

BOROUGH OF BARROW-IN-FURNESS

EXECUTIVE COMMITTEE

Meeting, Wednesday, 26th July, 2017
at 2.00 p.m. (Committee Room No. 4)

NOTE: Group Meetings at 1.15 p.m.

A G E N D A

PART ONE

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

3. **Admission of Public and Press**

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

4. **Declarations of Interest**

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

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

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

5. To confirm the Minutes of the meeting held on 28th June, 2017 (Pages 1-23).
6. Apologies for Absence/Attendance of Substitute Members.

FOR DECISION

- (D) 7. Procurement of Services (Pages 24-25).
- (R) 8. Grading Appeals Procedure (Pages 26-27).

- (R) 9. Annual Treasury Statement (Pages 28-32).
- (R) 10. Outturn 2016-2017 (Pages 33-42).
- (R) 11. Smoking Control Policy (Pages 43-44).
- (R) 12. Deaccessioning (Pages 45-46).
- (D) 13. Barrow – People in the Lead (Pages 47-48).
- (D) 14. Morecambe Bay – Joint Statement of Intent to Collaborate on Economic Development Initiatives (Pages 49-51).
- (D) 15. Outsourcing Leisure Provision (Pages 52-54).

**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
D. Roberts
Williams

For queries regarding this agenda, please contact:

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EXECUTIVE COMMITTEE

Meeting: Wednesday 28th June, 2017
at 2.00 p.m.

PRESENT:- Councillors Pidduck (Chairman), Barlow, Biggins, Brook, Hamilton (Items 1 to 18), R. McClure (Items 1 to 14) , Maddox, Pemberton, D. Roberts, L. Roberts and Williams.

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

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

Discussion arising hereon it was

RESOLVED:- That under Section 100A(4) of the Local Government Act 1972 the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 (Minute Nos. 18 and 32) of Part One of Schedule 12A of the said Act.

9 – Apologies for Absence

Apologies for absence were received from Councillors Cassells and Sweeney.

Councillor L. Roberts substituted for Councillor Cassells for this meeting only.

10 – Minutes

The Minutes of the meeting held on 17th May, 2017 were agreed as a correct record.

11 – Housing Management Forum: Recommendations

The recommendations of the Housing Management Forum held on 15th June, 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:-

Appointment of Representatives to Working Groups etc.

That the Membership for 2017/2018 be as follows:-

Housing Service Review Working Group

Council Representatives (3:1) – Councillors Brook, Hamilton, McEwan and Heath.

Tenant Representative – Mr A McIntosh.

Tenant Scrutiny Working Group

Council Representatives (2:1) – Councillors Barlow, McEwan and Heath.

Tenant Representatives – Mrs M. Anderson, Mrs P. Charnley and Mr A. McIntosh.

Tenants' Complaints Panel

Council Representatives (1:0) – Councillor Hamilton.

Tenant Representatives – Mrs M Anderson and Mr A McIntosh.

Update: Syrian Resettlement Programme

1. To note the information contained in the report; and
2. To agree Officers be authorised to make flat-type properties available from its own stock and suspend the requirements of Choice Based Lettings for achieving that purpose.

Housing Management Performance Report 2016/17

1. To note the information contained in the report and appendix; and
2. To note Actions 1-3 for 2017/18 as follows:-

Action 1 – Reduce risk to HRA income by continuing to improve rent collection taking account of the 1% reduction in rent income and the uncertainty around the sale of high value properties and the impact that might have on revenue;

Action 2 – Improve monitoring of and management of void property; and

Action 3 – Progress the introduction of the new CX Software.

Housing Maintenance Investment Programme 2017/18

1. To agree to the following contractor appointments for the remaining period of the existing CHP/PPH framework (2017-2019):-
 - Central Heating Installations – AFM Gas (Direct selection procedure); and
 - Bathroom Installations – Wright Build (Direct selection procedure).
2. To agree that the following works be incorporated into the existing responsive repairs and void contract with Hughes Brothers:-
 - Major Void Improvements; and
 - Kitchen installations (to be completed when properties become vacant).

12 – Irrecoverable Debt Write Off

The Committee was informed that Cumbria Karting Limited had rented Unit 9 of James Freel Close, Barrow-in-Furness, from the Council from 1st August, 2010 to 27th January, 2016. The company had ceased trading and had resolved to voluntarily wind up on 27th January, 2016. Council Officers had been actively pursuing property rent and property insurance owed, with arrangements in place following meetings with the company's financial advisors.

Once the resolution to wind up had been made, payments ceased; the creditor position being established by an appointed liquidator. The liquidator's summary of liabilities had showed an estimated total deficiency of £432,166. The liquidator's final meeting had been held, with no dividend payable to any unsecured creditors; that included the Council.

The irrecoverable debt amounted to £57,029.27, excluding VAT; £11,368.34 insurance premium and £45,660.93 property rent (annual rent £62,500.00 plus VAT).

Unit 9 James Freel Close was a property that had been established with Government funding and was part of the ring-fenced reserve that the Council had operated until 2016-2017. Prior to removing that ring-fence, the debts associated with Unit 9 had been set aside from the reserve so that there would be no impact on the General Fund. Approval for the write off was above the delegation assigned to the Director of Resources and Committee approval was requested. She reported that there was nothing further that could be done in terms of debt recovery.

RESOLVED:- To approve the write off of Cumbria Karting Limited's irrecoverable debt in the sum of £57,029.27.

13 – Domestic Abuse Grant

The Committee was informed that the Local Authorities in Cumbria had partnered together to submit a bid to support victims of domestic abuse and help prevent domestic abuse from happening; Carlisle City Council was the lead authority. The bid had been supported by the Cumbria Police and Crime Commissioner.

The bid had been successful and the Department for Communities and Local Government had awarded £729,877 over the next two years.

The funding would be used to support the Domestic Abuse Prevention model approach across the county, reflecting urban and diversified needs; practical assistance focussing on stable housing, risk reduction and safety; enhancing the current Independent Domestic Violence Advisors service; and to deliver specialist preventative training programmes and interventions.

The Council's allocation was £68,760 and would be focussed on funding a specialist support worker for domestic abuse. That would be delivered through working in partnership with Women's Community Matters, basing the new role within their staffing and passing on the funding.

RESOLVED:-

1. To note the successful bid; and
2. To endorse the partnership approach with Women's Community Matters for delivering the project.

14 – Catering Contract Extension

The Committee were reminded that the Council was preparing to outsource some Leisure Services, namely The Forum and the Park Leisure Centre. An important part of any future alternative service delivery would be the provision of Catering and Events Management and Associated Cleaning Services. The current provider of these services, Elixir UK PLC, was coming to the end of a four year contract, (which had been awarded on a two years + two years basis). Elixir UK PLC had indicated that they would be prepared to assist the Council by continuing to provide services on a rolling monthly basis until new arrangements were identified and implemented. That would provide continuity of service for users and would allow the Council to focus on the outsourcing process.

RESOLVED:- To agree that after the conclusion of the four year contract for Catering and Events Management and Associated Cleaning Services awarded to Elixir UK PLC, the contract be extended on a rolling monthly basis until such time as the Leisure Services outsourcing exercise was concluded.

15 – Salt Marsh Caravan Park, Barrow-in-Furness

The Committee were informed that the Council owned one acre of land on Carr Lane, Walney.

The land was subject to a 37 year lease to Biggar Bank Caravan Association dated 1st March, 1977 to 28th February, 2014. The current rent was £4,000 per annum.

Biggar Bank Caravan Association had requested a new lease for a Caravan Park/Site on a term of 15 years from 1st July, 2017 at a rent of £10,000 per annum with a rent review in the 5th and 10th year of the lease. Other terms as per the existing agreement.

RESOLVED:- To authorise the Assistant Director (Regeneration and Built Environment) to renew the lease to the Biggar Bank Caravan Association on those terms as reported.

16 – Deaccessioning the figurehead of Emily Barratt

The Committee were informed that the Dock Museum had six boats in its collection and the Emily Barratt was on display. The boats were mostly acquired by the Furness Maritime Trust, who wanted to build a maritime museum in Barrow. The boats had been then acquired by the Council and the museum when the Furness Maritime Trust became insolvent in the early 1990s.

The proposal was to deaccession the figurehead of Emily Barratt. Emily Barratt was a schooner built in Millom and launched in 1913. She traded round the coasts of Britain, mainly carrying iron ore.

The boat had been purchased by the Furness Maritime Trust in 1988 with additional funds from the Tudor Trust and the Science Museum) from George Patterson at a cost of £28,000. She had been broken up in November 1998 (work completed on 13th November 1988) with just the figurehead and some associated objects retained in the Dock Museum's collection.

Millom Discovery Centre had received generous amounts of funding for redisplay and they were keen to update their iron ore and shipping section. They considered that the figurehead of Emily Barratt figurehead would come "home" by being transferred back to an organisation in Millom.

The Dock Museum had not displayed the figurehead since the boat had been broken up and was unlikely to in the near future. Not only did the Millom Discovery Centre want to display the object but they were confident that the figurehead could be conserved either this year or in 2018 (the conservation cost was likely to be about £4,000).

Whilst objects were donated to the Museum on the understanding that they would be looked after "forever", it was an important requirement of a museum to carry out periodic reviews of collections. Such reviews were encouraged by the Museums Association. Many major Museums, such as the National Maritime Museum, had carried out collections reviews and had deaccessioned objects (in their case many hundreds).

RESOLVED:- To agree that the figurehead of Emily Barratt be deaccessioned and removed from the Dock Museum's collection and transferred to the Millom Discovery Centre who wished to display it.

17 – Sale of 1-5 Lawson Street (with car park)

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

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

This Committee on 4th January, 2017 had resolved to proceed with the sale of 1-5 Lawson Street and six bids had now been received.

Details of the tenders received were considered by the Committee.

The successful bidder was looking to convert the former solicitor's offices with 12 one bedroom high end apartments and subject to planning approval, the provisional completion date was stated as spring 2018.

With reference to the sale of 1-5 Lawson Street the Commercial Estates Manager had reviewed the lease to Cumbria County Council (Craven House) and there was a clause that enabled the Council to terminate their occupation of the car parking to the rear of Lawson Street. The sale therefore included ten car parking spaces to the rear of the terraced property.

RESOLVED:- To instruct the Commercial Estates Manager to proceed with the sale of 1-5 Lawson Street (with car park area) to Blake Henderson.

18 – Employment Matters

The Committee considered a report that provided an update on the Borough Kennels in respect of the Budget Strategy 2016-2020.

RESOLVED:-

1. To note the options for service delivery being explored for the Borough Kennels; and
2. To agree that the revenue budget for 2017-2018 in respect of the Borough Kennels be fully reinstated from reserves as a one-off.

REFERRED ITEMS

THE FOLLOWING MATTERS ARE REFERRED TO COUNCIL FOR DECISION

19 – Housing Management Forum: Recommendations

Consideration was given to the recommendations of the Housing Management Forum held on 15th June, 2017.

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

Housing Revenue Account Finances

RECOMMENDED:- To recommend the Council:-

1. To note progress on savings in the last financial year and the Director of Resources' projection of further savings required;
2. To agree that the Council adopt a retention policy and not consider the option of transferring stock at this time.
3. To agree the HSRWG continued the approach of "good housekeeping" to provide options for reducing expenditure;
4. To agree the HSRWG be instructed to consider the model of service delivery provided by the Council to reflect current challenges, and to future-proof the service as far as is practical; and

5. To agree that Members of the Housing Management Forum would meet together with the full Tenants Forum and with Tenants and Residents to discuss the HRA finances and the savings required.

Sale of Miscellaneous Land on Council Estates

RECOMMENDED:- To recommend the Council:-

1. To note the information contained in the report; and
2. To agree the continued Policy for considering and agreeing requests to purchase miscellaneous pieces of land in accordance with the Policy and Procedure note which had been appended to the report.

