

BOROUGH OF BARROW-IN-FURNESS

EXECUTIVE COMMITTEE

Meeting, Wednesday, 7th March, 2012
at 2.00 p.m. (Committee Room No. 4)

NOTE: Group Meetings at 1.15 p.m.

A G E N D A

PART ONE

1. To note any items which the Chairman considers to be of an urgent nature.
2. To receive notice from Members who may wish to move any delegated matter non-delegated and which will be decided by a majority of Members present and voting at the meeting.

3. **Admission of Public and Press**

To consider whether the public and press should be excluded from the meeting during consideration of any of the items on the agenda.

4. Disclosure of Interests.

A Member with a personal interest in a matter to be considered at this meeting must either before the matter is discussed or when the interest becomes apparent disclose

1. ***The existence of that interest to the meeting.***
2. ***The nature of the interest.***
3. ***Decide whether they have a prejudicial interest.***

A note on declaring interests at meetings, which incorporates certain other aspects of the Code of Conduct and a pro-forma for completion where interests are disclosed will be available at the meeting.

5. To confirm the Minutes of the meeting held on 1st February, 2012 (copy attached).
6. Apologies for Absence/Attendance of Substitute Members.

FOR DECISION

- (D/R) 7. Recommendations of the Housing Management Forum, 1st March, 2012
(TO FOLLOW).
- (D) 8. Council Finances Report – Quarter 3 2011-2012

- (D) 9. Benefit Fraud Prosecution Policy.
- (D) 10. Recycling Reward Grant.
- (R) 11 Pay Policy Statement 2012/13.
- (D) 12. Extension to Heating, Ventilation and Air conditioning service Maintenance Contract
- (D) 13. Universal Credits and Localising Council Tax.

PART TWO

- (R) 14. Interim Management Arrangements for Welfare Reform.

NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH 1 OF PART ONE OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND ACCESS TO INFORMATION (VARIATION) ORDER 2006

- (R) 15. Budget Strategy Establishment Review (REPORT TO FOLLOW).

NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH 1 OF PART ONE OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND ACCESS TO INFORMATION (VARIATION) ORDER 2006

- (R) 16. Appointment of Electoral Registration Officer and Returning Officer.

NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH 1 OF PART ONE OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND ACCESS TO INFORMATION (VARIATION) ORDER 2006

**NOTE (D) - Delegated
(R) - For Referral to Council**

Membership of Committee

Councillors

Pidduck (Chairman)
Sweeney (Vice-Chairman)
Barlow
Bell
Cassidy
Doughty
Garnett
Graham
Guselli
Richardson
Seward
Wall

For queries regarding this agenda, please contact:

Jon Huck
Democratic Services Manager
Tel: 01229 876312
Email: jwhuck@barrowbc.gov.uk

Published: 28th February, 2012.

EXECUTIVE COMMITTEE

Meeting: 1st February, 2012
at 2.00 p.m.

PRESENT:- Councillors Pidduck (Chairman), Sweeney (Vice-Chairman), Barlow, Bell, Cassidy, Doughty, Garnett, Graham, Guselli, Richardson, Seward, and Wall.

105 – The Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985 and Access to Information (Variation) Order 2006

Discussion arising hereon it was

RESOLVED:- That under Section 100A(4) of the Local Government Act, 1972 the public and press 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 Paragraph 3 (Minute Nos. 112 and 113) of Part One of Schedule 12A of the said Act.

106 – Disclosure of Interests

Councillor Barlow declared a personal and prejudicial interest in Agenda Item 9 – Budget Proposals 2012-13 (Minute No. 117). He was the Honorary Treasurer of Barrow and District Disability Association.

He also declared a personal interest in Agenda Item 17 – Lease of Waterside House and Adjacent Land to BAE Systems Ltd (Minute No. 113). One of the Licence holders was known to him.

Councillor Cassidy declared a personal and prejudicial interest in Agenda Item 15 – Amendments to Constitution Part 3(2) Officer Delegations (Minute No. 120). A close relative was mentioned in the item. He left the meeting during consideration of the item.

Councillor Guselli declared a personal and prejudicial interest in Agenda Item 14 – Accredited Landlord Scheme (Minute No. 111). He was a private landlord. He left the meeting during consideration of the item.

He also declared a personal interest in Agenda Item 9 – Budget Proposals 2012-13 (Minute No. 117). He was a Member of Cumbria County Council.

Councillor Seward declared a personal interest in Agenda Item 17 – Lease of Waterside House and Adjacent Land to BAE Systems Ltd (Minute No. 113). She worked alongside one of the Licence holders.

107 – Minutes

The Minutes of the meeting held on 14th December, 2011 were agreed as a correct record.

108 – Housing Management Forum: Recommendations

The recommendations of the Housing Management Forum held on 19th January, 2012 were submitted for consideration.

N.B. The Minutes are reproduced as **Appendix A** to the Minutes of this meeting.

RESOLVED:- That the recommendations of the Housing Management Forum be agreed as follows:-

Housing Maintenance Investment Programme

That the Executive Committee agree the following:-

1. To note the progress on achieving and maintaining the Decent Homes Standard shown at point 1 of the report;
2. To agree principles highlighted in point 2 and the annual Investment Profile shown at Appendix C of the report;
3. To agree to deliver a significant proportion of the investment proposals shown in Appendix D of the report through Cumbria Housing Partners subject to compliance with the frameworks group accounting requirements; and
4. To agree that Officers procure the new planned investments shown in point 3 above using CHP or traditional competitive tendering.

109 – Extension for Water Safe Monitoring, Service Contract

The Chief Executive reminded the Committee that in April 2007 a five year contract for water safe monitoring and water risk assessments had been awarded to Rentokil Initial. They were a high standard national company and had provided a quality service to the Council over the last ten years.

A quality, thorough and well organised monitoring system was very important to the Council and of greater importance than testing any greater opportunities for cost saving on that contract historically valued at £18,500 per annum.

With a quality company in situ providing reliable service it was proposed that Standing Orders be suspended to allow for a further five year extension to the contract with Rentokil.

Rentokil had offered to include a complete renewal of all properties, full risk assessments to the new British standard BS8580, online legionella awareness training for venue managers and appropriate staff, the continuation of the live online tracking system for monitoring and the inclusion of two extra properties for £19,500 per year. That annual value would then be held for the duration of the five year contract.

RESOLVED:- To approve the suspension of Standing Orders for the contract and agree the award of the contract to Rentokil Initial for a further five years with a total value of £97,500 to run from 1st April, 2012 until 31st March, 2017.

110 – LDF Annual Monitoring Report (AMR)

The Director of Regeneration and Community Services reminded the Committee that the AMR for 2010/11 had been submitted to the Secretary of State on 23rd December 2011. That was the seventh Annual Monitoring Report to be published and a full colour copy was available to view in the Members' Room or on the Council's website.

The AMR was required to set out the Council's progress in producing the documents set out in its Local Development Scheme (LDS).

Certain aspects of the AMR were statutory requirements such as progress against the LDS, details of development plan policies which were not being implemented and how they were to be reviewed, and the number of dwellings delivered against any development plan targets. The AMR had contained a 'housing trajectory' showing the actual and predicted performance against any housing targets in the development plan (currently those set out in the Regional Strategy).

DCLG had cancelled the AMR's non-statutory 'Core Indicators' on 30th March 2011. Available data had been presented on the same basis as previously, to enable comparison with previous years and with other Cumbrian Authorities. The AMR sets out a number of indicators to monitor policies in the adopted Barrow Port Area Action Plan DPD.

RESOLVED:- To note the submission and content of the LDF Annual Monitoring Report.

111 – Accredited Landlord Scheme

The Director of Regeneration and Community Services reminded the Committee that following referral of the Budget Strategy to Council for approval and the retirement of the Chief Environmental Health Officer at the end of December 2011, it had been proposed that the staff within the Environmental Health Department that deal with private sector housing and housing market renewal were placed into a separate section.

Staffing in that section would reduce at the end of March 2012 when the Senior Environmental Health Officer takes voluntary redundancy.

The Council had operated an Accredited Landlord Scheme since 2004. That had operated as a voluntary scheme intended to give participating landlords a market advantage. The implementation of the scheme had been agreed by this Committee.

Landlords had been further incentivised to join the scheme by making grants available through Neighbourhood Renewal Fund (NRF). The grants had been available to deliver energy efficiency or home security measures. The grants had ceased with the end of NRF in 2008.

If accredited landlords breached the conditions of the scheme, their membership could be withdrawn, subject to an appeal to a panel including members and a landlord representative. If membership was revoked, any grants made within the previous three years were repayable. He did not consider that any remaining members of the scheme could be subject to grant repayment.

The scheme had been managed by the Senior Environmental Health Officer (EHO). Membership had dwindled over time, and he recommended that with the redundancy of the Senior EHO, that the scheme be formally wound up.

RESOLVED:- To formally agree to close the Accredited Landlord Scheme.

112 – 102 Abbey Road Phase II

The Director of Regeneration and Community Services reminded the Committee that the Council had purchased 100 and 102 Abbey Road (Oxford Chambers) in December 2010. 100 Abbey Road had now been demolished under the first phase of the works and the remaining footprint would be landscaped under a separate commission.

102 Abbey Road was a Grade II Listed building and had been categorised as a critical building within the Abbey Road Townscape Heritage Initiative gateway scheme, match funding was being provided by the Heritage Lottery Fund (HLF). The external refurbishment was needed and the works would tie-in well with the Duke of Edinburgh and 104 Abbey Road forming a completely refurbished terrace block.

The Committee considered tenders that had been received for the refurbishment works.

The proposed scope of works had been cut back to fit the available budget. The works had been prioritised to deal with the external envelope and ensure the building was water tight. Internal works (including wall linings and finishes to all floors) had been cut back including the mechanical and electrical installations.

RESOLVED:- To appoint Team Northern Construction Ltd under the JCT 2011 Intermediate Building Contract with Contractor's design to carry out the proposed works.

113 – Lease of Waterside House and Adjacent Land to BAE Systems Ltd

The Director of Regeneration and Community Services informed the Committee that BAE Systems had approached the Council about a long term lease of Waterside House and the adjacent land. Existing tenants would be displaced though the impact on them could be reduced by extending their termination of licence period and offering alternative accommodation. The Committee considered the terms of the lease.

RESOLVED:- To authorise the Chief Executive to enter into a lease for Waterside House and the adjacent land with BAE Systems on the terms set out in the report.

114 – Establishment Review

RESOLVED:- To note that Agenda Item 18 – Establishment Review was withdrawn.

REFERRED ITEMS

THE FOLLOWING MATTERS ARE REFERRED TO COUNCIL FOR DECISION

115 – Housing Revenue Account 2012/2013

Consideration was given to the recommendations of the Housing Management Forum held on 19th January, 2012 on the Housing Revenue Account.

N.B. The Minutes are reproduced as **Appendix A** to the Minutes of the meeting.

RECOMMENDED:- To recommend the Council:-

- (i) To note the information at (1) of the report;
- (ii) To note the information regarding balances as at (2) of the report;
- (iii) To note the information in point (3) of the report and agree the 2012/13 budget as shown at Appendix A of the report;
- (iv) To agree an average increase of 7.05% in line with Rent Restructuring guidelines and note the effect on individual rents shown at Appendix B of the report;
- (v) To agree the increase of Garage charges of 7.05% as shown at point (4.1) of the report; and
- (vi) To note the information at (4.2) and (4.3) of the report.

116 – Treasury Management Strategy 2012-2013

The Borough Treasurer informed the Committee of the requirements to set a Treasury Management Strategy and limits on various treasury transactions as well as a number of prudential indicators to monitor the compliance with the strategy.

RECOMMENDED:- To recommend the Council to approve the full strategy as detailed in the report and in particular the following:-

- (i) To adopt the Capital Prudential Indicators and Capital Financing Requirements (CFR) Limits for 2012-13 to 2014-15 to be amended in accordance with the final determination issued by the CLG on 1st February, 2012;
- (ii) To approve the Minimum Revenue Provision (MRP) Statement which sets out Council's policy on MRP;
- (iii) To approve the Treasury Management Strategy 2012-13 to 2014-15, and the Treasury Prudential Indicators;
- (iv) To approve the Authorised Limit for borrowing; and
- (v) To approve the Investment Strategy 2012-13 contained in the Treasury Management Strategy.

