

BOROUGH OF BARROW-IN-FURNESS

EXECUTIVE COMMITTEE

Meeting, Wednesday, 20th January, 2016
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. Declarations of Interest

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

5. To confirm the Minutes of the meeting held on 2nd December, 2015 (Pages 1-25).
6. Apologies for Absence/Attendance of Substitute Members.

FOR DECISION

- (D/R)** 7. Recommendations of the Housing Management Forum, 14th January, 2016 (TO FOLLOW).

- (R) 8. Budget Proposals 2016-2017 (Pages 26-37).
- (R) 9. Parental Leave Policy (Pages 38-39).
- (R) 10. Licensing Regulatory Committee - Unmet Demand Survey. Hackney Carriage Vehicle Licences – Quantity Control Policy (Pages 40-43).
- (D) 11. Council Owned Land for Housing Development (Pages 44-46).
- (R) 12. Drug and Alcohol Recovery Capital Grant – Accountable Body Status (Pages 47-48).

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

Membership of Committee
Councillors

Councillors Pidduck (Chairman)
Sweeney (Vice-Chairman)
Barlow
Biggins
Brook
Cassells
Hamilton
R. McClure
Maddox
Pemberton
Roberts
Williams

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EXECUTIVE COMMITTEE

Meeting: Wednesday 2nd December, 2015
at 2.00 p.m.

PRESENT:- Councillors Pidduck (Chairman), Sweeney (Vice-Chairman), Barlow, Biggins, Brook, Hamilton, Maddox, Pemberton, Roberts and Williams.

Also Present:- Phil Huck (Executive Director), Sue Roberts (Director of Resources), Colin Garnett (Items 1-7 only) and Jon Huck (Democratic Services Manager and Monitoring Officer).

71 – Declarations of Interest

Councillor Sweeney declared an other interest in Agenda Item 11 – Barrow and District Credit Union Deposit (Minute No. 86). He was a Director of the Credit Union (unpaid). He left the meeting during consideration of the item.

72 – Minutes

The Minutes of the meeting held on 21st October, 2015 were agreed as a correct record.

73 – Apologies for Absence/Attendance of Substitute Members

An apology for absence was received from Councillor R. McClure.

74 – Housing Management Forum: Recommendations

The recommendations of the Housing Management Forum held on 26th November, 2015 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:-

Housing Management Performance Indicator Review

1. To note the information contained in the report and at Appendix 1; and
2. To agree the 'Benchmarked Performance Indicators' in Appendix 2 and suggest the Tenant Scrutiny Working Party hold a one-off meeting to review the 'performance information' for 2016/17.

Request to Purchase Ad-hoc Land: Ocean Road

That the request be declined because the area of land in question forms part of the larger green area provided for the benefit of the wider community on Tummerhill estate.

Responsive Repairs Contracts

To agree the fees attributable to Social investment from the new Responsive Repair Contracts be managed by Cumbria Housing Partnership through existing working arrangements, preferably with the new Responsive Repairs Contractors in the first instance.

Syrian Refugees

1. To note the information contained in this report;
2. That the Assistant Director - Housing contributes to the County-wide discussions to assist in the re-settlement process and consider all options for the provision of accommodation in the Borough should it be required; and
3. That due to insufficient supply of 3 bedroomed properties and huge demand for them, that the Borough Council are unable to assist with help from its Housing stock but will consider all other options such as the private sector.

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

Members were reminded that at the annual meeting of Council on 18th May, 2015 the allocation of seats on respect of Forums, Panels, Working Groups etc. and certain Outside Bodies had been delegated to appropriate Committees to make the necessary appointments.

On 20th May, 2015 this Committee had appointed Councillor Graham as a Member representative on the Barrow Wastewater Treatment Works Local Forum.

As she resigned as a Councillor in September 2015 this Committee were now requested to make the necessary appointment to the Barrow Wastewater Treatment Works Local Forum.

RESOLVED:- To appoint Councillor Cassells as a Member representative to the Barrow Wastewater Treatment Works Local Forum.

76 – Prevent Duty

The Executive Director informed the Committee that the Counter-Terrorism and Security Act 2015 had contained a duty on specified authorities to have due regard to the need to prevent people from being drawn into terrorism (the “Prevent duty”), which had come into force for local authorities on 1st July, 2015. The guidance which local authorities must have regard to when complying with the duty could be found on the Government website.

The Committee considered the key points relating to the grant:-

Local Authorities could make local arrangements with each other on how they spend their allocation to improve efficiencies. A Grant Agreement and evidence of

how the money had been spent was still required from each individual local authority.

Any funds drawn from the £10,000 must be spent by 31st March, 2016 and claimed by 30th April, 2016. Funds were drawn down through a claim and light touch monitoring form which needed to be completed detailing how the monies had been spent.

Only defrayed expenditure may be claimed, so it may be that the full £10,000 was not drawn down; there was a relatively short timeline for expenditure to occur (December to January).

The Grant Agreement with the Home Office had been submitted and it was proposed that the Prevent duty grant within Cumbria be pooled and delivery co-ordinated through the Safer Cumbria chairs group, as that was where the Cumbria Safety Partnerships representation sat.

The Project Manager for the Council was the Assistant Director-Community Services.

RESOLVED:- To agree that the £10,000 Prevent Duty Grant was pooled and delivery co-ordinated through the Safer Cumbria Chairs Group.

77 – Extending Mandatory Licensing of Houses in Multiple Occupation (HMOs) and Related Reforms

The Executive Director informed the Committee that Houses in Multiple Occupation were defined in the Housing Act 2004 (“the Act”) as buildings (or parts of buildings), not consisting of self-contained flats (other than in certain fairly specific circumstances), that were occupied as a main residence by persons who do not form a single household, and for which rent was payable.

Under Part 2 of the Act, certain HMOs were required to be licensed by the local authority (mandatory licensing). These were HMOs that accommodate five or more people in two or more households, and in addition consisted of three or more storeys.

Under the selective licensing provisions of the Act, the local authority could in addition designate either part or all of its area as one where other HMOs were required to be licensed. It could do that if it considered that HMOs in the relevant area were being managed ineffectively. The Council had never introduced selective licensing in any of its area.

When considering an application for a licence under Part 2 of the Act, the local authority must consider whether the proposed licence holder (and manager of the property if that was a different person), was a fit and proper person to hold an HMO licence or manage the property as appropriate. It must also consider whether or not the management arrangements in place for the HMO were satisfactory. When granting a licence, the local authority must specify the maximum number of persons who could be accommodated in the HMO. The local authority may also impose

conditions when issuing a licence. Licences could be granted for a maximum of three years. A person having control of or managing an HMO subject to mandatory licensing, who did not have a valid licence, or breached a condition of a licence committed an offence for which there was a maximum fine of £20,000. The mandatory licensing regime had been put in place to deal with HMOs that were considered to have the highest risk.

The government was currently consulting on extending the mandatory licensing scheme, and making a number of other changes to the licensing regime which were considered by the Committee.

The government was also consulting on making procedural changes to the information the local authority had to request when considering an application for a HMO licence. The consultation closed on 18th December, 2015.

The government's approach in relation to private sector housing was to target measures against the worst performing landlords, and the highest risk properties. That consultation recognised that there were many HMOs and poor flat conversions that fell outside the mandatory licensing scheme but nevertheless, if poorly managed, presented a similar level of risk to HMOs that required a mandatory licence. On that basis, the proposals should be supported in principle. From a practical point of view, there may be significant resource implications for the Council.

At the time of writing, there were 15 licensed HMOs in the Borough, with a further four applications being processed. There were proposals for a number of additional licensable HMOs, some of these being very large. Much of the growth in the sector of the housing market in Barrow appeared to be driven by the increase in employment at BAE Systems. That represented an increase in workload under the current system. In addition, there would be an unknown number of HMOs in the Borough, which currently do not need a licence, but which may need a licence if the system was changed in the way that the consultation proposed. At present it was not possible to quantify the number of HMOs that would require licences under an amended scheme, but it may well be substantial.

RESOLVED:- (i) To note the report; and

(ii) To authorise Officers to respond to the consultation supporting the basic principles that the consultation proposed, but highlighting the likely increase in workload and demand for resources that may be placed upon the Council.

78 – Energy Company Obligation – Proposed Contract with Npower

The Executive Director informed the Committee that energy companies had for some time been required to promote the implementation of energy efficiency measures in domestic properties, to achieve: reductions in carbon emissions; targeted interventions in low income areas identified by the indices of multiple deprivation and to low income households in rural areas; and insulation and heating improvements to qualifying low-income and vulnerable households.

These requirements had been set out in successive Energy Company Obligation (ECO) Orders.

To comply with these ECO obligations, energy companies provided free or subsidised home insulation measures, typically loft and cavity wall insulation, and replacement boilers in certain cases.

The district Councils in Cumbria (with the exception of Copeland) had been in negotiations with Npower to develop a model for that company to deliver ECO interventions in Cumbria. Npower and the district councils would carry out joint promotional activity, and potential customers would be directed to Npower's call centre.

When measures were installed, these were assessed on the basis of a standard model to estimate the tonnage of carbon savings that result from the measure. Npower would pay the relevant district council £5.00 per tonne of CO₂ savings that result from the measure and were reported by Npower to Ofgem under the ECO Order. That would be placed in a "Community Fund" that could be used by the Council to fund energy efficiency measures that fell outside the scope of the ECO obligations.

A draft contract had been produced to enter into the agreement. That covered the scope of the works to be carried out, arrangements for payment into the Community Fund and data protection matters. The contract would run until the end of December 2016. There was no direct cost to the Council in entering into the agreement. A scheme would be promoted that would potentially benefit residents in the Borough. The view of Npower was that joint promotion with the local authority was likely to generate more interest and allow them to make more installations, and more progress towards their carbon saving targets.

RESOLVED:- (i) To note the report; and

(ii) To agree to enter into a contract with Npower to provide ECO measures in the Borough and to establish a Community Fund from payments made to the Council by Npower as a consequence of making carbon savings.

79 – Health and Safety Policy Statement and Management Arrangements

The Executive Director informed the Committee that the Council was required by the Health and Safety at Work etc. Act 1974 to have in place a written statement of Health and Safety Policy, and the organisation and arrangements for carrying out that policy.

The policy was reviewed by the Health and Safety Management Board every three years. The previous policy had been approved by the Executive Committee on 14th November, 2012.

There were no significant changes in the Policy.

The policy statement and organisation were set out within the attached document submitted for approval. They set out the Council's commitment to managing health and safety effectively and who was responsible for specific actions.

The arrangements for carrying out the policy were integrated into Health and Safety procedures which were reviewed by the Health and Safety Management Board on a three year cycle.

The Health and Safety Policy Statement and Management Arrangements document was considered by the Committee.

RESOLVED:- To approve the Health and Safety Policy Statement and Management Arrangements.

80 – Woodbridge Haven, Cavendish Dock Road, Barrow-in-Furness

The Executive Director reported that Land at Woodbridge Haven had been purchased by the Council in 2006. The land had been acquired from Associated British Ports as part of the Barrow Marina Village Land Acquisition Programme.

The land, approximately three acres, was currently vacant and unused.

Snoozebox Holdings plc had approached the Council about the land and terms had provisionally been agreed.

As the site was not required in the short to medium term it was requested that the Commercial Estate Manager be given authority to let the land on those terms as reported.

RESOLVED:- (i) To note the report; and

(ii) To authorise the Commercial Estate Manager to let the land on the terms reported.

81 – Performance Management

The Director of Resources reminded the Committee that the Council had a performance management framework to help deliver the Council's priorities. The Council's Priorities for 2015 - 2019 were:

Housing – the Council was committed to continuing to provide a greater choice of good quality housing and regenerate the oldest and poorest housing in the Borough.

Regeneration and Public Realm – the Council was committed to working with partners and service providers to enhance the built environment and public realm.

Local Economy – the Council was committed to work on mitigating the effects of cuts in public spending, their impact on the local economy and working to secure a long term economic recovery for the community.

Service Delivery – the Council strived to provide good quality, efficient and effective services while reducing overall expenditure.

Progress against the objectives for delivering the Council's priorities had been reviewed and were on target against most of the objectives. Revised targets had been and where necessary target dates had been revised.

Priority 2.1 “enhanced heritage offer at the Dock Museum” with BAE Systems. That was a significant piece of work and the original target date had been ambitious.

Priority 4.2 “redesign of the website” the design consultant was preparing options based on staff feedback.

Progress against all objectives was considered by the Committee.

A number of performance indicators had been identified that would be monitored on a regular basis and reported quarterly to Management Board and to this Committee.

Targets had been identified based on the data from 2014/15 and they may need to be adjusted as more data was collected and the outputs were shown in Table 1. The performance against the target was on track for most indicators at the end of the first two quarters.

There was a significant increase in users at the Park Leisure Centre which was attributable to the introduction of the family membership, the Pirate Cove and Splash Zone.

There was also a significant reduction in the NNDR liability on void commercial properties which was mainly attributable to BAE systems occupying part of two floors in Craven House.

There was one indicator where the output was more than 5% below target. Forum ticket sales were 6.6% lower than target.

There had been delays in receiving local land charge highways information from Cumbria County Council in September. Service delivery discussions were ongoing in order to speed up the highways information process.

The Love Recycling Incentive Scheme had been launched in October 2015 and the benefits of that would be reflected in the percentage of household recycling in the coming quarters.

RESOLVED:- To note the report of the Director of Resources.

REFERRED ITEM

THE FOLLOWING MATTERS ARE REFERRED TO COUNCIL FOR DECISION

82 – Housing Management Forum: Recommendations

Consideration was given to the recommendations of the Housing Management Forum held on 26th November, 2015.

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

Housing Management System Replacement

RECOMMENDED:- To recommend the Council to approve the choice of Civica cx as replacement of the existing Housing Management System and agree that the costs are met from the HRA balance and that a 10% capital contingency be available from the HRA balance should it be needed.

83 – Council Finances Quarter 2 2015-2016

The Director of Resources report set out the Council's finances for the period ended 30th September, 2015. The report included the General Fund, Capital Programme, Treasury Management, Reserves and Balances and the Housing Revenue Account.

RECOMMENDED:- To recommend the Council:-

- (i) To approve the inclusion of the replacement Housing Management System as a project of £240,433 with agreed funding in the Capital Programme; and
- (ii) To approve the use of £10,000 from the budget contingency reserve for new Chapel furniture.

84 – HRA Balance

The Director of Resources report sought approval to fund the agreed settlement of the uplift, agreed additional works and inflation thereon for the housing maintenance contract from the HRA balance. The HRA balance had the benefit of these unpaid amounts for each year of the contract. The amounts could not be accrued within the accounts as they were not at a firm enough stage to make a reasonable estimate. The approval was sought in principle so that Officers may continue discussions and make payment once settlement was agreed.

RECOMMENDED:- To recommend the Council agree that the HRA balance be used to fund the settlement of the Housing Maintenance Contract uplift incorporating agreed additional works and inflation thereon, and that Officers make payment once settlement was agreed.

85 – Establishment Change

The Director of Resources informed the Committee that the workload within Development Services had continued at levels which exceeded current resources.

This Committee on 20th May, 2015 had supported a temporary twelve month addition to the resources of the centralised Development Services administration team and Management had agreed an increase in part time officers' working hours.

It was Management's opinion that the current activity levels would sustain for the next two years. In order to support the centralised Development Services administration team in managing workload and time pressures, it was asked to approve the creation of a full time Temporary Administrative Assistant on Scale 2/3 (£15,207 to £17,372 per annum), for two years; funded from additional unbudgeted income generated by the service.

The pressures on the Development Services administration resource had been raised to Management. In order to maintain service delivery it has been necessary to recruit a short-term temp to fulfil that role. It was proposed that, subject to the usual assurances, that candidate be offered the remaining term of the two year period and that there would be no further recruitment process.

In total, including the short-term temp, the proposed post would be on the establishment of the Council for a two year period.

RECOMMENDED:- To recommend the Council:-

- (i) To approve the creation of a full time Temporary Administrative Assistant on Scale 2/3 (£15,207 to £17,372 per annum) in Development Services, for two years to be funded by additional unbudgeted income; and
- (ii) To agree that the short-term temp recruited in the interim, be offered the remaining term of the two year period and that there would be no further recruitment process.

86 – Barrow and District Credit Union Deposit

Members were reminded that on 23rd July, 2013, Council had resolved to support the Barrow and District Credit Union (the Credit Union) by becoming a corporate member. The Council had deposited £10,000 for one year in December 2013. The deposit had been funded from the Restructuring Reserve.

On 3rd December, 2014 this Committee had agreed to continue corporate membership until February 2016.

It was time to consider the corporate membership continuing and also to consider the operation of that deposit. The factors to consider in continuing the corporate membership had focussed on the Credit Union as a going concern. The Credit Union now had around 1,000 members; the accounts for the year ended 30th September, 2014 had produced a dividend; and products were continually reviewed and improved. The Common Bond now covered areas from just outside Barrow-in-Furness along to Grange-over-Sands, and the Credit Union was authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

There were no matters that raised concern of the security and liquidity of the Council's deposit with the Credit Union.

RECOMMENDED:- To recommend the Council:-

- (i) To agree to continue to place £10,000 as a corporate deposit with the Barrow and District Credit Union;
- (ii) To agree that the annual review of the corporate deposit be performed by the Director of Resources with any concerns reported to the Executive Committee at the first opportunity; and
- (iii) To delegate the withdrawal of funds from the Council's corporate deposit to the Director of Resources or the Executive Director, subject to the notice period.

87 – Members’ Allowances Scheme – Report of the Independent Remuneration Panel

The Director of Resources reminded the Committee that a Council can amend its scheme of allowances as long as any proposals were in accordance with the regulations governing Members’ Allowances and the Council had considered the views of its Independent Remuneration Panel (IRP) on the proposals.

The adopting of an allowances scheme for Members was a function of the Council (Article 4.02 of the Constitution).

The Council's Members’ Allowances Scheme along with the Mayoral Personal Allowance had last been reviewed in 2012. The current scheme was due to expire on 31st March, 2016.

The Scheme of Allowances sets out the rates payable to Members for Basic, Special Responsibility, Travel and Subsistence, Co-optees and Dependents’ Carers’ Allowances. Where reference was made to reasonable expenses the Executive Director would use the County Council's guide to reasonableness.

The Independent Remuneration Panel met on 21st October, 2015 and made the under-mentioned recommendations as follows:-

- 1. That the present amount of basic allowance (£2,423.76) remained unchanged but continued to be subject to annual adjustments in accordance with the increases applying to employees from annual national salary awards as referred to in recommendation No. 5.
- 2(i) That the following Special Responsibility Allowances be paid by applying the multipliers shown to the basic allowance.

Special Responsibility	Multiplier	£
The Leader of the Council	X 6	£14,542.56
Deputy Leader of the Controlling Group	X 2.5	£6,059.40

Leader of the Opposition	X 2.5	£6,059.40
Chairmen of the Executive, Planning and Licensing Committees	X 2	£4,847.52
Chairmen of the Overview and Scrutiny and Audit Committees	X 1.6	£3,878.02
Chairman of the Housing Management Forum	X 1.6	£3,878.02
Vice Chairmen of Committees and the Mayoral Personal Allowance	X 1.2	£2,908.51

(The above amounts were inclusive of the basic allowance but should be subject to annual adjustment in accordance with the increases applying to employees from annual national salary awards).

