

BOROUGH OF BARROW-IN-FURNESS

EXECUTIVE COMMITTEE

Meeting, Wednesday, 8th March, 2017
at 2.00 p.m. (Committee Room No. 4)

NOTE: Group Meetings at 1.15 p.m.

AGENDA

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 1st February, 2017 (Pages 1-16).
6. Apologies for Absence/Attendance of Substitute Members.

FOR DECISION

- (D/R) 7. Recommendations of the Housing Management Forum, 23rd February, 2017 (Pages 17-22).
- (R) 8. Treasury Management Strategy Statement (Pages 23-24).
- (R) 9. Council Finances and Performance Quarter 3 (Pages 25-32).

- (R) 10. Overtime Payments (Pages 33-35).
- (R) 11. Social Media Policy (Pages 36-37).
- (R) 12. Pay Policy 2017/18 (Pages 38-39).
- (R) 13. Barrow Borough Council Tablet Acceptable Usage Policy for Councillors (Pages 40-41).
- (R) 14. Borough Council Contribution to Economic Development Strategy for Morecambe Bay (Pages 42-43).
- (R) 15. Waste Policies (Pages 44-45).
- (D) 16. Deaccessioning Nance (Pages 46-47).
- (R) 17. New Traffic Regulation Order (TRO) for Council Owned Car Parks (Pages 48-49).
- (R) 18. Corporate Inspection Regime Policy (Pages 50-51).

PART TWO

- (R) 19. Employment Matters (Pages 52-53).

NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH 1 OF PART ONE OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND ACCESS TO INFORMATION (VARIATION) ORDER 2006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

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EXECUTIVE COMMITTEE

Meeting: Wednesday 1st February, 2017
at 2.00 p.m.

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

Also Present:- Sue Roberts (Director of Resources), Colin Garnett (Assistant Director – Housing) (Minute Nos. 82-86 only), Sharron Rushton (Democratic Services Officer) and Katie Pepper (Democratic and Electoral Services Apprentice).

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

Discussion arising hereon it was

RESOLVED:- That under Section 100A(4) of the Local Government Act 1972 the public and press be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 (Minute No. 95) of Part One of Schedule 12A of the said Act.

83 – Apologies for Absence

Apologies for absence were received from Councillors Brook, R. McClure and Maddox.

84 – Minutes

The Minutes of the meeting held on 30th November, 2016 and the special meeting held on 4th January, 2017 were agreed as a correct record.

85 – Declarations of Interest

Councillor Barlow declared a Disclosable Pecuniary Interest in Agenda Item 8 – Budget Proposals 2017-2018 (Minute No. 92) as he was the Treasurer of the Barrow and District Disability Association. He left the meeting during consideration of this item.

86 – Housing Management Forum: Recommendations

The recommendations of the Housing Management Forum held on 12th January, 2017 were submitted for consideration.

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

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

Housing Maintenance and Gas Servicing

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.

87 – The Council’s Performance Framework

The Committee was informed that the Council’s framework for delivering performance had been approved by Management Board and would be set out in the Council’s plan.

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

To deliver that vision, the Council had agreed a set of priorities to deliver tangible benefits to the community and addressed the headline issues for the Council and its staff. Elected Member had received training and guidance provided by the Local Government Association to enhance their priority setting skills.

Each priority had a number of objectives with actions and outcomes and a member of Management Board was responsible for delivering the objectives. These were set out in the Council’s Priorities document.

Performance against the Council’s priorities was presented to Management Board and the Executive Committee on a six monthly basis.

In addition key service performance indicators had been identified which had been agreed by Management Board and were presented to this Committee.

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

Strategic and Operational Performance Management Responsibilities were considered by the Committee.

RESOLVED:- To approve the Council’s Performance Framework.

88 – Funding for Supported Housing - Government Consultation

The Committee was informed that the Government was introducing a cap on social housing rents. That would set the relevant Local Housing Allowance as the

ceiling on the level of rent that could be covered by Housing Benefit. That had particular impact in supported housing, and the Government was consulting on the introduction of a specific funding model to mitigate these impacts. The key points of the proposal were outlined and a proposed response was considered by the Committee.

RESOLVED:- To authorise the proposed response be forwarded to DCLG as the Council's formal response to the Government consultation.

89 – Cavendish Park Refurbishment tendering and appointment of professional services

Members were reminded that the lease of Cavendish Park playing fields and changing rooms to the Barrow Island Community Sports Trust (BICST) had previously been agreed. The lease had been granted with a view to BICST utilising Big Lottery funding to refurbish and extend the changing rooms to create a community hub. The lease had been originally agreed for a term 25 years and subsequently extended to 30 years.

It was further agreed that the 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.

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

To enable the design work to be done, BICST had appointed consultants.

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

It was noted that these consultants had been working for and paid direct by BICST up to date. As the Council takes over the procurement and management of the works, these services would need to be contracted to the Council. The appointment of these consultants had not been carried out according to the Council's Standing Orders. The costs were, in the opinion of Officers, not excessive, and it was 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.

RESOLVED:-

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.

90 – Barrow-in-Furness Town Centre Parking and Movement Study

The Director of Resources informed the Committee that the future vibrancy and commercial viability of Barrow town centre was a key policy objective for the Council, implemented through the Borough Local Plan and a range of other Council services. Council was currently reviewing its long term strategic plan and she anticipated a vibrant town centre would become a key objective:

It was reported that Town centres nationwide were experiencing significant commercial pressures from edge of centre and out of town retail floor space, and the very rapid growth of internet shopping. Barrow was no exception, but did have unique factors, primarily a restricted retail catchment and lower levels of disposable income which impacted more strongly than in other areas.

In December 2015 Mott MacDonald had been 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 would bring benefits to all town centre users including businesses, residents and visitors.

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

The Mott MacDonald study had 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 would need to be phased and the Borough and County Councils together with the BID had prioritised projects shown on the list considered by the Committee.

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

In that regard the Council had operated a Shop Front Grant Scheme since 2010 and applications to the scheme had slowed considerably. Assuming that all current applications were supported, around £40,000 remained uncommitted and Members may wish to earmark the balance of the fund to works included on the priority list.

RESOLVED:- (i) To agree to support the priorities outlined in the report; and
(ii) To agree to earmark the balance of the Shop Front Grant Scheme to fund works included on the priority list outlined in the report.

REFERRED ITEMS

THE FOLLOWING MATTERS ARE REFERRED TO COUNCIL FOR DECISION

91 – Housing Management Forum: Recommendations

Consideration was given to the recommendations of the Housing Management Forum held on 12th January, 2017.

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

Housing Revenue Account 2017/2018

RECOMMENDED:- To recommend the Council:-

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; and
9. To note the information at point (7) of the report.

92 – Budget Proposals 2017-2018

The Committee considered a detailed report from the Director of Resources regarding the General Fund Budget proposals for 2017-2018. The General Fund proposed revenue budget had been based on the assumptions reported to the Committee on 30th November, 2016, updated where appropriate. The report also included the proposed Capital Programme for 2016-2017 to 2019-2020 and the estimated position on reserves.

RECOMMENDED:- To recommend the Council:-

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. To agree the deletion of vacant post DES115 part time Playgrounds Team Supervisor;
5. To agree the creation of a full time Building Control Technician on Scale 5; and
6. To approve the Capital Programme for 2016-2017 to 2019-2020.

93 – Unacceptable Behaviour Policy

The Committee considered the Council's Unacceptable Behaviour Policy. The Policy had 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 was 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 was an essential part of what the Council does.

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

The Council respected its customers but would not tolerate unacceptable behaviour.

RECOMMENDED:- To recommend the Council:-

1. To include a reference to spitting in the Unacceptable Behaviour Policy; and

2. To approve the amended Unacceptable Behaviour Policy.

94 – Introduction of Fixed Penalty Notices for Fly Tipping

The Committee was informed that the unauthorised depositing of waste commonly known as fly tipping was an offence under Section 33 of The Environmental Protection Act 1990. The legislation had 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 were identified the only available option was prosecution proceedings in Court.

For the most serious of cases or where repeat offences had been committed there was still the option to prosecute an individual or business who would be liable for a fine not exceeding £5,000 if they were convicted by a Magistrates' Court or an unlimited fine in the Crown Court. The option of serving a fixed penalty notice 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 was 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. That provision allowed Authorised Officers to serve fixed penalty notices between £150 to £400 for small scale fly-tipping offences as an alternative to prosecution which would 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 was 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 wished.

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 were being processed in relation to offences of the Christmas period.

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

RECOMMENDED:- To recommend the Council:-

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.

95 – Establishment Matters

The Committee considered establishment matters which had been included in the General Fund budget proposals for 2017-2018.

RECOMMENDED:- To recommend the Council:-

1. To agree the slotting in of Postholder DEH230 to the new Building Control Technician position from 1st April, 2017; and
2. To approve the out of hours homeless service payments plus lieu time when on call on bank holidays.

The meeting closed at 3.40 p.m.

HOUSING MANAGEMENT FORUM

Meeting: Thursday 12th January, 2017
at 2.00 p.m.

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

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

Officers Present:- Colin Garnett (Assistant Director - Housing), Janice Sharp (Operations Manager), Keely Fisher (Democratic Services Officer) and Katie Pepper (Democratic and Electoral Services Apprentice).

74 – Minutes

The Minutes of the meeting held on 10th November, 2016 were taken as read and confirmed.

75 – Housing Maintenance and Gas Servicing

The Assistant Director - Housing reported that at the Housing Management Forum meeting held on 12th June, 2015 Members had agreed to the appointment of suitably qualified contractors to carry out responsive repairs and gas servicing to the Council's housing stock.

The Contracts were awarded for an initial period of 3 years with a possible extension of 1 year followed by a further three extensions of 2 years.

His 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.

Sure Group had been appointed to undertake gas servicing and reactive gas repair works which included void property gas checks, day time and out of hours emergency provisions.

They had exceeded the Council's expectations with regard to the mobilisation and delivery of gas servicing and breakdown repairs within the Borough. The service provided by Sure Group offered a direct link between customers and the contractor. The remote help centre in Speke was available 24/7 on a freephone number.

Sure Group had a dedicated Barrow team to process and handle all of the Council's gas related enquiries from tenants. This direct service delivery model had led to both financial and efficiency savings for the Council as it required less staff to manage the gas servicing workload and allowed non-technical staff to be utilised on other aspects of the Housing Service as they no longer field calls from customers. A summary of Sure Group's key performance indicators was shown below:-

- LGSR compliance 100%
- Servicing appointments made and kept 97.88%
- Breakdown appointments made and kept 99.27%
- Repairs fixed first time 98.00%
- Customer satisfaction 100%

Hughes Brothers had been appointed to undertake responsive repairs and void property repairs which included day time and out of hours emergency provisions.

They had made positive inroads and had significantly improved the delivery of the Council's responsive repairs service in the first twelve months of the contract.

The restructuring of staff and in particular supervision and administration in the Barrow Office had been a difficult task for Hughes Brothers' Management Team and created some initial operational difficulties around planning and scheduling of works.

Hughes Brothers had responded positively to rectify this initial performance shortfall and demonstrated a willingness to work with the Council and Procure Plus to facilitate service improvements. This had been exemplified by the recent review of the tendered SOR costs with Procure Plus and demonstrated the contractor's willingness to work with the Council to deliver value for money and service improvements.

Whilst Key Performance Indicators presently fell short of the required Housemark standard the trend was moving positively upwards and was improving with time. A summary of Hughes Brothers' key performance indicators is shown below:

- Number of appointments made and kept 84.77%
- Repairs fixed first time 96.05%
- Customer satisfaction 94.40%

RECOMMENDED:-

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.

76 – 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 Planned Investment and Planned Maintenance Report.

REFERRED ITEMS

THE FOLLOWING MATTERS ARE REFERRED TO COUNCIL FOR DECISION

77 – Housing Revenue Account 2017/2018

The Assistant Director - Housing had submitted a proposed budget for the coming financial year 2017/18. Information about the Expected Outturn Budget and balances for the current year was also included.

He also provided feedback on the deliberations of the Housing Services Review Working Group (HSRWG).

Rents remained constrained by Government rent policy. The rent charges the Council could levy were therefore predetermined and as rents were the substantial income to the HRA, by implication, delivery of the Service would have to contend with falling revenue.

Having sought to quantify the impact annually there would be a loss of rent of around the c£200k a year figure each year through to 2019/20. The wider picture, however, was if the implications on the Housing Services 30 year Business Plan were considered, the rent increases factored into it and on which investment in the stock was based, it was estimated the gap between what was “expected” and what was now likely to be the case was in the region of c£3.6m. The Assistant Director pointed out that there were a number of assumptions required to forecast over this period of time, Officers had used past experience to do so, but in short whilst these figures, should be viewed as “indicators” the implications were sufficiently concerning to ensure appropriate action was taken to provide a balanced HRA, and secondly to re-consider the longer term investment and management costs.

In recognition of this, the Housing Management Forum on 25th August 2016 had agreed to establish a Housing Service Review Working Group (HSRWG) including 4 Councillors and 1 Tenant representative. The purpose of the Group was to agree a Financial Strategy to respond to the above challenges. The Group had agreed a number of key principles as follows:-

1. The preferred approach to the problem was to agree a financial strategy based on “retention” of the housing stock and its management by the Council;
2. To ensure the HRA was balanced on an annual basis with no use of Reserves;
3. To protect as far as practical the investment programme;
4. To consider the short term loss of “cash” each year and propose areas for consideration; and
5. To then consider the longer term implications, and develop a Financial Plan accordingly.

A number of service areas were considered and either agreed as offering cost saving options, or others that required further consideration. At the time of the discussions the outturn of the 2016/17 budget was not yet completed and so

savings over and above the estimated lost rent was discussed on the basis of any savings required this year could be met.

A copy of the cost saving measures discussed at the HSRWG and their views on each were attached as an appendix to the report.

The current year Outturn and proposed 2017/18 HRA budget was also attached as an appendix to the report.

The proposed changes to the annual rent was in line with Section 19 of The Welfare Reform and Work Bill 2015 which last year brought into force rent reductions of 1% for 4 years (1% less than the amount that was payable by the tenant in the preceding 12 months).

“Target (formula) rent is determined as the rate of formula rent of 7th July, 2015 and a 1% reduction to the rate each year thereafter”.

This meant a further loss of rent income of approximately £117,177 for 2017/18. CPI (inflation index), which usually determined rent increases had risen to 1%, so in effect, by March 2020 the revised figure for loss to HRA was £1.2m.

The Assistant Director provided examples of the effect of applying the 1% decrease to a range of property types at the meeting.

Right to Buy had risen sharply this year to 22 and if this trend continued it would further reduce rent income.

In previous years, the Housing Management Forum had been asked to agree that Garage rents would increase at the same percentage rate as dwellings, however it was now recommended that the garages rise by 2% to keep their rents in line with local rates.

Any surpluses would be applied across the following as the Housing Service were expected to manage expenditure incurred in maintaining tenancies and stock from the rents collected:-

- (1) debt repayments; and
- (2) investment projects where the need or the return was clearly identifiable.

1. Expected Outturn Budget 2016/17

The outturn for the year forecasted a net deficit of **£9,170**. Key factors were:-

- (1) Contributions from reserves for the Housing Management System had already been taken into account prior to the above result; and
- (2) Increase in the Employers National Insurance contributions in year.

