

CABINET

Decision Notices and Minutes of a meeting of the Cabinet held on Tuesday, 21st July, 2009 at 5.00 p.m. at the Civic Offices, Telford

PUBLISHED ON MONDAY, 27th JULY, 2009

(DEADLINE FOR CALL-IN THURSDAY, 30th JULY, 2009)

PRESENT: Councillors A.J. Eade (Leader) J.M. Seymour (Deputy Leader), S. Bentley, S.P. Burrell, E.J. Carter, and A. Lawrence

ALSO PRESENT: Councillors R.K. Austin, G.M. Green and V.Tonks (Opposition Group Leaders)

CB-38 MINUTES

RESOLVED – that the minutes of the meeting of the Cabinet held on 7th July, 2009 be confirmed and signed by the Chairman.

CB-39 APOLOGIES FOR ABSENCE

Councillor M.B. Hosken

CB-40 DECLARATIONS OF INTEREST

Councillors E.J.Carter and A.J.Eade declared personal and prejudicial interests (as Company Directors of Transforming Telford) in agenda item 19 – Future Delivery of Economic Development & Regeneration Services.

CB-41 PERFORMANCE AGAINST LAA / VISION 2026 MILESTONES AT END OF YEAR 2008/09.

Key decision identified as **Community Strategy /Local Area Agreement (LAA)/ Priority Plans** in the Forward Plan published on 16 June 2009.

The Head of Policy, Performance and Partnerships presented a report that set out end of year performance against LAA targets and Vision 2026 ambition 'milestones'

In early 2009, the Council and its LSP partner organisations agreed a revised Vision 2026 setting out longer-term ambitions for the Borough. They focused on the following themes: an Enterprising and Innovative Community, a Strong and Inclusive Community, a Learning Community, a Modern City, a Sustainable Green Community, and a Safe, Caring & Healthy Community.

The Council's 36 LAA2 targets (2008-11), negotiated with Government Office West Midlands in 2008, were an important mechanism by which the Council would drive forward delivery of those ambitions. Together with the LAA

targets, the Vision identified 33 'key success measures' with which to benchmark progress against those long-term ambitions.

Achieving those improvement targets would represent a real challenge to the Council and its key partners and Thematic Partnerships – The Council was working to address some of the most intractable problems and cross cutting issues in the Borough - teenage pregnancies, young people and adults not in work, educational attainment and low level of skills, alcohol abuse, violent crime and anti-social behaviour, obesity, homelessness and climate change.

Data and targets for 29/36 LAA indicators and 20/33 Vision 2026 'milestone' was available and measured. 48% of LAA indicators were on target; and 60% of the separate Vision milestone measures are on target. Where the Council had appropriate trend data, 11/16 (69%) LAA targets and 7/10 (70%) Vision milestones had shown improvement. A summary assessment of LAA targets /Vision milestones was appended to the report.

Although not all LAA targets had been achieved in the first year of monitoring, there was overall a positive direction of travel against some of the most difficult/intractable issues in the Borough, for example 'teenage pregnancy'. As noted, those LAA targets and Vision 2026 milestones were set out to measure progress against what is seen to be locally important in terms of improving the quality of life in the Borough – delivering against them was a real benchmark of how well the Council was delivering the shared Vision.

Members supported the report.

RESOLVED –

- (a) that performance against LAA/Vision 2026 milestones be noted;
- (b) The proposals to drive improvement against these targets be approved

CB-42 REVISION OF THE LOCAL DEVELOPMENT SCHEME

Key Decision identified as **Revised Local Development Scheme** in the Forward Plan published on 14th May 2009.

Councillor S. Bentley, Cabinet Member for Environment, presented the report of the Head of Planning & Environment that sought consideration of a revised Local Development Scheme (the published programme for preparation of the Local Development Framework) in order to allow formal submission of the document to Government Office West Midlands.

It explained that the Council's current Local Development Scheme (LDS) was approved in August 2007. However the programme it set out was now not deliverable within the timescales set out and no longer reflected Council priorities. It was therefore proposed that it be revised, and the report before Members sought approval of the revised LDS as appended to the report.

The report sought agreement to a revised LDS that set out a more pragmatic development plan programme to respond to priorities in a more streamlined and resource-efficient way. The key proposals were outlined within the report before the Cabinet.

It was suggested that the Development Plan Steering Group should examine any minor changes that needed to be made to the document.

RESOLVED –

- (a) **that the Local Development Scheme 2009/2012, as summarised in Table 2 and attached in full as Appendix 1 to the report, be approved, in order that the document can be submitted to the Secretary of State.**
- (b) **That delegated authority be granted to the Head of Planning & Environment, after consultation with the Cabinet Member for Environment, to submit any minor changes to the document to the Development Plan Steering Group prior to submission to the Secretary of State.**

CB-43 HIGHWAYS MAINTENANCE – WINTER SERVICE REVIEW

Key decision identified as **Winter Service Review** in the Forward Plan published on 16 June 2009.

Councillor S. Bentley, Cabinet Member for Environment, presented the report of the Corporate Director: Environment & Regeneration, which sought to review the operation of the Winter Service with regard to the difficulties encountered during the 2008/9 winter season due to the national shortage of road salt.

The report provided an update on the effectiveness of the Winter Service policy that was approved and adopted in September 2006 and looked at improvements required as a result of the problems encountered during the 2008/9 season.

It was concluded that there should be no significant changes to the policy, but there was a need for the policy to be amended to reflect the difficulties encountered in 2008/9. The details of which were contained within the report.

In essence, it was recommended that the Council should accommodate additional salt storage at Granville House and adopt a similar approach with the Primary routes and Secondary routes (as defined in the report).

RESOLVED – **that the recommended changes to the Winter Service outlined in Section 7 of the report be adopted and that the amended policy be adopted.**

CB-44 PLANNING OF SCHOOL PLACES: CO-LOCATION OF THREE OAKS PRIMARY AND STIRCHLEY PRIMARY SCHOOLS TO FORM A NEW PRIMARY SCHOOL AT STIRCHLEY DISTRICT CENTRE.

Key Decision identified as **Planning of School Places: Co-location of Three Oaks Primary and Stirchley Primary Schools to form a new Primary School at Stirchley District Centre** in the Forward Plan published on 16 April 2009.

Councillor S. Burrell, Cabinet Member for Children & Young People presented the report of the Corporate Director: Children & Young People that sought approval for further formal consultation to take place in relation to proposals to redesignate the proposed new primary school (following the merger of Stirchley Primary and Three Oaks Primary schools), to become a shared part of the Lord Silkin School Trust.

Formal consultation had recently taken place regarding the proposal to merge the existing Stirchley Primary and Three Oaks Primary Schools. That process had now been completed. Recent guidance from the Department for Children Schools and Families (DCSF) required that Local Authorities (LA's) increase where possible the diversity of school provision within their area. The DCSF had advised that since the Lord Silkin School would become a Trust from September 2009, that the expectation would be that the new primary school would form part of the Trust. Since the two existing schools had already indicated that they were willing to be partners of the Trust, and the new school would form an integral part of the new Learning Community, it was felt that that was the preferred available option

With the permission of the Chairman, Councillor Burrell took the opportunity to inform Members of the current proposals to enlarge upon the aims to remodel the Phoenix School in Dawley, and to now provide a complete rebuild of the school, as funding had now been identified for that purpose. A full report would be provided to the Cabinet in September 2009. The proposal was a key element of the educational transformation across the Borough.

Councillor V Tonks commended the announcement as a positive commitment for Dawley and its future.

The site of the new school was still being considered but it was hoped that works could commence in January 2011 with a completion in January 2013.

RESOLVED -

- (a) that the Corporate Director: Children and Young People be authorised to engage in formal consultation with key partners and stakeholders in respect of a proposal to merge and co-locate Stirchley Primary and Three Oaks Primary maintained schools**

into a new Trust primary school as part of the Lord Silkin Learning Community to open in January 2014.

- (b) that a further report on the outcomes of formal consultation to establish the new primary school as a Trust school be brought to a Cabinet meeting in the autumn 2009.**
- (c) that the Head of Asset & Property Management, in consultation with the Head of BSF Resources and Social Regeneration, be authorised to negotiate the terms of the transfer of Land and Buildings in the new Trust School proposal and the Head of Legal Services to execute all necessary agreements and documentation relating thereto.**

CB-45 SUPPORTING VULNERABLE COMMUNITIES

Non-Key Decision.

Councillor A.J.Eade, Leader & Cabinet Member for Chief Executive's Unit, presented the report of the Head of Policy; Performance & Partnerships that sought approval to implement a time limited programme of support for a small number of voluntary / community groups or organisations during the credit crunch. It was meant to enable those groups to continue to inform and support vulnerable community members affected by the economic downturn.

It was acknowledged that the Telford Town Centre based resource was useful, but that it was less likely to be accessed by some communities, because of the location, transport issues and residents with language difficulty.

The Borough had a number of community led/small voluntary sector organisations that are well placed to assist in providing information and support to vulnerable community members, even if this just displaying or distributing information, making appointments or directing people to further help and advice.

It was proposed that the issues be addressed by taking into account the following:

- It was recognised that unemployment and low paid employment within some communities within the Borough were already areas for concern. It was also recognised that people with disabilities and / or low skills levels were also more likely to be affected by the credit crunch.
- It was a reasonable to assume that people suffering greater levels deprivation at the start of the economic downturn were likely to be amongst those worst affected over time.
- Telford Race Equality and Diversity Partnership would be asked to undertake the implementation and monitoring of this initiative, and will

target a range of vulnerable community groups and organisations within the urban and rural areas to ensure that this initiative supports those communities most in need. Within that principle each community group or organisation that takes part in the scheme would be assessed on its own merit.

Funding to support vulnerable communities had been identified and the link with the proposals to create a One Stop Shop at Civic Offices would afford the opportunity to encourage vulnerable communities to focus on one point of contact with the Council.

RESOLVED – that the outline proposal set out in Section 5.1 of the report be approved.

CB-46 HEALTH & SAFETY ANNUAL REPORT

Non-Key Decision

Councillor A. Lawrence, Cabinet Member for Resources, presented the report of the Head of Human Resources that outlined the overall health and safety performance of the Council between April 2008 and March 2009.

The key findings of the report included a slight reduction in the number of accidents reported to employees and a reduction in the number of days lost due to accidents.

The Occupational Health Service was increasingly well used as was the employee counselling service. The uptake of health and safety training by managers remained encouragingly high.

The Chief Executive's health and safety group had proposed that the key actions for 2009/10 be further promotion of employee health and wellbeing and embedding the health and safety strategy across the Council, particularly, closer monitoring of health and safety audits.

RESOLVED –

- (a) that the Annual Report on Health & Safety 2008/09 be noted.**
- (b) that the following key actions for 2009-10 be endorsed :**
 - Further promotion of employee health and wellbeing.**
 - Embedding the health and safety strategy across the Council particularly closer monitoring of health and safety audits.**

CB-47 CREATION OF A ONE STOP SHOP

Non-Key Decision

Councillor A. Lawrence, Cabinet Member for Resources, presented the report of the Head of Customer Services & Business Transformation regarding the request the Cabinet to endorse the creation of a One Stop Shop at Civic Offices.

The report detailed the benefits of a One Stop Shop, the services that would be provided from the One Stop Shop in the first instance and the associated costs. The development of a one stop shop was in line with the customer services strategy approved by Cabinet in 2007.

A One Stop Shop located on the ground floor of Civic Offices would enable the Council, in conjunction with its partners, to build on the success of First Point at Telford (the Credit Crunch Advice Centre based in the Telford Library) and provide enhanced access to a much wider number of council and partner services on a permanent basis.

The services that would be provided on the day of opening were detailed in an appendix to the report. Additional council and partner services could be added over an agreed period of time, subject to funding being available where required.

RESOLVED –

- (a) that the creation of a One Stop Shop facility at Civic Offices be endorsed.**
- (b) that the basic ‘one stop shop’ service currently provided at First Point at Telford (our temporary credit crunch advice centre at Telford library) be migrated into the permanent one stop shop at Civic Offices before the go live date, anticipated to be before the end of January 2010.**
- (c) that the affordability of continuing to fund a CAB presence within the First Point facility beyond March 2010 be considered as part of the budget strategy for 2010/11 and as part of a wider review of the services we currently commission from CAB.**
- (d) that the additional costs of continuing to fund the Housing Advice Team post March 2010 be considered as part of the budget strategy for 2010/11 to ascertain whether the service is affordable on a continuing basis in the new one stop shop.**

CB-48 RESPONSE TO THE NATIONAL ROAD SAFETY STRATEGY CONSULTATION

Non-Key Decision

Councillor S.Bentley, Cabinet Member for Environment, presented the report of the Head of Mobility & Development Services that outlined the Council's response to the Government consultation on 'A Safer Way' the next national road safety strategy.

The current national road safety strategy ran from 2000 to the end of 2010. Nationally and locally we have made good progress in reducing road casualties over the last decade. Locally, the Council was on course to exceed 40 per cent target reduction in people killed and seriously injured and the 50 per cent reduction in children killed and seriously injured by 2010.

The proposed new national road safety strategy included the first national vision for road safety. The consultation sought views on the vision as well as proposals linking to driver behaviour, vehicle safety, roads and local authorities, a new performance framework and proposed new targets.

The Department of Transport had identified that the Council's current (2000) strategy had improved road safety significantly, reducing the number of deaths and serious injuries by 37% over the last decade. However, 8 deaths a day was still intolerable and it was the aim to make the Borough's roads safer still. The targets were to reduce both deaths and serious injuries by 33% by 2020.

The proposed detailed consultation response was contained in an appendix to the report.

RESOLVED – that the consultation response, contained in Appendix 1 of the report, be approved.

CB-49 PROTECTION OF CHILDREN IN ENGLAND: THE LAMING REPORT AND GOVERNMENT RESPONSE.

