

**A MEETING OF THE
BOROUGH OF TELFORD & WREKIN**

**Will be held at THE PLACE,
OAKENGATES, TELFORD TF2 6ET
on THURSDAY, 20 JULY 2017
at 6.00pm**

**All Members are summoned to attend for the transaction
of the under mentioned business**



Assistant Director Governance, Procurement & Commissioning

AGENDA

1. **Prayers**
2. **Apologies for Absence**
3. **Declarations of Interest**
4. **Minutes of the Council**
To confirm the minutes of the Annual Meeting of the Council held on 25 May 2017 and of the Special Meeting of the Council held on 25 May 2017.
5. **Leader's Report & Announcements**
The Leader of the Council may give an oral report on matters of significance to the Borough, comment upon the Cabinet decisions or make any announcements.

Appendix **A1-2**
White
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[NB This item will include the Leader's announcements deferred from the Annual General Meeting]

6. Mayor's Announcements

To note the Mayoral Engagements undertaken since the Council meeting held on 25 May 2017.

Appendix B

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Time to Change Pledge

The Mayor will announce the signing of the "Time to Change Pledge" and invite the Cabinet Member: Customer Services, Tourism & Partnerships to address the meeting.

7. Public Questions

To receive any questions from the public which have been submitted under Council Procedure Rules 7.11 and 7.12. The session will last no more than 15 minutes with a maximum of 2 minutes allowed for each question and answer. Questions can be asked of The Leader and Cabinet Members.

- (i) The following question to Cllr L D Carter, Cabinet Member: Finance, Commercial Services & Economic Development has been submitted by Mr D Lovegrove

"It is easy to spend someone else's money. If landlords and their tenants are disproportionately responsible for ASB etc, and the Council can prove that fact, would the Authority compulsory purchase properties at market value and manage them more successfully, without increasing rent as introducing retrospective legislation is unjust?"

- (ii) The following question to Cllr L D Carter, Cabinet Member: Finance, Commercial Services & Economic Development has been submitted by Mrs T Wood:

"Regarding the council owned solar farm, online documents indicate that the original debt of around 4 million remains outstanding at the end of the project term. Can you confirm when, how and over what period of time this debt will be repaid and direct me to where this is evidenced?"

- (iii) The following question to Cllr L D Carter, Cabinet Member: Finance, Commercial Services & Economic Development has been submitted by Ms S Whitfield

"Given that the only housing the Council owns is almost exclusively for commercial rent and Social Registered Landlords are selling their out of date stock, why is the Council seeking to discriminate against private landlords on whom you so very heavily rely to manage homelessness in the Borough?"

8. **Cabinet Decisions Made Since the Last Meeting of the Council**

To receive the report on the Cabinet decisions made since publication of the last Council meeting agenda. Cabinet Members may speak on these decisions and Members may ask questions about key decisions of the relevant Cabinet Member for the purposes of clarification only. Members are asked to note the additional delegations to officers granted at those meetings.

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9. **Recommendations from Cabinet**

Cabinet – 29 June 2017

Appendix D
Yellow
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- (i) Service & Financial Planning Report – 2016/17 Outturn and 2017/18 Update

Recommended that –

- (a) the Revenue outturn position for 2016/17 and related virements in Appendix 3 of the report, which is subject to audit by the Council's external auditors, be approved;
- (b) the transfers to reserves and associated approval to spend the reserves as detailed in the report at section 5 and Appendix 2 be approved;
- (c) the supplementary revenue estimate in relation to the additional Adult Social Care Grant announced after the Council's budget was set detailed in paragraph 9.1 of the report be approved;
- (d) the Capital outturn position and related supplementary estimates, re-phasing and virements shown in Appendix 4 to the report and as summarised in the report be approved;
- (e) the performance against income targets be noted; and
- (f) the key issues identified for 2017/18 be noted;

10. **Annual Scrutiny Report**

Councillor N A M England, Chair of the Scrutiny Management Board, will present the Annual Scrutiny Report.

Appendix E
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11. Recommendations from Boards and Committees

Appendix F
Green
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Audit Committee

At its meeting held on 27 June 2017, the Audit Committee made the following recommendation to Council.

Corporate Anti Fraud & Corruption Policy – 2016/17 Annual Report and Policy Update

Recommended – that the updated Corporate Anti Fraud & Corruption Policy be adopted

12. Questions

To answer questions received under Council Procedure Rule 6.2.

NB In accordance with the provisions of Council Procedure Rule 6.2.9 there will be a maximum of 30 minutes allowed for questions and answers. Any question not answered within the 30 minute time limit will receive a written reply within 5 working days.

13. Notices of Motion

(i) Councillor A J Eade will move the following Motion:

“This Council notes the Labour Administration’s previously stated Co-operative core values of Openness, Honesty Fairness and Respect, which seem to have fallen into disuse, and asks that they be reaffirmed.”

The Motion will be seconded by Councillor N A Dugmore.

Councillor R J Sloan will move the following amendment:

This Council notes the Labour Administration’s previously stated Co-operative core values of Openness, Honesty Fairness and Respect. This Council now re-affirms these core values

The amendment will be seconded by Councillor A J Burford.

(ii) Councillor C F Smith will move the following Motion:

“This Council notes with grave concern that SaTH are considering the overnight closure of the PRH 24/7 Accident and Emergency Service potentially from September 2017. We feel that this is yet again another attack on vital services provided at the PRH and appears inconsistent with

previously made clinical arguments, including the location of the Women & Children's Centre on the same site as the 24/7 A&E Unit.

As a result of this new development and previous attempts to move crucial services away from PRH, this Council no longer has confidence in SaTH's Management Board to deliver safe and sustainable health services.

This Council further calls for health provision to be configured in such a way at the Princess Royal Hospital as to attract the required number and quality of Consultants to facilitate the delivery of a safe and sustainable service.

As our local health services have now reached a crisis point, this Council calls upon the Secretary of State for Health to immediately intervene in this increasingly worrying situation."

KEY

Yellow paper	Recommendations from Cabinet to Full Council
White Paper	Reports submitted direct to Full Council
Green Paper	Recommendations from Committees, Boards and Commissions requiring approval by Full Council

FILMING, RECORDING & PHOTOGRAPHY

The Council supports the principle of transparency and encourages filming, recording and taking photographs at its meetings that are open to the public. It also welcomes the use of social networking websites (such as Twitter and Facebook) and micro-blogging to communicate with people about what is happening, as it happens.

There is no requirement to notify the Council in advance, but it should be noted that the Chairman of the meeting will have absolute discretion to terminate or suspend any of these activities if, in their opinion, continuing to do so would prejudice proceedings at the meeting. Full details of the Council's protocol on audio/visual recording and photography at meetings can be accessed via the following link:

http://www.telford.gov.uk/info/20243/council_meetings/365/filming_photography_recording_and_use_of_social_networking_at_meetings

PUBLIC QUESTIONS

At each Ordinary meeting of the Council a period of 15 minutes will be allocated for public questions. Questions can be asked of The Leader and Cabinet Members. Details of the protocol for public questions can be accessed via the following link:

http://www.telford.gov.uk/info/20243/council_meetings/364/public_questions_at_council_meetings

BOROUGH OF TELFORD & WREKIN

Minutes of the Meeting of the Annual Meeting of the Borough of Telford & Wrekin held on Thursday, 25 May 2017 at 6.00pm at The Place, Oakengates, Telford

Present:

Councillors J C Ashford, S L Barnes, S Bentley, K T Blundell, A J Burford, S P Burrell, E J Carter, L D Carter, E A Clare, G K Cook, S Davies, N A Dugmore, A J Eade, A R H England, N A M England, R C Evans (Mayor), I T W Fletcher, J A Francis, C A Furnival, E J Greenaway, M B Hosken, J Jones, R T Kiernan, A Lawrence, J Loveridge, N C Lowery, C N Mason, A D McClements, R Mehta, A A Meredith, J C Minor, L A Murray, T J Nelson, R A Overton, J Pinter, G C W Reynolds, S A W Reynolds, S J Reynolds, H Rhodes, K S Sahota, P J Scott, J M Seymour, R J Sloan, C F Smith (Speaker), M J Smith, B D Tillotson, W L Tomlinson, C R Turley, P R Watling and D G Wright

1. Welcome from Mayor

The Mayor, Councillor R C Evans, welcomed civic dignitaries, Members and invited guests to the Annual Meeting of the Borough of Telford & Wrekin. In particular she noted the presence of Lord & Lady Grocott, Lt Col Nick Jenkins representing The Rifles and Community Faith Leaders.

2. Manchester Arena Terrorist Attack and Tributes to former Councillor Frances Bould

The Mayor expressed her shock at the horrifying terrorist incident at the Manchester Arena which had occurred on the evening of 22 May 2017. She extended thoughts and sympathies to everyone affected, especially those who had lost loved ones or been injured and traumatised by the attack, and commended the efforts of emergency services. The Mayor also shared her sadness at the passing of former Councillor Frances Bould who had died on 15 May 2017.

Group Leaders were invited to pay their respects from the floor before Council observed two minutes' silence in tribute to those affected by the terrorist attack and in memory of former Councillor Bould.

A book of condolence was opened for Members and guests to sign in relation to the Manchester Arena attack.

3. Prayers

The Reverend Keith Osmund Smith, Ecumenical Coordinating Chaplain, Telford Christians Together, said prayers.

Community Faith Leaders, Mr D D Ahir and Mr H Unis, also addressed the meeting.

4. Declaration

Councillor R Mehta read the following declaration:

“Colleagues, aware of our responsibilities to promote democracy and the well-being of all local people, on behalf of the Council, I make this re-commitment to our office as elected representatives.

Elected to serve the public good, we recognise that public office is a privilege granted by the people and not a right.

We, elected representatives of the people of Telford & Wrekin, declare that we will, to the best of our ability, uphold the Council’s constitution and serve the community above any private or personal interest.”

Members signified their affirmation of the Declaration.

5. Election of Mayor

It was moved by Councillor H Rhodes, seconded by Councillor C N Mason, that Councillor S J Reynolds be elected as Mayor of the Council. Following a vote it was:

RESOLVED – that Councillor S J Reynolds be elected as Mayor of the Council for the municipal year 2017/18.

The Mayor, Councillor S J Reynolds, expressed thanks to the retiring Mayor for her support during his year in office as Deputy Mayor and warmly anticipated the year ahead. He noted key experiences in his life that he would draw upon to serve the community and diverse population of the borough. He hoped colleagues and friends would join him to support fundraising events for his chosen charities and help him to demonstrate the community as being as caring as it was diverse.

6. Election of Speaker

It was moved by Councillor S A W Reynolds, seconded by Councillor R J Sloan, that Councillor C F Smith be elected as Speaker of the Council. A vote was taken and it was:

RESOLVED – that Councillor C F Smith be elected as Speaker of the Council for the municipal year 2017/18.

The Speaker made a short address to the Chamber and asked all present to respect the differing views that would be expressed over the course of the coming year and respect the rules of debate set out in the Constitution.

7. Election of Deputy Speaker

It was moved by Councillor A J Burford, seconded by Councillor C R Turley, that Councillor R J Sloan be elected as Deputy Speaker of the Council. A vote was taken and it was:

RESOLVED – that Councillor R J Sloan be elected as Deputy Speaker of the Council for the municipal year 2017/18.

8. Election of Deputy Mayor

It was moved by Councillor G C W Reynolds, seconded by Councillor R A Overton, that Councillor R Mehta be appointed as Deputy Mayor. A vote was taken and it was:

RESOLVED – that Councillor R Mehta be elected as Deputy Mayor of the Council for the municipal year 2017/18.

9. Vote of Thanks to Retiring Mayor

A vote of thanks to the retiring Mayor, Councillor R C Evans, was proposed by Councillor A D McClements and seconded by Councillor J Jones. Councillor N C Lowery also paid tribute to the retiring Mayor for her passion and devotion to the role over the past year.

RESOLVED – that the Council recorded its thanks to the retiring Mayor, Councillor R C Evans for her service over the 2016/17 term of office.

10. Reply to Vote of Thanks

In response, the retiring Mayor stated that she had very much enjoyed her duties serving the Borough's communities and reflected on a number of highlights of the year. She noted that she had broken a number of stereotypes during her year in office by driving herself to engagements, introducing online giving, and creating an active twitter account. She had committed her year in office to raising awareness of Domestic Abuse and as well as attending a number of related events, she had raised over £5300 for her chosen charities: West Mercia Women's Aid and Refuge. The retiring Mayor particularly recognised the support of Nuala O'Kane; Carolyn Healy; the New College Events Team; her able Deputy, Cllr Stephen Reynolds; and her PA, Paige Mitchell. She concluded by expressing her best wishes to the new Mayor for his year in office.

11. Apologies for Absence

Councillors M Boylan, V A Fletcher, K R Guy, and K T Tomlinson.

12. Declarations of Interest

None.

13. Minutes

RESOLVED - that the minutes of the Meeting of the Council held on 2 March 2017 be confirmed and signed by the Mayor.

14. Councillor Veronica Fletcher – Request for Leave of Absence

Councillor I T W Fletcher stated that Councillor V A Fletcher had suffered a serious fall resulting in a broken hip and shoulder. He, therefore, moved that a six month leave of absence be granted whilst Councillor V A Fletcher received treatment and

recuperated from her injuries. Members voted unanimously in favour of the recommendation.

RESOLVED –that in accordance with section 85 (1) of the Local Government Act 1972, Councillor V A Fletcher be granted leave of absence from her Council duties for a period of six months effective from 25 May 2017.

15. Appointment of Cabinet

Councillor S Davies notified the meeting of Cabinet appointments.

RESOLVED – that the Membership of the Cabinet, as notified by Councillor S Davies, be appointed for the municipal year 2017/18 as set out in Appendix 1 to these Minutes.

16. Delegation Scheme

Councillor R C Evans, the Cabinet Member for Customer Services, Tourism & Partnerships proposed that Council approve the Council's delegation scheme as detailed in the Constitution.

RESOLVED – that the discharge of Council functions by Committees as set out in the Council's Constitution dated 19 January 2017 be approved under the provisions of Section 101 of the Local Government Act 1972

17. Appointment of Committees, Commissions, Boards, etc

Proposals for the appointment of Committees, Commissions and Boards, etc in accordance with the political balance of the Council had been submitted.

RESOLVED – that the internal bodies for the municipal year 2017/18 (including the appointment of Chairmen and Vice-Chairmen) be appointed as set out in Appendix 2 to these Minutes.

18. Programme of Ordinary Meetings of the Council

The programme of dates for ordinary meetings of the Council for 2017/18 would be as set out in Appendix 3 to these minutes.

The meeting ended at 7.12pm

Mayor:

Date:

Appointment of Cabinet

Cabinet Member	Area of Responsibility
Cllr S Davies	Leader & Cabinet Member for Neighbourhood Services & Pride Programme
Cllr R A Overton	Deputy Leader and Housing & Enforcement
Cllr L D Carter	Council Finance, Commercial Services & Economic Development
Cllr A R H England	Communities, Health & Wellbeing
Cllr R C Evans	Customer Services, Tourism & Partnerships
Cllr A D McClements	Transport, Infrastructure & Broadband
Cllr J C Minor	Leisure, Green Spaces & Parks
Cllr S A W Reynolds	Education & Skills
Cllr P R Watling	Children's & Adult's Early Help & Support

Appointment of Committees, Commissions, Boards, etc

GOVERNANCE

Standards Committee – 7 Seats	
Cllr E A Clare (Chair) (Lab) Cllr M J Smith (Vice Chair) (Lab) Cllr J C Ashford (Con) Cllr S Barnes (Con) Cllr R T Kiernan (Con) Cllr A R H England (Lab) Cllr G C W Reynolds (Lab)	

Audit Committee – 7 Seats	
Cllr R J Sloan (Chair) (Lab) Cllr C F Smith (Vice Chair) (Lab) Cllr I T W Fletcher (Con) Cllr R Mehta (Lab) Cllr K S Sahota (Lab) Cllr W L Tomlinson (Lib Dem/Ind) Cllr D G Wright (Con)	

Council Constitution Committee – 7 Seats	
Cllr M J Smith (Chair) (Lab) Cllr C F Smith (Vice Chair) (Lab) Cllr R C Evans (Lab) Cllr I T W Fletcher (Con) Cllr R J Sloan (Lab) Cllr B D Tillotson (Con) Cllr W L Tomlinson (Lib Dem/Ind)	

Boundary Review Committee – 7 Seats	
Cllr C F Smith (Chair) (Lab) Cllr R A Overton (Vice Chair) (Lab) Cllr K T Blundell (Lib Dem/Ind) Cllr N A Dugmore (Con) Cllr I T W Fletcher (Con) Cllr A D McClements (Lab) Cllr G C W Reynolds (Lab)	

REGULATORY

Planning Committee – 9 Seats	
Cllr H Rhodes (Chair) (Lab)	<u>Labour Subs</u>
Cllr C R Turley (Vice Chair) (Lab)	Cllr E A Clare
Cllr N A Dugmore (Con)	Cllr G H Cook
Cllr I T W Fletcher (Con)	Cllr K R Guy
Cllr J Loveridge (Lab)	Cllr C F Smith
Cllr N C Lowery (Con)	Cllr M J Smith
Cllr R Mehta (Lab)	<u>Conservative Subs</u>
Cllr L A Murray (Lab)	Cllr J A Francis
Cllr P J Scott (Lib Dem/Ind)	Cllr E J Greenaway
	Cllr R T Kiernan
	<u>Lib Dem/Ind Sub</u>
	Cllr W L Tomlinson

Licensing Committee –11 Seats	
Cllr C R Turley (Chair) (Lab)	<u>Labour Subs</u>
Cllr J Pinter (Vice Chair) (Lab)	Cllr G H Cook
Cllr M Boylan (Con)	Cllr K R Guy
Cllr I T W Fletcher (Con)	Cllr J Jones
Cllr J A Francis (Con)	Cllr R Mehta
Cllr M B Hosken (Con)	Cllr G C W Reynolds
Cllr C N Mason (Lab)	Cllr H Rhodes
Cllr L A Murray (Lab)	
Cllr J M Seymour (Con)	<u>Conservative Subs</u>
Cllr C F Smith (Lab)	Cllr J C Ashford
Cllr M J Smith (Lab)	Cllr S P Burrell
	Cllr R T Kiernan
	Cllr N C Lowery
	Cllr A A Meredith

SCRUTINY

Scrutiny Management Board – 7 Seats	
Cllr N A M England (Chair) (Lab)	
Cllr S Bentley (Con)	
Cllr A J Burford (Lab)	
Cllr K R Guy (Lab)	
Cllr G C W Reynolds (Lab)	
Cllr J M Seymour (Con)	
Cllr P J Scott (Lib Dem/Ind)	

Scrutiny Committee – Finance & Enterprise – 7 Seats	
Cllr N A M England (Chair) (Lab) Cllr S Bentley (Con) Cllr N A Dugmore (Con) Cllr R Mehta (Lab) Cllr R J Sloan (Lab) Cllr C F Smith (Lab) Cllr D G Wright (Con)	

Scrutiny Committee – Children & Young People – 9 Seats	
Cllr K R Guy (Chair) (Lab) Cllr S Barnes (Con) Cllr E A Clare (Lab) Cllr J A Francis (Con) Cllr E J Greenaway (Con) Cllr J Jones (Lab) Cllr J Pinter (Lab) Cllr H Rhodes (Lab) Cllr K L Tomlinson (Lib Dem/Ind)	

Scrutiny Committee – Customer, Community & Partnership – 7 Seats	
Cllr G C W Reynolds (Chair) (Lab) Cllr J C Ashford (Con) Cllr K R Guy (Lab) Cllr C N Mason (Lab) Cllr L A Murray (Lab) Cllr J M Seymour (Con) Cllr B D Tillotson (Con)	

Scrutiny Committee – Health & Adult Care – 9 Seats	
Cllr A J Burford (Chair) (Lab) Cllr M Boylan (Con) Cllr S P Burrell (Con) Cllr N A Dugmore (Con) Cllr R Mehta (Lab) Cllr L A Murray (Lab) Cllr T J Nelson (Con) Cllr H Rhodes (Lab) Cllr R J Sloan (Lab)	

Joint Health & Overview Scrutiny Committee – 3 Seats	
Cllr A J Burford (Chair) (Lab)	
Cllr S P Burrell (Con)	
Cllr R J Sloan (Lab)	

PERSONNEL

Appeals Committee – 7 Seats	
Cllr M J Smith (Chair) (Lab)	<u>Labour Subs</u>
Cllr R J Sloan (Vice Chair) (Lab)	Cllr A J Burford
Cllr J C Ashford (Con)	Cllr G C W Reynolds
Cllr E A Clare (Lab)	Cllr H Rhodes
Cllr J A Francis (Con)	Cllr K S Sahota
Cllr C N Mason (Lab)	<u>Conservative Subs</u>
Cllr D G Wright (Con)	Cllr S P Burrell
	Cllr N A Dugmore
	Cllr A A Meredith