2. Balances on the Expected Outturn for 2016/17

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

2.1	Major Repair Reserve balance as at 31 March 2016	: <u>£1,416,693</u>
	Major Capital Works schemes from 2015-16	(£500,000)
	Roosegate Roofing scheme scheduled Jan-March 17 approved by HMF	(£250,000)
	Revised Reserve balance as at 31 March 2017	<u>£ 666,693</u>
2.2	Housing Revenue Account balance 31 March 2016	: £1,544,849
2.3	Forecast of Balance on Account	
	Housing Revenue Account as at 31 March 2016	: £1,544,849
	Housing Management System financed by reserves to March 2017	(£133,430)
	Forecast Deficit for 2016/17	(£ 9,170)
	Estimated Balance at year end	: £1,402,249
2.4	Voluntary Repayment Provision	
	Provision as at 31 March 2016	: £5,077,740
	Forecast Provision 2016/17	: <u>£1,165,980</u>
	Provision at year end	: £6,243,720

3 Proposed HRA Budget 2017/18

The proposed HRA Budget 2017/18 was attached an appendix to the report and the following factors had been taken into account:-

- 3.1 The Settlements Payments Determination provided a budgetary and business planning framework for rental income, the management of tenancies and major repair and maintenance expenditure. However, the Welfare Reform and Work Bill 2015, brought into force rent reductions of 1% for a further 3 years.
- 3.2 The accumulated effect of the rent reductions for 2015/16 & 2017/18 was £516k.

By March 2020 the Assistant Director estimated a fall, in real terms, of around £3.6 million depending on inflation. At the same time, costs, particularly repairs and maintenance, were expected to increase with inflation regardless.
- 3.3 The changes to rent income placed certain constraints on the budget and forced the Housing Service to concentrate on the core activities of collecting rents, managing tenancies and keeping properties in a good state of repair. It was necessary to consider dropping certain periphery activities, although there were some which may continue like the sense of place, training and apprentice schemes because they were funded through existing repair/maintenance contractual arrangements.

- 3.4 The Assistant Director suggested that £50k be allocated to a contingency budget to fund initiatives that help tenants into work and training by improving employment opportunities and their employability and maintain the £15k area improvement initiative scheme and £10k funding for Tenants Forum.
- 3.5 Commission income from water charge collection were estimated at £191k. There were now 510 tenants on reduced tariffs and a further 22 tenants had received £6,837 from the United Utility Trust Fund charity.
- 3.6 The rollout of Universal Credit continued and had, as anticipated, increased arrears. There were 155 claimants and their arrears amounted to £96k.
- 3.7 Collection rates currently ran at 96.21% which was down 2% from last year.
- 3.8 The replacement Housing Management System (Civica CX) would go Live at the end of May this year. The cost was funded from the HRA balance and the investment should be recovered within 5 years from reduced annual support costs and staffing costs from more efficient working practices which would be realised over the next couple of years. The system itself was more easily managed, had a superior capability in predicting arrears and recovery actions and was a better aid to managers in improving performance.
- 3.9 The Voluntary Repayment Provision for 2017/18 would increase by £956,990.
- 3.10 The following had been taken out based on the direction of the HSRW to provide this budget:

Reduction of establishment costs £20k (Post ID OHS 270)
 Reduced incentive budgets by £15K
 Reduction of Voluntary repayment reduced by £209k
 Removal of two temp posts in year £24k (planned to end summer 2017 to on implementation of Housing Management System)

Whilst the HSRWG identified potentially greater savings, they had not been required for 2017/18, but would be further considered as potential savings for future years.

4 Dwelling Rents

- 4.1 The determination for 2017/18 was a 1% decrease to Barrow Borough Council rents as they were on 11th July, 2016

	52 Weeks	48 Weeks
2016/17	£76.13	£82.48
2017/18	£75.36	£81.65
Decrease	1%	1%

**Average Rent
decrease over 48
weeks**

83p

4.2 Further details of the resultant rents for different property types were attached an appendix to the report. Rents on an individual property basis would differ.

4.3 The Housing Major Repairs and Maintenance Budget would allow a total £2,019 per dwelling based on a stock level of 2,611 (includes Adelphi Court).

5 Garage Charges

The proposed budget included a 2% increase on garage charges. The effect on individual garage charges would be as follows:-

	No.	2016/17	2% inc 2017/18	Increased revenue 17/18
Garage rate 1	27	£6.96	£7.10	£8,970
Garage rate 2	451	£9.60	£9.79	
Totals	478	£215,580	£224,550	

There was a 100+ strong waiting list for garages with no vacancies and the proposed new rents appeared to be on par with the private sector.

6 Service and Facility Charges

The service and facility charges for supported, furnished and dispersed properties were still about right. The Assistant Director suggested that they be left as was, provided that their costs continued to be recovered.

7 Adelphi Court

The property was leased to Croftlands Trust as a Supported Housing Scheme and under the terms of that lease the Assistant Director recommended that the annual rent of £40,000 remained the same for 2017/18.

8 Business Improvement Initiatives

The Assistant Director proposed at the present time the Housing Service should focus on the following:-

1. The delivery of the new Housing Management System by summer 2017;
2. Consideration and agreement of service improvements that can be progressed to maximise the investment in the above; and
3. The HSRWG complete their deliberations and provide a draft Financial Plan for consideration which mitigates the reduction in income as far as is practical.

RECOMMENDED:-

That the Executive Committee agree the following:-

1. To note the work and deliberations of the Housing Services Review Working Group and comments which were attached as an appendix to 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; and
9. To note the information at point (7) of the report.

The meeting closed at 2.24 p.m.

APPENDIX A

PLANNED INVESTMENTS 2016-17

SCHEME	PROCUREMENT TYPE	AVAILABLE BUDGET	EXPENDITURE TO DATE	ESTIMATED START DATE	ESTIMATED COMPLETION DATE	CONTRACTOR	COMMENTS	Leasholders affected?
RE-ROOFING AND POINTING WORKS ROOSEGATE ESTATE PHASE 3 (2-3 YEARS DELIVERY PLAN)	CUMBRIA HOUSING PARTNERS	£1,319,625	£ 1,033,147	1.5.2016	20.12.2016	DLP Roofing	95% COMPLETE	No
RE-POINTING/RENDERING ORMSGILL ESTATE (PHASE 2)	CUMBRIA HOUSING PARTNERS	£250,000	£ 237,941	01/08/2016	20.12.2016	DLP Roofing	50% COMPLETE	No
WINDOW & DOOR REPLACEMENTS VARIOUS HOUSING AREAS	CUMBRIA HOUSING PARTNERS	£400,000	£ 502,972	01/04/2016	31.3.2017	TOP NOTCH	100% COMPLETE	No
COMMUNAL ENTRANCE PAINTING - CENTRAL	CUMBRIA HOUSING PARTNERS	£10,000	£ -	01/10/2016	31.3.2017	GEORGE JONES	10% 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	£ 288,340	01/04/2016	31.3.2017	K WILSON	60% COMPLETE	No
BATHROOMS	CUMBRIA HOUSING PARTNERS	£149,400	£ 123,532	01/04/2016	31.3.2017	AB MITCHELL	40% COMPLETE	No
KITCHENS	CUMBRIA HOUSING PARTNERS	£125,000	£ 141,421	01/04/2016	31.3.2017	AB MITCHELL	50% COMPLETE	No
HEATING	CUMBRIA HOUSING PARTNERS	£455,000	£ 255,152	01/04/2016	31.3.2017	AB MITCHELL	52% COMPLETE	No
PAINTING	CUMBRIA HOUSING PARTNERS	£150,000	£ 50,329	01/04/2016	31.3.2017	G JONES	85% 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	£ 634,227	£ 20,581	59%
Voids	£ 503,044	£ 416,239	£ 9,674	83%
Gas Servicing	£ 195,392	£ 192,283	£ 3,758	98%
Decoration Vouchers	£ 30,000	£ 21,973	£ 577	73%
Environmental Impmts	£ 25,000	£ 15,718	£ 481	63%
Disabled Adaptations	£ 100,000	£ 183,418	£ 1,923	183%
Electrical Testing	£ 81,000	£ 31,507	£ 1,558	39%
Door Entry Maintenance	£ 20,000	£ 12,259	£ 385	61%

BOROUGH OF BARROW-IN-FURNESS

EXECUTIVE COMMITTEE

8th March, 2017

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

RECOMMENDATIONS

OF THE

HOUSING MANAGEMENT FORUM

23rd February, 2017

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

The recommendations of the meeting of the Housing Management Forum held on 23rd February, 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	(D) (i)
Date of Meeting: 23rd February, 2017	
Reporting Officer: Colin Garnett, Assistant Director - Housing	
<p>Title: Housing Maintenance Investment Programme 2017/18</p> <p>Summary and Conclusions:</p> <p>The Assistant Director - Housing's report sought approval for the expenditure profile for 2017/18. The proposed profile and priorities were based on the agreed Five-year Asset Management Strategy 2015 and made reference to the findings of the 2014 stock condition survey.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. To note progress on achieving and maintaining the Decent Homes Standard; 2. To agree the annual investment profile shown at Appendix A of the report; 3. To agree continued delivery through CHP; 4. To note the intention to deliver external works during the spring, summer and autumn months whenever possible; and 5. To note the newly arising investment works identified in the report. 	

HOUSING MANAGEMENT FORUM	(D) (ii)
Date of Meeting: 23rd February, 2017	
Reporting Officer: Colin Garnett, Assistant Director - Housing	
<p>Title: Tenancy Agreement Review</p> <p>Summary and Conclusions:</p> <p>The Assistant Director - Housing's report was to provide Members with an update on the review of the Tenancy Agreement.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. To note the content of the report; and 2. To agree the Review of the Tenancy Agreement be progressed to a Consultation Process with all Barrow Borough Council housing tenants. 	

HOUSING MANAGEMENT FORUM	(R)
Date of Meeting: 23rd February, 2017	
Reporting Officer: Colin Garnett, Assistant Director - Housing	(iii)
<p>Title: Cumbria Housing Partners</p> <p>Summary and Conclusions:</p> <p>The purpose of the Assistant Director – Housing's report was to propose improved arrangements for delivering the Council's Housing Investment Plan.</p> <p>Recommendations:</p> <p>That Council agree:-</p> <ol style="list-style-type: none"> 1. The Housing Investment Plan be delivered directly with Procure Plus; 2. The Assistant Director - Housing be authorised to serve the required notice to end the Council's membership of Cumbria Housing Partners at the appropriate time; and 3. The Assistant Director - Housing ensures the appropriate legal framework is in place to deliver works directly through Procure Plus. 	

HOUSING MANAGEMENT FORUM	(D)
Date of Meeting: 23rd February, 2017	
Reporting Officer: Colin Garnett, Assistant Director - Housing	(iv)
<p>Title: ASB Action Ltd Service Level Agreement 2017/2018</p> <p>Summary and Conclusions:</p> <p>The Assistant Director - Housing's report was to provide Members with information on the Service Level Agreement currently in place with ASB Action Ltd to assist the Housing Service with the effective management of anti-social behaviour, a key component in the Housing Service achieving its aim to provide well-maintained homes and estates where people choose to live.</p> <p>ASB Action Ltd offered a specialised service which focused on assisting social housing providers deal with such issues and also provide expert advice on the new powers of the Anti-Social Behaviour Crime and Policing Act 2014 which came into force on 20 October, 2014.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. To note information on the Service Level Agreement with ASB Action Ltd; and 2. To agree to renew the Service Level Agreement for a further 12 months with ASB Action Ltd. and that the requirement to obtain written quotations be suspended due to the specialised service provided by ASB Action Ltd. 	

EXECUTIVE COMMITTEE		Part One (R) Agenda Item 8
Date of Meeting:	8th March, 2017	
Reporting Officer:	Director of Resources	
<p>Title: Treasury Management Strategy Statement</p> <p>Summary and Conclusions:</p> <p>This report sets out the Treasury Management Strategy Statement for 2017-2018 to 2019-2020. The Local Government Act 2003 requires the Council to comply with the CIPFA Prudential Code for Capital Finance in Local Authorities when carrying out capital and treasury management activities.</p> <p>Recommendations:</p> <p>To recommend the Council to approve the Treasury Management Strategy Statement, including:-</p> <ol style="list-style-type: none"> 1. The prudential indicators and limits for 2017-2018 to 2019-2020; and 2. The Minimum Revenue Provision statement which sets out the Council's policy for charging revenue. 		

Report

This report sets out the Treasury Management Strategy for 2017-2018 to 2019-2020.

The Local Government Act 2003 requires the Council to comply with the CIPFA Prudential Code for Capital Finance in Local Authorities when carrying out capital and treasury management activities. The objectives of the CIPFA Prudential Code are to ensure that capital investment plans are affordable, prudent and sustainable and that treasury management decisions are taken in accordance with the treasury management strategy.

The Treasury Management Strategy Statement for 2017-2018 to 2019-2020 is attached at **Appendix 1** and details:

- The capital prudential indicators for 2017-2018 to 2019-2020 which highlight the following:
 - Projected capital expenditure plans and funding;
 - The Council's borrowing need (the Capital Financing Requirement CFR);

- The Minimum Revenue Provision (MRP) Policy Statement , i.e. if the Council was to borrow how much it would charge the revenue account for the cost of borrowing;
 - The estimates, limits and prudence of future debt levels; and
 - The affordability impact of the capital programme.
- The treasury management strategy which covers:
 - The Council's debt and investment projections;
 - The Council's borrowing and investment strategies; and
 - Specific limits on treasury activities.

The capital prudential indicators and treasury management strategy give both a position statement and details of the future position of the Council's capital and treasury plans.

The revenue implications of the Treasury Management Strategy Statement are included in the Medium Term Financial Plan projections.

Members are asked to recommend that Council approve the Treasury Management Strategy Statement, including the prudential indicators and limits and Minimum Revenue Provision statement.

(i) Legal Implications

The Local Government Act 2003 requires the Council to adhere to the CIPFA Prudential Code for Capital Finance in Local Authorities.

(ii) Risk Assessment

The recommendation has no significant implications.

(iii) Financial Implications

The financial implications are set out in the body of 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 Wellbeing Implications

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

Background Papers

Nil

Treasury Management Strategy Statement 2017-2018

1 INTRODUCTION

1.1 Background

The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.

The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure that the Council can meet its capital spending obligations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses. On occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

CIPFA defines treasury management as:

"The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

1.2 Reporting requirements

The Council is required to receive and approve, as a minimum, three main reports each year, which incorporate a variety of policies, estimates and actuals.

Prudential and treasury indicators and treasury strategy (this report) - The first, and most important report covers:

- the capital plans (including prudential indicators);
- a minimum revenue provision (MRP) policy (how residual capital expenditure is charged to revenue over time);
- the treasury management strategy (how the investments and borrowings are to be organised) including treasury indicators; and
- an investment strategy (the parameters on how investments are to be managed).

A treasury management monitoring report – This will update members with the progress of the capital position, amending prudential indicators as necessary, and whether the treasury strategy is meeting the strategy or whether any policies require revision. This is incorporated into the quarterly finance reports.

Treasury Management Strategy Statement 2017-2018

An annual treasury report – This provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

Scrutiny

The above reports are required to be adequately scrutinised before being recommended to the Council. This role is undertaken by the Executive Committee.

1.3 Treasury Management Strategy for 2017-2018

The strategy for 2017-2018 covers two main areas:

Capital issues

- the capital plans and the prudential indicators;
- the minimum revenue provision (MRP) strategy.

Treasury management issues

- the current treasury position;
- treasury indicators which limit the treasury risk and activities of the Council;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;
- creditworthiness policy; and
- policy on use of external service providers.