20 – Accountable Body

The Committee were reminded that the Council's policy regarding Accountable Body status had been approved at Full Council on 19th January, 2016, as:

"The Council may act as Accountable Body without formal approval by Full Council where the project was no more than £50k and satisfied the requirements of the Financial Regulations; Management Board retained the option to request Full Council approval."

The Director of Resources informed the Committee that Officers had liaised with the Barrow-in-Furness Coastal Community Team to submit a bid to the Coastal Communities Fund, entitled; Linking the Landscapes and Communities of Barrow. The application had been successful and had offered a £444,159 contribution towards a £540,643 project aimed at raising the profile of internationally important conservation sites on Walney Island. That involved improving visitor facilities, public realm works and converting a derelict building into a community run visitor hub. The project was scheduled to commence this year and run until 2019-2020.

The Council was now asked to formally agree to be the Accountable Body for the project, but until a full project initiation document and grant offer were agreed it was not possible to present all of the details to Members. Therefore, agreement in principle was requested with delegation for the Executive Director to make the final decision, based on the agreed requirements.

Whilst the Council fully wished to maximise the investment and funding brought into the Borough, it was important to note that the Accountable Body duties and responsibilities do incur officers' time and effort. The Council was currently acting as Accountable Body for a number of grant streams/projects; Management Board would keep resources under review.

RECOMMENDED:- To recommend the Council:-

1. To agree in principle to be the Accountable Body for the Linking the Landscapes and Communities of Barrow project; and

2. To delegate the final Accountable Body decision to the Executive Director.

21 – Contract Standing Orders

The Director of Resources informed the Committee that the Council's Contract Standing Orders provided the structure within which purchasing decisions were made. The Council must ensure that its resources were used for purchases that were effective, economical and efficient. The control of purchasing decisions and processes was particularly important as the Council was spending public money.

Purchasing began with planning or identifying the "need" through to its delivery and included whole life costings, cost savings, sustainability and value for money. The Contract Standing Orders set out the minimum requirements for high value purchases and these may also be applied to lower values.

Two additional paragraphs were to be added, one regarding the Acceptance of Tenders and a second about Extending Contracts.

RECOMMENDED:- To recommend the Council to approve the revisions to the Contract Standing Orders as reported.

22 – Employer Discretions Policy

The Committee considered the Employer Discretions Policy which had been updated for 2017 figures (annual uplift). The following provisions had also been amended since the 2016 Employer Discretions Policy:

Flexible retirement;
Early release of deferred benefits with employer consent; and
Contributions payable by active members

RECOMMENDED:- To recommend the Council to approve the Employer Discretions Policy.

23 – LGPS Admitted Body Status

The Committee considered a report that set out the proposed LGPS approach in relation to the current leisure outsourcing tender.

The Director of Resources reported that the Council was required to provide an indication of the number of employees transferring in order for an employer contribution rate to be estimated by the Scheme Actuary – there would be a final rate determined with the finalised employee data. The employer contribution rate would not be the Council's current rate, as it would rely on the actual staffing profile of the transferring employees.

The LGPS arrangements discussed in the report excluded the deficit contributions made by the Council which would not be passed onto the contractor.

Should transferred employees take a contract of employment with the successful contractor, or leave the organisation, then their membership of the pension scheme would end.

There would be a fee for the Scheme Actuary to perform the valuations and that would be paid from Reserves.

RECOMMENDED:- To recommend the Council to approve that an LGPS closed admission agreement be included in the Leisure Outsourcing Tender.

24 – Physical Activity and Leisure Priority Outcomes 2017/19

The Committee were informed that the outsourcing the management of The Forum and the Park Leisure Centre required detailed specification and contractual documents for any successful contractor to perform against. A key aspect and one which had been highlighted as a current gap, was the need to have Physical Activity and Leisure Priority Outcomes.

The Committee considered the Priority Outcomes and associated performance measures. The delivery contract would be set against these priorities and they would assist in the monitoring of any successful contractor through updates against the performance measures which link back to them.

The Executive Director reported three amendments to the Committee regarding BBC Priority Outcome Performance Measures.

RECOMMENDED:-

1. To approve the adoption of the Priority Outcomes for Physical Activity and Leisure within the Council's portfolio for inclusion in the outsourcing documentation as amended; and
2. To request the Leader of the Council to write to the Barrow and Furness MP about funding for the community from the MOD.

25 – Disciplinary and Grievance Policies

The Committee considered the Council's Updated Disciplinary and Dismissal Policy and Procedure and Grievance Policy and Procedure. The Director of Resources informed the Committee that the Council's management structure from before any Budget Strategy was the current basis for the Procedures; the current structure had been greatly reduced and did mean that cases were raised at the highest level of the organisation more often than was necessary.

The Council had retained the services of an external HR consultant with broad public sector knowledge and experience, and was a fellow of the Chartered Institute of Personnel and Development (UK).

The Procedures had also been reviewed by a Senior Adviser from ACAS (Advisory, Conciliation, and Arbitration Service) and the proposed Procedures as presented reflected the advice that had been received.

Both the Procedures complied with the ACAS Code of Practice on Disciplinary and Grievance Procedures and the review had resulted in the separate Appeals Procedure being removed and the appeals process contained within each Procedure.

The proposed Procedures had reflected the Council's reduced structure and workforce, and incorporated informal feedback from the Union and Managers operating the current policies. The Procedures would be accompanied by guidance notes on the role of Disciplinary Manager, Investigating Officer, considering suspension, hearing Grievances and the role of Appeal Manager.

The Absence Management Policy and Procedure dealt with employee's sick leave and had included a formal process when action becomes necessary. Within that Policy the sanction at Stage 1 (sickness review meeting) would need to be amended to reflect the Disciplinary and Dismissal Policy and Procedure as the option to give a verbal warning was removed. To mirror the new Policy, the Stage 1 sanction may be a written warning held on file for six months.

The Capability Policy and Procedure referred to the separate Appeals Policy which would no longer exist. It was proposed that the appeals lodged under the Capability Policy and Procedure, mirror the procedure set out in the Disciplinary and Dismissal Policy and Procedure.

The Committee asked if Members were involved in Disciplinary Appeals at other Local Authorities.

RECOMMENDED:- To recommend the Council:-

1. To approve the Disciplinary and Dismissal Policy and Procedure;
2. To approve the Grievance Policy and Procedure;
3. To approve the amendment to the Absence Management Policy and Procedure as reported; and
4. To approve the amendment to the Capability Policy and Procedure as reported.

26 – Private Sector Housing Enforcement Policy

The Committee considered a detailed report regarding the Private Sector Housing Enforcement Policy.

The Committee was informed that the Council had a range of duties and powers in respect of the enforcement of standards in the private housing sector. The Council's policy in dealing with these matters had been set out in a number of previous resolutions. New powers were or soon would be available arising from the enactment of the Housing and Planning Act 2016. It was considered an opportune

time to review the whole enforcement policy and combine into a single document. That would enable the Council's policies to be more presented in a way that was both more coherent and accountable to the public.

RECOMMENDED:- To recommend the Council:-

1. To note the duties and powers available to the Council for enforcement of standards in the private housing sector;
2. To note the additional powers arising from the Housing and Planning Act 2016;
3. To adopt the policy principles set out in Section 4 of the report, and the policy statement set out in the Appendix;
4. To approve the fees and charges set out in Sections 5.5 to 5.10 of the report; and
5. To approve the Officer delegations set out in Section 6 of the report.

27 – Private Sector Housing Assistance Policy – Changes to supplement the provision of Disabled Facilities Grants

The Committee considered a detailed report regarding the Private Sector Housing Assistance Policy – Changes to supplement the provision of Disabled Facilities Grants.

The funding available for the provision of Disabled Facilities Grants had increased substantially over the last few years.

Changes were proposed to the Private Sector Housing Assistance Policy to supplement and add flexibility to the statutory Disabled Facilities Grant regime. It was anticipated that the proposal would streamline the provision of grants to assist people with disabilities, and also increase the number of grants that it was possible to deliver.

A revised policy for the provision of private sector housing assistance was considered by the Committee.

RECOMMENDED:- To recommend the Council:-

1. To approve the Private Sector Housing Assistance Policy;
2. To delegate authority to the Director of Resources to determine at any given time whether funding be made available for any of these discretionary grants; and
3. To delegate authority to the Property Services Group Manager (i) to draw up detailed procedures for the provision and authorisation of these agreed forms of assistance, and (ii) to authorise Disabled Facilities Grants, Barrow Disability Minor Works Grants and Barrow Disability Major Works Grants.

28 – Council Plan

The Committee considered a detailed report regarding the Council Plan.

The Committee were informed that the Council Plan sets out key priorities and objectives for the Council over 2016-2020 period; the period covered by the Budget Strategy. Given the importance of partnership and lobbying, the consultation phase of the plan should be intensive and involve members as well as officers. The current Medium Term Financial Plan represented the Council's medium term funding challenges and incorporated the Budget Strategy to reduce the core deficit. The Workforce Strategy supported the Council Plan and set out the aims for the workforce including developments in innovation and technology to meet the efficiency objectives.

The 2016-2020 Council Plan together with the Workforce Strategy and current Medium Term Financial Plan were considered by the Committee.

The Executive Director stated that he had received observations from Members that the Council Plan should include a Vision Statement. The Vision Statement to read "Our Vision for the Borough is a healthy population, with high aspirations, living in good quality housing, with decent jobs in a diverse economy".

RECOMMENDED:- To recommend the Council:-

1. To approve the Council Plan for consultation to include a Vision Statement;
2. To approve the current Medium Term Financial Plan; and
3. To approve the Workforce Strategy.

29 – Council Owned Land for Housing Development

The Committee considered a detailed report regarding Council Owned Land for Housing Development.

The Executive Director reminded the Committee that on 20th January, 2016 it had agreed a programme for the disposal of a number of sites within Council ownership to enable housing development within the borough. The development of these sites would assist in the delivery of new dwellings within the Borough and contribute towards the Council demonstrating a five year supply of housing land.

The report provided an update of the agreed programme, progress made in the disposal of land, and an update on the sites still in Council ownership.

RECOMMENDED:- To recommend the Council:-

1. To note the updated programme;

2. To approve the disposal of sites at Holly Croft (SHL068) and Mill Lane (SHL01a) and agree the timescales for disposal, as part of the Councils five year supply of housing land, once the new Local Plan had been adopted; and
3. To approve the sale of Land in Sharp Street/Beach Street Askam.

30 – Pre-application Planning Advice

The Assistant Director – Regeneration and Built Environment submitted a detailed report regarding the introduction of charges for pre-application planning advice in order to provide a more sustainable but effective service to applicants.

The process would encourage anyone wanting to carry out development to talk with the local Planning Authority in order to obtain informal guidance in advance of submitting a formal application.

It was noted that the Council had not provided a pre-application advice service since 2010/11 and that the service had been stopped due to a lack of resource and the uncontrolled manner of the service.

Requests for the service had peaked at around 600 requests per annum, many of which remained unanswered for considerable periods of time. The Council had previously received more requests for advice than applications. Due to its uncontrolled nature, that provided a very poor quality of service to the residents of the borough, developers and agents.

The Executive Director informed the Committee that not providing pre-application advice had led to a noticeable difference in the quality of applications being submitted.

It was noted that four Councils within Cumbria had already operated a pre-application advice scheme (Allerdale, Eden, South Lakeland and Cumbria County Council) all with fees.

Barrow's proposed service was based on three different schemes of advice, the basic details of which had been presented in the report. Simple Schemes would cost £100 plus VAT and Complex Schemes would cost £250 plus VAT. A scheme with exempt fees had also been included to ensure that Council could still support certain types of applications.