- (ii) That no Councillor should be entitled to be paid more than one Special Responsibility Allowance at any one time and in the event that a Councillor undertakes more than one Special Responsibility at a time, then the entitlement shall be to the Special Responsibility Allowance with the highest rate.

3(i) Public Transport – Reimbursement of actual costs;

- (ii) That travelling allowance be paid in respect of relevant duties approved by the Council under Regulation 8 (2003 Regulations) as follows:-

For a Car

Engine Size	Inside the Borough	Outside the Borough	After 8,500 miles
451cc to 999cc	40p per mile	30p per mile	13.7p per mile
1000cc to 1199cc	40p per mile	30p per mile	14.4p per mile
1200cc to 1450cc	40p per mile	30p per mile	16.4p per mile

- (iii) The rates in (ii) above may be increased by a sum 5.0p per mile for each passenger up to a maximum of four passengers, to whom a travelling allowance would otherwise be payable;
- (iv) Councillors shall be entitled to claim the following allowances for use of their own motor cycle for any duty approved by the Council under Section 8 of the Regulations:-

Engine Size	Price per mile
All Engine Sizes	30p per mile

- (v) The rates in (ii) and (iv) above should mirror that paid to Officers of the Council and adjusted accordingly upon any amendments made to Officer's rates.
- (vi) That no allowance be paid in respect of the use of pedal cycles;
- (vii) That the actual and reasonable costs of meals and/or accommodation be paid; and

- (viii) That a maximum Telephone and Broadband allowance of £20 per month be paid.
4. A Child Care and Dependent Carers' Allowance shall be payable based upon reimbursement of actual receipted costs up to a maximum of £10 per hour for up to 10 hours per week, subject to prior agreement by the Director of Resources, in respect of Child Care for children up to the age of 14 or in the case of severely disabled dependents, the dependent was to be certified by a medical or social services practitioner as requiring attendant care. The allowance was payable to any Member who incurred expenditure whilst undertaking the qualifying duties specified in Schedule One. The allowance would not be payable where the care was provided by a member of the claimant's own household, nor where the care was already being paid for by another agency.
- 5(i) That annual adjustments be made to the basic allowance and special responsibility allowances so as to increase such allowances from 1st April, 2016 and annually thereafter in accordance with the increases applying to employees from annual national salary awards;
- (ii) That annual adjustments be made to travelling allowance from 1st April, 2016 and annually thereafter to fully reflect the rates of reimbursement to Officers of Barrow-in-Furness Borough Council; and
- (iii) That the provision for adjustments referred to in (i) and (ii) should apply for a period of three years.
- 6(i) That the Mayoral Personal Allowance remained in line with the Vice-Chairmen of Committees (x 1.2) Special Responsibility Allowances Multiplier;
- (ii) That the Allowance be paid equally, every quarter in advance;
- (iii) That annual adjustments be made to the allowance so as to increase from 1st April, 2016 and annually thereafter in accordance with the increases applying to employees from annual national salary awards; and
- (iv) That the allowance of the Mayor was over and above any entitlement as a Councillor.

RECOMMENDED:- (i) To agree that the Council remove Recommendation 3(ii) – Travel Inside the Borough - 40p per mile; and

(ii) To recommend the Council to accept the Recommendations of the Independent Remuneration Panel for inclusion in the Scheme with the above variation.

88 – Smoke and Carbon Monoxide Alarm (England) Regulations 2015

The Executive Director informed the Committee that on 1st October, The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 had come into force. These placed a duty on private landlords to install smoke alarms and carbon monoxide (CO) alarms in properties subject to residential tenancies. In a residential

property the landlord must install smoke alarms on each floor of a property that contained living accommodation, and CO alarms in each room that was used for living accommodation and contained a solid fuel combustion appliance. These alarms must be checked by the landlord to ensure that they were in working order at the start of any new tenancy.

If the local authority reasonably believed that a landlord was in breach of the duties set out above, it must serve a remedial notice on the landlord. It must serve the notice within 21 days of deciding that it had grounds to do so. That notice must require the landlord to take appropriate remedial action within 28 days. It would be the normal practice of the Council to recommend the installation of mains wired alarms with battery back up. The landlord was entitled to make representations to the local authority within that 28 day period.

If the landlord failed to comply with the notice, the local authority must arrange to take remedial action itself, within a further 28 days. The remedial action must be taken by an “authorised person”, that was to say, a person authorised in writing by the local authority for the purpose of taking remedial action.

In a case where the landlord was in breach, the local authority may, in addition, require the landlord to pay a penalty charge not exceeding £5,000. It must send out the penalty charge notice within six weeks of being satisfied that the landlord was in breach. There was a facility for the local authority to reduce the level of the penalty charge notice if it was paid within 14 days. The local authority must also give a period of at least 28 days for the landlord to request a review of the penalty charge, and the name and address of a person to whom the review and any accompanying representations should be made. Where a landlord was not satisfied with the outcome of a local authority review, the landlord may appeal to the First-tier Tribunal.

Where a penalty charge was payable and no longer subject to review or appeal, the local authority may recover the charge through a court order. Sums recovered through penalty charges may be used in support of any of the local authority’s functions.

Furthermore, the local authority must publish a statement of principles which it proposed to follow in determining the amount of the penalty charge. It must have regard to these principles when determining the amount of the penalty charge.

The statement of principles for determining the amount of penalty charges was considered by the Committee.

RECOMMENDED:- To recommend the Council:-

- (i) To authorise the Assistant Director of Regeneration and Built Environment to approve remedial notices and penalty charge notices, and other notices as required by the Regulations, and to approve in writing Officers to act as “authorised persons” who can take remedial action;

- (ii) To authorise the Executive Director and Director of Resources to carry out reviews of penalty charge notices; and
- (iii) To approve the Statement of Principles for determining the amount of penalty charges.

89 – Letting Agents – Requirement to Belong to a Redress Scheme

The Executive Director informed the Committee that from 1st October, 2014 it had been a requirement that letting agents must belong to one of three redress schemes that were approved by the government. That allowed tenants who were dissatisfied to complain to an independent person about the service they had received.

That requirement had been brought in by The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014. That Regulation had been made under the terms of the Enterprise and Regulatory Reform Act 2013. The requirement applied to letting agents and property managers who carried out property management on behalf of landlords. It did not apply to landlords themselves, only to those who take instructions from others. The approved schemes were: Ombudsman Services Property (www.ombudsman-services.org/property.html); Property Redress Scheme (www.theprs.co.uk); and The Property Ombudsman (www.tpos.co.uk)

If letting agents failed to register with an approved redress scheme, the requirement would be enforced by local authorities. The local authority could impose a fine of up to £5,000 where an agent or property manager who should have joined a scheme had not done so.

At present there was no perceived need to carry out enforcement action, as all of the letting agents that were known to the Council were either members of a scheme, or in the process of registering.

The scheme of delegation needed to be amended to allow enforcement action to be taken if that was necessary at any time in the future.

The process for taking enforcement action was considered.

RECOMMENDED:- To recommend the Council:-

- (i) To authorise the Assistant Director of Regeneration and Built Environment to authorise notices of intent, and if no representations or objections were raised to authorise final notices; and
- (ii) To authorise the Executive Director and Director of Resources to consider any representations and objections received from persons on whom notices of intent were served, and in those cases to authorise final notices, either as set out in the Notice of Intent, in modified form or to withdraw notices.

90 – Members Travelling on Council Business

The Director of Resources informed the Committee that the HR Department held a register of staff who used their own car for Council business. That meant using their car for work purposes, within working hours.

For each registered member of staff, the following copies of documents were kept on file in the HR Department: Driving Licence*; Certificate of Motor Insurance**; and MOT Certificate (if applicable)

* The employee's driving licence (photo card or old paper style) and the DVLA Licence Summary were required.

** The Certificate of Motor Insurance should state that the driver was eligible to use their car for 'business use' or similar wording.

Without the register in place, the Council may otherwise be authorising staff to drive uninsured, while disqualified, or with an unfit vehicle. Should there be an accident whilst driving on Council business and 'business use' was not included on the insurance policy, then the Council would potentially be liable for a claim made against the corporate insurance policy.

It had been highlighted that the registration policy had not been applied to Members who also travelled on Council business. It was proposed that Members adopt the same policy as staff, but that the Members register was held by Democratic Services.

Any claims submitted without being fully registered would be held until the required documents were produced; that must be within one calendar month and provide continuous cover.

It would be Members' responsibility to ensure copies of the above documents were produced on an annual basis (or earlier to confirm change of insurance with a change of vehicle) and had the appropriate business insurance cover.

To ensure the Business Insurance Register was kept up-to-date, Democratic Services would remind those Members who had documents due to expire that month. However, it remained the Members' responsibility to ensure their details were up-to-date.

RECOMMENDED:- To recommend the Council to approve the Policy for Members travelling on Council business.

91 – Absence Management

The Director of Resources informed the Committee that sickness absence management was a key issue and the wellbeing of employees was one of the priorities of the Council's Workforce Development Plan. The Council had revised the existing policy and procedure with the assistance of an external consultant, redefining the absence triggers and also processes for managing absences.

The proposed triggers which would result in management intervention and possible formal management intervention were as follows: four spells of absence in any 12 month period; two cumulative week's absence; and any levels of absence which show a trend or pattern of absence or cause for concern.

The proposed policy would potentially require increased levels of intervention and management from managers, and support and guidance from HR. It was proposed that the external consultant would deliver workshops for managers to provide the skills and knowledge necessary to implement the new policy and procedure.

Comments had been received from Unison in response to being consulted on the proposed policy and Management had reviewed and accepted Unisons' comments, and these had been incorporated into the proposed policy and procedure.

RECOMMENDED:- To recommend the Council to approve the Absence Management Policy and Procedure.

92 – Licensing Committee – Review of Statement of Gambling Policy

The Executive Director reminded the Committee that Section 349 of the Gambling Act 2005 required that the Council developed, consulted on and published a statement of the principles that they proposed to apply in exercising their functions under the Act during the three-year period to which the policy applied.

The Gambling Act created the three licensing objectives which formed the foundation of the regime. The Statement of Policy must state and promote these objectives: Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime; Ensuring that gambling was conducted in a fair and open way; and Protecting children and other vulnerable persons from being harmed or exploited by gambling.

The statement should also state that the licensing authority should aim to permit the use of premises for gambling as set out in Section 153 of the Act.

The Gambling Act 2005 covered all premises that allowed commercial gambling, which included: bookmakers; horse tracks; dog tracks; casinos; amusement arcades; and pubs and bars that had gaming machines

When making deliberations Licensing Committee Members must have regard to the Statement of Gambling Policy together with the statutory guidance issued by the Gambling Commission.

A three month consultation on the updated draft Statement of Gambling Policy had now concluded. The Licensing Committee had considered changes to the policy and had recommended to this Committee prior to being forwarded to Full Council, with any proposals, for adoption.

The updated and revised Statement of Gambling Policy 2016-2019 was considered by the Committee.

RECOMMENDED:- To recommend the Council to approve the Barrow Borough Council – Statement of Licensing Policy for 2016-2019 and adopt as Borough Council Policy.

93 – Licensing Committee – Review of Statement of Licensing Policy

The Executive Director reminded the Committee that the Licensing Act 2003 required that the Council published a ‘Statement of Licensing Policy’ every five years setting out the policies the Council would generally apply to promote the four licensing objectives (set out below) when making decisions on applications, etc. under the Act: The prevention of crime and disorder; Public Safety; Prevention of public nuisance; and Prevention of children from harm.

When making deliberations Licensing Committee Members must have regard to the Statement of Licensing Policy together with the statutory guidance (Secretary of State Guidance and Code of Practice) issued under Section 182 Licensing Act 2003.

The Council’s current Policy Statement came into force in January 2011 and at the time the legislation required the Statement of Licensing Policy to be published every three years. Section 122 of the Police Reform and Social Responsibility Act 2011 changed that from every three years to five years.

Following the above legislative changes a revised policy must be adopted no later than 7th January 2016. A three month consultation on the updated Draft Statement of Licensing Policy had now concluded.

The updated and revised Statement of Licensing Policy 2016-2021 was considered by the Committee.

RECOMMENDED:- To recommend the Council to approve the Barrow Borough Council – Statement of Licensing Policy for 2016-2021 and adopts as Borough Council Policy.

The meeting closed at 4.00 p.m.

HOUSING MANAGEMENT FORUM

Meeting: Thursday 26th November, 2015
at 2.00 p.m.

PRESENT:- Councillors Hamilton (Chairman), Barlow, Brook, McEwan and Thurlow.

Tenant Representatives:- Mrs L. Webb, Mrs M. Anderson, Mr A. McIntosh and Mrs K. Warne.

Officers Present:- Colin Garnett (Assistant Director - Housing), Jane Coles (Business Support Manager) and Keely Fisher (Democratic Services Officer).

23 – Minutes

The Minutes of the meeting held on 27th August, 2015 were taken as read and confirmed.

24 – Apologies for Absence/Changes in Membership

Apologies for absence were received from Councillors Bleasdale and Heath.

25 – Housing Management Performance Indicator Review

The Business Support Manager had attached the year to date (Quarter 2) performance information as an appendix to her report. She stated that the value for money section for 2014-15 had been updated. Some of the Repair and maintenance measures were shown as N/A but it was anticipated that these could be reported on once the new contractors had bedded in. The current STAR survey results would also be reported once they were known.

There were two reporting types:-

- Comparison of performance compared to a national benchmark; and
- For the purposes of providing Members information which was of interest or concern.

The year-end report contained a narrative to provide the background context of performance which may have directly strengthened or weakened the results and suggested what the best opportunities and challenges were for the coming year. This had been provided for the Housing Management Forum in June, otherwise the Housing Management Forum received updates of the latest quarter.

For the purposes of benchmarking the Council had subscribed to Housemark who were a national benchmarking organisation who had developed a range of metrics through consultation with the industry. In the main, these performance indicators were also used for a variety of returns the Council provided for central government and one or two other organisations.

Performance data was submitted quarterly and financial data at the end of the financial year. Housemark validated and published the Councils data and compared it to other similar sized Local Authorities and Housing Associations. Performance was banded in 'quartiles' - Upper, Median and Lower quartiles.

There were also a range of measures and data which were not benchmarked but provided useful information such as Right To Buy sold properties, stock levels and rent collection from other property types. There was also another type which were referred to as topical and these were typically items such as tenancy ends due to under occupation (welfare reforms).

The Business Support Manager suggested that this interest/concern category might be something which Members might like to review and set for the year ahead (2016-2017). For example arrears differentiated between those tenants receiving Universal Credit.

Benchmarked Performance Indicators and Performance Information were attached as an appendix to the report.

RECOMMENDED:- That Members agree to:-

1. Note the information contained in the report and at Appendix 1; and
2. Agree the 'Benchmarked Performance Indicators' in Appendix 2 and suggest the Tenant Scrutiny Working Party hold a one-off meeting to review the 'performance information' for 2016/17.

26 – Request to Purchase Ad-hoc Land: Ocean Road

The Assistant Director - Housing reported that he had delegated authority by virtue of Executive Committee on 1st October, 2003 to consider and agree where appropriate the sale of ad-hoc land adjoining gardens of owner-occupiers living on Council estates. Should a potential purchaser wish to appeal his decision they had a right of appeal through the Housing Management Forum.

The Assistant Director – Housing had received a request to purchase ad-hoc land on Ocean Road which adjoined the applicant's property.

It was the Council's practice in the first instance to indicate to any potential purchaser whether the Assistant Director would see it as appropriate to sell the land, prior to going through the full sale process which included arranging a valuation and the applicant seeking planning permission.

In the case of this application the Assistant Director suggested to Members that it was inappropriate to sell the land. The area of land in question formed part of a larger green area on the estate concerned and to sell it would be to the detriment of the original design of the estate and the benefit of the green area provided.

The Assistant Director attached a plan as an appendix to his report showing the house (73 Ocean Road) in question and the area of land the applicant was

requesting to purchase. The sale of the land would fundamentally change the street scene of the area and remove green open space on the estate.

The Assistant Director had written and advised the applicant of his view and the applicant had submitted an appeal requesting a review of the decision in accordance with the procedure for such sales and presenting it to Housing Management Forum to make a final decision.

RECOMMENDED:- That the request be declined because the area of land in question forms part of the larger green area provided for the benefit of the wider community on Tummerhill estate.

27 – Responsive Repairs Contract

The Assistant Director – Housing reported that the Housing Service had appointed Procure Plus (PP) to procure the new Contract arrangements for its Responsive Repairs Contracts. Procure Plus were being retained to assist with the delivery of the Contracts for which they would charge a fee, half of which was used provide training or apprentices.

Through the Councils Contract arrangements for planned investment it had a similar arrangement with Cumbria Housing Partners (CHP) who had been developing such arrangements locally for some years. Whilst CHP was an independent body, they operated the framework arrangements for planned works in conjunction with PP.

The Assistant Director had therefore discussed the arrangements for delivering the social investment opportunities with PP and there was an understanding that in view of CHP's existing arrangements it would be appropriate to consider managing the fees generated through the existing arrangement with CHP to invest.

The Assistant Director suggested the delivery of the investment in this way simplified the process by it being delivered by one body and secondly reflected the Council's approach to supporting the work of CHP. Any such investment would be directed to Contractors involved with the Responsive Repair Contractors in the first instance.

The cost of the fees would be incorporated in the budget for responsive repairs. The total value of the Responsive Repairs Contracts was c£1.5m. The fee charged by PP was 2%, with 1% being reinvested in training and apprenticeship opportunities.

RECOMMENDED:- That Members agree the fees attributable to Social Investment from the new Responsive Repair Contracts be managed by Cumbria Housing Partnership through existing working arrangements, preferably with the new Responsive Repairs Contractors in the first instance.

28 – Syrian Refugees

The Assistant Director – Housing updated Members on discussions concerning the resettlement of Syrian Refugees and in particular to agree the Council's housing stock be made available as one option should it be appropriate to do so.

There had been considerable publicity around the commitment to resettle 20,000 refugees in the UK over the course of the current Government and, as part of the process, Local Government was being requested to assist.

Over the recent past the County Council had facilitated a series of teleconferences to discuss and prepare for the arrival of Syrian refugees which the Assistant Director had taken part in. Other participants included representatives of the County Council, local councils, health services, the third sector and Government representatives.

At the present time only limited information was available and the Assistant Director was unable to furnish Members with a comprehensive plan of how the process in Cumbria would operate.

However, even at this early stage it was clear that for the process to be successful it would require the co-ordination of a number of agencies working collaboratively and would require agencies to be in a position to deliver services in a specific location.

Fundamental to the process would be the provision of accommodation. From the discussions that had taken place it would appear one option was to make use of general purpose accommodation to assist in the integration of refugees into the community and the six district/borough councils were being asked to consider how they could contribute to this aspect of the process.

As referred to above the provision of accommodation would have to be located, from a geographical perspective, in areas where the support services could be delivered. It was understood that other local authorities in Cumbria were investigating the options to make use of their own residential accommodation - a very limited option, or more likely by working with other social and perhaps private landlords to bring forward appropriate accommodation.