Non-Key Decision

Councillor S.P.Burrell, Cabinet Member for Children & Young People, presented the report of the Corporate Director: Children & Young People regarding the content of the Laming report which was commissioned following the death of 'Baby P' in Haringey; the Government's response to Lord Laming's recommendations; and the implications for service delivery in Telford and Wrekin.

Lord Laming's report indicated that the national direction of travel in terms of legislation, guidance and practice for safeguarding children and protecting their welfare was sound but more needed to be done to make sure services were provided consistently and effectively for all children in need of help and

protection. That was a view which was endorsed by the whole sector. The Government's response recognised that and had accepted all of his 58 recommendations. It had undertaken to ensure that 'best practice was universally applied in every area of the country'. Agencies in Telford & Wrekin were already engaged in further development of services

Lord Laming made it clear that nationally there continued to be widespread support from children's professionals for the Every Child Matters reforms as a whole and although he expressed general approval of the current legal framework and guidance for protecting children and promoting their welfare he made it clear there that; "the need to protect children from significant harm and neglect was ever more challenging. There now needed to be a step change in the arrangements to protect children from harm - one of the main challenges was to ensure leaders of local services effectively translated policy, legislation and guidance into day-to-day practice on the frontline of every service". That was an imperative for all services working with children.

It was suggested that the budget pressures referred to in the report be discussed at the Value for Money Scrutiny Group. The Cabinet Member welcomed the suggestion.

RESOLVED –

- (a) that the contents of the report be noted.**
- (b) that a further report be presented once the revised guidance was published to appraise Members of any further local implications.**

CB-50 REPRESENTATION ON OUTSIDE BODIES – SEVERN TRENT REGIONAL FLOOD DEFENCE COMMITTEE

Non-Key Decision

Councillor A. Lawrence, Cabinet Member for Resources, presented the report of the Interim Corporate Director: Resources regarding the proposed arrangements for shared representation on the Severn-Trent Regional Flood Defence Committee

The Severn Trent Regional Flood Defence Committee (STRFDC) was a statutory executive Committee of the Environment Agency. Its main role was to support the Agency's Flood Risk Management programme in the Midlands Region. The Committee included 11 local authority appointees from across the region.

Telford & Wrekin Council shared a seat on the STRFDC with Shropshire Council and Worcestershire Council. Provision was also made for a Deputy member to be appointed. Over the last three years, the seat had been taken by a Worcestershire Member, with the Deputy being from Shropshire County Council. A new four year term of office started on 1 June 2009, and the

Environment Agency had requested the appointment of a Member for the shared seat.

The appointment process had been delayed because of recent elections to new Councils in both Shropshire and Worcestershire. However, discussions had taken place with officers at those authorities, and it had been suggested that the four year term of office be split into two 2 year terms. That would allow more frequent rotation of the seat on the STRFDC between the three Authorities. The Environment Agency had no objection to such an arrangement. Using the principle that the Authority with the Deputy Member should subsequently have the full representation, the following arrangement was proposed for the next 4 years:

	<u>Lead Member</u>	<u>Deputy Member</u>
2009 to 2011	Shropshire	Telford & Wrekin
2011 to 2013	Telford & Wrekin	Worcestershire

Shropshire and Worcestershire Councils have both signified their agreement to that arrangement.

Therefore it was for the Council to appoint a Deputy Member to the STRFDC for the period up to May 2011. The Deputy Member was expected to substitute at meetings of the Committee if the lead Member was unable to attend, and to attend workshops/training events.

RESOLVED –

- (a) **that the joint arrangements for representation on the Regional Flood Defence Committee, as outlined above, be endorsed.**
- (b) **that the Cabinet Member: Environment be appointed as Deputy Member to the Regional Flood Defence Committee until May 2011.**

**CB-51 FINANCIAL MONITORING & VALUE FOR MONEY
EFFICIENCIES**

Key decision identified as **Budget Strategy / Service & Financial Planning Process** in the Forward Plan published on 16 June 2009.

Councillor A. Lawrence, Cabinet Member for Resources, presented the report of the Head of Finance & Audit that provided Members with an update on progress in achieving and reporting value for money (VFM) efficiency gains for 2008/09, and the latest financial monitoring for 2009/10.

The Government had placed a target on all public services to achieve at least 3% net cash-releasing VFM gains in 2008/09 and 2009/10, rising to 4% in 2010/11. The Council had identified a total of £4.661m (3.05%) efficiencies for 2008/09 which would be reported to CLG on the 24th July. Work would

now begin on collecting information for the 2009/10 estimate, which must be submitted in October 2009 and would appear on 2010/11 Council Tax bills. Of the efficiencies measured by the government's indicator only some represented real cash savings which could be used in the actual budget strategy, and similarly many of the real savings in our strategy were not eligible for counting against that measure.

In terms of monitoring performance against the Council's 2009/10 budget, overall revenue spend was currently projecting to be within budget, after taking into account the £1.596m uncommitted budget contingency and service action plans aimed at delivering a further £400k savings against current projections. Key pressures were Looked After Children and Specialist Education costs which continue to rise, together with the impact of the recession on income targets.

As inflation continued to fall, a review of the assumptions built into the base budget would take place, that could result in a saving.

Services were reviewing options to deal with the overspends. Those included identifying potential underspends across other services; considering any 2010/11 savings proposals that could be implemented during 2009/10; reviewing the potential for flexible use of grant funding allocations; and refining treasury projections, following closedown.

The 2009/10 approved capital programme was £61.5m; to date 3.8% spend had taken place, which was normal at the current early stage in the year.

Income collection was suffering from the impacts of the recession. Despite targets being adjusted to take into account the economic conditions NNDR figures were behind target, while Council tax collection and sales ledger were within target.

In terms of monitoring payments to suppliers, the target for 2009/10 was to pay 95% of invoices within 20 days; performance was currently below that at 93% for the year to date. Portfolios were reviewing processes to ensure prompt payment was achieved.

Councillor Green stated that the District Auditor's letter had commented upon the value of the contribution from the Council's Value for Money Scrutiny Group. It was hoped that meetings of the Group could be coordinated with the monitoring and budget processes to maximum effect.

RESOLVED –

- (a) that Cabinet note the Council had achieved its 3% efficiency target for 2008/09 which would be reported to DCLG on the 24th July and that work will now commence on the 2009/10 target .**
- (b) that the information in Appendix IV of the report, which would form the basis of the submission to DCLG, be approved. Work**

would continue to refine the detail to ensure that the performance measures were complete and the Council reports all of the efficiencies achieved.

- (c) that the overall 2009/10 financial position which is currently projected to be within budget by year end but also the significant budget pressures already being experienced which require management action to ensure Portfolios spend within the cash limits set be noted.
- (d) that the declining performance against some income targets be noted
- (e) that the slight underperformance against the target for paying supplier invoices, and the action being taken to address that, be noted.
- (f) that approval be given for the revenue virements detailed in paragraph 6.4 of the report and the new capital allocations, capital virements, and re-phasing detailed in Appendix III, that would go forward to Full Council for formal approval.

CB- 52 EXCLUSION OF PRESS AND PUBLIC

RESOLVED - that the press and public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 1 & 3 of Part 1 of Schedule 12A of the Local Government Act 1972

CB-53 TRANSPORT SERVICES REVIEW

Key Decision identified as **Transport Service Review** in the Forward Plan published on 14th May 2009.

Councillor A. Lawrence, Cabinet Member for Resources, presented the report of the Head of Customer Services & Business Transformation that detailed the findings and recommendations contained within the recent Transport Review undertaken by Northgate Kendric Ash, the company supporting the Council on the completion of a service review programme. Options for moving into the implementation stages and the costs of doing so were outlined in the report along with the available cashable savings post implementation.

A review of the operational transport arrangements of the Council was undertaken between March and April 2009. A number of recommendations are made around: Reorganisation, Improving efficiency and value for money, Streamlining the process, and Delivering existing services in a more efficient way.

The report before Members summarised the required changes and the financial improvements available as a result, including the costs of implementation. An executive summary of the key findings, together with a copy of the full findings, was appended to the report.

It was important to gain a mandate from Members to move towards the implementation of the recommendations at the very early stage of the process. Most of the proposed changes would be implemented over a period of 1.5 years however some of the cashable savings would not be fully realised until 2011.

A commercial proposal from Northgate Kendric Ash had been received to support with the implementation of the transport review based on a set of fixed fees and a risk and reward model, and was also appended to the report.

A letter from the Trade Union "Unison" was tabled for Member's information.

Members supported that proposals outlined within the report.

RESOLVED –

- (a) that the findings and recommendations contained within the transport review. (contained in Appendix A – Executive Summary and Appendix B – full report findings, of the report) be endorsed.**
- (b) that the Steering Board convened to oversee phase 1 of the review be granted delegated authority to oversee the implementation stages of recommendations which do not have significant policy implications. Cabinet would be kept fully informed during the implementation process of significant issues as they arise and be requested to take further decisions during the implementation phases, particularly on recommendations outlined in 5.1,5.3, 5.4, 5.5 and 5.7 of the report.**
- (c) that moving forward into the implementation phases with Northgate Kendric Ash based on an agreed risk and reward model, including approval of the consultancy costs which form part of that model as outlined in Appendix C, be approved**
- (d) that paragraphs 5.0 – 5.7 of the report, which outlined the high level recommendations, some of which proposed an alternative way to the delivery of transport policy, and those recommendations which had a perceived higher profile and therefore required closer consideration by Members, together with to the opportunities and risk section of the report in paragraph 11.1 of the report, be noted.**

Key Decision identified as **Woodside Regeneration** in the Forward Plan published on 16th June 2009.

Councillor E.J.Carter, Cabinet Member for Regeneration presented the report of the Corporate Director: Environment & Regeneration that updated the Cabinet on the progress with the regeneration of Woodside and sought the approval for the approach to regenerate the local centre.

It was stated that, following earlier property acquisitions and selective demolitions, the opportunity now existed to complete the redevelopment of Woodside local centre. Redevelopment would create an economically viable centre with good quality residential and commercial development, enhanced public realm, a new community park and a new through route that would bring improved physical links with adjacent communities.

The redevelopment would complement the adjacent recently completed Park Lane Centre and would enable Woodside to capitalise on opportunities offered by the extensive development of new housing on adjacent sites.

Members welcomed the proposals that would help to regenerate the Woodside area.

RESOLVED –

- (a) **that proposals for the redevelopment of Woodside local centre and the measures to be undertaken to implement the redevelopment scheme be approved.**
- (b) **that the issuing of tenders to undertake the demolition of the Dolphin PH and the commencement of the infrastructure works in Woodside local centre as set out in section 5.3.5 of the report, be approved.**
- (c) **that the marketing of the site for retail development in Woodside local centre as set out in section 5.3.7 of the report, and the granting of delegated authority to the Head of Asset & Property Management, after consultation with the Cabinet Member for Regeneration, to dispose of the site and the granting of delegated authority to the Head of Legal Services to take any required procedural steps and execute necessary legal agreements to facilitate the disposal, be approved.**
- (d) **that Discussions with Wrekin Housing Trust as a potential RSL partner for the Wildwood re-development scheme, as set out in section 5.4.7 of the report be approved, and that a further report on the appointment of the RSL partner for the scheme, be made to a future meeting.**

CB-55 TELFORD TOWN CENTRE

Key Decision identified as **Telford Town Centre** in the Forward Plan published on 16th April 2009.

Councillor E.J.Carter, Cabinet Member for Regeneration presented the report of the Corporate Director: Environment & Regeneration that sought authority to dispose of land within the Town Centre to facilitate Telford Town Centre regeneration and delegation to appropriate land to a planning purpose, if necessary to enable subsequent land assembly.

Members were reminded that the regeneration of Telford Town Centre was a key priority for T&WC, partners and the region. The regeneration would underpin and support growth, stimulate and attract investment in the Borough and create a Town Centre responding to the needs of the community. The report before the Cabinet sought approval to appropriate land to a planning purpose, if necessary, to enable subsequent land assembly and to dispose of land to Southwater Events Group (SWEG) or an associated group company.

RESOLVED –

- (a) that delegated authority be given to the Head of Asset & Property Management to dispose of land within the Town Centre to facilitate the regeneration of the Town Centre, as detailed in the report, and to negotiate and enter into an agreement to lease as detailed in the report**
- (b) that delegated authority be given to the Head of Asset & Property Management to carry out steps to facilitate land assembly and deal with any title issues that arise as detailed in the report**
- (c) That delegated authority be given to the Head of Legal Services to execute all necessary documentation to give effect to the recommendations contained in the report**

Having previously declared a Personal & Prejudicial Interest in the next item of business, Councillors E.J.Carter and A.J.Eade left the room prior to its consideration.

Councillor J.M.Seymour took the Chair for the next item of business.

Note: A quorum for the meeting was maintained as 4 Members were still present.

CB-56 FUTURE DELIVERY OF ECONOMIC DEVELOPMENT SERVICES

Non-Key Decision.

Councillor A Lawrence, Cabinet Member for Resources, presented the report of the Head of Economic Development that stated that on 23rd July 2009, the Board of Transforming Telford would be informed of proposals for revised delivery arrangements for economic development, marketing/business tourism, and regeneration services. Those proposals would be presented on behalf of all three founding partners of Transforming Telford: Telford and Wrekin Council; the Homes and Communities Agency; and Advantage West Midlands. The purpose of the report before Cabinet was to seek support in principle for revised delivery arrangements. A further report on the legal and financial implications of those proposals would be presented to Cabinet for final decision in due course.

RESOLVED –

- (a) that support, in principle, be given to the proposals for revised delivery arrangements for economic development and regeneration services as set out in the report,**
- (b) that delegated authority be given to the Corporate Director: Environment & Regeneration to undertake an analysis of arrangements including legal and financial issues.**

The meeting ended at 6.21 p.m.

