

BOROUGH OF BARROW-IN-FURNESS

EXECUTIVE COMMITTEE

Meeting, Wednesday, 1st February, 2017
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 30th November, 2016 and the special meeting held on 4th January, 2017 (Pages 1-21).
6. Apologies for Absence/Attendance of Substitute Members.

FOR DECISION

- (D/R) 7. Recommendations of the Housing Management Forum, 12th January, 2017 (Pages 22-25).

- (R) 8. Budget Proposals 2017-2018 (Pages 26-35).
- (D) 9. The Council's Performance Framework (Pages 36-38).
- (D) 10. Funding for Supported Housing – Government Consultation (Pages 39-42).
- (D) 11. Cavendish Park Refurbishment tendering and appointment of professional services (Pages 43-44).
- (D) 12. Barrow-in-Furness Town Centre Parking and Movement Study (Pages 45-47).
- (R) 13. Unacceptable Behaviour Policy (Pages 48-49).
- (R) 14. Introduction of Fixed Penalty Notices for Fly Tipping (Pages 50-52).

PART TWO

- (R) 15. Establishment Matters (Pages 53-55).

**NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH 1 OF PART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

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

Membership of Committee Councillors

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

For queries regarding this agenda, please contact:

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Published: 24th January, 2017

EXECUTIVE COMMITTEE

Meeting: Wednesday 30th November, 2016
at 2.00 p.m.

PRESENT:- Councillors Pidduck (Chairman), Sweeney (Vice-Chairman), Barlow, Biggins, Brook (Items 1 to 17 only), Hamilton, R. McClure, Maddox, Pemberton and Roberts.

Also Present:- Phil Huck (Executive Director), Sue Roberts (Director of Resources), Jon Huck (Democratic Services Manager and Monitoring Officer) and Katie Pepper (Democratic and Electoral Services Apprentice).

62 – Minutes

The Minutes of the meetings held on 19th October, 2016 were agreed as a correct record.

63 – Declaration of Interest

Councillor Barlow declared an Other Registrable Interest in Agenda Item 14 - Budget Timetable and Assumptions (Minute No. 68). He was the Treasurer of the Barrow and District Disability Association.

64 – Housing Management Forum: Recommendations

The recommendations of the Housing Management Forum held on 10th November, 2016 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:-

Community Alarm Services provided by the Housing Service

To agree:-

1. That the Housing Service ends its provision of providing Community Alarm Services directly and serves three months notice on the remaining Tenants.
2. That the Housing Service meet the charges made to the Tenants until they move to an alternative provider or stop receiving the Service but not longer than the Notice period; and
3. That the Housing Service provide assistance if necessary to help Tenants move to another provider.

Grange and Cartmel Community Centre Consultation

To note for information the consultations results.

Future Use of Grange and Cartmel Crescent Community Room and Guest Bedroom

To agree the conversion of the Community Centre into a residential accommodation and for the resultant flat and guest bedroom to be incorporated into the housing stock and that the Assistant Director – Housing would look to fund the work from previously agreed Maintenance Budget.

Repair Finder: Change of Supplier

To accept the recommendation to select M3 vendor with a direct award.

65 – Annual Audit Letter

The Director of Resources informed the Committee that the External Auditors had produced the Annual Audit Letter for the year ended 31st March, 2016, which had summarised the key findings from the financial year 2015-2016 audit work.

The Council had obtained an unqualified financial statements opinion and in terms of value for money, the Council put in place proper arrangements to ensure economy, efficiency and effectiveness in its use of resources during the year ended 31st March, 2016.

The Annual Audit Letter was presented to Members by Gareth Kelly and Neil Krajewski the External Auditors.

RESOLVED:- To note the External Auditor's report.

66 – Budget Strategy Delivery Plan

The Executive Director reminded the Committee that the 2016-2020 Budget Strategy had been approved by Full Council on 6th September, 2016. The report sets out the delivery of the agreed proposals in terms of key tasks, lead officers and timeframes.

A copy of the Budget Strategy Delivery Plan was considered by the Committee.

RESOLVED:- To note the Budget Strategy Delivery Plan.

67 – Council Finances and Performance Quarter 2

The Director of Resources submitted a detailed report that set out the Council finances and performance for the period ended 30th September, 2016. The report had included the General Fund, Capital Programme, Treasury Management, Reserves and Balances and the Housing Revenue Account.

RESOLVED:-

1. To approve the movements in earmarked reserves set out in the report;

2. To approve the transfer of the Minimum Revenue Provision re-profiling saving to the Transformation Reserve;
3. To note the financial information presented; and
4. To note the performance information presented.

68 – Budget Timetable and Assumptions

The Director of Resources report set out the 2017-2018 budget timetable and assumptions.

RESOLVED:- (1) To note the 2017-2018 budget timetable and assumptions as detailed in the report; and

(2) To request the Director of Resources to provide an alternative set of figures for grants to external bodies for the Citizens Advice Bureau and the Barrow and District Disability Association.

69 – Sale of Land in Flass Lane, Barrow-in-Furness

The Executive Director informed the Committee that the Council owned land in Flass Lane, Barrow-in-Furness.

The original approval to dispose of the sites for residential development had been agreed at this Committee on 14th November, 2014 and on 20th January, 2016.

The two sites had been formally marketed and the closing date for receipt of offer was 11th November, 2016.

The following offers had been received:

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| Developer A | Sites A and B | £3,680,000 |
| Oakmere Homes | Site A | £1,046,000 |
| | Site B | £923,000 |
| Developer C | Site A | £1,000,000 |
| Developer D | Site A and B | £740,000 |
| | Site A | £450,000 |
| | Site B | £290,000 |

Following discussions with the Executive Officer, the Assistant Director of Regeneration and the Built Environment and the Development Services Manager it was proposed and agreed that:

- the Developer A bid be rejected on the grounds that the bid was subject to allowable (deductible) costs and conditional on unacceptable planning assumptions
- the Developer D bids be rejected as too low, being less than the other bids received
- the Developer C bid be rejected in favour of the Developer B bids
- the Oakmere Homes bids for Site A and Site B be accepted

Any offer made would be subject to contract and full planning approvals.

RESOLVED:-

1. To note the report; and
2. To instruct the Commercial Estate Manager to proceed with the sale of land in Flass Lane to Oakmere Homes on the terms and conditions as outlined in the report.

70 – Contract Award: Refuse, Recycling and Street Cleansing Services 2017-2024

The Committee considered a detailed report of the Assistant Director - Community Services.

The Committee were reminded that the current contractual arrangements with BIFFA Ltd for Refuse, Recycling and Street Cleansing Services in the Borough were due to conclude on 31st March 2017. BIFFA LTD had been advised in 2015 that the Council would not be exercising the option to extend the Contract for a further seven years, and that a procurement exercise would take place. That procurement exercise, which involved a pre-qualification exercise and a competitive tendering exercise under EU Procurement regulations had taken place.

A total of six tenders had been received against the specification, and these had been evaluated against quality and financial criteria. One tender had been declared invalid as the bidder had failed to comply with the Instructions to Tenderers, based on Council Standing Orders, around identification of unopened tenders.)

Evaluation of the tenders had showed that FCC Environment Services (UK) Ltd as the preferred bidder.

The tenders had been evaluated in accordance with the Tender Evaluation and Award Criteria as stated in the Instructions to Tenderers documentation sent to all bidders and the analysis of the bids against the published criteria gave the following scores / results. The scores had been marked from 100.

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| Tenderer 1 | 64.62 |
| FCC | 90.89 |
| Tenderer 3 | 59.58 |
| Tenderer 4 | 80.78 |
| Tenderer 5 | 68.21 (Not considered – all packaging identified Tenderer by name) |
| Tenderer 6 | 70.20 |

It was noted that the submission from Tenderer 5 had been ruled invalid following a final compliance check against Council Standing Orders around Identification of Tender Packages.

All Bidders had been notified on 4th November of the results of the evaluation process, identifying the results. Procurement Regulations had allowed for a “standstill” period in which challenges could be to the process. That period had concluded on 18th November and no challenges had been received.

Members noted that that FCC Environmental Services (UK) Ltd had scored highest in both quality and financial terms. It was clear from their submission that they intended to add value to the service, over and above that which had been set out in the Council's specification. FCC had advised that, since Council would no longer be providing a Fortnightly Garden Waste Collection Service, they wished to commence operating a Garden Waste Club for residents who wished to participate at a small annual cost. They had asked the Council to exclusively endorse the service in return for which they would provide the Council with a royalty payment which equated to an average yearly rebate through the life of the Contract of approx. £52K. Members were asked to note that in awarding the Contract to FCC, that additional financial benefit would arise for the Authority.

RESOLVED:- To approve the award of the Refuse, Recycling and Street Cleansing Contract 2017-2024 to FCC Environment Services (UK) Ltd.

71 – Playgrounds Maintenance

The Executive Director reminded the Committee that Council had agreed a new policy on playgrounds and Officers had costed bringing all playgrounds to a high standard. In addition Members were asked to support changes to the playground inspection regime to meet the needs of the Council's insurers and introduce a planned maintenance regime. Inspection and maintenance was currently provided on the basis of an informal agreement and Members were asked to authorise Officers to formalise that through a variation to the Grounds Maintenance Contract.

RESOLVED:-

- (i) To agree to allocate £77,500 for playground maintenance to ensure all playgrounds were brought to a common standard of maintenance;
- (ii) To agree to introduce an inspection regime which meets the needs of the Council's insurers to defend personal injury claims;
- (iii) To agree to introduce a planned maintenance regime for playgrounds; and
- (iv) To authorise Officers to negotiate a variation to the Council's Grounds Maintenance Contract to include playground inspection and maintenance with a start date of 1st April, 2017.

NOTE - Immediately after the vote was taken Councillor Pemberton requested that it be recorded in the Minutes that he had voted against the motion.

72 – Resettlement of Refugees

The Committee were reminded that Local Authorities across Cumbria, led by Cumbria County Council had been working together to develop a co-ordinated response to Government on resettlement of refugees following the Governments policy to accept 20,000 refugees over a five year period. Cumbria's response had been significantly delayed by the 2015/16 flood events across the County.

Cumbria Leaders Board had been co-ordinating offers from different districts and had made an offer to resettle 75 individual refugees per year for the next three years, a total of 225 across the county. Of that total 50 were planned to come from the Vulnerable Child Resettlement Programme for accompanied children with family members.

The Cumbria offer to Government was a single figure rather being agreed in phases or locations and would give partners flexibility over the pace and location of re-settlement. Four District Councils had agreed allocations with Allerdale and Barrow consulting Members before doing so.

Details of the package of financial and social support available for the resettlement programme remained unclear. The Council had also resolved, given the length of the current waiting list, not to use Council stock for resettlement but to make arrangements with private sector landlords. Social support would be provided by Cumbria County Council though there were few details available currently.

The Committee considered two issues:-

- 1. Does the Council wish to participate in the Cumbria Refugee Resettlement Programme?
- 2. Does the Council wish to offer a specific number of places to refugees under the programme?

The Committee were informed that the Council Leader had offered strong support to the resettlement programme at Cumbria Leaders Board. Barrow had a long history of integrating minority groups based upon previous refugee programmes and accommodation of foreign nationals based around submarine programmes. The Executive Director believed that the Council could make a strong contribution to the programme and he recommended participation in the programme.

He also stated that there was a lack of clarity about the 'offer' which was currently available to the Council to support resettlement, and he did not think that the Council was in a position to agree a phased plan until that was available. However, an overall number could be agreed. Applying the percentage of Cumbria's population that lived in the Borough to the total of 225 refugees gave an indicative figure of 30 refugees places over the three years of the programme.

RESOLVED:- (1) To agree that the Council participate in the Cumbria Refugee Resettlement Programme; and

(2) To agree to offer 30 refugees places over the three years of the programme.

73 – Appointment on Outside Bodies, Panels, Working Groups etc.

The Executive Director reminded the Committee that at the Annual meeting on 10th May, 2016 the allocation of seats in respect of Forums, Panels, Working Groups etc. and certain Outside Bodies had been considered by the Council.

The Labour Group had notified the Council on a change in appointment to the Barrow Community Safety Partnership and the Wildlife and Heritage Advisory Committee. Currently, Councillors Hamilton and Pidduck were the appointed Members. Agreement was sought for Councillor Sweeney to replace Councillor Pidduck on the above-named group and a Labour Member be appointed to replace Councillor Harkin on the Wildlife and Heritage Advisory Committee.

RESOLVED:-

- (i) To agree that Councillor Sweeney replaced Councillor Pidduck on the Barrow Community Safety Partnership; and
- (ii) To agree to appoint a Labour Councillor on the Wildlife and Heritage Advisory Committee.

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| REFERRED ITEMS |
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| THE FOLLOWING MATTERS ARE REFERRED TO COUNCIL FOR DECISION |
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74 – Housing Management Forum: Recommendations

Consideration was given to the recommendations of the Housing Management Forum held on 10th November, 2016.

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

Cumbria Housing Partners – Enhancing Social Value

RECOMMENDED:- To recommend the Council:-

1. To agree the proposal for the future delivery of social investment proposed by CHP;
2. To agree that all monies derived from the delivery of the Housing Maintenance Programme be only used for the benefit of the Tenants of Barrow; and
3. To delegate the Assistant Director - Housing to approve the detailed process for allocating funds and sign the Fund Agreement when he was satisfied that the appropriate arrangements were in place.

75 – Equality and Diversity Strategy

The Director of Resources informed the Committee that the Council's Equality and Diversity Strategy had been prepared with assistance from external specialist support, the HR Department and Corporate Support Manager. The Strategy was considered by the Committee.

The Strategy represented the Council's commitment to workforce equality and diversity as well as highlighting the equality and diversity sought through the service delivery to customers. The Strategy addressed the requirements of the Council under the Equality Act 2010 (Specific Duties) Regulations 2011; the Council must have due regard for advancing equality.

