

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

**Will be held at THE PLACE,
OAKENGATES, TELFORD TF2 6ET
on THURSDAY, 26 JULY 2018
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 24 May 2018.
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 A
White
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6. **Mayor's Announcements**

To note the Mayoral Engagements undertaken since the Council meeting held on 24 May 2018.

Appendix B

White
Page 10

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.

None received.

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.

Appendix C

White
Page 16

9. **Recommendations from Cabinet**

Cabinet –19 April 2018

(i) Tackling Child Sexual Exploitation (CSE) Together

Recommended that provision be made for £350,000 from the 2017/18 projected underspend as a provisional estimate to meet the costs of the independent inquiry and that authority be delegated to the Monitoring Officer to use this budget as per the report.

Appendix D1

Yellow
Page 20

Cabinet – 31 May 2018

(ii) Service & Financial Planning Report 2017/18 Outturn and 2018/19 Update

Recommended that

(a) the Revenue outturn position for 2017/18 and related virements in Appendix 3 to the report which is subject to audit by the Council's external auditors be approved;

(b) the transfers to reserves and associated approval to the relevant Assistant Directors to

Appendix D2

Yellow
Page 26

spend the reserves detailed in section 5 and Appendix 2 be approved;

(c) 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;

(d) the performance against income targets be noted; and

(e) the key issues identified for 2018/19 be noted.

Cabinet – 12 July 2018

(i) Financial Management Report 2018/19 Update

Appendix **D3**
Yellow
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Recommended that the changes to the capital programme as set out at appendix 1 be approved

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**

Audit Committee

At its meeting held on 29 May 2018, the Audit Committee made the following recommendations to Council:-

(i) Review of the Audit Committee Terms of Reference

Appendix **F1**
Green
Page 74

Recommended that the amended Terms of Reference be adopted.

(ii) Corporate Anti-Fraud & Corruption Policy – 2017/18 Annual Report and Policy Update

Appendix **F2**
Green
Page 76

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 R H England will propose the following Motion:

"As we celebrate the 70th birthday of our beloved NHS, a proud national institution which delivers healthcare free at the point of delivery, this Council restates its absolute commitment in fighting for the retention of our consultant-led Women's & Children's Centre at the Princess Royal Hospital through the Future Fit process and have launched our NHS4ALL campaign to argue the case for why Option 2 is the better option.

It is completely illogical to move this Centre, which was built only 4 years ago at a cost of £28m and has been identified by SaTH as a clinical need for our town. That need has not changed and will not change in the future, with two-thirds of admissions identified as being from Telford & East Shropshire.

We are deeply concerned that the preferred Option 1 is the most expensive and therefore could limit further investment in much needed community health services across the whole of Shropshire & Powys. Option 2 would provide significant savings year on year, which could support better GP access, more community services and even a new cancer centre for our town. Option 2 reduces journey times for more patients and saves revenue monies and capital borrowing.

This Council will continue to question and challenge Future Fit proposals which are not future proofed. These proposals do not address the need to reduce admissions to A&E, propose no extra funding for GPs, community care or adult social care and will result in all communities losing out in respect of their current access to emergency & planned care."

The Motion will be seconded by Councillor R A Overton.

- (ii) Councillor A J Eade will propose the following Motion:

"This Council reaffirms its continued support of the unanimously accepted motion proposed by Cllr. Andrew Eade and seconded by Cllr. Nigel Dugmore on behalf of the entire Conservative Group brought before Full Council on the 1 May 2014, to oppose any proposals for the merger of Telford & Wrekin and Shropshire Councils."

The Motion will be seconded by Councillor M B Hosken.

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, 24 May 2018 at 6.00pm at The Place, Oakengates, Telford

Present:

Councillors J C Ashford, S L Barnes, S Bentley, K T Blundell, M Boylan, A J Burford, S P Burrell, L D Carter, G K Cook, S Davies, N A Dugmore, A J Eade, A R H England, N A M England, R C Evans, I T W Fletcher, V A 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, 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 (Mayor), H Rhodes, K S Sahota, P J Scott, J M Seymour, R J Sloan, C F Smith (Speaker), M J Smith, B D Tillotson, K T Tomlinson, W L Tomlinson, C R Turley, P R Watling and D G Wright

1. Welcome from Mayor

The Mayor, Councillor S J Reynolds, welcomed civic dignitaries, Members and invited guests to the Annual Meeting of the Borough of Telford & Wrekin. In particular he noted the presence of the Lord Lieutenant Sir Algernon Heber-Percy, Lord & Lady Grocott, Lt Col Nick Jenkins representing The Rifles, the Consul General of India Dr Aman Puri and Community Faith Leaders.

2. Declaration

Councillor R J Sloan 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.

3. Prayers

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

4. Election of Mayor

It was moved by Councillor A D McClements, seconded by Councillor P R Watling, that Councillor R Mehta be elected as Mayor of the Council. Following a vote it was:

RESOLVED – that Councillor R Mehta be elected as Mayor of the Council for the municipal year 2018/19.

The Mayor, Councillor R Mehta, expressed thanks to the retiring Mayor for his support during his year in office as Deputy Mayor and, highlighting the ongoing support of his family and friends, he warmly anticipated the year ahead.

6. Election of Speaker

It was moved by Councillor L Murray, seconded by Councillor R J Sloan, that Councillor M J Smith be elected as Speaker of the Council. A vote was taken and it was:

RESOLVED – that Councillor M J Smith be elected as Speaker of the Council for the municipal year 2018/19.

The Speaker made a short address to the Chamber.

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 2018/19.

8. Election of Deputy Mayor

It was moved by Councillor H Rhodes, seconded by Councillor L D Carter, that Councillor S J Reynolds be appointed as Deputy Mayor. A vote was taken and it was:

RESOLVED – that Councillor S J Reynolds be elected as Deputy Mayor of the Council for the municipal year 2018/19.

9. Vote of Thanks to Retiring Mayor

A vote of thanks to the retiring Mayor, Councillor S J Reynolds, was proposed by Councillor A R H England and seconded by Councillor R A Overton.

RESOLVED – that the Council recorded its thanks to the retiring Mayor, Councillor S J Reynolds for his service over the 2017/18 term of office.

10. Reply to Vote of Thanks

In response, the retiring Mayor thanked Members for their kind words and stated that he had been honoured and privileged to represent the borough during his year in office. It had been a whirlwind of many very varied events and he expressed thanks to the numerous community and voluntary groups he had met for their inspirational efforts. He particularly expressed thanks to Councillor Raj Mehta for his support as Deputy Mayor and to Paige Mitchell, PA to the Mayor, for ensuring the smooth running of the office, and to Jayne Clarke and Stacey Worthington of the Democratic & Scrutiny Services Team. The retiring Mayor thanked the Mayoress and his children for their unwavering support, and to all those individuals and groups who had supported his charity events. He also expressed personal heartfelt gratitude to the Severn Hospice, his chosen charity, and presented a cheque in the sum of £7091 to the Chief Executive Designate, Heather Paine. He also presented a thank you gifts to the Mayoress, Paige Mitchell (PA to the Mayor), Stacey Worthington and Jayne Clarke.

11. Apologies for Absence

Councillors E J Carter, E A Clare, K R Guy, and A A Meredith.

12. Declarations of Interest

None.

13. Minutes

RESOLVED - that the minutes of the Meetings of the Council held on 1 March 2018 and 10 April 2018, and the minutes of the Extraordinary Meeting of the Council held on 10 April 2018 be confirmed and signed by the Mayor.

14. Announcements

The Leader welcomed Members and guests to the meeting in Telford's 50th Anniversary year, and noted how enthusiastically the local community had sought to become involved in the celebrations. He also noted that the town had been rocked by the harrowing details of child sexual exploitation which had been in the headlines and welcomed the independent inquiry which would be locally commissioned over the coming months. The Leader noted that levels of young people not in education, employment or training in the borough had been reduced since 2013 from 12% to 6% and welcomed newly announced funding to reduce rough sleeping in the borough. He went on to note investment in the borough's road networks and associated assets, including future proofing schemes for street lights and footpaths. The Leader welcomed the Council's tough stance on enforcement against environmental crime, which had seen 200 fixed penalty notices issued in just ten months, up 20 fold on the previous period, and the numbers of illegal travelling encampments had reduced from 521 in 2013 to 27 in 2017. The Leader noted the Council's approach to business had put Telford at the forefront of innovation, with Magna, Polytech, Craemer and Rosewood all investing in the town and funding of £3.7m was being delivered by West Midlands Combined Authority. He noted the imminent consultation on the reconfiguration of hospital services and reiterated his promise to continue to fight to retain the Women's and Children's Unit and Accident and Emergency Unit in Telford.

Councillor A J Eade expressed opinions on the administration's PRH4Me campaign, relationships with the local NHS leadership and the CSE inquiry process which he considered to be flawed.

Councillor W L Tomlinson urged local MPs to lobby to keep the Women's and Children's Unit and Accident and Emergency Unit in Telford and expressed the view that the locally commissioned CSE Inquiry should be victim led.

The Leader responded that he hoped that there would be cross party support for the Council's campaign to retain the Women's and Children's Unit and Accident and Emergency Unit in Telford and reiterated his view that the locally commissioned independent inquiry should not have its inquiry chair appointed by and terms of reference set by politicians.

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 2018/19 as set out in the Leader's report.

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 2018/19 (including the appointment of Chairmen and Vice-Chairmen) be appointed as set out in the report.

18. Programme of Ordinary Meetings of the Council

The programme of dates for ordinary meetings of the Council for 2018/19 would be as set out in the report.

The meeting ended at 7.30pm

Mayor:

Date:

MAYORAL ENGAGEMENTS
28 May 2018 – 15 July 2018

May	30	M	Telford 50 Street Party at Donnington Community Hub, Telford
		M	Coracle Pub Pre-Launch at High Street, Ironbridge, Telford
June	2	M	Malinslee & Dawley Bank Community Day at Malinslee Playing Fields, Telford
		M	Shrewsbury & Newport Canals Trust AGM & Open Day at Wappenshall Wharf
	3	M	Cancer Research UK Race For Life at Telford Town Park
	6	M	Working Together To Make A Difference Conference at The Place @ Oakengates Theatre
		M	Juniper Training Celebrating Success Event at Central Park, Telford
	7	M	University of Wolverhampton House of Lords Reception at House of Lords, London
	9	M	RIFLES Commemoration of the Centenary of the Battle of Bligny at St Chads Church, Shrewsbury
	10	M	RAF Cosford Air Show at Royal Air Force Cosford, Wolverhampton
		DM	Mayor of Shrewsbury Civic Sunday at St Chads Church, Shrewsbury
	11	M	Telford Faith Action Audit Report Presentation at Meeting Point House, Telford
M		John Taylor Hospice Presentation at John Taylor Hospice, Birmingham	
M		Shropshire Fire & Rescue Service Long Service & Good Conduct Medal Ceremony at Theatre Severn, Shrewsbury	

- 12 M** Southwater One Water Feature Preview at Southwater One, Telford
- 14 M** Faith Action Audit Feedback Session at Meeting Point House, Telford
- 15 M** Southwater Square Extension Media Preview at Southwater One, Telford
- M** Get Behind England Photocall at Shropshire Star, Ketley, Telford
- M** Telford's Got Talent Live Show at The Place @ Oakengates Theatre
- 16 M** Telford 50 50 Mile Trail Launch at Telford Town Park
- 18 M** Visit to John Randall Primary School at John Randall Primary, Madeley
- M** Visit to Telford Priory School at Telford Priory School, Wrockwardine Wood
- 19 M** Photocall For Telford 50 Skating Aids at Telford Ice Rink
- 20 M** Citizenship Ceremony at Register Office, Wellington Civic & Leisure Centre
- M** Energize Telford & Wrekin Shropshire Strategy Launch at Enginuity, Coalbrookdale
- 21 M** Eid Lunch at Short Wood Primary School, Wellington
- M** Young High Street Challenge at Telford International Centre, St Quentin's Gate, Telford
- M** Get Behind England Photocall at Southwater One, Telford
- 22 M** Photocall For Armed Forces Day at Addenbrooke House, Ironmasters Way, Telford
- M** My Options Street Party at Dawley Park, Telford

- 24 DM** Eid Party at Belmont Community Hall, Wellington, Telford
- 25 M** Visit to SNCT Wappenshall Wharf, Wellington
- M** Shiv Katha Ceremony at Telford Culture & Leisure Centre, Hadley
- 26 M** Twincl Lottery Launch at Southwater One, Telford
- M** Citizens Advice CEO Leaving Party at Glebe Centre, Wellington
- 28 M** Discover Digital Breakfast at Southwater One, Telford
- 29 M** Homelessness & Housing Summit at Park Inn Hotel, Forgegate, Telford
- M** HLC Telford 50 Showcase at Hadley Learning Community, Waterloo Road, Hadley
- M** Holmer Lake Primary Telford 50 Celebration at Holmer Laker Primary, Brookside, Telford
- M** Ahmadiyya Muslim Community Midlands Region Eid Reception Dinner at Baitul Muqet Mosque, Walsall
- 30 M** Telford Priory School Telford 50 Celebration at Telford Priory School, Wrockwardine Wood, Telford
- M** Dawley Day at Dawley Park, Telford
- M** NHS 70th Birthday Celebration at Southwater One, Telford
- DM** Wrekin College Speech Day at Wrekin College, Sutherland Road, Wellington
- M** Muay Thai Grand Prix (Black Widow Martial Arts Academy) at West Bromwich

July

- 1** **M** Chinese Open Class Conference at The Chinese Arts & Culture Centre, Stafford Park, Telford
- M** Hollinswood & Randlay Fun Day at Hollinswood Pavilion, Telford
- DM** Chairman South Staffordshire Civic Sunday at St James Church, South Staffordshire
- M** Court Street Medical Practice Community Fun Day at Court Street Medical Practice, Madeley
- 2** **M** Mayor of Much Wenlock Civic Service at Holy Trinity Church, Much Wenlock
- M** Visit to Hollinswood Primary School at Hollinswood, Telford
- M** Visit to Crudgington Primary School at Crudgington, Telford
- M** Consul General of India Dinner Meeting at Farquhar Road, Edgbaston
- 3** **M** Military in the Midlands & Aston University Engineering Academy Breakfast at Aston University, Birmingham
- M** Shropshire Homes School Sport Festival at Shrewsbury Sports Village
- 4** **M** Senior Citizens Forum Telford 50 Event at The Place @ Oakengates Theatre, Telford
- M** Severn Hospice Day at Severn Hospice, Apley, Telford
- 5** **M** Queen Elizabeth Hospital NHS 70th Anniversary Dinner at Henry Wong Harborne, 283 High Street, Birmingham
- 6** **M** Malinslee In Harmony Music Festival at St Leonards Church, Malinslee, Telford
- M** Visit to Southall School at Dawley, Telford
- 7** **M** TAPA Dance Festival at The Place @ Oakengates Theatre, Telford

- M** Wellington Methodist Church Art Exhibition at Wellington Methodist Church, Wellington, Telford
- 9** **M** Visit to Moorfield Primary School at Newport, Shropshire
- M** Visit to Telford Park School at Stirchley, Telford
- 11** **M** Team 371 Princes Team Programme Presentation at Meeting Point House, Telford
- M** Mayor's Civic Service at Meeting Point House, Telford
- 12** **M** Aldi Telford Central Opening at Telford Town Centre
- M** Telford Park School Accelerated Readers Oscars at Stirchley, Telford
- 13** **M** Accessing India Made Easier Seminar at International Convention Centre (ICC), Birmingham
- 14** **M** Consul General of India Dinner at Farquhar Road, Edgbaston
- M** Access to Angling Taster Session at Little Apley Pool, Wellington
- M** TAARC Community Fun Day at Hadley Learning Community, Waterloo Road, Hadley
- M** Royal British Legion Dawley WW1 Centenary Commemoration Service at Dawley Park, Telford
- M** Rotary Club of The Wrekin Sports Gala at Wrekin Sports College, Stanley Road, Wellington, Telford
- M** Ahmadiyya Muslim Association Peace Conference at Darul Barakatt Mosque, Birmingham

- M** Telford Orchestral Music Past & Present Service at St Michael's Church, Madeley
- 15 M** Telford Carnival at Telford Town Park
- DM** Mayor of Wellington Civic Service at The Memorial Hall, Wrekin College, Wellington



TELFORD & WREKIN COUNCIL

COUNCIL – 26 JULY 2018

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 15 March 2018, 29 March 2018, 19 April 2018, 31 May 2018 and 12 July 2018.

