015	2020	2025	2030
Total Population	169,000	169,600	173,000	175,800	178,100
People aged 65-69	9,200	9,400 (2%)	9,000 (12%)	9,300 (1%)	10,900 (18%)
People aged 70-74	6,900	7,100 (3%)	8,800 (28%)	8,400 (22%)	8,700 (26%)
People aged 75-79	5,000	5,100 (2%)	6,300 (26%)	7,900 (58%)	7,600 (52%)
People aged 80-84	3,300	3,500 (6%)	4,200 (27%)	5,200 (58%)	6,600 (100%)
People aged 85-89	1,800	1,900 (6%)	2,400 (33%)	3,000 (67%)	3,800 (111%)
People aged 90 up	1,000	1,100 (10%)	1,400 (40%)	1,800 (80%)	2,500 (150%)
Total population 65 and over	27,200	28,100 (3%)	32,100 (18%)	35,600 (31%)	40,100 (47%)

Source: ONS 2012-based Sub-national population projections

- The rates of increase are greatest in those in the older cohorts, the numbers of those ninety years and over projected to rise by more than 150% by 2030 (Table 2).
- The population of those sixty five years of age and over in 2014, represents a relatively modest proportion of the population at 16.1% (Table 3) - below the level for England as a whole and for some surrounding areas. For reasons directly connected to the development of Telford, this is a relatively young population. The same effect is to be seen in those in the oldest cohorts where those eighty-five years of age and over make up less than 2% of the population.
- The rate of change to 2030 is dramatic – by this date the proportion of those sixty-five years of age and over will have increased to 22.52%, slightly exceeding the average for England. Among those eighty-five years of age and over the rate of increase means that, as a proportion of the total population those in this age group will be marginally below

the national average. Whilst bringing Telford and Wrekin in line with national averages this will represent a substantial shift for the area.

- Ageing and levels of dependency/the need for service are linked closely - this increase in the ageing of the population will have a direct impact on the need for care and support services and appropriate accommodation.

4.1.3 The vast majority of older and disabled people live in mainstream housing, with only a small percentage (c6%) living in properties that have been specially built for older or disabled people. Two thirds of people with dementia live in the community.

4.2 Current Arrangements

4.2.1 Under the Housing Grants, Construction and Regeneration Act 1996, local authorities must provide mandatory Disabled Facilities Grants (DFG). The purposes for which mandatory DFG may be given are set out in section 23 (1) of the 1996 Act and fall into a number of categories, including;

- facilitating access to and from the dwelling
- facilitating access to gardens where reasonable and practicable
- facilitating access to a room used or usable as the principal family room
- facilitating access to a room used or usable for sleeping
- Facilitating access to a room in which there is a lavatory, a bath or shower and a wash basin.
- Facilitating access for the preparation of food
- Improving the heating system or providing heating system usable for the use of the disabled applicant
- Facilitating the use by the disabled occupant of a source of power, light or heating
- Facilitating access by the disabled occupant around the dwelling to enable him or her to care for a person who is normally resident and in need of such care

4.2.2 All adaptations must be “reasonable, practicable, necessary and appropriate”. All tenures can apply for a DFG but applicants must have a financial means test carried out to determine, what if any contributions the disabled person must make towards the cost of the work. Where the child is the disabled applicant, they are eligible for the grant and there is no means test. The maximum grant limit is £30,000.

4.2.3 The current mandatory Disabled Facilities Grant has not changed for many years since 2008 when the increase of grant went from £25,000 to £30,000. Over this time the financial means test has not changed but with the introduction of the Welfare Reform and Localism Act some of the benefits have changed. This means that some residents who may have been eligible previously as part of the financial means test no longer qualify. Also the cost of carrying out the adaptations have increased and with more complex adaptations required, many adaptations costs are above the £30,000 maximum grant, meaning the client would have to pay any additional costs above the grant limit which many either struggle to pay or cannot pay at all.

4.3 Proposed New Arrangements

4.3.1 The removal of the restrictive ring- fence on the funding will allow the Council to deliver a more flexible Assistance Policy. The policy will help improve delivery and reduce the bureaucracy involved in the DFG application process, helping to speed up the process and

enable local authorities to develop a simplified system which can deliver small-scale adaptations quicker and offer a service which rapidly deals with inaccessible housing or the need for a discharge of people from hospital. The policy still has the mandatory Disabled Facilities Grant, however key additions proposed in the new policy are:

* Wellbeing Assistance: This will provide assistance to help with home repairs or equipment to reduce hospital or care admissions and speed up hospital discharge.

* Discretionary Disabled Facilities Top Up Grant: This will provide assistance for adaptation works that are above the maximum DFG grant level of £30,000.

* Disabled Facilities Investigation Grant: This will provide assistance prior to a full DFG to allow for investigation works to be carried out on the house to ensure the property can be adapted where necessary.

4.3.2 The provision of adaptations and equipment is a key component in enabling people with dementia to live independently for longer, and also to support carers. There are also a growing number of disabled children and younger adults whose health and lives are significantly improved through home adaptations.

4.3.3 Home adaptations contribute to meeting a range of Public Health, NHS and Social Care Outcomes. The vast majority of disabled people (all ages) live in general housing and so home adaptations play a key role in enabling safe, healthy and independent living at home. Home adaptations can reduce health and social care costs, help to reduce risk of injury, enable faster hospital discharge, delay onset of admission to residential care and reduce care costs. Studies in a range of disciplines confirm that the home environment is a quantifiable determinant of health, quality of life and well-being. This new policy will enable us to deliver some of these health, wellbeing and financial benefits by enabling quicker and more flexible home adaptations to be delivered.

4.3.4 Further details of who is eligible for the assistance is set out in the attached policy. Whilst not everyone will be financially eligible for this assistance we do already offer a service to self funders to oversee and manage adaptations. We will seek to promote this service more widely and we will explore future options to increase the take up of this service, for example a business case to look at a loan scheme for those who do not meet the financial eligibility criteria.

4.4. Funding

4.4.1 DFG funding was provided from DCLG and as a local authority we have historically topped up the grant to be able to carry out the required adaptations in the Borough. The grant from DCLG in 2014/2015 was circ £700,000.

4.4.2 From 1st April 2015 there was a significant change in the way that national government provided funding for Disabled Facilities Grant. The funding for DFGs is now allocated through the Better Care Fund. This gives an opportunity to consider how to integrate provision of help with home adaptations across housing, health and social care systems.

4.4.3 For Telford & Wrekin we have £1.5 million allocated for DFG under the Better Care Fund for 2016 - 2017. The new policy meets the objectives set out in the Better Care Plan and assistance will be provided from this funding.