117 – Budget Proposals 2012-2013

The Borough Treasurer informed the Committee that the current year projected outturn was expected to be a surplus of £266,200. That was mainly due to receiving the new homes bonus grant of £157,870, and the recovery of VAT amounting to £101,860. The projected surplus for 2011-2012 had already been incorporated into the strategy calculations.

There had been no change to the settlement figures previously announced by the DCLG.

He further reported that in 2011-2012 the Government had introduced a grant to encourage councils to freeze the tax. That grant would be included as part of the financial settlement for the CSR period to compensate for the loss of tax income resulting from freezing the tax in 2011-2012.

In October 2011 the Government had announced that a separate Council Tax freeze grant would be available for 2012-2013 but that grant would be a one off payment. That meant that the loss of tax income would not be supported by future compensation from central government.

For Barrow the 2012-2013 grant would be £108,686 which was the equivalent of a 2.5% increase in tax. Accepting that offer would mean that the income forgone over

the CSR period would amount to around £532,000 which would have a major impact on the Council's reserves.

The budget had been prepared on the assumption that the Council would not take up the offer of the grant for 2012-2013.

The budget strategy had been considered by Council on 24th January, 2012. That budget had been based on that strategy with refinements to some of the assumptions then used to reflect more up to date information.

It was proposed that the budget was to be set at £13,049,648 (excluding parish precepts). That represented a 3.49% increase in Council Tax for the Borough area. The annual Band A tax would be £139.28 and Band D tax would be £208.92.

Based on the strategy, the net surplus for 2012-2013 of £709,580 had been added to the restructuring reserve to be used in the coming years to achieve a balanced budget by the end of the spending review period to 2015-2016.

A public consultation exercise relating to the budget strategy had already been carried out so there was no need for further consultation on setting the budget. The Overview and Scrutiny Committee would be held on 8th February, 2012 to consider the budget.

A Council meeting was to be held on 21st February, 2012 to approve the budget and set the Council Tax. The Borough Treasurer informed the Committee that the Council would not receive information from the Police Authority and Cumbria County Council until 17th February, 2012. He asked that the Council meeting be rescheduled to 28th February, 2012.

The Housing Revenue Account budget 2012-2013 had been submitted to the Housing Forum for consultation on 19th January, 2012.

RECOMMENDED:- To recommend the Council:-

- (i) To set the budget at £13,049,648 with a 3.49% increase in the Council Tax for the Borough area. The annual Band A tax would be £139.28 (an annual increase of £4.70 or 9 pence per week) and Band D £208.92 (an annual increase of £7.05 or 14 pence per week);
- (ii) To agree the Parish precepts of £103,000; Dalton with Newton £73,000, Askam and Ireleth £27,000 and Lindal and Marton £3,000 parish councils. The total revenue budget including parish precepts was £13,152,648;
- (iii) To agree to the following changes in reserves:
 - To add the transition grant for 2012-2013 of £2,985,778 to the restructuring reserve in accordance with agreed budget strategy.

- To add the net planned surplus for 2012-2013 of £709,580 to the restructuring reserve in accordance with the agreed budget strategy;
- (iv) To agree the fees and charges for 2012-2013 as listed in the report and the addendum tabled at the meeting;
- (v) To note the medium term forecast of the revenue budget based on the agreed strategy;
- (vi) To note that the current year projected outturn was expected to achieve a contribution to balances of £266,200;
- (vii) To approve the recommendations of the Housing Management Forum regarding the Housing Revenue Account; and
- (viii) To agree that the Council meeting be rescheduled to 28th February, 2012.

Immediately after the vote was taken Councillors Guselli and Richardson had requested that their vote be recorded that they had voted against the motion.

118 – Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006

The Chief Executive informed the Committee that in compliance with the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006, every Council in England and Wales must have undertaken and completed a review of all of the polling districts and polling places in its area every four years.

The review had commenced on 31st October 2011 and any representations had to be received by 2nd December, 2011.

Local political parties, Ward Councillors had been consulted and views were also invited from electors within the Parliamentary Constituency of Barrow and Furness as well as persons who may have particular expertise in relation to access to premises or facilities for persons with disability.

A public notice had also been posted outside of the Town Hall, on the Council's website and a Press Release had also been issued.

Furness Equality and Diversity Partnership had been consulted and they could find nothing that concerned them over access, disability or condition.

Representations had been received from Barrow and District Constituency Labour Party, St. Columba's Catholic School and St. Paul's C of E School.

RECOMMENDED:- To recommend the Council:-

- (i) To approve the changes to polling places and polling stations as detailed in **Appendix B** to these Minutes as amended;
- (ii) To delegate authority to the Returning Officer, after consultation with the relevant ward councillors, to make any necessary minor changes to polling places that may arise other than as part of a review; and
- (iii) To agree that Polling District (JC) be created as shown at **Appendix C** to these Minutes.

119 – Guidelines for Official Spokespersons

The Chief Executive reminded the Committee that at its meeting on 4th October, 2011 the Local Government Working Group had agreed that the Guidelines for Official Spokespersons be submitted to this Committee and Council for approval.

The guidelines after approval would appear in Part 7 Official Spokespersons of the Constitution.

Official Spokespersons should:-

1. Contact the Lead Officer as the first point of contact when seeking information about their subject area.
2. Seek the Lead Officer's guidance in responding to external queries or requests for information.
3. Avoid feeling pressured into issuing a statement on behalf of the Council when so requested (unless the Member is prepared or in possession of accurate and up to date information).
4. Adopt the procedure in (3) above when contacted by the press.
5. Contact the Leader of the Council if further guidance is needed before responding to external queries in respect of the subject area of the Spokesperson's role.
6. Liaise with the Lead Officer as necessary and go through Agendas for external meetings or outside bodies prior to attendance at such meetings.

RECOMMENDED:- To recommend the Council to approve the Guidelines for Official Spokespersons as reported for inclusion in Part 7 Official Spokespersons of the Constitution.

120 – Amendments to Constitution Part 3 (2) Officer Delegations

The Director of Regeneration and Community Services informed the Committee that following deletion of the post of Chief Environmental Health Officer, he sought an amendment to the Constitution reflecting the new structure within the Environmental Health Department.

Under the new management arrangements, matters relating to private housing would not be dealt with by the Environmental Health Manager. Delegation on these should be transferred to himself pending the wider review of the Constitution arising from the Budget Strategy, which would be reported to Members in due course.

He also commented that the Environmental Protection Act 1995 (Part XIII) Control of Stray Dogs should also be transferred to him.

To expedite the changes as quickly as possible the amendments would be considered at the Council meeting on 21st February, 2012.

RECOMMENDED:- To recommend the Council that Part 3(2) Section F of the Constitution be amended (a) by replacing references to the Chief Environmental Health Officer with Environmental Health Manager and (b) with regard to Housing Renovation Grants, the Housing Act 2004 and the Environmental Protection Act 1990 (Part XIII) Control of Stray Dogs, delegated powers be transferred to the Director of Regeneration and Community Services.

The meeting ended at 3.25 p.m.

HOUSING MANAGEMENT FORUM

Meeting: 19th January, 2012
at 2.00 p.m.

PRESENT:- Councillors Hamilton, Barlow, Irwin, Murray, Pointer, Richardson and Williams.

Tenant Representatives:- Mrs P. Charnley (Chairman), Mr M. Burton, Mr W. McEwan, Mrs C. McFayden, Mr W. Ward and Ms B. Whitby.

36 – Minutes

The Minutes of the meeting held on 1st December, 2011 were taken as read and confirmed.

37 – Apologies for Absence/Changes in Membership

Apologies for absence were submitted from Councillor Burns, Mr N. Hird, Mr A. McIntosh and Ms K. Warne.

Ms B. Whitby had attended as a substitute for Mr A. McIntosh for this meeting only.

38 – Housing Maintenance Investment Programme 2012/13

The Housing Manager submitted the report to agree the spend profile for the Housing Services Investment Plans for 2012/13. The expenditure profile and priorities were based on the five year Asset Management Plan agreed at the Housing Management Forum on 26th August, 2010. Details of progress during the current year had also been provided.

The report provided up to date details of the properties scheduled for work during the year and how the work should be delivered.

In compiling the 2012/13 Investment Programme the Housing Manager had followed the Settlement Payments Determination draft 2012/13 which replaced the former Subsidy Determination guidelines. The principles adopted in drafting these (The 2012/13 Investment Programme) was funded from the Housing Revenue Account or from the Major Repairs Allowance. The principles adopted in drafting these proposals continued with the previously agreed targets set out in the 2010 Asset Management Plan and sought to ensure:-

- The Council achieves the Decent Homes standard;
- The aspirations of tenants are considered and incorporated within plans; and
- To work collaboratively with other housing providers and contractors to improve delivery of planned and responsive repairs services.

The plan also established the following targets:-

1. Increase % of Sedbuk A rated boilers from 44% to 75% by 2015
Actual boiler percentage increase forecast by 31/3/2012 = 72.5%
2. Increase % of bathrooms less than 15 years old from 40% to 60% by 2015
Actual bathroom percentage increase forecast by 31/3/2012 = 62%
3. Increase % of kitchens less than 15 years old from 40% to 60% by 2015
Actual kitchen percentage increase forecast by 31/3/2012 = 81%

Properties identified for improvement were completed on a “worst first” and “just in time” basis. Programmes of delivery reflected the need to satisfy Decent Homes requirements and were based on the results from the independent Stock Condition Survey completed in March 2010. Properties scheduled for investment during 2012/13 were considered along with provisional properties identified for improvements during years 4 and 5 of the Asset Management Plan.

1. Progress during the Current Year 2011/12

All planned investment works had progressed satisfactorily during the year. The re-pointing work on Walney was scheduled to commence in late February, early March 2012.

Investments via CHP had continued to be an effective delivery method in terms of value for money, compared with historical costs. Additional efficiencies had been made through improved delivery by providing a streamlined approach to the management, administration and monitoring of the contracts.

Progress on delivery would continue to be reported to this Forum on a regular basis through the Information Report.

The table below provides an indication of the number of properties that had benefited from the more significant Investment Plans and would be updated where appropriate at year end.

Type of Work	No of Properties due for improvement in 2011/12	No of Properties Completed at 31/12/2011
Kitchens	314	252
Bathrooms	195	100
Central Heating	300	195
Rewires	124	90
Painting	492	348
Re-Pointing	62	Tender return 27/01/12
Minor Adaptations	N/A	101
Major Adaptations	N/A	69

It was normal practice when presenting this report to provide an update on the number of properties failing the decent homes standard. The assessment was based on

information provided by the independent Stock Condition Surveys carried out in 2006 and 2010. The updated property records of the investment work completed since the survey indicated that the current position was:-

	Number of properties failing the decent homes standard	Percentage of Stock
Baseline survey 20.6.2006	509	18%
as at 1.4.2009	6	Less than 1%
as at 7.6.2010	32	1%
as at 31.12.2011	0	0%

2. Suggested Investment Profiles for 2012/13

The Housing Manager submitted a suggested investment profile for 2012/13 which is attached at **Appendix A** to these Minutes.

The profile followed the “sustainable” investment model identified in the 2010 Asset Management Plan and built on existing priorities to upgrade kitchens, bathrooms, heating and electrical circuits on a worst first basis.

The HRA baseline model allocation for 2012-13 was:

Maintenance Allowance	(per property £1079.61) (11-12 figure = £3,028,330)	£2,925,744
Major Repairs	(per property £702.92) (11-12 figure = £1,915,098)	£1,904,924
	Total	<u>£4,830,668</u>

The reduction in the values of “Maintenance Allowance” between 2011/12 and for 2012/13 was due to transitional cash protection element that had been factored in and a reduction in stock numbers.

The reduction in values for “Major Repairs Allowance” related to the reduction in stock numbers and changes to the calculation of MRA.

3. Progressing the Planned Investment Works

The majority of the planned works had been delivered through the Housing Services arrangement with CHP. A new four year framework had been established with CHP and GM Procure and the Housing Manager proposed that this arrangement be continued as it had demonstrated significant cost savings and Gershon efficiencies.

In 2011 a series of “mini competitions” had been completed to appoint suitable CHP contractors to undertake investment programmes. Officers recommended continuing with these arrangements subject to ongoing satisfactory levels of performance, service delivery and customer care.