Census 2011 data was set out in tables to show the local and national context of the Borough's population characteristics.

The Strategy was designed to eliminate any equality weaknesses and build on and celebrate the Council's equality successes. The Council was required to set specific, measurable equality objectives at intervals of not less than four years and these were considered by the Committee.

The Strategy broke down those objectives into action areas that were specific and measurable.

RECOMMENDED:- To recommend the Council approves the Equality and Diversity Strategy.

76 – Essential User Lump Sum

The Director of Resources informed the Committee that where an essential car user allowance was attached to a post, the post-holder was required to use their car for official business. The conditions of the allowance were that Officers shall have their vehicle available for use, maintain business use on their insurance

policy, have a valid MOT certificate and hold a valid driving licence (with no restrictions on driving).

The Council currently had three lump sums for essential users based on the engine size of their vehicle: 451cc to 999cc £846 per annum; 1,000cc to 1,199cc £963 per annum; and 1,200cc and over £1,239 per annum.

Officers provided their vehicle details to the HR Department at the outset and update those details for any changes. Over 90% of essential users were in the higher band, with four Officers in the lower bands. When mileage claims were submitted by essential users, the vehicle driven was checked to make sure that it matched the vehicle registered by the Officer for their lump sum. The Officer could use an alternative car, but the vehicle used may have a smaller engine size and required the lump sum to be adjusted.

For efficiency, it was proposed that the Council adopted a single essential user lump sum, the 1,200cc and over band of £1,239 per annum. The cost was in payments to Officers £1,221; the budget was generally for £1,239 in case Officers changed their vehicle during the year. The saving was non-financial; time saved on current manual processes which would soon be replaced by the essential user and their Manager on the self-service HR system.

RECOMMENDED:- To recommend the Council approve the amendment to the Essential User Lump sum with effect from 1st April, 2017.

77 – Auditor Appointment

The Director of Resources reminded the Committee that upon the ending of the Audit Commission, the Secretary of State for Communities and Local Government had delegated statutory functions (from the Audit Commission Act 1998) to Public Sector Audit Appointments Limited (PSAA) on a transitional basis by way of a letter of delegation issued under powers contained in the Local Audit and Accountability Act 2014.

Under those transitional arrangements, the PSAA was currently responsible for appointing auditors to local government, police and local NHS bodies, for setting audit fees and for making arrangements for the certification of housing benefit subsidy claims.

The transitional arrangements had been extended by one year for local government and police bodies, so PSAA would continue to be responsible for appointing the auditors for the audit of the accounts for 2017-2018.

In July 2016, the Secretary of State for Communities and Local Government had specified PSAA as an appointing person under regulation 3 of the Local Audit (Appointing Person) Regulations 2015. That meant that PSAA could make auditor appointments for audits of the accounts from 2018-2019 of principal authorities that choose to opt into its arrangements.

PSAA had invited the Council (the authority) to become an opted in authority in accordance with the Regulations.

PSAA had supplied information on their national scheme and that was considered by the Committee. The length of the compulsory appointing period was the five consecutive financial years commencing 1st April, 2018.

A decision to become an opted-in authority must be taken in accordance with the Regulations, which was by the Members of an authority meeting as a whole.

The benefits of opting-in included: No need for an audit panel with independent members for auditor selection; No need for individual procurement exercise; No need for individual monitoring of auditor independence; No need to deal with replacing any auditor (if required); and No need to manage individual auditor contract.

Upon Council approval, the form of notice of acceptance would be completed by the Director of Resources and sent to the PSAA by email which must be received before 5pm on Thursday 9th March, 2017.

RECOMMENDED:- To recommend the Council accepts the invitation to become an opted-in authority for the purposes of the appointment of the auditor under the provisions of the Local Audit and Accountability Act 2014 and the requirements of the Local Audit (Appointing Person) Regulations 2015.

78 – The Forum

The Electoral Registration Officer reminded the Committee that Grange and Cartmel Crescent Community Centre had been designated as a polling station for Polling District DC for the Hindpool Ward.

The Housing Management Forum at its meeting on 10th November, 2016 had agreed the conversion of the Grange and Cartmel Crescent Community Centre into residential accommodation and for the resultant flat to be incorporated into the housing stock.

The Council currently used the Forum as a polling station which was within the Hindpool Ward.

He, along with the Deputy Electoral Registration Officer had inspected The Forum and considered that the room used as a polling station could comfortably accommodate a second polling station.

RECOMMENDED:- To recommend the Council to designate The Forum as the Polling Station for Polling District DC instead of Grange and Cartmel Crescent for the Hindpool Ward.

The meeting closed at 4.10 p.m.

HOUSING MANAGEMENT FORUM

Meeting: Thursday 10th November, 2016
at 2.00 p.m.

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

Tenant Representatives:- Mrs M. Anderson, Mr M. Gray and Mr A. McIntosh.

Officers Present:- Colin Garnett (Assistant Director - Housing), Paula Westwood (Democratic Services Officer - Member Support) and Katie Pepper (Democratic and Electoral Services Apprentice).

66 – Minutes

The Minutes of the meeting held on 25th August, 2016 were taken as read and confirmed.

67 – Community Alarm Services provided by the Housing Service

The Assistant Director – Housing submitted a report requesting Members to consider and agree the Housing Service's approach to the provision of Community Alarm Services to Tenants who previously received financial support towards the cost of such services through the Supporting People arrangements.

He reported that following changes in the funding of the support costs, the Council had ended its Homelink service for older people back in 2011/12. However, since then Adult Social Care had continued to provide funding (£1 per week per Tenant) to cover the cost of the Housing Service providing a Community Alarm Service. However, new Tenants after 1st November, 2011 had not been able to receive such financial support.

He advised that at the time of these changes, many Tenants had chosen to withdraw from the Community Alarm Service, or made their own arrangements independently and consequently the number of Tenants receiving the service had steadily reduced.

There were now only 20 tenants who benefitted from this legacy service. They lived in Eamont Close, Whinfield Place, Meadow Grove, Lord Street, Newton Road and Ainslie Dale.

The Assistant Director - Housing requested Members to note the following points:-

1. The funding arrangement referred to above had ended on 1st April, 2016 but due to an oversight this had not been picked. The balance of funds held for this Service had ensured that the cost had been met on behalf of the Tenants until recently, but had now ran out;

2. All Residents with the Service had an alarm unit which was a telephone with additional features and the equipment was dated with limited future life;
3. The Service was provided by an arrangement with a third party contact centre who received and responded to any calls received. The arrangement had served well for many years, for which the Council paid a weekly fee, and the units had been maintained via an agreement with the supplier. The work required to facilitate the Service for the number of recipients was not proportional;
4. In the closing of Council's Homelink Service no colleagues were directly employed on that area of work; and
5. The provision of Community Alarm Services could now be accessed by residents through a number of means. Locally, Age UK provided a service and Adult Social Care also operated their own service. The subscriber would be required to pay a fee for the service.

It was noted that when decisions had made previously regarding Older Persons' Services it was recognised that numbers would continually reduce and the ending of funding suggested that a decision now needed to be made.

Having regard to the small number of users, the very limited input the Council could provide and the access to the same services elsewhere the Assistant Director - Housing suggested bringing an end to this legacy service.

RECOMMENDED:- Members had been recommended to agree:-

1. That the Housing Service ended its provision of providing Community Alarm Services directly and served three months' notice on the remaining Tenants;
2. That the Housing Service would meet the charges made to the Tenants until they moved to an alternative provider or stopped receiving the Service but not longer than the notice period; and
3. That the Housing Service would provide assistance if necessary to help Tenants move to another provider.

68 – Grange and Cartmel Community Centre

The Assistant Director - Housing submitted a report sharing the results of a consultation exercise recently undertaken regarding the future use of Grange and Cartmel Community Centre.

He reported that in recent years, the Community Centre had been used less and less by Tenants and Residents and was now not used at all. There was no longer an active Tenants' and Residents' Association and there had been a general lack of interest in continuing with an Association going forward.

As a result, the Housing Department had been forced to consider options for its future, the first stage of which had been to undertake a consultation to seek the views of the Tenants and Residents at Grange and Cartmel Crescent. The results of the consultation, which had been shared with members of the Tenants' Forum on 3rd October, 2016, had been appended to the report.

It was noted that the response rate to the consultation had been much lower than expected with only two people attending a pre-arranged drop-in session and a further 18 people returning a questionnaire. This had represented a response rate of 27%. Of the six people that expressed an interest in becoming involved in running the centre, three had left contact details. After further discussions with those three it had become apparent that their commitment would have been limited through ill health and changeable hours in employment.

Unfortunately, following the consultation, the Housing Department was not confident that there was sufficient interest from Tenants to take forward the running of the Community Centre. However, many of the responses received did suggest that new accommodation could be an option and, as such, that option would now be explored further.

RECOMMENDED:- To note the information and the consultation results.

69 – Future Use of Grange and Cartmel Crescent Community Room and Guest Bedroom

The Assistant Director - Housing submitted a report requesting Members to consider the future use of Grange and Cartmel Crescent Community Room and Guest Bedroom.

At a meeting of the Housing Management Forum on 9th June, 2016, the Assistant Director - Housing had raised the question of what should be the future use of the above building. It was agreed to carry out a consultation exercise to ascertain whether there was any interest in the Centre and in particular, support from the Community to keep it open and operating for the benefit of the Residents. The results of that consultation exercise had been covered in Agenda Item 7 (Minute No. 68).

Along side the above exercise, the Assistant Director – Housing had investigated the option of converting the two facilities into residential accommodation.

In the case of the guest bedroom, no alterations would be required although it would possibly be appropriate to complete some cosmetic works.

With regards the Community Centre, it would be necessary to re-model the space to make it suitable for residential use. A copy of the proposed design had been appended to the report.

The estimated cost for the conversion works was £15,750.

It was noted that the proposed arrangement would ensure separate access, to the front for the upstairs former guest room, and at the rear an access to the new ground floor flat. Whilst the ground floor flat would not be wheelchair standard, it would include a laid to fall shower so would be suitable for a person with mobility problems. Also in terms of re-letting the resultant properties, the area was popular and it was envisaged that there would be demand for them.

RECOMMENDED:- To agree to the conversion of the Community Centre into a residential accommodation and for the resultant flat and guest bedroom to be incorporated into the housing stock and that the Assistant Director look to fund the work from the previously agreed Maintenance Budget.

70 – Repair Finder: Change of Supplier

The Assistant Director - Housing submitted a report regarding the procurement of a replacement Repair Finder. He advised that Northgate, the current supplier, would need to make changes to the way in which their system was set up so that it could be used within the new Housing Management System Cx and made available to Tenants as an online repair reporting tool.

It was noted that due to the system design, the Council could not make the necessary changes to the Northgate product and were therefore wholly reliant upon them. The changes required could take many months and could run into thousands of pounds.

Repair Finder was a visual repair diagnostic tool used by the Housing Service to raise repair orders correctly. There were only three products on the market: Omfax which had initial costs around £25,000 with support costs at £6,000 per annum; M3 which had initial costs of around £8,000 and ongoing support costs at around £500 per annum; and Northgate's support costs were £1,250 per annum.

The Assistant Director – Housing reported that he was confident that M3 would deliver what the Housing Service required and that it was a more simple and manageable product so in the long term would have a lower cost. M3 had already been successfully integrated with Cx. He therefore proposed that, with Members' agreement, he would simply seek the best quote from M3 with a direct award. The cost concerned would fall below the OJEU thresholds.

RECOMMENDED:- To agree to accept the recommendation to select M3 vendor with a direct award on the basis that there was only one suitable product which met the Housing Service's business needs going forward.

71 – Planned Investment and Planned Maintenance

The Assistant Director - Housing reported information relating to the Planned Investment and Planned Maintenance Programme for 2016/17. The information is attached at **Appendix A** to these Minutes.

RESOLVED:- To note the information.

72 – Performance Information Report

The Assistant Director - Housing submitted information relating to the Housing Performance Indicators for 2016/17 in comparison with previous years. The information is attached at **Appendix B** to these Minutes

RESOLVED:- To note the Housing Management Performance report.

REFERRED ITEMS

THE FOLLOWING MATTERS ARE REFERRED TO COUNCIL FOR DECISION

73 – Cumbria Housing Partners – Enhancing Social Value

The Assistant Director - Housing submitted a report regarding a proposal from Cumbria Housing Partners to introduce new arrangements to support social value activities, such as Apprenticeships and Sense of Place Projects.

He reported that the Council's preferred process for the delivery of a significant proportion of the Investment Programme was through an arrangement with Cumbria Housing Partners (CHP). This provided access to a number of OJEU compliant frameworks. The Maintenance and Asset Manager represented the Council and was a member of the Board of CHP.

In addition to the advantages derived from delivering investment works through that approach, it enabled the Council to support jobs, training and community investment from the savings made on the procurement of its planned works.

As a member of CHP, the Council had been committed to the underlying driver that social housing providers could achieve more for their neighbourhoods and Cumbria by working together. Since the Company was formed in 2008, CHP had achieved positive outcomes in terms of Apprenticeships and Sense of Place Projects and that had been externally verified.

However, emerging needs, continued high levels of worklessness in some areas of the County and reducing investment meant that CHP had to consider more innovative and collaborative solutions and opportunities.

In order to maximise investment in social value activities for the benefit of Tenants, CHP had proposed to establish a donor advised investment fund with Cumbria Community Foundation (CCF). The advantages which CHP considered were:-

- A higher degree of collaboration across the County than what was currently being achieved;
- Match funding – more money invested for the benefit of Tenants. CCF had access to other funding streams and the CEO had an objective to bring in an additional match as part of a match challenge initiative;
- Improved project development – CCF has contact with 3,000 third sector community organisations in Cumbria; and

- Improved publicity of CHP landlords work on behalf of their tenants and neighbourhoods.

