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A MEETING OF THE BOROUGH OF TELFORD & WREKIN

**Will be held at THE PLACE, LIMES WALK,
OAKENGATES, TELFORD, TF2 6EP
on THURSDAY, 25 JULY 2019
at 6.00 pm**

**All Members are summoned to attend for the transaction
of the under mentioned business**



Assistant Director Governance, Procurement & Commissioning

AGENDA

1. **Prayers**
2. **Apologies for Absence**
3. **Declarations of Interest**
4. **Minutes of the Previous Meeting** (Pages 7 - 12)
To confirm the minutes of the last meeting of the Council.
5. **Leader's Report & Announcements**
The Leader of the Council may give an oral report on matters of significance to the Borough, comment upon the Cabinet decisions or make any announcements.

6. **Mayor's Announcements** (Pages 13 - 16)
To note the Mayoral Engagements undertaken since the previous Council meeting.

7. **Public Questions**
To receive any questions from the public which have been submitted under Council Procedure Rules 7.11 and 7.12. The session will last no more than 15 minutes with a maximum of 2 minutes allowed for each question and answer. Questions can be asked of the Leader and Cabinet Members.

- (a) The following question to Cllr David Wright, Cabinet Member for Housing, Transport and Infrastructure has been submitted by Gemma Everson:

With regard to the Shawburch East site could the cabinet member for development clarify whether the extant planning permission granted by the Government for industrial development in 1991 can override any re-designation in the local plan?

- (b) The following question to Cllr David Wright, Cabinet Member for Housing, Transport and Infrastructure has been submitted by Darren Bailey:

Would the cabinet member for the development confirm that the Government agency, Homes England, is pursuing this Council, who is acting as its agent, to sell the Shawburch East site for Development?

8. **Cabinet Decisions Made Since the Last Meeting of the Council** (Pages 17 - 20)
To receive the report on the Cabinet decisions made since publication of the last Council meeting agenda. Cabinet Members may speak on these decisions and Members may ask questions about key decisions of the relevant Cabinet Member for the purposes of clarification only. Members are asked to note the additional delegations to officers granted at those meetings.

9. **Recommendations from Cabinet**

CABINET - 30 MAY 2019

- 9.1 **Service & Financial Planning Report - 2018/19 Outturn and 2019/20 Update** (Pages 21 - 56)
Recommended that:-

- (a) the Revenue outturn position for 2018/19 and related virements in Appendix 3 of the report which is subject to audit by the Council's external auditors be approved;

- (b) the transfers to reserves and associated approval to the relevant Assistant Directors to spend the reserves detailed in section 5 of the report be approved;
- (c) the Capital outturn position and related supplementary estimates, re-phasing and virements shown in Appendix 4 of the report and as summarised in the report be approved;
- (d) that delegated authority be granted to the Assistant Director: Finance & HR to make any minor changes required as the outturn is finalised, in consultation with the Cabinet Member for Finance, Commercial Services and the Economy;
- (e) the performance against income targets be noted; and
- (f) the key issues identified for 2019/20 be noted.

CABINET - 11 JULY 2019

- 9.2 **2019/20 Financial Management Report** (Pages 57 - 60)
Recommended that the changes to the capital programme in Appendix 1 of the report be approved.
- 9.3 **Telford & Wrekin Council 4 Year Strategy to Protect, Care and invest To Create a Better Borough** (Pages 61 - 100)
Recommended that the programme be approved.
- 10. **Recommendations from Boards and Committees**

BOUNDARY REVIEW COMMITTEE - 7 MARCH 2019

- 10.1 **Community Governance Review - Newport Town Council - Final Recommendations** (Pages 105 - 112)
Recommended that no change should be made to the Newport Town Council/Chetwynd Aston & Woodcote Parish Boundary.

AUDIT COMMITTEE - 30 MAY 2019

- 10.2 **2018/19 Anti-Fraud & Corruption Annual Report and updated policy 2019/20** (Pages 113 - 132)
Recommended that the updated Corporate Anti-Fraud & Corruption policy, attached as appendix 1 to the report, be agreed and adopted.

PERSONNEL COMMITTEE - 15 JULY 2019

- 10.3 **Senior & Statutory Functions & Allocations** (Pages 133 - 136)
Recommended –

- (a) That, with effect from 1 August 2019 the Director of Customer, Neighbourhood and Well-Being Services is designated Head of Paid Services and Council note that this arrangement will be reviewed by Council on 19 September 2019.
- (b) That with effect from 1 August 2019 the Monitoring Officer is appointed as the (Local) Returning Officer and Local Electoral Registration Officer and that Council note that this arrangement will be reviewed by Council on 19 September 2019.
- (c) That the Council's Constitution and Pay Policy be amended to reflect these interim arrangements.

11. **Review of Terms of Reference for Health and Wellbeing Board and Granting Delegated Authority to Chief Operating Officer**
Recommended –

(Pages 137 - 146)

- (a) That the Council approves the amendments to the Health and Wellbeing Board Terms of Reference as set out at Appendix 1.
- (b) That the Council authorises the Leader to grant delegation of those powers previously vested in the Managing Director and/or Head of Paid Service as set out in Appendix 2 to the Chief Operating Officer with immediate effect.

12. **Questions**

To answer questions received under Council Procedure Rule 6.2.

NB In accordance with the provisions of Council Procedure Rule 6.2.9 there will be a maximum of 30 minutes allowed for questions and answers. Any question not answered within the 30 minute time limit will receive a written reply within 5 working days.

13. **Notices of Motion**

- (a) Councillor Stephen Bentley will propose the following Motion:-

This Council notes with concern the recent Statement by the Member of Parliament for Shrewsbury and Atcham concerning a wish to see this Authority either merged with Shropshire or completely abolished.

This council completely opposes both of these scenarios and while recognising the benefits of joint working and

cooperation with Shropshire Council, we also recognise the importance of local accountability and democracy.

Consequently this Council collectively resolves to oppose any plans for abolition or merger by all and any means possible.

The Motion will be seconded by Councillor Eric Carter.

(b) Councillor Carolyn Healy will propose the following Motion:-

Part 1 - This Council resolves to declare a Climate Emergency and to:

- Make a commitment for the Council's operations and activities to be carbon neutral by 2030;
- Work with partners to identify and implement adaptation and mitigation measures to deal with the effects of the ongoing changes in climate;
- Collaborate and engage with residents, partners and businesses in Telford & Wrekin and at a regional and national level to achieve our aspiration for the borough to be carbon neutral by 2030 – making sure we take communities with us, protect employment and without impoverishing our most deprived communities;
- Measure our current carbon footprint as a baseline to enable us to report on progress;
- Set up a partnership to develop an action plan to move this declaration to delivery.

Part 2 - This Council resolves to support the Plastic Free Communities Campaign and to:

- Make a commitment to remove single-use plastics from the Council's operations and activities, replacing them with sustainable alternatives, by 2023;
- Continue to support national plastic-free campaigns such as Refill;
- Develop an action plan that sets out how the Council will reduce its own use of single-use plastic, and how the Council will encourage and promote plastic-free initiatives borough wide;
- Establish a Plastic Free Telford Community Group to help achieve our aspiration for the borough to become a certified Plastic Free Community.

This Council also resolves to:

- Call on this Government to provide the powers and resources to make both parts of this motion possible, and ask local MPs to do likewise;
- Ensure that the Council Plan and all Council reports consider their contribution to our commitments to becoming carbon neutral and plastic-free and identify the actions to be taken to address these issues;
- Report back to Council with a progress update on Plastic Free Telford in September 2019 and on Climate Change in January 2020.

The Motion will be seconded by Councillor Hilda Rhodes.

- (c) Councillor Stephen Bentley will propose the following Motion:-

The members of this Authority are united in their support of all residents aged 75 and above to have free TV Licenses irrespective of financial status.

The Motion will be seconded by Councillor Stephen Burrell.

FILMING, RECORDING & PHOTOGRAPHY

The Council supports the principle of transparency and encourages filming, recording and taking photographs at its meetings that are open to the public. It also welcomes the use of social networking websites (such as Twitter and Facebook) and micro-blogging to communicate with people about what is happening, as it happens.

There is no requirement to notify the Council in advance, but it should be noted that the Chairman of the meeting will have absolute discretion to terminate or suspend any of these activities if, in their opinion, continuing to do so would prejudice proceedings at the meeting. Full details of the Council's protocol on audio/visual recording and photography at meetings can be accessed via the following link:

http://www.telford.gov.uk/info/20243/council_meetings/365/filming_photography_recording_and_use_of_social_networking_at_meetings

PUBLIC QUESTIONS

At each Ordinary meeting of the Council a period of 15 minutes will be allocated for public questions. Questions can be asked of The Leader and Cabinet Members. Details of the protocol for public questions can be accessed via the following link:

http://www.telford.gov.uk/info/20243/council_meetings/364/public_questions_at_council_meetings

FULL COUNCIL

Minutes of a meeting of the Full Council held on Thursday, 23 May 2019 at 6.00 pm in The Place, Limes Walk, Oakengates, Telford, TF2 6EP

Present: Councillors R A Overton, J M Seymour, M J Smith, K S Sahota, A J Eade, R C Evans, I T W Fletcher, V A Fletcher, E J Greenaway, M B Hosken, R T Kiernan, A Lawrence, J Loveridge, A D McClements, R Mehta, L A Murray, T J Nelson, J Pinter, G C W Reynolds, S A W Reynolds, S J Reynolds, H Rhodes, N A M England, P J Scott, C F Smith, K T Tomlinson, W L Tomlinson, C R Turley, P Watling, S Bentley, K T Blundell, M Boylan, A J Burford, S P Burrell, E J Carter, L D Carter, E A Clare, S Davies, G H Cook, N A Dugmore, A R H England, E M Callear, C Cassar, C Healy, V J Holt, T L B Janke, A S Jhawar, J E Lavery, K Middleton, G L Offland, B J Thompson, D R W White and D Wright

Apologies: Councillor J Jones

1 Welcome from the Mayor

The Mayor, Councillor R Mehta, welcomed civic dignitaries, Members and invited guests to the Annual Meeting of the Borough of Telford & Wrekin. In particular he noted the presence of Deputy Lieutenant of Shropshire Jenny Wynn, Lt Col Nick Jenkins representing The Rifles, Dr Josh Dixey High Sheriff of Shropshire, Civic Heads and others.

The Mayor noted the recent passing of Elizabeth Holt, former Deputy Lieutenant of Shropshire and Freeman of the Borough. Members observed a one minute silence in tribute.

2 Declaration

Councillor T Janke read the following declaration:

“Colleagues, aware of our responsibilities to promote democracy and the well-being of all local people, on behalf of the Council, I make this re-commitment to our office as elected representatives.

Elected to serve the public good, we recognise that public office is a privilege granted by the people and not a right.

We, elected representatives of the people of Telford & Wrekin, declare that we will, to the best of our ability, uphold the Council’s constitution and serve the community above any private or personal interest.”

Members signified their affirmation of the Declaration.

3 Prayers

The Reverend Keith Osmund-Smith said prayers.

4 Election of Mayor

It was moved by Councillor H Rhodes, seconded by Councillor A Jhawar, that Councillor S J Reynolds be elected as Mayor of the Council. Following a vote it was:

RESOLVED – that Councillor S J Reynolds be elected as Mayor of the Council for the municipal year 2019/20.

5 Election of Speaker

It was moved by Councillor P Watling, seconded by Councillor R A Overton, that Councillor A R H England be elected as Speaker of the Council. A vote was taken and it was:

RESOLVED – that Councillor A R H England be elected as Speaker of the Council for the municipal year 2019/20.

The Speaker made a short address to the Chamber.

6 Election of Deputy Speaker

It was moved by Councillor E A Clare, seconded by Councillor R A Overton, that Councillor J Lavery be elected as Deputy Speaker of the Council. A vote was taken and it was:

RESOLVED – that Councillor J Lavery be elected as Deputy Speaker of the Council for the municipal year 2019/20.

7 Election of Deputy Mayor

It was moved by Councillor K Sahota, seconded by Councillor E Callear, that Councillor A Jhawar be appointed as Deputy Mayor. A vote was taken and it was:

RESOLVED – that Councillor A Jhawar be elected as Deputy Mayor of the Council for the municipal year 2019/20.

8 Votes of Thanks to Retiring Mayor

A vote of thanks to the retiring Mayor, Councillor R Mehta, was proposed by Councillor S Davies and seconded by Councillor R A Overton.

RESOLVED – that the Council recorded its thanks to the retiring Mayor, Councillor R Mehta for his service over the 2018/19 term of office.

9 Reply to Votes of Thanks

In response, the retiring Mayor thanked Members for their kind words and stated that he had been honoured and privileged to represent the borough during his year in office. His year had focussed on the work of community and voluntary groups in the borough and he had attended over 426 engagements including business and charity events, talent showcases, and Telford's 50th birthday celebrations. He had spent time visiting borough schools and care homes and at Christmas he had visited children at Princess Royal Hospital.

The retiring Mayor had through his fund raising launched a Grant Fund for which over £10,500 had been raised and allocated and he expressed thanks to all those who had supported this achievement. He particularly expressed thanks to Council staff, his deputy, the Mayoress, his children and the people of Telford.

10 Election of Leader of the Council

It was moved by Councillor R A Overton, seconded by Councillor H Rhodes, that Councillor S Davies be elected Leader of the Council for a four year term of office.

RESOLVED – that Councillor S Davies be elected as Leader of the Council for a four year term of office from 2019/20 to 2022/23.

11 Appointment of Deputy Leader

The Leader confirmed that he was appointing Councillor R A Overton as Deputy Leader for a four year term of office.

RESOLVED – that Councillor R A Overton be appointed Deputy Leader for a three year period 2019/20 to 2022/23

12 Apologies for Absence

Councillor J Jones.

13 Declarations of Interest

None.

14 Minutes of the Previous Meeting

RESOLVED - that the minutes of the Meeting of the Council held on 28 February 2019 be confirmed and signed by the Mayor.

15 **Announcements**

The Leader congratulated Members on their election and re-election and thanked the local community for their endorsement of the Labour Group's approach to invest, protect and care for Telford and Wrekin.

The Leader set out central headline pledges as follows:

- To continue to fight against the downgrade of the Accident & Emergency Department of the Princess Royal Hospital and closure of the Women and Children's Unit.
- To continue to keep Telford and Wrekin's Council Tax among the lowest in the region.
- To continue to invest in protecting the most vulnerable adults and children in the community.
- To invest record amounts to upgrade roads, footpaths and infrastructure across the borough.
- To fight any proposed merger with Shropshire Council.

He noted there were over 100 manifesto commitments to be delivered and encouraged cross-party working to solve issues and capitalise on opportunities.

Councillor A J Eade reflected on the recent election and paid tribute to those councillors who had previously served their community but failed to get re-elected. He looked forward to the next four years and a changed political landscape, hoping that the Council would rise to the occasion and work together to build a better borough.

Councillor W L Tomlinson commented on the current political landscape and ongoing government cuts, pledging the Liberal Democrats & Independent Group's support for hospital services in borough and to lobby government on funding.

16 **Appointment of Cabinet**

Councillor S Davies notified the meeting of Cabinet appointments.

RESOLVED – that the Membership of the Cabinet, as notified by Councillor S Davies, be appointed for the municipal year 2019/20 as set out in the Leader's report.

17 **Delegation Scheme**

Councillor R A Overton, Deputy Leader, proposed that Council approve the Council's delegation scheme as detailed in the Constitution.

RESOLVED – that the discharge of Council functions by Committees as set out in the Council's Constitution dated 19 January 2017 be approved under the provisions of Section 101 of the Local Government Act 1972

18 Appointment of Committees and Boards for 2019/20 and Member Allowances

Proposals for the appointment of Committees, Commissions and Boards, etc in accordance with the political balance of the Council had been submitted.

RESOLVED – that the internal bodies for the municipal year 2019/20 (including the appointment of Chairmen and Vice-Chairmen) be appointed as set out in the report.

19 Programme of Ordinary Meetings of the Council

The programme of dates for ordinary meetings of the Council for 2019/20 would be as set out in the report.

The meeting ended at 7.12 pm

Chairman:

Date: Thursday, 25 July 2019

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MAYORAL ENGAGEMENTS **25 May 2019 – 14 July 2019**

May	25	M	Ironbridge Gorge WW2 Weekend at Ironbridge Gorge
	31	M	VIP Launch Party at The Guildhall, Shrewsbury
June	2	M	Open Garden Day at Severn Hospice, Apley Castle
		M	Celebration for the Lord Lieutenant of Shropshire at Shrewsbury Abbey
	5	M	Zumba Class Session at The Wakes, Oakengates
	6	M	National Volunteers Week at Southwater Square
	7	DM	Wolverhampton School of Art at The George Wallis Building, Wolverhampton
		M	Christians Against Poverty Fundraising Dinner at Hampton Manor, Solihull
	8	M	Shrewsbury & Newport Canals Trust AGM & Open Day at Rodington Village Hall
		DM	Dragon Fest Fun Day at The Leegate Centre
	9	DM	Shrewsbury Town Council Mayoral Sunday at St Chads Church
		M	Royal Air Force Cosford Air Show at RAF Cosford
	11	M	The Walnut Official Opening at 35-37 Tan Bank, Wellington
	12	M	Donnington By The Sea at Donnington Community Hub
	13	M	Short Wood Primary School Eid Lunch at Short Wood Primary School

- 14 DM** Ketley Boy's Brigade Awards at Ketley Methodist Church
- M** Shropshire Chamber Of Commerce Business Awards at Telford International Centre
- 15 M** Telford's got Talent at The Place @ Oakengates Theatre
- 16 M** The Shropshire Society Civic Service at Shrewsbury Abbey
- 17 M** IMLT Awards at Holmer Lake Primary School
- M** Fire Service, Long Service and Good Conduct Medal Ceremony at Theatre Seven, Shrewsbury
- 19 M** Celebrating Age Event at The Place @ Oakengates Theatre
- M** Citizenship Ceremony at Register Office, Wellington Civic & Leisure Centre
- 20 M** Street party – Learning Disability Pride week at Dawley Park
- 21 M** Armed Forces Day Flying the Flag at Addenbrooke House
- M** One Million Mentors Launch Celebration – The Great Get Together at Telford College
- 22 M** The Telford Priory School Summer Fayre at Telford Priory School
- M** TAARC Celebrating Migration Windrush Day at Telford Elim Community Church
- M** Annual County Dinner at Loton Park, Shrewsbury
- 23 DM** Bollywood Celebration at Casey's Cordingley Hall, Donnington
- M** Fun Day & Brave the Shave for Orla at The Mallard Pub, Telford
- 25 M** McDonalds Breakfast Meeting at McDonalds Restaurant, Donnington
- M** Charity Netball Night at Telford Langley Sports Centre, Dawley

	26	DM	Final Great War Remembrance Service and Celebration of the 200 th Anniversary of the end of the WW1, The Treaty of Versailles at St Chads Church, Shrewsbury
	27	M	Tree Planting at Peace Garden, Wellington
	28	M	4 Day Vintage Tractor Drive at Navy Club, Newport
		M	Grand Opening of Roden Hall Care Home at New Roden Hall, Roden
	29	M	Nationwide Building Society Opening at Telford Town Centre
		M	Telford NAGAH – Awareness in the Square, Market Square, Wellington
		M	Armed Forces Day at Telford Town Park
		DM	Wellington Orbit Cinema Open Day at The Wellington Orbit, Wellington
		M	Laura Deighton Dance Company First Annual Show at Telford Priory School, Wrockwardine Wood
	30	M	Picnic in the Park at Donnington Community Hub
		M	Mayor of Wellington Annual Civic Service at All Saints Church, Wellington
July	1	M	WELD Group Meeting at The Chat Room, Stirchley
		M	Telford Balloon Fiesta Presentation at Severn Hospice, Apley
	2	M	Shropshire Homes School Sports Festival at Shrewsbury Sports Village
	3	M	Crane Quality Counselling Annual Council Meeting at The Roy Fletcher Centre, Shrewsbury

- 4** **M** Get Telford Active – The Grange School at the Grange Park Primary School, Stirchley
- M** Crucial Crew VIP Day at Telford College
- M** Citizens Advice Tea Party at Citizens Advice Telford & Wrekin, Wellington
- 6** **M** Armed Forces & Veterans Breakfast Club at The Brewery Inn, Coalport
- DM** Wrekin College Speech & Prize Day at Wrekin College, Wellington
- M** Art Exhibition at Wellington Methodist Church
- M** The Polish Centre's 5th Birthday at Crowmoor Baptist Church, Shrewsbury
- 7** **DM** Mayor of Oswestry Civic Sunday at St Oswalds Parish Church, Oswestry
- DM** Community Fun Day at The Pavilion Field, Hollinswood
- M** South Staffordshire Council Chairman Elect Civic Sunday at St Marks Church, Great Wyrley
- 11** **M** Queen's Award for Voluntary Service Presentation – The Forge at the Wakes, Oakengates
- 12** **M** Home and Dry Water Safety Event at University of Worcester Severn Campus, Worcester
- M** Skills and Enterprise Hubs Summer Fayre at The Skills and Enterprise Hub, Horsehay
- 13** **DM** The 110th Newport Show at Chetwynd Deer Park, Newport
- M** Fire Station Open Day at Wellington Fire Station, Wellington
- DM** Disability Sports & Swimming at Wrekin College sports Centre, Wellington
- M** Outdoor Brass Band Concert at Coalbrookdale Museum of Iron

TELFORD & WREKIN COUNCIL**COUNCIL – 25 JULY 2019****MATTERS DETERMINED BY THE CABINET****REPORT OF CABINET – FOR INFORMATION ONLY****1.0 INTRODUCTION**

This report sets out those matters determined by the Cabinet at its meetings on 14 March 2019, 30 May 2019, 13 June 2019 and 11 July 2019

2.0 CABINET BUSINESS

Matters that have been determined by Cabinet are listed below:

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|-----|-------|---|
| | 2.1 | <u>14 March 2019</u> |
| K | 2.1.1 | High Need Review & Strategic Plan for Special Education Needs and Disability (SEND) – Phase 1 |
| K | 2.1.2 | Pride in our High Streets – Supporting Business |
| K | 2.1.3 | Fostering Modernisation Plan (Review of Foster Carers Fees and Allowances) |
| K | 2.1.4 | Procurement Update |
| NK | 2.1.5 | Declaration of Lilleshall Hill Local Nature Reserve |
| NK | 2.1.6 | Better Homes for All; Tackling Rogue Landlords & Improving Private Rented Housing – A Progress Update |
| NK | 2.1.7 | Local Offer to Care Leavers |
| NK | 2.1.8 | Development of a Regional Permanency Arrangement |
| K | 2.1.9 | New College, Wellington |
| | 2.2 | <u>30 May 2019</u> |
| K C | 2.2.1 | Service & Financial Planning Report - 2018/19 Outturn Report and 2019/20 Update |
| K | 2.2.2 | Telford and Wrekin Council – Our 4 Year Programme To Invest, Protect And Care For The Borough |
| NK | 2.2.3 | The Annual Governance Statement 2018/19 |
| | 2.3 | <u>13 June 2019</u> |
| K | 2.3.1 | Marches Local Enterprise Partnership Governance |
| K | 2.3.2 | Telford & Wrekin Drugs & Alcohol Strategy 2019-2023 |
| NK | 2.3.3 | Representation on Outside Bodies 2019/20 |
| | 2.4 | <u>11 July 2019</u> |
| K | 2.4.1 | Report from the Commissioning Body - Appointment of the Chair and General Update |
| K | 2.4.2 | Report from the Commissioning Body on the design of the Inquiry Process |
| K | 2.4.3 | Report from the Commissioning Body on the Inquiry's Terms of Reference |

K C	2.4.4	Telford & Wrekin Council 4 Year Programme to Protect, Care and Invest To Create a Better Borough
K PC	2.4.5	Financial Management 2019/20
K	2.4.6	Shropshire Hills AONB Management Plan 2019-24 and Shropshire Hills AONB Terms of Reference

Key

K	= Key Decisions
NK	= Non-Key Decisions
E	= Exempt Items
PE	= Part Exempt Item
C	= Council
PC	= Part Recommendation to Council

3.0 DELEGATION OF POWERS GRANTED BY THE CABINET

REPORT HEADING	DELEGATION GRANTED TO	DETAIL OF DELEGATION GRANTED
High Need Review & Strategic Plan for Special Education Needs and Disability (SEND) – Phase 1	Assistant Director: Education & Corporate Parenting (after consultation with the Lead Member for Education and Skills)	To take all required action and utilise the three year grant totalling £848,837 to develop the specialist resourced bases required and contribute to any further expansion of specialist provision, as deemed necessary in light of demand.
Pride in Our High Streets – Supporting Business	Assistant Director: Business, Development & Employment (in consultation with the Cabinet Member for Finance and Service Delivery)	Submission of bids to the first round of the Future High Streets fund for Wellington and Oakengates
Pride in Our High Streets – Supporting Business	Assistant Director: Business, Development & Employment (in consultation with the Cabinet Member for Finance and Service Delivery)	Submission of bids to the Heritage High Street Fund
Declaration of Lilleshall Hill Local Nature Reserve	Assistant Director: Business, Development & Employment (and any officer authorised in writing by that Assistant Director)	To complete the declaration process.

REPORT HEADING	DELEGATION GRANTED TO	DETAIL OF DELEGATION GRANTED
Marches Local Enterprise Partnership Governance	Assistant Director: Governance, Procurement & Commissioning, in consultation with the Leader	To appoint a director as the Council's representative on the Board of the Marches Local Enterprise Partnership Ltd.
Representation on Outside Bodies 2019/20	Monitoring Officer	To give effect to nominations to Outside Bodies as notified to him in writing by the Leader.

LEGAL COMMENT FINANCIAL COMMENT LINKS WITH CORPORATE PRIORITIES RISKS AND OPPORTUNITIES ENVIRONMENTAL IMPACT EQUALITY & DIVERSITY WARD IMPLICATIONS	As described in each report considered by Cabinet. Copies of all reports have been previously circulated to all Members of the Council.
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TELFORD & WREKIN COUNCIL

**CABINET – 30 MAY 2019
COUNCIL – 25 JULY 2019**

**SERVICE & FINANCIAL PLANNING REPORT – 2018/19 OUTTURN AND
2019/20 UPDATE**

**REPORT OF THE ASSISTANT DIRECTOR: FINANCE & HR (CHIEF
FINANCIAL OFFICER.)**

LEAD CABINET MEMBER: CLLR LEE CARTER

PART A) – SUMMARY REPORT**1.0 SUMMARY OF KEY ISSUES****1.1 2018/19 General Fund Revenue Financial Outturn**

The Council has continued to demonstrate very robust financial management during 2018/19 with a positive year-end position, despite some areas of significant pressure arising from increased demand for services and the severe financial constraint caused by further, unprecedented, Government funding cuts. The year-end position has allowed a number of one off investments in key areas to be made helping to make the borough a better place to live, work, learn, visit and do business in. Within the overall position, the Council has also been able to set aside funds to support the delivery of the Service & Financial Planning Strategy in future years which, given the many uncertainties which lie ahead, is vital in terms of both financial planning and continuing financial resilience.