5. PREVIOUS MINUTES

None

6. BACKGROUND PAPERS

Housing Assistance Policy

***Report prepared by Toni Guest (Housing Service Delivery Manager),
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Housing Assistance Policy

Introduced: June 2016

Reviewed: Annually July 2017

**Developed by: Toni Guest Housing Service Delivery Manager
Housing Service Area**

Contents:

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Housing Assistance Policy

This policy sets out the way in which Telford & Wrekin Council will provide both mandatory and discretionary grants in respect of private sector residential properties. The policy contains information on eligibility for grant assistance, conditions relating to applications, approval and payment of grant and other relevant conditions and requirements.

1. Introduction

The Council, in its role as a local housing authority, is under a statutory duty by virtue of the provisions of the Housing Grants, Construction and Regeneration Act 1996 to provide Disabled Facilities Grants (DFG) for private sector residential adaptations where the appropriate legislative conditions are met.

The purposes for which a mandatory DFG may be given are for the following categories:

- i) Facilitating Access: to help overcome any obstacles that may prevent the disabled person from moving freely into and around the dwelling, access to the garden and enjoying the use of the dwelling and the facilities and amenities within in.
- ii) Making a dwelling safe for the disabled person.
- iii) Access to a family room:
- iv) Access to a room usable for sleeping
- v) Access to a bathroom
- vi) Facilitating preparation and cooking of food
- vii) To facilitate the use or access by the disabled person of a source of power, light or heat.

In order to approve a DFG the Council will work with the Occupational Therapy Service to identify the works that are necessary and appropriate.

Under the Regulatory Reform (Housing Assistance) (England & Wales) Order 2002, local authorities are able to provide financial assistance through the provision of discretionary grants and loan scheme to the full range of applicants and can attach such conditions or terms that they consider appropriate in the circumstances.

Disabled Facilities Grants now remain the only national mandatory grant, with all other types of assistance being at each Council's discretion. Although the provision of mandatory DFG's is covered by the Act and the Council must comply with the legislation, this policy also sets out the steps that will be applied in the provision of DFG's with regards to matters not covered by the legislation.

2. Purpose of the Policy

This policy provides information to the residents of Telford & Wrekin Council on the financial assistance and advice service that may be available from the council to ensure their home is safe to live in and maintain their health and wellbeing. This policy is available to private sector home owners and tenants (subject to certain criteria) throughout Telford & Wrekin. The Policy will describe in details:

- The full range of assistance that may be available
- Who is eligible for this assistance
- The level of assistance being offered
- Legal conditions attached
- How to make an application

Assistance will be targeted at those households who by virtue of age, disability or financial disadvantage as being in most need.

The intention with this policy is to outline the mandatory and discretionary grants and loans available from the local authority including eligibility criteria, terms and conditions that the local authority places on those wishing to access this funding. This policy will replace those policies already in place for existing grants and loans the local authority currently offers.

Given that resources are limited and that there is a substantial demand, it is essential to ensure that financial assistance is offered on a fair, prioritised basis which proper regard to competing needs.

3. Policy Information

This policy covers:

- The arrangement and conditions for the administration of the Disabled Facilities Grant
- The criteria and conditions under which other discretionary financial assistance by way of both grants and loans will be offered and the arrangements and conditions for the administration of other discretionary financial assistance.

4. Policy Aims:

This policy supports the following aims:

- The Council aims to help disabled people adapt their homes to enable them to continue to live more independent lives. It does this by providing Disabled Facilities Grants, Discretionary Disabled Supplementary Top Up Grant, DFG Investigations Grant and Wellbeing Assistance
- The Council aims to help people to be discharged from hospital or reduce hospital admittance and reduce care support by providing financial assistance under Wellbeing Support. This will provide support which meets the above aims by carrying out emergency repairs in their home, carry out small adaptations and

other assistance works to ensure the home is in a condition to allow the client to live as independently as possible.

5 Financial Assistance Available

To meet the objectives of this policy the Council may provide the following grants and assistance (subject to budget availability)

Mandatory Grants

- Mandatory Disabled Facilities Grant

Discretionary Grants

- Discretionary Disabled Supplementary Top Up Grant
- Disabled Facilities Grant Investigation Grant
- Wellbeing Assistance

The availability of all grant and assistance will be subject to the Council's annual budget setting procedure. All non-mandatory grants or assistance are offered at the Council's discretion and the framework for this is subject to this policy. Details of each grant/assistance are attached in the appendices.

General Information about Grants.

- With the exception of the Disabled Facilities Grants, all the grants described will be given at the Council's discretion.
- Funds will be prioritised due to limited resources.
- The grants are only available for properties which are located within the boundaries of the Borough of Telford & Wrekin Council.
- The Council will attach specific conditions to grants and tell applicants what these conditions are before it gives an approval for a particular grant.
- The Council will not accept grant applications from the owners or occupants of commercial premises, such as hotels or guest houses.

6. Applying for Assistance

6.1 The Council's Housing Manager will manage all applications for assistance in accordance with this policy document.

6.2 Applications will be assessed and processed by the case workers in the Housing Team.

6.3 The normal procedure for applying for assistance is as follows:

a) Initial Enquiry

Upon receipt of an initial enquiry for assistance the housing team will provide information and take details to enable them to quickly assess if the client is eligible. An application for a Disabled Facilities Grant can only be through a recommendation from Telford & Wrekin Council's Occupational Therapist. Upon receipt of the Occupational Therapists referral form, the case worker will make contact with the client and either send out the relevant application

form to complete and send in the relevant evidence, or if the client is unable to complete the application then a home visit will be arranged to complete the form.

b) Application

Where it is determined that financial assistance may be available the applicant will be provided with an application form or if appropriate a home visit will be arranged with a case worker who will complete the application form. The applicant must submit with the application:

- Fully completed application form signed.
- A copy of the land registry for the property which confirms ownership.
- Proof of benefits
- Proof of income
- Signed letter for agreement of a charge to be placed on the property
- Any details supporting any contribution to be made

For Disabled Facility Grants, Discretionary Disabled Supplementary Top Up Grant and Disabled Facility Investigation Grants a test of resources will be carried out to determine eligibility of the grant and any client contribution. Where a client contribution is identified, this must be paid before work commences.

Where eligible, enquiries will be maintained on a waiting list on a priority basis or and where not a priority 1 then based on a first come first served basis.

Where it is established that the applicant will have to make a contribution towards the cost of the works as a consequence of the test of resources or because the costs exceed the maximum level of financial assistance they will be advised of that amount. The applicant must confirm in writing that they are able to provide the amount of their contribution.