CHP proposed to invest in the region of £100k for four years using a mix of reserves and revenue funds, although that would be dependent upon fees.

The proposed donor advised fund would allow the donor i.e. CHP to determine how the funds would be spent, on which priorities and the ability to approve or reject each and every application made to the fund. CCF had standard application forms, available on line, which would be amended to reflect the nature of the CHP fund and standard reporting formats, which would identify what has been achieved on a quarterly and an annual basis. That data could be benchmarked against outcomes on a national basis, through the national network of community foundations.

The Board of CHP, including the Councils representative, had identified two key ambitions for the fund:

1. To support employment and training opportunities for those living in landlord homes; and
2. To build the capacity/resilience of landlord communities to address their own challenges and opportunities.

Within those two key ambitions, CHP could identify the types of projects it wouldn't fund and would have the opportunity to approve or reject any application that came before it.

Once those ambitions had been agreed they would be included in a fund agreement, signed by both parties. A draft copy of the fund agreement had been appended to the report.

The next step would be to approve the application form so that CHP's priorities could be accommodated and add a question identifying how the project supported landlord tenants and the monitoring requirements. Both the ambitions and priorities for the fund would be discussed at a workshop on 6th December, led by the Employment and Skills Group.

It is the intention of CHP that the Employment and Skills Group (each landlord including Barrow would be represented) would continue to consider every application that was made to the fund. All applications would be subject to the usual due diligence checks carried out by CCF before going to the Employment and Skills Group. Once agreed CCF's grant making panels would note the grant awards. So in Barrow, each application would be minuted as a part of the deliberations of the Barrow Grants Panel of CCF, which meets eight times each year. That way, CHP landlords would retain direct control over the allocation of funds, but with the advantages of drawing in additional funds for the benefit of the Council's Tenants and with the support of CCF's infrastructure to identify and develop projects.

RECOMMENDED:-

1. To agree the proposal for the future delivery of social investment proposed by CHP;
2. That all monies derived from the delivery of the Housing Maintenance Programme be only used for the benefit of the Tenants of Barrow; and
3. To delegate the Assistant Director - Housing to approve the detailed process for allocating funds and sign the Fund Agreement when he was satisfied that the appropriate arrangements were in place.

The meeting closed at 2.30 p.m.

PLANNED INVESTMENTS 2016-17

APPENDIX A

| SCHEME | PROCUREMENT TYPE | AVAILABLE BUDGET | EXPENDITURE TO DATE | ESTIMATED START DATE | ESTIMATED COMPLETION DATE | CONTRACTOR | COMMENTS | Lease-holders affected? |
|---|--------------------------|------------------|---------------------|----------------------|---------------------------|-----------------|--------------|-------------------------|
| RE-ROOFING AND POINTING WORKS- ROOSEGATE ESTATE PHASE 3 (2-3 YEARS DELIVERY PLAN) | CUMBRIA HOUSING PARTNERS | £1,319,625 | £ 759,496 | 1.5.2016 | 20.12.2016 | DLP Roofing | 60% COMPLETE | No |
| RE-POINTING/ RENDERING ORMSGILL ESTATE (PHASE 2) | CUMBRIA HOUSING PARTNERS | £250,000 | £ 194,173 | 01/08/2016 | 20.12.2016 | DLP Roofing | 70% COMPLETE | No |
| WINDOW & DOOR REPLACEMENTS VARIOUS HOUSING AREAS | CUMBRIA HOUSING PARTNERS | £400,000 | £ 502,972 | 01/04/2016 | 31.3.2017 | TOP NOTCH | 95% COMPLETE | No |
| COMMUNAL ENTRANCE PAINTING - CENTRAL | CUMBRIA HOUSING PARTNERS | £10,000 | £ - | 01/10/2016 | 31.3.2017 | GEORGE JONES | 0% COMPLETE | Yes |
| GARAGE IMPROVEMENTS | CUMBRIA ROOFING | £75,000 | £ - | 01/10/2016 | 31.3.2017 | CUMBRIA ROOFING | 0% COMPLETE | No |
| REWIRES | CUMBRIA HOUSING PARTNERS | £355,300 | £ 216,233 | 01/04/2016 | 31.3.2017 | K WILSON | 65% COMPLETE | No |
| BATHROOMS | CUMBRIA HOUSING PARTNERS | £149,400 | £ 98,996 | 01/04/2016 | 31.3.2017 | AB MITCHELL | 80% COMPLETE | No |
| KITCHENS | CUMBRIA HOUSING PARTNERS | £125,000 | £ 136,484 | 01/04/2016 | 31.3.2017 | AB MITCHELL | 95% COMPLETE | No |
| HEATING | CUMBRIA HOUSING PARTNERS | £455,000 | £ 198,014 | 01/04/2016 | 31.3.2017 | AB MITCHELL | 35% COMPLETE | No |
| PAINTING | CUMBRIA HOUSING PARTNERS | £150,000 | £ 27,723 | 01/04/2016 | 31.3.2017 | G JONES | 25% COMPLETE | Yes |

HOUSING MAINTENANCE COMMITMENTS 2016-17

| | Funding Available 2016-17 | EXPENDITURE TO DATE | Weekly Available | Gross Comm. as a % funds available |
|------------------------|---------------------------|---------------------|------------------|------------------------------------|
| Tenant Demand Repairs | £ 1,070,200 | £ 499,498 | £ 20,581 | 47% |
| Voids | £ 503,044 | £ 375,102 | £ 9,674 | 75% |
| Gas Servicing | £ 195,392 | £ 157,997 | £ 3,758 | 81% |
| Decoration Vouchers | £ 30,000 | £ 18,836 | £ 577 | 63% |
| Environmental Impmts | £ 25,000 | £ 15,142 | £ 481 | 61% |
| Disabled Adaptations | £ 100,000 | £ 159,280 | £ 1,923 | 159% |
| Electrical Testing | £ 81,000 | £ 27,022 | £ 1,558 | 33% |
| Door Entry Maintenance | £ 20,000 | £ 11,992 | £ 385 | 60% |

HOUSING PERFORMANCE INDICATORS

| Rent Arrears & Collection Dwellings (exc. Dispersed) | Actual 2014/15 | Actual 2015/16 | Apr-June 2016 | Apr-Sept 2016 |
|--|-------------------|-------------------|------------------|------------------|
| £ Rent & Service Charges due (Including empty properties) | £11,265,022 | £11,416,157 | £2,739,809 | £5,553,182 |
| £ rent loss due to empty dwellings (voids) | £164,758 | £149,667 | £39,896 | £75,947 |
| £ Rent collected from Current Tenants | £11,059,494 | £11,267,074 | £2,653,648 | £5,467,410 |
| £ Rent collected from Former Tenants | 48,075 | 56,798 | £21,877 | £45,876 |
| Total Rent collected as % of rent due | 98.18% | 98.69% | 96.86% | 98.98% |
| £ Current Arrears | £395,657 | £360,453 | £412,851 | £462,914 |
| £ Former Arrears | £192,359 | £230,070 | £234,690 | £235,931 |
| Write Offs (Gross) | £130,795 | £105,959 | £18,913 | £33,219 |
| Tenants evicted for rent arrears | 11 | 17 | 2 | 6 |
| £ Rent Arrears UC claimants | £9,779 | £36,011 | £71,418 | £93,942 |
| Arrears & Collection - Other Properties | | | | |
| £ Rent arrears Dispersed (Homeless) | £401 | £1,778 | £888 | £2,161 |
| £ Rent arrears Garages | £2,769 | £2,294 | £3,197 | £8,235 |
| £ Rent Arrears Shops | £2,966 | £5,028 | £4,907 | £7,422 |
| £ rent loss due to empty Dispersed (Homeless) | £27,528 | £35,255 | £8,331 | £17,314 |
| £ rent loss due to empty Garages | £2,501 | £1,308 | £411 | £905 |
| £ rent loss due to empty Shops | £0 | £0 | £0 | £0 |
| Void & Lettings (General Needs) | | | | |
| Total Dwellings | 2649 | 2633 | 2625 | 2619 |
| Total number of re-lets | 324 | 254 | 80 | 135 |
| % of re-lets accepted on first offer | 72.8% | 62.2% | 67.6% | unavailable |
| Number of re-lets that underwent Major Works | 17 | 101 | 13 | unavailable |
| Average relet time in days (Standard) | 37 | 38 | 16 | 9 |
| Average re-let time in days (Major Works) | 62 | 60 | 45 | 48 |
| Average re-let time in days (all re-lets) | 44 | 46 | 48 | 47 |
| Number of units vacant and available for letting at period end | 5 | 31 | 20 | 19 |
| Number of units vacant but unavailable for letting at period end | 26 | 12 | 11 | 9 |
| No. Tenancies terminated | 267 | 271 | 67 | 122 |
| Tenancy Turnover % | 10.1% | 10.3% | 2.6% | 4.7% |
| ASB | | | | |
| Number of new anti-social behaviour cases reported | 38 | 84 | 7 | 12 |
| Number of closed successfully resolved ASB cases | 100% | 78% | 67% | 50% |
| Number of closed unresolved anti-social behaviour cases | | 66 | 1 | 2 |
| Repairs & Maintenance | | | | |
| Average number of calendar days taken to complete repairs | 16.48 | 15 | 14 | 18 |
| Percentage of repairs completed at first visit | N/A | 96.4% | 94.9% | 97.34% |
| % all responsive repairs completed on time | 78.4% | 86.7% | 89.7% | 81.97% |
| Number Repair Orders completed | 10,282 | 10,290 | 2031 | 4250 |
| Average Responsive repairs per property | 3.9 | 3.9 | 0.8 | 1.6 |
| Appointments kept as a percentage of appointments made | N/A | 88.0% | 91.97% | 93.23% |
| Major Works & Cyclical Maintenance | | | | |
| Percentage of dwellings with a gas safety certificate renewed by anniversary | 100.0% | 100% | 100% | 100% |
| Percentage of homes that fail to meet the Decent Homes Standard | 2.8% | 0.49% | 0.39% | 0.38% |
| *Average SAP rating of dwellings at end of year (based on RD SAP 9.83) | 69.2 | 69.4 | 69.4 | 69.4 |

APPENDIX B

| Homeless | | | | |
|---|-------------------|-----------------|-------------|-------------|
| Homeless ave. days in temporary dispersed accommodation | 52 | 70 | 38 | 67 |
| Homeless ave. days in temporary B&B accommodation | 36 | 22 | 29 | 33 |
| Homeless Total Cases Closed | 689 | 787 | 304 | 398 |
| Homeless Advice | 178 | 227 | 138 | 248 |
| Homeless Prevention | 321 | 385 | 126 | 166 |
| Homeless Successful Preventions | 174 | 158 | 90 | 123 |
| Eligible Homeless (Owed a full duty) | 16 | 17 | 3 | 5 |
| Staff satisfaction with employer | | | | |
| | Actual 2014/15 | Apr-Mar 2016 | | |
| Average permanent employee headcount | 56 | 53 | 55 | 54 |
| Number of leavers | 0 | 3 | 0 | 1 |
| Ave. working days lost / sickness absence | 14.3 | 18.8 | 12.5 | 12.6 |
| Customer contact & complaints | | | | |
| The number of Stage 1 complaints upheld in the year | 2 | 2 | 1 | 2 |
| Percentage of complaints resolved at first contact | | | | 0 |
| Water Charge Collection | | | | |
| Direct Debit payers | 765 | 793 | 785 | 790 |
| Successful applications for Support Tariffs | 510 | 570 | 567 | 527 |
| Housing Register | | | | |
| Cumbria Choice Register | 1421 | 1242 | 1285 | 1369 |
| Active Direct Applicants | 1151 | 1018 | 1057 | 1075 |
| Active Transfer Applicants | 270 | 224 | 228 | 294 |
| Housing Stock | | | | |
| Houses | 1263 | 1252 | 1242 | 1237 |
| Flats | 1230 | 1213 | 1215 | 1214 |
| Bungalows | 156 | 156 | 156 | 156 |
| General Needs Dwellings | 2649 | 2621 | 2613 | 2607 |
| Dispersed | 10 | 10 | 10 | 10 |
| Homeless (Cold Weather Provision) | | 3 | 0 | 0 |
| New Lives Project | | 2 | 2 | 2 |
| Adelphi Court | 0 | 12 | 12 | 12 |
| Total Dwelling Stock | 2659 | 2648 | 2637 | 2631 |
| Community Centres | 5 | 5 | 5 | 5 |
| Leaseholds | 208 | 208 | 209 | 210 |
| Garages | 489 | 489 | 497 | 497 |
| Shops | 19 | 19 | 19 | 19 |
| TOTAL PROPERTIES | 3380 | 3369 | 3367 | 3362 |
| RTB Properties / Land (Values) | | | | |
| Houses | £509,170 | £498,310 | £394,875 | £601,035 |
| Flats | £60,540 | £0 | £25,960 | £44,560 |
| Bungalows | £28,670 | £0 | £0 | £0 |
| Land | £3,000 | £0 | £0 | £0 |

EXECUTIVE COMMITTEE

Special Meeting: Wednesday 4th January, 2017
at 2.00 p.m.

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

Also Present:- Phil Huck (Executive Director), Sue Roberts (Director of Resources), Steve Solsby (Assistant Director – Regeneration and Built Environment), Keely Fisher (Democratic Services Officer) and Katie Pepper (Democratic and Electoral Services Apprentice).

79 – Apologies for Absence

Apologies for absence were received from Councillor R. McClure and Williams.