Personnel Committee – 7 Seats	
Cllr S Davies (Chair) (Lab)	
Cllr R A Overton (Vice Chair) (Lab)	
Cllr A J Burford (Lab)	
Cllr L D Carter (Lab)	
Cllr N A Dugmore (Con)	
Cllr A J Eade (Con)	
Cllr W L Tomlinson (Lib Dem/Ind)	

OTHER

Health & Wellbeing Board – 14 Seats	
Cllr A R H England (Chairman)	Cabinet Member – Communities, Health & Wellbeing
Cllr J C Minor	Cabinet Member – Leisure, Green Spaces & Parks, TWC
Cllr S A W Reynolds	Cabinet Member – Education & Skills
Cllr P R Watling	Cabinet Member – Children’s & Adult’s Early Help & Support, TWC
Cllr K L Tomlinson	Lib Dem / Independent Group
Cllr J M Seymour	Conservative Group, TWC
Dr J Leahy	Chair, Telford & Wrekin CCG
J Chaplin	Healthwatch
D Evans	Chief Operating Officer, Telford & Wrekin CCG
C Jones	Director: Children’s & Adult Services, TWC
L Noakes	Director of Public Health, TWC
T Harding	Community Safety Partnership
R Woods	NHS England (North Midlands – Shropshire & Staffordshire)

Combined Fire Authority – 6 Seats	
Cllr E J Carter Cllr M B Hosken Cllr J Jones Cllr L A Murray Cllr J Pinter Cllr K S Sahota	

West Mercia Energy Joint Committee – 2 Seats	
Cllr L D Carter Cllr R A Overton	<u>Substitutes</u> Cllr S Davies Cllr P R Watling

WMCA Board – 1 Seat	
Cllr S Davies	<u>Substitute</u> Cllr L D Carter

WMCA Overview & Scrutiny Committee - 1 Seat per county area	
Nominee from Shropshire Council	<u>Substitute</u> Cllr N A M England

WMCA Audit, Risk & Assurance Committee - 1 Seat per county area	
Nominee from Shropshire Council	<u>Substitute</u> Cllr R J Sloan

Programme of Ordinary Meetings of the Council

Appendix 3

	2017								2018				
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Full Council	25 AGM		20		21		23		11		1		24 AGM
Cabinet*		29	13		14	19	16	7	4	15	15	19	17
Audit Committee		27			19				30				
Boundary Review Committee						26				21			
Health & Well Being Board#		14			6			6			7		
Licensing Committee			26		26				16		20		
Personnel Committee										8			
Planning Committee		28	19	9,30	20	11	1,22	13	17	7,28	21	11	2,23
Standards Committee			4							13			
Scrutiny Management Board		20			25				9				9
Scrutiny Committees:-													
Children & Young People			11				7			6		10	
Customer, Community & Partnership			17			16			22			23	
Finance & Enterprise		29			5				15,23				
Health & Adult Care#			18			3			29			24	

All meetings generally commence at 6.00pm unless indicated as follows:-

* Meeting commences at 5.00pm

Meeting commences at 2.00pm

BOROUGH OF TELFORD & WREKIN

Minutes of the Special Meeting of the Borough of Telford & Wrekin held on Thursday 25 May 2017 at 7.12 pm at 'The Place', Oakengates, Telford, Shropshire

19. HONORARY FREEMAN OF THE BOROUGH

The Special Meeting of the Council had been convened specifically for the purpose of admitting Dave Gill as an Honorary Freeman of the Borough, he being a person of distinction who was considered to have rendered eminent service to Telford & Wrekin.

His admittance as an Honorary Freeman of the Borough was proposed by Councillor S A W Reynolds and seconded by Councillor A R H England.

Councillor S A W Reynolds, spoke of Mr Gill's history of volunteer work in the borough including at the CHEC Centre, Park Lane Centre, Mental Health Forum, and with the Telford Crisis Network, together with his longstanding commitment to education. Mr Gill had worked tirelessly to give people a better quality of life, really making a difference to people's lives and richly deserved this honour.

Councillor A R H England echoed the commendation for Mr Gill's vigorous voluntary work and Councillor E J Carter also celebrated his efforts, particularly noting his reputation as "Mr Newport".

Members gave a standing ovation and, it was unanimously

RESOLVED – that John Alfred David Gill be admitted as an Honorary Freeman of the Borough of Telford & Wrekin.

MAYORAL ENGAGEMENTS
2 June 2017 – 9 July 2017

B

June	2	M	JNM Engineering Telford Office Opening at Ironbridge, Telford
	3	M	Shrewsbury & Newport Canals Trust AGM & Open Day at Wappenshall Wharf, Wellington, Telford
		M	Royal Yeomanry Beating the Retreat Ceremony at Moor Farm, Shrewsbury
	6	M	Royal Voluntary Service British Tea Party at Marks & Spencer Telford
		DM	Sandwell Confederation of Indians Welcome Reception at East End Foods, West Bromwich
	8	M	Shropshire Fire & Rescue Service Medal Presentation Evening at Theatre Severn, Shrewsbury
	9	M	University of Wolverhampton Faculty of Arts Degree Show 2017 at the Wolverhampton School of Art
	10	M	Shropshire Schools Track & Field Championships at Telford Athletics Stadium, Oakengates Leisure Centre, Telford
	11	M	RAF Cosford Air Show at Royal Air Force Cosford, Wolverhampton
		DM	Mayor of Newport Civic Sunday at St Nicholas' Church, Newport
	14	M	Official Opening of the Museum of Iron at Coalbrookdale, Telford
		DM	Citizenship Ceremony at the Register Office, Wellington Civic & Leisure Centre, Telford
	16	M	Opening of The Shropshire Wildlife Trust Honey Pot Café at Glen Forest Car Park, The Wrekin
	17	M	Telford Boccia Bowls Club Tournament at Phoenix Leisure Centre, Dawley, Telford

	M	Salvation Army 100 th Anniversary at Oakengates, Telford
19	M	UK Faculty of Public Health Reception at the Museum of Iron, Coalbrookdale, Telford
	M	UK Faculty of Public Health Conference Dinner at the Telford International Centre
20	M	HSBC Vintage Charity Tea Party at Oakengates Vintage Tea Rooms, Telford
	M	UK Faculty of Public Health Conference at the Telford International Centre
21	DM	Licensing & Installation Service of Revd Father Christopher Penn at Church of All Saints, Broseley, Telford
23	M	Sanctuary Housing Big Lunch at Hartshorne Court, Dawley, Telford
	M	Shropshire Business Awards 2017 at the Telford International Centre
24	M	Ironbridge Gorge Museum Trust 50 th Anniversary at Enginuity, Coalbrookdale, Telford
25	M	Chairman of South Staffordshire Civic Sunday at St Nicolas' Church, Codsall
	M	Mayor of Wellington Civic Sunday at All Saints Church, Wellington, Telford
July	1	M Oakengates Carnival at Oakengates, Telford
	M	Opening of The Wakes at Oakengates, Telford
	DM	Wrekin College Speech Day at Wrekin College, Sutherland Road, Wellington, Telford
2	M	Hollinswood & Randlay Parish Annual Fun Day at Hollinswood Pavilion Field, Telford
	M	Ramadan Eid Party at Arleston Community Centre, Telford
4	M	Shropshire Homes School Sport Festival at Shrewsbury Sports Village, Sundorne Road, Shrewsbury

- 5** **M** Crucial Crew VIP Day at Telford College of Arts & Technology, Wellington, Telford
- 6** **M** Trident Homes Turning of the Sod at Hollyhurst Road & New Road, Wrockwardine Wood, Telford
- M** Best Yorkshire Pudding Competition at The Orange Tree Restaurant, Telford College of Arts & Technology, Wellington, Telford
- M** Celebration Evening at Telford College of Arts & Technology, Wellington, Telford
- 7** **M** Wellington Methodist Church Art Exhibition Opening at Wellington Methodist Church, Telford
- M** University of Wolverhampton Honorary Graduates Luncheon at Chancellor's Hall, University of Wolverhampton
- M** Shrewsbury College Graduation at St Chad's Church, Shrewsbury
- 8** **M** Telford Fire Station Open Day at Telford Fire Station, Stafford Park 1, Telford
- M** Rotary Club of the Wrekin Sports Day & Swimming Gala at Wrekin College Sports Centre, Stanley Road, Wellington, Telford
- M** St Georges Church Summer Concert at St Georges Church, Church Street, St Georges, Telford
- 9** **M** Telford Dukes Scooter Club Competition at Oakengates, Telford

TELFORD & WREKIN COUNCIL**COUNCIL – 20 JULY 2017****MATTERS DETERMINED BY THE CABINET****REPORT OF CABINET – FOR INFORMATION ONLY****1.0 INTRODUCTION**

This report sets out those matters determined by the Cabinet at its meetings on 23 March 2017, 20 April 2017, 18 May 2017, 29 June 2017 and (subject to approval) 13 July 2017.

2.0 CABINET BUSINESS

Matters that have been determined by Cabinet are listed below:

2.1 23 March 2017

- | | | |
|----|-------|--|
| K | 2.1.1 | Telford Central Footbridge Replacement |
| K | 2.1.2 | Selective Licensing |
| K | 2.1.3 | Business Rates Discretionary Relief |
| NK | 2.1.4 | Annual Public Health Report |

2.2 20 April 2017

- | | | |
|----|-------|---|
| K | 2.2.1 | Supporting Growth - Development Management |
| NK | 2.2.2 | Ironbridge Gorge World Heritage Site Management Plan |
| NK | 2.2.3 | Severn Gorge Conservation Area Appraisal and Management Proposals |

2.3 18 May 2017

- | | | |
|----|-------|--|
| K | 2.3.1 | Proposed 3G Pitch Development |
| K | 2.3.2 | Children's and Adults ICT Systems Review, Procurement and Implementation |
| NK | 2.3.3 | Draft Annual Governance Statement 2016/17 |

2.4 29 June 2017

- | | | |
|-----|-------|--|
| K C | 2.4.1 | Service & Financial Planning Report – 2016/17 Outturn and 2017/18 Update |
| K | 2.4.2 | Procurement Update Report |
| K | 2.4.3 | Young High Street Challenge |
| K | 2.4.4 | Academy Conversion Process: proposed recoupment of costs |
| K | 2.4.5 | Housing Investment Programme Update |
| K | 2.4.6 | Pride in Our Community by Securing Safer, Cleaner |

		Neighbourhoods through appropriate use of our Enforcement Powers
NK	2.4.7	Fixed Penalty Enforcement Policy & Setting of Fixed Penalty Fines
NK	2.4.8	Telford & Wrekin Homelessness Strategy 2017- 2022
NK	2.4.9	Representation on Outside Bodies
	2.5	<u>13 July 2017</u> (subject to Cabinet Approval)
K C	2.5.1	2017/18 Financial Management Report
K	2.5.2	Variation to the West Mercia Energy Joint Agreement
NK	2.5.3	Academy Conversion for Hadley Learning Community Private Finance Initiative School to a Multi-Academy Trust
K	2.5.4	Finalisation and Closure of the Building Schools for the Future Programme
K	2.5.5	SEND Strategy
K C	2.5.6	Telford Land Deal
K	2.5.7	£50m Growth Fund Update
K	2.5.8	Investing in Telford at 50
K	2.5.9	Developing an Online Local Authority Lottery

Key

K	= Key Decisions
NK	= Non-Key Decisions
E	= Exempt Items
PE	= Part Exempt Item
C	= Council
PC	= Part Recommendation to Council

3.0 DELEGATION OF POWERS GRANTED BY THE CABINET

REPORT HEADING	DELEGATION GRANTED TO	DETAIL OF DELEGATION GRANTED
Telford Central Footbridge Replacement	Assistant Director: Governance, Procurement and Commissioning and the Assistant Director Customer & Neighbourhood Services	To take any required procedural steps, enter into any necessary legal agreements, deeds and land transfers and to take any required actions to reconstruct the bridge, implement station changes, install facilities and alter the public highway and other approaches to provide connectivity with the new bridge and the station to deliver the Project as described in the report.

Telford Central Footbridge Replacement	Assistant Director: Customer & Neighbourhood Services and the Assistant Director: Governance, Procurement and Commissioning, in consultation with the lead Cabinet Member for Transport, Customer & Neighbourhood Services	To award the construction and other necessary contracts to reconstruct the bridge, implement station changes, install facilities and alter the public highway and other approaches to provide connectivity with the new bridge and the station.
Telford Central Footbridge Replacement	Assistant Director, Customer & Neighbourhood Services and the Assistant Director: Governance, Procurement and Commissioning, in consultation with the lead Cabinet Member for Transport, Customer & Neighbourhood Services	To vary the Project where required and exercise the Council's power to implement the Project (as varied) in accordance with above.
Selective Licensing	Assistant Director: Customer & Neighbourhood Services in consultation with the Lead Cabinet Member for Public Protection, Safety & Environment	(Subject to the outcome of satisfactory consultation) To approve the designation of the four selective licensing zones identified in the report and make arrangements to implement the new scheme.
Selective Licensing	Assistant Director: Commercial Services in consultation with the Lead Cabinet Member: Housing, Leisure and Health	To make any arrangements on behalf of the council to implement the re-launch of the Telford & Wrekin Landlord Accreditation Scheme.
Supporting Growth - Development Management	Assistant Director: Business, Development & Employment, and such other officer(s) authorised in writing by the Assistant Director: Business, Development & Employment, in consultation with the Cabinet Member for Housing, Leisure and Health	<p>To make and implement whatever arrangements are considered by the Assistant Director: Business, Development & Employment to be necessary to undertake and charge for undertaking those functions listed in paragraph 4.5 & 6 of the report and such other planning, highways and building control functions the Assistant Director: Business, Development & Employment considers it would be lawful and appropriate to provide at a charge</p> <p>(i) to set the charges on a full cost recovery basis for undertaking those functions listed at paragraph 4.5 & 6 of the report and such other</p>

		<p>planning, highways and building control functions the Assistant Director: Business, Development & Employment considers it would be lawful and appropriate to provide under such a charging regime and to amend those charges as required.</p> <p>(ii) to enter into any formal agreement, contract or other documentation necessary to implement whatever arrangements are considered by the Assistant Director: Business, Development & Employment to be necessary to provide services in respect of those functions listed at paragraph 4.5 & 6 of the report and in respect of such other planning, highways and building control functions the Assistant Director: Business, Development & Employment considers it would be lawful and appropriate to provide on a full cost recovery basis.</p> <p>(iii) to produce, approve and secure the implementation of a business plan setting out how the functions referred to in the above recommendations will be undertaken and charged for on a full cost recovery basis.</p>
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Supporting Growth - Development Management	Assistant Director: Business, Development & Employment, and such officer(s) authorised in writing by the Assistant Director: Business, Development & Employment, in consultation with the Assistant Director: Finance & Human Resources and the Cabinet Member for Council Finance & Service Delivery	To make changes to nationally set planning fees in line with National Government policy as set out in paragraph 4.12 of the report.
Ironbridge Gorge World Heritage Site Management Plan	Assistant Director: Business Development & Employment and any other officer authorised by that Assistant Director in writing, in consultation with the lead Cabinet Member	To review, amend, and consult on any further WHS management plans.
Severn Gorge Conservation Area Appraisal and Management Proposals	Assistant Director: Business Development & Employment and any other officer authorised by the Assistant Director in writing, in consultation with the lead Cabinet Member	To draft and consult on any further Conservation Area Management Plans within the Borough, as per the statutory regulations.
Severn Gorge Conservation Area Appraisal and Management Proposals	Assistant Director: Business Development & Employment and any other officer authorised by the Assistant Director in writing, in consultation with the Lead Cabinet Member,	Following any consultation period, to amend and adopt any further Conservation Area Management Plans within the Borough.
Proposed 3G Pitch Development	Assistant Director: Commercial Services (or any officer authorised in writing by that Assistant Director) in consultation with the Cabinet Member for Housing, Leisure and Health	To agree and enter into and complete any contracts, land transfers and any other arrangements and documentation and take any required procedural steps to develop the 3G artificial turf pitch, changing rooms and car park as described in the report.

Children's and Adults ICT Systems Review, Procurement and Implementation	Assistant Director: Early Help and Support, in consultation with cabinet member(s) responsible for children's and adults social care,	To proceed with the next stage of procurement for a Children's and Adults ICT solution, including the Social Care Case Management System and to award the contract and adopt the appropriate process in accordance with the Constitution for the Assistant Director: Governance, Procurement and Commissioning to conclude all legal formalities for any subsequent contract on behalf of the budget holder.
Procurement Update Report	Appropriate officers (as per the Contract Procedure Rules)	To progress new procurements through the tender process to contract award.
Young High Street Challenge	Assistant Director: Development, Business & Employment	To agree the terms and sign the Grant Funding Contract.
Academy Conversion Process: Proposed Recoupment of Costs	Cabinet Member for Education and Skills and the Assistant Director: Education and Corporate Parenting	To determine the level of charge to be levied dependent upon individual school factors and also to take responsibility for reviewing charges on an annual basis.
Housing Investment Programme	Managing Director in Consultation with the Assistant Director for Finance & Human resources, the Leader and Cabinet Members for Housing & Enforcement and Finance, Commercial Services & Economic Development	To: (i) execute any documents, as required, to implement the recommendations contained within the revised Business Case (ii) execute any agreements, as required, for the disposals or acquisition of land required to give effect to the recommendations contained within the Business Case
Housing Investment Programme	Assistant Director: Governance, Procurement & Commissioning	To seal or sign any documents required to give effect to the recommendations contained in the report.

Telford & Wrekin Homelessness Strategy	Assistant Director for Commercial Services in consultation with the lead cabinet member for Housing & Enforcement	To agree the annual homelessness delivery plan and the annual review of the plan, which will involve taking into account feedback from the Homelessness Partnership Group.
Variation to the West Mercia Energy Joint Agreement (Subject to Cabinet approval)	Assistant Director of Finance and Human Resources	To finalise and execute the variation in Consultation with the Assistant Director of Governance, Procurement and Commissioning be approved.
Academy Conversion for Hadley Learning Community Private Finance Initiative School to a Multi-Academy Trust (Subject to Cabinet approval)	Assistant Director – Education and Corporate in consultation with the Cabinet Members for Finance, Commercial Services and Economic Development and Education and Skills,	Parenting to facilitate the HLC PFI academy conversion to the newly incorporated Multi Academy Trust. More specifically authority to negotiate and enter all the necessary legal agreements (including but not limited to Deed of Variation of the Project Agreement, the Principal Agreement, the School Agreement and the Commercial Transfer Agreement) and complete the formalities to effect the conversion and the level of annual charges to the academy for the Council's continuing responsibility to monitor the PFI contract.
Academy Conversion for Hadley Learning Community Private Finance Initiative School to a Multi-Academy Trust (Subject to Cabinet approval)	Assistant Director - Business, Development and Employment	For the land transfer, lease and licence agreements to be negotiated, signed and completed relating to the site.
SEND Strategy (Subject to Cabinet approval)	Cabinet Member for Education & Skills and the Assistant Director for Education and Corporate Parenting	To make any amendments to the policy which may result from any external inspection.
Telford Land Deal Update (Subject to Cabinet approval)	Assistant Director: Business, Development & Employment in consultation with the Assistant Director: Finance & Human Resources and the Cabinet Member for Council Finance, Commercial Services and Economic Development	To consider the business case and determine the use of uplift monies, in line with the parameters set out in section 5 of the report.

Telford Land Deal Update (Subject to Cabinet approval)	Assistant Director: Business, Development & Employment and Assistant Director – Neighbourhood & Customer Services	To undertake the investments (as appropriate to the Service Area lead) following approval to the business case as set out in the report.
£50m Growth Fund Update (Subject to Cabinet approval)	Assistant Director: Business, Development & Employment,	To negotiate and enter into all necessary agreements with other organisations looking to invest in property.
Investing in Telford at 50 (Subject to Cabinet approval)	Managing Director, in consultation with the Leader of the Council .	To implement the 'Telford Pride @ 50 Fund', to allocate funding in line with the themes identified for the legacy fund and to support the delivery of Council priorities.
Investing in Telford @ 50 (Subject to Cabinet approval)	Community Participation Team Service Delivery Manager in consultation with the Cabinet Member Customer Services, Tourism and Partnerships	To allocate of a Community Capacity Building Fund of £695,000 as outlined in the report.
Developing an Online Local Authority Lottery (Subject to Cabinet approval)	Managing Director, in consultation with the Cabinet Member for Council Finance, Commercial Services & Economic Development	To set up an online local authority lottery and make any appropriate application as necessary to the Gambling Commission in order to establish the online local authority lottery.
Developing an Online Local Authority Lottery (Subject to Cabinet approval)	Managing Director in consultation with the Cabinet Member for Council Finance, Commercial Services & Economic Development	To allocate the central fund to projects that support our priority relating to vulnerable adults and children.
Developing an Online Local Authority Lottery (Subject to Cabinet approval)	Managing Director in consultation with the Cabinet Member for Council Finance, Commercial Services & Economic Development	To finalise the details of the scheme, including for example the lottery name and application criteria for good causes.