The applicant will be given 8 weeks from the date of the application form completed to make a decision if they wish to go ahead with the works. Upon expiry of this period, the application will be cancelled and the applicant will have to re-apply.

Where it is established that an applicant is not eligible for financial assistance they will be advised accordingly and offered our Home Improvement Agency services and signed posted to other agencies.

c) Approval of Application

When the application has been determined the Council will make a formal offer of assistance. Acceptance of the offer must be confirmed by the applicant within two weeks of the offer letter, after which the application will be cancelled.

Preliminary and Ancillary fees and charges associated with the provision of assistance will be applied by the Council specific to each scheme as identified in the appendices.

An approval of assistance will be issued once the offer of assistance has been accepted. This will detail the terms and conditions and the timescales for completion of the works and payment details.

d) Payment of assistance

Payment of assistance will be upon satisfactory completion as determined by officers at Telford & Wrekin Council and the applicant of the eligible works and receipt of satisfactory invoices from the contractors.

Interim payments of assistance may be made at the discretion of the Council. Payments will not exceed 90% of the value of the work completed at any stage.

Works will be inspected to ensure they have been satisfactorily carried out.

Payments will usually be made direct to the contractor; however the Council reserves the right to make payment to the applicant in circumstances where it is considered preferable or appropriate.

Where an applicant is required to make a contribution towards the cost of the works, this will need to be paid by the applicant direct to the contractor.

Financial assistance will be subject to the terms and conditions detailed in this policy and an associated legal charge in favour of the Council will be registered as a land charge at the Land Registry before works are completed.

e) Authorisation

Authorisation to approve, amend or refuse applications and to pay the amounts of any grants under this policy will be through the Council's Housing Manager. In cases of urgency, authorisation to undertake works related to this policy may be granted by another manager within Commercial Services or an Assistant Director at Telford & Wrekin Council.

f) Unforeseen works.

The amount of grant may be increased after an offer of assistance has been accepted and the works commenced where it is shown that additional works are required that could not have reasonably been unforeseen.

g) Fees

When making an application for assistance, applicants will incur fees and charges. Fees and charges can include any fees the Council deem appropriate. These fees will be outlined to you as part of the application process.

7. Eligibility Criteria

The following conditions apply:

Disabled Facility Grant, Discretionary Disabled Facilities Supplementary Top Up Grant, DFG Investigation Grant.

- The applicant must live in the dwelling as his or her main residence
- If the applicants are a tenant, licensee or occupier, written permission must be obtained before a DFG can be approved. Where a landlord withholds his permission for the works to be undertaken, a grant cannot be given. Where the owner of a

privately rented dwelling cannot be located, or has died and the dwelling is in probate a grant cannot be given.

- The availability of a grant is dependent on all three of the following criteria being met:
 - The works are necessary and appropriate , and
 - The works are reasonable and practicable, and
 - The applicants means-tested contribution identifies they qualify for the grant.

- Necessary and Appropriate

The Occupational Therapist will assess the disabled person's needs and where necessary will consult with the Home Improvement Agency when advice relating to technical matters is needed. The Council will accept the works recommended in the Occupational Therapists referral as those which are 'necessary and appropriate' to meet the disabled persons needs.

- Reasonable and Practicable

The Council must be sure that it is reasonable and practicable to approve a grant for an adaptation having regard to the age and condition of the dwelling. It is not reasonable and practicable to adapt some dwellings, for example:

- Where there are multiple or excessive changes in levels.
- Where the dwelling is in a poor or dilapidated condition
- Where the dwelling is a listed building or in conservation area and the adaptation would be prohibitively expensive or inappropriate.
- Where the adaptation work would have a negative effect on other residents
- Where the dwelling is overcrowded.

In cases where it is not possible to adapt a dwelling to an appropriate standard or where the cost of the works is considered excessive, the Council will take the view that the works are not 'reasonable and practicable'. If this is the case, the Council can offer financial assistance toward the cost of moving to a more suitable dwelling in an applicant is in agreement.

- Test of Resources

All applicants applying for a DFG in accordance with the Act are means tested, except in children's cases. The test of resources only takes into account the resources of the disabled applicant, and their spouse or partner where applicable.

Applicants in receipt of some Income related benefits will be pass ported through the means testing process.

- In circumstances where the test of resources results in a 'nil' grant i.e. where the applicants contribution is greater or equal to the cost of the works the applicant can request the Council to approve the 'nil' grant. This will enable the cost of these works to be deducted from any future application for a DFG within the following 10 years providing the adaptations recommended by the Occupational Therapist were provided in full.
- Once the Council has determined the proposed works are necessary and appropriate and reasonable and practicable the following should be carried out and taken into account:

- Grant works should properly and fully meet the assessed needs of the applicant. Grants that only partially meet those needs will only be considered in exceptional cases. (for example: where the disabled persons condition is deteriorating and independent living is unlikely to be sustained for long)
- Works funded by means of DFG will be the simplest and most cost effective adaptations that will meet the applicants assessed needs.
- Where practicable, the change of use of existing rooms or the re-ordering of rooms will be the preferred solution and will take precedence over the construction of extensions.
- The DFG will generally only fund one facility to a dwelling. For example one external door will be provided with a ramp, unless a need is determined by the Occupational Therapist.

Wellbeing Assistance

The following apply:

The applicant must live in the dwelling as his or her main residence.

- The applicant must be defined as vulnerable which is defined by the Government as those in receipt of the following state benefits:
 - Income support
 - Housing benefit
 - Council tax benefit (not the single occupancy discount element)
 - Income based Job Seekers Allowance
 - Guaranteed Pension Credit
 - Child Tax Credit or Working Tax Credit for which his/her income has been calculated to be less than the sum determined annually by DWP for means tested purposes currently £15,050.
- Applications will only be accepted on a referral from a health professional, occupational therapist or social care officer and a need has been determined that the works required will reduce or stop an admission into hospital or into care or help with a discharge from hospital.

8. Home Improvement Agency Service

- The Council offers an Agency Service which will manage the works or adaptation project on behalf of the applicant. This includes appointing a contractor (subject to the applicants approval and selection), applying for planning and/or building control permissions, agreeing commencement date with the applicant and the contractor and supervising the works on site by carrying out regular site visits. The fee for this is as indicated in the appendices.
- The applicant will be offered a choice of contractors to carry out the work however the grant will only fund the lowest tender price.

- If during the course of the grant process an applicant decides they no longer wish to use the services of the Agency, they will be responsible for paying back any reasonable cost incurred by the Agency up to that point.