80 – North West Coast Connections Project (NWCC) Preliminary Environmental Information (PEI) Report and S42 Consultation: Barrow Borough Council Consultation Response to National Grid's Formal Consultation 2016/17

The Committee were informed that to meet future energy demand, to increase security of supply and to decarbonise electricity generation, the Government's National Policy Statement (NPS) EN-1 concluded there was a significant need for new major energy infrastructure. NPS EN-1 included information regarding the specific need for major new electricity networks infrastructure. National Grid was required to strengthen its electricity transmission network in Cumbria and Lancashire to connect the proposed new nuclear generation at Moorside (near Sellafield West Cumbria) by new electricity transmission lines to the existing electricity network.

National Grid was undertaking a formal public consultation on the North West Coast Connections (NWCC) project. National Grid owned the high-voltage electricity transmission network in England and Wales, operating it across Great Britain.

National Grid had been working on the project for six years. National Grid planned to build a 400kV connection from the proposed Moorside Power Station in West Cumbria to the national electricity grid at Heysham, near Lancaster and Harker, near Carlisle. That project – 'North West Coast Connections' – was a Nationally Significant Infrastructure Project (NSIP), which would be decided by the Secretary of State through the Development Consent Order (DCO) process. The £2.8bn project was to connect the proposed new nuclear power station at Moorside in Cumbria into the electricity network and the project would only be implemented if the new nuclear power station at Moorside went ahead.

Officers of the Council had produced a formal response to the PEI Consultation, which was set out in the detailed report considered by the Committee. The full

Headlines Report to the consultation response was also considered by the Committee.

Dalton with Newton Town Council had tabled a revised response to the consultation.

It was moved by Councillor Sweeney that a further point be added to Barrow Borough Council's consultation response as follows:-

“Barrow Borough Council is concerned that the deficiencies in the timeliness and completeness of the information provided by National Grid makes the Section 42 consultation process inadequate to meet the requirements of the Development Consent process”.

The above motion was duly seconded, voted upon and carried, and it was

RESOLVED:-

1. To agree to submit the report and Appendix 2 as the Council's response to National Grid's formal consultation on the North West Coast Connections (NWCC) Project; and
2. To delegate authority to the Assistant Director (Regeneration and Built Environment) after consultation with the Leader and Deputy Leader of the Council to approve the technical response prepared by the consultant team on behalf of the Council and the local authorities within the Planning Performance Agreement group.
3. To note that Barrow Borough Council is concerned that the deficiencies in the timeliness and completeness of the information provided by National Grid makes the Section 42 consultation process inadequate to meet the requirements of the Development Consent process.

81 – Sale of 1-5 Lawson Street, Barrow-in-Furness

The Committee were reminded that the Council had purchased 1-5 Lawson Street in March 2007.

The property had remained vacant and unused since purchase and was no-longer required by the Council. Recent interest by The Well, looking to establish a 'Recovery Hub' in the building had now been withdrawn.

Approval was now sought to declare the property fully surplus to requirements and permission given for the Commercial Estate Manager to dispose of the asset on the open market by the appropriate method of sale.

RESOLVED:- To agree to proceed with the sale of 1-5 Lawson Street (on the terms and conditions outlined in the report).

82 – Cavendish Dock Road, Barrow-in-Furness

Following negotiations over the last fifteen months and the successful pilots in loading a goods train and transporting aggregate from the Woodbridge Haven site. Burlington Aggregates wish to be considered for leasing the land (see Site A plan, attached). Again the proposal will be subject to obtaining the necessary planning permission together with the company being successful in obtaining a major award in 2017 for stocking, supplying and transporting a range of aggregates to the development at Drigg and potentially other major projects in the North of the County. The establishment of the distribution hub will be an important component to the logistics needed once the projects starts to progress.

The Council re-tendered the option of leasing the land, after a decision was taken not to proceed with Snoozebox. The Little Box Company Limited were the successful bidder for the interest in leasing land at Woodbridge Haven, to facilitate demand for temporary accommodation. However following earlier interest in the same area of land, in particular the need to utilise the existing railway line, an alternative area of land was offered to the south of Cavendish Dock Road which they now wish to proceed with, subject to the necessary planning permission being obtained;

It was proposed that Site A be let to:

Burlington Aggregates Limited for use as a site compound/Stone aggregate distribution centre on a term of seven years (from the grant of full planning permission) for a rental of £20,000 pa minimum subject to review in the third year. £1 for every tonne of aggregate dispatched from the site as exceeds 25,000 tonnes.

It was proposed that Site B be let to:

The Little Box Company Limited for use as serviced residential accommodation units on a term of ten years (from the granting of full planning permission) for a rent of £125,000 pa subject to review in the fifth year.

RESOLVED:- To authorise the Commercial Estate Manager to let Site A and Site B, Cavendish Dock Road on the terms reported.

The meeting closed at 4.10 p.m.

BOROUGH OF BARROW-IN-FURNESS

EXECUTIVE COMMITTEE

1st February, 2017

(D)/(R) AGENDA ITEM NO. 7

RECOMMENDATIONS

OF THE

HOUSING MANAGEMENT FORUM

12th January, 2017

***Subject to the protocol agreed by Council**

The recommendations of the meeting of the Housing Management Forum held on 12th January, 2017 are attached.

COPIES OF THE DETAILED REPORTS ON THESE ITEMS HAVE BEEN CIRCULATED PREVIOUSLY TO ALL MEMBERS OF THE COUNCIL.

The Council has agreed that the following protocol should operate:-

- The Executive Committee shall automatically agree any such recommendation or refer it back for further consideration.
- If on re-submission the Executive Committee is still unwilling to approve the recommendation, it is automatically referred to full Council for decision.

| | |
|--|------------|
| HOUSING MANAGEMENT FORUM | (R) |
| Date of Meeting: 12th January, 2017 | (i) |
| Reporting Officer: Colin Garnett, Assistant Director - Housing | |
| <p>Title: Housing Revenue Account 2017/18</p> <p>Summary and Conclusions:</p> <p>The purpose of the Assistant Director - Housing's report was to agree a Housing Revenue Account Budget for the financial year 2017/18. It provided an update on the work of the Housing Services Review Working Group and their deliberations regarding potential savings for the 2017/18 HRA and towards savings for future years</p> <p>The report also provided an Expected Outturn Budget for the current year 2016/17 and information regarding balances.</p> <p>Recommendations:</p> <p>That the Executive Committee agree the following:-</p> <ol style="list-style-type: none"> 1. To note work and deliberations of the Housing Services Review Working Group and comments at Appendix C of the report; 2. To note the information at point (1) of report; 3. To note the information on balances and Voluntary Repayment Provision at point (2) of the report; 4. To note the information in point (3) and agree 2017/18 budgets as shown in Appendix A of the report; 5. To agree the deletion of Post OHS 270; 6. To agree the Dwelling Rent decrease of 1% at (4) and note the information in Appendix B of the report; 7. To agree the Garage increase of 2% at point (5) of the report; 8. To agree the no rent change to Adelphi Court at point (6) of the report; 9. To note the information at point (7) of the report. | |

| | |
|--|-------------|
| HOUSING MANAGEMENT FORUM | (D) |
| Date of Meeting: 12th January, 2017 | (ii) |
| Reporting Officer: Colin Garnett, Assistant Director - Housing | |
| <p>Title: Housing Maintenance & Gas Servicing</p> <p>Summary and Conclusions:</p> <p>At the meeting held on 12th June, 2015 Members agreed to the appointment of suitably qualified contractors to carry out responsive repairs and gas servicing to the Council's housing stock.</p> <p>The Assistant Director - Housing's report sought to update Members on the progress made during the first twelve months of the contract and included a review of the services provided to date.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. To note the contents of the report; and 2. To note that a further report would be presented in late summer to consider whether an extension should be offered in accordance with the Contract arrangements. | |

| | | |
|--|------------------------------|----------------------|
| EXECUTIVE COMMITTEE | | Part One |
| Date of Meeting: | 1st February, 2017 | (R) |
| Reporting Officer: | Director of Resources | Agenda Item 8 |
| <p>Title: Budget Proposals 2017-2018</p> <p>Summary and Conclusions:</p> <p>This report presents the General Fund budget proposals for 2017-2018. The General Fund proposed revenue budget is based on the assumptions reported to this Committee on the 30th November, 2016, updated where appropriate. The report also includes the proposed Capital Programme for 2016-2017 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 2017-2018 General Fund revenue budget as £9,729,940 including £100,340 for parish precepts, an increase in the Borough Band D Council Tax of £5 applied proportionately across all Bands (2.3%) and the use of £198,970 from Reserves; 2. To approve transfers between Reserves for the MMI Scheme of Arrangement and Welfare Support; 3. To approve the payment of full grant to Barrow Citizen's Advice Bureau and Barrow and District Disability Association up to and including 2020-2021; 4. Agree the deletion of vacant post DES115 part time Playgrounds Team Supervisor; 5. Agree the creation of a full time Building Control Technician on Scale 5; and 6. Approve the Capital Programme for 2016-2017 to 2019-2020. | | |

Report

1. Budget Strategy 2012-2013 to 2015-2016

The Budget Strategy for the years 2012-2013 to 2015-2016 achieved a sustained £5m budget reduction and balanced the Council's ongoing budget requirement to the funding levels projected. The settlement announcements for 2016-2017 further reduced the funding levels for 2016-2017 to 2019-2020.

Provisional funding for all four years was provided and an Efficiency Plan submitted to Government in order to secure the levels projected; the Medium Term Financial Plan incorporating the 2016-2017 to 2019-2020 Budget Strategy formed the Council's Efficiency Plan.

2. Budget Strategy 2016-2017 to 2019-2020

The Budget Strategy for the years 2016-2017 to 2019-2020 was endorsed and adopted by the Council on 6th September, 2016. This Strategy aims to eliminate the budget deficit projected by 2019-2020 of £2.37m; changes to the New Homes Bonus scheme have further increased this deficit to £2.7m. From 2020-2021 there will no longer be any Revenue Support Grant and the retention of Business Rates together with Council Tax will provide the Council's funding (funding excludes service income).

3. Projected Outturn for 2016-2017

The projected outturn for 2016-2017 will be formally revised at the next meeting of this Committee. The budget for 2016-2017 was set with £334,570 of reserves being used to support the General Fund whilst the Budget Strategy for 2016-2017 to 2019-2020 was being developed. There have been a number of budget movements during the year and these are reported quarterly.

4. Local Government Financial Settlement 2017-2018

The settlement funding assessment for 2017-2018 follows the provisional figures provided last year; with a very slight variation for the actual small business rate multiplier applied to the Baseline Funding Level. The settlement is provisional and will be finalised around mid-February.

The settlement is:

- Revenue Support Grant £2,079,201
- Baseline Funding Level £2,922,515
- **Total £5,001,716**

5. Core Spending Power 2017-2018

The Core Spending Power consists of the settlement (Revenue Support Grant and Baseline Funding Level), Council Tax income for the year and any New Homes Bonus. For 2017-2018, these elements compare to the adjusted 2016-2017 figures as follows:

| | 2016-2017 | 2017-2018 | Change |
|-----------------|--------------------|-------------------|------------------|
| Settlement | £5,567,627 | £5,001,716 | -£565,911 |
| Council Tax | £4,025,408 | £4,196,614 | +£171,206 |
| New Homes Bonus | £473,453 | £299,309 | -£174,144 |
| Total | £10,066,488 | £9,497,639 | -£568,849 |
| | | | -5.7% |

This is higher than the -4.3% projected last year as the New Homes Bonus scheme has been changed since that time.

6. New Homes Bonus 2017-2018

The changes to the New Homes Bonus scheme that impacts on the Council are the introduction of a threshold of 0.4% net growth before grant payments apply and the reduction of years for the legacy payments to be made.

The Government consulted on the future shape of the scheme and for the particular issues above, the proposed threshold consulted on 0.25% and the number of years to make legacy payments proposed from 6 to 4 years, 5 years or alternatives. 80% of respondents disagreed with the introduction of a threshold and 66% disagreed with the reduction in legacy payments and also proposed an alternative a flat rate unit payments rather than Band D equivalents; 89% of the Borough is in Bands A to C and our growth is proportionately reduced for the New Homes Bonus calculation.

Prior to these changes the Council would have received a new allocation for the growth in 2016-2017 of £71,515 for 6 years. This is below the new threshold, so nothing will be received. The legacy payment reduction results in the allocations from 2012-2013 to 2015-2016 ending early (the Council received no additional grant in 2016-2017). The impact on the Medium Term Financial Plan is the reduction of New Homes Bonus grant, so an increase in the budget deficit from £2.37m to £2.7m by 2019-2020.

Nationally the reforms to the New Homes Bonus scheme of £240m have been allocated to Adult Social Care based on the Relative Needs Formula.

7. Proposed budget for 2017-2018

The proposed General Fund revenue budget for 2017-2018 at **Appendix 1** is £9,729,940 including £100,340 for parish precepts and a contribution of £198,970 from reserves. However, due to the changes from the 2017 business rate revaluation and technical changes to the reliefs, figures for Retained Business Rates together with any levy and pool benefit cannot yet be calculated. These figures are necessary to complete the budget and set the Council Tax.

The Retained Business Rates figures come from a prescribed form submitted to Government on 31st January, 2017, and I propose to present the calculated figures at this meeting. There is a further issue in that the software providers are unable to confirm that the necessary updates will be complete by then (this is not unique to our provider), so it may be necessary to defer the update of figures to the Budget Council on 2nd March, 2017.

In principle I propose that the net income figure currently in the budget is maintained with any compensatory figure being moved to or from reserves; there is a specific volatility reserve previously established.

The figures that would be impacted are currently (see Appendix 1):

| Budget line | Budget 2017-2018 £ |
|--------------------------------|--------------------------|
| Movement in reserves | (1,061,450) |
| Net Revenue Budget | 9,729,940 |
| Retained business rates | (8,386,230) |
| Retained business rates tariff | 4,882,900 |
| Retained business rates levy | 0 |
| Business rates pool | 0 |
| Total Revenue Financing | (9,729,940) |

The business rate income included in the Total Revenue Financing is £3,503,330 and is the same as projected in the Medium Term Financial Plan. Altering the Net Revenue Budget will mean altering the first recommendation of this report.