RECOMMENDED:- To recommend the Council:-

1. To agree to the proposed planning pre-application advice scheme and charges; and
2. To agree to the delegation of future changes to the scheme including Fees and Charges to the Assistant Director (Regeneration and the Built Environment).

31 – Recruitment Policy

The Committee was reminded that the Council's Recruitment Policy currently permitted internal job applications from staff on the permanent establishment of the Council and members of the Council's Apprenticeship Scheme.

It was proposed that the Policy be amended to permit internal job applications from staff on the permanent establishment of the Council and staff employed on temporary contracts that had been employed by the Council for over 12 months.

Job applications may currently be submitted by temporary staff, once advertised externally. Temporary staff were recruited in the same way as permanent staff and given 12 months employment with the Council the employee would have been through the probation association with recruitment and an appraisal. To restrict temporary staff from the opportunity to continue working for the Council did not reflect the aims for the workforce in growing skills and knowledge.

As an amendment to a HR policy, the report had been provided to the Union for consultation.

RECOMMENDED:- To recommend the Council to approve the amendment to the Recruitment Policy.

32 – Establishment Matters

The Committee considered a request to extend a temporary post in Development Services.

RECOMMENDED:- To recommend the Council:-

1. To agree the extension of post PLN011, Temporary Admin Assistant, to 31st October, 2020;
2. To agree that the post be redundant after 31st October, 2020; and
3. To agree that the voluntary redundancy held over from a previous redeployment of the post holder, end with the new contract.

The meeting closed at 4.25 p.m.

HOUSING MANAGEMENT FORUM

Meeting: Thursday 15th June, 2017
at 2.00 p.m.

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

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

Officers Present:- Colin Garnett (Assistant Director - Housing), Janice Sharp (Operations Manager) and Paula Westwood (Democratic Services Officer – Member Support).

1 – Minute’s Silence

The Chairman requested Members to stand and observe a minute’s silence as a mark of respect for the former Borough Councillor David Marcus who had recently passed away.

2 – Minutes

The Minutes of the meeting held on 23rd February, 2017 were taken as read and confirmed.

3 – Apologies for Absence

An apology for absence was received from Tenant Representative, Mrs M. Anderson.

4 – Appointments of Representatives to Working Groups etc.

The Executive Director reported that at the Annual Council meeting on 16th May, 2017 the allocation of seats in respect of Forums, Panels, Working Groups etc. had been agreed.

The Housing Management Forum had been requested to nominate Members and Tenant Representatives to the Housing Service Review Working Group, the Tenant Scrutiny Working Group and the Tenants’ Complaints Panel for 2017/2018 in accordance with the proportionality indicated in the report.

RECOMMENDED:- That the membership for 2017/2018 be agreed as follows:-

Housing Service Review Working Group

Council Representatives (3:1) – Councillors Brook, Hamilton, McEwan and Heath.
Tenant Representative – Mr A McIntosh.

Tenant Scrutiny Working Group

Council Representatives (2:1) – Councillors Barlow, McEwan and Heath.

Tenant Representatives – Mrs M. Anderson, Mrs P. Charnley and Mr A. McIntosh.

Tenants' Complaints Panel

Council Representatives (1:0) – Councillor Hamilton.

Tenant Representatives – Mrs M Anderson and Mr A McIntosh.

5 – Update: Syrian Resettlement Programme

The Assistant Director - Housing reported that Cumbria had agreed to contribute to the national resettlement programme and accommodate refugees. A framework had been established with membership from relevant organisations in order to ensure the successful resettlement of refugees. A local Liaison Group had also been established. He advised that the first group of refugees had now arrived and been housed in the north of the County.

He reported that the Council had previously agreed to contribute to the Cumbria Resettlement Programme by providing accommodation for ten people each year over the four years of the programme (Minute No. 28 of the Housing Management Forum meeting 26th November, 2015 refers).

At that time it had been envisaged that the type of property required would probably be family sized houses, three or four-bedroomed. Having regard to the limited availability and demand for such property in the Council's own housing stock, the decision of the Council was that Officers should work with the private sector to identify suitable property. He advised that he had communicated with private landlords who had shown an interest to assist and that over the summer months he would be exploring the option further to identify specific property that would meet the requirements issued by the Home Office.

He reported that from the experience of the first group of refugees, it had become apparent that a range of property would be required. In short, the process would involve the Council identifying suitable property and the Home Office would then look to match the property with the needs of refugees. To that end he requested Members to re-consider the Council's approach to identifying suitable property. In particular, two-bedroomed flats were often more readily available and could be limited in demand due to a range of factors. Should that be agreed, he advised that he would also continue to look to identify private sector property to meet the Council's commitment over the term of the programme.

RECOMMENDED:-

1. To note the information contained in the report; and
2. To agree that Officers be authorised to make flat-type properties available from its own stock and suspend the requirements of Choice Based Lettings for achieving that purpose.

6 – Housing Management Performance Report 2016/17

The Assistant Director - Housing reported on the end of year performance information which is attached at **Appendix A** to these Minutes.

The performance indicator report showed Housing Management's overall level of achievement against a set of benchmark targets. The benchmark was the Housemark 'median' cross sector performance scores from 2016/17.

The purpose of the report was to demonstrate the progress against the actions which had been undertaken last year and to refresh the background context which had impacted upon the results of 2016/17. The report also outlined the ongoing focus of Officers to service delivery.

Actions for 2016/17

Action 1: *Reduce risk to HRA income by continuing to improve rent collection taking account of the 1% reduction in rent income and the uncertainty around the sale of high value properties and the impact that might have on revenue*

Action 2: *Improve monitoring of and management of void property.*

Action 3: *Progress the introduction of the new CX software.*

Influences for 2017/18

Rent Collection

With a further loss of 1% to rent income and more movement from Housing Benefit to Universal Credit, the Council would look at better ways of working and making the most of CX to help support that movement.

Business Planning

CX would provide opportunities for improved efficiency across the service which would be progressed once the system was operational.

Control of Maintenance Expenditure

The emphasis would still be to reduce void turnaround times, improve routine maintenance services and to maintain Decent Homes standard.

Right to Buys

Right to Buys had tripled in 2016/17 and similar losses to housing stock were expected this year which would impact on both revenue and repair costs. General needs dwellings stand at 2,588.

RECOMMENDED:-

1. To note the information contained in the report and at **Appendix A** to these Minutes; and
2. To note Actions 1-3 for 2017/18 as follows:-

Action 1 – Reduce risk to HRA income by continuing to improve rent collection taking account of the 1% reduction in rent income and the uncertainty around the sale of high value properties and the impact that might have on revenue;

Action 2 – Improve monitoring of and management of void property; and

Action 3 – Progress the introduction of the new CX Software.

7 – Housing Maintenance Investment Programme 2017/18

The Assistant Director - Housing submitted a report providing Members with an update of the appointment of suitably qualified Contractors to carry out major void works, bathroom, kitchen and central heating installations following the recent closure of AB Mitchell Developments Ltd.

He reported that Officers had held discussions with representatives from Cumbria Housing Partners (CHP) and Procure Plus Holdings (PPH) in order to identify suitable alternative Contractors from the existing CHP Framework to carry out central heating and bathroom installations and to discuss the option to incorporate kitchens and major void improvements into the existing contract arrangements with Hughes Brothers.

In order to ensure the delivery of the 2017/18 investment programme there existed an urgent need to identify and appoint alternative Contractors to carry out the works. Officers had requested PPH to carry out a detailed review each work stream with regard to the options currently available to the Council. PPH concluded that the Council could seek to appoint the following Contractors:-

- Central Heating Installations – AFM Gas (Direct Selection of No.1 ranked Contractor from the CHP framework);
- Bathroom Installations – Wright Build (Direct Selection of No.1 ranked Contractor from the CHP framework);
- Major Void Improvements – Hughes Brothers (Amendment to the existing responsive repairs and void contract); and
- Kitchen Installations – To be completed by Hughes Brothers when properties become vacant (Amendment to the existing responsive repairs and void contract).

Summaries of the Direct Selection reports for AFM Gas and Wright Build had been appended to the report.

It was noted that PPH had also reviewed the existing responsive repairs and void contract arrangements with Hughes Brothers and had advised that the works previously carried out by AB Mitchell could be incorporated into the existing contract with Hughes Brothers. A summary report from PPH had also been appended to the report

The Assistant Director - Housing advised Members that initial discussions had been held with the Contractors and he confirmed that AFM Gas, Wright Build and Hughes Brothers had been in agreement to undertake this work in line with the existing framework terms and conditions. He further advised that the installation rates provided by PPH represented value for money and had been comparable to the costs provided by the previous Contractor.

RECOMMENDED:-

1. To agree to the following Contractor appointments for the remaining period of the existing CHP/PPH Framework (2017/2019):-
 - Central Heating Installations – AFM Gas (Direct Selection procedure); and
 - Bathroom Installations – Wright Build (Direct Selection procedure); and
2. To agree that the following works be incorporated into the existing responsive repairs and void contract with Hughes Brothers:-
 - Major Void Improvements; and
 - Kitchen Installations (to be completed when properties become vacant).

8 – Planned Investment and Planned Maintenance 2016/17 Year End Expenditure

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

RESOLVED:- To note the information.

REFERRED ITEMS

THE FOLLOWING MATTERS ARE REFERRED TO COUNCIL FOR DECISION

9 – Housing Revenue Account Finances

The Assistant Director - Housing submitted a report to update Members on the savings still required in the Housing Revenue Account (HRA) to reflect the current reduction in rents and to ensure financial stability and resilience in the medium term.

Housing Revenue Account: Summary of current and future pressures

From a financial perspective, the Housing Service operated on the principle that its operating costs would be met from the income received in rents from its tenants. Similar to other organisations, its viability was often influenced by factors outside its control.

The service was shrinking through Right to Buy; there was little prospect of replacing the stock lost; and there was very limited opportunity to increase income to replace that lost by Right to Buy.

That had been an ongoing issue for many years but was now further compounded by the instruction to reduce rents by 1% annually for a four year period. The Council had focussed on reducing expenditure to reflect the reduction of rent over the last two years, but still needed to consider how it would do so over the next two years.

The Assistant Director - Housing, reported that so far the savings agreed had resulted in a minimal impact on the service from the viewpoint of service users. To continue in that way would become more of a challenge and consideration of the Housing Service's model for service delivery would have to be considered to meet the requirements of becoming increasingly efficient, but fundamentally reducing costs to reflect the loss of income.

Progress to date

He reported that it had been agreed to establish a Housing Service Review Working Group (HSRWG) (Minute No. 58 of the meeting held on 25th August 2016 refers) to consider and suggest a range of possible savings. The HSRWG had identified a range of options which totalled c£450k including some options for increasing income.

Those options had been used to produce the draft HRA budget for 2017/18 which had subsequently been agreed and indicated a nil balance.

The reduction in costs included:-

- Deletion of a Senior Housing Officer post: £20k
- Remaining budget for two temp posts: £24k
- Reduction of tenant incentive schemes: £15k
- Reduction of voluntary debt repayment: £209k

In total, the reductions identified and agreed in the HRA budget for 2017/18 equalled £268k.

He emphasised that the approach was to balance the budget, which had been achieved, but a balanced budget meant the full cost of the impact of the reduced income over the next two years still required consideration. He advised that further meetings of the HSRWG would take place in the near future and that further direction would be provided to that Group to consider the matter.

He reported that the Director of Resources had forecasted the HRA medium term financial position. The headline statement suggested the HRA would move into a deficit position for 2018/19 of £0.3m; for 2019/20 a £0.5m deficit; and deficits in future years.