Signed for the purposes of the Decision Notices

**Jonathan Eatough
Head of Legal Services
Date: 27th July 2009**

Signed:

Date:

TELFORD & WREKIN COUNCIL

CABINET – 15 SEPTEMBER 2009

PLANNING OF SCHOOL PLACES: BOROUGH TOWNS INITIATIVE – SPORTS & LEARNING COMMUNITY

JOINT REPORT OF THE HEAD OF PROPERTY & DESIGN, HEAD OF COMMISSIONING FOR LEISURE AND CULTURE AND THE HEAD OF BSF, RESOURCES & SOCIAL REGENERATION.

1. Purpose

- 1.1 The purpose of the report is to seek approval for a number of changes to the Outline Business Case (OBC) which sets plans for the transformation of learning 11-18 through the national Building Schools for the Future Programme, known locally as Borough Towns Initiative – Sports & Learning Community (formerly Campus Telford & Wrekin). This programme supports the Council in delivering one of its main priorities “the development of high quality and sustainable borough wide sports & learning provision”. An extract from the OBC showing the programme and phasing is shown at Annex 1 and Annex 2.

2. Recommendations

Cabinet is recommended to:

- 2.1 **Approve the renaming of the programme from Campus Telford & Wrekin to Borough Towns Initiative – Sports and Learning Community (BTISLC);**
- 2.2 **Approve the Phoenix School (part of the Dawley Sports & Learning Community) as a new build school on a site to be agreed by the Borough Towns Initiative – Sports & Learning Community (BTISLC) Project Board (formerly BSF Project Board) or Corporate Director: Children and Young People in consultation with the Cabinet Member for Children & Young People and Cabinet Member for Regeneration;**
- 2.3 **Approve the proposals to add an indoor tennis centre to land adjacent to Hadley Learning Community site and delegate authority to the Corporate Director: Adults & Community Wellbeing in consultation with the Cabinet Member for Leisure & Culture, to submit a Stage 2 funding application to the Lawn Tennis Association in December 2009;**

- 2.4 RECOMMEND to COUNCIL approval of a total capital budget of £1.66m, being £1.16m co-location grant funding allocated from the DCSF and the balance from the Lawn Tennis Association in respect of the tennis facility above;**
- 2.5 Approve the proposals for the provision of a network of Borough wide Community Leisure facilities as part of the Council's commitment to creating a Sport and Learning Community as outlined in section 5.2 and approve the ongoing engagement with national governing bodies of sport in relation to these proposals;**
- 2.6 To note progress of the procurement of a framework contractor for the sample scheme at Abraham Darby Sport & Learning Community.**

3. Summary

- 3.1 The Council has previously approved remodelling of the Phoenix School when approving the Outline Business Case in November 2008. Since this time additional funding has been identified which can be used to support the rebuild as opposed to remodelling of the Phoenix School.
- 3.2 Borough Town Initiative – Sports & Learning Community (BTISLC) proposals also include for substantial new build or refurbishment of leisure and community facilities as part of the Council's commitment to creating quality, accessible and sustainable sports and learning provision throughout the Borough. The opportunity has been taken to include a number of new initiatives within these proposals, the most significant of these being a joint venture with the Lawn Tennis Association (LTA) at Hadley Learning Community (HLC) to create Telford's only indoor tennis centre.
- 3.3 The opportunity has also been taken to update Cabinet of progress being made with the BTISLC Programme.

4. Previous Minutes

- Cabinet, 24 November 2008 [CB – 94] – Planning of School Places: Campus Telford & Wrekin
- Cabinet, 10 December 2007 [CB – 79] – Borough Sports & Leisure Facility Strategic Framework 2007 - 2027

5. Information

5.1 Phoenix School

- 5.1.1 In November 2008 Cabinet approved the OBC for BTISLC (Campus Telford & Wrekin). This included provision for four newly built Sport & Learning communities at:

- Abraham Darby – Abraham Darby Academy and Woodlands Primary School
- Stirchley – The Lord Silkin School, Three Oaks and Stirchley primary Schools
- Priorslee – Wrockwardine Wood Performing Arts College
- Oakengates – The Sutherland Business and Enterprise College

5.1.2 Cabinet agreed that officers should explore further options for rebuild including The Phoenix School in Dawley to create a sports & learning community which includes new leisure facilities. The school is currently situated in Manor Road, Dawley and is adjacent to Captain Webb Primary School, a small satellite children's centre and a youth centre.

5.1.3 Based upon an initial assessment of cost (using the existing site) and available income it is concluded that new build is feasible. For each BTISLC site the OBC sets out the detailed option appraisal process we have followed. This process has scored the impact of each option against a range of criteria. New build schools score in excess of 90% i.e. it can be demonstrated that they will achieve transformation across a range of criteria. The Phoenix school as a remodelled school achieved a score of 47%.

5.1.4 As Captain Webb Primary School lies at the heart of its defined attendance area, there are currently no proposals for the rebuild of Captain Webb Primary School or the satellite children centre.

5.1.5 Three options have been identified for rebuilding the secondary school; two on the present site adjacent to the primary school and satellite children's centre and a further option relocating the school and leisure facilities onto a site adjacent to Dawley High Street. Benefits of the latter include improved vehicular access (including access to public transport), links to health services, less disruption to the existing school during the construction period, the ability to introduce indoor leisure facilities into the centre of Dawley which will allow greater use by the community with the ability to create new playing fields in a location where they are at a premium, the introduction of a greater footfall into Dawley High Street which will help support the local retail economy, and the ability to create a focal point within the centre of Dawley. The development of the adjacent site would allow a closer tie with the Council's wider strategy for the regeneration of one of Borough Towns. Relocating Phoenix into the centre of Dawley will be the catalyst to regenerate the town and ensure the school is at the heart of the community.

5.1.6 Discussions have taken place with the Telford Hornets Rugby Club around their future aspirations and they have expressed an interest in working closely with the proposed Dawley Sports & Learning Community if the school is relocated adjacent to the high street and hence nearer to their existing club base.

5.1.7 The Phoenix School is currently scheduled to be remodelled as part of the first phase of BTISLC projects following the sample scheme alongside

development of the Lakeside Sports & Learning Community in Stirchley. Construction is expected to start in 2011. The OBC set out the rationale for phasing. It has taken into account school attainment and the possible impact of blight caused by other nearby new build Sports & Learning Community. Hence The Dawley Sports & Learning Community (Phoenix School) and Lakeside Sports & Learning Community (Lord Silkin School) follow (as phase 1) the new build of Abraham Darby and Madeley Sports & Learning Communities (including two new build Academies).

5.1.8 A feasibility study is being undertaken to assess possible implications on timescale, cost and benefits of all options. An initial assessment suggests that this option to locate in the Borough town is viable within the parameters of the OBC. Final analysis will be presented to the BTISLC Project Board in September. The preferred option will be tested with a range of stakeholders ahead of submitting an outline planning application.

5.1.9 It should be noted that Partnership for Schools (PfS) must approve any change to our Outline Business Case. They have indicated they would support a move to new build for The Phoenix School.

5.2 Sports Facility Strategy

5.2.1 Cabinet approved a Sports Facility Framework in December 2007 (to be revised in 2009 to reflect our greater aspirations). This framework was established in support of our strategy to create a borough wide sports & learning community. Proposals for community and school sports facilities included within the approved BTISLC (formerly Campus Telford & Wrekin) Outline Business case include:

Abraham Darby Sports & Learning Community

Community Leisure Proposals: <i>(funded through non BSF funds)</i>	Education Proposals/Vision <i>(funded through BSF funds)</i>
25m x 10m swimming pool and wet changing	Playing Field upgrades and outdoor changing
Whole life health & fitness suite and dry changing	4 Court Sports Hall and indoor changing
	Dance/Aerobics Studio

Dawley Sports & Learning Community

Community Leisure Proposals:	Education Proposals/Vision
Whole life health & fitness suite and dry changing	Sports Hall accommodating trampolining and volleyball technical requirements, with spectator viewing gallery and indoor changing
	Playing Field upgrades and outdoor changing

Lakeside Sports & Learning Community

Community Leisure Proposals:	Education Proposals/Vision
Refurbished Gymnasium incl. store provision	Sports Hall and changing room refurbishment
1st Floor Mezzanine level whole life health and fitness suite	Multi-Use Games Areas
Refurbished Dance/Aerobics Space	Sports Science Room
New 1st floor community changing rooms	Climbing Room
Co-location of library & leisure	
New entrance	

Oakengates Sports & Learning Community

Community Leisure Proposals:	Education Proposals/Vision
Sports Hall Refurbishment	Awaited - Next Phase
Improvements to circulation space	
Pool Refurbishment	
aspirations/nRGIZE Refurbishment	
Work to External Elevations	

Newport Sports & Learning Community (Burton Borough Site)

Community Leisure Proposals:	Education Proposals/Vision
Swimming pool and wet changing	Awaited – Future Phase
Whole Life Health & Fitness Suite and dry changing	

5.2.2 As each phase comes forward further work will be undertaken within sports & learning communities resulting in the production of a detailed brief. As highlighted below we are committed to working with other National Governing Bodies for sport and leisure to identify further opportunities for including new sustainable facilities within each sports & learning community. Currently this work includes:

- Abraham Darby Sports & Learning Community - Currently investigating opportunities for Cricket specialism through the England & Wales County Cricket Board (ECB)
- Dawley Sports & Learning Community - Currently investigating opportunities for BMX, Volleyball and Trampoline , Rugby / Rugby League specialism's with appropriate NGBs
- Lakeside Sports & Learning Community (Stirchley) - Currently investigating opportunities for cycling, orienteering and angling specialism's with appropriate NGB's
- Priorslee Sports & Learning Community – currently investigating opportunities for sailing with the appropriate governing body
- Discussions are also ongoing with Basketball and Netball about their continued interest in facility development within the Borough.

5.2.3 These proposals complement new facilities due to be available to the community during 2010 at Madeley Academy. A Community Use Agreement is in place for the following Academy Facilities:

- Sports Hall
- Dance Studio
- Fitness Suite
- Grass Pitches
- Tennis Courts
- Synthetic Turf Pitch

5.2.4 An opportunity has arisen through dialogue with the Lawn Tennis Association, Hadley Learning Community (HLC), Interserve and partners to develop an indoor community tennis centre in Hadley. This facility will be the Borough's only indoor tennis centre. As a community pay and play facility the tennis centre will significantly enhance the current leisure facilities and increase community usage of facilities at HLC. The nearest similar community facility is located in Tipton - an hours drive from Telford. The centre would include an eight court centre – 4 floodlit all weather outdoor courts and a 4 court indoor tennis centre.

5.2.5 The LTA regards the centre as a key part of their capital programme for 2010/11. Following submission of a Stage 1 application the LTA has agreed in principle to support the project. The Council must now submit a detailed Stage 2 application demonstrating that the project is deliverable. If successful it is anticipated that the new facility would be available for school and community use in the summer of 2010.

5.3 Borough Towns Initiative - Sports & Learning Community (former Campus Telford & Wrekin) Project Update

5.3.1 The procurement process is well underway to procure the sample scheme – Abraham Darby Sports & Learning Community. Designs have been received from two construction companies; Kier Education and Wilmot Dixon Construction. The preferred bidder will be selected and approved by a robust evaluation process that actively involves a wide range of representative participants; including a pupil panel and a community forum. The BTISLEC Project Board will consider the results of the evaluation process with the preferred bidder being announced later this year. A report will be presented to Cabinet early next year seeking approval to the Final Business Case (a precursor to contract signature and works actually starting on the ground). The next two phases of sports & learning communities are currently working on their vision statements in 'read view' for working with the successful bidder later this year.

5.3.2 All of the above is linked to the drive to improve educational outcomes across all key stages working closely with schools and other partners in sport & learning communities. This will have the benefit of reducing the number of young people who become NEET linked to the expansion of our post 16 provision across the borough.

5.3.3 Three of our schools (two sports & learning communities) have been identified (out of a possible five across the country) for a research and development project entitled “Space for Personalised Learning”. This will involve some of the country’s leading educationalists, strategic designers and IT companies in research and developing solutions for special interventions that support the transformation of our learning communities supporting improvement in attainment and other Children’s Trust priorities.

5.3.4 The successful work of Telford Culture Zone and Find Your Talent in promoting art and culture across the borough has highlighted their importance in raising attainment. Research shows that poor quality arts and cultural activity has a negative impact on young people, their achievements and aspirations. We will ensure that arts and culture are properly incorporated into the learning community brief.

6. Equality & Diversity

6.1 All new learning communities built as part of the BTISLEC programme will fully comply with the Disabled Discrimination Act (DDA) legislation.

6.2 Additional facilities will open up access and increase participations; in some cases, in sports not tried before.

7. Environmental Impact

7.1 The disposal of land will allow the regeneration of the specific areas through residential development and associated new infrastructure and facilities. The new buildings will also be more energy efficient with the aim of achieving at least a ‘Very Good’ BREEAM rating, and provide a carbon reduction of 60% based on the Building Regulations 2002 standards.

8. Legal Comment

8.1 The Council has powers to develop the indoor tennis centre at HLC under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

8.2 There are a number of risks affecting deliverability of the tennis centre arising out of the land being owned by a Charitable Trust and also being subject to the existing Private Finance Initiative (PFI) agreement with the provider at HLC. Work is ongoing to seek the consent of the Charity Commission to the proposals and to establish the costs of altering the PFI agreement with Interserve PLC.

8.3 The Council will need to seek formal approval from Partnerships for Schools (PFS) to make the proposed amendments to the Outline Business Case. PFS have indicated that they are likely to support these proposals subject to them not giving rise to any significant delay.

9. Links with Corporate Priorities

9.1 Our proposals for BTISLC (formerly Campus Telford and Wrekin) are a key element in the delivery of each of the six priorities of the Local Strategic Partnership.