2.0 CABINET BUSINESS

Matters that have been determined by Cabinet are listed below:

- | | | | |
|------|-------|------------------------------------------------------------------------------------------|--|
| | 2.1 | <u>15 March 2018</u> | |
| K | 2.1.1 | Well Managed Highways Infrastructure Code of Practice & Highway Safety Inspection Policy | |
| NK | 2.1.2 | Corporate Parenting Strategy 2018-2020 | |
| NK | 2.1.3 | Duke of York - Inspiring Digital Enterprise Award | |
| | 2.2 | <u>29 March 2018</u> | |
| K | 2.2.1 | Tackling Child Sexual Exploitation Together | |
| | 2.3 | <u>19 April 2018</u> | |
| K PC | 2.3.1 | Tackling Child Sexual Exploitation (CSE) Together - Update | |
| K | 2.3.2 | Update on Future Fit Hospital Reconfiguration | |
| K | 2.3.3 | Procurement Update | |
| NK | 2.3.4 | The Annual Governance Statement 2017/18 and Updated Local Code of Good Governance | |
| | 2.4 | <u>31 May 2018</u> | |
| K C | 2.4.1 | Service & Financial Planning Report 2017/18 Outturn and 2018/19 Update | |
| K | 2.4.2 | Modern Slavery Act – Modern Slavery Transparency Statement for 2018/19 | |
| K | 2.4.3 | Applying for Civil Parking Enforcement Powers | |
| K | 2.4.4 | Green Guarantee and ‘The Big Green Vote’ | |
| K | 2.4.5 | Newport Neighbourhood Development Plan | |
| K | 2.4.6 | Edgmond Parish Neighbourhood Plan | |
| K | 2.4.7 | Superfast Telford Broadband Programme | |
| | 2.5 | <u>12 July 2018</u> | |
| K C | 2.5.1 | 2018/19 Financial Management Report | |
| NK | 2.5.2 | Housing Investment Programme | |
| NK | 2.5.3 | The Telford Land Deal | |
| NK | 2.5.4 | Response to Future Fit Hospital Reconfiguration | |

- NK 2.5.5 Library Services Strategy
 NK 2.5.6 Driving Delivery of the Council's Priorities – end of year performance report 2017-18
 NK 2.5.7 Representation on Outside Bodies

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
Well Managed Highways Infrastructure Code of Practice & Highway Safety Inspection Policy	Assistant Director: Customer & Neighbourhood Services in consultation with the Cabinet Member for Transport, Infrastructure & Broadband	To approve revisions to the Councils highway safety inspection policy and regime where required
Tackling Child Sexual Exploitation (CSE) Together (29 March 2018)	Assistant Director: Children's Safeguarding & Early Help in consultation with the Cabinet Member for Children and Adults Early Help & Support	To submit a bid to the Government's Trusted Relationships Fund to support the Council's continuing work in this area
Tackling Child Sexual Exploitation (CSE) Together (19 April 2018)	Monitoring Officer	To use the principles set out in paragraph (c) of the resolution to finalise a detailed process
Update on Future Fit Hospital Reconfiguration	Managing Director, in consultation with relevant cabinet members	To write to seek urgent clarification from the Secretary of State for Health and Social Care that this public consultation will be open and fair and that the 300 million capital funding offered by the Department of Health is genuinely agreed to support either Option 1 or Option 2 and the offer is subject to public consultation

REPORT HEADING	DELEGATION GRANTED TO	DETAIL OF DELEGATION GRANTED
Procurement Update	Appropriate officers (as per the Contract Procedure Rules)	To progress new procurements through the tender process to contract award be approved
Modern Slavery Act – Modern Slavery Transparency Statement for 2018/19	Assistant Director of Governance, Procurement & Commissioning in consultation with the Cabinet Member for Council Finance, Partnerships and Commercial Services	Responsibility for the annual review and publication of the Modern Slavery Transparency Statement
Applying for Civil Parking Enforcement Powers	Assistant Director: Customer & Neighbourhood Services in consultation with the Deputy Leader and Cabinet Member for Housing and Enforcement	To approve the final business case prior to submission, to undertake the necessary consultation process, and develop and approve the Parking Strategy required as part of the submission process
Applying for Civil Parking Enforcement Powers	Assistant Director: Customer & Neighbourhood Services in consultation with the Deputy Leader and Cabinet Member for Housing and Enforcement	To take such steps and implement such policies and procedures as necessary for the implementation of CPE once approved by the Dft, likely to be after June 2019
Newport Neighbourhood Development Plan	Managing Director	To exercise all the relevant powers and duties and undertake all necessary arrangements for the Newport Neighbourhood Development Plan Referendum Version (May 2018) to now proceed to Referendum and for the Referendum to take place asking the question whether the voter wants Telford & Wrekin Council to use this

REPORT HEADING	DELEGATION GRANTED TO	DETAIL OF DELEGATION GRANTED
Edgmond Parish Neighbourhood Plan	Assistant Director: Business, Development & Employment	To exercise all of the Council's relevant powers and duties and undertake all necessary procedural arrangements relating to the making of the Edgmond Parish Neighbourhood Plan.
Superfast Telford Broadband Programme	Assistant Director; Business, Development & Employment and Assistant Director, Finance & Human Resources in consultation with the Cabinet Member for Transport, Customer & Neighbourhood Services and Cabinet Member for Council Finance & Service Delivery	To approve the final options and apportionment of funding.

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 – 19 APRIL 2018

TACKLING CHILD SEXUAL EXPLOITATION (CSE) TOGETHER – UPDATE

REPORT OF DIRECTOR: MONITORING OFFICER

LEAD CABINET MEMBERS – CLLR LEE CARTER, CABINET MEMBER FOR FINANCE, COMMERCIAL SERVICES AND ECONOMIC DEVELOPMENT

PART A) – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

- 1.1. To update Cabinet on progress against recommendations since the last Cabinet meeting on the 29 March 2018 and in the context of the decision of full Council on the 10 April 2018.
- 1.2. To consider the implications of the decision of full Council made on 10 April 2018 including to consider agreeing the principles for the commissioning of an independent inquiry.

2. RECOMMENDATIONS

- 2.1. Cabinet note that Cllr Lee Carter has become the Cabinet Member with special responsibility for the Independent Council Inquiry.
- 2.2. Cabinet note the progress against the recommendations agreed on the 29 March 2018 report “Tackling Child Sexual Exploitation Together”;
- 2.3. Cabinet are asked to agree in principle the proposed process as detailed in Appendix 2 of this report, as outlining the most transparent way of commissioning an independent inquiry
- 2.4. Cabinet delegate authority to the Monitoring Officer to use these principles to finalise a detailed process; and
- 2.5. Cabinet recommend to Full Council that provision of £350,000 from the 2017/18 projected underspend as a provisional estimate to meet the costs of the independent inquiry and to delegate authority to use this budget to the Monitoring Officer as per this Report.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Co-Operative Council priority objective(s)?	
	Yes	Putting our Children and Young People first. Protecting and supporting our vulnerable adults and children. Ensuring that neighbourhoods are clean, safe and well-maintained.
	Will the proposals impact on specific groups of people?	
	Yes	Eliminate child sexual exploitation is very important for the entire community but particularly supports children and survivors who have been impacted by this crime.
TARGET COMPLETION/ DELIVERY DATE	As detailed in this report	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes	The Council's Service & Financial Planning Strategy includes a clear priority to protect those most vulnerable in our society and will use its resources as effectively as possible to deliver the best possible outcomes for the Community. The 2018/19 Strategy includes a Capacity Fund which will be used to fund the approved recommendations in the 29 March Cabinet report, including a co-ordinator post, additional capacity for the CATE Team, support from the Voluntary sector and commissioning the charity NWG to carry out a health check. Telford & Wrekin Clinical Commissioning Group and West Mercia Police & Crime Commissioner have both agreed to contribute £70,000 to support the initiatives outlined. Further, The LGA have confirmed a contribution to the National Working Group Health Check on the grounds that any learning will be shared nationally. It is very difficult to estimate the costs of running a Local Inquiry however £0.350m will initially be set aside in a reserve from the projected 2017/18 underspend. This will be regularly monitored and reviewed as part of the development of future Service & Financial Planning Strategies. PH 16/4/18
LEGAL ISSUES	Yes	Outside the ambit of the Inquiries Act 2005 and in the absence of specific statutory provisions the

		<p>Council has the authority and discretion to commission an inquiry into its own activities.</p> <p>The inquiry will need to discuss the proposed investigation with other organisations involved before it begins, to establish primacy of other inquiries [for example ongoing criminal investigations or statutory inquiries] to establish co-operation and to avoid duplication.</p> <p>The inquiry could foreseeably be looking back to before when Telford & Wrekin Council was created in 1998. For that period, and with the exception of current employees, it will largely rely upon the co-operation of organisations and individuals and has no authority to compel the production of documents or the attendance of witnesses for interview.</p> <p>Procurement of the Commissioning Body will need to comply with the Council's Contract Procedure Rules, Financial Regulations and Public Contract Regulations. Any contract will, amongst other things ensure compliance with data protection laws.</p>
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	As detailed in this report.
IMPACT ON SPECIFIC WARDS	Yes	Borough wide impact.

PART B) – ADDITIONAL INFORMATION

4. THE CONTEXT TO AN INDEPENDENT COUNCIL- COMMISSIONED INQUIRY

A. Clarifying Council Policy Position

- 4.1. Prior to the EGM on 10 April 2018, Council policy was set by Full Council on 22 September 2016 when it agreed the following motion, (Minutes approved by Council on the 24 November 2016):

Councillor A J Eade moved, in accordance with Council Procedure Rule 7, the following Motion:

“This Council notes with extreme concern the recent reports concerning vulnerable children in Telford & Wrekin and calls on the current Administration to:-

Present a comprehensive plan at the November Full Council Meeting demonstrating a clear commitment to the improvement of Children's Services and detail exactly how the administration intends to raise all Children's Services in the Borough to a minimum standard of 'Good'.

Also to present to the same meeting, details of measures the current Administration will now introduce to ensure that vulnerable children in the Borough are fully protected in future and precisely how it will tackle the serious problems currently facing the Borough."

Councillor T J Nelson seconded the Motion.

Following a lengthy debate and clarification that the Motion did not seek support for the commissioning of an Independent Inquiry, the motion was unanimously approved.

RESOLVED – that the motion be approved

- 4.2 A letter dated 22 September 2016 was written to the Home Secretary highlighting the independent reviews/ inspections that had already taken place between 2012 and 2016 in addition to the Council's Scrutiny Committee review. The letter stated the view, backed by the decision of Full Council above, that "given the recent findings of Ofsted and the fact that the Government's own independent inquiry, chaired by Alexis Jay, is already committed to looking at what happened here in Telford, we do not feel at this time that a *further* inquiry is necessary...we remain committed to tackling this difficult issue in Telford and will support Professor Jay in any way that we can with the independent inquiry into child sexual abuse".
- 4.3 There remains no confirmation that Telford will form a specific element of the IICSA inquiry so, whilst the collective Cabinet view remains that the independent statutory inquiry is the best way of getting the answers that everyone wants about historical child sexual exploitation within the Borough, the Cabinet agree that the type of inquiry proposed in this report is better than no inquiry at all.
- 4.4 **The Home Office's most recently-stated position in respect of Telford was set out in a letter dated 3 April 2018.** An extract of this letter is set out below.

"The Government has already set up the Independent Inquiry into Child Sexual Abuse with broad terms of reference to look at whether institutions have failed in their duty to protect children from child sexual abuse in England and Wales. The inquiry is an opportunity to expose what has gone wrong and learn lessons for the future...the Inquiry has publicly announced 13 separate investigations, including one which is looking at institutional response to sexual exploitation of children by organised networks. In describing this investigation, the Inquiry has said:

"The systemic grooming and sexual abuse of children by groups of offenders in cities and towns of England and Wales is widespread. Building upon the body of work on child sexual exploitation following specific instances in places such as Devon and Cornwall, Oxford, Rochdale, Rotherham and Telford, this investigation will assess the extent to which a wide range of relevant authorities have learned

lessons, implemented recommendations, and put in place effective strategies to prevent child sexual exploitation in the future

“As such, it would not be appropriate for Government to establish a second statutory inquiry to look at issues which are already well within the scope of the existing one. It is now for the Inquiry to decide how it takes forward this investigation, if you continue to feel that an additional review is needed, the Council is free to commission an independent expert to carry one out”.

4.5 At the Council EGM **on 10 April 2018**, it was unanimously agreed:

“This Meeting requests that the Cabinet of Telford & Wrekin Council approve the commissioning and implementation of a ‘non-statutory’ Independent Inquiry into all aspects of historical and current instances of CSE within the Borough.

“This Meeting also requests the Cabinet to instruct Council Officers to commission such an Inquiry immediately.

“This Meeting also notes that such a ‘non-statutory’ Inquiry will allow the opportunity for victims and survivors to give evidence in private and free from any other pressures or interference. Such arrangements will hopefully also encourage other victims to come forward.”

- 4.6 In order to take this decision forward, it is proposed that an independent group of members are brought together as an Advisory Group to consider the most appropriate independent body to approach who can, on the Council’s behalf, develop terms of reference for an independent inquiry, recommend arrangements for the inquiry process and recommend and commission a suitably qualified and experienced individual who could act as the Chair of any such independent inquiry.
- 4.7 A copy of the principles outlining the proposed process are detailed in Appendix 2.
- 4.8 Cabinet propose 2 representatives from each political group rather than applying political balance for the sake of transparency and fairness/ allegations of undue influence. Nominations will be sought from Group Leaders and a first meeting of the Group organised and held before the end of May subject to members’ availability. At that meeting initial training will be provided to members on confidentiality and data protection and procurement and the process, an outline of which is detailed in Appendix 2, will be considered and proposed for approval by that Advisory Group.
- 4.9 Clearly, in taking forward an independent inquiry, the first point of reference has to be the previous Independent Review which was commissioned in 2012 by the Council and other partners. This Review by NewStart Networks was undertaken by experienced Practitioners with an NSPCC background. This Review involved interviewing victims and survivors as well as those working in various services across a number of key organisations and agencies. The Child Abuse through Sexual Exploitation Learning (2008 – 2013) was published on the 30th October 2013. A copy of this Independent Review has been circulated to all members in advance of this meeting.

B. Update on Actions Following the Cabinet Meeting on 29 March 2018

- 4.10 At this meeting, a number of recommendations were agreed. Attached at Appendix 1 is a copy of the recommendations agreed by Cabinet along with a summary of progress made against each recommendation since then. It is important to note that, since this meeting Cllr Lee Carter has been appointed by the Leader as Cabinet Member with Special Responsibility for the Independent Council Inquiry. Whilst Cllr Carteere is the Cabinet Lead work on the detail to progress this will be led by the Advisory Group, as described in this Report.
- 4.11 Subsequent to the Cbinet meeting, the Director of Children’s & Adult Services and the Independent Chair of the Safeguarding Board have written a joint letter to Professor Kelly, from the Child and Woman Abuse Unit at London Metropolitan University, who was quoted in the original Sunday Mirror article on 11 March 2018. A reply has since been received.

C. Update on the National Independent Expert Inquiry (IICSA)

- 4.12 The Truth Project have already started working in Telford. They have had initial meetings with a number of key stakeholders including representatives from the Police, the Council and the voluntary sector. A stakeholder engagement event is planned for 24 April 2018 and individuals will have the opportunity to speak with the Truth Project, “Telford Will Be Heard” in the weeks commencing 21 May 2018 and 4 June 2018* (*dates subject to confirmation).
- 4.13 As stated above, the full national Independent Inquiry has still to make a decision as to whether or not to prioritise Telford for an in-depth investigation.
- 4.14 The Council was copied into a letter from Rishi Sunak, MP, Minister for Local Government dated 22 March to Lucy Allan, MP, following a meeting he had with her. In this letter, the Minister states “in outlining your views, you recognised that there was good practice now in place in Telford and Wrekin Council...’ and in relation to any such Council-commissioned inquiry that “such a review would need to avoid having a negative impact on the work to protect children locally that the Council is already undertaking. It would also need to recognise and not duplicate the important work that the independent inquiry into Child Sexual Abuse is doing”.

5. PREVIOUS MINUTES

- 5.1 Cabinet Meeting – 29 March 2018.

6 BACKGROUND PAPERS

- 6.1 Cabinet Papers – 29 March 2018
- 6.2 NewStart Networks cic Child Abuse through Sexual Exploitation (CATSE) 2008 – 2013 Report. (Commissioned 2012)

TELFORD & WREKIN COUNCIL

**CABINET – 31 MAY 2018
COUNCIL – 26 JULY 2018**

SERVICE & FINANCIAL PLANNING REPORT – 2017/18 OUTTURN AND 2018/19 UPDATE

REPORT OF THE ASSISTANT DIRECTOR: FINANCE & HR (CHIEF FINANCIAL OFFICER.)

LEAD CABINET MEMBER: CLLR L D CARTER

PART A) – SUMMARY REPORT

1.0 SUMMARY OF KEY ISSUES

1.1 2017/18 General Fund Revenue Financial Outturn

The Council has actively managed its budget during 2017/18 and despite some areas of significant pressure, has ended the year in a very positive financial position. This will not only assist in 2018/19 but allows a number of 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 enable the Council to provide additional benefits to the Community through its programme of Pride environmental improvements including £0.6m for provision of “Safer Routes to Schools”.

The gross revenue budget for 2017/18 was £416m and the net budget was £121m. The revenue outturn position is within budget with a final net underspend of £0.150m (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 £14m of budget savings in 2017/18, on top of the £96m made in the previous 8 years giving a total of £110m - equivalent to around £1,500pa for every home in the borough.

The funding outlook for the medium term is very uncertain with significant changes to the local government finance system due to be implemented from 2020/21, however it is currently anticipated that the Council will need to identify around £30m of further savings over the next three years on top of the £110m already delivered to the end of 2017/18.