The gross revenue budget for 2018/19 was £428m and the net budget was £121m. The revenue outturn position is within budget by £0.275m (which is equivalent to only -0.23% of net budget) after the proposed transfers to reserves and balances have been made. This position has been achieved after delivering £7.6m of budget savings in 2018/19, on top of the £110m made in the previous 9 years giving a total of just over £117m - equivalent to around £1,500pa for every home in the borough.

As mentioned, the Council has been able to create a number of provisions from the 2018/19 outturn position to support its priorities and sustain its financial position going forward.

These include:

- £1.0m Pride in Your High Street
- £1.0m for Regeneration
- £1.3m to support a range of initiatives, such as promoting physical activity, supporting Armed Forces personnel and investment in green spaces and Rights of Way
- £0.8m additional investment in Children's Safeguarding
- £0.175m to tackle homelessness

The funding outlook for the medium term is very uncertain with significant changes to the local government finance system due to be implemented from April but with very little information available about what impact these changes will have on the Council. However, using the limited information that is available, it is currently anticipated that the Council will need to identify around £30m of further savings over the next three years (2019/20 – 2021/22) on top of the £117m already delivered to the end of 2018/19. Within the year-end position we have been able to set aside £1.7m to support the medium term service and financial planning strategy.

Our pro-active approach secured a number of favourable variations during the year which contributed to the overall positive position.

These included:

- A benefit totalling £3.2m has been delivered from Treasury Management the majority of which relates to benefits from low interest rates for short-term borrowing and the Treasury Management Strategy of keeping the majority of new borrowings very short term. Some longer-term borrowing has been undertaken during 2018/19 to reduce interest rate exposure and as we lock into more longer-term rates the overall benefit to the budget will reduce. The position is regularly monitored by senior finance staff and advice taken from the Council's external treasury management advisors to manage the interest rate exposure whilst seeking to maximise short-term gains in order to support delivery of front-line services.
- Active management of the Property Investment Portfolio has resulted in a benefit of £0.7m which includes the early delivery of income arising from new investments delivered through the Telford Growth Fund.
- A successful VAT claim has resulted in a one-off benefit of £2.7m during the year

The key areas of pressures during 2018/19 were:

- **Children's Safeguarding & Family Support** ended the year with a service overspend of £3.1m. Spend during the year was higher than the budget as there was an increasing number of more expensive specialist placements for looked after children with complex and

severe behaviours or emotional health needs over the course of the year. The Council has invested additional funding of £4.893m into the Children's Safeguarding & Family Support budget over the next year highlighting the very high priority placed by the Council on safeguarding children. A cost improvement plan is in place which is monitored on a regular basis by senior managers and Cabinet Members.

- **Adult Social Care** ended the year with a service overspend of £0.204m. As reported throughout the year, the cost of purchasing care packages from external providers and high demand led to a pressure of £3.1m. This was mitigated by additional income totalling £2.8m from grant funding, CCG funding and client contributions. As part of the budget strategy, the Council has committed additional investment totalling £0.8m into the Adult Social Care budget in 2019/20. The Service also has a Cost Improvement Plan in place to deliver better outcomes and efficiencies.

1.2 2018/19 Capital Outturn.

Capital spend ended the year at £57.6m against an approved estimate of £71.7m which was in the main due to re-phasing expenditure into 2019/20. The re-phasing of planned spending will generate some further treasury management benefits in 2019/20.

1.3 Income Monitoring

Overall cash collection is in a good position with over £15m more cash collected than in the previous financial year. The collection rate for Business Rates was ahead of the target for the year although Council Tax collection and Sales Ledger were very slightly behind target. All debt is pursued rigorously and continues to be collected after the end of the financial year with all appropriate recovery avenues being pursued.

1.4 NuPlace Ltd

2018/19 was the fourth year of operation for NuPlace Ltd, the Council's wholly owned housing investment company. NuPlace is a separate legal entity and as such prepares its own accounts but as NuPlace is wholly owned by the Council consolidated group accounts are also prepared. The unaudited accounts show that NuPlace generated an operating profit before taxation of £0.492m in 2018/19 (£0.343m in 2017/18) and as planned no dividend was distributed. The Council also received income from NuPlace totalling £1.2m during 2018/19 (£1.2m in 2017/18) net of additional interest and other marginal costs.

1.5 General

The draft formal statement of accounts will be considered at the Audit committee on 30 May 2019 and audited by Grant Thornton, the Council's external auditors during June and July. The accounts will also be available for public inspection for 30 working days from 31 May 2019.

- #### **1.6**
- Summaries of the outturn on revenue and capital along with major variations are shown as appendices to this report.

1.7 **2019/20 Update**

The Council faces another very challenging year in 2019/20 and key issues are already highlighted in this first high level review of the budget position. Once the final accounts are completed more detailed new year monitoring will take place and a further, more detailed, report will be brought to the July meeting of the Cabinet with an updated position.

2.0 **RECOMMENDATIONS**

2.1 Cabinet Members are asked to approve the following recommendations which will go forward to Full Council for final approval:

- (i) To approve:
 - the Revenue outturn position for 2018/19 and related virements in Appendix 3 which is subject to audit by the Council's external auditors;
 - the transfers to reserves and associated approval to the relevant Assistant Directors to spend the reserves detailed in section 5
- (ii) To approve the Capital outturn position and related supplementary estimates, re-phasing and virements shown in Appendix 4 and as summarised in the report.
- (iii) To grant delegated authority to the Assistant Director: Finance & HR to make any minor changes required as the outturn is finalised, in consultation with the Cabinet Member for Finance, Commercial & Borough Economy
- (iv) To note the performance against income targets.
- (v) To note the key issues identified for 2019/20

3.0 **SUMMARY IMPACT ASSESSMENT**

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	Delivery of all priority objectives depend on the effective use of available resources. Financial management ensures best use of resources.
TARGET COMPLETION/DELIVERY DATE	Outturn forms the basis of the formal statement of accounts which will be presented to the Audit Committee in draft format at the end of May. The statement of accounts will be audited during June and July and the final version will	

	be published by the end of July following consideration by the Audit Committee.	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes	The financial impacts are detailed throughout the report.
LEGAL ISSUES	No	None directly arising from this report. The S151 Officer has a statutory duty to monitor income and expenditure and to take action if overspends /shortfalls emerge. There is a requirement to publish the audited Statement of Accounts by the end of July and the draft accounts should be presented to the Audit Committee before the end of May.
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	Budget holders actively manage their budgets and the many financial risks and challenges that council services face, examples include the risk of a particularly harsh winter which would impact adversely on the winter gritting and adult social care budgets, the increasing dependency on income from a wide range of activities and the risk of interest rate movements. The Council has comprehensive risk management arrangements in place and an appropriate level of contingency within its revenue budget as detailed in this report.
IMPACT ON SPECIFIC WARDS	No	

PART B) – ADDITIONAL INFORMATION

4.0 2018/19 REVENUE BUDGET

- 4.1** The Council had a gross revenue budget of £428m for 2018/19 and the final net revenue outturn position is as follows (a more detailed summary is provided in Appendix I):

	£m
Net Budget	121.066
Net Expenditure	120.791
Net Position	-0.275
Percentage Net Variance	-0.23%

4.2 Variations by Service Delivery Unit are summarised below and further detail is provided in Appendix 2.

	Final Budget	Outturn	Variance
	£	£	£
Business, Development & Employment	(1,238,714)	(1,261,997)	(23,283)
Finance & Human Resources	9,669,511	6,609,651	(3,059,860)
Cooperative Council	1,281,684	1,231,424	(50,260)
Children's Safeguarding & Family Support	28,335,408	31,397,462	3,062,054
Education & Corporate Parenting	5,916,289	6,065,553	149,264
Adult Social Care	42,402,862	42,606,652	203,790
Governance, Procurement & Commissioning	2,820,018	2,799,007	(21,011)
Health & Wellbeing	2,725,666	2,826,007	100,341
Customer & Neighbourhood Services	26,088,744	25,774,451	(314,293)
Commercial Services	(1,290,560)	(854,760)	435,800
Corporate Items	4,355,567	5,783,235	1,427,668
Total Net Position	121,066,475	122,976,685	1,910,210
Funding Variance			(455,029)
One Off Benefits			(1,730,664)
Overall Final Outturn			(275,483)

This table shows the position for each service area after the allocation of funds to Council priorities as detailed in section 5 of this report. The figures in the table exclude budgets and variances on asset rentals and pension accounting entries which are “non-controllable” accounting entries. The detailed analysis of all variances is shown in Appendix 2.

4.3 Service variances over £0.100m are highlighted below: -

Service Area	Variance £m
<u>Business, Development & Employment</u>	
Property Investment Portfolio – early delivery of Growth Fund investments.	-0.743
Planning – additional income achieved during the year.	-0.158
Contribution to Reserve – to support future investment proposals – approved at Cabinet on 15 November 2018.	+0.724
Contribution to Reserve – further contribution to reserves to support future investment proposals – see Section 5 below	+0.425
<u>Finance & HR</u>	
Treasury Management – benefit due to reduced borrowing costs associated with short-term borrowing at very low interest rates. The position is regularly monitored by senior finance staff and the Council's external treasury management advisors.	-3.161
External Audit Fee – saving from procurement of external audit fee	-0.107
Contribution to Reserves – towards the cost of Phase 2 of Resourcelink, the Council's payroll and HR system and to meet the cost of posts funded from one-offs.	+0.360
<u>Cooperative Council Team</u>	
There are no variations over £100k to report.	
<u>Children's Safeguarding & Family Support</u>	
Children in Care Placements – spend during the year was higher than the budget as there was an increasing number of more expensive specialist placements for looked after children with complex and severe behaviours or emotional/health needs over the course of the year.	+2.886
Children and Young People aged 16+ – the overspend relates to a small number of children in care aged 16+ who continue to require a high level of support due to their high level of individual need.	+0.630
	-1.150

Application of Contingency – earmarked as part of the 2018/19 budget strategy.	
<u>Education & Corporate Parenting</u>	
School Transport (pre 16) – the overspend relates to a savings target not yet delivered and expenditure has also been impacted by the increase in the numbers of children and young people with high needs. Work is ongoing to reduce costs.	+0.419
Transport (post 16) – there was a significant increase in the costs of transporting post 16 high needs pupils since September 2018.	+0.171
Corporate Parenting – an increase in Pupil Premium Grant allocated to Telford & Wrekin which has funded an element of the costs resulting in an underspend.	-0.165
<u>Adult Social Care</u>	
Purchasing – the benefits of social care interventions are starting to materialise, however there is a lead time and some cost reductions will take longer to achieve. The result is a residual pressure on the 2018/19 budget at year end.	+3.063
Income – projected client contributions are higher than budgeted reflecting higher than budgeted costs.	-1.095
Income – projected contributions from Health due to successful negotiations with the CCG and receiving contributions to fund client's health needs.	-0.605
Income – enablement arising from the Government's additional winter funding grant	-0.232
Application of Contingency – earmarked as part of the 2018/19 budget strategy.	-0.350
Government Grant – reflects the residual announced "Winter Funding"	-0.590
Community Safeguarding & Social Work – underspend arising from vacant posts	-0.163
Contribution to Reserves – set aside to meet demands on social care, including the cost of staff employed in accordance with the Winter Funding plan agreed with the CCG and to assist the NHS with the timely discharge of patients from hospital.	+0.268

<p><u>Governance, Procurement & Commissioning</u></p> <p>Contribution to Reserves – a combination of ICT equipment for elected members following the May 2019 elections; procurement of a Transport IT system; and to support the delivery of future savings. This is funded from underspends within the Service Area.</p>	+0.145
<p><u>Health & Wellbeing</u></p> <p>There are no variations over £100k to report.</p>	
<p><u>Customer & Neighbourhood Services</u></p> <p>Environmental Maintenance – core environmental maintenance work required in advance of the new contract service standards from 1 April. Also, additional costs of watering due to the dry summer. The new Grounds and Cleansing contract is performance based and will see improved service standards as well as releasing an annual saving of nearly £700k p.a.</p> <p>Customer Services – additional income from transformational specialist supporting capital schemes.</p> <p>Housing Benefit/Council Tax Support – additional grant income received in respect of Welfare Reforms</p> <p>Housing Benefit/Council Tax Support – contribution to reserves to support the ongoing roll out of Universal Credit and sustain customer contact service levels.</p> <p>Housing Benefit Subsidy – additional income from recovery of overpaid benefits as a result of proactive work undertaken by the Benefits Team.</p> <p>Street Lighting/ Highway Lighting – reduction in electricity costs due to the implementation of the LED efficiency programme across the Borough.</p> <p>Waste – tonnages for green waste, recyclates are higher than last year and higher than budgeted due to housing growth.</p> <p>Highways Procurement – procurement costs associated with new highways contract</p>	<p>+0.173</p> <p>-0.132</p> <p>-0.265</p> <p>+0.266</p> <p>-0.392</p> <p>-0.291</p> <p>+0.182</p> <p>+0.141</p>

Transfer to Reserves – to fund essential play area resurfacing in 2019/20 – approved at Cabinet on 15 November 2018.	+0.225
<u>Commercial Services</u>	
Temporary Accommodation – rental income shortfall in relation to the move from one large refuge to two smaller properties which was necessary in order to meet the needs of the client group.	+0.121
BiT – Architects & Building – net over achievement of fee income from additional project work	-0.141
BiT – employee costs – to deliver the programme of works; offset by the overachievement of income above.	+0.129
Leisure – income pressures linked to the impact of new competitors entering the market locally together with a reduction in income relating to Arthog Outdoor Education Centre which had some periods of closure during the year for improvements. An action plan is in place to mitigate this pressure as far as possible.	+0.325
Contribution to Reserves – to support homelessness pressures in 2019/20	+0.175
<u>Corporate</u>	
Transfers to Reserves – see section 5 below.	+3.007
One off Benefits during 2018/19 – including a one-off back-dated VAT refund of £2.673m, following a successful claim for VAT relating to the change in VAT regulations for leisure activities, less transfers to reserves approved by Cabinet in February 2019 of £1.673m; and capitalisation of efficiency/transformation spend permitted under statutory guidance.	-1.730

4.4 Public Health

Responsibility for Public Health transferred to the Council from the NHS in April 2013 together with the associated specific ring-fenced grant funding. In 2018/19 this grant totalled £12.338m. The conditions of the grant are that it must be used to address health needs and improve health and well-being in the community. Improving public health outcomes is delivered across a number of Service Areas and a summary of the grant in 2018/19 is shown in the table below:

	£
Public Health Reserve (grant bwfd from 2017/18)	602,264
Public Health Grant allocation 2018/19	12,338,000
Total Funding	12,940,264
Funding applied during 2018/19	12,268,083
Grant carried forward to 2019/20	672,181

The majority of the 2018/19 grant was allocated to Services during the year, with the exception of £0.289m which was carried forward to 2019/20 to fund known specific one off costs.

Of the £0.602m grant brought forward from 2017/18, £0.219m was applied in 2018/19 leaving £0.383m. Overall, in accordance with Grant Conditions and the treatment of the balance to be carried forward, the grant was fully spent in 2018/19.

4.5 Dedicated Schools Grant (DSG)

The in-year surplus was £0.564m. However, a deficit of £0.544m had been brought forward to 2018/19 from the previous year so a small year end surplus of £0.020m has been carried forward to 2019/20.

The main reason for the in-year underspend was an additional allocation from the Department for Education (DfE) of high needs DSG to local authorities in December 2018. High needs DSG supports provision for pupils in special schools, colleges, specialist residential provisions and pupil referral units. It also funds education, health and care plans (EHCPs) and other services for high needs pupils in mainstream schools. Telford & Wrekin received an additional £418,000 of high needs DSG in December. The additional funds were allocated in the national context of widespread pressure on the high needs block of DSG, with both the number of children and young people with high needs and their complexity increasing year on year, alongside legislative change by national government which has increased costs. The Council has developed a cost improvement plan to address the pressures in high needs and this helped to control the cost pressures in 2018/19.

However, it should be noted the underlying pressures on high needs, noted above, have not gone away. Should a DSG deficit again be incurred, this can only be met from the following years DSG if the Schools Forum (or failing that the Secretary of State for Education) agree to this. The Council has a very constructive relationship with the local Schools Forum and continues to work hard to tackle the high needs pressures in partnership with the Forum, schools and other providers of education.

5.0 **RESERVES & BALANCES**

- 5.1 The main General and Special Fund balances were £4.807m at 1st April 2018. The position on the main General and Special Fund Balances is now:

	£m
Balances at 1 st April 2018	4.807
Contribution to General Fund Balances	0.275
Balances at 31st March 2019	5.082

The General/Special Fund balance forms part of the Council's overall reserves and balances.

- 5.2 In addition to the General and Special Fund Balances, the Council holds a number of contingencies and service balances available to support services in 2019/20. These include:-

- £0.847m specifically set aside to support Children's Safeguarding & in 2019/20 together with the £0.8m recommended in this report;
- £3.000m general contingency to provide further support to Adults and children's safeguarding or for other services if required.
- £21.3m uncommitted additional balances available to support the medium term strategy

- 5.3 The following specific transfers to reserves are proposed and included in the outturn position:-

Service Team	Amount £
Business, Development & Employment Contribution to support future investment proposals funded from early delivery of Growth fund investments.	424,918
Finance Investment to support the continued roll out and development of Resourcelink, the Council's new payroll/HR system Resources for posts currently funded on a temporary basis	300,000 60,000

Service Team	Amount
Cooperative Council	
Resources required to support the staffing structure in Organisational Development & Delivery in 2019/20	57,000
Adult Social Care	
Prevention & Enablement – to deliver an all-purpose environment with built in features to promote independent living and to reduce the costs of care and support needs using modern technology and equipment solutions	100,000
Winter Pressures Funding – required in accordance with the Winter Funding plan agreed with the CCG	268,368
Governance, Procurement & Commissioning	
Purchase/replacement of member ICT equipment following the May 2019 elections	37,000
Net income achieved from selling services relating to GDPR; required to support the phased delivery of savings	93,650
Transport IT System procurement	14,375
Health & Wellbeing	
Funding for temporary posts	48,908
Oakengates Theatre – investment required to replace large items of sound and equipment which is at the end of its useful life	60,000
Customer & Neighbourhood	
Benefits – funding to support the ongoing impact of welfare reforms, such as the continued roll out of Universal Credit and sustain call handling performance at an acceptable level.	266,100
Commercial Services	
Arthog – committed to funding a replacement van in 2019/20	4,048
Homelessness – funding to support a number of homelessness pressures	175,000

Service Team	Amount
Council Wide	
Neighbourhoods – funding for essential play area works in 2019/20	43,000
Highways – funding for unavoidable costs associated with the collapse of a wall in The Gorge	150,000
Improving customer facilities	40,000
Asset Management – revenue allocation to meet the cost of surveys, investigation and monitoring relating to higher risk assets	50,000
Social Worker Pay – One off funding required to fund the transition period to the new Social worker salary grading framework. The new framework has been put in place to address the significant difficulties in recruiting and retaining experienced Social Workers and Senior Social Workers.	192,000
Library Service – to offset a saving in 19/20 which will be delivered in 2020/21	32,000
Children's Safeguarding – additional contingency for 19/20	800,000
Overall Total	3,216,367

- 5.4 The overall position also includes: £5.273m transfers to reserves approved in the February 2019 financial management report; and £1.7m to the budget strategy reserve to support the medium term service and financial planning strategy in future years and partially mitigate the impact of the considerable funding changes anticipated in 2020/21. The balance of the Public Health ring-fenced grant has also been carried forward to 2019/20 (in line with the grant conditions see section 4.4 above).

As part of the 2019/20 budget process, reserves totalling £16.2m were identified as being available to support the medium term budget strategy. As part of the year end process, these reserves have been consolidated into one budget strategy reserve. Due to the favourable outturn position the budgeted use of balances in 2018/19 was not required and is therefore added to the available balances giving an overall total of £21.3m.

6.0 **2017/18 CAPITAL PROGRAMME**

6.1 The capital programme for 2018/19 totalled £71.78m; spend at year end was £57.64m giving a year end variation of £14.14m which is summarised in the table below:

Service Area	Approved Estimate £m	Spend £m	% Spend £m	Year End Variance £m
Adult Social Care	1.01	0.74	73%	-0.28
Health & Wellbeing	0.06	0.06	80%	-0.00
Development Business & Employment	22.76	16.35	72%	-6.41
Customer & Neighbourhood Services	24.80	22.34	90%	-2.46
Education & Corporate Parenting	8.99	7.44	83%	-1.55
Commercial Services	9.04	7.06	78%	-1.98
Governance, Procurement & Commissioning	0.26	0.19	71%	-0.07
Cooperative Council & Commercial Delivery	2.10	0.87	42%	-1.22
Finance & Human Resources	2.76	2.59	94%	-0.17
Total	71.78	57.64	80%	-14.14

Note: The approved estimate excludes the new allocations, slippage and virements detailed in Appendix 4

6.2 The main scheme re-phasing to future years is shown below with detail included in Appendix 4.

	£m
<u>Adult Social Care</u>	
Children's and Adults ICT System (Liquid Logic) rephasing of programme	-0.16
<u>Development, Business & Employment</u>	
Property Investment Programme – rephasing of programme including schemes at T54 within the £50m Growth Fund allocation and refurbishment of PIP assets. To be completed during 19/20	-2.60
Housing Investment – Phase 3 of programme rephased	-0.70
HCA Land Deal – rephasing of spend, mainly site preparation	-0.73
Pride – High Street Challenge and small scale regeneration projects - schemes continue to be delivered in 2019/20	-1.15

Housing – rephasing of spend, dependent upon third party project delivery	-0.47
<u>Customer & Neighbourhood Services</u>	
Safer routes to schools – programme in development through consultation with schools, to be delivered in 19/20	-0.51
Newport Innovation & Enterprise Package – project ongoing; re-phased to 2019/20	-1.42
Ironbridge Gorge Stability – works to be delivered as part of a wider programme	-0.34
LED Lighting – re-phased in line with programme delivery	-0.53
<u>Education & Corporate Parenting</u>	
Other School Schemes – re-phased to 2019/20 in line with requirements and contractor payment schedules. Including Burton Borough and Ladygrove Primary enhancements	-1.55
<u>Commercial Services</u>	
Disabled Facilities Grant – spend re-profiled to 2019/20	-0.63
Asset management plan, general works and surveys – slippage on the main programme, all fully committed in future years	-0.49
ICT/eGov – spend re-profiled to 2019/20, all fully committed to future years	-0.22
Digital advertising – re-profiled to 2019/20	-0.26
Leisure capital schemes –including re-profiling of Aspirations equipment at Oakengates Leisure Centre	-0.22
<u>Co-operative Council</u>	
Every day Telford, Pride in Your Community – reprofiled and committed to future years	-1.22
<u>Finance & Human Resources</u>	
Capitalisation of Efficiency Schemes/Severance costs	-0.17

- 6.3 There are a number of new approvals and virements which are also detailed in Appendix 4 and require formal approval.
- 6.4 The funding for the capital programme in 2018/19 included £11m estimated income from capital receipts. The actual income received in year was lower at £8.6m (including £1.2m PIP receipts)– the difference was mainly due to a number of receipts being delayed.
- 6.5 Appendix 5 includes details of Education Section 106 agreements agreed during 2018/19.

7.0 NUPLACE

- 7.1 2018/19 was the fourth year of operation for Nuplace Ltd, the Council's wholly owned housing investment company. The principal activity of which is the procurement of the construction and management of private and affordable residential property for rent. During the year, the company completed sites at Miners Walk, Madeley (53 units), The Oaklands, Dawley (47 units) and Springfields, Newport (33 units). A further 39 units are under development at Coppice Court, Snedshill and are expected to be complete by May 2019, taking the number of properties completed and available to let at 31 March 2019 to 309, (232 properties, 2017/18).

In accordance with the Company's accounting policy, the housing portfolios at Woodland Walk (Madeley), Pool View (Randlay) and Blossom Walk (Hadley) were revalued at the year end, which has resulted in an increase in value of 3.72% (£0.8m) over the three sites.

- 7.2 Nuplace Ltd is a separate legal entity and as such will prepare its own Statement of Accounts and comply with company regulations. The accounts will be audited by Grant Thornton, who also audit the Council's accounts. As Nuplace is wholly owned by Telford & Wrekin Council, the Council is required to prepare Group Accounts as part of its Statement of Accounts for 2018/19 which will consolidate the Council and Nuplace's financial position.
- 7.3 As planned, no dividends were distributed at the end of 2018/19 and the company ended the year with an operating profit before taxation of £0.492m. It should be noted that the Council has received income totalling £1.2m from Nuplace during 2018/19 net of additional interest and other costs which is a combination of interest paid relating to the loan agreement and services Nuplace purchased from the Council. The Council will also benefit from additional Council Tax, and New Homes Bonus as Nuplace properties are completed.

8.0 CORPORATE INCOME MONITORING

- 8.1 The Council's budget includes significant income streams which are regularly monitored to ensure they are on track to achieve targets that

have been set and so that remedial action can be taken at a very early stage. The three main areas are Council Tax, NNDR (business rates) and Sales Ledger. Current monitoring information relating to these is provided below. The Council pursues outstanding debt vigorously, until all possible recovery avenues have been exhausted, but also prudently provides for bad debts in its accounts.

- 8.2 In total, over £15m more cash was collected in 2018/19 than in 2017/18. NDR collection was above target, but council tax and sales ledger were slightly behind target.

INCOME COLLECTION – 2018 / 19				
	Actual	Target	Performance	Change in cash collected on last year
Council Tax Collection	97.30%	97.4%	0.1% behind target	+£4,184,668
NNDR Collection	99.05%	98.70%	0.35% ahead of target	+£1,346,693
Sales Ledger Outstanding Debt	8.78%	6.00%	2.78% behind target	+£9,787,945

8.3 Council Tax (£83.9m)

The percentage of the current year liability for council tax which the authority should have received during the year, as a percentage of annual collectable debit. The measure does not take account of debt that continues to be pursued and collected after the end of the financial year in which it became due. The final collection figure for all financial years exceeds 99%.