This projection had been based on a number of factors which would influence the performance of the HRA as follows:-

- Rent - 33 sales in 2016/17; 30 used for future years;
- Rent - 1% reduction continued in 2018/19 & 2019/20;
- Rent - 2% increase assumed from 2020/21 onwards;
- Maintenance - static; properties sold but major works continued plus cost pressures;
- Staff - contracted incremental advancement;
- Staff - pay award 1% per annum;
- Property - utility inflation 5% per annum;
- Property - NNDR increase in multiplier each year;
- Contracts - grounds maintenance inflation 3.2% per annum;
- Contracts - building cleaning inflation 1.7% per annum;
- Pension deficit - increase of 2.2% per annum;
- Income - garage rents increase 2% per annum;
- Treasury - maturing loans repaid;
- Treasury - provision to repay debt at 2017/18 level;
- Treasury - interest on balances reflect HRA finance projections; and
- Treasury - historic PWLB premium and discount written out.

The timing of realising savings and reductions within the HRA was important as the minimum balance would be breached in 2018/19 without action being taken.

The HSRWG had generally, through looking at 'good housekeeping', provided options to achieve the reduction in expenditure and could continue to do so. However the scale of reduction in expenditure required and timing would most likely require a more fundamental review of the service delivery model to progress further.

It was noted that even if the £0.5m savings which were required was achieved, at the end of the current policy period there would remain the challenge of responding to the ongoing reduction of income from Right to Buy.

Progressing the work of the HSRWG

The Assistant Director - Housing advised Members that in his report in August 2016, he had raised the matter of the Council remaining open to alternative options to the ownership and management of the Council's housing stock when he had suggested

establishing the HSRWG. That matter had not been progressed by the HSRWG but in view of the above, he suggested that it must remain an option.

In terms of providing direction for the HSRWG he made the following proposals:-

1. The Council needed confirm its position regarding the option to consider stock transfer or pursue a retention policy;
2. The HSRWG would be required to continue the approach of 'good housekeeping' to provide options for reducing expenditure; and
3. The HSRWG should be instructed to consider the service delivery model provided by the Council, and alternatives, to reflect current challenges and to futureproof the service as far as practical.

It was moved by Councillor McEwan and seconded by Councillor Hamilton that all Members of the Housing Management Forum should meet together with the full Tenants' Forum and Tenants and with Residents to discuss the matter of HRA finances.

It was moved by Councillor Brook and unanimously agreed that the Council should retain its Housing Stock.

RECOMMENDED:-

1. To note progress on savings in the last financial year and the Director of Resources' projection of further savings required;
2. To agree that the Council adopt a retention policy and not consider the option of transferring stock at this time;
3. To agree the HSRWG continued the approach of 'good housekeeping' to provide options for reducing expenditure;
4. To agree the HSRWG be instructed to consider the model of service delivery provided by the Council to reflect current challenges, and to future-proof the service as far as practical; and
5. To agree that Members of the Housing Management Forum would meet together with the full Tenants Forum and with Tenants and Residents to discuss the HRA finances and the savings required.

10 – Sale of Miscellaneous Land on Council Estates

The Assistant Director - Housing advised Members that he had delegated authority to agree the sale of miscellaneous land within Council estates. It had been sometime since this Policy had been agreed and the purpose of his report was to seek to recommend and confirm the continued approach.

He reported that requests to purchase miscellaneous land on Council estates were ad hoc and small in number (perhaps one or two per year) and in some

circumstances it could be to the mutual benefit of the resident, the Council and the wider community to agree such requests.

For the sake of clarification, miscellaneous land referred to small sections of land on estates which had been originally 'features' of the estate when originally designed. More often or not, from a street scene perspective, the areas of land previously sold could be viewed as a 'garden area' of the adjoining property and their sale had no detriment to the area.

He reported that whilst the sale of the land had a benefit to the purchaser, it was often the case that such sales could resolve a range of problems and in considering a request Officers would in the first instance consider the impact on the estate, and the community. Should a request be agreed, such sales could also lead to savings in grounds maintenance costs.

He advised Members that previously, applicants had been required to make a £100 non-refundable payment at the start of the purchasing process. However, the policy had been updated requiring a £250 non-refundable payment.

A copy of the revised Policy and Procedure had been appended to his report.

RECOMMENDED:-

1. To note the information contained in the report; and
2. To agree the continued Policy for considering and agreeing requests to purchase miscellaneous pieces of land in accordance with the Policy and Procedure note which had been appended to the report.

The meeting closed at 2.55 p.m.

HOUSING MANAGEMENT PERFORMANCE INFORMATION: 2015/16

Rent Arrears & Collection Dwellings (exc. Dispersed)	Actual 2014/15	Actual 2015/16	Apr-June 2016	Apr-Sept 2016	Apr-Dec 2016	Actual 2016/17
£ Rent & Service Charges due (Including empty properties)	£11,265,022	£11,416,157	£2,739,809	£5,553,182	£8,313,971	£11,268,457
£ rent loss due to empty dwellings (voids)	£164,758	£149,667	£39,896	£75,947	£112,481.00	£161,346.00
£ Rent collected from Current Tenants	£11,059,494	£11,267,074	£2,653,648	£5,467,410	£7,956,648	£10,998,033
£ Rent collected from Former Tenants	48,075	56,798	£21,877	£45,876	£62,499	£64,087
Total Rent collected as % of rent due	99.63%	100.01%	98.29%	99.82%	97.01%	99.02%
£ Current Arrears	£395,657	£360,453	£412,851	£462,914	£487,824	£394,752
£ Former Arrears	£192,359	£230,070	£234,690	£235,931	£246,925	£265,780
Write Offs (Gross)	£130,795	£105,959	£18,913	£33,219	£69,702	£96,474
Tenants evicted for rent arrears	11	17	2	6	15	25
£ Rent Arrears UC claimants	£9,779	£36,011	£71,418	£93,942	£99,958	£56,031
Arrears & Collection - Other Properties						
£ Rent arrears Dispersed (Homeless)	£401	£1,778	£888	£2,161	£1,197	£2,203
£ Rent arrears Garages	£2,769	£2,294	£3,197	£8,235	£10,097	£7,748
£ Rent Arrears Shops	£2,966	£5,028	£4,907	£7,422	£6,986	£6,070
£ rent loss due to empty Dispersed (Homeless)	£27,528	£35,255	£8,331	£17,314	£26,545	£32,390
£ rent loss due to empty Garages	£2,501	£1,308	£411	£905	£1,112	£1,656
£ rent loss due to empty Shops	£0	£0	£0	£0	£0	£0
Void & Lettings (General Needs)						
Total Dwellings	2649	2633	2625	2619	2609	2601
Total number of re-lets	324	254	80	119	182	248
% of re-lets accepted on first offer	72.8%	62.2%	67.6%	71.4%	69.8%	68.1%
Number of re-lets that underwent Major Works	17	101	13	39	65	94
Average relet time in days (Standard)	37	38	15	14	13	12
Average re-let time in days (Major Works)	62	60	41	40	37	40
Average re-let time in days (all re-lets)	44	46	56	54	52	52
Number of units vacant and available for letting at period end	5	31	20	19	23	37
Number of units vacant but unavailable for letting at period end	26	12	11	9	19	5
No.Tenancies terminated	267	271	67	122	194	261
Tenancy Turnover %	10.1%	10.3%	2.6%	4.7%	7.4%	10.0%
ASB						
Number of new anti-social behaviour cases reported	38	84	7	13	18	38
Number of closed successfully resolved ASB cases	100%	1	2	2	3	5
Number of closed unresolved anti-social behaviour cases		66	1	2	3	3
Repairs & Maintenance						
Average number of calendar days taken to complete repairs	16.48	15	14	19	18	18
Percentage of repairs completed at first visit	N/A	96.4%	94.9%	97.34%	95.62%	94.85%
% all responsive repairs completed on time	78.4%	86.7%	89.7%	81.97%	84.26%	85.88%
Number Repair Orders completed	10,282	10,290	2,031	4,250	4,499	6,190
Average Responsive repairs per property	3.9	3.9	0.8	1.6	1.7	2.4
Appointments kept as a percentage of appointments made	N/A	88.0%	91.97%	93.23%	85.05%	87.59%

Major Works & Cyclical Maintenance						
Percentage of dwellings with a gas safety certificate renewed by anniversary	100.0%	100%	100%	100%	100%	100%
Percentage of homes that fail to meet the Decent Homes Standard	2.8%	0.49%	0.38%	0.38%	0.34%	0%
*Average SAP rating of dwellings at end of year (based on RD SAP 9.83)	69.2	69.4	69.4	69.4	69.4	69.4
Homeless						
Homeless ave. days in temporary dispersed accommodation	52	70	38	67	65	77
Homeless ave. days in temporary B&B accommodation	36	22	29	33	37	62
Homeless Total Cases Closed	689	894	255	333	581	
Homeless Advice	178	227	139	210	358	492
Homeless Prevention	321	385	130	233	262	326
Homeless Successful Preventions	174	158	89	123	213	277
Eligible Homeless (Owed a full duty)	16	17	2	4	7	11
Staff satisfaction with employer						
	Actual 2014/15	Actual 2015/16	Apr-June 2016	Apr-Sept 2016	Apr-Dec 2016	Actual 2016/17
Average permanent employee headcount	56	53	55	54	54	54
Number of leavers	0	3	0	1	0	0
Ave. working days lost / sickness absence	14.3	18.8	12.5	12.6	12.75	13.08
Customer contact & complaints						
The number of Stage 1 complaints upheld in the year	2	2	1	1	2	4
Percentage of complaints resolved at first contact						
Water Charge Collection						
Direct Debit payers	765	793	785	790	773	772
Successful applications for Support Tariffs	510	570	567	527	520	562
Housing Register						
Cumbria Choice Register	1421	1242	1285	1369	1080	1186
Active Direct Applicants	1151	1018	1057	1075	882	960
Active Transfer Applicants	270	224	228	294	198	226
Housing Stock						
Houses	1263	1252	1242	1237	1231	1223
Flats	1230	1213	1215	1214	1210	1209
Bungalows	156	156	156	156	156	156
General Needs Dwellings	2649	2621	2613	2607	2597	2588
Dispersed	10	10	10	10	10	11
Homeless (Cold Weather Provision)		3	0	0	2	1
New Lives Project		2	2	2	2	2
Adelphi Court	0	12	12	12	12	12
Total Dwelling Stock	2659	2648	2637	2631	2623	2614
Community Centres	5	5	5	5	5	5
Leaseholds	208	208	209	210	212	212
Garages	489	489	497	497	504	504
Shops	19	19	19	19	19	19
TOTAL PROPERTIES	3380	3369	3367	3362	3363	3354

RTB Properties / Land (Values)						
Houses	£509,170	£498,310	£394,875	£601,035	£883,765	£1,170,025
Flats	£60,540	£0	£25,960	£44,560	£87,820	£87,820
Bungalows	£28,670	£0	£0	£0	£0	£0
Land	£3,000	£0	£0	£0	£0	£0
TL	£601,380	£498,310	£420,835	£645,595	£971,585	£1,257,845
Satisfaction						
Percentage of tenants satisfied with the landlord's services overall	88%	90%	90%	90%	90%	90%
Percentage of tenants satisfied with repairs and maintenance	87%	91%	91%	91%	91%	91%
Percentage of tenants satisfied that their views are listened to	78%	80%	80%	80%	80%	80%
Percentage of tenants satisfied with the quality of the home	90	91%	91%	91%	91%	91%
Percentage of residents satisfied with the neighbourhood	84%	86%	86%	86%	86%	86%
Percentage of tenants satisfied that their rent provides VFM	90%	88%	88%	88%	88%	88%
Percentage of tenants satisfied that their service charges provide value for money	81%	83%	83%	83%	83%	83%