Barrow Borough Council were unique in Cumbria in still retaining our own housing stock. However, it was normal practice to allocate property that became available through the Choice Based Lettings Scheme. The Assistant Director suggested such an approach would not be practical should Members agree to contribute to the process by making the Councils own stock available. Should Members choose to do so the Assistant Director suggested that responsibility be delegated to himself make appropriate residential property available for this purpose outside the normal requirements of the Choice Based Lettings system.

The Assistant Director would continue to participate in the County-wide discussions to develop an appropriate plan to resettle the Syrian Refugees. He would also be investigating the option to provide accommodation from other landlords in the Borough.

It was moved by Councillor McEwan and duly seconded that due to insufficient supply of 3 bedroomed properties and huge demand for them that the Borough Council are unable to assist with help from its Housing Stock but will consider all other options such as the private sector. A vote was taken on the motion and it was,

RECOMMENDED:- That Members agree to:-

1. To note the information contained in the report;
2. That the Assistant Director - Housing contributes to the County-wide discussions to assist in the re-settlement process and consider all options for the provision of accommodation in the Borough should it be required; and
3. That due to insufficient supply of 3 bedroomed properties and huge demand for them, that the Borough Council are unable to assist with help from its Housing stock but will consider all other options such as the private sector.

29 – Planned Investments and Planned Maintenance 2015/16

The Assistant Director – Housing reported information relating to the Planned Investment and Planned Maintenance Programme for 2015-16. The information is attached at **Appendix A** to these Minutes.

RESOLVED:- To note the information.

REFERRED ITEM

THE FOLLOWING MATTERS ARE REFERRED TO COUNCIL FOR DECISION

30 – Housing Management System Replacement

The Business Support Manager reported that Members had approved a review of Housing's Information, Communication and Management systems in August 2014 which confirmed that the needs were not being met by the current array of systems including Civica's 'In-house' system. The review, highlighted areas that fell short of today's and especially future needs and the options available to the Council. The options were presented to Members and approval was given in June 2015 to source a single integrated replacement system (at an indicative cost of £635k) using the Crown Commercial Service direct award framework as that represented the best 'value for money'.

Members had also approved £45k for IT Procurement consultants costs which were met from the 2015-16 HRA budget.

An ITT was issued in August 2015 and the best matches of suppliers' product to the Council's key requirements at the lowest cost were shortlisted.

There were five tenders returned. Product demonstrations were then given by 3 shortlisted suppliers and evaluated by a team of operational users, Housing Managers, IT and a tenant representative.

The product which scored the highest marks was Civica's cx system. In brief it –

- Offered the most integrated solution negating the need for most of the ancillary applications/systems currently employed;

- had the best fit with IT corporate strategy;
- enabled compliance with various legislations and audit requirements;
- improved efficacy by enabling remote access and single entry by officers;
- facilitated the identification of trends and risks to income;
- 24 hour access from any device so that tenants could serve themselves, access their accounts and report repairs;
- improves asset management and provided the means to track costs and expenditure against all budgets;
- allowed dynamic updates to asset plans from responsive, void and planned works and checked for warranties and Asbestos; and
- had lower annual support cost base

Costs	Inhouse + various systems	Civica cx (integrated)
Annual maintenance and support annually	£80,000	£17,000 (aver)
Cost of cx and supply		£218,576
Years 1 - 5	£400,000	£307,155

Recovery of capital because of reduced revenue (annual support and maintenance) costs would be seen by year 5.

Approval for an additional £41k for IT Implementation consultants deployed to assist throughout the project phase and the review once complete was also sought as part of the investment from the HRA balance (total £259,580). The capitalised element of the costs was £218,576 and in order to provide a contingency for any overruns, it was proposed that an additional 10% of this (£21,857) be available from the HRA balance should it be needed.

The outline timescales and progress so far were as follows:

What	Who	When	Complete %
View modern Housing management systems	Housing Management	June/July 2015	100%
Draw up key system requirements	Consultant/Housing	Sept/Oct 2015	100%
Issue ITT	Bus. Supp. Mgr.	Aug/Sept	100%
Shortlist and agree award	Housing/IT/HMF	Oct/Nov 2015	100%

Prepare and submit business case, HMF report, Capital bid	Business Support Mgr.	Nov/Dec 2015	100%
Drawdown and agree contract Crown Commercial Framework	Bus. Supp. Mgr/ Consultant	Nov-Feb 2016	
Await approval	HMF/Exec	Jan 2016	
Appoint external IT consultant	Bus. Supp. Mgr/IT	Mar 2016	100%
Start project –planning etc.	Bus. Supp. Mgr/IT	Jan 2016	2%
Installation	Bus. Supp. Mgr/IT	Apr 2016	
Workshops -Configuration	Housing/Consultant	Apr - Sep	
Data migration	Bus Supp. Mgr/ Consultant	Aug - Sep	
User acceptance testing	All	Oct - Dec	
Parallel operation Live and In-house to year end	All	Feb 2017	
Phased Go Live	All	June 2017	

Further opportunities to improve efficiency and services should emerge as the project gets under way.

RECOMMENDED:- That the Executive Committee:-

Approve the choice of Civica cx as replacement of the existing Housing Management System and agree that the costs are met from the HRA balance, and that a 10% capital contingency be available from the HRA balance should it be needed.

The meeting closed at 2.24 p.m.

PLANNED INVESTMENTS 2015-16

APPENDIX A

SCHEME	PROCUREMENT TYPE	AVAILABLE BUDGET	EXPENDITURE TO DATE	ESTIMATED START DATE	ESTIMATED COMPLETION DATE	CONTRACTOR	COMMENTS	Leasholders affected?
RE-ROOFING AND POINTING WORKS ROOSEGATE ESTATE PHASE 2 (2-3 YEARS DELIVERY PLAN)	CUMBRIA HOUSING PARTNERS	£975,000	£ 186,445	26.5.2015	31.3.2016	DLP Roofing	35% COMPLETE	No
FLAT ROOF IMPROVEMENTS HINDPOOL AND EWAN CLOSE	ESTIMATES	£66,000	£ 16,954	01/07/2015	31.3.2016	CUMBRIA ROOFING	10% COMPLETE	Yes
RE-POINTING/RENDERING ORMSGILL ESTATE	CUMBRIA HOUSING PARTNERS	£538,000	£ 1,583	01/08/2015	31.3.2016	DLP Roofing	5% COMPLETE	No
EXTERNAL DOOR REPLACEMENTS DALTON	CUMBRIA HOUSING PARTNERS	£30,000	£ 9,146	02/08/2015	31.3.2016	TOP NOTCH	25% COMPLETE	No
WINDOW REPLACEMENTS VARIOUS HOUSING AREAS	CUMBRIA HOUSING PARTNERS	£304,000	£ 98,737	02/08/2015	31.3.2016	TOP NOTCH	35% COMPLETE	No
COMMUNAL ENTRANCE LIGHTING UPGRADES - CENTRAL	CUMBRIA HOUSING PARTNERS	£49,000	£ -	01/10/2015	31.3.2016	K WILSON	10% COMPLETE	Yes
COMMUNAL ENTRANCE PAINTING - CENTRAL	CUMBRIA HOUSING PARTNERS	£37,000	£ 36,968	01/11/2015	31.3.2016	GEORGE JONES	75% COMPLETE	Yes
GARAGE IMPROVEMENTS	CUMBRIA ROOFING	£88,000	£ 38	02/08/2015	31.3.2016	CUMBRIA ROOFING	5% COMPLETE	No
REWIRES	CUMBRIA HOUSING PARTNERS	£255,000	£ 209,031	01/04/2015	31.3.2016	K WILSON	70% COMPLETE	No
BATHROOMS	CUMBRIA HOUSING PARTNERS	£180,000	£ 132,401	01/04/2015	31.3.2016	AB MITCHELL	60% COMPLETE	No
KITCHENS	CUMBRIA HOUSING PARTNERS	£125,000	£ 40,889	01/04/2015	31.3.2016	AB MITCHELL	15% COMPLETE	No
HEATING	CUMBRIA HOUSING PARTNERS	£455,000	£ 277,379	01/04/2015	31.3.2016	AB MITCHELL	50% COMPLETE	No
PAINTING	CUMBRIA HOUSING PARTNERS	£250,000	£ 108,166	01/04/2015	31.3.2016	G JONES	60% COMPLETE	Yes

HOUSING MAINTENANCE COMMITMENTS 2015-16

	Funding Available 2014-15	EXPENDITURE TO DATE	Weekly Available	Gross Comm. as a % funds available
Tenant Demand Repairs	£ 1,070,200	£ 380,953	£ 20,581	36%
Voids	£ 503,044	£ 488,664	£ 9,674	97%
Gas Servicing	£ 195,392	£ 113,802	£ 3,758	58%
Decoration Vouchers	£ 30,000	£ 16,783	£ 577	56%
Environmental Impmts	£ 25,000	£ 9,447	£ 481	38%
Disabled Adaptations	£ 100,000	£ 80,914	£ 1,923	81%
Electrical Testing	£ 81,000	£ 46,090	£ 1,558	57%
Door Entry Maintenance	£ 20,000	£ 11,467	£ 385	57%

EXECUTIVE COMMITTEE	(R) Agenda Item 8
Date of Meeting: 20th January, 2016	
Reporting Officer: Director of Resources	
<p>Title: Budget Proposals 2016-2017</p> <p>Summary and Conclusions:</p> <p>This report presents the budget proposals for 2016-2017. The General Fund proposed revenue budget is based on the continuation of the assumptions used in setting the 2015-2016 budget, updated where appropriate. The report also includes the proposed Capital Programme for 2015-2016 to 2019-2020 and the estimated position on reserves.</p> <p>Recommendations:</p> <p>To recommend the Council:</p> <ol style="list-style-type: none"> 1. To set the 2016-2017 General Fund revenue budget as £10,212,510 including £95,950 for parish precepts; 2. To agree that the Borough Council Tax is not increased for 2016-2017; 3. To approve the Council Tax base for 2016-2017 at 18,555.44; 4. To approve the allowance for budget variations of £30,000 funded from reserves; 5. To approve an increase in the staff car parking subsidy by £120 per permit per annum, for direct employees; 6. To approve the income increases referred to in paragraph 7.4; 7. To approve the recruitment of two further apprentices for a fixed period of three years from September 2016; 8. To approve the use of £334,570 of the Medium Term Financial Plan support reserve to balance the 2016-2017 budget; 9. To approve the movements in reserves set out in paragraphs 8.2 to 8.9; £1,122,650 being used and £151,600 being added; and 10. To approve the Capital Programme for 2015-2016 to 2019-2020 as referred to in paragraph 9. 	

Report

1. Budget Strategy 2012-2013 to 2015-2016

The Budget Strategy was designed to reduce the Council's core budget to the levels that were expected to be supported by the 2016-2017 financial settlement together with income from Council Tax and Business Rates; with the long term aim of having a sustainable budget.

If no action had been taken and the Budget Strategy was not implemented, then by 2015-2016 the shortfall on the revenue budget was estimated to be £5m. The Budget Strategy policies were implemented at the start of the period to allow their sustainability to be established over the strategy period. This allowed the early savings to release funds into reserves to control any variance in the assumptions and pace of change and to deal with any items outside of the sensitivity analysis in the Medium Term Financial Plan. The Budget Strategy produced a balanced budget for 2015-2016.

2. Budget Strategy 2016-2017 to 2019-2020

The next Budget Strategy will be prepared and approved during 2016. A new strategy is required as the financial settlement arrangements for local government have changed and further reductions in Government support immediately impact the Council.

The Revenue Support Grant is scheduled to end by 2020, Business Rate retention is changing and the Council's Core Spending Power will reduce by 15.1% by 2019-2020.

3. Projected outturn for 2015-2016

The projected outturn for 2015-2016 does not call on reserves or the fund balance; reserves are funding specific one-off items of expenditure as previously approved and as per the Reserves and Balances Policy. The impact on reserves from 2015-2016 is incorporated into the projected reserves figures in paragraph 8 of this report.

4. Local Government Financial Settlement 2016-2017

4.1 Revenue Support Grant

The settlement has been modified to include other grant streams into the Revenue Support Grant; Efficiency Support Grant, Council Tax Freeze Grant and Carbon Monoxide Grant, totalling £188,872. After these are included the adjusted Revenue Support Grant for 2015-2016 was £3,480,589.

The provisional Revenue Support Grant for 2016-2017 is £2,703,584; a reduction of £777,005 or 22.3%.

4.2 Baseline (Business Rates)

The amount to be retained in Business Rates has increased year on year by the increase in the Small Business Rate multiplier 0.83%.

The provisional Baseline for 2016-2017 is £2,864,043.

4.3 Settlement Funding Assessment

In total the adjusted 2015-2016 settlement was £6,320,962 and is provisionally £5,567,627 for 2016-2017; a reduction of £753,335 or 11.9%.

4.4 Core Funding 2016-2017

Core Funding is the Settlement Funding Assessment plus the Council Tax income for 2015-2016 and is used to calculate the Revenue Support Grant.

The Core Funding for 2016-2017 is calculated as a reduction of the previous years' total; £10,239,217 – 7.357%, or £753,335 = £9,485,882.

The same reduction is applied to all authorities within particular tiers – this Council is a lower-tier authority and the reduction (or scaling factor) from 2015-2016 to 2016-2017 is 7.357%. This is the difference between all the Core Funding resources available to the tier from one year to the next, with Council Tax income set at the 2015-2016 level.

Deducting the Council Tax income and the Baseline (for Business Rates), as these have their own calculations, leaves £2,703,584 as the Revenue Support Grant.

This calculation repeats each year, with the reduction in Core Funding for the tier producing an annual scaling factor, or reduction, to be applied.

4.5 Core Funding 2017-2018 to 2019-2020

The Core Funding for three further years has been indicated with the provisional settlement. The same methodology as 2016-2017 applies, resulting in the following figures:

	2017-2018	2018-2019	2019-2020
Council Tax	£3,918,255	£3,918,255	£3,918,255
Baseline	£2,920,374	£3,006,527	£3,102,621
Revenue Support Grant	£2,079,200	£1,688,395	£1,251,869
Total	£8,917,829	£8,613,177	£8,272,745

4.6 Core Spending Power 2016-2017

Core Spending Power replaces the Revenue Spending Power of recent years.

The Core Spending Power is different to the Core Funding as it reflects the resources available to spend each year, rather than a basis for calculation.

The Core Spending Power consists of the settlement (Revenue Support Grant and Baseline), Council Tax income for the year and any New Homes Bonus.

For 2016-2017, these elements compare to the adjusted 2015-2016 figures as follows:

	2015-2016	2016-2017	Change
Settlement	£6,320,962	£5,567,627	-£753,335
Council Tax	£3,918,255	£4,028,416	+£110,161
New Homes Bonus	£476,143	£473,759	-£2,384
Total	£10,715,360	£10,069,802	-£645,558
			-6.0%

The headline reduction for 2016-2017 is 2.8%. The highest reduction is 6.0%, which is Barrow Borough Council alone; the next highest reduction is 5.4%. A number of authorities have an increase, with the highest being 7.6%.

4.7 Core Spending Power 2017-2018 to 2019-2020

The Core Spending Power for three further years has been indicated with the provisional settlement. The same methodology as 2016-2017 applies, resulting in the following figures:

	2017-2018	2018-2019	2019-2020
Settlement	£4,999,574	£4,694,922	£4,354,490
Council Tax	£4,162,110	£4,304,465	£4,456,058
New Homes Bonus	£476,311	£299,250	£287,128
Total	£9,637,995	£9,298,637	£9,097,676
	-4.3%	-3.5%	-2.2%
Headline	-1.3%	+1.1%	+2.6%
Highest reduction	-4.3%	-13.1%	-2.5%
Highest increase	+1.9%	+3.6%	+4.1%

The figures for Council Tax and New Homes Bonus are projected by the Government for the purposes of this indication. There is assumed growth in Council Tax income of £427,642 and this will need to be adjusted each year.

The consultation of the settlement including this indication of three year funding, mentions that adjustments to Business Rate tariffs and top-ups may be used to compensate for adjustments in the Council Tax, but this will not be clear until the consultation is concluded.

The Governments' Council Tax assumptions are that the Tax Base increases by the average annual growth experienced between 2013-2014 and 2015-2016 and that the band D Council Tax is increased in line with the Office for Budget Responsibility's forecast for the Consumer Price Index each year (an annual average of 1.75%). The years selected for the future projections seem unusual as they are the years that brought Council Tax Support into the Tax Base. A reduction in the take-up of Council Tax Support increases the Tax Base and an increase in take-up reduces the Tax Base. Since 2013-2014, the Tax Base has increased each year due to a reduction in Council Tax Support take-up which is unlikely to recur and only slightly increased from new dwellings within the Borough.

4.8 Core Spending Power over the Spending Review

The total reduction in Core Spending Power over the Spending Review period, 2016-2017 to 2019-2020, is £10,715,360 to £9,097,676 - £1,617,684 or 15.1%.

The total comes from a reduction in Revenue Support Grant of £2,228,720 and a reduction in New Homes Bonus of £189,015, offset by an increase in the Baseline (Business Rates) of £262,248 and assumed Council Tax income of £537,803; this is the difference between 2015-2016 and 2019-2020.

The headline reduction over the Spending Review period is 0.5%. The highest reduction is 17.1%. Barrow Borough Council is the tenth highest in terms of percentage reduction at 15.1%. A number of authorities have an increase, with the highest being 9.8%.

4.9 Impact on Medium Term Financial Plan

The current Medium Term Financial Plan was last reported in December 2015 and will be updated in February 2016, for presentation at the next Executive Committee meeting. Based on the current figures, the 2019-2020 deficit would be around £1.5m beyond the savings already estimated within the Medium Term Financial Plan.

The Medium Term Financial Plan forecast will take into account any impacts from the 2016-2017 budget setting exercise and will refine future estimates and projections. The total savings target will provide the starting point for the next Budget Strategy.

4.10 Impact of 2016-2017 Settlement

The Medium Term Financial Plan for 2016-2017 anticipated a Revenue Support Grant of £3,009,720; the settlement is £306,136 less.

4.11 Settlement Consultation

The 2016-2017 Settlement is issued under consultation that ends on 15th January, 2016. A final settlement notice is anticipated in mid-February and any significant changes will be included in the papers for the budget setting Full Council meeting.

5. Proposed budget for 2016-2017

The proposed General Fund revenue budget for 2016-2017 is £10,212,510 including £95,950 for parish precepts and a contribution of £334,570 from reserves.

The budget is set out at **Appendix 1** and includes the 2014-2015 actual outturn and 2015-2016 original budget for comparison.

As previously reported, with the budget assumptions, to the Executive Committee of 9th September, 2015, no Council Tax increase is included in the proposed budget as the next Budget Strategy has yet to be established.