8. Comparison to Medium Term Financial Plan

Compared to the Medium Term Financial Plan (MTFP) projected deficit of £342,760, the £198,970 support from reserves is an improvement of £143,790. The headline items are:

- Budget reduction of £89,600 from housing benefit subsidy - changes to the audit process have de-risked the subsidy position somewhat;
- Budget reduction of £80,410 from contract savings – this is lower inflation across all contracts and the first year residual saving from the waste and street cleansing contract award as containers and various other costs are offset initially with significant savings for the following years of £500k-£600k;
- Budget reduction for £72,080 net additional income:
 - Commercial rent £37,510
 - Former ring-fenced industrial units £34,170
 - School and charity bin collections £31,200
 - Reduced income from pay and display sales (£17,350)
 - Reduced income from parking enforcement (£20,000)
 - Other items giving a net increase of £6,550
- Budget reduction of £49,190 from the pension triennial valuation;
- Budget increase of £89,960 for national insurance contributions;
- Budget increase of £36,240 staff training costs; this is at a similar level to 2016-2017 which was funded by reserves;

- Budget increase of £25,600 from the curtailing the New Homes Bonus legacy payments and a slight reduction in the expected Borough precept;
- Budget increase of £24,000 from reduced interest earned on temporary surplus cash invested; and
- Budget reduction of £28,310 for all other items net.

9. Items within the proposed budget for noting

9.1 Borrowing costs

No new borrowing for capital purposes has been included in the proposed budget. Cash flow remains sufficient for the Council's needs.

9.2 Inflationary pressures

The cost of inflation, excluding the agreed staff pay award, is £97,080 and includes:

- £21,650 for utilities;
- £73,100 for contracted services (no inflation on the waste and street cleansing contract in the first year); and
- £2,330 for other items.

9.3 NNDR liabilities

The Council is appealing a number of rateable values from the 2017 revaluations and should the appeals be successful, the NNDR included in the budget may be reduced.

9.4 Recycling containers

In order to deliver the streamlined recycling service, it was necessary to purchase 240L containers ahead of the contract start date.

The balance of the Weekly Collection Support Scheme grant has been used to part fund this purchase with the remainder coming from the contract savings.

To facilitate this, the budget contingency reserve has been used in 2016-2017 and will be replenished in 2017-2018. The purchase was agreed as an exception to standing orders with the Leader and Deputy Leader; this is relevant to the award of the contract as the tender has been placed through an existing framework and follows the normal contract standing order requirements.

Members are asked to note this process is on-going and the contract award will be reported at the next meeting, for information.

9.5 Council Tax base

The Council Tax requirement for 2017-2018 is based on the Council Tax base and current band D tax. The tax base for 2017-2018 has been set at:

- The Whole Borough area 18,697.88
 - Barrow unparished 15,119.47
 - Dalton with Newton Town Council 2,273.65
 - Askam and Ireleth Town Council 1,048.99
 - Lindal and Marton Parish Council 255.77

10. Items within the proposed budget for approval

10.1 Council Tax

The budget includes an increase in the Barrow Borough Council element of the Council Tax of £5 on Band D; 59% of the properties in the Borough are in Band A and this charge goes up from £144.63 to £147.96 (2.3%). This is an annual increase of £3.33 equivalent to about 6 pence a week.

10.2 Earmarked reserves

The budget includes a number of movements with reserves. The majority are already agreed or are covered by the Reserves and Balances Policy. There are two transfers where specific approval is sought:

- The Municipal Mutual Insurance scheme of arrangement currently applies a 25% levy on the Council, against the settled claims. Current advice is that a further 25% is set aside to meet the potential future levy increase. This requires an increase the current reserve of £216,716 and this has been transferred from the Budget Contingency reserve.
- The outturn report for 2015-2016 identified excess housing benefit subsidy (above budget expectations) and this was subsequently reserved. It has been necessary to fund the additional audit work from this reserve, leaving a balance of £204,377. This has been transferred to the Welfare Support reserve (held within other earmarked reserves).

Members are asked to note that £430,000 of the Budget Contingency reserve used for the purchase of recycling containers in 2016-2017 will be replenished from contract savings in 2017-2018.

The use of reserves already set aside include: £105,080 for public buildings maintenance; £130,100 for capital works; £20,000 for insurance excesses; £481,130 for prior year business rate deficits; £50,000 towards Furness Economic Development Forum; £7,000 for work in default; £30,000 for budget variations; £8,370 for the Barrow BID levy; £42,380 for on-going apprentices; £361,450 of earmarked revenue grants released to fund specific expenditure and £198,970 from the MTFP support reserve.

10.3 Welfare support reserve

During 2016-2017 the Council continued to provide full grant to Barrow Citizen's Advice Bureau (BCAB) at £99,280 and Barrow and District Disability Association (BDDA) at £14,660. The current policy is for this funding to reduce to 50% from 2017-2018 onwards.

At the meeting of this Committee on 30th November, 2016, Members requested a review of the current policy in light of the lengthened transfer to Universal Credit and other welfare reforms that these organisations play a vital role in delivering.

The previous paragraph (10.2) outlines the proposed increase to the Welfare Support reserve which would allow the current (full) grant level to continue until 2020-2021. This would still leave an amount available to top up the Discretionary Housing Payments should that be required.

Members are recommended to approve the full grant to BCAB and BDDA continue up to and including 2020-2021.

10.4 Establishment matters

There are two establishment matters contained in a Part Two report on this agenda.

In addition to those, Members are asked to agree the deletion of the vacant Playgrounds Team Supervisor part time role DES115 as this has been superseded by alternative service delivery arrangements and is not included in the proposed budget, and the creation of a Building Control Technician full time role on Scale 5 from the 1st April, 2017.

The Building Control service has and will continue to experience a workload significantly above the levels of previous years. When the Budget Strategy 2012-2013 to 2015-2016 was implemented, the staffing resources within the service were reduced to mirror the service demand. Now that the service demand has increased and is projected to remain at these levels, Management propose the creation of a Building Control Technician full time role on Scale 5. This will release time for the Building Control Surveyors and Manager. The technician work is currently provided from the combined administration team and the demand is also impacting on the Planning and Property Information work streams.

60% of the cost of the new post is met from the Building Control fees earned, leaving a 40% service investment cost for the General Fund of £10,930 which is included in the proposed budget.

The full establishment has been budgeted for, including the 5 new apprentices commencing in April 2017; headcount 200 and 158.63 full time equivalents, some of which are recharged to the Housing Revenue Account and the Capital Programme.

11. Reserves

The projected balances of reserves at the 31st March are:

| Reserve | 01/04/2016 £ | Movement £ | 31/03/2017 £ | Movement £ | 31/03/2018 £ |
|----------------|-------------------|--------------------|------------------|--------------------|------------------|
| MTFP support | 2,870,000 | (1,334,570) | 1,535,430 | (198,970) | 1,336,460 |
| Transformation | 680,913 | 50,560 | 731,473 | 0 | 731,473 |
| Renewals | 1,227,464 | 215,158 | 1,442,622 | (235,180) | 1,207,442 |
| Insurance | 100,000 | (20,000) | 80,000 | (20,000) | 60,000 |
| Losses | 592,651 | 216,716 | 809,367 | 0 | 809,367 |
| Contingency | 2,782,744 | (1,392,913) | 1,389,831 | (146,500) | 1,243,331 |
| Others | 278,864 | 93,167 | 372,031 | (99,350) | 272,681 |
| Ring-fenced | 652,158 | (652,158) | 0 | 0 | 0 |
| Grants | 843,742 | (186,040) | 657,702 | (361,450) | 296,252 |
| Total | 10,028,536 | (3,010,080) | 7,018,456 | (1,061,450) | 5,957,006 |

A number of reserves are called upon when projects or other triggers occur, it is not possible to estimate those but it is expected that further reserves will be expended during 2017-2018; typically transformation and contingency reserves as reported quarterly.

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

12. Capital Programme

The Capital Programme was last presented to this Committee on 30th November, 2016. The variations made to the programme and the proposed Capital Programme for the period 2016-2017 to 2019-2020 are attached at **Appendix 2**.

The programme totals are:

- 2016-2017 £6,152,600
- 2017-2018 £5,184,564
- 2018-2019 £4,227,500
- 2019-2020 £3,466,000

The programme financing contains no borrowing which will be reflected in next revision of the Medium Term Financial Plan. Financing comes from grants received and receivable in future years, contributions from reserves and usable capital receipts.

The programme includes £481,000 of usable capital receipts to be fully funded. The projects in future years will not be commissioned until sufficient funding is in place.

13. 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 12th January, 2017, included earlier on this agenda.

14. Budget consultation

This budget is based on the Budget Strategy 2016-2017 to 2019-2020 which was subject to public consultation in the Summer of 2016. The budget assumptions were presented to this Committee on 30th November, 2016 and the Overview and Scrutiny Committee on 1st December, 2016.

(i) Legal Implications

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

Members should be aware of the provisions of Section 106 of the Local Government Finance Act 1992, which applies to Members where they are present at a meeting of the Council or the Executive Committee and at the time of the meeting an amount of Council Tax is payable by them and has remained unpaid for at least two months, and any budget or Council Tax calculation, or recommendation or decision which might affect the making of any such calculation, is the subject of consideration at the meeting.

In these circumstances, any such Members shall at the meeting and as soon practicable after its commencement disclose the fact that Section 106 applies to them and shall not vote on any question concerning these matters. It should be noted that such Members are not debarred from speaking on these matters.

Failure to comply with these requirements constitutes a criminal offence, unless any such Members can prove they did not know that Section 106 applied to them at the time of the meeting or that the matter in question was the subject of consideration at the meeting.

(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 2017-2018

| | Actual 2015-2016 £ | Original 2016-2017 £ | Outturn 2016-2017 £ | Budget 2017-2018 £ |
|-----------------------------------|--------------------------|----------------------------|---------------------------|--------------------------|
| Staff pay | 4,637,202 | 4,847,850 | 4,828,060 | 5,277,680 |
| Pension accounting | 587,907 | 0 | 0 | 0 |
| Staff other costs | 139,412 | 99,860 | 122,030 | 119,840 |
| Transport | 83,845 | 95,620 | 98,230 | 88,060 |
| Property | 1,990,840 | 2,078,850 | 2,318,110 | 2,167,490 |
| Supplies and services | 4,404,306 | 2,974,900 | 4,696,770 | 2,948,540 |
| Contracts | 6,616,929 | 6,767,920 | 6,690,520 | 5,653,400 |
| Benefits | 19,897,208 | 21,360,190 | 21,379,970 | 18,898,490 |
| Benefits grants | (19,996,122) | (21,241,030) | (21,241,030) | (18,886,930) |
| External income | (8,456,623) | (6,827,750) | (7,483,730) | (6,937,530) |
| Direct Costs | 9,904,904 | 10,156,410 | 11,408,930 | 9,329,040 |
| Internal income: HRA & capital | (807,631) | (844,530) | (845,630) | (847,870) |
| Capital charges | 2,629,654 | 1,605,870 | 1,605,870 | 1,567,150 |
| Indirect Costs | 1,822,023 | 761,340 | 760,240 | 719,280 |
| Net Expenditure | 11,726,927 | 10,917,750 | 12,169,170 | 10,048,320 |
| External interest earned | (140,649) | (80,000) | (110,000) | (75,000) |
| External interest paid | 584,643 | 584,640 | 584,640 | 584,640 |
| Minimum revenue provision | 896,822 | 868,340 | 526,440 | 526,440 |
| Revenue financed capital spend | 985,151 | 0 | 910,960 | 130,100 |
| Items excluded from council tax | (2,356,943) | (1,605,870) | (1,605,870) | (1,567,150) |
| Items included in council tax | 665,136 | 1,199,750 | 1,199,750 | 1,114,040 |
| Movement in reserves | 507,338 | (1,929,050) | (3,010,080) | (1,061,450) |
| Budget variances | 0 | 30,000 | 30,040 | 30,000 |
| GF unbudgeted grants | 0 | 0 | 21,300 | 0 |
| Net Revenue Budget | 12,868,425 | 9,985,560 | 10,716,350 | 9,729,940 |
| Budget Funded by: | | | | |
| Revenue support grant | (3,291,716) | (2,703,590) | (2,703,590) | (2,079,210) |
| Retained business rates | (8,806,190) | (9,589,020) | (9,616,520) | (8,386,230) |
| Retained business rates tariff | 6,280,371 | 6,332,710 | 6,332,710 | 4,882,900 |
| Retained business rates levy | 45,008 | 335,600 | 335,600 | 0 |
| Business rates pool | (57,080) | (154,380) | (154,380) | 0 |
| Business rates prior year surplus | (1,071,783) | 0 | 0 | 0 |
| Business rates prior year deficit | 0 | 1,078,760 | 1,078,760 | 481,130 |
| New homes bonus | (476,050) | (466,940) | (466,940) | (292,270) |
| New burdens | (101,348) | 0 | (31,620) | (2,320) |
| Other general Government grants | (1,262,386) | (581,730) | (1,253,400) | 0 |
| Council tax precept | (4,121,116) | (4,121,370) | (4,121,370) | (4,250,140) |
| Council tax prior year surplus | (6,135) | (115,600) | (115,600) | (83,800) |
| Total Revenue Financing | (12,868,425) | (9,985,560) | (10,716,350) | (9,729,940) |