APPENDIX B

PLANNED INVESTMENTS 2016/17

SCHEME	PROCUREMENT TYPE	AVAILABLE BUDGET	EXPENDITURE TO DATE	ESTIMATED START DATE	ESTIMATED COMPL. 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	£ 1,534,840	1.5.2016	20.12.2016	DLP Roofing	100% COMPLETE	No
RE-POINTING/ RENDERING ORMSGILL ESTATE (PHASE 2)	CUMBRIA HOUSING PARTNERS	£250,000	£ 398,057	01/08/2016	20.12.2016	DLP Roofing	100% COMPLETE	No
WINDOW & DOOR REPLACEMENTS VARIOUS HOUSING AREAS	CUMBRIA HOUSING PARTNERS	£400,000	£ 480,460	01/04/2016	31.3.2017	TOP NOTCH	100% COMPLETE	No
COMMUNAL ENTRANCE PAINTING - CENTRAL	CUMBRIA HOUSING PARTNERS	£10,000	£ 22,661	01/10/2016	31.3.2017	GEORGE JONES	100% COMPLETE	Yes
GARAGE IMPROVEMENTS	CUMBRIA ROOFING	£75,000	£ 1,655	01/10/2016	31.3.2017	CUMBRIA ROOFING	100% COMPLETE	No
REWIRES	CUMBRIA HOUSING PARTNERS	£355,300	£ 406,154	01/04/2016	31.3.2017	K WILSON	100% COMPLETE	No
BATHROOMS	CUMBRIA HOUSING PARTNERS	£149,400	£ 142,846	01/04/2016	31.3.2017	AB MITCHELL	100% COMPLETE	No
KITCHENS	CUMBRIA HOUSING PARTNERS	£125,000	£ 1,619,921	01/04/2016	31.3.2017	AB MITCHELL	100% COMPLETE	No
HEATING	CUMBRIA HOUSING PARTNERS	£455,000	£ 387,521	01/04/2016	31.3.2017	AB MITCHELL	100% COMPLETE	No
PAINTING	CUMBRIA HOUSING PARTNERS	£150,000	£ 80,830	01/04/2016	31.3.2017	G JONES	100% 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	£ 1,026,965	£ 20,581	96%
Voids	£ 503,044	£ 683,400	£ 9,674	136%
Gas Servicing	£ 195,392	£ 322,891	£ 3,758	165%
Decoration Vouchers	£ 30,000	£ 34,283	£ 577	114%
Environmental Impmts	£ 25,000	£ 20,093	£ 481	80%
Disabled Adaptations	£ 100,000	£ 238,478	£ 1,923	238%
Electrical Testing	£ 81,000	£ 39,955	£ 1,558	49%
Door Entry Maintenance	£ 20,000	£ 23,317	£ 385	117%

EXECUTIVE COMMITTEE		Part One
Date of Meeting:	26th July, 2017	(D)
Reporting Officer:	Director of Resources	Agenda Item 7
<p>Title: Procurement of Services</p> <p>Summary and Conclusions:</p> <p>This report sets out a procurement of services under the exceptions principle contained in the Council's Contract Standing Orders.</p> <p>Recommendations:</p> <p>To note the procurement exception as permitted by the Council's Contract Standing Orders.</p>		

Report

In order to operate a robust and smooth procurement process for outsourcing Leisure Services, Officers retained the services of a Project Manager and separately, specialist leisure strategy and procurement services. These were procured under the standard Purchasing Procedure.

The Project Manager was secured through an employment agency and has now left to take up permanent employment elsewhere. To have the Leisure Services market-ready it was necessary to replace the Project Manager with additional services from the specialist leisure services previously retained on the basis of a smaller brief.

The Contract Standing Orders permit the Executive Director and Director of Resources in consultation with the Chairman or Vice-Chairman of the Executive Committee to agree exceptions on the following bases:

- the relevant goods, work or services are required so urgently as to justify a departure from the rules; or
- the works, goods or services are of a specialised nature and it would not be practicable to go to more than one contractor or supplier, or this would result in no genuine competition.

The original procurement of specialist leisure strategy and procurement services was a competitive process and the contract was won by The Sport, Leisure and Culture Consultancy Ltd (SLC); the remit was a smaller brief than is required now, but the market test was carried out very recently. The services are not exclusively specialist; the exception was agreed on the basis

of urgency in order to meet the project timetable and also to continue the established working relationship with SLC through to project completion. The Project Manager role that was to run with the project is effectively replaced by the specialist leisure and procurement skills required to deliver the contract.

Members are asked to note the procurement exception as permitted by the Council's Contract Standing Orders

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no significant implications.

(iii) Financial Implications

The services are funded from the Transformation Reserve; delivering the Budget Strategy.

(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 8
Date of Meeting:	26th July, 2017	
Reporting Officer:	Director of Resources	
<p>Title: Grading Appeals Procedure</p> <p>Summary and Conclusions:</p> <p>This report recommends an amendment to Paragraph 9 of the Grading Appeals Procedure.</p> <p>Recommendations:</p> <p>To recommend the Council to agree the amendment of Paragraph 9 of the Grading Appeals Procedure.</p>		

Report

Paragraph 9 of the Grading Appeals Procedure currently states:

9. The decision of the Panel shall be conveyed to both parties orally or in writing by the Chairman. Any decision to re-grade will take effect from the original application date unless otherwise decided by the Panel. The appellant(s) shall be given written confirmation of the decision by the HR Manager (or Democratic Services Manager is acting as advisor) no later than ten working days after the hearing.

The proposed amended Paragraph 9 is set out below:

9. The decision of the Panel shall be conveyed to both parties in writing by the HR Manager (or Democratic Services Manager if acting as advisor) no later than ten working days after the hearing. Any decision to re-grade will take effect from the original application date unless otherwise decided by the Panel.

Members are recommended to agree the amendment of paragraph 9 of the Grading Appeals Procedure. This is a change to an existing HR policy and will be provided to the union for consultation.

(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

EXECUTIVE COMMITTEE	(R) Agenda Item 9
Date of Meeting: 26th July, 2017	
Reporting Officer: Director of Resources	
<p>Title: Annual Treasury Statement</p> <p>Summary and Conclusions:</p> <p>This report contains Annual Treasury Statement for 2016-2017.</p> <p>Recommendations:</p> <p>To recommend the Council receives the Annual Treasury Statement for 2016-2017.</p>	

Report

The Council managed its cash and investments in-house during 2016-2017. The investments and debt items complied with the Council's Treasury Management Strategy for 2016-2017, which was approved by Full Council on 22nd March, 2016.

The Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2016-2017. This report meets the requirements of both the Code of Practice for Treasury Management and the Prudential Code for Capital Finance in Local Authorities.

The Borrowing Requirement and Debt

The Council's underlying need to borrow to finance capital expenditure is called the Capital Financing Requirement (CFR).

The original budget compared to the outturn is shown in the following table:

31/3/2016 Actual CFR		31/3/2017 Budget CFR	31/3/2017 Actual CFR
£19.9m	General Fund	£21.2m	£19.6m
£21.1m	Housing Revenue Account	£19.7m	£20.5m
£41.0m	Total	£40.9m	£40.1m

The General Fund budgeted CFR is lower due to the timing of the estimate; 2015-2016 outturn was £1.8m lower than expected as borrowing for capital financing was not required, and the Minimum Revenue Provision rescheduling

was implemented in 2016-2017. The Housing Revenue Account CFR is higher than the estimate as a result of the amount set-aside to repay debt for 2015-2016 and 2016-2017 being lower than expected.

Borrowing Outturn

No new loans were taken out, no loans matured or were repaid and no rescheduling was performed.

- Debt outstanding at 31st March, 2017, of £39.5m:
 - £13.4m belonging to the General Fund
 - 4.37% average interest rate
 - average life 27.7 years
 - £6.2m under borrowed compared to CFR
 - £26.1m belonging to the Housing Revenue Account
 - 3.32% average interest rate
 - Average life 15.1 years
 - £5.6m over borrowed compared to CFR
 - One loan of £1m is repayable in March 2018

The authorised limit for borrowing in 2016-2017 was £54m and this was not breached.

The maturity structure of the Council's external borrowing is shown in the following table:

31 March 2016 £m		31 March 2017 £m
-	Less than 1 year	1.0
1.0	Between 1 and 2 years	1.0
3.0	Between 2 and 5 years	3.0
5.0	Between 5 and 10 years	5.0
4.4	Between 10 and 15 years	7.4
11.5	Between 15 and 20 years	8.5
2.2	Between 20 and 25 years	1.2
-	Between 25 and 30 years	-
-	Between 30 and 35 years	4.0
12.4	Between 35 and 40 years	8.4
39.5		39.5

Investment Outturn

The Council's investment policy is governed by DCLG guidance, which has been implemented in the annual investments strategy since 2012. The policy sets out the approach for choosing investment counterparties and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data.

The investment activity during the year conformed to the approved strategy and the Council had no liquidity difficulties.

The Council maintained an average balance of £21.9m of internally managed funds. Invested funds and funds held for daily cashflow needs, earned an average rate of return of 0.53%; £117k. A comparable performance indicator is the average 7-day LIBID rate, which was 0.2%.

- Funds at 31st March, 2017, of £18.8m (financial reserves £18.1m):
 - £15m held in short term investments
 - 0.58% average interest rate
 - average life 0.57 years
 - Cash held in a deposit account at the bank of £2.76m
 - A current account balance of £1.04m

There were no investments beyond 364 days and all investments held at the year-end will mature by the 27th October 2017.

Prudential and Treasury Indicators

During 2016-2017 the Council complied with all legislative and regulatory requirements. In addition to the Capital Financing Requirement, the key prudential and treasury indicators detailing the impact of capital activities during the year are as set out in the following table:

2015-2016 Actual		2016-2017 Budget	2016-2017 Actual
£1.6m	Capital expenditure – General Fund	£2.8m	£1.1m
£1.6m	Capital expenditure - HRA	£2.0m	£2.7m
£3.2m	Total capital expenditure	£4.8m	£3.8m
£13.4m	External debt – General Fund	£13.4m	£13.4m
£26.1m	External debt – HRA	£26.1m	£26.1m
£39.5m	Total gross borrowing	£39.5m	£39.5m
(£11.0m)	Investments – all under a year	(£16.0m)	(£15.0m)
£2.4m	Net debt – General Fund	(£2.6m)	(£1.6m)
£26.1m	Net debt – HRA	£26.1m	£26.1m
£28.5m	Total net borrowing	£23.5m	£24.5m

The lower capital expenditure on General Fund primarily consists of the later start on the Maritime Streets environmental scheme, the lower number of Disabled Facilities Grants, and the extended design and feasibility stage of Rawlinson Street group repair proposals. The higher capital expenditure on the Housing Revenue Account was primarily for planned maintenance which included prior year works completed in 2016-2017.

In order to ensure that borrowing levels are prudent over the medium term, the Council's external borrowing must only be for a capital purpose. This essentially means that the Council is not borrowing to support revenue expenditure.

Gross borrowing should not exceed the 2016-2017 Capital Financing Requirement, plus the expected changes for the next two years; this allows the Council some flexibility to borrow in advance of the immediate capital need. The gross borrowing of £39.5m is below the 2016-2017 Capital Financing Requirement of £40.1m.

The authorised limit is the affordable borrowing limit required by section 3 of the Local Government Act 2003. The Council does not have the power to borrow above this level and has not done so. The operational boundary is the expected borrowing position of the Council during the year; periods where the actual position is above the boundary is acceptable. The limits for 2016-2017 are shown in the following table:

	General Fund	HRA	Council
Authorised limit	£17.6m	£36.4m	£54.0m
Maximum gross borrowing	£13.4m	£26.1m	£39.5m
Operational boundary	£15.9m	£26.1m	£42.0m
Average gross borrowing	£13.4m	£26.1m	£39.5m

The financing costs as a proportion of net revenue stream indicates the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream:

2015-2016 Actual		2016-2017 Budget	2016-2017 Actual
10%	General Fund	13%	9%
14%	Housing Revenue Account	16%	13%

The reduction in the General Fund percentage reflects the Minimum Revenue Provision rescheduling, and additional Government grants received for 2016-2017 that increase the net revenue stream (Coastal Communities and Public Health England). The reduction in the Housing Revenue Account reflects the reduced amount set-aside to repay debt in the 2016-2017 outturn.