The Councils commitment to exceed the delivery targets set out in the 5 year Asset Management Plan showed for example; that 72.5% of properties now had “Sedbuk A” rated boilers. This was approximately three years ahead of schedule and had led to a significant reduction in the anticipated costs for annual servicing, breakdown and associated building work costs for heating maintenance. These improvements also provided tenants with additional savings in the form of reduced operating and running costs and allowed elements of the maintenance budget to be re-directed into new investments targeting other areas of the housing stock including:-

£300,000	Re-Roofing works - Griffin estate (2 year delivery plan);
£50,000	Balcony renewals - Central areas (2 year delivery plan); and
£50,000	Fencing renewals - Upper Hindpool

The 5 year Asset Management Plan detailed existing insulation levels within the stock. Officers had identified a small number of 3 storey flats in Lower Hindpool that were classified as “unsuitable” to receive cavity wall insulation. A feasibility study was presently ongoing with Community Energy Saving Programme (CESP) to assess the cost and benefits of providing external wall insulation to these properties (Tay Court, Craven Park Court and One block in Anson Street). The cost to deliver this work would be matched funded by CESP and was estimated to cost in the region of £150,000. At this stage, Officers were advising that the Councils contribution was expected to be in the region of £75,000 and would provide Members with a detailed report of the funding options to progress this investment.

Members were requested to agree that Officers procure the new works shown in point 3, above using the most economically advantageous procurement option. This may include CHP or a traditional competitive tendering process.

RECOMMENDED:-

- (i) Note progress on achieving and maintaining the Decent Homes Standard shown at point 1;
- (ii) Agree principles highlighted in point 2; and the Annual Investment Profile attached at **Appendix A** to these Minutes;
- (iii) Agree to deliver a significant proportion of the investment proposals shown at Appendix D to the report through Cumbria Housing Partners subject to compliance with the frameworks group accounting requirements; and
- (iv) Agree that Officers procure the new planned investments shown in point 3 above using CHP or traditional competitive tendering.

39 – Performance Information Report – April 2011 to December 2011

The Housing Manager submitted information relating to a selection of local and national performance indicators and Best Value Performance Indicators. The information was as follows:-

PI REF	Performance Indicator	Actual 2009/10	Actual 2010/11	Apr -June 2011	Apr -Sept 2011	Apr- Dec 2011	Target (Median)
	£ Rents Collection						
HMP210	£ Rent collected	£8,546,587	£8,738,448	£2,120,260	£4,531,664	£6,782,537	£ 9,141,931
HMP210	Rent collected as % of rent due	98.46%	103.47%	101.06%	99.18%	96.24%	99%
Mgt	£ Current Arrears (dwellings)	£165,452	£155,726	£179,618	£212,644	£240,928	£175,679
Mgt	£ Former Arrears (dwellings)	£123,432	£103,418	£96,684	£92,124	£93,751	£128,081
HCPI	Write Offs	£129,709	£114,706	£25,768	£49,267	£64,223	£34,616
HMG50	Tenants evicted for rent arrears	18	13	0	3	5	13
CMCX13	Current tenants arrears % of rent owed	1.91%	1.79%	8.28%	4.58%	3.44%	2.15%
HCPI	Former tenants arrears % of rent owed	1.42%	1.18%	4.46%	1.98%	1.34%	1.90%
Mgt	£ Rent arrears Garages	£4,094	£3,289	£2,536	£4,520	£7,197	£ 3,750
Mgt	£ Rent Arrears Shops	£28,131	£27,524	£18,704	£13,497	£17,580	£25,000
	Void management						
	No. of Voids	281	264	80	103	165	225
GNPI 36	Average re-let time for dwellings (days)	31	28	49	45		33
GNPI 30	£ rent loss through vacant dwellings	£101,530	£85,909	£29,608	£53,854		£129,811
Mgt	£ rent loss due to vacant garages	£4,873	£4,907	£1,177	£2,583		£4,500
Mgt	£ rent loss due to vacant shops	£4,253	£4,844	£3,125	£8,546		£4,000
HMG100	% properties accepted on first offer	NA	73.9%	NA	NA		70%
Mgt	Cost per Void (Rents, Repairs, Mgt & Arrears)	NA	£2,556	£1,141	£3,543		
	Maintenance						
	No. Repair Orders issued (Tenant Demand)	13,068	10890	3350	6609	8979	8946
	% all reactive repairs completed on time	81%	92.5%	98.7%	94.0%	98.4%	94.8
GNPI 18	% emergency repairs completed on time	97%	98.9%	98.1%	98.2%	87.7%	96.7
GNPI 19	% urgent repairs completed on time	88%	89.6%	87.8%	90.1%	89.5%	94.6
GNPI 20	% routine repairs completed on time	93%	90.6%	91.3%	92.5%	92.8%	94.1
HMPI 90	Average end-to-end time for all reactive repairs (days)	12.6	12.6	9	9	10.3	9
HMPI 100	Percentage of repairs completed right first time	NA	NA	NA	NA	NA	94.7
BV 185	Appointments kept as a percentage of appointments made	97%	97.13	NA	NA	NA	96.8
HMPI 380	Appointments made as a percentage of repair orders (excl gas & voids)	100%	100%	NA	NA	NA	94.1
G15CO	Percentage of dwellings with a valid gas safety certificate	99.5%	99.2%	98.56	99.71	99.82	99.5
COMP1	Average time taken to answer inbound telephone calls (in seconds)	NA	NA	NA	NA	NA	
NI 158	Percentage of homes that fail to meet the Decent Homes Standard	0%	0.0%	0.0%	0.0%	0.0%	6.70%
BV63 (amended)	*Average energy efficiency rating of dwellings (based on SAP 2005)	76.20%	68.3	68.3	68.3	68.3	69.10%
	Equality & Diversity						
	ASB cases reported	213	85	28	45	53	119
HMPI 60A	Percentage of closed ASB cases that were successfully resolved	13.1%	72%	81%	83%	90%	NA
NI 141	% Vulnerable people achieving independent living	87%	97%	90%	100%	98%	77.2
HMPI 60B	% Diversity Information : Age	99.90%	99.88%	99.90%	99.81%	99.89%	100%
HMPI 60C	Gender	100%	100%	100%	100%	100%	98%

HMPI 60D	Ethnicity	66.90%	94.70%	71.19%	71.91%	94.92%	75%
HMPI 60E	Disability	42.40%	44.59%	47.79%	42.00%	50.50%	75%
HMPI 360	Sexuality	43%	41.70%	45.15%	46.28%	54.95%	55%
BV 12	Religion or belief	43%	43.05%	46.34%	47.55%	56.49%	55%
HMPI 190	Percentage of Stage 1 complaints upheld	NA	25%	0%	20%	33%	NA
	Performance Indicator	Actual 2009/10	Apr - Mar 2011	Apr -June 2011	Apr -Sept 2011	Apr- Dec 2011	Target (Median)
	Satisfaction						
HMPI 270	Percentage of tenants satisfied with the landlord's services overall	87%	87%				NA
HMPI 80	Percentage of tenants satisfied with repairs and maintenance	88%	88%				NA
HMPI 340	Percentage of tenants satisfied that their views are taken into account	76%	76%				NA
HMPI 230	Percentage of new tenants satisfied with the allocation and letting process	NA	NA				NA
HMPI 200	Percentage of residents satisfied with estate services	81%	81%				NA
	Value for Money - Direct Costs per property						
Housemark	Major & Cyclical works (service)	£1,406	£1,294				£1,446
Housemark	Responsive Repairs	£400	£455				£449
Housemark	Void Repairs	£132	£144				£177
Housemark	Rent Arrears & Collection	£68	£53				£67
Housemark	Community Involvement	£31	£27				£43
Housemark	Anti Social Behaviour	£37	£29				£37
Housemark	Neighbourhood Mgt (Estates/Tenancy mgt.)	£95	£34				£58
Housemark	Housing Options	£45	£43				£34
Housemark	Leasehold	£31	£50				£136
NI 158	Total staff turnover	8%	10.3%				8%
BV63	Ave. working days lost / sickness absence	14.0	22.3	1.8	4.3		10.5

Housing Property	Dwellings
HSE	1290
FLATS	1258
BUNGALOWS	157
TL DWELLINGS	2705
LEASEHOLDS	202
GARAGES	484
SHOPS	20

SOLD PROPERTIES	No	2010-11	2011-12
HSE	3	231,000	148,500
FLAT	1	29,200	27,000
LAND	0	19,400	0
TL	3	279,600	175,500

HOMELESSNESS	Actual 2009/10	Actual 2010/11	Apr -June 2011	Apr-Sept 2011	Apr-Dec 2011
Homeless aver. days in temporary dispersed accommodation	47	46	34	50	62

Homeless aver. days in temporary B&B accommodation	22	31	19	17	18
Homeless Total Cases Closed		616	229	416	599
Homeless Advice		216	140	225	263
Homeless Prevention	NA	174	33	79	93
Homeless Applications		226	56	112	147
Homeless Successful Preventions	NA	146	28	68	77
Eligible Homeless (Owed a full duty)	NA	27	6	13	19

HOUSING REGISTER	Actual 2009/10	Actual 2010/11	Jun-11	Sep-11	Dec-11
Applicants on housing register		1700			
Cumbria Choice Register			1407	1405	1403

RESOLVED:- That the information be noted.

40 – Planned Maintenance Programme 2012/13

The Housing Manager reported information relating to the progress of the Planned Maintenance Programme for 2012/13. The information is attached as **Appendix B** to these Minutes.

RESOLVED:- To note the information.

REFERRED ITEMS

THE FOLLOWING MATTER WAS REFERRED TO COUNCIL FOR DECISION

41 – Housing Revenue Account 2012/2013

The Housing Manager submitted a report to agree in principle a Housing Revenue Account Budget for the financial year 2012/13. The new system of Self Financing was due to come into force from 1st April, 2012 and replaced the current system of managing housing finance within the HRA subsidy system altogether. This was done by adjusting the level of debt held by local authorities. This meant that Barrow Borough Council would take on additional borrowing of £17.41 million. It was expected to service the cost of the extra debt and manage and maintain the housing stock to the Decent Homes Standard (DHS) from the rents collected from tenants. Subsidy repayments to government would no longer be made.

Rents would still be controlled centrally through the existing restructuring mechanism to raise Council rents in line with the private sector.

The expected outturn and proposed HRA for 2011/12 was attached as an appendix to the report.

In compiling this report the Housing Manager had followed the Settlements Payments Determination Draft 2012/13 which replaced the former Subsidy Determination guidelines.

The report also provided an Expected Outturn Budget for the current year 2011/12 and information regarding balances.

1. Expected Outturn Budget 2011-12

The outturn for the year forecasted a net deficit of (£1,900). Key factors were:

- HRA Income would be in line with expectations taking into account the reduction in income for Homelink to year end;
- Dwelling rents, other services and charge income and Right to Buy sales were in line with budget;
- Management and maintenance expenditure was less than budget; (Changes in personnel working hours and unfilled vacancies had resulted in savings estimated to be £75,000 for the year).
- Dwelling depreciation and subsidy repayments had increased.

2. Balances on the Expected Outturn for 2011-12

The above was likely to result in the following movement in balances:-

2.1 **Balance on the Major Repair Reserve as at 31 March 2011** : **£ 198,638**

The above funds were not expected to be spent in year and therefore the balance on MRR at year end would remain the same

2.2 **Balance on the Housing Revenue Account as at 31 March 2011** : **£ 1,035,988**

2.3 **Breakdown of Balance on Account**

Balance on the Housing Revenue Account as at 31 March 2011 : £ 1,037,888

Forecast Deficit 2011-12* : £ **(1,900)**

Estimated Balance at year end : **£ 1,035,988**

The subsidy repayment was forecast to rise to £1,078,640 or £176,120 more than budget. Any additional interest payable on additional debt from 28th March to the year end would be offset against the subsidy payable and therefore there should be no additional cost to the authority.