10. Opportunities and Risks

10.1 The opportunities and risks associated with the proposal for Phoenix School new build have been identified and assessed. Additional risks include “funding fails to materialise” and “risk of delay from alternative site”. Arrangements will be put in place to manage the risks and maximise the opportunities that have been identified.

11. Financial Implications

Phoenix School

11.1 The capital cost of constructing a new school on the existing Phoenix School site has been estimated at £21.8m by Mott MacDonald, the Council’s external technical consultant for this programme. The cost produced is £6.5m greater than the remodelled proposal included in the Outline Business Case (OBC) which was submitted to Partnerships for Schools (PfS) and DCSF. Table 1.0 demonstrates the Council’s proposals to fund the additional cost and deliver an affordable project.

Table 1.0: Affordability of Phoenix School new build proposal

	£m
Estimated new build cost – existing site	21.8
Funded from -	
BSF resource allocated to Phoenix School in OBC	15.3
BSF programme contingency (earmarked for new build)	4.8
Capital receipt available from existing site – i.e. existing school footprint land	0.8
Learning Community Transformation target	0.6
Saving on contribution to lifecycle sinking fund	0.3
Total Funding	21.8

Tennis Centre

11.2 The capital cost of the Tennis Centre is in the region of £1.66m, of which £500,000 (£300,000 grant and £200,000 loan) is proposed to be funded by the LTA with the balance of the capital build cost to be met from the DCSF cross government co-location monies, see Table 2.0.

Table 2.0: Tennis Centre affordability

	£m
Estimated capital cost	1.7

Funded from -	
LTA – grant & loan	0.5
Co-location grant	1.2
Total Funding	1.7

- 11.3 In order to satisfy LTA Stage 2 bid requirements, the Council will need to meet a number of criteria prior to submission, including : appointment of a design team, securing full planning permission, identifying a coaching operator and ensuring all legal negotiations can be completed prior to construction. The estimated cost of achieving the criteria is approximately £75k and this has been factored into the above affordability analysis. However, there is a risk that if the bid is unsuccessful at Stage 2 then the costs incurred will not be covered by the funding identified.
- 11.4 A revenue model, which demonstrates the sustainability of the tennis centre has been prepared by external consultants and reviewed by council officers. Included in the model are the loan repayments to the LTA. The model will continue to be refined as appropriate as part of the LTA Stage 2 submission process.

Leisure Proposals

- 11.5 The Cabinet Report issued 24th November 2008 entitled ‘Planning of School Places: Campus Telford and Wrekin’ and the Building Schools for the Future Outline Business Case detailed the Councils proposal to rebuild or remodel/refurbish a number of leisure facilities throughout the Borough. These proposals are outlined in paragraph 5.2.1. The estimated capital costs for delivering these works is £10.4m. These projects will be funded through contribution from the Primary Care Trust for the Whole Life Health and Fitness suites, capital receipts and grants with the latter phases to be met through future budget strategy.

12. Ward Implications

- 12.1 All Ward Members are affected by recommendations 2.4, 2.5
- 12.2 There are specific recommendations for a number of wards as follows:

Ward Members	Councillor Helen Williams	}	<i>Recommendation 2.1 Phoenix School</i>
	Councillor Adrian Williams		
	Councillor Vic Tonks		
	Councillor Kuldip Sahota		
	Councillor Phil Homer		
	Councillor Keith Austin	}	<i>Recommendation 2.2 HLC</i>
	Councillor Malcolm Smith		
	Councillor Roger Aveley		

Report prepared by:

Clive Jones, Head of BSF Resources and Social Development (Tel : (3)80900)

David Sidaway, Head of Property and Design (Tel: (3)84300)

Jonathan Rowe, Head of Commissioning Leisure & Culture (Tel (3)82900)

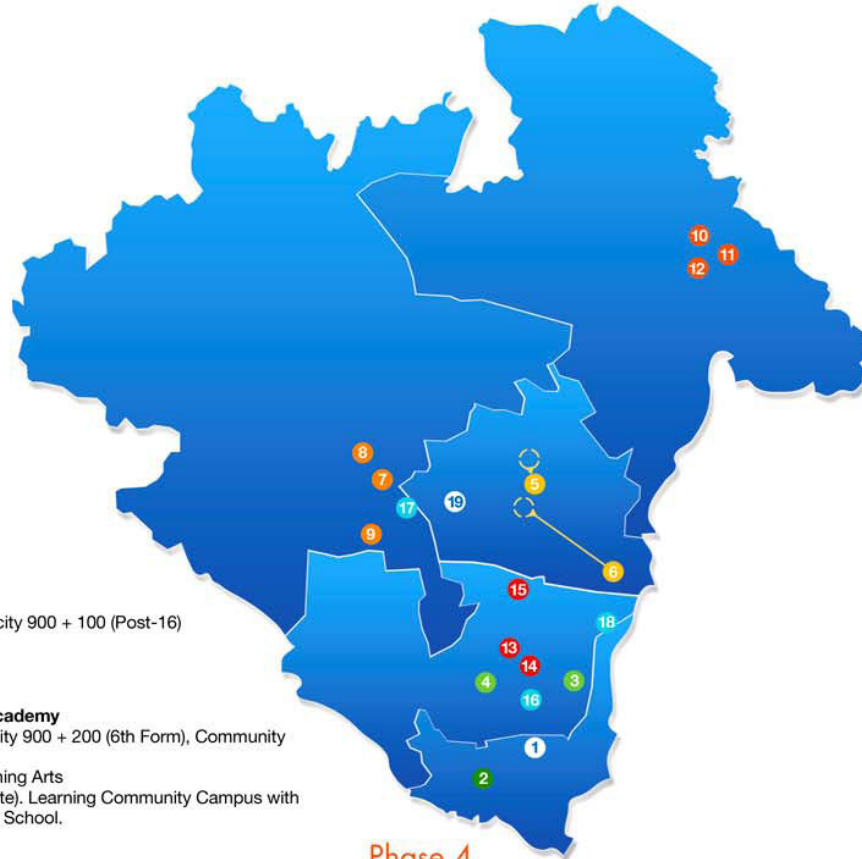
Annex 1

Extract from Outline Business Case – November 08

Annex 2

Extract from Outline Business Case – November 08

Annex 1 - Extract from Outline Business Case – BTISLC (Campus Telford & Wrekin) The Projects (Nov 08)



Outside BSF

- 1 Madeley Academy**
11- 18 years, Capacity 900 + 100 (Post-16)
Specialism: Sports

Phase 0

- 2 Abraham Darby Academy**
11-18 years, Capacity 900 + 200 (6th Form), Community Cluster Base
Specialism: Performing Arts
Rebuild (adjacent site). Learning Community Campus with Woodlands Primary School.

Phase 1

- 3 The Lord Silkin School (Community School - Trust)**
11-16 years, Capacity 750 + 200 (Post-16)
Rebuild on existing site. Learning Community Campus with Stirchley Primary and Three Oaks Primary Schools.
- 4 The Phoenix School (Community School - Trust)**
11-16 years, Capacity 1050, Community Cluster Base
Remodelling. Learning Community Campus with Captain Webb, Children's Centre and Satellite Children's Centre.

Phase 2

- 5 The Sutherland Business & Enterprise College**
(Community School - Trust)
11-16 years, Capacity 600
Rebuild (New Site). Relocation to Oakengates Leisure Centre.
- 6 Wrockwardine Wood Arts College**
(Community School - Trust)
11-18 years, Capacity 1050 + 150 (Post-16)
Specialism: Performing Arts
Rebuild (New site in Priorslee Area) 11-18 years Learning Campus in partnership with HE/FE Providers.

Phase 3

- 7 Blessed Robert Johnson Catholic College**
(Voluntary Aided School)
11-18 years, Capacity 700 + 106 (6th Form)
Remodelling. Learning Community Campus with St Patrick's Catholic Primary School.
- 8 Charlton School (Foundation School)**
11-16 years, Capacity 1175
Specialism: Science
Remodelling. Learning Community Campus with Dothill Primary School.
- 9 Erccall Wood Technology College (Foundation School)**
11-16 years, Capacity 900, Community Cluster Base
Specialism: Technology, Vocational (Construction)
Remodelling. Learning Campus with Short Wood Primary School, additional Sports Facilities.

Phase 4

- 10 Adams' Grammar School (Voluntary Aided School)**
11-18 years, Capacity 500 + 260 (6th Form)
Specialism: Technology, Languages, Vocational
Remodelling - New boarding accommodation.
- 11 The Burton Borough School (Community School)**
11-18 years, Capacity 1080 + 150 (Post-16), Community Cluster Base
Specialism: Performing Arts
Remodelling. Extra Class Bases, additional Sports Provision.
- 12 Newport Girls' High School (Community School)**
11-18 years, Capacity 280 + 140 (6th Form)
Specialism: Maths, Computing
Remodelling. Learning Community Campus with Moorfield Primary School.

Phase 5

- 13 Mount Gilbert Special School (Community School)**
11-16 years, Capacity 50
Refurbishments
- 14 Southall Special School (Community School)**
11-16 years, Capacity 160
Refurbishments and new Sports Hall
- 15 Thomas Telford School (CTC)**
11-18 years, Capacity 840 + 400 (6th Form)
Minor works. Additional sports facilities

Pupil Referral Units

- 16 Aqueduct Medical PRU**
- 17 Pathways, King Street, Key Stage 4 PRU**
- 18 rEvolution, Stafford Park, Key Stage 3/4 PRU**

ICT Only

- 19 Hadley Learning Community - Secondary phase**
- 19 Hadley Learning Community - The Bridge Special School**

Annex 2 – Extract form the OBC – The Construction Programme

- 1.2.6 An indicative construction programme is shown in Table 1D, below. This shows construction works commencing at the sample school, Abraham Darby Academy, in February 2010. It is anticipated that the new school building will be available early in the Academic Year 2011/2012.

Table 1D : Indicative Construction Programme

School	Construction Start	Construction End
Sample School Abraham Darby	Mar 2010	Academic Year 2011/2012
Phase 1 The Lord Silkin School The Phoenix School	Jan 2011 Jan 2011	Jan 2013 Dec 2013
Phase 2 The Sutherland Business & Enterprise College <i>Wrockwardine Wood Arts College</i>	Jan 2012 <i>Jan 2012</i>	Jan 2014 <i>Jan 2014</i>
Phase 3 Blessed Robert Johnson Catholic College Charlton School Ercall Wood Technology College	Jan 2013 Jan 2013 Jan 2013	Oct 2015 May 2016 Jul 2016
Phase 4 Adams' Grammar School The Burton Borough School Newport Girls' High School	Jan 2014 Jan 2014 Jan 2014	Jan 2016 Mar 2017 Jul 2015
Phase 5 Mount Gilbert Special School Southall Special School Thomas Telford School	Jan 2015 Jan 2015 Jan 2015	Jan 2016 Jan 2016 Jan 2016

- 1.2.7 It is recognised that at this stage, these dates can only be target dates and will therefore be subject to discussion with bidders during the procurement phase of this programme

TELFORD & WREKIN COUNCIL

CABINET - 15th SEPTEMBER 2009

FINANCING OF TELFORD AND WREKIN MAINTAINED SCHOOLS 2009

**REPORT OF HEAD OF BSF, RESOURCES & SOCIAL REGENERATION
C&YP**

1. Purpose

- 1.1 To request Members' approval of the Scheme for Financing Telford & Wrekin Schools 2009, to come into force on the 1st April 2009.

2. RECOMMENDATION

- 2.1 That Cabinet approves the Scheme for Financing Telford & Wrekin Schools 2009.**

3. Summary

- 3.1 The LA is required under the School Standards and Framework Act 1998 to put in place a scheme for financing Telford and Wrekin schools. A copy of the scheme is available in the Members' library.

4. Previous minutes

- 4.1 There are no previous minutes relevant to this item.

5. Information

5.1 Background – Financing of Schools

- 5.1.1 The LA is required under legislation and regulations laid down by the DCSF to have in place a scheme which lays out the financial relationship between the LA and the schools it maintains, and the financial framework within which both partners will work.

- 5.1.2 The areas which must be covered under the scheme are detailed in legislation.

- 5.1.3 The scheme will be made available on both the Telford & Wrekin internet site and the schools intranet site.

- 5.1.4 Compared to the 2008 scheme, there have been changes to section 4.2 of the 2009 scheme concerning the control of surplus balances. The

proposed changes are intended to clarify the requirements of the annual survey, whilst preventing schools from artificially circumventing the arrangements by:

- stating that they will use revenue balances for capital schemes whilst having available formula capital; or
- claiming that surplus balances are non-ringfenced Standards Fund.

The changes have been discussed and agreed with the Schools Forum at the meeting held on 20 May 2009.

5.1.5 In addition, section 2 of the Scheme advises that in managing their delegated budgets schools must abide by the Authority's requirements on financial controls and monitoring as set out in the Authority's Financial Regulations for Schools with Delegated Budgets.

5.1.6 These Regulations have been reviewed and updated by Audit Services in consultation with appropriate service areas. This has ensured that they include the latest EU procurement regulations and are in line with the Financial Regulations which are set out in the Council's Constitution. School Financial Regulations were last reviewed in 2003.

6. Equal Opportunities

There are no equal opportunity issues arising.

7. Environmental Impact

There are no environmental impacts.

8. Legal Comment

The requirement for the scheme, and its content, is laid down in the Financing of Maintained Schools Regulations 2008, which incorporates regulations made under section 47 and section 48 of the Schools Standards and Framework Act 1998.

9. Links with Corporate Priorities

The scheme supports good financial management within schools, thereby contributing to the corporate priority of an effective modern Council.

10. Financial Implications

The scheme contains details of the financial framework within which the LA and its schools will work. Amendments to the section of the scheme concerning control of surplus balances are intended to discourage schools from accumulating excessive and unjustified balances.