Year End performance 2017/18	97.3%
Year End Target for 2018/19	97.4%

Performance is cumulative during the year and expressed against the complete year's debit.

Year End Target	Year End Actual	Last year Actual
97.4%	97.3%	97.3%

Council Tax collection has out-turned in the same position as last year despite being behind target throughout the year. The Revenues Team focused on pro-active debt recovery throughout March to achieve final outcome.

Cash collection increased by £4.1 million compared to the previous year.

8.4 NNDR-Business Rates (£75.7m)

The % of business rates for 2018/19 that should have been collected during the year. This target, as for council tax, ignores our continuing collection of earlier years' liabilities.

The measure does not take into account the debt that continues to be pursued and collected after the end of the financial year in which it became due. As a general rule the final collection figure for any financial year exceeds 99%.

Year End performance 2017/18	98.60%
Year End Target for 2018/19	98.70%

Year End Target	Year End Actual	Last year Actual
98.7%	99.05%	98.6%

Business rates has improved significantly from last year. The Revenues Team were more pro-active during February and March and this had a positive outcome on the year end collection position. Cash collected also increased from the following year by £1.3 million.

8.5 **Sales Ledger (£68.3m)**

This includes general debt and Social Care debt. Debt below 2 months is classified as a normal credit period.

The target percent is set relating cumulative debt outstanding from all years to the current annual debit. The targets and performance of income collection for 2017/18 are as follows:

Age of debt	Annual Target %	March 2019	
		£m	%
Total	6.00	5,998	8.78%

Sales ledger is outside of target. But this is solely due to one large invoice which has a long term payment arrangement agreed.

We have collected £9.8 million more than this time last year.

9.0 **2019/20 UPDATE**

The first detailed monitoring report for 2019/20 will be considered at Cabinet in July. However, this section of the report gives an early indication of some emerging issues for the new financial year, informed where relevant, by the closedown position reported above. Inevitably, early focus is on areas of potential pressure and managers are now taking action to seek ways to minimise these pressures and to identify ways to mitigate remaining issues.

- 9.1 Adult Social Care and Safeguarding & Family Support will continue to be areas requiring close monitoring throughout the year. The key areas of focus being the reduction in residential care solutions where appropriate, the promotion of independence, complexity of care needs, and numbers

of Children in Care. Both services have cost improvement plans to assist in the management of cost levels as well as taking a proactive approach to address future changes in funding.

The 2019/20 budget includes a contingency of £0.847m specifically for Children's Safeguarding. This report is recommending a further £0.8m is set aside to provide additional one-off resources (see section 5 above).

9.2 Treasury Management

A benefit of £0.5m is currently predicted in relation to treasury management which is mainly due to reduced borrowing costs due to low short-term interest rates and rephasing of expenditure in to later years from 2018/19 as explained earlier in this report. This may vary throughout the year dependent on borrowing requirements.

10.0 PREVIOUS MINUTES

01/03/2018 – Council, Service & Financial Planning Strategy
31/05/2018 - Cabinet, Service & Financial Planning Report – 2017/18 Outturn and 2018/19 Update
01/07/2018 – Cabinet, 2018/19 Financial Management Report
26/07/2018 – Council, 2018/19 Financial Management Report
15/11/2018 – Cabinet, 2018/19 Financial Management Report
22/11/2018 – Council, 2018/19 Financial Management Report
03/01/2019 – Cabinet, 2018/19 Financial Management Report
17/01/2019 – Council, 2018/19 Financial Management Report
14/02/2019 – Cabinet, 2018/19 Financial Management Report
28/02/2019 – Council, 2018/19 Financial Management Report

11.0 BACKGROUND PAPERS

2018/19 Budget Strategy and Financial Ledger reports
2019/20 Budget Strategy
2018/19 Financial Management Reports

Report Prepared by:

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Summary of 2018/19 Outturn Variations

Service Area	Final Budget £	Outturn £	Variance £	Analysis of Variance				
				Asset Rentals £	IAS19 £	Public health £	Service £	One Off Benefits including capitalisation £
Business, Development & Employment	(858,634)	6,667,838	7,526,472	7,116,447	443,900	0	(23,283)	(10,592)
Finance & Human Resources	9,669,511	5,982,227	(3,687,284)	0	372,270	0	(3,059,860)	(999,694)
Cooperative Council	1,281,684	1,363,444	81,760	0	132,020	0	(50,260)	0
Children's Safeguarding & Family Support	28,423,935	31,954,508	3,530,573	12,542	716,750	0	3,062,054	(260,773)
Education & Corporate Parenting	11,960,232	53,272,063	41,311,831	39,099,617	2,062,950	0	149,264	0
Adult Social Care	42,424,728	43,098,474	673,746	41,455	464,970	0	203,790	(36,469)
Governance, Procurement & Commissioning	2,884,008	2,973,276	89,268	(27,412)	202,240	0	(21,011)	(64,549)
Health & Wellbeing	2,725,666	3,284,810	559,144	(18,007)	476,810	0	100,341	0
Customer & Neighbourhood Services	30,722,364	37,953,302	7,230,938	7,187,028	654,820	0	(314,293)	(296,617)
Commercial Services	2,250,620	5,329,406	3,078,786	1,683,686	1,021,270	0	435,800	(61,970)
Corporate Items	(10,417,639)	(70,633,327)	(60,215,688)	(55,095,356)	(6,548,000)	0	1,427,668	0
Total	121,066,475	121,246,021	179,546	0	0	0	1,910,210	(1,730,664)

Total Funding	(121,066,475)	(121,521,504)	(455,029)	0	0	0	(455,029)	0
Net Position	0	(275,483)	(275,483)	0	0	0	1,455,181	(1,730,664)

2018/19 Revenue Budget Variations over £50,000										
Description		Budget	Outturn	Variation	Asset Rent	Analysis of Variation		Service	One Off Benefits	Comments
		£	£	£	£	IAS19	Public Health	£	including capitalisaton	
		£	£	£	£	£	£	£	£	
Business, Development & Employment										
Development Management & Planning Policy										
AP - Planning Delivery	Income	(1,353,985)	(1,389,778)	(35,793)		121,770		(157,563)		£105k over delivery Planning fee income including pre-application charge income plus £52k apT income.
Regeneration & Investments										
PIP	Net position	(5,981,280)	(6,723,989)	(742,709)				(742,709)		Early delivery of Growth fund investments.
	Contribution to Reserves	0	724,000	724,000				724,000		Contributions to reserve to support future investment proposals - previously approved.
Management Account	Net position	760,660	715,506	(45,154)		48,510		(93,664)		Capitalisation of TWC land deal costs.
	Asset Rentals	380,080	7,496,527	7,116,447	7,116,447					
Skills										
Skills	Income	(50,000)	5,130	55,130		5,130		50,000		Saving target associated with Apprentice for all, review undertaken earlier in year and scheme was not scalable. Alternative income targets have been identified going forward.
Connexions for Youth	Net Position	844,850	826,026	(18,824)		44,320		(63,144)		Additional income from increased uptake of Future Focus and one off vacancy management.
Inward Investment & Business Support										
Management	Employees	309,100	264,765	(44,335)		19,720		(64,055)		One off vacancy management.
ERDF Marches Growth Hub	Net position	(90,400)	(11,706)	78,694				78,694		In year shortfall on phasing of ERDF Marches Growth Hub grant delivery and additional income target. This was a 3 year programme ending September 19/20.
BDE	Contributions to Reserves	0	424,918	424,918				424,918		Contributions to reserve to support investment proposals.
Variations under £50,000		4,322,341	4,336,439	14,098		204,450		(179,760)	(10,592)	Flexible use of Capital Receipts.
Total Business, Development & Employment		(858,634)	6,667,838	7,526,472	7,116,447	443,900	0	(23,283)	(10,592)	
Finance & Human Resources										
Revenues	Supplies & Services	314,450	232,898	(81,552)				(81,552)		Underspends on postage, printing and legal costs
Revenues	Income	(911,040)	(850,918)	60,122				60,122		Shortfall against Court Fee income for Council Tax and NNDR
Customer & Corporate Finance	Income	(970,080)	(3,683,819)	(2,713,739)				(41,045)	(2,672,694)	VAT Refund of £2.67million, of which £1.223million has been transferred to the Capacity Fund and £0.45million to the VAT/Taxation fund
Customer & Corporate Finance	Supplies & Services - Contribution to Reserves	0	1,673,000	1,673,000				0	1,673,000	Transfer of £1.223million to Capacity Fund and £0.45million to VAT/Taxation Fund
Business Education & Care	Employees	1,185,370	1,207,116	21,746		82,860		(61,114)		Underspend on staffing due to 4 vacant posts for part of the year
Business Education & Care	Income - Contributions from reserves	(74,780)		74,780				74,780		Budgeted contribution from reserves to support staffing structure not required due to part year vacancies.
Payroll	Supplies & Services - Contributions to reserves		75,000	75,000				75,000		Contribution to reserves to support Resourcelink Phase 2
Payroll	Income	(681,850)	(746,405)	(64,555)				(64,555)		Additional income received for Employment Services from external clients such as the Fire Service
Human Resources	Employees	936,320	1,058,657	122,337		68,740		53,597		Overspend on staffing due to additional hours worked to support the implementation of Resourcelink
External Audit Fees	Supplies & Services	201,590	94,644	(106,946)				(106,946)		Saving from renegotiation of the external audit fee

2018/19 Revenue Budget Variations over £50,000											
Description		Budget	Outturn	Variation	Asset Rent	IAS19	Analysis of Variation		Service	One Off Benefits including capitalisaton	Comments
		£	£	£	£	£	Public Health	£	£	£	
Assistant Director	Supplies & Services - Contribution to Reserves	0	285,000	285,000					285,000		£225k Transfer to reserve for Resourcelink phase 2 and £60k for Finance staffing
Treasury (FHAG,FHAC,FHAJ R0101,R0111,FIFH)	Income	7,559,186	4,398,575	(3,160,611)					(3,160,611)		Savings arising from Treasury Management activities
Variations under £50,000		2,110,345	2,238,479	128,134		220,670			(92,536)		
Total Finance & Human Resources		9,669,511	5,982,227	(3,687,284)	0	372,270	0		(3,059,860)	(999,694)	
Cooperative Delivery Unit											
Organisational Development & Delivery	Supplies & Services - Contribution to Reserves	0	57,000	57,000					57,000		Transfer to reserve to support staffing structure in future years as funding streams reduce.
Variations under £50,000		1,281,684	1,306,444	24,760		132,020			(107,260)		
Total Cooperative Delivery Unit		1,281,684	1,363,444	81,760	0	132,020	0		(50,260)	0	
Children's Safeguarding & Family Support											
Assessments		367,003	306,835	(60,168)					(60,168)		The variation reflects the creation of an in house service offering mother and baby assessments. This reduced the requirement for more costly external assessments to be undertaken.
Children & Young People aged 16+		391,542	1,021,491	629,949					629,949		A small number of children in care aged 16+ have a very high level of need. Five young people accounted for over 40% of the expenditure in this area.
Children in Care Adoption Allowances		177,900	245,436	67,536					67,536		There was an increase in young people adopted since the start of the year, with a corresponding increase in adoption allowances. Whilst this created a budget pressure in this area, an increase in adoptions is likely to be positive for the financial situation of Safeguarding as a whole as, it prevents the need for the children and young people to be placed in more expensive options.
CIC Placements		13,079,120	15,965,115	2,885,995					2,885,995		Expenditure in the year was at a significantly higher level than the budget and also 2017/18 expenditure (which was £14.2m). During the course of the year a number of new young people required support but the costs of these new entrants were largely contained within the value of funds released by those leaving Safeguarding. The largest financial pressure therefore arose through changes to the cost of existing placements as a result of more complex and severe behaviours or emotional health needs.
Independent Review - Staffing		533,824	655,375	121,551		50,600			70,951		The cost of the agreed staffing numbers exceeded the available budget in 2018/19.
Independent Review - Under £50k		314,832	385,303	70,471					70,471		
Joint Adoption Service		506,935	594,212	87,277					87,277		T&W is part of a joint adoption service with Shropshire Council. An increase in expenditure compared to the original budget for the service was agreed between the two authorities earlier in the year. As noted above in the comment regarding adoption allowances, if the number of adoptions can be increased, this is likely to be cost effective.
Staffing - salaries		10,641,704	10,680,025	38,321		111,120			25,232	(98,031)	Recruitment of staff continued to be challenging leading to delays which led to the need to recruit more expensive short-term agency staff. However this was offset by significant savings arising from unfilled vacancies elsewhere within the service.
Under £50k		2,411,075	3,250,716	839,641	12,542	555,030			434,811	(162,742)	
Application of Contingency		0	(1,150,000)	(1,150,000)					(1,150,000)		
Total Children's Safeguarding & Family Support		28,423,935	31,954,508	3,530,573	12,542	716,750	0		3,062,054	(260,773)	
Education & Corporate Parenting											
Specialist Services		631,049	776,871	145,822	0	61,680	0		84,142		The service has recently restructured but in the context of increasing numbers of children and young people with high needs, the service has not yet been able to reduce costs sufficiently to achieve the savings target. However, flexible use of grants and additional income generation has resulted in an improvement in the year end position compared to monitoring projections earlier in the year.

2018/19 Revenue Budget Variations over £50,000											
Description		Budget	Outturn	Variation	Asset Rent	IAS19	Analysis of Variation		Service	One Off Benefits	Comments
		£	£	£	£	£	Public Health	£	£	including capitalisaton	
School Transport		2,545,653	2,964,370	418,717	0	0	0		418,717		Expenditure on home to school transport in 2018/19 was at a similar level to 2017/18, but last year and this year's budgets included significant savings targets. There is on- going work in this area to deliver these savings, including encouraging parents to transport their children to school where possible and more sharing of taxis. The number of coaches required to transport children to mainstream schools has been reduced from September 2018 and further reductions will be made in future years as denominational transport ceased for new pupils in September 2017. Changes in catchment areas will also reduce the number of coaches required. However, expenditure on transport is being impacted by the increase in the numbers of children and young people with high needs in the area, as the majority of expenditure on education transport is related to high needs. This is offsetting some of the savings that are being delivered. Flexible use of grants enabled some improvement in the year-end position compared to monitoring projections earlier in the year.
Post 16 Transport		195,420	366,143	170,723	0	0	0		170,723		This area transferred to Education & Corporate Parenting from Business, Development & Employment during 2018/19. There was a significant increase in the costs of transporting post 16 high needs pupils from September 2018, with a small number of young people accounting for a significant proportion of the overall variation.
Corporate Parenting		201,892	49,892	(152,000)	0	12,930	0		(164,930)		Looked after Children (LAC) are entitled to a higher rate of Pupil Premium Grant (PPG) and the grant is overseen by each local authority's virtual head. The grant can be used both for the local authority's duties and also allocated to the schools attended by LACs. An increase in the PPG being allocated to T&W enabled more of the costs of the Corporate Parenting team to be funded by PPG, thus resulting in the budget saving.
Early Years & Childcare		53,182	18,368	(34,814)	0	17,200	0		(52,014)		The team is partly traded and has been working to generate more traded income to offset the costs being funded by the Council. In addition, flexible use of grants has supported the service area. A combination of these elements has resulted in an underspend against budget, which by year-end had exceeded £50,000.
Management		205,439	140,866	(64,573)	0	28,400	0		(92,973)		Flexible use of grants has enabled the cost of management being borne by the Council to be reduced below the level budgeted.
Variations under £50,000		8,127,597	48,955,553	40,827,956	39,099,617	1,942,740	0		(214,401)		
Total Education & Corporate Parenting		11,960,232	53,272,063	41,311,831	39,099,617	2,062,950	0		149,264	0	
Adult Social Care											
Purchasing	All care types	50,697,678	53,723,776	3,026,098					3,062,567	(36,469)	Pressure on ASC care purchasing budgets, a significant proportion of which is domiciliary care agency support to meet the demand placed on the service. This pressure is offset by corresponding income contributions from various sources reported below as well as successful challenges to other public bodies on accepting their responsibility for care costs.
Purchasing income	Client contributions	(5,379,623)	(6,474,331)	(1,094,708)					(1,094,708)		Directly linked to the variation reported above
Purchasing income	Health income	(1,074,526)	(1,679,501)	(604,975)					(604,975)		Successful joint working and negotiations with CCG resulting in higher than anticipated levels of income towards the cost of care reported above
Purchasing income contributions	Enablement	(2,113,188)	(2,344,973)	(231,785)					(231,785)		Enablement services are funded from a combination of BCF, CCG contributions and Council funding. This variation results from additional in year Government "Winter funding" grant
Income	Application of Contingency	0	(350,000)	(350,000)					(350,000)		As per 2018/19 budget
Net care purchasing	Sub total	42,130,341	42,874,971	744,630	0	0	0		781,099	(36,469)	This is the net pressure combining the pressure on costs of care and offsetting additional income sources directly associated with the care provision. The net residual pressure against the net budget for purchasing care has arisen in the main from the increased costs of homecare during the year as a result from the necessary purchasing of agency support to meet the demand which could not be met by local domiciliary care providers.

2018/19 Revenue Budget Variations over £50,000											
Description		Budget	Outturn	Variation	Asset Rent	IAS19	Analysis of Variation		Service	One Off Benefits	Comments
		£	£	£	£	£	Public Health	£		including capitalisaton £	
Grant income		(5,938,234)	(6,528,024)	(589,790)					(589,790)		Grant income received from Government in respect of Improved Better Care fund, Care Act funding, War pension disregard, Independent Living Fund and the residue of Winter Funding grant(£774k in total) , announced in Autumn 2018
Contribution to reserves		0	268,368	268,368					268,368		This reserve has been established to meet the costs of staff employed in accordance with the Winter Funding plan agreed with the CCG, to meet the demands placed on Social Care and to assist the NHS in the timely discharge of patients from hospital
Community Safeguarding & Social Work	Employee & operating expenditure	2,803,311	2,640,268	(163,043)					(163,043)		Various savings in operational costs mainly from difficulty in recruiting front line staff resulting in a reduction in employee costs in year Various savings in operational costs mainly from difficulty in recruiting front line staff resulting in a reduction in employee costs in year Application of Winter funding as per the agreed plan
Community Early Help	Employee & operating expenditure	99,992	67,440	(32,552)					(32,552)		
Community Early Help	Grant income	0	(61,632)	(61,632)					(61,632)		
ASC Directorate	Employee & operating expenditure	228,150	152,213	(75,937)					(75,937)		Various savings in operational costs mainly from difficulty in recruiting front line staff resulting in a reduction in employee costs in year See section 5 of report
ASC Directorate	Contribution to reserves	0	100,000	100,000					100,000		
IAS19		0	464,970	464,970		464,970					
Variations under £50,000		3,101,168	3,119,900	18,732	41,455				(22,723)		
Total Adult Social Care		42,424,728	43,098,474	673,746	41,455	464,970	0		203,790	(36,469)	
Governance, Procurement & Commissioning											
SLA Budgets	Supplies & Services	582,371	577,817	(4,554)					59,995	(64,549)	Expenditure reflects the provision of services in the main by Third Sector organisations. The pressure reflects an extension to the contract to deliver Mental Health Hubs
GDPR Income & Associated Salaries	Income/Employees (GDPR)	(14,000)	(107,648)	(93,648)					(93,648)		Increased level of income received from the successful marketing of GDPR support services to other organisations including schools etc
Various service areas	Contribution to reserves	0	145,025	145,025					145,025		See section re transfer to reserves in the year end report
Variations under £50,000		2,315,637	2,358,082	42,445	(27,412)	202,240			(132,383)		
Total Governance, Procurement & Commissioning		2,884,008	2,973,276	89,268	(27,412)	202,240	0		(21,011)	(64,549)	
Health & Wellbeing											
Public Health	Employee's	0	(157,889)	(157,889)	0	0	(157,889)		0		Public Health ring fenced grant carry forward balance See Section 5 of the report See Section 5 of the report
	Non employee costs	0	(131,010)	(131,010)	0	0	(131,010)		0		
	Contribution to Reserves	0	288,899	288,899	0	0	288,899		0		
Events	Contribution to Reserves	0	48,908	48,908	0	0			48,908		
Theatre	Contribution to Reserves	0	60,000	60,000	0	0			60,000		
My Options		471,111	535,024	63,913	(18,007)	0			81,920		
IAS19		0	476,810	476,810		476,810			0		
Variations under £50,000		2,254,555	2,164,068	(90,487)	0	0			(90,487)		
Total Health & Wellbeing		2,725,666	3,284,810	559,144	(18,007)	476,810	0		100,341	0	
Customer & Neighbourhood Services											
Trading Standards	Employees	349,510	290,450	(59,060)		20,890			(79,950)		Early delivery of restructure savings used to offset in year income pressures
Environmental Maintenance	Various	4,320,381	4,758,965	438,584		266,074			172,510		Core environmental maintenance work undertaken to prepare key areas for new improved contract service standards from 1st April. In particular, high density residential areas. These works have included additional pruning, estate tree work and deep cleansing operations. Due to the very dry summer, additional costs for watering summer bedding, newly planted areas and trees led to additional expenditure. The new Grounds & Cleansing contract is performance based and will see improved service standards as well as releasing an annual saving of nearly £700k.
Play & Youth Facilities	Supplies & Services - Contributions to reserves	0	225,000	225,000					225,000		To fund essential play area maintenance in 2019/20; Approved at Cabinet 15/11/18.
NRSA – New Roads & Streetworks Act	Various	(339,340)	(380,708)	(41,368)		12,130			(53,498)		Additional permit and road closure income achieved
Highways & Transportation Strategic Policy	Supplies & Services	1,790	94,721	92,931					92,931		Additional costs incurred in respect of maintenance and investment into personal development and qualifications of key personnel to fulfil new roles.

2018/19 Revenue Budget Variations over £50,000										
Description		Budget	Outturn	Variation	Asset Rent	IAS19	Analysis of Variation Public Health	Service	One Off Benefits including capitalisaton	Comments
		£	£	£	£	£	£	£	£	
Concessionary Travel	Supplies & Services	1,653,820	1,589,809	(64,011)				(64,011)		Reduction in costs of concessionary travel as a result of lower take up of service
Transformation Specialist - Customer Services	Various	0	(99,143)	(99,143)		33,230		(132,373)		Additional income generated from supporting capital schemes
Housing Benefit/Council Tax Support Team	Supplies & Services - Contribution to reserves	0	266,108	266,108				266,108		Contribution to reserve to support impact of Welfare Reforms in future years
Housing Benefit/Council Tax Support Team	Income	(898,230)	(1,163,256)	(265,026)				(265,026)		Additional grant income received in respect of Welfare Reforms
Housing Benefit Subsidy	Various	(190,000)	(581,961)	(391,961)				(391,961)		Additional income received in respect of overpaid benefits which has been recovered as a result of the proactive work undertaken by the Benefits and Revenues staff
T&W Footpath – Special Fund	Premises-Related Expenditure	607,780	489,040	(118,740)				(118,740)		Reduction in electricity costs due to the implementation of the LED efficiency programme across the Borough
Highway Lighting – General Fund	Premises-Related Expenditure	779,910	607,052	(172,858)				(172,858)		
Recycling & Waste Management	Employees	308,070	271,102	(36,968)		14,340		(51,308)		Underspend arisen due to vacant post in year and staff not at top of grade
Waste Collection (Veolia)	Third Party Payments	1,566,620	1,620,204	53,584				53,584		Overspend on Waste Collection Recharge for 2018/19 due to growth in the number of properties in the Borough being higher than originally estimated within the Waste Model.
Sweeping Payment (Veolia)	Third Party Payments	276,870	184,201	(92,669)				(92,669)		Underspend on waste due to the tonnage for sweepings being significantly lower than budget, this is consistent with reduced tonnages experienced in 2017/18.
Waste Transport, Treatment and Disposal Payment (Veolia)	Various	4,082,270	4,264,145	181,875				181,875		Tonnages for green waste, recyclates and energy for waste are higher than 2017/18 and are also higher than the waste model due to increased housing growth.
Street Cleansing and Grounds Maintenance Procurement	Supplies & Services	150,000	60,320	(89,680)				140,867	(230,547)	Capitalisation Directive used for spend around the procurement costs for the new Highways and Grounds & Cleansing contracts. Service overspend relates to costs for the new Highways contract.
Variations under £50,000		18,052,913	25,457,253	7,404,340	7,187,028	308,156		(24,774)	(66,070)	
Total Customer & Neighbourhood Services		30,722,364	37,953,302	7,230,938	7,187,028	654,820	0	(314,293)	(296,617)	
Commercial Services										
Housing, NuPlace & Commercial Projects										
Temporary Accommodation	Income	(236,510)	(115,151)	121,359				121,359		Net rental income shortfall in relation to the move from one large refuge to two smaller properties to meet the needs of the client group. This reduction in size has led to an income shortfall. Both properties are occupied and the future of these properties are being reviewed to decide on the best use of these units.
	Income - contribution from Reserves	0	(60,000)	(60,000)				(60,000)		One off use of Reserve created from 17/18 outturn to reduce the above pressure.
Homelessness	Contribution to Reserves	0	175,000	175,000				175,000		Funding to support a number of Homelessness pressures in 19/20.
Housing Management	Income	(489,461)	(550,339)	(60,878)				(60,878)		Increased DFG income.
Telford Home Finder	Income	(84,425)	(16,594)	67,831				67,831		Decision on original target and savings have been realigned and Telford Home Finder income reduced and targets rephased.
Building Innovation (biT)										
biT Architect and Building	Income	(2,218,910)	(2,359,973)	(141,063)				(141,063)		Additional income from an increasing programme of works. Offset by capital scheme slippage into 19/20.
	Employee	889,365	1,100,501	211,136		82,270		128,866		Additional employee costs due to the need to recruit to deliver an increasing programme of work, these are offset by additional income above.
ICT										
Photocopying & Printing	Net position	(70,190)	(127,489)	(57,299)				(57,299)		Additional reductions in Printing.
ICT Corporate Service	Income	(2,662,920)	(2,760,682)	(97,762)				(97,762)		Additional project income from some large schemes and efficient use of resources.
Operations										
Outdoor Education	Income	(1,083,650)	(921,676)	161,974				161,974		Pressure linked to some periods of closure to carry out improvements to the centre and a reduction in bookings from Shropshire Schools between January-March 2019. A detailed action place is in place to mitigate this pressure as far as possible.