3. Draft Proposed HRA Self Financing Budget 2012-13

In proposing the budget for 2012/13 the following factors had been taken into account:-

3.1 Self financing would require new borrowing (£17,415m) and increased interest payments by an estimated £736,940. Additional provision was made within the budget for repayment of £881,740

3.2 Housing Subsidy repayments would end.

3.3 The Settlements Payments Determination provided a budgetary framework and guidelines for rental income and management, major repair and maintenance expenditure and was very similar to the calculations used in previous subsidy determinations. It assumes that council housing rents should converge by 2015 - 16 and rise by RPI + 0.5%. The Determination Guidelines were:

- Dwelling rents increase by 7.1% or £643,234
- Major Repair costs rise by 0.5% or £10,191
- Maintenance costs reduce by 4.45% or £(136,315)
- Management expenditure increases by 3.33% or £62,869
- The movement was mostly influenced by:
 - Re-lets and terminations reduced by 13%
 - Stock level reduced by 6
 - Geographic area scaling adjustments
 - The 11-12 allowance had an additional transitional cash protection element factored in into the allocation last year

Total movement : **£ 559,597**

3.4 Dwelling Rents

Rent restructuring was a mechanism which would harmonise rents across the country. Every property had a Target Rent determined by the property's value, size and location and every year rents were uplifted by the formula of half a % above inflation to move rents towards the Target Rent. Increases were capped so that they remained affordable. For 2012/13 the increase was based on an RPI of 5.6% + 0.5% and the date for convergence for the Target Rent was unchanged and had 4 years to go. The effect for this authority was as follows:-

Current Rent (52 wks)	Uplift (5.6% +0.5%) (52 wks)	Uplift Convergence factor (52 wks)	Capped Limit (52 wks)	Target Rent (52 wks)
£64.14	£68.05	£68.66	£68.66	£70.49

	52 Weeks	48 Weeks	Average Rent increase
2010/11	£64.14	£69.49	
2011/12	£68.66	£74.38	
Increase	7.05%	7.05%	

£4.90

Attached as and appendix to the Housing Manager's report were further details of the resultant rents for different property types. Rents on an individual property basis would differ.

3.5 The housing repairs and maintenance budget had been adjusted in line with guidelines and allowed £1,782.53 per dwelling.

4 Other Charges

4.1 Garage Charges

As it was normal practice to recommend that garage rents were increased in line with residential properties the proposed budget included a 7.05% increase on garage charges which generated £12,878.

The effect on individual garage charges would be as follows:-

	2011/12	+5%	+7.05%	+10%
Garage rate 1 (27)	£5.78	£6.06	£6.19	£6.35
Garage rate 2 (457)	£7.99	£8.38	£8.55	£8.79
Increase		£8,917.92	£12,815.52	£18,287.52

There was a 100 strong waiting list for garages with few vacancies and the proposed new rent still appeared less than in the private sector.

The Housing Manager therefore, suggested that Members give consideration to increasing current rents by 7.05%.

4.2 Homelink

All services would be removed apart from the Lifeline element at a reduced charge of £1.00 per week.

4.3 Other Charges

Previously the principle had been agreed to vary certain charges as required to reflect the full cost of the service. These charges were altered when contracts were reviewed. The Staircase Cleaning contract was currently going through the tender process and it was anticipated that the new rates would be advised and altered for 1st April, 2012.

The Housing Manager also recommended that this principle be continued.

5. Business Improvement Initiatives

The 2011/12 initiatives on Income Management were largely complete as was the work in restructuring cost centres. Initiatives for 2012/13 would include:-

- Improvements to design of rent statements to make them easier to understand and respond to tenant's choice of format, delivery and frequency with the objective of reducing print and post costs;

- Process improvements which streamlined and reduced costs on responsive repairs and voids;
- Develop the Information Systems and Technology strategy to support the improvements and reduce IT costs; and
- Review rents and charges for supported and furnished tenancies and dispersed accommodation.

RECOMMENDED:- To approve the Housing Manager's recommendations and request the Executive Committee to:-

- (i) Note information at (1) of the report;
- (ii) Note the information on the balances as at (2) of the report;
- (iii) Note the information in point (3) of the report and agree the 2012/13 budget as shown at Appendix A of the report;
- (iv) Agree an average increase of 7.05% in line with Rent Restructuring guidelines and note the effect on individual rents as shown at Appendix B of the report;
- (v) Agree the increase of Garage charges of 7.05% as shown at point 4.1 (above); and
- (vi) Note the information at (4.2) and (4.3).

The meeting closed at 2.16 p.m.

Total Budget **£4,872,294**

Routine Maintenance

£541,952 Tenant Demand Repairs
 £399,674 Preliminary Costs
 £200,000 Void Repairs
 £30,000 EPC Surveys
 £35,000 Decoration Vouchers
 £10,000 Security Shutters
 £15,000 Tipping charges (Voids)

* £1,231,626

Other Planned Maintenance

£10,000 Gas Building Works
 £150,000 Gas Breakdown Repairs
 £120,000 Gas Safety Tests and Servicing
 £200,000 Painting and Fabric repairs
 £20,000 Community Centre Repairs
 £20,000 Door Entry Maintenance
 £15,000 Disrepair Claims
 £25,000 Environmental Enhancements
 £75,000 Electrical Testing & Smoke Alarms
 £10,000 Asbestos Surveys and Removal
 £25,000 Fencing and Environmental Imp
 £50,000 Consultancy Fees
 £20,000 Shop Repairs/Upgrades
 £50,000 Balcony upgrades (2 year plan)
 £300,000 Re-Roofing Works (2 year plan)
 £50,000 Fencing Replacements (Hindpool)
 £75,000 Re-Pointing works
 £50,000 External Rendering (Hindpool)
 £20,000 Re-Insulation works
 £150,744 Other Contractors Planned Works (Misc)
 £300,000 Disabled Adaptations

£1,735,744

MRA

£254,924 Rewires (CHP)
 £550,000 Heating and Insulation (CHP)
 £300,000 Bathrooms (CHP)
 £800,000 Kitchens (CHP)

CHP = Cumbria Housing Partners

£1,904,924

* includes £41,626 from HRA budget to provide for a balanced budget.

PLANNED INVESTMENTS 2011-12

SCHEME	CONTRACTOR OR SUPPLIER	AVAILABLE BUDGET	NO OF PROPERTIES	INVOICES PAID TO DATE	START DATE	ESTIMATED COMPLETION DATE	CONTRACTOR	TARGET COST	OUT TURN ESTIMATE	COMMENTS	Leasholders affected?
REWIRES	CUMBRIA HOUSING PARTNERS	£253,000	124	£167,985	1.4.2011	Feb-12	K WILSON	£273,929	£273,929	73% Complete	No
BATHROOMS	CUMBRIA HOUSING PARTNERS	£300,000	195	£163,154	1.4.2011	Feb-12	AB MITCHELL	£253,000	£300,000	51% Complete	No
KITCHENS	CUMBRIA HOUSING PARTNERS	£750,000	314	£594,984	1.4.2011	Feb-12	AB MITCHELL	£717,000	£750,000	80% Complete	No
HEATING	CUMBRIA HOUSING PARTNERS	£850,000	300	£479,461	1.4.2011	Feb-12	AB MITCHELL INTEGRAL	£642,233	£642,233	65% Complete	No
RE-POINTING	TBC	£150,000	50	£0	1.7.2011	31.3.2012	TBC	£150,000	£150,000	Tender docuemnts due to be returned on 27/1/2012	Yes
PAINTING	CUMBRIA HOUSING PARTNERS	£200,000	492	£10,415	1.4.2011	Feb-12	GH JONES	£168,270	£168,270	70% Complete	Yes

HOUSING MAINTENANCE COMMITMENTS 2011-12

	Funding Available 2011-12	Gross COMMITMENT	Weekly Available	Gross Comm. as a % funds available
Tenant Demand Repairs	£900,000.00	£377,099.00	£17,307.69	42%
Voids	£200,000.00	£194,664.00	£3,846.15	97%
Gas Servicing	£425,000.00	£155,354.00	£8,173.08	37%
Decoration Vouchers	£35,000.00	£18,359.00	£673.08	52%
Disrepair Claims	£25,000.00	£1,014.00	£480.77	4%
Environmental Impmts	£50,000.00	£27,659.00	£961.54	55%
Disabled Adaptations	£300,000.00	£143,244.00	£5,769.23	48%
Electrical Testing	£175,000.00	£12,321.00	£3,365.38	7%
Door Entry Maintenance	£20,000.00	£30,516.00	£384.62	153%
Total	£2,205,000.00	£960,230.00	£40,961.54	

EXECUTIVE COMMITTEE	(D) Agenda Item 8
Date of Meeting: 7th March, 2012	
Reporting Officer: Borough Treasurer	
Title: Council Finances Report – Quarter 3 2011-2012	
Summary and Conclusions:	
This report presents financial information for the first quarter of the financial year. It contains summary information and key data for the:	
A. General Fund B. Treasury Management C. Capital Expenditure and Financing D. Housing Revenue Account E. Collection Fund F. Bad Debt Provisions and Write Offs G. Reserves and Balances	
Recommendations:	
To note the information contained in the report.	

Report

Council Finances
For the period to 31st January 2012

Introduction

This report contains all of the key data relating to the Councils finances for the period ended 31st January 2012. Where key data is not available at the end of the reporting period date, the latest available key data has been used and this is noted where applicable.

A. **General Fund**

The General Fund brings together all of the functions of the Council except the Housing Revenue Account which is ring-fenced. The General Fund summarises all of the resources that have been generated, consumed or set aside in providing services during the year. There are certain statutory items that are taken into account in determining the Council's budget requirement and in turn its Council Tax demand.

The budget for 2011-12 was agreed by Council on 1st March 2011 at £14,113,724.

There are certain items of income and expenditure that are incurred throughout the year and other items that are entered into the General Fund at the end of the financial year. The monitored items and their position at 31st January 2012 are set out below, the actual spend compared to the budget is shown as Q3%. In general the Q3 budget assumes expenditure is incurred on a straight line basis.

Item	Total budget £'000	Q3 budget £'000	Q3 actual £'000	Q3%	Q3 actual previous year £'000
Staff costs	5,879	4,899	4,993	102	5,426
Transport costs	158	131	138	105	168
Property costs	2,079	1,733	1,523	88	1,567
Supplies and services	4,308	3,590	2,797	78	3,289
Contract services	6,379	5,316	5,336	100	4,752
Transfer payments	25,617	21,348	22,151	104	21,063
External income	(33,338)	(27,782)	(28,103)	101	(27,880)
Direct costs	11,082	9,235	8,835	96	8,385

Key data:

- Salaries and on-costs

Salaries and on-costs are one of the main items of General Fund expenditure; these are the main part of the staff cost figures.

The salaries and on-costs budget at 31st January 2012 was £4,383,520 and the difference between this and the actual spend of £4,534,697 is an over spend of £151,177. The difference between the budget against actual spend is broken down below:

Item	Savings £
Purchase holidays –additional leave bought by staff	29,139
Net establishment changes and VR	(180,316)
Total	(151,177)

- The main income streams in the General Fund are those realising at least £250,000 in the year. This is income that is earned for services provided and does not include grant income, the actual spend compared to the budget is shown as Q3%:

Income stream	2011-12 budget £'000	Q3 expected income based on previous year trend £'000	Q3 actual income £'000
Car parking-pay & display	892	527	534
Estates property rents	1,440	1,224	1,385
Leisure Centre fees	750	496	507
Crematorium services	374	325	360

- Sundry debtors outstanding at 31st January 2012 compared to the sundry debtors outstanding the previous year:

Outstanding 31st January 2011 £'000	Days overdue	Outstanding 31st January 2012 £'000
426	Current	451
67	1 to 30	31
29	31 to 60	62
387	Over 61	286
909	Total	830

B. Treasury Activities

Treasury activities are all the borrowing and investment transactions for the Council. All transactions take place in accordance with the Council's approved Treasury Management Strategy for the year, which also sets the Prudential Indicators. Prudential indicators are measures and limits that control the affordability, risk and proper practice in all treasury transactions.

The interest paid on borrowings is attributed to the General Fund after a statutory amount is calculated for the Housing Revenue Account. The interest earned on investments belongs to the General Fund. Should the interest paid on borrowings or the interest earned from investments is different from the budget estimate, this will impact on the General Fund and Housing Revenue Account as applicable.

Key data:

- Interest paid on borrowings compared to budget estimate:

The Council currently has no short-term temporary borrowing.