11. Ward implications

There are no specific ward implications arising from the proposed policy amendments.

12. Opportunities and risks

The opportunities and risks associated with this project have been identified. Arrangements have been put in place to manage the risks and maximise the opportunities that are identified.

13. Background papers

Papers used to prepare this report are as follows:

- Scheme for Financing Telford & Wrekin Schools 2009
- School Finance (England) Regulations 2008.
- School Standards and Framework Act 1998 – Section 48
- Minutes of Schools Forum 20 May 2009
- Telford & Wrekin Council Financial Regulations

**Report of Clive Jones, Head of BSF, Resources & Social Regeneration,
Children and Young People**

**Report prepared by Tim Davis, Finance Manager: Schools & BSF 01952
383756.**

TELFORD & WREKIN COUNCIL

CABINET - 15th SEPTEMBER 2009

UPDATED ANNUAL GOVERNANCE STATEMENT 2008/09 FOLLOWING THE AUDIT OF THE ACCOUNTS BY KPMG

REPORT OF THE INTERIM CORPORATE DIRECTOR: RESOURCES

1.0 PURPOSE

- 1.1 For the Cabinet to agree the updated Annual Governance Statement 2008/09 following changes to one paragraph arising from the audit of the accounts by the External Auditors – KPMG. The revised statement will be signed by the Leader and Chief Executive and will then be included in the audited 2008/09 annual accounts being presented for approval by the Audit Committee on 23rd September 2009.

2.0 RECOMMENDATION

- 2.1 **That members of the Cabinet agree the updated Annual Governance Statement 2008/09, attached as Appendix A.**

3.0 SUMMARY

- 3.1 The Council's External Auditors – KPMG have undertaken their audit of the accounts for 2008/09 and recommended changes to one paragraph of the Annual Governance Statement. These changes need to be agreed by Cabinet prior to approval of the Accounts by the Audit Committee.

4.0 PREVIOUS MINUTES

- 4.1 Cabinet 9th June 2009

5.0 BACKGROUND

- 5.1 The changes are to paragraph 5.18 and are shown as tracked in Appendix A.
- 5.2 The changes were requested to reflect more clearly the results and comments from the Ofsted review of Children's Services in late 2008.

6.0 OTHER CONSIDERATIONS

AREA	COMMENTS
Equality & Diversity	One of the principles in the Local Code of Corporate Governance is inclusivity.
Environmental Impact	None

Legal Implications	Accounts and Audit (Amendment) (England) Regulations 2006 and CIPFA guidance SORP 2008 and Delivering Good Governance for Local Government. Operating good corporate governance and internal control systems should demonstrate high ethical standards and minimise some forms of claims against the Council.
Links with Corporate Priorities	The Local Code of Corporate Governance should ensure improved links with the community and the delivery of appropriate corporate priorities in an open and accountable manner.
Opportunities and Risks	Reviewing the Council's corporate governance and internal control systems and identifying areas for improvement will ensure that the Council's risks have been and will be effectively managed.
Financial Implications	Good corporate governance and internal controls reduce the risk to the Council of financial loss.
Ward Implications	None.

7.0 BACKGROUND PAPERS

Local Code of Corporate Governance May 2008

CIPFA – Delivering Good Governance in Local Government June 2007

CIPFA's Financial Advisory Network –ANNUAL GOVERNANCE STATEMENT - Meeting the Requirements of the Accounts and Audit Regulations 2003, incorporating the Accounts and Audit (Amendment) (England) Regulations 2006 – Rough Guide for Practitioners with effect from 2007/08

Feedback from KPMG August 2009

Report by Jenny Marriott, Audit & Risk Manager 383101



ANNUAL GOVERNANCE STATEMENT 2008/09

1. Standards of Governance

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

2. Scope of Responsibility

- 2.1 Telford & Wrekin Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively to secure continuous improvement.
- 2.2 To this end the Council has approved and adopted a local code of corporate governance which was updated during 2006 and again in May 2008 to ensure that it is consistent with the principles of the CIPFA/SOLACE (see glossary) Framework Delivering Good Governance in Local Government. Within this code and to meet its responsibilities, the Council (members and officers) are responsible for putting in place proper arrangements for the governance of its affairs including risk management and ensuring the effective exercise of its functions.
- 2.3 The Council continues to review its arrangements against best practice and implement changes to improve the governance framework (including the system of internal control) - see paragraph 5.

3. The Purpose of the Governance Framework

- 3.1 The governance framework comprises the systems and processes, and cultures and values, by which the Council is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the Council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services. The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to:
- a) identify and prioritise the risks to the achievement of the Council's policies, aims and objectives;
 - b) evaluate the likelihood of those risks being realised;
 - c) evaluate the impact should they be realised; and

d) manage them efficiently, effectively and economically.

3.2 The governance framework has been in place at the Council for the year ended 31st March 2009 and up to the date of approval of the annual report and statement of accounts.

4. The Governance Framework

4.1 The key elements of the systems and processes that comprise the authority's governance framework include:

- Vision 2026 – Transforming Telford & Wrekin: From New Town to Modern City, the Community Strategy, the Council's Priority Plans all outline the Council's ambitions and priorities based on stakeholder feedback and these inform the business planning process and business and personal targets;
- The Constitution (which includes the scheme of delegations, financial regulations and contract standing orders), Forward Plan and decision making processes;
- The Council's Information Governance Framework including data and information security policies and procedures;
- The Performance management framework and data quality systems. These provide regular monitoring reports to Directors, Cabinet and Scrutiny. There is also a Member Performance Champion who challenges Cabinet members and reports back to all Cabinet members;
- Legal Services ensure that the Council operates within existing legislation and is aware of and acts upon proposed changes to legislation;
- The democratic decision making and accountability processes contained within the Constitution;
- The Standards Committee, Audit Committee, scrutiny function and other regulatory committees;
- The development of internal controls and checks within new systems and when existing systems are reviewed;
- The Council's People Strategy (HR) supported by rigorous recruitment processes. These are followed up by induction training (which includes information on the constitution, key policies, procedures, laws and regulations appropriate to the post and experience of the post holder) and on going training and development in line with Investors in People;
- Member and Officer Codes of Conduct and the Officer/member protocol underpin the standards of behaviour expected by members and officers;
- Member development programme to ensure members are properly equipped and have the capacity to fulfil their roles;
- The Council's communication and consultation strategies ensure that the local community knows what the Council is doing, receives feedback from them including the identification of their needs for incorporation into the Council's priorities;
- The Cabinet Member for Resources is responsible for Corporate Governance and Risk Management and the key officer is the Corporate Director Resources. The corporate risk management function has integrated risk management into the service and financial planning process including the provision of appropriate awareness and training for officers and members;
- Comprehensive budget strategy and robust budget monitoring process provides sound financial management and regular reporting of financial management information;

- Internal audit review controls based on risk to provide assurance and recommendations for improvement;
- Anti-fraud and Corruption, Speak Up and Prosecution policies support the council's governance processes and anti-fraud and corruption culture;
- The Council's Partnership protocol and agreed governance and reporting arrangements for the Council's significant partnerships;
- Projects are managed within the PRINCE 2 methodology, as appropriate, which includes risk identification and management. Projects use the Corporate Risk Management methodology as appropriate for the management and reporting of their risks.

5. Review of Effectiveness

- 5.1 Telford & Wrekin Council has responsibility for conducting, at least annually, a review of the effectiveness of the governance arrangements including the system of internal control. The review of the effectiveness is informed by:-
- a) the senior managers within the authority who have responsibility for the development and maintenance of the governance environment;
 - b) the work of internal audit; and also
 - c) by comments made by the external auditors and other review agencies and inspectorates.
- 5.2 The Cabinet monitors the effectiveness of the governance framework through the consideration of regular performance, financial and risk management information reports from senior management. Individual Cabinet members receive regular feedback from the senior officers within their portfolios on the progress of objectives and the management of risks linked to their objectives. Issues of strategic and corporate importance are referred to the Cabinet.
- 5.3 During 2008/09 the Council's Scrutiny function was reviewed and new changes implemented from 1st January 2009. The Scrutiny function is overseen by the Scrutiny Leadership Board led by a member of the opposition. The Council's Scrutiny function continues to review the decision making process and areas of concern. The subjects for the areas of concern are informed from community consultation, direct feedback to members from within the community and the results of review and inspection (both external and internal).
- 5.4 Internal Audit plan their work on the outputs from the Council's risk management and performance management processes, external inspection reports, the requirements of the External Auditor, comments from senior management and their opinion of the current state of the governance arrangements and internal control system. During 2008/09 the Internal Audit team achieved 90% of their planned work (best practice is 90%) and this has been used with the relevant output from unplanned work to form their opinion on the systems of internal control.
- 5.5 Internal Audit report on a quarterly basis and annually to the Audit Committee. The Audit Committee has asked for additional information during the year and requested Heads of Service to attend to provide assurance on the implementation of recommendations. The Audit Committee has also reviewed the benchmarking process and information of Internal Audit.

- 5.6 The Audit Committee reviewed their effectiveness during January 2009 and has agreed to undertake further work prior to agreeing to appoint a co-optee.
- 5.7 The External Auditor (KPMG) during 2008 revisited the Corporate Performance Assessment (CPA) Use of Resources for the Council based on again more challenging criteria. The Use of Resources judgement includes sections on financial reporting, management and standing, internal control and value for money. The Council maintained an overall score of 3. The Council scored the top score of 4 for 4 of the sub sections (an improvement from 2007/08) – asset management, risk management, internal control and ethics and conduct. The Internal Control sub-section improved its score from 3 to top score of 4. Overall Internal Control therefore retained its top score of 4. These combined and improved results indicate continued and improved sound governance arrangements and systems of internal control.
- 5.8 The Council's performance management framework has well established systems and procedures which drive continuous improvement in performance. The External Auditor has reviewed the Data Quality arrangements and concluded that they were good and continuing to improve.
- 5.9 This Use of Resources assessment and other external assessments contributed to the Council being judged as 3 stars by the Comprehensive Performance Assessment process in March 2009.
- 5.10 The Council reviewed the Constitution in 2008/09. However further work is required to update the Constitution and this is included in the action Plan (Annex 1). This work involves reviewing the roles and responsibilities of members and officers within the Constitution.
- 5.11 In addition to reviewing the Code of Governance (see paragraph 2.2), during the year the Council has continued to review and put into place improved policies, management processes and reporting arrangements to enable it to satisfy itself that its approach to corporate governance is both adequate and effective in practice and that sound systems of internal control are operating. However there are still areas where improvements can be made and actions to address.
- 5.12 The Council takes Information Governance seriously and has taken significant steps to improve the security of its IT, Paper and Handling Processes to meet the compliance requirements for Data Handling in Government. Through the Council's enhanced internal controls, there have been no data losses or reportable breaches of privacy during 2008/09. All appeals against the Council's decisions with regard to access to information have been dealt with successfully under our internal appeals process. There are no Information Commissioner's Office investigations into the Council in relation to the Freedom of Information Act, Environmental Information Regulations or Data Protection Act. Planned 2009 infrastructure upgrades will further improve security and data handling as well as, establish a culture of security through continued IGS training and awareness programmes.
- 5.13 The Council has also reviewed its information security arrangements against ISO27001 and has drawn an action plan to address the key issues during 2009/10. The implementation of this action plan is referenced in Annex 1.

- 5.14 The annual review by Internal Audit of the key systems, corporate governance and risk management arrangements have reported that at the time of the reviews the internal control systems were operating subject to minor recommendations identified. Appropriate corporate actions are included in the action plan attached to this statement (Annex 1).
- 5.15 All Directors and Heads of Service have signed two assurance statements (half year and year end) confirming that governance framework has been operating within their areas of responsibility, subject to the actions outlined in Annex 1.
- 5.16 The system of internal audit has not changed and the Audit Committee agreed at its meeting in January 2009 to undertake an internal review of the effectiveness of the system of internal audit. The action plan from the previous review has been reviewed and updated. The outstanding improvement actions are included in the action plan to this statement.
- 5.17 In addition to the CPA assessment, the Council has again received a very positive Annual Audit & Inspection letter from the Audit Commission which included that:
- The Council has progressed in delivering the Council's ambitious plans for the regeneration of the borough, and improvement in most priority services although the Council's overall CPA rating this year has reduced from 4 stars to 3 stars.
 - In the corporate assessment under the new 'harder test' undertaken at the beginning of 2008 the Council scored 4 the highest possible rating.
 - In the Direction of Travel assessment in December 2008 the Council was assessed as 'improving well'. With the exception of children's services where the score reduced to adequate, all other services are now judged to be either good or excellent and overall performance continues to improve albeit at a slower rate than most other councils.
 - The Council continues to work well with partners to regenerate the borough and strengthen the local economy.
 - An unqualified opinion was given from the audit of the final accounts 2007/08.
 - In the Use of Resources review 2008 (for the period 2007/08) undertaken by KPMG the Council maintained a score of 3 (top score 4 – see paragraph 5.7).
- 5.18 The Council's Children's Services were subject to their annual performance assessment in late 2008. Ofsted reported in January 2009, [assessing the overall effectiveness of children's services as being "adequate"](#). [OFSTED reported that "Telford & Wrekin Council provides a service that consistently delivers minimum requirements for children and young people. It has some innovative practice and is increasingly cost effective. that "the Council's Capacity to improve, including the its services for children and young people is good, as is its management of these services is good."](#)
- 5.19 We have been advised on the implications of the review of the effectiveness of the governance framework by the Cabinet, Standards Committee, Audit Committee, Scrutiny, senior managers, Internal Audit and external review, and plan to address weaknesses

and ensure continuous improvement of the framework as outlined in the action plan attached as Annex 1.

5.20 The Audit Committee will continue to monitor the action plan during the year.

Leader of the Council.....

Chief Executive.....

Date.....