The proposed budget has been compared to the Medium Term Financial Plan projection; the Medium Term Financial Plan estimated a deficit of £128,570. The main items of variance are as follows:

- Staff pay has a negative variance of £47,780; £21,500 from implementing the National Living Wage and £26,280 from establishment changes; this is the net of additions, including a new post in IT, voluntary reductions in working hours and changes to national insurance and pension scheme membership.
- The Medium Term Financial Plan included the use of the Weekly Collection Support Scheme to protect the General Fund from the loss of recycling credits from previous years, this has not been drawn into the budget as other items have resulted in savings to mitigate this and allow the grant to be carried into 2017-2018; the contract renewal year. This net of savings on contract inflation during 2015-2016 rolling forward creates a negative variance of £226,320 for contracts against the Medium Term Financial Plan estimate.
- Aside from a small increase in the net cost of housing benefits, all other direct headings are below the level projected in the Medium Term Financial Plan. Cost reductions in other staff costs, transport, property, supplies and services, pension funding and external income create a favourable variance of £93,840.
- Internal recharges to the Housing Revenue Account in the Medium Term Financial Plan were estimated before the full costs of occupancy in the Town Hall were known. During 2015-2016 there was a post created within the IT Team to support the Housing Department; this is recharged to the Housing Revenue Account. These items, in addition to the increased interest on working balance due from the Housing Revenue Account to the General Fund, and a small amount of external funding drawn into support services, create a favourable variance of £106,430.
- The treasury activities produce a favourable variance of £47,800.

- The variance of the total revenue financing items is negative overall at £179,970, the individual items are:
 - Revenue Support Grant down £306,130
 - Retained Business Rates down £12,940
 - New Homes Bonus down £9,210
 - Council Tax income up £148,310

The proposed budget is balanced as £334,570 of the Medium Term Financial Plan support reserve has been used. The projected deficit of £128,570 for 2016-2017 having been improved upon from cost savings and additional income, to a deficit of £28,440. The Revenue Support Grant reduction of £306,130 has increased the deficit to £334,570.

6. Items within the proposed budget for noting

6.1 Borrowing costs

No new borrowing for capital purposes has been included in the proposed budget. Projections for 2016-2017 show that existing resources and cash flow can sustain the under-borrowing position.

6.2 Inflationary pressures

The cost of inflation included in the proposed budget is £254,340 and includes:

- 1% for staff pay award £46,370
- 5% for utilities £33,700
- 3.2% for NNDR £19,100
- 3.2% for contracted grounds maintenance £28,210
- 1.8% for contracted refuse, recycling and street cleansing £45,660
- 2.5% for building cleaning £3,070
- 2.6% for contracted revenues, benefits and customer services £72,250
- Other small items £5,980

6.3 Car parking income

No increase is proposed for car parking pay and display tickets or contract parking permits.

6.4 Leisure income

Pricing for income in relation to the Park Leisure Centre and The Forum are delegated to the venue managers in accordance with the agreed policy.

7. Items within the proposed budget for approval

7.1 Council Tax base

The Council Tax requirement for 2016-2017 is based on the Council Tax base and current band D tax. The tax base for 2016-2017 has been set at:

- The Whole Borough area 18,555.44
 - Barrow unparished 14,984.27
 - Dalton with Newton Town Council 2,265.95
 - Askam and Ireleth Town Council 1,047.85
 - Lindal and Marton Parish Council 257.37

7.2 Budget variations

The Council does not allocate contingent amounts within the revenue budget. In order to deal with small alterations to the budget and one-off items, £30,000 has been allocated from the Budget Contingency reserve. This will be used in accordance with the Reserves and Balances Policy.

7.3 Roof top car parking

It is proposed that the staff car parking subsidy for the Roof Top car park be increased by £120, leaving a monthly charge of £10 for direct employees. Management Board have tasked the Business Improvement Team with a review of car parks and the Roof Top car park has very low usage. There will be options to increase the use of the car park following the Business Improvement Team review, but an early proposal is to increase this subsidy to maximise the staff usage so that we can determine what level of under occupancy there is to mitigate.

7.4 Other income

The fees and charges set out in **Appendix 2** have been increased by approximately 2.5% or have been assessed by the Service Manager and increased as specified. The Building Regulation Scheme of Charges will be increased by 2% for Building Control income.

7.5 Apprentices

Members will be pleased to know that three of the five apprentices recruited in September 2014 have secured permanent positions with the Council; these are all career-graded professional positions. The apprentices are funded from a reserve so that there is no permanent impact on the General Fund or the establishment; the permanent positions are part of the General Fund. As the number of apprentices has reduced, the reserve has almost enough remaining to allow the Council to take on two further apprentices, again on three year fixed term contracts, from September 2016. The reserve would need approximately £20,000 adding and this is detailed in the next section of the report.

8. Reserves

The projected balances of reserves at 31st March are:

	31/3/2016	31/3/2017
General Fund Balance	£2,300,000	£2,300,000
MTFP Support	£2,870,000	£2,535,430
Service Transformation	£638,365	£570,865
Renewals Reserve	£473,187	£384,787
Insurance Reserve	£63,970	£43,970
Losses Reserve	£630,883	£630,883
Budget Contingency	£1,281,965	£625,133
Other Reserves	£329,657	£158,949
Total	£8,588,027	£7,250,017

The projected balances of ring-fenced reserves at 31st March are:

	31/3/2016	31/3/2017
Woodbridge Haven	£40,900	£36,570
James Freeland Close	£665,256	£816,856
Earmarked revenue grants	£497,541	£382,661
Total	£1,203,697	£1,236,087

The revised Medium Term Financial Plan will include the projection of reserves for the period 2017-2018 out to 2019-2020.

8.1 Medium Term Financial Plan support

£334,570 of this reserve is used in balancing the 2016-2017 budget.

8.2 Service Transformation

£67,500 of this reserve is used in funding the support for the Business Improvement District process and associated town centre initiatives as approved at the Executive Committee of 29th July, 2015.

This item was originally approved with the Capital Programme; however, the expenditure will be on revenue items and has been transferred.

8.3 Renewals Reserve

£88,400 of this reserve is used in funding operational public building major works.

8.4 Insurance Reserve

£20,000 of this reserve is used in funding the estimated excesses on settled claims during 2016-2017.

8.5 Budget Contingency

£656,832 of this reserve is used in funding one-off items included within the 2016-2017 budget, these are itemised below:

- £128,580 to fund the Local Plan process;
- £490,000 to fund the 2015-2016 Business Rate Retention Scheme projected deficit;
- £50,000 to fund the second year of the Furness Economic Development supply chain project;
- £5,000 to fund the final year of support for the Keep Our Future Afloat Campaign;
- £7,000 to fund work-in-default;
- £31,750 to fund additional staff training and conference bids for 2016-2017;
- £2,000 to fund the contribution towards the Royal Navy visit in 2016;
- £1,000 to fund the contribution towards the visit of the cruise ship Saga Pearl in July 2016;
- £1,000 to fund the visit of the cruise ship Braemar in August 2016; and
- £59,498 added from the transfer with other reserves set out in paragraph 8.6.

8.6 Other Reserves

The other reserves are for welfare support, apprenticeships and CCTV.

The CCTV reserve will no longer be held separately as the system is no longer the responsibility of the Council. As previously discussed at the Executive Committee, should a contribution towards cameras in Dalton be required, this will still be from the use of reserves, the Budget Contingency reserve.

The CCTV reserve is £79,498 and it is proposed that £20,000 is transferred to top-up the apprenticeships reserve and that the balance is transferred to the Budget Contingency reserve; £59,498.

£56,970 of the welfare support reserve is included in the budget to fund the transitional costs of support to Barrow Citizens' Advice Bureau and Barrow and District Disability Association.

£54,240 of the apprenticeships reserve is included in the budget to fund the staff pay costs estimated for 2016-2017; this is for the two current apprentices and for two new recruits in September 2016.

8.7 Woodbridge Haven

£4,330 of the reserve is used to fund the estimated costs in 2016-2017.

8.8 James Freel Close

£151,600 is added to the reserve as the estimated net result for 2016-2017 in accordance with the ring-fence conditions.

8.9 Earmarked Revenue Grants

£114,880 of the reserve is used to fund the estimated costs in 2016-2017; these are for specific projects and items of expenditure in accordance with the grant sources.

9. Capital Programme

The Capital Programme was last presented to this Committee on 9th September, 2015. The variations made to the programme and the proposed Capital Programme for the period 2015-2016 to 2019-2020 are attached at **Appendix 3**.

The programme totals are:

- 2015-2016 £4,904,017
- 2016-2017 £4,781,022
- 2017-2018 £3,436,000
- 2018-2019 £3,117,000
- 2019-2020 £3,142,000

The programme financing includes an element of borrowing which will be incorporated into the Medium Term Financial Plan, grants received and receivable in future years, contributions from reserves and usable capital receipts.

The programme requires £825,000 of usable capital receipts to be fully funded. The projects in future years will not be commissioned until sufficient funding is in place.

10. Level of reserves and balances

In accordance with Section 25 of the Local Government Act 2003, I confirm that I am satisfied that the budget assumptions and estimates are robust, and that I consider the level of reserves held by the Council to be adequate. This includes the Housing Revenue Account budget presented at the Housing Management Forum meeting of 14th January, 2016, included earlier on this agenda.

11. Budget consultation

Once the budget proposals are agreed by this Committee, public consultation will commence immediately and run until 18th February, 2016. This report will be made available via a link on the website with the prompt:

“Do you have any comments in relation to the recommendations contained in the budget report?”

A page in the February edition of the Local Choice magazine is carrying a request for feedback to the budget consultation.

The Overview and Scrutiny Committee will meet to discuss the budget proposals on 28th January, 2016. The Council will meet on 1st March, 2016, to consider the results of the consultation process and recommend any amendments as necessary. At this meeting, Full Council will approve the budgets and set the Council Tax for 2016-2017.

(i) Legal Implications

It is a statutory requirement to set the budgets and the Council Tax.

(ii) Risk Assessment

The recommendation has no significant implications. The latest available information and available trends have been used in setting the budget.

(iii) Financial Implications

The financial implications are included in the report.

(iv) Health and Safety Implications

The recommendation has no significant implications.

(v) Equality and Diversity

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

(vi) Health and Well-being Implications

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

Background Papers

Nil

General Fund
Budget 2016-2017

	Actual Outturn 2014-2015	Original Budget 2015-2016	Proposed Budget 2016-2017
Staff pay	4,610,235	4,745,120	4,847,850
Pension accounting	350,325	0	0
Staff other costs	123,091	101,490	99,860
Transport	88,757	102,730	95,620
Property	2,446,543	1,966,960	2,078,850
Supplies and services	3,669,749	2,593,820	2,974,900
Contracts	6,598,614	6,747,390	6,767,920
Benefits	20,217,323	21,745,670	21,360,190
Benefits grants	(20,319,342)	(21,638,380)	(21,241,030)
External income	(7,850,836)	(6,581,810)	(6,827,750)
Direct Costs	9,934,459	9,782,990	10,156,410
Internal income from HRA and Capital	(980,295)	(745,090)	(844,530)
Capital charges	1,455,052	1,375,170	1,605,870
Indirect Costs	474,757	630,080	761,340
Net Expenditure	10,409,216	10,413,070	10,917,750
External interest earned	(104,271)	(50,000)	(80,000)
External interest paid	584,643	584,640	584,640
Minimum Revenue Provision	926,501	896,830	868,340
Capital expenditure financed from revenue resources	1,630,540	460,630	0
Items excluded from Council Tax	(1,735,668)	(1,375,170)	(1,972,350)
Items included in Council Tax	1,132,335	1,186,740	1,199,750
Movements in reserves	(376,024)	(675,700)	(1,335,620)
Budget variances	0	30,000	30,000
Net Revenue Budget	12,467,272	11,471,040	10,212,510
Budget Funded by:			
Revenue Support Grant	(3,114,427)	(3,291,720)	(2,703,590)
Retained Business Rates	(9,384,539)	(9,434,510)	(9,600,650)
Retained Business Rates Tariff	6,162,614	6,280,380	6,332,710
Retained Business Rates Levy	349,874	354,260	346,880
Business Rates Pool	(202,438)	(99,200)	(159,570)
Business Rates - prior year surplus	0	(137,110)	0
Business Rates - prior year deficit	169,061	0	856,480
New Homes Bonus	(382,165)	(476,150)	(466,940)
New burdens	(108,275)	(22,690)	0
Weekly Collection Support Scheme	(250,000)	0	0
Council Tax freeze grant	0	(47,170)	0
Other Government grants	(1,715,380)	(436,180)	(580,860)
Council Tax - Barrow Borough Council precept	(3,971,879)	(4,012,370)	(4,121,370)
Council Tax - prior year surplus	(19,718)	(148,580)	(115,600)
Total Revenue Financing	(12,467,272)	(11,471,040)	(10,212,510)

Fees & Charges					
			Charges 2015-2016	Charges 2016-2017	% Increase
Cemetery & Crematorium					
Sale of Grave			£472.00	£484.00	2.54%
Interment for 1			£453.00	£464.00	2.43%
Interment for 2			£453.00	£464.00	2.43%
Interment for 3			£486.00	£499.00	2.67%
Headstone			£86.00	£88.00	2.33%
Full Kerb			£86.00	£88.00	2.33%
Headstone & Kerb			£109.00	£112.00	2.75%
Small Headstone			£28.00	£29.00	3.57%
Vase			£28.00	£29.00	3.57%
Crem kerbs			£28.00	£29.00	3.57%
Small Headstone & Crem Kerbs			£38.00	£39.00	2.63%
Standard Tablet			£28.00	£29.00	3.57%
Small Tablet	6" x 10" by tree		£12.00	£12.50	4.17%
Additional Inscription			£28.00	£29.00	3.57%
Grave Maintenance	Planting twice yearly		£269.00	£275.00	2.23%
Grave Maintenance	2nd year heather		£162.00	£166.00	2.47%
Grave Maintenance	Rate 1		£268.00	£275.00	2.61%
Grave Maintenance	Rate 2		£162.00	£166.00	2.47%
Book of Remembrance	2 lines		£33.60	£34.44	2.50%
Book of Remembrance	5 lines		£51.60	£52.89	2.50%
Book of Remembrance	5 lines & emblem		£91.20	£93.48	2.50%
Book of Remembrance	8 lines		£79.20	£82.00	3.54%
Book of Remembrance	8 lines & emblem		£117.60	£120.54	2.50%
White Memorial Card			£27.60	£28.29	2.50%
Coloured Memorial Card			£51.60	£52.89	2.50%
Leather Bound Booklet			£79.20	£81.18	2.50%
Additional Fee for Emblem (cards/books)			£51.60	£52.89	2.50%
Cremation	Resident		£668.00	£685.00	2.54%
Cremation	Non Resident		£668.00	£685.00	2.54%
Cremation	Environmental surcharge		£53.00	£53.00	0.00%
Cremation	Memorial service		£109.00	£112.00	2.75%
Cremation	Body parts		£17.00	£17.50	2.94%
Cremation Grave			£163.00	£167.00	2.45%
Interment of Ashes	Resident		£174.00	£178.00	2.30%
Interment of Ashes	Non-resident		£174.00	£178.00	2.30%
Plastic urn			£22.00	£22.50	2.27%
Wooden casket			£43.00	£44.00	2.33%
Scattering of ashes			£22.00	£22.50	2.27%
Memorial Plaques	Green slate tablet & plaque		£172.00	£176.00	2.33%
Memorial Plaques	Bronze plaque		£109.00	£112.00	2.75%
Memorial Plaques	Renewal fee - 10 years		£33.00	£34.00	3.03%
Memorial Plaques	Rose & plaque		£154.80	£158.67	2.50%
Memorial Plaques	Memorial tree		£103.20	£105.78	2.50%
Memorial Plaques	Perspex plaque		£45.60	£46.74	2.50%
Memorial Plaques	Memorial seat		£474.00	£520.00	9.70%
Memorial Plaques	Seat plaque		£86.00	£88.00	2.33%
Miscellaneous	Records search fee		£17.00	£17.50	2.94%
Miscellaneous	Plastic urn		£22.00	£22.50	2.27%
Miscellaneous	Wooden casket		£43.00	£44.00	2.33%

Fees & Charges				
		Charges 2015-2016	Charges 2016-2017	% Increase
Allotments				
Allotment Small Plot	40 to 200 sq. yards	£46.15	£47.30	2.49%
Allotment Standard Plot	201-400 sq. yards	£92.75	£94.92	2.34%
Allotment Large Plot	401-600 sq. yards	£138.90	£142.37	2.50%
Allotments Very Large Plot	601-800 sq. yards	£185.25	£189.88	2.50%
Garage Plots		£92.60	£94.92	2.51%
Outsize Plot		£225.91	£231.56	2.50%
Indoor Market				
<i>Rent increases applicable from 1st September 2016</i>				
Stall	Single	£42.80	£43.85	2.45%
Stall	Double	£81.50	£83.50	2.45%
Miscellaneous	Charity table	£5.00	£5.50	10.00%
Miscellaneous	Promotional space	£10.00	£10.50	5.00%
Miscellaneous	Stockroom	£17.75	£18.15	2.25%
Outdoor Market				
Small stall	Day	£11.00	£1.10 per linear foot per day or £0.95 per linear foot per day for 3 days paid in advance	
Small stall	3 days - paid in advance	£27.90		
Medium stall	Day	£13.70		
Medium stall	3 days - paid in advance	£34.50		
Corner stall	Day	£15.80		
Corner stall	3 days - paid in advance	£39.50		
Small /medium/corner	Non-market day per day	£5.75		
Small /medium/corner	Charity	50% reduction		
Land Charges				
<u>Domestic</u>				
Full search		£99.00	£96.00	-3.03%
LLC1 Form		£41.00	£36.00	-12.20%
Con 29 Form (Part 1)		£58.00	£60.00	3.45%
<u>Commercial</u>				
Full search		£99.00	£125.00	26.26%
LLC1 Form		£41.00	£47.00	14.63%
Con 29 Form (Part 1)		£58.00	£78.00	34.48%
Parcel of land full official search		£20.50	£21.00	2.44%
Parcel of land con 29 only		£18.50	£19.00	2.70%
Con 29 part II optional enquiries		£11.00	£12.00	9.09%
Part II Optional Enquiry No 22 when submitted with Part I		£22.50	£23.00	2.22%
Verification of information NOT supplied by Barrow Borough Council		£20.00	£21.00	5.00%
<i>An analysis of the LLC1 and CON 29 costs identified that a recovery adjustment was required.</i>				
<i>Together these are the full search charge.</i>				
<i>HMRC have indicated that from the 1st February, 2016, CON29 charges are subject to standard rate VAT.</i>				
Estates				
Grazing - per acre		£210.00	£215.50	2.62%
Legal Fees		£79.50	£81.50	2.52%
Stable Licence Fee		£105.00	£107.50	2.38%

Fees & Charges				
		Charges 2015-2016	Charges 2016-2017	% Increase
Town Hall				
Banqueting Hall/ Drawing Room/ Council Chamber	Subsidised rate - Hourly	£39.70	£40.70	2.52%
	Subsidised rate - Half Day	£95.00	£97.40	2.53%
	Subsidised rate - Full Day	£118.70	£121.70	2.53%
Banqueting Hall/ Drawing Room/ Council Chamber	Non-profit Making Bodies - Hourly	£79.20	£81.20	2.53%
	Non-profit Making Bodies - Half Day	£118.70	£121.70	2.53%
	Non-profit Making Bodies - Full Day	£205.00	£210.10	2.49%
Banqueting Hall/ Drawing Room/ Council Chamber	Commercial Rate - Hourly	£158.50	£162.50	2.52%
	Commercial Rate - Half Day	£237.70	£243.60	2.48%
	Commercial Rate - Full Day	£396.20	£406.10	2.50%
Committee Room No 4/ Law Library	Subsidised rate - Hourly	£12.75	£13.10	2.75%
	Subsidised rate - Half Day	£59.50	£61.00	2.52%
	Subsidised rate - Full Day	£87.00	£89.20	2.53%
Committee Room No 4/ Law Library	Non-profit Making Bodies - Hourly	£25.40	£26.00	2.36%
	Non-profit Making Bodies - Half Day	£59.50	£61.00	2.52%
	Non-profit Making Bodies - Full Day	£87.20	£89.40	2.52%
<i>Charges apply Monday - Friday 9.00am till 4.00 pm</i>				
<i>Sundays and Bank Holidays - All charges double</i>				
<i>30% discount for multiple room hire</i>				