There is no incremental impact of capital decisions on council tax or housing rent levels to be reported.

Exposure

The Council had no exposure to variable rates in 2016-2017 as all debts and investments were held at fixed rates. The limit for exposure to fixed rates is up to 100% of the portfolio; up to 30% for variable rates.

Summary

Members are asked to recommend that Council receive the Annual Treasury Statement for 2016-2017.

(i) Legal Implications

The recommendation has no significant implications.

(ii) Risk Assessment

The recommendation has no significant implications.

(iii) Financial Implications

The recommendation had 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 Wellbeing Implications

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

Background Papers

Nil

EXECUTIVE COMMITTEE	(R) Agenda Item 10
Date of Meeting: 26th July, 2017	
Reporting Officer: Director of Resources	
<p>Title: Outturn 2016-2017</p> <p>Summary and Conclusions:</p> <p>This report contains the outturn for the year ended 31st March, 2017. The report includes the Council's service performance, corporate objectives and finances.</p> <p>Recommendations:</p> <p>To recommend the Council:</p> <ol style="list-style-type: none"> 1. To note the outturn for 2016-2017; 2. To approve the reserves movements as set out in Section I; and 3. To note the amounts written off under delegation in 2016-2017. 	

Report

A. Service Performance

The service performance indicators are split between those with an indicative target and those that are reported as outputs.

2015-2016	Indicator	Target	2016-2017
16.2 days	Average time to process:		
16.2 days	• new housing benefit claims	18 days	13.2 days
4.9 days	• new council tax support claims	18 days	13.5 days
5.3 days	• changes to housing benefit claims	7 days	4.3 days
	• changes to council tax support claims	6 days	4.0 days
95.2%	Percentage of local land charges searches completed in 5 working days	95.0%	94.4%
	Percentage collected:		
96.85%	• council tax	96.6%	96.27%
98.73%	• business rates	98.4%	98.67%

2015-2016	Indicator	Target	2016-2017
	Percentage of planning applications processed:		
61.5%	• major application in 13 weeks	60.0%	75.5%
60.0%	• minor applications in 8 weeks	65.0%	66.5%
78.0%	• other application in 8 weeks	80.0%	82.8%

2015-2016	Output	2016-2017	Change
31.5%	Average household recycling	29.7%	Reduced 1.8%
11	Right to buy sales	33	Increased 22
67	Disabled facilities grants awarded	70	Increased 3
£621k	Income from pay and display ticket sales	£599k	Reduced £22k
56k	Dock Museum visitor numbers	61k	Increased 5k
279k	Park Leisure Centre activity numbers	291k	Increased 12k
58k	The Forum ticket sales	64k	Increased 6k
9.76 days	Average days of sickness per employee	9.66 days	Improved

B. Corporate Objectives

The achievements for 2016-2017 are shown against each theme in the following table:

Housing: choice and quality	Regeneration & Public Realm: enhancement
<ul style="list-style-type: none"> • Refurbishment of flats on Barrow Island continues with 155 completed so far; funded by Cluster of Empty Homes grant. • Renewal Area completion included in the Capital Programme. • Council-owned dwellings all meet decent homes standard. • Local Plan pre-submission draft completed. • Funding secured to support victims of domestic abuse. • The Well project for recovery facilities in the Borough continues to be implemented; funded by Public Health England. 	<ul style="list-style-type: none"> • Cavendish Park Pavilion and Community Room project with the Barrow Island Community Sports Trust commenced; funded by Big Lottery and WREN. • Funding secured for linking the Landscapes and Communities of Barrow project with Art Gene; Coastal Communities Fund. • Site access for Marina Village works commenced; funded by the Local Enterprise Partnership. • Barrow Island maritime streets public realm works commenced; Cluster of Empty Homes grant. • Toddler Park play area installed in Vickerstown Park with local Residents Association; funded by WREN.

Local Economy: long term security	Service Delivery: value for money
<ul style="list-style-type: none"> • Supply chain project including skills and employment continuing with Furness Economic Development Forum; funded by the Coastal Communities Fund. • Barrow Business Improvement District up and running. • Support for low income families delivered through council tax support, discretionary housing payments and disabled facilities grants. • Support for welfare benefits delivered in partnership with Barrow Citizens Advice Bureau and Barrow and District Disability Association. 	<ul style="list-style-type: none"> • 2016-2020 Budget Strategy agreed. • Council website rebranded and updated; now mobile friendly. • Customer interactions and customer experience continue to be reviewed. • Annual staff performance appraisals established and biennial staff survey established. • HR and Payroll System implemented with payroll in-house from April 2017. • Equality and Diversity Strategy approved.

C. Finances

The financial headlines of the 2016-2017 accounts are:

- The General Fund is balanced with a net contribution from reserves, from underspends and additional income, of £518k including £300k set aside to meet the business rate retention scheme volatility and £272k for the MMI Scheme of Arrangement.
- The Housing Revenue Account used £100k of the accumulated balance to fund housing maintenance commitments and reduced the voluntary provision to repay debt for 2016-2017.
- The authority's share of the Collection Fund for 2016-2017 is a surplus of £109k for council tax and a deficit of £584k for business rates; these are distributed to the General Fund in 2017-2018 and 2018-2019 along with the preceptors' proportions.
- The authority's net worth has increased from £97.4m to £107.6m which is largely attributable to the increase in asset values, the increase in the pension liability and reductions from the increase in short term investments.
- Usable reserves have increased slightly by £0.1m:
 - Revenue reserves have reduced by £0.8m
 - Capital reserves have increased by £0.9m
- Capital investment of £3.8m was delivered through the capital programme for 2016-2017.

D. General Fund

The General Fund budget was revised through the year from £9.986m to £10.695m to incorporate additional revenue financing for projects from Public Health England £483k, Coastal Communities Fund £174k and other grants £52k.

The actual outturn for 2016-2017 had no impact on the General Fund balance.

- The actual outturn before transferring the agreed Medium Term Financial Plan support was a surplus of £184k.
- During 2016-2017, two reserve reallocations were agreed but at year-end the contributing reserves were not sufficient and revenue was required to top-up the reserves to the required levels:
 - £300k business rate income – after charging the prior year deficit to the reserve and given the deficit result for 2016-2017, the reserve fell below the £1m agreed reserve level to start 2017-2018 as set with the Budget Strategy. The year-end reserve now holds the prior year deficit and £1m of income volatility for 2017-2018 onwards.
 - £273k MMI Scheme of Arrangement levy – the levy currently paid against each settled claim is 25%, CIPFA have assessed the latest Balance Sheet and has advised that the levy may be 50% but timing of this is not predicted; the reserve previously held 10% and is now topped up to the 25% not yet levied. The year-end reserve now holds 25% of claims relating to this provision.
 - This resulted in a deficit of £389k which reduced to £55k after transferring the £334k of Medium Term Financial Plan support.
- The year-end net deficit of £55k was funded from the budget contingency reserve as a one-off item leaving a balanced General Fund.

To analyse the financial result against the divisional reporting lines, in-year movements with reserves have been included in the analysis. The analysis is therefore comparing the £334k expected deficit for the year to the £184k surplus; a positive variance of £518k.

Recurring savings and reductions are taken into account when setting the budget and budget revisions through the year. The analyses in the following tables are based on the comparison of the revised budget as last approved, to the actual outturn. The items will be assessed during 2017-2018 and where appropriate budgets revised; there are items that will not recur or may not recur and those budgets are reviewed over a number of years rather than adjusted immediately (trend analysis).

Division £000	Additional Income	Reduced Expenditure	Total
Resources	(86)	32	(54)
Community Services	84	166	250
Regeneration and Built Environment	100	77	177
Central Services	3	79	82
Corporate Amounts	(2)	7	5
Cross-Service Items			
Support Service recharges	58	-	58
	157	361	518

Item (items below £10k are grouped) £000	Additional Income	Reduced Expenditure
Cost of collection fees	(34)	18
Housing Benefit administration grant	(63)	-
Bad debt provision	-	(27)
Other items	11	41
Resources	(86)	32
Park Leisure Centre fee income	61	-
Park Leisure Centre utilities	-	22
Park Leisure Centre professional fees	-	16
Forum recoverable charges	13	-
Forum property maintenance	-	33
Forum utilities	-	16
Recycling credits	(27)	-
Recycling equipment	-	(22)
Non domestic waste charges	35	-
Off street parking	27	-
Market Hall rents	(39)	-
Other items	14	101
Community Services	84	166
Planning fees	14	-
Commercial properties recoverable charges	28	-
Commercial properties rents	62	-
Commercial properties business rates	-	14
Commercial properties utilities	-	11
Other items	(4)	52
Regeneration and Built Environment		
ICT software and hardware	-	21
Other items	3	58
Central Services	3	79
Other items	(2)	7
Corporate Amounts		
Support service allocations to the capital programme, external funding and the Housing Revenue Account	58	-
Cross-Service Items	58	

E. Housing Revenue Account

The original Housing Revenue Account budget was approved by full Council on the 1st March, 2016, as a balanced budget; the income matching the expenditure forecast. The revised budget was approved by full Council on the 21st March, 2017, with an estimated contribution from the fund balance of £151k.

The actual outturn for the Housing Revenue Account was a deficit charged to the fund balance of £100k in respect of planned maintenance. The voluntary provision to repay debt was £611k lower than the budget expectation as the repairs and maintenance expenditure was higher during 2016-2017 due to catching up with works delayed from the adverse winter in 2015.

The Council held the following Housing Revenue Account reserve and balance during 2016-2017:

1 April 2016 £000		31 March 2017 £000
1,545	Housing Revenue Account balance	1,445
1,416	Major repairs reserve	1,194
2,961		2,639

F. Collection Fund

The Collection Fund balance was a net deficit of £0.6m at 31st March, 2017, made up of a surplus on council tax of £0.8m and a deficit on NNDR of £1.4m.

The council tax surplus is payable across 2017-2018 and 2018-2019 to Cumbria County Council, the Police and Crime Commissioner for Cumbria and the General Fund £109k; split against their 2017-2018 precepts.

The NNDR deficit will be recovered from central government, Cumbria County Council and the General Fund £584k in 2017-2018 and 2018-2019. This is dealt with by precepting arrangements.

The accumulated amounts held at the 31st March, 2017, for the Borough Council are:

- £252k surplus for council tax
- £806k deficit for the business rate retention scheme

The Council also carries a provision for its share of lodged business rate appeals of £526k and an income volatility reserve of £1.8m; this covers the £0.8m deficit at the 31st March, 2017.

