

BOROUGH OF BARROW-IN-FURNESS

EXECUTIVE COMMITTEE

Meeting, Wednesday, 20th July, 2011
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 6th July, 2011 (copy attached).
6. Apologies for Absence/Attendance of Substitute Members.

FOR DECISION

- (D) 7. Revenue Outturn for the Year ended 31st March, 2011.
- (D) 8. Capital Programme Outturn 2010-2011 and Monitoring Report to 30th June, 2011

- (D) 9. Council Finances Report – Quarter 1 2011-2012.
- (D) 10. Furness Model Railway Club – Subsidised Rent.
- (D) 11. Sundry Debt Recovery Policy.
- (D) 12. Former Coastguard Station, Walney.
- (D) 13. James Dunn Centre, Vickerstown Park, Walney.
- (R) 14. Amendments to the Council's Constitution.

PART TWO

- (D) 15. Land in St. Mary's Road, Barrow.

**NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH 3 OF PART
ONE OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972
AND ACCESS TO INFORMATION (VARIATION) ORDER 2006**

- (D) 16. Benefit Overpayment – Menary Smith Family Case.

**NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH 7 OF PART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: 12th July, 2011.

EXECUTIVE COMMITTEE

Meeting: 6th July, 2011
at 2.00 p.m.

PRESENT:- Councillors Pidduck (Chairman), Barlow, Bell, Cassidy, Garnett, Guselli, Hamilton, Husband, Richardson, C. Thomson, M. A. Thomson and Wall.

16 – 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 involve the likely disclosure of exempt information as defined in Paragraph 1 (Minute No. 27) and Paragraph 3 (Minute Nos. 25 and 26) of Part One of Schedule 12A of the said Act.

17 – Disclosure of Interests

Councillor Guselli declared a personal interest in Agenda Item 8 – Appointments on Outside Bodies, Panels, Working Groups etc. (Minute No. 21) and Agenda Item 11 – Cumbria Minerals and Waste Development Framework Site Allocations Policies Development Plan Document (DPD) (Minute No. 24) as he was a Member of Cumbria County Council.

Councillor Hamilton declared a personal and prejudicial interest in Agenda Item 11 – Cumbria Minerals and Waste Development Framework Site Allocations Policies Development Plan Document (DPD) (Minute No. 24) as he was a Member of Cumbria County Council. He left the meeting during consideration of the item.

18 – Minutes

The Minutes of the meeting held on 25th May, 2011 were agreed as a correct record.

19 – Apologies for Absence

Apologies for absence were received from Councillor Doughty, Graham, Seward and Sweeney.

Councillors Hamilton, Husband, M. A. Thomson and C. Thomson substituted for Councillors Doughty, Graham, Sweeney and Seward respectively.

20 – Housing Management Forum: Recommendations

The recommendations of the Housing Management Forum held on 16th June, 2011 were submitted for consideration.

N.B. The Minutes are reproduced as **Appendix 1** to the Minutes of this meeting.

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

Appointment of Representatives to Working Groups etc.

That the memberships for 2011/12 be as follows:-

Tenant Compact Working Group

Council Representatives (3:0) Councillors Barlow, Burns and Hamilton.
Tenant Representatives – Mrs P. Charnley, Mr N. Hird and Mr A. McIntosh.

Homelessness Funding Working Group

Council Representatives (2:0) Councillors Hamilton and Pointer.
Tenant Representatives – Mrs P. Charnley and Mr A. McIntosh.

Housing Services Delivery Plan 2011/12

That Members note and agree the content of the report.

Homeless Funding 2011/12

(i) Agree the following spend profile:

- | | | |
|-----|---------|---|
| (a) | £5,000 | Shelter: South Cumbria Offenders Scheme |
| (b) | £21,217 | Deposit Guarantee Scheme (DIGS) |
| | £2,000 | Barrow Borough Council Sanctuary Scheme |
| | £12,000 | Barrow Borough Council Refurbishment of Temporary Accommodation |
| (c) | £8,226 | CADAS Communication Service |
| (d) | £2,700 | Destin (Performance Management System) |
| | £13,000 | Barrow Borough Council Homeless Prevention Funding |
| (e) | £12,000 | Court Desk Funding |
| (f) | £10,000 | CAB Surgery |
| (g) | £2,275 | Mutual Exchanges/HomeSwapper |

£88,418

- (ii) Agree to suspend the Council's normal procurement requirements with regard to (a), (b), (c), (d), (e), (f), (g) above on the basis of them being specialist services;
- (iii) Request the Homeless Task Group to consider and develop proposals for the remaining funding (£25,002); and
- (iv) Endorse the proposed action, outlined above regarding the Rough Sleeper funding, namely:- that the Housing Manager had suggested that better use would be made by distributing the £10,000 that had been made available from the Homeless Directorate amongst the six districts to use within their homeless prevention plans and that he would raise that matter at the next Cumbria Housing Group meeting.

Supporting People Funding

- (i) To note the information contained in the report; and
- (ii) To instruct the Tenant Compact Working Group to consider and develop an appropriate response to the competition process.

Community Involvement Strategy

To note and endorse the Community Involvement Strategy for 2011/13.

21 – Appointments on Outside Bodies, Panels, Working Groups etc.

The Chief Executive reminded the Committee that at its last meeting it had agreed to appoint Councillor Thurlow as an official representative on Dalton Community Association. He had been made aware that Councillor Thurlow was already a member of Dalton Community Association. Councillor Wilson had been nominated to serve on the Association.

Councillor Garnett had also been appointed as the Council's representative on Cumbria Health and Well-being Scrutiny Committee and the Cross Party Working Group with Councillors Graham and Sweeney as substitutes.

He had also been made aware that Cumbria County Council rules state that representatives: "Must be currently on District Scrutiny Committees and cannot be on the Executive Committee".

The Chief Executive commented that unlike the other Cumbrian Districts the Council operated a modified Committee System.

RESOLVED:- (i) To appoint Councillor Wilson to serve as the Council's official representative on the Dalton Community Association;

(ii) To refer the appointment of the Council's representative and two substitute Members on Cumbria Health and Well-being Scrutiny Committee and the Cross Party Working Group to the Council's Overview and Scrutiny Committee; and

(iii) To request the Chief Executive to write to Cumbria County Council requesting an explanation why Executive Committee Members cannot represent the Council on the Cumbria Health and Well-being Scrutiny Committee and the Cross Party Working Group when the Council operate a modified Committee System.

22 – Town Hall Room Hire Charges

The Chief Executive informed the Committee that the current charging policy for use of the rooms in the Town Hall had been set in July 1999 and had never been altered which he believed to be an oversight. A copy of the present charges were considered by the Committee. Any bookings already made would be honoured at the existing rate.

In view of the challenging financial environment, and the significant increased operating costs of the building, he recommended these charges be increased by 42% immediately to reflect RPI since 1999 and that they be automatically increased by RPI each April in future.

RESOLVED:- (i) To agree that in view of the challenging financial environment, and the significant increased operating costs of the Town Hall, room hire charges be increased by 42% immediately to reflect RPI since 1999 and that they be automatically increased by RPI each April in future; and

(ii) To request the Chief Executive to prepare an updated schedule of organisations who use the Town Hall free of charge.

23 – Borough Public Conveniences

The Director of Regeneration and Community Services informed the Committee that there were 10 Public Conveniences within the Borough situated at The Amphitheatre, Manor Road, Barrow-in-Furness; Cemetery, Ireleth Brow, Ireleth; Cemetery, Newton Road, Dalton-in-Furness; Duke Street, Askam-in-Furness; Earnse Bay, West Shore Road, Walney Island; Fell Street, Barrow-in-Furness; The Pavilion, Barrow Park, Abbey Road; Roa Island, Barrow-in-Furness; Roanhead, Barrow-in-Furness and Tudor Square, Dalton-in-Furness .

The conveniences at the Amphitheatre had been closed for approximately eighteen months due to the effects of vandalism. The building in which they were situated was an eyesore to the surrounding locality which included Furness Abbey. The report recommended that these conveniences and the remainder of the building in which they were housed be demolished. It was estimated that the cost of demolition

would be £15k and approval for that expenditure would be sought through the Council's capital expenditure process. Demolition would remove the Council's ongoing rating and utility revenue liability. Agenda Item 12 had assumed that all four units would be excluded from any renegotiated cleaning contract.

The conveniences at Ireleth and Dalton Cemeteries and Askam, Duke Street did not allow for proper disabled access and in view of the difficult financial situation it was recommended that these facilities be closed to remove rating and maintenance costs and avoid costly reconstruction works.

The conveniences at Roanhead also had significant access problems and the long term future of the facility need to be considered as part of the comprehensive spending review.

RESOLVED:- (i) To approve the demolition of the conveniences at the Amphitheatre subject to Conservation Area Consent being obtained and the closure of the conveniences at Ireleth and Dalton Cemeteries and Askam, Duke Street;

(ii) To agree that the long term future of the Roanhead facility be considered as part of the Comprehensive Spending Review; and

(iii) To request the Chief Executive to consult Askam and Ireleth Parish Council and Dalton with Newton Town Council to see whether they wished to lease or take over the public conveniences at Ireleth and Dalton Cemeteries and at Askam, Duke Street.

24 – Cumbria Minerals and Waste Development Framework Site Allocations Policies Development Plan Document (DPD)

The Director of Corporate Services reminded the Committee that the previous report had informed Members of the reasons behind the Council's legal challenge before the High Court, to the County Council's adoption of the Site Allocations Policies Development Plan Document (DPD).

The Council had objected to a particular sand and gravel extraction site (M12 Roosecote) located on the opposite side of the existing sand and gravel pit on the A5087 Coast Road.

The site had been removed from the DPD following Barrow's objection but had been re-introduced without notice or proper consultation at the final and formal stage. It then formed part of the DPD.

The Council had commenced legal action in March with judgement entered on 22nd June.

The High Court had agreed with the Council that the DPD was outside the powers of the relevant legislation and that the procedural requirements for consultation had not been complied with.

The High Court had quashed the DPD and had ordered the County Council to pay the Council's costs of mounting the challenge.

RESOLVED:- To note the result of the High Court challenge to the adoption of the Development Plan Document.

25 – Reduction of Scope to Cleaning Contracts and Award a Contract Extension

The Director of Corporate Services informed the Committee that by reducing the cleaning regime of the Town Hall and associated buildings to the minimum essential would deliver cashable savings. Agreeing an offer to reduce the scope while extending the term of the existing contract with the Council's incumbent cleaning company would allow capture of a proportion of these savings (£25,220.30) in 2011-12 financial year and fix minimum savings (£50,440.61) for a further two years.