The Council's long-term debts are all with the Public Works Loan Board and interest is payable every six months, the first payment for the period 1st April 2010 to 30th September 2011 to be paid on the 1st October 2011:

Annual budget estimate for interest paid £'000	Actual interest paid £'000
978	489

- o Interest earned on invested short-term temporary surplus cash compared to the budget estimate:

Annual budget estimate for interest earned £'000	Actual interest earned at 30th September 2011 £'000
20	15

At the time of writing this report the Council had £8,500,000 invested with the HSBC.

- o Change in the Council's borrowings:

There has been no new long-term borrowing undertaken. The Council's borrowings at 31st January 2012 were £22,389,734.

The Authorised Limit that the Council's debt cannot exceed in 2011-2012 is £47,000,000.

C. Capital Programme

The Council's capital expenditure plans are one of the key prudential indicators. This expenditure can be paid for immediately by resources such as capital receipts and capital grants, and any remaining expenditure forms the Council's borrowing requirement for the year.

The borrowing requirement for the capital programme impacts on the General Fund as the Council is statutorily required to set aside a prescribed amount to repay the Council's total borrowing requirement. The current borrowing requirement in the capital programme is reflected in the General Fund budget. Any changes in the requirement will impact on the General Fund.

Key data:

- o Spend to 31st January 2012 compared to the programme projected:

As at:	Capital programme £'000	Q3 Actual spend £,000
1 st March 2011 – approved by Council	6,765	5,786
30 th November 2011 – as reported to this Committee on 14 th December 2011	8,515	

D. Housing Revenue Account

The Housing Revenue Account reflects the statutory obligation to account separately for Council housing provision. The Housing Revenue Account is a ring-fenced account and legislation sets out the items that can be paid and received.

The budget for 2011-12 was agreed by Council on 1st March 2011 as a break-even for the year. The budget did not include the use of the Housing Revenue Account balance.

There are certain items of income and expenditure that are monitored throughout the year and other items that are transacted at the end of the financial year. The monitored items and the position at 31st January 2012 are set out below, the actual spend compared to the budget is shown as Q3%:

Item	Total budget £'000	Q3 budget £'000	Q3 actual £'000	Q2%	Q3 actual previous year £'000
INCOME					
Dwelling rents	(8,873)	(7,394)	(7,605)	103	(7,197)
Other income	(644)	(537)	(540)	100	(572)
Gross income	(9,517)	(7,931)	(8,145)	103	(7,769)
EXPENDITURE					
Management	3,070	2,559	2,444	96	2,352
Dwelling repairs	2,953	2,460	1,930	78	2,306
Gross expenditure	6,023	5,019	4,374	87	4,658

E. Collection Fund

The Collection Fund reflects the statutory requirement to maintain a separate record of transactions in relation to council tax and business rates and to distribute these to precepting authorities, the national non-domestic rates pool and the General Fund.

When the council tax is set, there is a certain amount set aside for uncollectible council tax. Where the uncollectible council tax for the year is different to the estimate, for illustration there is more uncollected council tax than estimated, this deficit is shared between the Council, the County and the Police. Due to the timing of setting the council tax, the deficit would impact on the 2013-14 General Fund.

Key data:

- Percentage of council tax collected at 31st January 2012 compared to the previous year:

Year	Amount due for the year £'000	Amount collected £'000	Collected
2012	27,818	26,141	93.9%
2011	27,675	25,859	93.4%

- Percentage of business rates collected at 31st January 2012 compared to the previous year:

Year	Amount due for the year £'000	Amount collected £'000	Collected
2012	22,000	21,411	97.3%
2011	20,600	19,694	95.6%

F. Bad debt provisions and write offs

Each fund has a provision set aside to cover the writing off of bad debts. The provisions are specific to each fund that they are created from. For the General Fund, the bad debt provision has been built up from contributions from the General Fund over time. If the provision falls below prudent levels, General Fund revenue resources would be used to replenish the provision.

Key data:

- The bad debt provisions at 1st April 2011 and at the amounts written off to 31st January 2012 are shown below:

Fund	1 st April 2011 £'000	Written off during 2011-12 £'000
General Fund	618	0
Housing Revenue Account	220	42

At this point in the year the bad debt provisions are satisfactory to cover the outstanding debts.

G. Reserves and balances

Reserves and balances are specific to each fund.

Reserves are created by earmarking specific amounts from a fund and setting it aside, this may be for a specific purpose at the time, or for a specific purpose to be identified later.

Fund balances are maintained at prudent levels determined in accordance with the approved Reserves and Balances Policy. Fund balances are held for potential emergency or extraordinary expenditure.

Key data:

- There has been no change to the General Fund reserves reported to this committee on 19th October 2011 and 1st February 2012.
- The balances at 1st April 2011 are shown below:

Fund	1st April 2011 £'000
General Fund	2,289
Housing Revenue Account	1,038

- The reserves and balances are sufficient and remain at satisfactory prudent levels.
- During the current financial year a new reserve (Restructuring Reserve) will be created from the Transition Grant as Council approved when setting the budget for 2011-2012. There has been no change to this reserve since it was last reported to this committee on 1st February 2012.

(i) Legal Implications

Not Applicable.

(ii) Risk Assessment

Not Applicable.

(iii) Financial Implications

At this stage, the finances of the Council are within budgetary expectation.

(iv) Health and Safety Implications

Not Applicable.

(v) Key Priorities or Corporate Aims

Not Applicable.

(vi) Equality and Diversity

Not Applicable.

(viii) Health and Well-being Implications

Not Applicable.

Background Papers

Nil

EXECUTIVE COMMITTEE	(D) Agenda Item 9
Date of Meeting: 7th March, 2012	
Reporting Officer: Borough Treasurer	
Title: Benefit Fraud Prosecution Policy	
Summary and Conclusions:	
Recent changes in the DWP approach to prosecuting benefit fraud cases have made it necessary to review the Council's current policy and bring it in line with DWP practice.	
Recommendations:	
To approve changes to the policy, as stated in the report, to take effect as from 1st April 2012.	

Report

Background

The Council implemented a Prosecution policy in April 2001, in line with the Anti-Fraud and Corruption Strategy which ensures the council is committed to prevent and detect any allegations of Housing and Council Tax Benefit fraud.

Current process

Following, any allegation of benefit fraud, the case is looked at on an individual basis and is scored using a referral matrix. Therefore, the case will be investigated based on the level of information on the referral.

Once the case is investigated, the summary of the case is passed to the Borough Treasurer to make a decision in line with the prosecution policy, to advise the appropriate action to be taken. This will take into account, the level of the overpayment, the period of the offence, if there are any previous offences against the Council and any mitigating circumstances.

The current policy levels are:

Amount of Overpayment	Action Taken
£100-£400	Formal caution
£400-£1,500	Administrative penalty
£1,500 +	Prosecution

Proposed Changes

Although, this policy has been reviewed periodically, the levels of the policy have remained the same. Recent changes introduced by the DWP to the Benefit system have highlighted the need to review the policy and bring it line with the DWP guidance.

The DWP's current policy, only considers prosecution for cases where the overpayment is over £2000 and for cases under £2000, there is no set procedure for when a caution or Admin penalty can be offered. It is currently, based on the individual case, therefore, you may have an overpayment of £1800, but due to the claimant's financial circumstances e.g. they are in debt, discretion can be given and a caution would be offered.

Under the Council's current policy, there is no allowance for discretion, which means that if a claimant is investigated by the council and the overpayment was £1800, it would instigate formal proceedings contrary to the DWP approach.

In addition, in April 2010, the Government implemented the one strike policy which punishes the claimant by with holding either 4 weeks or 8 weeks benefit, in addition to any sanction that has been imposed. For example, this means that if a claimant has been investigated and admitted to not declaring Work, resulting in overpayment benefit of £1000, the council's current policy would impose an administrative penalty (30% of the overpayment) and taking the one strike policy into account, they would also lose a number of weeks HB/CTB. There have been a number of cases already where the claimant has refused the admin penalty on the basis they feel they are being penalised twice, due to the implementation of the one strike policy.

The proposed new policy would be to adopt the DWP threshold of £2,000 for prosecution and below this level, discretion will be used depending on the mitigating circumstances of each case. The fraud officer will make a recommendation to the authorising Council officer on whether a formal caution or administrative penalty would be appropriate. It should be noted however that prosecution would still be an option even though the overpayment was under the £2,000 level if the circumstances of the case warrants it.

(i) Legal Implications

The recommendations have no implications.

(ii) Risk Assessment

The recommendations have no implications.

(iii) Financial Implications

The recommendations have no implications.

(iv) Health and Safety Implications

The recommendations have no implications.

(v) Key Priorities or Corporate Aims

The recommendations have no implications.

(vi) Equality and Diversity

The recommendations have no implications.

(viii) Health and Well-being Implications

The recommendations have no implications.

Background Papers

Nil

EXECUTIVE COMMITTEE		Part One
Date of Meeting: 7th March, 2012		(D)
Reporting Officer: Chief Executive		Agenda Item 10
<p>Title: Recycling Reward Grant</p> <p>Summary and Conclusions:</p> <p>As report</p> <p>Recommendations:</p> <p>To note the decision of the County Council to reduce Recycling Reward grant payments and the serious effect this would have on the Council's budget, and authorise Officers to submit a bid to the Weekly Collection Support Scheme to help maintain the current weekly collection and improve the overall efficiency of our current arrangements.</p>		

Report

I have been advised by the County Council of a unilateral decision on their part to reduce the level of Recycling Reward Grant they pay us from the current level of £83.20 per tonne to £55 per tonne. Payments will, I understand, be reduced gradually between July 2012 and March 2013. I am unable at this time to assess the financial implications for the 2012/13 budget, but the full year impact will be a loss of £285,000 - £300,000 in the Council's income.

Our current agreement with the County Council is informal and not legally binding, and the decision of the County cannot be challenged. I have arranged to meet senior County Council officers to discuss whether it is possible to mitigate against this loss of income by more efficient use of the new waste treatment plant being built on Park Road, but at this stage we must assume that this income will be lost to us and corrective action will need to be taken to further adjust the Council's budget.

There are limited options open to the Council to correct this loss of income. These appear to be:

1. Apply to the Secretary of State for grant assistance under the new Weekly Collection Support Scheme (**Appendix 1**), although this will require some element of improvement in our collection system to be successful.

If a bid is unsuccessful then

2. Consider a change to fortnightly collection of residual waste in all or parts of the Borough
3. Review and reduce the overall specification for refuse collection, recycling and street cleaning
4. Reduce services elsewhere in the Council

Officers have already begun work on a bid to the Weekly Collection Support Scheme as it is your current policy to maintain weekly collections, and I seek delegated authority to submit a bid as soon as possible.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no, minor or significant implications.

(iii) Financial Implications

The Council's revenue will reduce by around £300K a year unless mitigated by a grant from the Weekly Collection Support Scheme

(iv) Health and Safety Implications

The recommendation has no, minor or significant implications.

(v) Key Priorities or Corporate Aims

The recommendation seeks to maintain the provision of good quality efficient and cost effective services.

The recommendation has no detrimental impact on the quality of housing.

The recommendation has no detrimental impact on the long term economic recovery for our community

The recommendation has no detrimental impact the built environment or public realm.

(vi) Equality and Diversity

The recommendation seeks to mitigate any detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vii) Health and Well-being Implications

The recommendation seeks to mitigate any adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Correspondence held by the Chief Executive

Local government

Bins and waste collection

Waste collection is one of the most universal services council tax payers receive. Local authorities are responsible for waste collection and disposal, as well as related activities such as street cleansing. They are responsible for improving waste management, supporting waste reduction, reuse and recycling, while providing frequent and reliable collection.

All local authorities should seek the views of their customers when designing and delivering waste services. We understand that householders have a reasonable expectation that waste collection services should be weekly, particularly for biodegradable waste. We will be working with local councils to increase the frequency and quality of rubbish collections and make it easier to recycle, and to tackle measures which encourage councils specifically to cut the scope of collections.

Weekly Collection Support Scheme

The Weekly Collection Support Scheme is a challenge fund which makes up to £250million available to support local authorities in delivering better weekly collections of household waste and recycling.