Due to the strong financial management exercised by Cabinet Members and budget holders during 2017/18, the Council has been able to create a number of provisions from the 2017/18 outturn position to support its priorities and sustain its financial position going forward.

These include:

- £1.0m further investment in a programme of Pride environmental improvements including small local environmental schemes;
- £0.6m Highway investment to further develop “Safer School Routes”;
- £0.35m to provide funding for the Inquiry into Child Sexual Exploitation (previously approved by Cabinet);
- £0.3m investments in Adult Social Care;
- £0.3m to provide additional residential car parking spaces;
- £0.2m to provide additional funding for cleaning/replacement of road signs;
- £0.1m to enable Southwater Library to be opened on Sundays from 11.00 until 4.00 for 2 years;
- £0.1m for new or enhanced existing sporting events to promote the borough and active lifestyles.

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 £2.7m has been delivered from Treasury Management the majority of which relates to benefits from low interest rates for short term borrowing and the Treasury Management Strategy of keeping the majority of new borrowings very short term. Some longer term borrowing has been undertaken during 2017/18 and the early part of 2018/19 at favourable rates to reduce interest rate exposure and as we lock into more longer term rates the overall benefit to the budget will reduce. The position is regularly monitored by senior finance staff and advice taken from the Council’s external treasury management advisors to manage the interest rate exposure whilst seeking to maximise short term gains.
- Active management of the Property Investment Portfolio has resulted in a benefit of £0.9m which includes the early delivery of income arising from new investments delivered through the Telford Growth Fund.
- Close management of employee budgets during the year has resulted in savings totalling just over £1.5m relating to vacant posts, many of which are one off savings linked to planned service restructures

The key areas of pressures during 2017/18 were:

- **Adult Social Care** ended the year with a service underspend of £0.379m. However, as reported throughout the year, the cost of purchasing care packages from external providers and high demand led to a pressure of £4.3m. This was mitigated by additional income totalling £4.4m from grant funding, CCG funding and client contributions. As part of the 2018/19 budget strategy, the Council has committed additional investment totalling £6.5m over the next 3 years into the Adult Social Care budget. The Service also has a Cost Improvement Plan in place to deliver better outcomes and efficiencies.
- **Children’s Safeguarding & Early Help** ended the year with a service overspend of £3.3m. While the number of looked after children was lower at the end of 2017/18 than at the end of 2016/17, there were more higher cost specialist residential and external foster care placements than anticipated. The Service has

developed a 4 year placement model with the aim of reducing the total number of placements and will explore options for further NHS funding. The Council has invested additional funding of £2.65m into the Children's Safeguarding & Early Help budget over the next 2 years highlighting the very high priority placed by the Council on safeguarding children.

1.2 2017/18 Capital Outturn.

Capital spend ended the year at £85.5m against an approved estimate of £101.6m which was in the main due to re-phasing expenditure into 2018/19. This underspend will result in some further treasury management savings to be made in 2018/19.

1.3 Income Monitoring

Overall cash collection is in a good position. Collection rates for Sales Ledger outstanding debt and Business Rates were ahead of the target for the year although Council Tax collection was very slightly behind target. 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

2017/18 was the third 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 £0.343m in 2017/18 but as expected no dividend was distributed. The Council also received income from NuPlace totalling £1.238m during 2017/18 net of additional interest and other marginal costs.

1.5 General

The draft formal statement of accounts will be considered at the Audit committee on 29 May 2018 and audited by KPMG, the Council's external auditors during June and July. The accounts will also be available for public inspection for 30 working days from 30 May 2018. Following a national procurement exercise, the Council's external auditors will change to Grant Thornton UK LLP after the audit of the accounts for 2017/18 has been completed.

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

1.7 2018/19 Update

The Council faces another very challenging year in 2018/19 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 2017/18 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 the relevant Assistant Directors to spend the reserves detailed in section 5 and Appendix 2;
- (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 2018/19

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 May, are audited during June and July and the final version of which will be published by the end of July 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 July and the draft accounts should be presented to the Audit Committee before the end of May.
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	
IMPACT ON SPECIFIC WARDS	No	Borough Wide

PART B) – ADDITIONAL INFORMATION

4.0 2017/18 REVENUE BUDGET

4.1 The Council had a gross revenue budget of £416m for 2017/18 and the final net revenue outturn position is as follows (a more detailed summary is provided in Appendix I):

	£m
Net Budget	121.193
Net Expenditure	121.043
Net Underspend	-0.150
Percentage Net Variance	-0.12%

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

Service	Budget £	Outturn £	Variance £
Adult Social Care	43,979,946	43,600,985	-378,961
Business, Development & Employment	-945,852	-1,539,158	-593,306
Cooperative Council Team	1,363,960	1,193,853	-170,107
Commercial Services	94,914	-76,587	-171,501
Corporate Items	3,603,520	3,398,536	-204,984
Council Wide	3,657,525	5,057,066	1,399,541
Customer & Neighbourhood Services	26,847,929	26,456,304	-391,625
Education & Corporate Parenting	5,183,459	5,633,943	450,484
Finance & Human Resources	7,812,302	4,601,451	-3,210,851
Governance, Procurement & Commissioning	3,227,423	3,168,891	-58,532
Health & Wellbeing	1,261,627	1,125,815	-135,812
Children's Safeguarding and Early Help	25,106,749	28,421,886	3,315,137
Final Outturn	121,193,502	121,042,985	-150,517

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.

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>	
	-0.943

<p>Regeneration & Investment – net position relating to the Property Investment Portfolio & service charges which includes early delivery of income arising from the Telford Growth Fund Investment.</p> <p>Development Management – net planning fee income shortfall</p> <p>Development Management – planning appeals costs</p>	<p>+0.309</p> <p>+0.106</p>
<p><u>Finance & HR</u></p> <p>Treasury Management – the benefit is due to reduced borrowing costs associated with short-term borrowing at current very low interest rates. The position is regularly monitored by senior finance staff and the Council's external treasury management advisors and some longer term borrowing has been undertaken in 2017/18 to manage the risk of interest rate exposure.</p> <p>Human Resources – additional external income generated from the provision of services and project work for external clients both within and outside the Borough.</p>	<p>-2.747</p> <p>-0.100</p>
<p><u>Cooperative Council Team</u></p> <p>There are no variations over £100k to report for the year.</p>	
<p><u>Children's Safeguarding & Early Help</u></p> <p>Children in Care Placements – the number of looked after children at the end of the year was lower than at the end of 2016/17 at 364 compared to 381. However there were more children in higher cost residential and external foster care than anticipated. The service is developing strategies to attract more internal foster carers and has a 4 year placement model with a target of reducing the total number of placements.</p> <p>Staffing (Safeguarding) – includes the cost of agency social workers during the year. The Service has a number of strategies to attract and retain staff with the aim of reducing this cost in 2018/19.</p> <p>Legal – the increased level of activity and complexity has led to an increase in court fees and the use of barristers.</p> <p>Assessments – underspend reflecting the creation of an in house service offering mother and baby assessments which has reduced the requirement for residential placements.</p> <p>Independent Review Staffing – difficulties recruiting during the year led to the use of agency staff which resulted in an overspend.</p>	<p>+2.478</p> <p>+0.119</p> <p>+0.118</p> <p>-0.315</p> <p>+0.119</p>

<p><u>Education & Corporate Parenting</u></p> <p>Advisory Management and School Improvement traded Advisory Service - This relates to a shortfall against the income target for this area following the transfer in 2016/17 of the Advisory team to the STSA. Work is ongoing to identify further savings in the future.</p> <p>School Transport – the overspend relates to a saving target not yet delivered. Further work is being undertaken to meet the target by a specialist Project Officer to identify further efficiency savings.</p>	<p>+0.180</p> <p>+0.398</p>
<p><u>Adult Social Care</u></p> <p>Purchasing budgets – pressures on care costs from both price and demand have been reported throughout the year. The Service have a cost improvement plan with the aim of reducing the overspend in 2018/19.</p> <p>Purchasing budgets – income from client contributions, funding from the CCG and grant funding.</p> <p>Community Safeguarding & Social Work – employee related savings.</p> <p>Community Early Help – employee related savings due to vacant posts.</p>	<p>+4.313</p> <p>-4.373</p> <p>-0.148</p> <p>-0.441</p>
<p><u>Governance, Procurement & Commissioning</u></p> <p>Strategic Procurement – the underspend mainly relates employee savings including vacant posts</p>	<p>-0.139</p>
<p><u>Health & Wellbeing</u></p> <p>Public Health – employee savings arising a service restructure delivered earlier than budgeted.</p> <p>Public Health – performance against contracts lower than budgeted led to an underspend during 2017/18.</p>	<p>-0.122</p> <p>-0.347</p>
<p><u>Customer & Neighbourhood Services</u></p> <p>Winter Maintenance – costs associated with additional gritting during snow and cold weather.</p> <p>Engineering Service – income shortfall from Engineers fees, net of savings from vacant posts. A review of the service has taken place and a new structure implemented which together with operational savings will reduce costs; a revised income target has also been agreed in the 2018/19 budget to resolve the ongoing pressure.</p>	<p>+0.360</p> <p>+0.154</p>

<p>Highways – additional income received from road closures, Fixed Penalty Notices and Section 74 relating to the new Roads and Street works Act.</p>	-0.143
<p>Highways – additional staff costs to cover vacant posts</p>	+0.107
<p>Waste – overspend due to increased tonnages for waste transport, treatment and disposal offset by reductions in tonnages for sweeping, green waste and collection costs.</p>	+0.155
<p>Contract Procurement Costs – one off benefit of capitalisation using time limited Government flexibilities</p>	-0.150
<p>Housing Benefit - recovery of housing benefits overpayments arising from proactive work undertaken by the benefits team.</p>	-0.508
<p>Public Protection – staff savings from changes to the service changes implemented.</p>	-0.115
<p><u>Commercial Services</u></p>	
<p>Housing, Nuplace & Commercial Projects – restructure savings delivered early and one off savings from vacancy management.</p>	-0.114
<p>ICT – overachievement of income from project delivery and selling of services</p>	-0.105
<p>Admin Buildings – underspend relating to NNDR refunds and reduced maintenance costs</p>	-0.301
<p>Catering – pressure arising from higher than anticipated levels of price inflation on food costs; mitigating steps have been taken throughout the year including revised menu choices. The Service Area will continue to monitor and implement a cost improvement plan in 2018/19.</p>	+0.128
<p>Catering – capitalisation of catering upgrade costs using time limited Government flexibilities.</p>	-0.163
<p>Leisure Services – Ice Rink income shortfall which follows a national downturn in skating. A number of initiatives and promotion activities have been undertaken which has improved the position towards the end of the year and will continue into 2018/19.</p>	+0.136
<p><u>Corporate Items</u></p>	
<p>Purchase rebates – rebates from corporate contracts</p>	-0.130

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 2017/18 this grant totalled £12.664m. 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 2017/18 is shown in the table below:

	£
Public Health Reserve (grant bwfd from 2016/17)	258,939
Public Health Grant allocation 2017/18	12,664,000
Total Funding	12,922,939
<u>Application of Funding in 2017/18</u>	
Health & Well Being	9,612,155
Children's Safeguarding	103,816
Commercial Services – leisure and recreation	342,342
Co-Operative Council	25,922
Customer & Neighbourhood Services	148,406
Development, Business & Employment	479,988
Early Help & Support	677,177
Education & Corporate Parenting	86,951
Governance, Procurement & Commissioning	744,716
Council Wide	99,203
Total Spend	12,320,675
Grant cfwd to 2018/19	602,264

The majority of the 2017/18 grant was allocated to Services during the year, with the exception of £0.381m which was carried forward to 2018/19 to fund known specific one off costs.

Of the £0.259m grant brought forward from 2016/17, £0.038m was applied in 2017/18 leaving £0.221m. Overall, including the balance carried forward to 2018/19 the grant was fully utilised in 2017/18 in accordance with the grant conditions.

4.5 Dedicated Schools Grant

The in-year deficit was £0.815m. However, a surplus of £0.271m had been brought in to 2017/18 from previous years so a year end deficit of £0.544m has been carried forward in to 2018/19.

The main reason for the overspend was pressure on the high needs block of DSG. This block supports provision for high needs pupils in special schools, colleges, specialist residential provisions and pupil referral units. It also funds education, health and care plans (EHCPs) and other services for high needs pupils in mainstream

schools. Both the number of children and young people with high needs and their complexity has been increasing year on year, alongside legislative change by national government which has increased costs. The Council is developing a cost improvement plan to address the pressures in high needs.

It should be noted that a DSG deficit can only be met from the following years DSG if the Schools Forum (or failing that the Secretary of State for Education) agree to this. If this agreement is not obtained the deficit has to be cleared from the Council's General Fund. Whilst there is thus a risk that this DSG pressure becomes an issue for the Council's general budget, the Council has a very constructive relationship with the local Schools Forum. The Council intends to tackle the high needs pressures in partnership with the Forum, schools and other providers of education.

5.0 **RESERVES & BALANCES**

5.1 The main General and Special Fund balances were £4.657m at 1st April 2017. The position on the main General and Special Fund Balances is now:

	£m
Balances at 1 st April 2017	4.657
Contribution to General Fund Balances	0.150
Balances at 31st March 2018	4.807

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

5.2 In addition to the General and Special Fund Balances, the Council holds a number of contingencies and service balances available to support services in 2018/19. These include:-

- £1.000m specifically set aside to support Children's Safeguarding & Early Help and Adult Social Care;
- £3.000m general contingency to provide further support to Adults and children's safeguarding or for other services if required.
- £10.3m uncommitted additional balances available to support the medium term strategy

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

Service Team	Amount Requested £
Further Investment in a programme of Pride environmental improvements including small local schemes	1,000,000

Service Team	Amount Requested
Further development of "Safer School Routes"	600,000
Children's Safeguarding & Early Help - cost improvement plan support provision	500,000
Public Health - balance of public health funding transferred to the Public Health reserve as required by regulation. The majority will be used to support the substance misuse contract and retendering the Healthy Child Programme which will both deliver savings in the long term.	372,266
Child Sexual Exploitation - provisional estimate for costs of the independent inquiry; (As approved at Cabinet 19 April 2018)	350,000
Provision of additional residential car parking spaces	300,000
Programme of additional cleaning/replacement road signs	200,000
Benefits - funding to support the ongoing impact of welfare reforms, such as the implementation of Universal Credit and sustain call handling performance at an acceptable level.	180,000
Adult Social Care - support to implement a revised model of operation for the reablement service with the aim of reducing costs.	100,000
Adult Social Care - required to meet additional costs arising from the new NHS system of funding clients moving out of a care setting as part of the Transforming Care Partnership agenda which is transferring costs to Local Authorities/CCG.	100,000
Adult Social Care - funding required to handle legal challenges to policies and process Court of Protection Orders.	100,000
Highways, Grounds & Cleansing and Enforcement - funding for the IT system "Confirm" which is being implemented in 2018/19.	100,000
General Data Protection Regulations (GDPR) – Provision for potential cost implications on ICT systems across the organisation	100,000
Funds to support new sporting events to promote the borough and active lifestyles	100,000
To enable Southwater Library to be opened on Sundays from 11.00 until 4.00 for 2 years.	100,000
Catering - to meet Inflationary pressures on food costs	96,750
LED lighting replacement for Darby House and the Ice Rink to deliver future cost savings.	90,000
Legal Services-funding to provide additional capacity to support Adult Social Care as the demands on legal services continue to grow.	84,000
Regeneration & Investment - investment at Audley Park Enterprise Park, Newport to alleviate flooding and replace utility meters	80,000
Human Resources - implementation of Resourcelink, the Council's new HR/payroll system.	80,000
Regeneration & Investment - investment in Hall Court carpark including: resurfacing, relining, allocation of additional disabled parking, new signage and new pay meters to allow more effective management and enforcement.	75,200

Service Team	Amount Requested
Arthog - refurbishment and improvement of equipment including the climbing wall, replacement bunk beds, minibuses and a trailer. Required to sustain the centre's position.	62,000
Human Resources - trading equalisation reserve	60,000
Women's Refuge to cover budget pressures	60,000
Leisure Facilities - promotion and marketing support to ensure income levels are maximised.	50,000
Void off Bridge Bank, The Gorge - urgent works required.	50,000
Highways - funding to undertake additional consultation on highway related schemes over the next 12 months.	40,000
Democratic Services - funding to implement Modern Gov System widely used to improve the management of member meetings.	16,000
Equipment & Staffing costs to include hand held devices for effective management of work	11,000
Inward Investment & Business Support - funding to improve WIFI at the Growth Hub to maintain 'hot desk' offer to small businesses and effective delivery of Growth Hub operation.	11,000
Town Park - funding towards one off maintenance costs of water play area.	5,000
Overall Total	5,073,021

5.4 The overall position also includes transfers to: the Invest to Save/Capacity Fund of £1.7m (including the £1m approved as part of the 18/19 budget strategy) - this fund is integral to delivery of the Council's service and financial planning strategy funding one-off costs necessary to achieve long term financial sustainability and meeting significant resource pressures; the Severance Fund of £1m as funding will need to be in place once the Government's temporary freedom to capitalise severance costs ceases. Funds have also been set aside to meet the potential costs of future unknown pressures which pose a financial risk: £2.5m for the impact of the changes to the Business Rates Retention funding model and the Fair Funding Review; and £1.15m to cover interest rates fluctuations which could have a marked impact on Treasury management performance.