9. Non Agency Application

- If an applicant chooses to not use the services of the Council's Agency. They must follow the steps as outlined in the non agency pack which will be provided to the client if they choose not to use the Agency. You must provide drawings of the proposed adaptations and these must have been approved by the Occupational Therapist before you obtain quotes. You must obtain a minimum of three itemised competitive quotes and only for the work that has been identified as needed by the Occupational Therapist.
- If a relative of the applicant provides the quotations, the grant will be approved for the cost of the materials only. The applicant will be responsible for the cost of labour.
- The grant will only cover the lowest price quotation but applicants will retain the right to choose their own contractor providing:
 - The contractor is qualified and suitably experienced to undertake the works required
 - The contractor provides a quotation in accordance with the required works.
 - The applicant funds any difference in costs
 - The contractor is not a relative of the applicant.
- Once the application is approved formally in writing, the applicant can contact the contractor to arrange a start date. Work should not commence until Planning and/or Building Regulation approval is in place, or confirmation that the work is confirmed as exempt otherwise the grant may not be paid.
- As part of the grant conditions, the works must be completed within 1 month from formal approval and must be carried out by one of the contractors whose estimate was submitted with the application. The contract for the works remains between the applicant and contractor.
- Where an architect or structural engineer is required the applicant will be responsible for engaging their services. However the Council must approve the estimated fees for such services before the grant is approved.

10. Approval Timescales

- The Council has six months to approve a grant once a formal application is made for a mandatory DFG.

11. Applicant funded works

- In some cases applicants may wish to carry out works above those eligible for grant funding. This is acceptable provided the alternative scheme pursued meets all the applicant's needs as assessed by the Occupational Therapist (OT) and it is agreed in advance with the OT and they have seen and approved the plans.
- The Council will only provide the funding to meet the assessed need by the OT and the most cost effective way of providing the need.

- Any unforeseen items and the applicant's responsibility.
- No interim payments will be made on alternative schemes.
- Full and final monies will only be released once the alternative scheme of works has been completed and an assessment can be made that the works fully meet the identified need.
- A grant will not be paid on any work that has commenced prior to grant approval.

12. Payment of Grants

- The Act allows the Council to pay the grant directly to the contractor on satisfactory completion of the works. Therefore, the Council will pay the contractor following the final inspection visit, providing the work has been carried out to its satisfaction and on production of a final invoice. This applies to agency and non-agency cases. However, if the applicant chooses to pay the contractor themselves, the Council will pay the applicant on production of a receipt.
- Where a dispute arises regarding the standard of the works the Council will withhold any payment until the works have been completed satisfactorily in the professional opinion of the Council. Where the works meet the Council's approval but the applicant is not satisfied the Council will not unreasonably withhold any payment to the contractor.

13. Maintenance/Warranties

- When adaptations or equipment is installed using a grant, the applicant who was awarded the grant becomes the owner and is therefore responsible for maintenance, repairs or removal of any equipment once it is no longer required. Therefore once the Grant works are completed, the Council will not finance or organise repairs or maintenance.
- The Council reserves the right to require the return of certain types of specialist equipment under a DFG.
- The Council does not remove adaptations or carry out re-instatement works when they are no longer required. However if the item is a stairlift which is under 5 years and they may assist you in providing a contact to help you remove the item.

14. Recycling of Equipment

- Where the Council has a recycling service for equipment that is no longer required, this service would be offered to other grant recipients. This will primarily relate to stairlifts and hoists. Any remedial works required will not be offered as part of the service.

15. Changes in Circumstances

- Certain changes in the applicants circumstances may affect the payment of the grant such as:

- Where the works cease to be necessary or appropriate to meet the needs of the disabled person
- The disabled person ceases to occupy the dwelling; or
- The disabled occupant dies.

In such circumstances the Council can decide:

- Not to pay the grant, or pay any further installments
- That some of the works should be completed and partial grant will be paid.
- That the grant application should be re-determined.
- Under the Act, the Council has the right to demand the repayment of grant that has already been paid, together with any interest in the circumstances above.
- The right to demand repayment also applies where the applicant ceases to be entitled to a grant before the completion of the works.
- The Council is entitled to refuse to pay grant, pay any further installments or recalculate the grant in circumstances such as:
 - The grant was approved on the basis of inaccurate, incomplete or false information
 - The cost of the works is less than the original estimates.

16. Housing Associations/Registered Provider properties

The Council is aware that whilst there is no specific legal obligation on Registered providers to fund adaptations to their own dwellings, it is good practice for responsible registered providers to respond to the needs of its disabled tenants. Therefore, the Council will seek to establish an agreement with the provider with regard to providing a contribution to any adaptations carried out to their dwelling for the benefit of the disabled occupier.

17. Complaints

The Council aims to meet the needs of all its customers. However there may be times when a person may feel that they are not satisfied with the service they have received or the manner or decision taken with regard to their application. In such circumstances, complaints may be made through our formal complaints procedure as following:

Customer Quality team

Telford & Wrekin Council

Addenbrooke House

Ironmasters Way

Telford

TF3 4NT

Telephone: 01952 382006

Email: customer.quality@telford.gov.uk

18. Policy Amendments

The Service Delivery Manager has delegated authority to make minor amendments which do not materially affect the policy. All other changes must be approved by the Assistant Director: Commercial Services in conjunction with the Lead Cabinet Member for Housing, Leisure and Health.

19. Appendix 1: Types of Financial Assistance:

Disabled Facilities Grant	
Maximum Amount	£30,000
Purpose	<p>Disabled Facilities Grant are available to adapt a property to suit the particular needs of a disabled person who resides at the property. Assistance is given to:</p> <ul style="list-style-type: none"> • Facilitate access into and out of the dwelling • Safe access into the garden • Access to the principal family room • Access to a bedroom • Access to a room with a toilet, bath/shower and wash basin • Facilities for the preparation and cooking of food • Making the property safer for the disabled person • Improving or providing a heating system <p>Where the work involved is such that the cost of the adaptations appears disproportionate and it may be in the best interests for the applicant to move to another property which meets needs or can be more readily adapted, the applicant will be offered funding to assist with the cost of relocation up to a maximum of £10,000, however the new property must either meet the applicants needs or be checked by an Occupational Therapist that it can be adapted to meet the applicants needs.</p>
Who can apply	<p>All owner occupiers and tenants, licensees or occupiers who are able to satisfy the criteria as set out in this policy. The applicant must have the intent to remain in the property for at least 5 years. This grant is subject to a financial means test which will determine if the applicant is eligible. Where the adaptations are for the child with disabilities, they are entitled to the grant but only works which have been deemed necessary and appropriate, reasonable and practicable.</p>
Conditions	<p>The applicant must have the intent to remain in the property for at least 5 years.</p> <p>Should the applicant wish to meet the need as identified by the Occupational Therapist in another means, you may be offered funding at the estimated initial cost of the recommended adaptation in order to meet needs. This funding will not be paid until the works are completed and the Occupational Therapist has agreed that the identified need has been met.</p>