LEGAL COMMENT FINANCIAL COMMENT LINKS WITH CORPORATE PRIORITIES RISKS AND OPPORTUNITIES ENVIRONMENTAL IMPACT EQUALITY & DIVERSITY WARD IMPLICATIONS	As described in each report considered by Cabinet. Copies of all reports have been previously circulated to all Members of the Council.
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TELFORD & WREKIN COUNCIL

CABINET – 29 JUNE 2017
COUNCIL – 20 JULY 2017

SERVICE & FINANCIAL PLANNING REPORT – 2016/17 OUTTURN AND 2017/18 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 2016/17 General Fund Revenue Financial Outturn**

The Council has actively managed its budget during 2016/17 and despite some areas of significant pressure, has ended the year in a very positive financial position. This will not only assist in 2017/18 but allows some one-off investments in key areas to drive forward improvement and fund developments. Going forward this will result in a more sustainable financial strategy and provide benefits to the Community.

The gross revenue budget for 2016/17 was £433m and the net budget was £122m. The revenue outturn position is within budget with a final net underspend of £0.166m (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 £16m of budget savings in 2016/17, on top of the £80m made in the previous 7 years. Savings are now equivalent to £1,300pa for every home in the borough.

Despite the Government's Four Year Grant Settlement, the funding outlook for the medium term is still very uncertain due to the current review of the Business Rates Retention Scheme which is underway. This is the most significant and fundamental change to local government financing in recent times and encompasses reviewing the Relative Needs formulae and moving to 100% Business Rates Retention combined with the transfer of extra responsibilities and Functions to local authorities. Currently the design of the new system is subject to consultation and no detailed information for individual authorities is likely to be known until late 2018. It is therefore not possible to have any real certainty on the further cuts that the Council will face, however it is anticipated that we will need to identify in the region of an additional £30m over the period 2017/18 to 2019/20. This would bring the total savings to around £130m by the end of this period. 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 2016/17, the Council has been able to create a number of provisions from the 2016/17 outturn position to support its priorities and sustain its financial position going forward.

These include:

- £0.75m for investment in Estate Car Parking;
- £0.6m to fund a further two years of the Job Box and Life Ready Work Ready Programme to reduce the number of NEET young people and unemployed;
- £0.5m to create a High Street Fund providing a range of developments including: CCTV, Wi-Fi, pavement and road improvements, lighting, supporting take-up and growth of empty retail units;
- £0.4m for the development of Madeley Sports Hub;
- £0.1m to fund a programme of improvements and upgrades to Rights of Way.

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 £4m has been delivered from Treasury Management the majority of which relates to benefits from low interest rates for short term borrowing and the current Treasury Management Strategy of keeping the majority of new borrowings very short term. Clearly at some point the Council will need to start to lock in to longer term fixed rates but to do this before longer term interest rates start to increase incurs a “cost of carry” compared to the current strategy although there is a risk that longer-term fixed rates (as opposed to base rates) may start to move upwards quickly at some point. This position is monitored regularly by senior finance staff and advice is taken from the Council’s external treasury management advisors to try to manage this risk as far as possible whilst seeking to maximise short term gains.
- A one off benefit of £0.6m following the final winding-up of Transforming Telford Ltd.
- A one off benefit of £0.7m from updating sinking fund requirements for Private Finance Initiative commitments.
- Close management of employee budgets during the year has resulted in savings totalling just under £1.9m relating to vacant posts, many of which are one off savings linked to planned future service restructures

The main pressures experienced during 2016/17 were:

- **Early Help & Support** ended the year with a service overspend of £3.9m. As reported throughout the year, the cost of purchasing care packages from external providers was the key issue with an overspend of £6.1m. One off balances of £0.2m and a specific contingency set aside as part of the budget strategy of £2.5m partly offset the overspend. The Council has invested £4.4m in Adult Social Services in 2017/18 and is committed to effectively meeting the assessed needs of vulnerable adults in the borough. A further £6.8m funding over the next three years was also announced in the Chancellor's Spring Budget for Adult Social Care reflecting the fact that this is a national pressure and funding issue. However, these services comprise a large proportion of the council's overall budget and will need to contribute significantly to the overall savings requirement.
- **Children's Safeguarding** ended the year with a service overspend of £4.1m. This was a combination of the cost of Children in Care Placements, which had an overspend of £3.5m at year end, and other service overspends including the cost of using agency staff; these were offset by the use of one off balances of £0.5m. The Council has invested £4.8m in the Safeguarding in 2017/18 highlighting the very high priority placed on safeguarding children. However, as above, these services comprise a large proportion of the council's overall budget and will need to contribute significantly to the overall savings requirement.

1.2 2016/17 Capital Outturn.

Capital spend ended the year at £73.7m against an approved estimate of £87.1m which was in the main due to re-phasing expenditure into 2017/18. This underspend will result in some further treasury management savings to be made in 2017/18.

1.3 Income Monitoring

Overall cash collection is in a good position. Collection rates for Council Tax (£75m) and Business Rates (£76m) were ahead of the target for the year and Sales Ledger Income (£37m) was slightly behind. Sales ledger income has increased considerably in recent years as the Council adopts an increasingly commercial approach and has successfully expanded many income sources including new trading with schools outside the borough. In addition to sales ledger income the Council has also implemented a number of initiatives that deliver a direct net income stream to its revenue budget, these include the solar farm and NuPlace. All 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 NuPlace Ltd

2016/17 was the second year of operation for NuPlace Ltd, the Council's wholly owned housing investment company. NuPlace is a separate legal entity and as such prepares its own accounts but as NuPlace is wholly owned by the Council consolidated group accounts are also prepared. The unaudited accounts show that NuPlace generated an operating profit before taxation of £0.274m in 2016/17 but as expected no dividend was distributed. The Council

also received income from NuPlace totalling £0.529m during 2016/17 net of additional interest and marginal costs.

1.5 **General**

The draft formal statement of accounts will be considered at the Audit committee on 27 June 2017 and audited by KPMG, the Council's external auditors during July. The accounts will also be available for public inspection for 30 working days from 19 June 2017.

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

1.7 **2017/18 Update**

The Council faces another very challenging year in 2017/18 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.

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 2016/17 and related virements in Appendix 3 which is subject to audit by the Council's external auditors;
 - the transfers to reserves and associated approval to spend the reserves as detailed in section 5 and Appendix 2;
 - the supplementary revenue estimate in relation to the additional Adult Social Care Grant announced after the Council's budget was set detailed in para. 9.1.
- (ii) To approve the Capital outturn position and related supplementary estimates, re-phasing and virements shown in Appendix 4 and as summarised in the report.
- (iii) To note the performance against income targets.
- (iv) To note the key issues identified for 2017/18

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 2016/17 REVENUE BUDGET

- 4.1** The Council had a gross revenue budget of £433m for 2016/17 and the final net revenue outturn position is as follows (a more detailed summary is provided in Appendix I):

	£m
Net Budget	122.278
Net Expenditure	122.112
Net Underspend	-0.166
Percentage Net Variance	-0.14%

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

Service Area	Service Budget	Service Outturn	Service Variation
Development Business & Employment	(163,536)	(535,686)	(372,150)
Finance & Human Resources	8,411,791	3,416,150	(4,995,641)
Cooperative Council Team	1,446,541	1,255,998	(190,543)
Children's safeguarding	22,052,836	26,143,713	4,090,877
Education & Corporate Parenting	5,100,637	5,157,485	56,848
Early Help & Support	42,592,082	46,488,265	3,896,183
Legal, Procurement & Commissioning	3,578,679	3,049,172	(529,507)
Health & Wellbeing	1,839,839	1,720,723	(119,116)
Customer & Neighbourhood Services	29,048,816	28,339,363	(709,453)
Commercial Services	49,241	44,890	(4,351)
Council Wide	8,321,684	205,070	(8,116,614)
Transfers to Reserve	0	6,827,000	6,827,000
Total	122,278,610	122,112,143	(166,467)

This table shows the position for each service area after the allocation of funds to Council priorities as detailed in section 5.3 of this report. Particularly good performance in a number of service areas including Commercial Services where additional income, early delivery of savings enabled funding for a upgraded cashless catering system to be identified and underspends in Customer & Neighbourhood Services have enabled funding to support Engineering Services to be set aside.

The figures in the table 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>Business, Development & Employment</u>	
Skills – National Careers Contract; benefit from contract changes resulting in additional one off income and more effective service delivery.	-0.144
Development Management – Planning Determination; cost of planning appeals	+0.152
Development Management – employee cost saving due to vacant posts.	-0.116
<u>Finance & HR</u>	
Treasury –this includes the benefit arising from current low interest rates and lower borrowing than anticipated in the earlier part of the year.	-4.011
PFI Sinking Fund – Updated sinking fund assumptions to reflect current projections.	-0.700
<u>Cooperative Council Team</u>	
There are no variances over £100k to report.	
<u>Children's Safeguarding & Independent Review</u>	
Children in Care Placements (CiC) –£3.489m overspend in 2016/17 which compares to £1.7m reported at 2015/16 year end. The total number of Looked After Children at the end of the year was 381 which is an increase of 82 within the financial year. Considerable investment has been made in this area as part of the 2017/18 budget strategy and the service has a 4 year placement model in place to manage costs.	+3.489
Internal Foster Carer Costs – payments to Foster Carers including transport costs and foster carer training.	+0.158
Staffing (Safeguarding) – includes the cost of agency social workers.	+0.512
One off Service Balances – use of one off service balances to support Safeguarding pressures.	-0.500
Assessment – the overspend reflects a significant increase in the volume of activity ie. Children in Need and Child Protection Plans	+0.271
Legal – the overspend reflects an increase in the volume of activity and an increase in the use of external barristers.	+0.152

Service Area	Variance £m
<u>Education & Corporate Parenting</u>	
Specialist Services – savings target not fully met.	+0.104
Advisory Management/School Improvement traded Advisory Service – shortfall against additional income target; the position will be kept under review as the impact of new arrangements following restructure becomes clearer.	+0.221
School Transport – the overspend relates to 2016/17 savings targets not currently being achieved together with an increase in the number of high needs students requiring transport.	+0.111
Education Services Grant – fewer academy conversions than forecast resulting in less grant being lost.	-0.212
Contribution from Reserves – one off balances	-0.200
<u>Early Help & Support</u>	
Purchasing budgets – the pressure experienced during 2015/16 is continued in 2016/17. A cost improvement plan is in place which includes a number of strategies to reduce demand and deliver care differently which should result in lower costs.	+6.121
Contingency – included in the budget strategy for 2016/17 and 2017/18 to allow time for the service delivery changes to embed.	-2.500
Income – higher numbers in residential and nursing care than anticipated has resulted in higher client contributions during 2016/17.	-0.579
Other Income – largely relates to a shortfall of income generated from the CCG arising from an agreement to Joint Fund Packages of Care.	+1.335
Employee Costs – savings from vacancies held in year pending the service restructure.	-0.467
Transfer to Reserves in relation to Better Care Fund Pooled budget and other CCG arrangements	+0.816
Use of One off Resources identified	-0.200
<u>Legal, Procurement & Commissioning</u>	

Service Area	Variance £m
Employee and Team Budgets – linked to vacancies in the Procurement and Contracts team.	-0.332
<u>Health & Wellbeing</u>	
Living Well Support Services – vacancies have been carried within the provider services for Healthy Trainer and healthy Lifestyle Hub.	-0.109
Public Health Commissioned – grant income applied to Public Health Devolved Services	+0.313
Contribution from Public Health Reserve	-0.129
Transfer to Reserves – required for the re-commissioning of Drugs and Alcohol Recovery Service and to support Social Prescribing Neighbourhood working.	+0.210
<u>Customer & Neighbourhood Services</u>	
Structures & Geotechnics – shortfall against income target due a number of fee earning posts being vacant restricting fee earning opportunities.	+0.185
Structures & Geotechnics – employee savings due to vacant posts.	-0.102
Transfer to Reserves – to cover shortfall in the above income target pending the outcome of a service review.	+0.150
Highways Footway Lighting – reduction in spend against planned maintenance due to planned upgrade of street lights in 2017/18	-0.185
Concessionary Travel – reduction in the number of concessionary passes being issued.	-0.125
Benefits Service – additional government grant received in respect of Welfare Reforms.	-0.188
Housing Benefit Subsidy – reduced costs arising from proactive review work leading to recovery of overpayments and reduced ongoing benefit costs.	-0.107
<u>Commercial Services</u>	
ICT – pressure arising from a combination of factors including: the increased number of Microsoft licenses required across the	+0.316

Service Area	Variance £m
council; storage and back-up costs and purchase of equipment all required as the use of technology grows.	
Employee Costs – one off capitalisation of salary costs relating to ICT projects.	-0.124
Facilities Management – one off saving due to vacancies and part year impact of restructure	-0.112
Property & Design – benefit from early closure of properties together with reduced spend on repairs and maintenance and utilities.	-0.139
Transfer to Reserves – to fund a replacement schools cashless catering system.	+0.175

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 2016/17 this grant totalled £12.98m. 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 2016/17 is shown in the table below:

	£
Public Health Reserve (grant bwfd from 15/16)	178,119
Public Health Grant 2016/17	12,983,260
Total Funding	13,161,379
<u>Application of Funding in 2016/17</u>	
Health & Well Being	9,882,431
Children's Safeguarding	103,816
Commercial Services	342,342
Co-Operative Council	14,197
Customer & Neighbourhood Services	148,406
Development, Business & Employment	479,988
Early Help & Support	742,177
Education & Corporate Parenting	186,951
Governance, Procurement & Commissioning	894,716
Council Wide	107,416
Total Spend	12,902,440
Grant cfwd to 2017/18	258,939

The majority of the 2016/17 grant was allocated to Services during the year, with the exception of £0.21m which was carried forward to 2017/18. Of the £0.178m grant brought forward from 2015/16, £0.129m was applied in 2016/17 leaving £0.049m. Overall, including the balance carried forward to 2017/18 in accordance with the grant conditions, the grant was fully spent in 2016/17.

5.0 **RESERVES & BALANCES**

5.1 The main General and Special Fund balances were £4.491m 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 now:

	£m
Balances at 1 st April 2016	4.491
Contribution to General Fund Balances	0.166
Balances at 31st March 2017	4.657

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 2017/18. These include:-

- £2.500m specifically set aside to support Early Help & Support services,
- £2.776m general contingency to provide further support to Adults and children's safeguarding or for other services if required.
- £9.7m additional contingency to support the medium term strategy

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

	<u>£m</u>
• Estate Car parking improvements	0.750
• Skills – additional funding to build on the Job Box and Life Ready Work Ready Programme. This will provide a further two year	0.600

	<u>£m</u>
resources to continue activities to reduce the number of NEET young people and unemployment.	
• High Street Fund – to create a £700k fund to cover a range of developments including: CCTV, wifi, pavement and road improvements, lighting, supporting take-up and growth of empty retail units.	0.500
• Madeley Sports Hub – funding towards the sports hub development	0.427
• Southwater public realm development	0.400
• Events – funding to support events during the 50 th Anniversary of Telford	0.200
• Commercial Catering – funding for an upgraded schools cashless catering system	0.175
• Public Health – funding to pilot a community prescribing project; referring patients to a range of local, non-clinical services and where appropriate managing demand away from council services	0.150
• Engineering Services – funding to support the service pending the outcome of a service review and restructure	0.150
• Campaigns – to support initiatives for the Community benefit such as environmental initiatives, behaviour change and encouraging greater take up of digital channels	0.100
• Rights of Way – improvements and upgrades	0.100
• Partnership Capacity Fund – contribution as agreed in the budget strategy to support capacity in the community	0.095
• Public Health – transition funding required to re-commission substance misuse services during 2017/18	0.060
• Organisational Development – funding to support the workforce through training and development	0.056
• Early Help & Support – funding contribution towards a joint working approach: Transforming Care Partnership to support people with learning disabilities/autism	0.037
• ICT – funding to support the implementation of the new intranet and e-team sites which are integral to new ways of working	0.035
• Telford Town Park – funding for the replacement and safety of the High Ropes equipment in the Town Park	0.030
• Public Protection – funding for consultation in relation to potentially adopting a selective licensing scheme	0.025
• Library Services – funding required to meet commitments as part of the transfer of service provision to Parishes	0.020
Total	3.910

- 5.4 The overall position also includes transfers to the Invest to Save/Capacity Fund of £2m. This fund is integral to delivery of the council's agenda funding one-off costs necessary to achieve long term financial sustainability and meeting significant resource pressures, examples include homelessness £0.076m as referred to in a separate report on this agenda and £0.080m for ensuring that

the Council maintains robust cyber security arrangements; and the Severance Fund of £1.75m as funding will need to be in place once the Government's temporary freedom to capitalise severance costs ceases.

6.0 **2016/17 CAPITAL PROGRAMME**

- 6.1 The capital programme for 2016/17 totalled £87.08m; spend at year end was £73.67m giving a year end variation of £13.41m which is summarised in the table below:

Service Area	Budget	Spend	% Spend	Year End Variance
	£m	£m	£m	£m
Early Help & Support	0.97	0.05	5%	-0.92
Health & Wellbeing	0.76	0.34	45%	-0.42
Development Business & Employment	28.77	24.11	84%	-4.66
Customer & Neighbourhood Services	28.03	29.14	104%	+1.11
Education & Corporate Parenting	15.39	10.31	67%	-5.08
Commercial Services	6.75	4.17	62%	-2.58
Legal Procurement & Commissioning	0.13	0.14	104%	0.01
Cooperative Council	0.30	0.15	51%	-0.15
Finance & Human Resources	5.98	5.26	88%	-0.72
Total	87.08	73.67	85%	-13.41

Note: The budget includes the new allocations, slippage and virements 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>Early Help & Support</u>	
Children's and Adults ICT System Review-rephasing of programme following procurement exercise	-0.92
<u>Health & Wellbeing</u>	
Telford After Care Team – slippage in timing of building purchase for substance misuse	-0.39
<u>Development, Business & Employment</u>	
Property Investment Programme – acceleration in spend on Growth Fund investments	+1.09
Superfast Broadband – spend re-profiled by delivery partners; fully committed in 17/18	-2.10

Housing Investment- 2 sites completed, Contract awarded for further 2 sites; programme rephased	-1.35
HCA Land Deal – rephasing of spend and profit share	-1.39
Capital Receipts Site Preparation –linked to disposals in year	-0.35
Town Centre – re-profile of spend in line with delivery of commercial investments in Southwater	-0.20
<u>Customer & Neighbourhood Services</u>	
Telford Growth Package – delivery of key roundabout improvements supporting Growth package delivery	+0.64
Town Centre Connectivity –rephasing of Town Centre dualling works	+0.55
<u>Education & Corporate Parenting</u>	
Building Schools for the Future – slippage of spend, fully committed in future years	-3.78
Early Years Capital Grant – late government allocation, slipped to 17/18 and fully committed	-0.74
Short Breaks for Disabled Children – delay in spend, all fully committed	-0.16
<u>Commercial Services</u>	
ICT – reprofiling of corporate development projects.	-0.59
Supporting Independent living, disabled facilities grant – slippage to future years	-0.65
Housing – Green Deal Communities fund uncommitted grant	-0.31
Wellington Fitness – delay in scheme design and extended consultation period	-0.23
St Georges regeneration – project rephased following consultation with external parties	-0.27

Asset management plan, general works and surveys – urgent works delayed main programme, all fully committed in future years	-0.23
<u>Co operative Council & Commercial Delivery</u>	
Every day Telford, Pride in Your Community – fully committed to future years	-0.15
<u>Finance & Human Resources</u>	
Efficiency Schemes Capitalisation	-0.63

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 2016/17.

7.0 NUPLACE

7.1 2016/17 was the second year of operation for Nuplace Ltd, the Council's wholly owned housing investment company. The principal activity of which is the procurement of the construction and management of private and affordable residential property. During the period the company successfully completed the construction of 2 sites at Fishermans Walk, Randlay and Holybush Road, Madeley and all 132 properties were successfully let. Land at a further 2 sites within the Borough of Telford and Wrekin was purchased at Matlock Avenue, Dawley, and Court Street, Madeley, and construction contracts were let for the delivery of a further 100 units for private market rent. The construction of these sites remains on schedule for delivery of the units within the financial year ended 31 March 2018, and the activity of pre-lets for these sites is strong.

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 continue to 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 2016/17 which will consolidate the Council and Nuplace's financial position.

7.3 As anticipated, no dividends were distributed at the end of 2016/17 and as the company ended the year with an operating profit before taxation of £0.274m. It should be noted that the Council has received income totalling £0.529m from Nuplace during 2016/17 net of marginal interest and other costs 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, 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. Current monitoring information relating to these is provided below. The Council pursues outstanding debt vigorously, until all possible recovery avenues have been exhausted, but also prudently provides for bad debts in its accounts.
- 8.2 In summary, the overall position for council tax and NNDR is above target. Cash collection remains in a very strong position in all three areas.