RESOLVED:- (i) To agree the scope of the service reductions to the cleaning contracts to commence 1st October, 2011; and

(ii) To agree the award of the contract extension to Bulloughs to run until 31st March, 2014.

26 – Purchase of Land on Roa Island to Provide Seasonal Car Parking

The Director of Regeneration and Community Services informed the Committee that the opportunity had arisen to purchase land for a seasonal public car park on Roa Island. The facility would be managed by Roa Island Boat Club on a seasonal basis which would allow them to use it for winter boat storage. Additional works to create the car park would be necessary.

RESOLVED:- (i) To agree that subject to agreeing head of terms with Roa Island Boat Club and obtaining any statutory consents necessary for the works, the Council purchase the land for the purpose of a car park at the agreed price; and

(ii) To agree that £50,000 be allocated from the Capital Asset Investment Fund to purchase the site and carry out the works necessary to provide a car park and that the necessary adjustments be made to the Capital Programme.

REFERRED ITEMS

THE FOLLOWING MATTERS ARE REFERRED TO COUNCIL FOR DECISION

27 – Senior Management Structure

The Chief Executive informed the Committee that two applications for voluntary redundancy by the Borough Treasurer and the Chief Environmental Health Officer had been received.

He further proposed that the Deputy Borough Treasurer be promoted to Borough Treasurer at a single point salary of £56,000 and that two accountancy posts be re-designated Chief Accountants at single point salaries of £38,042

The effect of these changes represented a net annual saving of £92,995.

Members expressed their appreciation for the long and excellent service of these two Officers.

RECOMMENDED:- (i) To approve the applications for Voluntary Redundancy from the Borough Treasurer and Chief Environmental Health Officer; and

(ii) To recommend the Council to appoint the Deputy Borough Treasurer as Borough Treasurer at a single salary point of £56,000 and that the two accountancy posts be re-designated Chief Accountants at single point salaries of £38,042.

The meeting closed at 2.55 p.m.

HOUSING MANAGEMENT FORUM

Meeting: 16th June, 2011
at 2.00 p.m.

PRESENT:- Councillors Barlow, Burns (Minute Nos. 10-11 only), Hamilton, Irwin, Murray, Pointer and Richardson (Minute Nos. 1-6 only).

Tenant Representatives:- Mr M. Burton, Mrs P. Charnley, Mr N. Hird, Mr W. McEwan, Mrs C. McFayden, Mr A. McIntosh, Mr W. Ward and Ms K. Warne.

1 – Appointment of Chairman for 2011/12

The Chief Executive reported that the Council on 17th May, 2011 had appointed Councillor Hamilton as chairman of the Housing Management Forum. However at the Executive Committee on 28th May, 2003 (Minute No. 216 refers) it had been agreed “that a Member Chairman for the purpose of Housing Management Forum be appointed by Council for the purpose of recognising responsibility but retaining the Forum’s freedom to appoint an alternative Chairman for meeting management if it so wished”. Nominations were requested for the appointment of Chairman for meeting management.

The nomination of Mrs P. Charnley was moved by Councillor Richardson and seconded by Mr N. Hird.

The nomination of Councillor Hamilton was moved by Councillor Pointer and seconded by Councillor Irwin.

There being no further nominations, the vote was recorded as follows:-

8 votes for Mrs P. Charnley and 4 votes for Councillor Hamilton.

RESOLVED:- That Mrs P. Charnley be appointed Chairman of the Housing Management Forum for 2011/12.

MRS P. CHARNLEY IN THE CHAIR

2 – Disclosure of Interest

Councillor Hamilton declared a personal interest in Agenda Item 10 – Supporting People Funding (Minute No. 8) as he was a Member of Cumbria County Council.

3 – Minutes

The Minutes of the meeting held on 3rd March, 2011 were taken as read and confirmed.

4 – Apologies for Absence/Changes in Membership

An apology for absence was received from Councillor Williams.

5 – Appointment of Representatives to Working Groups etc

The Chief Executive reported that at the Annual Council meeting on 17th May, 2011, the allocation of seats in respect of Forums, Panels, Working Groups etc. had been agreed. The Housing Management Forum were requested to nominate Members and Tenant Representatives to the Tenant Compact Working Group and the Homelessness Funding Working Group for 2011/12. Three Member representatives by proportionality indicated in the report and three Tenant representatives were required for the Tenant Compact Working Group and two Member representatives by proportionality indicated in the report and two Tenant representatives were required for the Homelessness Funding Working Group.

RECOMMENDED:- That the memberships for 2011/12 be as follows:-

Tenant Compact Working Group

Council Representatives (3:0) Councillors Barlow, Burns and Hamilton.

Tenant Representatives – Mrs P. Charnley, Mr N. Hird and Mr A. McIntosh.

Homelessness Funding Working Group

Council Representatives (2:0) Councillors Hamilton and Pointer.

Tenant Representatives – Mrs P. Charnley and Mr A. McIntosh.

6 – Housing Services Delivery Plan 2011/12

The Housing Manager submitted a report requesting Members to note the progress of the 2010/11 Key Tasks and agree Key Tasks for the Housing Service in 2011/12.

The Key Tasks would form the focus of the service's work during the year and achieve the Housing Service's vision to "Provide well-maintained houses and estates where people choose to live".

Attached as an appendix to the report were details of the 2010/11 Key Tasks and details of the progress made against each of those tasks. It was reported that whilst a number were shown as 'complete', for example the implementation of Choice-Based Lettings, there were still ongoing works to manage the process. However, it had been proposed they be removed from the 2011/12 Key Tasks. A number of Key Tasks were still ongoing and comments had been added to the Appendix as appropriate. These would form the basis of the Key Tasks for 2011/12 and reflected discussions with Officers and Tenant Representatives.

It was further reported that an additional Key Task for this financial year would be the completion of the Equality Impact Assessments (EIAs) for:-

- Anti-social behaviour;
- Income and debt recovery;
- Homelessness; and

- A review of existing EIA.

RECOMMENDED:- That Members note and agree the content of the report.

7 – Homelessness Funding 2011/12

The Housing Manager reported that Homelessness Directorate had previously awarded funding to this Authority to support the implementation of the Homelessness Strategy and prevent homelessness. He reported that it had been confirmed that funding would continue for the year 2011/12 and had been increased to £113,420 (previously £60,000, plus £10,000 for a Court Desk Facility and £28,500 for prevention of repossession funding). He further reported that it appeared that the funding would remain at this level for 2011/12 and 2012/13 and was likely to be set at a similar level for 2013/14 and 2014/15.

Members had previously agreed that a Homelessness Working Group should be established, made up of three Elected Members, three Tenant Representatives and the Operations Manager. The role of the Group was to:-

- develop an application procedure for homelessness funding;
- devise grant conditions;
- consider applications and make recommendations to the Executive Committee; and
- register future funding against homeless outcomes.

It was noted that due to operational issues it had not been possible for the Working Group to meet since the funding had been confirmed.

In considering the way forward, the Housing Manager had suggested that the Forum gave consideration to extending funding where Officers deemed it appropriate and for the Task Group to consider and develop proposals for the best use of the remaining funding.

Members had been requested to agree the following spend profile:-

- **£5,000 - Shelter South Cumbria Offenders Scheme**
Provided in conjunction with SLDC to provide housing advice service for offenders.
- **£21,217 - Deposit Guarantee Scheme (DIGS)**
County-wide service. This figure included the administrative cost of providing the service and offering guarantees to landlords to cover loss of property or furnishings.
- **£2,000 - Barrow Borough Council Sanctuary Scheme**
Would be used to assist domestic abuse victims to remain in their own homes and subsequently the need for the Council to provide alternative emergency accommodation.

Funding would be used 'flexibly' to enable the victim to remain in the home but, for example, may include improved security measures.

- **£12,000 - Barrow Borough Council Refurbishment of Temporary Accommodation**

The Council currently used 10 dispersed units of emergency temporary accommodation throughout the Borough.

The properties were changed when necessary due to the nature of their use, regular short stay occupancy, and needed regular refurbishment.

- **£8,226 - CADAS Communication Service**

Funding had previously been provided to establish and sustain this service. It provided a mediation service for applicants identified as potentially homeless but also resolved estate management issues.

- **£2,700 (plus VAT) Destin (Performance Management System)**

In 2009/10 Members had agreed to fund the initial start-up costs for Destin to develop a software package which assisted the Homeless Section with case work, up-to-date legislation and all tasks involved in providing an efficient homeless service. Regular updating of the system was vital as nothing remained still in this environment and without means of ensuring material was up-to-date, it would quickly lose its value.

The funding would cover the annual fee for changes to the system as and when legislation, case law and practices changed.

- **£13,000 - Barrow Borough Council Homeless Prevention Fund**

The purpose behind this funding was that it would be used in a flexible manner. In all cases the Council would undertake a financial assessment by a CAB debt advisor to ensure they were not financially able to cover payment. The amount would depend on the household's circumstances and would be made at the discretion of the Operations Manager. If the amount exceeded £250, the case would be discussed with the Housing Manager prior to a decision being made.

The criteria to ensure proper use of the funding by Officers had been appended to the Housing Manager's report.

- **£12,000 – Court Desk Funding**

Previously funding for this purpose had been specifically provided. It was used to develop the Court Desk Service in partnership with CAB to enhance existing advice and assistance provided by CAB. This had operated for a couple of years and the Housing Manager had suggested that it be continued.

- **£10,000 – CAB Surgery**

This facilitated a debt advice surgery in partnership with CAB, held one half-day a week at Cavendish House. It was available for both potentially homeless applicants or Council tenants with debt problems.

The surgery had proved successful and the Housing Manager proposed it be continued for 2011/12.

- **£2,275 – Mutual Exchange/HomeSwapper**

At the meeting of the Forum on 3rd March 2011 (Minute No. 49 refers), Members had been requested to consider subscribing to a web-based mutual exchange system. This had been adopted by a number of social landlords in Cumbria in conjunction with Choice-Based Lettings.

At the time it was decided not to subscribe. However following feedback to the supplier they offered a 'free trial' to demonstrate its value. This was taken up and 17 applicants have registered with HomeSwapper from within the Borough as at 5th June 2011.

HomeSwapper was a simple to use housing option tool which:

- Offered enhanced tenant choice;
- Moved those in urgent need of re-housing;
- Improved occupancy;
- Increased stock utilisation;
- Reduced void costs;
- Improved audit results; and
- Was accessible to all.