2018/19 Revenue Budget Variations over £50,000											
Description		Budget £	Outturn £	Variation £	Asset Rent £	IAS19 £	Analysis of Variation		Service £	One Off Benefits including capitalisaton £	Comments
							Public Health £				
Leisure Centres - Aspirations	Expenditure	1,109,600	1,077,645	(31,955)		39,860			(56,266)	(15,549)	Reduction in Operation running costs in line with the detailed action plan.
	Net position	(1,737,744)	(1,562,997)	174,747		11,200			163,547		Income pressures within Leisure linked to the impact of new competitors entering the gym market locally, the full impact into 19/20 is currently being reviewed and is likely to significantly increase this pressure. An action plan is in place to mitigate this pressure as far as possible.
Primary Cleaning	Employees	1,024,180	1,012,459	(11,721)		56,020			(67,741)		Use of one off contingency and Employee cost underspends.
Education Catering	Net position	(75,059)	40,507	115,566		161,280			(45,714)		Use of one off reserve and contingency to manage rising food costs.
Commercial Services	Asset Rentals	3,541,180	5,224,866	1,683,686	1,683,686						
Variations under £50,000		4,345,164	5,173,329	828,165		670,640			203,946	(46,421)	
Total Commercial Services		2,250,620	5,329,406	3,078,786	1,683,686	1,021,270	0		435,800	(61,970)	
Corporate Items											
Other Council Wide codes		(12,328,194)	(79,030,051)	(66,701,857)	(55,202,605)	(6,548,000)			(4,951,252)		Includes the balance remaining in the central contingency, net of transfers already approved; together with the Council's share of the national Business Rates Levy Account surplus
FHAJ Asset Rental		296,953	404,202	107,249	107,249						
Transfers to Reserves			3,007,000	3,007,000					3,007,000		Transfer to Balances - see section 5.3 and 5.4 in the report
Use of Balances		(1,323,750)	2,009,250	3,333,000					3,333,000		Budgeted use of balances not required
Variations under £50,000		2,937,352	2,976,272	38,920					38,920		
Total Corporate Items		(10,417,639)	(70,633,327)	(60,215,688)	(55,095,356)	(6,548,000)	0		1,427,668	0	
Total Net Position		121,066,475	121,246,021	179,546	0	0	0		1,910,210	(1,730,664)	
Funding		(121,066,475)	(121,521,504)	(455,029)	0	0	0		(455,029)	0	The majority relates to additional S31 grant income received in 2018/19
Total		0	(275,483)	(275,483)	0	0	0		1,455,181	(1,730,664)	

2018/19 Revenue Virements for Approval

Virements To:		£	Virements From:		£
Adult Social Care					
Purchasing of Care - all client groups	3,026,098		Purchasing Income - client contributions	-	1,094,708
Contribution to Reserves	368,368		Purchasing Income - Health income	-	604,975
			Purchasing Income - Enablement	-	231,785
			Grant Income	-	589,790
			Contribution from Reserves	-	350,000
			Community Safeguarding & Social Work - employee/operating - expenditure	-	163,043
			ASC Directorate - employee and operating expenditure	-	75,937
			Community Early Help - grant income	-	61,632
IAS 19	464,970		Variations under £50,000	-	55,275
Asset Rentals	41,455				
		3,900,891			- 3,227,145
Business, Development & Employment					
Post 16 Transport - Transport			AP - Planning Delivery - income	-	157,563
Skills - income	50,000		Management Account	-	93,664
ERDF Marches Growth Hub	78,694		PIP	-	742,709
Contribution to Reserves	1,148,918		Connexions for Youth - income	-	63,144
			Inward Investment & Business Support - employees	-	64,055
IAS 19	443,900		Variations under £50,000	-	190,352
Asset Rentals	7,116,447				
		8,837,959			- 1,311,487
Cooperative Council					

Organisational Development & Delivery - transfer to reserves	57,000	Variations under £50,000	-	107,260
IAS 19	132,020			
	189,020		-	107,260

Commercial Services

Housing - temporary accommodation - income	121,359	Housing - temporary accommodation - contribution from resen -		60,000
Telford Homefinder - income	67,831	Housing management - income	-	60,878
BiT Architect and Building - Employees	128,866	BiT - Architect and Building - Income	-	141,063
Outdoor Education - income	161,974	ICT - photocopying & printing	-	57,299
Leisure Services - Aspirations	163,547	ICT - income	-	97,762
Contribution to reserves	175,000	Outdoor Education - running costs	-	71,815
		Primary Cleaning - employees	-	67,741
		Education Catering - one off reserves	-	45,714
IAS 19	1,021,270			
Asset Rentals	1,683,686			
	3,523,533		-	602,272

Customer & Neighbourhood Services

Environmental Maintenance - contract	172,510	Trading Standards - employees	-	79,950
Highways & Engineering - income shortfall		New Roads & Streetworks Act	-	53,498
Highways & Transportation - strategic policy - supplies & services	92,931	Flood Barriers		
Transformation Specialist - Customer Services - income	-132,373	New Roads and Streetworks - income		
Contributions to Reserves	225,000	Concessionary Travel - supplies and services	-	64,011
Hsg Benefit /CT Support Team - contribution to reserves	266108	Hsg Benefit /CT Support Team - grant income	-	265,026
Waste Collection - third party payments	53,584	Hsg Benefit Subsidy - income	-	391,961
Waste Transport, Treatment and Disposal	181,875	Recycling and Waste Management - employees	-	51,308
		Waste - sweeping - third party payments	-	92,669

		Street Cleansing and Grounds Mtce Procurement	-	89,680
IAS 19	654,820	Street lighting - premises related	-	291,598
Asset Rentals	7,187,028	Variations under £50,000	-	90,844
	8,701,483		-	1,470,545

Finance & HR

Revenues - income	60,122	Revenues - supplies and services	-	81,552
Customer & Corporate Finance - contribution to reserves	1673000	Customer & Corporate Finance - income		-2713739
Business, Education & Care - contribution from reserves	74,780	Treasury Management		-3160611
Payroll - contribution to reserves	75,000	Payroll - income	-	64,555
HR - employees	53,597	External Audit fee - supplies & services		-106,946
AD - contribution to reserves	285000	Business, Education & Care - employees	-	61,114
IAS 19	372,270	Variations under £50,000		
	2,593,769		-	6,188,517

Governance, Procurement & Commissioning

Contribution to reserves	145,025	Commissioning - SLA Budgets	-	4,554
		GDPR Income	-	93,648
IAS 19	202,240	Variations under £50,000	-	132,383
		Asset Rentals		-27412
	347,265		-	257,997

Health & Wellbeing

Public Health - contribution to reserves	288,899	Public Health - employees	-	157,889
Contribution to Reserves	108,908	Public Health - operational costs	-	131,010
My Options	81,920	Public Health - supplies and services		
IAS 19	476,810	Variations under £50,000	-	90,487
		Asset Rentals	-	18,007

	956,537		-	397,393
Education & Corporate Parenting				
Specialist Services - income	84,142	Corporate Parenting - grant income	-	164,930
School Transport	418,717	Early Years & Childcare - income	-	52,014
Post 16 Transport	170,723	Management - grant income	-	92,973
		Variations under £50,000	-	214,401
IAS 19	2,062,950			
Asset Rentals	39,099,617			
	41,836,149		-	524,318
Children's Safeguarding & Early Help				
Children in Care - placements	2,885,995	Assessments	-	60,168
Children & Young People aged 16+	629,949	Use of Balances	-	1,150,000
Children in Care - Adoption Allowances	67,536	Children's Safeguarding & Family Support - employees	-	72,799
Joint Adoption Service	87,277			
Independent Review - employees	70,951			
Asset Rentals	12542			
IAS 19	716,750			
	4,471,000		-	1,282,967
Council Wide, Corporate & Transfers to Reserves				
Contribution to Reserves	3,007,000	Other Council Wide	-	4,684,349
Use of Balances	3,333,000			
		IAS 19	-	6,548,000
		Asset Rentals	-	55,095,356
	6,340,000		-	66,327,705
Total	81,697,606		-	81,697,606

Capital Approvals - by Service Area**Virements**

Scheme	Service Area	Funding Source	18/19 £	19/20 £	20/21 £	21/22 £	Later Yrs £
Every Day Telford -Pride in your Community	Co-operative Council	Prudential	(79,364.90)				
All Other School schemes	Education & Corporate Parenting	Prudential	79,364.90				
Newport Innovation & Enterprise Package	Customer & Neighbourhood Services	Grant	9.59				
HCA Land Deal	Development Business and Employment	Grant	(9.59)				
Asset Management Plan - General Works & Surveys	Commercial Services	Prudential	(100,000.00)				
All Other School schemes	Education & Corporate Parenting	Prudential	100,000.00				
Property Investment Portfolio	Development Business and Employment	Grant	339,845.88				
Newport Innovation & Enterprise Package	Customer & Neighbourhood Services	Grant	(339,845.88)				
Telford Growth Package	Customer & Neighbourhood Services	External	25,534.90				
HCA Land Deal	Development Business and Employment	External	(25,534.90)				
HCA Land Deal	Development Business and Employment	Grant	74,068.08				
Newport Innovation & Enterprise Package	Customer & Neighbourhood Services	Grant	(74,068.08)				
Property Investment Portfolio	Development Business and Employment	Prudential		(339,845.88)			
Newport Innovation & Enterprise Package	Customer & Neighbourhood Services	Prudential		339,845.88			
Total			0.00	0.00	0.00	0.00	0.00

Slippage

Scheme	Service Area	Funding Source	18/19 £	19/20 £	20/21 £	21/22 £	Later Yrs £
Integrated Community Schemes	Adult Social Care	Prudential	(80,600.00)	80,600.00			
Children's and Adults ICT system review	Adult Social Care	Prudential	(160,591.39)	160,591.39			
Social Care Capital Grant	Adult Social Care	Grant	(33,820.52)	33,820.52			
Superfast Broadband Programme	Development Business and Employment	Capital Receipts	(171,392.85)	171,392.85			
Town Centre - Phase 1	Development Business and Employment	Capital Receipts	(206,154.98)	206,154.98			
Orleton Park recreation	Development Business and Employment	Prudential	(49,448.00)	49,448.00			
Dawley Regeneration	Development Business and Employment	Prudential	(2,376.36)	2,376.36			
HCA Land Deal	Development Business and Employment	External	(278,939.63)	278,939.63			
HCA Liability Sites	Development Business and Employment	External	(478,471.71)	478,471.71			
Housing	Development Business and Employment	Prudential	(475,000.00)	475,000.00			
Pride - High Street	Development Business and Employment	Prudential	(677,329.65)	677,329.65			
Pride - High Street	Development Business and Employment	Revenue	(471,941.89)	471,941.89			
Capital Receipts Site Preparation	Development Business and Employment	Capital Receipts	(578,058.57)		578,058.57		
Property Investment Portfolio	Development Business and Employment	Prudential	(2,031,912.97)	2,031,912.97			
Property Investment Portfolio	Development Business and Employment	Capital Receipts	(349,650.00)	349,650.00			
Property Investment Portfolio	Development Business and Employment	Revenue	(702,211.20)	702,211.20			
Housing Company- Housing	Development Business and Employment	Prudential	(715,753.12)	715,753.12			
Freshwater First	Customer & Neighbourhood Services	Government Grant	(3,100.00)	3,100.00			
Freshwater First	Customer & Neighbourhood Services	Revenue	(3,000.00)	3,000.00			
LED Lighting Invest To Save	Customer & Neighbourhood Services	Prudential	(575,711.82)	575,711.82			
Rights of Way	Customer & Neighbourhood Services	Revenue	(39,575.00)	39,575.00			
Town Centre Connectivity	Customer & Neighbourhood Services	Prudential	(1,637.83)	1,637.83			
Highways/Footpaths	Customer & Neighbourhood Services	Prudential	835,000.00	(1,152,000.00)	317,000.00		
Ironbridge Gorge Stability	Customer & Neighbourhood Services	Prudential	(344,780.14)	344,780.14			
Customer Services Systems Development	Customer & Neighbourhood Services	Revenue	(5,280.90)	5,280.90			
Safer Routes to Schools	Customer & Neighbourhood Services	Revenue	(507,117.96)	507,117.96			
Estate Car Parking	Customer & Neighbourhood Services	Revenue	(33,967.65)	33,967.65			
Integrated Transport	Customer & Neighbourhood Services	Revenue	0.00	0.00			
Integrated Transport	Customer & Neighbourhood Services	Prudential	(187,535.35)	187,535.35			
Highways & Bridges Capital Maintenance	Customer & Neighbourhood Services	Prudential	(138,124.59)	138,124.59			

Customer Services Systems Development	Customer & Neighbourhood Services	Prudential	24,003.02	(24,003.02)				
Highways/Footpaths	Customer & Neighbourhood Services	Prudential	(169,932.63)	169,932.63				
Telford Growth Package	Customer & Neighbourhood Services	Prudential	(56,094.24)	56,094.24				
Newport Innovation & Enterprise Package	Customer & Neighbourhood Services	Grant - LEP	(1,030,577.09)	1,030,577.09				
Accommodation	Commercial Services	Prudential	(15,979.58)	15,979.58				
St Georges Regeneration	Commercial Services	Prudential	(1,850.66)	1,850.66				
Asset Management Plan - General Works & Surveys	Commercial Services	Revenue	(30,000.00)	30,000.00				
Housing	Commercial Services	External	(72,483.78)	72,483.78				
Housing	Commercial Services	Prudential	(106,348.90)	106,348.90				
Housing	Commercial Services	Capital Receipts	(206,358.72)	206,358.72				
Housing	Commercial Services	Grant	(501,312.57)	501,312.57				
Solar Farm - Private Wire	Commercial Services	Prudential	(163,250.00)	163,250.00				
Leisure Capital Schemes	Commercial Services	Revenue	(129,550.00)	129,550.00				
Leisure Capital Schemes	Commercial Services	Prudential	(42,398.58)	42,398.58				
3G Pitch	Commercial Services	Prudential	(46,719.52)	46,719.52				
Parks For People	Commercial Services	Prudential	18,818.13	(18,818.13)				
ICT/ eGov	Commercial Services	Prudential	(122,570.12)	122,570.12				
Digital Advertising	Commercial Services	Prudential	(258,000.00)	258,000.00				
Asset Management Plan - General Works & Surveys	Commercial Services	Prudential	(338,566.93)	338,566.93				
All Other School schemes	Education & Corporate Parenting	Capital Receipts	(237,575.57)	237,575.57				
All Other School schemes	Education & Corporate Parenting	Grant	(1,605,907.36)	1,605,907.36				
Service Transformation - Invest To Save	Education & Corporate Parenting	Prudential	(11,659.85)	11,659.85				
All Other School schemes	Education & Corporate Parenting	External	(357,826.62)	357,826.62				
All Other School schemes	Education & Corporate Parenting	Prudential	(115,247.46)	115,247.46				
All Other School schemes	Education & Corporate Parenting	Revenue	(62,000.00)	62,000.00				
Performance Information Systems	Co-operative Council	Revenue	(24,381.32)	24,381.32				
Legacy Fund	Co-operative Council	Revenue	(236,016.19)	236,016.19				
Legacy Fund	Co-operative Council	Prudential	(677,326.87)	677,326.87				
Housing & Technology support for People with Learning Disabilities	Legal Procurement & Commissioning	Grant	(74,836.70)	74,836.70				
Efficiency Schemes capitalisation	Finance & Human Resources	Capital Receipts	(170,939.40)	(1,829,060.60)	2,000,000.00			
Managing the Funding of the capital programme	Finance & Human Resources	Prudential	2,074,178.91	1,049,821.52	(3,254,000.43)	2,630,000.00	(2,500,000.00)	
Managing the Funding of the capital programme	Finance & Human Resources	Capital Receipts	(2,074,178.91)	(1,049,821.52)	3,254,000.43	(2,630,000.00)	2,500,000.00	
Land Deal Board Schemes	Development Business and Employment	External			(2,012,000.00)	2,012,000.00		
HCA Liability Sites	Development Business and Employment	External		(3,336,587.72)	3,336,587.72			
Housing Company- Housing	Development Business and Employment	Prudential		(4,000,000.00)	(4,200,000.00)	8,200,000.00		
			(15,291,373.59)	5,059,727.30	19,646.29	10,212,000.00	0.00	

New Allocations

Scheme	Service Area	Funding Source	18/19 £	19/20 £	20/21 £	21/22 £	Later Yrs £
Superfast Broadband Programme	Development Business and Employment	Revenue	4,200.00				
Housing Company- Housing	Development Business and Employment	Capital Receipts	19,800.00				
HCA Liability Sites	Development Business and Employment	External	(21,528.29)				
Property Investment Programme	Development Business and Employment	Capital Receipts	349,650.00				
Property Investment Programme	Development Business and Employment	Revenue	2,563.12				
Property Investment Programme	Development Business and Employment	Prudential	33,291.18				
Rights of Way	Customer & Neighbourhood Services	External	4,000.00				
Integrated Transport	Customer & Neighbourhood Services	Revenue	30,000.00				
Freshwater First	Customer & Neighbourhood Services	Government Grant	(750.00)				
Customer Services Systems Development	Customer & Neighbourhood Services	Revenue	(24,719.10)				
Town Centre Connectivity	Customer & Neighbourhood Services	External	94,781.89				
A442 Dualling - Leegomery to Hadley	Customer & Neighbourhood Services	External	20,675.72				
Pot Hole Action Fund	Customer & Neighbourhood Services	Government Grant	40.02	185,289.00			
LTP - Highways	Customer & Neighbourhood Services	Government Grant		579,000.00			
LED Lighting Invest To Save	Customer & Neighbourhood Services	Prudential	40,912.82				
Asset Management Plan - General Works & Surveys	Commercial Services	Grant	(2,517.59)				
Asset Management Plan - General Works & Surveys	Commercial Services	Revenue	(14,762.40)				

Leisure Capital Schemes	Commercial Services	Revenue	50,000.00			
ICT/ eGov	Commercial Services	Revenue	(100,000.00)			
Housing	Commercial Services	Government Grant	226,468.00	2,033,004.00		
Housing	Commercial Services	Capital Receipts	25,561.54			
Housing	Commercial Services	External		18,904.00		
Travellers Operational Sites	Commercial Services	Capital Receipts	(221.59)			
Legacy Fund	Co-operative Council	Revenue	(199,524.20)			
All Other School schemes	Education & Corporate Parenting	Government grant	651,821.23	348,837.00		
All Other School schemes	Education & Corporate Parenting	External	(16,042.65)			
All Other School schemes	Education & Corporate Parenting	Revenue	25,528.63			
All Other School schemes	Education & Corporate Parenting	Government grant		1,773,930.56		
All Other School schemes	Education & Corporate Parenting	Prudential	(120.32)			
HCA Land Deal	Development Business and Employment	External		2,176,928.37	150,000.00	330,160.00
Managing the Funding of the capital programme	Finance & Human Resources	Prudential	(1,180,713.91)			
Managing the Funding of the capital programme	Finance & Human Resources	Capital Receipts	1,180,713.91			
Total			1,149,108.01	7,165,892.93	150,000.00	330,160.00
						0.00

Section 106 Monetary Contributions Received and Expended for Education Purposes 01/04/18 to 31/03/19

Planning Application No	Scheme	Bal brought forward	Income	Expenditure	Bal Carried forward	Project
TWC/2012/0320 & TWC/2013/0720	Land off Sommerfield Road	0.00	-137414.24	0.00	-137414.24	Contribution towards HLC expansion
TWC/2011/0821	Land at Wellington Rd Newport	-433119.18	-2393.53	0.00	-435512.71	New primary provision & expansion of secondary provision Burton Borough Music block
TWC/2013/0297	Land off Edgmond Rd Newport	-207970.05	-1105.77	0.00	-209075.82	To be used toward expansion of education facilities in Newport area - project yet to be confirmed
TWC/2014/0484 & TWC/2016/0332	Land West of The Cedars Rodington	-27018.50	-85.90	0.00	-27104.40	Contribution towards primary facilities towards the new Allscott Primary School
TWC/2016/0535	Springfields Industrial Estate Newport	-94346.32	-520.96	54346.00	-40521.28	Contribution towards remodelling Newport Infant School & Changing Rooms at Burton Borough
TWC/2013/0855	Land rear of Willow Tree Cottage Station Rd Newport	-122902.07	-724.33	0.00	-123626.40	Contribution towards remodelling Newport Infant School & Changing Rooms at Burton Borough
TWC/2012/0530	Land at Priorslee East (HCA)	0.00	-263373.22	0.00	-263373.22	Priorslee?
TWC/2013/0592	Former Ever Ready Factory	0.00	-221402.12	0.00	-221402.12	Contribution towards primary Education at Ladygrove
TWC/2015/0843	B1/B3 Apley Castle (Perigrine Way)	-96000.00	-38472.27	0.00	-134472.27	Contribution towards Milbrook Primary extension
TWC/2015/0230	Back Lane/Plantation Rd Tibberton	0.00	-102584.70	0.00	-102584.70	Newport Junior Expansion & Newport Secondary transport costs
TWC/2013/1033	Land off Haygate Rd	0.00	-237243.10	0.00	-237243.10	Primary & Secondary Contribution
TWC/2014/0415	Land at The Knoll Church Aston	0.00	-37795.27	0.00	-37795.27	Newport Juniors expansion
TWC/2017/0714	Snedshill Way	0.00	-70299.01	0.00	-70299.01	Contribution towards St Georges Primary expansion
TWC/2016/0560	Beech Hill & Blue House Barns	0.00	-74078.96	0.00	-74078.96	Newport Juniors expansion
TWC/2017/0941	Land West of Castle Farm Way Priorslee	0.00	-426060.11	9413.32	-416646.79	Primary Ed & Holy Trinity
TWC/2016/0446	61 Plantation Rd Tibberton	0.00	-89870.00	0.00	-89870.00	Contribution towards Tibberton Primary School
TWC/2014/0333	Land at Corner of Stafford Rd/A41 Newport	-310321.40	-1585.20	0.00	-311906.60	To be used toward expansion of education facilities in Newport area - project yet to be confirmed
TWC/2010/0828	Lawley Primary New School	-221048.34	-80165.53	222266.76	-78947.11	1st & 2nd & 3 rd instalment re new School at Lawley & school expansion plan sum
TWC/2012/0650 & TWC/2014/0237	Land off Doseley Works	-230145.67	-26959.93	239184.66	-17920.94	Ladygrove Primary Expansion
TWC/2014/0273	Land at The Barnes Church Aston	-1881.57	-14.53	0.00	-1896.10	Moorfield Primary School Enhancement of classroom facilities
TWC/2014/0656	Land adj to Stone House Shifnal Rd Priorslee	-18837.48	-103.86	0.00	-18941.34	Contribution towards St Georges Primary expansion

Totals	-1763590.58	-1812252.54	525210.74	-3050632.38
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-3050632.38

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TELFORD & WREKIN COUNCIL

COUNCIL – 25 JULY 2019

2019/20 FINANCIAL MANAGEMENT REPORT

REPORT OF THE ASSISTANT DIRECTOR: FINANCE & HR (CHIEF FINANCIAL OFFICER)

LEAD CABINET MEMBER: CLLR LEE CARTER

PART A) – SUMMARY REPORT

1.0 SUMMARY OF KEY ISSUES

1.1 The Financial Management report to Cabinet on 11 July 2019 provided an update on the revenue budget and progress relating to the capital programme. The report also highlighted some new capital allocations and re-phasing and an investment which require formal approval by Full Council.

1.2 SUMMARY

The Detailed approvals required by Council are attached at Appendix 1.

2.0 RECOMMENDATION

2.1 Members are asked to approve the changes to the capital programme in Appendix 1.

3.0 SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	Delivery of all priority objectives depend on the effective use of available resources.
	Will the proposals impact on specific groups of people?	
	No	
TARGET COMPLETION/DELIVERY DATE	The capital programme will be immediately updated to reflect the new approvals.	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes	Financial impacts arising from this report will be reflected in future financial management reports and built into the service and financial planning strategy for 2020/21 and beyond

LEGAL ISSUES	No	None directly arising from this report. The S151 Officer has a statutory duty to monitor income and expenditure and take action if overspends /shortfalls emerge.
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	Budget holders actively manage their budgets, both revenue and capital, and the many financial risks and challenges that council services face, examples include the risk of a particularly harsh winter which would impact adversely on the winter gritting and adult social care budgets, the increasing dependency on income from a wide range of activities and the risk of interest rate movements. The Council has comprehensive risk management arrangements in place and an appropriate level of contingency within its revenue budget and actively seeks opportunities for additional external funding which would assist in delivering Council objectives.
IMPACT ON SPECIFIC WARDS	No	Borough Wide

4.0 PREVIOUS MINUTES

Cabinet 11/07/19 – 2019/20 Financial Management Report

PART B) – ADDITIONAL INFORMATION

There is no additional information.

5.0 BACKGROUND PAPERS

2019/20 Budget Strategy / Financial Ledger reports

Report Prepared by:

Ken Clarke, Assistant Director: Finance & HR (C.F.O.) – 01952 383100; Pauline Harris, Finance Manager – 01952 383701

Capital Approvals - by Service Area

Appendix 1

Slippage						
Scheme	Service Area	Funding Source	19/20 £	20/21 £	21/22 £	Later Yrs £
Highways/Footpaths	Customer & Neighbourhood Services	Prudential	(900,000.00)	900,000.00		
Telford Growth Package	Customer & Neighbourhood Services	External	(2,702,443.02)	2,702,443.02		
Telford Growth Package	Customer & Neighbourhood Services	Prudential	504,267.82	(504,267.82)		
All Other Schools Schemes	Education & Corporate Parenting	Grant	(17,765,000.00)	17,765,000.00		
Total			(20,863,175.20)	20,863,175.20	0.00	0.00

New Allocations						
Scheme	Service Area	Funding Source	19/20 £	20/21 £	21/22 £	Later Yrs £
Safer Routes to Schools	Customer & Neighbourhood Services	External	11,800.00			
Every Day Telford -Pride in your Community	Co-operative Council	Revenue	(4,779.48)			
Highways/Footpaths	Customer & Neighbourhood Services	Prudential	350,000.00			
Rights of Way	Customer & Neighbourhood Services	Revenue	100,000.00			
Total			457,020.52	0.00	0.00	0.00

Revenue Investment

Partnership Capacity Fund – additional funds (making the total available £1m) to support working with the voluntary sector and community groups. Areas for support include mental health, addiction, victim support, preserving local heritage, protecting and improving local parks and green spaces, and caring for vulnerable people.