These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, CLG MRP Guidance, the CIPFA Treasury Management Code and CLG Investment Guidance.

1.4 Treasury management consultants

The Council uses Capita Asset Services as its external treasury management advisors.

The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

Treasury Management Strategy Statement 2017-2018

2 THE CAPITAL PRUDENTIAL INDICATORS 2017-2018 to 2019-2020

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

2.1 Capital expenditure

This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources would result in a funding borrowing need:

Capital expenditure	2016-17 Estimate £m	2017-18 Estimate £m	2018-19 Estimate £m	2019-20 Estimate £m
HRA	3.000	1.872	1.872	1.872
General Fund	3.153	3.313	2.356	1.594
Total	6.153	5.185	4.228	3.466
Financed by:				
Capital receipts	0.447	1.877	1.320	0.620
Capital grants	2.186	1.262	0.974	0.974
Reserves	3.520	2.046	1.934	1.872
Total	6.153	5.185	4.228	3.466

2.2 The Council's borrowing need (the Capital Financing Requirement)

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. Any capital expenditure above, which has not immediately been paid for, will increase the CFR. The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the borrowing need in line with each assets life. The Council is asked to approve the CFR projections below:

Capital financing requirement	2016-17 Estimate £m	2017-18 Estimate £m	2018-19 Estimate £m	2019-20 Estimate £m
HRA	19.909	18.952	18.082	17.212
General Fund	21.235	20.740	20.245	19.770
Total	41.144	39.692	38.327	36.982
<i>Movement</i>	<i>-1.661</i>	<i>-1.452</i>	<i>-1.365</i>	<i>-1.345</i>
Represented by:				
MRP/VRP & other financing movements	-1.661	-1.452	-1.365	-1.345

Treasury Management Strategy Statement 2017-2018

2.3 Minimum revenue provision (MRP) policy statement

The Council is required to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (the minimum revenue provision - MRP), although it is also allowed to undertake additional voluntary payments if required (voluntary revenue provision - VRP).

CLG regulations have been issued which require the full Council to approve **an MRP Statement** in advance of each year. A variety of options are provided to councils, so long as there is a prudent provision. The Council is recommended to approve the following MRP Statement.

For capital expenditure incurred before 1 April 2008 or which in the future will be Supported Capital Expenditure, the MRP policy will be:

- The MRP charge in relation to capital expenditure incurred prior to 1 April 2008 where the expenditure was funded by either supported or unsupported borrowing will be 1/50th of the balance remaining at the 31st March 2016.

From 1 April 2008 for all unsupported borrowing the MRP policy will be:

- **Asset life method** – MRP will be based on the estimated life of the assets, in accordance with the proposed regulations (this option must be applied for any expenditure capitalised under a Capitalisation Direction) (option 3).

These options provide for a reduction in the borrowing need over approximately the asset's life.

There is no requirement on the HRA to make a minimum revenue provision but there is a requirement for a charge for depreciation to be made (although there are transitional arrangements in place). The HRA Business Plan under self-financing includes a voluntary revenue provision to repay the debt on the account.

2.4 Use of resources and the investment position

The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.).

2.5 Affordability prudential indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the

Treasury Management Strategy Statement 2017-2018

Council's overall finances. The Council is asked to approve the following indicators:

2.6 Ratio of financing costs to net revenue stream

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

Ratio	2016-17 Estimate	2017-18 Estimate	2018-19 Estimate	2019-20 Estimate
HRA	18%	16%	16%	16%
General Fund	8%	10%	10%	10%

The estimates of financing costs include current commitments and the proposals in this budget report.

2.7 Incremental impact of capital investment decisions on council tax

This indicator identifies the revenue costs associated with proposed changes to the three year capital programme recommended in this budget report compared to the Council's existing approved commitments and current plans. The assumptions are based on the budget, but will invariably include some estimates, such as the level of Government support, which are not finalised for future years.

Incremental impact of capital investment decisions on the band D council tax

Impact	2016-17 Estimate	2017-18 Estimate	2018-19 Estimate	2019-20 Estimate
Band D	-	-	-	-

2.8 Estimates of the incremental impact of capital investment decisions on housing rent levels

Similar to the council tax calculation, this indicator identifies the trend in the cost of proposed changes in the housing capital programme recommended in this budget report compared to the Council's existing commitments and current plans, expressed as a discrete impact on weekly rent levels.

Incremental impact of capital investment decisions on housing rent levels

Impact	2016-17 Estimate	2017-18 Estimate	2018-19 Estimate	2019-20 Estimate
Weekly housing rent	-	-	-	-

This indicator shows the revenue impact on any newly proposed changes, although any discrete impact will be constrained by rent controls.

Treasury Management Strategy Statement 2017-2018

3 BORROWING

The capital expenditure plans set out in Section 2 provide details of the service activity of the Council.

The treasury management function ensures that the Council's cash is organised in accordance with the the relevant professional codes, so that sufficient cash is available to meet this service activity. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities.

The strategy covers the relevant treasury / prudential indicators, the current and projected debt positions and the annual investment strategy.

3.1 Current portfolio position

The Council's treasury portfolio position at 31 March 2016, with forward projections are summarised below. The table shows the actual external debt (the treasury management operations), against the underlying capital borrowing need (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

External debt	2016-17 Estimate £m	2017-18 Estimate £m	2018-19 Estimate £m	2019-20 Estimate £m
At 1st April	39.479	39.479	38.479	37.479
Expected change	0.000	-1.000	-1.000	-1.000
Gross debt at 31st March	39.479	38.479	37.479	36.479
Capital financing requirement	41.144	39.692	38.327	36.982
Under/(over) borrowed	1.665	1.213	0.848	0.503

Within the prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2017-18 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.

The Director of Resources reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

3.2 Treasury Indicators: limits to borrowing activity

The operational boundary - this is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt.

Treasury Management Strategy Statement 2017-2018

Operational boundary	2016-17 Estimate £m	2017-18 Estimate £m	2018-19 Estimate £m	2019-20 Estimate £m
Total	43	41	40	40

The authorised limit for external debt - a further key prudential indicator represents a control on the maximum level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term:

1. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.
2. The Council is asked to approve the following authorised limit:

Authorised limit	2016-17 Estimate £m	2017-18 Estimate £m	2018-19 Estimate £m	2019-20 Estimate £m
Total	55	54	54	54

Separately, the Council is also limited to a maximum HRA CFR through the HRA self-financing regime. This limit is currently:

HRA debt limit	2016-17 Estimate £m	2017-18 Estimate £m	2018-19 Estimate £m	2019-20 Estimate £m
Total	36.367	36.367	36.367	36.367

3.3 Borrowing strategy

The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk is relatively high.

Against this background and the risks within the economic forecast, caution will be adopted with the 2017-18 treasury operations. The Director of Resources will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- *if it was felt that there was a significant risk of a sharp FALL in long and short term rates (e.g. due to a marked increase of risks around relapse*

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into recession or of risks of deflation), then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.

- *if it was felt that there was a significant risk of a much sharper RISE in long and short term rates than that currently forecast, perhaps arising from a greater than expected increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates were still relatively cheap.*

Any decisions will be reported to the appropriate decision making body at the next available opportunity.

The Council will maintain the current prudent borrowing strategy to support the approach of minimising counterparty risk.

Treasury management limits on activity

There are three debt related treasury activity limits. The purpose of these are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive they will impair the opportunities to reduce costs / improve performance. The indicators are:

- Upper limits on variable interest rate exposure. This identifies a maximum limit for variable interest rates based upon the debt position net of investments
- Upper limits on fixed interest rate exposure. This is similar to the previous indicator and covers a maximum limit on fixed interest rates;
- Maturity structure of borrowing. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

The Council is asked to approve the following treasury indicators and limits:

Interest rate exposures	2016-17 Estimate £m	2017-18 Estimate £m	2018-19 Estimate £m	2019-20 Estimate £m
Upper limit for fixed interest rate exposure on debt	43	41	40	40
Upper limit for variable interest rate exposure on debt	13	13	12	12

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Maturity structure of fixed rate borrowing	Lower	Upper
Under 12 months	0%	20%
12 months to 1 year	0%	20%
2 years to 5 years	0%	50%
5 years to 10 years	0%	75%
10 years and above	0%	100%

3.4 Policy on borrowing in advance of need

The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting.

3.5 Debt rescheduling

As short term borrowing rates will be considerably cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long term debt to short term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the cost of debt repayment (premiums incurred).

The reasons for any rescheduling to take place will include:

- the generation of cash savings and / or discounted cash flow savings;
- helping to fulfil the treasury strategy;
- enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).

Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt prematurely as short term rates on investments are likely to be lower than rates paid on current debt.

All rescheduling will be reported to the Executive Committee, at the earliest meeting following its action

Treasury Management Strategy Statement 2017-2018

4 ANNUAL INVESTMENT STRATEGY

4.1 Investment policy

The Council's investment policy has regard to the CLG's Guidance on Local Government Investments ("the Guidance") and the revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Council's investment priorities will be security first, liquidity second, then return.

In accordance with the above guidance from the CLG and CIPFA, and in order to minimise the risk to investments, the Council has below clearly stipulated the minimum acceptable credit quality of counterparties for inclusion on the lending list. The creditworthiness methodology used to create the counterparty list fully accounts for the ratings, watches and outlooks published by all three ratings agencies with a full understanding of these reflect in the eyes of each agency. Using the Sector ratings service potential counterparty ratings are monitored on a real time basis with knowledge of any changes notified electronically as the agencies notify modifications.

Further, the Council's officers recognise that ratings should not be the sole determinant of the quality of an institution and that it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings.

Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

The aim of the strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and thus avoidance of concentration risk.

The intention of the strategy is to provide security of investment and minimisation of risk.

Investment instruments identified for use in the financial year are listed in paragraph 5 under the 'specified' and 'non-specified' investments categories. Counterparty limits will be as set through the Council's treasury management practices – schedules.

Treasury Management Strategy Statement 2017-2018

4.2 Creditworthiness policy

The primary principle governing the Council's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration. After this main principle, the Council will ensure that:

- It maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the specified and non-specified investment sections below; and
- It has sufficient liquidity in its investments. For this purpose it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the Council's prudential indicators covering the maximum principal sums invested.

The Director of Resources will maintain a counterparty list in compliance with the following criteria and will revise the criteria and submit them to Council for approval as necessary. These criteria are separate to that which determines which types of investment instrument are either specified or non-specified as it provides an overall pool of counterparties considered high quality which the Council may use, rather than defining what types of investment instruments are to be used.

The minimum rating criteria uses the lowest common denominator method of selecting counterparties and applying limits. This means that the application of the Council's minimum criteria will apply to the lowest available rating for any institution. For instance, if an institution is rated by two agencies, one meets the Council's criteria, the other does not, then the institution will fall outside the lending criteria. Credit rating information is supplied by Sector, our treasury consultants, on all active counterparties that comply with the criteria below. Any counterparty failing to meet the criteria would be omitted from the counterparty (dealing) list. Any rating changes, rating watches (notification of a likely change), rating outlooks (notification of a possible longer term change) are provided to officers almost immediately after they occur and this information is considered before dealing. For instance, a negative rating watch applying to a counterparty at the minimum Council criteria will be suspended from use, with all others being reviewed in light of market conditions.

Treasury Management Strategy Statement 2017-2018

The criteria for providing a pool of high quality investment counterparties (both specified and non-specified investments) is:

- Banks 1 - good credit quality – the Council will only use banks which:
 - i. are UK banks; and/or
 - ii. are non-UK and domiciled in a country which has a minimum sovereign long term rating of AAAand have, as a minimum, the following Fitch, Moody's and Standard and Poor credit ratings (where rated):
 - i. Short term – F1, P-1,A-1
 - ii. Long term – AA-, Aa3, AA-
- Banks 2 – Part nationalised UK banks – Lloyds Banking Group and Royal Bank of Scotland. These banks can be included if they continue to be part nationalised or they meet the ratings in Banks 1 above.
- Banks 3 – The Council's own banker for transactional purposes if the bank falls below the above criteria, although in this case balances will be minimised in both monetary size and time.
- Building societies. The Council will use all societies which:
 - i. meet the ratings for banks outlined above;
 - ii. Have assets in excess of £500 million; or meet both criteria.
- Money market funds
- UK Government; including gilts and the Debt Management Accounts Deposit Facility (DMADF)
- Local authorities and parish councils

Country and sector considerations - Due care will be taken to consider the country, group and sector exposure of the Council's investments. In part, the country selection will be chosen by the credit rating of the sovereign state in Banks 1 above. In addition:

- no more than 10% will be placed with any non-UK country at any time;
- limits in place above will apply to a group of companies;
- sector limits will be monitored regularly for appropriateness.

Use of additional information other than credit ratings. Additional requirements under the Code require the Council to supplement credit rating information. Whilst the above criteria relies primarily on the application of credit ratings to provide a pool of appropriate counterparties for officers to use, additional operational market information will be applied before making any specific investment decision from the agreed pool of counterparties. This additional market information (for example Credit Default Swaps, negative

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rating watches/outlooks) will be applied to compare the relative security of differing investment counterparties.

Time and monetary limits applying to investments. The time and monetary limits for institutions on the Council's counterparty list are set out in paragraph 5 for approval.

4.3 Country limits

The Council has determined that it will only use approved counterparties from countries with a minimum sovereign credit rating of AA+ from Fitch. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

4.4 Investment strategy

In-house funds. Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 12 months).

Investment returns expectations - Bank Rate is forecast to remain unchanged at present, so the revenue budget is based on achieving a weighted average return of 0.5%.

Investment treasury indicator and limit - total principal funds invested for greater than 364 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

The Council is asked to approve the treasury indicator and limit:

	2016-17	2017-18	2018-19	2019-20
	£m	£m	£m	£m
Maximum principal sums invested >364 days	1	1	1	1

4.5 Investment risk benchmarking

These benchmarks are simple guides to maximum risk, so they may be breached from time to time, depending on movements in interest rates and counterparty criteria. The purpose of the benchmark is that officers will monitor the current and trend position and amend the operational strategy to manage risk as conditions change. Any breach of the benchmarks will be reported, with supporting reasons in the mid-year or Annual Report.

Security - The Council's maximum security risk benchmark for the current portfolio, when compared to these historic default tables, is:

- 0.1% historic risk of default when compared to the whole portfolio.

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Liquidity – in respect of this area the Council seeks to maintain:

- Liquid short term deposits of at least £2m available with a week's notice.
- Weighted average life benchmark is expected to be 0.15 years, with a maximum of 0.75 years.

Yield - local measures of yield benchmark

- Investments – internal returns above the 7 day LIBID rate

4.6 End of year investment report

At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

5 TREASURY MANAGEMENT PRACTICE (TMP1) – Credit and Counterparty Risk Management

The CLG issued Investment Guidance in 2010, and this forms the structure of the Council's policy below. These guidelines do not apply to either trust funds or pension funds which operate under a different regulatory regime.

The key intention of the Guidance is to maintain the current requirement for councils to invest prudently, and that priority is given to security and liquidity before yield. In order to facilitate this objective the guidance requires this Council to have regard to the CIPFA publication Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes. This Council adopted the Code on 14/3/2002 and will apply its principles to all investment activity. In accordance with the Code, the Director of Resources has produced its treasury management practices (TMPs). This part, TMP 1(5), covering investment counterparty policy requires approval each year.