INCOME COLLECTION – 2017 / 18				
	Actual	Target	Performance	Change in cash collected on last year
Council Tax Collection	97.45%	97.09%	0.36% ahead of target	+£4,688,580
NNDR Collection	98.49%	98.28%	0.21% ahead of target	+ £1,307,427
Sales Ledger Outstanding Debt	6.37%	5.95%	0.42% behind target	+£2,287,342

8.3 **Council Tax (£75.3m)**

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

Year end performance 2015/16	97.1%
Year End Target for 2016/17	97.1%

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

Month End Target	Month End Actual	Last year Actual
97.09%	97.45%	97.09%

We have collected over £4.6million more in council tax this year compared to last year which is as a result of a decrease in Council Tax Support, growth in the number of domestic dwellings, and an increase in inflation, as well as an increase in collection.

8.4 **NNDR-Business Rates (£76.0m)**

The % of business rates for 2016/17 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 2015/16	98.3%
Year End Target for 2016/17	98.3%

Month End Target	Month End Actual	Last year Actual
98.28%	98.49%	98.28%

Business rates out turned at 98.49% which was an improvement in performance from 2016/17. We collected over £1.3million more than this time last year.

8.5 **Sales Ledger (£36.7m)**

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 2016/17 are as follows:

Age of debt	Annual Target %	March 2017	
		£m	%
Total	5.95	3.071	6.37%

Sales ledger performance is also slightly outside of target. Large invoices were outstanding at year end for the CCG which had a significant impact on year end performance statistics.

9.0 **2017/18 UPDATE**

The first detailed monitoring report for 2017/18 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. Both services have cost improvement plans to assist in the management of cost levels as well as taking a proactive approach to address future changes in funding.

As mentioned earlier in the report the 2017/18 budget includes a contingency of £2.5m specifically for Early Help & Support and additional investment has been included in both areas.

The additional funding made available in the Chancellor's Spring Budget for Adult Social Care, totalling £6.8m over 3 years (which includes £3.519m in 2017/18) is put forward for approval as this was announced after the Council's budget was set. This will be spent in line with the Improved Better Care Fund (BCF) Grant conditions and is treated as a pooled budget as part of BCF.

Treasury Management

A benefit of £1.5m 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 2016/17 as explained earlier in this report. This may vary throughout the year dependent on borrowing requirements.

Pension Inflation

The complex discussions as part of the triennial revaluation of the Shropshire Pension Fund were not concluded until after the budget was set. Through constructive discussions with the Actuary and fund administrators and taking advantage of a discount in return for prepayment at the start of the year, employers pension costs are estimated to be £1m lower than budgeted with further savings available in later years which.

General Inflation

RPI was 3.5% in April 2017 from 2.0% in September 2016 showing an increasing trend over the past 6 months. Although the budget includes an allowance for contractual inflation if this trend continues there is likely to be pressure on all services. The position will be monitored and it is suggested that the benefit from the Pension Inflation mentioned above is retained until further information is available.

Highways – Engineers Fee Income

The shortfall in fee income was £300k in 2016/17 and £150k was prudently set aside at year end to acknowledge the part year impact of the service review which will be implemented during 2017/18. The actual shortfall in 2017/18 will depend on the outcome of the review and the pressure may be higher than the amount set aside.

10.0 **PREVIOUS MINUTES**

Council, Service & Financial Planning Strategy: 03/03/16

Cabinet, Service & Financial Planning Report: 2015/16 Outturn and 2016/17 Update - 26/06/16

Cabinet, Financial Management Reports: 21/7/2016; 13/10/2016; 5/1/2017; 23/2/2017

Council, Financial Management Reports: 29/09/16; 24/11/16; 19/01/17

Council, Service & Financial Planning Strategy: 02/03/17

11.0 **BACKGROUND PAPERS**

2016/17 Budget Strategy and Financial Ledger reports

2017/18 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 2016/17 Outturn Variations

Service Area	Final Budget	Outturn	Variance	Analysis of Variance			
				Asset Rentals	IAS19	Public health	Service
	£	£	£	£	£		£
Development Business & Employment	243,575	13,430,231	13,186,656	13,546,707	12,100	0	(372,151)
Finance & Human Resources	8,411,791	3,428,450	(4,983,341)	0	12,300	0	(4,995,641)
Co operative Council Team	1,446,541	1,260,198	(186,343)	0	4,200	0	(190,543)
Childrens safeguarding	22,321,293	26,427,570	4,106,277	0	15,400	0	4,090,877
Education & Corporate Parenting	11,424,842	13,941,373	2,516,531	2,401,083	58,600	(100,000)	156,848
Early Help & Support	42,731,841	47,266,669	4,534,828	619,845	18,800	(30,000)	3,926,183
Legal, Procurement & Commissioning	3,581,219	3,059,267	(521,952)	455	7,100	(150,000)	(379,507)
Health & Wellbeing	1,839,839	1,731,223	(108,616)	0	10,500	(32,708)	(86,408)
Customer & Neighbourhood Services	31,731,448	31,630,663	(100,785)	586,668	22,000	0	(709,453)
Commercial Services	3,164,004	3,572,524	408,519	383,870	29,000	0	(4,351)
Council Wide	(4,617,782)	(30,463,023)	(25,845,241)	(17,538,628)	(190,000)	0	(8,116,613)
Transfers to Reserve		6,827,000	6,827,000	0	0	0	6,827,000
Total	122,278,610	122,112,143	(166,467)	(0)	0	(312,708)	146,241

2016/17 Revenue Budget Variations over £50,000		Budget	Outturn	Variation	Analysis of Variation				Comments
Description		£	£	£	Asset Rent £	IAS19 £	Public Health	Service £	
Business, Development & Employment									
Skills				-					
Post 16 Transport	Income	(72,500)	-	72,500				72,500	The loss of contributions towards Post 16 transport previously received from TCAT & New College have created an ongoing pressure. The work underway to develop a new approach to transport assistance and the agreement reached with Walford College regarding direct provision it is hoped will start to mitigate the pressure
National Careers Contract	Net position	(135,340)	(279,793)	(144,453)				(144,453)	Contract changes have resulted in the ability to generate one off higher levels of income in addition to changes on delivering the service more effectively both in house and with external providers.
	Variations under £50,000	1,632,160	1,570,294	(61,866)		3,800		(65,666)	
Development Management				-					
Planning Applications	Employers	656,910	573,104	(83,806)				(83,806)	One off savings arising from vacancy management and implementation of restructure.
	Income	(1,524,942)	(1,430,888)	94,054				94,054	A small number of planning applications anticipated in final quarter 16/17 have fallen into 17/18 financial year.
Planning Determination Statutory	Supplies & Services	-	152,000	152,000				152,000	Planning appeal costs.
Planning Management Account	Employers	704,628	588,495	(116,133)				(116,133)	One off vacancy management savings and implementation of restructure..
	Variations under £50,000	1,710,489	1,646,473	(64,016)		4,800		(68,816)	
Regeneration & Investment				-					
PIP & Service Charges	Net Position	(4,677,740)	4,423,376	9,101,116	9,039,789			61,327	This reflects the net current projections for Service charge voids.
MSCP	Income	(331,180)	(402,653)	(71,473)				(71,473)	Overachievement of income targets.
HCA	Income	-	(91,200)	(91,200)				(91,200)	HCA Land deal income received.
	Variations under £50,000	1,098,800	5,606,757	4,507,957	4,506,918	1,200		(161)	
Inward Investment & Business Support				-					
Management Team	Employers	166,070	81,867	(84,203)				(84,203)	Anticipated early delivery of restructure savings.
	Variations under £50,000	1,051,960	987,244	(64,716)		1,700		(66,416)	
Other				-					
	Variations under £50,000	(35,740)	5,155	40,895		600		40,295	
Total Business, Development & Employment		243,575	13,430,231	13,186,656	13,546,707	12,100	-	(372,151)	
Finance & HR									
Corporate & Capital Finance	Employees	873,025	778,722	(94,303)				(94,303)	Underspend from vacant posts which are being held vacant to contribute towards 2017/18 savings targets.
PFI HLC Leisure Contribution	Third Party Payments	747,970	47,970	(700,000)				(700,000)	Updated sinking fund assumptions following updated projections mean a reduction in the contribution to the fund for 2016/17
Human Resources	Income	(1,205,293)	(1,302,955)	(97,662)				(97,662)	Additional income generated from Services to Schools. This is mainly due to new business from external schools.
Treasury Management		6,546,631	2,535,290	(4,011,341)				(4,011,341)	Benefits arising from current low interest rates and lower borrowing than anticipated in the earlier part of the year.
Variations Under £50k		1,449,458	1,369,423	(80,035)		12,300		(92,335)	
Total Finance & HR		8,411,791	3,428,450	(4,983,341)	-	12,300	-	(4,995,641)	
Cooperative Council Team									
Community Participation	Employees	547,610	456,639	(90,971)				(90,971)	Under spend on vacant posts due to in year restructure
Organisational Development & Delivery	Employees	657,145	579,600	(77,545)				(77,545)	Under spend from vacant posts not recruited to due to restructure launched in September 2016.
Transfer to Reserves			56,036	56,036				56,036	To support corporate training and development
Voluntary Sector Grants		344,300	249,000	(95,300)				(95,300)	Planned underspend to contribute to Partnership Capacity Fund below

2016/17 Revenue Budget Variations over £50,000									
Description		Budget	Outturn	Variation	Analysis of Variation				Comments
		£	£	£	Asset Rent £	IAS19 £	Public Health	Service £	
Transfer to Reserves			95,000	95,000				95,000	Contribution to Partnership Capacity Fund agreed in the 2017/18 budget strategy
Variations Under £50k		(102,514)	(176,077)	(73,563)		4,200		(77,763)	
Total Cooperative Council Team		1,446,541	1,260,198	(186,343)	-	4,200	-	(190,543)	
Children's Safeguarding									
Children in Care Placements		9,502,127	12,991,203	3,489,076				3,489,076	The total number of Looked after Children total at the end of 2016/17 was 381. This is an increase of 82 within the financial year. Considerable investment has been made in this area as part of the 2017/18 budget strategy. Alongside this the Service has developed a 4 year placement model to ensure that the medium term budget strategy is delivered.
Care leavers Accommodation costs		379,786	314,490	(65,296)				(65,296)	The outturn reflects a significant reduction in placement costs.
Staffing		7,123,568	7,638,875	515,307		3,500		511,807	The outturn variance includes an overspend of £0.7m against agency budgets which has been netted down by vacancies being carried across the service. At the end of March there were 11.8 agency working in CPFS and 2 within the Family Connect Service. Additional investment has been made as part of the 2017/18 Budget Strategy to recognise the pressures arising due to increasing CIN and CP Plans and through the results of the OFSTED Inspection undertaken in 2016/17.
Internal Foster Carers costs (excluding salaries, fees and allowances)		300,897	459,049	158,152				158,152	Specific pressures the most significant of which are travel costs £90k.
Assessment		250,565	521,533	270,968				270,968	Outturn reflects an increase volume in activity (CIN and CP plans).
Legal costs		243,083	394,899	151,816				151,816	Outturn reflects an increase volume in activity (CIN and CP plans) and an increase in the use of external barristers.
Variations under £50,000		3,778,304	3,742,619	(35,685)		10,600		(46,285)	
One off Balances			(500,000)	(500,000)				(500,000)	
Independent Review - Staffing		666,605	714,752	48,147		1,300		46,847	The significant pressure in this area is the cost of agency staff where the current projection is £71k
Independent Review - Under £50k		76,358	150,149	73,791				73,791	
Total Children's Safeguarding		22,321,293	26,427,570	4,106,277	-	15,400	-	4,090,877	
Education & Corporate Parenting									
	Miscellaneous School Expenditure	7,605,254	10,390,994	2,785,740	2,739,564	50,200		(4,024)	The increase in asset rental charges was due to changes in the valuation of school premises.
	Specialist Services	642,105	747,534	105,429		1,600		103,829	The overspend in this area was due to the savings target not being achieved in full in 2016/17.
	Early Years & Childcare	214,321	282,967	68,646		1,000		67,646	Only part year salary savings target achieved in 2016/17 as the restructure in this area took effect from September 2016. Further savings will be achieved in 2017/18 due to a full year impact. Offset by £100,000 additional Public Health Grant funding shown below.
	Traded Advisory Service	276,172	499,409	223,237		2,200		221,037	The service had an additional income target for 2016/17 which was not achieved in the context of a reorganisation, including part of the area moving to the Severn Teaching Alliance Teaching School from September 2016. Budgets for 2017/18 will be realigned in the context of the changes to the service.
	School Transport	2,852,923	2,964,015	111,092				111,092	The overspend in this area was mainly due to the savings target of £100,000 not being achieved in 2016/17. Part of the context of this is an increase in the numbers of high needs students needing home to school transport. Several initiatives are under way to produce cost savings in 2017/18 and beyond.
	Education Service Grant (ESG)	(1,820,185)	(2,032,103)	(211,918)				(211,918)	The majority of ESG is paid for pupils in maintained schools. Academy conversions therefore reduce the grant received in year. A number of conversions were anticipated in 2016/17 which did not take place during the year, most notably Charlton School. This resulted in a higher than budgeted receipt of ESG.
	Residential Education Provision (Pre 16)	360,382	14,061	(346,321)	(338,481)			(7,840)	Asset Rental underspend

2016/17 Revenue Budget Variations over £50,000									
Description		Budget	Outturn	Variation	Analysis of Variation				Comments
		£	£	£	Asset Rent £	IAS19 £	Public Health	Service £	
	Variations under £50,000	1,293,870	1,374,496	80,626	-	3,600		77,026	
	Use of Reserves		(200,000)	(200,000)				(200,000)	One off application of Reserves
	Additional Public Health Grant		(100,000)	(100,000)			(100,000)		
			-	-					
			-	-					
Total Education & Corporate Parenting		11,424,842	13,941,373	2,516,531	2,401,083	58,600	(100,000)	156,848	
Early Help & Support									
				-					
Purchasing		42,188,894	48,310,120	6,121,226				6,121,226	The year end position reflects actual expenditure for the year including accruals for care orders in place at the end of March where invoices are not received. There has been a reduction mainly due to the realisation of reduced care costs for which accruals were in place in 2015/16, and a reduced cost of care of £250k.
Contingency		2,500,000	-	(2,500,000)				(2,500,000)	The Budget Strategy included this contingency as budgetary growth for 2016-18. This contingency budget is a "Safety net" and is part of the strategy to transform the delivery of services.
Income - Client Contributions		(6,355,872)	(6,935,226)	(579,354)				(579,354)	Client income has not changed materially from 2015/16 outturn position. The 2016/17 budget assumed that with a reduction to clients in residential and nursing care there would be a corresponding reduction in client contributions. The over-achievement in income has occurred as a result of a higher number of clients in residential and nursing care than anticipated and this is reflected in the purchasing pressure reported above.
Income - Other		(10,052,808)	(8,717,558)	1,335,250				1,335,250	This shortfall in income largely arises from a shortfall against the target income to be generated from the CCG.
Employee costs		9,216,729	8,749,794	(466,935)				(466,935)	The EHS restructure was implemented in December 2016 and achieved planned savings targets. The underspend being reported reflects further savings made in 2016/17 from vacancies held in year.
Contribution to Reserves		-	816,029	816,029				816,029	Reflects a movement to reserves in line with the Better Care Fund Pooled budget and other CCG arrangements
Contribution from reserves		-	(200,000)	(200,000)				(200,000)	Use of one off resources
Variations under £50,000		5,234,898	5,243,510	8,612	619,845	18,800	(30,000)	(600,033)	A significant proportion of these underspends are from Cohesion. The remaining EHS underspends are in certain cases offset by pressures reported above, and from capitalisation of ICT costs
			-	-					
			-	-					
Total Early Help & Support		42,731,841	47,266,669	4,534,828	619,845	18,800	- 30,000	3,926,183	
Legal, Procurement & Commissioning									
				-					
Commissioning-employee and team budgets		2,398,342	1,917,474	(480,868)		1,300	(150,000)	(332,168)	Vacancies within the Procurement and contracts team have resulted from Voluntary redundancies and are delivering savings in year, in addition to a rationalisation of funding resources.
Commissioning-Contribution to reserves		-	37,325	37,325				37,325	A contribution towards the cost of the Commissioning arrangements for the Transforming Care Partnership initiative
Variations under £50,000		1,182,877	1,104,468	(78,409)	455	5,800		(84,664)	
			-	-					
Total Legal, Procurement & Commissioning		3,581,219	3,059,267	(521,952)	455	7,100	(150,000)	(379,507)	
Health & Wellbeing									
				-					

2016/17 Revenue Budget Variations over £50,000									
Description		Budget	Outturn	Variation	Analysis of Variation		Public Health	Service	Comments
		£	£	£	Asset Rent £	IAS19 £			
Public Health Commissioned									
Drugs and Alcohol Support Services	Commissioned Services	2,481,768	2,418,310	(63,458)			(63,458)		Efficiencies made against various commissioned Drugs and Alcohol services. Reductions in take up to commissioned Stop for Life Smoking in Pregnancy have led to savings against the commissioned contract and the Children's Counselling Service needed to be tendered in year due to the provider going into administration. Vacancies have been carried within the provider services for Healthy Trainer and Healthy Lifestyle Hub.
Early Help Support Services	Commissioned Services	827,923	759,855	(68,068)			(68,068)		
Living Well Support Services	Commissioned Services	816,940	707,450	(109,490)			(109,490)		
Variations Under £50k		6,008,814	5,856,089	(152,725)	-	300	(135,971)	(17,054)	
Public Health - Grant income		(10,053,691)	(9,740,983)	312,708			312,708	-	Public Health Grant and Spend - see detail in the main report
Public Health - Other income		(65,000)	(80,000)	(15,000)			(15,000)	-	
Contribution from PH Reserve			(129,180)	(129,180)			(129,180)	-	
Contribution from Other Reserves (Naloxin)			(1,542)	(1,542)			(1,542)	-	
Contribution to Public Health reserve		-	210,000	210,000	-	-	210,000	-	Approved reserves to fund transition in the re-commissioning of Drugs and Alcohol Recovery Service (£60k) and to support Social Prescribing Neighbourhood Working (£150k)
Public Health Total				-					
Civil Resilience & Coroners Service		516,208	512,858	(3,350)		300		(3,650)	
Variations under £50k				-					
Culture and Wellbeing									
Variations under £50k		1,045,930	928,958	(116,972)		3,200	(32,708)	(87,464)	Approved reserves to fund purchase of equipment and consumables for the High Ropes facility in the Town Park.
Contribution to Reserve		-	30,000	30,000		-	-	30,000	
My Options		260,947	259,407	(1,540)		6,700		(8,240)	
Variations under £50k				-					
Total Health & Wellbeing		1,839,839	1,731,223	(108,616)	-	10,500	(32,708)	(86,408)	
Customer & Neighbourhood Services									
Public Protection									
Commercial Pollution	Employees	455,284	385,190	(70,094)				(70,094)	Under spend arising from vacant posts as a result of Public Protection restructure
Highways & Neighbourhood Mgmt									
Public Realm	Employees	535,870	459,227	(76,643)				(76,643)	Vacant posts due to Service restructure
Transport & Highways Development									
Winter Maintenance	Various	666,200	597,737	(68,463)				(68,463)	Reduced spend on Winter Maintenance due to a mild winter
Flood Barriers	Supplies & Services	97,000	618	(96,382)				(96,382)	Underspend arising as Barrier not deployed this year
Highways & Engineering	Income	(1,411,220)	(1,303,429)	107,791				107,791	Vacant posts in this team has reduced the level of income generating work. These posts are currently being recruited to
Structures & Geotechnics	Employees	358,568	257,030	(101,537)				(101,537)	Vacant posts
Structures & Geotechnics	Income	(650,650)	(465,246)	185,404				185,404	Vacant posts in this team has reduced the level of income generating work. These posts are currently being recruited to
Highways Maintenance	Capital Financing	2,296,750	2,755,422	458,672	458,672				Variation on Asset Rental
Accident Damage	Income	(43,200)	(108,231)	(65,031)				(65,031)	Additional payments received for damage incurred
Highways Insurance Excess	Various	201,080	137,958	(63,122)				(63,122)	Under spend against insurance budget as majority of claims have been met from the insurance excess fund
T&W Footpath lighting	Premises-Related Expenditure	593,250	408,204	(185,046)				(185,046)	Reduction in spend against planned maintenance due to the upgrade of street lights in 2017/18
Traffic Management	Third Party Payments	-	67,457	67,457				67,457	Additional spend with TWS Contractor
Concessionary Travel	Supplies & Services	1,717,720	1,591,855	(125,865)				(125,865)	Reduction in the number of actual concessionary passes being issued. This is in addition to the £100k saving put forward for 2016/17.
Highways & Transportation Strategic Policy	Income	(1,548,980)	(1,450,418)	98,562				98,562	£30k budgeted use of reserves not drawn down and shortfall against income targets
Transfer to Reserves			150,000	150,000				150,000	Engineering Services – funding to support the service pending the outcome of a service review and restructure
Benefits, Registrars & Customer Services									
Benefits Team C - Assessments	Income	(1,122,050)	(1,310,447)	(188,397)				(188,397)	Additional government grant received in respect of Welfare Reforms