440,000

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**TELFORD & WREKIN COUNCIL
CABINET 11 JULY 2019
COUNCIL 25 JULY 2019
TELFORD AND WREKIN COUNCIL – OUR 4 YEAR PROGRAMME TO
INVEST, PROTECT AND CARE FOR THE BOROUGH
REPORT OF MANAGING DIRECTOR – RICHARD PARTINGTON
LEAD CABINET MEMBER – CLLR SHAUN DAVIES, LEADER**

PART A) – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

1.1. In May, Cabinet adopted a series of commitments as the Council's strategic focus through to 2023. This report sets out a refreshed high level Council programme to drive the delivery of these commitments.

2. RECOMMENDATIONS

2.1. That Cabinet:

- Approves the programme for the Council;
- Reviews the progress to date in delivering the commitments.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Co-Operative Council priority objective(s)?	
	Yes	All
	Will the proposals impact on specific groups of people?	
	Yes	All sections of the Borough. As delivery proposals are developed specific impact assessments will be undertaken as necessary.
TARGET COMPLETION /DELIVERY DATE	Once adopted as the strategic focus of the Council, a delivery programme for these objectives will be developed.	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes	The funding outlook for the Council beyond the end of the current financial year is unclear with the Government proposing significant changes to the local government finance system which are scheduled to be implemented in April 2020. However, using best available information, it is currently anticipated that the Council will need to identify around £25m of additional budget savings over the next two years

		(2020/21 and 2021/22). The financial implications of the updated strategic plan and priorities will be assessed and incorporated into the Medium Term Service & Financial Planning Strategy as this strategy is developed over coming months as the funding position for future years becomes clearer. PH 25/06/2019
LEGAL ISSUES	Yes	It is appropriate for the Cabinet to review its strategic focus as a new administration takes on a new 4 year term of office, taking into account manifesto commitments and from canvassing. The Council Plan and the Community Strategy form part of the Council's Policy Framework and final versions will need the endorsement of full Council. These proposals also affect the budget framework, see Financial Comments from the Chief Finance Officer. Individual projects will be subject to normal project planning and consultation requirements. Scrutiny, independent from the Cabinet, may well review its work programme in the light of this strategic focus. JE 17/05/2019
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	
IMPACT ON SPECIFIC WARDS	No	Borough-wide impact

PART B) – ADDITIONAL INFORMATION

4. INFORMATION

4.1. The Council elections in May were in effect a community-wide consultation on the future focus of the organisation and how it delivers its priorities. In response to the results of the election, Cabinet (30 May) adopted five ***“Community Commitments”***:

1. We will continue to fight the closure of our 24/7 A&E and Consultant led Women and Children's Centre.
2. We will continue to keep Council Tax amongst the lowest in the Midlands.

3. We will continue to invest £80m per year in protecting the most vulnerable adults and children in our community including those who are victims and survivors of sexual exploitation and domestic abuse.
 4. We will invest £50m in roads and footpaths across Telford and Wrekin and continue to invest in creating new jobs for residents.
 5. We will continue to fight any proposed merger with Shropshire Council or other authorities as we believe that the Borough is best served by retaining its own council.
- 4.2. Underpinning the delivery of these community commitments, is the ambition for Telford and Wrekin to be a family friendly borough and that Telford & Wrekin Council would seek to protect, care and continue to invest in services.
- 4.3. To drive delivery of commitments and ambition, the Council's strategic programme (Appendix One) has been revised, setting out a borough vision and 8 priorities:
- ***Protect and support our most vulnerable children and adults***
 - ***Securing the best start in life for children and young people***
 - ***Protect and create jobs as a 'Business Supporting, Business Winning Council'***
 - ***Improve local people's prospects through better education, skills and training***
 - ***Keep neighbourhoods safe, clean and well connected***
 - ***Support communities and those most in need and work to give residents access to suitable housing***
 - ***Improving health & wellbeing across Telford and Wrekin***
 - ***Protect and champion our environment, culture and heritage***
- 4.4. Through this programme we want to be clear to the community and partners what we are seeking to deliver with the resources available. The programme is also an important part of communicating the organisation's ongoing development with the workforce.
- 4.5. The second part of the programme sets out how the organisation is going to continue to transform to deliver these priorities in the face of significant challenges which include:
- Protecting front-line services whilst delivering an estimated further £25m budget savings by 2022 – in addition to the £117m savings delivered to date.
 - Uncertainty over the Government's funding model for local authorities linked to the 2019 Comprehensive Spending Review.

- Lack of certainty over the future of adult social care whilst demand and costs increase. The Government's Green Paper on this was promised in 2017 and has not yet been delivered.

4.6. This transformation strategy is called "Be the Change" and is driven by 5 themes:

- **Solving problems and promoting social responsibility and action to manage and reduce demand for services**
- **Challenging & changing, reviewing and reimagining how we do things**
- **Reducing our dependency on Government grants**
- **Being a modern organisation with modern practices and where we always get the basics right**
- **"Joining the dots" – ensuring that our services, together with partners and the community, are working effectively together**

4.7. Underpinning the delivery of these priorities are our co-operative values, which define how we do things, both collectively as an organisation and individually. These are about:

- **Openness & Honesty**
- **Fairness & Respect**
- **Ownership**
- **Involvement**

Driving Delivery

4.8. Despite the challenges which the organisation faces (see para 4.5), following adoption of the community commitments by Cabinet 30th May, action has commenced to drive delivery of them. This includes:

- Commenced a review of the Council's budget to deliver:
 - £80 million per year in protecting the most vulnerable adults and children in our community including those who are victims and survivors of sexual exploitation and domestic abuse
 - £50 million in roads and footpaths and infrastructure across Telford & Wrekin and continue to invest in creating new jobs for residents
 - £50 million 'Telford Growth Deal'
 - £35 million into our local schools
 - £5 million Investment fund which will be invested in our Borough Town Centres. This includes Oakengates, Wellington, Madeley, Dawley, Ironbridge and Newport

- £1million into a 'Stronger Community' fund which will support the continued regeneration of our New Town and existing estates
 - £600,000 in safer routes to school
 - £100,000 in rights of way and park walks
- Continued to fight for the future of Telford & Wrekin Council – only in June the prospect of a merger with Shropshire Council was raised and pressure put on government.
- Secured a fact finding visit from the Independent Referral Panel who are considering our referral of Future Fits decision over the future of hospital services, which would see 24/7 A&E services and consultant-led Women's and Children's services move from PRH in Telford to RSH in Shrewsbury.
- Low Council Tax – for a band D property our Council Tax is 6.7% lower than Shropshire Councils, 14% lower than the unitary average and 14.6% lower than the Midlands average. We have the lowest Council Tax in the Midlands.
- The Independent Enquiry into Child Sexual Exploitation in Telford and Wrekin has now appointed a chair and is consulting on terms of reference which will be published in July.
- Adopted a new strategy to continue the transformation and modernisation of the treatment of drug and alcohol dependency.
- Launched Mental Health First Aid training for Council staff, raising awareness of the importance of mental health, how to recognise the signs and where to seek support.
- Commenced a programme for the organisation to become "Dementia Friendly" and support the creation of a Dementia Friendly Community.
- With the Telford & Wrekin CCG (NHS) and Police, adopted new safeguarding partnership arrangements for children and adults to protect and support our most vulnerable.
- Continued our work to protect the environment:
 - Reduce the use of plastic – signed up to the "Refill" initiative to reduce the use of single-use water bottles;
 - Started to prepare for the introduction of a household food waste recycling scheme from September 2019;

- Launched a campaign to increase household recycling;
- Prosecuted a company for an environmental breach and a second for the breach of a tree protection order.
- Continued to tackle rogue landlords – including the successful prosecution of a landlord for falsifying tenancies to avoid Council tax.
- Expanded the Council's Landlord Accreditation scheme to landlords who use an accredited letting agent to manage their property.
- Launched our "Let's Get Telford Active" campaign with over 1,000 people signed up, with more events taking place across the borough this summer.
- Culture and heritage:
 - Seen work funded through the Council's Pride in our Community High Street initiative commence in Ironbridge to transform shop frontages.
 - Supported communities in Oakengates and Wellington to deliver significant new community facilities with the support of Telford 50 Legacy Fund (Wellington Orbit Cinema and the Wakes improvements).
- Appointed an Armed Forces Champion, Cllr Raj Mehta, while holding our first free family Armed Forces day event and offering special discounts for Armed Forces members.

4.9. Work will continue to drive the delivery of these priorities through service planning (Assistant Director level) and the development of a performance framework which will be reported to Cabinet twice each year.

5. PREVIOUS MINUTES

Telford & Wrekin Council, Cabinet 30th May 2019.

6. BACKGROUND PAPERS

Report prepared by Jon Power, Organisational Delivery & Development Manager. Telephone 01952 380141

Our programme
to protect,
care and invest to
create a better borough

2019-2023



Introduction

This programme sets out our priorities and how we will seek to deliver them over the next four years until 2023.

It builds on the previous eight years, when the Council has worked hard to serve residents, those who work here and those who visit here:

- Attracting record levels of investment and creating and safe-guarding 1000+ jobs.
- Working to make the borough cleaner, greener and more attractive.
- Protecting our environment through the creation of over 200 **guaranteed green spaces** and creating an additional 10 local nature reserves protected from future development.
- Investing to protect our most vulnerable children and adults.
- Tackling rogue landlords and issues linked to poor housing that affects residents.

Our mission statement for the Council is to **protect, care and invest to create a better borough**. At the heart of this are the five commitments we have made to the community:

- 1 We will continue to fight the closure of our 24/7 A&E and Consultant led Women and Children's Centre;
- 2 We will continue to keep Council Tax amongst the lowest in the Midlands;
- 3 We will continue to invest £80m per year in protecting

the most vulnerable adults and children in our community including those who are victims and survivors of sexual exploitation and domestic abuse;

- 4 We will invest £50m in roads and footpaths and infrastructure across Telford and Wrekin and continue to invest in creating new jobs for residents;
- 5 We will continue to fight any proposed merger with Shropshire Council or other authorities as we believe that the borough is best served by its own council that puts its residents first.

Delivering our programme will not be without challenges. **By 2023 the Council will have delivered close to £150m savings since 2010 as a result of government cuts.** To achieve what we want to, we will have to continue to change and develop new models of service delivery, and to generate new income streams to limit cuts to our front line services. We will also lobby government for a fairer funding deal and for investment as Telford moves from 'new town' to 'young town'.

Whatever decisions we make, we will continue to seek new ways to work in partnership and co-operation with the borough's communities to understand their priorities and address them. Underpinning our relationship with the community will be our Co-operative values of Openness and Honesty, Ownership, Fairness and Respect, and Involvement.



Cllr Shaun Davies

Telford and Wrekin the place

Telford and Wrekin is a place of contrasts. Within the borough are the Telford New Town, the market towns of Wellington and Newport, borough towns which include Madeley, Oakengates and Dawley and the Ironbridge Gorge UNESCO World Heritage Site - birth place of the Industrial Revolution. All surrounded by beautiful countryside and farmland with more than two thirds of the borough classified as rural.



The borough has a successful growing economy. Manufacturing remains important (TW 16.5%, WM 11.6%, UK 8.2%) with the automotive supply chain a key sector. Through the availability of affordable 'ready to go' development land, the borough has been successful at attracting significant inward investment to protect existing jobs and support the creation of new ones. The recent investment by Magna International Inc. was one of the largest foreign direct investments into the UK for the last five years.

Tourism makes an increasing contribution to our local economy with 4.5 million visitors each year including 1.5 million visitors to Telford Town Park, Southwater and the Ironbridge Gorge bringing £800m economic benefit.

We have seen strong housing growth as part of our recovery from the recession. The borough is the one of the best performing local authorities for housing growth – ranked third in the 2019 Centre for Cities Report.

While challenges remain, the health of the population continues to improve. There has been significant progress on reducing early preventable deaths from cancer and cardiovascular disease. 'Lifestyles' are improving with smoking rates having fallen significantly from 25% in 2011 to 16.5% (14.2% WM, 14.2% Eng) in 2017 and "activity levels" improving (physically active adults 55.4% in 2016/17 increased to 68.55 2018/19, 66.0% Eng).



Education and skill levels continue to improve. The proportion of the working age population with NVQ level 4 qualifications has increased to 29.8%. School performance has improved with attainment for key measures (EYFS, KS1, KS2 and GCSE) better than the regional and comparable to the national position.

Whilst we have reached many milestones on our journey to create a better borough there remain challenges. We need to continue to develop the value of our economy and create higher value jobs here. Our GVA per capita trails below regional and national rates (£21.2k TW, £21.5k WM, £25.6k UK), as do our wage levels (£508 weekly TW, £537 WM, £571 Eng).

Improving the skill base of our work force is a key response to addressing these challenges. The borough has 15 neighbourhoods ranked among the 10% most deprived nationally for health, skills, employment and housing.

The challenge we face is to ensure that the benefits of our thriving economy are felt by all, enabling all our residents to enjoy healthier and more fulfilling lives wherever they live.

Our vision and priorities

Our vision and priorities have been developed through community engagement over many years. These priorities were once again tested through the local elections in May 2019. From this, we are clear what the community wants the Council to deliver.

To enable us to deliver our priorities, the organisation will continue to change and develop in response to the challenges we face, particularly the need to make further savings. Our organisational strategy '**Be the change**' sets out how we will do this.

Borough vision

Our ambition for the borough is for Telford and Wrekin, to be known as: **The place of enterprise, innovation and partnership.**

Council mission statement

Our mission statement is about what the Council will do to deliver this vision for the borough: **Protect, care and invest to create a better borough.**

Our priorities to deliver this are:



Our values

Our Co-operative values are at the heart of all that we say and do as an organisation:

- **Openness and Honesty** being open and honest in the way we work and make decisions and communicate in a clear, simple and timely way;
- **Ownership** being accountable for our own actions and empower others with the skills to help themselves;
- **Fairness and Respect** responding to people's needs in a fair and consistent way;
- **Involvement** working together with our communities, involving people in decisions that affect their lives and be prepared to listen and take on new ideas.

Key investments to deliver our priorities

- **£80m per year in protecting the most vulnerable adults and children** in our community including those who are victims and survivors of sexual exploitation and domestic abuse.
- **£50m in roads and footpaths and infrastructure** across Telford and Wrekin and continue to invest in creating new jobs for residents.
- **£50m 'Telford Growth Deal'.**
- **£35m into our local schools.**
- **£5m Investment fund** which will be invested in our borough town centres. This includes Oakengates, Wellington, Madeley, Dawley, Ironbridge and Newport.
- **£1m into a 'Stronger Community' fund** which will support the continued regeneration of our New Town and existing estates.
- **£600,000 in safer routes to school.**
- **£100,000 in rights of way and park walks.**



Protect and
support our
most vulnerable
children and
adults



Protect and support our most vulnerable children and adults



We want to see children and adults live safely at home in their communities, this means developing community capacity to achieve this goal. Where we can't, we want the very best for our vulnerable children and adults.

Early help

Our Early Help strategy is essential to this way of working. We want to work in and with communities to provide the right help at the right time. This is built on a Strengthening Families model which works with the whole family to avoid the need for the intervention of more intensive statutory services.

Protecting and supporting victims of child sexual exploitation

A very specific focus is on young people who are at risk of child sexual exploitation. We will continue to tackle child sexual exploitation and continue to support victims of sexual exploitation. We will ensure that the Independent Inquiry into sexual exploitation is delivered and all of its recommendations acted on.

Carers

Core to our strategy to protect and support vulnerable children and adults is our commitment to support carers. We will develop a Carers' Rights Covenant and support carers in very practical ways including securing funding to allow more carers to access respite care and the introduction of free skating at the Telford Ice Rink for young carers.

Supporting children in care

Children in care and care leavers face additional challenges as they move into adulthood. To support them we will:

- Promote fostering and adoption with a renewed public campaign.
- Provide support for care leavers up to the age of 25, ensuring that the Council plays its part in supporting young people to leave care. This will include a guarantee of a work placement with the Council.
- Create a care leavers covenant in our borough which will provide care leavers the best start to their adult life.



"We want to work in and with communities to provide the right help at the right time"

Cllr Shirley Reynolds





"We want to do all that we can to support people to live in their communities"

Cllr Andy Burford

Tackling the impact of adverse childhood experiences

There is a strong body of research that identifies the harmful effects that adverse childhood experiences have on health throughout life including child maltreatment, exposure to domestic violence and separation trauma. We will use this thinking to do more to tackle the impact of domestic abuse, mental health and substance misuse.

Adult social care

Our approach is built on 'promoting independence' through this we want to enable adults to live as independently as possible. We want to do all that we can to support people to live in their communities to avoid unnecessary residential and hospital admission. For example, developing a real alternative to residential care for older people with dementia which allows them to live in a supported living environment.

We want to look at innovative ways to support local people to remain independent. For example, we want to raise awareness of how technology can 'promote independence' by establishing a Smart House which showcases assistive technology and using tools like SKYPE for working with individual or groups of clients.

In response to increasing future demand for care, we want to support local people to get paid jobs in care, providing care and support in their local neighbourhood.

Core to 'promoting independence' is working better, more effectively with health services and with communities to develop capacity to support this goal.







Securing the
best start in life
for children and
young people



Securing the best start in life for children and young people



We want to ensure that children and young people have the best possible start in life to improve their life chances as adults. Overall, much of our 4-year delivery programme will help us to achieve this goal: safe and strong communities, access to housing, a strong economy with better jobs and quality apprenticeships.

We want to ensure that all children whatever their background and abilities fulfil their potential. To achieve this we will continue to invest in the best facilities for our children from early years to the workplace.

This will include investing £35m into our local schools so that children can attend a primary and secondary school that is judged to be “good” or “outstanding”. We will also continue to protect all Children’s Centres across the borough.

A second area of focus is to minimise youth unemployment and young people not in education, employment or training (NEETs). Three specific areas we will continue to drive are:

- ‘Job Box’ – a Council service which supports young people into positive destinations: employment, training or volunteering. This has been an effective programme.
- Maximising social value through Council contracts with businesses by ensuring that they provide opportunities for young people including care leavers.
- Encourage and support local businesses and industry to provide training and work experience for young people including care leavers.

The housing market presents real challenges to many young people. To address this we will explore ways to support our young people to get onto the housing ladder.

We will provide new school places to meet the special education needs of some of our children as we continue to support children and young people with SEND across our fantastic schools in the borough.

We will also expand some of our secondary schools to meet growing demand and we will plan for growth in the primary sector particularly where there are large scale housing developments.

We will continue to work in partnership with all of our schools to ensure that children in the borough receive the best possible educational opportunities which maximise their potential.



“We will continue to protect all Children’s Centres across the borough”

Cllr Shaun Davies





Protect and
create jobs
as a 'business
supporting,
business winning
council



Protect and create jobs as a 'business supporting, business winning council'



We have established Telford and Wrekin's reputation as one of the leading councils for attracting and securing new business and investment. We have supported record investment and job creation in the borough. We do this so that all communities can benefit from a thriving local economy and prosper.

Supporting inclusive growth, jobs and new skills

Ways in which we will do this include:

- We will continue to drive our £50m Telford Growth Deal – which has levered 1,000 new jobs into the borough over £100m investment and created over £2m income to the Council to protect front-line services.
- Securing funding to bring brownfield sites to the market.
- Creating the right environment to support business growth:
 - Continue to improve all digital infrastructures, after the successful rollout of high speed broadband across the borough.
 - Maintain the best highways and roads in the Midlands in order to attract and maintain businesses.

As well as attracting new investment, we will continue to support existing businesses by:

- Committing to a £5m investment fund which will be invested in our borough town centres – Oakengates, Wellington, Madeley, Dawley, Ironbridge and Newport.

- Guaranteeing free car parking on all Council car parks that currently offer free parking.
- Continue to offer grants to businesses wishing to locate in our high streets and to businesses wishing to upgrade their shop fronts.
- Ensuring our high streets are safe and welcoming environments through our £5.2m investment in LED streetlights and £200,000 in CCTV.

Making Telford and Wrekin a great place to visit

Each year in excess of 1.5 million people visit Telford and Wrekin. This is an increasingly important part of the local economy and a significant financial boost. We will continue to drive this through our Totally Telford and Destination Telford campaigns and strategies.

We will continue to support the expansion and development of the Telford Town Centre, creating a diverse range of shops, restaurants and hotels.



"As well as attracting new investment, we will continue to support existing businesses"

Cllr Lee Carter



"We will continue to support the expansion and development of the Town Centre"

Cllr Carolyn Healy





Improve local
people's
prospects
through
education and
skills training



Improve local people's prospects through education and skills training



We want to ensure that all residents can access the benefits of our thriving and growing economy. To do this will need to make sure that they have the right skills to meet the ever changing needs of local employers.

Supporting new skills

It is essential that business have ready access to the right people with the right skills. To do this we will bring together our partners in business and education to identify the critical skills gaps in the local economy and tackle this by training local people.

An essential way to do this is to support local businesses to take on apprenticeships to learn important trades and skills. The Council will ensure that it promotes meaningful apprenticeship programmes.

We will support our network of colleges to provide lifelong education and training, enabling everyone to upskill or retrain at any point in life. We will work with universities to bring specialised training and workplace programmes for those out of work. Linked to this we will develop one of the country's first employment delivery centres, preparing local people to take up work with local business.

Our role as an employer

As one of the borough's largest employers, the Council has a key role to play in supporting people into employment. We will continue to deliver this through our work experience programme, and through our Supported Employment programme providing placements and apprenticeships for adults with learning disabilities.



"We will develop one of the country's first employment delivery centres"

Cllr Shirley Reynolds





Keep
neighbourhoods
safe, clean and
well connected



Keep neighbourhoods safe, clean and well connected



We know that ensuring neighbourhoods are safe, clean and connected makes a big difference to everyday life. It is essential that this continues as the borough grows.

Improving transport and infrastructure

We will complete our record £50m investment into our roads and footpaths and infrastructure right across the borough.

Public transport is essential to connect our communities to education, work and leisure opportunities. We will explore ways to make public transport more accessible for all, for example smart ticketing initiatives. A new fund will be introduced to support new pilot travel schemes to our industrial estates and for young people to get to college, and explore a new “on demand” bus service.

A clean borough

Our new environmental maintenance contract will provide improved and more responsive street cleansing and environmental maintenance in every neighbourhood, including our rural areas.

We want to protect and increase our current household recycling rates. We will do this by:

- Ensuring that green bin collections remain free.
- Maintaining the current bin collection frequency.
- Keeping Halesfield and Hortonwood Recycling centres open.
- Introducing a free weekly food collection for all residents.
- Encouraging the reduction of single use plastics.

Making Telford and Wrekin safer

We will work with our partners to tackle crime and anti-social behaviour. A specific area of focus will be to reduce domestic abuse. This has a devastating impact on victims and their families. We and our partners are committed to eliminating all forms of domestic violence and supporting victims. A core priority will be to ensure that those at risk of abuse have access to a place of safety and that there is effective support for victims. We will create a new grant fund scheme for voluntary sector organisations wanting to provide services to support victims.



“We will explore ways to make public transport more accessible for all”

Cllr David Wright



“We and our partners are committed to eliminating all forms of domestic violence and supporting victims”

Cllr Richard Overton





Support communities and those most in need and work to give residents access to suitable housing



Support communities and those most in need and work to give residents access to suitable housing



We want the borough to be a place where all communities are supported to take ownership of the challenges that they face. This will make them stronger and more resilient.

Stronger communities

We have created a £1m “Stronger Community” fund which will support the continued regeneration of our New Town and existing estates. This programme will be developed through resident and partner engagement to identify the specific needs of each community focussing on infrastructure, health and well-being, community facilities and activities.

Volunteers are an essential part of a strong community. We will continue to grow our network of community volunteers to over 1,200 residents, including snow wardens and street champions. This will be supported by a “Volunteer for Telford” initiative, rewarding and incentivising those who give their time to make our community a better place. We will create an incentive scheme to reward volunteers’ hard work.

We will continue to support key community organisations, strengthen our partnership with Citizen Advice building on the £2m of funding given to support their work since 2011. We will strengthen our long standing partnership with local food banks, building on the £150,000 funding given to support their work by guaranteeing this for a further four years.

Supporting home-owners and renters

We want to ensure that all residents of the borough have access to suitable, affordable housing so that families can remain in and thrive in Telford. For some, this is increasingly difficult. To do this we will continue the growth of NuPlace owned and run by the Council to develop and rent out homes at market and affordable rates. We will look to increase the range and availability of Council owned accommodation for older residents, including adapted living and retirement bungalows.

We will continue to:

- Take robust action to reduce the number of empty and unused properties including an extra Council Tax charge for homes which have been empty for two years with proceeds invested to prevent and reduce homelessness.
- Tackle rogue landlords, working with good landlords and supporting private tenants by continuing to invest in our ‘Better Homes For All’ scheme.
- Tackle homelessness – striving to halve the number of people living in temporary accommodation and to eradicate rough sleeping.



“We will create an incentive scheme to reward volunteers’ hard work”

Cllr Rae Evans



“We will continue our efforts to tackle homelessness and to eradicate rough sleeping”

Cllr David Wright





"We will ensure our veterans and Armed Forces personnel get the services and support that they need"

Cllr Raj Mehta

A home for heroes

We continue to recognise those who have served in our Armed Forces and commit to improving the Military Covenant and services which improve the lives of veterans and their families. We will appoint a Veteran's Advocate for the borough to ensure our veterans and Armed Forces personnel get the services and support that they need. We will continue to mark the sacrifice of those who have served with the planting of poppies around war memorials in our borough and will seek to get all War Memorials in our borough listed to protect these for future generations.

We will introduce a discount for Armed Forces personnel who use our Council owned leisure facilities and expand provision to support our veterans, care leavers and over 65s at home and in the community.







Improving health
and wellbeing
across Telford
and Wrekin



Improving health and wellbeing across Telford and Wrekin



Although significant progress has been made over the last 25 years, inequalities in life expectancies remain within the borough. We will work to enable people in the borough to enjoy healthier, happier and longer lives.

Prevention and community led provision

Prevention is at the heart of our approach to improve lives and to reduce pressures on our health services.

We want more people to become active. To minimise some of the barriers to this we will promote and support community sport, ensuring our sports facilities offer access for all. We will pilot targeted free swimming lessons for local children and extend free swimming to all young people under 18 and maintain £1 swim for over 50s.

We want to ensure that our parks, nature trails and green spaces are attractive and welcoming to all visitors. We have invested £100,000 in rights of way and park walks including working with groups to identify and register paths that are not on the definitive map.

Whilst the NHS plays a critical role in the provision of health services, there is an important role for the community in this. We want to work in partnership with our communities to boost participation in a range of community run activities.

We will continue to invest in community and voluntary groups to ensure we have rich community events and activities for our residents.