G. Capital Programme

During 2016-2017 the authority's capital expenditure was £3.8m:

Investment	Expenditure	Source	Financing
Public sector housing	£2.6m	Major repairs reserve	£2.6m
Private sector housing	£0.7m	Reserves/revenue	£0.3m
Public buildings/properties	£0.2m	Capital grants	£0.7m
Other public assets	£0.3m	Capital receipts	£0.2m
Programme	£3.8m	Financing	£3.8m

The capital receipts and grants received in the year and unapplied at the 31 March, 2017, are:

- Capital receipts
 - At 1 April 2016 £1.0m
 - Plus usable receipts of £1.1m from:
 - Land at Buccleuch Court
 - Repaid Cluster of Empty Homes loans
 - 33 dwellings sold under the Right to Buy
 - Less receipts used in financing in 2016/17 £0.2m
 - At 31 March 2017 £1.9m

- Capital grants
 - At 1 April 2016 £1.6m
 - Plus grants of £0.7m from:
 - Disabled Facilities Grant
 - Less grants used in financing in 2016/17 £0.5m
 - At 31 March 2017 £1.8m

H. General Fund Financial Reserves

The General Fund reserves reduced by £704k during 2016-2017:

1 April 2016 £000		31 March 2017 £000
2,300	General Fund balance	2,300
2,870	Medium Term Financial Plan support	1,535
681	Transformation reserve	733
1,228	Renewals reserve	1,832
100	Insurance reserve	91
593	Losses reserve	866
2,783	Budget contingency reserve	2,792
160	Apprentices reserve	106
119	Welfare support reserve	260
652	Ring-fenced properties	-
843	Earmarked revenue grants	1,110
12,329		11,625

I. General Fund Reserves Movements

The movements in the General Fund financial reserves for 2016-2017 are presented in the following tables.

A net £2.327m of reserves were used as planned and in accordance with matters reported to the Executive Committee for 2016-2017, £1.105m of additional one-off income was added to reserves at year-end in line with previous practice and is held against specific services, and an unplanned £0.518m was moved to reserves at year-end; the variance from the £334k expected deficit for the year to the £184k surplus; a positive variance of £0.518m.

Amounts (used) or added	Planned £000	Retained £000	Closing £000	Movement £000
Medium Term Financial Plan support	(1,335)	-	-	(1,335)
Transformation reserve	52	-	-	52
Renewals reserve	467	137	-	604
Insurance reserve	(9)	-	-	(9)
Losses reserve	-	-	273	273
Budget contingency reserve	(759)	523	245	9
Apprentices reserve	(54)	-	-	(54)
Welfare support reserve	141	-	-	141
Ring-fenced properties	(652)	-	-	(652)
Earmarked revenue grants	(178)	445	-	267
	(2,327)	1,105	518	(704)

The £1.105m additional income retained relates to:

- £137k crematorium - rebuild
- £283k business rate income – deficit funding
- £228k housing benefit subsidy – unaudited grant claim
- £12k Cumbria business rate pool - volatility
- £445k earmarked revenue grants – including £300k from Public Health England for The Well project

The £518k transactions at year end were:

- Addition of £273k MMI Scheme of Arrangement levy top-up
- Addition of £300k business rate income volatility top-up
- Reduction of £55k for the closing General Fund deficit

The gross reserve movements are:

	Added £000	Used £000	Transferred £000	Movement £000
Medium Term Financial Plan support	-	(335)	(1,000)	(1,335)
Transformation reserve	342	(290)	-	52
Renewals reserve	171	(282)	715	604
Insurance reserve	5	(14)	-	(9)
Losses reserve	273	-	-	273
Budget contingency reserve	1,247	(2,040)	802	9
Apprentices reserve	-	(54)	-	(54)
Welfare support reserve	-	(57)	198	141
Ring-fenced properties	98	(35)	(715)	(652)
Earmarked revenue grants	619	(352)	-	267
	2,755	(3,459)	0	(704)

The transferred items have been previously agreed through the quarterly reporting:

- £1m from the Medium Term Financial Plan support to the business rate income volatility reserve (held within the budget contingency reserve).
- £715k from the ring-fenced properties reserve to move the funded properties into the Council's control; this reserve is partly for capital purpose and partly to fund ongoing maintenance of the properties.
- £198k from the housing benefit subsidy reserve (held within the budget contingency reserve) to the welfare support reserve to pay for the agreed grants to external funded bodies.

J. Write Offs

In the process of collecting amounts owed to the Council it is sometimes necessary to write off amounts due. Apart from one business rate write off agreed by the Executive Committee on the 19th October, 2016, all of the amounts written off during 2016-2017 are within the delegation of the Director of Resources and the amounts are:

- Council tax Borough share £15k
- Business rates Borough share £37k
- Housing Revenue Account £74k
- Other services £76k

The bad debt provisions have been assessed at the 31st March, 2017 and are sufficient to cover potential losses in amounts owed to the Council.

K. Provisions

As part of the Business Rates Retention Scheme, the Council is liable for successful appeals against business rates in the proportionate share; 50% Central Government, 40% for this Council and 10% for Cumbria County Council. The Council has a provision for unsettled appeals and at the 31st March, 2017 this was £526k.

The Council also holds a provision for the 25% levy on ongoing MMI claims under the scheme of arrangement of £9k; and a provision for the costs of previous early retirements of £10k at the 31st March, 2017.

These provisions have been assessed at the 31st March, 2017 and are sufficient to cover the potential liabilities of the Council.

(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 11
Date of Meeting:	26th July, 2017	
Reporting Officer:	Director of Resources	
<p>Title: Smoking Control Policy</p> <p>Summary and Conclusions:</p> <p>This report contains the Council's Smoking Control Policy which has been updated to include e-cigarettes and vaping.</p> <p>Recommendations:</p> <p>To recommend the Council to approve the updated Smoking Control Policy.</p>		

Report

The Council's Smoking Control Policy contains the following updated policy statement:

Barrow Borough Council is committed to supporting the development of a healthy environment for all Members, employees, residents and visitors to the district. The Council will take all reasonable steps to reduce the effect of tobacco smoke in all Council buildings and workplaces.

Any reference to smoking or smokers within this policy expressly includes any form of e-cigarettes, vaping or similar.

The principle of the policy is to completely ban smoking from Council owned and managed buildings and workplaces. This principle has not changed and has been updated to include e-cigarettes and vaping.

The updated policy is attached at **Appendix 1**.

Members are asked to recommend that Council approve the updated Smoking Control 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

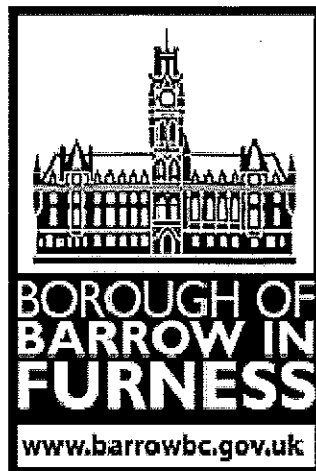
The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(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



SMOKING CONTROL POLICY

Version Control:	
Document Name:	Smoking Control Policy
Version:	2
Author:	H&S Adviser
Approved by:	Full Council
Date Approved:	
Review Date	

Contents		Page
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3	General policy	4
4	Implementation and enforcement of the policy	4
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Smoking Control policy

Policy Statement

Barrow Borough Council is committed to supporting the development of a healthy environment for all Members, employees, residents and visitors to the district. The Council will take all reasonable steps to reduce the effect of tobacco smoke in all Council buildings and workplaces.

Any reference to smoking or smokers within this policy expressly includes any form of e-cigarettes, vaping or similar.

1. Background

- 1.1 The Health and Safety at Work etc Act (1974) requires that the Council take reasonable measures to protect the health and safety of employees and members of the public visiting Council premises.
- 1.2 Despite this, there are three million people in the UK still exposed to environmental tobacco smoke at work and smoking is still the largest preventable cause of death and disability in Britain today.
- 1.3 Smoking is associated with around 50 major illnesses including cancer, heart disease, stroke, bronchitis and emphysema as well as making smokers more susceptible to coughs, colds and flu. Smoking has also been found to have a major impact on pregnancy, the unborn child and young people.
- 1.4 In addition to the damage done to smokers themselves, environmental tobacco smoke (passive smoking) causes an estimated 12,000 deaths each year in the UK.
- 1.5 Second hand smoke can cause misery in the work place for the non-smoking workforce, leading to increased costs to the Council from sick pay, absenteeism, loss of productivity and potential litigation.
- 1.6 In addition, smoking has significant impacts on the quality of the public environment via littering.

2. Principles of the policy

- 2.1. The purpose of the Smoking Control Policy is to protect and improve the health, safety and well being of Members, employees and those who visit Council premises.
- 2.2. The Health and Safety Commissions' draft Approved Code of Practice on control of environmental tobacco smoke proposes a 'hierarchy of measures' to minimise the risk of exposure to environmental tobacco smoke to employees and members of the public. These measures include:

- Completely banning smoking;
- Banning smoking in designated rooms;;
- Having separate smoking and non-smoking areas;
- Adopting a safe system of work.

It is the policy of Barrow Borough Council to completely ban smoking from its owned and managed buildings and workplaces.

3. General Policy

- 3.1 With effect from 9th March 2005 a complete ban on smoking in all parts of Council premises was applied. Council premises are listed at Appendix A.
- 3.2 Where the Council is renting office space, a ban on smoking will apply within those offices rented by the Council. The Council will request that the policy is also applied to any communal areas, where applicable.
- 3.3 Smoking will be prohibited in all the following areas:
- Offices and workplaces
 - All public rooms
 - Access doorways, reception areas, lifts, any rest or common rooms, corridors, kitchens and toilets.
 - All Members' rooms and political group rooms
 - Perimeters and grounds (to include access points, any steps and any pavement areas immediately outside our buildings.
 - All Council owned and managed public buildings, listed at Appendix A. The sale of tobacco produce will also be prohibited in all of these outlets.
- 3.4 No facilities will be provided for smokers either inside or outside Council premises.
- 3.5 Council employees who wish to smoke may only do so in their own time.
- 3.6 Employees must not absent themselves from their place of work during work time for the purposes of smoking.
- 3.7 Employees who wish to smoke may only do so during their authorised break time – they will not be permitted to take smoking breaks outside of these authorised times.

4. Implementation and enforcement of the Policy

- 4.1 Under the Health and Safety at Work etc. Act 1974 employees have a duty to take reasonable care for the Health and Safety of themselves and others and to co-operate with the employer as far as necessary to enable the employer to comply with the requirements of the Health and Safety at Work etc. Act 1974.
- 4.2 Regular reviews will take place to monitor implementation of the policy.

- 4.3 All job applicants will be made aware of the Smoking Control Policy as part of the recruitment process and a requirement to comply with it will be part of the person specification for new jobs and form part of the employment contract. Job advertisements, job descriptions and interviews will reference this policy.
- 4.4 A copy of the Council's policy on Smoking Control will be made available for new starters.
- 4.5 Failure on the part of employees to abide by the Smoking Control Policy will result in the consideration of disciplinary action in accordance with Barrow Borough Council's Disciplinary Policy and Procedure.
- 4.6 Visitors and members who breach the Smoking Control Policy will be asked to leave the premises concerned.

5. Support available for employees

- 5.1 The Council recognises that passive smoking adversely affects the health of all employees. It is not concerned with whether anyone smokes, but where they smoke, and the effect on non-smoking colleagues. However it is recognised that the policy will impact on smokers working lives.
- 5.2 The Council recognises that smoking is an addiction and aims to provide a supportive environment for those wishing to overcome it. In recognition of the need to offer support to employees who wish to cease smoking the Council is prepared to grant a maximum of **2 hours paid leave** to attend a smoking cessation consultation.
- 5.3 Information on smoking cessation services is also available through GP surgeries.

6. Policy Review

- 6.1 It will be the responsibility of the H&S Adviser to review this policy as necessary.

Appendix A

The following list identifies Council owned and managed buildings where the Smoking Control Policy will be applied.

- Barrow Town Hall
- Forum 28
- Barrow Indoor Market
- Dog Kennels
- Thornccliffe Crematorium
- Dock Museum
- Park Leisure Centre
- Walney Community Centre (Central Drive)
- Eamont Close Community Centre

NOTE:

This is an indicative list of premises and types of premises where a smoking ban will apply. It should not be taken as an exhaustive or an exclusive list.