Mutual exchanges were not incorporated within Cumbria Choice Choice-Based Lettings. Barrow Borough Council currently operated a manual mutual exchange register for customers to view at Housing Reception. This did not promote choice as the register only included properties within the Borough and did not assist tenants to move out of the Borough. In accordance with Equality Impact Assessments (EIAs), housing options should be accessible to all. By becoming a member of HomeSwapper, the Council ensured all customers had equal access. The Housing Manager requested that Members give further consideration to subsidising the Homeless Prevention Grant to fund the subscription.

In considering the suggested spend profile above, the Housing Manager requested Members to agree to recommend that the Council's normal procurement standing orders be suspended, where necessary, on the basis they were 'specialist' services.

He further reported that in addition to the above funding, the Homeless Directorate had also recently made available £10,000 towards developing a strategy to tackle rough sleeping in Cumbria. He had taken the liberty of suggesting that in view of the small number in Cumbria, it would be disproportionate to invest the time in liaising across the County to devise such a strategy. He suggested that better use would be made by distributing the available funds amongst the six districts to use within their homeless prevention plans and informed Members that he would raise that matter at the next Cumbria Housing Group and in doing so requested that Members endorsed this action.

There had been a number of changes in housing policy that could potentially put additional pressures on housing advice services. In addition, there was scope to

develop Choice-Based Lettings within the Borough with particular emphasis on engaging with the private rented sector.

In agreeing the above spend profile the Housing Manager reported that it would be appropriate for the Homeless Task Group to consider and develop proposals for the remaining funding.

RECOMMENDED:- That Members:-

(i) Agree the following spend profile:

(a)	£5,000	Shelter: South Cumbria Offenders Scheme
(b)	£21,217	Deposit Guarantee Scheme (DIGS)
	£2,000	Barrow Borough Council Sanctuary Scheme
	£12,000	Barrow Borough Council Refurbishment of Temporary Accommodation
(c)	£8,226	CADAS Communication Service
(d)	£2,700	Destin (Performance Management System)
	£13,000	Barrow Borough Council Homeless Prevention Funding
(e)	£12,000	Court Desk Funding
(f)	£10,000	CAB Surgery
(g)	£2,275	Mutual Exchanges/HomeSwapper

	£88,418	

(ii) Agree to suspend the Council's normal procurement requirements with regard to (a), (b), (c), (d), (e), (f), (g) above on the basis of them being specialist services;

(iii) Request the Homeless Task Group to consider and develop proposals for the remaining funding (£25,002); and

(iv) Endorse the proposed action, outlined above regarding the Rough Sleeper funding, namely:- that the Housing Manager had suggested that better use would be made by distributing the £10,000 that had been made available from the Homeless Directorate amongst the six districts to use within their homeless prevention plans and that he would raise that matter at the next Cumbria Housing Group meeting.

8 – Supporting People Funding

The Housing Manager submitted a report advising Members of the intention for Supporting People contracts to be tendered during this financial year. The process would be applied to a number of existing contracts within the Borough, provided by various service providers. With regard to the Council's Housing Service, it would have consequences for Homelink customers and the Floating Tenancy Support Scheme.

Supporting People contracts enabled the Housing Service to provide the following services:-

- Homelink Services to tenants living in sheltered accommodation for older people; and
- A Floating Support Service for vulnerable tenants up to a maximum of 24 tenancies.

For both services, contracts with Supporting People represented the majority of income to the services. These services had operated since the introduction of Supporting People funding and although 'quality assessed' had not previously been subject to 'competition'.

It was therefore the County Council's intention to tender the services in the coming months. In addition, from a recent briefing, it appeared there were a number of additional objectives as follows:-

- To achieve efficiency savings through the tendering process to contribute to the efficiencies required within Supporting People;
- To 'standardise services' particularly within older person services there were significant variations in service provision and cost across the County; and
- To reduce the number of contracts currently in place.

The procurement process would look to establish a framework contract. The Service Providers may be drawn off from the framework or alternatively mini-competition operated.

In respect of Homelink, Members would be aware that the Service had seen a substantial reduction in demand over a number of years which had challenged its viability. A decision on its long term provision had been deferred pending the Supporting People review of Older Persons Services. With the imminent tendering of the service, further consideration would be required regarding the future sustainability of the service and feasibility of responding to the competitive process.

In respect of the Floating Support Service, this had formed an integral part of the Housing Management function, seeking to ensure that 'vulnerable' tenants created sustainable tenancies. In addition, the service also provided management support to the temporary tenancies of dispersed emergency accommodation operated in order to meet the Council's homeless person's responsibilities.

In view of the risk to these services, colleagues directly involved had been kept informed and their union representatives had been advised of the situation. It was likely that the tendering process would convene shortly, certainly before the next meeting of the Forum.

The Housing Manager proposed that the Tenant Compact Working Group be tasked with considering the Housing Service's response to the competition process and the sustainability of respective services with or without Supporting People funding.

RECOMMENDED:-

- (i) To note the information contained in this report; and

- (ii) To instruct the Tenant Compact Working Group to consider and develop an appropriate response to the competition process.

9 – Community Involvement Strategy

The Housing Manager submitted a report informing Members of the Housing Department's development of a written Community Involvement Strategy and sought endorsement to its implementation going forward.

He reported that the Tenant Services Authority (TSA) had become the regulator for all social housing with effect from April 2010. It was noted that the functions of the TSA would be passed to the Homes and Communities Agency (HCA) by April 2012. However, until that time, the Council were required to comply with the current regulatory system.

As part of the TSA regulatory requirements, the Council must undertake an annual self-assessment to ensure compliance with five national standards, including the Tenant Involvement and Empowerment Standard. When the assessment had been completed in June 2010, the Council had identified that they did not have an adequate strategy for community involvement and therefore devised an action plan to address this.

The full action plan had been appended to the Housing Manager's report, but essentially consisted of the following:-

- Interest had been sought from involved tenants and residents already known to the Council and these had been requested to become part of a strategy group, specifically tasked with developing a Community Involvement Strategy;
- The Council selected six people who they considered had a sound understanding of the workings of the Housing Service and had the skills, knowledge and representational ability to contribute effectively on behalf of their communities; and
- Three meetings had taken place to form the content for the strategy document which had been completed in draft form and also been appended to the Housing Manager's report.

It was noted that feedback on the draft strategy document had been sought in the following ways:-

- Copies had been distributed to all Tenants' and Residents' Associations and Street Voice representatives;
- Copies had been distributed to members of the Tenant Compact Working Group;
- All Housing Service staff had been directed to read and give feedback on the draft strategy, where appropriate; and
- The Council had publicised details of how to access the draft strategy in the tenants Newsletter 'Housing Matters', on the Council's website 'Quick News Feed' page, in the Evening Mail Newspaper and on the Housing Service web-pages.

RECOMMENDED:- To note and endorse the Community Involvement Strategy for 2011/13.

10 – Performance Information Report 2010-11

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	Target (Median)
	£ Rents Collection			
HMP210	£ Rent collected	£ 8,546,587	£8,738,448	£ 8,321,841
HMP210	Rent collected as % of rent due	98.46%	100.97%	99%
Mgt	£ Current Arrears	£165,452	£158,236	£175,679
Mgt	£ Former Arrears	£123,432	£103,064	£128,081
HCPI	Write Offs	£129,709	£114,706	£34,616
HMGN 50	Tenants evicted for rent arrears	18	10	13
CMCX13	Current tenants arrears % of rent owed	1.91%	1.86%	2.10%
HCPI	Former tenants arrears % of rent owed	1.42%	1.18%	1.90%
Mgt	£ Rent arrears Garages	£4,094	£3,289	£ 3,750
Mgt	£ Rent Arrears Shops	£28,131	£27,524	£ 25,000
	Void management			
	No. of Voids	281	268	225
GNPI 36	Average relet time for dwellings (days)	31	28	31
GNPI 30	£ rent loss through vacant dwellings	£101,530	£85,909	£129,811
Mgt	£ rent loss due to vacant garages	£4,873	£4,907	£4,500
Mgt	£ rent loss due to vacant shops	£4,253	£4,844	£4,000
HMGN 100	% properties accepted on first offer	NA	73.9%	70%
Mgt	Cost per Void (Rents, Repairs, Mgt & Arrears)	NA	£ 2,556	
	Maintenance			
	No. Repair Orders issued (Tenant Demand)	13,068	10,890	8,946
	% all reactive repairs completed on time	81%	92.5%	95%
GNPI 18	% emergency repairs completed on time	97%	98.9%	97%
GNPI 19	% urgent repairs completed on time	88%	89.6%	95%
GNPI 20	% routine repairs completed on time	93%	90.6%	94%
HMPI 90	Average end-to-end time for all reactive repairs (days)	12.6	12.6	9
HMPI 100	Percentage of repairs completed right first time	NA	NA	94.7%
BV 185	Appointments kept as a percentage of appointments made	97%	97.13	97%
HMPI 380	Appointments made as a percentage of repair orders (exc gas & voids)	100%	100%	94%
G15CO	Percentage of dwellings with a valid gas safety certificate	99.5%	99.2%	100%
COMP1	Average time taken to answer inbound telephone calls (in seconds)	NA	NA	
NI 158	Percentage of homes that fail to meet the Decent Homes Standard	0%	0.0%	6.70%

BV63 (amended)	*Average energy efficiency rating of dwellings (based on SAP 2005)	76.20%	68.3	69.10%
	Equality & Diversity			
	ASB cases reported	213	85	119
HMPI 60A	Percentage of closed ASB cases that were successfully resolved	13.1%	72%	NA
NI 141	% Vulnerable people achieving independent living	87%	95%	77.2
HMPI 60B	% Diversity Information : Age	99.90%	96.06%	100%
HMPI 60C	Gender	100%	98%	98%
HMPI 60D	Ethnicity	66.90%	66.62%	75%
HMPI 60E	Disability	42.40%	41.78%	75%
HMPI 360	Sexuality	43%	39.08%	55%
BV 12	Religion or belief	43%	40.34%	55%
HMPI 190	Percentage of Stage 1 complaints upheld	NA	25%	NA
	Performance Indicator	Actual 2009/10	Actual 2010/11	
	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 - Cost per property - direct costs			
Housemark	Major & Cyclical works (service)	£1,406	*	£1,450
Housemark	Responsive Repairs	£400	*	£385
Housemark	Void Repairs	£132	*	£202
Housemark	Rent Arrears & Collection	£68	*	£67
Housemark	Community Involvement	£31	*	£25
Housemark	Anti Social Behaviour	£37	*	£24
Housemark	Neighbourhood Mgt (Estates/Tenancy mgt.)	£95	*	£138
Housemark	Housing Options	£45	*	£28
Housemark	Leasehold	£31	*	£136
NI 158	Total staff turnover	8%	10.3%	8%
BV63	Average working days lost / sickness absence	14.0	22.3	10.5

Housing Property	Dwellings
HSE	1293
FLATS	1251
BUNGALOWS	157
TL DWELLINGS	2711
LEASEHOLDS	201
GARAGES	484
SHOPS	21

SOLD PROPERTIES	No	£
HSE	4	231,000
FLAT	2	260,200
TL	6	259,700

HOMELESSNESS	Actual 2009/10	Actual 2010/11
Homeless average days in temporary dispersed accommodation	47	46
Homeless average days in temporary B&B accommodation	22	31
Homeless presentations	NA	225
Homeless preventions	NA	146
Eligible Homeless	NA	27

HOUSING REGISTER	Actual 2009/10	Actual @ 30.4.11
Applicants on housing register		1700
Cumbria Choice Register		895

The Housing Manager provided the following comments in respect of Housing Management performance:-

Background

The current set of measurements had been agreed by the Tenants Participation Compact Working group and the Housing Management Forum in January 2011. The Management Forum had requested additional information on Homelessness and Housing Register, both of which were now shown. The indicators had been selected to highlight strengths and weaknesses in various aspects of Housing Management which ranged from efficient use of resource (Value for Money), effective use of resource (applying the resource to the right area) and compliance (Equality & Diversity).