Capital Programme 2015/2016 to 2019/2020

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
	£	£	£	£	£
Capitalised planned maintenance	2,184,700	1,872,000	1,872,000	1,872,000	1,872,000
Total Investment in public housing	2,184,700	1,872,000	1,872,000	1,872,000	1,872,000
Disabled facilities grants	771,285	560,000	600,000	625,000	650,000
Total Investment in private housing	771,285	560,000	600,000	625,000	650,000
Group Repair - Central Area A & E	40,000				
Rawlinson Street Corridor	284,115				
Group Repair - Greengate Street			200,000		
Group Repair - Rawlinson Street		350,000			
Rawlinson Street South		50,000	350,000		
Barrow Island Environmental Improvements	98,671	1,330,000			
Barrow Island Private Sector Housing				250,000	250,000
Investment in Housing Market Renewal	422,786	1,730,000	550,000	250,000	250,000
Total Investment in housing	3,378,771	4,162,000	3,022,000	2,747,000	2,772,000
Cemetery	6,548				
Crematorium	499,800				
Dock Museum	19,000				
Forum	67,140				
Leisure Centre	30,163				
Market Hall	30,995				
Public Conveniences	21,971				
Roof Top Car Park	32,630				
Town Hall	24,500				
Public Buildings Investment Fund	30,370	150,000	150,000	150,000	150,000
Total Investment in Public Buildings	763,117	150,000	150,000	150,000	150,000
Craven House	62,673				
James Freel Close Business Units	47,418				
Marina Village	22,719				
Industrial & Commercial Property Investment Fund	25,000	100,000			
Total Industrial & Commercial Properties	157,810	100,000	-	-	-
Farm Street Pay Area (The Rec)	5,450				
Town Centre Shop Front Grants	45,000	45,000			
IT Equipment & Development	159,014	60,000	60,000	60,000	60,000
Housing Management System	104,000	92,433	44,000		
Other Public Assets Investment Fund	124,555				
Total Investment in other public assets	438,019	197,433	104,000	60,000	60,000
Coastal Defence Work West Shore Park	195				
Rural Regeneration - Roa Island Jetty	19,540				
Rural Regeneration - Coastal Protection		20,504			
Total Investment in Community Initiatives	19,735	20,504	-	-	-
Retentions	3,452	10,000	10,000	10,000	10,000
Asset Investment Fund	143,113	141,085	150,000	150,000	150,000
Total	4,904,017	4,781,022	3,436,000	3,117,000	3,142,000

Capital Programme 2015/2016 to 2019/2020

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
Funding of Capital Programme					
Borrowing Requirement Non Housing		285,850	720,000	170,000	170,000
DCLG Grant	771,285	560,000	600,000	625,000	650,000
Cluster Empty Homes	98,671	930,000			
Lottery & WREN	5,450				
DEFRA & Environment Agency	195				
Private Contributions	19,000				
HRA MRR	2,184,700	1,872,000	1,872,000	1,872,000	1,872,000
Contributions from HRA	104,000	92,433	44,000		
Cluster of Empty Homes Loan Repayments		362,650		250,000	250,000
Contributions from Earmarked Reserves	1,581,731				
Usable Capital Receipts	138,985	678,089	200,000	200,000	200,000
Total	4,904,017	4,781,022	3,436,000	3,117,000	3,142,000

Capital Programme Variations

Project	Adjustments	2015/2016 £	2016/2017 £	2017/2018 £	2018/2019 £	2019/2020 £
Capital Programme as at 9th September 2015		6,097,076	3,762,085	4,429,600	-	-
Forum	Lighting for toilets project - ESG funding	2,140				
Coastal Defence Work West Shore Park	DEFRA funding	195				
Capitalised Planned Maintenance	Revised programme	367,700	55,000	55,000	1,872,000	1,872,000
Disabled Facilities Grant	Revised			40,000	625,000	650,000
Group Repair Greengate Street	Revised cost & profile	(100,000)	(500,000)	200,000		
Group Repair Rawlinson Street	Revised cost & profile		200,000	(500,000)		
Rawlinson Street South			400,000			
Barrow Island Private Sector Housing	Revised cost & profile			(502,600)	250,000	250,000
Barrow Island Environmental Improvements	Re-profile	(1,271,000)	1,271,000			
Public Buildings Investment Fund					150,000	150,000
Dock Museum		(11,000)				
Roof Top Car Park		(56,500)				
Craven House		30,000				
Industrial & Commercial Property Investment Fund		(75,000)	(100,000)	(200,000)		
Farm Street Play Area (The Rec)	Additional Lottery funding	500				
Town Centre Shop Front Grants		(30,000)				
CCTV Equipment		(38,890)				
Marina Village		5,300				
IT Equipment & Development					60,000	60,000
Housing Management System		104,000	92,433	44,000		
Rural Regeneration - Coastal Protection	Re-profile	(20,504)	20,504			
Retentions					10,000	10,000
Asset Investment Fund					150,000	150,000
Rawlinson Street South	Re-profile		(350,000)	350,000		
Asset Investment Fund	Projected UCR reduced	(100,000)				
Asset Investment Fund	Borrowing & projected UCR reduced			(480,000)		
Forum	BMS revised budget	(5,500)				
Public Buildings Investment Fund	Transfer from cc553	5,500				
Dock Museum	Revised budget	(2,870)				
Public Buildings Investment Fund	Transfer from cc553	2,870				
Town Centre Initiatives	Transfer to revenue		(70,000)			
Capital Programme		4,904,017	4,781,022	3,436,000	3,117,000	3,142,000

EXECUTIVE COMMITTEE		<u>Part One</u> (R) Agenda Item 9
Date of Meeting:	20th January, 2016	
Reporting Officer:	Director of Resources	
<p>Title: Parental Leave Policy</p> <p>Summary and Conclusions:</p> <p>This report requests two amendments to the Council's Parental Leave Policy.</p> <p>Recommendations:</p> <p>To recommend that Council approve the amendments to the Council's Parental Leave Policy.</p>		

Report

The Council's Parental Leave Policy was implemented in 2001 and enhances the basic rights of employees under this legislation.

There are three ways in which parental leave can currently be taken under the policy:

1. As a single block of 18 weeks;
2. As a number of shorter periods of a minimum of a half day;
3. In patterns which provide a part time or reduced hours working arrangement for a period of time equivalent to taking 18 weeks leave as a single block.

The Council's recently introduced Flexible Working Policy now provides a route for employees to request a reduced working hour's arrangement on a temporary or permanent basis. This would therefore remove the need for the third option under the parental leave scheme whilst still giving flexibility to take parental leave on an ad hoc or longer term basis.

A minor amendment to the notification required from employees is also proposed from the current 7 days' notice to 14 days. This is to ensure that the HR Department has sufficient time to process the request and ensure it meets with current policy, prior to the leave taking place.

Members are asked to recommend that Council approve the amendments to the Council's Parental Leave Policy at **Appendix 4**.

Consultation with the Union will take place prior to the Council meeting at which this recommendation will be considered.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no significant implications.

(iii) Financial Implications

The recommendation has no implications.

(iv) Health and Safety Implications

The recommendation has no significant implications.

(v) Equality and Diversity

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

(vi) Health and Well-being Implications

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

Background Papers

Nil



Parental Leave

1. Scope of the Policy

This policy applies to all Council employees. Where other Council policies provide for paid leave, those policies will be applied where appropriate, for example, maternity support leave.

2. The Right to Parental Leave

The right to parental leave is a statutory right introduced by the Employment Relations Act 1999 and the Maternity and Parental Leave Regulations 1999, and amended under the Maternity and Parental Leave (Amendment) Regulations 2001 and the Parental Leave (EU) Regulations 2013. The right is to **18 weeks'** unpaid leave for the purpose of caring for a child. The Maternity and Parental Leave etc. (Amendment) Regulations 2014 extended the age limit **up to the age of 18** for both adoptive and birth parents.

Local Government employees' rights under these regulations have been enhanced by the NJC for Local Government Services.

3. Who qualifies?

Service:-

Employees must have at least 1 years' continuous service with the Authority. If requested, evidence of the relevant period of service must be provided.

Definition of a qualifying child :-

The right applies in respect of children born on or after 15th December 1999, and children who were under 5 on 15th December 1999, and lasts until the child's 18th birthday.

Definition of a parent:-

- the mother or father of a child (named on the birth certificate) who is under 18 years old
- the father (if not covered by the above) if he has acquired parental responsibility under the Children Act 1989
- have acquired or expect to acquire formal parental responsibility under the Children Act 1989 for a child under 18
- have adopted or expect to acquire a child under the age of 18

4. Evidence

On applying for parental leave on the first instance for that child, the employee must produce a copy of the child's birth certificate. If this does not show proof of parental responsibility the employee may be required to produce further evidence, for example, adoption papers.

5. Taking Parental Leave

The taking of Parental Leave will be flexible and may be taken in the following ways:

1. As a single block of 18 weeks
2. As a number of shorter periods of a minimum of a half day
3. ~~In patterns which provide a part time or reduced hours working arrangement for a period of time equivalent to taking 18 weeks leave as a single block~~

6. Notice

An employee is required to give as much notice as possible with a minimum of 7 14 days' notice in writing. If an employee wishes to take leave immediately after the birth or adoption of a child, she/he should give a minimum notice of 7 14 days before the expected week of childbirth/adoption.

7. Postponement of Parental Leave

Parental leave can be postponed where undue disruption would be caused to the service. Leave will be postponed no longer than is necessary and in any event no more than 3 months.

Leave cannot be postponed if the leave immediately follows childbirth, adoption or maternity support leave.

8. Terms and conditions during parental leave

All contractual terms and conditions will remain during the period of parental leave, other than remuneration. Should an employee fall sick during a period of parental leave, provided that contractual notifications are made, they will be paid their contractual sick pay.

9. Pension Scheme

As with any other unpaid leave, pension contributions must be paid and will be deducted from pay on return to work. If the absence is in excess of 30 days the employee will be given the choice as to whether to pay the contributions for the unpaid period.

10. Public and bank holidays and extra-statutory days

Where a public or bank holiday or an extra-statutory day falls during parental leave, normal pay for that day will be provided where the employee has specified that they do not wish to take that day as parental leave.

11. Record keeping

Requests for parental leave should be made on an 'Application for Parental Leave' form, available from the Intranet or HR Department. Once approved by their line manager, it should be sent to the HR Department for approval and logging. New employees will be asked to declare any parental leave they have already taken with previous employers.

12. Misuse of the parental leave scheme

Any misuse of the scheme will be dealt with under the Council's disciplinary procedure. The following will constitute misuse:

- Taking leave for purposes other than for caring for a child. This will generally be in circumstances where someone other than the employee is taking primary responsibility for the child.
- Making a false statement as to entitlement to parental leave, for example the age of the child, the relationship with the child, or the amount of parental leave taken with a previous employer.

13. Multiple contracts

Where an employee works in more than one Council department this will not affect the total leave entitlement. Any proposed postponement of leave must be discussed between line managers and a convenient time for the parental leave to be taken agreed, within 3 months of the original request.

14. Applying for parental leave

Parental leave in principal must be agreed and approved in the first instance with the HR Department. All leave for that particular child may be approved by line managers and notified to the HR Department on the Parental Leave Application form.

ALL REQUESTS FOR PARENTAL LEAVE MUST BE AUTHORISED BY THE HR DEPARTMENT ONCE APPROVAL HAS BEEN GIVEN BY LINE MANAGERS. PLEASE CONTACT THE HR DEPARTMENT FOR FURTHER ADVICE OR TO OBTAIN A PARENTAL LEAVE APPLICATION FORM.

Parental Leave Application Form

Personnel and Performance Department, February 2001

(Updated January 2002 & November 2002 & November 2013)

Amended June 2015

Draft amendment 21.12.15

DR F

EXECUTIVE COMMITTEE	(R) Agenda Item 10
Date of Meeting: 20th January, 2016	
Reporting Officer: Principal Environmental Protection & Licensing Officer	

Title: Licensing Regulatory Committee - Unmet Demand Survey. Hackney Carriage Vehicle Licences – Quantity Control Policy

Summary and Conclusions:

The following recommendation has been referred to this Committee from the meeting of the Licensing Regulatory Committee held on 12th November, 2015.

This report updates Members on the survey carried out recently to assess if there is any unmet demand in relation to Hackney Carriage Vehicles. The survey was carried out because the Department of Transport requires all Councils who limit licences for such vehicle to assess if there is any unmet demand, every three years.

The conclusions of the Barrow-in-Furness Borough Council Hackney Carriage Unmet Demand Survey were considered by the Licensing Regulatory Committee on 12th November, 2015. A copy of the report to the Licensing Regulatory Committee is attached at **Appendix 5**.

A copy of the Hackney Carriage Unmet Demand Survey is available at <http://www.barrowbc.gov.uk/EasySiteWeb/GatewayLink.aspx?allid=8097>

Recommendations:

To recommend the Council to accept the conclusion of the report, that there is no significant unmet demand and the recommendation from the Licensing Regulatory Committee to approve a Quantity Control Policy that imposes a maximum limit of 120 Hackney Carriage Vehicle Licences.

Report

Background

Historically, the number of Hackney Carriage Vehicle Licences has been capped at 120 by the Licensing Authority but there are 142 in existence within the Borough. Members last considered this issue in 2012 and it was resolved to continue to impose a numerical limit or cap on the number of Hackney Carriage Vehicle Licences.

In March 2015, Members approved that Vector Transport Consultancy should undertake a survey of the Hackney Carriage Trade within the Borough to assess if there was any unmet demand relating to Hackney Carriage Vehicles and therefore if the cap or quantity control should be removed.

The present legal provision on quantity restrictions for taxis (Hackney Carriages) outside London is set out in Section 16 of the Transport Act 1985. This provides that the grant of a taxi licence may be refused, for the purpose of limiting the number of licensed taxis 'if, but only if, the Licensing Authority is satisfied that there is no significant demand for the services of hackney carriages (within the area to which the licence would apply) which is unmet'

The survey was intended to fulfil the requirements of Section 16 of the 1985 Transport Act and to address the questions raised in the Department for Transport (DfT) 2010 Best Practice Guidance.

The primary purpose of the study was to determine whether there was evidence of significant unmet demand. It concluded that there is no significant unmet demand, and therefore there would be no need to increase the number of Hackney Carriage Vehicle Licences.

(i) Legal Implications

Section 16 of the Transport Act 1985 Taxi licensing: control of numbers.

The provisions of the Town Police Clauses Act 1847 with respect to hackney carriages, as incorporated in any enactment (whenever passed), shall have effect

—

- (a) as if in section 37, the words "such number of" and "as they think fit" were omitted; and
- (b) as if they provided that the grant of a licence may be refused, for the purpose of limiting the number of hackney carriages in respect of which licences are granted, if, but only if, the person authorised to grant licences is satisfied that there is no significant demand for the services of hackney carriages (within the area to which the licence would apply) which is unmet.

As a result of this, the local authority can only refuse to grant a hackney carriage vehicle licence if they are satisfied that there is 'no significant demand for the services of hackney carriages which is unmet'.

The Department for Transport guidance dated 2010 states they consider best practice is not to restrict the numbers of hackney carriage licences, see paragraphs 45 to 51 of the guidance.

Although there is no current statutory prohibition on continued numerical restrictions, the Council must show, if it does not follow the Department for

Transport guidance, that it has reasonably been satisfied that there was no significant unmet demand.

The Licensing Authority has a statutory responsibility to promote and protect public safety and that economic and business considerations in determining policy cannot lawfully be considered.

It is therefore lawful and reasonable, in considering the unmet demand survey, for the Committee to conclude that the current numerical limit on hackney carriages should either be retained, altered or removed entirely.

An applicant whose licence is refused by the local authority may appeal to the Crown Court.

(ii) Risk Assessment

The recommendation has no significant implications.

(iii) Financial Implications

The survey fee is charged to the Hackney Carriage Vehicle Licence holders via the renewal of their licence.

Should Members remove the numeric limit on the number of Hackney Carriage Vehicle Licences issued, no further Unmet Demand Surveys would be required.

(iv) Health and Safety Implications

The recommendation has no significant implications.

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

(v) Equality and Diversity

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

Any action undertaken by the Council, that could have an effect upon another person's human rights, must be taken having regard to the principle of proportionality - the need to balance the rights of the individual with the rights of the community as a whole.

Any action taken by the Council which affect another's' rights must be no more onerous than is necessary in a democratic society. The matter set out in this report must be considered in light of those obligations.

(vi) Health and Well-being Implications

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

Background Papers

Department for Transport Best Practice Guidance 2010. Available from:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/212554/taxi-private-hire-licensingguide.pdf

<u>Part One</u>	
LICENSING REGULATORY COMMITTEE	(R) Agenda Item 10
Date of Meeting: 12th November, 2015	
Reporting Officer: Principal Environmental Protection & Licensing Officer	
<p>Title: Unmet Demand Survey – Hackney Carriage Vehicle Licence</p> <p>Report Summary: This report updates Members on the survey carried out recently to assess if there is any unmet demand in relation to Hackney Carriage Vehicles. The survey was carried out because the Department of Transport requires all Councils who limit licences for such vehicle to assess if there is any unmet demand every 3 years.</p> <p>The conclusions of the Barrow-in-Furness Borough Council Hackney Carriage Unmet Demand Survey are presented in the report. Members are asked to consider these and make recommendations to the Executive Committee to recommend to Council with regard to policy if deemed appropriate.</p>	

1. Background

Historically, the number of Hackney Carriage Vehicle Licences has been capped at 120 by the Licensing Authority but there are 142 in existence within the Borough. Members last considered this issue in 2012 and it was resolved to continue to impose a numerical limit or cap on the number of Hackney Carriage Vehicle Licences.

In March 2015, Members approved that Vector Transport Consultancy should undertake a survey of the Hackney Carriage Trade within the Borough to assess if there was any unmet demand relating to Hackney Carriage Vehicles and therefore if the cap or quantity control should be removed.

This survey has now been completed and a copy of the report is attached at **Appendix 1** for Members' consideration.

2. Legislation and Guidance

The present legal provision on quantity restrictions for taxis (Hackney Carriages) outside London is set out in section 16 of the Transport Act 1985. This provides that the grant of a taxi licence may be refused, for the purpose of limiting the number of licensed taxis 'if, but only if, the Licensing Authority is satisfied that there is no significant demand for the services of hackney carriages (within the area to which the licence would apply) which is unmet'

In the event of a challenge to a decision to refuse a licence, the local authority concerned would have to establish that it had, reasonably, been satisfied that there was no significant unmet demand.