The fund is open to bids from English local authorities that wish to introduce, retain or reinstate a weekly collection service while demonstrating an improvement in environmental performance (for example, increased recycling rates) and value for money. Authorities that are interested in producing a bid (either individually or with partners) will need to read the prospectus below, register an expression of interest and complete the outline bid form.

Core criteria

There are three criteria which each bid must satisfy in order to be considered successful. Each proposal must:

- deliver a weekly collection service to residents for a minimum of five years
- deliver value for money (in terms of cost effectiveness)
- deliver environmental benefits

To access funding local authorities will sign up to deliver a weekly collection of residual household waste to residents and, in addition, some recycling. If a local authority has an existing fortnightly collection of residual household waste the addition of a weekly food (or organic) waste service, where a council can credibly demonstrate that this represents the preference of local people, could form the basis of a bid under the Scheme.

Timetable

16 March 2012: deadline for submission of expressions of interest

11 May 2012: deadline for submission of outline bids. Feedback will be provided to each local authority who has submitted an outline bid to inform their final business case

17 August 2012: deadline for submission of final business cases

We will be offering further advice and updating the website as the bidding process progresses so please check back regularly for the latest information.

Further information can be obtained by contacting the Weekly Collection Support Scheme team by email: weeklycollectionsupportscheme@communities.gsi.gov.uk.

Related downloads

[Weekly Collection Support Scheme: Frequently Asked Questions](#)

PDF, 65 kb, 9 pages

Do you need [help viewing file formats?](#)

Related publications

[Supporting Weekly Collections: Prospectus and bidding form for applicants](#)

Published: 3 February 2012

Site: Local government

EXECUTIVE COMMITTEE		Part One (R) Agenda Item 11
Date of Meeting:	7th March, 2012	
Reporting Officer:	Assistant Director – Personnel and Performance	
<p>Title: Pay Policy Statement 2012/13</p> <p>Summary and Conclusions:</p> <p>The Localism Act 2011 requires local authorities to produce a pay policy statement for 2012/13 which is approved by Council prior to 1st April, 2012 and each subsequent financial year. The statement sets out Council's policy relating to chief officer remuneration and demonstrates openness and transparency in decision making.</p> <p>Recommendations:</p> <p>To recommend the Council to approve the Pay Policy Statement for 2012/13.</p>		

Report

Background

Under Section 112 of the Local Government Act 1972, the Council has the 'power to appoint officers on such reasonable terms and conditions as authority thinks fit'. A Pay Policy Statement has to set out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011 (**Appendix 2**).

The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its chief officers by identifying the detail and level of remuneration of its most senior staff i.e. 'chief officers', as defined by the relevant legislation.

This Committee are responsible for ensuring the provisions set out in the statement are applied consistently throughout the Council and recommending any amendments to full Council.

Once approved by full Council on 20th March, 2012, the policy statement will come into immediate effect and will be subject to review on an annual basis, the policy for the next financial year being approved by 31st March each year.

The Pay Policy Statement for 2012/13 should be seen in the context of the Council's stated intention to reduce staffing costs by £1.7m (28%) to help

achieve a balanced budget in 2015/16. Of particular relevance is the agreement to reduce senior management from 10 officers to 6. Replacing the post of Chief Executive and two Directors with an Executive Director and Deputy Executive Director saves the Council £95,000 per year. Overall restructuring at the Chief Officer level i.e. salaries of £45,000+ will result in savings in excess of £300,000 per annum (46%).

Salaries at this level have therefore been determined with a view to:

- Reducing costs
- Recognising increased responsibility
- Internal re-organisation as opposed to new recruitment

Members are recommended to approve the Pay Policy statement set out in **Appendix 3**.

(i) Legal Implications

Implementation a requirement of Localism Act 2011.

(ii) Risk Assessment

Not Applicable.

(iii) Financial Implications

Not Applicable.

(iv) Health and Safety Implications

Not Applicable.

(v) Key Priorities or Corporate Aims

Not Applicable.

(vi) Equality and Diversity

Not Applicable.

(vii) Health and Well-being Implications

Not Applicable.

Background Papers

Nil.

**LOCALISM ACT 2011
CHAPTER 8**

PAY ACCOUNTABILITY

38 *Pay policy statements*

- (1) A relevant authority must prepare a pay policy statement for the financial year 2012-2013 and each subsequent financial year.
- (2) A pay policy statement for a financial year must set out the authority's policies for the financial year relating to—
 - (a) the remuneration of its chief officers,
 - (b) the remuneration of its lowest-paid employees, and
 - (c) the relationship between—
 - (i) the remuneration of its chief officers, and
 - (ii) the remuneration of its employees who are not chief officers.
- (3) The statement must state—
 - (a) the definition of "lowest-paid employees" adopted by the authority for the purposes of the statement, and
 - (b) the authority's reasons for adopting that definition.
- (4) The statement must include the authority's policies relating to—
 - (a) the level and elements of remuneration for each chief officer,
 - (b) remuneration of chief officers on recruitment,
 - (c) increases and additions to remuneration for each chief officer,
 - (d) the use of performance-related pay for chief officers,
 - (e) the use of bonuses for chief officers,
 - (f) the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and
 - (g) the publication of and access to information relating to remuneration of chief officers.
- (5) A pay policy statement for a financial year may also set out the authority's policies for the financial year relating to the other terms and conditions applying to the authority's chief officers.

39 *Supplementary provisions relating to statements*

- (1) A relevant authority's pay policy statement must be approved by a resolution of the authority before it comes into force.
- (2) The first statement must be prepared and approved before the end of 31 March 2012.
- (3) Each subsequent statement must be prepared and approved before the end of the 31 March immediately preceding the financial year to which it relates.
- (4) A relevant authority may by resolution amend its pay policy statement (including after the beginning of the financial year to which it relates).
- (5) As soon as is reasonably practicable after approving or amending a pay policy statement, the authority must publish the statement or the amended

statement in such manner as it thinks fit (which must include publication on the authority's website).

40 *Guidance*

- (1) A relevant authority in England must, in performing its functions under section 38 or 39, have regard to any guidance issued or approved by the Secretary of State.
- (2) A relevant authority in Wales must, in performing its functions under section 38 or 39, have regard to any guidance issued or approved by the Welsh Ministers.

41 *Determinations relating to remuneration etc*

- (1) This section applies to a determination that—
 - (a) is made by a relevant authority in a financial year beginning on or after 1 April 2012 and
 - (b) relates to the remuneration of or other terms and conditions applying to a chief officer of the authority.
- (2) The relevant authority must comply with its pay policy statement for the financial year in making the determination.
- (3) Any power of a fire and rescue authority within section 43(1)(i) to appoint officers and employees is subject to the requirement in subsection (2).
- (4) In section 112 of the Local Government Act 1972 (appointment of staff) after subsection (2) insert—

“(2A)A local authority's power to appoint officers on such reasonable terms and conditions as the authority thinks fit is subject to section 41 of the Localism Act 2011 (requirement for determinations relating to terms and conditions of chief officers to comply with pay policy statement).”

42 *Exercise of functions.*

- (1) The functions conferred on a relevant authority by this Chapter are not to be the responsibility of an executive of the authority under executive arrangements.
- (2) Section 101 of the Local Government Act 1972 (arrangements for discharge of functions by local authorities) does not apply to the function of passing a resolution under this Chapter.
- (3) The function of a fire and rescue authority within section 43(1)(i) of passing a resolution under this Chapter may not be delegated by the authority.

43 *Interpretation*

- (1) In this Chapter “relevant authority” means—
 - (a) a county council,
 - (b) a county borough council,
 - (c) a district council,
 - (d) a London borough council,

- (e) the Common Council of the City of London in its capacity as a local authority,
 - (f) the Council of the Isles of Scilly,
 - (g) the London Fire and Emergency Planning Authority,
 - (h) a metropolitan county fire and rescue authority, or
 - (i) a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies.
- (2) In this Chapter “chief officer”, in relation to a relevant authority, means each of the following—
- (a) the head of its paid service designated under section 4(1) of the Local Government and Housing Act 1989;
 - (b) its monitoring officer designated under section 5(1) of that Act;
 - (c) a statutory chief officer mentioned in section 2(6) of that Act;
 - (d) a non-statutory chief officer mentioned in section 2(7) of that Act;
 - (e) a deputy chief officer mentioned in section 2(8) of that Act.
- (3) In this Chapter “remuneration”, in relation to a chief officer and a relevant authority, means—
- (a) the chief officer’s salary or, in the case of a chief officer engaged by the authority under a contract for services, payments made by the authority to the chief officer for those services,
 - (b) any bonuses payable by the authority to the chief officer,
 - (c) any charges, fees or allowances payable by the authority to the chief officer,
 - (d) any benefits in kind to which the chief officer is entitled as a result of the chief officer’s office or employment,
 - (e) any increase in or enhancement of the chief officer’s pension entitlement where the increase or enhancement is as a result of a resolution of the authority, and
 - (f) any amounts payable by the authority to the chief officer on the chief officer ceasing to hold office under or be employed by the authority, other than amounts that may be payable by virtue of any enactment.
- (4) In this Chapter “terms and conditions”, in relation to a chief officer and a relevant authority, means the terms and conditions on which the chief officer holds office under or is employed by the authority. .
- (5) References in this Chapter to the remuneration of, or the other terms and conditions applying to, a chief officer include—
- (a) the remuneration that may be provided to, or the terms and conditions that may apply to, that chief officer in the future, and
 - (b) the remuneration that is to be provided to, or the terms and conditions that are to apply to, chief officers of that kind that the authority may appoint in the future.
- (6) In this Chapter “remuneration”, in relation to a relevant authority and an employee of its who is not a chief officer, means—
- (a) the employee’s salary,
 - (b) any bonuses payable by the authority to the employee,
 - (c) any allowances payable by the authority to the employee,
 - (d) any benefits in kind to which the employee is entitled as a result of the employee’s employment,

- (e) any increase in or enhancement of the employee's pension entitlement where the increase or enhancement is as a result of a resolution of the authority, and
 - (f) any amounts payable by the authority to the employee on the employee ceasing to be employed by the authority, other than any amounts that may be payable by virtue of any enactment.
- (7) References in this Chapter to the remuneration of an employee who is not a chief officer include—
- (a) the remuneration that may be provided to that employee in the future, and
 - (b) the remuneration that is to be provided to employees of the same kind that the authority may employ in the future.
- (8) In this Chapter—
“enactment” includes an enactment comprised in subordinate legislation (within the meaning of the Interpretation Act 1978);
“financial year” means the period of 12 months ending with 31 March in any year.

Barrow Borough Council Pay Policy Statement 2012/13

Background

Under section 112 of the Local Government Act 1972, the Council has the 'power to appoint officers on such reasonable terms and conditions as authority thinks fit'. This Pay Policy Statement sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011.

The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its employees by identifying;

- The detail and level of remuneration of its most senior staff i.e. 'chief officers', as defined by the relevant legislation;
- Executive committee are responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to full Council.

Once approved by full Council on 20th March 2012, this policy statement will come into immediate effect and will be subject to review on an annual basis, the policy for the next financial year being approved by 31st March each year.

The Pay Policy Statement for 2012/13 should be seen in the context of the Council's stated intention to reduce staffing costs by £1.7m (28%) to help achieve a balanced budget in 2015/16. Of particular relevance is the agreement to reduce senior management from 10 officers to 6. Replacing the post of Chief Executive and two Directors with an Executive Director and Deputy Executive Director saves the Council £95,000 per year. Overall restructuring at the Chief Officer level i.e. salaries of £45,000+ will result in savings in excess of £300,000 per annum (46%).

Salaries at this level have therefore been determined with a view to:

- Reducing costs
- Recognising increased responsibility
- Internal re-organisation as opposed to new recruitment

Other legislation relevant to pay and remuneration

In determining the pay and remuneration of all of its Chief Officers, the Council will comply with all relevant employment legislation. This includes legislation such as the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.

Pay Structure for Chief Officers

The Council uses locally determined rates with spot salaries, which are subject to pay increases negotiated with joint trade unions, via the national pay bargaining arrangements (the JNC for Chief Officers).

All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery.

From time to time it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using data sources available from within the local government sector and outside, as appropriate.

Any temporary supplement to the salary scale for the grade, for example ex-gratia payments and honoraria, is approved in accordance with the Council's constitution, i.e. via Executive Committee and approved at full Council.