Performance Improvements 2010-2011

The last year had delivered a great performance from the Income Management team. The accumulated arrears and write offs were £42k less than the previous year, a result of collecting more rent and arrears from both current & former tenants. Notably evictions had almost halved down from 18 to 10. Garage arrears were also down however, shops arrears had increased slightly. This improvement has been delivered with less staff working smarter and a greater shift towards prevention rather than enforcement. There was now a clearly defined Income Management Policy which ensured a consistent approach to all areas of Housing Income.

Additional resource and attention was being directed towards Void Management to reduce the number of tenancies which failed each year. The associated costs were high; loss of rent, arrears, damage & repairs, cost of management. The cost per void had risen throughout the year but this was mainly because we were getting better at isolating the staff and repair costs in turning round a void. We would expect to see an improvement in the coming year. Lettings had improved the void turnaround from 31 days to 28.

For the coming year Lettings (Housing Options) would invest more time in getting the right support to those tenancies that appeared more likely to fail to reduce the number of abandonments (19) and voids which were already down from 281 to 268.

For 2011-2012 Maintenance had become responsible for ensuring that the turnaround remained at a healthy level. On time repair times remained at a good level and 100% of all properties continued to meet the Decent Homes standard. The SAP rating (average energy efficiency measure had fallen from 76% to 68% but it was compared to a higher standard than last year.

Satisfaction levels reported were those from the last STATUS Survey in 2008. STATUS was no longer a requirement. However, in recognition that 'satisfaction' was a key management indicator, a revised model 'STAR' was being developed. The Housing Manager hoped to report on this at the next meeting to consider whether the Forum wished to adopt it. STAR was a way to denote good levels of satisfaction were maintained despite significant reductions in costs and that resources were applied in the areas that would make a difference to tenants.

The Value for Money direct costs had not been validated yet.

The Housing Register (Cumbria Choice) now had 895 applicants against 1700 under the old system. The Council were monitoring the situation and would ensure that any vulnerable groups were followed up. The reduction was in keeping with other areas when they had introduced Choice Based Lettings.

The Council would continue to benchmark its performance against other Local Authority and Private Sector housing providers to ensure that costs were competitive. All Performance Indicators were validated by the same benchmark organisation, Housemark before they were reported to Tenants in their annual report.

RESOLVED:- To note the performance information report.

11 – Planned Maintenance Programme 2011-12

The Housing Manager reported information relating to the Planned Maintenance Programme for 2011/12. The information is attached at **Appendix A** to these minutes.

RESOLVED:- To note the information.

The meeting closed at 2.32 p.m.

PLANNED MAINTENANCE PROGRAMME 2011-12

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
REWIRES	CUMBRIA HOUSING PARTNERS	£253,000	137	£15,000	1.4.2011	Feb-12	K WILSON	£273,929	£253,000	15% Complete
BATHROOMS	CUMBRIA HOUSING PARTNERS	£300,000	181	£16,690	1.4.2011	Feb-12	AB MITCHELL	£253,000	£300,000	5% Complete
KITCHENS	CUMBRIA HOUSING PARTNERS	£800,000	290	£107,391	1.4.2011	Feb-12	AB MITCHELL	£717,000	£800,000	20% Complete
HEATING	CUMBRIA HOUSING PARTNERS	£850,000	213	£60,000	1.4.2011	Feb-12	AB MITCHELL INTEGRAL	£615,350	£850,000	25% Complete
RE-POINTING	TBC	£150,000	50	£0	1.7.2011	31.3.2012	TBC	£150,000	£150,000	Tender documnts being prepared
PAINTING	CUMBRIA HOUSING PARTNERS	£200,000	500	£0	1.4.2011	Feb-12	GH JONES	TBC	£170,000	Commenced on site June 2011

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	£107,806.00	£17,307.69	12%
Voids	£200,000.00	£26,243.00	£3,846.15	13%
Gas Servicing	£425,000.00	£43,395.00	£8,173.08	10%
Decoration Vouchers	£35,000.00	£4,702.00	£673.08	13%
Disrepair Claims	£25,000.00	£0.00	£480.77	0%
Environmental Impmts	£50,000.00	£2,555.00	£961.54	5%
Disabled Adaptations	£300,000.00	£44,947.00	£5,769.23	15%
Electrical Testing	£175,000.00	£4,164.00	£3,365.38	2%
Door Entry Maintenance	£20,000.00	£9,714.00	£384.62	49%
Total	£2,205,000.00	£243,526.00	£40,961.54	

EXECUTIVE COMMITTEE		(D) Agenda Item 7
Date of Meeting:	20th July, 2011	
Reporting Officer:	Borough Treasurer	
<p>Title: Revenue Outturn for the Year ended 31st March, 2011</p> <p>Summary and Conclusions:</p> <p>The final accounts for the year 2010-2011 have been finalised and submitted to the Audit Commission on 7th July, 2011 to enable the Appointed Audit Manager to carry out the required audit. The Statement of Accounts will be submitted to the Audit Committee on 29th September, 2011.</p> <p>This report presents the revenue outturn for the year ended 31st March, 2011.</p> <p>Recommendations:</p> <p>To note the report and in particular the General Fund surplus for the year of £26,317 resulting in a General Fund balance of £2,289,622 at 31st March, 2011.</p>		

Report

The revenue outturn results for the financial year ended 31st March, 2011 are:

The General Fund:

Members will recall that the 2010-2011 original General Fund (GF) net revenue budget was set at £16,593,218. The GF outcome for year is shown below:

	Budget	Actual
Revenue Budget / Final Outturn	16,417,798	14,573,436
Reserves Movements	175,420	1,852,881
Net Budget / Actual	16,593,218	16,426,317
Funded by: Council Tax	(4,417,199)	(4,427,853)
General Grants	(12,176,019)	(12,024,781)
Surplus for the year	0	(26,317)

The final GF balance as at 31st March, 2011 is £2,289,622. This is a prudent level of balance to maintain and represents around 14% of the net revenue budget. The actual expenditure is compared to the original budget and the difference forms part of the GF balance.

The main variations from the original budget have been reported to the Executive Committee on a quarterly basis throughout 2010-2011. The full year variations for major items are detailed below:

A. Major under-spends / Over-recovery of income	£
Write back insurance provision	626,519*
Direct staff costs	244,531*
Concessionary fares	203,750*
Net treasury activities – investments and borrowing	150,336*
Benefits net of subsidy	133,694*
Property rents	130,982
Bad debt provision not required	115,000*
Benefits overpayments recovered	102,142*
Crematorium fees	62,423
Exceptional income (VAT recovered on cultural activities)	41,124*
<i>Other items (net various minor under and over spending)</i>	<i>230,082</i>
(A) Total Major Under-spends	2,040,583
B. Major over-spends / Under-recovery of income	
Voluntary redundancies	253,388
Reduction in Area Based Grant allocation	134,147
Car parking income	120,421
Contracts indexation	104,575
Recycling	67,022
(B) Total Major Over-spends	679,553
C. Utilisation of Surplus	
Contribution to earmarked reserves	1,666,818
Contribution from earmarked reserves	(332,105)
(C) Total Net Contributions	1,334,713
Increase in GF Balance (A-B-C)	26,317

* Marked items are non-recurring on an annual basis. They contributed to this year's increase in reserves and the 2010-2011 outturn will be taken into consideration when the medium term financial plan is reviewed as part of the service review.

The Housing Revenue Account:

The Housing Revenue Account (HRA) original budget for 2010-2011 was set to breakeven. The outcome for the year is shown below:

	Budget	Actual
Income	(9,080,410)	(9,066,325)
Expenditure	8,170,750	26,419,460
Financing and investment items	647,970	728,839
Deficit / (surplus) on HRA services	(261,690)	18,081,974
Statutory debits and credits	261,690	(18,296,801)
Surplus for the year	0	(214,827)

The HRA balance as at 31st March, 2011 is £1,037,888.

The main reasons are:

Major Variations	£
Staff costs under budgeted amount	161,464
Housing subsidy payable over budgeted amount	(285,128)
Net other items under spend	338,491
Increase in HRA Balance	(214,827)

The Collection Fund:

The Collection Fund (CF) resulted in a deficit of £184,860. This deficit will be shared in 2012-2013 amongst the Borough Council, Cumbria County Council and the Police Authority in proportion to their precepts for 2011-2012.

Share of deficit to be incorporated in setting the 2012-2013 tax:	£
Cumbria County Council	137,460
Cumbria Police Authority	22,946
Barrow Borough Council	24,454
Total	184,860

Reserves:

The available reserves as at 31st March, 2011 are:

	£
General reserve	1,367,735
Festival fund reserve	62,432
Park Vale reserve	56,290
Market refurbishment reserve	50,650
Total available for use	1,537,107
VAT and Insurance reserve	1,144,264
Public buildings maintenance reserve	500,000
James Freel Close	231,222
Pay review reserve	175,625
Leisure centre income support reserve	124,662
Budget setting reserve	155,000
Woodbridge Haven	110,608
Total earmarked for specific purpose	2,441,381
Grants earmarked for specific projects	3,243,355
Total Reserves	7,221,843

- The Usable Capital Receipts at the year end were £1,678,180.
- The Major Repairs Reserve for the HRA at the year end was £198,638.

More detailed information and analysis of the accounts can be obtained from the full Statement of Accounts.

(i) Legal Implications

The Accounts and Audit Regulations 2003 require the approval and publication of the Statement of Accounts by 30th September, 2011.