Members will be aware that the Department of Transport (DoT) require that all local authorities operating a cap or quantity control policy for hackney carriage vehicle licences must review this policy and publish the outcome (DoT 2010 Best Practice Guidance). To retain such a policy the Office of Fair Trading requires Licensing Authorities to undertake a survey every three years to justify the limit or cap.

On the 23rd May 2014, the Law Commission published its report on taxi law reform and stated: 'We initially provisionally proposed that local authorities should lose the ability to limit the number of taxis licensed in their area on the basis that it could be left to the market to determine the appropriate number of vehicles. The majority of evidence received during consultation and further comparative research has led us to change this key recommendation so as to allow licensing authorities to continue to limit taxi numbers. We do not regard the current statutory criterion of "unmet demand" as appropriate and instead suggest a test based on the public interest, combined with procedural requirements such as a review every three years and a duty to consult.'

3. Barrow in Furness – Hackney Carriage Unmet Demand Survey

The survey was conducted by Vector Transport Consultancy on behalf of Barrow Borough Council and is intended to fulfil the requirements of Section 16 of the 1985 Transport Act and to address the questions raised in the Department for Transport (DoT) 2010 Best Practice Guidance.

The objectives of the study may be broadly defined as:

- Consultation with major stakeholders
- Consultation with the trade
- Public consultation
- An unmet need survey

Surveys were undertaken at taxi ranks, over four days, from the morning of Friday 12th June 2015 to the morning of Tuesday 16th June 2015. The volume of passengers and hackney carriages was recorded, together with Hackney Carriage waiting times, Hackney Carriage queue lengths and wait times for any queuing passengers.

Six taxi ranks were surveyed. These were located at:

- Railway Station
- Cavendish Street
- Dalkeith Street
- Cornwallis Street
- Dalton Road
- Duke Street

The day time trade volume was relatively low, for the size of the Hackney Carriage fleet. The Railway Station marked rank spaces were never used by waiting Hackney Carriages. Instead, Hackney Carriages and Private Hire Vehicles tended to arrive as trains arrived at the Railway Station, in order to pick up passengers. Many of these pickups appeared to have been pre-booked.

The rank survey data was used to calculate estimated weekly volumes of activity at the taxi ranks. From these estimates, almost 50% of Hackney Carriages departing the ranks, left the ranks empty. Most of these were thought to be responding to pre-booked hires. Around 67% of weekly rank based hires occurred on Friday and Saturday nights. Virtually all Friday and Saturday night activity was on Cavendish Street. The remainder of demand through the ranks was spread throughout the rest of the week.

It is understood that approximately 90% of the Hackney Carriage fleet work on booking circuits for Private Hire / Taxi firms. The remaining 10% rely on demand through the taxi ranks and from flag down hires. Passenger queuing was rare. Only three events were observed, when passengers had to wait at a rank for a Hackney Carriage to arrive. Extensive queuing over prolonged periods is one of the indicators of unmet demand and this form of queuing did not occur during the surveys.

Public consultation was undertaken through questionnaire surveys conducted on street. The Public were also offered an opportunity to provide feedback through an online questionnaire.

Stakeholder consultation was undertaken with representatives of the taxi trade, minority group representatives, local businesses, visitor attractions, licensed premises, the police, fire brigade and ambulance service.

The public and stakeholder consultation feedback indicated that:

- The public and stakeholders are generally content with the level of service provided by Hackney Carriages.
- No concerns or issues were raised with respect to services provided for mobility impaired passengers.
- The storage capacity of some ranks is sometimes insufficient to accommodate all of the hackney carriages waiting for fares.
- There is generally sufficient capacity in the Hackney Carriage fleet to cater for demand.

4. Conclusion

The primary purpose of the study was to determine whether there was evidence of significant unmet demand. The conclusion was that there is **no significant unmet demand**, therefore there is no need to increase the number of Hackney Carriage Licences.

Furthermore, users and stakeholders were generally content with the service provided by Hackney Carriages.

The survey found that much of the Hackney Carriage fleet seemed to operate primarily from pre-booked hires rather than rank hires. This, coupled with the lack of significant unmet demand, has indicated that there is an excess supply of Hackney Carriages in Barrow in Furness, for the current level of demand. The high proportion of the fleet which works on pre-booked hire circuits indicates that there is likely to be a significant 'reservoir' of spare capacity which would be able to respond to any future increase in the level of demand, before an increase in the number of licensed Hackney Carriages would be necessary.

5. Options

Options available to members are;

- c) Accept the conclusion of the report, that there is no significant unmet demand and continue to restrict the maximum number of such licences issued and determine a maximum limit of 120 Hackney Carriage Vehicle Licences;
- d) Accept the conclusion of the report, that there is no significant unmet demand and determine a revised maximum limit of Hackney Carriage Vehicle Licences be set;
- e) Reject the conclusion of the report, and resolve to remove the numerical limit on the number of Hackney Carriage Vehicle Licences.

6. Recommendation

I recommend that Members:-

- a) Accept the conclusion of the report that there is no significant unmet demand and impose a maximum limit of 120 Hackney Carriage Vehicle Licenses.
- b) Make recommendations to the Executive Committee to recommend to Council for approval of a Quantity Control Policy on the maximum limit of Hackney Carriage Vehicle Licenses.

7. Reasons for Recommendation

1. The recommendations are made in accordance with the legal restrictions surrounding the grant of hackney carriage licences, the Department for Transport's best practice and the contents of the Law Commission's report on Taxi and Private Hire Services.
2. There is no significant unmet demand and an apparent excess of supply of Hackney Carriages.
3. The report by Vector Transport Consultancy sets out the reasons for the recommendations.
4. Users and stakeholders are generally content with the service provided by Hackney Carriages.

5. Historically there has been a limit of 120 hackney carriage vehicle licences.

8. Considerations

(i) Legal Implications

Section 16 of the Transport Act 1985 Taxi licensing: control of numbers.

The provisions of the Town Police Clauses Act 1847 with respect to hackney carriages, as incorporated in any enactment (whenever passed), shall have effect –

(a) as if in section 37, the words “such number of” and “as they think fit” were omitted; and

(b) as if they provided that the grant of a licence may be refused, for the purpose of limiting the number of hackney carriages in respect of which licences are granted, if, but only if, the person authorised to grant licences is satisfied that there is no significant demand for the services of hackney carriages (within the area to which the licence would apply) which is unmet.

As a result of this, the local authority can only refuse to grant a hackney carriage vehicle licence if they are satisfied that there is ‘no significant demand for the services of hackney carriages which is unmet’.

The Department for Transport guidance dated 2010 states they consider best practice is not to restrict the numbers of hackney carriage licences, see paragraphs 45 to 51 of the guidance.

Although there is no current statutory prohibition on continued numerical restrictions, the Council must show, if it does not follow the Department for Transport guidance, that it has reasonably been satisfied that there was no significant unmet demand.

The Licensing Authority has a statutory responsibility to promote and protect public safety and that economic and business considerations in determining policy cannot lawfully be considered.

It is therefore lawful and reasonable, in considering the unmet demand survey, for the Committee to conclude that the current numerical limit on hackney carriages should either be retained, altered or removed entirely.

An applicant whose license is refused by the local authority may appeal to the Crown Court.

(ii) Risk Assessment

Not applicable.

(iii) Financial Implications

The survey fee is charged to the Hackney Carriage Vehicle Licence holders via the renewal of their licence. This equates to £44.14 per Licence. This was approved by Members on the 12th March 2015.

Should Members remove the numeric limit on the number of Hackney Carriage Vehicle Licences issued, no further Unmet Demand Surveys would be required.

(iv) Key Priorities or Corporate Aims

Not applicable.

(v) Equality and Diversity

There are no issues relating to equality or diversity.

(vi) Other Human Rights

Any action undertaken by the Council, that could have an effect upon another person's human rights, must be taken having regard to the principle of proportionality - the need to balance the rights of the individual with the rights of the community as a whole.

Any action taken by the Council which affect another's' rights must be no more onerous than is necessary in a democratic society. The matter set out in this report must be considered in light of those obligations.

(vii) Health and Well-being Implications

There are no health and well-being implications.

Background Papers

Department for Transport Best Practice Guidance 2010. Available from: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/212554/taxi-private-hire-licensingguide.pdf

Law Commission report on Taxi and Private Hire Services. Available from: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/314106/9781474104531_web.pdf

EXECUTIVE COMMITTEE	(D) Agenda Item 11
Date of Meeting: 20th January, 2016	
Reporting Officer: Assistant Director (Regeneration and Built Environment)	
Title: Council Owned Land for Housing Development	
Summary and Conclusions:	
To programme and deliver the sale of Council owned land to enable housing development within the borough.	
Recommendations:	
To approve the following land disposal timescales, as part of the Councils five year supply of housing land.	

Report

Background

The Council is required by the National Planning Policy Framework (NPPF) to “Identify and update annually a supply of specific deliverable sites sufficient to provide five years worth of housing against their housing requirements with an additional buffer of 5% (moved forward from later in the plan period) to ensure choice and competition in the market for land. Where there has been a record of persistent under delivery of housing, local planning authorities should increase the buffer to 20% (moved forward from later in the plan period) to provide a realistic prospect of achieving the planned supply and ensure choice and competition in the market for land.”

The Council last calculated and published its five year supply and housing target in its Housing Land Statement (HLS) in June 2015. The supply was calculated against the draft interim housing requirement identified in the HLS. The document informed the Preferred Options Draft of the Local Plan which was published in June 2015.

The HLS identified a supply of sites which could provide 916 dwellings over the next five years. This equates to a 7.2 year supply of deliverable housing sites (916/126 requirement excluding 20% buffer) or a 6.1 year supply (916 supply/151 requirement including 20%).

The assessment has been based on proportional, available evidence such as past build rates, completions and permissions and local judgement, and is reviewed annually at the end of each monitoring year (i.e. 31st March 2016).

Demonstrating a five year supply of housing land is important for the Council as the National Planning Policy Framework (NPPF) states that:

“Relevant policies for the supply of housing should not be considered up-to-date if the local planning authority cannot demonstrate a five-year supply of deliverable housing sites.”

Therefore in order for full weight to be given to the Council’s saved planning policies contained within the Barrow-in-Furness Borough Local Plan Review 1996-2006 (2001), the Barrow-in-Furness Borough Council Local Plan Review 1996-2006 Housing Chapter Alteration (2006), and the Barrow Port Area Action Plan (2010) a five year supply is required plus a buffer of 20% as historically we have under delivered against our target. If we cannot demonstrate that we have an adequate supply of housing sites, our policies could be classed as being out of date and we will have very little control over the location of future development.

Sites

The majority of dwellings will be built on sites which already benefit from extant planning permission, however the supply also includes a number of sites close to achieving permission and a number of council owned sites. Committee has previously resolved (Minute 68 Executive Committee - 14th November 2012) to release for development a number of sites where development had not previously been approved.

This report seeks to update members on the programme for the disposal of these sites to enable housing development within the borough and approve the following land disposal timescales to strengthen the Councils five year supply of housing land.

Timescales for each site are detailed below:-

Land North of Duchy Court (SHL071): (See Appendix 6)

- Start marketing immediately (with Outline Planning Permission);
- Allow approx. 3 months for expressions of interest from Developers and a further month or so to complete, aim to complete April / May 2016;
- With agreement a Developer would then have 6 months to apply for full Planning Permission, and could potentially start on site early 2017. The site would deliver approximately 30 dwellings by the end of 2019/20.

Solway Drive (Either side of West Point House, north and south plots SHL100a and SHL 101): (See Appendix 7)

- Start marketing (subject to obtaining Outline Planning Permission) once land north of Duchy Court is close to completion (say May 2016);

- This should allow for completion autumn / late 2016;
- Assuming similar timescales and subject to obtaining full Planning Permission, this could provide a start on site, by agreement, in the second or third quarter of 2017. The combined sites would deliver approximately 40 dwellings by the end of 2019/20.

Flass Lane (adjacent to allotments SHL070a): (See **Appendix 6**)

- Marketing process to commence early 2017 (subject to obtaining Outline Planning Permission);
- Assuming similar timescales for completion, subject to obtaining full Planning Permission and a start on site, by agreement, works could begin in the first quarter of 2018. The site would deliver approximately 23 dwellings by the end of 2019/20.

Please note:

By supporting the recommendation Members would be agreeing that these sites could be released for residential development subject to planning consent being obtained (see Minute 68 Executive Committee on 14th November 2012).

(i) Legal Implications

The National Planning Policy Framework 2012 requires local Planning Authorities to identify a five year supply of deliverable housing land.

(ii) Risk Assessment

The recommendation has no significant implications.

(iii) Financial Implications

The recommendation has no financial implications, at this point in time.

(iv) Health and Safety Implications

The recommendation has no significant implications.

(v) Equality and Diversity

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

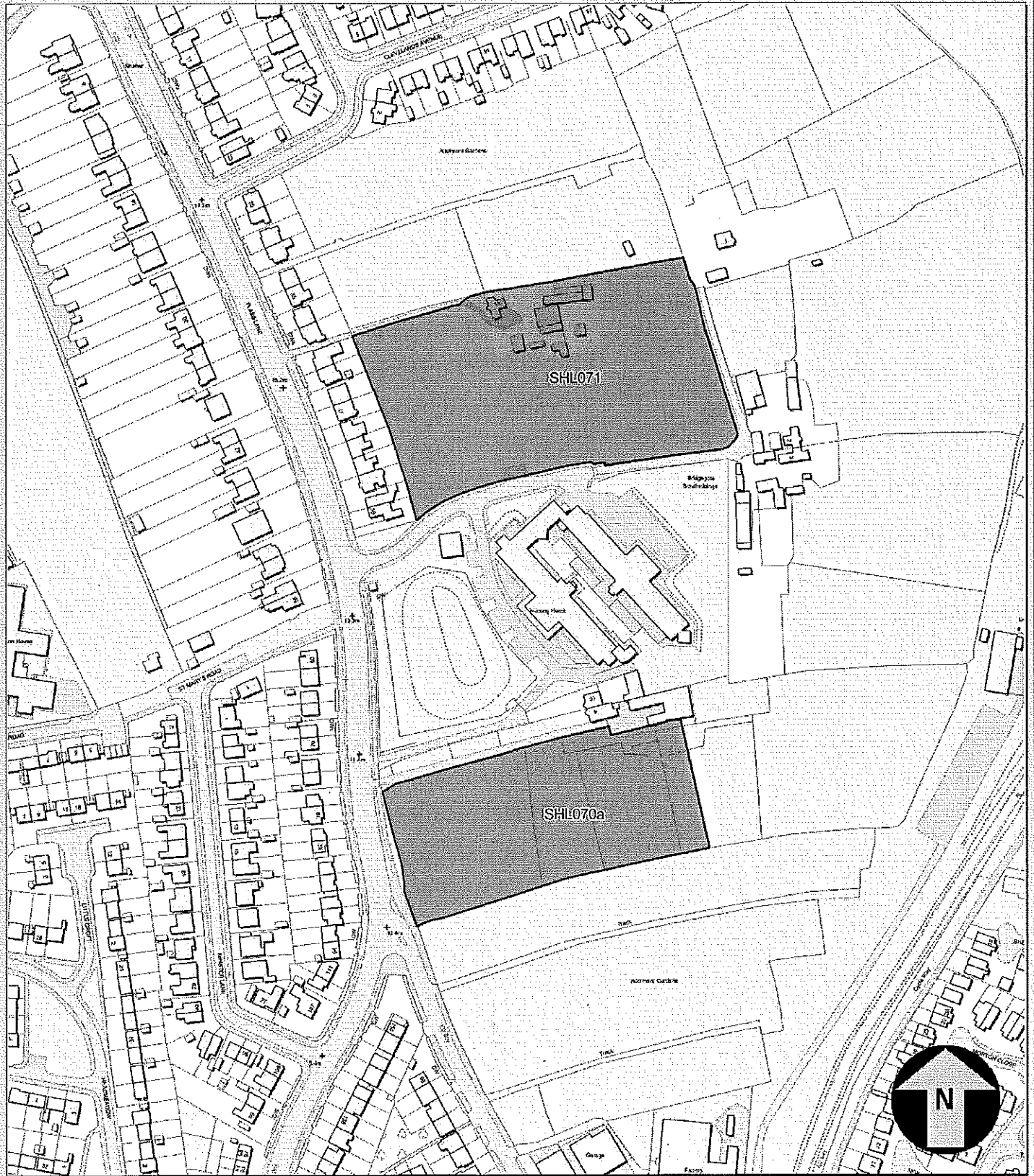
(vi) Health and Well-being Implications

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

Background Papers

Nil

Land North of Duchy Court (SHL071) and Flass Lane (SHL070a)

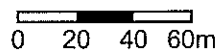


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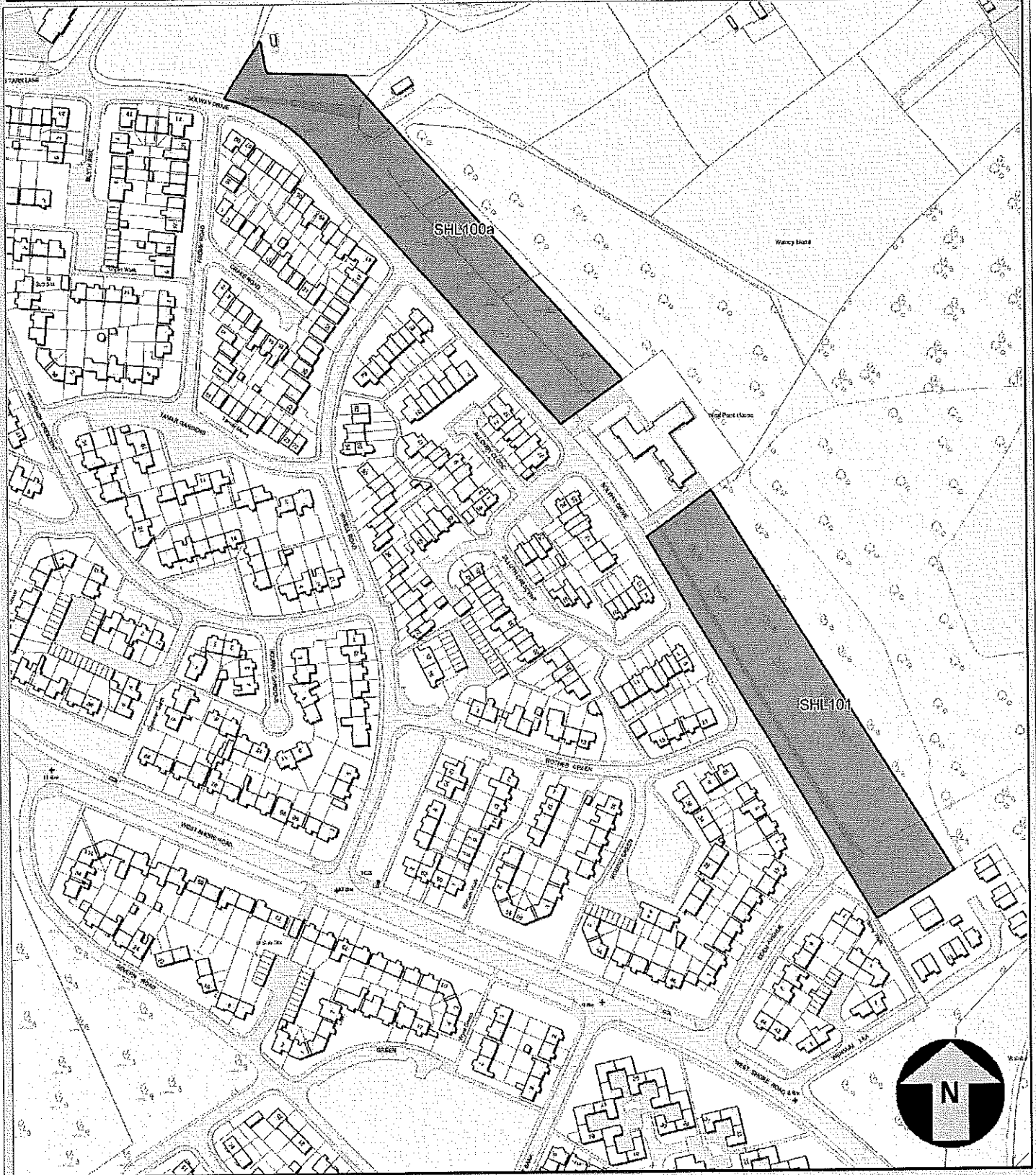
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Land at Solway Drive (SHL100a) and (SHL101)

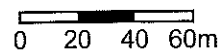


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EXECUTIVE COMMITTEE		<u>Part One</u> (R) Agenda Item 12
Date of Meeting:	20th January, 2016	
Reporting Officer:	Executive Director	
<p>Title: Drug and Alcohol Recovery Capital Grant – Accountable Body Status</p> <p>Summary and Conclusions:</p> <p>The Borough Council has been requested to act as Accountable Body for a bid to Public Health England submitted by The Well. Your policy on Accountable Body Status requires approval by Council.</p> <p>Recommendations:</p> <p>To recommend the Council to agree that the Council acts as Accountable Body for the application by The Well for Public Health England Drug and Alcohol Recovery Capital Grant.</p>		

Report

In December 2015 the Council was requested to act as the Accountable Body for a bid submitted by The Well, a not-for-profit Community Interest Company for Public Health England Drug and Alcohol Recovery Capital Grant. The bid is attached as **Appendix 8**.