ACTION PLAN FOR 2008/09 AGS TO BE IMPLEMENTED 2009/10

No.	ACTION	Resp.	Comments	Date
1.	Corporate Business Continuity plan – a) review; and b) test.	CD ACC and Head of P&P	Corporate Business Continuity Management Strategy approved Jan 2009. Priority 1 Services identified and awaiting final approval from Corporate Directors and Cabinet. Revised Corporate Continuity Plan and Service Area Recovery Plan Template under development – delayed as awaiting approval of Priority 1 Services. Training and Exercising to be undertaken once final approval achieved Working closely with ICT Infrastructure Project to ensure it supports the corporate & service continuity plans	30/09/09 30/09/09 30/09/09 30/09/09
2.	Revised ICT business continuity plan to be produced during 2008/09	Head of ICT	The proposed infrastructure designs incorporates a live data centre environment and a backup data centre environment for both corporate and education servers. These facilities are currently being developed and tested with a planned migration between June 2009 and March 2010. The Business Continuity Plan will be revised in line with these time scales and in accordance with the review of the Corporate Business Continuity plan, which has identified priority one applications.	30/09/09
3.	Ensure that ICT infrastructure projects supports the corporate & service continuity plans	Head of ICT	Following the review of the designs produced by the supplier it was felt that the proposed designs would not meet the requirements of the Council and all work was stopped with them. Designs were brought in house and commercial negotiations re-opened with the supplier to agree a way forward under the existing contract. This was completed in December 2009. In-house designs have been completed and the majority of the hardware has been supplied. A test environment will be built during April and May with Live migration of in scope applications planned between June 2009 and March 2010. All new server requirements will be incorporated into the new infrastructure during this period.	30/09/09
4.	Catering - Implement the outstanding areas from the internal audit review and on-going system/processes update.	Head of BSF, Resources & Regener- ation	An assessment is currently being made as to the benefits of implementing a cashless system as part of the catering and cleaning service review. Assuming that this review confirms that the benefits are significant then we will seek savings from within the catering annual revenue budget to offset the cost. This has the added advantage of building in ongoing sustainability. Furthermore we have also bid for funding to support the project from the DCSF. We should hear within the next month if we have been successful with this bid. In the meantime we will continue to use the system procured from PCS ensuring that a contingency plan is in place in case the system should fail. Subject to the above a business case has been prepared in line with procedures for ICT procurement and a team is ready to procure an alternative system.	Decision on way forward by 31/05/09 and implementation by Sept 09

ANNEX 1 (continued)

No.	ACTION	Resp.	Comments	Date
5.	Develop and agree a corporate procedure for the appointment, induction and control of consultants.	Head of HR	CD's have approved a policy on the Use of Consultants together with agency staff and new contract arrangements re provision of agency staff is in place with training in progress for May/June 2009 launch. Communication of this policy and guidance on the use of consultants is still required.	30/09/09
6.	Undertake review of the effectiveness of the system of internal audit for 2008/09 and then 2009/10.	Audit & Risk Manager	Agreed approach with Audit Committee 27 th January 2009 based on draft guidance. To be completed for Audit Committee 16/06/09 2009/10 review to include a repeat of the Audit Committee Effectiveness Survey	16/06/09 31/05/10
7.	Review operation and effectiveness of the revised Scrutiny arrangements	Head of Audit & Democracy	New arrangements effective from 01/01/09 and work programme has been agreed and is being delivered. Review of effectiveness will be undertaken during 2009/10	30/05/10
8.	Implement outstanding actions from the Ethics Survey action plan.	Head of Legal Services	Consider refresher training in Human Rights or briefing through the bulletin or breakfast interactive.	30/09/09
9.	Complete review of the Constitution	Head of Legal Services & Head of HR	Constitution needs to reviewed and updated in respect to updating the roles and responsibilities of members and officers.	30/09/09
10.	Undertake a repeat of the Ethics survey.	Audit & Risk Manager	Undertake survey. Analyse results, compare to previous survey and identify any improvements/ actions required.	31/12/09 31/03/10
11.	Undertake skills matrix work with the Audit Committee.	Audit & Risk Manager	Skills matrix to be agreed and completed. Skills matrix results analysed and Committee to decide if they need/want to appoint a co-optee	30/06/09 31/07/09
12.	Audit Committee to present an Annual Report 08/09 to Council.	Chair of the Audit Committee	Support will be provided by CD: Resources and the Audit & Risk Manager	30/09/09
13.	To implement the actions from the self assessment against ISO27001.	Heads of ICT & Information Governance	To implement the key actions (level 1) To implement other actions (level 2,3 & 4)	31/07/09 31/03/10

MEMBER DEVELOPMENT STRATEGY 2009 – 2011

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TELFORD & WREKIN COUNCIL MEMBER DEVELOPMENT STRATEGY 2009 - 2011

1.0 Introduction

The Council is operating in a constantly changing environment, requiring elected Members and a workforce that is flexible and responsive to change.

In April 2009 Comprehensive Performance Assessment (CPA) was replaced by the Comprehensive Area Assessment (CAA) this presents us with an extremely challenging and demanding programme :

1.1 Area assessment will assess the extent to which councils and their partners are delivering improvements on the issues that matter to people within the local area. It will consider whether the priorities set in the area reflect those of the people who live there. Area assessment will also look at how effectively the improvements are being delivered, and will assess the future prospects for improvement.

1.2 Organisational assessment will focus on the individual public bodies within an area, to make sure they are accountable for quality and impact. It will involve two assessments:

- managing performance
- use of resources, consisting of three themes: managing finances, governing the business and managing resources

It is essential that the Council delivers a comprehensive and robust training and development programme to enable Members to meet this demanding agenda and ensure that Members have the skills to provide effective challenge to make a clear impact on the Council's performance.

2.0 The Council's commitment to Member Development

Telford & Wrekin Council recognises the critical role that Members play within the Council and in the communities they serve. To this end, the Council is committed to working with Members to provide a comprehensive and planned approach to learning and development opportunities for all elected Members including the development of knowledge and skills to enable them to fulfil their various roles and commitments. By adopting and implementing this strategy it will enable the Council to move forward with its application for accreditation under the West Midlands Member Development Charter during 2009/10. In signing up to the Charter, the Council has committed itself to the following principles:

- Being fully committed to developing elected Members in order to achieve the Council's aims and objectives;
- Adopting a Member led strategic approach to elected Member development and;
- Supporting and maintaining a Member Development Steering Committee to oversee and report on all Member Development activities
- Having a Member learning and development plan in place that clearly identifies the difference development activities will make;
- Ensuring that learning and development is effective in building capacity;
- Addressing wider development matters to promote work-life balance, citizenship and equality of access for Members to learning and development.
- Publishing role descriptions for all positions on the Council and developing a knowledge and skill framework to help Members to develop their skills and effectiveness to consistent standards of excellence
- One to one support through a personal development planning scheme or directly for Members to identify methods and ideas to develop their capacity to provide effective community leadership and corporate governance
- The setting of targets (by Members) to increase their beneficial impact on the community and the authority
- Support to the development of learning resources, budgets and delivery methods to support these goals and aspirations
- The develop and implement a clear evaluation strategy to inform the authority of the benefits and 'return on investment' achieved through Member Development
- Ongoing commitment towards continuous improvement in Member Development
- Commitment to the framework of excellence for development and evaluation embodied in the West Midlands Charter for Elected Member Development and the
- Publication and sharing of best practice in Member Development with other authorities
- A bi-annual report to Cabinet and an annual report to Council to advise on achievement and future priorities

A copy of this strategy along with agendas and minutes from the Member Development Steering Committee are published on the Members' Information Point.

3.0 Definition of Member Development

Member Development includes any formal or informal learning and development activity, training programme or other activity which improves the knowledge, skills and abilities of Members in their individual or collective roles in meeting the

Council's corporate objectives. Learning and development may be agreed during the personal development planning discussion, requested on an ad hoc basis or form part of other activities such as scrutiny reviews and site visits.

4.0 Objectives of the Strategy

The objectives of this strategy are to:

- Clearly outline how the Council intends to demonstrate its commitment to Member learning and development and accreditation under the West Midlands Member Development Charter;
- Set out Member and officer responsibilities for member development and the resources available;
- Ensure that all Members (and potential members) are aware of the Council's expectations of them in relation to engagement in learning and development activities;
- Provide a consistent framework for member development which addresses skills and knowledge required for modern member practice (individual and council-wide);
- Provide a framework for which the effectiveness of member development can be regularly evaluated to ensure that it continues to meet evolving individual and Council needs;
- Ensure equality of access to learning and development opportunities;
- Ensure that opportunities to share resources and work with other councils and organisations in this area are maximised;
- Set out other support available to Members to assist them in their role;
- Encourage citizenship in the community and promote the role of Members.

5.0 Benefits of Member Development

Taking a more structured approach to member development will have a number of benefits.

5.1 Members

Members will benefit by having the opportunity to address personal development needs to become more effective ward councillors. They will have access to the full range of learning and development resources and be able to set out a personal development plan which could include career progression within the Council.

5.2 Council

The Council will benefit by being able to take a corporate approach towards learning and development to enable it to achieve the objectives and priorities set out in the Council Plan and maintain effective corporate governance.

5.3 Community

Communities and citizens of Telford & Wrekin will benefit through their elected Members gaining the necessary skills to be effective community leaders. Effective community leadership involves listening to and involving local communities, speaking out for their constituents, working effectively in partnership, making things happen on the ground and delivering outcomes for local people.

6.0 Member roles

In providing learning and development opportunities for Members, the Council recognises the wide and varied range of roles that Members have. Copies of the description for each role is in the index and :

- Representing their ward and constituents, aiming to resolve their concerns and grievances and bringing their views into the Council and the decision making process. Ward work also involves ensuring that constituents can contact their Councillor easily through a variety of means including mobile telephone and email and that they are an approachable and recognisable figure in the community;
- Collectively carrying out policy making and contributing to the formation and scrutiny of the Council's policies, budget, strategies and service delivery;
- Participating effectively as a Member of the Committee/s to which they are appointed;
- Representing the Council on other bodies such as local forums or community groups;
- Maintaining the highest standards of conduct and ethics;
- Developing and maintaining a working knowledge of the Council's services and duties and developing good working relationships with officers;
- Developing and maintaining a working knowledge of the organisations, services, activities and other factors, which impact on the community's well being and identity;
- Promoting citizenship and raising the profile of their role as community leaders;
- Participating in the activities of the political group to which they are a member.

7.0 Roles and Responsibilities

7.1 Member Development Steering Committee

To assist and oversee the planning of member development within the Council, a Member Development Steering Committee has been established since November 2006. The Committee meets approximately every 6 weeks or as required and comprises of a representative from each political group supported by the Senior Member Services Officer.

7.1.1 The purpose of the Committee is :

- To establish a comprehensive and robust Member Learning and Development process
- To ensure that Member Development matches the innovative staff development programme
- To champion and encourage Member development and engage all Elected Members in the process

7.1.2 Terms of reference :

- To develop and implement a Member Development Strategy
- To identify and implement requirements of the West Midlands Member Development Charter
- To assist in the shaping and prioritising of member development activities including a comprehensive and robust induction
- To ensure Member development and learning opportunities relate directly to Telford & Wrekin's Community Priorities
- To assist in generating creative and innovative ideas for the advancement of the Member Development programme
- To introduce a process for the implementation of a Personal Development Planning scheme (PDP) and encourage all Members to participate
- To establish a mechanism to evaluate overall effectiveness of Member development
- To identify financial resources required to deliver development needs
- To encourage an effective member/officer working relationship

7.2 Individual Members

All Members will be responsible for:

- Improving their own performance
- Helping others to improve their performance
- Participating in an induction programme as a newly elected Member and refresher sessions as necessary

- Participating fully in the preparation and maintenance of personal development plans and undertaking learning and development as identified
- Participating in learning and development opportunities for any specific roles taken on including mandatory training required for Members sitting on quasi-judicial committees
- Applying what they have learnt to their work on behalf of the Council
- Communicating their development needs via the personal development planning discussion process or via their group leader to discuss at the Member Development Steering Committee
- Providing feedback on all formal and informal learning attended so that activities and programmes can be reviewed to ensure they meet the needs of Members and are of benefit to the Council
- Publishing learning and development achievements on personal web pages (via the Senior Member Services Officer)

7.3 Senior Member Services Officer

A dedicated Senior Member Services Officer is employed within the Democratic Services Team. With regard to Member learning and development, the Senior Member Services Officer has the following roles:

- Research learning and development opportunities
- Research alternative learning resources such as books, DVDs and on-line learning
- Liaise with officers to identify possible areas for member development and current areas of interest
- Consider opportunities for shared learning with other councils and organisations
- Produce an induction programme with the Member Development Steering Committee for the 3 months period immediately following the borough council elections
- Produce an overarching annual programme of learning and development with the Member Development Steering Committee, in line with the allocated budget, learning needs identified during the PDP process, corporate priorities and proposed changes in legislation
- Co-ordinate the arrangement of formal planned learning including liaison with members, officers, providers and organisation of venues giving due consideration to equality of access issues
- Produce a summary of feedback from each formal planned learning event
- Analyse feedback from planned learning events with the Member Development Steering Committee at each meeting and make recommendations for improvements as required
- Publicise and promote learning and development opportunities through the Members' Information Point, via email and through face to face or telephone contact

- Maintain information on learning and development and alternative learning resources on the Members' Information Point and in the Members' Room as appropriate
- Maintain personal development plans for each Member and consider requests for further learning and development with the Member Development Steering Committee in line with the budget
- With the Member Development Steering Committee and Democratic Services Manager, review this strategy on an annual basis

7.4 Standards Committee

The role of the Standards Committee is to consider member development issues in respect of the Code of Conduct and standards in public life.