(ii) Financial Implications

Included in the report.

(iii) Health and Safety Implications

Not Applicable.

(iv) Key Priorities or Corporate Aims

Not Applicable.

(v) Risk Assessment

Not Applicable.

(vi) Equality and Diversity

Not Applicable.

(vii) Health and Well-being Implications

Not Applicable.

Background Papers

Nil

EXECUTIVE COMMITTEE	(D) Agenda Item 8
Date of Meeting: 20th July, 2011	
Reporting Officer: Borough Treasurer	
<p>Title: Capital Programme Outturn 2010-2011 and Monitoring Report to 30th June, 2011</p> <p>Summary and Conclusions:</p> <p>This report shows the outturn on the 2010-2011 Capital Programme and updates Members on the progress and variations to the current programme to the end of June 2011.</p> <p>Recommendations:</p> <p>To note the information and approve the variations to the current programme.</p>	

Report

- I. The final outturn of the Capital Programme for 2010/2011 as at 31st March, 2011 is summarised below (see **Appendix 1** for details by project):

Capital Programme	2010/2011 as reported 02/02/2011	2010/2011 Final Outturn
Public Housing	£1,933,543	£1,846,420
Private Housing	£1,272,679	£886,603
Housing Market Renewal	£2,725,657	£2,414,256
Public Buildings	£961,463	£573,091
Other Public Assets	£3,921,792	£2,874,331
Other Initiatives	£527,068	£389,571
Total	£11,342,202	£8,984,272

Funded by:		
Grants	£7,627,626	£6,454,349
Major Repairs Reserve	£1,933,543	£1,846,420
Opportunities Fund	£110,449	£100,000
Revenue Contribution	£99,000	£54,891
Usable Capital Receipts	£1,571,584	£528,612
Total Funding	£11,342,202	£8,984,272

Major (over £10,000) alterations to the programme compared to programme reported on 2nd February, 2011 are as follows:

- 1) £1,833,215 re-profiled from 2010/2011 to 2011/2012 and 2012/2013
- 2) Budget under spends funding transferred to Asset Investment Fund 2010/2011
 - Minor Repair Grants £19,043 repayment of grant from recipients
 - Askam Community Centre £23,645
 - Barrow Skate Park £13,417
 - Play Areas £45,805
 - 237/241 Dalton Road Millennium Centre £12,532
- 3) Budget under spends funding transferred to Asset Investment Fund 2011/2012
 - Access Road Site Adjacent Waterside House contract saving £70,000
 - Street Furniture £20,000
 - Footpath Lighting £7,818
 - Amenity Tree Planting £37,299
 - Rural Regeneration £53,272
- 4) Asset Investment Fund Allocated
 - Forum 28 £9,042 re Gateway and Banners
- 5) Revised Funding
 - Capitalised Planned Maintenance £87,123 reduction in funding to match outturn
 - Disabled Facilities Grant additional £4,100 funding from DCLG
 - Private Sector Housing Condition Survey £28,750 contribution from Cumbria County Council and Private Sector
 - Play Areas £29,879 additional Cumbria County Council funding replaces BBC funding
 - Link Road £24,413 reduction NWDA funding re project under spend
 - Refuse and Recycling Containers £9,479 additional funding from Cumbria County Council
 - Rural Regeneration Piel Island £20,000 private sector funding withdrawn following death of benefactor
 - Asset Investment Fund reduction in capital receipts £140,643

- 6) Funding transferred to Capital Programme from balance of unapplied grants
- James Freel Close Business Units £19,185
 - Bradys Site Bessemer Way £65,751
 - Town Centre Public Realm Phase II (The Ginnell) £77,037
- 7) Projects removed from Capital Programme 2010/2011 and funding transferred to Asset Investment Fund 2011/2012
- Market Hall Toilets and Automatic Doors £14,442
 - Barrow Park Paths, Fencing, Bins, Seats and Information Boards £57,973
 - Forum 28 Air Cooling project £58,650
 - Craven House Heating Pumps and Air Source Heating £73,515

II. Capital Programme 2011/2015 Monitoring as at 30/06/2011

The proposed four year Capital Programme 2011/2012 to 2014/2015 is summarised below (see **Appendix 1** for details by project):

Capital Programme	2011/2012 Budget	2012/2012 Budget	2013/2014 Budget	2014/2015 Budget
As at 31/12/2010	£6,765,351	£5,142,394	£5,083,374	£4,830,040
As at 30/06/2011	£8,285,806	£6,101,282	£5,095,274	£4,846,332
Difference	£1,520,455	£958,888	£11,900	£16,292

	2011/2012 Budget	2012/2012 Budget	2013/2014 Budget	2014/2015 Budget
Total Programme	£8,285,806	£6,101,282	£5,095,274	£4,846,332
Funded by:				
Borrowing	£1,421,424	£2,399,750	£1,800,000	£1,500,000
Grants	£3,580,992	£453,250	£399,000	£399,000
Major Repairs Reserve	£2,113,736	£2,017,407	£2,065,274	£2,116,332
Revenue Contribution	£44,109	£0	£0	£0
Usable Capital Receipts	£1,125,545	£1,230,875	£831,000	£831,00

Major (over £10,000) alterations to the programme compared to programme reported on 2nd February, 2011 are as follows:

- 1) Budgets re-profiled
- £1,833,215 re-profiled from 2010/2011 to 2011/2012 and 2012/2013

- Asset Investment Fund £810,000 re-profiled from 2011/2012 to 2012/2013
- 2) Housing Market Renewal projects 2011/2012 £650,000 funding transferred from Group Repair Central Area E to:
- North Central Acquisitions £415,454
 - North Central Relocation Grants £55,750
 - Central Refurbishment Property Swaps £65,000
 - North Central Renewal Demolition £113,796
- 3) Revised Funding 2011/2012
- Disabled Facilities Grant additional DCLG allocation £50,000 replaces BBC funding and BBC allocation reduced by additional £44,715
 - Capitalised Planned Maintenance reduced by £168,784 2011/2012 to 2014/2015
 - Private Sector Housing Condition Survey Cumbria County Council and private sector contribution £28,750
 - Play Areas £75,222 additional Cumbria County Council funding replaces BBC funding
- 4) Capital Receipts
- projected additional capital receipts 2011/2012 £125,000
- 5) Asset Investment Fund Allocated
- 93 Dalton Road purchase and demolition £120,000 re Executive Committee 25th May, 2011
- 6) The following bids have been received from managers and included in the Capital Programme funded from Asset Investment Fund
- i. Group Repair Central Area E 2013/2014 £500,000 to commence Group Repair Scheme identified in 10 year North Central Renewal Area programme
 - ii. Dock Museum 2011/2012 £63,000 –upgrade Building Management System and Chiller Unit which control temperature, air conditioning and humidity levels in the museum.
 - iii. Dock Museum 2011/2012 £11,000 –installation of sacrificial cathodic protection to protect Dock Gate from corrosion and reduce need for annual inspections.

- iv. Forum 28 budget revised from £35,000 2011/2012 to £17,000 2012/2013 to update gents ground floor and first floor and ladies first floor toilets
- v. Forum 28 2012/2013 - £18,000 replace kitchen dishwasher
- vi. Forum 28 2012/2013 £18,000 - motorise remaining two fixed lighting bars within the theatre reducing working at height and significantly improving health and safety
- vii. Public Conveniences Amphitheatre demolition 2011/2012 £15,000 – re Executive Committee report 6th July, 2011
- viii. Roof Top Car Park 2012/2013 £810,000 – removal of asphalt and waterproof layers to be replaced with enhanced design of waterproof membrane and asphalt to ensure car park provides waterproof protection to the indoor market and offices below and prolong the life of the surface to 30 years.
- ix. Playing Fields Biggar Bank Changing Rooms 2011/2012 £25,000 – essential works to ensure building is protected and continued to be used. Re-roofing the building with a vandal proof system, covering damaged tiles in the showers with hygiene boards, new floor in shower and toilets, new toilet cubicles, electrical upgrade and new boiler.
- x. 104 Abbey Road £252,000 BBC match funding to complete refurbishment. Throughout the lifetime of the project additional costs have been incurred specifically roof works and scaffolding, restoration of heritage detail to satisfy requirements of Heritage Lottery Funding, professional fees and utilities.
- xi. 102 Abbey Road £245,750 BBC funding and £109,250 HLF funding – work to front elevation, re-roof pitched roof and recover flat roof and enveloping scheme to ensure building is watertight and protected from the elements.
- xii. Ormsgill Reservoir 2011/2012 £15,000 - works to dislodge stones and pitch as identified in annual engineers report
- xiii. Rural Regeneration Roa Island Jetty 2011/2012 £13,000 and 2012/2013 £159,500 – replace degrading precast reinforced concrete jetty with shorter timber jetty to improve accessibility to Piel Island.
- xiv. Rural Regeneration Coastal Protection 2014/2015 £16,000 – repairs to coastal protection at Promenade, Waterside House and Marsh Street, Askam.

(i) Legal Implications

Not Applicable.

(ii) Financial Implications

As detailed in the report.

(iii) Health and Safety Implications

Not Applicable.

(iv) Key Priorities or Corporate Aims

Not Applicable.

(v) Risk Assessment

Not Applicable.

(vi) Equality and Diversity

Not Applicable.

(vii) Health and Well-being Implications

Not Applicable.