6.0 2017/18 CAPITAL PROGRAMME

6.1 The capital programme for 2017/18 totalled £101.65m; spend at year end was £85.54m giving a year end variation of £16.11m which is summarised in the table below:

Service Area	Budget £m	Spend £m	% Spend £m	Year End Variance £m
Adult Social Care	1.15	0.72	63%	-0.43
Health & Wellbeing	0.39	0.34	86%	-0.05
Development Business & Employment	52.20	48.09	92%	-4.11

Customer & Neighbourhood Services	22.41	20.27	90%	-2.14
Education & Corporate Parenting	10.23	7.57	74%	-2.66
Commercial Services	7.91	6.14	78%	-1.77
Governance, Procurement & Commissioning	0.53	0.34	63%	-0.19
Cooperative Council & Commercial Delivery	2.10	0.01	0%	-2.09
Finance & Human Resources	4.73	2.06	44%	-2.67
Total	101.65	85.54	84%	-16.11

Note: The budget excludes the new allocations, slippage and virements detailed in Appendix 4

6.2 The main scheme re-phasing to 2018/19 are shown below with detail included in Appendix 4.

	£m
<u>Adult Social Care</u>	
Children's and Adults ICT System (Liquid Logic) rephasing of programme	-0.42
<u>Development, Business & Employment</u>	
Property Investment Programme – rephasing of programme including Southwater Hotel, Southwater Green space and Madeley Commercial. To be completed during 18/19.	-1.08
Superfast Broadband – scheme to be complete in 2018/19	-0.99
Housing Investment- programme rephrased and realignment of funding sources	-1.15
HCA Land Deal – rephasing of spend, mainly site preparation and realignment of funding sources	-0.47
Pride – High Street Challenge and small scale regeneration projects – two year programme; schemes to be delivered in 2018/19	-0.76
<u>Customer & Neighbourhood Services</u>	
Telford Growth Package – ongoing infrastructure and highways works at Hortonwood, strategic Land Deal site in 2017/18.	+1.18
	-0.43

Newport Innovation & Enterprise Package – project ongoing; re-phased to 2018/19	-0.77
Town Centre Connectivity –rephasing of spend; completion will be during 18/19	-0.54
Ironbridge Gorge Stability – works due in 2018/19	-0.62
LED Lighting – re-phased in line with programme delivery	-0.49
Customer Services Systems Development – rephasing to 2018/19 required in line with project plan	-0.40
Bridges Maintenance – delays due to adverse weather; re-phased to 2018/19	
<u>Education & Corporate Parenting</u>	
Building Schools for the Future – final land transfer agreements and contract novating to be completed	-1.09
Other School Schemes – re-phased to 2018/19 in line with requirements	-1.30
Short Breaks for Disabled Children – delay in spend	-0.11
Arthog Refurbishment – underway; to be completed in 2018/19	-0.22
<u>Commercial Services</u>	
Disabled Facilities Grant – spend re-profiled to 2018/19	-0.47
Asset management plan, general works and surveys – slippage on the main programme, all fully committed in future years	-0.47
Leisure Projects – including 3G Pitch and High Ropes; slippage to 2018/19	-0.32
<u>Co-operative Council</u>	
Every day Telford, Pride in Your Community – fully committed to future years; 2 year programme	-2.08
<u>Finance & Human Resources</u>	
Capitalisation of Efficiency Schemes/Severance costs	-2.7

- 6.3 There are a number of new approvals and virements which are also detailed in Appendix 4 and require formal approval.
- 6.4 The funding for the capital programme in 2017/18 included £7.4m estimated income from capital receipts. The actual income received in year was lower at £2.3m – the difference was mainly due to a number of receipts delayed which are now anticipated in 2018/19.
- 6.5 Appendix 5 includes details of Education Section 106 agreements agreed during 2017/18.

7.0 NUPLACE

- 7.1 2017/18 was the third 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 for rent. During the year, the company acquired 3 new development sites at Blossom Walk, Hadley (25 units), Springfields, Newport (33 units) and Coppice Court, Snedhill (39 units). The sites represent a mixture of two, three and four bedroom houses and two bedroom apartments. Construction continued at Miners Walk, Madeley and The Oaklands, Dawley, and unit releases were ahead of schedule, taking the number of properties completed and let at 31 March 2018 to 232. All sites are estimated to complete construction during the 2018/19 year end, with the exception of Coppice Court, Snedhill which is forecast to practically complete in April 2019.

Strong management of the property portfolio and reduced voids lead to rental income levels in excess of forecasts in the period. The investment properties at two completed sites were revalued at the year end, resulting in an increase in value of 14.6% over the cost of construction, which is reflective of the buoyant market conditions in the West Midlands. Future sites will continue to be revalued in line with the Company's accounting policy.

- 7.2 Nuplace Ltd is a separate legal entity and as such will prepare its own Statement of Accounts and comply with company regulations. The accounts will be audited by KPMG, who also audit the Council's accounts. As Nuplace is wholly owned by Telford & Wrekin Council, the Council is required to prepare Group Accounts as part of its Statement of Accounts for 2017/18 which will consolidate the Council and Nuplace's financial position.
- 7.3 As anticipated, no dividends were distributed at the end of 2017/18 and the company ended the year with an operating profit before taxation of £0.343m. It should be noted that the Council has received income totalling £1.238m from Nuplace during 2017/18 net of additional 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 PERFORMANCE**

- 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. Final Outturn information relating to these is provided below. The Council pursues outstanding debt vigorously, until all possible recovery avenues have been exhausted, but also prudently provides for bad debts in its accounts.
- 8.2 In summary, sales ledger collection and business rates collection ended the year ahead of target, but council tax was very slightly (0.1%) behind target. Overall cash collected increased by over £12m

INCOME COLLECTION – 2017 / 18				
	Actual	Target	Performance	Change in cash collected on last year
Council Tax Collection	97.3%	97.4%	0.1% behind target	+£3,689,024
NNDR Collection	98.6%	98.5%	0.1% ahead of target	-£1,893,176
Sales Ledger Outstanding Debt	4.86%	6.00%	1.14% ahead of target	+£10,271,759

8.3 **Council Tax (£79.5m)**

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 2016/17	97.4%
Year End Target for 2017/18	97.4%

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

Month End Target	Month End Actual	Last year Actual
97.4%	97.3%	97.4%

We collected over £3.6m more in council tax in 2017/18 compared to last year. Council tax collection out turned at 0.1% behind 2016/17. Collection rates from Council Tax Support customers fell by 2% overall, and in particular collection from 'vulnerable' CTS recipients has fallen by 3.46%, and for employed CTS recipients by 3.60%.

8.4 NNDR-Business Rates (£75.1m)

The % of business rates for 2017/18 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 2016/17	98.49%
Year End Target for 2017/18	98.50%

Month End Target	Month End Actual	Last year Actual
98.5%	98.6%	98.5%

Business rates collection has out turned 0.1% ahead of last year, although cash collection has decreased by £1.8m as a direct result of the drop in liability following revaluation in April 2017.

8.5 Sales Ledger (£49.1m)

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 2017/18 are as follows:

Age of debt	Annual Target %	March 2018	
		£m	%
Total	6.00	2,387	4.86%

Sales ledger performance I has out-turned well within target, and work continues to collect the highest invoices which are outstanding.

9.0 2018/19 UPDATE

The first detailed monitoring report for 2018/19 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

Adult Social Care and Safeguarding & Early Help

Adult Social Care and Safeguarding & Early Help will continue to be areas requiring close monitoring throughout the year. The key areas of focus 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.

The 2018/19 budget includes a contingency of £1m specifically for these services and additional investment has been included in both areas.

Treasury Management

A benefit of £1.2m 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 2017/18 as explained earlier in this report. This may vary throughout the year dependent on borrowing requirements.

10.0 PREVIOUS MINUTES

02/03/17 – Council, Service & Financial Planning Strategy
19/06/17 – Cabinet – 2016/17 Outturn and 2017/18 Update
13/07/17 – Cabinet – 2017/18 Financial Management Report
21/09/17 – Council – 2017/18 Financial Management Report
19/10/17 – Cabinet – 2017/18 Financial Management Report
23/11/17 – Council – 2017/18 Financial Management Report
07/12/17 – Cabinet – 2017/18 Financial Management Report
04/01/18 – Cabinet – 2017/18 Financial Management Report
15/02/18 – Cabinet – 2017/18 Financial Management Report

11.0 BACKGROUND PAPERS

2017/18 Budget Strategy and Financial Ledger reports
2018/19 Budget Strategy

Report Prepared by:

Ken Clarke, Assistant Director: Finance & H.R. (C.F.O.) – 01952 383100;
Pauline Harris, Corporate Finance Manager – 01952 383701

2017/18 Summary Outturn Position

Service Area	Final Budget £	Outturn £	Variance £	Analysis of Variance			
				Asset Rentals £	IAS19 £	Public health £	Service including Capitalisation £
Adult Social Care	44,020,508	44,347,961	327,453	-17,786	724,200	0	-378,961
Business, Development & Employment	-501,702	811,614	1,313,316	1,378,022	528,600	0	-593,306
Cooperative Council Team	1,363,960	1,362,153	-1,807	0	168,300	0	-170,107
Commercial Services	3,751,324	9,442,941	5,691,617	4,549,818	1,313,300	0	-171,501
Corporate Items	3,603,520	3,398,536	-204,984	0	0	0	-204,984
Council Wide	-12,481,874	-26,433,901	-13,952,027	-7,234,568	-8,117,000	0	1,399,541
Customer & Neighbourhood Services	30,888,609	31,120,159	231,550	-139,925	763,100	0	-391,625
Education & Corporate Parenting	12,905,055	17,525,542	4,620,487	1,460,903	2,709,100	0	450,484
Finance & Human Resources	7,812,302	5,061,651	-2,750,651	0	460,200	0	-3,210,851
Governance, Procurement & Commissioning	3,262,455	3,470,270	207,815	747	265,600	0	-58,532
Health & Wellbeing	1,265,531	1,623,608	358,077	2,789	491,100	0	-135,812
Children's Safeguarding and Early Help	25,303,814	29,312,451	4,008,637	0	693,500	0	3,315,137
Total	121,193,502	121,042,985	-150,517	0	0	0	-150,517

2017/18 Revenue Budget Variations over £50,000									
Description		Budget	Outturn	Variation	Asset Rent	Analysis of Variation			Comments
						IAS19	Public Health	Service including Capitalisation	
		£	£	£	£	£	£	£	
Adult Social Care									
Purchasing	All care types	44,440,750	48,753,871	4,313,121	0	0	0	4,313,121	This variation has been reported throughout 2017/18 and has resulted from pressures on care costs from both price and demand. The way in which residual care needs are met is continually being challenged in order to achieve a better quality of life for clients. In addition a working relationship with the market is being developed in order to challenge the way care is provided and at what cost. the anticipation is that better value for money for care purchased is expected in 2018/19.
Purchasing Income	Client contributions	-4,896,377	-5,941,282	-1,044,905	0	0	0	-1,044,905	The model for purchasing care in 2017/18 included a number of targets for reducing the number of people in placement care and increasing independence, and a consequential reduction in contributions from clients. These targets were not met in year and therefore income from clients remained higher than expected.
Purchasing Income	Health income	-726,000	-1,056,299	-330,299	0	0	0	-330,299	Negotiation of joint funding from the CCG to meet the cost of health need in year has resulted in an over achievement against the expected income to be generated.
Purchasing Income	BCF income	-1,618,554	-1,849,693	-231,139	0	0	0	-231,139	Distribution of income from BCF has evolved in year and the final distribution of the grant income was different than originally thought. This is not additional income.
Grant Income		-2,154,493	-4,761,221	-2,606,728	0	0	0	-2,606,728	Mainly application of lbcf grant funding to fund Social Care pressures (£2.519m) and other Government grants announced in year.
Purchasing Income	Contributions from reserves	0	-159,922	-159,922	0	0	0	-159,922	Utilisation of the BCF underspend from 2016/17 as agreed with the CCG
Purchasing Income	Rents	-264,830	-192,035	72,795	0	0	0	72,795	Resulting from the changing accommodations strategy for Adults with Learning Disability and de-commissioning some services in year in favour of supported accommodation
Community Support & Social Work	Employee/Operating expenditure	2,645,982	2,498,194	-147,788	0	0	0	-147,788	Final costs against budget based on the structure costs and operating costs of the various operational teams giving an underspend in the Social/front line Workers teams resulting from vacant posts. This has been forecast throughout the year
Service Improvement & Efficiency	Employee/Operating expenditure	2,158,623	2,070,883	-87,740	0	0	0	-87,740	Final costs against budget based on the structure costs and operating costs of the various operational teams giving an underspend in the Service improvement team resulting from vacant posts. This has been forecast throughout the year
Community Early Help	Employee/Operating expenditure	977,087	535,886	-441,201	0	0	0	-441,201	Final costs against budget based on the structure costs and operating costs of the various operational teams giving an underspend in the Early help teams and operating budgets resulting from vacant posts and non-salary underspends. This has been forecast throughout the year
Contributions to Reserves		0	300,000	300,000	0	0	0	300,000	Contribution to reserves
IAS 19		0	724,200	724,200	0	724,200	0		Service charges for IAS 19(employee benefits) adjustment
Variations under £50,000		3,458,320	3,425,379	-32,941	-17,786	0	0	-15,155	
Total Adult Social Care		44,020,508	44,347,961	327,453	-17,786	724,200	0	-378,961	
Business, Development & Employment									
Skills									
Post 16 Transport	Transport related	120,030	188,547	68,517	0	0	0	68,517	Ongoing pressure from lost contribution from TCAT & New College. Pressure built into 18/19 savings proposals.
National Careers Contract	Income	-183,490	-274,479	-90,989	0	0	0	-90,989	In year contract changes have resulted in the ability to generate one off higher levels of income.
Development Management									
Planning Determination	Supplies & Services	10,510	116,615	106,105	0	0	0	106,105	Planning appeal costs.
Development Management	Net impact on Income	1,036,508	1,558,886	522,378	0	213,300	0	309,078	Net Planning fee income shortfall, offset by one off vacancy management and other underspends across Service Area. Budget growth has been given in 18/19 and a restructure is underway to mitigate this ongoing pressure.
Inward Investment & Business Support									
II&BS Management	Employees	277,200	246,020	-31,180	0	20,900	0	-52,080	One off savings from vacancy management.
Regeneration & Investment									
PIP Management	Net PIP	-6,446,420	-7,323,707	-877,287	0	65,900	0	-943,187	Net position of PIP & Service Charge, including early delivery of income arising from £50m Growth Fund investments.