Annual investment strategy - The key requirements of both the Code and the investment guidance are to set an annual investment strategy, as part of its annual treasury strategy for the following year, covering the identification and approval of following:

- The strategy guidelines for choosing and placing investments, particularly non-specified investments.
- The principles to be used to determine the maximum periods for which funds can be committed.
- Specified investments that the Council will use. These are high security (i.e. high credit rating, although this is defined by the Council, and no guidelines are given), and high liquidity investments in sterling and with a maturity of no more than a year.

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- Non-specified investments, clarifying the greater risk implications, identifying the general types of investment that may be used and a limit to the overall amount of various categories that can be held at any time.

The investment policy proposed for the Council is:

Strategy guidelines – The main strategy guidelines are contained in the body of the treasury strategy statement.

Specified investments – These investments are sterling investments of not more than one-year maturity, or those which could be for a longer period but where the Council has the right to be repaid within 12 months if it wishes. These are considered low risk assets where the possibility of loss of principal or investment income is small. These would include sterling investments which would not be defined as capital expenditure with:

1. The UK Government (such as the Debt Management Account deposit facility, UK treasury bills or a gilt with less than one year to maturity).
2. A local authority, parish council or community council.
3. Pooled investment vehicles (such as money market funds) that have been awarded a high credit rating by a credit rating agency. For category 4 this covers pooled investment vehicles, such as money market funds, rated F1, P-1, A-1 by Standard and Poor's, Moody's or Fitch rating agencies.
4. A body that is considered of a high credit quality (such as a bank or building society. For category 5 this covers bodies with a minimum short term rating of F1, P-1, A-1 (or the equivalent) as rated by Standard and Poor's, Moody's or Fitch rating agencies.

Within these bodies, and in accordance with the Code, the Council has set additional criteria to set the time and amount of monies which will be invested in these bodies. This criteria is:

	Fitch long term rating or equivalent	Time limit	Money limit
Limit 1: long term	AA-	5 years	£2m
Limit 2: short term Council's own bank	F1	1 year	£10m
Limit 3: short term banks & building societies	F1 or institution with £500m+ of assets	1 year	£3m
Other institutions limit	-	1 year	£5m
DMADF	AAA	1 year	Unlimited
Local authorities	-	1 year	£5m

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Non-specified investments – are any other type of investment (i.e. not defined as specified above). The identification and rationale supporting the selection of these other investments and the maximum limits to be applied are set out in the following table.

Non specified investments would include any sterling investments with:

	Non Specified Investment Category	Limit (£ or %)
a	Gilt edged securities with a maturity of greater than one year. These are Government bonds and so provide the highest security of interest and the repayment of principal on maturity. The value of the bond may rise or fall before maturity and losses may accrue if the bond is sold before maturity.	£5m 5 years
b	The Council's own banker - HSBC	£10m
c	Building societies not meeting the basic security requirements under the specified investments. The operation of some building societies does not require a credit rating, although in every other respect the security of the society would match similarly sized societies with ratings. The Council may use such building societies which have a minimum asset size of £500m, but will restrict these type of investments to £3m and a time limit of 1 year.	£3m 1 year
d	Any bank or building society that has a minimum long term credit rating of AA-, for deposits with a maturity of greater than one year (including forward deals in excess of one year from inception to repayment).	£3m 1 year
e	Any non-rated subsidiary of a credit rated institution included in the specified investment category. These institutions will be included as an investment category subject to the parent bank having the necessary credit rating to qualify in its own right.	£5m 1 year
f	Local authorities	£5m 1 year

The monitoring of investment counterparties - The credit rating of counterparties will be monitored regularly. The Council receives credit rating information (changes, rating watches and rating outlooks) from Capita Asset Services as and when ratings change, and counterparties are checked promptly. On occasion ratings may be downgraded when an investment has already been made. The criteria used are such that a minor downgrading should not affect the full receipt of the principal and interest. Any counterparty failing to meet the criteria will be removed from the list immediately by the Director of Resources, and if required new counterparties which meet the criteria will be added to the list.

EXECUTIVE COMMITTEE		Part One (R) Agenda Item 9
Date of Meeting:	8th March, 2017	
Reporting Officer:	Director of Resources	
<p>Title: Council Finances and Performance Quarter 3</p> <p>Summary and Conclusions:</p> <p>This report sets out the Council finances and performance for the period ended the 31st December, 2016. The report includes the General Fund, Capital Programme, Treasury Management, Reserves and Balances and the Housing Revenue Account.</p> <p>Recommendations:</p> <p>To recommend the Council:</p> <ol style="list-style-type: none"> 1. To approve the General Fund 2016-2017 revised budget as £10,695,050; 2. To approve the use of the Housing Revenue Account accumulated balance for 2016-2017 as £150,750; and 3. To note the financial and non-financial performance information. 		

Report

A. General Fund Revenue Budget

The General Fund budget for 2016-2017 reported for quarter 2 was £10,694,490 and is currently £10,695,050: some minor amendments to grant budgets have increased the total by £560.

The budget movements from quarter 2 to the current position are shown in the following table:

	Quarter 2 budget £	Movement £	Current budget £
Direct service costs	10,500,200	696,490	11,196,690
All other costs	2,553,470	(72,600)	2,480,870
Use of reserves	(2,359,180)	(623,330)	(2,982,510)
Total	10,694,490	560	10,695,050

The budget remains balanced, using £334,570 to balance the core budget and has an increase in the use of reserves for non-recurring expenditure.

The decrease in 'all other costs' largely comes from the re-profiling of the capital programme which reduces the use of reserves in this year; to be spent in the next year.

Movement in direct service costs budget

The direct service costs budget movements to date are shown in the following table:

	Quarter 2 budget £	Movement £	Current budget £
Employee costs	4,948,730	1,930	4,950,660
Transport costs	96,490	1,100	97,590
Property costs	2,262,310	49,660	2,311,970
Supplies and services	3,754,000	530,440	4,284,440
Contracted services	6,721,370	(30,850)	6,690,520
External income	(7,282,700)	144,210	(7,138,490)
Total	10,500,200	696,490	11,196,690

The supplies and services have been increased for the following items:

- 240L recycling containers £630,000
- Professional fees £20,670
- Publicity and advertising £18,780
- BID levy £8,370
- Other items £12,860
- Less elections funded by other bodies £160,240

The external income has reduced for the following items:

- Removed elections funded by other bodies £171,890
- Reduced rent from the Mall £24,500
- Reduced recycling reward £24,210
- Reduced parking excess charges £23,000
- Reduced car parking pay and display sales £17,850
- Net of the following additions:
 - Additional recoverable charges for the Dock Museum £28,850
 - Additional hire and programme income for the Forum £35,410
 - Additional land search charges £24,120
 - Additional cemetery charges £13,000
 - Additional Leisure Centre income £5,350
 - Other items £10,510

Movement in use of reserves budget

	Quarter 2 budget £	Movement £	Current budget £
Expected additions	997,570	(100)	997,470
Expected use	(3,356,750)	(623,230)	(3,979,980)
Total	(2,359,180)	(623,330)	(2,982,510)

The net use of reserves has increased for the following items:

- 240L recycling containers £630,000
- Professional fees £20,670
- Publicity and advertising £18,780
- BID levy £8,370
- Other items £16,610
- Less re-profiled capital use of reserves in year £71,100

General Fund subjective analysis

The General Fund direct service costs have been reviewed against subjective headings and objective headings. The subjective analysis is set out in the following table and exception reporting of 5% and/or £50,000 has been applied when adding narrative. The comparison is made against the current budget.

Item	Budget £	Actual £	Proportion %
Employee costs	4,950,660	3,604,717	73%
Transport costs	97,590	59,127	61%
Property costs	2,311,970	1,691,277	73%
Supplies and services	4,284,440	3,142,993	73%
Contracted services	6,690,520	5,005,717	75%
External income	(7,138,490)	(5,464,101)	77%
Total	11,196,690	8,039,730	

Employee costs are 2% behind profile; £108,278. This comes from staff turnover savings (time to fill vacancies), holiday purchase savings and flexible working savings.

Supplies and services are 2% behind profile; £70,337. This comes from the following headings and is expected to be spent during the final quarter:

- Professional fees £18,603
- Conferences and subsistence £15,827
- Publicity and advertising £15,503
- Equipment £10,503
- Printing and stationery £9,678
- Other items (net) £223

The income is 2% ahead of profile; £110,234. This comes from:

- Development services income ahead of profile £78,067 (used to support the Local Plan process)
- Building Control income ahead of profile £28,017
- Forum hire and show income ahead of profile £15,543
- Other additional income £8,504
- Less reduced car parking pay and display £19,897

General Fund objective analysis

The objective analysis is a broad representation of the General Fund services presented against the areas of responsibility of the within Management Board.

Service Area	Budget £	Actual £	Proportion %
Community Services	4,527,300	3,335,390	74%
Corporate, Democratic and Support Services	3,580,210	2,558,529	71%
Revenues and Benefits administration	2,339,370	1,742,761	74%
Regeneration and the Built Environment	749,810	403,050	54%
Total	11,196,690	8,039,730	

The main item within the Corporate, Democratic and Support Services division is an under spend/profile on employee costs; £126,629. This service area includes the General Fund savings from the holiday purchase scheme for the year. Taking this into account the proportion raises to 74%.

The main items (which total £152,661) within the Regeneration and Built Environment division under spend/profile of £159,307, are:

- External income
 - Development services income ahead of profile £78,067 (used to support the Local Plan process)
 - Building Control income ahead of profile £28,017
- Supplies and services
 - Employee costs behind profile or saved (turnover) £21,258
 - Advertising and publicity behind profile £10,454
 - Professional fees behind profile £7,950
 - Transport costs (officers travel claims) behind profile £6,915

Taking these items into account, the proportion raises to 74%.

B. Commercial Properties

The non-ring-fenced commercial property rent income for 2016-2017 is budgeted to be £1.2m. During the period to 31st December, 2016, there have been minimal changes in tenancy and a net gain of £1,926 is projected for the year; this is built into the current budget.

To maintain a consistent approach to the reporting for 2016-2017, the ring-fenced properties are excluded from this Section.

C. Capital Programme

There are no changes to the Capital Programme for 2016-2020 to report this time.

D. Treasury Management

The Council's existing borrowing of £39.5m is all fixed rate PWLB loans maturing over the mid to long term. The debt belongs to the General Fund £13.4m and the HRA £26.1m. No loans are maturing in 2016-2017.

The total interest on the loans is £1.45m for the year with each loan having interest payments at six month intervals.

The limit for external debt for 2016-2017 is £54m and this has not been exceeded.

The interest receivable on matured temporary surplus cash deposits for the period ended 31st December, 2016, is £89,231. As at 31st December, 2016, the Council's funds were placed with:

Financial institution	Deposited	
Building Societies:		
Cambridge Building Society	£3m	
Furness Building Society	£2m	
National Counties Building Society	£3m	
Newcastle Building Society	£3m	
Nottingham Building Society	£3m	
Principality Building Society	£2m	
Progressive Building Society	£1m	
Skipton Building Society	£3m	
West Bromwich Building Society	£1m	
Total of fixed term deposits		£21.00m
HSBC overnight deposit account		£1.26m
Total funds invested		£22.26m

E. General Fund Reserves

The General Fund earmarked reserves are currently estimated to be:

	Actual at 1/4/2016 £	Expected additions £	Expected use £	Transfers £	Current 31/3/2017 £
Medium Term Financial Plan support	2,870,000	-	(334,570)	(1,000,000)	2,535,430
Transformation reserve	680,913	341,900	(291,340)	-	731,713
Renewals reserve	1,227,464	-	(532,700)	747,858	615,454
Insurance reserve	100,000	-	(20,000)	-	80,000
Losses reserve	592,651	-	-	216,716	592,651
Budget contingency reserve	2,782,744	329,820	(2,274,070)	578,907	1,312,224
Other earmarked reserves	278,864	-	(111,210)	204,377	167,654
Ring-fenced properties	652,158	151,600	(55,900)	(747,858)	756,358
Earmarked revenue grants	843,742	174,150	(360,190)	-	877,872
Total	10,028,536	997,470	(3,979,980)	0	7,669,356

F. General Fund Balance

The General Fund balance has been risk assessed as £2.3m and is projected to remain as £2.3m at 31st March, 2017.

G. Medium Term Financial Plan

The Medium Term Financial Plan is currently being revised to take account of the 2017-2018 budgets. The revisions will project revenue and reserves out to 2019-2020 and will reflect the Council Plan.

H. Budget Strategy

The Budget Strategy proposals for 2017-2018 are included in the General Fund revenue budget. So far the proposals delivered total £263,080 for 2019-2020, this relates to the rescheduling the Minimum Revenue Provision for debt.

I. Housing Revenue Account

The Housing Revenue Account budget was last reported to this Committee on the 1st February, 2017, with the 2017-2018 revenue budget. Since then there has been an increase in the projected use of the accumulated fund balance of £8,150 for insurance and pension costs. The total call on the accumulated balance now stands at £150,750.

The fund balance at 31st March, 2017, is currently estimated to be £1,394,099. The current minimum Housing Revenue Account fund balance is £1.2m.

J. Service Performance

The service performance indicators for 2016-2017 are set out in the following tables; the indicators have been split between those with monitored against annual targets and those which are reported as outputs, these are monitored by management but targets are not appropriate.

Indicators with annual targets:

2015-16 Quarter 3	Indicator	Annual target	2016-17 Quarter 3
16.3 days	Average time to process new housing benefit claims	18 days	13.8 days
16.3 days	Average time to process new council tax support claims	18 days	14 days
5.9 days	Average time to process changes of circumstances for housing benefit claims	7 days	5.5 days
5.5 days	Average time to process changes of circumstances for council tax support claims	6 days	4.3 days
82.93%	Council tax collected	96.6%	82.21%
86.38%	NNDR (business rates) collected	98.4%	87.16%
93.7%	Local land charges searches completed in 5 working days	95%	92.5%
62.9%	Major planning applications processed in 13 weeks	60%	Not available
47.4%	Minor planning applications processed in 8 weeks	65%	Not available
72.1%	Other planning applications processed in 8 weeks	80%	Not available

The planning application figures for quarter 3 are not available due to issues with the Northgate computer system. The local land charge searches annual target has been reduced from 100% to 95% to reflect the impacts earlier in the year from the planned introduction of a new back office system and the introduction of the new CON29 forms which involve a complete set of over a hundred questions. All other performance is within tolerance.

Indicators reported as outputs:

2015-16 Quarter 3	Indicator	2016-17 Quarter 3
<i>Not available</i>	Park Leisure Centre activity numbers	Not available
42,470	Dock Museum visitor numbers	47,775
27,298	The Forum ticket sales	26,982
£445,370	Income from pay and display ticket sales	£436,396
7	Average days of sickness per employee	5.96
7	Right to buy sales	25
28.56%	Average household recycling	26.75%
41	Disabled facilities grants awarded	39

The Park Leisure Centre activity numbers are not available; the Leisure Centre Manager is reviewing the compilation and checking process at this time.

(i) Legal Implications

The recommendation has no significant implications.

(ii) Risk Assessment

The recommendation has no significant implications.