Background Papers

Nil

2010-2011 Outturn	Capital Programme 2011/2015	2011-2012	2012-2013	2013-2014	2014-2015
1,846,420	Capitalised planned maintenance	2,113,736	2,017,407	2,065,274	2,116,332
-	Housing IT	68,000	-	-	-
1,846,420	Total Investment in public housing	2,181,736	2,017,407	2,065,274	2,116,332
726,842	Disabled facilities grants	800,000	700,000	600,000	600,000
-19,043	Minor repair grants	-	-	-	-
73,624	Thermal Improvement Grants	17,236	-	-	-
53,762	Stay put agency	-	-	-	-
51,418	Private Sector Housing Condition Survey	66,082	-	-	-
886,603	Total Investment in private housing	883,318	700,000	600,000	600,000
1,217,050	North Central Renewal - Acquisitions Sub Area D	498,268	-	-	-
50,000	Central - Relocation Grants	55,750	-	-	-
43,821	Central Misc Acquisitions	22,239	-	-	-
38,438	Central Refurbishment Property Swaps	65,000	-	-	-
-	Central - 188 Marsh Street	50,311	-	-	-
160,764	North Central Renewal - Demolition	380,000	-	-	-
628,037	Group Repair - Sutherland Street	25,497	-	-	-
274,118	Group Repair - Marsh Street	60,882	-	-	-
-	Group Repair - Central Area E	100,000	500,000	500,000	-
-	Rawlinson Street Scheme	-	-	300,000	-
-	Central Buccleuch Court Environmental Improvements	50,000	-	-	-
1,000	Hindpool Urban Park Phase 1 & 2	11,213	-	-	-
318	Hindpool Environmental Improvements - Gateway	620	-	-	-
588	Hindpool Environmental Improvements - Pocket Parks	15,055	-	-	-
123	Hindpool Environmental Improvements - Key Streets	8,865	-	-	-
2,414,257	Investment in Housing Market Renewal	1,343,700	500,000	800,000	0
5,147,280	Total Investment in housing	4,408,754	3,217,407	3,465,274	2,716,332
21,782	Cemetery	303,450	-	-	-
2,350	Crematorium	50,625	-	-	-
110,433	Dock Museum	11,000	63,000	-	-
86,766	Forum 28	-	35,000	18,000	-
141,262	Leisure Centre	-	-	-	-
109,046	Market Hall	64,191	-	-	-
-	Public Conveniences	15,000	-	-	-
3,010	Roof Top Car Park	22,640	810,000	-	-
73,819	Town Hall	151,181	100,000	100,000	100,000
24,622	Craven House	-	-	-	-
573,090	Total Investment in Public Buildings	618,087	1,008,000	118,000	100,000
41,741	Askam Community Centre	-	-	-	-
20,415	Emlyn Street Improvements	-	-	-	-
30,839	Play Areas	272,472	-	-	-
8,932	Barrow Park	-	43,000	-	-
71,757	Play Project Biggar Bank	12,994	-	-	-
149	Playing Fields	25,000	-	-	-
19,306	James Freel Close Business Units	-	-	-	-
180,386	Waterside Business Park Access Road	94,114	5,500	-	-
-9,860	Ramsden Business Park	-	-	-	-
232,791	Bradys Site Bessemer Way	-	-	-	-
1,972	Holker Street Car Park	-	-	-	-
21,352	Ambassador House	-	-	-	-
17,370	Salthouse Road Depot	-	-	-	-
24,490	Town Centre Shop Front Grants	217,510	50,000	-	-
-	93 Dalton Road	120,000	-	-	-
2,763	Abbey Road THI	42,820	-	-	-
812,011	104 Abbey Road (Cooles Building)	526,949	25,750	-	-
148,532	102 Abbey Road	230,956	177,125	-	-
226,472	Link Road	64,054	-	-	-
10,581	Dalton Road Street scapes	-	-	-	-
202,539	Town Centre Public Realm Phase II (The Ginnell)	4,868	-	-	-
112,857	Furness House Landscaping	6,998	-	-	-
2,409	Coronation Gardens	-	-	-	-
284,625	The Mall	3,833	-	-	-
15,763	Town Centre Public Realm Phase III (Portland Walk)	-	-	-	-
9,920	Town Centre Public Realm Phase III (Schneider Square)	-	-	-	-
145,765	Marina Village	1,064,095	1,000,000	1,000,000	1,000,000
682	Footpath Lighting	14,000	-	-	-
136,787	IT Equipment & Development	166,309	100,000	100,000	100,000
100,985	Refuse and Recycling Containers	49,788	40,000	40,000	40,000
2,874,331	Total Investment in other public assets	2,916,760	1,441,375	1,140,000	1,140,000

2010-2011 Outturn	Capital Programme 2011/2015	2011-2012	2012-2013	2013-2014	2014-2015
9,685	Cycleways	-	-	-	-
-	Ormsgill Reservoir	15,000	-	-	-
63,941	Rural Regeneration	650	-	-	-
215,945	Rural Regeneration - Piel Island	15,017	-	-	-
-	Rural Regeneration - Roa Island Jetty	13,000	159,500	-	-
-	Rural Regeneration - Coastal Protection	-	-	-	16,000
100,000	Grant to Barrow AFC and Barrow RLFC	-	-	-	-
389,571	Total Investment in Community Initiatives	43,667	159,500	-	16,000
-	Retentions	25,000	25,000	25,000	25,000
-	Asset Investment Fund	273,538	250,000	347,000	849,000
8,984,272	Total	8,285,806	6,101,282	5,095,274	4,846,332
Funding of Capital Programme					
336,853	Housing Capital Grant - Private Sector Housing	222,414	-	-	-
2,196,709	Housing Capital Grant - Housing Market Renewal	191,864	-	-	-
-	Borrowing Requirement Non Housing	1,421,424	2,399,750	1,800,000	1,500,000
217,527	WLR Housing Market Renewal	-	-	-	-
671,898	DCLG Grant	449,100	399,000	399,000	399,000
1,433,653	Area Based Grant	2,298,058	-	-	-
279,098	NWDA	-	-	-	-
178,664	UDF Barrow Regeneration	20,000	-	-	-
21,190	Communities for Health	-	-	-	-
396,563	Lottery	253,125	54,250	-	-
352,673	Communit Asset Fund	-	-	-	-
39,921	Department of Energy and Climate Change	-	-	-	-
232,697	Cumbria County Council	142,681	-	-	-
96,903	Private Contributions	3,750	-	-	-
1,846,420	HRA Major Repair Reserve	2,113,736	2,017,407	2,065,274	2,116,332
100,000	Contributions from Reseves	-	-	-	-
54,891	Contributions from Revenue	44,109	-	-	-
528,612	Usable Capital Receipts	1,125,545	1,230,875	831,000	831,000
8,984,272	Total	8,285,806	6,101,282	5,095,274	4,846,332

EXECUTIVE COMMITTEE	(D) Agenda Item 9
Date of Meeting: 20th July, 2011	
Reporting Officer: Borough Treasurer	
Title: Council Finances Report – Quarter 1 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 H. Benefits Performance	
Recommendations:	
To note the information contained in the report.	

Report

**Council Finances
For the period to 30th June 2011**

Introduction

This report contains all of the key data relating to the Councils finances for the period ended 30th June, 2011. 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 30th June, 2011 are set out below, the actual spend compared to the budget is shown as Q1%. In general the Q1 budget assumes expenditure is incurred on a straight line basis.

Item	Total budget £'000	Q1 budget £'000	Q1 actual £'000	Q1%
Staff costs	5,879	1,470	1,408	96
Transport costs	152	72	80	111
Property costs	2,044	855	723	85
Supplies and services	3,837	959	1,010	105
Contract services	6,358	900	876	97
Transfer payments	25,610	6,403	6,163	96
External income	(33,098)	(8,274)	(7,942)	96
Direct costs	10,782	2,385	2,318	97

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 30th June, 2011 was £1,441,233 and the difference between this and the actual spend of £1,399,811 is an under spend or saving of £41,422. The difference between the budget against actual spend is broken down below:

Item	Savings £
Purchase holidays –additional leave bought by staff	8,697
Savings from vacancy gaps and establishment changes	32,725
Total	41,422

- 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 Q1%:

Income stream	2011-12 budget £'000	Q1 expected income based on previous year trend £'000	Q1 actual income £'000
Car parking-pay & display	892	149	144
Estates property rents	1,440	360	383
Leisure Centre fees	750	130	142
Crematorium services	374	78	63

- Sundry debtors outstanding at 30th June, 2011 compared to the sundry debtors outstanding the previous year:

Outstanding 30th June, 2010 £'000	Days overdue	Outstanding 30th June, 2011 £'000
416	Current	160
477	1 to 30	29
52	31 to 60	94
389	Over 61	323
1,334	Total	606

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 1st October, 2011:

Annual budget estimate for interest paid £'000	Actual interest paid £'000
1,018	0

- 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 June, 2011 £'000
20	3

At the time of writing this report the Council had £5,900,000 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 30th June, 2011 were £22,389,734.

The Authorised Limit that the Council's debt cannot exceed in 2011-2012 is £29,000,000.

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 30th June, 2011 compared to the programme projected:

As at:	Capital programme £'000	Q1 Actual spend £,000
1 st March 2011 – approved by Council	6,765	1,898
30 th June 2011 – as reported to this Committee	8,286	

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 30th June, 2011 are set out below, the actual spend compared to the budget is shown as Q1%:

Item	Total budget £'000	Q1 budget £'000	Q1 actual £'000	Q1%
INCOME				
Dwelling rents	(8,873)	(2,218)	(1,852)	83
Other income	(664)	(166)	(195)	117
Gross income	(9,537)	(2,384)	(2,047)	86
EXPENDITURE				
Management	2,981	745	660	88
Dwelling repairs	3,028	757	438	58
Gross expenditure	6,009	1,502	1,098	73

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 30th June 2011 compared to the previous year:
-

Year	Amount due for the year £'000	Amount collected £'000	Collected
2011	27,789	8,201	29.5%
2010	27,705	8,090	29.2%

- o Percentage of business rates collected at 30th June, 2011 compared to the previous year:

Year	Amount due for the year £'000	Amount collected £'000	Collected
2011	22,581	7,629	33.8%
2010	21,309	6,910	32.4%

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:

- o The bad debt provisions at 1st April, 2011 and at the amounts written off to 30th June, 2011 are shown below:

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

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:

- The General Fund reserves held at 1st April 2011 are shown below:

	£'000
General reserve	1,368
Festival fund reserve	62
Park Vale reserve	56
Market refurbishment reserve	51
Total available for use	1,537
VAT and Insurance reserve	1,144
Public buildings maintenance reserve	500
James Freel Close	231
Pay review reserve	176
Leisure centre income support reserve	125
Budget setting reserve	155
Woodbridge Haven	111
Total earmarked for specific purpose	2,442
Grants earmarked for specific projects	3,243
Total Reserves	7,222

- The balances at 1st April, 2011 are shown below:

Fund	1st April 2010 £'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. The starting balance is £1,835,860. To date £1,039,420 has been committed for voluntary redundancies and the cost of terminating the car leasing scheme.

H. Benefits Performance

One of the main performance targets agreed with Liberata for 2011-2012 is the time taken to process new claims and change events. For new claims the target is 24 days and for change of circumstances 11.5 days. The DWP will monitor the combination of these two targets which they refer to as NI 181. The combined agreed target for this year is **13 days**.

For the quarter April to June 2011 Liberata's performance was:

Council	NI181	New Claims – Days	Change of Circumstances - Days
Barrow	8.8	22.8	6.8

Comparative information from the other districts in Cumbria was not available.

In terms of quality performance and financial error rates, the error rate at the end of June was 8.4% compared to a target of 10%.

(i) Legal Implications

Not Applicable.

(ii) Financial Implications

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

(iii) Health and Safety Implications

Not Applicable.