2017/18 Revenue Budget Variations over £50,000

Description		Budget £	Outturn £	Variation £	Analysis of Variation			Comments	
					Asset Rent	IAS19	Public Health		Service including Capitalisation
					£	£	£		£
Variations under £50,000		4,683,960	6,133,727	1,449,767	1,378,022	228,500	0	-156,755	
Contributions to Reserves		0	166,005	166,005	0	0	0	166,005	
Total Business, Development & Employment		-501,702	811,614	1,313,316	1,378,022	528,600	0	-593,306	
Cooperative Council Team									
Community Engagement	Employees	583,522	513,091	-70,431	0	0	0	-70,431	Under spend from vacant posts, staff not being at the top of grade, 2 members of staff not in the pension scheme and national insurance.
Organisational Delivery & Planning	Employees	536,875	445,820	-91,055	0	0	0	-91,055	
IAS 19	Employees	0	168,300	168,300	0	168,300	0	0	
Variations under £50,000		243,563	234,942	-8,621	0	0	0	-8,621	
Total Cooperative Council Team		1,363,960	1,362,153	-1,807	0	168,300	0	-170,107	
Commercial Services									
Housing, NuPlace & Commercial Projects									
- Employees		938,070	894,904	-43,166	0	71,500	0	-114,666	Restructure savings delivered early and one off savings from vacancy management.
ICT									
ICT Corporate Staffing		23,770	120,946	97,176	0	202,500	0	-105,324	Over achievement on income target from project delivery and selling of services.
ICT Corporate Supply & Services		0	59,729	59,729	0	0	0	59,729	Pressure arising from increased costs associated with various Licenses.
ICT Photocopying & Print Holding account		-69,950	-142,674	-72,724	0	0	0	-72,724	Continued savings from reduced printing and usage of Multi Functional Devices across the organisation on ICT supplies and services.
ICT Corporate PC Replacement		0	62,173	62,173	0	0	0	62,173	Pressure arising from the cyclical nature of replacement costs associated with Corporate equipment.
BIT									
Schools Caretaking									
- Employees		379,627	346,256	-33,371	0	24,000	0	-57,371	One off underspends arising from vacancy management and effective use of FM staff to cover holidays and sickness.
Building Support Services									
- Income		-313,460	-376,860	-63,400	0	0	0	-63,400	Over achievement of income from increased Help Desk calls and phasing of Water testing.
Homelessness Properties									
- Premises		272,020	342,760	70,740	0	0	0	70,740	Increased R&M requirements across these properties.
Gypsy & Travellers Properties									
- Premises		107,900	180,279	72,379	0	0	0	72,379	One off R&M works to flooring and plumbing required at various units.
Admin Buildings									
- Premises		1,743,960	1,442,698	-301,262	0	0	0	-301,262	NNDR refunds of (£104k) and underspends of (£123k) associated with NNDR reviews across Admin Buildings.
Operational Properties									
- Premises related expenditure		3,284,640	3,233,942	-50,698	0	0	0	-50,698	NNDR refunds associated with NNDR reviews across Operational Properties.
Cleaning									
Primary Schools									
- Employees		928,943	914,973	-13,970	0	64,100	0	-78,070	Underspends on salaries including one off vacancy management.
- Supplies & Services		81,920	14,304	-67,616	0	0	0	-67,616	Release of contingency budget, held to support Commercial Operations restructure in 18/19.
Catering									
Catering Primary Schools									
- Supplies & Services		1,501,473	1,630,424	128,951	0	0	0	128,951	Pressure arising from inflation on food costs (running at 4.3% July 2016-October 2017). Mitigating steps have been taken throughout 2017/18 with food swaps and product switches resulting in reducing the pressure as we moved through the year. Revised menu options have also been implemented for Summer term. The Service area will continue to monitor and apply further mitigation throughout 18/19 to reduce the impact on 19/20 Pricing models for Schools.
Catering Management Account									

2017/18 Revenue Budget Variations over £50,000

Description		Budget £	Outturn £	Variation £	Analysis of Variation				Comments
					Asset Rent	IAS19	Public Health	Service including Capitalisation	
					£	£	£	£	
- Supplies & Services		27,880	-24,471	-52,351	0	0	0	-52,351	Reduced one off spend on Supplies and Services across all schools including equipment, crockery and uniforms.
- Income		0	-162,980	-162,980	0	0	0	-162,980	Capitalisation of Catering upgrade costs using time limited Government flexibilities.
Leisure Services									
Ice Rink		46,400	202,591	156,191	0	20,400	0	135,791	There is a national downturn in skating identified from benchmarking exercises, there have been a number of initiatives and promotion activities undertaken which has improved the position towards the end of the year and continues into 18/19 to maximise income.
Commercial Operations - Net Snow Impact		0	81,000	81,000	0	0	0	81,000	A number of sites have been affected by the disruption of heavy snow including Catering due to School Closures, reduced usage at various Leisure sites and reduced ability to deliver service to our help @ Hand clients.
Commercial Services Variations under £50,000		-5,201,869	248,197	5,450,066	4,549,818	930,800	0	-30,552	
Contributions to Reserves		0	374,750	374,750	0	0	0	374,750	
Variations under £50,000									
Total Commercial Services		3,751,324	9,442,941	5,691,617	4,549,818	1,313,300	0	-171,501	
Corporate Items									
Purchase Rebates	Income	-359,500	-490,429	-130,929	0	0	0	-130,929	£203k rebate received from agency contract offset by shortfall on WME dividend of £75k
Staff Miscellaneous	Employees	936,050	867,128	-68,922	0	0	0	-68,922	Savings on pension costs from Shropshire
Variations under £50,000		3,026,970	3,021,837	-5,133	0	0	0	-5,133	
		0	0	0	0	0	0	0	
Total Corporate Items		3,603,520	3,398,536	-204,984	0	0	0	-204,984	
Council Wide Items									
IAS 19 Reversals		0	-8,117,000	-8,117,000		-8,117,000			
Asset Management Account and other Council Wide Items		-12,481,874	-18,316,901	-5,835,027	-7,234,568			1,399,541	
Variations under £50,000		0	0	0					
Total Council Wide Items		-12,481,874	-26,433,901	-13,952,027	-7,234,568	-8,117,000	0	1,399,541	
Customer & Neighbourhood Services									
Public Protection	Employees	382,749	268,068	-114,681	0	0	0	-114,681	Saving arising from Public Protection changes implemented in 2016/17. This saving is being taken as part of the 2018/19 budget strategy.
Public Realm	Employees	454,289	393,672	-60,617	0	0	0	-60,617	Under spend arising from vacant posts
Winter Maintenance	Supplies & Services/Third Party	2,371,840	2,732,485	360,645	0	0	0	360,645	Costs of additional gritting due to snow and cold winter
Flood Barriers	Payments	97,000	0	-97,000	0	0	0	-97,000	Flood barriers have not been deployed in 2017/18
Highways & Engineering	Various	-205,390	-50,850	154,540	0	0	0	154,540	Income shortfall from Engineers fees (net of savings from vacant posts) due to a number of vacant posts within the service which has reduced the capacity to charge to various schemes. Following a review of engineering services a new more streamlined structure will be recruited to by the end of Feb 2018. Operational and staff Savings will be achieved which will reduce our operating costs and a revised income target has been agreed which will redress this in year budget challenge
New Roads & Streetworks Act	Income	-472,720	-615,289	-142,569	0	0	0	-142,569	Additional income received from road closures, FPN's and section 74.
Concessionary Travel	Supplies & Services	1,611,140	1,545,922	-65,218	0	0	0	-65,218	Under spend against concessionary travel due to reduced take up
Highways & Transportation Strategic Policy	Employees	1,092,100	1,199,400	107,300	0	0	0	107,300	Cost of agency staff used to cover vacant posts
Highways & Transportation Strategic Policy	Supplies & Services	5,250	70,498	65,248	0	0	0	65,248	Additional spend on consultancy, computer software and subscriptions

2017/18 Revenue Budget Variations over £50,000

Description		Budget	Outturn	Variation	Analysis of Variation				Comments
					Asset Rent	IAS19	Public Health	Service including Capitalisation	
					£	£	£	£	
Housing Benefit Subsidy	Various	-190,000	-697,997	-507,997	0	0	0	-507,997	Benefit arising from proactive recovery of overpaid housing benefit.
Recycling & Waste Management	Employees	307,860	233,638	-74,222	0	0	0	-74,222	Under spends from vacant posts and maternity leave
Waste	Various	11,038,400	11,193,471	155,071	0	0	0	155,071	Increased tonnages for waste transport, treatment and disposal offset by reductions in tonnages for sweeping, green waste and collection costs
Consultancy costs	Supplies & Services	150,000	208	-149,792	0	0	0	-149,792	One off saving from capitalisation of consultancy costs around Street lighting, Highways and Grounds & Cleansing contracts using time limited Government flexibilities.
IAS 19	Employees	0	763,100	763,100	0	763,100	0	0	
Asset Rentals	Capital Financing	2,614,508	2,476,468	-138,040	-139,925	0	0	1,885	Impact of revaluations
Contributions to Reserves		0	320,000	320,000	0	0	0	320,000	
Variations under £50,000		11,631,583	11,287,365	-344,218	0	0	0	-344,218	
Total Customer & Neighbourhood Services		30,888,609	31,120,159	231,550	-139,925	763,100	0	-391,625	
Education & Corporate Parenting									
Misc School Expenditure		9,419,858	13,259,454	3,839,596	1,460,903	2,409,700	0	-31,007	
Specialist Services		588,046	740,458	152,412	0	58,800	0	93,612	In 2017/18 there was an additional savings target on salaries of £100,000. An interim deletion of vacancies and the acceptance of specific voluntary redundancies (VRs) reduced salary costs in 2017/18 and the full year impact of VRs will produce further savings in 2018/19.
Joint/Community Use		125,557	54,329	-71,228	0	0	0	-71,228	Additional income of around £20,000 and a reduction in general expenditure of around £50,000 have resulted in the budget saving
Advisory management and school improvement traded advisory service		28,608	267,148	238,540	0	58,600	0	179,940	Following the transfer of School Improvement consultants/advisors to the Teaching School Alliance in 2016/17 there was a material reduction in income for this service. This coupled with the increased income target (part of savings) has resulted in it being difficult to generate the level of income required. Further reductions in staffing levels have made it even more difficult to achieve the income target but work is ongoing to identify further savings for the future.
School Transport		2,569,753	2,968,150	398,397	0	0	0	398,397	The current year budget includes a £300,000 savings target. Some efficiency savings have been achieved which will begin to impact in full in 2018/19. A Project Officer has been appointed to lead this work.
Insurance		100,420	48,448	-51,972	0	0	0	-51,972	Income greater than budget in the context of later conversion, to academies by maintained schools, than anticipated.
Variations under £50,000		72,813	187,555	114,742	0	182,000	0	-67,258	
Total Education & Corporate Parenting		12,905,055	17,525,542	4,620,487	1,460,903	2,709,100	0	450,484	
Finance & Human Resources									
Revenues	Supplies & Services	349,540	295,185	-54,355	0	0	0	-54,355	Underspend against printing due to new printing contract and also underspend on postage.
Bank Charges	Supplies & Services	64,250	4,339	-59,911	0	0	0	-59,911	Underspend on corporate budget for bank charges.
Business, Education & Care Finance	Employees	1,222,265	1,139,322	-82,943	0	0	0	-82,943	Restructure savings delivered early as well as savings from vacant posts.
Business, Education & Care Finance	Income	-1,364,825	-1,417,383	-52,558	0	0	0	-52,558	Additional income from schools and other fees
Human Resources	Income	-1,187,460	-1,287,707	-100,247	0	0	0	-100,247	Additional income from capital for backfill arrangements covering the implementation of Resourcelink plus additional income from external schools
Treasury		5,637,247	2,890,399	-2,746,848	0	0	0	-2,746,848	Benefit due to reduced borrowing costs associated with short-term borrowing at very low interest rates.
IAS19	Employees	0	460,200	460,200	0	460,200	0	0	
Contribution to Reserves		0	140,000	140,000	0	0	0	140,000	
Variations under £50,000		3,091,285	2,837,296	-253,989	0	0	0	-253,989	
Total Finance & Human Resources		7,812,302	5,061,651	-2,750,651	0	460,200	0	-3,210,851	
Governance, Procurement & Commissioning									
Legal Services	Employees	1,032,440	1,122,581	90,141	0	0	0	90,141	Continued use of agency locums to cover vacancies. Plans are in place to reduce the use of agency staff in 2018/19
Strategic Procurement	Employees	722,987	583,700	-139,287	0	0	0	-139,287	Vacant posts and a number of staff are not at the top of their payscale
Contribution to reserves		0	100,000	100,000	0	0	0	100,000	Contribution to reserves
Various	Employees	0	265,600	265,600	0	265,600	0	0	Service charges for IAS 19(employee benefits) adjustment
Variations under £50,000		1,507,028	1,398,389	-108,639	747	0	0	-109,386	
Total Governance, Procurement & Commissioning		3,262,455	3,470,270	207,815	747	265,600	0	-58,532	
Health & Wellbeing									
Public Health Services	Employees	0	-121,833	-121,833	0	0	-121,833	0	Early restructure of the service area led to in year savings against the Public Health Grant

2017/18 Revenue Budget Variations over £50,000

Description		Budget £	Outturn £	Variation £	Analysis of Variation			Comments	
					Asset Rent	IAS19	Public Health		Service including Capitalisation
					£	£	£		£
Supplies & Services		0	-346,939	-346,939	0	0	-346,939	0	Impact of performance against contracts
Contribution to Reserve		0	372,266	372,266	0	0	372,266	0	To support retendering of large contracts for Substance misuse and 0-19 Children's Service
IAS19		0	491,100	491,100	0	491,100	0	0	Service charges for IAS 19 (employee benefits) adjustment
Variations under £50,000		1,265,531	1,229,014	-36,517	2,789	0	96,506	-135,812	
Total Health & Wellbeing		1,265,531	1,623,608	358,077	2,789	491,100	0	-135,812	
Children's Safeguarding and Early Help									
Children in Care Placements		11,680,722	14,159,117	2,478,395	0	0	0	2,478,395	The number of looked after children at the end of 2017/18 was lower than at the end of 2016/17, at 364 compared to 381. However, compared to the budgeted plans, the pattern of placements was significantly different, with more children in higher cost residential and external foster care placements and fewer in lower cost internal foster placements. The Service is developing strategies to attract and support more internal foster carers, with a particular aim of enabling higher need or more difficult to place children to reside in internal foster placements rather than external or residential placements. The Service has also developed a 4 year placement model with a target of reducing the total number of placements.
Staffing - salaries		7,843,860	8,527,125	683,265	0	563,800	0	119,465	A significant overspend on agency staff offset was partly offset by savings on vacant establishment posts during the year. The Service has a number of strategies in place to attract and retain staff, with the aim of reducing the costs of agency workers and ensuring a stable, high quality workforce.
Foster Carer Expenses		7,382	72,678	65,296	0	0	0	65,296	Budget realignment required
Legal		243,193	361,533	118,340	0	0	0	118,340	An increase volume in activity (numbers of children on CIN and CP Plans) and complexity has led to an increase in court fees and use of barristers in court proceedings.
Assessments		515,758	200,993	-314,765	0	0	0	-314,765	The variation reflects the creation of an in house service offering mother and baby assessments which has reduced the requirement for external assessments to be undertaken.
Variations under £50K		4,176,549	4,470,493	293,944	0	72,300	0	221,644	
Contribution to reserves		0	500,000	500,000	0	0	0	500,000	To support the cost improvement plan for Children's Safeguarding & Early Help.
Independent Review		0	0	0	0	0	0	0	
Independent Review Staffing		488,364	659,332	170,968	0	52,100	0	118,868	An overspend of £132k on agency staff has led to the budget variation. The service experienced difficulties in recruiting to key posts and therefore employed two agency workers for most of the year.
Independent Review Under £50k		347,986	361,180	13,194	0	5,300	0	7,894	
Total Safeguarding and Early Help		25,303,814	29,312,451	4,008,637	0	693,500	0	3,315,137	
Total		121,193,502	121,042,985	-150,517	0	0	0	-150,517	

2017/18 Revenue Virements for Approval

Virements To:	£	Virements From:	£
Adult Social Care			
Purchasing of Care - all client groups	4,313,121	Purchasing Income - client contributions	- 1,044,905
Purchasing Income - rents	72,795	Purchasing Income - Health income	- 330,299
Contribution to Reserves	300,000	Purchasing Income - BCF income	- 231,139
IAS 19	724,200	Grant Income	- 2,606,728
		Contribution from Reserves	- 159,922
		Community Support & Social Work - employee/operating expenditure	- 147,788
		Service Improvement & Efficiency - employee/operating expenditure	- 87,740
		Community Early Help - employee/operating expenditure	- 441,201
		Variations under £50,000	- 15,155
		Asset Rentals	- 17,786
	5,410,116		- 5,082,663
Business, Development & Employment			
Post 16 Transport - Transport	68,517	National Careers Contract - income	- 90,989
Planning Determinations - Supplies & Services	106,105	Inward Investment & Business Support - employees	- 52,080
Development Management - Income	309,078	PIP Management	- 943,187
Contribution to Reserves	166,005	Variations under £50,000	- 156,755
IAS 19	528,600		
Asset Rentals	1,378,022		
	2,556,327		- 1,243,011

Cooperative Council

Virements To:		Virements From:	
	£		£
IAS 19	168,300	Community Engagement - employees	- 70,431
		Organisational Delivery & Planning - employees	- 91,055
	168,300		- 161,486

Commercial Services

ICT - Corporate - supplies and services	59,729	Hsg, Nuplace and Commercial projects - employees	- 114,666
ICT - Corporate - equipment	62,173	ICT Corporate - staffing	- 105,324
Homelessness - premises	70,740	ICT - photocopying and printing	- 72,724
Gypsy & Travellers Properties	72,379	BIT - Schools caretaking - employees	- 57,371
Catering Primary Schools - supplies and services	128,951	BIT - Building Support Services - income	- 63,400
Leisure Services - Ice Rink income	135,791	Admin. Buildings - premises	- 301,262
Commercial operations - net snow impact	81,000	Operational Properties - premises	- 50,698
Contribution to reserves	374,750	Cleaning - Primary Schools - employees	- 78,070
IAS 19	1,313,300	Cleaning - supplies and services	- 67,616
Asset Rentals	4,549,818	Catering Management - supplies and services	- 52,351
	6,848,631		- 963,482

Customer & Neighbourhood Services

Winter Maintenance - supplies and services	360,645	Public Protection - employees	- 114,681
Highways & Engineering - income shortfall	154,540	Public Realm - employees	- 60,617
Highways & Transportation - employees	107,300	Flood Barriers	- 97,000
Highways & Transportation - supplies and services	65,248	New Roads and Streetworks - income	- 142,569
Waste	155,071	Concessionary Travel	- 65,218
Contributions to Reserves	320,000	Housing Benefit Subsidy	- 507,997
IAS 19	763,100	Recycling & Waste Management - employees	- 74,222