We will continue to support the local community and voluntary sector who provide support for mental health and addiction. Our support in school and colleges for children, young adults and children in care suffering from mental ill health will be expanded.

Mental health training for Council staff is in place; by leading by example we want to encourage local businesses and community groups to support mental health awareness. Equally, we will train Council staff in dementia awareness and work towards being a dementia friendly Council and borough.



"We will invest £100,000 in rights of way and park walks"

Cllr Rae Evans



"We will continue to support the local community and voluntary sector who provide support for mental health and addiction"

Cllr Andy Burford





Protect and
champion our
environment,
culture and
heritage



Protect and champion our environment, culture and heritage



Ensuring a Sustainable Environment in Telford and Wrekin

Whilst supporting housing and business growth, we will protect the network of green spaces which run through the borough and are so important to our communities. We will work to secure funding to unlock appropriate brown field sites for the development of affordable homes, supporting hundreds of jobs in the construction and manufacturing sector. When we are making investment decisions as a Council, we will work to bring forward brownfield sites.

Our network of green spaces and parks are a real borough asset. To protect them, we will:

- Provide funding for the creation of more 'Green Guarantee' site and Local Nature Reserves.
- Establish a grant fund for community groups to improve their local green spaces and public parks.
- Champion and support our 'Friends of' groups to protect our local green and open spaces.

We will support the switch to cleaner energy by investing in LED lighting for Council owned buildings and increase the number of electric car charging points. We will also work to ensure that the Council minimises the use of plastic, particularly single use.

We want to make it easier and safer for cyclists to travel across the borough and will start to modernise and improve cycle routes.

Culture, leisure and arts at the heart of Telford and Wrekin

We will build on the success of the 'Telford 50' celebrations and continue to host free events across our borough. Including the very popular St Georges Day Celebration, Telford Carnival of Giants and the Balloon Fiesta, and continue to support community led events.

We will continue to support and invest in our Council-owned theatre at Oakengates providing a wide range of accessible arts and entertainment.

Our past, present and future

We will continue to protect and champion the Ironbridge Gorge World Heritage Site, ensuring it remains for future generations and work closely in partnership with many of our museums and local heritage groups to protect historical sites and our links with the Industrial Revolution across the borough.

It is not just about the old – we will continue to restore the heritage of Telford New Town, including the restoration of the Thomas Telford Square.



"We will protect our network of green spaces and parks which are a real borough asset"

Cllr Hilda Rhodes



"We will continue to protect and champion the Ironbridge Gorge World Heritage Site"

Cllr Carolyn Healy



Be the change

Being the best we can be every day – our strategy for the organisation

What sets Telford & Wrekin Council apart from many other public sector organisations is our positive strategy, can-do attitude and strong vision of what we can be. We don't just talk about change and transformation, we do it and we deliver.

Despite the savings the Council has made, we still have significant resources to make a real, positive difference to the community and local businesses as articulated through our priorities.

Over the past eight years, our 'Being the Change' strategy has successfully steered a large and complex organisation through a period of challenging change and transformation. In reviewing this strategy, we have refocussed it to 'Be the change'. This change is about reinforcing that we all have a role in delivering new ways of working. The organisation needs to continue to develop and change services to new more efficient models if we are to deliver the priorities that the community want us to deliver with the resources that we have. To do this we all need to take ownership of these changes and deliver the best service we can every day. Equally, the Council will continue to get closer to and work with communities to understand their challenges and support them to develop their solutions to them.

Solving problems and promoting social responsibility

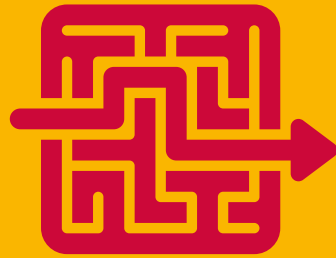
The Council can no longer afford to, nor is it right, that the Council fixes every family or community challenge. It is

the role of the Council and its partners to work with and support families and communities and so reduce demand on public services.

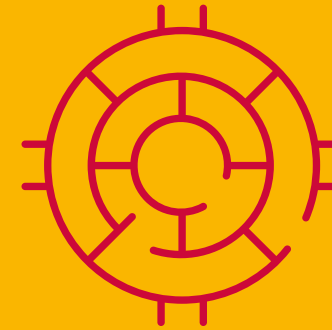
Challenging and changing, reviewing and reimagining how we do things

Despite the savings we have had to make, we have worked hard to avoid simply cutting services to balance the books – this would be the easy thing to do. We have had to be creative to find new ways to deliver services and ensure that our services are as efficient as possible. For example, working with Town & Parish Councils, community groups and organisations to deliver libraries, community centres, markets, Children's Centres and youth services, examples include 'Feed the Birds' scheme to tackle social isolation and "Bench to Bench" to encourage people into activity. This has delivered a saving of over £1m over three years.

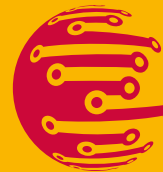
Our refocussed organisational strategy has five themes:



1. Solving problems and promoting social responsibility to reduce demand for services



2. Challenging and changing the way we do things



5. 'Joining the dots' to ensure that our services work effectively



3. Reducing our dependency on Government grants



4. Being a modern organisation where we always get the basic right

Reducing our dependency on Government grants

This is an essential part of our financial strategy to increase and maximise income into the Council from sources other than Government grants.

Being a modern organisation with modern practices and where we always get the basics right:

Employees - The Council has hard working and dedicated employees committed to the values of service and making a difference to the community. Our Workforce Strategy sets out how we will work to continually support the employees to ensure that they have the right skills and knowledge to deliver services.

Technology - Investing in ICT to keep our systems up to date is an essential part of 'Be the change'. We have doubled ICT's capital programme from £1m to £2m pa 2017/18 to 2019/20 to drive efficiencies and savings as well as ensuring that the ICT network is robust.

Customer focus - Improving the customer journey and outcomes by driving a digital transformation including the enablement of 'self-serve' at customers' convenience through 'My Telford'.

Performance - Our Performance Framework tracks the progress we are making delivering our priorities. This is an essential part of our approach to evidence based decision making and will be underpinned by improving data quality.

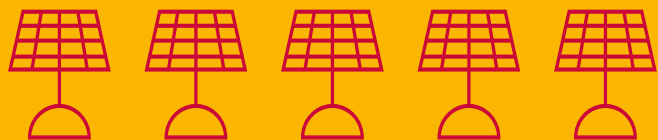
Financial Management - Our Service & Financial Strategy sets out how we will use our money to deliver our priorities and value for money including where we will invest more to deliver our priorities, but also where we are still required to make savings and deliver efficiencies.

Joining the dots

This new theme is about working to ensure that all our services work effectively together where this will drive improvement in outcomes for the community. It is about challenging ourselves to ask whether there are opportunities to work collaboratively with other Council services, public services and community partners.



SOLAR FARM
£4.4m PROFIT
over the next 20 years



NEW HOMES FOR RENT

ENERGY

PRICE COMPARISON SITE

£7k pa

Energy support service
Targeted Advice and Support
for those in fuel poverty

**SECURING
EXTERNAL
FUNDING**



£18.79m

through the Marches Local
Enterprise Partnership Local
Growth Fund

Telford and Wrekin key facts

The Council

The Council has a **net revenue budget of circa £121m** for 2019/20.

Over the four year span of this Plan, the Council is forecasting to be **required to make £25m in savings** as a result of reduced government grant, meet increasing costs and demands in key services. **This is in addition to £123m savings that will have been delivered by the end of 2019/20 since 2010.**

The Council employs some 2,636 people – **a reduction of 1,577** since April 2010.

The Borough

Population

The borough has an estimated population of 175,800 people and is younger than the national picture. The population is growing, changing and ageing. The borough's population is projected **to grow at a faster rate than the national population**, rising to 196,600 people by 2031, with **over half of this population increase expected in the over-65 age group**. As the population grows it continues to become more diverse. Some 10% of the population are from a BAME background, rising to over 13% in the 0-24 age group.

Health

The population generally has **higher rates of poor health than England averages**, and for some people social and economic circumstances make it more difficult to make healthy lifestyle choices. **Male and female life expectancy at birth both remain below the national rates** (male 78.5 and female 81.9, England 79.6 and 83.1 respectively).

Housing

There are some 73,000 homes in the borough and this is forecast **to grow at around 1,000 net new homes annually** for the next 15 years as set out in our Local Plan.

The number of homes rented from private landlords grew significantly between 2001 and 2011 and is forecast to continue to rise. The mean (average) selling price of a house in the borough in November 2018 was £165,968, below the regional (£197,387) and national (£247,430) averages.

Deprivation

15 of 108 neighbourhood areas are ranked among the 10% nationally most deprived. Primarily focussed in South Telford: Woodside x4, Malinslee and Dawley Bank x3, Madeley and Sutton Hill x2, Brookside x2, Dawley and Aqueduct x2, Hadley and Leegomery and College. **27% of the population live in areas which are amongst the 20% most deprived areas nationally.**

Economy

In 2018, there were an estimated 85,950 jobs in the borough in over 6,100 business units (VAT and/or PAYE based enterprises). **Manufacturing remains the largest single sector employing 14,000 people** (16.3% of jobs, compared to the England average of 7.9%), with the second largest sector being **Business administration and support services employing 11,000 people** (12.8% of jobs, compared to the England average of 9.1%). Median gross weekly earnings for full time employees grew 6.9% to £522.30 from 2017 to 2018.

Organisational Delivery & Development

Telford & Wrekin Council, Addenbrooke House
Ironmasters Way, Telford TF3 4NT

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Web: www.telford.gov.uk



TELFORD & WREKIN COUNCIL

BOUNDARY REVIEW COMMITTEE – 7 MARCH 2019

TEMPORARY CHANGES TO POLLING STATIONS – LOCAL ELECTIONS: THURSDAY, 2 MAY 2019

REPORT OF THE ASSISTANT DIRECTOR: GOVERNANCE, PROCUREMENT & COMMISSIONING

1. PURPOSE

- 1.1 To seek Members approval of temporary changes to 2 polling stations for the May 2019 local elections.

2. RECOMMENDATION

- 2.1 That Boundary Review Committee agree the following polling stations be used
- Lawley Village Primary Academy, Bryce Way, Lawley
 - Holy Trinity Academy, Teece Drive, Priorslee

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes/No	
	Will the proposals impact on specific groups of people?	
	Yes/No	Electors in the polling districts of: - Horsehay & Lightmoor (Lawley) - Priorslee (Castle Farm)
TARGET COMPLETION/ DELIVERY DATE	2 May 2019	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes/No	
LEGAL ISSUES	Yes/No	Under Section 18C(1) of the Representation of the People Act 1983 (RPA 1983) local authorities must carry out and complete a review of polling districts and polling places in the period specified by section 18C(2)(a) of the RPA 1983. The next compulsory review must be started and completed between 1 October 2018 and 31 January 2020.

		Outside of the review process, emergency changes to a polling station can be made at short notice, where the existing station ceases to be available for use.
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes/No	Failure to secure an alternative polling station will impact on the May 2019 local elections. These temporary changes will then be reviewed alongside all other stations when the 2019/20 full review is undertaken.
IMPACT ON SPECIFIC WARDS	Yes/No	Horsehay & Lightmoor (Lawley) Priorslee (Castle Farm)

4. **BACKGROUND**

- 4.1 There are some 78 polling stations across the Borough, used at local and national elections.
- 4.2 Each station was contacted in January 2019 to ensure its availability for the May 2019 local elections.
- 4.3 2 stations have declined the use of their premises, due to a change in the use of the premises or a business change preventing use as a polling station.

5. **SUMMARY**

- 5.1 The 2 current stations that are no longer available for use are:

Station No.	Polling District(s)	Polling Place
8	THL	Lawley & Overdale Parish Council Offices
28	TPP	Lakeside Plant Centre, Priorslee

- 5.2 A suitable alternative has been found in each case. A visit to the premises has been undertaken and the site assessed for suitability as a polling station.

- 5.3 The identified alternative stations are:

Station No.	Polling District(s)	Polling Place
8	THL	Lawley Village Primary Academy, Bryce Way, Lawley
28	TPP	Holy Trinity Academy, Teece Drive, Priorslee

- 5.4 These alternative venues are within the correct ward and parish boundary of the areas where a station is required; are established local facilities and are willing to accommodate their building being used as a polling station.

- 5.5 The ongoing suitability of these premises as future polling stations will be assessed alongside all of the other existing polling stations, when the full polling station / polling place review commences in June 2019.

6. **RECOMMENDATIONS**

- 6.1 It is recommended that Boundary Review Committee agree the above two stations be used for the local elections being held on Thursday, 2 May 2019.

7. **PREVIOUS MINUTES**

None

8. **BACKGROUND PAPERS**

None

Report prepared by: Dave Bowen, Elections Team Leader, Tel: 01952 383210

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TELFORD & WREKIN COUNCIL

**BOUNDARY REVIEW COMMITTEE – 7 FEBRUARY 2019
BOUNDARY REVIEW COMMITTEE – 7 MARCH 2019**

**COMMUNITY GOVERNANCE REVIEW – NEWPORT TOWN COUNCIL –
FINAL RECOMMENDATIONS**

**REPORT OF THE ASSISTANT DIRECTOR: GOVERNANCE, PROCUREMENT
& COMMISSIONING**

1. PURPOSE

- 1.1 To seek Members approval of final recommendations following a second period of consultation and to agree a final decision for this review.

2. RECOMMENDATION

- 2.1 That Boundary Review Committee recommend that that no change should be made to the Newport Town Council/Chetwynd Aston & Woodcote Parish Boundary.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes /No	
	Will the proposals impact on specific groups of people?	
	Yes /No	Electors in the parishes of Newport and Chetwynd Aston and Woodcote.
TARGET COMPLETION/DELIVERY DATE	March 2019- recommendations will be published	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes /No	Under the Local Government and Public Involvement in Health Act 2007, Local Authorities have the responsibility to undertake Community Governance Reviews, which includes arrangements in Parishes. The process to be followed is prescribed and will involve officer time and other associated costs, such as postages and printing. These costs will be met from within existing resources.

LEGAL ISSUES	Yes/ No	<p>Authority is delegated to Boundary Review Committee to deal with all matters relating to Community Governance Reviews.</p> <p>There is a need to appoint an officer of the Council to act as “Proper Officer” within the Regulations issued under the Act. The Proper Officer is needed to make decisions in respect of the apportionment of the property, rights and liabilities of parish councils where applicable. The Regulations set out criteria to be used by the Proper Officer in making such calculations.</p> <p>There are no direct legal implications arising from this report at this stage. Further legal advice will be given as and when necessary during the consultation and order making process.</p>
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes/ No	The opportunities and risks associated with any change following on from this consultation have been identified and assessed. Arrangements would be put in place to manage the risks and maximise the opportunities that have been identified if community governance in the affected areas was to change.
IMPACT ON SPECIFIC WARDS	Yes/ No	Newport South and East (South), Chetwynd Aston and Woodcote, Church Aston and Lilleshall

4. **BACKGROUND**

- 4.1 The Council received a valid petition from Newport Town Council to undertake a community governance review pursuant to Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007 (the 2007 Act). An initial period of consultation period was undertaken between June 2018 and August 2018. The Boundary Review Committee (“the Committee”) gave due consideration to the consultee responses received and these were reviewed against the relevant statutory criteria as set out in the 2007 Act. The Committee met on 23 October 2018 and resolved that the Draft Recommendation would be that no change is made to the Parish/Town Council boundary.
- 4.2 This recommendation was subject to a second period of consultation commencing 1 November 2018 and closing on 6 January 2019.

5. SUMMARY

- 5.1 The Council have come to this recommendation following due consideration of all consultee responses in line with the criteria set out in the Local Government and Public Involvement in Health Act 2007 (“the Act”).
- 5.2 Four consultee responses were received during the initial consultation period; three in favour of the proposal and one against.
- 5.3 Twelve consultee responses were received during the second consultation period; six in favour of the draft recommendations, and six against.
- 5.4 Section 93 of The Act sets out the Council’s duties when undertaking a review. In particular, the Council must have regard to the need to secure that community governance within the area under review—

(a) reflects the identities and interests of the community in that area, and

(b) is effective and convenient. (following the Government’s guidance on community reviews, the review committee have considered all responses received against the above duties which we have divided into the subcategories of Community Cohesion, Size, Population, Boundaries, Effective Governance and Identities as discussed below)

- 5.5 The council have also given full consideration to all consultee responses received during both consultation periods and can comment as follows:

In order to give full consideration to these factors we have divided the above duties into the subcategories of Community Cohesion, Size, Population, Boundaries, Effective Governance and Identities:

5.6 Community Cohesion

It is submitted that there is a strong, cohesive community within Chetwynd Aston & Woodcote (“CA&W”) that has an ancient and historical boundary. All consultees in support agree with the Draft Recommendations in this regard and there are no additional comments or evidence provided from those against the proposal that would support a change in the boundary.

5.7 Size

Those consultees against the Draft Recommendations submit that the potentially large number of new residents will look to Newport for their schools and facilities. However there is nothing to support this and mere

opinion as to where new residents will go is not conclusive enough to support a change in the boundary.

There is a strong case in support of the argument that the potential increase in the number of electors within the Review Area will greatly benefit a small rural community like CA&W whereas NTC may see little benefit given its current size.

5.8 Population

CA&W are able and willing to welcome a potentially large number of new residents into their community and with the additional precept charges that it will receive it will be able to provide for and tailor residents' requirements at a local level. Those against the proposal have provided no persuasive arguments that this will not be the case.

5.9 Boundaries and Effective Governance

Those against the Draft Recommendations have again argued that the boundaries should be aligned as this "makes logical sense" however it is worth reiterating that there are many examples within the Borough of situations where Ward boundaries differ to the Parish boundaries with no evidence that this has an adverse effect on effective governance. Aligning the Parish boundary with the Ward boundary is not sufficient justification for change.

5.10 Identities

The argument again has been raised by those against the Draft Recommendations that those living in the Review Area will identify with Newport and use its high street and its schools etc. However this does not mean that all residents who shop in Newport and all children who attend school in Newport necessarily identify themselves as Newport residents.

CA&W can be seen as having a distinctive community identity to that of Newport as it is situated in a more rural environment, it can be reasonably argued that it has its own physical identity because of this and that any new residents will want to identify with this community and not that of Newport.

6. FINAL RECOMMENDATION

- 6.1 It is recommended that the Boundary Review Committee's Final Recommendation therefore is that no change should be made to the Newport Town Council/Chetwynd Aston & Woodcote Parish Boundary.

7. What happens next?

7.1 The timetable for this Review is as follows:

Action	Timetable	Outline of action
Compiling Terms of Reference	10 May 2018	Seek Members approval for draft Terms of Reference
Publication of Terms of Reference	1 June 2018	Publishes Council publishes TOR and notifies stakeholders, clearly defining extent of the review.
Consultations – invite initial submissions	1 June 2018 10 August 2018 10 Weeks	Council undertakes a full consultation requesting comments as to the proposals made and/or alternative proposals
Consider and prepare Draft Recommendations	10 August – 31 October 2018	
Publication of Draft Recommendations	31 October 2018	
Consultation on Draft Recommendations	1 November 2018 – 6 January 2019 9 Weeks	
Consider submissions following publication of draft recommendations	January 2019	Council considers the results of consultation and prepares Final recommendations
Final Recommendations are published and the Boundary Review Committee resolve to (a) either make no changes or (b) make a Reorganisation Order.	January/ February 2019	
Final Proposals are considered by Council at Full Council meeting on 28 February 2019	28 February 2019	Council adopts Final Proposals
Council publishes the Reorganisation Order, if required.	March 2019	Council publishes an order concerning Parish matters should this be the outcome of the review
Next election held under any new electoral arrangements	May 2023	

- 7.2 Final recommendations will be considered at a full council meeting on 28 February 2019. Because no change to the boundary is to be made then there is no requirement for a Reorganisation Order.

8. **INFORMATION ATTACHED**

- 8.1 Map of the review area highlighting the local facilities and amenities.

- 8.2 Appendix 1: List of responses to the second consultation

9. **PREVIOUS MINUTES**

Boundary Review Committee – 2 November 2017 (Minute No. BRC-05)

Boundary Review Committee – 8 March 2018 (Minute No. BRC-10)

Boundary Review Committee – 10 May 2018 (Minute No. BRC-16)

Boundary Review Committee – 23 October 2018 (Minute No. BRC-04)

10. **BACKGROUND PAPERS**

Local Government and Public Involvement in Health Act 2007

(<http://www.legislation.gov.uk/ukpga/2007/28/contents>)

Guidance on Community Governance Reviews (Department for Communities and Local Government and LGBCE, March 2010).

(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/8312/1527635.pdf)

Report prepared by:

- Alison Coburn,	Solicitor	Tel: 01952 380276
- Dave Bowen	Elections Team Leader	Tel: 01952 383210.

APPENDIX 1

List of responses to the second consultation;

1. Lyn Fowler received 24 November 2018 against the recommendation.
2. Peter Scott 4 December 2018 against the recommendation
3. 18 December 2018 Newport – Corporate statement submitted by Chairman Peter Scott
4. Graham Foster, received 18 December 2018 against recommendation
5. Cllr Thomas Janke received 19 December 2018 against recommendation.
6. Cllr Phil Norton received 28 December 2018- Deputy Mayor against the recommendation.
7. Church Aston Parish Council received 5 January 2019 in favour of the recommendation.
8. Chetwynd Aston & Woodcote Parish Council 6 January 2019 in favour of the recommendation
9. Bill Harper 6 January 2019 in favour of the recommendation.
10. Ann Kinnish received on 6 January 2019 in favour of the recommendation.
11. Amanda Mattison received on 6 January 2019 in favour of the recommendation
12. Bridget Page received on 7 January 2019 in favour of the recommendation

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TELFORD & WREKIN COUNCIL

AUDIT COMMITTEE 30th May 2019

CORPORATE ANTI-FRAUD & CORRUPTION - 2018/19 ANNUAL REPORT AND POLICY UPDATE

REPORT OF THE CHIEF FINANCIAL OFFICER

1. PURPOSE

- 1.1 For the Audit Committee to:
- a) Consider the 2018/19 Annual Report on Corporate Anti-Fraud and Corruption activity; and
 - b) Agree the updated policy and to recommend its adoption by the Council.

2. RECOMMENDATIONS

- 2.1 That the Audit Committee notes the 2018/19 Annual Report on Corporate Anti-Fraud and Corruption activity.
- 2.2 That the Committee recommends the adoption by Council of the updated policy attached as Appendix 1.

3. SUMMARY

- 3.1 The Council is committed to high standards of Corporate Governance and has a set of effective procedures in place to support this. These procedures include the Anti-Fraud & Corruption Policy.
- 3.2 The terms of reference of the Audit Committee include:
"13. To approve the Anti-Fraud and Corruption Policy and to recommend its adoption by the Council and to monitor its operation. The policy will be reviewed at least once every two years."
- 3.3 This report includes annual information in respect to the Corporate Anti-Fraud and Corruption activity for 2018/19 to enable the Audit Committee to monitor the policies operation. In addition attached as Appendix 1 is an updated policy for members to agree and recommend on for adoption by the Council.

4. PREVIOUS MINUTES

- 4.1 Audit Committee 30th June 2015 – Annual Report 2014/15 and Policy Update
Audit Committee 28th June 2016 – Annual Report 2015/16 and Policy Update
Audit Committee 27th June 2017 – Annual Report 2016/17 and Policy update
Audit Committee 29th May 2018 - Annual Report 2017/18 and Policy update

5. INFORMATION - ANNUAL REPORT 2018/19

- 5.1 The Anti-Fraud and Corruption Policy supports one of the key dimensions of good corporate governance – Standards of Conduct. The Council aims to ensure that all those associated with it maintain high standards of ethics and conduct in public life contributing to good corporate governance.

- 5.2 Nationally there are indications from Police and Government statistics that fraudulent activity has and will continue to increase. Therefore it is important that the Council continues to maintain its vigilance in respect to Council services and the community.
- 5.3 This report contains information for 2018/19 on counter fraud and investigation activities within the Investigation Team, Internal Audit and Public Protection. The committee should note that the Council's procedures and controls are designed to minimise the opportunity for fraud and to highlight where possible fraudulent activity may have occurred.
- 5.4 Members and officers regularly receive information on their responsibilities in respect to the use of public money and the prevention and detection of fraud. They provide information for review and investigation by appropriately trained and experienced officers within the Council (and by the Police or other external party when required).

6. TRANSPARENCY CODE REQUIREMENTS

- 6.1 The Local Government Transparency Code requires the Council to publish data regarding its fraud arrangements. The table below is a summary of these requirements together with the corresponding information on the Council's fraud arrangements.

Requirement Description		T&W Arrangements
1	Number of occasions the Council have used the powers under the Prevention of Social Housing Fraud Regulations 2014 or similar powers.	We do not have social housing and therefore these powers have not been used.
2	Number (absolute and FTE) of employees undertaking investigations and prosecutions of fraud	<p>Currently there is 1 Senior Investigation Officer and 1 Assistant Investigation Officer working in the Investigation Team. The Assistant post was not filled until 2 July 2018, therefore up until this date the team operated with just 1 officer. This now equates to 2 FTE officers undertaking investigations.</p> <p>Other Council services undertake investigations into fraud, for example Public Protection. These tasks form part of an officer's job role and therefore it would be impossible to identify what proportion of their role would be taken up undertaking fraud investigations.</p>
3	Number (absolute and FTE) of professionally accredited counter fraud specialists	Currently 2 Accredited Counter Fraud Specialist work in the Investigation Team.
4	Total amount spent by the authority on the investigation and prosecution of fraud	<p>The cost of the Investigation Team for 2018/19 was £90,415. Costs include staff, postage, printing, telephones, mileage, computer software and all other investigation related costs.</p> <p>As stated on point 2 above other areas do undertake investigations but it is impossible to attribute a cost to this as</p>

		costs are consumed in overall budgets for each service.
5	Total number of fraud cases investigated	See case investigation data in this report.

7. HOUSING BENEFIT AND COUNCIL TAX SUPPORT

The Housing Benefit and Council Tax Support caseload has decreased again over the last 12 months, from 17,484 (live cases) at 31 March 2018 to 16,876 at 31 March 2019. The government's Welfare Reforms and the introduction of Full Service Universal Credit in the area on 14 November 2018 are the main factors. Universal Credit replaces six working age benefits including Housing Benefit. A very limited version of Universal Credit was introduced by the Department for Work and Pensions (DWP) in the area from June 2015 called Universal Credit live service. The circumstances when someone could apply were very limited (restricted to single people, who were seeking work and had no housing costs). Universal Credit live service was temporarily halted by the government from 1 January 2018. Full Service covers people with all different circumstances including families, those with a disability and those with housing costs with the exception of pensioners and those in supported or temporary accommodation. Any customers who want to make a new claim now need to apply for Universal Credit, in addition if a person has a significant change of circumstance they have to claim Universal Credit. Those entitled to Universal Credit are no longer eligible for Housing Benefit resulting in their claims being cancelled.