	<p>For all DFG's we will place a local land charge on the property in accordance with the Housing Grants, Construction and Regeneration Act 1996 that will remain in place for 10 years following the completion of the grant work.</p> <p>The Council will claim all funding which is placed as a charge on the property with the sale or transfer of the property deeds. Should the applicant need to sell the property to move somewhere else to provide care we would make a decision on claiming the funding back on a case by case basis.</p> <p>The adaption works must be necessary and appropriate, reasonable and practicable as detailed in the Adaptations & Equipment Policy</p> <p>If the applicant is no longer eligible for the grant once work has started, the Council will reclaim any funding that has already been paid. Fees will apply to the grant at 15% to a maximum of £3800 per application.</p>
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Discretionary Disabled Facilities Supplementary Top Up Grant	
Maximum Grant	£10,000
Purpose	<p>To provide top-up funding for works of adaptation that has resulted in the maximum limit of the DFG being exceeded.</p> <p>This funding is available only in exceptional circumstances and when the adaption is to be completed to meet the need as identified by the Occupational Therapist and are deemed as necessary adaptations above the mandatory DFG limit.</p>
Who can apply	<p>Owner Occupiers and they must have already had an application which has been approved and that it is above the £30,000 maximum for agreed viewings. Where the grant is for a child with disabilities but the adaptations costs are more than the £30,000 grant limit, a means test will be carried out on the parents or child's guardian to determine financial eligibility.</p>
Conditions	<p>All the top up grant will be added to the mandatory DFG and included in the charge on the property and will remain until the property is sold or transferred and the Council will recoup the full amount of the Top Up Grant in all cases.</p> <p>The adaption works must be necessary and appropriate, reasonable and practicable as detailed in the Adaptations & Equipment Policy</p> <p>If the applicant is no longer eligible for the grant once work has started, the Council will reclaim any funding that has already been paid. The applicant must have the intent to remain in the property for at least 5 years.</p>

	Should the applicant wish to meet the need as identified by the Occupational Therapist in another means, you may be offered funding at the estimated initial cost of the recommended adaptation in order to meet needs. This funding will not be paid until the works are completed and the Occupational Therapist has agreed that the identified need has been met.

Disabled Facilities Investigation Grant	
Maximum Grant	£3000
Purpose	This grant is to assist applicants who need to carry out investigations prior to any adaptation work being able to be carried out and to determine the property is able to be adapted to meet the clients need. This is in addition to the mandatory DFG grant.
Who can apply	Eligible applicant must have made an application for a Disabled Facilities Grant and have been assessed to be eligible for a grant with a means tested contribution of less than £10,000
Conditions	Properties are eligible if there is a clear need determined by the Occupational Therapist that an investigation is essential to be carried out before any adaptation work can be carried out

Wellbeing Assistance	
Maximum Amount	£5,000
Purpose	To provide assistance to help with repairs in the applicants home or to carry out work which will help with either of the following: <ul style="list-style-type: none"> • Enable a discharge from hospital when an applicant cannot be discharged because of an issue connected to their home • Prevent admittance into hospital or residential care because of an issue connected to their home • Prevent additional care being provided at home because of an issue connected to their home.
Who can apply	Home owners or tenants who are responsible for repairs or if the need is relating to a piece of equipment and not within the landlords responsibility. Must be on an income related benefit.

	<p>For people over 65 or disabled and meets the above purpose.</p> <p>It must be the applicants only dwelling</p>
Conditions	<p>The applicant must have the intent to remain in the property</p> <p>We will place a local land charge on the property for any works that are greater than £1000 and will claim all funding which is placed as a charge on the property with the sale or transfer of the property deeds.</p> <p>Fees will apply to the grant at 5% or £100 which ever is the greater.</p>

TELFORD & WREKIN COUNCIL

CABINET – 16 JUNE 2016

REPRESENTATION ON OUTSIDE BODIES 2016-17

REPORT OF THE ASSISTANT DIRECTOR: GOVERNANCE, PROCUREMENT & COMMISSIONING

LEAD CABINET MEMBER – CLLR SHAUN DAVIES

1.0 PURPOSE

- 1.1 To request that Cabinet approves the nominations made to Outside Bodies as set out in Appendix 1 of the report.

2.0 RECOMMENDATIONS

- 2.1 **That the nominations to represent the Council on Outside Bodies, as set out in Appendix 1 of the report, be considered and representation for 2016/17 be approved.**

3.0 INFORMATION

- 3.1 The nominations to represent the Council on Outside Bodies dealt with in this report are those which are appointed on an annual basis. Other organisations on which the Council has representation are appointed for varying periods; reports requesting nominations in relation to these will be brought to Cabinet as required.
- 3.2 The list of outside bodies for which appointments are required for 2016/17 is shown at Appendix 1. This is broadly the same as for the annual appointments for the 2015/16 municipal year.
- 3.3 Members are reminded that only the named councillor or holder of the nominated Cabinet position should attend meetings of Outside Bodies.
- 3.4 Nominations have been sought from each of the political groups for those appointments that are not by position. Any additional nominations received will be reported at the meeting.

4.0 **OTHER CONSIDERATIONS**

AREA

Equality & Diversity
Environmental Impact
Legal Implications

Opportunities & Risks
Financial Implications
Links with Corporate Priorities
Ward Implications

COMMENTS

Not applicable
Not applicable
The outside bodies to which this report relates are to fulfil functions which are, under the relevant statutory and constitutional provisions, cabinet functions
Not applicable
Not applicable
Not applicable
Not applicable

5.0 **BACKGROUND PAPERS**

None.