(iii) Financial Implications

The financial implications are set out in the body of 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 Wellbeing Implications

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

Background Papers

Nil

EXECUTIVE COMMITTEE		Part One (R) Agenda Item 10
Date of Meeting:	8th March, 2017	
Reporting Officer:	Director of Resources	
<p>Title: Overtime Payments</p> <p>Summary and Conclusions:</p> <p>This report sets out establishment matters included in the General Fund budget proposals for 2017-2018.</p> <p>Recommendations:</p> <p>To recommend the Council agree the addition of non-standard overtime payment provisions which are outside local agreements to the Flexi-Time and Time Off in Lieu Policy.</p>		

Report

The Council's *Flexi-Time and Time Off in Lieu Policy* includes the following definition of overtime:

11.1 Overtime

Overtime is completely separate from the flexi-time scheme. Overtime should be recorded on a separate claim form and not included on the flexi-time record.

Only certain employees are eligible to claim payment for hours worked outside normal working hours.

Overtime is not paid to employees on Senior Officer grades and above, apart from operational exceptions approved by Management Board.

Those employees entitled to claim additional hours must have been specifically requested by their manager to work outside normal working hours and the hours to be worked must be agreed in advance.

For overtime purposes, the working week runs from Monday to Sunday.

This report seeks Members approval to add to this Policy, to establish the remuneration for non-standard overtime; this excludes any working covered by a local agreement. The additional text is set out below.

Remuneration for non-standard overtime covers situations where there is no local agreement in place. Overtime is paid for complete half hours worked.

The multipliers are:

- Monday to Saturday, 6pm to midnight, time and a half
- Monday to Saturday, midnight to 8am, double time
- Sundays, double time
- Public and Extra Statutory holidays, double time, and
 - If this is a normal working day and the time worked is less than half the normal working hours on that day, a half day (pro-rata) is awarded to be taken at a later date
 - If this is a normal working day and the time worked is more than half the normal working hours on that day, a full day (pro-rata) is awarded to be taken at a later date

Part-time employees are entitled to these enhancements only at times and in circumstances in which full-time employees in the establishment would qualify. Otherwise a full working week for full-time employees shall be worked by a part-time employee before these enhancements apply. The exception to this is where a part-time employee attends an emergency planning incident on a public or extra statutory holiday, where the remuneration would apply as though full-time, but not the holiday.

There will be consultation with the union on the proposal.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no significant implications.

(iii) Financial Implications

Non-standard overtime seldom occurs and is currently remunerated. This report is formalising the multiplier basis and the application of paid overtime to part-time employees.

(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

EXECUTIVE COMMITTEE		Part One (R) Agenda Item 11
Date of Meeting:	8th March, 2017	
Reporting Officer:	Director of Resources	
<p>Title: Social Media Policy</p> <p>Summary and Conclusions:</p> <p>This report contains the Social Media Policy which has been updated to expand on a couple of sections.</p> <p>Recommendations:</p> <p>To recommend the Council to approve the Social Media Policy.</p>		

Report

The Council's Social Media Policy has been updated to expand on the reporting of policy breaches and the expectations of employees and Members, using social media in their personal life. The Social Media Policy is attached at **Appendix 2**.

The section for 'Responsibilities' (section 3) has been split to add more detail on how to raise a breach/concern (section 4). The sections previously entitled 'Applying the policy for personal use outside of work' and 'Misuse of social media' have been amalgamated into a section called 'Social media in your personal life' (section 6).

The section concerning 'Social media in your personal life' does not contain an exclusive listing but does identify various categories, including imagery that is inappropriate to associate the Council with; again this is not an exclusive imagery listing.

The update includes feedback from the consultation with the union.

(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

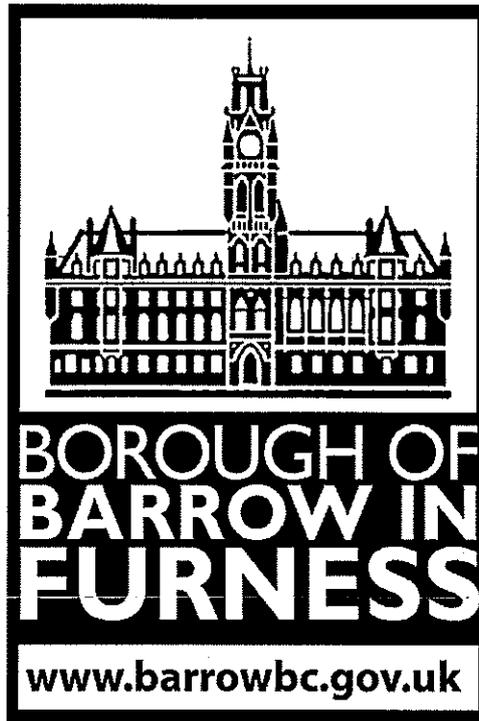
The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(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



Social Media Policy

Version Control	
Document Name:	Social Media Policy
Version:	23022017
Author:	Director of Resources
Approved by:	Full Council
Date Approved:	March 2017
Review Date:	March 2021

Social Media Policy



1. Purpose

This Policy sets out the Council's approach to our social media presence and what are the standards expected from employees and Members when using social media. It specifies the monitoring that the Council undertakes and the actions that will be taken for any breaches.

This Policy does not form part of the terms and conditions of employment and may be amended at any time.

2. Scope

Employees and Members are expected to comply with this Policy at all times in order to observe the Council's duty of privacy and confidentiality. This Policy applies to social networking both in the workplace and personal use outside the workplace in relation to the Council and its business.

The Email and Internet Acceptable Use Policy applies to the use of social media and should be read in conjunction with this Policy.

3. Responsibilities

The Director of Resources has overall responsibility for the effective operation of this Policy and for making recommendations for any changes that will improve our social media presence as a Council and to minimise risks to operations.

All employees and Members are responsible for their own compliance with this Policy and for ensuring that it is consistently applied. It is essential that everyone take the time to read and understand it.

Employees are personally responsible for content they publish through social media – online content will be public for many years.

Members are also personally responsible for content they publish through social media.

Social Media Policy



4. How to raise a breach/concern

As a first step, employees should normally raise concerns with their immediate line manager or their superior. This may depend, however, on the seriousness and sensitivity of the issues involved; for example if it is your line manager that has breached this policy you should approach a more senior level of management within your Directorate.

Members should raise concerns with the Monitoring Officer, Executive Director or Director of Resources.

5. Applying the policy in the workplace

a. Corporate social media

The Council's corporate social media presence will be on Facebook and Twitter, with the service specific accounts 'liked' in order to link all Council sites together. It is envisaged that the corporate accounts will be used to post information out to the public and not for conversations or blogs.

Only designated officers are permitted to post material on social media website in the Council's name. The list of designated officers and the relevant sites will be held by the Director of Resources.

News items will be posted to the Council's website, Facebook and Twitter, with links back to the main website for supplementary information. The Council's diary of events will also be posted simultaneously to the website, Facebook and Twitter.

b. Service specific social media

Where there is a business case for services to have their own social media presence, this will be presented to the Director of Resources for consideration.

Where possible, the corporate facilities should be used so that customers and followers can access all Council related information from the fewest number of sources.

Social Media Policy



c. Using work-related social media

Access to social media websites is restricted by default across the Council's network. Where work-related access is granted this does not permit employees or Members to access their personal or other interest accounts.

Before using work-related social media, employees must have read and understood this Policy, have signed the Email and Internet Acceptable Use Policy, and have sought and gained prior written approval from the Director of Resources.

d. Confidentiality

Employees and Members should never disclose commercially sensitive, anti-competitive, private or confidential information. Also, employees and Members should never upload, post or forward content belonging to a third party without that third party's consent.

e. Third Parties

Before posting a link to a third party website, check that any terms and conditions of that website permit you to link to it. All links must be done so that it is clear to the user that they have moved to a third party's website. When making use of any social media platform, employees must read and comply with its terms of use. Employees and Members will not post, upload, forward or post a link to a chain mail, junk mail, cartoons, jokes or gossip.

f. Personal use of social media websites

The Council does not permit the personal use of social media websites through its computer systems/networks in any circumstances. Any use of social media websites using personal devices while in the workplace must never interfere with work effectiveness and must comply with personal use restrictions in the Council's Email and Internet Acceptable Use Policy

Social Media Policy



6. Social media in your personal life

The Council recognises that many employees and Members make use of social media in a personal capacity. While they are not acting on behalf of the Council, employees and Members must be aware that they can damage the Council if they are recognised as being one of our employees or Members.

Employees are allowed to say that they work for the Council and their online profile may contain the Council's name. However, omitting the Council from their online profile does not remove the expectation that friends and family will know that the person's paid employment is with the Council. This also applies to Members.

Employees and Members should always remember that any information disclosed through personal accounts on social networking sites is disclosed in a personal capacity, and never on behalf of the Council. Where employees and Members disclose their association with the Council through social media used for personal purposes, any views they publish should be presented as purely personal views rather than being representative of the views of the Council.

Employees and Members must also bear in mind their audience when posting on social media sites. They should ensure that those who are able to access the information they post have a right to see it and also that it is appropriate that they see such information.

Employees should be aware that the Officers' Code of Conduct covers the issues of standards and information disclosure and should always bear this in mind when using social media in a personal capacity. The Members have their own Code of Conduct.

Any communications that employees and Members make in a personal capacity through social media must not:

- breach confidentiality, for example by: revealing confidential intellectual property or information owned by the Council or;
- give away confidential information about an individual (such as a colleague or customer) or organisation (such as a contractor or supplier); or
- discuss the Council's internal workings (such as agreements that it is reaching with contractors/customers or its future plans that have not been communicated to the public) or;

Social Media Policy



- present the Council as a bad employer or criticise the Council, directly or indirectly;
- do anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by: making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age or;
- use social media to bully another individual (such as an employee of the Council) or;
- post images that are discriminatory, offensive or inappropriate, or links to to such content, for example:
 - anything illegal;
 - any kind of pornography;
 - show or incite abuse, violence, hate or discrimination;
 - promote gambling, drugs or alcohol abuse; or
- bring the Council into disrepute, for example by: criticising or arguing with customers, colleagues, contractors etc. or;
- make defamatory comments about individuals or other organisations or groups or;
- fail to give acknowledgement where permission has been given to reproduce something.

The various social media feeds such as Facebook, Twitter and Instagram, all have different ways of allowing users to support the message of a post, tweet or photo etc. Communications that breach these guidelines do include likes, retweets or hearts etc., of posts, tweets or photos etc.

All employees and Members are required to adhere to these guidelines. Employees should be aware that use of social media in a way that may be deemed as deliberate or inadvertent misuse which could be a breach of these guidelines, may lead to disciplinary action under the Council's Disciplinary Procedure. Serious breaches of these guidelines, for example incidents of bullying of colleagues or social media activity causing serious damage to the Council, may constitute gross misconduct and may lead to action under the disciplinary procedure up to and including dismissal.

Social Media Policy



Misuse of social media can, in some circumstances, constitute a criminal offence or otherwise give rise to a legal liability against the individual and the Council. Any such action will be addressed under the Council's disciplinary procedure and is likely to result in dismissal.

7. Monitoring social media

The Office of Surveillance Commissioners is responsible for overseeing the use of covert surveillance by designated public authorities based in the United Kingdom.

The Office of Surveillance Commissioners' view is that the repeat viewing of individual "open source" sites for the purpose of intelligence gathering and data collation should be considered within the context of the protection that RIPA authorisation provides.

The Protection of Freedoms Act 2012 (in particular a statutory instrument made under the Act) restricts the use of RIPA to conduct that would constitute a criminal offence which is punishable by a maximum custodial sentence of 6 months or more. This effectively restricts the use of RIPA to circumstances when the conduct is considered to be serious criminal conduct, by reference to sentencing powers.

The Council does not engage in monitoring social media outside of the Regulation of Investigatory Powers Act (2000). See the Surveillance Policy for more details on the requirements of any RIPA application.

EXECUTIVE COMMITTEE		Part One
Date of Meeting: 8th March, 2017		(R)
Reporting Officer: Director of Resources		Agenda Item 12
<p>Title: Pay Policy 2017/18</p> <p>Summary and Conclusions:</p> <p>The Council's Pay Policy is subject to review on an annual basis being approved at Council by 31st March each year.</p> <p>This Pay Policy Statement sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011.</p> <p>The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its employees.</p> <p>Recommendations:</p> <p>To recommend the Council to approve the Pay Policy for 2017/18.</p>		

Report

The Council's Pay Policy is subject to review on an annual basis being approved at Council by 31st March each year.

This Pay Policy Statement at **Appendix 3** sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011.

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

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

Minor amendments have been made to the policy to reflect salary changes and the resulting update to the pay multiple (see section on Lowest Paid Employees).

Members are asked to approve these minor amendments and to adopt the Pay Policy for 2017/18.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no implications.

(iii) Financial Implications

The recommendation has no financial implications.

(iv) Health and Safety Implications

The recommendation has no implications.

(v) Equality and Diversity

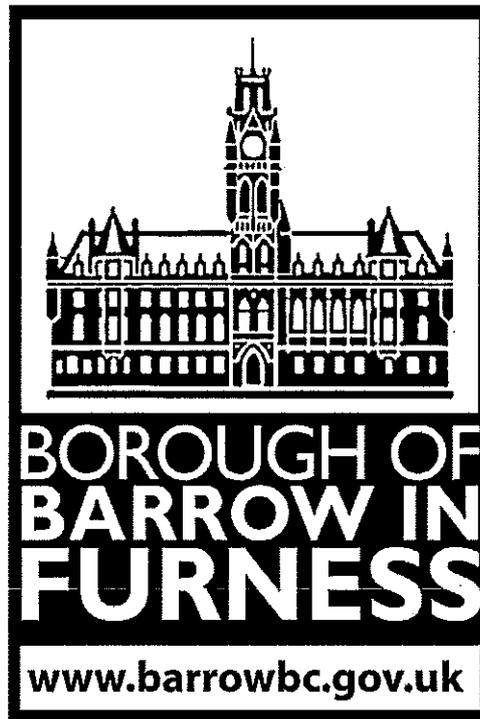
The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

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

Background Papers

Nil.



Pay Policy 2017/18

Version Control:	
Document Name:	Pay Policy 2017/18
Version:	1
Author:	Director of Resources
Approved by:	Executive Committee/Council
Date Approved:	
Review Date	

Barrow Borough Council Pay Policy Statement 2017/18

Background

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

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

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

The Pay Policy Statement was approved by full Council on 20th March 2012 coming into immediate effect and is subject to review on an annual basis being approved by 31st March each year.

Other legislation relevant to pay and remuneration

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

Pay Structure for Chief Officers

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

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

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

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

Chief Officer Remuneration

For the purposes of this statement, senior manager means 'chief officers' are defined below. The posts falling within the statutory definition are set out below, with details of their basic salary as at 1st April 2016. In addition to the Executive Director, there are 4 employees designated as Chief Officers and receiving remuneration over £50,000 per annum. The Council's Organisation Structure is attached at Appendix 1.

Executive Director

Salary currently set at £94,778 pa (spot salary)

Will receive any inflationary increases agreed as part of national negotiations under the auspices of the JNC for Chief Executives

Will not receive Returning Officer fees

Will not be subject to performance related pay

Will be published as part of transparency agenda

Director of Resources

Salary set at £75,823 pa (spot salary – 80% of Executive Director pay)

Will receive any inflationary increases agreed as part of national negotiations under the auspices of the JNC for Chief Officers

Will not be subject to performance related pay

Will be published as part of transparency agenda

Recruitment of Chief Officers

The Council's policy and procedures with regard to recruitment of chief officers is set out within the Recruitment Policy (Appendix 2) and as set out in the Constitution. Executive Committee or a sub-committee will make all chief officer appointments.

When recruiting to all posts the Council will take full and proper account of all provisions of relevant employment law and its own policies (Recruitment Policy, Appendix 2, Organisational Change Policy, Appendix 5) as approved by Council.