The Well provide support for those suffering from drug and/or alcohol dependency. They operate in Barrow in partnership with CADAS providing their clients with supported and structured living space and access to recovery programmes and employment. Many of their clients are ex-offenders.

In total The Well are seeking £485,000 divided into two linked projects. Firstly the creation of a Recovery Hub in 1-5 Lawson Street following your agreement (Min 45 9/9/15) to offer them a six month period of exclusivity on the properties. Secondly, purchase and conversion of a 4-6 bed property in Barrow to provide a step down/move on facility for their clients who are past their early stages of recovery.

The Well requested that the Council act as Accountable Body for their bid to a relatively short deadline. Following agreement of your policy requiring Council approval for agreement to become Accountable Body for projects in excess of £50,000 (Min 65 21.10.15). I consulted the Council Leader and it was agreed that the bid should be signed as Accountable Body with retrospective agreement being

sought. Should Members not wish to become the Accountable Body, the bid would be withdrawn.

The bid is still under consideration by Public Health England.

(i) Legal Implications

As Accountable Body the Council would be responsible for ensuring probity in the use of funding and achievement of the project outputs and outcomes.

(ii) Risk Assessment

The recommendation has no implications.

(iii) Financial Implications

No direct financial contribution is sought from the Council.

(iv) Health and Safety Implications

The recommendation has no implications.

(v) Equality and Diversity

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

(vi) Health and Well-being Implications

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

Background Papers

Nil



Public Health
England

Protecting and improving the nation's health

Drug and alcohol recovery capital grant Application Form 2015-2016

Section 1 – The Project

1.1 Project contact details			
Name of Project	The Well Recovery Hub		
Name of Project Coordinator	Gerí Byrne-Thompson	E-mail	geri@thewell2.co.uk
Name of parent organisation			
Job Title / Position in Organisation	Business and Commercial Lead		
Telephone Number	07727741660		
Organisation Address and postcode	The Well The Hothouse, 13-17 Devonshire Rd, Morecambe LA3 1QT		
Expression of interest approved by (name of Chief Executive)	David Higham		

1.2 Local authority contact details			
Name of local authority submitting the bid	Barrow Borough Council		
Name of commissioner	Paul Musgrave	E-mail	
Job title / position in local authority	Public Health Commissioner, Cumbria County Council		
Telephone Number	07900662658		
Address and postcode	The Courts, Carlisle, CA3 8NA		
Is this the local authority in which the provider is based?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Expression of interest approved by (name of Chief executive)	Phil Huck		

Expression of interest approved by (name of Director of finance)	
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1.3 Project details

Summary of the project

please make it clear how your bid is underpinned by overarching principles of recovery
The Well is a non for profit, community interest company (CIC) formed by ex-offender David Higham in 2012. David set up The Well after he left prison in 2007 he recognised that there was a gap in provision. There were no places to go to socialise or get support outside service hours/weekend for those people who wanted to become/maintain abstinent. He set up the Well with his own money in 2012. The vast majority of staff at The Well have like David, both lived experience of substance misuse and offending histories. All staff have addressed their own issues and are dedicated to working with others, supporting their recovery journeys.

As a CIC registered company, The Well's articles of association require that we are an asset locked company and in the event of business closure, all assets would be transferred to the community. This process would be overseen by the national CIC regulatory body.

This proposal aims to address and reduce the negative impact of problematic drug/alcohol use on health & social outcomes for individuals, families & communities, barriers to accessing support caused by geographical isolation with the view to build sustainable recovery capital and networks across the Barrow & South Lakes area.

Research and Evidence of Need:

Barrow is the most deprived district in Cumbria with high levels of worklessness, child poverty and is one of the 10% most deprived districts in England. Barrow is also the third most deprived district in England in terms of health. These inequalities in Barrow are heightened by lifestyle choices and behaviours seeing some of the highest rates of alcohol related harm in England, highest levels of serious drug misuse and proportion of smokers in the county. Barrow also performs poorly across a range of health and wellbeing indicators; seeing significant health inequalities within the district with a 12.7 year gap between the wards with the highest and lowest healthy life expectancies. Barrow also has the highest levels of unemployment in Cumbria and when considering all forms of out of work benefits, the overall worklessness rate in Barrow rises to 19.8%, the highest rate in the county & considerably above the national average of 14.4%.

Barrow has the highest rates of anti-social behaviour incidents, criminal damage, burglary & domestic violence in Cumbria,(Cumbria Joint Strategic Assessment,2012). In the South Lakes area

there is increasing problematic drug/ alcohol use, rising alcohol related violent crime, increasing hospital and A&E admissions for alcohol attributable conditions and rising female alcohol related mortality which is above national average; all of which evidences the need for this project and the need for it to extend across to these areas (Cumbria Safety Strategic Plan 2013).The evidence further supports the need for The Well's approach to ensure improved health and social outcomes for those in recovery and their families across Barrow & the South Lakes.

The Well have been pioneers of the recovery community in Barrow. Prior to The Well operating in Barrow there was no recovery housing or visible recovery in the community, there was only one AA meeting per week, there was no NA meetings or any other visible peer led abstinent support meetings. Due to the success of building abstinent based recovery in the community in Lancashire The Well was approached by treatment providers and PHE Gateways leads to explore the possibility of expanding our successful service from North Lancashire to Cumbria. We initially set up one four bed roomed abstinent based recovery house with 24/7 support, and a recovery Hub in the CADAS building (Cumbria Alcohol Drug Services). Due to need in the last 12 months The Well has gone from one house to three houses, offering 14 beds for people leaving prison, probation hostels and people in the community. We have set up NA/AA meeting, 12step book studies, Woman only peer led support and family support groups and activities. We believe that Barrow is becoming the flagship of hope for the whole of Cumbria. The people we support have a multitude of issues; Offending, Addiction, Mental Health, Learning Needs, Homelessness, Childhood Trauma and Physical Health issues. Using our experiences and skills, we have managed to create the largest recovering community in Cumbria. We have the largest family support community where we have up to 50 people attending our family night on a weekly basis. Through the support/facilitation of creating a visible supportive community, we have seen a reduction in crime, homelessness, mental health, substance & alcohol and relationship issues. The Well has had support and positive feedback from Superintendent Robert O'Conner, PCC Richard Rhodes, Phil Huck, CEO of Barrow Borough Council and Treatment Providers. Moreover, the upcoming final evaluation report regarding TTG gateways will highlight The Well is an example of best practice for the most effective, efficient use of resources and delivering the best outcomes for those seeking abstinent based recovery. (Mark Gilman, author of report regarding NW Gateways which will go to the National gateways board via NHS England & Director Discover & Health Nov 2015)

This proposal is twofold; to bid for funds to renovate our recovery and social enterprise hub (Lawson street Barrow) and secondly, to purchase a 4-6-bedroom property. Due to the success of

The Well, Barrow Borough Council have gifted The Well, a four story building on a peppercorn rent for 25 years. The feasibility study regarding the building is currently underway. We raised the money for the study from the South Lakes Strategic Alcohol Group. This building will potentially be a beacon of hope and a large scale recovery & social enterprise hub that can serve not only residents of Barrow and South lakes but also the whole of Cumbria. The building will also be made available to our strategic partners; Unity (Greater Manchester West.) CADAS, probation CRC (Cumbria and Lancashire Community rehabilitation company), national probation service, job support organisations and a range of local voluntary sector groups/ organisations. Depending upon the success of this bid, we also envision social enterprises, dry bar and café operating from the recovery hub. Working collaboratively and co-locating, we believe is the most effective and efficient way to use reducing resources and maximise outcomes (including PHOF indicators Nov 15). A key aim for The Well is to support people to obtain long term recovery, striving to get people to the 5 year abstinence mark as we know from research that this dramatically reduces the likelihood of relapsing to 15% (John Kelly-recovery research academy)

The second element of our proposal is to have a dedicated move on house in the community in Barrow. We currently rent 3 properties in Barrow. These three houses follow the three phases of Oxfordhouse model of recovery housing. The Oxfordhouse model is in three stages, which reduces restrictions over time. (Broadly speaking this model is a 9 month timeframe with three distinct phases, divided into three equal sections) This provides service users with a unique opportunity to not only have a safe place in which to reside, but also increase their chances of 'citizenship' and connectedness with other likeminded individuals. The Well's approach to abstinence based housing combines the use of 12 step model and attendance of meetings(AA/NA/Al-anon/Peer led support groups/ACT) whilst living in the property so that all residents are given a bespoke package of rehabilitation that enables our peers to obtain full recovery whilst inspiring hope in others. The money we are seeking will enable The Well to purchase a house outright in Barrow. This house will be a move on/ step down from phase 1. The importance of having a move on house in the community and not in the proposed Lawson street Hub (town centre) is that this is an important step to start motivation and start the process of community integration and self-reliance. The property we are proposing will be proximity to the Hub but will be in the residential community. We will also ensure that we will roll this out in conjunction with Barrow Borough council and involve other partners as necessary.

Aims;

Working with key partners, Unity (GMW) CADAS, PHX, YOS, NHS, Police and Barrow College to name a few we aim to,

Reduce drugs(including legal highs) alcohol and tobacco

Reduce offending, criminal behaviour and encourage compliance with criminal justice organisations

Supporting people to become citizens, including registering to vote

Supporting people to take an interest in local community affairs

Improved parenting skills (recognising children are the primary beneficiaries of successful recovery)

Breaking intergenerational addictions and behaviour

Improve mental health, reduce anxiety and dual diagnosis

Improve wellbeing encourage mindfulness and daily physical activity

Improve ability to relate to others, family, friends

Improve coping skills and ability to resolve life's difficulties

Improve ability to manage finance and debt

Improve understanding of what it means to be a good tenant, good neighbour and member of the local community

Improved ability to address childhood trauma/domestic abuse/violence experienced by being involved in the world of drug supply/culture

Improve recognition and appreciation of individual's own social capital and assets

Involvement and active engagement/participation in the local community

Improve Relationships and understanding of good sexual health

What are the key milestones and deliverables?

The Well believes that if successful in this proposal then the delivery timetable has a quick turnaround. We have already identified a variety of buildings in the area that can be purchased for our needs. Lawson Street has already been identified as the Recovery and Social Enterprise Hub.

	Grant approval – February PHE
	Establish steering group with stakeholders including service users
	Payment mechanism with Barrow Borough Council
	Progress site application
	Seek planning permission & Legal advice
	Identify and Purchase property
	Commission architects
	Procure contractors

	Commence Work on Both Properties
	Commence building/construction/refurbishment work
	6 month update report
	Complete construction/ renovation
	Devise community engagement and communication plan Staff/volunteers appointed
	Prepare staff and service users for move to new Hub
	Open Hub with launch
	Open house

Please outline the delivery timetable for the project

The Well has identified has a number of potential properties for our move on residential accommodation. Regarding Lawson street we have already negotiated and secured the asset transfer of the building. Once the PHE grant has been approved we will commence the purchasing process of the residential property, we anticipate this to take 4-6 moths. For both properties we will tender and procure architects and the construction company. From the commencement on site to completion we anticipate this to be 12 months

Please provide the value of capital funding you are bidding for

The Well would like to bid for £183,000 to purchase a 4-6 bedroom house including renovation, furnishing and HMO compliance. This amount is based on the average house prices we have scoped in Barrow to meet our requirements.

We would also like to bid for £300,000 for the renovation of our Recovery and Social Enterprise Hub on Lawson street.

Please provide details of any match funding from other sources

The Well has established robust financial security through working with our partners and local commissioning team in Cumbria. Our revenue funds for delivery are constantly under review to ensure that we are working towards sustainability.

Greater Manchester West (GMW) has recently been awarded the substance misuse contract in Cumbria for the next 4 to 6 years. The Well is one of the supply chain partners and we have secured £40,000 per year to deliver the recovery support services to people who are both abstinent or those people working towards abstinence.

The Well is a named partner in a successful lottery bid with CADAS (Cumbria alcohol and drug services) which will be £35,000 per year for 3 years. We will work in conjunction with CADAS to offer substance misuse group work and linkage into the recovery community.

The residential properties rented in Barrow generate an income of £80,000 per year from Housing Benefit.

As outlined, earlier The Well will receive payment in kind from Barrow Borough Council

(peppercorn rent for 25 years) for Lawson street building.

Volunteers - through the 'Your Value' formula we estimate that the project will generate a financial proxy of £43,000 (cash equivalent volunteering activity) over 12 months

Income from 'Well-fed' social enterprise – estimated income of £12,000 based on current business plan profiles

John Fisher Foundation Trust = £10,000 - investment in minibus as a vital resource for the development of enterprise activity

The Well is committed to meeting the needs of our service users and will continue to apply for funding to enable us to develop sustainable social enterprises to assist service users into employment. We understand that resources must be used in the most effective and efficient way. We always seek to maximise resources and social capital of The Well.

We have a bid in at the moment regarding an electronic version of warrior down. This will strengthen this proposal as it will help reduce the number of lapses and relapses from services into substance misuse.

Total cash match = £201,008

Total in-kind match = £43,000

Total match = £244,008

Please use the embedded template and return with your application form



Budget Template.xlsx

Will the arrangement by the local authority (in order to have a clear oversight of the proposed asset created from the project) include a legal charge? If so please state the intended length of the charge. If not, please include what the arrangement will be (e.g. Memorandum of Understanding).

The Well is a community interest company overseen by the national CIC regulator. This means that in the event of closure, any assets are locked and would be transferred back to the community. This mechanism is designed to ensure that all investments in CICs are secured within the community.

We would expect a legal charge to apply on such a substantial investment, with the period being 20 years.

1.4 Strategic approach to consultation, need and provision

Please provide evidence that the bid is needs-led and supported via service user consultation

This bid has been jointly developed with Cumbria County Council Public Health substance misuse commissioner to ensure a strategic approach and alignment with the comprehensive substance misuse plans for Cumbria. Essentially, the strategy is; peer led, recovery focussed and one which

promotes integrated services to enhance the burgeoning recovery community in Cumbria. As documented earlier, there is a definite need for recovery in Barrow and Cumbria.

The Well has carried out a service user consultation with our service users. We have over 500 private members in the well community who also took part in our discussions regarding accommodation and visible recovery within the community. Overwhelmingly most people felt there was a lack of abstinence based support for people seeking abstinence in service. Moreover there is a lack of employment opportunities, more so if you have a criminal conviction. The Well also in July – August 2015 conducted an in-depth self-reporting survey of 50 vulnerable young people (16-25 year olds, 35 males and 15 females) in Barrow who are known to services as problem or emerging problem alcohol/drug users. The survey reviewed behaviours and attitudes to recreational drug and alcohol use and linkages to their understanding of health impacts as well as their appetite for participating in intervention programmes in their localities based on mutual-aid principles.

Overwhelmingly the cohort identified significant weakness in their own capacity for resilience and some 46 respondents admit to their behaviours having severely disruptive impacts on their statutory education which is now negatively impacting on their employability.

Some 39 respondents would use locality based mutual aid provision and recognise re-attachment with education and employment readiness programmes is distant because of the lack of local capacity. Over half the cohort see their reputational status as a key barrier to accessing services which they see as distant and irrelevant to their needs.

The Well also had a consultation with people over 25, this took place via both a focus group whereby local needs were discussed with 17 attendees and also questionnaires that made up a further 20 views being represented. This included 5 service user carers.

Almost all service users that we spoke to recognised that property, employment and benefits were playing a large part in a person's recovery. 90% of them identified that their biggest challenge was their current living situation and the lack of opportunities for employment within the area. Moreover, those with a history of criminality explained that this further impacted on them re-integrating into society.

In general service users explained that abstinence is not promoted enough amongst the service providers and often formed the latter stages of a person's journey towards recovery; as opposed to being integrated at the beginning. As one service user explained "There are not enough

professionals within the area that have experienced prison or recovery to be able to offer knowledgeable support. Abstinence is not promoted as much as it should be and we feel that Unity, CADAS and The Well need to work together to try and promote this so that everybody understands what abstinence means and how best to support people achieving this."

Joint working is something that Unity and The Well are working hard to achieve so that we can ensure seamless transitions for service users from treatment into recovery services.

The service users went on to say that there was a need for abstinence centre as "There needs to be somewhere to go that's safe and where there is a sense of belonging to feel part of and not apart from. Where we are able to socialise and feel safe". Family and carers added further to this by explaining that they often feel on the fringes of a person's recovery and would like to be able to get involved in helping others to increase their own understanding of addiction and recovery; whilst also passing on a message to others and hopefully helping younger people to not get into addiction.

Please describe how the project will address gaps in local provision by supporting capital investment in adult community or residential drug or alcohol services

This bid has been jointly developed with Cumbria County Council Public Health substance misuse commissioner to ensure a strategic approach and alignment with the comprehensive substance misuse plans for Cumbria. Essentially, the strategy is; peer led, recovery focused and one which promotes integrated services to enhance the burgeoning recovery community in Cumbria. As documented earlier, there is a definite need for recovery in Barrow and Cumbria.