Capital Programme 2016-2020

| | 2016/2017 £ | 2017/2018 £ | 2018/2019 £ | 2019/2020 £ |
|---|------------------|------------------|------------------|------------------|
| Capitalised planned maintenance | 3,000,000 | 1,872,000 | 1,872,000 | 1,872,000 |
| Total Investment in public housing | 3,000,000 | 1,872,000 | 1,872,000 | 1,872,000 |
| Disabled facilities grants | 974,000 | 974,000 | 974,000 | 974,000 |
| Total Investment in private housing | 974,000 | 974,000 | 974,000 | 974,000 |
| Group Repair - Central Area A & E | 780 | - | - | - |
| Rawlinson Street Phase 1 | 29,900 | 5,100 | - | - |
| Group Repair - Greengate Street | - | 100,000 | 100,000 | - |
| Rawlinson Street Phase 2 | 25,000 | 325,000 | - | - |
| Rawlinson Street Phase 3 | - | 400,000 | - | - |
| Barrow Island Environmental Improvements | 766,151 | 650,000 | - | - |
| Private Sector Housing | - | - | 50,000 | 250,000 |
| Investment in Housing Market Renewal | 821,831 | 1,480,100 | 150,000 | 250,000 |
| Total Investment in housing | 4,795,831 | 4,326,100 | 2,996,000 | 3,096,000 |
| Crematorium | 91,849 | 33,960 | 861,500 | - |
| Leisure Centre | - | 340,000 | - | - |
| Market Hall | 8,593 | - | - | - |
| Town Hall | 14,360 | - | - | - |
| Public Buildings Investment Fund | - | 150,000 | 150,000 | 150,000 |
| Total Investment in Public Buildings | 114,802 | 523,960 | 1,011,500 | 150,000 |
| Craven House | 19,183 | - | - | - |
| Marina Village | 14,810 | - | - | - |
| Industrial & Commercial Property Investment Fund | 130,000 | - | - | - |
| Total Industrial & Commercial Properties | 163,993 | - | - | - |
| Town Centre Shop Front Grants | 19,247 | 50,000 | - | - |
| Miscellaneous Properties | 146,359 | - | - | - |
| IT Equipment & Development | 192,160 | 60,000 | 60,000 | 60,000 |
| Housing Management System | 92,208 | 44,000 | - | - |
| Total Investment in other public assets | 449,974 | 154,000 | 60,000 | 60,000 |
| CCTV | 35,000 | - | - | - |
| Rural Regeneration - Coastal Protection | - | 20,504 | - | - |
| The Well | 483,000 | - | - | - |
| Total Investment in Community Initiatives | 518,000 | 20,504 | - | - |
| Retentions | 10,000 | 10,000 | 10,000 | 10,000 |
| Asset Investment Fund | 100,000 | 150,000 | 150,000 | 150,000 |
| Total | 6,152,600 | 5,184,564 | 4,227,500 | 3,466,000 |
| Funding of Capital Programme: | | | | |
| Borrowing Requirement Non Housing | - | - | - | - |
| DCLG Grant | 974,000 | 974,000 | 974,000 | 974,000 |
| Cluster Empty Homes | 728,801 | 287,350 | - | - |
| Public Health Grant | 483,000 | - | - | - |
| HRA MRR | 3,000,000 | 1,872,000 | 1,872,000 | 1,872,000 |
| Contributions from HRA | 92,208 | 44,000 | - | - |
| Cluster of Empty Homes Loan Repayments | - | 362,650 | 50,000 | 250,000 |
| Contributions from Earmarked Reserves | 427,955 | 130,100 | 61,500 | - |
| Usable Capital Receipts | 446,636 | 1,514,464 | 1,270,000 | 370,000 |
| Total | 6,152,600 | 5,184,564 | 4,227,500 | 3,466,000 |

Changes and additions to Capital Programme

| Project | Adjustments | 2016/2017 £ | 2017/2018 £ | 2018/2019 £ | 2019/2020 £ |
|--|------------------------------|------------------|------------------|------------------|------------------|
| Programme Total | Programme 2 2016-2020 | 6,014,708 | 5,069,150 | 3,466,000 | 3,466,000 |
| Capitalised Planned Maintenance | MRR | 1,128,000 | | | |
| Rawlinson Street Phase 1 | Revised budget | (68,151) | | | |
| Rawlinson Street Phase 1 | Re-profile retention | (5,100) | 5,100 | | |
| Group Repair - Greengate Street | Re-profile | | (100,000) | 100,000 | |
| Rawlinson Street Phase 2 | Re-profile | (325,000) | 325,000 | | |
| Rawlinson Street Phase 3 | Re-profile | (50,000) | 50,000 | | |
| Barrow Island Environmental Improvements | Re-profile | (287,350) | 287,350 | | |
| Private Sector Housing | Trans to 2020/2021 | | | (200,000) | |
| Crematorium | Re-profile | | (861,500) | 861,500 | |
| Crematorium | Re-profile retention | (8,960) | 8,960 | | |
| Leisure Centre | Changing Rooms & Grouting | | 340,000 | | |
| Public Buildings Investment Fund | | (135,640) | | | |
| Industrial & Commercial Property Investment Fund | | 30,000 | | | |
| Town Centre Shop Front Grants | Re-profile | (50,000) | 50,000 | | |
| CCTV | Funded from Reserves | 35,000 | | | |
| Rural Regeneration - Coastal Protection | Re-profile | (20,504) | 20,504 | | |
| Asset Investment Fund | | (104,403) | | | |
| Total | Programme 3 2016-2020 | 6,152,600 | 5,184,664 | 4,227,500 | 3,466,000 |

| | | |
|---|----------------------------------|------------------------------|
| EXECUTIVE COMMITTEE | | Part One |
| Date of Meeting: | 1st February, 2017 | (D) |
| Reporting Officer: | Corporate Support Manager | Agenda Item 9 |
| <p>Title: The Council's Performance Framework</p> <p>Summary and Conclusions:</p> <p>To provide Members with the Council's performance framework.</p> <p>Recommendations:</p> <p>To consider the Performance Framework and recommend that it is approved by Council.</p> | | |

Report

The Council's framework for delivering performance has been approved by Management Board and will be set out in the Council's plan.

The Council's Vision is to enhance the economic and social future of the Borough to meet the needs and aspirations of the community.

To deliver this vision, the Council agrees a set of priorities to deliver tangible benefits to the community and address the headline issues for the Council and its staff. Elected Members have received training and guidance provided by the Local Government Association to enhance their priority setting skills.

Each priority has a number of objectives with actions and outcomes and a member of Management Board is responsible for delivering the objectives. These are set out in the Council's Priorities document.

Our performance against the Council's priorities is presented to Management Board and the Executive Committee on a six monthly basis.

In addition we have identified key service performance indicators which have been agreed by Management Board and are presented to the Executive Committee.

The Council's performance indicators are presented to Management Board and the Executive Committee on a quarterly basis. Some of these indicators are measured against statutory targets or agreed targets with external providers but most indicators are used to compare current performance with the same period in the previous year.

Performance Management Responsibilities

Strategic

Members are responsible for setting the overall direction of the authority through the Council Plan which includes the Council's Vision, Values and Priorities.

Management Board are responsible for identifying the Objectives to deliver the Priorities identified and these are presented to the Executive Committee when they are established; Members views are sought and any formally agreed revisions are incorporated.

Management Board are responsible for monitoring the Objectives and reporting progress to the Executive Committee after each September and March have passed; Members views are sought, any formally agreed revisions are incorporated and any remedial action implemented.

Management Board are responsible for maintaining the description, completion dates and responsible officers; these may alter, but the principle of each Objective is for Members to vary.

Operational

Members and Management Board are jointly responsible for agreeing the schedule of non-financial Service Information used to monitor the Council's services from a corporate level.

Management Board are responsible for monitoring the Service Performance Information and reporting progress to the Executive Committee after each financial quarter has passed; Members views are sought and any remedial action implemented or further information required is identified.

Members are responsible for any revisions to the items contained in the Service Performance Information schedule; revisions being formally agreed by the Executive Committee.

Members are responsible for agreeing expectations from service delivery and this is achieved by monitoring any contractual performance indicators, nationally set service indicators or previous year output where this is available; this is referred to as the Target for monitoring.

Management are responsible for recommending and maintaining the Target, reporting any revisions to the Executive Committee.

Management are responsible for providing Service Performance Information for services where output is monitored and no Target is set; Members are responsible for agreeing that Targets are not appropriate for such indicators.

Management Board are responsible for assigning the compilation and verification of Service Performance Information to the relevant Officers.

The Council's and the department's priorities and objectives are discussed with staff as part of the appraisal process but objectives and targets are not assigned to individual members of staff.

(i) Legal Implications

There are no legal implications directly associated with Performance Framework

(ii) Financial Implications

Financial implications of individual projects will be identified and assessed as part of the project bids.

(iii) Health and Safety Implications

There aren't any health safety implications.

(iv) Council's Priorities

The framework supports delivery of the Council's Priorities.

(v) Risk Assessment

The plan has no risk implications

(vi) Equal Opportunities

The framework does not discriminate against any protected characteristics.

Background Papers

Nil

| | | |
|--|---------------------------|--|
| EXECUTIVE COMMITTEE | | Part One (D) Agenda Item 10 |
| Date of Meeting: | 1st February, 2017 | |
| Reporting Officer: | Executive Director | |
| <p>Title: Funding for Supported Housing - Government Consultation</p> <p>Summary and Conclusions:</p> <p>The Government is introducing a cap on social housing rents. This will set the relevant Local Housing Allowance as the ceiling on the level of rent that can be covered by housing benefit. This has particular impact in supported housing, and the Government is consulting on the introduction of a specific funding model to mitigate these impacts. The key points of the proposal are outlined and a response suggested.</p> <p>Recommendation:</p> <p>That Members authorise the proposed response to the consultation.</p> | | |

Report

1. Background

- 1.1. With effect from April 2019, the government is introducing a cap on the level of housing benefit that will be paid to social housing tenants. From April 2019, the level of housing benefit will be capped at the appropriate Local Housing Allowance (LHA) rate. This will apply to all tenants whose tenancies started after April 2016, and to all tenants in receipt of Universal Credit, irrespective of when their tenancy started.
- 1.2. This cap, for example, will mean that social tenants under the age of 35 will have their housing benefit restricted to the "shared room" rate. This shared room rate is £63.25 per week in Barrow, compared with £78.00 for the 1-bedroom accommodation rate.
- 1.3. The introduction of this cap will have significant implications for social tenants and social landlords. However, the effect will be particularly critical for tenants of supported housing and their landlords. A high proportion of supported housing tenants are in receipt of Housing Benefit, and in many cases the rent levels are much higher than average. At present, supported housing is treated as "exempt accommodation" for Housing Benefit purposes when assessing the level of rent that can be claimed. If the LHA cap were introduced for supported housing in the same way that is proposed for general needs

housing, this would immediately make large numbers of supported housing schemes and providers unviable.

- 1.4. The government has recognised that there is a funding gap that needs to be bridged. It is proposing an alternative model of funding supported housing. From April 2019, it is proposed that **all** social sector supported housing tenants (not just those whose tenancies started after April 2016 or in receipt of Universal Credit) will be able to claim “core rent” costs up to the appropriate level of LHA. It has also been proposed that the “shared room” rate of LHA will not apply, and that the minimum level will be the “1-bedroom” rate of LHA.
- 1.5. The gap between “core rents” and the actual rent will be filled using a locally applied funding pot that will be distributed by the local authority. The principle here is similar to that of Discretionary Housing Payments (DHP). The government has issued a consultation paper on how this funding pot should operate. This consultation document can be viewed at <http://tinyurl.com/hdj548l>.
- 1.6. The government has recognised that this model is not appropriate for emergency temporary arrangements such as hostels and refuges. It is therefore proposing separate arrangements for this type of accommodation.

2. The Consultation Paper

2.1. In summary, the main features of the consultation paper are as follows:

- 2.1.1. The top-up will be administered locally by the local authority, although the paper is open about whether this should be the district or county council in two tier areas.
- 2.1.2. Separate existing funding sources for supported housing (e.g. legacy Supporting People funding) will not be affected by this proposal.
- 2.1.3. There should be effective links with other related commissioning of health and social care.
- 2.1.4. There should be local oversight of standards and outcomes in supported housing, possibly backed up by national standards and regulation.
- 2.1.5. Funding in the first year – 2019/20 – is proposed to meet the funding gap created by the introduction of the LHA cap. However, there is no guarantee that the fund will be maintained at this level or increased as new provision is developed.

2.2. The consultation paper asks for responses broken down into five areas;

- 2.2.1. Fair access to funding, the detailed design of the ring-fence and whether other protections are needed for particular client groups to

ensure appropriate access to funding, including for those without existing statutory duties;

- 2.2.2. Clarifying expectations for local roles and responsibilities, including what planning, commissioning and partnership arrangements might be necessary locally;
- 2.2.3. Confirming what further arrangements there should be to provide oversight and assurance for Government and taxpayers around ensuring value for money and quality outcomes focussed services;
- 2.2.4. Exploring the appropriate balance between local flexibility and provider certainty, including what other assurance can be provided beyond the ring-fence, for developers and investors to ensure a pipeline of new supply; and
- 2.2.5. Developing options for workable funding model(s) for short term accommodation, including hostels and refuges.

3. Proposed Response

3.1. A proposed response is attached as **Appendix 3**.

3.2. The main points of the response are:

- 3.2.1. That the fund should be administered by district councils in two tier areas.
- 3.2.2. That where possible commissioning co-ordination should take place through groups already in existence. It is accepted that a set of national standards would be useful.
- 3.2.3. The level of funding should be maintained over time, and indeed increased to support new provision. Steps should also be taken to protect particularly vulnerable groups at risk of losing out.
- 3.2.4. The principle of separate arrangements for short term accommodation is supported.

3.3. Members are asked to approve the proposed response the government consultation.

(i) Legal Implications

None at present, although new legal responsibilities may arise in due course.

(ii) Risk Assessment

The recommendation has no implications.

(iii) Financial Implications

None at present, although new burdens in terms of operating the new system may arise.