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

Additions to Salary of Chief Officers

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

To meet specific operational requirements it may be necessary for an individual to temporarily take on additional duties to their identified role. The Council's arrangements for authorising any additional remuneration relating to temporary additional duties are set out in the NJC Terms and Conditions for Local Government Services for calculation of honoraria, and the Councils Ex-gratia Payments Policy (Appendix 3).

Barrow Borough Council – Pay Policy Statement 2017/18

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

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

Payments on Termination

The Council's approach to statutory and discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, is set out within the Early Retirement Policy (Appendix 4) and Organisational Change Policy (Appendix 5) in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) Discretionary Compensation) Regulations 2006.

The Council has a voluntary redundancy scheme in place aimed at encouraging volunteers and reducing the need for compulsory redundancies. This scheme uses the statutory calculator (age/length of service) to determine the number of weeks pay volunteers will be entitled to, subject to a maximum of 30 weeks' pay. Actual pay is used in the calculation NOT the statutory maximum.

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

The severance terms apply to all employees of the Council.

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

Settlement Agreements

Under the Enterprise and Regulatory Reform Act 2013 the Council will use Settlement Agreements where there exists a clear and real risk of an Employment Tribunal case and where it is commercially expedient to do so. Settlement Agreements will not be considered as normal protocol when employment terminates.

Settlement Agreements are not necessary in a voluntary or compulsory redundancy scenario. If the Council's redundancy policy and procedure has been complied with and if a Senior Manager's employment has been terminated with proper notice and where any dismissal is fair, a Settlement Agreement is unnecessary. In addition, the Council avoids having to pay the legal fees incurred by the employee for the review of the agreement. The Council will therefore only use Settlement Agreements where there exists a real risk of Employment Tribunal litigation.

Publication

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

Lowest Paid Employees

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

As at 1st April 2016, this is £14,514 per annum (spinal column point 6).

The current pay levels within the Council (at 1.4.2016) gives the multiple between the median full time equivalent earnings and the Executive Director as 4.42:1.

Accountability and Decision Making

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

Re-employment / Re-engagement of former Chief Officers

The Council will not normally re-employ/re-engage former Chief Officers.

Appendices

Appendix 1	Organisation Structure
Appendix 2	Recruitment Policy
Appendix 3	Ex-gratia Policy
Appendix 4	Early Retirement Policy
Appendix 5	Organisational Change Policy

Updated February 2017

EXECUTIVE COMMITTEE		Part One (R) Agenda Item 13
Date of Meeting:	8th March, 2017	
Reporting Officer:	Director of Resources	
<p>Title: Barrow Borough Council Tablet Acceptable Usage Policy for Councillors</p> <p>Summary and Conclusions:</p> <p>This report contains the Barrow Borough Council Tablet Acceptable Usage Policy for Councillors.</p> <p>Recommendations:</p> <p>To recommend the Council to approve the Barrow Borough Council Tablet Acceptable Usage Policy for Councillors.</p>		

Report

The Council's Tablet Acceptable Usage Policy for Councillors is attached at **Appendix 4** which sets out the Council's approach to use of tablet devices by Members.

Use of Tablet devices and new technology will enable Council Members to access information on the move, take advantage of Wi-Fi access in the main council buildings and contribute to the reduction in paper and printing costs outlined in the council's digital strategy plans.

The policy will apply to Members who will be asked to sign acceptance of its principles on receipt of a tablet.

Following receipt of tablets, members will no longer receive paper agenda or report for meetings or Council Committees.

(i) **Legal Implications**

The recommendation has no legal implications.

(ii) **Risk Assessment**

The recommendation has no implications.

(iii) Financial Implications

The use of tablet devices will mean that Members will no longer receive paper agenda or report for meetings or Council Committees which will result in a reduction in paper, printing costs, postage and Officers time.

(iv) Health and Safety Implications

The recommendation has no implications.

(v) Equality and Diversity

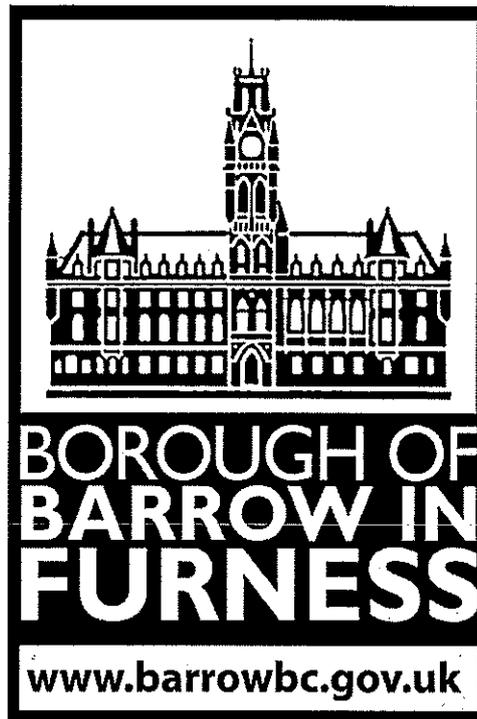
The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

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

Background Papers

Nil.



Tablet Acceptable Usage Policy for Councillors

Version Control:	
Document Name:	Tablet Acceptable Usage Policy for Councillors
Version:	1
Author:	Director of Resources
Approved by:	Executive Committee/Council
Date Approved:	
Review Date	

Barrow Borough Council Tablet Acceptable Usage Policy for Councillors

Foreword

All Councillors will be issued with tablets to allow secure access and management of the Councillor's email account; access to Committee agendas electronically, and generally assist in the conduct of Councillor duties.

Use of Tablet devices and new technology will enable Council Members to access information on the move, take advantage of secure Wi-Fi access in the main council buildings and contribute to the reduction in paper and printing costs outlined in the council's digital strategy plans.

Mobile and home working takes information and equipment outside of the normal security arrangements that apply within and around council buildings.

This document is closely linked to the Corporate Information Security Policy which details how both councillors and employees must work to ensure that we maintain the security of our information assets.

This policy applies to Elected Members who will be asked to sign acceptance of its principles on receipt of a tablet.

Following receipt of tablets, Councillors will no longer receive paper agenda or reports for meetings or Council Committees.

These documents will be accessed through web or pdf apps on the tablet.

Tablets can connect to the white list of internet sites via Wi-Fi.

Your commitment:

- You must accept the requirements contained in the Mobile Device Acceptable Use Policy;
- You must not delete any of the management software installed by the council. This software is essential to keep the device secure;
- You must not try to modify the tablet and you will not be able to install any other applications on the tablet;
- The device will be set up with a password before it is given to you. You must not disable this password or disclose it or any other passwords or usernames to anyone else;
- You must bring the tablet to meetings in a charged and useable condition;
- You must take care of the tablet and ensure it is safe and secure at all times to ensure the risk of theft is minimised;
- You must keep the tablets in the protective case supplied, to minimise the possibility of damage;
- Asset stickers must not be removed;

- If the tablet is lost, stolen or damaged you must immediately report it to Democratic Services so that we can ensure the device is disabled and the data remotely removed. The device can be tracked by IT Services;
- If the equipment (including tablet, charger and cover) is lost or broken then Councillors may be charged the cost to fix or replace it:
 - If the tablet is lost, broken, or stolen (as a result of negligence on the part of the Councillor) then the Councillor would be expected to pay for the cost of a replacement, which would be provided by the Council on a like for like basis, by mutual agreement with the Director of Resources. Damage includes, but is not limited to, broken screens, cracked plastic pieces, and inoperability.
 - If the equipment ceases to work as a result of reasonable wear and tear or due to a fault, it would be fixed or replaced by the Council at no cost to the Councillor;
- Each Council Member is responsible for the general care of the tablet that he or she has been issued. Tablets must remain free of any writing, drawing, stickers or labels that are not the property of the Council. Only a clean, soft cloth should be used to clean the screen. Tablets that malfunction must be reported to Democratic Services;
- If a Councillors tablet has broken or malfunctioned they would need to revert back to using paper copies whilst their tablet is being fixed or replaced;
- You must not allow anyone else to use the tablet;
- You must not access, view or download any illegal or inappropriate material. In particular, you should not access, view or download any material that would constitute a breach of the Council's Information Security Framework;
- The Council has installed software to try to prevent access to inappropriate web pages;
- The tablets, Internet and e-mail access provided are tools for conducting Council business. Thus, Council Members' use of such tools will be solely for Council business related purposes; and
- Councillors may use their own provided Bluetooth enabled accessories (such as keyboard) with the tablet, however these will not be provided or maintained by the Council.

You must not:

- Engage in activities on the internet which might bring the council into disrepute;
- Conduct yourself in a way that is detrimental to the council;
- Access any personal email account on your tablet;
- Use the tablet for personal business or any other purpose not related to Council business;

Our commitment:

- We will configure the tablet so that you have all the necessary software and apps to enable paperless working for committee meetings;
- We will configure the tablet so that you can access your council e-mail account;
- We will provide you with initial training and ongoing support to get the most out of your tablet;
- Battery packs will be made available for use in the Town Hall;
- We will install appropriate security software on your tablet to ensure that the data remains secure, provided that you comply with your commitments;
- We will continue to evaluate business apps that may be of use to you in your role as an elected member and will install these as appropriate; and
- The Council will provide Councillors with technical support during the following working hours:
 - Democratic Services: Monday to Friday 9.00am – 4.00pm.
(Katie Pepper – 876314)

Return and Recovery of Equipment:

- All equipment and software assigned remains the property of the Council. The Council reserves the right to require Councillors to return the equipment at any time;
- At the point at which a Councillor's term of office is ended, all equipment issued (including tablet, case and charger) must be returned to the Council within one week of ceasing office, in the condition it was issued (reasonable wear and tear excepting). All information held on the equipment will be deleted and the equipment may be re-issued; and
- There is no option for members to purchase the equipment.

Authorised User Agreement – February, 2017

I have received a copy of the following Barrow Borough Council documents

- **Councillors Mobile Device Acceptable Use Policy**
- **Tablet Acceptable Usage Policy**
- **Code of Conduct Policy**

I understand that the Council's Information and Communications Technology (ICT) systems and associated equipment are to be used for conducting Council business.

I have read the policy documents and agree to abide by all the terms and conditions set out in the documents for the duration of my Term of Office with the Council.

I am aware that violations of the policies may amount to a breach of the Code of Conduct. I understand that I may be personally liable for any criminal offence, which I may commit in relation to these policies.

I understand that the policies and this document may be amended at any time and that I will be informed of changes in the manner described in the policy.

I accept that I am responsible for ensuring my personal knowledge and understanding of any change of the policy.

Signature:-.....

Date:-.....

Printed Name:-.....

EXECUTIVE COMMITTEE		Part One (D) Agenda Item 14
Date of Meeting: 8th March, 2017		
Reporting Officer: Executive Director		
<p>Title: Borough Council Contribution to Economic Development Strategy for Morecambe Bay</p> <p>Summary and Conclusions:</p> <p>Barrow has been asked to contribute £10,000 towards an economic development strategy for Morecambe Bay. This can be met from underspend on a proposed governance review</p> <p>Recommendations:</p> <p>The Committee is requested to contribute £10,000 towards consultants costs to prepare an Economic Development Strategy for Morecambe Bay utilising the funding set aside for the Cumbrian Local Authorities governance review.</p>		

Report

The Council along with South Lakeland District Council and Lancaster City Council have agreed the remit of an economic study for the Morecambe Bay area. The purpose of the study is to:-

1. Analysis of the economies, infrastructure and housing markets of the three districts and identification of interdependencies, barriers to growth, including housing and skills retention and areas of common interest and how strong these are relative to linkages to other areas;
2. Broad areas where co-operation across the sub-region could enable greater growth in GVA, high value employment, housing and infrastructure delivery;
3. Identification of the collaborative interventions which offer the greatest benefits to the sub-regional economy in the short, medium and long term;
4. Advice on performance indicators to measure the success of interventions;
5. Advice on organisational structures and mechanisms for co-operation with and maximising the benefits of the two LEPs, the County Councils and Government in terms of support for business and infrastructure spending.

The study is an important contribution to understanding the economy of the Morecambe Bay area and how economic development opportunities can be realised. The proposed cost of the study is £30,000 with each Council contributing £10,000.

On 11th May, 2016 this Committee agreed a contribution of £10,000 towards a governance review across all Local Authorities in Cumbria, linked to the proposals for devolution. There are no proposals to proceed with this at the current time. This was to be funded from the Budget Contingency Revenue. I recommend that the finance committed to this proposal is used to support the Morecambe Bay Economic Development Strategy.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no implications.

(iii) Financial Implications

The financial recommendations are in the body of the report.

(iv) Health and Safety Implications

The recommendation has no implications.

(v) Equality and Diversity

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

(vi) Health and Well-being Implications

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

Background Papers

Nil

EXECUTIVE COMMITTEE		Part One
Date of Meeting: 8th March, 2017		(R)
Reporting Officer: Corporate Support Manager		Agenda Item 15
<p>Title: Waste Policies</p> <p>Summary and Conclusions:</p> <p>The Council's updated policies relating to the Cleaner Neighbourhood Environment Act and the exceptions policy relating to the introduction of 120 litre wheeled bins have been reviewed by the Overview and Scrutiny Committee.</p> <p>Recommendation:</p> <p>The O&S Committee invites Members of the Executive Committee to endorse the policies and submit them to Council for approval.</p>		

Report

The Overview and Scrutiny Committee agreed that the waste policies should be reviewed in advance of the new contract commencing in April 2017.

A work group consisting of: Councillor Mrs Thomson (Spokesperson for the Environment), the Streetcare Manager, the Corporate Support Assistant and the Corporate Support Manager was established to review the policies. There weren't any significant changes to the policies and the Overview and Scrutiny Committee have recommended that they are endorsed by this committee and submitted to Council for approval.

The updated policies are attached at:-

Appendix 5 - Cleaner Neighbourhood Environment Act; and

Appendix 6 - Small Bin Exemption Policy.

(i) Legal Implications

The legal implications are covered within the legislation that the policies support.

(ii) Risk Assessment

The recommendation relates to the routine duties of the Streetcare Team and risk assessments have been undertaken separately.

(iii) Financial Implications

There may be financial implications in carrying out enforcement action and this will be considered before taking action.

(iv) Health and Safety Implications

The recommendation relates to the routine duties of the Streetcare Team and H&S risk assessments have been undertaken separately.

(v) Equality and Diversity

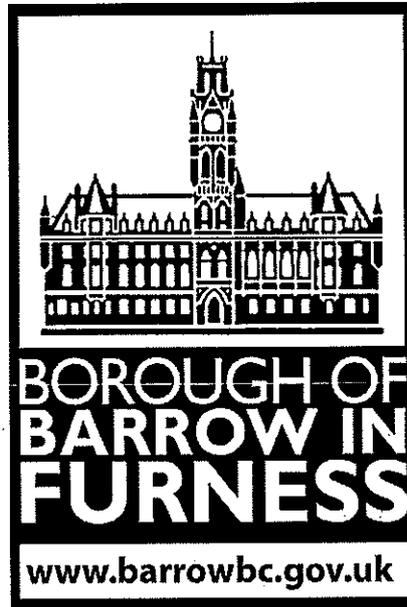
The recommendation has little impact on users with disabilities and Furness Equality and Diversity Partnership have been consulted.