(iv) Key Priorities or Corporate Aims

Not Applicable.

(v) Risk Assessment

Not Applicable.

(vi) Equality and Diversity

Not Applicable.

(vii) Health and Well-being Implications

Not Applicable.

Background Papers

Nil

EXECUTIVE COMMITTEE	(D) Agenda Item 10
Date of Meeting: 20th July, 2011	
Reporting Officer: Borough Treasurer	
Title: Furness Model Railway Club – Subsidised Rent	
Summary and Conclusions:	
I have received correspondence from the Furness Model Railway Club regarding the annual rent they pay for rented land in Barrow Park.	
The club historically paid a discounted rent of £50. The actual rent payable would have been £295. In March 2011 a rent review was carried out and the annual amount is now £500. As far as I am aware there is no Committee decision to award this discount permanently.	
The annual income lost to the Council would be £450.	
Recommendations:	
Members are asked to decide on whether to continue to award discounted rents to Furness Model Railway Club.	

Report

The Furness Model Railway Club currently pays £50 for a rent a land in Barrow Park. The actual rent is £500 (previously £295). The Club has been getting this rent subsidy for a number of years.

There are other organisations with similar arrangements and Members need to decide if this type of subsidy should be continued.

(i) Legal Implications

Not Applicable.

(ii) Financial Implications

Loss of annual income £450.

(iii) Health and Safety Implications

Not Applicable.

(iv) Key Priorities or Corporate Aims

Not Applicable.

(v) Risk Assessment

Not Applicable.

(vi) Equality and Diversity

Not Applicable.

(vii) Health and Well-being Implications

Not Applicable.

Background Papers

Nil

EXECUTIVE COMMITTEE	(D) Agenda Item 11
Date of Meeting: 20th July, 2011	
Reporting Officer: Borough Treasurer	
Title: Sundry Debt Recovery Policy	
Summary and Conclusions:	
The sundry debt recovery process has not been reviewed for a number of years and certain informal practices have been adopted by various departments and Officers. A Council wide sundry debt recovery policy is therefore required.	
Recommendations:	
Members are asked to approve the debt recovery policy attached to the report.	

Report

The debt recovery process has been reviewed and it is recommended that the policy attached at **Appendix 2** is adopted by all Council departments. However, the following are outside this policy:

- Council Tax
- Business Rates
- Benefits Overpayments
- Housing Rents
- Car Parking fines
- Other fines

(i) Legal Implications

Not Applicable.

(ii) Financial Implications

Not Applicable.

(iii) Health and Safety Implications

Not Applicable.

(iv) Key Priorities or Corporate Aims

Not Applicable.

(v) Risk Assessment

Not Applicable.

(vi) Equality and Diversity

Not Applicable.

(vii) Health and Well-being Implications

Not Applicable.

Background Papers

Nil

Sundry Debtor Recovery Policy

The Borough Treasurer on behalf of the Council has a duty to recover all outstanding amounts.

It is essential to maintain the various services offered by the Council by recovering any costs for those services provided. To ensure the continuance of services it is imperative that invoices are paid.

The Council's policy is to recover all amounts due, guided by the principles of:

- **transparency** by making clear the obligations of debtors and the processes used by Council in assisting it to meet its obligations;
- **efficiency and effectiveness** by making the processes used to recover outstanding debts clear, simple to administer and effective;
- **capacity to pay** in determining appropriate arrangements for different groups within the community, and;
- **equity** by treating all debtors consistently and in a fair manner.

Purpose

The purpose of this policy is to outline the principles and other key matters that Council Officers must take into account when:

- entering into transactions that create debtors,
- when collecting debts, and
- when reviewing the likelihood of collection, the need for providing for doubtful debts or the writing off of bad debts.

Objective

The objective of the policy is to provide direction to Council Officers when creating, collecting and providing for/writing off debts owed to Council and to ensure Council manages its accounts receivable in such a way that it does not jeopardise the funding of its operations.

Background

The Council commonly enters into transactions where payment is not received on provision of the goods and services or application of fines. Thus the Council provides credit to those parties from the time that the service or good is provided (or fine levied) until they pay the full amount due (or Council decides to forgo the debt). During that time, Council must recognise those parties as debtors (also known as Accounts Receivable).

Credit is issued by way of a fine or an invoice. A fine or an invoice can only be issued when Council is legally entitled to collect the debt.

Invoices will be issued promptly with sufficient information to explain the charge.

Recovery Action

The Recovery Officer is responsible for providing Service Managers with outstanding Debtors Reports each month.

The process for collecting overdue debtors' accounts is as follows:

1. In the event of non payment a reminder will be issued after 14 days from the due date of the invoice.
2. After a further 14 days, a final reminder will be sent, urging contact and/or payment in full. The letter also warns that, if there is no satisfactory response from the debtor, the matter will be referred to Council's debt collectors and that legal action may be taken to recover the debt without further notice.
3. Once a month the Council's debt collector will be instructed to send a letter before action in an attempt to prompt a response from the debtor; for economic reasons debts less than an amount determined by the Borough Treasurer will not be referred.
4. After approximately 20 working days the Council's debt collector will refer unpaid debts back to the Council for further instructions.
5. At this stage the Council must decide whether to proceed to Court action; for economic reasons debts less than an amount determined by the Borough Treasurer will not proceed to Court. For the debt to proceed an evidence file must be produced by the relevant Service Manager and the Recovery Officer.
6. The supporting evidence for each debt is subject to scrutiny/acceptance by the Council's debt collector; insufficient or incorrect evidence will be rejected by the Court.
7. If payment is not received by a specified time a County Court Summons will be issued. This will result in a County Court Judgement (CCJ) being lodged. This may affect credit rating and make any type of future credit agreement difficult. It should be noted that once Judgement has been granted court costs and interest will be added to the debt.
8. Once Judgement has been obtained, the Council will then enforce this, which can include an attachment of earnings order or Bailiff action to seize goods to the value of the debt.
9. Unpaid debts which have not been referred to the Council's debt collector, or are returned unpaid following a letter before action and are less than an amount determined by the Borough Treasurer, will be considered for write off.
10. Unpaid debts that are less than a year old and have exhausted their recovery action, will be charged back to services rather than being written off. This will ensure that the income recognised in the Council service's Income and Expenditure Account is not overstated.

Payment by Instalment

To prevent any of the recovery action shown above, it is important that contact is made with the Council's Recovery Officer to explain reasons for non payment. If necessary, instalment agreements can be arranged.

Requests to pay by instalments follow two simple rules. If payment can be made within 3 months, this is accepted. Any agreement which exceeds 3 months must be subject to the debtor's ability to pay and proof must be provided (or checked with the Benefits Client Section).

Instalments may only be broken once unless there are extenuating circumstances. Where instalments are not kept to, the debt becomes due in full and follows the normal recovery action process; or continues from where it reached.

Disputes

Debts may be subject to dispute and while negotiations are ongoing, the recovery action may be placed on hold for periods of 14 days. Every 14 days an update must be provided to or obtained by the Recovery Officer. Recovery action may not be held longer than 3 months; legal advice should be sought where disputes exceed 3 months.

Write Offs

The Council must assess the probability of collecting long outstanding debts and provide for the possibility of non-receipt of monies or writing off amounts as bad debt.

Bad Debts will be recognised only after all recovery action has been exhausted. All debt write-offs will adjust the debtor's account against the provision for doubtful debts.

When debts are written off consideration must be given to any VAT to be written off as in certain circumstances, HM Customs and Excise allow for VAT on bad debts to be reclaimed.

One of the following conditions must be satisfied before a debt can be regarded as irrecoverable:

- the debtor cannot be located;
- it is uneconomic to finalise recovery action due to the relatively small value of the debt and/or the potential costs of recovery;
- the medical, financial or domestic circumstances of a particular debtor at that time does not warrant the taking of recovery action or further recovery action; and
- Legal proceedings through the courts have proved, or on legal advice would prove, unsuccessful.

- The debtor is bankrupt, in receivership or in liquidation. Further action may be taken if funds subsequently become available.

The Borough Treasurer has delegated authority to write off bad debts as set out in the Council's Financial Regulations; Executive Committee can write off debts above the delegated amount.

The Council's sundry debts will be reviewed at least once a year by the Recovery Officer to ensure that the debtors held in the accounts are prudent. Service Managers may also propose debts for write off as they become apparent.

EXECUTIVE COMMITTEE		<u>Part One</u> (D) Agenda Item 12
Date of Meeting:	20th July, 2011	
Reporting Officer:	Commercial Estate Manager	
<p>Title: Former Coastguard Station, Walney</p> <p>Summary and Conclusions:</p> <p>The report outlines the current position with regard to the former Coastguard Station, Walney Island, Barrow-in-Furness.</p> <p>Recommendation:</p> <ol style="list-style-type: none"> 1. To note the report; and 2. To formally declare the property as surplus to requirements and that the Commercial Estate Manager be authorised to place the property on the open market for sale by informal tender. 		

Report

The Council own the former coastguard station on Walney Island, Barrow-in-Furness as shown hatched at **Appendix 3**.

The property was previously occupied by H M Coastguard/Coastguard Agency until the formal surrender of their lease in October 2003.

Although the property was subject to a Hutchinson 3G telecommunications lease up until 2009 this interest has now ceased and the property stands unused and vacant.

The property is subject to constant vandalism and is in a poor state of repair.

A number of interested parties have approached the Council enquiring as to the status of the property and it is considered that exposure to the open market, on a 'For Sale' basis, would produce a significant capital return for the Council.

It is expected that the end use could be residential.

It is recommended, therefore, that the property be formally declared surplus to requirements and that the Commercial Estate Manager be authorised to place the property on the open market for sale by Informal Tender.

(i) Legal Implications

Disposal of freehold interests.

(ii) Risk Assessment

Not Applicable.

(iii) Financial Implications

Not known

(iv) Health and Safety Implications

There are no Health and Safety implications.

(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.

EXECUTIVE COMMITTEE		Part One (D) Agenda Item 13
Date of Meeting:	20th July, 2011	
Reporting Officer:	Commercial Estate Manager	
<p>Title: James Dunn Centre, Vickerstown Park, Walney</p> <p>Summary and Conclusions:</p> <p>The report outlines the current position with regard to the James Dunn Centre, Vickerstown Park, Walney Island, Barrow-in-Furness.</p> <p>Recommendation:</p> <ol style="list-style-type: none"> 1. To note the report; and 2. To authorise the Commercial Estate Manager to proceed with the demolition of the property, subject to capital funding. 		

Report

The Council own the James Dunn Centre building in Vickerstown Park, Barrow-in-Furness as shown hatched at **Appendix 4**.