**Report prepared by Deborah Moseley, Democratic & Scrutiny Services
Team Leader – 01952 383215**

ORGANISATION	CABINET MEMBER	OTHER MEMBER(S)	NOMINATION(S) for 2016/17
National/Regional Bodies			
Association for Public Service Excellence (APSE)		1 Councillor	1. Cllr J C Minor
National Association of Councillors		(Must be one of the reps on the English Region Branch) 1 Councillor	1.
Association of Councillors – English Region Branch		3 Councillors (<i>one of which must be the representative to the National Association</i>)	1. NAC Rep: 2. Cllr R J Sloan 3. Cllr C R Turley
English Severn & Wye Regional Flood & Coastal Committee	Cabinet Member: Public Protection, Safety & Enforcement		1. Cllr H Rhodes
Local Government Association – General Assembly		3 Councillors 1 Observer	1. Cllr S Davies 2. Cllr R A Overton 3. Observer: Cllr L Carter
Local Government Association – World Heritage Sites Special Interest Group (LAWHF)		1 local Ward Member 1 Councillor as substitute	1. Cllr N C Lowery Substitute: Cllr C R Turley

ORGANISATION	CABINET MEMBER	OTHER MEMBER(S)	NOMINATION(S) for 2016/17
Marches Local Enterprise Partnership Board	The Leader Substitute – Cabinet Member: Finance, Partnerships & Commercial Services		1. Cllr S Davies Substitute – Cllr L Carter
Marches Joint Executive Committee	The Leader Substitute – Cabinet Member: Finance, Partnerships & Commercial Services		1. Cllr S Davies Substitute – Cllr L Carter
Marches Local Transport Body	Cabinet Member: Transport, Customer & Neighbourhood Services + 1 Substitute Cabinet Member		1. Cllr A D McClements 2. Deputy: Cllr H Rhodes
Marches Housing & Planning Partnership	Cabinet Member: Housing, Leisure & Health		1. Cllr R A Overton
Shropshire, Telford & The Marches Strategic Rail Group	Cabinet Member: Transport, Customer & Neighbourhood Services		1. Cllr A D McClements
South Staffordshire & Shropshire Mental Health NHS Foundation Trust Governing Body	Cabinet Member: Adult Social Care & Older People		1. Cllr A R H England

ORGANISATION	CABINET MEMBER	OTHER MEMBER(S)	NOMINATION(S) for 2016/17
West Mercia Police & Crime Panel		2 Councillors Substitute	1. Cllr K S Sahota 2. Cllr S J Reynolds Substitute: Cllr R J Sloan
West Midlands Regional Employers Organisation	Cabinet Member with Responsibility for HR		1. Cllr L Carter
Shropshire Organisations			
Age UK Shropshire, Telford & Wrekin		1 Councillor	1.
County Sports Partnership (Energize STW)	Cabinet Member: Culture, Sports, Parks & Green Spaces		1. Cllr E A Clare
Shropshire Hills Area of Outstanding Natural Beauty		1 Councillor	1. . Cllr C R Turley
Shropshire Pension Fund Committee		2 Councillors 2 Councillors (substitutes)	1. Cllr M J Smith 2. Cllr L Carter Substitute 1: Substitute 2:
Shropshire Playing Fields Association	Cabinet Member: Culture, Sports, Parks & Green Spaces	+ 1 Councillor	1. Cllr E A Clare 2.

ORGANISATION	CABINET MEMBER	OTHER MEMBER(S)	NOMINATION(S) for 2016/17
Telford & Wrekin Organisations			
Community Health & Enterprise Centre (CHEC)		1 Councillor	1. Cllr J Jones
Granville Country Park (Local Nature Reserve) Management Committee		1 Councillor	1. Cllr C R Turley
Ironbridge Gorge World Heritage Site Steering Group		1 Ward Councillor 1 Councillor	1. Cllr N C Lowery 2. Cllr C R Turley
Lawley Village Steering Group	Cabinet Member: Housing, Leisure & Health + Relevant Assistant Director (Strategic Lead)		1. Cllr R A Overton
Just Credit Union		1 Councillor	1. Cllr G C W Reynolds
Lightmoor/TWC Liaison Group	Cabinet Member: Housing, Leisure & Health	+ 2 Ward Councillors	1. Cllr R A Overton 2. Cllr E J Greenaway 3. Cllr C P R Mollett
Local Strategic Partnership	Leader		1. Cllr S Davies
Safer Telford Partnership	Cabinet Member: Public Protection, Safety & Enforcement		1. Cllr H Rhodes
Telford MIND Executive Committee		1 Councillor	1. Cllr A R H England

ORGANISATION	CABINET MEMBER	OTHER MEMBER(S)	NOMINATION(S) for 2016/17
Telford Tourism Partnership	Leader/Cabinet Member		1. Cllr S Davies
Telford Christian Council - Executive Committee		1 Councillor	1.
Telford Millennium Community Steering Group	Cabinet Member: Housing, Leisure & Health + Assistant Director: Business Development & Employment (Strategic Lead)	+ 1 Ward Councillor <i>The site covers Ketley and Hadley</i>	1. . Cllr R A Overton 2. Cllr R J Sloan
Telford & The Wrekin Citizens Advice Bureau – Management Board		2 Councillors	1. . Cllr A J Burford 2. Cllr R Evans
Telford & Wrekin Flood Risk Management Board	Cabinet Member: Public Protection, Safety & Enforcement		1. Cllr H Rhodes
Telford & Wrekin Healthwatch			1. Cllr S J Reynolds
Telford & Wrekin Home-Start Management Committee		1 Councillor	1.
Telford & Wrekin Local Admission Forum	Cabinet Member: Children Young People & Communities		1. Cllr G Reynolds
Telford & Wrekin Standing Advisory Council for Religious Education (SACRE)		3 Councillors	1. Cllr R C Evans 2. Cllr L A Murray 3.

ORGANISATION	CABINET MEMBER	OTHER MEMBER(S)	NOMINATION(S) for 2016/17
Wellington Centre Management Committee		2 Councillors	1. Cllr E A Clare 2. Cllr L Carter
Wrekin Landlords Association		1 Councillor	1. Cllr R A Overton
Companies Limited by Guarantee/Trusts/Charities, etc.			
Anstice Community Trust		1 Ward Councillor	1. Cllr P R Watling
Ironbridge Gorge Museum Trust (Appointed as Board Advisor) (For approval by Board of Trustees, normally in October)		1 Councillor	1. Cllr C R Turley
Madeley Regeneration Partnership		1 Councillor	1. Cllr R C Evans
Madeley United Charities of Shropshire		1 Councillor (Ward Councillor or with good knowledge of Madeley)	1. Cllr R C Evans
Meeting Point Trust		3 Councillors	1. Cllr K Sahota 2. Cllr C N Mason 3.
Park Lane Centre (NB: Appointed as a Director)		1 Councillor	1. Cllr K R Guy

ORGANISATION	CABINET MEMBER	OTHER MEMBER(S)	NOMINATION(S) for 2016/17
Telford & Wrekin Council for Voluntary Services Board of Trustees		1 Councillor	1. Cllr A D McClements
Wellington United Charities		4 Reps	1. Cllr G H Cook 2. 3. 4.