2016/17 Revenue Budget Variations over £50,000									
Description		Budget	Outturn	Variation	Analysis of Variation				Comments
		£	£	£	Asset Rent £	IAS19 £	Public Health	Service £	
Rebates (Subsidy)	Various	(127,500)	(234,813)	(107,313)				(107,313)	Impact of reduced costs of Housing Benefit due to benefits review work and data matching exercises undertaken. This has led to an improved position on recovery of overpayments and also a reduced cost of benefits going forward.
Waste & Neighbourhood Services									
Service & Contract Development	Employees	417,220	334,956	(82,264)				(82,264)	Vacant posts not recruited to in the year due to service restructure
Waste	Various	10,819,040	10,682,738	(136,302)				(136,302)	Savings on Waste Disposal including Wood £58.6k, Green Waste of £20k and Service Contracts £58k
				-				-	
Transfers to Reserves			80,000	80,000				80,000	Funding required to meet commitments in 2017/18
Customer & Neighbourhood Services - other variations <£50k		18,477,066	18,594,854	117,788	127,996	22,000		(32,208)	
				-					
				-					
Total Customer & Neighbourhood Services		31,731,448	31,630,663	(100,785)	586,668	22,000	-	(709,453)	
Commercial Services									
				-					
Corporate ICT	Supplies & Services	1,200,930	2,077,135	876,205	560,045			316,160	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. Costs relating to the purchase of thick/thin/laptop client devices have also created a pressure throughout the year. Budget growth of £270k has been given for 17/18 to mitigate licensing pressure going forward.
	Income	(321,140)	(444,655)	(123,515)				(123,515)	One off capitalisation of salary costs across ICT projects.
	Variations under £50,000	(804,224)	(795,775)	8,449		7,000		1,449	
				-					
Business Innovation Telford BIT: Facilities Management	Employers	650,729	539,084	(111,645)				(111,645)	One off saving from vacancy management and part year restructure savings.
				-					
Properties	Premises	5,650,845	4,933,077	(717,768)	(579,247)			(138,521)	The ongoing Property rationalisation and early closure of a number of properties have delivered early ongoing savings. A number of one off savings have been achieved from reduced spend on R&M and Utilities across all properties.
	Variations under £50,000	(5,665,629)	(5,350,545)	315,084	419,818	5,400		(110,134)	
				-					
Housing, NuPlace & Commercial Projects	Variations under £50,000	(88,398)	(15,237)	73,161	(3)	1,600		71,564	
				-					
Operations				-					
				-					
Leisure Services	Leisure Services	1,780,697	1,874,443	93,746		5,200		88,546	There are a number of Leisure sites which have performed better than anticipated. Income targets for the Horsehay Aspirations gym was challenging, however we have seen a 49% increase in membership income on 15/16 levels. The Ice Rink has experienced fluctuations against target during the year, with a strong performance in December, but reduced useage in February. Further work will be completed with customer engagement to understand the factors driving these fluctuations.
	Variations under £50,000	218,881	102,940	(115,942)		3,000		(118,942)	Additional income generated from new Commercial sites along with part year delivery of restructure savings.
				-					
Catering Services	Variations under £50,000	100,918	39,263	(61,655)		4,300		(65,955)	Additional income generated from new External sites.
				-					
Other	Variations under £50,000	440,395	437,794	(2,601)	(16,743)	2,500		11,642	
				-					
	Approved contribution to Reserves	-	175,000	175,000				175,000	Catering System upgrade
				-					
				-					
Total Commercial Services		3,164,004	3,572,524	408,519	383,870	29,000	-	(4,351)	
Council Wide									
				-					
Staff Miscellaneous	Employees	926,740	873,428	(53,312)				(53,312)	Under spend on historic pension costs
Purchase Rebates	Income	(473,500)	(686,892)	(213,392)				(213,392)	£50k surplus on dividend from WME plus £163k agency rebate received

2016/17 Revenue Budget Variations over £50,000									
Description		Budget	Outturn	Variation	Analysis of Variation				Comments
		£	£	£	Asset Rent £	IAS19 £	Public Health	Service £	
Transforming Telford	One off balance		(649,332)	(649,332)				(649,332)	Transforming Telford residual balance following closure of the company
Asset Management Account and other		(11,491,473)	(36,225,493)	(24,734,020)	(17,538,628)			(7,195,392)	Includes unused balance in the budget contingency
Council Wide Items									
Budgeted Contributions to reserves		3,094,250	3,094,250	(0)				(0)	
IAS19 Reversals			(190,000)	(190,000)		(190,000)		-	
Variations under £50,000		3,326,201	3,321,016	(5,185)				(5,185)	
Total Council Wide		(4,617,782)	(30,463,023)	(25,845,241)	(17,538,628)	(190,000)	-	(8,116,613)	
Transfers to Reserves									
Skills	Job Box and Life Ready Work Ready Programme		600,000	600,000				600,000	Funding for a further two year plan to continue activities to reduce the number of NEET young people and unemployed
Inward Investment & Business Support	High Street Fund		500,000	500,000				500,000	To create a High Street Fund of £700k (£200k from the original programme) to cover a range of items.
Campaigns			100,000	100,000				100,000	To support initiatives for community benefit such as environmental initiatives, behaviour change and encouraging greater take up of digital channels.
Madeley Sports Hub			427,000	427,000				427,000	Madeley Sports Hub Development
Rights of Way			100,000	100,000				100,000	Programme of improvements and upgrades
50th Anniversary Events			200,000	200,000				200,000	Additional events
Estate Car Parking			750,000	750,000				750,000	
Public Realm	Development of South water green space		400,000	400,000				400,000	
Severance Fund			1,750,000	1,750,000				1,750,000	
Invest to Save Fund			2,000,000	2,000,000				2,000,000	
			-	-					
Total Transfers to Reserve		-	6,827,000	6,827,000	-	-	-	6,827,000	
Total Variations		122,278,610	122,112,143	(166,467)	(0)	-	(312,708)	146,241	

Appendix 3

2016/17 Revenue Virements for Approval

Virements To:		£	Virements From:		£
Children's Safeguarding					
Children in Care Placements		3,489,076	One off Balances		500,000
Staffing (Safeguarding)		511,807	Care Leavers Accommodation Costs		65,296
Internal Foster Carer Costs		158,152	Variations under £50,000		46,285
Assessments		270,968			
Legal Costs		151,816			
Independent Review - employees		46,847			
		4,628,666			611,581
Education & Corporate Parenting					
Specialist Services		103,829	Education Services Grant		211,918
Early Years and Childcare		67,646	Reserves		200,000
Traded Advisory Services		221,037	Grant Income		100,000
School Transport		111,092			
Asset Rentals		2,401,083			
		2,904,687			511,918
Early Help & Support					
Purchasing of Care - all client groups		6,121,226	Contingency		2,500,000
Income - other		1,335,250	Contribution from reserves		200,000
Contribution to reserves		816,029	Employee Costs		466,935
Asset Rentals		619,845	Income - client contributions		579,354
			Variations under £50,000		630,033

Appendix 3

2016/17 Revenue Virements for Approval

Virements To:	£	Virements From:	£
	8,892,350		4,376,322
Customer & Neighbourhood			
Highways & Engineering - income	107,791	Public Protection - Commercial Pollution - employees	70,094
Transfer to Reserves	230,000	Public Realm - employees	76,643
Structures & Geotechnics - income	185,404	Winter Maintenance	68,463
Traffic Management - third party payments	67,457	Flood Barriers	96,382
Highways & Transportation income	98,562	Structures & Geotechnics - employees	101,537
Asset Rentals	586,668	Transport & Highways Dvpt income	128,153
		Footway Lighting	185,046
		Concessionary Travel	125,865
		Benefits - income	188,397
		Benefits - Housing Benefits	107,313
		Waste & Neighbourhood Services - employees	82,264
		Waste - various	136,302
		Variations under £50,000	32,208
	1,275,882		1,398,667
Business, Development & Employment			
Post 16 Transport	72,500	National Careers Contract Income	144,453
Planning Applications - income	94,054	Planning Applications - employees	83,806
PIP & Service Charge net variance	61,327	Planning Management Account - employees	116,133
Planning Appeals - supplies and services	152,000	Regeneration & Investment - income	162,673
		Management Team - employees	84,203
Asset Rentals	13,546,707	Variations under £50,000	201,059

Appendix 3

2016/17 Revenue Virements for Approval

Virements To:		£	Virements From:		£
		13,926,588			792,327
Finance & HR			Treasury Management		4,011,341
			PFI Community Contribution		700,000
			Corporate Finance - employees		94,303
			Human Resources - income		97,662
			Variations under £50,000		92,335
		0			4,995,641
Legal, Procurement & Commissioning			Commissioning - employee and team budgets		332,168
			Grant Income		150,000
			Variations under £50,000		84,664
Asset Rentals	455				
	455				566,832
Health & Wellbeing					
Public Health Grant			Living Well Support Services - employees		109,490
Public Health - contribution to reserve	210,000		Drugs & Alcohol Support Services		63,458
Public Health Commissioned - grant income	312,708		Early Help & Support commissioned services		68,068
			Contribution from Reserves		129,180
			Variations under £50,000		152,512
	522,708				522,708
Commercial Services					
Corporate ICT - Supplies & Services	316,160		Corporate ICT - income		123,515
Leisure Services	88,546		Facilities Management - employees		111,645

Appendix 3

2016/17 Revenue Virements for Approval

Virements To:	£	Virements From:	£
Contribution to Reserves	175,000	BIT - Properties	138,521
Asset Rentals	383,870	BIT Variations under £50,000	110,134
		Cleaning Services - variations under £50,000	118,942
		Catering Services - variations under £50,000	65,955
	963,576		668,712
Cooperative Council Team			
OD - Transfer to Reserves	56,036	OD - employees	77,545
Partnership Capacity - Transfer to Reserves	95,000	Voluntary Sector Grants	95,300
		Community Participation - employees	90,971
		Variations under £50,000	77,763
	151,036		341,579
Council Wide & Transfers to Reserves			
Severance Fund	1,750,000	Staff Misc	53,312
ITS/Capacity Fund	2,000,000	Purchase Rebates	213,392
Skills	600,000	Transforming Telford Balance	649,332
Inward Investment & Business Support	500,000	Other Council Wide Items (incl. central contingency)	6,851,997
Campaigns & Marketing	100,000		
Madeley Sports Hub	427,000		
Rights of Way	100,000		
50th Anniversary Events	200,000		
Estate Carparking	750,000		
Public Realm	400,000		
		Asset Rentals	17,538,628
	6,827,000		25,306,661
Total	40,092,948		40,092,948

APPENDIX 4

Capital Approvals - by Service Area

Virements	Service Area	2016/17 £	2017/18 £	2018/19 £	2019/20 £	20/21 £	Funding
Every Day Telford- Pride Hollinswood Centre	Commercial Services	(586.26)					Prudential
Day Opportunities for ALD	Health & Well-Being	586.26					Prudential
ICT/e-Gov	Commercial Services				(411,000.00)		Prudential
Customer Services Systems Development	Customer & Neighbourhood Services				411,000.00		Prudential
3G Pitch	Commercial Services		600,000.00				Capital receipts
Building Schools for the Future	Education & Corporate Parenting		(600,000.00)				Capital receipts
Total		0.00	0.00	0.00	0.00		

Slippage		16/17 £	17/18 £	18/19 £	19/20 £	20/21 £	Funding
Scheme	Service Area						
All Other School Schemes	Education and Corporate Parenting	(7,041.81)	7,041.81				Borrowing Approval
All Other School Schemes	Education and Corporate Parenting	(16,859.26)	16,859.26				Prudential
All Other School Schemes	Education and Corporate Parenting	(47,433.55)	47,433.55				External
All Other School Schemes	Education and Corporate Parenting	(1,402,556.28)	1,402,556.28				Grants
BSF	Education and Corporate Parenting	(7,000.00)	7,000.00				External
BSF	Education and Corporate Parenting	333,000.00	(333,000.00)				Revenue
BSF	Education and Corporate Parenting	(4,108,950.72)	4,108,950.72				Capital receipts
Accommodation Strategy	Commercial Services	(31,038.81)	31,038.81				Prudential
Accommodation Strategy	Commercial Services	(62,297.40)	62,297.40				Revenue
Asset Management Plan-General Works & Surveys	Commercial Services	(274,526.05)	274,526.05				Prudential
Every Day Telford- Pride Hollinswood Centre	Commercial Services	(94,494.63)	94,494.63				Prudential
Housing	Commercial Services	(40,238.81)	40,238.81				Prudential
Housing	Commercial Services	(168,424.06)	168,424.06				Capital receipts
Housing	Commercial Services	(44,937.26)	44,937.26				External
Housing	Commercial Services	(180,658.06)	180,658.06				Grants
Housing	Commercial Services	(309,747.45)	309,747.45				Prudential
ICT/ eGov	Commercial Services	(603,473.61)	603,473.61				Prudential
ICT/ eGov	Commercial Services	(4,034.41)	4,034.41				Revenue
St Georges Regeneration	Commercial Services	(274,468.63)	274,468.63				Prudential
Wellington Fitness	Commercial Services	(140,000.00)	140,000.00				Capital receipts
Wellington Fitness	Commercial Services	(93,663.00)	93,663.00				Prudential
Every Day Telford - Pride in your Community	Co-operative Council	(146,895.76)	146,895.76				Prudential
Customer Services Systems Development	Customer & Neighbourhood Services	(142,420.05)	142,420.05				Prudential
Customer Services Systems Development	Customer & Neighbourhood Services	(10,000.00)	10,000.00				Revenue
Every Day Telford - Pride in your Community	Customer & Neighbourhood Services	(86,155.42)	86,155.42				Prudential
Highways / Footpaths	Customer & Neighbourhood Services	410,536.19	(410,536.19)				Prudential
Ironbridge Gorge stability	Customer & Neighbourhood Services	(444,013.54)	444,013.54				Prudential
Telford Growth package	Customer & Neighbourhood Services	480,969.83	(480,969.83)				External
Telford Growth package	Customer & Neighbourhood Services	155,122.08	(155,122.08)				Grants
Telford Growth package	Customer & Neighbourhood Services	13,104.76	(13,104.76)				External
Town Centre Connectivity package	Customer & Neighbourhood Services	549,939.82	(549,939.82)				Grants
Capital receipts site preparation	Development Business & Employment	(354,228.54)	100,000.00	100,000.00	100,000.00	54,228.54	Capital receipts
Dawley Regeneration	Development Business & Employment	(18,656.75)	18,656.75				Prudential
HCA Land Deal	Development Business & Employment	(704,410.52)	704,410.52				External
Housing	Development Business & Employment	(300,000.00)	300,000.00				External
Housing	Development Business & Employment	(42,408.36)	42,408.36				Prudential
Housing Company - housing	Development Business & Employment	(918,000.00)	918,000.00				External
Housing Company - housing	Development Business & Employment	(436,741.99)	436,741.99				Prudential
Land Deal Board Schemes	Development Business & Employment	(682,727.00)	(489,427.00)	547,000.00	625,154.00		External
Property Investment Programme	Development Business & Employment	254,137.41	12,745,862.59	(1,000,000.00)		(12,000,000.00)	Prudential
Superfast broadband programme	Development Business & Employment	(1,597,974.81)	1,597,974.81				Grants
Superfast broadband programme	Development Business & Employment	(337,852.97)	337,852.97				Capital receipts
Superfast broadband programme	Development Business & Employment	(193,190.64)	193,190.64				Revenue
Town Centre	Development Business & Employment	(209,092.98)	209,092.98				Capital receipts
ICT Social Care Review	Early Help and Support	(367,365.25)	367,365.25				Prudential

Social Care Capital Grant	Early Help and Support	(550,959.32)	550,959.32				Grants
Service Transformation - Invest To Save	Education & Corporate Parenting	(82,059.85)	82,059.85				Prudential
Efficiency Schemes Capitalisation	Finance & Human Resources	(632,140.77)	632,140.77				Capital receipts
Finance Fees	Finance & Human Resources	(100,000.00)	100,000.00				Prudential
Managing the Funding of the Capital Programme	Finance & Human Resources	5,771,127.58	(5,771,127.58)				Capital receipts
Managing the Funding of the Capital Programme	Finance & Human Resources	(5,771,127.58)	5,771,127.58				Prudential
Parks for People	Health & Well-Being	(26,850.98)	26,850.98				Prudential
Public Health Capital Grants	Health & Well-Being	(394,151.11)	394,151.11				Grants
Total		(14,493,330.32)	26,066,947.78	(353,000.00)	725,154.00	(11,945,771.46)	

New Allocations							
Scheme	Service Area	16/17	17/18	18/19	19/20	later years	Funding
		£	£	£	£		
3G Pitch	Commercial Services		427,000.00				Revenue
Asset Management Plan-General Works & Surveys	Commercial Services	47,448.42					External
Every Day Telford- Pride Hollinswood Centre	Commercial Services	(8,000.00)					Revenue
Horsehay Fitness Facility	Commercial Services	(64,987.51)					Prudential
Housing	Commercial Services	58,129.47					Capital receipts
Housing	Commercial Services		27,546.52				External
Housing	Commercial Services	(309,118.69)	1,729,682.00				Grants
ICT/e-Gov	Commercial Services	22,075.00					External
ICT/e-Gov	Commercial Services		155,000.00				Revenue
Wellington Fitness	Commercial Services		140,000.00				Prudential
Wellington Fitness	Commercial Services		140,000.00				Revenue
Estate Car Parking	Customer & Neighbourhood Services		750,000.00				Revenue
Highways & Bridges Capital Maintenance	Customer & Neighbourhood Services	29,826.69					External
Highways & Bridges Capital Maintenance	Customer & Neighbourhood Services	3,820.00					Revenue
Highways / Footpaths	Customer & Neighbourhood Services	2,550.00					External
Highways / Footpaths	Customer & Neighbourhood Services	9,556.60					Revenue
Integrated Transport	Customer & Neighbourhood Services	5,069.44					External
Integrated Transport	Customer & Neighbourhood Services	31,703.13					Grants
Integrated Transport	Customer & Neighbourhood Services	2,800.00					Revenue
Ironbridge George Stability	Customer & Neighbourhood Services	99,472.81					Prudential
National Productivity Investment Fund	Customer & Neighbourhood Services		695,000.00				Grants
Rights of Way	Customer & Neighbourhood Services		100,000.00				Revenue
Brookside	Development Business & Employment	(148,791.88)					Prudential
HCA Land Deal	Development Business & Employment		3,051,000.00	(36,000.00)	325,160.00		External
HCA Land Deal	Development Business & Employment	(23,222.38)					External
HCA Land Deal	Development Business & Employment	23,222.38					Revenue
Housing	Development Business & Employment	200,000.00	(200,000.00)				Prudential
Housing Company - Housing	Development Business & Employment		(825,664.00)	(916,000.00)			External
Land Deal Board Schemes	Development Business & Employment				659,846.00		External
Malinslee Local Centre	Development Business & Employment	(739.64)					Capital receipts
Pride - High Street Challenge	Development Business & Employment		700,000.00				Revenue
Property Investment Programme	Development Business & Employment	833,180.19					Capital receipts
Property Investment Programme	Development Business & Employment	75,138.12					Prudential
Property Investment Programme	Development Business & Employment		400,000.00				Revenue
Superfast broadband	Development Business & Employment	9,357.71					Revenue
Woodside Local Centre	Development Business & Employment	(78,916.20)					Capital receipts
Woodside Local Centre	Development Business & Employment	(4,593.54)					Prudential
All Other School Schemes	Education and Corporate Parenting	263,922.62					External
All Other School Schemes	Education and Corporate Parenting	(0.77)	(42,884.00)	166,667.00	15,569,046.00	166,667.00	Grants
All Other School Schemes	Education and Corporate Parenting		250,000.00				Revenue
Parks and Play	Health & Well Being	(20.81)					Prudential
Housing & Technology Support for Learning Disabilities	Legal Procurement & Commissioning		14,950.00				Grants
Housing & Technology Support for Learning Disabilities	Legal Procurement & Commissioning	4,793.23	(4,793.23)				Prudential
Total		1,083,674.39	7,506,837.29	(785,333.00)	16,554,052.00	166,667.00	

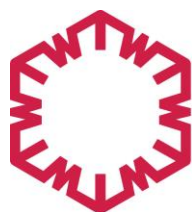
Section 106 Monetary Contributions Received and Expended for Education Purposes 01/04/16 to 31/03/17