Chief Officer Remuneration

The posts falling within the statutory definition are set out below, with details of their basic salary. There are 6 employees designated as Chief Officers and receiving salaries over £45,000 per annum.

Executive Director

Salary currently set at £92,000 pa (spot salary)
Set by Council in January 2012 as part of Budget Strategy for 2012-2015
Will receive any inflationary increases agreed as part of national negotiations under the auspices of the JNC for Chief Executives
Will not receive Returning Officer fees
Will not be subject to performance related pay
Will be published as part of transparency agenda

Deputy Executive Director

Salary set at £66,000 pa (spot salary - 72% of Executive Director pay)
Set by Council in January 2012 as part of Budget Strategy for 2012-2015
Will receive any inflationary increases agreed as part of national negotiations under the auspices of the JNC for Chief Officers
Will not be subject to performance related pay
Will be published as part of transparency agenda

Borough Treasurer

Salary set at £56,000 pa (spot salary - 60% of Executive Director pay)
A 5% reduction on 2011 pay rate
Set by Council in January 2012 as part of Budget Strategy for 2012-2015
Will receive any inflationary increases agreed as part of national negotiations under the auspices of the JNC for Chief Officers
Will not be subject to performance related pay
Will be published as part of transparency agenda

*Assistant Directors Regeneration & Built Environment
Assistant Director Community Services*

Salary set at £47,000 pa (spot salary - 51% of Executive Director pay)
A 10% increase to reflect additional responsibilities
Set by Council in January 2012 as part of Budget Strategy for 2012-2015
Will receive any inflationary increases agreed as part of national negotiations under the auspices of the JNC for Chief Officers
Will not be subject to performance related pay

Housing Manager

Salary £42,453 pa
Will receive any inflationary increases agreed as part of national negotiations under the auspices of the JNC for Chief Officers
Will not be subject to performance related pay

Recruitment of Chief Officers

The Council's policy and procedures with regard to recruitment of chief officers is set out within the Recruitment Policy and as set out in the Constitution. Executive Committee or a sub-committee will make all chief officer appointments.

When recruiting to all posts the Council will take full and proper account of all provisions of relevant employment law and its own policies (Recruitment Policy, Redeployment Policy) as approved by Council.

The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

Additions to Salary of Chief Officers

The level of remuneration is not variable dependant upon the achievement of defined targets.

To meet specific operational requirements it may be necessary for an individual to temporarily take on additional duties to their identified role. The Council's arrangements for authorising any additional remuneration relating to temporary additional duties are set out in the NJC Terms and Conditions for Local Government Services for calculation of honoraria, and in the 'Ex-gratia Payments Policy' on the Council's website.

Any such addition will be subject to Council authorisation.

In addition to basic salary, the following posts receive elements of 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses occurred in the fulfilment of their duties;

<i>Post</i>	<i>Payment Details</i>
Chief Officers	Lump Sum Car Allowances and Telephone allowances

Payments on Termination and Compromise Agreements

The Council's approach to statutory and discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, is set out within the Early Retirement Policy and Redundancy Policy in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) Discretionary Compensation) Regulations 2006.

The Council has an enhanced redundancy scheme in place aimed at encouraging volunteers and reducing the need for compulsory redundancies. This scheme uses the statutory calculator (age/length of service) to determine the number of weeks pay volunteers will be entitled to and then applies a multiplier (2) subject to a cap at 52 weeks pay. Actual pay is used in the calculation NOT the statutory maximum.

For volunteers aged over 55 and entitled to early access to pension, there will be no discretionary additions to payments.

The severance terms apply to all employees of the Council.

Any payments falling outside the provisions of the above policies, (pay in lieu of notice, working notice, gardening leave etc) will be made on a case by case basis and shall be subject to a formal decision by Executive Committee and approved by Council.

Publication

Upon approval by full Council, this statement will be published on the Council's website.

Lowest Paid Employees

The lowest paid persons employed under a contract of employment with the Council are employed on full time (37 hours) equivalent salaries in accordance with the minimum spinal point with the Council's grading structure.

As at 1st April 2012, this is £12,145 per annum (spinal column point 4).

The current pay levels within the Council (at 31.12.11) define the multiple between the median full time equivalent earnings and the Chief Executive as 1:4.75.

The ratio between the lowest paid employees and the Chief Executive is 1:7.5.

As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate. In addition, upon the annual review of this statement, the Council will also monitor any changes in the relevant 'pay multiples' and benchmark against other comparable local authorities. The Council's aim is for the

multiple between the median salary and that of the highest paid officer to remain at 1:4.75.

Accountability and Decision Making

In accordance with the Constitution of the Council, Executive Committee are responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.

Re-employment / Re-engagement of former Chief Officers

The Council will not normally re-employ/re-engage former chief officers.

Draft

EXECUTIVE COMMITTEE	(D) Agenda Item 12
Date of Meeting: 7th March, 2012	
Reporting Officer: Director of Regeneration and Community Services	

**Title: Extension to Heating, Ventilation and Air conditioning
service Maintenance Contract**

Summary and Conclusions:

In February 2009 a two year contract for provision of service maintenance and repairs of the Councils Heating, Ventilation and air conditioning contract was awarded to Integral Ltd following full competitive tender. The annual cost of this maintenance contract is £63,310.

The contract was advertised with the option to extend for a further two years and due to the recent testing of the market, the operator agreeing to hold their price for the extension period and the excellent service received It is recommended that the option to extend is taken.

Recommendations:

To approve the extension of the Heating, Ventilation and Air Conditioning service contract with Integral Ltd for a further two years to run until 31st January 2013.

Report

In February 2009 a two year contract for provision of service maintenance and repairs of the Councils Heating, Ventilation and air conditioning contract was awarded to Integral Ltd following full competitive tender.

Four companies made the shortlist and submitted their bids via the chest e-portal. Integral where judged to be best value and awarded the contract which costs £63,310 per year.

Over the last two years officers including venue managers have been happy with the level of service received and the reduction in down time to equipment being achieved. Also the annual servicing of catering gas equipment, kitchen refrigeration stores and all smaller similar service contracts have been absorbed into this service contract at no additional cost to the Council delivering a saving of approx £2,000 pa.

The contract was advertised with the option to extend for a further two years and due to the recent testing of the market, the operator agreeing to hold their price for the extension period and the excellent service received It is recommended that the option to extend is taken.

(i) Legal Implications

A full OJEU advert was used to advertise this opportunity in 2009 and open competition followed this notice. The opportunity included the opportunity to extend for a further 24 months and is therefore available with out challenge.

The recommendation has no legal implications.

(ii) Risk Assessment

Continuing with the incumbent supplier who is offering good service has no, minor or significant implications.

(iii) Financial Implications

The original contract delivered good value and there has been an improvement in reliability of our heating plant. This has lead to less unforeseen repairs making it easier to achieve budget. Opportunities to drive greater value out of the contract by absorbing further maintenance fields have been implemented to deliver some cashable saving.

Extending the contract will also reduce the officer time otherwise required to complete a repeated full open tender.

(iv) Health and Safety Implications

This contract is centrally coordinated by the Technical support unit and it can be reported that the monthly service schedules are up to date, repairs work has reduced and that remaining is carried out within budget. Safe systems of work have been observed, followed and recorded in the last two years.

The recommendation has no, minor or significant implications.

(v) Key Priorities or Corporate Aims

The recommendation supports the provision good quality efficient and cost effective services.

The recommendation has no detrimental impact on the quality of housing.

The recommendation has no detrimental impact on the long term economic recovery for our community

The recommendation has no detrimental impact the built environment or public realm.

(vi) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vii) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Nil

EXECUTIVE COMMITTEE		Part One (D) Agenda Item 13
Date of Meeting:	7th March, 2012	
Reporting Officer:	Borough Treasurer	
<p>Title: Universal Credits and Localising Council Tax</p> <p>Summary and Conclusions:</p> <p>This report highlights the main issues arising from the proposed Government plans to change the benefits system and localising the Council Tax.</p> <p>Recommendations:</p> <p>To note the report.</p>		

Report

I. Universal Credits - Background

The Coalition Government is determined to reform the benefits system to make it fairer, more affordable and better able to tackle poverty and reliance on welfare.

To date, the Government has published its policy intentions for Universal Credit through the White Paper "Universal Credit: Welfare that Works" in November 2010 and the Welfare Reform Bill, introduced in February 2011. Some aspects of the detailed design of Universal Credit were still under consideration within the Government and they have therefore started to engage with stakeholders and customers on the choices that need to be made.

An Overview

The new credit will provide a single basic amount with additions for those with children and other caring responsibilities, people with disabilities and those with housing needs. It will be available for people both in and out of work.

It will not replace all current Welfare Benefits but will replace: Working Tax Credit, Child Tax Credit, Housing Benefit, Income Support, Income-based Jobseeker's Allowance and income related Employment and Support Allowance.

There will be a new system of conditionality backed up by tougher sanctions for those who do not comply. Claimants will be split into four different groups

depending on how close they are to getting back to work, and the support will be tailored depending on which group they are in:

- **No conditionality** – disabled people or those with a health condition that prevents them from working, lone parents or lead carer with a child under age one;
- **Keeping in touch with the labour market** – lone parent or lead carer with a young child aged over one but under five;
- **Work preparation** – disabled people or those with a health condition which prevents them from working at the current time;
- **Full conditionality** – jobseekers

The aim of Universal Credit is to reduce the scope of that fraud and error significantly by making the whole system simpler and easier to understand.

Information Technology

It has already been confirmed that the required software systems will be developed by the DWP's existing software suppliers. This does not therefore afford existing software suppliers of HB/CTB systems an opportunity to bid for this work.

For those in employment, Universal Credit will be calculated and delivered electronically, automatically adjusting credit payments according to monthly income reported through an upgraded version of the Pay As You Earn (PAYE) tax system known as Real Time Information (RTI).

The system will be simpler and will respond more quickly to changes in earnings so that people will not face the same complexities as they do now, particularly at the end of a tax year. As a result, people will be much clearer about their entitlements and the beneficial effects of increasing their earnings by taking on more hours or doing some overtime.

Administration

Overall administration of the new credit will be managed by one department – the Department for Work and Pensions (DWP) utilising the best aspects of both Jobcentre plus and HMRC which they are referring to as NEWCO.

Customers whose benefits are affected by the introduction of Universal Credit will be transitioned across from Local Authorities and HMRC commencing in October 2013. A decision has not yet been made regarding how this transition process will be managed nationally, regionally or a mix based on changes in the customer's circumstances.

A provisional timetable has been developed with a view to completing the transfer of customers to Universal Credit by October 2017. It must be noted however that this refers to Working Age Customers only. A separate piece of work will be undertaken to move Pension Age customers to a new Housing

Credit by 2018. Details of this have not been provided but the DWP have stated that they anticipate the strategy for Working Age Customers to inform that of Pension Age customers.

October 2013 to April 2014	All new claims for out-of-work support treated as claims to Universal Credit. No new Jobseeker's Allowance, Employment and Support Allowance, Income Support claims will be accepted. Customers transitioning from out-of-work benefits into work will move onto Universal Credit, if they are eligible.
April 2014	No new claims are made to Tax Credits and Housing Benefit
"late" 2015 - October 2017	During this time existing cases would be worked through and migrate across to Universal Credit. It is proposed that HB cases will experience forced migration by LA boundary. A schedule detailing this further is anticipated in May 2012.

It is significant that the Government have now announced that a decision on the future delivery model of Universal Credit will not be made until the end of the current parliament in 2015. It is essential therefore that the DWP establish themselves as an effective and efficient delivery model during 2013-15 which is now set to be a trial period of administration and could see room for alternative delivery methods including local government and the private sector.

Ministers are not said to be set on a particular type of delivery model for the "steady state" from 2015 onwards. This therefore provides an excellent opportunity for local government and their partners to put forward innovative delivery models which will provide the best quality and value available.

Making a Claim

The primary method to claim the new Universal Credit will be on-line as the DWP will adopt the 'digital by default' principle and meet the growing demand for flexible and comprehensive online services. For people making Universal Credit claims, notifying changes or checking their payments and responsibilities, the digital channel will be the primary contact route. This will free up more adviser time to deliver valuable face to face back to work support.