NOMINATIONS RECEIVED

Appendix 2

ORGANISATION	CABINET MEMBER	OTHER MEMBER(S)	NOMINATION(S) for 2016/17
National/Regional Bodies			
Association for Public Service Excellence (APSE)		1 Councillor	1. Cllr J C Minor Cllr N A Dugmore
National Association of Councillors		(Must be one of the reps on the English Region Branch) 1 Councillor	1. Cllr E J Carter
Association of Councillors – English Region Branch		3 Councillors (<i>one of which <u>must</u> be the representative to the National Association</i>)	1. NAC Rep: Cllr E J Carter 2. Cllr R J Sloan Cllr S Barnes 3. Cllr C R Turley Cllr M Boylan
English Severn & Wye Regional Flood & Coastal Committee	Cabinet Member: Public Protection, Safety & Enforcement		1. Cllr H Rhodes

ORGANISATION	CABINET MEMBER	OTHER MEMBER(S)	NOMINATION(S) for 2016/17
Local Government Association – General Assembly		3 Councillors 1 Observer	1. Cllr S Davies Cllr A J Eade 2. Cllr R A Overton Cllr N A Dugmore 3. Observer: Cllr L Carter
Local Government Association – World Heritage Sites Special Interest Group (LAWHF)		1 local Ward Member 1 Councillor as substitute	1. Cllr N C Lowery Substitute: Cllr C R Turley
Marches Local Enterprise Partnership Board	The Leader Substitute – Cabinet Member: Finance, Partnerships & Commercial Services		1. Cllr S Davies Substitute – Cllr L Carter
Marches Joint Executive Committee	The Leader Substitute – Cabinet Member: Finance, Partnerships & Commercial Services		1. Cllr S Davies Substitute – Cllr L Carter
Marches Local Transport Body	Cabinet Member: Transport, Customer & Neighbourhood Services + 1 Substitute Cabinet Member		1. Cllr A D McClements 2. Deputy: Cllr H Rhodes

ORGANISATION	CABINET MEMBER	OTHER MEMBER(S)	NOMINATION(S) for 2016/17
Marches Housing & Planning Partnership	Cabinet Member: Housing, Leisure & Health		1. Cllr R A Overton
Shropshire, Telford & The Marches Strategic Rail Group	Cabinet Member: Transport, Customer & Neighbourhood Services		1. Cllr A D McClements
South Staffordshire & Shropshire Mental Health NHS Foundation Trust Governing Body	Cabinet Member: Adult Social Care & Older People		1. Cllr A R H England
West Mercia Police & Crime Panel		2 Councillors Substitute	1. Cllr K S Sahota Cllr S Barnes 2. Cllr S J Reynolds Substitute: Cllr R J Sloan
West Midlands Regional Employers Organisation	Cabinet Member with Responsibility for HR		1. Cllr L Carter
Shropshire Organisations			
Age UK Shropshire, Telford & Wrekin		1 Councillor	1. Cllr J M Seymour
County Sports Partnership (Energize STW)	Cabinet Member: Culture, Sports, Parks & Green Spaces		1. Cllr E A Clare
Shropshire Hills Area of Outstanding Natural Beauty		1 Councillor	1. Cllr C R Turley Cllr T Nelson

ORGANISATION	CABINET MEMBER	OTHER MEMBER(S)	NOMINATION(S) for 2016/17
Shropshire Pension Fund Committee		2 Councillors 2 Councillors (substitutes)	1. Cllr M J Smith Cllr A Lawrence 2. Cllr L Carter Cllr D G Wright Substitute 1: Substitute 2:
Shropshire Playing Fields Association	Cabinet Member: Culture, Sports, Parks & Green Spaces	+ 1 Councillor	1. Cllr E A Clare 2. Cllr M Boylan
Telford & Wrekin Organisations			
Community Health & Enterprise Centre (CHEC)		1 Councillor	1. Cllr J Jones Cllr V A Fletcher
Granville Country Park (Local Nature Reserve) Management Committee		1 Councillor	1. Cllr C R Turley Cllr A Lawrence
Ironbridge Gorge World Heritage Site Steering Group		1 Ward Councillor 1 Councillor	1. Cllr N C Lowery 2. Cllr C R Turley
Lawley Village Steering Group	Cabinet Member: Housing, Leisure & Health + Relevant Assistant Director (Strategic Lead)		1. Cllr R A Overton Cllr E J Greenaway

ORGANISATION	CABINET MEMBER	OTHER MEMBER(S)	NOMINATION(S) for 2016/17
Just Credit Union		1 Councillor	1. Cllr G C W Reynolds Cllr I T W Fletcher
Lightmoor/TWC Liaison Group	Cabinet Member: Housing, Leisure & Health	+ 2 Ward Councillors	1. Cllr R A Overton 2. Cllr E J Greenaway 3. Cllr C P R Mollett
Local Strategic Partnership	Leader		1. Cllr S Davies
Safer Telford Partnership	Cabinet Member: Public Protection, Safety & Enforcement		1. Cllr H Rhodes
Telford MIND Executive Committee		1 Councillor	1. Cllr A R H England Cllr S Bentley
Telford Tourism Partnership	Leader/Cabinet Member		1. Cllr S Davies
Telford Christian Council - Executive Committee		1 Councillor	1. Cllr V A Fletcher
Telford Millennium Community Steering Group	Cabinet Member: Housing, Leisure & Health + Assistant Director: Business Development & Employment (Strategic Lead)	+ 1 Ward Councillor <i>The site covers Ketley and Hadley</i>	1. . Cllr R A Overton 2. Cllr R J Sloan Cllr I T W Fletcher

ORGANISATION	CABINET MEMBER	OTHER MEMBER(S)	NOMINATION(S) for 2016/17
Telford & The Wrekin Citizens Advice Bureau – Management Board		2 Councillors	1. . Cllr A J Burford 2. Cllr R Evans Cllr S Barnes
Telford & Wrekin Flood Risk Management Board	Cabinet Member: Public Protection, Safety & Enforcement		1. Cllr H Rhodes
Telford & Wrekin Healthwatch			1. Cllr S J Reynolds Cllr M Boylan
Telford & Wrekin Home-Start Management Committee		1 Councillor	1. Cllr J M Seymour
Telford & Wrekin Local Admission Forum	Cabinet Member: Children Young People & Communities		1. Cllr G Reynolds
Telford & Wrekin Standing Advisory Council for Religious Education (SACRE)		3 Councillors	1. Cllr R C Evans 2. Cllr L A Murray 3. Cllr VA Fletcher
Wellington Centre Management Committee		2 Councillors	1. Cllr E A Clare Cllr M B Hosken 2. Cllr L Carter
Wrekin Landlords Association		1 Councillor	1. Cllr R A Overton Cllr D G Wright