Virements To:		Virements From:	
	£		£
		Variations under £50,000	- 344,218
		Asset Rentals	- 139,925
	1,925,904		- 1,546,447
Finance & HR			
Contribution to Reserves	140,000	Treasury	- 2,746,848
IAS 19	460,200	Revenues - supplies and services	- 54,355
		Bank Charges - supplies and services	- 59,911
		BEC Finance - employees	- 82,943
		BEC Finance - income	- 52,558
		HR - income	- 100,247
		Variations under £50,000	- 253,989
	600,200		- 3,350,851
Governance, Procurement & Commissioning			
Legal Services - employees	90,141	Strategic Procurement - employees	- 139,287
Contribution to reserves	100,000	Variations under £50,000	- 109,386
IAS 19	265,600		
Asset Rentals	747		
	456,488		- 248,673
Health & Wellbeing			
Public Health - contribution to reserves	372,266	Public Health - employees	- 121,833
Variations under £50,000	96,506		
IAS 19	491,100	Public Health - supplies and services	- 346,939
Asset Rentals	2,789	Variations under £50,000	- 135,812
	962,661		- 604,584

Virements To:	£	Virements From:	£
Education & Corporate Parenting			
Specialist Services - employees	93,612	Joint/Community Use - income	- 71,228
Advisory and school improvement traded advisory service	179,940	Insurance - income	- 51,972
School Transport	398,397	Variations under £50,000	- 67,258
IAS 19	2,709,100	Misc Schools Expenditure	- 31,007
Asset Rentals	1,460,903		
	4,841,952		- 221,465
Children's Safeguarding & Early Help			
Children in Care - placements	2,478,395	Assessments	- 314,765
Safeguarding - employees	119,465		
Foster Carer Expenses	65,296		
Legal Costs	118,340		
Contribution to reserves	500,000		
Independent Review - employees	118,868		
IAS 19	693,500		
	4,093,864		- 314,765
Council Wide, Corporate & Transfers to Reserves			
Other Council Wide Items	1,399,541	Purchase Rebates - income	- 130,929
		Staff Misc - employees	- 44,060
		IAS 19	- 8,117,000
		Asset Rentals	- 7,234,568
	1,399,541		- 15,526,557
Total	29,263,984		- 29,263,984

Capital Approvals - by Service Area

APPENDIX 4

Virements						
Scheme	Service Area	Funding Source	17/18 £	18/19 £	19/20 £	Later Yrs £
Telford Growth Package	Customer & Neighbourhood Services	Prudential	263,533.60			
Property Investment Programme	Development Business & Employment	Prudential	(263,533.60)			
Telford Growth Package	Customer & Neighbourhood Services	External	1,189,487.48			
HCA Land Deal	Development Business & Employment	External	(1,189,487.48)			
ICT/ eGov	Commercial Services	Government Grant	19,553.20			
Integrated Transport	Customer & Neighbourhood Services	Government Grant	(19,553.20)			

Slippage						
Scheme	Service Area	Funding Source	17/18 £	18/19 £	19/20 £	Later Yrs £
Social Care Capital Grant	Early Help & Support	Government Grant	(8,830.52)	8,830.52		
Children & Adults ICT Systems Review	Early Help & Support	Prudential	(419,601.73)	419,601.73		
Public Health Capital Grants	Health & Wellbeing	Government Grant	(56,809.75)	56,809.75		
Town Centre - Phase 1	Development Business & Employment	Capital receipts	(2,062.00)	2,062.00		
Dawley Regeneration	Development Business & Employment	Prudential	(4,335.83)	4,335.83		
Superfast Broadband Programme	Development Business & Employment	Capital receipts	(711,529.27)	711,529.27		
Superfast Broadband Programme	Development Business & Employment	Revenue	(281,229.34)	281,229.34		
Housing	Development Business & Employment	Prudential	300,000.00	(300,000.00)		
Housing	Development Business & Employment	External	(300,000.00)	300,000.00		
Housing Company - Housing	Development Business & Employment	Prudential	(671,473.72)	671,473.72		
HCA Land Deal	Development Business & Employment	External	721,107.76	(721,107.76)		
HCA Liability Sites	Development Business & Employment	External	141,883.99	(141,883.99)		
Small Scale Regeneration Projects	Development Business & Employment	Prudential	(177,329.65)	177,329.65		
Pride - High Street Challenge	Development Business & Employment	Revenue	(584,935.00)	584,935.00		
Property Investment Programme	Development Business & Employment	Prudential	(1,623,338.68)	1,623,338.68		
Capital Receipts Site Preparation	Development Business & Employment	Capital receipts	168,117.83	(168,117.83)		
Integrated Transport	Customer & Neighbourhood Services	Government Grant	70,000.00			
Town Centre Connectivity	Customer & Neighbourhood Services	Government Grant		(70,000.00)		
Ironbridge Gorge Stability	Customer & Neighbourhood Services	Prudential	(539,596.94)	539,596.94		
Every Day Telford - Pride In Your Community	Customer & Neighbourhood Services	Revenue	(19,719.65)	19,719.65		
LED Lighting Invest to Save	Customer & Neighbourhood Services	Prudential	(623,133.78)	623,133.78		
Highways/ Footpaths	Customer & Neighbourhood Services	Revenue	(162,972.96)	162,972.96		
Estate Car Parking	Customer & Neighbourhood Services	Revenue	(50,000.00)	50,000.00		
Estate Car Parking	Customer & Neighbourhood Services	External	(4,146.19)	4,146.19		
Telford Growth Package	Customer & Neighbourhood Services	External	(752,443.02)	752,443.02		
Telford Growth Package	Customer & Neighbourhood Services	Prudential	560,362.66	(560,362.66)		
Newport Innovation & Enterprise Package	Customer & Neighbourhood Services	External	173,670.93	(173,670.93)		
Newport Innovation & Enterprise Package	Customer & Neighbourhood Services	Government Grant	(600,000.00)	600,000.00		
Pothole Action Fund	Customer & Neighbourhood Services	Government Grant	(174,073.98)	174,073.98		
Rights of Way	Customer & Neighbourhood Services	Revenue	(74,600.00)	74,600.00		
Town Centre Connectivity	Customer & Neighbourhood Services	Prudential	(692,325.00)	692,325.00		
Town Centre Connectivity	Customer & Neighbourhood Services	External	(73,882.42)	73,882.42		
Customer Services Systems Development	Customer & Neighbourhood Services	Prudential	(463,471.71)	463,471.71		
Customer Services Systems Development	Customer & Neighbourhood Services	Revenue	(30,000.00)	30,000.00		
Highways & Bridges Capital Maintenance	Customer & Neighbourhood Services	Prudential	898.91	(898.91)		
Highways & Bridges Capital Maintenance	Customer & Neighbourhood Services	Prudential	(396,000.00)	396,000.00		
Service Transformation - Invest To Save	Education & Corporate Parenting	Prudential	(11,659.85)	11,659.85		
All other School Schemes	Education & Corporate Parenting	Prudential	(250,000.00)	250,000.00		
All other School Schemes	Education & Corporate Parenting	Government Grant	(757,757.60)	757,757.60		
All other School Schemes	Education & Corporate Parenting	External	(400,652.76)	400,652.76		
All other School Schemes	Education & Corporate Parenting	Revenue	(224,471.37)	224,471.37		

Building Schools For the Future	Education & Corporate Parenting	Government Grant	(777,302.33)	777,302.33		
Building Schools For the Future	Education & Corporate Parenting	Revenue	333,000.00	(333,000.00)		
Building Schools For the Future	Education & Corporate Parenting	Capital receipts	(645,154.75)	645,154.75		
Housing	Commercial Services	Prudential	(118,314.64)	118,314.64		
Housing	Commercial Services	External	(72,483.78)	72,483.78		
Housing	Commercial Services	Capital receipts	(37,953.79)	37,953.79		
Housing	Commercial Services	Government Grant	(611,305.31)	611,305.31		
3G Pitch	Commercial Services	Revenue	(121,390.43)	121,390.43		
Accommodation	Commercial Services	Revenue	(15,979.58)	15,979.58		
St Georges Regeneration	Commercial Services	Prudential	(808.70)	808.70		
Asset Management Plan-General Works & Surveys	Commercial Services	Prudential	(472,357.25)	472,357.25		
Solar Farm - Private Wire	Commercial Services	Prudential	(63,250.00)	63,250.00		
Parks for People	Commercial Services	Prudential	(31,718.80)	31,718.80		
Wellington Fitness	Commercial Services	Prudential	(83,661.26)	83,661.26		
High Ropes	Commercial Services	Prudential	(113,084.08)	113,084.08		
ICT/ eGov	Commercial Services	Prudential	(136,879.46)	136,879.46		
Housing & Technology Support	Legal Procurement & Commissioning	Government Grant	(200,238.73)	200,238.73		
Legacy Fund	Co-operative Council	Revenue	(932,067.95)	932,067.95		
Every Day Telford - Pride In Your Community	Co-operative Council	Prudential	(1,155,359.76)	1,155,359.76		
Efficiency Schemes Capitalisation	Finance & Human Resources	Capital receipts	(2,667,786.67)	2,667,786.67		
Managing the Funding of the Capital Programme	Finance & Human Resources	Capital receipts	(2,775,513.52)	2,775,513.52		
Managing the Funding of the Capital Programme	Finance & Human Resources	Prudential	2,775,513.52	(2,775,513.52)		
Managing the Funding of the Capital Programme	Finance & Human Resources	Capital receipts		(1,768,000.00)	1,176,000.00	592,000.00
Managing the Funding of the Capital Programme	Finance & Human Resources	Prudential		1,768,000.00	(1,176,000.00)	(592,000.00)
Land Deal Board Schemes	Development Business & Employment	External		(1,071,000.00)	(1,166,000.00)	2,237,000.00
Telford Growth Package	Customer & Neighbourhood Services	External		(1,719,839.45)	1,719,839.45	
Total			(16,930,437.91)	14,139,598.46	553,839.45	2,237,000.00

New Allocations						
Scheme	Service Area	Funding Source	17/18	18/19	19/20	Later Yrs
Property Investment Programme	Development Business & Employment	Capital Receipts	808,580.64			
Housing Company - Housing	Development Business & Employment	Capital Receipts	525,340.00			
Housing Company - Housing	Development Business & Employment	External	(1,008,336.00)			
Superfast Broadband	Development Business & Employment	Government Grant	0.02			
Superfast Broadband	Development Business & Employment	Revenue	18,777.50			
Every Day Telford - Pride In Your Community	Customer & Neighbourhood Services	Revenue	75,000.00			
Freshwater First	Customer & Neighbourhood Services	Grant	(8,819.19)			
Freshwater First	Customer & Neighbourhood Services	Revenue	(8,400.00)			
Pot Hole Action Fund	Customer & Neighbourhood Services	Grant	174,074.00			
Telford Growth Package	Customer & Neighbourhood Services	External	10,000.00			
Estate Car Parking	Customer & Neighbourhood Services	External	10,000.00			
LED Lighting Invest to Save	Customer & Neighbourhood Services	Government Grant	(200,000.00)			
LED Lighting Invest to Save	Customer & Neighbourhood Services	Prudential	200,000.00			
Telford Growth Package	Customer & Neighbourhood Services	External	542,680.57			
Telford Growth Package	Customer & Neighbourhood Services	External	(629,422.55)			
Telford Growth Package	Customer & Neighbourhood Services	Government Grant	0.76			
Integrated Transport	Customer & Neighbourhood Services	External	103,927.96			
Building Schools For the Future	Education & Corporate Parenting	External	(5,890.02)			
All other School schemes	Education & Corporate Parenting	External	66,981.47			
All other School schemes	Education & Corporate Parenting	Government Grant	10,000.00			
Housing DFG	Commercial Services	Government Grant	179,585.00			
Housing	Commercial Services	Capital Receipts	19,080.94	47,211.30		
Wellington Fitness	Commercial Services	Revenue	(25,131.83)			
Every Day Telford - Hollinswood Local Centre	Commercial Services	Prudential	(77,406.64)			

Managing the Funding of the Capital Programme	Finance & Human Resources	Capital receipts	(1,900,000.00)		
Managing the Funding of the Capital Programme	Finance & Human Resources	Prudential	1,900,000.00		
Pothole Action Fund	Customer & Neighbourhood Services	Government Grant	347,983.00		
Highways & Bridges Capital Maintenance	Customer & Neighbourhood Services	Government Grant	583,000.00		
LED Lighting Invest to Save	Customer & Neighbourhood Services	Prudential	2,190.29		
Property Investment Programme	Development Business & Employment	Prudential	29,389.40		
HCA Land Deal	Development Business & Employment	External	137,423.24	209,972.00	280,160.00
Legacy Fund	Co-operative Council and Commercial Delivery	Revenue	(5,711.70)		
ICT/eGov	Commercial Services	Revenue	80,000.00		
Building Schools For the Future	Education & Corporate Parenting	Revenue	333,000.00		
Building Schools For the Future	Education & Corporate Parenting	Government Grant	(333,000.00)		
Total			812,202.32	1,189,905.84	280,160.00

Section 106 Monetary Contributions Received and Expended for Education Purposes 01/04/17 to 31/03/18

Planning Application No	Scheme	Bal brought forward	Income	Expenditure	Bal Carried forward	Project
W2010/0011	Wakins Nursery Apley Castle	-30394.36	-22.58	30416.94	0.00	To be used within vicinity of development - either HLC, Millbrook or Apley Wood (solutions currently being considered)
TWC/2012/0320 & TWC/2013/0720	Land off Sommerfield Road	-247331.00	-185.52	247516.52	0.00	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)	-38151.68	-28.11	38179.79	0.00	Will be used for expansion in North East Telford - project yet to be confirmed.
W2006/1347	Leegomery Centre	-27693.16	-20.74	27713.90	0.00	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	-773930.68	-767.70	341579.20	-433119.18	New primary provision & expansion of secondary provision Burton Borough Music block
TWC/2013/0938	Land to the South Side of Holyhead Rd	-100747.00	-2076.25	102823.25	0.00	Will be used for expansion in North West Telford - project yet to be confirmed.
W2005/0659 & W2007/1161	Land @ Britannia Way	-91451.47	-68.55	91520.02	0.00	To be used within vicinity of development - HLC primary extension
TWC/2012/0211	Land at Maynards Croft Newport	-38804.28	-28.29	38832.57	0.00	Newport Infant 2 class extension project - completed
TWC/2013/0297	Land off Edgmond Rd Newport	-207451.18	-518.87	0.00	-207970.05	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	-40272.76	-31.15	40303.91	0.00	Randlay Primary School Kitchen Refurbishment (16/17)
TWC/2014/0484 & TWC/2016/0332	Land West of The Cedars Rodington	0.00	-27018.50	0.00	-27018.50	Contribution towards primary facilities towards the new Allscott Primary School
TWC/2016/0535	Springfields Industrial Estate Newport	0.00	-94346.32	0.00	-94346.32	Contribution towards remodeling Newport Infant School & Changing Rooms at Burton Borough
TWC/2013/0855	Land rear of Willow Tree Cottage Station Rd Newport	0.00	-122902.07	0.00	-122902.07	Contribution towards remodeling Newport Infant School & Changing Rooms at Burton Borough
TWC/2015/0843	B1/B3 Apley Castle (Perigrine Way)	0.00	-96000.00	0.00	-96000.00	Contribution towards Milbrook Primary extension
TWC/2013/0083	Land at Hadley Park West (Oakehampton Rd)	-497480.74	-6245.17	503725.91	0.00	HLC Primary remodeling
TWC/2012/0886	Land at 121-125 Hadley Park Road	-39583.24	-12.64	39595.88	0.00	HLC Primary remodeling
TWC/2014/0333	Land at Corner of Stafford Rd/A41 Newport	-74118.00	-236203.40	0.00	-310321.40	To be used toward expansion of education facilities in Newport area - project yet to be confirmed
TWC/2010/0828	Lawley Primary New School	-334248.73	-473925.54	587125.93	-221048.34	1st & 2nd & 3 rd installment re new School at Lawley & school expansion plan sum
TWC/2013/0606	Land at Hadley Park Rd West Millar Homes	-6951.69	-4.56	6956.25	0.00	HLC Primary Expansion
TWC/2012/0650 & TWC/2014/0237	Land off Doseley Works	0.00	-230145.67	0.00	-230145.67	Ladygrove Primary Expansion
TWC/2014/0273	Land at The Barnes Church Aston	-84621.06	-3881.57	86621.06	-1881.57	Moorfield Primary School Enhancement of classroom facilities
TWC/2010/0111 & TWC/2014/0258	Land at Former Ibstock Brickworks	0.00	-72029.14	72029.14	0.00	Ladygrove Primary Expansion
TWC/2015/0028	Land at Frome Way Donnington	22.23	-22.23	0.00	0.00	Teagues Bridge Primary - 3 class & hall extension - completed
TWC/2013/0693	Heath Court, Cliff Cres Ellerdine	-21528.66	-21.98	21550.64	0.00	High Ercall Adaptations
TWC/2014/0656	Land adj to Stone House Shifnal Rd Priorslee	-18003.24	-834.24	0.00	-18837.48	Towards Primary Education in St Georges area - project yet to be confirmed

Totals **-2672740.70** **-1367340.79** **2276490.91** **-1763590.58**

-1763590.58

To 31/03/18 **0.00**

TELFORD & WREKIN COUNCIL

COUNCIL – 26 JULY 2018

2018/19 FINANCIAL MANAGEMENT REPORT

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 The Financial Management report to Cabinet on 12 July provided an update on progress relating to the capital programme. The report also highlighted some new capital allocations and re-phasing which require formal approval by Full Council.

1.2 SUMMARY

The Detailed approvals required by Council are attached at Appendix 1.