APPENDIX 5

Planning Application No	Scheme	Bal brought forward	Income	Expenditure	Interest	Bal Carried forward	Project
W2010/0011	Wakins Nursery Apley Castle	-30,325.88	0.00	0.00	-68.48	-30,394.36	To be used within vicinity of development - either HLC, Millbrook or Apley Wood (solutions currently being considered)
W2005/0961 & TWC	Marshbrook Way Donnington	0.00	0.00	0.00	0.00	0.00	Towards Muxton 3 class extension - completed
W2009/1015	Land at Church Farm Yard	0.00	0.00	0.00	0.00	0.00	Preston St Lawrence CE Primary refurb - completed
TWC/2012/0320 & T	Land off Sommerfield Road	-121,609.68	-125,313.88	0.00	-407.44	-247,331.00	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)	-38,065.72	0.00	0.00	-85.96	-38,151.68	Will be used for expansion in North East Telford - project yet to be confirmed.
W2006/1347	Leegomery Centre	-27,630.77	0.00	0.00	-62.39	-27,693.16	To be used within vicinity of development - either HLC, Millbrook or Apley Wood (solutions currently being considered)
TWC/2011/0821	Land at Wellington Rd Newport	0.00	-772,622.48	0.00	-1,308.20	-773,930.68	New primary provision & expansion of secondary provision
TWC/2013/0938	Land to the South Side of Holyhead Rd	-50,544.09	-50,000.00	0.00	-202.91	-100,747.00	Will be used for expansion in North West Telford - project yet to be confirmed.
W2004/0981 & TWC	KMC (comm.centre/sch design)	-660,000.00	-27,629.60	688,338.03	-708.43	0.00	Meadows Primary Extension - completed
W2005/1290	Dawley Bingo Hall	0.00	0.00	0.00	0.00	0.00	Captain Webb Primary redevelopment completed
W2005/0659 & W20	Land @ Britannia Way	-91,539.36	0.00	293.98	-206.09	-91,451.47	To be used within vicinity of development - HLC primary extension
TWC/2010/0638	Land at The Pidgeon Box	-53,996.34	0.00	54,057.53	-61.19	0.00	St Georges Primary Various Works
W2007/1732	Capewell Works	0.00	0.00	0.00	0.00	0.00	Teagues Bridge Primary - 3 class & hall extension - completed
W2005/0661	Parkdale - Hadley	293.98	-293.98	0.00	0.00	0.00	To be used within vicinity of development - HLC
TWC/2012/0371	Land at Muxton C2 & C3	-105,946.87	0.00	106,001.75	-54.88	0.00	Towards Muxton 3 class extension - completed
TWC/2010/0147	Land @ Holyhead Rd (former garage)	0.00	0.00	0.00	0.00	0.00	Meadows Primary Extension - completed
TWC/2012/0211	Land at Maynards Croft Newport	-36,601.67	-2,110.75	0.00	-91.86	-38,804.28	Newport Infant 2 class extension project - completed
TWC/2010/0722	Redhill - Education	-109,461.39	0.00	109,517.89	-56.50	0.00	St Georges Demountable replacement
TWC/2012/0609 & T	Woodlands Primary Redevelopment	-92,621.65	0.00	92,669.63	-47.98	0.00	John Fletcher Primary Works (16/17)
TWC/2012/0787	Former White Hart Pub	0.00	0.00	0.00	0.00	0.00	Captain Webb Primary redevelopment completed
TWC/2013/0297	Land off Edgmond Rd Newport	-206,879.75	0.00	0.00	-571.43	-207,451.18	To be used toward expansion of education facilities in Newport area - project yet to be confirmed
TWC/2014/1122	Land at junction of Stirchley Ave Randlay	-40,182.64	0.00	0.00	-90.12	-40,272.76	Randlay Primary School Kitchen Works (16/17)
W2006/0608	Land off Church Walk Donnington	0.00	0.00	0.00	0.00	0.00	Muxton 3 class extension - completed
TWC/2013/0083	Land at Hadley Park West (Oakehampton Rd)	-365,557.35	-130,807.00	0.00	-1,116.39	-497,480.74	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	-39,494.06	0.00	0.00	-89.18	-39,583.24	To be used within vicinity of development - either HLC, Millbrook or Apley Wood (solutions currently being considered)
TWC/2010/0089	Highfield House	0.00	0.00	0.00	0.00	0.00	St Patricks Primary School refurbishment
TWC/2014/0333	Land at Corner of Stafford Rd/A41 Newport	-73,950.99	0.00	0.00	-167.01	-74,118.00	To be used toward expansion of education facilities in Newport area - project yet to be confirmed
TWC/2010/0828	Lawley Primary New School	-151,400.04	-1,294,736.84	1,112,803.54	-915.39	-334,248.73	1st & 2nd installment re new School at Lawley & school expansion plan sum
TWC/2014/0360	Land at Heath Hill/Balls Hill	0.00	0.00	0.00	0.00	0.00	Cotribution to Captain Webb Primary Extention
TWC/2013/0606	Land at Hadley Park Rd West Millar Homes	0.00	-141,321.36	134,386.00	-16.33	-6,951.69	HLC PRIMARY EXPANSION
TWC/2014/0882 & T	Park Road Malinslee	-52,512.20	0.00	52,582.29	-70.09	0.00	Old Park Primary Extension (16/17)
TWC/2014/0273	Land at The Barnes Church Aston	0.00	-84,611.00	0.00	-10.06	-84,621.06	Moorfield Primary School Enhancement of classroom facilities
TWC/2015/0028	Land at Frome Way Donnington	-98,750.00	-2,083.01	101,119.08	-263.84	22.23	Teagues Bridge Primary - 3 class & hall extension - completed
TWC/2013/0693	Heath Court, Cliff Cres Ellerdine	0.00	-21,513.37	0.00	-15.29	-21,528.66	High Erccall Adaptations
TWC/2015/0997	Former Malinslee Primary School	0.00	-165,916.00	165,986.00	-70.00	0.00	Cont to expansion of Old Park School
TWC/2014/0656	Land adj to Stone House Shifnal Rd Priorslee	0.00	-18,000.00	0.00	-3.24	-18,003.24	Towards Primary Education

Totals

-2,446,776.47	-2,836,959.27	2,617,755.72	-6,760.68	-2,672,740.70
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Telford & Wrekin
COUNCIL

Addenbrooke House Ironmasters Way Telford TF3 4NT

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Foreword



I am pleased to present the Annual Report of the Council's Scrutiny Committees for 2016/17.

I would like to begin by expressing my thanks and best wishes to Councillor Shirley Reynolds who has been Lead Scrutiny Member for a number of years now but took up a position as Cabinet Member in the 2017/18 municipal year.

The role of Scrutiny in local government is becoming increasingly important. Ongoing budget cuts mean that it is crucial that the Council's Cabinet and senior officers are challenged to ensure that every penny they spend is spent well to provide essential and effective services to the people living and working in Telford and Wrekin.

The Annual Report highlights areas where elected Members have worked on a cross-party basis to look in detail at some of the most important issues facing residents of the Borough.

Concerns around the future of hospital provision in Telford and Wrekin and Shropshire continues to be a major concern and the work of the Joint Health Overview and Scrutiny Committee has been imperative, and will continue to be of utmost importance, in ensuring that elected Councillors are consulted on proposals and that the concerns of local residents, patients, service users and other stakeholders are taken into account during the "Future Fit" process.

Similarly, Child Sexual Exploitation (CSE) remains prominent in the public consciousness and has been a topic of fervent debate in Council meetings. Children and Young People Scrutiny Committee continues to provide robust challenge to the Council and its partners to demonstrate that they are doing everything possible to safeguard vulnerable young people. This year, the Committee have monitored the recommendations of last year's review of the multi-agency approach to CSE and important related issues.

Whilst these are significant areas of work, Scrutiny's remit is wide-ranging and the highlights of each Committee's year are set out on the pages that follow. Customer, Communities & Partnerships and Finance & Enterprise Scrutiny Committees in particular have added value to the policy development process this year with their work on the Homelessness Strategy, Selective Licensing and Civil Parking Enforcement.

It is important to note that we are not experts in the areas we scrutinise – our job is to talk to the people who are experts and ask the questions that we think the people of Telford and Wrekin would want answers to. Whenever possible, we also like to meet with service users and use their comments to inform our discussions and recommendations to the Cabinet. We engage with service users

in a variety of ways, for example through informal scrutiny meetings or visits and surveys, so this important element of our work often goes unpublicised.

It would also be remiss of me not to note that our dedicated Scrutiny Officers left the Democratic & Scrutiny Services Team this year. I would like to thank Fiona Bottrill and Stephanie Jones for their dedication and support over the years. Scrutiny Chairs have worked closely with the Team to limit the impact on the Scrutiny function as far as possible.

Finally, the latter few months of this municipal year were somewhat impacted by the calling of the 'snap' general election on 8 June 2017 and I am grateful to those involved for their forbearance whilst this work was re-programmed. I would also like to thank all the Officers, colleagues from other organisations and members of the public who have helped us in our work throughout the year by providing us with high quality evidence about an extremely wide range of issues. We hope to hear from even more of you in 2017/18, and we are always ready to hear your suggestions for topics Scrutiny may wish to consider for review.

Councillor Nathan England
Lead Scrutiny Member 2017/18

What is Scrutiny?

Scrutiny acts as a check and balance to ensure decision making in local government is democratic, effective and transparent. Local authorities with a Cabinet system – where a relatively small number of elected members are responsible for day-to-day decision making – must have a scrutiny function. Scrutiny is a way for elected members who are not on the Cabinet to have a greater influence in policy decisions and the work of the Council.

There are four nationally accepted principles set out by the Centre for Public Scrutiny:

- Providing "critical friend" challenge
- Reflecting the voice and concerns of the public
- Taking the lead and owning the scrutiny process
- Making an impact on the delivery of public services

Who carries out scrutiny work?

Scrutiny is carried out by elected members who are not on the Council's Cabinet and members of the public co-opted for expertise in a particular area or to represent certain groups. They sit on Scrutiny Committees which carry out scrutiny work. The committees reflect the overall political balance of the Council.

In 2015/16 Telford & Wrekin had five scrutiny committees:

- Scrutiny Management Board
- Children & Young People Scrutiny Committee
- Customer, Community & Partnership Scrutiny Committee
- Finance & Enterprise Scrutiny Committee
- Health & Adult Care Scrutiny Committee – certain members of this committee also sit on the Shropshire and Telford & Wrekin Joint Health Overview & Scrutiny Committee.

How is scrutiny work carried out?

Scrutiny is can be carried out in many different ways.

The Scrutiny Management Board takes the role of 'holding the Executive to account' and holds regular sessions to question Cabinet members in public.

The Scrutiny Committees carry out the majority of other scrutiny work. This usually involves reviewing services or policies at Scrutiny Committee meetings. A review can be a one-off item discussed at a meeting or may be considered in detail over a series of meetings. Reviews may involve discussions with Cabinet members, officers at the Council, managers and officers from other organisations, organisations providing a service, service users or members of the public – whoever may be relevant to the topic being discussed.

At the end of a review the committee may make recommendations where they think things could be improved. Where possible the Scrutiny Committees meet in public but scrutiny members can also hold working group meetings to gather evidence for a review.

How do we monitor the effectiveness of scrutiny?

The priority for any piece of scrutiny work is that it has an impact and makes a difference for local people. There are many ways that scrutiny can make a difference – some are easier to measure than others. Some of the commonly used measures of effective scrutiny work are listed below but sometimes scrutiny can make a difference simply by raising an issue for public debate.

- **Holding the Executive to account** - questioning Cabinet members in public about their policies and actions helps ensure decision making is open and transparent. Many people argue this is an end in itself.
- **Recommendations to Cabinet** – a common measure of the impact of scrutiny work is the number of recommendations made to and accepted by Cabinet. The majority of scrutiny recommendations in the past have been accepted.
- **Recommendations to external organisations** – there are certain organisations with a statutory duty to respond to scrutiny but they do not have to accept scrutiny recommendations. Our approach is to engage partners positively in a scrutiny review so that recommendations are relevant, realistic and more likely to be acted on.
- **Policy development** – examples include examining draft policies to consider the implications for local people and suggesting improvements, or giving feedback as part of a consultation on a proposed new policy or policy change.
- **Holding health service commissioners and providers to account**
- **Monitoring performance of health services**

The number of meetings provides an indication of how resources were committed to scrutiny over the year.

Scrutiny Management Board

Members: Councillors Shirley Reynolds (Chair), Stephen Bentley, Andy Burford, Nathan England, Veronica Fletcher, Jayne Greenaway, Kevin Guy, Jacqui Seymour and Chris Turley



The Scrutiny Management Board has overall responsibility for co-ordinating and monitoring the delivery of the Scrutiny Work Programme and for allocating resources between the Scrutiny Committees so that the workload is managed effectively.

This year we have continued our practice of inviting Members of the Cabinet to attend our meetings to be held to account for the decisions they make. We have had some interesting discussions with the Cabinet Members for Adult Social Care & Older People, Children, Young People & Communities, and Transport, Customer & Neighbourhood Services. These sessions were used to enable Scrutiny to ask questions about issues not included in the work programme. I'd like to thank the Cabinet, not only for their candid approach, but also for their continued support for Scrutiny.

Officers supporting Scrutiny now have a twin-hat role, and also support the Council's Executive and Regulatory functions. The Board has worked with the Democratic & Scrutiny Services Team to limit the impact on the Scrutiny function as far as possible. These efforts include the cessation of rolling work programmes to enable focussed and current work programmes to be devised. This change meant that the work programming process for the 2017/18 municipal year began at an earlier stage which will maximise the time available for Scrutiny in the coming year.

In 2016/17 we held 3 meetings. Our final meeting of the year was cancelled as it was scheduled to take place during the pre-election period for the 'snap' general election called on 8 June.

Call-In

Call-in is a way for scrutiny members to examine a decision taken by Cabinet, or by officers under delegated authority, before the decision is implemented. The rules for calling in decisions are set out in the Council's Constitution and in the Scrutiny Handbook. There were no call-in requests to the Scrutiny Management Board during 2016/17.

Children & Young People Scrutiny Committee

Members: Councillors Kevin Guy (Chair), Steve Barnes, Joy Francis, Janice Jones, Nicola Lowery, Kuldip Sahota, Jane Pinter, Shirley Reynolds and Karen Tomlinson

Co-Optees: Mrs C Healy, Mrs S Fikeis, Mrs L Fowler, Mrs C Morgan, Mrs S Osman and Mrs M Ward



The Children and Young People Scrutiny Committee's role is to scrutinise and monitor the planning and performance of the Council's services to children and young people and the Council's Corporate Parenting role.

In 2016/17 the Committee held three formal meetings and some of the highlights of our work are set out below.

Multi-Agency Working Against Child Sexual Exploitation

Following the in-depth review which the Committee undertook in 2015/16, the Committee received an interim update on the implementation of the recommendations made in last year's report to Cabinet, holding Senior Managers and Key Stakeholders to account on progress. A 12 month progress review will place in the next municipal year.

Ofsted single inspection of children's services

Following the Ofsted report published in August 2016 following the single inspection of services for children in need of help and protection, children looked after and care leavers and review of the effectiveness of the Local Safeguarding Children Board (SIF), the Committee received the "Getting to Good" Children and Family Services Improvement Plan 2016-17 in order to hold the Cabinet Member: Children, Young People and Communities, and Senior Managers to account on progress against the recommendations. The Committee also identified key aspects of the Plan for focussed scrutiny in the coming year.

Educational Attainment

The Committee received an update on the current education agenda, including significant changes in the assessment process and new primary curriculum. The Committee also received an update on primary and secondary level performance data compared to national averages. We were delighted with the remarkable Progress 8 score achieved by HLC and it's ranking as not only the highest performing school in the borough for pupil progress, but registering in the top 100 in the country.

SEND reforms

The Committee received an update on the implementation of the Children and Family Act (2014) with particular reference to Special Educational Needs and Disability. Over the course of a series of meetings, Senior Managers were held to account for the Council's performance with regard to statutory assessment and cost of provision.

Customer, Community & Partnership Scrutiny Committee

Members: Councillors Nathan England (Chair), John Ashford, Kevin Guy, Leon Murray, Steve Reynolds, Peter Scott, Jacqui Seymour, Barry Tillotson and Chris Turley

Co-optees: Mrs P Doherty and Mr D Johnson



The role of the Customer, Community & Partnership Scrutiny Committee is wide ranging, covering a number of key areas relating to the development of Telford & Wrekin as a Co-operative Council, the planning, delivery and performance of services provided to local communities, issues relating to how the Council works with partner organisations, housing, homelessness, transport and highways, regeneration, waste and recycling, customer services, community engagement, welfare reform, enforcement. The Committee is also the designated body for scrutiny of the Safer, Stronger Communities Partnership and of Flood and Water Management.

In 2016/17 the Committee held ten meetings and some of the highlights of our work are set out below. The Committee has also engaged with the Finance & Enterprise Scrutiny Committee to conduct a review of Civil Parking Enforcement.

Customer services (including channel shift)

As part of this review, the Committee engaged in extensive testing of the My Telford application to inform development prior to the application launch. We also received an update on the performance of the Customer Contact Centre and provided feedback for further investigation. The Committee have also trialled paperless working at meetings and our experiences have informed the content of forthcoming member training on the use of Surface Pros.

Traffic Signals

The Committee had previously supported the Council's approach to not remove or switch existing traffic lights at roundabouts to part-time operation for safety reasons but we had requested an update on the impact of new signalling technology on traffic flows and journey times. The Committee were pleased to note the improved performance reported.

Waste management services

As successor to the Housing Economy & Infrastructure Committee we received an update on the procurement of waste management services including receiving an overview of Veolia and the TWS service, details of performance and customer satisfaction, data on recycling rates and the impact on landfill and an update on Household Recycling Centres. The Committee commended the improved performance following the implementation of the waste contract and also the re-engagement by Veolia with the recycling collection service offered to Harper Adams. We have also identified potential for further monitoring and engagement

if the work programme in 2017/18 allows.

Housing needs and Homelessness

As part of our work programme, the Committee began looking at Enforcement in the borough and we chose to focus on Houses in Multiple Occupation (HMOs). Following an update on the Homelessness Strategy, including a report on data collection in relation to HMOs and options to address related issues, the Committee were invited to engage in development of Policy in two areas: the Homelessness Strategy and the Selective Licensing Policy. The Committee supported the business case for Selective Licensing made several recommendations to the Cabinet in support of the preventative approach to Homelessness.

Flood and Water Management

Due to the Committee's statutory responsibility for Flood and Water Management, an update on drainage and flood management was received. The Committee recommended more promotional activity of the Council's good work in this area.

Finance & Enterprise Scrutiny Committee

Members: Councillors Shirley Reynolds (Chair), Stephen Bentley, Stephen Burrell, Andy Burford, Nigel Dugmore, Raj Mehta, Rob Sloan, Charles Smith and Dave Wright

Co-optees: Mrs C Mason-Morris and Mr R Williams



In recent years, the work of the Finance and Enterprise Scrutiny Committee has focussed almost exclusively on its constitutional role as a budget consultee. However, this year the Committee was able to devote some resource to a review of Civil Parking Enforcement.

In 2016/17 we held 5 meetings and some of the highlights of our work are set out below.

Service & Financial Planning 2017/18 to 2019/20

During January and February 2017, the Committee held a series of four focussed meetings with Cabinet Members and the Council's senior budget holders to review, scrutinise, and consider the financial environment as part of the development of the draft Service & Financial Planning 2017/18-2018/19 strategy and the alternative budget proposals put forward by the main opposition group. A key part of these discussions focused on the adult care precept. The Committee submitted a full response to Cabinet and specifically recommended that the adult social care precept should be implemented at a rate of 2% a year for three years (2017/18-2019/20).

Civil Parking Enforcement

At the request of Cabinet and following a motion referred by Council, an in-depth review of the Council's approach to Civil Parking Enforcement has begun. The Committee has worked with the Customer, Community & Partnership Scrutiny Committee to undertake initial investigations and further data has been requested to inform a decision on whether or not the Council should prepare a Business Case for the adoption of enforcement powers.

Health & Adult Care Scrutiny Committee

Members: Councillors Andy Burford (Chair), Mark Boylan, Veronica Fletcher, Leon Murray, Tim Nelson, Jane Pinter, Raj Mehta and Rob Sloan

Co-optees: Mrs J Gulliver, Mrs C Henniker, Mrs H Knight and Mr D Saunders



The Health & Adult Care Scrutiny Committee scrutinises and monitors the planning and performance of the Council's adult social care services and health service matters. Some Members of the Committee are also appointed to work jointly with colleagues from Shropshire Council to scrutinise health issues that impact on the wider health economy in Shropshire, Telford & Wrekin.

In 2016/17 we held 6 Health & Adult Care Scrutiny Committee meetings and some of the highlights of our work are set out below.

Adult Social Care: Performance, Budget and Savings (including Continuing Healthcare)

The Committee was pleased to be able to agree the key indicators to be reported to the Committee with Senior Managers to enable performance, budget and savings to be presented in a format which is easily monitored and the Committee have regularly received monitoring reports in order to hold Senior Managers to account for the implementation of plans and the delivery of savings. The Committee also received a demonstration of Adult Care financial modelling and continued monitoring the level of CHC funded cases. The Committee have raised questions in relation to the independent care home market and intend to consider this issue in further detail.

The Committee also received feedback from the Adult Social Care Peer Challenge on key strengths and areas identified by the Peer Review Team for consideration.

This monitoring work has enabled the Committee to identify key areas for more focussed scrutiny: STP Neighbourhood Working, the independent care home market, and Adult Care Consultation.

STP Neighbourhood Working

Following on from our work above, the Committee received a presentation on the approach to neighbourhood working and scoping of an in-depth review is underway.

Town Centre GP services and NHS walk-in centres

The Committee received an update on the closure of the IMH Malling Health Practice and an update on consultation findings in relation to the development of service specification for future GP Walk-in services. Following the closure of the Malling Health Wrekin (MHW) GP Walk-In Centre service and displacement of 8,000 registered patients, the Committee heard representations from Wellington

Town Council and held the CCG to account for the decision, particularly making recommendations about communication to allay patient fears.