However, the DWP recognises that there will continue to be a minority of people who cannot use online channels. For these people they will offer alternative access routes, predominately by phone, but also face to face for those who really need it. They expect these alternative access routes to be reserved for the minority who can't use, or be helped to use, online services and therefore kept to a minimum. Their estimates suggest that these customers will be in the region of 20% however other research e.g. that undertaken by the District Councils Network, suggests that this could be much higher at over 40%.

The service offered will focus on enabling the individual to make an on-line claim rather than undertaking the completion of that claim on their behalf.

For face to face help in particular, they will consider how best to work with partners to meet this need. There are also circumstances when conditionality interventions are more effective when delivered face to face. Where this is the case, they will continue to deliver these interventions through this channel.

While it has been always been acknowledged that the initial channel for face to face customer contact will be via Jobcentre Plus, there appears to be a shift within the DWP and a willingness to allow local authorities to play a role in the face to face aspect of service delivery. It is believed that local authorities may be best placed within their communities to deliver this aspect due to the excellent work undertaken with partners, particularly with regard to the more vulnerable clients.

Payment mechanism

In order to support the ideas that Universal Credit should mimic work, with receipt of a salary, and that responsibility for household budgeting should remain within the household, it is intended that payments will be made directly to the customer on a calendar monthly basis.

In the case of couples, a single payment will be made to the member of the couple they decide is most appropriate.

The state will only intervene in exceptional circumstances e.g. for those who are very ill or where there is proven abuse of money and urgent redirecting of the payment is required in order to safeguard the rest of the family. Examples of the latter include where the claimant is sanctioned, there is persistent fraud or children are at serious risk of losing their home.

The change to a single payment mechanism will be a major change, particularly for Housing Benefit recipients such as those in social housing who currently have their benefit paid directly to their landlord.

Impact on current delivery organisations

These changes will have significant impacts on those organisations currently administering benefits and Tax Credits. As these benefits and credits make way for Universal Credit, the roles and responsibilities of Jobcentre Plus and the Pension, Disability and Carers Service within the Department for Works and Pensions, HM Revenue & Customs and Local Authorities throughout the country will all change.

The DWP believes the potential implications and opportunities for Local Authorities are significant. They have started to engage with Local Authorities and their associations about the detail and implications of Universal Credit for their Housing Benefit operations and of the new approach to supporting Council Tax costs. This includes considering whether there may still be a role

for Local Authorities in dealing with non-mainstream Housing Benefit cases (for example, people living in supported or temporary accommodation). Local Authorities may also have a role to play in delivering face to face contact for those who cannot use other channels to claim and manage their Universal Credit.

How do the proposed changes impact Local Authorities?

The issues the introduction of Universal Credit raises for local authorities should not be under-estimated. While the role local authorities have to play during the transition phase (2013 – 2017) is in some ways defined, the uncertainty surrounding their role during the “steady state” (2015 onwards) poses a greater risk.

During the transition phase the DWP views the role of local authorities as preparing customers for the migration process. This will involve preparing detailed communication plans, enabling them to adjust to the differences between the existing benefits and the new credit e.g. claiming methods and direct payments to the household. In addition it is anticipated that authorities will have a role in improving customer’s financial awareness and budgeting skills.

This is likely to involve a higher level of customer service being provided by authorities whether face to face or via telephony.

It should also be noted that during this period authorities will be managing further changes to the current benefit system.

January 2012

- The shared accommodation rate of housing benefit will be extended to young individuals under the age of 35 rather than 25 as currently. This will affect both Local Housing Allowance (LHA) Customers and those who claimed prior to the introduction of LHA in April 2008.

April 2013

- The LHA rate of HB will be based on Consumer Price Index (CPI) thereby further reducing rates of benefit payable.
- The Welfare Benefits cap is set to be introduced limiting weekly payments to £500 for a couple/lone parents and £350 for single customers. Details on exactly how this will operate, exactly which benefits will be affected and which organisation will impose the cap have not yet been provided.
- Restrictions are set to be imposed on working age HB customers living in the social rented sector. Again, precise details on the mechanics of this change are still awaited.
- A localised scheme for Council Tax Support is set to be introduced which the Department of Communities and Local Government are currently consulting on.

- Local authorities will be set to deliver localised schemes for further financial assistance as £178 million is transferred to them from the discretionary Social Fund when Crisis Loans and Community Care Grants, formerly offered by the DWP, cease.

This is both a significant opportunity and challenge for local authorities with a clear statement from the government that there is no expectation or desire that the new service will mirror the current social fund scheme in whole or in part. Local authorities are being asked to think radically and creatively about the design of their new service from eligibility through to delivery.

Neither is there an assumption from central government that the new service will be provided in-house as authorities are being actively encouraged to review the support services within their local area.

There are no plans to provide generic software or hardware to support the new services as authorities should design a service that reflects the needs of its own local community.

It is anticipated that funding will be available to assist authorities with this as a new burden but work has not yet been completed to scope and calculate the additional costs associated with setting up and running this new service.

At an unspecified point during 2013 it is also proposed that a Single Fraud Investigation Service will be launched potentially incorporating all local authority staff into the new service although this is now the subject of a separate consultation exercise.

During this unsettled period authorities must still maintain performance despite the challenges outlined. There is concern that staff could leave, seeking more stable employment elsewhere and the resulting impact that could have on both quality and productivity.

Timescales are acknowledged to be tight particularly where the changes demand amendments or procurement of new IT systems.

It is also likely that authorities could face tough decisions on various contract matters including software, accommodation and outsourced services which may all fall due for renewal during this period.

Steady State

There are a number of areas local authorities know they will need to deliver following the transition of existing customers to Universal Credit. These include:

- Legacy issues such as appeals and overpayments
- Localised support for Council Tax
- Local Financial Assistance (outlined above)
- Discretionary Housing Payments
- Potentially non-mainstream HB cases such as temporary and exempt accommodation cases.

These areas are in addition to any opportunities afforded under the delivery mechanism chosen for Universal Credit post 2015.

No firm decisions have been made regarding the role of local authorities in the delivery of Universal Credit but it is believed that several opportunities may exist regarding the delivery of the customer facing role in particular. However, it is likely that current service delivery models will need to adapt, should this occur, as while the numbers of customers requiring assistance may decrease those remaining will be the most vulnerable and therefore least likely to take advantage of the “digital by default” route.

These include but are not limited to:

- Verification of all documentation
- Verification of documentation associated with the housing element
- Calculation of the housing element
- Provision of an overflow or contingency role

Bearing the above in mind, it would seem appropriate for authorities to maintain staff and existing contracts for as long as possible until final decisions have been made, post 2015, and they are in a position to be able to shape the service accordingly. While this may mean that authorities actively seek new partners, relationships with existing partners should be set to continue since it has been made clear that performance must be maintained.

Activity to date has been restricted to the DWP issuing Local Authorities with a survey to ascertain the scale of administration involved in the delivery of Housing Benefit and estimates of associated redundancy costs. Workshops have been facilitated to discuss the proposed transition plan and various members of local authority staff have been seconded to the DWP to assist shape the housing cost element of Universal Credit.

II. Localising the Council Tax

Government's response to the outcome of consultation on Localising support for council tax in England was published Monday 19 December 2011 together with the response to the localisation of business rates consultation and the Local Government Finance Bill.

The underlying Support for council tax in England policy has not changed

from the consultation paper, nor has the timescale to bring it into force on 1 April 2013. Details of the timetable indicate that secondary legislation will not come to effect until 'early Autumn' 2012 and billing authorities will have to decide on a local scheme by 31 January 2013, otherwise a default scheme based on the current CTB will be imposed. CLG point out that it will not be beneficial for the authority to revert to the default scheme.

Principles

The support for pensioners' policy remains intact. There will be national rules. The arrangements will ensure that the poorest pensioners receive support with their council tax bill. This support will not be extended to all pensioners: those pensioners with means to pay their council tax will continue to do so. Vulnerable groups mentioned include those covered by responsibilities under:

- the Child Poverty Act 2010,
- the Disabled Persons (Services, Consultation and Representation) Act 1986,
- the Chronically Sick and Disabled Persons Act 1970, and
- the Housing Act 1996

The general principles of supporting work incentives will be set out in guidance which will help local authorities to design support. The Government will also consider what technical details around work incentives will help local authorities to consider interactions with Universal Credit and whether work incentives have been adequately supported.

Universal Credit is being changed to avoid 'dual tapering'.

To achieve this, additions to the original earnings disregards in Universal Credit have been proposed, including:

- an additional earnings disregard to couples with children of £250;
- increasing the child element in the earnings disregard from £2,700 to £4,000, and;
- an increase in the minimum disregard per adult of £700, including for single claimants.

Setting up local schemes

Billing authorities WILL be the lead authorities, but they will be able to collaborate with others so that multiple authorities can use the same scheme. Two essential pieces of information they will need to know are the grant allocation and the caseload. They will also have to know the categories of claimants who are entitled to a council tax reduction and the council tax

reductions which are to apply to those categories and the application process.

Consultation will be with precepting authorities and with the public, although they have still not decided whether the consultation process needs to be defined.

In-year scheme revisions will not be allowed.

Risk Sharing

Risk sharing with major precepting authorities is to go ahead. The consultation process will allow them to influence the design of schemes. It looks as if changes to precepts in-year may be allowed.

Local authorities will be paid a grant to enable them to offer support for council tax, allocated in advance. The Government proposes that the grant will be paid to billing and major precepting authorities. This would have the effect of reducing each authority's council tax requirement and so helping to off-set the reduction in the council tax base as a result of the creation of new discounts.

The Government will set allocations on an annual basis for the first two years following introduction, allowing new allocations to be set for 2014-15 if required.

Billing authorities may be free to design a scheme where the tax foregone though discounts exceeds the amount of grant or to increase reductions by applying their powers under section 13A to offer additional support on a discretionary basis.

Funding for the first two years of localised schemes is based on the Office of Budget Responsibility forecast for spending on council tax benefit, which reflects existing spending and therefore assumptions about underlying demographic changes and council tax increases.

After that, decisions about the level of funding will be taken as part of the Spending Review process, which will provide an opportunity to consider cost pressures.

Administration

The application process will be defined in each local scheme. Appeals will be dealt with first internally and thence, probably to the LVT. It is not proposed to allow people subject to immigration control to claim this support.

Data Sharing

The Government wishes to reduce the need for individuals to have to repeatedly provide the same information and evidence to various public sector bodies. So, the government will be seeking sufficient powers to facilitate the sharing of detailed information between the DWP and local authorities and between local authorities, where appropriate and possible.

Fraud

“Local support schemes will form part of the council tax - not the benefits - system and this extension of investigative powers will mean an increase in powers local authorities have in relation to council tax.

The Government needs to be certain that any powers it gives to local authorities are appropriate and proportionate, with suitable safeguards in place. While it may be appropriate to allow local authorities to access personal financial and employment information in order to determine whether an individual is fraudulently claiming means-tested support, the implications of this extension of powers in relation to council tax need to be fully understood.”

Admin costs and transitional costs

The Government does not intend the administration of local schemes to put pressure on local government finances, in line with the new burdens doctrine, so they will look at the overall changes to HB, CTB and Universal Credit and assess the costs to local authorities.

There will be a one-off grant for transitional costs, probably.

Delivery

Government wants authorities to build on existing approaches especially for pensioners and vulnerable groups.

The Government is clear that final decisions about the level of support to be offered to working age claimants would be for local authorities, and it has no plans to prescribe how schemes should operate. The approach set out above would be entirely voluntary however there would be strong financial and delivery benefits to local authorities in pursuing this.

If DCLG are to meet their own schedule, they must ensure that the Bill passes all its stages in Parliament by the summer and attain Royal Assent by the end of July. It is hoped that draft regulations will appear during the passage of the Bill, so that the detail can be examined as soon as possible.

(i) Legal Implications

The recommendations have no implications.

(ii) Risk Assessment

The recommendations have no implications.

(iii) Financial Implications

The recommendations have no implications.

(iv) Health and Safety Implications

The recommendations have no implications.

(v) Key Priorities or Corporate Aims

The recommendations have no implications.

(vi) Equality and Diversity

The recommendations have no implications.

(viii) Health and Well-being Implications

The recommendations have no implications.

Background Papers

Nil