ORGANISATION	CABINET MEMBER	OTHER MEMBER(S)	NOMINATION(S) for 2016/17
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Anstice Community Trust		1 Ward Councillor	1. ClIr P R Watling ClIr D G Wright
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Madeley Regeneration Partnership		1 Councillor	1. ClIr R C Evans ClIr D G Wright
Madeley United Charities of Shropshire		1 Councillor (Ward Councillor or with good knowledge of Madeley)	1. ClIr R C Evans ClIr D G Wright
Meeting Point Trust		3 Councillors	1. ClIr K Sahota 2. ClIr C N Mason 3. ClIr D G Wright
Park Lane Centre (NB: Appointed as a Director)		1 Councillor	1. ClIr K R Guy
Telford & Wrekin Council for Voluntary Services Board of Trustees		1 Councillor	1. ClIr A D McClements ClIr J Francis

ORGANISATION	CABINET MEMBER	OTHER MEMBER(S)	NOMINATION(S) for 2016/17
Wellington United Charities		4 Reps	<ol style="list-style-type: none">1. Cllr G H Cook2. M Marshall3. J Morris-Jones4. Cllr M B Hosken

PROPOSED REPRESENTATION ON OUTSIDE BODIES 2016/17

ORGANISATION	CABINET MEMBER	OTHER MEMBER(S)	NOMINATION(S) for 2016/17
National/Regional Bodies			
Association for Public Service Excellence (APSE)		1 Councillor	1. Cllr J C Minor
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Marches Joint Executive Committee	The Leader Substitute – Cabinet Member: Finance, Partnerships & Commercial Services		1. Cllr S Davies Substitute – Cllr L Carter
Marches Local Transport Body	Cabinet Member: Transport, Customer & Neighbourhood Services + 1 Substitute Cabinet Member		1. Cllr A D McClements 2. Deputy: Cllr H Rhodes
Marches Housing & Planning Partnership	Cabinet Member: Housing, Leisure & Health		1. Cllr R A Overton
Shropshire, Telford & The Marches Strategic Rail Group	Cabinet Member: Transport, Customer & Neighbourhood Services		1. Cllr A D McClements
South Staffordshire & Shropshire Mental Health NHS Foundation Trust Governing Body	Cabinet Member: Adult Social Care & Older People		1. Cllr A R H England

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County Sports Partnership (Energize STW)	Cabinet Member: Culture, Sports, Parks & Green Spaces		1. Cllr E A Clare
Shropshire Hills Area of Outstanding Natural Beauty		1 Councillor	1. Cllr C R Turley
Shropshire Pension Fund Committee		2 Councillors 2 Councillors (substitutes)	1. Cllr M J Smith 2. Cllr D G Wright Substitute 1: Cllr L Carter Substitute 2: Cllr A Lawrence
Shropshire Playing Fields Association	Cabinet Member: Culture, Sports, Parks & Green Spaces	+ 1 Councillor	1. Cllr E A Clare

ORGANISATION	CABINET MEMBER	OTHER MEMBER(S)	NOMINATION(S) for 2016/17
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Ironbridge Gorge World Heritage Site Steering Group		1 Ward Councillor 1 Councillor	1. Cllr N C Lowery 2. Cllr C R Turley
Lawley Village Steering Group	Cabinet Member: Housing, Leisure & Health + Relevant Assistant Director (Strategic Lead)		1. Cllr R A Overton
Just Credit Union		1 Councillor	1. Cllr G C W Reynolds
Lightmoor/TWC Liaison Group	Cabinet Member: Housing, Leisure & Health	+ 2 Ward Councillors	1. Cllr R A Overton 2. Cllr E J Greenaway 3. Cllr C P R Mollett
Local Strategic Partnership	Leader		1. Cllr S Davies
Safer Telford Partnership	Cabinet Member: Public Protection, Safety & Enforcement		1. Cllr H Rhodes

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Telford Tourism Partnership	Leader/Cabinet Member		1. Cllr S Davies
Telford Christian Council - Executive Committee		1 Councillor	1. Cllr V A Fletcher
Telford Millennium Community Steering Group	Cabinet Member: Housing, Leisure & Health + Assistant Director: Business Development & Employment (Strategic Lead)	+ 1 Ward Councillor <i>The site covers Ketley and Hadley</i>	1. Cllr R A Overton 2. Cllr R J Sloan
Telford & The Wrekin Citizens Advice Bureau – Management Board		2 Councillors	1. Cllr A J Burford 2. Cllr R Evans
Telford & Wrekin Flood Risk Management Board	Cabinet Member: Public Protection, Safety & Enforcement		1. Cllr H Rhodes
Telford & Wrekin Healthwatch			1. Cllr S J Reynolds
Telford & Wrekin Home-Start Management Committee		1 Councillor	1. Cllr J M Seymour
Telford & Wrekin Local Admission Forum	Cabinet Member: Children Young People & Communities		1. Cllr G Reynolds

ORGANISATION	CABINET MEMBER	OTHER MEMBER(S)	NOMINATION(S) for 2016/17
Telford & Wrekin Standing Advisory Council for Religious Education (SACRE)		3 Councillors	1. Cllr R C Evans 2. Cllr L A Murray 3. Cllr VA Fletcher
Wellington Centre Management Committee		2 Councillors	1. Cllr E A Clare 2. Cllr L Carter
Wrekin Landlords Association		1 Councillor	1. Cllr R A Overton
Companies Limited by Guarantee/Trusts/Charities, etc.			
Anstice Community Trust		1 Ward Councillor	1. Cllr P R Watling
Ironbridge Gorge Museum Trust (Appointed as Board Advisor) (For approval by Board of Trustees, normally in October)		1 Councillor	1. Cllr C R Turley
Madeley Regeneration Partnership		1 Councillor	1. Cllr R C Evans
Madeley United Charities of Shropshire		1 Councillor (Ward Councillor or with good knowledge of Madeley)	1. Cllr R C Evans
Meeting Point Trust		3 Councillors	1. Cllr K Sahota 2. Cllr C N Mason 3. Cllr D G Wright

ORGANISATION	CABINET MEMBER	OTHER MEMBER(S)	NOMINATION(S) for 2016/17
Park Lane Centre (NB: Appointed as a Director)		1 Councillor	1. Cllr K R Guy
Telford & Wrekin Council for Voluntary Services Board of Trustees		1 Councillor	1. Cllr A D McClements
Wellington United Charities		4 Reps	1. Cllr G H Cook 2. M Marshall 3. J Morris-Jones 4. Cllr M B Hosken