2.0 RECOMMENDATION

2.1 Members are asked to approve the changes to the capital programme in Appendix 1.

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.
	Will the proposals impact on specific groups of people?	
	No	
TARGET COMPLETION/DELIVERY DATE	The capital programme will be immediately updated to reflect the new approvals.	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes	Financial impacts arising from this report will be reflected in future financial management reports and built into the service and financial planning strategy for 2019/20 and beyond
LEGAL ISSUES	No	None directly arising from this report.

		The S151 Officer has a statutory duty to monitor income and expenditure and take action if overspends /shortfalls emerge.
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	
IMPACT ON SPECIFIC WARDS	No	Borough Wide

4.0 PREVIOUS MINUTES

Cabinet 12/07/2018 – 2018/19 Financial Management Report

PART B) – ADDITIONAL INFORMATION

There is no additional information.

5.0 BACKGROUND PAPERS

2018/19 Budget Strategy / Financial Ledger reports

Report Prepared by:

Ken Clarke, Assistant Director: Finance & HR (C.F.O.) – 01952 383100; Pauline Harris, Finance Manager – 01952 383701

Capital Approvals - by Service Area

Appendix 1

Re-Phasing							
Scheme	Service Area	Funding Source	18/19 £	19/20 £	20/21 £	Later Yrs £	Comment
Housing Company - Housing	Development Business and Employment	Prudential	(7,314,000.00)	988,000.00	6,326,000.00		
Property Investment Programme	Development Business and Employment	Prudential	(4,000,000.00)	4,000,000.00			
Newport Innovation & Enterprise Package	Customer and Neighbourhood Services	External	(826,329.07)	826,329.07			
Managing the Funding of the Capital Programme	Finance and Human Resources	Capital Receipts	70,000.00	(3,020,000.00)	2,950,000.00		
Managing the Funding of the Capital Programme	Finance and Human Resources	Prudential	(70,000.00)	3,020,000.00	(2,950,000.00)		
Efficiency schemes Capitalisation	Finance and Human Resources	Capital Receipts	(2,000,000.00)	2,000,000.00			
Total			(14,140,329.07)	7,814,329.07	6,326,000.00	0.00	

New Allocations							
Scheme	Service Area	Funding Source	18/19	19/20	20/21	Later Yrs	Comment
Housing	Commercial Services	Government Grant	1,884,051.00				
Accommodation	Commercial Services	Revenue	(15,979.58)				
Accommodation	Commercial Services	Prudential	15,979.58				
Managing the Funding of the Capital Programme	Finance and Human Resources	Capital Receipts	(1,261,000.00)	(50,000.00)	(2,700,000.00)		
Managing the Funding of the Capital Programme	Finance and Human Resources	Prudential	1,261,000.00	50,000.00	2,700,000.00		
Total			1,884,051.00	0.00	0.00	0.00	



Telford & Wrekin
COUNCIL

Addenbrooke House Ironmasters Way Telford TF3 4NT

Annual Scrutiny Report 2017/18

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Foreword



The challenge for scrutiny is always to focus on the important issues! In local government there are many competing priorities to deal with and so this year has been about prioritising our work to ensure that Scrutiny is looking at decision-making in the areas which matter most to the priorities of the Council and the Cabinet, and which are also of greatest concern to the Borough's residents.

Like many Local Authorities, Telford & Wrekin continues to face major financial challenges and as the Council continues to look for innovative ways to work with our partners and the Community to meet these challenges head on, Scrutiny must keep pace to ensure residents are still getting the services they need and that service providers remain accountable for their delivery.

This report sets out the varied work that Scrutiny has undertaken this year looking at wide range of issues including NHS transformation, Fire and Rescue Authority governance, grounds cleansing and maintenance, civil parking enforcement and some key issues which affect our young residents: school organisation and Child Sexual Exploitation.

I think it is important to note that this work has taken place against a backdrop of changed resources for Scrutiny and whilst this remains a challenge for 2018/19 we will continue to seek to deliver effective, focused and relevant scrutiny that adds value to the council's decisions and properly reflects the concerns of the local community.

In closing, I would like to take the opportunity to acknowledge and thank everyone who has participated in the Scrutiny process this year including officers, Members, the community and our partners.

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 2017/18 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 Nathan England (Chair), Stephen Bentley, Andy Burford, Kevin Guy, Gilly Reynolds, Peter Scott and Jacqui Seymour



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, the Scrutiny Management Board decided to take a different approach to the way in which we hold the executive to account by only calling Cabinet Members to attend a meeting for a question and answer session if we felt there were specific issues to be addressed. The Board met with the Leader and Managing Director at the end of the year for a vigorous discussion during which the Leader reflected on the last 12 months and Board Members provided challenge on a number of issues including civil parking enforcement, work towards improving the Council's Ofsted rating to 'good', child sexual exploitation, the procurement of a new grounds cleansing and maintenance contract and what that means for the continuance of Parish Environmental Teams, plans for Telford@50, and local development. It was a very informative discussion and I would urge all Scrutiny Assembly Members to attend any future holding to account sessions.

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 2017/18.

Children & Young People Scrutiny Committee

Members: Councillors Kevin Guy (Chair), Steve Barnes, Liz Clare, Joy Francis, Jayne Greenaway, Janice Jones, Jane Pinter, Hilda Rhodes and Karen Tomlinson

Co-Optees: Mrs C Healy, Mrs S Fikeis, Mrs L Fowler, Mrs C Morgan, 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 2017/18 the Committee held four formal meetings and some of the highlights of our work are set out below.

School Organisation Plan 2017-2022

The Committee engaged in a met with the Cabinet Member for Education and Skills to receive the Plan and a detailed update on the process involved in school planning, including funding and early years provision. We engaged in robust challenge of the Plan. question and answer session.

Multi-Agency Working Against Child Sexual Exploitation

The Committee received an annual progress report from the Local Safeguarding Children Board (LSCB) on the Committee's review of multi-agency working against CSE 2015/16 and considered the progress made against the recommendations in the review. We were pleased to note the positive progress made against the recommendations, including the success of a CSE Raising Awareness Day in which misconceptions had been challenged and some of the perceived gaps in knowledge and understanding on CSE, addressed. There was a focus on building cohesive communities, accurate statistical data, education and licensing. We welcome the continued efforts of the LSCB to drive, monitor and challenge progress and the strengthened ability of multi-agencies to deal with CSE and the awareness raising which continued as part of the strategy to tackle CSE.

The Committee plans to continue to monitor the impact of the actions which have been taken to address our recommendations after a further 12 months.

Customer, Community & Partnership Scrutiny Committee

Members: Councillors Gilly Reynolds (Chair), John Ashford, Kevin Guy, Clive Mason, Leon Murray, Jacqui Seymour and Barry Tillotson
Co-optee: 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 2017/18 the Committee held two formal 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.

West Mercia Fire & Rescue Governance Proposals

Following the launch of the West Mercia Police & Crime Commissioner's proposals on governance arrangements for local fire services, the Council Leader suggested that Scrutiny undertake a review and provide our recommendation to Cabinet on whether or not the proposals should be supported. The Committee met with the PCC and representatives from Shropshire & Wrekin FRA.

After considering the PCC's proposals and also the independent report commissioned by the two FRAs, the Committee found no merit in the PCC's proposals, especially within the context of a well-performing FRA, and recommended that Cabinet do not support the PCC's proposals for reasons of financial considerations, service resilience, and replacement of the existing Fire and Rescue Authorities. The Committee was pleased to note efforts at collaboration and encouraged this to be continued.

Cabinet positively received the recommendations and did not support the PCC's proposals. However, the Committee was disappointed to note that following consideration of all feedback from the public consultation, the PCC decided to move forward with submitting a full business case to the Home Office which was approved by the Home Secretary in March 2018.

Grounds Cleansing & Maintenance Contract

As the existing Grounds Cleansing and Maintenance Contract draws to an end, the Committee has sought to oversee the procurement of a new contract through an OJEU competitive bid procedure. In order to be able to influence the process at key stages in the procurement, the Committee, decided to monitor the contract at specific intervals. Following an initial meeting when we received an overview of the process, we subsequently received an update which included a copy of the specification. Our next update is expected early in the next municipal year when the bidder companies have been confirmed and towards the end of 2018 prior to the finalisation of the contract by Cabinet.

Third Party Engagement

The Committee Chair has been working with key officers to begin scoping this cross-service Review. An in depth review on this topic is planned to commence in July 2018.

Selective Licensing

Following a previous briefing on this topic, the Committee had expected to monitor the operation of the proposed Selective Licensing scheme once it had been introduced but, following a robust consultation with the community, Cabinet decided not to implement the scheme.

Finance & Enterprise Scrutiny Committee

Members: Councillors Nathan England (Chair), Stephen Bentley, Nigel Dugmore, Raj Mehta, Rob Sloan, Charles Smith and Dave Wright.

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



The main role of the Finance and Enterprise Scrutiny Committee is as a consultee for the Cabinet's budget proposals. However, our remit also covers oversight of the service and financial performance of Council services, income generation and how the Council is promoting economic growth in the local economy.

In 2017/18 we held three meetings and some of the highlights of our work are set out below.

Service & Financial Planning 2017/18 to 2019/20

A two year strategy had been scrutinised thoroughly in 2016/17 and the Committee's recommendation at the time, that the Adult Social Care precept should be implemented at a rate of 2% a year for three years (2017/18-2019/20) had been accepted and implemented. For that reason, scrutiny of the Service and Financial Planning strategy this year was minimal and the main opposition group did not submit an alternative budget proposal. A meeting was held with the Cabinet Member for Finance, Commercial Services and Economic Development and the Chief Finance Officer. Overall, we welcomed the budget proposals and in particular the proposal to invest in Adult Social Care and safeguarding.

Civil Parking Enforcement

Our in-depth review of Civil Parking Enforcement began in 2016/17 following a Motion referred by Council. The Committee worked with the Customer, Community & Partnership Scrutiny Committee to undertake investigations which included receiving financial modelling data from Council Officers, receiving the views of a number of parties. However, the Committee had lingering concerns regarding financial viability and awaits information and responses to further questions raised. Negotiations between the Leader and the Police and Crime Commissioner subsequently led to an increase in financial support available to support the implementation of CPE and the Committee now looks forward to working with Officers and the Cabinet to develop the Council's Business Case for submission to the Government.

Health & Adult Care Scrutiny Committee

Members: Councillors Andy Burford (Chair), Mark Boylan, Stephen Burrell, Liz Clare, Nigel Dugmore, Raj Mehta, Leon Murray, Tim Nelson and Hilda Rhodes

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 2017/18 we held four Health & Adult Care Scrutiny Committee meetings and some of the highlights of our work are set out below.

Stability and Sustainability of the Residential and Domiciliary Care Market; Adult Social Care Commissioning

The Committee welcomed the Council's approach but were very concerned about the longer-term viability of the sector given local government's declining ability to resource and a related shortage of key staff. We will, therefore, continue to monitor closely Under ASC Performance. Looking forward, we intend to undertake an in-depth investigation into the customer experience and the extent of unmet need in the community.

Adult Social Care Performance, Budget and Savings; Older People and Adults with Learning Disabilities Strategies

The Committee focussed on specific areas of adult social care budget and performance including adults with learning disabilities and older people, one of the biggest areas within adult social care. The Committee welcomed the positive progress made in reducing the number of people in residential care, increasing client choice and support to stay at home. New assistive technology being used by social workers and occupational therapists as part of care assessments and reviews was demonstrated for the Committee as this had been identified as a key feature of future plans in adult social care, supporting the strength based approach.

STP Neighbourhood Working

The Committee has a keen interest in neighbourhood working under the umbrella of the STP, looking forward, we will be seeking more indications of the extent to which this will reduce demand on the health acute services. We also intend to engage with local GPs to obtain further feedback on this issue.

Joint Health Overview & Scrutiny Committee

Members: Councillors Andy Burford (Co-Chair), Stephen Burrell and Hilda Rhodes

Co-Optees: Mrs C Henniker, Mrs H Knight and Mr D Saunders



The Joint Health Overview & Scrutiny Committee is appointed where a relevant NHS body consults more than one local authority about substantial reconfiguration proposals. In respect of the Future Fit Programme for reconfiguration of Shrewsbury and Telford Hospital NHS Trust's (SATH's) provision of "safe and sustainable patient services specifically in emergency and critical care", this Council has delegated its health scrutiny function to a mandatory joint health scrutiny committee in conjunction with Shropshire Council (the JHOSC).

The Committee met six times in 2017/18, and some of the highlights of the work we have carried out with colleagues at Shropshire Council are set out below.

Future Fit Programme

The Committee has continued to oversee and respond to the various stages of development of the Future Fit Programme, such as short listing, non-financial appraisal, and has received various presentations from officers of the Programme. To date the Future Fit intention has been to identify a preferred option upon which the CCG's will consult. This decision was made on 10 August 2017 where the Joint CCG Committee agreed unanimously to support moving towards public consultation on all clinically and financially viable options with a preferred option of the emergency care site at the Royal Shrewsbury Hospital and a Planned Care Site at the Princess Royal Hospital, Telford. With the announcement in March that the funding needed to deliver Future Fit had been secured, the Committee began the process of responding to consultation plans and engagement activity to ensure the consultation is fair and accessible to all residents in Telford & Wrekin and Shropshire.

The Committee have continued to seek assurances about the viability of Future Fit particularly about how the transfer of activity to community and primary care and away from hospitals is to be resourced - there are still a number of key questions to which the Committee have not had answers.

Midwife Led Unit Service Review

The Committee considered the new service model that proposes to improve clinical and financial sustainability of midwifery led care as well as improving access to services and outcomes for women and their families. Improvements to rural access and equity of access are the Committee's main concerns and we will continue to feed into the consultation process for the remodelling of the service.

Looking Ahead

Early in each calendar year the Scrutiny Management Board makes contact with Councillors and the Council's key partners to seek suggestions for the topics that Scrutiny should consider over the next municipal year.

During June 2018 the Scrutiny Management Board received the suggestions that had been put forward and agreed which issues met the Scrutiny criteria and should be prioritised for the 2018/19 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 01952 383215.

If you would like to contact a member of the Democratic & Scrutiny Services Team, our contact details are below:

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General Enquires
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The Committee has the responsibility on behalf of the Council for the overseeing of the Council's audit, governance (including risk management) and financial processes.

Delegated matters (i.e. Matters which can be decided (resolved))

- 1 The approval (but not direction) of, and monitoring of progress against, the internal audit Charter and plan
- 2 Review summary internal audit reports and the main issues arising and seek assurance that action has been taken where necessary
- 3 To be able to call senior officers and appropriate members to account for relevant issues within the remit of the Committee – governance (including information governance), internal audit, risk management, statement of accounts and external audit.
- 4 The Committee will not receive detailed information on investigations relating to individuals. The general governance principles and control issues may be discussed, in confidential session if applicable, at an appropriate time, to protect the identity of individuals and so as not to prejudice any action being taken by the Council.
- 5 External Auditors:
 - a) Recommend the appointment of the External Auditors to the Council
 - b) Review and agree the External Auditors annual plan, including the annual audit fee
 - c) Receive regular update reports on progress and other reports of external auditor.
 - d) Meet privately with the external auditor ~~at least once per year as required.~~
 - e) Ensure that there are effective relationships between external and internal audit so that the value of the combined internal and external audit process is maximised
- 6 Consider the effectiveness of the Council's governance processes and their compliance with legislation and best practice including:
 - a) The Council's Code of Corporate Governance
 - b) The Council's information security framework
 - c) Receipt of the Caldicott Guardian's Annual report
 - d) Oversight of Commercial projects
 - e) The management of opportunities and risks
 - f) Other corporate governance arrangements
- 7 Be responsible for the review and approval of the authority's Annual Governance Statement ensuring that it properly reflects the governance, control and risk environment and any actions required to improve it. Following approval, it should accompany the Accounts.
- 8 To review and monitor the Council's Treasury Management arrangements including Treasury policies, procedures and the management of the associated risks and make recommendations to the Cabinet as appropriate.
- 9 Review and approve the Statement of Accounts, external auditor's opinion and reports on them to members and monitor management action in response to the issues raised by external audit.
- 10 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.
- 11 To approve the Speak Up Policy ('whistle blowing') and to recommend its adoption by the Council, and to monitor its operation. This policy will be reviewed at least once every two years.

- 12 Recognising that Complaints/Compliments are a Cabinet function, the Committee should Review the Annual Complaints Report and seek assurances that the Council is improving in response to complaints raised
- 13 The meetings will follow the principles of scrutiny, i.e. no party whip will be applied and a constructive, evidence based approach will be used.
- 14 To ensure that adequate training is received by the members of the committee on the areas covered by these terms of reference.
- 15 To ensure that any sensitive or confidential information obtained as a result of membership of the Committee is treated as confidential.
- 16 Annually review their effectiveness and their terms of reference.

1. PURPOSE

- 1.1 For the Audit Committee to:
- a) Consider the 2017/18 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 2017/18 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 A.