(iv) Health and Safety Implications

The recommendation has no significant implications.

(v) Equality and Diversity

The government proposals have a potentially detrimental effect on service users showing the protected characteristics under current Equalities legislation. The recommendation is intended to mitigate these effects.

(vi) Health and Well-being Implications

The government proposals have a potentially detrimental effect on the Health and Wellbeing of residents of supported housing. The recommendation is intended to mitigate these effects.

Background Papers

Department for Local Communities and Local Government

Department for Work and Pensions

Funding for Supported Housing – Consultation Document <http://tinyurl.com/hdj548l>

Funding for Supported Housing – Proposed Consultation Response

Q1. The local top-up will be devolved to local authorities. Who should hold the funding; and, in two tier areas, should the upper tier authority hold the funding?

We would submit that it would be better for the district to hold the funding. We should bear in mind that this fund is for the rental element of accommodation charges, not for any personal support or care services. As the housing authorities are the main enablers of housing, and are responsible for assessing and meeting housing (as opposed to care) needs, this sits more logically with the districts. The district councils cannot be effective strategic enablers of supported housing without control of the revenue funding vital for its sustainability.

Q2. How should the funding model be designed to maximise the opportunities for local agencies to collaborate, encourage planning and commissioning across service boundaries, and ensure that different local commissioning bodies can have fair access to funding?

It obviously makes sense for the funding to be co-ordinated with any relevant commissioning funds. We would suggest that a useful first step would be a local mapping exercise to see what commissioning funds exist (again bearing in mind this is for supported housing, not care). We also need to be mindful that some supported accommodation has been developed without recourse to grant or “commissioning funding”, and that the public subsidy required has come largely from Housing Benefit. To avoid the establishment of new groups, which may in any case introduce duplication, full use of existing local arrangement should be made. In Cumbria, this might include the Supporting People Officers’ Group so that the top-up fund matches needs and take account of existing services. The Housing and Health sub group of the Cumbria Housing Group and the Health and Wellbeing Board (both of which include elected members) are also possible forums for collaboration to ensure that complementary services are provided, that do not duplicate what is already available.

Q3. How can we ensure that local allocation of funding by local authorities matches local need for supported housing across all client groups?

It is essential that the necessary provision to meet the local authorities’ housing needs assessments should be fully funded. The ring fence needs not only to be maintained, but the fund increased over time to meet increasing need and provision. It is vital that the ring fence is not eroded, and that the top-up “pot” is not squeezed over time. The level of funding should match evidence of need from the SHMA/JSNA, Housing Register and data from Supporting People or other evidence as it becomes available.

Q4. Do you think other funding protections for vulnerable groups, beyond the ring-fence, are needed to provide fair access to funding for all client groups, including those without existing statutory duties (including for example the case for any new statutory duties or any other sort of statutory provision)?

We believe that providers for certain groups will have legitimate concerns that they will lose out over time. More “difficult” client groups (such as people with mental health problems, or substance abusers) may lose out over time. Unless the ring fence is maintained, and the level of funding remains sufficient the marginalisation of supported housing for these groups is likely to be an unfortunate consequence of the change.

*Q5. What expectations should there be for **local roles and responsibilities**? What **planning, commissioning and partnership and monitoring arrangements** might be necessary, both **nationally and locally**?*

There will probably need to be some sort of new partnership group established, at least as a consultative group, and possible as a decision making body. The composition and scope of such a group would most sensibly come out of the mapping exercise suggested under the response to Q2. We would reiterate the point that we should utilise existing groups (possible with modifications) if this is practicable.

*Q6. For local authority respondents, what **administrative impact and specific tasks** might this new role involve for your local authority?*

There will clearly be some additional administrative costs within Revenues and Benefits departments, assuming that district council take on this new responsibility. However, we are unable to quantify these at the moment.

*Q7. We welcome your views on what features the new model should include to provide **greater oversight and assurance** to tax payers that supported housing services are providing value for money, are of good quality and are delivering outcomes for individual tenants?*

Assuming that the recipients of this funding are Registered Providers, it would be logical for there to be some sort of specific regulatory oversight from the HCA (or successor regulatory body). Performance monitoring information linked to required outcomes could be gathered, and services compared in terms of price and quality. This would be a similar exercise to that carried out locally for Supporting People.

*Q8. We are interested in your views on how to strike a balance between local flexibility and provider/developer certainty and simplicity. What features should the funding model have to provide **greater certainty to providers** and in particular, developers of new supply?*

The thing that providers want above all to provide certainty is assurance that the appropriate level of funding will be available over the life of their business plans. This requires the ring fence to be maintained and the funding to be increased to meet the cost of new provision.

*Q9. Should there be a **national statement of expectations or national commissioning framework** within which local areas tailor their funding? How should this work with existing commissioning arrangements, for example across health and social care, and how would we ensure it was followed?*

A national statement of expectations may be useful in commissioning services so that any framework tendered against for new provision can meet national standards. Local standards could also be set, but these would need to be consistent with the national standards.

*Q10. The Government wants a **smooth transition** to the new funding arrangement on 1 April 2019. What transitional arrangements might be helpful in supporting the transition to the new regime?*

We would suggest that there was a guarantee of funding at 2018-19 levels during 2019-20 to allow the system changes to bed in before any other changes are made.

*Q11. Do you have **any other views** about how the local top-up model can be designed to ensure it works for tenants, commissioners, providers and developers?*

The main concern with the pot is that it will dwindle over time. If it does not, then it can work well for all concerned. However, if the funding reduces, there will clearly be a risk to providers, and by extension to tenants. National and local standards and outcomes that are included in the model will need to be met to ensure that evidenced needs are being met. It would be useful to programme in an evaluation of the scheme over a period of time to identify how it has enabled the provision of new supply that meets the evidenced needs.

*Q12. We welcome your views on how **emergency and short term accommodation** should be defined and how funding should be provided outside Universal Credit. How should funding be provided for tenants in these situations?*

The simplest solution would be for this sort of accommodation to be direct funded through some sort of “rump” Housing Benefit system that applied to housing that is specifically intended to be for temporary accommodation. Normally this temporary accommodation is of a type that would be provided in a crisis situation. It has to be borne in mind that in some areas, “temporary” accommodation can be used for quite long periods. This can be down to there being insufficient move on accommodation of the right type. Short term could be defined as a set period (we would suggest 2 years) that includes periodic review to see if the person is ready to move on to alternative accommodation that is available.

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| EXECUTIVE COMMITTEE | | Part One (D) Agenda Item 11 |
| Date of Meeting: 1st February, 2017 | | |
| Reporting Officer: Executive Director | | |
| <p>Title: Cavendish Park Refurbishment tendering and appointment of professional services</p> <p>Summary and Conclusions:</p> <p>Members are updated on progress with the project to refurbish and extend the changing rooms at Cavendish Park. Proposals are put forward for the procurement of a main contractor and for the required professional services.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. To agree to advertise the works package on the Council's procurement portal "The Chest" in accordance with Contract Standing Orders; 2. To authorise the Executive Director to accept the lowest tender for the works; and 3. To retain the professional consultants already engaged by the Barrow Island Community Sports Trust. | | |

Report

Background

Members have previously agreed the lease of Cavendish Park playing fields and changing rooms to the Barrow Island Community Sports Trust (BICST). The lease was granted with a view to BICST utilising Big Lottery funding to refurbish and extend the changing rooms to create a community hub. The lease was originally agreed for a term 25 years (Executive Minute No. 119 19/02/14 refers), and subsequently extended to 30 years (Executive Minute No. 27 25/06/14 refers).

It was further agreed that the Borough Council would act as the named applicant (Locally Trusted Organisation) for Lottery and other funding and would also take the lead on procurement and management of the building works (Executive Minute No. 12 20/05/15 refers).

The proposed design is now nearly complete, and the works package will shortly be ready to go out to tender. It is proposed that this is tendered in the normal way, using the Council's procurement portal, and that the Executive Director is authorised to accept the lowest quote that meets the required standards. The estimated works costs are in the region of £500,000. The contract will only be entered into once written confirmation of the grant funding has been received.

To enable the design work to be done, BICST have appointed consultants as follows:

Architect – Mark Wharton Architect
Mechanical and Electrical Engineers – JRB Environmental Design
Structural Engineers – Burgess Roughton
Quantity Surveyors - Johnstons

The total fee requirement is approximately £57,000. For the work already carried out, BICST will be invoiced for £37,420. There is therefore approximately a further £20,000 worth of professional services work to be carried out.

It should be noted that these consultants have been working for, and paid direct by BICST up to date. However, as the Borough Council takes over the procurement and management of the works, these services will need to be contracted to the Council. The appointment of these consultants has not been carried out according to the Council's standing orders. However, the costs are, in the opinion of your officers, not excessive, and it is clearly the most practical course of action to proceed with the existing consultants, rather than undertake a competitive exercise that may result in the appointment of new consultants. Members are therefore asked to approve the appointment by the Council of the existing consultants to ensure sensible continuity for the project.

(i) Legal Implications

The Council will take over the contractual client responsibilities for the project.

(ii) Risk Assessment

The recommendation has no implications.

(iii) Financial Implications

The contract will only be let once confirmation of the grant funding required has been received.

(iv) Health and Safety Implications

The Council will take on the client responsibilities under the Construction (Design and Management) Regulations.

(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 a positive effect on the Health and Wellbeing of residents in Barrow Island.

Background Papers

Nil

| | | |
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| EXECUTIVE COMMITTEE | | Part One (D) Agenda Item 12 |
| Date of Meeting: | 1st February, 2017 | |
| Reporting Officer: | Executive Director | |
| <p>Title: Barrow-in-Furness Town Centre Parking and Movement Study</p> <p>Summary and Conclusions:</p> <p>Barrow Borough Council and Cumbria County Council have commissioned Mott MacDonald to complete a study of parking and movement in Barrow town centre. This has resulted in a prioritised list of projects which Members are asked to support. Members views are sought on using the balance of the Shop Front Grant Scheme to fund projects on the list.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. That Council agrees to support the priorities outlined in Appendix 4 to this report. 2. Members views on earmarking the remaining funding in the Shop Front Grant Scheme are requested. | | |

Report

The future vibrancy and commercial viability of Barrow town centre is a key policy objective for the Council, implemented through the Borough Local Plan and a range of other Council services. Council is currently reviewing its long term strategic plan and I anticipate a vibrant town centre will become a key objective.

Town centres nationwide are experiencing significant commercial pressures from edge of centre and out of town retail floor space, and the very rapid growth of internet shopping. Barrow is no exception to this, but does have unique factors, primarily a restricted retail catchment and lower levels of disposable income which impact more strongly than in other areas.

In December 2015 Mott MacDonald were commissioned by Cumbria County Council and Barrow Borough Council to identify how traffic moves around the town centre and to develop a prioritised and integrated package of transport and parking improvements that will bring benefits to all town centre users including businesses, residents and visitors.

In April 2016 businesses within Barrow town centre voted to support a Business Improvement District (BID) and the area of the BID and that covered by the town centre movement study are broadly similar. In addition members of the BID team (now BID Board) were engaged in drafting the consultants brief, progress meetings and prioritising the first phase of projects.

The Mott MacDonald study identified a long list of 60 projects which would improve traffic and pedestrian flows around the town centre and these were reduced to a shortlist of 46 projects. These projects will need to be phased and the Borough and County Councils together with the BID have prioritised projects shown on the appended list.

Funding these initiatives will clearly be challenging, and the full study suggests sources of potential financial assistance. However, Cumbria County Council, Barrow Borough Council and the BID will have to examine their own budgets to see how they can contribute to their implementation.

In that regard the Council has operated a Shop Front Grant Scheme since 2010 and applications to the scheme have slowed considerably. Assuming that all current applications are supported, around £40,000 remains uncommitted and Members may wish to earmark the balance of this fund to works included on the priority list above. Members' instructions on this are requested.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no implications.

(iii) Financial Implications

Members will wish to re-assess their funding programmes as part of the Council Plan and this is likely to include improvements to the town centre.

(iv) Health and Safety Implications

The recommendation has no 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.