(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



Cleaner Neighbourhoods Environment Act enforcement policy

Version Control:	
Document Name:	Cleaner Neighbourhoods Environment Act enforcement policy
Version:	Version 3.0
Author:	Corporate Support Manager
Approved by:	Executive Committee
Date Approved:	
Review Date	31 st October 2019

Introduction

One of the Council's priorities is to improve the amenity of the Borough. To support this we have reviewed the waste collection, recycling and street cleansing enforcement to ensure they reflect the Council's approach to delivering its priorities.

We would like Barrow to be a clean, safe, healthy and welcoming place to live, work and visit and are committed to enforcing regulatory compliance help us to achieve this.

The Council provides information and support to help residents and businesses to achieve the aims of the Clean Neighbourhood and Environment Act (CNEA) but in a few instances we will have to use our enforcement powers to achieve our aims. CNEA is part of the environmental legislation that has been produced so that we can all live in a clean, safe and healthy place.

This enforcement policy relates to:

- Abandoned vehicles
- Abandoned shopping trolleys
- Depositing and contributing to litter
- Flyposting
- Graffiti
- Transport of waste
- Presentation of waste in correct containers
- Dog control offences including dog fouling

Enforcement principals

Council Officers will use informal (advice of the offence either verbally or in writing) and formal (statutory notice, fixed penalty notice or legal proceedings) enforcement action to prevent or rectify non-compliance with environmental legislation. This enforcement action will be proportionate and consistently applied to ensure openness and fairness.

Proportionality

Any enforcement action or remedial action will be proportional to the seriousness of the offence and the impact on the residents and the environment.

Consistency

Although Council Officers may exercise discretion we will try to ensure that enforcement decisions are consistent and balanced and will consider factors such as compliance with informal advice, previous offences and the impact on residents and the environment.

Cleaner Neighbourhood Environment Act Enforcement Policy

Openness and fairness

When taking enforcement action our Officer will be clear about the offence that has been committed, why we are taking the action and what expect the offender to do.

Fixed Penalty Notices (FPN)

In certain circumstances the officer may decide to serve an FPN which will allow the offender to discharge responsibility for the offence and avoid legal proceedings through the court.

The table below shows the level of FPN which can be used relating to the offences referred to in this policy.

Offence	Legislation	Level of fine
Abandoning a vehicle	s. 2A(1) refuse disposal act 1978	£200
Abandoned shopping trolleys	s.4 Environmental Protection Act 1990	Cost recovery
Depositing or contributing to litter	s.87/88 Environmental Protection Act 1990	£80
Flyposting	s.43 Anti-social Behaviour Act 2003	£75
Graffiti	s.43 Anti-social Behaviour Act 2003	£75
Transport of waste without waste transfer note	s.34A Environmental Protection Act 1990	£300
Transport of waste without waste carrier's license.	s.5B(2) Control of Pollution Act 1989	£300
Non-compliance with waste receptacle notice	s. 46 Environmental Protection Act 1990	£80
Dog control offences	Dog control order regulations 2006	£80

Legal proceedings through the courts

A decision to prosecute will have serious implications in terms of cost and officer resource and will only be taken after careful consideration of the implications and consequences. Before commencing a prosecution we must be satisfied that there is sufficient, admissible and reliable evidence that an offence has been committed and that there is a reasonable chance of the prosecution being successful.

Legal proceedings will be taken against those persons responsible for the offence. Where the offence has resulted from the activities of a commercial company we will take legal action against that company. However, we will also consider actions of the company's employees and may take action against them as well as the company. Legal proceedings will only be commenced following consultation with the Council's Acting Principal Legal Officer.

Authorised Enforcement Officers

Officers will not carry out enforcement activities unless they are trained and authorised under the Council's delegation powers.

Enforcement exercises

In addition to officers discovering environmental offence during the course of their daily activities we will also carry out targeted enforcement in areas where there are known and regular offences being committed such as littering and dog fouling.

Non-compliance with waste receptacle notice

Non-compliance with waste receptacle notice is a specific offence and a protocol has been developed in accordance with the principals of the Enforcement Concordant and the Borough Council's General Enforcement Policy.

ENFORCEMENT PROTOCOL – SECTION 46 ENVIRONMENTAL PROTECTION ACT 1990– PRESENTATION OF WASTE (DOMESTIC AND COMMERCIAL)

From April 2010 it will be an offence for occupiers of premises to leave any waste receptacle on the highway, (pavements, roads and backstreets) other than at times stipulated and in containers provided by the Borough Council or its contractor in order to facilitate refuse and recycling collection services. Receptacles may be placed on the highway from midday on the eve of collection until midnight on the day of collection. At all other times waste receptacles must be removed from the highway and stored within the boundary of the premises. Failure to comply with the above may result in receipt of a £80 Fixed Penalty Notice or prosecution through the courts, maximum fine £1,000. When authorised officers become aware that wheeled bins or other waste receptacles are being presented or stored in a way that conflicts with the above requirements an informal notice by way of a warning sticker will be attached to the container. A record of the action taken will be recorded in a central database. Waste presented in containers not provided by the Borough Council or its contractor will not be collected by the contractor unless notice is given to the resident and the Borough Council by the contractor after which a visit will be made by authorised officers to evidence the circumstances and take appropriate action as in 2 above.

If further evidence of non-compliance is noted at the same premises an informal notice by way of letter will be sent to the occupier of the premises. A record of the action taken will be recorded in a central database.

Should further evidence of non-compliance from the same premises be noted an authorised officer will visit the premises and a formal notice against further non-compliance will be served and recorded in the central database. A notice will not

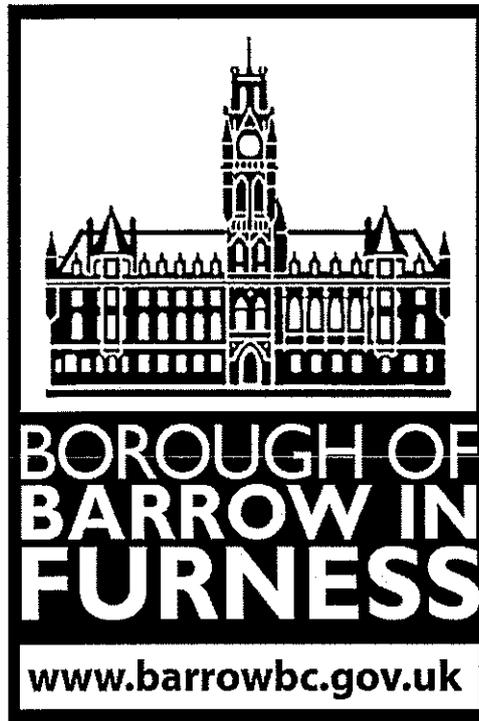
Cleaner Neighbourhood Environment Act Enforcement Policy

be served if it is clear that the occupier is not connected to any previous occupier who may have committed the offence.

Should further evidence of non-compliance be confirmed a Fixed Penalty Notice under Section 46 Environmental Protection Act 1990 will be issued with all relevant details noted in the central database.

Should the Fixed Penalty Notice not be paid within 14 days of the date of issue, legal proceedings for prosecution will be initiated.

Payment by way of instalments will be allowed and no legal proceedings initiated provided the Fixed Penalty Notice is paid in full within 10 weeks from the date of the issue of the Fixed Penalty Notice.



Waste Container Exceptions Policy

Version Control:	
Document Name:	Waste Container Exceptions Policy
Version:	Version 2.0
Author:	Corporate Support Manager
Approved by:	Executive Committee
Date Approved:	
Review Date	31 st January 2019

Exceptions Policy

In line with the Council's Waste Minimisation Strategy we are working in partnership with FCC to expand kerbside collection of recyclable materials to include Tetra paks and tin foil. The method of presenting waste will be a 55 litre box for glass only and a 240 litre burgundy wheelie bin for the other recycling: card, paper, plastic, cans, foil and tetra paks.

Barrow Borough Council recognises that in some cases residents may have problems managing their waste using a standard size bin (120 lt) and a support package will be available for those residents.

This will include: A personal waste audit; to help them decide what parts of their waste can be recycled.

In exceptional cases some households will be provided with a 240 Lt bin subjected to the following criteria being met:

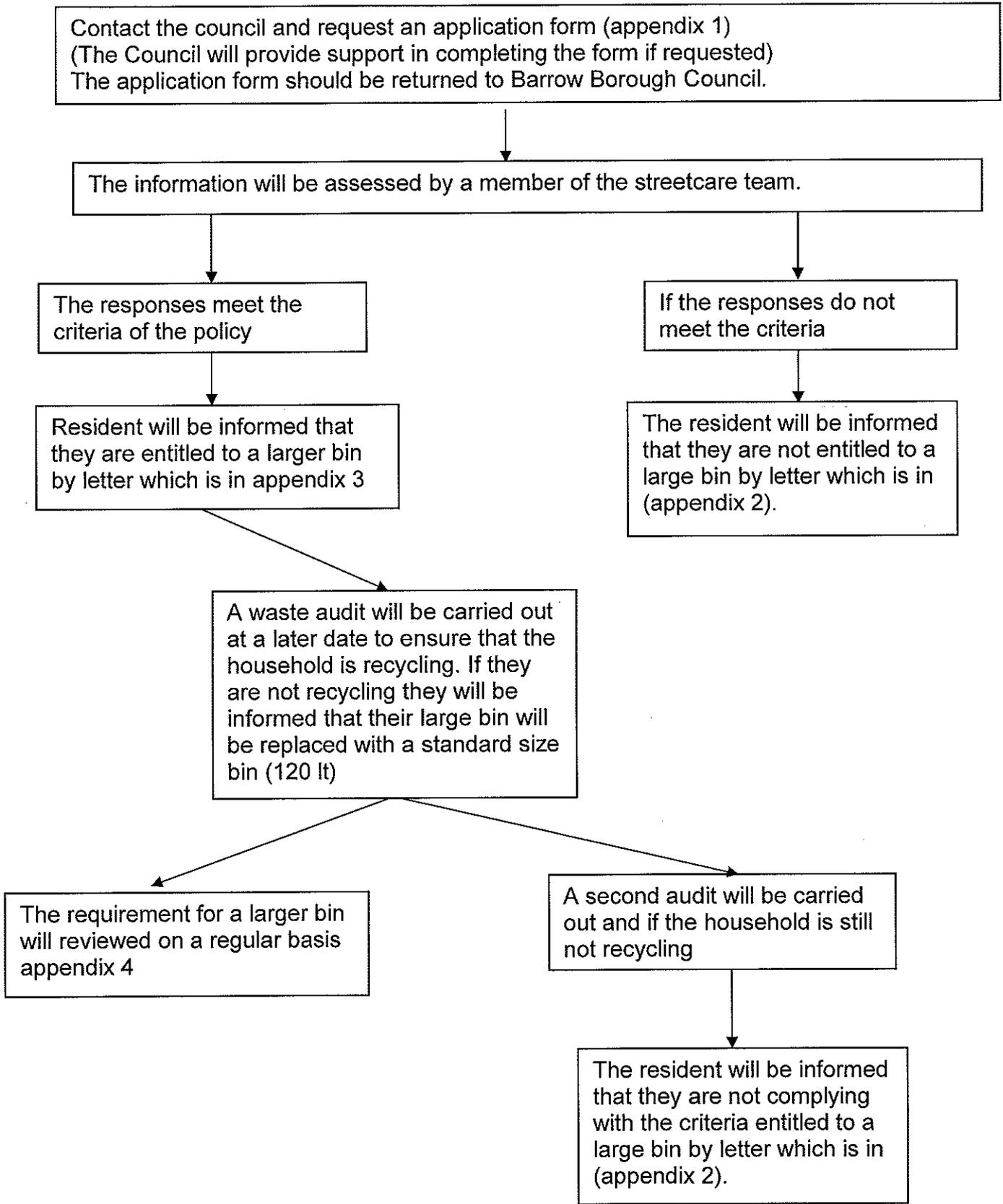
- Households with six or more permanent residents
- Households with two or more children in nappies
- Residents with medical conditions that produce significant excess non-hazardous waste
- The resident must be using the Council's recycling service to reduce amount of waste going into the bin

In these cases the resident must apply for a large bin using the application form in appendix 1.

Barrow Borough Council recognises that there may be a delay in providing larger bins and will collect reasonable side waste for a limited period. Side waste will be inspected by the collection crews and if it contains recyclable materials it will be reported to the Streetcare team who will help you to recycle your waste. Residents who do not recycle may have their large bin removed and replaced with a smaller bin.

Residents that qualify for larger bins will have their situation reviewed on an annual basis by the Streetcare team.

Process for requesting larger bin



Appendix 1

PLEASE RETURN TO: **STREETCARE DEPARTMENT
TOWN HALL, DUKE STREET
BARROW in FURNESS**



240 Litre Bin Request Form

Please complete all sections of the form in order that an assessment can be made regarding your requirements.

Name..... Telephone Number.....

Address.....

.....

Postcode.....

Names and ages of all adults and children registered as permanently living at the property

Name.....	D.O.B.....	Age.....
Name.....	D.O.B.....	Age.....
Name.....	D.O.B.....	Age.....
Name.....	D.O.B.....	Age.....
Name.....	D.O.B.....	Age.....
Name.....	D.O.B.....	Age.....

Please list any additional members on the back of this form

1) How many of these people live away from home at school/college/university/other for part of the year?

.....

2) How many children are in nappies?

3) Where do you take your glass, cans, plastic and cardboard for recycling?

.....
.....

If no where please explain why.....

4) How else are you trying to reduce the amount of rubbish in your black bin?

.....

.....

Please continue overleaf



Please state any other additional information that you feel should be considered in your request for a 240 litre container for general waste (i.e medical conditions or disability)

.....
.....

Signature.....

I declare that the information supplied in this form is true and accurate. Information supplied will only be used for the purpose of assessing waste arrangements, however it may be cross-referenced with council records. Applications are subject to continuous monitoring. Where it is found that recyclable material is being placed in the general household waste bin, the bin may be removed. If you would like advice on waste reduction or general recycling information please ring the cleansing department 876543

Any information supplied by you on this form may be subject to verification prior to approval.

For Office Use Only	
<input type="checkbox"/> Request rejected date.....	Review
<input type="checkbox"/> Request accepted	Bin Number

From January 2012
Only rubbish inside your wheeled bin will be taken on the
Weekly collection
None of the *extra bags and boxes (side waste)*
Will be collected

Putting out side waste from January 2012 could earn you a
£80.00 Fixed Penalty Notice



Appendix 2



Name and address

Telephone helpline: 01229 876543

Dear,

1.1 LARGE BIN REQUEST

Thank you for completing the Large Bin Request Form. There are certain criteria which must be met in order that you remain on the 240 litre container for your household waste. Unfortunately, based on the information you have provided on the form, you do not currently meet these criteria. However, please feel free to contact us in the future if your circumstances change.

Barrow Borough Council, like all other Local Authorities has adopted a responsible approach to waste reduction and recycling. We have implemented an enhanced recycling scheme for residents in the Borough in an attempt to reduce the amount of waste we are collecting for landfill site disposal and to increase the participation in recycling. Householders have a recycling box for glass, a burgundy recycling bin for plastic and cardboard, paper, tetra paks, foil and cans.

A brown bin for garden waste is available but this is a charged service, which are collected from the kerbside on a fortnightly basis.

A black wheeled bin is provided for household waste going to landfill and this will be collected on a weekly basis.

Your nearest recycling sites can be found on our web site; www.Barrowbc.gov.uk or by phoning 01229 876543

Please place your bins, boxes etc out for collection by **7.00 a.m.** on the day of collection.