Adult Safeguarding Board Report

The Committee received a progress report on the work of the Telford and Wrekin Safeguarding Adults Board since its set up in April 2015 and provided feedback on the Board's work in relation to care homes and domiciliary care.

Joint Mental Health Commissioning

The Committee received an update on the progress of the Telford and Wrekin Mental Health Action Plan and provided feedback. The Committee have also engaged with the Mental Health Forum to consider identifiable issues for an in-depth review of Mental Health Services.

Joint Health Overview & Scrutiny Committee

Members: Councillors Andy Burford (Co-Chair), Veronica Fletcher and Rob Sloan
Co-Optees: Mrs C Henniker, Mrs H Knight and Mr D Saunders



The Joint Health Overview & Scrutiny Committee met eleven times in 2016/17, and some of the highlights of the work we have carried out with colleagues at Shropshire Council are set out below.

Future Fit Programme and submission of the Sustainability and Transformation Plan (STP)

The Committee have received regular updates and question and answer sessions with NHS representatives and a briefing on proposals for Emergency Department and Urgent Care Centres. The Committee also visited Urgent Care Centres at

Runcorn and Widnes to see firsthand how these centres operate, and we also met with Halton Borough Council Health Scrutiny Committee Members to discuss their experiences with regard to the introduction of an Urgent Care Centre.

Sustainability of Services at the Shrewsbury and Telford Hospitals NHS Trust

Closely linked to the Committee's work on Future Fit and the STP, regular updates and question and answer sessions with NHS representatives have taken place.

Child and Adolescent Mental Health Services for Telford and Wrekin and Shropshire

The Committee received an update on the engagement activities carried out to support the procurement of the 0-25 emotional health and wellbeing service together a summary of the changes and proposed changes to be made as a result. Comments and recommendations from Committee informed the service specification and tendering information.

Funding for Community Pharmacy Services

The Committee received a report from the Shropshire Local Pharmacy Committee on funding cuts to pharmacy needs and costs of service. In response, the Committee wrote to David Mowatt MP and Philip Dunne MP expressing the Committee's concerns regarding cuts to community pharmacy services.

Looking Ahead

A few changes were made to the membership of the Scrutiny Committees at Annual Council on 25 May 2017, notably the appointment of new chairs of the Scrutiny Management Board, Finance & Enterprise Scrutiny Committee and the Customer, Communities and Partnerships Scrutiny Committee.

During June the Scrutiny Management Board agreed the suggestions and issues which should be prioritised for the 2017/18 work programme and recommended to the Scrutiny Committees for consideration.

A list of the prioritised suggestions and issues can be found at:

http://www.telford.gov.uk/info/20237/scrutiny/371/scrutiny_work_programme

Contacts

To find out more about Scrutiny visit: www.telford.gov.uk/scrutiny

To find meeting dates and agendas for scrutiny meetings visit:
www.telford.gov.uk/meetings or call the Democratic & Scrutiny Services Team on
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**AUDIT COMMITTEE – 27 JUNE 2017
COUNCIL – 20 JULY 2017**

**CORPORATE ANTI-FRAUD & CORRUPTION POLICY – 2016/17 ANNUAL REPORT AND
POLICY UPDATE**

REPORT OF THE CHIEF FINANCIAL OFFICER

1. PURPOSE

- 1.1 For the Audit Committee to:
- a) consider the 2016/17 Annual Report on Corporate Anti-Fraud and Corruption activity;
and
 - b) agree an updated policy and to recommend its adoption by the Council.

2. RECOMMENDATIONS

- 2.1 That the Audit Committee notes the 2016/17 Annual Report on Corporate Anti-Fraud and Corruption activity.
- 2.2 That the Committee recommends the adoption by Council of the updated policy attached as Appendix B.

3. SUMMARY

- 3.1 The Council is committed to high standards of Corporate Governance and has a set of effective procedures in place to support this. These procedures include the Anti-Fraud & Corruption Policy.
- 3.2 The terms of reference of the Audit Committee include:
“13. To approve the Anti-Fraud and Corruption Policy and to recommend its adoption by the Council and to monitor its operation. The policy will be reviewed at least once every two years.”
- 3.3 This report includes annual information in respect to the Corporate Anti-Fraud and Corruption activity for 2016/17 to enable the Audit Committee to monitor the policies operation. In addition attached as Appendix B is an updated policy for members to agree and recommend on for adoption by the Council.

4. PREVIOUS MINUTES

- 4.1 Audit Committee 16th September 2014 – Annual Report 2013/14 and Policy Update
Audit Committee 30th June 2015 – Annual Report 2014/15 and Policy Update
Audit Committee 28th June 2016 – Annual Report 2015/16 and Policy Update

5. INFORMATION - ANNUAL REPORT 2016/17

- 5.1 The Anti-Fraud and Corruption Policy supports one of the key dimensions of good Corporate Governance – Standards of Conduct. The Council aims to ensure that all those associated with it maintain high standards of ethics and conduct in public life contributing to good Corporate Governance.
- 5.2 Nationally there are indications from Police and Government statistics that fraudulent activity has and will continue to increase. Therefore it is important that the Council continues to maintain its vigilance in respect to Council services and the Community.

- 5.3 This report contains information for 2016/17 on counter fraud and investigation activities within the Investigation Team, Internal Audit and Public Protection. The Committee should note that the Council's procedures and controls are designed to minimise the opportunity for fraud and to highlight where possible fraudulent activity may have occurred.
- 5.4 Members and officers regularly receive information on their responsibilities in respect to the use of public money and the prevention and detection of fraud. They provide information for review and investigation by appropriately trained and experienced officers within the Council (and by the Police or other external party when required).

6. TRANSPARENCY CODE REQUIREMENTS

- 6.1 The Local Government Transparency Code requires the council to publish data regarding its fraud arrangements. Below is a summary of these requirements together with the corresponding information on the council's fraud arrangements.

Requirement Description		T&W Arrangements
1	Number of occasions the council have used the powers under the Prevention of Social Housing Fraud Regulations 2014 or similar powers.	We do not have social housing and therefore these powers have not been used.
2	Number (absolute and FTE) of employees undertaking investigations and prosecutions of fraud	<p>3 counter fraud specialist's work in the Investigation Team. This equates to 2.95 FTE's.</p> <p>Other council services undertake investigations into fraud, e.g. Internal Audit, Public Protection, etc. These tasks form part of an officer's job role and therefore it would be impossible to identify what proportion of their role would be taken up undertaking fraud investigations.</p>
3	Number (absolute and FTE) of professionally accredited counter fraud specialists	3 counter fraud specialist's work in the Investigation Team. This equates to 2.95 FTE's.
4	Total amount spent by the authority on the investigation and prosecution of fraud	<p>The cost of the Investigation Team for 2016/17 was £129,390 (costs include staff, postage, printing, telephones, mileage, computer software and all other investigation related costs).</p> <p>As stated on point 2 above other areas do undertake investigations but it is impossible to attribute a cost to this as costs are consumed in overall budgets for each service.</p>
5	Total number of fraud cases investigated	See case investigation data in this report.

7. INVESTIGATIONS TEAM

BENEFITS INVESTIGATIONS

- 7.1 The Housing Benefit and Council Tax Support caseload has decreased again over the last 12 months, from 18,335 (live cases) at 31st March 2016 to 17,822 at 10th April 2017. There are a number of reasons for this including the continuing impact of the government's Welfare Reforms and the introduction of Universal Credit in the area since June 2015. Universal Credit replaces six working age benefits including Housing Benefit although the roll out is currently limited to those with specific circumstances. Those entitled to Universal Credit are no longer eligible for Housing Benefit resulting in their claims being cancelled. We have continued our review programme throughout 2016/17. This is where we issue review forms to check on the circumstances of those claiming Housing Benefit and / or Council Tax Support and this has also resulted in the cancellation of some claims.
- 7.2 The Council has followed the Department for Work & Pensions (DWP) lead in "securing the gateway". The DWP aim at 'getting it right, and keeping it right' i.e. ensuring only those properly entitled are granted and paid benefit. A telephone appointment is made with anyone making contact to make a new claim. A Benefit Assessment Officer takes all the necessary details and then an appointment is made for the claimant to see a Benefit Assessment Officer at the Council's First Point facility where the information they have given is checked against the relevant proof of income, identity and rent details. To this end the majority of new benefit claimants who make a claim direct to the Council are seen in person by a Benefits Officer (either via the telephone claim process or those customers who drop-in to First Point). This ensures the best possible service for the customer as claims are processed whilst they wait and the Benefit Assessment Officer explains to the customer their responsibilities regarding reporting of changes in circumstance. Entitlement letters are given to the customer at the end of the interview and explained and checked with the customer to ensure accuracy. In July 2016 we improved this process further with an on-line intention to claim form which will allow customers to book their own appointment at First Point, negates the need for the telephone part of the process. All customers are now seen on an appointment only basis.
- 7.3 The Benefit Team issued 1,173 review forms in 2016/17 as part of its targeted review exercise. The following areas were targeted as those who were most likely to have had a change in their circumstance; those in paid employment whose pay information was on our system as less than the living wage, claims with non-dependants who were not working or in receipt of a benefit, those in receipt of occupational pensions and second adult rebate claims. Weekly Council Tax Support savings were made of just under £2,210 which equates to an annual saving of £114,902. Weekly Housing Benefit reductions were made of just under £10,986.93 with an annual saving of £571,268. Overpaid Housing Benefit totalling £175,835 was identified during the exercise.
- 7.4 Benefits Data Matching**
- 7.4.1 The Benefit Service has started to work through the latest National Fraud Initiative (NFI) 2016/17 (released in January 2017). So far 67 of the 83 recommended matches have been completed but none have had an impact on the level of benefit in payment. If fraud is suspected then cases will be referred to DWP's Single Fraud Investigation Service (SFIS) as we no longer have the powers to investigate Housing Benefit fraud.
- 7.4.2 Unfortunately Benefit fraud is not just external to the Council. The Council undertakes internal checks in respect to monthly data matches with all new starters. This ensures all changes in circumstances have been declared. In 2016/17 no employee received a benefit fraud sanction.

7.5 Cases Investigated

7.5.1 At the beginning of 2016/17 the Investigation Team consisted of one Team Leader, one full time Investigation Officer, one Investigation Officer working 35 hours per week and one casual Assistant Investigation Officer. This equated to 2.95 Full Time Equivalents and one full time Fixed Term Contract. All Investigation Officers are accredited counter fraud specialists. From 1st June 2016 the Investigation Team moved from Revenues to Audit, Information Governance and Insurance Services. From September 2016 the Casual Assistant Investigation Officer moved to benefits taking with him the responsibility of being the Single Point of Contact for the DWP and responsibility for the NFI. The cost of the Investigation Team for 2016/17 was £129,390 (see paragraph 6.1).

7.5.2 Referrals to the Investigation Team come from various sources. The table below show the sources, number and percentage of total.

Source	Number of Referrals	Percentage of Total
Anonymous letter	27	4.13
Anonymous telephone call	158	24.16
Member of staff	239	36.54
DWP	0	0
Police	6	0.92
Landlord (including Wrekin Housing Trust)	10	1.53
Internet/email	180	27.52
Other Local Authority	0	0
National Fraud Initiative	0	0
Reviews Forms	1	0.15
Real Time Information (RTI)	6	0.92
Everyday Telford App	19	2.91
Other	8	1.22
Total Referrals	654	100

7.5.3 Since 1st June 2015 the DWP's Single Fraud Investigation Service (SFIS) took over responsibility for investigating Housing Benefit, Tax Credit and all DWP benefit fraud. The Council's Investigation Team focuses on Council Tax discount and exemption cases and some Business Rate fraud. The Team during the year moved into more Corporate Fraud work. In 2016/17 a total of 351 investigations were closed and 195 proved positive (benefit was affected in some way). Of this total one case was given an Alternative to Prosecution (previously known as an Administrative Penalty) a sanction amounting to £318.13 and 59 cases were given a Civil Penalty of £70 (Totalling £4,130). The Investigation Team have also worked on NNDR cases. One particular case took up some time investigating as the owner of a company claimed a number of other companies were in occupation. These companies then ran up a Business Rate debt before "moving" out. The investigator established these other companies were never actually in occupation and the owners have now been billed for £60,074. On another case the Team worked closely with other agencies to investigate a Landlord who was paying Council Tax on a property as a single dwelling. The investigator established that the dwelling had been turned into 6 flats and a new liability was issued for all 6 flats. The Landlord was also pursued by the other agencies for various other breaches. The Team are also now working closely with the Direct Payments Team and on one case have investigated where a large write off was proposed but following investigation Legal have now requested a refund of over £58,000 from a provider.

7.5.4 Sanctions can also be applied to partners/landlords/employers where it can be demonstrated that they were complicit in the fraud. There were no sanctions applied to these types of cases this year.

7.6 Benefit Fraud Sanction & Prosecution Policy

- 7.6.1 With responsibility for Housing Benefit fraud coming under the Single Fraud Investigation Service (part of Department for Work & Pensions) since 1 June 2015 a new Revenues and Benefits Sanction and Penalty Policy was written and agreed by Cabinet in July 2015. This was reviewed in 2016 and remained unchanged.

8. INTERNAL AUDIT

- 8.1 Internal Audit has an important role in the investigation of suspected internal fraud and assisting managers in ensuring they have appropriate systems and controls in place that are designed to prevent or reduce the opportunity for fraud. From June 2016 the Investigation Team became part of the Internal Audit, Information Governance & Insurance Services Area and they now have a key role to play in investigating corporate fraud areas.
- 8.2 Days are allocated within the audit plan to undertake proactive fraud work and work in areas where previous frauds have occurred. This work is informed by a Fraud Risk register¹. A summary of the Internal audit and corporate Investigations Team work undertaken during 2016/17 for fraud and corruption risk areas, proactive work and requests is attached as Appendix A for your information. For 2016/17 the planned proactive fraud days (including NFI work – see below) were 40 days with an actual of 16 days but the other audit work on fraud prevention is consumed within the days allocated to general audit assignments and additional work is undertaken by the investigation team.
- 8.3 In addition to proactive fraud work and continuous advice and guidance to managers, Internal Audit/Investigation Team also has a role to investigate potential irregular activities reported to them throughout the year. During 2016/17 Internal Audit & Information Governance investigated 3 cases of alleged irregular activity. None of the cases referred resulted in an identifiable fraud. Changes to procedures and controls have been implemented as a result of these reviews and additional training and awareness provided to employees where necessary.

8.4 National Fraud Initiative (NFI)

- 8.4.1 The Cabinet Offices NFI exercise is part of Central Government's national recognition that taxpayers have a right to expect public bodies to put in place every possible measure to protect their money from fraud. The national public bodies included in this exercise are police authorities, local probation boards, fire and rescue authorities and all upper tier and districts councils.
- 8.4.2 The Council has a statutory responsibility to provide data to the Cabinet Office for the prevention and detection of fraud as part of the NFI. NFI is an exercise that matches electronic data within and between audited bodies to prevent and detect fraud.
- 8.4.3 In January 2017 the council received relevant NFI matches from 2016/17 data with a total of 3,512 matches, covering the data sets detailed below. To date 800 matches have been looked at. 7 of the matches are in the process of being investigated and sums amounting to over £9,000 have been recovered.
- Payroll
 - Pensions (provided by Shropshire County Council)
 - Insurance Claims (provided directly by the council's insurers)
 - Private Supported Care Home Residents
 - Benefits (provided by the DWP)

¹ This register was developed based on good practice, local internal intelligence and the West Midlands Fraud Group (this is a specialist fraud networking and training group of West Midland metropolitan authorities and unitary authorities).

- Transport passes and permits
- Licences
- Creditors
- Personal Budgets (Direct Payments)

8.5 Training & Awareness

- 8.5.1 The Council ensures that both Members and Officers are aware of their responsibilities in respect to the Council's Anti-Fraud and Corruption Policy.
- 8.5.2 Staff within Revenues & Benefits (R&B) receive Fraud Awareness training as part of periodic refresher training.
- 8.5.3 For officers there is the Code of Conduct for Employees which is included as part of induction and is available on the intranet. The principles of the Anti-Fraud and Corruption and Speak Up policies are included in induction for new employees.

8.6 Publicity

- 8.6.1 As per the policy publicity of cases is important as a deterrent. The Investigation Team and Public Protection use Corporate Communications to issue press releases and social media to alert the public and inform businesses about relevant campaigns, interventions and prosecutions. The press releases are also published on the Council's website.
- 8.6.2 Internally cases of note are included within either the Revenues or Benefits weekly team brief notes. These are issued to all relevant staff.
- 8.6.3 Within Public Protection with any significant intervention or prosecution the Assistant Director and Cabinet member are briefed accordingly. Any lessons learnt are shared within team meetings.
- 8.6.4 Where allegations of internal frauds have been investigated and procedures and controls are changed the lessons learnt are shared across the Council through the staff news, bulletins and in management meetings.

9. PUBLIC PROTECTION

- 9.1 The Public Protection Service which includes Trading Standards, Environmental Health and Licensing play a significant role in delivering the Council's response to business related fraud in the borough. The majority of the responses are based around statutory responsibilities refined to provide effective detection and countermeasures in respect to fraud. These services are not restricted as to whom its officers may investigate, and are constrained only by the limitations of the statute under which an investigation is being conducted.
- 9.2 Officers of these services have access to specific legal, procedural and operational training to enable effective discharge of their responsibilities.
- 9.3 Staff undertake extensive professional training and mentoring before being permitted to commence enforcement duties, and have access to a range of professional competency training facilities through CEnTSA (Central England Trading Standards Authorities), CIEH Chartered Institute of Environmental Health and the Institute of Licensing (IOL) and their regional professional networks as well as central government departments such as Food Standards Agency and Department of Environment, Food and Rural Affairs (DEFRA).

9.4 Anti-Fraud responsibilities

9.4.1 All teams through the course of their routine work may come across irregularities relating to the running of the business. Where these irregularities are outside Public Protection's remit these are referred to agencies such as UK Border Force, Driving & Vehicle Licensing Agency, HM Revenues & Customs, Insurance Fraud Bureau, Police and internal service areas such as revenues and benefits.

Specific and identifiable responsibilities falling to Trading Standards, Environmental Health and Licensing within the Public Protection Service Delivery Unit, to combat fraud in the community include:

Environmental Health

- **Food Fraud**

Prevention & detection of unfit and debased food through inspection, sampling and intelligence. In 2016/17 28 food samples were taken as part of the Food Standards Agency (FSA) program. Of these 28 samples, 3 were found to be unsatisfactory and appropriate follow up action was taken. Members of the public can now use the Everyday Telford App to report Food Crime.

Fraudulent use of health and identification marks. All Approved Premises within the Borough are checked to ensure they are applying the health mark appropriately when they are inspected.

- **Rogue Landlords**

Identifying fraudulent practices relating to tenant deposits

Licensing Service:

- **Street trader consents**

Prevention and detection of the illegal and highly lucrative transfer of street trader consents.

- **Taxi licensing**

Ensuring the correct vehicle, correctly insured and driven by the licensed driver.

- **Scrap metal dealers licensing.**

Joint working with police to detect illegal trading in stolen vehicles and other stolen metal items such as copper cabling through scrap metal dealers.

Taxis, private hire vehicles, gaming machines, as a means of converting large quantities of cash.

- **Street Collections, Charity collections.**

Identification, detection and enforcement of fraudulent collections

Trading Standards Service:

- **Intellectual Property crime**

Copyright, Trade marks

- **Consumer Protection from Unfair Trading legislation**

There is wide ranging legislation to keep pace with constantly changing fraudulent practices. This legislation covers a wide range of goods and services including house purchases, animals, vehicles, food & drink and all personal and professional services.

- **Cattle identification legislation**

To prevent fraudulent transfer to limit disease spread.

- **Weights and Measures**

Misrepresentation of quantity or measure of goods supplied.

- **Fraud Act**

This legislation is applicable to all the above legislative areas. The act allows Trading Standards to take action against serious criminality and persistent offenders to achieve the appropriate fines and sentences where necessary.

9.4.2 Trading Standards receives intelligence about rogue trader activities in Telford and deals with complaints about fraudsters that specifically target vulnerable and older people, carrying out unnecessary or misrepresented home improvement work and as a result defraud them out of thousands of pounds. This area of fraud known also as Door Step Crime remains a priority for Trading Standards for 2017/18.

The team also works closely with the national scams team, visiting victims of fraud to offer advice and support and assist in the national profiling of victims and has signed up as a SCAM champion to promote the Friends Against scams national Campaign in 2017/18 along with interested partners.

Officers joined with the police in national rogue trader week. Over 20 traders were given information regarding their legal responsibilities and police officers were able to identify road traffic and related offences. The team also works closely with the national scams team, visiting victims of fraud to offer advice and support and assist in the national profiling of victims.