(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

Prioritised List of CCC/BBC and FSB Partnership Group
on the
Barrow-in-Furness Town Centre Parking and Movement Study
Transport Improvement Plan

| Reference | Proposed Project | Partnership Group Priorities | | |
|-----------|---|------------------------------|-----------------------|-----|
| | | 1st Priorities | Subsequent Priorities | TBC |
| 1 | Pedestrian wayfinding signage | 27,122 | | |
| 2 | Town centre interpretive boards | 54,243 | | |
| 3 | Coordinated vehicle direction signage | 40,682 | | |
| 4 | Improved walking routes to edge of town retail parks | 231,618 | | |
| 4.5 | Town centre cycle storage facilities | 8,679 | | |
| 5 | Improved lighting through Portland Walk | | | |
| 6 | Install dropped crossings on Michaelson Road Bridge | | | |
| 7 | Dropped kerbs and tactile paving on key pedestrian routes | | | |
| 8 | As 7 above | | | |
| 9 | Maximisation of on-street parking on key commercial streets | 50,627 | | |
| 10 | Refurbished town centre traffic regulation orders | | | |
| 11 | Rationalisation of off-street loading bays | 25,313 | | |
| 12 | On-street parking enforcement | | | |
| 13 | Click and collect parking | | | |
| 14 | Residents and visitors on-street parking strategy | 210,309 | | |
| 15 | As 14 above | | | |
| 16 | Oldham Street improved disabled parking | | | |
| 17 | Refurbishment of car parking lighting | | | |
| 18 | CCTV coverage of town centre car parks | | | |
| 19 | Electric car charging points | | | |
| 20 | Differential car park charging/Increased number of charging periods | | | |
| 21 | As 20 above | | | |
| 22 | Charging for all car park users | | | |
| 23 | Bus stop timetable information | 13,561 | | |
| 24 | Cavendish Street bus stop and bus route | 412,708 | | |
| 25 | As 24 above | | | |
| 26 | Duke Street/Cornwallis Street bus stop improvements | | | |
| 27 | Bus stop infrastructure and access kerbs | | | |
| 28 | As 27 above | | | |
| 29 | | | | |
| 30 | Hindpool Road crossing point | | | |
| 31 | Duke Street public realm improvements | | | |
| 32 | Restricted town centre servicing periods | | | |
| 33 | Sign Abbey Road as tourist route from A590 | 10,849 | | |
| 34 | Pedestrian wayfinding signage at Barrow Rail Station | 12,657 | | |
| 35 | Coach drop-off/pick-up facility in town centre | | | |
| 36 | Improved tourist information offer | 20,550 | | |
| 37 | Improved cycle network | 87,150 | | |
| 38 | Town centre circulation | 196,965 | | |
| 39 | Contra flow cycle lanes on one-way streets | | | |
| 40 | Town centre footway refurbishment on key routes | | | |
| 41 | Street furniture rationalisation | 30,738 | | |
| 42 | Promote walk route between proposed BAE car park off Hindpool Road and town centre | | | |
| 43 | | | | |
| 44 | Refurbish public lavatories, Hall Street car park | | | |
| 45 | Improved pedestrian and cycle links between town centre and BAE/Docks | | | |
| 46 | Upgraded footway surfacing through open market area | | | |
| 46.5 | Creation of a new pedestrian space between Portland Walk and Duke Street | 471,243 | | |
| 47 | Borough Council takes back enforcement of on-street waiting restrictions | | | |
| 48 | Town centre gateway car park | | | |
| 49 | Pay on foot at Portland Walk MSCP | | | |
| 50 | Decking of Hall Street Car Park | | | |
| 51 | Additional facilities at Ramsden Square bus station | | | |
| 52 | Town Hall bus only link between Cornwallis Street and Market Street | | | |
| 53 | As 30 above | | | |
| 54 | Promotion of Barrow to coach operators/tour guides & in other towns in Cumbria & further afield | | | |
| 55 | As 54 above | | | |
| 56 | Coach parking and driver facilities close to town centre | | | |
| 57 | Town Centre gateway feature at John Whinnerah roundabout | | | |
| 58 | Green space infrastructure | | | |
| 59 | Refurbishment and improved security of Portland Walk MSCP (not costed) | | | |
| 60 | Town Centre Transport Interchange (Estimated at £5m) | | | |
| | | 1,905,014 | 0 | 0 |

Those projects highlighted in grey are either a regulatory review or deemed unnecessary to take forward at this stage.
Those highlighted in blue are expensive, long term aspirations so have been omitted from the costings shown above.

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| EXECUTIVE COMMITTEE | | Part One (R) Agenda Item 13 |
| Date of Meeting: | 1st February, 2017 | |
| Reporting Officer: | Executive Director | |
| <p>Title: Unacceptable Behaviour Policy</p> <p>Summary and Conclusions:</p> <p>This report contains the Unacceptable Behaviour Policy which has been reviewed and is submitted for approval.</p> <p>Recommendations:</p> <p>To recommend the Council to approve the Unacceptable Behaviour Policy.</p> | | |

Report

The Council's Unacceptable Behaviour Policy is attached at **Appendix 5**. The Policy has been draw together by the Health & Safety Adviser following consultation with various front line officers and colleagues.

The document sets out the Council's Policy Statement and then goes into further detail regarding defining and managing unacceptable behaviour.

The Council is committed to putting customers at the heart of service delivery, to meet customer's needs and to the standards expected.

Dealing effectively with service requests, providing advice and information and dealing with complaints is an essential part of what the Council does.

Most of the contact the Council has with customers is positive. However in a minority of cases the contact is not positive and customers pursue their requests for a service or complain in a way that is unreasonable. This can have a negative impact on the way their request or complaint is handled. It can also have a negative impact on the Council's ability to provide services to other customers.

The Council respects its customers but will not tolerate unacceptable behaviour.

Members are asked to recommend that Council approve the Unacceptable Behaviour Policy.

(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 financial implications.

(iv) Health and Safety Implications

The recommendation has no significant implications.

(v) Equality and Diversity

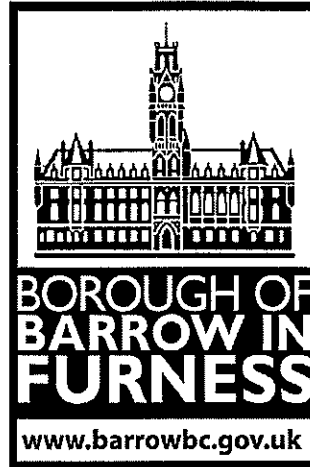
The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(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



DEALING WITH UNACCEPTABLE BEHAVIOUR

| | |
|-------------------------|-------------------------------------|
| Version Control: | |
| Document Name: | Dealing with unacceptable behaviour |
| Version: | 1 |
| Author: | Health & Safety Adviser |
| Approved by: | |
| Date Approved: | |
| Review Date | |

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| 4 | How we manage unacceptable behaviour | 4 |
| 5 | How we record, inform and review a decision to restrict contact | 4 |
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Dealing with unacceptable behaviour

Policy Statement

The Council is committed to putting customers at the heart of service delivery, to meet customer's needs and to the standards expected. The Council respects its customers but will not tolerate unacceptable behaviour.

1. Introduction

- 1.1. This policy details the Council's approach for dealing with the very small minority of people whose behaviour is considered to be unacceptable.
- 1.2. The Council is committed to providing high standards of customer care. All customers have the right to be heard, understood and respected and we will deal fairly, honestly, consistently and appropriately with individuals whose behaviour is considered unacceptable.
- 1.3. The Council will also ensure that their employees, representatives and others are not put at risk or disadvantaged by people who behave in an unacceptable manner.
- 1.4. We acknowledge that people may act out of character in times of trouble or stress. There may have been upsetting or disturbing circumstances leading up to formal contact with the Council. We do not view behaviour as unacceptable just because an individual is upset or is forceful or determined.

2. Defining unacceptable behaviour

- 2.1. Behaviour is unacceptable when it has a significant negative impact on effective service delivery or may justifiably cause staff to feel afraid, threatened or abused.
- 2.2. Examples of such behaviour includes, but is not limited to:
 - repeatedly demanding responses within an unreasonable timescale
 - repeatedly changing the substance of a complaint or raising unrelated concerns
 - repeatedly and unreasonably complaining about the same issue
 - audio recording of conversations without permission
 - behaviour or language (whether verbal or written) which may cause staff to feel afraid, threatened or abused
 - acts of aggression or physical violence

3. How we deal with unacceptable behaviour face to face

- 3.1. If we experience unacceptable behaviour in face to face or telephone conversations we will first tell the individual that the behaviour is unacceptable and that the conversation may be ended if the behaviour does not stop. We may then terminate the conversation if the unreasonable behaviour continues.

4. How we manage unacceptable behaviour

- 4.1. How we manage ongoing unacceptable behaviours will depend on their nature. We will always seek to resolve issues by informal discussion. However, if the behaviour continues to have a significant negative impact on effective service delivery or on the safety of staff or representatives, we may need to manage the individual's contact with the Council.
- 4.2. We aim to do this in a way that takes into account the impact on the individual and wherever possible allows the issue to be resolved, or for the service to be provided through the Council's normal processes.
- 4.3. Any measures to restrict contact will be authorised by a member of Management Board.
- 4.4. We may restrict contact by specifying:
 - a particular form of communication, for example either telephone or written
 - contact is via a named employee
 - face to face contact:
 - on set days or at set times
 - at set premises or areas
 - by appointment only
 - with more than one employee present
 - with security personnel or a police officer present
 - in extreme situations, that we will make no personal contact with the individual. This means in practice contact will be limited to either written communication or via a third party

5. How we record, inform and review a decision to restrict contact

- 5.1. We will record all decisions to restrict contact.
- 5.2. The individual will be informed in writing what action we are taking and why, unless we believe that doing so will itself create a significant risk of a violent reaction from them.
- 5.3. A member of Management Board will, on a regular basis, review the status of all complainants with restricted contact arrangements. A decision to restrict contact as described above may be reconsidered if the individual demonstrates a more acceptable approach.

6. Client aware system

Barrow Borough Council – Dealing with unacceptable behaviour policy

- 6.1. We will maintain a system for the purpose of effectively alerting employees to significant circumstances, including the threat from potentially aggressive and violent persons.
- 6.2. The system will specify what preventative actions are required when dealing with an individual, for example two person visits or accompanied visits with either Police or security personnel.
- 6.3. We will control access to the system and restrict it to those who manage or need to use it.
- 6.4. We will operate the client aware system under the following principles:
 - a decision to add individuals will only taken after careful consideration and authorisation by a member of Management Board. In cases of threats and physical violence police input will be sought
 - the Executive Director will be the Authorising Officer for additions and removals
 - individuals' names and addresses will be recorded
 - individuals will be notified that they have been placed on the system unless this is likely to result in additional significant risks to employees
 - when notified individuals will be informed that have the right of appeal to have their case reviewed by a different member of Management Board
 - all entries will be reviewed at three monthly intervals to ensure the information is up to date
 - the Council will maintain a record of employees with access to the system

7. Right of appeal

- 7.1. An individual can appeal against a decision to add their name to the system and/or place restrictions on contact. The appeal could be on the basis that, for example:
 - the behaviour was wrongly identified as unacceptable
 - the restrictions were disproportionate
 - the restrictions will adversely impact on the individual because of personal circumstances
- 7.2. A member of Management Board not involved in the original decision to restrict contact will consider the appeal. They may uphold, quash or vary the entry or restrictions. They will advise the individual in writing of the outcome.

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| EXECUTIVE COMMITTEE | (R) Agenda Item 14 |
| Date of Meeting: 1st February, 2017 | |
| Reporting Officer: Acting Principal Legal Officer | |
| <p>Title: Introduction of Fixed Penalty Notices for Fly Tipping</p> <p>Summary:</p> <p>On 9 May 2016 The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 amended section 33 of the Environmental Protection Act 1990.</p> <p>Authorised Council Officers may now serve a fixed penalty notice on any person who they have reason to believe has committed an offence under the above the legislation.</p> <p>Purpose:</p> <p>The purpose of this report is to advise members that there is a new provision in legislation to issue fixed penalty notices for environmental offences relating to fly-tipping and to seek approval to implement the use of this power and recommend an appropriate level of fixed penalty notice fine(s).</p> <p>Officers from the Streetcare Team already have delegated authority to serve fixed penalty notices for other waste related offences.</p> <p>Recommendation:</p> <p>To recommend the Council:-</p> <ol style="list-style-type: none"> 1. To adopt the new provision in legislation to issue fixed penalty notices for environmental offences relating to fly-tipping; and 2. To set the amount of fixed penalty notice for offences under section 33(1) (a) of the Environmental Protection Act 1990 at £400 with no reduction for early repayment. | |

Report

The unauthorised depositing of waste commonly known as fly tipping is an offence under Section 33 of The Environmental Protection Act 1990. The legislation has recently been amended by The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 to allow fixed penalty notices (FPNs) to be served as an alternative to prosecution.

Prior to 9 May 2016 there was no fixed penalty option in dealing with fly-tipping offences and in cases where offenders are identified the only available option was prosecution proceedings in Court.

For the most serious of cases or where repeat offences have been committed there is still the option to prosecute an individual or business who would be liable for a fine not exceeding £5,000 if they are convicted by a Magistrates' Court or an unlimited fine in the Crown Court. The option of serving a fixed penalty notice however would be, in many cases, a more appropriate course of action. When deciding the most appropriate course of action officers refer to the Acting Principal Legal Officer and the decision is taken in consultation with the Director of Resources.

From 9th May the Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 amended section 33 of the Environmental Protection Act 1990. This provision allows Authorised Officers to serve fixed penalty notices between £150 to £400 for small scale fly-tipping offences as an alternative to prosecution which will ultimately save the authority money and negate the need for a formal prosecution. The fixed penalty notices may be served on identified suspects such as householders and business owners as a criminal penalty in lieu of prosecution for a criminal offence.

The Council may decide the amount of fixed penalty payable between a range of not less than £150 and not more than £400 otherwise it is automatically set at £200. A reduced fee for early payment may also be considered but the Council may choose not to do so if it wishes.

In the period 1st April, 2016 to 22nd December, 2016 there were 21 cases of small scale fly-tipping for which fixed penalty notices would have been suitable. It should be noted that a similar number of cases are being processed in relation to offences of the Christmas period.

Legal costs for prosecutions can vary dependent upon the complexity of the case, but are generally between £500 and £1,500. Costs awarded to the Council on conviction rarely cover the full costs incurred.

(i) Legal Implications

In determining the level of fixed penalty to be levied, the Council is acting in accordance with the provisions of the appropriate legislation.

(ii) Risk Assessment

There is also a risk in not taking appropriate action, or at least considering it, arising from neighbour and police complaints.

(iii) Financial Implications

The investigation of fly tipping and service of any fixed penalty notices will be carried out within existing staff resources and budgets.

Increased income from issuing fixed penalty notices and as the authorising authority we would retain this income.

Legal costs for prosecutions can vary dependent upon the complexity of the case, but are generally between £500 and £1,500.

There will be a reduction in legal fees incurred pursuing all fly tipping cases. Legal fees will still be payable should we need to pursue the offender for non-payment of the Fixed Penalty Notice.

(iv) Health and Safety Implications

The recommendation has no implications.

(v) Equality and Diversity

After considering each equality group no negative equality impacts have been identified should the recommendations of this report be agreed by Council.

(vi) Other Human Rights

The recommendation has no adverse effect on the Human Rights of individuals.

(vii) Health and Well-being Implications

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

Background Papers

Nil