There is a growing recognition in the UK that recovery has no geographical boundaries and that those seeking to achieve their recovery potential are able to do so within their own local communities. Unfortunately, this is not the case for the people in and around the Barrow in Furness area as not only have they got geographical barriers in terms of distance between local provisions and 'treatment' options, but also the key indicators for long term sustainable abstinence based recovery will benefit from the more intensive development the project will bring.

There is no set way of measuring change/distance travelled for substance misusers once they have left treatment with providers. As such, any behavioural change, development is not captured. This gap also never fully captures individual's social capital or motivation to make long term changes to become drug free. Given the research conducted by David Best on the impact of drug use on

children (so-called 'hidden harm') and the fact that children are often the primary beneficiaries of successful recovery, we think this is a significant gap.

Housing

Access to housing in Barrow is an increasing concern for the local authority and identified as a key target area through the (2012) needs assessment.

The Well would address this housing problem continuing to develop our abstinence based housing through working with local landlords. Upon completion of a residential programme those that initially access our supported accommodation would then be given the option of moving on into further abstinence housing that we have secured from a local estate agent whom has a portfolio of over 500 properties.

Geographical Barriers to residential treatment

The area sits geographically within a rural part of the north of England and with the nearest major towns or cities averaging over 80 miles away. Those that are successful in obtaining rehabilitation funding are then often forced to relocate into these areas; as the recovering community is still developing in order to support the long term sustainability of individuals within the area.

Moreover; adult social care itself will only permit a limited number of places for rehabilitation due to the high cost of residential placements; which are on average £600pw. The Well rehabilitation project will fill this gap on two levels by firstly offering more residential rehabilitation placements specifically in Barrow; whilst also providing value for money with rehabilitation beds being considerably lower.

Recovery & Social Enterprise Hub

Barrow also has the highest levels of unemployment in Cumbria & when considering all forms of out of work benefits, the overall worklessness rate in Barrow rises to 19.8%, the highest rate in the county & considerably above the national average of 14.4%

Our recovery and social enterprise hub, will build on the success of the two social enterprises that we are currently running giving the people in our community the training, mentoring and the real chance of employment. Our ambition is to work with partners and service users to provide visible recovery and rehabilitation through skills development, training, volunteering and employment opportunities. These individual bespoke services will enable service users to build their own recovery capital in a safe, secure environment where one individual helps another in a non-judgemental way.

Alongside the lack of residential services in the area and pressures on local authorities for budgets there is also a significant gap in the treatment provision for the development of a recovering community and building the recovery capital of individuals as well as continuing to develop the Asset Based focus. Predictors that can be used to indicate the likelihood of recovery (see best, 2009) is the extent of recovery capital those seeking recovery can engage in, such as personal, psychological and supports available to them that can increase quality of life.

We will be working with our partners Unity, CADAS and Service users to build on the asset sharing, mutual aid progress and joint work already taking place in Barrow to continue the evolution of the recovery community and its ability to support individuals seeking long term abstinence based recovery.

One of our fundamental aims is to provide opportunities, facilities and support to enable individuals to move themselves closer to the labour market. The way in which we plan to do this is by building on the existing work we have done with community enterprises. As we have developed it has become clear that the skills, energies, connections and other assets that our members and participants bring to the table are many. We have continued to listen and to encourage people to map their assets and explore their relevance individually and collectively to the labour market. Our first pilots have focused on catering and food (many skilled operators in our ranks) and garden / groundwork services (in which skilled labour and personal energy have already seen us make great strides). These pilots are working – people are energised and we are trading. From this, we propose to embed and strengthen these successful pilots in the Well Recovery Hub and move on to develop more. By focusing on and finding out about the personal assets of our members we have identified other key skillsets to be developed, which include:

- Furniture restoration
- Sewing, alterations, embroidery, dress-making
- Motor, vehicle and bike maintenance
- Building, construction and associated trades
- Hair and beauty

Each enterprise area will develop through local, member-led initiatives, supported by our own developing cohort of social entrepreneurs ('grow-your own' experts being a key feature of our vision here) as well as some excellent additional expertise we have accessed locally (who understand the importance of 'experts being on tap, not on top'). This is real co-design in action.

People will be engaged through community networks, our learning and 'recovery academy' activities and our ongoing 'DayHab' services and programmes. We also know that momentum will develop through the rolling out of successful social enterprises – they become a magnet in their own right.

By opening a recovery hub we would be able to develop an 'anchor' and visible presence that provides physical evidence that recovery is possible and can act as a 'driver' to establishing a recovering community. Our centre would offer a range of mutual aid meetings on a daily basis, whilst also developing activities that help build individual and wider social capital assets. Due to the co-production model we would ensure that our centre is responsive, locally, for the recovering community - providing accessibility at times of greatest needs, such as evenings and weekends; whilst also offering joint working with other grass roots organisations to ensure the building is used as part of a wider asset based community development.

Please describe how the project will be embedded within the strategic commissioning approach and needs assessment of the local partnership

Barrow in Furness has been identified as the third most deprived district in England in terms of health and inequalities. Life expectancy is on par with national averages of 77.7 for men and 81.8 years for women. However, qualities of life significantly lower with a 23.9% gap between barrow and neighbouring boroughs such as south Lakeland.

Our proposal meets the local strategic needs in various ways and can have a huge impact both short and long term. Our residential project will support the strategic commissioning and local developments of the area in the following ways:

- Housing stock is a main priority for the local authority and identified as limited in barrow with over half pre-dating 1919; and 14.4% identified as dangerous dwellings (having a category one hazard). Abstinent based accommodation is not available within the area.
- The Well will work closely with Unity towards reducing the demand on the local A&E service. Our accommodation will be structured towards engaging with people upon completion of a detox; reducing the chance of relapse for the 'frequent flyers' that place so much demand on A&E. Moreover, the development of mutual aid meetings, and our volunteer growth will provide us with the chance to work alongside the hospital service to place volunteers at A&E who can carry a message of hope to those that frequently attend.

- A further strategic priority is the reduction in re-offending. Our project will impact in the reduction of this through engaging with offenders upon both access to Unity and CADAS and also once released from either police custody or prison. A study from David Best (2009), found that the chances of recovery for people in addiction was significantly improved if they could engage in positive activities. By working alongside Unity we will be able to offer both our residential and community group work; as well as membership to the Wells Social club.
- Increase the planned exits and reduction of repeat service users of both opiate and alcohol service user by developing a strong mutual aid support network and providing activities within our recovery hub. At present Barrow in Furness has an average of 350 opiate used in treatments with a throughput of 450 between Decembers 2013-2014. Alcohol presentations represent a similar number with a throughput 396 in 2013-14.
- General health and well-being awareness will also be increased through our recovery centre as we link with other providers to deliver sessions to both our service users and carer network.

Furthermore, Our work with Unity and CADAS will enable those early on in their treatment/recovery to see visible abstinence based recovery in action whilst also offering them the chance to engage with the community as a longer term support network.

The development of mutual aid support and promotion of fellowship meetings will also enhance the treatment system. Service users that are currently seeking support from the fellowships will be able to attend the various meetings that our recovery hub holds, increasing their personal support networks.

Please describe how the project will fit within the wider recovery system, delivering recovery focused drug or alcohol treatment for adults in community-based or residential service

The Well community rehabilitation and recovery hub would build on existing 'Aftercare' options and provide the treatment system with a seamless transition to the community. Our service would enhance the abstinence pathways and sustainability of long term recovery by providing a safe haven for people choosing recovery to access.

our model recognises the need for an alternative approach in designing and delivering support:

Start where people are at – not where service models are at. It is vital to ensure that time is taken to:

- Ditch the labels – there WILL be a wide range of personal assets around the table – identify them and adjust the approach and pace according to the mix
- Ensure a sense of ownership amongst the group – actively facilitate a shift in approach to ensure that people who may have become used to ‘receiving’ services (‘done to’), end up taking the lead on enterprise development (‘done by’)
- Get alongside people – accept that if the group are to gradually take greater ownership, the learning may not be linear:
 - Iteration and repetition are likely and are welcome as a means of consolidating development and knowledge (even where this may be slowing the overall process down)
 - Support is likely to come in and out of focus – if the group are racing ahead, our role is to ‘lead by stepping back’; if progress is slow, a more directive approach may be needed until impetus is generated
 - Take stock – it is really important that people who may be wrestling with a range of issues and challenges in their lives are regularly encouraged to stop and take stock of the distance that has been travelled, the understanding and insights that have been developed and the successes already recorded, before moving on...
 - Use your nous – throughout the process it is vital to draw on experience, on a substantial and varied knowledge of business development models as well as on a clear understanding of asset based principles and their application in order to handle and adapt to personal journeys / power dynamics within the group

By comparison with traditional ‘start-up’ support, an asset based approach has the capacity to generate a strong sense of group identity and ownership, organic growth through known networks and the development of self-confidence and focus in people from a wide range of backgrounds and starting points. We are already seeing this happen in practice.

Furthermore, Our work with Unity will enable those early on in their treatment/recovery with Unity to see visible abstinence based recovery in action whilst also offering them the chance to engage with the community as a longer term support network.

The development of mutual aid support and promotion of fellowship meetings will also enhance the treatment system. Service users that are currently seeking support from the fellowships will be able to attend the various meetings that our recovery hub holds, increasing their personal

support networks.

1.5 Risks and monitoring

Please provide details of any possible risks to delivery and actions to mitigate these risks

The purchase of any premises has the potential to create risks in terms of timescales. Although we have already identified possible buildings in the area; delays in legal proceedings or construction/cosmetic work will need to be managed. The Well will ensure this is reduced and mitigated against by having our CEO take responsibility for the project implementation.

Further delays may happen in terms of initially filling the beds. However, we are confident that the partnership approach to this project will reduce any delays as the identification of those seeking abstinence will be taking place by the main treatment provider as the project is being developed. Our track record with our existing properties shows that the underpinning networks and mutual aid activities that we run are a perfect 'feeder' for the accommodation we offer and for recruitment to our Recovery social enterprises. As Mark Gilman (2015) has noted, The Well 'is an example of best practice for the most effective and efficient use of resources and delivering the best outcomes for those seeking abstinence based recovery'.

Similarly, levels of activity and use at the Hub will be a risk to be assessed and managed. Management of the risk will focus on the ongoing integration of service opportunities through the Well network, strengthening and building the recovery community in Barrow will underpin this, alongside a focus on conventional marketing and promotion of services.

Financial risks focus on the obvious potential for unexpected costs / contingencies to emerge as the project develops, such is the nature of building based projects. We will continue to seek funding for capital investment including exploring social investment and other grant based opportunities.

Please identify the key performance indicators that will be used to measure the success of the project

The key performance indicators in this project combine both tangible and non-tangible outcomes. In terms of measuring performance in our residential services the Well has adopted the use of the Outcomes Star chart Monitoring System. The outcomes chart enables us monitor progress of

individuals as they progress in our residential services, detailing specific outcomes of health, occupancy of time, reducing re-offending, activity in social networks.

More tangible outcomes would be:

- Occupancy levels
- Those accessing with alcohol problems
- Those accessing with substance misuse problems
- Planned completions
- Unplanned completions.

Our tangible outcomes for the recovery hub and rehabilitation programme would be as follows-

Numbers of people with alcohol issues accessing

- Numbers of people with drug issues accessing
- Number of mutual aid meetings facilitated
- Number of people avoiding re-presentations at Unity within 6 months
- Number of people becoming members of The Well Social Club
- Numbers of people improving their employability profiles
- Number of people entering voluntary roles
- Number of people progressing into further training
- Number of people involved in social enterprise start-up

Other non-tangible indicators would be provided by way of quarterly reports.

- Impacts to local community – recorded examples of how the recovering community has contributed to their local community
- Number of people reporting reduced alcohol related A&E visits through successful rehabilitation
- Number of people reporting increased Emotional, Social and Environmental well-being

1.6 Evaluation and sustainability

What processes will be put in place to evaluate whether the project has met its planned outcomes and has delivered value for money?

The Well rehabilitation and recovery hub will be evaluated on a continuous quarterly basis through its joint working with the local authority and partnership with Greater Manchester West.

The rehabilitation programme part of the bid will also be monitored through recording of NDTMS as those accessing the programme will be registered as structured in-patient treatment.

Moreover, those accessing from community will also be inputted into NDTMs as structured interventions.

Value for money :

In 12 months, assuming 90% occupancy success rate, The Well will generate the following cost savings in Cumbria:

- £2,500 savings generated by 12 frequent flyers NOT making return visits to A&E, (estimated cost of each visit = £100, each frequent flyer makes 5 visits a year)
- £7,500 savings generated by ambulances NOT accompanying 5 frequent flyers to A&E, (estimated cost of each ambulance journey = £300, each individual makes 5 journeys a year)
- £130,370 savings generated by 5 individuals NOT being involved in offending for a year, (estimated cost of a year's offending = £26,074)
- £78,000 savings generated by children NOT being taken into care (2% children live with a drug dependent user; 70% children of drug addict parents are not looked after by the parent) (estimated annual cost of residential care = £39,000 per child)

What processes will be put in place to share learning and best practice emerging from the project?

PHE may wish to share examples of promising practice that emerge from this project. Please briefly outline how learning from this project may be made easily available.

The Well's overarching aim of this proposal is to support and sustain co-production so that best practice and learning can be drawn between strategic needs and priorities, alongside local community involvement. Identified in the Cumbria Needs assessment (2012) is the emphasis on involving local communities and voluntary sector into strategic thinking and aligning services more locally to promote self-management. If successful in our proposal our recovery centre would be utilised to harness the development of a 'recovery coalition' whereby treatment providers, recovery advocates, service users, family and friends can all come together to share innovative ideas, best practice and develop a co-production model.

The Well continues to strengthen its strategic presence on a range of local Boards/Partnerships, including the Alcohol Strategy Group and the Advisory Council for abstinence based recovery. These represent key channels for the sharing and dissemination of learning and knowledge.

The well also has a website that promotes all our work and showcases best practice that we have been involved in.

(if applicable) Describe how you will sustain the project after the grant funding has ended?

Please describe how the work of this project will be sustained/supported in future?

Which measures will be taken to ensure that funding is committed to the project on a longer term?

- Revenue will be sourced from housing benefit at the high rate (see budget forecast). The rents from the residential beds will provide a sustainable income flow that ensures the projects longevity. This is reflected in the budget.
- Through our business development plan we will be sourcing funding both locally and nationally:
- We have successfully secured a Big Lottery bid with a partner organisation, CADAS, for the funds to provide community rehabilitation programmes. This provides over £100,000 of funding over a period of three years.
- We have also secured a sub-contract with GMW/Unity to deliver rehab services through the Hub beyond the lifespan of this contract – also reflected in the budget.
- The social enterprises themselves also represent a key source of sustainable, long-term income. ‘Well Fed enterprises’ is included in the budget, although we know that further income streams will be generated as the Hub fulfils its role as a local enterprise incubator for the recovery community
- The hub will also house a range of other public, voluntary sector and private sector providers providing a potential source of reliable and long-term income generation

Section 2 – Additional information about the recovery provider organisation

2.1 Organisational and Funding Details

Please briefly outline the aims and objectives of the organisation

The Well is a unique and innovative project, which has grown from grass roots, of people in recovery and families sharing knowledge and experience of supporting each other.

The Well was registered as a Community Interest Company in 2014 and is rapidly growing as the leaders of community recovery support across north Lancashire and into Cumbria. As a Community Interest Company, The Well has three primary services that it provides. These three services are part of a community based rehabilitation approach to recovery, and can be provided independently of each other or as part of a combined package.

Our board is made up of highly respected individuals whom each provide a variety of skill sets.

- Chairperson Carolyn Woodcock has received an MBE for her work within prison and the rehabilitation of offenders. She has over 30 years' experience of working with Offenders and people with substance misuse
- Treasurer Polly Parker is a retired head teacher that is also a family member in recovery and is a supportive member of the recovering within Lancashire. Polly is also the treasurer for the Lancashire User Forum one of the biggest service user forums within the North West
- Secretary Kerrie Hudson is 9 years in recovery and is heavily involved with the recovering community, setting up and chairing the mutual aid meetings. Kerrie has an honours degree and has experience of working in children's residential
- Assistant chair David Higham is 11 years in recovery and is a prominent figure with in the recovering community. David has 5 years working and managing substance misuse services, he also has a degree in substance and alcohol work
- The Board is supported by a range of committed associates and advisory members, including Dave Egan the North West representative of Community Matters (national charity) who brings more than twenty years' experience of working to support grassroots community development and who has pioneered ABCD approaches to community enterprise start-up in communities rich in talent, but low on opportunity.

Additionally, Geri Byrne-Thompson is The Well's new business and commercial lead and has over 23 years experience working in probation, 8 years as a senior manager. Geri has managed a number of strategic and operational projects whilst working at Cumbria and Lancashire Probation.

- The board meets quarterly to assess the development of the well and ensure robust governance and quality is being delivered. A strong emphasis is placed on the sustainability of the Well

Current success in funding has been awarded through the following:-

Comic Relief £5,000

Gateways £108,000

Lancashire Public Health Building Recovery in Communities fund £10,000

Lancashire sports £7,500

AMY Winehouse Foundation

Big Lottery £10,000

WEA

If this is a joint/consortium provider bid, please list all partners here. If it is a single bid, please check "Not Applicable"

Please list other bid partners

Not Applicable

2.2 If you have applied for, or plan to apply for, other funding sources to obtain support for this proposal, please give details below

Please give details of the funding source(s), the application dates, and the amount(s) applied for. Has a funding decision been made? If not, when do you expect to be notified? If you do not receive the funding what contingency plans do you have in place?

The Well will continue to actively apply for any relevant funding to meet the needs of our service users.

Section 3 – Additional information

3. Additional information


Please use this space to provide any additional information you feel is appropriate:


The Well is a service user organisation that strives to meet the needs of the all service users. We provide a range of services to vulnerable people and are aware of our requirements of the Equality Act 2010 under the nine protected characteristics. We are focussed on diversity and can deliver support/services to individuals who have specific needs and requirements.


Through the wealth of social capital in our service users, we recognise we are recovery capital rich and therefore champion the practice of peer support within our community. Our ethos is one of giving back, and as individuals become strong and secure we encourage them to not only support others in recovery but to also give back to their community. Many of our service users volunteer to help other disadvantaged vulnerable people.

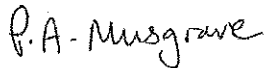
Please Note: Applications should be submitted to PHE in Word format only (Excel for budget workings)

Section 4 – Signatures

4.1 Local authority director of public health	
Signed	
Name	Colin Cox
Email	Colin.cox@cumbria.gov.uk
Telephone	01228 226627

4.2 Local authority chief executive	
Signed	
Name	Phil Huck
Email	philhuck@barrowbc.gov.uk
Telephone	01229 876503

4.3 Local authority director of finance	
Signed	
Name	Susan Roberts
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4.4 Local authority drug and alcohol commissioner	
Signed	
Name	Paul Musgrave
Email	Paul.musgrave@cumbria.gov.uk
Telephone	01228 226627

4.5 Recovery provider chief executive	
Signed	
Name	
Email	
Telephone	

4.6 Recovery provider project coordinator	
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Signed	<i>Clare Sinclair</i>
Name	Clare Sinclair
Email	<u>Clare.sinclair@gmw.nhs.uk</u>
Telephone	07872 841796