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 2017/18 to enable the Audit Committee to monitor the policies operation. In addition attached as Appendix A 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
Audit Committee 27th June 2017 – Annual Report 2016/17 and Policy update

5. INFORMATION - ANNUAL REPORT 2017/18

- 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 2017/18 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. The table 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>Currently there is 1 counter fraud specialist working in the Investigation Team. There will also be an additional Assistant Investigation Officer in 18/19. However, throughout 2017/18 there were 2 counter fraud specialists equating to 1.95 FTE.</p> <p>Other council services undertake investigations into fraud, for example Public Protection. 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	Currently 1 counter fraud specialist works in the Investigation Team. During 2017/18 there were two counter fraud specialists, equating to 1.95 FTE.
4	Total amount spent by the authority on the investigation and prosecution of fraud	<p>The cost of the Investigation Team for 2017/18 was £113,172.75 (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</p>

		it is impossible to attribute a cost to this as costs are consumed in overall budgets for each service.
5	Total number of fraud cases investigated	See case investigation data in this report.

7. HOUSING BENEFIT AND COUNCIL TAX SUPPORT

The Housing Benefit and Council Tax Support caseload has decreased again over the last 12 months, from 17,822 (live cases) at 31 March 2017 to 17,484 at 31 March 2018. The government's Welfare Reforms and the introduction of Universal Credit in the area since June 2015 are the main factors. Universal Credit replaces six working age benefits including Housing Benefit although the roll out is currently limited to those with specific circumstances and was temporarily halted by the government from 1 January 2018. The Telford area is due to go Full Service Universal Credit on 14 November which will see more customers claiming Universal Credit. Those entitled to Universal Credit are no longer eligible for Housing Benefit resulting in their claims being cancelled.

- 7.1 The review of claims in 2017/18 mainly concentrated on changes in earnings or occupation pensions received from the Department for Work and Pensions via their optional Real Time Information files.
- 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. Customers are now seen on an appointment only basis – those wishing to make a claim complete an online form and book an appointment to see a Benefit Assessment Officer. At the appointment the Officer asks further questions and verifies the customer's identity, income and capital documents. They also explain 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.
- 7.3 In May 2017 we went live with the DWP's Wider use of Real Time Information, which has latterly been re-named the more descriptive Verification of Earnings and Pensions. This allows the Benefits Team to check the current wage / occupational pension data of a vast majority of customers / partners when they make a new claim or if they have a change of circumstance. The team are finding this a valuable tool and several cases have already been referred to the DWP's Single Fraud Investigation Service as the information that the customer has provided has not matched that held by HM Revenues and Customs.
- 7.4 The Benefits Team now gets a wealth of information from the DWP's Automated Transfer to Local Authority Systems (ATLAS) regarding changes in a customer's state benefits or tax credits. Whilst ATLAS does not capture every change and it is still the customer's responsibility to report changes it does mean that we obtain the vast majority of such changes in this way. This has allowed the proactive work to be concentrated on getting the earning and Occupational Pension details of customers up to date. In total 2,525 matches from the Optional Real Time Information downloads were checked and a further 108 proactive reviews were undertaken. Weekly Council Tax Support savings were made of just under £2,460 which equates to an annual saving of £127,898. Overpaid Housing Benefit totalling £550,750 was also identified from this proactive work.

7.5 Benefits Data Matching

- 7.5.1 The latest National Fraud Initiative (NFI) 2016/17 (released in January 2017) has been completed. The Benefit Service reviews the recommended matches. Unfortunately the NFI

does not just report on mismatches so it would be very resource intensive to look at each and every match when most do not highlight a discrepancy. Feedback has been given to the Cabinet Office regarding this. If when looking at the match, or indeed when looking at any claim, fraud is suspected then cases are referred to the Council's Investigation Team to look at the Council Tax Support claim or DWP's Single Fraud Investigation Service (SFIS) as we no longer have the powers to investigate Housing Benefit fraud. In addition to NFI matches the Benefit Service reviews and completes matches issued to it via the DWP's Housing Benefit Matching Service (HBMS) each month and the team also actioned the monthly mandatory Real Time Information (earnings and occupational pensions) which were received in addition to the optional files.

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. THE INVESTIGATION TEAM

8.1 The Investigation Team sit within Audit and Governance and have responsibility for investigating fraud error and irregularity across the authority. The move towards becoming a corporate fraud team is still relatively new but the team have already achieved notable success. In June 2017 the team was reduced to two Investigation Officers, equating to 1.95 Full Time Equivalents. However, it must be noted that due to illness one officer was on restricted duties or absent for significant periods of 2017/18. The team is currently operating with one full time officer who is an Accredited Fraud Officer, although recruitment is underway for an Assistant Investigation Officer. The cost of the Investigation Team for 2017/18 was £113,172.75.

8.2 Referrals to the Investigation Team come from various sources. However, moving forward a new online reporting mechanism covering all areas of fraud will be available to use both internally and externally. This will also accompany a new online whistleblowing reporting form. The Investigation Team have responsibility for whistleblowing referrals.

8.3 A high proportion of the Investigation Team's work comes from investigating revenues matters. This includes Council Tax Support, Single Person Discount, council tax liability issues and National Non-Domestic Rates. The table below details the savings made by the Investigation Team for 2017/18. 174 investigations were conducted into revenues matters in 2017/18, with 104 being positive. The total value of savings identified in this area were £59,925.05. Although the Investigation Team has no jurisdiction to investigate Housing Benefit, the team recorded any Housing Benefit savings that occurred as a result of their investigation into a Council Tax Support award. This resulted in a saving of £144,219.63 in Housing Benefit due to the Investigation Team's involvement.

8.4 Significant progress was made in the area of Adult Social Care fraud and irregularity. This has not just been in the number of cases from this area that the team looked into but also in the relationship which has been developed between the Investigation Team and the Adult Social Care service. During 2017/18 10 cases involving Adult Social Care were investigated. Two of these were high profile matters. One case was a joint investigation with the Police and resulted in a perpetrator being sentenced to 12 months in prison due to a £82,000 theft involving a vulnerable adult who was the victim. The total saving to the Council in that matter was £29,560. The second case involved the recovery of £59,142.86 in incorrectly paid funds in respect of a service user placed in London. The refund coming after a lengthy and complicated investigation. In total £114,036.08 was saved by the Investigation Team in the area of Adult Social Care.

- 8.5 The Investigation Team looked at a further 11 matters across the authority, this included anything reported internally through the Speak Up Policy. One matter resulted in a prosecution for a person attempting to obtain a Discretionary Travel Pass by using false documentation.
- 8.6 The Investigation Team will look to undertake commercial work in the future by primarily offering services to schools and parishes. In 2017/18 an investigation was undertaken on behalf of a school in a complicated disciplinary matter. The school paid £425 to use the Investigation Team in this matter and the Head Teacher provided extremely positive feedback for the service provided.

Investigation Team Savings 2017/18

Fraud Area	Savings
Council Tax/Revenues Matters	£59,925.05
Adult Social Care	£114,036.06
Blue Badge	£500 (national notional figure)
Housing Benefit	£144,219.63
Payment for commercial Investigation	£425
Total	£319,605.74

8.7 National Fraud Initiative (NFI)

- 8.7.1 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.
- 8.7.2 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. The Investigation Team act as administrators for the NFI within the authority.
- 8.7.3 The 2016/17 matches have been completed. The total savings identified through the NFI were £59,295.39. The majority of this was through Single Person Discount matches with the savings in that area equating to £49,943.80.
- 8.7.4 The authority is about to part take in an additional data match through the NFI in relation to National Non-Domestic Rates. This will hopefully identify fraud, error and unregistered businesses in our area and across the midlands.

9. INTERNAL AUDIT

- 9.1 Internal Audit has a preventative role in ensuring that systems and procedures are in place to prevent and deter fraud, bribery and corruption. They assist Managers in ensuring they have appropriate systems and controls in place that are designed to prevent or reduce the opportunity for fraud. Their annual audit plan can include spot checks and unannounced visits to assist in the detection and prevention of fraud.
- 9.2 There is no specific time allocated to audit for proactive fraud work as this is consumed within the days allocated for general audit assignments. Proactive fraud days are now allocated to the Investigation Team.

9.3 Internal Audit also provides continuous advice and guidance to Managers to assist them in the prevention of fraudulent activity.

10. PUBLIC PROTECTION

10.1 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.

10.2 Officers of these services have access to specific legal, procedural and operational training to enable effective discharge of their responsibilities.

10.3 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).

10.4 Anti-Fraud responsibilities

10.4.1 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.

10.5 Environmental Health

10.5.1 Fraud can occur in a number of areas that the Environmental Health service covers. The prevention and detection of unfit and debased food through inspection, sampling and intelligence is part of the team's role. In 2018/19 18 food samples were taken as part of the Food Standards Agency (FSA) program. Of these 18 samples, 5 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.

10.5.2 Fraudulent use of health and identification marks is another area that the team investigate. All Approved Premises within the borough are checked to ensure they are applying the health mark appropriately when they are inspected. Inspectors will routinely check for health marks on animal products in retail establishments.

10.5.3 Rogue landlords is a high profile area of focus for the team. They look into identifying fraudulent practices relating to tenant deposits – landlords/agents must ensure that tenants deposits are protected using a third party deposit service, failure to do so is an offence. The team act upon intelligence and complaints from members of the public.

10.6 Licensing Service

10.6.1 Within the Licensing Service there are a number of areas of fraud that are investigated in addition to their other duties. These are listed below:

- 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.
- Street Collections, Charity collections - Identification, detection and enforcement of fraudulent collections

10.7 Trading Standards Service

10.7.1 The Trading Standard Service use specific legislation to help tackle fraud across the Borough. This includes:

- Intellectual Property crime – covering 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.

10.7.2 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 18/19.

10.7.3 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 along with interested partners. The service is an active partner in the Telford & Wrekin Safeguarding Adults Board Financial abuse group which main aims are to educate and inform our residents of the many forms of financial abuse and help to reduce and protect vulnerable adults.

10.7.4 Trading Standards have prioritised work around illicit tobacco and alcohol and works closely with HMRC, sharing intelligence, carrying out joint operations focussed on the supply of illicit products. In 2017/18 Trading Standards seized 24,220 Cigarettes and 13.25kg of tobacco illegal cigarettes from a local shop following intelligence in a joint raids with West Mercia Police.

10.8 Regional Investigations Team (Formerly Scambusters)

10.8.1 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

11. PUBLICITY

- 11.1 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.
- 11.2 Internally cases of note are included within weekly team brief notes. These are issued to all relevant staff.
- 11.3 When any significant intervention or prosecution occurs then the relevant Assistant Director and Cabinet member are briefed accordingly. Any lessons learnt are shared within the relevant team meetings.
- 11.4 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.

12. TRAINING AND AWARENESS

- 12.1 The Council ensures that both Members and Officers are aware of their responsibilities in respect to the Council’s Anti-Fraud and Corruption Policy.
- 12.2 Staff within Revenues & Benefits (R&B) receive Fraud Awareness training as part of periodic refresher training. The Department for Work and Pensions also provide Benefit Officers with training in relation to Housing Benefit fraud.
- 12.3 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/Whistleblowing policies are included in induction for new employees.

13. CHALLENGES FOR 2018/19

- 13.1 The potential challenges for 2018/19 remain the same as last year in respect of reduced resources across the authority increasing the opportunities for internal and external fraud.
- 13.2 However, the introduction of new fraud reporting and whistleblowing mechanisms will hopefully provide greater fraud reporting and identification capability.

14. ANTI-FRAUD & CORRUPTION POLICY UPDATE

- 14.1 The current Anti-Fraud and Corruption Policy was reviewed, updated and agreed by the Audit Committee on 28 June 2017 and was approved by Council on 20 July 2017. The Anti-Fraud & Corruption Policy is reviewed annually to coincide with the annual report (unless urgent changes are required in between).
- 14.2 The updated Policy is attached as Appendix A. Changes in the policy largely relate to the role of the Investigation Team and the new online Fraud Reporting form to allow referrals relating to all fraud types against the Council to be made internally and externally direct to the Investigation Team. Previously, this was only available for Single Person Discount, Council Tax Support and Blue Badge fraud.

15. 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	<p>The Accounts and Audit Regulations 2011 require the Council to ensure 'that the financial management of the body is adequate and effective and that the body has a sound system of internal control'. The anti-fraud documents help to fulfil this requirement.</p> <ul style="list-style-type: none"> • The Council will have full regard to relevant legislative requirements, including without limitation: • The Fraud Act 2006 • 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 • The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017
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.

16. 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 Andrew Hollis - Investigations Officer – 01952 383899; Tracey Drummond – Principal Auditor – 01952 383105; Rebecca Owen-Jones-Benefit Assessment Group Manager – 01952 383881; Anita Hunt – Public Protection Manager (Trading Standards and Licensing) – 01952 381998; Timothy Bage – Public Protection Manager (Environmental Health) 01952 380437

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. Reporting, 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

- 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-

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.

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 Whistleblowing policy
 - g) Encouraging staff to report suspected cases of fraud to the Investigation Team

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 INVESTIGATION TEAM AND INTERNAL AUDIT

- 3.4.1 The Investigation Team within Audit and Governance investigates cases of suspected financial irregularity, fraud, bribery or corruption⁷, in accordance with agreed procedures. This includes any whistleblowing referrals. Depending on the nature of the allegation, the matter could be referred on to the Police, if it is felt that it requires police involvement. The team will also pursue the appropriate action against a perpetrator. The team works closely with outside organisations, such as West Mercia Police and the Department for Works and Pensions to help tackle the issue of fraud.
- 3.4.2 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

⁴ Including Financial Regulations and Standing Orders

⁵ Assistant Director Finance, Audit & Information Governance

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

(see Annex 2). Internal Audit liaises with management to recommend changes in procedures to improve controls, reduce risks and prevent losses to the Authority.

3.5 BENEFITS AND COUNCIL TAX DISCOUNTS/EXEMPTIONS WITHIN TELFORD AND WREKIN COUNCIL

3.5.1 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 Benefit and Council Tax Support 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. This is also appropriate to the Revenues Service when awarding any discount or exemption on a council tax or business rate account. The Revenues & Benefits Service 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.

3.5.2 From 1 June 2015 the 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 Investigation Team within Audit and Governance remain responsible for investigating Council Tax Support fraud.

3.6 DATA MATCHING

3.6.1 The Council participates in all mandatory Data Matching exercises most notably the National Fraud Initiative (NFI). In respect to Benefits there are also regular external exercises and the introduction of real time information to enable data matches from HRMC. In addition internal data matching exercises are undertaken at various times, for example matching council tax records with TLC cards. All exercises adhere to Data Protection requirements under the existing Data Protection Act 1998 and the replacement legislation, the General Data Protection Regulations 2018 (GDPR or equivalent legislation).

3.7 EXTERNAL AUDIT

3.7.1 Independent External Audit is an essential safeguard of the stewardship of public money. External auditors will continue to operate through 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.

3.8 OTHER AGENCIES

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

3.9 CONTRACTORS/SUPPLIERS AND THE PUBLIC

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

3.10 PROSECUTION AND RECOMPENSE

3.10.1 To support this policy the Council has a Corporate Prosecution Policy which is complemented by 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 Revenues and Benefits prosecutions are undertaken within the requirements of the relevant legislation.

- 3.10.2 Any sanction against Housing Benefit will be taken by the Department for Work and Pensions. Although authorisation for administration penalties (fine as an alternative to prosecution) will still have to be provided by the appropriate person within Telford and Wrekin Council.
- 3.10.3 In addition or instead of prosecution, the Council will seek to recover any money or assets fraudulently/corruptly obtained from the Council.

3.11 DISCIPLINARY OR OTHER ACTION

- 3.11.1 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 any deception to obtain a council tax discount and/or exemption along with Housing 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.
- 3.11.2 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.

3.12 PUBLICITY

- 3.12.1 The Council's Corporate Communications 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.
- 3.12.2 Fraud reporting will be made easier by the new internal and external reporting channels, promoting both online and telephone referrals to the Investigation Team. This will complement the updated Whistleblowing Policy.
- 3.12.3 Internally, where the Council can learn from incidents the relevant points will be communicated to members and employees.
- 3.12.4 Any notifications received by the Council of possible regional/national frauds, scams or alerts will be communicated to employees and members, as appropriate.
- 3.13.5 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. REPORTING DETECTION AND INVESTIGATION

- 4.1 All suspected fraud, bribery and corruption irregularities (except Housing Benefit fraud) are required to be reported to the Investigation Team within Audit and Governance. This can be done through the online reporting form, via telephone, in writing and in person. The telephone number is 01952 383839. Any whistleblowing referral can be made to the same team, there is a separate online referral form and telephone number for this, 83115.
- 4.2 Any referral for suspected Housing Benefit fraud can be made direct to the Department for Work and Pensions by using the national fraud hotline 0800 854440 or online reporting mechanism. Any

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

internal referral for Housing Benefit fraud that has occurred from processing an application by Benefit staff can be made using the recognised reporting form which can be passed to the Investigation Team to refer to the Department for Work and Pensions through established channels.

- 4.3 Internal Audit plays an important role in the detection of fraud. Included in their audit plan 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

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.
- 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 Whistleblowing policies are available on the intranet.

DEFINITIONS OF FRAUD, BRIBERY & CORRUPTION

Fraud is defined by the Audit Commission 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 by the Audit Commission 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 individual’s 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.