Yours sincerely

Streetcare Department

Appendix 3



Name and address

Telephone helpline: 01229 876543

Dear Sir/Madam

1.2 LARGE BIN REQUEST

Thank you for completing the Large Bin Request Form. I am pleased to inform you that you meet the criteria to be reverted to a larger bin for your household waste.

This decision is based on the information you have provided on the form and will be reviewed in the future. Any changes to your circumstances may have an effect on this decision and therefore we must be informed of any change. The information we receive is checked against our records in order that only genuine claims are made.

YOUR BIN IDENTIFICATION NUMBER IS ????

Please attach the sticker to the back of your bin.

Barrow Borough Council, like all other Local Authorities has adopted a responsible approach to waste reduction and recycling. We have implemented an enhanced recycling scheme for residents in the Borough in an attempt to reduce the amount of waste we are collecting for landfill site disposal and to increase the participation in recycling. Householders have a recycling box for glass, a burgundy recycling bin for plastic and cardboard, paper, tetra paks, foil and cans.

A brown bin for garden waste is available but this is a charged service, which are collected from the kerbside on a fortnightly basis.

A black wheeled bin is provided for household waste going to landfill and this will be collected on a weekly basis.

Your nearest recycling sites can be found on our web site www.Barrowbc.gov.uk or by phoning 01229 876543.

Please see attached NOTICE for your information which requires you to present your waste in accordance with the conditions specified.

Yours faithfully

Streetcare Department

Appendix 4



Name and address

**Community Services
Directorate
Streetcare**

TOWN HALL · DUKE STREET
BARROW-IN-FURNESS · CUMBRIA LA14 2LI
Date: 21st October 2016
DX NO: DX 63917 BARROW-IN-FURNESS

Our Ref: NC/MG

Contact Name:

Your Ref:

Tel No: 01229 876543

Dear,

LARGE BIN REVIEW FORM

Our records show that you were issued with a large bin on information supplied by yourself.

In order to update our records, please complete the attached review form and return to the above address within fourteen days from date of this letter. Failure to return a signed completed form may result in the large bin facility being removed and a small 120l bin being issued.

For further information regarding this matter please ring the above number.

Yours sincerely,

Streetcare Department

EXECUTIVE COMMITTEE		Part One (D) Agenda Item 16
Date of Meeting:	8th March, 2017	
Reporting Officer:	Assistant Director – Community services	
<p>Title: Deaccessioning Nance</p> <p>Summary and Conclusions:</p> <p>The skeleton of a boat, Nance, has been in storage since 2014. Despite having been on display at the Dock Museum since 1994, Nance was not built here (nor sailed here) and is unlikely to be displayed again. Our Collections Policy is to acquire, display and store objects relating to the Borough of Barrow-in-Furness.</p> <p>Recommendations:</p> <p>To agree that the boat, Nance, be deaccessioned i.e. is removed from the Dock Museum's collection and either transferred to an interested individual or organisation or broken up.</p>		

Report

The Museum has five boats in its collection, two of which are on display. The boats were mostly acquired by the Furness Maritime Trust, who wanted to build a Maritime Museum in Barrow. The boats were then acquired by the Council and the museum when the Furness Maritime Trust became insolvent in the early 1990s.

The proposal is to deaccession Nance. Nance is a skeleton of a prawner (boat) and was built about 1914 by F.J. Crossfield of Arnside. She was designed to trawl under sail for shrimps and flatfish in the Bay and sail home quickly to sell her catch.

The boat was acquired by the Furness Maritime Trust in 1987 when it was donated by Mrs Dowthwaite along with her husband's boatbuilding workshop. The boat and the workshop were on display the Dock Museum from 1994 until 2014 (when the bottom floor was leased to BAE Systems).

The boat Nance is in Council storage at Salthouse. The storage conditions are not as favourable as the Dock Museum.

It is not a complete boat but just the skeleton (i.e. the keel and frames of the boat). It was an attractive display at the Dock Museum but there is no space to display the object at present (Nance has a length of 39 feet). It is unlikely to be

displayed again when the bottom floor returns to the Dock Museum when the BAE lease expires as the boat has no connection to Barrow-in-Furness. It served as an artistic reminder of Morecambe Bay and boatbuilding in general when it was on display.

Whilst objects are donated to the museum on the understanding that they will be looked after "forever", it is an important requirement of a museum to carry out periodic reviews of collections. Some objects will have been accepted in error, some will be duplicates, some deteriorate over time so can no longer be displayed and some can no longer be stored nor displayed. Such reviews are encouraged by the Museums Association even if it leads to the eventual destruction of an object. Many major museums, such as the National Maritime Museum, have carried out collections reviews and have deaccessioned objects (in their case many hundreds). Best practise is to offer the boat free of charge to a museum and if a museum isn't interested to an individual or organisation. However, as the vessel is only a skeleton, it is likely that there will be no interest in the boat and that it will have to be broken up.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no implications.

(iii) Financial Implications

The recommendation has possible financial implications. The Council might offer free transport to an organisation that might want to acquire the skeleton. If not, there will be small cost involved in breaking up the boat.

(iv) Health and Safety Implications

The recommendation has no implications.

(v) Equality and Diversity

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

(vi) Health and Well-being Implications

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

Background Papers

Nil

EXECUTIVE COMMITTEE	(R) Agenda Item 17
Date of Meeting: 8th March, 2017	
Reporting Officer: Assistant Director – Community services	
<p>Title: New Traffic Regulation Order (TRO) for Council Owned Car Parks</p> <p>Purpose of the Report</p> <p>To revise The Council of the Borough of Barrow-in-Furness (Off-Street Parking Places) Order 2013 ("TRO 2013") to include the Town Hall Courtyard and McClean Close Residents' Parking.</p> <p>Recommendations:</p> <p>To recommend the Council to agree that approval be given to revise the current TRO 2013, carry out consultation as required by Local Authority's Traffic Regulation Order (Procedure) (England and Wales) Regulations 1996 and give the Executive Director authorisation to make a new Order.</p>	

Report

Background

Traffic Regulation Orders allow the Council to enforce parking restrictions on designated car parks.

The TRO 2013 took effect on 2nd December, 2013 and has recently been reviewed. It was identified that there is a requirement to now include the Town Hall Courtyard and the designated parking area at McClean Close.

Currently there are no enforceable restrictions in place for these restrictions; the Council is therefore unable to control "unauthorised" parking.

Complaints have been received by the Housing Department from the residents of McClean Close who are unable to make use of their residents parking spaces due to parking by non-residents.

Consultation

In making a new Order the Council is required to publish a notice of proposal in the local newspaper, consult with the local Highway Authority and serve notice on all statutory consultees. A minimum of 21 days is required for consultation responses.

Any objections received must be given due consideration and modifications made if necessary prior to the Order being made and brought into force.

(i) Legal Implications

The Statutory Authority for Traffic Regulation Orders is contained within the Road Traffic Regulation Act 1984. Orders are progressed in accordance with the Local Authority's Traffic Regulation Order (Procedure) (England and Wales) Regulations 1996.

(ii) Financial Implications

The Council is unable to control and enforce "unauthorised" parking unless covered by a TRO.

(iii) Health and Safety Implications

Not Applicable.

(iv) Key Priorities or Corporate Aims

Service Delivery – TRO enables the Council's Civil Enforcement Officers to perform their duties effectively thus provide an excellent service to the public.

(v) Risk Assessment

Not Applicable.

(vi) Equal Opportunities

The Council will be able to control and enforce "unauthorised parking," for example parking in a designated disabled space without displaying a valid disabled badge correctly.

Background Papers

The Council of the Borough of Barrow-in-Furness (Off-Street Parking Places) Order 2013.

EXECUTIVE COMMITTEE		Part One (R) Agenda Item 18
Date of Meeting:	8th March, 2017	
Reporting Officer:	Executive Director	
<p>Title: Corporate Inspection Regime Policy</p> <p>Summary and Conclusions:</p> <p>This report contains the Corporate Inspection Regime Policy which aims to set the Council's expected standards in terms of asset inspections; assets cover all types of property and equipment.</p> <p>Recommendations:</p> <p>To recommend the Council to approve the Corporate Inspection Regime Policy.</p>		

Report

The Council's Corporate Inspection Regime Policy is attached at **Appendix 7**. The Policy has been developed in order to standardise the inspection of assets across all services, with particular attention to the public facing or public use assets that the Council owns and operates.

The Council commissioned an inspections regimes review from Zurich Municipal. This review has informed the Policy now presented and also identified service specific areas to focus upon; that work is currently ongoing. There will be a further workshop session with Zurich Municipal in order to evaluate the updated inspection regime for those particular assets.

As set out in the Policy, adequate inspection systems, combined with suitable response, records and action, remain a key risk management tool in terms of identifying and reducing the number of potential risks. They are also of great importance in the prevention of accidents in the first instance and the defence of public or employer's liability claims as well as potential criminal cases.

Members are asked to recommend that Council approve the Corporate Inspection Regime 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

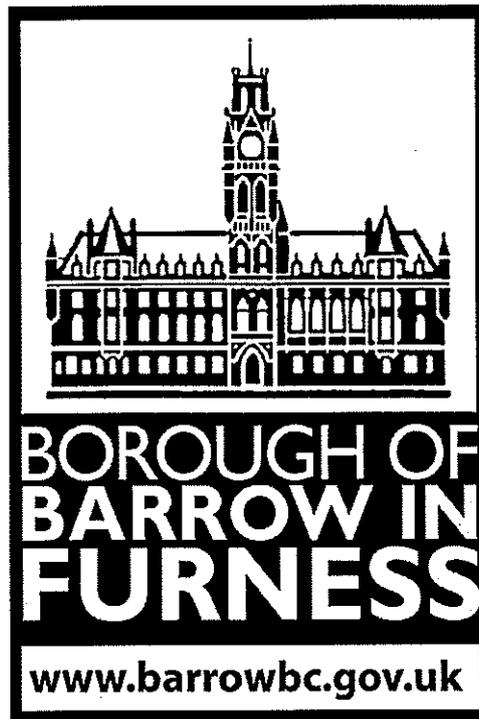
The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(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



Corporate Inspection Regime Policy

Version Control	
Document Name:	Corporate Inspection Regime Policy
Version:	23022017
Author:	Executive Director
Approved by:	Full Council
Date Approved:	March 2017
Review Date:	March 2021

Corporate Inspection Regime Policy



1. Purpose

This Policy sets out the Council's corporate approach to the inspection regimes it operates for its assets.

Adequate inspection systems, combined with suitable response, records and action, remain a key risk management tool in terms of identifying and reducing the number of potential risks. They are also of great importance in the prevention of accidents in the first instance and the defence of public or employer's liability claims as well as potential criminal cases.

2. Key Elements

For a successful inspection system, the key elements to address are:

- Setting of standards
- Training
- Inspecting
- Action
- Recording
- Monitoring

The following is a brief explanation of the headings and some of the considerations to be taken into account.

3. Setting of Standards

The Council holds written risk assessments as part of its Health and Safety procedures; all risks with a severity of harm score of 3 or 4 must have written procedures.

For inspections, consideration is given to:

- The nature of the risk to be inspected.
- The likely severity of any loss caused by its failure.
- Is a written risk assessment required and if so has it been undertaken?

Corporate Inspection Regime Policy



This then leads onto the more specific questions such as:

- Definitions of a defect – these can be asset specific, for example, play area equipment defectiveness or car park surface defectiveness.
- Tolerances to be applied – these are asset specific and are pre-defined.
- Inspection frequency – asset specific, otherwise quarterly as a minimum.
- Staff availability – cover should be arranged when necessary.
- Budgetary constraints.
- Prioritisation – this is recorded on the inspection form and is based on:

Risk rating table

Likelihood of injury	Almost always	4	4	8	12	16
	Likely	3	3	6	9	12
	Unlikely	1	1	2	3	4
	Almost never	0.5	0.5	1	1.5	2
			1	2	3	4
			Minor injury – no lost time	Lost time injury	Serious injury	Permanent disability/death
Severity of injury						

Risk rating score	Action
0-3 = LOW	Broadly acceptable - reduce risks further if reasonable
4-9 = MEDIUM	Priority action to be undertaken
10-16 = HIGH	Unacceptable -action must be taken IMMEDIATELY

When considering controls that are already in place and judging whether or not they are adequate, consider whether they meet legal requirements and best practice, and use up-to-date technology.

Corporate Inspection Regime Policy



There are also related aspects such as:

- Remedial measures – this is asset specific, but may be repair, replace or withdraw access to the asset.
- Timescale for repairs – this is linked to the priority and whether access to the asset should or can be withdrawn (if necessary).
- Contractors (selection and monitoring) – this is dealt with under current arrangements maintained by the Corporate Property Group.

4. Training

Full training is necessary so that all people involved know what is expected of them within the system. The training undertaken ensures:

- Standards are explained, for example, what constitutes a defect.
- Each person knows how their job fits into the whole system.
- The legal requirements and implications of their work.
- How to administer the system, the completion of forms, and the use software and so on.
- An adequate number of staff are trained to ensure resilience.

The essential target of the training is to promote consistency. Where different employees are inspecting the same risk they should be able to apply the standard criteria and produce the same result.

Corporate training is delivered through online modules where this is possible.

For departmental inspections there is specific training for the assets concerned. This may come from management, colleagues, or for more specialist assets from the suppliers concerned.

External training and best practice is generally communicated through the organisation using the Health and Safety Management Group or specific training events, organised as required.

Full and accessible records of the training are also an important element.

Corporate Inspection Regime Policy



5. Inspecting

Safety inspections must be carried out at the appropriate frequencies by persons trained in the process. This is asset specific, otherwise quarterly.

6. Action

Where a defect or failure has been identified and the decision taken to repair, remove or alter, it is necessary to prove that:

- The request for remedial action was made.
- Such action has been taken.
- Was undertaken by a competent person within the prescribed time scale.
- Has produced a successful outcome.

7. Recording

It is extremely important that the inspection report only contains statements of fact. No opinions should be expressed. It is the most likely that this document will have to be produced for consideration within any legal process and it may be subject to intense scrutiny by a court.

If criteria have been set down as to what constitutes a defect and the item being inspected has not reached the intervention level, then any inspection report should show that there was "no defect".

Reporting should always be positive and there should always be a report. It is most important to show that at the time of the inspection there was no defect. In the absence of an inspection report it would be difficult to prove that at that particular time there was nothing wrong, especially if it has resulted in some personal injury to a member of the public. This is particularly true if a number of consecutive inspections have identified no defects.

Having a recording standard overcomes the need for interpretation at a later date. Records will be retained for a minimum period of six years.

Corporate Inspection Regime Policy



8. Monitoring

Managers should always be in a position to be able to confirm that they know that agreed procedures are being followed – particularly where the task involves significant levels of potential harm. For example, accompanying staff on visits to observe work activities and/or checking that sign out/in boards are appropriately completed.

Risk assessments are not a once-and-for-all activity. To ensure they stay up to date the Council policy requires them to be reviewed at least once every 12 months.

Reviews may need to be carried out at other times, for example if:

- there have been significant changes
- there are outstanding improvements that still need to be made
- a problem has been spotted
- accidents or near misses have revealed deficiencies

The risk assessment should also be updated as any additional controls are put in place. These should have the effect of reducing the risk rating.

Service managers will monitor the continual checking that the original decisions on questions such as what standards to apply and the level of training, supervision and so on, still continue to apply and that these are having the desired effect of controlling, reducing or eliminating the risk.

Corporately, monitoring will come to the Health and Safety Management Board.