8.0 Budget

A budget of £30,000 is currently allocated to member learning and development annually. The Member Development Steering Committee will review the budget annually and ensure that adequate resources (financial and officer support) are sought from the Council through the budget setting process. This will be based upon planned learning and development such as induction, individual development needs identified through the PDP process and ad hoc requests.

Around 50% of the budget will be set aside each year for individual development needs, the remainder of the budget will support generic learning and development and mandatory training.

8.1 Individual learning accounts

Each Member will have a personal learning account of £250.00 annually. This account can only be accessed through the Personal Development Planning scheme or through a one to one discussion which results in the development of a personal development plan. If a Member chooses not to take up the opportunity of a PDP or other development discussion, the individual's learning account will return to the general development budget pot.

8.2 Generic learning and development budget

Budget spend decisions will be based upon the benefits for the individual, the Council and the Community. Where there are constraints on the budget, priority will be given to learning and development which clearly benefits the Community through meeting the Council's community priorities.

9.0 Link to Council Plan, Vision 2026 and Community Priorities

The Council has a shared Vision with Telford & Wrekin Partnership for community it serves.

9.1 The Council's Vision

“A successful, prosperous and healthy community which offers a good quality of life for all the people of Telford & Wrekin.”

Together with our partners, Telford & Wrekin Council have developed a long-term 'Vision 2026 – Transforming Telford & Wrekin' setting out a clear statement of our aspirations for Telford & Wrekin over the next two decades. We want to ensure that Telford & Wrekin is an area with first class facilities and services for all its residents, local businesses, those who work in the area, and those who visit here. We see the Telford & Wrekin of the future as an area that will have a strong and well-defined positive image, confidence and sense of place where:

- there is a developing modern 'city' and community with a vibrant centre that is a true heart for the Borough;
- our Borough Towns are revitalised;
- our most deprived areas are regenerated and renewed;
- we have a dynamic and modern economy;
- our schools are second to none in giving our children the best start in life;
- growth in housing and business is encouraged and managed sensitively.

9.2 Vision 2026 and Our Community Priorities

Creating a successful, prosperous and healthy community is dependent on all parts of the community and local organisations and agencies working together in a 'joined up' way. Together with our partners on the Local Strategic Partnership, the Council is committed to realising a shared agenda of community priorities that support the delivery of the Vision. The six shared priorities, together with our key focuses for action that we have identified to improve community life, are as follows :

- Giving Children & Young People the Best Possible Start in their lives
- Maintaining a High Quality, Attractive and Sustainable Environment
- Creating a Safe, Strong and Cohesive Community
- Promoting Healthy Lifestyles and Improving the Quality of Life of Vulnerable and Older People
- Strengthening the Local Economy & the Skills of Local People
- Securing Affordable, Accessible and Sustainable Housing

In creating a programme of learning and development, it is key that Members have the skills and knowledge to work with officers to meet the Council's community priorities. Built into the Member Development Programme are opportunities for Members to concentrate on these areas. As part of the induction programme it is proposed to include introductory tours of the borough visiting developments, projects and organisations, which demonstrate how the Council is achieving its objectives.

As and when specific issues or areas of interest arise, sessions will be organised for Members or briefings provided by email or on the Members' Information Point.

In order to demonstrate how member development links to the Council's community priorities, for each session held, reference will be made to the priority(ies) that the learning and development opportunity supports.

10.0 Identifying learning and development needs

Learning and development needs are identified and assessed at two levels:

10.1 Council wide

Requirements for training sessions or alternative learning and development needs are identified through:

- The Council Plan
- Vision 2026
- Discussion with the Member Development Steering Committee
- Discussion with Corporate Directors, Heads of Service, Business Managers and other officers
- Discussion with relevant Committee Chairs (including Scrutiny Leadership Board)
- Discussion with Group Leaders
- Member surveys
- Corporate Bulletin
- Changes in legislation or new working practices

There are also identified development needs for specific committee roles in planning, licensing and appeals, standards, audit, cabinet and scrutiny and a need to run an induction programme following the elections every four years. Required skills and knowledge for different roles taken on by Members are to be set out within the Political Skills Framework which will detail skills and knowledge required and how these can be gained. A number of these sessions, particularly sessions for quasi-judicial committee roles are mandatory if the Member wishes to sit on the committee and take decisions.

10.2 Personal Development Planning Scheme

Members are able to shape their own development based on their individual learning needs. Learning and development will be identified through an initial questionnaire, personal development discussion and/or individual request. Every Member will have the opportunity to attend a personal development discussion with an external provider during which the personal development plan will be agreed. The discussion will consider roles, current skills and knowledge, mandatory requirements and the political skills framework. Relevant learning and development identified through this process will be arranged subject to a set of agreed criteria and where agreed, met from within the annual Member Development budget or the individual learning account as appropriate.

Members are also encouraged to maintain individual Learning Logs which should be completed immediately following training and revisited after 6 months and at the next PDP.

Requirements for ICT training are identified through individual discussion and request and during the installation of new equipment as well as through the PDP process. However, with an increasing emphasis on electronic communication and the use of the intranet and internet, there is an expectation that members will be able to effectively use Outlook, Word, Excel, email and the intranet/internet. The Council is committed to ensuring that Members have the necessary skills and knowledge to be able to use these programmes and therefore requests for ICT training will be arranged from within the main Member Development budget.

In the case of Planning, Licensing and Appeals Committees and sub-committees, members are required to undertake training before they are able to serve and take decisions on the committee. Members who do not currently serve on these committees and who may wish to join one of these committees in the future or want to learn more about the process, are strongly encouraged to attend the relevant training sessions.

11.0 Structure of Member Development

A structured approach to learning has been developed to include an initial induction period to cover the 12 weeks following election and a subsequent longer term programme produced annually and reviewed by the MDSC.

At the beginning of a new Council term and following by-elections, all Members will be provided with a copy of this strategy along with relevant role descriptions, the induction programme, details of the Personal Development Planning scheme and the bi-annual Member Learning & Development programme.

11.1 Induction

The induction programme is developed by the MDSC and includes introduction and refresher sessions to cover all the key information needed for both new and returning Members including a Welcome and Refresher session, an introduction to the organisational and political management of the Council, its committees and the role of Members, introduction to ICT, a tour of the borough, ward work and an introduction to local government finance. In addition, the induction programme includes learning and development for specific committee roles e.g. planning, licensing and appeals. A version of the induction will also be developed for use following a by-election.

Induction programmes will be supplemented by information provided to Members on the Members' Information Point through the Council's intranet site and in a Members' Handbook which is to be developed with the MDSC for issue in 2011.

11.2 Member Learning & Development Programme

There will be an overarching annual programme for each of the four years of the Council term. In addition Members will be able to access the staff development programme where appropriate. The programme will include general skills such as time management, effective decision-making and communication skills, as well as Members' Information Seminars, updates on legislation and mandatory training for committee roles. In addition, it is accepted that requirements for learning and development will arise on an ad-hoc basis and these will be scheduled in as necessary and Members provided with sufficient notice.

A detailed learning and development programme will be published bi-annually and circulated to all Members along with a copy of the updated Strategy. The programme will include the timescale for sessions, duration of session, expected learning outcome, overview of what will be covered and how the session links into the Council's community priorities.

11.3 Mandatory training

Members sitting on quasi-judicial committees (eg. planning, licensing) are required to undertake specific training before they may participate as a member of that committee. Mandatory training sessions will be clearly marked in the member learning and development programme. Members of quasi-judicial committees are also expected to attend follow up or regular training organised in respect of their committee. Although it is not a part of the Constitution the Member Development Steering Committee have also indicated that code of conduct, corporate parenting and equality and diversity should also be considered mandatory for all Members to attend.

12.0 Different types of learning and development

The Council recognises the necessity to provide a variety of learning methods, which reflect the differing needs and learning styles of Members. Methods of learning and development include:

- In-house briefings/workshops run by the Council's officers or external training providers
- Joint shared learning events with officers, partners and other authorities regionally and nationally
- External courses, seminars, conferences and other learning opportunities
- On-line training such as the Modern Councillor programme
- Books, CDs, DVDs
- One to one sessions eg) ICT training
- Coaching and/or mentoring
- Shadowing
- Benchmarking and site visits etc

A list of alternative training provision, available resources and methods of delivery will be provided in addition to sessions scheduled in the member learning and development programme. Members are welcome to bring forward alternative methods of learning either through the Personal Development Planning process or directly.

13.0 Equality of access

The Council considers the differing needs of Members when planning learning and development opportunities. This includes:

- Development opportunities delivered at a range of times, both daytime and evening and where possible on more than one date;
- Efforts are made to avoid certain times, for example Council meetings, school holidays, parish & town council meetings and local events;
- A range of learning resources in addition to traditional training sessions are available including on-line training, use of books, CDs, Videos/DVDs, which can be undertaken as convenient to the Member (see Different types of learning and development);
- Members can sign up for certain staff courses provided by the council's Learning & Development team on relevant subjects as part of the PDP process;
- The personal development discussion process allows each Member to reflect on their specific needs, and learning and development can therefore be tailored to fit individual requirements;

- The Council will provide any equipment or additional learning facilities for any Member of the Council who has a disability;
- Where necessary one to one training can be delivered either at home or at the Council offices at a time to suit
- Provision of hard copy supporting material when requested and electronic copies of presentations uploaded to the Members Information Point for reference

The Council provides a Carers Allowance for Members that are responsible for the care of a dependant/s, while the Member is on Council business.

Advance notice of Member Development opportunities are given to enable Members to make the necessary arrangements to attend.

14.0 Awareness raising

The Council recognises the importance of ensuring that all Members are aware of the Council's policy on member development including how it is organised, equality of access to opportunities and Member and officer responsibilities. To achieve this, the Council undertakes the following:

- To hold briefing sessions prior to elections for the general public who are interested in standing for Council entitled 'So you want to be a Councillor'. These sessions will include information on member development and support as well as roles and responsibilities
- To issue a copy of the Member Development Strategy, induction programme and the role description for Ward Member to all candidates standing for election
- To issue a copy of the Member Development Strategy, induction, Member Learning & Development Programme and relevant role descriptions upon election and where revised thereafter;
- To offer every Member the opportunity to have a personal development discussion annually to review their learning needs in more detail and produce a personal development plan;
- To advertise learning and development events on the Members' Information Point;
- To email invitations to attend learning and development opportunities to all Members;
- To send reminder emails for learning and development events closer to the time of scheduled sessions;
- To maintain a library of information/resources on subjects covered in development sessions on the Members' Information Point and in the Members' Room where appropriate;
- To produce an end of year summary report on learning and development;
- To promote learning and development via group leaders

Prior to the elections every four years, a prospective councillor leaflet and information pack is produced. In conjunction with the briefing sessions held, this pack aims to give people thinking about standing for election, an idea of what being a Member is like – this includes the various roles of Members, what the Council does, time commitment and support offered. Specifically, it aims to give prospective candidates an idea of the time commitment required in the weeks following the elections during the induction period. It is hoped that this will help give people a better idea of what they could be taking on. This is also available on the borough Council's website and promotion of the information is undertaken through the Council's publication Insight.

15.0 Monitoring, evaluation and review

Member learning and development sessions and other resources are regularly reviewed to ensure that they meet the needs of the Council, those of individual Members to allow them to perform the roles that they take on, and to reflect legislation and changes in local government.

Following each formal learning event, Members attending are requested to complete an evaluation (feedback) form to comment on how relevant the session was, what they learnt from the session and how it may assist them in carrying out their roles as well as recommendations for improvement (copy of the evaluation form can be found in the appendix). A summary of the evaluations completed will be produced to outline what was covered in the course, how it linked into the Council's objectives, numbers attended and feedback received. Feedback will be reviewed immediately following each learning event by the Senior Member Services Officer and quarterly by the Member Development Steering Committee. Recommendations for improvements will be made and action taken accordingly. Feedback will also be requested from Members using other resources such as CDs, DVDs, books or on-line training and this will be reviewed by the Member Development Steering Committee. Evaluation will also be reviewed again 6 months after completion of learning and at the PDP which will allow individual Members to comment on learning and development undertaken, its effectiveness and consider future development as part of the evaluation process.

A summary report of all opportunities provided will be produced by the Senior Member Services Officer quarterly for review by the Member Development Steering Committee to consider the effectiveness of opportunities, value for money and return on investment and to assist with the planning of future sessions and resources. The report will comment on how sessions held assisted with improvements in the performance of the Council, functions and individual Members. This summary report will be presented to the Cabinet bi-annually and also made available to all Members and relevant officers following consideration by the Member Development Steering Committee.

16.0 Joint Working

The Senior Member Services Officer and a representative from the Member Development Steering Committee attend meetings of the West Midlands Member Development Network, which provides an opportunity to share good practice, ideas for member development and information on training providers.

It is important to ensure that Member Development at a local level is linked to regional and national agendas and Telford & Wrekin supports joined up working with other authorities.

When looking at possible areas for Member learning and development, consideration is given to holding shared events with officers, other councils, partners and local organisations as relevant to the subject matter. The publication of the recent White Paper and work being undertaken on improving multi-tier working will link into opportunities for organising joint member development with other councils. Holding joint sessions offers value for money as costs of trainers, venues, materials etc can be shared between the participating organisations.

Joint learning events also provide valuable opportunities for networking and sharing knowledge and best practice.

Members are also offered the opportunity to book on to appropriate officer training courses. A list of sessions (as part of the list of other available types of learning and development) will be made available to Members to consider during the personal development planning process. Also, where appropriate, joint sessions on areas of current interest will be run for both Members and officers and Parish and Town Councils within the borough. Sharing sessions provides opportunities for Members and officers to interact and build good working relationships.