9.4.3 Trading Standards have prioritised work streams around illicit tobacco and this work also forms part of the Tobacco Partnerships work plan & the Smoke Free Action Plan for 2017/18 which includes the following:

- Increasing awareness of illicit tobacco and how to report it
- Use of intelligence to determine operations that focus on under age sales of tobacco and the supply of illicit tobacco. In 206/17 Trading Standards seized 11,540 illegal cigarettes from a local shop following intelligence in a joint raid with West Mercia Police.
- Use of fines and to raise the profile of penalties for retailers selling illicit tobacco or to underage young people

9.5 Trading Standards Regional Initiatives

Regional Investigations Team (Formerly Scambusters)

9.5.1 Dedicated Trading Standards officers work alongside officers from the Police, HM Revenue & Customs and other enforcement agencies. They work across local authority boundaries focusing on the hardest to tackle scams and rogue traders that set out to defraud people out of their money/assets.

Examples of the types of issues that have been targeted are:

- Doorstep crime

- Deceptive selling techniques
- 'Cowboy' builders doing shoddy and unnecessary work
- Large scale organised counterfeiting operations

9.6 Illegal Money Lending Team (Loan Shark Team)

9.6.1 A loan shark is an unlicensed moneylender. Licensed moneylenders are regulated by the Competition Markets Authority (CMA) and must follow the CMA's codes of practice. Because they're not licensed, loan sharks operate outside the law. If you borrow from them it's likely you'll:

- get a loan on very bad terms
- pay an extortionate rate of interest
- be harassed if you get behind with your repayments
- be pressured into borrowing more from them to repay one debt with another

9.6.2 The role of this team is to identify, investigate and if necessary prosecute loan sharks and to work with victims to secure a satisfactory financial outcome. It also has a proactive role to educate and raise awareness in local communities of the pitfalls of loan sharks and promotes alternative sources of obtaining small loans and savings plans.

10. Challenges for 2017/18

10.1 The potential challenges for 2017/18 include:

- Reduced resources and therefore potential reduction in control and supervision and therefore potential increased opportunities for internal fraud, reduction in fraud awareness, investigation of data matches and opportunities for proactive work.
- Impact of the economic climate on the potential incidence of fraud

11. ANTI-FRAUD & CORRUPTION POLICY UPDATE

11.1 The current Anti-Fraud and Corruption Policy was reviewed, updated and agreed by the Audit Committee on 28th June 2016 and was approved by Council on 14th July 2016. The Anti-Fraud & Corruption Policy is reviewed annually to coincide with the annual report (unless urgent changes are required in between).

11.2 The updated Policy is attached as Appendix B with track changes as it has been updated to reflect the integration of the Investigations Team into the Audit & Governance Team. Other minor changes have been made to ensure it remains current.

12. OTHER CONSIDERATIONS

AREA	COMMENTS
Equal Opportunities	The Anti-Fraud & Corruption policy operates within Equalities legislation and the Council's associated policies. Any investigations follow legal requirements and proper procedures to ensure that equality and diversity requirements are met.
Environmental Impact	None
Legal Implications	The Council will have full regard to relevant legislative requirements, including without limitation: <ul style="list-style-type: none"> • The Fraud Act 2006

	<ul style="list-style-type: none"> • Bribery Act 2010 • Section 151 Local Government Act 1972 • Section 5 Local Government & Housing Act 1989 Contracts Regulations 2015 • Accounts and Audit Regulations 2011 • The Council Tax Reduction scheme (Detection and Enforcement) (England) Regulations 2013 • Local Government Finance Act 1988 • Regulation of Investigatory Powers Act 2000 • Terrorism Act 2006 • Proceeds of Crime Act 2002 • Police and Criminal Evidence Act 1984 • Companies Act 2006 • Localism Act 2011
Links with Corporate Priorities	The policy supports all Corporate Priorities and good Corporate Governance demonstrating the Council's desire to ensure sound conduct and ethical procedures for all those associated with the Council and service delivery. Monitoring the policy provides the opportunity to identify if there are any changes required or additional areas of activity.
Financial Implications	Costs associated with the anti-fraud and corruption work outlined in this report are met from the Council's base budget. This includes staffing costs, training, marketing and promotion costs, stationery and any postage.
Opportunities and Risks	Having a policy which sets out the Council's anti-fraud and corruption culture and associated procedures assists in the management of the risk of fraud and corruption against the Council.
Ward Implications	Borough wide implications.

13. BACKGROUND PAPERS

Corporate Anti-Fraud and Corruption Policy 2016
Speak Up Policy 2016
Benefits Counter Fraud and Sanctions Policy 2015
Cabinet Office requirements for the National Fraud Initiative
Trading Standards & Licensing Legislation

Report prepared by Jenny Marriott – Audit, IG & Insurance SDM - 01952 383101; Tracey Drummond – Principal Auditor – 01952 383105; Rae Munn - Investigations Team Leader – 01952 383897; Rebecca Owen-Jones-Benefit Assessment Group Manager – 01952 383881; Anita Hunt – Public Protection Manager – 01952 381998;

INTERNAL AUDIT & INVESTIGATIONS WORK UNDERTAKEN FOR CORPORATE FRAUD & CORRUPTION RISK AREAS, PROACTIVE WORK AND REQUESTS IN RESEPT TO IRREGULAR ACTIVITIES 2016/17

Work Area	Work undertaken
Cash collection	Annual cash collection audit Review of cash collection arrangements at libraries & Corporate Post Room.
Procurement	Work commenced and continues into 2017/18 in respect to contract compliance for various contracts across the Council.
GPC	Review of GPC expenditure.
Direct Payments	1 case of possible irregularity investigated.
West Road Petty Cash	Checks into the management of petty cash.
Council Tax	Investigation into possible avoidance of paying Council Tax
NNDR	Investigation into the avoidance of paying Business Rates

TELFORD & WREKIN COUNCIL - ANTI-FRAUD AND CORRUPTION POLICY 2017

1. INTRODUCTION

- 1.1 The Council through this policy clearly demonstrates its zero tolerance commitment to dealing with fraud, bribery and corruption and will deal equally with perpetrators from inside (members¹ and employees²) and outside the Council.
- 1.2 The policy outlines measures designed to frustrate attempted fraud, bribes or corruption (defined in Appendix A) and the steps that will be taken if such action occurs. It is separated into four areas:-
 1. Culture
 2. Prevention/Deterrence
 3. Detection and Investigation
 4. Training
- 1.3 The Council also recognises the high degree of external scrutiny of its affairs by a variety of external bodies. These bodies are important in highlighting any areas where improvements to anti-fraud, anti bribery and anti corruption activities can be made.

2. CULTURE

- 2.1 The Council's co-operative values include openness and honesty which supports the Council's commitment to zero tolerance in respect to fraud, bribery and corruption.
- 2.2 The prevention and detection of fraud, bribery or corruption and the protection of the public purse are responsibilities of everyone, both internal and external to the organisation. The anti-fraud, bribery and corruption culture and associated procedures assist the Council in its management of the risk of fraud, bribery and corruption against the Council and are an integral part of its governance framework.
- 2.3 The Council's members, employees, partners, volunteers and governors play an important role in creating and maintaining this culture. They are positively encouraged to raise concerns regarding fraud, bribery and corruption, regardless of seniority, rank or status, in the knowledge that such concerns will be investigated and wherever possible be treated in confidence³. Suppliers/contractors to the Council and the public also have roles to play in this process and should inform the Council if they feel that fraud, bribery or corruption may have occurred. Examples of types of concerns are listed in Annex 1.
- 2.4 The Council will deal firmly and take appropriate action against those who defraud the Council or who are corrupt. There is, of course, a need to ensure that any investigation process is not misused and, therefore, any abuse (such as employees/members raising malicious allegations) will also be dealt with appropriately.
- 2.5 When fraud, bribery or corruption has occurred due to a breakdown in the Council's systems or procedures, senior managers will ensure that appropriate improvements in systems of control are implemented within a reasonable timeframe to prevent a re-occurrence.

3. PREVENTION & DETERRENCE

3.1 MEMBERS

¹ The term "members" is used in the policy to include elected, co-opted and independent members.

² The term employees is used in the policy to include employees, temporary staff, volunteers, partners

³ The Council's Speak Up policy sets out how concerns can be raised (including anonymous information) and how they will be dealt with, including allegations in respect to fraud and corruption.

- 3.1.1 All members of the Council have a duty to the citizens of the Borough to protect the Council and public money from any acts of fraud, bribery or corruption. This is achieved through the Anti-Fraud and Corruption Policy, compliance with the Code of Conduct for Members, the Council's Constitution⁴, relevant legislation and any other protocols and procedures adopted by the Council.

3.2 EMPLOYEES

- 3.2.1 The Role of the Chief Financial Officer – one of the Assistant Directors⁵ has been designated the statutory responsibilities of the Chief Financial Officer as defined by s151 of the Local Government Act 1972. These responsibilities are set out in Annex 2.
- 3.2.2 Employees and their managers are responsible for controls and ensuring that adequate systems of internal control exist within their areas of responsibility, that these controls operate effectively and that they test them regularly to confirm this. They should also operate so as to prevent and detect fraud and implement appropriate controls into new/developed systems and new controls into existing systems to reduce the risk of fraud occurring or recurring.
- 3.2.3 Managers at all levels are responsible for managing the risk of fraud, bribery and corruption through:
- a) Recruitment – following the Council's recruitment policies and procedures
 - b) Appropriate induction and training in order for their staff to do their job
 - c) Their adherence to and promotion of the Council's Values and the Employee Code of Conduct
 - d) Providing awareness of the Council's constitution, appropriate policies and procedures (key documents associated with this policy are listed in Annex 2)
 - e) Regular reminders, updates and vigilance in respect to fraud, bribery & corruption
 - f) Encouraging staff to raise concerns with them or through the Speak Up policy

3.3 MEMBERS & EMPLOYEES

- 3.3.1 Both members and employees must ensure that they avoid situations where there is a potential for a conflict of interest⁶. Such situations can arise particularly with planning and land issues, procurement (especially tendering), recruitment etc. Effective role separation is essential to ensure decisions made are based upon impartial advice to maintain public confidence in the Council's decision-making processes and avoid questions about improper disclosure of confidential information.
- 3.3.2 All members and officers are expected to fully co-operate with whoever is conducting fraud, bribery and corruption investigations, proactive checks or data matching exercises.

3.4 INTERNAL AUDIT & THE INVESTIGATION TEAM

- 3.4.1 Internal Audit plays a vital preventative role in ensuring that systems and procedures are in place to prevent and deter fraud, bribery and corruption and has specific rights within the constitution (see Annex 2). Internal Audit supports the Investigations Team in the investigation of all employee cases of suspected financial irregularity, fraud, bribery or corruption⁷, except Benefit fraud investigations (see below), in accordance with agreed procedures. In cases where employees and/or members are involved the team will work with Human Resources, the Monitoring Officer and appropriate senior management to ensure that correct procedures are followed. Internal Audit liaises with management to recommend changes in procedures to improve controls, reduce risks and prevent losses to the Authority.

⁴ Including Financial Regulations and Standing Orders

⁵ Assistant Director Finance & Human Resources

⁶ Conflicts could also arise where employees have additional employment outside the Council but this is managed through the Private Works procedure.

⁷ Except where they are referred to the Police when they may leave it to the Police or assist, as appropriate

- 3.4.2 Benefits administration is recognised nationally as being complex and difficult to administer. This results in the scheme being prone to error and abuse. The Authority is committed to tackling poverty but it must also ensure that the administration of housing and council tax benefit is secure, fair and provides prompt help to those who need it. Equally, it must also be vigilant in tackling fraud and error to ensure value for taxpayers' money. The Investigation Team operates within legislation, government guidance and local procedures with the aim of improving the quality and accuracy of benefit determinations and to both prevent and reduce the incidence of fraud.
- 3.4.3 Since 1 June 2015 responsibility for investigating all instances of Housing Benefit fraud (and any Council Tax Benefit fraud prior to 1 April 2013) transferred to the Department for Work and Pension's Single Fraud Investigation Service (SFIS). The Council's Investigation Team continues to remain responsible for investigating Council Tax and Business Rates fraud.

3.5 DATA MATCHING

- 3.5.1 The Council participates in all mandatory Data Matching exercises. In respect to Benefits there are also regular external exercises with HBMS (Housing Benefits Matching Service), DWP and most recently the introduction of PAYE Real Time Information (RTI) matches from HMRC. In addition internal data matching exercises are undertaken. All exercises adhere to Data Protection requirements.

3.6 EXTERNAL AUDIT

- 3.6.1 Independent External Audit is an essential safeguard of the stewardship of public money. Since 1st April 2015 external audit suppliers have been managed by the Public Sector Audit Appointments Ltd. External auditors continue to operate to a Code of Practice that is designed to test (amongst other things) the adequacy of the Council's financial systems, the arrangements for preventing/limiting the opportunity for fraud and the arrangements for the detection of fraud, bribery and corruption. It is not the external auditors' function to prevent fraud and irregularities, but the integrity of public funds is at all times a matter of general concern. External auditors are always alert to the possibility of fraud and irregularity, and will act without undue delay if grounds for suspicion come to their notice. Where External Audit is required to undertake an investigation they will operate within legislation and their codes of conduct.

3.7 OTHER AGENCIES

- 3.7.1 Appropriate Council services have arranged (in compliance with the Data Protection Act 1998) the exchange of information on national and local fraud, bribery and corruption activity with appropriate external agencies.

3.8 CONTRACTORS/SUPPLIERS AND THE PUBLIC

- 3.8.1 This policy, although primarily aimed at those within or associated with the Council, encourages contractors/suppliers and the public to assist in the Councils zero tolerance commitment to fraud, bribery and corruption.

3.9 PROSECUTION AND RECOMPENSE

- 3.9.1 To support this policy the Council has a Corporate Prosecution Policy and the Revenues and Benefits Sanction and Penalty Policy. The corporate policy is designed to clarify and ensure consistency in the Council's action in specific cases and to deter others from committing offences against the Authority. The Revenues and Benefits Sanction Policy ensure that any Revenues and Benefits prosecutions are undertaken within the requirements of the relevant legislation.

- 3.9.2 In addition or instead of prosecution, the Council will seek to recover any money or assets fraudulently/corruptly obtained from the Council.

3.10 DISCIPLINARY OR OTHER ACTION

3.10.1 Theft, fraud, bribery and corruption are serious offences against the Authority and employees will face disciplinary action if there is evidence that they have been involved in these activities, including Benefit fraud. Disciplinary action will be taken in addition to, or instead of, criminal proceedings depending on the circumstances of each individual case but in a consistent manner.

3.10.2 Members will face appropriate action under this policy if there is evidence that they have been involved in theft, fraud, bribery and corruption against the Authority. Action will be taken in addition to, or instead of criminal proceedings, depending on the circumstances of each individual case but in a consistent manner. If the matter is a potential breach of the Code of Conduct for Members then it will also be referred to the Standards Committee.

3.11 PUBLICITY

3.11.1 The Council's Communications & Marketing Team will optimise the publicity opportunities associated with anti-fraud, anti bribery and anti corruption activity within the Council. Information will be publicised in respect to prosecutions and other appropriate cases as a deterrent.

3.11.2 In addition the Council's Everyday App has been extended to include fraud reporting to make it easier for the public to report suspected cases.

3.11.3 Internally where the Council can learn from incidents the relevant points will be communicated to members and employees.

3.11.4 Any notifications received by the Council of possible regional/national frauds, scams or alerts will be communicated to employees and members, as appropriate.

3.11.5 All anti-fraud, anti-bribery and anti-corruption activities, including the update of this policy⁸, will be publicised in order to make employees, members and the public aware of the Council's commitment to taking action on fraud, bribery and corruption, when it occurs.

4. DETECTION AND INVESTIGATION

4.1 Internal Audit and the Investigations Team play an important role in the detection of fraud. Included in the audit plan (informed by a fraud risk register) are specific fraud tests, spot checks and unannounced visits. However it is often the vigilance of employees, partners, volunteers, members, governors, suppliers/contractors and the public that aids detection.

4.2 All suspected fraud, bribery and corruption irregularities (except benefit fraud) are required to be reported (verbally or in writing) to the Audit & Governance Team Leader or the Investigations Team either by the person with whom the initial concern is raised or through the Council's Speak Up policy.

5. AWARENESS AND TRAINING

5.1 The Council recognises that the continuing success of this policy and its general credibility will depend in part on the effectiveness of training and awareness for Members, employees and affected external parties. The principles of this policy are integrated into the officer and member's induction programme and incorporated in the Member Development programme. Specialist training for certain employees is provided by their service area due to their specific roles.

⁸ This policy will be reviewed annually and updated where necessary.

- 5.2 Regular awareness through corporate communication, staff news and Ollie will support the successful application of this policy. Full copies of the Anti-Fraud and Corruption and Speak Up policies are available on the intranet.

DEFINITIONS OF FRAUD, BRIBERY & CORRUPTION

Fraud is defined as:-

Fraud – “*the intentional distortion of financial statements or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain*”.

In addition, fraud can also be defined as “*the intentional distortion of financial statements or other records by persons internal or external to the authority which is carried out to mislead or misrepresent*”.

The Fraud Act 2006 which came into effect on 15th January 2007 created a new general offence of fraud with three ways of committing it:

- Fraud by false representation
- Fraud by failing to disclose information
- Fraud by abuse of position

It also created new offences:

- Obtaining services dishonestly
- Possessing, making and supplying articles for use in frauds
- Fraudulent trading applicable to non-corporate traders.

Corruption is defined as:-

Corruption – “*the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person*”.

In addition, this policy also covers “*the failure to disclose an interest in order to gain financial or other pecuniary benefit.*”

Bribery is defined under the Act as:-

A bribe is a financial or other advantage that is offered or requested with the intention of inducing or rewarding the improper performance of a relevant function or activity, or with the knowledge or belief that the acceptance of such an advantage would constitute the improper performance of such a function or activity.

EXAMPLES OF THE TYPES CONCERNS that should be raised:

- * A criminal offence
- * A failure to comply with a statutory or legal obligation
- * Improper or unauthorised use of public or other official funds
- * A miscarriage of justice
- * Maladministration, misconduct or malpractice
- * Discriminatory behaviour
- * Endangering an individuals health and/or safety
- * Damage to the environment
- * Benefit Fraud
- * That offers or requests have been made in respect to a promise, gift, financial or other advantage to or from a person that results in improper performance of a decision or action
- * Deliberate concealment of any of the above

Roles and Responsibilities of the Chief Financial Officer (CFO) in respect to Financial Affairs including Fraud & Corruption

Section 151 of the Local Government Act (1972) sets out that in every local authority in England & Wales should:

“make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has the responsibility for the administration of those affairs”.

Section 114 of the Local Government Finance Act (LGFA) 1988 requires the Chief Financial Officer to report to the Council if the authority, one of its committees, the Leader and Cabinet Executive or one of its officers:

- Has made – or is about to make – a decision which has or would result in unlawful expenditure;
- Has taken, or is about to take, an unlawful action which has or would result in a loss or deficiency to the authority; or
- Is about to make an unlawful entry in the Council's accounts.

Section 114 of the LGFA 1988 also requires the Chief Financial Officer to nominate a properly qualified member of staff to deputise, should the Chief Financial Officer be unable to perform the duties under Section 114 personally.

Under the Constitution the CFO responsibilities of proper administration encompasses all aspects of local authority financial management including:

- provision of financial advice for service delivery, strategic planning and policy making across the authority;
- provision of advice on the optimum use of available resources on the management of capital and revenue budgets;
- provision of financial management information;
- preparation of statutory and other accounts, associated grant claims and supporting records;
- provision of an effective internal audit function and assistance to management in providing safe and efficient financial arrangements;
- the proper exercise of a wide range of delegated powers both formal and informal;
- provision of effective financial management systems and procedures;
- provision of effective income collection and payments systems;
- advising on treasury, investment and cash-flow management;
- advising on the safe custody of assets and insurance; and
- The recognition of the fiduciary responsibility owed to local tax payers.

KEY COUNCIL DOCUMENTS THAT SUPPORT THIS POLICY

(This list contains examples but is not exhaustive)

- Constitution
- Financial Regulations and Standing Orders and associated detailed procedures
- Fraud Response Plan
- Employee Code of Conduct
- Health and Safety Policies
- Corporate Information Security Policy (which includes the E-mail and Internet Usage Policies and IT Strategy).
- Gifts and Hospitality Guidance
- Equalities policies
- Private Works Procedure

CONSTITUTION POWERS FOR REPRESENTATIVES OF INTERNAL AUDIT

(Part 4 – Rules of Procedure: Section 6 – Financial Regulations paragraph 9.7)

9.7 The Chief Finance Officer's authorised Internal Audit representatives shall be empowered to:

- enter at all reasonable times any Council premises or land
- have access to all Council and partner records (includes business e-mails and internet records), documentation and correspondence relating to any financial and/or other transactions or other business of the Council, its employees or members, as considered necessary by the CFO, Monitoring Officer or Audit & Information Governance Manager.
- have access to records belonging to third parties such as contractors or partners when required
- require and receive such explanations as are regarded necessary concerning any matter under examination from any employee, member, partner or third party.
- require any employee or member of the Council or any partner/third party to account for cash, stores or any other Council property which is under his/her control or possession on behalf of the Council.