- 7.1 The review of claims in 2018/19 mainly concentrated on changes in earnings or occupation pensions received from the Department for Work and Pensions via their optional Real Time Information files. From August 2018 the Verification of Earnings and Pensions alerts started to replace the Real Time Information files. We have also reviewed cases where earnings haven't changed for several years, student income and took part in the DWP's initiative to review self-employed claims.
- 7.2 The Council has followed the Department for Work & Pensions (DWP) lead in "securing the gateway". The DWP aim at "getting it right, and keeping it right" i.e. ensuring only those properly entitled are granted and paid benefit. Those wishing to make a claim for Housing Benefit or Council Tax Support complete an online form and book an appointment to see a Benefit Assessment Officer. At the appointment the Officer asks further questions and verifies the customer's identity, income and capital documents. They also explain to the customer their responsibilities regarding reporting of changes in circumstance. Entitlement letters are given to the customer at the end of the interview and explained and checked with the customer to ensure accuracy.
- 7.3 The Benefits Team continues to get a wealth of information from the DWP's Automated Transfer to Local Authority Systems (ATLAS) regarding changes in a customer's state benefits or tax credits. Whilst ATLAS does not capture every change and it is still the customer's responsibility to report changes it does mean that we obtain the vast majority of such changes in this way. This has allowed the proactive work to be concentrated on getting the earning and Occupational Pension details of customers up to date. In total 3,090 matches from the Optional Real Time Information downloads were checked, 1,046 Verification of Earnings and Pension Alerts were processed and a further 287 proactive reviews were undertaken including 162 cases identified by the DWP self-employed review exercise. Weekly Council Tax Support savings were made of just over £4,121 which equates to an annual saving of £214,317. Overpaid Housing Benefit totalling £624,758 was also identified from this proactive work.

7.4 Benefits Data Matching

- 7.4.1 The latest National Fraud Initiative (NFI) 2018/19 matches became available in February 2019. Work has already started to review the higher risk matches and this work will continue in to 2019/20. If when looking at the match, or indeed when looking at any claim, fraud is suspected then cases are referred to the Council's Investigation Team to look at the Council Tax Support claim or the DWP's Single Fraud Investigation Service (SFIS) as we no longer have the powers to investigate Housing Benefit fraud. In addition to NFI matches the Benefit Service reviews and completes matches issued to it via the DWP's Housing Benefit Matching Service (HBMS) each month and the team also actioned the monthly optional Real Time Information (earnings and occupational pensions) and their replacement the Verification of Earnings and Pensions Alerts.

7.5 Benefit Fraud Sanction & Prosecution Policy

- 7.5.1 With responsibility for Housing Benefit fraud coming under the Single Fraud Investigation Service (part of Department for Work & Pensions) since 1 June 2015 a new Revenues and Benefits Sanction and Penalty Policy was written and agreed by Cabinet in July 2015. This was reviewed in 2016 and remained unchanged.

8. THE INVESTIGATION TEAM

- 8.1 The Investigation Team sit within Audit and Governance and have responsibility for investigating fraud error and irregularity across the authority. The move towards becoming a corporate fraud team is still relatively new but the team have already achieved notable success. The team had a mini restructure in 2018. The make-up changed to 1 full-time Senior Investigation Officer and 1 full-time Assistant Investigation Officer. However, the Assistant post was not filled until 2nd July 2018. Therefore the team operated with just one officer up until that date. The cost of the Investigation Team for 2018/19 was £90,415.
- 8.2 A high proportion of the Investigation Team's work comes from investigating matters affecting the Revenues service. This includes Council Tax Support (CTS), Single Person Discount (SPD), council tax liability issues and National Non-Domestic Rates (NNDR). The table at 8.11 details all the recorded savings made by the Investigation Team for 2018/19. 170 investigations were conducted into revenues matters in 2018/19, with 71 being positive. The total value of savings identified in this area were £71,013.27. Although the Investigation Team has no jurisdiction to investigate Housing Benefit, the team recorded any Housing Benefit savings that occurred as a result of their investigation into a Council Tax Support award. This resulted in a saving of £130,099.78 in Housing Benefit due to the Investigation Team's involvement.
- 8.3 During 2018/19 the further investigations were undertaken into other areas of fraud across the Council. This resulted in further savings of £26,623.09. A high proportion of this (£17,251.17) came from the recovery of an old Housing Benefit and Council Tax Benefit debt through the Proceeds of Crime Act 2002. The debt related to a lengthy investigation undertaken some years previous but the application to recover the money involved extensive ongoing work over proceedings years into 2018/19, by the Investigation Team which led to the money being recovered.
- 8.4 A number of internal investigations have been undertaken. This includes two matters that have been referred to the Police. This work has been time consuming but has resulted in beneficial outcomes to the authority.
- 8.5 The team have a close working relationship with West Mercia Police Intelligence Team. A Service Level Agreement (SLA) exists which facilitates the sharing of data for the prevention and detection of crime. The team assist the Police on a daily basis in a variety matters under this agreement. Although this work can be time consuming, it is an extremely important facility

in helping the fight against crime in the local community and helps keep local residents safer and at less risk of being the victims of crime.

- 8.6 During 2018/19 a number of policies were updated or rewritten by the team in order to help with the expansion of the Investigation function. These policies are detailed below.
- Fraud Response Plan
 - Ant-Fraud and Corruption Policy
 - Whistleblowing Policy
 - The Anti-Money Laundering Policy (yet to go to SMT)
 - Corporate Prosecution Policy (yet to go to SMT)
- 8.7 To assist with the development of the investigation function the Council's website was updated. The previous site was no longer relevant and only provided details relevant to revenues and benefits. The site now provides the general public with information relating to all aspects of fraud and irregularity that can affect Telford and Wrekin Council and encourages the reporting of suspected fraudulent activity across these areas.
- 8.8 The previous internet pages also contained 4 different fraud reporting forms in different parts of the site. Each of the forms related to potential fraud in revenues related matters. A new single form is now available that allows the reporting of any type of potential fraud that the Council can become of victim of. It also allows the online reporting of whistleblowing referrals.
- 8.9 The Council's intranet has also redesigned by the team making it more relevant to the team's role. The site also gives staff access to the online fraud and whistleblowing reporting form.
- 8.10 A new 'Ollie' based fraud induction training package has been written. This details the various ways in which Telford and Wrekin Council can be affected by fraud and irregularity. It details how to raise a concern with the Investigation Team. The training course is now part of the induction package for all new starters.

8.11

Investigation Team Savings 2018/19

Fraud Area	Savings
Council Tax/Revenues Matters	£71,013.27
Adult Social Care	£9,371.70
Proceeds of crime	£17,251.17
Housing Benefit	£130,099.78
Total	£227,735.92

8.12 National Fraud Initiative (NFI)

8.12.1 The Cabinet Offices NFI exercise is part of Central Government's national recognition that taxpayers have a right to expect public bodies to put in place every possible measure to protect their money from fraud. The national public bodies included in this exercise are police authorities, local probation boards, fire and rescue authorities and all upper tier and districts councils.

8.12.2 The Council has a statutory responsibility to provide data to the Cabinet Office for the prevention and detection of fraud as part of the NFI. NFI is an exercise that matches electronic

data within and between audited bodies to prevent and detect fraud. The Investigation Team act as administrators for the NFI within the authority.

8.12.3 The team manage the National Fraud Initiative (NFI) and have facilitated the 2018/19 exercise. This is a lengthy and demanding piece of work which requires a considerable amount of officer time. Despite this, all the data was obtained from across the authority, loaded onto the NFI site, matched and returned without incident. The NFI will continue to be managed throughout 2019/20.

8.12.4 In 2018/19 the authority took part in the NFI Business Rates Pilot. The match produced a significant number of false positives. However, a total saving of £15,280.92 was recorded with the identification of business claiming exemptions discounts that they were not entitled to.

9. INTERNAL AUDIT

9.1 Internal Audit has a preventative role in ensuring that systems and procedures are in place to prevent and deter fraud, bribery and corruption. They assist Managers in ensuring they have appropriate systems and controls in place that are designed to prevent or reduce the opportunity for fraud. Their annual audit plan can include spot checks and unannounced visits to assist in the detection and prevention of fraud.

9.2 There is no specific time allocated to audit for proactive fraud work as this is consumed within the days allocated for general audit assignments. Proactive fraud days are now allocated to the Investigation Team.

9.3 Internal Audit also provides continuous advice and guidance to Managers to assist them in the prevention of fraudulent activity.

10. PUBLIC PROTECTION

10.1 The Public Protection Service which includes Trading Standards, Environmental Health and Licensing play a significant role in delivering the Council's response to business related fraud in the borough. The majority of the responses are based around statutory responsibilities refined to provide effective detection and countermeasures in respect to fraud. These services are not restricted as to whom its officers may investigate, and are constrained only by the limitations of the statute under which an investigation is being conducted.

10.2 Officers of these services have access to specific legal, procedural and operational training to enable effective discharge of their responsibilities.

10.3 Staff undertake extensive professional training and mentoring before being permitted to commence enforcement duties, and have access to a range of professional competency training facilities through CEnTSA (Central England Trading Standards Authorities), CIEH Chartered Institute of Environmental Health and the Institute of Licensing (IOL) and their regional professional networks as well as central government departments such as Food Standards Agency and Department of Environment, Food and Rural Affairs (DEFRA).

10.4 Anti-Fraud responsibilities

10.4.1 All teams through the course of their routine work may come across irregularities relating to the running of the business. Where these irregularities are outside Public Protection's remit these are referred to agencies such as UK Border Force, Driving & Vehicle Licensing Agency, HM Revenues & Customs, Insurance Fraud Bureau, Police and internal service areas such as Revenues and Benefits.

10.5 Environmental Health

10.5.1 Fraud can occur in a number of areas that the Environmental Health service covers. The prevention and detection of unfit and debased food through inspection, sampling and intelligence is part of the team's role. Members of the public can now use the Everyday Telford App to report Food Crime.

10.5.2 Fraudulent use of health and identification marks is another area that the team investigate. All Approved Premises within the borough are checked to ensure they are applying the health mark appropriately when they are inspected. Inspectors will routinely check for health marks on animal products in retail establishments.

10.5.3 Rogue landlords is a high profile area of focus for the team. The team act upon intelligence and complaints from members of the public. They look into identifying fraudulent practices relating to tenant deposits – landlords/agents must ensure that tenants deposits are protected using a third party deposit service and that documents/certificates supplied for the purposes are compliance with gas and electrical safety regulations are appropriately verified.

10.6 Licensing Service

10.6.1 Within the Licensing Service there are a number of areas of fraud that are investigated in addition to their other duties. These are listed below:

- Street trader consents - Prevention and detection of the illegal and highly lucrative transfer of street trader consents.
- Taxi licensing - Ensuring the correct vehicle, correctly insured and driven by the licensed driver.
- Scrap metal dealers licensing - Joint working with police to detect illegal trading in stolen vehicles and other stolen metal items such as copper cabling through scrap metal dealers.
- Street Collections, Charity collections - Identification, detection and enforcement of fraudulent collections

10.7 Trading Standards Service

10.7.1 The Trading Standard Service use specific legislation to help tackle fraud across the Borough. This includes:

- Intellectual Property crime – covering Copyright, Trade marks
- Consumer Protection from Unfair Trading legislation - There is wide ranging legislation to keep pace with constantly changing fraudulent practices. This legislation covers a wide range of goods and services including house purchases, animals, vehicles, food & drink and all personal and professional services.
- Cattle identification legislation - To prevent fraudulent transfer to limit disease spread.
- Weights and Measures - Misrepresentation of quantity or measure of goods supplied.
- Fraud Act - This legislation is applicable to all the above legislative areas. The act allows Trading Standards to take action against serious criminality and persistent offenders to achieve the appropriate fines and sentences where necessary.

10.7.2 Trading Standards receives intelligence about rogue trader activities in Telford and deals with complaints about fraudsters that specifically target vulnerable and older people, carrying out unnecessary or misrepresented home improvement work and as a result defraud them out of thousands of pounds. This area of fraud known also as Door Step Crime remains a priority for Trading Standards for 19/20.

10.7.3 The team also works closely with the national scams team, visiting victims of fraud to offer advice and support and assist in the national profiling of victims and has signed up as a SCAM champion to promote the Friends Against Scams National Campaign along with interested partners. The service continues to educate and inform our residents of the many forms of financial abuse and help to reduce and protect vulnerable adults through media campaigns and attending events.

10.7.4 Trading Standards have prioritised work around illicit tobacco and works closely with HMRC, West Mercia Police and other Local Authorities sharing intelligence, carrying out joint operations focussed on the supply of illicit products.

10.8 Regional Investigations Team (Formerly Scambusters)

10.8.1 Dedicated Trading Standards officers work alongside officers from the Police, HM Revenue & Customs and other enforcement agencies. They work across local authority boundaries focusing on the hardest to tackle scams and rogue traders that set out to defraud people out of their money/assets. Examples of the types of issues that have been targeted are:

- Doorstep crime
- Deceptive selling techniques
- 'Cowboy' builders doing shoddy and unnecessary work large scale organised counterfeiting operations

11. PUBLICITY

11.1 As per the policy, publicity of cases is important as a deterrent. The Investigation Team and Public Protection use Corporate Communications to issue press releases and social media to alert the public and inform businesses about relevant campaigns, interventions and prosecutions. The press releases are also published on the Council's website.

11.2 When any significant intervention or prosecution occurs then the relevant Assistant Director and Cabinet member are briefed accordingly. Any lessons learnt are shared within the relevant team meetings.

11.3 Where allegations of internal frauds have been investigated and procedures and controls are changed the lessons learnt are shared across the Council through the staff news, bulletins and in management meetings.

12. TRAINING AND AWARENESS

12.1 The Council ensures that both Members and Officers are aware of their responsibilities in respect to the Council's Anti-Fraud and Corruption Policy.

12.2 A new online fraud training package has been written and is provided to all new starters within the authority. This covers all aspects of fraud and irregularity that can affect Telford and Wrekin Council and how officers can help prevent it and report any concerns.

12.3 Staff within Revenues & Benefits receive Fraud Awareness training as part of periodic refresher training. The Department for Work and Pensions also provide Benefit Officers with training in relation to Housing Benefit fraud.

12.4 Specific targeted training is provided to relevant officers when required. In 2018, anti-money laundering training was provided to a number of relevant officers within the authority.

- 12.5 For officers there is the Code of Conduct for Employees which is included as part of induction is available on the intranet. The Code of Conduct has aspects built in to help with fraud prevention.

13. CHALLENGES FOR 2019/20

- 13.1 One of the main challenges for 2019/20 is to continue to expand the corporate fraud function. Currently the majority of work that the Investigation Team undertake relates to potential fraud within the Revenues Service area. Significant progress has been made within Adult Social Care. However, in order to assist with the identification of potential matters that require investigation, the reviewing process within Direct Payments needs to be addressed.
- 13.2 With greater publicity internally, it is hoped that officers within the authority may recognise and refer matters to the Investigation Team from service areas where fraud has largely been undetected.
- 13.3 Closer joint working with outside organisations such as the Police and possibly the Department for Work and Pensions as well as internally, with the various enforcement teams will help to combat fraud. However, the Investigation Team have very limited resources (currently two officers) therefore, manpower could be the greatest challenge as the team's function expands.

14. ANTI-FRAUD & CORRUPTION POLICY UPDATE

- 14.1 The current Anti-Fraud and Corruption Policy was reviewed, updated and agreed by the Audit Committee on 29 May 2018. The Anti-Fraud & Corruption Policy is reviewed annually to coincide with the annual report (unless urgent changes are required in between).
- 14.2 The updated Policy is attached as Appendix A. There are very few changes to this year's policy. Changes in the policy largely relate to the role of the Investigation Team and the new online Fraud Reporting and Whistleblowing procedure.

15. OTHER CONSIDERATIONS

AREA	COMMENTS
Equal Opportunities	The Anti-Fraud & Corruption policy operates within Equalities legislation and the Council's associated policies. Any investigations follow legal requirements and proper procedures to ensure that equality and diversity requirements are met.
Environmental Impact	None
Legal Implications	<p>The Accounts and Audit Regulations 2011 require the Council to ensure 'that the financial management of the body is adequate and effective and that the body has a sound system of internal control'. The anti-fraud documents help to fulfil this requirement.</p> <p>The Council will have full regard to relevant legislative requirements, including without limitation:</p> <ul style="list-style-type: none">• The Fraud Act 2006• Bribery Act 2010• Section 151 Local Government Act 1972• Section 5 Local Government & Housing Act 1989 Contracts Regulations 2015• Accounts and Audit Regulations 2011

	<ul style="list-style-type: none"> • The Council Tax Reduction scheme (Detection and Enforcement) (England) Regulations 2013 • Local Government Finance Act 1988 • Regulation of Investigatory Powers Act 2000 • Terrorism Act 2006 • Proceeds of Crime Act 2002 • Police and Criminal Evidence Act 1984 • Companies Act 2006 • Localism Act 2011 • The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017
Links with Corporate Priorities	The policy supports all Corporate Priorities and good Corporate Governance demonstrating the Council's desire to ensure sound conduct and ethical procedures for all those associated with the Council and service delivery. Monitoring the policy provides the opportunity to identify if there are any changes required or additional areas of activity.
Financial Implications	Costs associated with the anti-fraud and corruption work outlined in this report are met from the Council's base budget. This includes staffing costs, training, marketing and promotion costs, stationery and any postage.
Opportunities and Risks	Having a policy which sets out the Council's anti-fraud and corruption culture and associated procedures assists in the management of the risk of fraud and corruption against the Council.
Ward Implications	Borough wide implications.

16. BACKGROUND PAPERS

Corporate Anti-Fraud and Corruption Policy 2019

Whistleblowing Policy 2018

Benefits Counter Fraud and Sanctions Policy 2016

Cabinet Office requirements for the National Fraud Initiative

Trading Standards & Licensing Legislation

Report prepared by Andrew Hollis – Senior Investigations Officer – 01952 383899; Tracey Drummond – Principal Auditor – 01952 383105; Rebecca Owen-Jones-Benefit Assessment Group Manager – 01952 383881; Anita Hunt – Public Protection Manager (Trading Standards and Licensing) – 01952 381998; Timothy Bage – Public Protection Manager (Environmental Health) 01952 380437.

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1. **INTRODUCTION**

- 1.1 The Council, through this policy demonstrates its zero tolerance of fraud, bribery and corruption and its determination to deal equally with perpetrators from inside (members¹ and employees²) and outside the Council.
- 1.2 The policy outlines measures designed to frustrate attempted fraud, bribes or corruption (defined in Appendix A) and the steps that will be taken if such action occurs. It is separated into four areas:-
1. Culture
 2. Prevention/Deterrence
 3. Reporting, Detection and Investigation
 4. Training
- 1.3 The Council also welcomes the high degree of external scrutiny of its affairs by a variety of external bodies. These bodies are important as they provide independent external challenge and highlight any areas where improvements to anti-fraud, anti-bribery and anti-corruption activities can be made.

2. **CULTURE**

- 2.1 The Council's co-operative values include openness and honesty which supports the Council's commitment to zero tolerance in respect to fraud, bribery and corruption.
- 2.2 The prevention and detection of fraud, bribery or corruption and the protection of the public purse are responsibilities of everyone, both internal and external to the organisation. The anti-fraud, bribery and corruption culture and associated procedures assist the Council in its management of the risk of fraud, bribery and corruption against the Council and are an integral part of its governance framework.
- 2.3 The Council's members, employees, partners, volunteers and governors play an important role in creating and maintaining this culture. They are positively encouraged to raise concerns regarding fraud, bribery and corruption, regardless of seniority, rank or status, confident in the knowledge that such concerns will be investigated and wherever possible be treated in confidence³. Suppliers/contractors to the Council and the public also have roles to play in this process and should inform the Council if they feel that fraud, bribery or corruption may have occurred. Examples of types of concerns are listed in Annex 1.
- 2.4 The Council will take appropriate action against those who defraud the Council or who are corrupt. There is, of course, a need to ensure that any investigation process is not misused and, therefore, any abuse (such as employees/members raising malicious allegations) will also be dealt with appropriately.
- 2.5 When fraud, bribery or corruption has occurred due to a breakdown in the Council's systems or procedures, senior managers will ensure that appropriate improvements in systems of control are implemented within a reasonable timeframe to prevent a re-occurrence.

3. **PREVENTION & DETERRENCE**

3.1 **MEMBERS**

¹ The term "members" is used in the policy to include elected, co-opted and independent members.

² The term employees is used in the policy to include employees, temporary staff, volunteers, partners

³ The Council's Whistleblowing policy sets out how concerns can be raised (including anonymous information) and how they will be dealt with, including allegations in respect to fraud and corruption.

- 3.1.1 All members of the Council have a duty to the citizens of the Borough to protect the Council and public money from any acts of fraud, bribery or corruption. This is achieved through the Anti-Fraud and Corruption Policy, compliance with the Code of Conduct for Members, the Council's Constitution⁴, relevant legislation and any other protocols and procedures adopted by the Council.

3.2 EMPLOYEES

- 3.2.1 The Role of the Chief Financial Officer – one of the Assistant Directors⁵ has been designated the statutory responsibilities of the Chief Financial Officer as defined by s151 of the Local Government Act 1972. These responsibilities are set out in Annex 2.
- 3.2.2 Employees and their managers are responsible for controls and ensuring that adequate systems of internal control exist within their areas of responsibility, that these controls operate effectively and that they test them regularly to confirm this. They should also operate so as to prevent and detect fraud and implement appropriate controls into new/developed systems and new controls into existing systems to reduce the risk of fraud occurring or recurring.
- 3.2.3 Managers at all levels are responsible for managing the risk of fraud, bribery and corruption through:
- a) Recruitment – following the Council's recruitment policies and procedures
 - b) Appropriate induction and training in order for their staff to do their job
 - c) Their adherence to and promotion of the Council's Values and the Employee Code of Conduct
 - d) Providing awareness of the Council's constitution, appropriate policies and procedures (key documents associated with this policy are listed in Annex 2)
 - e) Regular reminders, updates and vigilance in respect to fraud, bribery & corruption
 - f) Encouraging staff to raise concerns with them or through the Whistleblowing policy
 - g) Encouraging staff to report suspected cases of fraud to the Investigation Team

3.3 MEMBERS & EMPLOYEES

- 3.3.1 Both members and employees must ensure that they avoid situations where there is a potential for a conflict of interest⁶. Such situations can arise particularly with planning and land issues, procurement (especially tendering), recruitment etc. Effective role separation is essential to ensure decisions made are based upon impartial advice to maintain public confidence in the Council's decision-making processes and avoid questions about improper disclosure of confidential information.
- 3.3.2 All members and officers are expected to fully co-operate with whoever is conducting fraud, bribery and corruption investigations, proactive checks or data matching exercises.

3.4 INVESTIGATION TEAM AND INTERNAL AUDIT

- 3.4.1 The Investigation Team within Audit and Governance investigates cases of suspected financial irregularity, fraud, bribery or corruption, in accordance with agreed procedures. This includes any whistleblowing referrals. Depending on the nature of the allegation, the matter could be pursued by the team or referred on to the Police, if it is felt that it requires Police involvement. The team works closely with outside organisations, such as West Mercia Police and the Department for Works and Pensions to help tackle fraud.
- 3.4.2 Internal Audit plays a vital preventative role in ensuring that systems and procedures are in place to prevent and deter fraud, bribery and corruption and has specific rights within the constitution

⁴ Including Financial Regulations and Standing Orders

⁵ Assistant Director Finance, & HR

⁶ Conflicts could also arise where employees have additional employment outside the Council but this is managed through the Private Works procedure.

(see Annex 2). Internal Audit liaises with management to recommend changes in procedures to improve controls, reduce risks and prevent losses to the Authority.

3.5 BENEFITS AND COUNCIL TAX DISCOUNTS/EXEMPTIONS WITHIN TELFORD AND WREKIN COUNCIL

- 3.5.1 Benefits administration is recognised nationally as being complex to administer. This results in the scheme being prone to error and abuse. The Authority is committed to tackling poverty but it must also ensure that the administration of Housing Benefit and Council Tax Support is secure, fair and provides prompt help to those who are entitled. Equally, it must also be vigilant in tackling fraud and error to ensure value for taxpayers' money. This is also appropriate to the Revenues Service when awarding any discount or exemption on a council tax or business rate account. Both the Revenues Service and the Benefits Service operate within legislation, government guidance and local procedures with the aim of improving the quality and accuracy of benefit determinations and to prevent and reduce the incidence of fraud.
- 3.5.2 Housing Benefit fraud is investigated by the Department for Work and Pensions, while fraud within Council Tax Support is investigated by the Investigation Team within Audit and Governance.

3.6 DATA MATCHING

- 3.6.1 The Council participates in all mandatory data matching exercises most notably the National Fraud Initiative (NFI). In respect to both Revenues and Benefits there are also regular external exercises and the introduction of real time information to enable data matches from HRMC. In addition internal data matching exercises are undertaken at various times, for example matching council tax single person discount records with credit reference agencies. All exercises adhere to data protection requirements under the Data Protection Act 2018.

3.7 EXTERNAL AUDIT

- 3.7.1 External Audit is an essential safeguard of the stewardship of public money. External Auditors will continue to operate through a Code of Practice that is designed to test (amongst other things) the adequacy of the Council's financial systems, the arrangements for preventing/limiting the opportunity for fraud and the arrangements for the detection of fraud, bribery and corruption. It is not the External Auditors' function to prevent fraud and irregularities, but the integrity of public funds is at all times a matter of general concern. External Auditors are always alert to the possibility of fraud and irregularity, and will act without undue delay if grounds for suspicion come to their notice. Where External Audit is required to undertake an investigation they will operate within legislation and their codes of conduct.

3.8 OTHER AGENCIES

- 3.8.1 Appropriate Council services have arranged (in compliance with the Data Protection Act 2018) the exchange of information on national and local fraud, bribery and corruption activity with appropriate external agencies.

3.9 CONTRACTORS/SUPPLIERS AND THE PUBLIC

- 3.9.1 This policy, although primarily aimed at those within or associated with the Council, encourages contractors/suppliers and the public to assist in the Council's zero tolerance of fraud, bribery and corruption.