17.0 Member Support

A range of support is available to Members to assist them with their various roles and work for the Council. Support available includes:

- A basic allowance available to all Members
- Allowances for special responsibilities
- A carers allowance is available for Members that are responsible for the care of a dependant/s, while the Member is on Council business;
- Members are able to join the Local Government Pension Scheme;
- A support service for Members is provided by the Senior Member Services Officer within the Democratic Services Team. The Senior Member Services Officer's role is to provide comprehensive support to Members in their

representational role and to be the first point of contact, providing information and maintaining effective channels of communication between officers and Members. In addition to support provided in the area of learning and development, other services offered include stationery ordering including business cards, maintenance of Members' individual web pages and the Member's Information Point;

- Advice and information on local and partner organisations;
- A Members' Handbook, Members' Information Point and Members' Room which contains a library of information.

17.1 Promoting a work-life balance

The Council recognises the roles that Members have outside of their work for the borough council, including employment, home and family life and involvement with other organisations. This is considered when member development is planned and is reflected in this strategy. (See sections on identifying learning and development needs, different types of learning and development, equality of access and member support).

18.0 Promoting the role of Members

The importance of promoting the work of the Council and the role of Members is recognised as part of promoting local democracy. Work undertaken in this area includes:

- Members' details included in relevant Council publications distributed around the Borough and also on the website;
- Encouraging Members to hold regular surgeries;
- Displays of Member and ward details in community buildings;
- Links to Youth Council and local youth forums;
- Local Strategic Partnership provides a link between the Council and local groups and organisations;
- Prospective Councillor Information produced – information on website;
- Events attended by the Mayor and Leader of Council promotes the work of the Council;
- Your Community Matters;
- 'So you want to be a Councillor' information and briefing sessions for prospective councillors held as part of Local Democracy Month
- Networking where Members attend events regionally and nationally

19.0 Review of the strategy

This strategy will be reviewed annually by the Democratic Services Manager in consultation with the Member Development Steering Committee. It will be revised as appropriate, in line with reviews of the Council Plan, in accordance with best practice, following evaluation of learning and development and inline with any recommendations or developments in learning and development.

20.0 Further information

If you would like further information on Member learning and development at Telford & Wrekin Council, please contact the Senior Member Services Officer on 01952 380110, by e-mail to emma.price@telford.gov.uk or in writing to Telford & Wrekin Council, Civic Offices, PO Box 215, Telford TF3 4LF.

More information on the role of Members and support provided is available on the Members' Information Point on the Council's Intranet site.

21.0 Appendix

21.1 Role descriptions

Role descriptions can be viewed on the Members' Information Point:
<http://intranet/sites/members/Guide%20to%20being%20a%20Councillor%20Documents/Forms/AllItems.aspx?RootFolder=%2fsites%2fmembers%2fGuide%20to%20being%20a%20Councillor%20Documents%2fRole%20Descriptions&FolderCTID=&View=%7b7EC09700%2d5648%2d4069%2d94FC%2d272FD3AC7BD1%7d>

21.2 Evaluation form



Microsoft Word
Document

21.3 Personal Development Planning scheme

To follow

21.4 Skills and Knowledge Framework

To follow

TELFORD & WREKIN COUNCIL

CABINET – 15th SEPTEMBER 2009

MEMBER DEVELOPMENT STRATEGY

REPORT OF THE HEAD OF LEGAL SERVICES

1.0 PURPOSE

- 1.1 The purpose of this report is to present to Cabinet the Member Development Strategy for approval.

2.0 RECOMMENDATIONS

- 2.1 **That the Member Development Strategy at Appendix A be approved by Cabinet.**

3.0 SUMMARY

- 3.1 The Member Development Strategy has been developed by the cross party Member Development Steering Committee based upon the standards set out in the West Midlands Member Development Charter to provide a consistent framework within which learning and development opportunities can be planned, delivered, monitored and evaluated.
- 3.2 The strategy clearly outlines the Council's commitment to Member Development and the links with the Council Plan and Community Priorities.
- 3.3 There are numerous key outcomes for elected Members, the Council and the Community which will result from implementing the strategy. It will provide a 'route map' to support all Members in accessing learning and development at an appropriate level delivered through a range of methods. This will ensure that all Members have the relevant skills to carry out the role, are well informed, effective and strong community leaders with an understanding of the needs of local people and the ability to achieve the Council's vision and make an acknowledged difference within the Borough.
- 3.4 The implementation of this strategy will be integral to the achievement of the West Midlands Member Development Charter during 2009/10.

4.0 PREVIOUS MINUTES

Not Applicable

5.0. BACKGROUND

- 5.1 Any local authority dedicated to meeting the needs of its community must be committed to developing its elected members. The evolving central government reform agenda has placed increasing emphasis on an authority's need to rethink their approach to member support and development. The impact is such that a majority of local authorities across the West Midlands now have some form of support programme in place – however the approach, levels of commitment, effectiveness and progress varies considerably.
- 5.2 The West Midlands Member Development Charter sets out a standard to ensure a comprehensive approach to elected member development, which directly contributes and impacts on the performance improvement of a local authority.
- 5.3 An effective Member Development Strategy should seek to address the four key stages identified within the Charter
- Stage 1 – Planning & policy: The local authority plans and invests in member development to support its continuous improvement
 - Stage 2 – Implementation & delivery: The local authority's delivery of effective and timely training and development interventions
 - Stage 3 – Monitoring & review: The local authority monitors and reviews the ongoing effectiveness of its member development activity
 - Stage 4 – Evaluation: A mechanism that has been deployed to evaluate the overall effectiveness of the member development programme
- 5.4 By implementing a robust and comprehensive member led development strategy, the Council will be well placed to equip all Members with the essential skills and knowledge to carry out their roles effectively whilst ensuring this provides value for money and improves the performance of the Council. In addition, this provides a framework within which the Council can progress towards assessment under the West Midlands Member Development Charter.

6.0 EQUAL OPPORTUNITIES IMPLICATIONS

- 6.1 The scope of the strategy will ensure all Members have equal access to learning and development opportunities that support a diverse and representative membership.

7.0 ENVIRONMENTAL IMPLICATIONS

- 7.1 There are no environmental implications.

8.0 LEGAL IMPLICATIONS

8.1 It is good practice to have a structured member development programme in place but there is no legal requirement to have one

9.0 LINKS WITH CORPORATE PRIORITIES

9.1 Access to development opportunities will enable Members to contribute more effectively to the achievement of the Council's corporate priorities and improve the performance of the Council.

10.0 FINANCIAL IMPLICATIONS

10.1 The budget currently allocated for Member learning and development is £30,000 for 2009/10. A proportion of this budget is to be set aside for individual development needs which includes an annual £250 personal training allowance for each Member, any allowances not used will be returned to the corporate budget. The remainder of the budget is to be used for supporting generic learning and development and for mandatory training.

There is currently a Member Development reserve which has a balance of £104,000 however there are commitments during this financial year of approximately £75,000 for Equality and Diversity training, Leadership Academy, Code of Conduct and the introduction of the Personal Development Planning Scheme, this would leave £29,000 to be rolled forward in to future years.

10.2 The full costs of the Member Development Strategy will be funded from within the allocated budget provision.

11.0 WARD IMPLICATIONS

11.1 Borough Wide Implications

12.0 BACKGROUND PAPERS

West Midlands Member Development Charter

End of Report

Report Prepared by: Emma Price – Senior Member Services Officer – Tel: (01952 380110

TELFORD & WREKIN COUNCIL

CABINET – 15 SEPTEMBER 2009

AMENDMENTS TO REPRESENTATION ON OUTSIDE BODIES 2009-10

REPORT OF THE HEAD OF LEGAL SERVICES

1.0 PURPOSE

1.1 To request approval of an amendment to an appointment made to the Local Government's Rural Forum by Cabinet at its meeting of 23 June, 2009.

2.0 RECOMMENDATION

2.1 That Councillor A.J. Eade be appointed as the Council's representative on the Local Government Association Rural Commission in place of the Newport & Rural Locality Manager.

3.0 PREVIOUS MINUTES

Cabinet 23 June 2009 (Minute No. CB-26)

4.0 INFORMATION

4.1 At its meeting on 23 June, 2009 Cabinet approved the appointment of Councillor Tracy Hope and the Newport & Rural Locality Manager as its two representatives on the Local Government Association's Rural Commission.

4.2 The Council may appoint one elected member and one officer or two elected members to the Commission and the Leader has requested that he be appointed in place of the officer.

5.0 OTHER CONSIDERATIONS

<u>AREA</u>	<u>COMMENTS</u>
Equality & Diversity	Not applicable
Environmental Impact	Not applicable
Legal Implications	Not applicable
Opportunities & Risks	Not applicable
Financial Implications	Not applicable
Links with Corporate Priorities	Not applicable
Ward Implications	Not applicable

6.0 BACKGROUND PAPERS

None.

Report prepared by Susan Goater, Democratic Services Officer – (01952-383214)

TELFORD & WREKIN COUNCIL

CABINET – 15th SEPTEMBER 2009

**DEVELOPING FOOTBALL WITHIN THE COMMUNITY:
JOINT DEVELOPMENTS WITH AFC TELFORD UNITED - Part 1**

REPORT OF HEAD OF COMMISSIONING FOR LEISURE AND CULTURE

1. PURPOSE

- 1.1 To notify Members of the current position with regards to joint proposals with AFC Telford United and seek approval from Cabinet for delegated authority to proceed.

2. RECOMMENDATIONS

Cabinet is recommended to:

- 2.1 **Grant delegated authority to the Head of Commissioning for Leisure, following consultation with the Cabinet Member for Leisure and Culture, to develop proposals in conjunction with AFC Telford United for those sites identified within this report, with the aim of maximising wider benefits for the community of Telford & Wrekin as a whole as well as securing the future of national league football in Telford;**
- 2.2 **Grant delegated authority to the Head of Commissioning for Leisure, following consultation with the Cabinet Member for Leisure & Culture, to enter into negotiations with relevant owners and occupiers of the sites affected;**
- 2.3 **Note that further reports will be submitted to Cabinet for approval once proposals for these sites have been fully developed;**
- 2.4 **Note that any proposed development will be considered as part of the Sports & Learning Community Programme (SLC), part of the Borough Towns Initiative (BTI).**

3. SUMMARY

- 3.1 As part of the Borough Towns Initiative - Sports & Learning Community Programme (BTISLC), an opportunity has arisen to continue dialogue with one of the key partners, AFC Telford United. The report looks to seek authority to progress proposals which look at increasing benefits to the local community by maximising the use of a number of sites located in and around AFC Telford United, including looking at securing the future of the stadium for generations to come.

4. PREVIOUS MINUTES

- 4.1 Full Council Minutes - 28th April 2004

5. INFORMATION

- 5.1 The Council recognises the fact that football has the ability to play a fundamental role in building a sustainable and vibrant community. This is evident in the motion that was agreed at full Council in April 2004, which stated that the Council will do all it practically can to support the local football club 'to keep football alive and promote a united Telford.'
- 5.2 There are many examples of existing community based initiatives and partnership working between the Council and AFC Telford United which has resulted in positive community benefits for Telford & Wrekin as a whole. The club is now wholly owned by the supporters and has become a fundamental part of the community and functions as the glue which unites people and partnerships together.
- 5.3 As part of the Borough Towns Initiative - Sports & Learning Community Programme, initial discussions between the Council and the club have taken place. These discussions have focused on maximising the utilisation of sites in and around the stadium and the long-term aspirations of the Club for sustainable growth and development of existing and future community projects (such as the successful Telford Football Education & Excellence Centre, the football inclusion project and Playing for Success).
- 5.4 Council owned facilities under consideration include the stadium itself, adjacent learning centre, Bucks Head Pub and associated land, and the Haybridge Road garage site and associated house.
- 5.5 It is proposed to further investigate these issues with AFC Telford United alongside discussions as to how the Council can best engage with the Club for the greater benefit of the community and the delivery of community projects which will achieve outcomes across a diverse range of policy areas including health, regeneration and economic development, crime reduction, social cohesion and tourism.
- 5.6 It is acknowledged that there is considerable financial and legal work that needs to be conducted before any proposals can be finalised. It is at this stage that a further report will be submitted to Cabinet for approval of these proposals and the way forward.

6.0 Equality and Diversity

- 6.1 Proposals will aim to achieve greater community cohesion by opening up access and increasing usage of sports and community facilities in this locality. They will also look to tackle social exclusion, inequality, discrimination and disadvantage.

6.2 Any new services or projects resulting from these proposals will be consulted with all groups and fully comply with the Disability Discrimination Act (DDA) legislation.

7.0 Environmental Impact

7.1 There are no environmental implications at this stage.

8.0 Legal Comment

8.1 The discussions with AFC Telford United will need to have due regard to the Council's duties as trustee of public funds, Best Value duties, the requirements on disposal of properties relating to best consideration and Government policies on underutilised assets.

8.2 The further report will address the legal powers for, and issues in connection with, any recommendations contained in that report.

9.0 Links with Corporate Priorities

9.1 These proposals will support several Council priorities to enable the delivery of its vision for a successful, prosperous and healthy community which offers a good quality of life for all the people of Telford & Wrekin.

10.0 Opportunities and Risks

10.1 The opportunities and risks associated with this proposal have been identified and assessed. Arrangements will be put in place to manage the risks and maximise the opportunities that have been identified.

11.0 Financial Implications

11.1 Once proposals for the sites identified in the report have been developed the financial implications of the various options will need to be worked-up including identified funding sources. Approval by Full Council will be necessary prior to any financial commitments being entered in to by the Authority.

12.0 WARD IMPLICATIONS

12.1 The football club and neighbouring sites referred to in this report are located within Wellington's College ward, however the benefits with having a national league football club are borough wide.

13.0 BACKGROUND PAPERS

13.1 Full Council Minutes – 23 April 2004

Report prepared by:

Jonathan Rowe - Head of Commissioning for Leisure tel: 01952 382900

Sophie Griffiths - Principal Officer of Special Programmes tel: 01952 383098