The priority of the Council is to ensure that Council employees are not exposed to the effects of the tobacco smoke of others whilst at their normal place of work. To this end, wherever possible, Council employees will be supported to ensure that the need to attend meetings where others attending are permitted to smoke, is managed to ensure that the risk to employees is reduced.

It is recognised that this may mean managing situations to provide alternative but acceptable arrangements and/or venues for meetings. This to include prohibiting smoking within the meeting but providing facilities for attendees to leave the meetings for the purpose of smoking.

EXECUTIVE COMMITTEE		<u>Part One</u> (R) Agenda Item 12
Date of Meeting:	26th July, 2017	
Reporting Officer:	Executive Director	
<p>Title: Deaccessioning</p> <p>Summary and Conclusions:</p> <p>This report sets out the proposed deaccessioning delegation from the Executive Committee to the Collections & Exhibitions Manager.</p> <p>Recommendations:</p> <p>To recommend the Council to delegate the outlined deaccessioning to the Collections & Exhibitions Manager.</p>		

Report

Members will recall that at the Executive Committee meeting of the 28th June, 2017, there was an item presented to deaccession the Emily Barratt figurehead. Members asked if there was a deminimus for deaccessioning and there is not.

Objects that have been assessed by the Collections & Exhibitions Manager as candidates for deaccessioning have been set to one side; 564 objects at present (old invoices, coins from outside the UK, horseshoes and other items not related to the Borough).

Some items can be transferred to the Cumbria Records Office, some to other museums and some have no value and should go to a charity shop.

The delegation is proposed to be:

1. Where the value is less than £1,500; and
2. The object is not related to the Borough of Barrow-in-Furness; and/or
3. Does not fit in the Collections Development Policy (which has been approved by the Executive Committee)

Then the Collections & Exhibitions Manager can deaccession the object and dispose of it; ideally by transfer as previously mentioned. There is a further caveat to the delegation that where there is a distinct collection such as geology collection, archaeology collection or natural history collection, then that cannot be deaccessioned without the Executive Committee's approval.

In addition to aligning the objects retained to the Collections Development Policy, objects which have been collected in error can free up resources for future objects of interest.

Members are recommended to delegate the outlined deaccessioning to the Collections & Exhibitions Manager.

(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

EXECUTIVE COMMITTEE		Part One (D) Agenda Item 13
Date of Meeting:	26th July, 2017	
Reporting Officer:	Executive Director	
<p>Title: Barrow – People in the Lead</p> <p>Summary and Conclusions:</p> <p>Cumbria CVS have been successful in applying for Big Lottery Funding to support community leaders and activists in the Borough over a three year period. The project will provide training and support and lead to new external funding being brought into the Borough. CVS have requested a financial contribution of £15,000 over the lifetime of the project.</p> <p>Recommendations:</p> <p>To agree to provide £15,000 of match funding over the lifetime of Barrow – People in the Lead Project.</p>		

Report

Barrow and South Lakeland Council for Voluntary Service (CVS) submitted an application to the Big Lottery to support community leaders and activists in the Borough which has been approved. The project identifies the need for training and encouragement for local community leaders and/or activists to improve their support for voluntary organisations in the Borough including bringing in new funding to support their activities.

The project will equip local community leaders and activists to engage with local community based services, identify sustainable partnerships and provide more effective services to meet the needs of vulnerable people.

The project will operate over a three year period to 30/4/2020 and be locally based in the Barrow CVS offices. The project will operate through appointment of a Local Engagement Officer who will work 30 hours/week. The post is responsible for overseeing delivery of the project including direct support, organisation of training and events for the community leaders and activists.

Over the three year lifetime of the project 60 community leaders and/or activists will access training and support and have increased skills and knowledge to tackle issues within their own communities including improved access to finance from external funders.

The total costs of the project over three years is £156,992, 49% of the costs (£77,330) is to employ the Local Engagement Officer with a further 36% (£56,572) being spent on training, support and events. The project has been successful in obtaining funding from the Big Lottery of £126,992 based upon additional contributions from both the Council and Cumbria County Council of £5,000 pa £15,000 over the life of the project.

This project should be strongly supported as there is a lack of capacity within third sector organisations across the Borough. These groups offer support to meet a wide variety of needs across more vulnerable communities. The financial commitment from the Council is not budgeted but should be met from reserves.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no, minor or significant implications.

(iii) Financial Implications

The recommendation will require a contribution of £15,000 over the three year lifetime of the project.

(iv) Health and Safety Implications

The recommendation has no implications.

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

(v) Equality and Diversity

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

(vi) Health and Well-being Implications

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

Background Papers

Nil

EXECUTIVE COMMITTEE	(D) Agenda Item 14
Date of Meeting: 26th July, 2017	
Reporting Officer: Executive Director	
<p>Title: Morecambe Bay – Joint Statement of Intent to Collaborate on Economic Development Initiatives</p> <p>Summary and Conclusions:</p> <p>The Borough Council, Lancaster City Council and South Lakeland District Council have jointly commissioned consultants to report on economic interdependence between the three districts and how they might collaborate more effectively to secure economic development and growth.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. To agree in principle the joint statement to collaborate on economic development initiatives; and 2. To delegate the final content of the statement to the Executive Director in consultation with the Council Leader. 	

Report

For a number of years it has been clear that there are significant interdependencies between the local economies of the Borough, Lancaster City Council and South Lakeland District Council.

Background

In December, 2016 the three authorities agreed to commission a joint study to explore if the evidence base supported closer working on economic development initiatives across the three authorities.

The work undertaken by the consultants Mickledore is now concluding with the final report due shortly; the central finding of the draft report is that whilst the economies of Barrow-in-Furness, South Lakeland and Lancaster have significant differences, there are clear benefits from working together more closely on economic development and other emerging initiatives. The key finding is that an unusually high proportion of the workforce both live and work within the combined area.

In light of these findings it is important to consider current ways of working within the three authorities to maximise the economic outcomes for each area.

Together the partner authorities have a Gross Value Added (GVA) output that is comparable to other major North West economic centres, for example Warrington. This is not currently captured in the way Central Government reports on economic growth.

Additionally when considering the strengths of the respective economies, speaking individually about the opportunities undersells the greater opportunity that is presented when looking across them as a single economic unit. This is important when looking to attract investment and encourage indigenous growth.

The report clearly demonstrates that by presenting the case for investment jointly, the story you have to tell becomes greater than the sum of its parts. Specifically the partner authorities demonstrates strengths in marine engineering, energy generation, nuclear skills, advanced manufacturing and Higher Education sectors which together become nationally significant, something that is not currently captured when the individual authorities engage in promotional activity of the opportunities alone.

Following further talks with the leadership teams of the partner authorities it has been agreed that there is strong evidence to suggest closer collaborative working and where appropriate resource sharing when undertaking economic development and other related activity would be mutually beneficial and that creating a joint statement of intent of collaborative working on specific areas of activity would be a sensible first step.

Specifically it is proposed that the partner authorities would explore collaboration on the following:-

- 1) Jointly promote the area for inward investment and indigenous business growth.
- 2) Create a 'Prospectus of Opportunity' setting out the sectoral strengths and opportunities for investment and growth across Morecambe Bay.
- 3) Formally engage with central government as partners to get the best deal for our communities.
- 4) Lobby with one voice for investments in our major infrastructure to allow Morecambe Bay to fulfil its economic potential.
- 5) Work closely together, both officers and Elected Members, to plan our housing and employment growth.
- 6) Jointly promote the area as a great place to live and build a career and ensure our young people and student populations are aware of the world class employment opportunities located across Morecambe Bay.

A similar report on the Joint Statement of Intent of Collaborative Working is being taken to the other partner's relevant decision making bodies. Lancaster will be seeking a decision on 19th July, 2017 from its Full Council. South Lakeland's report will be presented to its Cabinet on 19th July, 2017.

Consultation

As part of preparing the report Mickledore consulted widely with a range of stakeholders within each of the local authority areas and further afield. This assisted greatly in gathering the evidence to inform the conclusions regarding Morecambe Bay.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no implications.

(iii) Financial Implications

Any financial implications can be met by resources set aside to support Furness Economic Development Forum.

(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

		Part One
EXECUTIVE COMMITTEE		(D)
Date of Meeting: 26th July, 2017		Agenda
Reporting Officer: Executive Director		Item
		15
<p>Title: Outsourcing Leisure Provision</p> <p>Summary and Conclusions:</p> <p>Information provided by the Councils consultants identifies significant differences in marketability of the Park Leisure Centre and Forum. This requires a review of the Councils policy of outsourcing both facilities in a combined lot. Four options are presented around this review.</p> <p>Recommendations:</p> <p>Members advice on which option should be provided is requested.</p>		

Report

Council policy, agreed as part of our Budget Strategy 2016-2020, is to outsource Park Leisure Centre and The Forum to achieve savings on the subsidy the Council currently provides to these services. A value for initial savings on outsourcing of £467k was provided by V4 Consultants. This figure was included in the Budget Strategy but it was envisaged that the subsidy provided by the Council would reduce to a lower figure with an aspiration for zero subsidy over time.

Council has engaged consultants to provide advice and support for outsourcing leisure services. Part of their assessment is a 'shadow bid' which is a forecast of income and expenditure by venue to assess the level of subsidy or income that could reasonably be expected when the opportunity is marketed. The assessment has just been completed by our consultants. This shadow bid shows the likely financial position on the Park Leisure Centre to be much better than we expected in that we could expect to get to zero subsidy after 1-2 years of 'settling-in'. Conversely the position on the Forum is worse than anticipated in that the likely level of annual subsidy (depending on which financial year it is modelled on) will be substantial. The subsidy payment would be CPI linked and over a 10 year period (assuming a 10 year contract with 5 year extension option recommended by our consultants).

This information requires a review of your outsourcing strategy. It is clear that there is likely to be strong competition for Park Leisure Centre. However, there is likely to be no private sector interest in The Forum, including its catering services, without significant and ongoing Council subsidy over a 10 year period.

The options therefore available to the Council are as follows:

1. Continue with the agreed policy – go to the market for a single leisure provider.
2. Have three tender lots – Park Leisure Centre only, Forum only, Park Leisure Centre and Forum combined. Potentially reducing the contract term for The Forum to 5+5.
3. Agree that the successful provider from either options 1 or 2 above undertake a review of the purposes and use of The Forum with a view to reducing the subsidy significantly.
4. Agree to outsource Park Leisure Centre only and that the Council undertakes a review of the purposes and use of The Forum building with a view to reducing the subsidy significantly.

Members will note there is no option to continue to operate The Forum as now. Within the context of the financial challenge the Council faces it is unaffordable. It is also evident that priority outcomes for The Forum can be delivered through an alternative operating model.

Option 1 would lock the Council into a substantial 10 year CPI linked annual subsidy. In effect this option also removes the opportunity for the Council to achieve future savings if these are required.

Option 2 would allow a market based assessment of each venue rather than a 'shadow bid' but would inevitably result in higher costs as economies of scale are lost.

Option 3 is theoretically possible but would be legally complex with uncertain outcomes.

Option 4 would potentially allow the Council to remove all subsidy payments to the Park Leisure Centre, but without a fundamental review of the purposes and uses of The Forum Council would still be providing an annual subsidy of between £550,000 and £600,000 pa. It also gives the Council more certainty in that changes to the way The Forum operates to make the required subsidy reductions are entirely within the Councils control. However, Members would have to undertake a radical review of the services currently provided from the facility and implement actions arising from it.

Members advice on which option should be pursued is requested.

(i) Legal Implications

Legal assessment of the selected contract option will be obtained as dialogue with potential providers proceeds

(ii) Risk Assessment

The recommendation has no implications

(iii) Financial Implications

The financial consequences of each option are presented in the report. Figures on potential levels of subsidy are available but considered to be market sensitive

(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 - Medium Term Financial Plan