3.10 PROSECUTION AND RECOMPENSE

- 3.10.1 To support this policy the Council has a Corporate Prosecution Policy which is complemented by the Revenues and Benefits Sanction and Penalty Policy. The corporate policy is designed to clarify and ensure consistency in the Council's action in specific cases and to deter others from committing offences against the Authority. The Revenues and Benefits Sanction Policy

ensure that Revenues and Benefits prosecutions are undertaken within the requirements of the relevant legislation.

3.10.2 Any sanction against Housing Benefit will be taken by the Department for Work and Pensions. Although authorisation for administration penalties (fine as an alternative to prosecution) will still have to be provided by the appropriate person within Telford and Wrekin Council.

3.10.3 In addition or instead of prosecution, the Council will seek to recover any money or assets fraudulently/corruptly obtained from the Council.

3.11 DISCIPLINARY OR OTHER ACTION

3.11.1 Theft, fraud, bribery and corruption are serious offences against the Authority and employees will face disciplinary action if there is evidence that they have been involved in these activities, including any deception to obtain a council tax discount and/or exemption along with Housing Benefit fraud. Disciplinary action will be taken in addition to, or instead of, criminal proceedings depending on the circumstances of each individual case but in a consistent manner.

3.11.2 Members will face appropriate action under this policy if there is evidence that they have been involved in theft, fraud, bribery and corruption against the Authority. Action will be taken in addition to, or instead of criminal proceedings, depending on the circumstances of each individual case but in a consistent manner. If the matter is a potential breach of the Code of Conduct for Members then it will also be referred to the Monitoring Officer.

3.12 PUBLICITY

3.12.1 The Council's Corporate Communications Team will optimise the publicity opportunities associated with anti-fraud, anti-bribery and anti-corruption activity within the Council. Information will be publicised in respect of prosecutions and other appropriate cases as a deterrent.

3.12.2 Fraud reporting will be made easier by the new internal and external reporting channels, promoting both online and telephone referrals to the Investigation Team. This will complement the updated Whistleblowing Policy and will be widely publicised.

3.12.3 Internally, where the Council can learn from incidents the relevant points will be communicated to members and employees.

3.12.4 Any notifications received by the Council of possible regional/national frauds, scams or alerts will be communicated to employees and members, as appropriate.

3.13.5 All anti-fraud, anti-bribery and anti-corruption activities, including the update of this policy⁷, will be publicised in order to make employees, members and the public aware of the Council's commitment to taking action on fraud, bribery and corruption, when it occurs.

4. REPORTING DETECTION AND INVESTIGATION

4.1 All suspected fraud, bribery and corruption irregularities (except Housing Benefit fraud) are required to be reported to the Investigation Team within Audit and Governance. This can be done through the online reporting form, via telephone, in writing and in person. The telephone number is 01952 383839. Any whistleblowing referral can be made through the same channels.

4.2 Any referral for suspected Housing Benefit fraud can be made directly to the Department for Work and Pensions by using the national fraud hotline 0800 854440 or online reporting mechanism. Any internal referral for Housing Benefit fraud that has occurred from processing an application by Benefit staff can be made using the recognised reporting form which can be passed to the Investigation Team to refer to the Department for Work and Pensions through established channels.

⁷ This policy will be reviewed annually and updated where necessary.

- 4.3 Internal Audit plays an important role in the detection of fraud. Included in their audit plan are specific fraud tests, spot checks and unannounced visits. However it is often the vigilance of employees, partners, volunteers, members, governors, suppliers/contractors and the public that aids detection

5. AWARENESS AND TRAINING

- 5.1 The Council recognises that the continuing success of this policy and its general credibility will depend in part on the effectiveness of training and awareness for Members, employees and affected external parties. The principles of this policy are integrated into the officer and member's induction programme and incorporated in the Member Development programme.
- 5.2 A new online fraud training course is now undertaken by all new employees of the Authority.
- 5.3 Specialist training for certain employees is provided by their service area due to their specific roles.
- 5.4 Regular awareness through corporate communication, staff news and Ollie will support the successful application of this policy. Full copies of the Anti-Fraud and Corruption Policy, the Fraud Response Plan the Whistleblowing policy and any other relevant policy are available on the intranet.

ANNEX 1

DEFINITIONS OF FRAUD, BRIBERY & CORRUPTION

Fraud is defined by the Audit Commission as:-

Fraud – “*the intentional distortion of financial statements or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain*”.

In addition, fraud can also be defined as “*the intentional distortion of financial statements or other records by persons internal or external to the authority which is carried out to mislead or misrepresent*”.

The Fraud Act 2006 which came into effect on 15th January 2007 created a new general offence of fraud with three ways of committing it:

- Fraud by false representation
- Fraud by failing to disclose information
- Fraud by abuse of position

It also created new offences:

- Obtaining services dishonestly
- Possessing, making and supplying articles for use in frauds
- Fraudulent trading applicable to non-corporate traders.

Corruption is defined by the Audit Commission as:-

Corruption – “*the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person*”.

In addition, this policy also covers “*the failure to disclose an interest in order to gain financial or other pecuniary benefit.*”

Bribery is defined under the Act as:-

A bribe is a financial or other advantage that is offered or requested with the intention of inducing or rewarding the improper performance of a relevant function or activity, or with the knowledge or belief that the acceptance of such an advantage would constitute the improper performance of such a function or activity.

EXAMPLES OF THE TYPES CONCERNS that should be raised:

- * A criminal offence
- * A failure to comply with a statutory or legal obligation
- * Improper or unauthorised use of public or other official funds
- * A miscarriage of justice
- * Maladministration, misconduct or malpractice
- * Discriminatory behaviour
- * Endangering an individual's health and/or safety
- * Damage to the environment
- * Benefit Fraud
- * That offers or requests have been made in respect to a promise, gift, financial or other advantage to or from a person that results in improper performance of a decision or action
- * Deliberate concealment of any of the above

Roles and Responsibilities of the Chief Financial Officer (CFO) in respect to Financial Affairs including Fraud & Corruption

Section 151 of the Local Government Act (1972) sets out that in every local authority in England & Wales should:

“make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has the responsibility for the administration of those affairs”.

Section 114 of the Local Government Finance Act (LGFA) 1988 requires the Chief Financial Officer to report to the Council if the authority, one of its committees, the Leader and Cabinet Executive or one of its officers:

- Has made – or is about to make – a decision which has or would result in unlawful expenditure;
- Has taken, or is about to take, an unlawful action which has or would result in a loss or deficiency to the authority; or
- Is about to make an unlawful entry in the Council's accounts.

Section 114 of the LGFA 1988 also requires the Chief Financial Officer to nominate a properly qualified member of staff to deputise, should the Chief Financial Officer be unable to perform the duties under Section 114 personally.

Under the Constitution the CFO responsibilities of proper administration encompasses all aspects of local authority financial management including:

- provision of financial advice for service delivery, strategic planning and policy making across the authority;
- provision of advice on the optimum use of available resources on the management of capital and revenue budgets;
- provision of financial management information;
- preparation of statutory and other accounts, associated grant claims and supporting records;
- provision of an effective internal audit function and assistance to management in providing safe and efficient financial arrangements;
- the proper exercise of a wide range of delegated powers both formal and informal;
- provision of effective financial management systems and procedures;
- provision of effective income collection and payments systems;
- advising on treasury, investment and cash-flow management;
- advising on the safe custody of assets and insurance; and
- The recognition of the fiduciary responsibility owed to local tax payers.

KEY COUNCIL DOCUMENTS THAT SUPPORT THIS POLICY

(This list contains examples but is not exhaustive)

- Constitution
- Financial Regulations and Standing Orders and associated detailed procedures
- Fraud Response Plan
- Employee Code of Conduct
- Health and Safety Policies
- Corporate Information Security Policy (which includes the E-mail and Internet Usage Policies and IT Strategy).
- Gifts and Hospitality Guidance
- Equalities policies
- Private Works Procedure

CONSTITUTION POWERS FOR REPRESENTATIVES OF INTERNAL AUDIT

(Part 4 – Rules of Procedure: Section 6 – Financial Regulations paragraph 9.7)

9.7 The Chief Finance Officer's authorised Internal Audit representatives shall be empowered to:

- enter at all reasonable times any Council premises or land
- have access to all Council and partner records (includes business e-mails and internet records), documentation and correspondence relating to any financial and/or other transactions or other business of the Council, its employees or members, as considered necessary by the CFO, Monitoring Officer or Audit & Information Governance Manager.
- have access to records belonging to third parties such as contractors or partners when required
- require and receive such explanations as are regarded necessary concerning any matter under examination from any employee, member, partner or third party.
- require any employee or member of the Council or any partner/third party to account for cash, stores or any other Council property which is under his/her control or possession on behalf of the Council.

BOROUGH OF TELFORD & WREKIN**COUNCIL - 25 JULY 2019****SENIOR & STATUTORY FUNCTIONS & ALLOCATIONS****REPORT OF ASSISTANT DIRECTOR FINANCE & HUMAN RESOURCES****1. PURPOSE**

To receive a report from the Personnel Committee asking Council to confirm interim arrangements in the light of the departure of the Managing Director with effect from 31 July 2019.

2. RECOMMENDATIONS:

To agree the following recommendations as detailed in this report:

- 2.1 That, with effect from 1 August 2019 the Director of Customer, Neighbourhood and Well-Being Services is designated Head of Paid Services and Council note that this arrangement will be reviewed by Council on 19 September 2019.
- 2.2 That with effect from 1 August 2019 the Monitoring Officer is appointed as the (Local) Returning Officer and Local Electoral Registration Officer and that Council note that this arrangement will be reviewed by Council on 19 September 2019.
- 2.3 That the Council's Constitution and Pay Policy be amended to reflect these interim arrangements.

3. PREVIOUS MINUTES

Not applicable

4. BACKGROUND

Members have received notification that the Managing Director will be leaving the Council on 31 July 2019. There are some arrangements that are required to be made that are the decision of Council alone, these include the designation of an officer as the Head of Paid Service and the appointment of Electoral Registration and (Local) Returning Officer.

6. INTERIM ARRANGEMENTS

It is proposed that the following arrangements are put into place from 1st August 2019.

The Director of Customer, Neighbourhood and Well-Being Services will be the most Senior Officer in the Council. He will be paid an additional payment of £1,212 per month which equates to 50% of the difference between the salary for his current post and that of the current Managing Director. He will have responsibility as Head of Paid Service including all current responsibilities delegated to the Managing Director in the Council's Constitution. The title of this interim role will be 'Chief Operating Officer'. Specific responsibilities and duties will be agreed with the Leader. This arrangement will be reviewed by Council on 19 September 2019.

The Monitoring Officer will take on the role of the Local Returning Officer and Local Electoral Registration Officer on a temporary basis to ensure any potential elections can be completed in accordance with legal requirements. He will be paid any necessary fees as set out in Council's Pay Policy. This arrangement will also be reviewed on 19 September 2019.

7. LEGAL

The designation of Interim Head of Paid Service is a decision that needs to be approved by full Council on the recommendation of Personnel Committee and the appointment of the Local Registration Officer and Local Returning Officer are Council decisions.

The salary level of the Head of Paid Service is set out in the Council's Pay Policy. Any change in salary will need to be recommended by Personnel Committee to full Council and the Pay Policy amended accordingly.

The appointment of the permanent Head of Paid Service is a decision that needs to be approved by full Council on the recommendation of a Member Appointment Board. On the current timetable this will be reported to full Council on 19 September 2019.

9. FINANCE

There is, in the short term salary savings from the Director acting up on an interim basis.

10. ENVIRONMENTAL

There are no environmental issues arising from this report.

11. EQUALITIES

The appointment of a replacement is currently out to advert and will be undertaken within the framework of the Council's Recruitment & Selection policy which addresses Equality and Diversity issues. The appointment will be widely advertised nationally to attract a range of candidates. The successful candidate will be expected to demonstrate a personal commitment to equality of opportunities during the selection process and during their tenure.

12. LINKS TO CORPORATE PRIORITIES

The appointment of a permanent, high quality Head of Paid Service is central to the delivery of all the community ambitions and in the realisation of the key priority areas

10.0 WARD IMPLICATIONS

There are Council wide implications in relation to this matter

Report prepared by Sue Wilson, HR Manager, 01952 38351

APPOINTMENT OF HEAD OF PAID SERVICE: PROPOSED TIMELINEProposed Time-line

<u>DATE</u>	<u>STAGE</u>
15 th July 2019	Personnel Committee meets 15 th /16 th July staff, stakeholders and media informed of Managing Director departure
17 th July 2019	Advert opens
2 nd September 2019	Closing date for Applications Initial sifting of applications by Human Resources Manager in consultation with the Leader
3 rd September 2019	Candidates invited to selection process
5 th September 2019	Long-list selection activities undertaken by Human Resources
6 th September 2019	Member Appointment Board final short list interviews
19 th September 2019	Full Council Formal offer made to successful candidate

TELFORD & WREKIN COUNCIL

FULL COUNCIL – 25 JULY 2019

REVIEW OF TERMS OF REFERENCE FOR HEALTH AND WELLBEING BOARD AND GRANTING DELEGATED AUTHORITY TO CHIEF OPERATING OFFICER

REPORT OF THE ASSISTANT DIRECTOR: GOVERNANCE, PROCUREMENT & COMMISSIONING

PART A) – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

For Council to review and agree changes to the Terms of Reference of the Health and Well Being Board attached at Appendix 1 and to grant delegated authority to the Chief Operating Officer following the departure of the Managing Director.

2. RECOMMENDATION

- 2.1 That the Council approves the amendments to the Health and Wellbeing Board Terms of Reference as set out at Appendix 1.
- 2.2 That the Council authorises the Leader to grant delegation of those powers previously vested in the Managing Director and/or Head of Paid Service as set out in Appendix 2 to the Chief Operating Officer with immediate effect.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	The Health and Well Being Board is part of the Council's decision making framework and therefore contributes to all of the Council's priorities.
	Will the proposals impact on specific groups of people?	
	No	
TARGET COMPLETION/DELIVERY DATE	If approved, the Terms of Reference will be implemented immediately.	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes/No	There are no identifiable financial implications arising from adopting the recommendations 2.1 & 2.2 above. RP-17/07/2019
LEGAL ISSUES	Yes/No	The Constitution requires that the Terms of Reference be reviewed on

		<p>an annual basis. The Council is required to comply with the Constitution.</p> <p>In accordance with the Strong Leader model, the Leader has the power to appoint an Acting Head of Paid Service and to delegate authority to the Acting Head of Paid Service to undertake specified functions.</p> <p>Some functions are the responsibility of Full Council and, therefore, can only be delegated to the Acting Head of Paid Service by Full Council.</p>
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	There are no other specific impacts arising from this report.
IMPACT ON SPECIFIC WARDS	Yes	Borough-wide impact

PART B) – ADDITIONAL INFORMATION

4. INFORMATION

Terms of Reference for Health and Wellbeing Board

- 4.1 The Constitution requires that Full Council should agree the Terms of Reference for each of its Committees to enable the Council to efficiently conduct its business.
- 4.2 The Terms of Reference forms part of the Constitution and was approved by Full Council in that context on 14 July 2016.
- 4.3 It is recommended that the Terms of Reference be updated to reflect the new Cabinet Member priorities and service areas for 2019/20. In order to reflect these changed priorities and in recognition of the changing role of both Cabinet Members and elected Members generally, it is suggested that the role of Chair of the Health and Wellbeing Board is not required to be a Member with Cabinet responsibilities although can still be a Cabinet Member if necessary. It is further suggested that in order to limit any conflict of interest, the Cabinet Member for Health & Social Care is not required to sit on the Board but may do so.
- 4.4 No other changes to the Terms of Reference are suggested.
- 4.5 Agreeing the Terms of Reference of the Health and Wellbeing board is a function of Full Council. The proposed change would, naturally, result in a change to the Constitution although that change would be minor and have no impact upon the work of the Board. As a result, in consultation with the Chair of the Council Constitution Committee, it has been agreed that a meeting of the Council Constitution Committee

be dispensed with.

Delegations to Chief Operating Officer

- 4.6 Following the departure of the Managing Director, Full Council has been asked to approve (via another item on the agenda for this meeting) the appointment of the Director of Customer, Neighbourhood and Wellbeing Services as Chief Operating Officer and Acting Head of Paid Service on an interim basis.
- 4.7 In order to ensure that the Council remains able to operate effectively, it is proposed that all of those powers vested in the Managing Director and/or Head of Paid Service become vested in the Chief Operating Officer with immediate effect.
- 4.8 In accordance with legislation, all the functions of the authority shall be functions of the Leader and Cabinet except for some specified functions that are reserved to Full Council. Those functions that must not be discharged by the Leader and Cabinet include matters such as the determination of planning applications, licensing and registration functions. These functions can be discharged by a Committee, sub-committee or an officer under delegated authority from Full Council.
- 4.9 Additionally, in accordance with the Council's Constitution, there are some Executive functions which vest in Chief Officers. The designation of Chief Officer includes Directors and will include the Chief Operating Officer.
- 4.10 Full Council has delegated authority to the Managing Director and/or Head of Paid Service to undertake a number of functions; these are set out in Appendix 2.

5. PREVIOUS MINUTES

- 5.1 Council – 14 July 2016 and 23 May 2019

6. BACKGROUND PAPERS

Constitution – www.telford.gov.uk/constitution

Report prepared by Deborah Moseley, Democratic & Scrutiny Services Team Leader. Telephone 01952 383215

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Telford & Wrekin Health and Wellbeing Board - Terms of Reference and Procedure

The Board has the responsibility for public health and health and wellbeing responsibilities within the Borough.

TERMS OF REFERENCE

1. The Health and Wellbeing Board is responsible for
 - 1.1. the development of a joint Health & Wellbeing Strategy for Telford & Wrekin based upon the needs identified in the Joint Strategic Needs Assessment (JSNA)
 - 1.2. the ongoing development of the JSNA and the development, review and oversight of the delivery of actions identified in the joint health and wellbeing strategy and other key plans and strategies that may be developed from time to time
 - 1.3. the encouragement of joint and co-commissioning between health and care sectors, including Telford and Wrekin CCG, Telford and Wrekin Council, and NHS England and ensuring that commissioning activity of the relevant organisations are aligned with the priorities set out in the Health & Wellbeing Strategy
 - 1.4. the general oversight of the Council's Public Health responsibilities and receiving the annual report of the Council's Director of Public Health
 - 1.5. the receiving of reports from and making recommendations to Full Council, NHS England, and the Clinical Commissioning Group Board and Boards and sub-committees that it may establish (and delegate functions to) and from other Boards and organisations involved in the provision of that influence of health and well-being outcomes for the whole population within the Borough.
2. The Health and Wellbeing Board will link to the Local Strategic Partnership and local Adults and Childrens' Safe-guarding Boards
3. **General**
 - 3.1. At the first meeting after the Annual Council Meeting and in response to any further guidance consider its terms of reference, structure, membership and activities.

PROCEDURE

4. General

Unless specifically provided for in these Terms of Reference the [Council Procedure Rules](#) govern the way that committees operate but these may be varied or suspended, at the discretion of the Chairman of the Committee in the interests of efficient and effective management of the committee

5. Membership

- 5.1. Members of the Health and Wellbeing Board will comprise representatives from the Telford & Wrekin Clinical Commissioning

Group, Telford & Wrekin Council, HealthWatch and NHS England Local Area Team. The core members are:

- 5.2. An elected Member of Telford & Wrekin Council (Chairman of the Health and Wellbeing Board)
- 5.3. Cabinet Member for Customer Services, Partnerships, Culture & Leisure
- 5.4. Cabinet Member for Children, Young People, & Education
- 5.5. Cabinet Member for Parks, Green Spaces & The Natural Environment
- 5.6. Director responsible for Adult Social Care
- 5.7. Director responsible for Children's Services
- 5.8. Director of Public Health
- 5.9. NHS England Local Area Team representative
- 5.10. Chair of Telford and Wrekin Clinical Commissioning Group (CCG) (Vice Chair Health and Wellbeing Board)
- 5.11. Non-Executive Director from Clinical Commissioning Group
- 5.12. Chief Officer from Clinical Commissioning Group
- 5.13. Representative of local HealthWatch
- 5.14. Chair of the Community Safety Partnership
- 5.15. Each opposition Group with 4 or more elected members shall have one place on the Health and Wellbeing Board with voting rights.
- 5.16. Such other persons, or representatives of such other persons, as the Local Authority thinks appropriate
- 5.17. The members of the Board will be advised and supported by officers from the local authority and CCG.
- 5.18. Members agree to share all relevant information and data, to allow performance, and other joint working arrangements, to be properly monitored and managed.

6. Quorum

- 6.1. Quorum of one quarter is required, with a minimum of one Councillor Board member from Telford & Wrekin Council and one Board member from the CCG required in attendance.

7. Disqualification for Membership

- 7.1. Any person who would be disqualified from being able to stand for election as a councillor will be disqualified from being a member of a committee or sub-committee of a local authority. The regulations state that these disqualifications will be retained for Health and Wellbeing Board, but the regulations will ensure the disqualifications do not apply to Health and Wellbeing Board in so far as they cover disqualifications in respect of members of the board holding any paid employment or office in the local authority – this allows the Directors of Adult Social Services, Children's Services and Public Health to be formal members of the Health and Wellbeing Board.
- 7.2. The following disqualifications will be retained for members of the Health and Wellbeing Board:
- 7.3. Being the subject of a bankruptcy restrictions order or interim order
- 7.4. Having been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed a sentence of

imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine.

8. Voting Rights

- 8.1. All Members of the Health and Wellbeing Board will be able to vote alongside the elected representatives. This applies to any additional board members appointed in addition to the statutory membership set out in the Health and Social Care Act 2012.

9. Meetings

- 9.1. The Health and Wellbeing Board will meet quarterly and in public. Dates and times of meetings will be agreed and published in advance. Note - the press and public may be excluded during consideration of any matter which would involve the disclosure of confidential or exempt information.
- 9.2. Agendas and supporting papers will be issued at least five clear days before each meeting and action notes will be produced, confirmed as a true record of the meeting and signed by the Chair. Note - documents that may disclose confidential or exempt information, will be made available for public inspection five days before the meeting.
- 9.3. Members of the public and press will have access to the meetings and there will be provision for public speaking section at each Health and Wellbeing Board meeting. A procedure for public speaking at the Health and Wellbeing Board is in place and is available on the Council's website or by contacting Democratic Services.

10. Code of Conduct and Declaration of Interest

- 10.1. The Health and Wellbeing Board will adopt the Council's code of conduct. Any interests in item(s) on the agenda should be declared at the start of the meeting.

11. Reporting Mechanisms/Accountability

The actions of the Health and Wellbeing Board will be subject to independent scrutiny by the relevant Scrutiny Committee of the Council.

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AUTHORITY TO ACT AS ACTING HEAD OF PAID SERVICE

In accordance with the Council's Constitution the following powers are exercisable by the Head of Paid Service:

1. The Head of Paid Service shall undertake all duties designated under Section 4 of the Local Government and Housing Act 1989.

These are personal functions and must be undertaken by the Head of Paid Service personally. Where the Head of Paid Service is also the Managing Director he/she may delegate other functions which are not included in that Section 4.

2. Discharge of functions by the Council.

The Head of Paid Service will report to full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.

3. Emergency Powers.

The Managing Director shall, having as far as possible conferred with the Leader in the event of civic disasters or other issues of extreme emergency, have power to make decisions for the protection of the Borough and its inhabitants, and which cannot be dealt with in accordance with the normal decision making process of the Council.

4. The Managing Director has delegated authority to deal with those urgent items of business falling within the remit of the Leader where a Leader is not in office. In addition, the Managing Director has delegated authority to undertake the role of consultee for those functions within the Council's Scheme of Delegation to Officers requiring prior consultation with the Leader where they are not in office.

5. Restrictions on functions.

The Head of Paid Service may not be the Monitoring Officer but may hold the post of Chief Financial Officer if a qualified accountant.

As Leader of the Council I hereby delegate authority to exercise all those powers vested in the Head of Paid Service / Managing Director as set out in the Constitution of the Council to Jonathan Rowe, Chief Operating Officer, for the purposes of acting as the Acting Head of Paid Service of the Council until such time as this delegation is either further amended or otherwise revoked.

Dated this Day of 2019

Signed:

Councillor Shaun Davies
Leader of Telford & Wrekin Council

LOCAL GOVERNMENT AND HOUSING ACT 1989 C. 42

4. Designation and reports of head of paid service.

(1)

(1A)

(2) It shall be the duty of the head of a relevant authority's paid service, where he considers it appropriate to do so in respect of any proposals of his with respect to any of the matters specified in subsection (3) below, to prepare a report to the authority setting out his proposals.

(3) Those matters are:

- (a) the manner in which the discharge by the authority of their different functions is co-ordinated;
- (b) the number and grades of staff required by the authority for the discharge of their functions;
- (c) the organisation of the authority's staff; and
- (d) the appointment and proper management of the authority's staff.

(4) It shall be the duty of the head of a relevant authority's paid service, as soon as practicable after he has prepared a report under this section, to arrange for a copy of it to be sent:

- (a) in the case of an elected local policing body, to the body and to the police and crime panel for the body's police area;
- (aa) in the case of a fire and rescue authority created by an order under section 4A of the Fire and Rescue Services Act 2004, to the authority and to the police and crime panel for the police area:
 - (i) which corresponds to the authority's area, or
 - (ii) within which the area of the authority falls;
- (ab) . . . ; and
- (b) in any other case, to each member of the authority.

(5) It shall be the duty of a relevant authority to consider any report under this section by the head of their paid service at a meeting held not more than three months after copies of the report are first sent to members of the authority; and nothing in section 101 of the Local Government Act 1972 . . . shall apply to the duty imposed by virtue of this subsection.

(5A) It shall be the duty of an elected local policing body to consider any report under this section by the head of the body's paid service, and to do so no later than three months after the body is sent a copy of the report.

(5B) It shall be the duty of a fire and rescue authority created by an order under section 4A of the Fire and Rescue Services Act 2004 to consider any report under this section by the head of the authority's paid service and to do so no later than three months after the authority is sent a copy of the report.

(5C) . . .

(6) In this section "relevant authority":

- (a) in relation to England and Wales, means a local authority of any of the descriptions specified in paragraphs (a) to (e) and (ja) to (jc) of section 21(1) below, an elected local policing body, a fire and rescue authority created by an order under section 4A of the Fire and Rescue Services Act 2004 . . .