The property was previously occupied by Walney Central ARFC, as a club house, until the surrender of their lease in September 2010.

The property is empty and although the Commercial Estate Manager has sought an occupier no suitable tenants have been identified.

The property is subject to constant vandalism and is in a poor state of repair. The Parks Manager has indicated that the property is, overall, detrimental to Vickerstown Park as public open space.

The cost to demolish the property would be in the region of £15,000.

It is recommended, therefore, that, subject to capital funds been made available, the Commercial Estate Manager be authorised to commence the demolition of the property.

(i) **Legal Implications**

Not Applicable.

(ii) Risk Assessment

Not Applicable.

(iii) Financial Implications

£15,000 approximate capital spend.

(iv) Health and Safety Implications

There are no Health and Safety implications.

(v) Key Priorities or Corporate Aims

Not Applicable.

(vi) Equality and Diversity

Not Applicable.

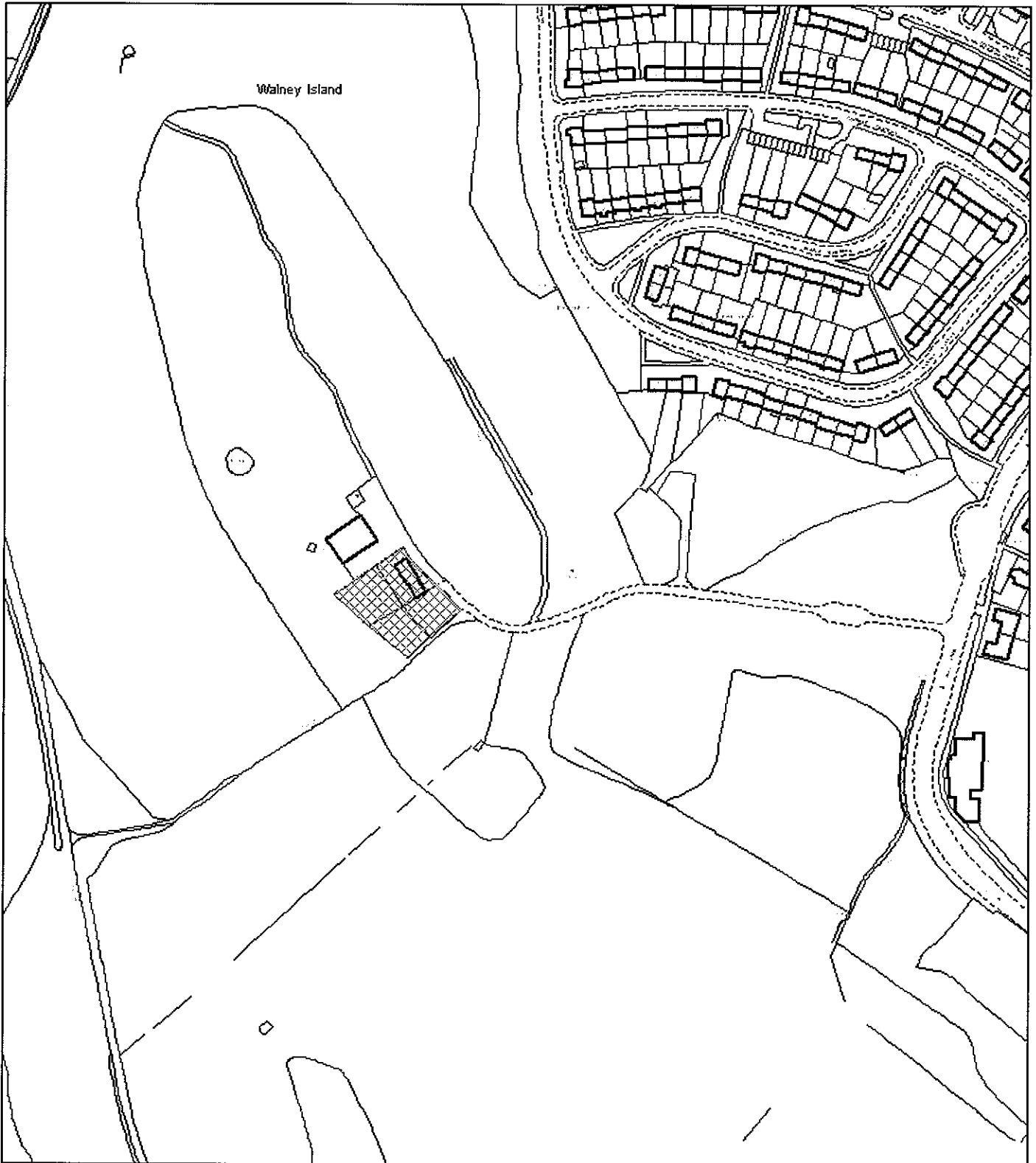
(vii) Health and Well-being Implications

Not Applicable.

Background Papers

Nil

Former Coastguard Station, Walney



ESTATES DEPARTMENT

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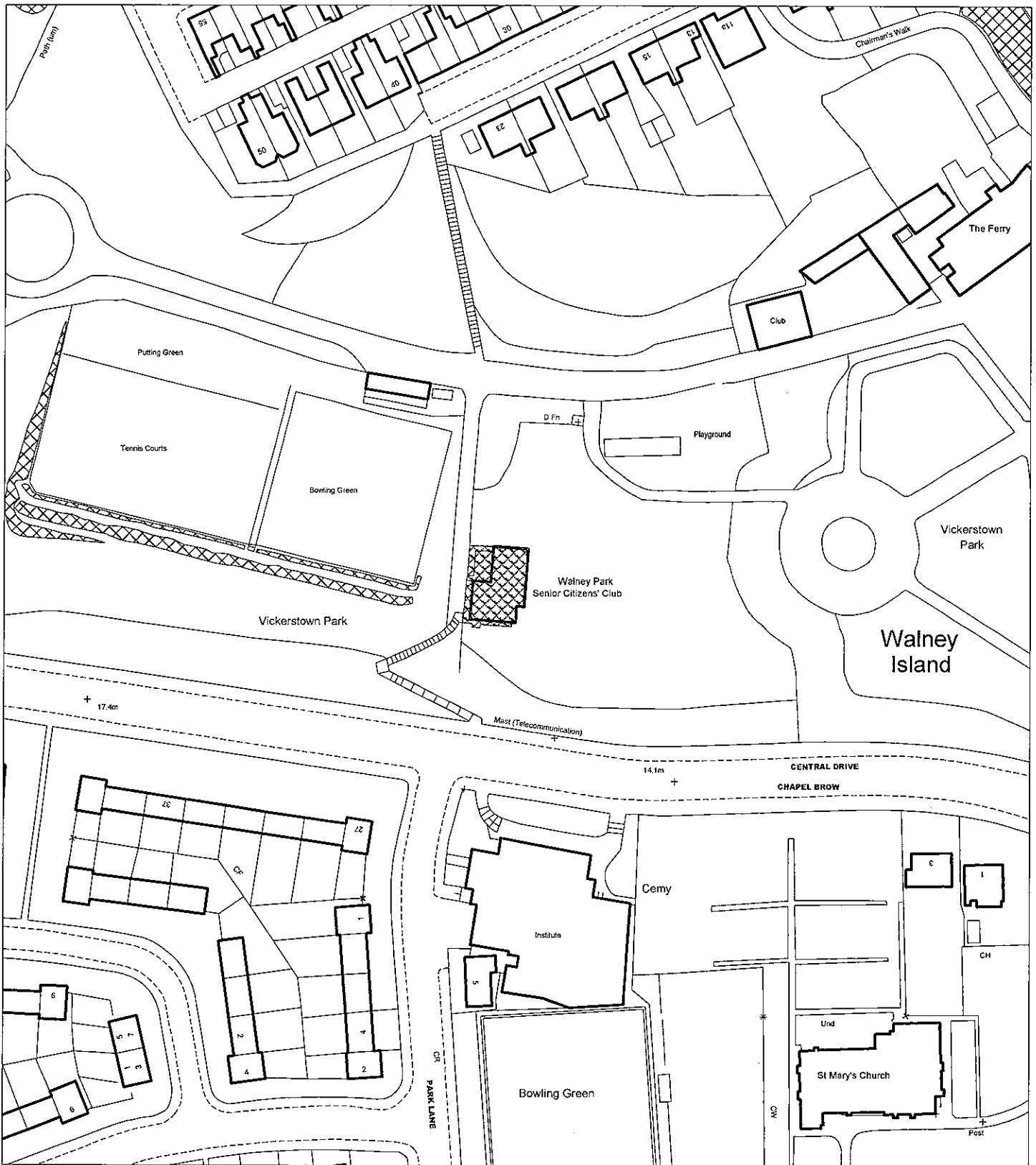
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Produced on : 11/07/2011



James Dunn Centre, Vickerstown Park, Walney



ESTATES DEPARTMENT

Scale : 1:1250
Grid : None



**BOROUGH OF
BARROW IN
FURNESS**

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EXECUTIVE COMMITTEE		Part One (R) Agenda Item 14
Date of Meeting:	20th July, 2011	
Reporting Officer:	Monitoring Officer	
<p>Title: Amendments to the Council's Constitution</p> <p>Summary and Conclusions:</p> <p>Proposed amendments to the Council's constitution.</p> <p>Recommendation:</p> <p>To recommend the Council to agree the amended roles of the Leader and Deputy Leader of the Council.</p>		

Report

At the Executive Committee on 25 May the Leader of the Council requested the Chief Executive to prepare a report amending the Council's Constitution as follows:-

1. The Leader of the Council shall be the Chairman of the Executive Committee
2. The Deputy Leader of the Council shall be the Vice-Chairman of the Executive Committee

The Constitution of the Council will now be amended for these changes to take effect.

Part 2, Article 2.03 of the Constitution now reads:-

Key tasks

- (a) To act as Chairman of the of the Executive Committee
- (b) The Deputy Leader of the Council will act as Vice Chairman of the Executive Committee

- (i) Legal Implications

The Constitution can be amended by Council.

(ii) Risk Assessment

There are no identifiable risks from this recommendation.

(iii) Financial Implications

The Council makes immediate savings on paying a reduced responsibility allowance to the Leader of the Council.

(iv) Health and Safety Implications

There are no direct Health and Safety implications from this report.

(v) Key Priorities or Corporate Aims

Key Priorities 2008 – 2011

KP 5 - Improve the effectiveness and efficiency of the Council.

(vi) Equality and Diversity

The Standards Committee will be required to consider the impact of any recommendations it makes to the Council.

(vii) Health and Well Being Implications

There are no Health and Well Being implications from this report.

Background Papers

Nil.