

Public Document Pack

A MEETING OF THE BOROUGH OF TELFORD & WREKIN

Will be held at THE PLACE, LIMES WALK, OAKENGATES,
TELFORD, TF2 6EP
on THURSDAY, 23 JANUARY 2020
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. **One Minute's Silence**
The Mayor will call for a one minute silence in tribute to Councillor Liz Clare.
2. **Prayers**
3. **Apologies for Absence**
4. **Declarations of Interest**
5. **Minutes of the Previous Meetings**
To confirm the minutes of the last meetings of the Council.

(Pages 7 - 14)

6. **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.
7. **Mayor's Announcements** (Pages 15 - 24)
To note the Mayoral Engagements undertaken since the previous Council meeting.
8. **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.
- 8.1 **The following question has been submitted by Yvonne Hill**
"I welcome the inclusion of taxi licensing in the terms of reference of the Independent Inquiry into CSE and also the Council's recent focus on cross border licensing. What help can local residents give to ensure that only drivers licensed by Telford & Wrekin Council operate within the borough?"
- 8.2 **The following question has been submitted by Carol Scott**
"Can the council advise whether they are actively and constructively working to implement a concessionary travel scheme possibly linked to TLC card for 1950's women still affected by delayed state pension, therefore, no entitlement to bus pass or was the commitment to be a WASPI supporting council just empty words."
9. **Cabinet Decisions Made Since the Last Meeting of the Council** (Pages 25 - 26)
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.
10. **Recommendations from Cabinet**

CABINET - 10 OCTOBER 2019

- 10.1 **2019/20 Financial Management Report** (Pages 27 - 30)
Recommended that the changes to the capital programme detailed in Appendix 1 to the report be approved.

The attached report is an amalgamated report covering items 10.1 and 10.2

CABINET - 2 JANUARY 2020

- 10.2 **Financial Management 2019/20**
Recommended that the changes to the capital programme detailed in Appendix 1 to the report be approved.
- Please see item 10.1 for the amalgamated report covering items 10.1 and 10.2.
- 10.3 **Housing Investment Programme** (Pages 31 - 40)
Recommended - that an extension to the Nuplace Loan Facilities Agreement of £5.0m be approved, the rate and terms to be delegated for approval to the Councils s151 officer in consultation with the Cabinet Member for Council Finance & Service Delivery
- 10.4 **Youth Justice Plan 2019/20** (Pages 41 - 72)
Recommended - that the Youth Justice Plan 2019/20 be approved and endorsed and that the West Mercia Youth Justice Service responsibilities be noted.
- 10.5 **Council Tax Support Scheme 2020-2021** (Pages 73 - 108)
Recommended that –
- (a) that the new Council Tax Reduction Scheme attached to the report at Appendix A be adopted for implementation from 1 April 2020; and
 - (b) the redesigned Council Tax Reduction Hardship Assistance Policy attached at Appendix B to the report be approved.
11. **Scrutiny Annual Report** (Pages 109 - 124)
Councillor D R W White, Chair of the Scrutiny Management Board, will present the Annual Scrutiny Report.
12. **Setting of the Council Tax Base for 2020/21** (Pages 125 - 134)
To receive the report of the Director: Finance & Human Resources (Statutory Chief Financial Officer).
13. **Recommendations from Boards and Committees**

AUDIT COMMITTEE - 1 OCTOBER 2019

- 13.1 **Review of the Speak Up (Whistleblowing) Policy 2019** (Pages 135 - 142)
Recommended - that members of the Audit Committee recommend that the Council adopts the updated Speak Up (Whistleblowing) Policy 2019.

13.2 Scrutiny Structure

At its meeting held on 12 November 2019, the Scrutiny Management Board Committee made the following recommendation to Council:-

That the revised scrutiny structure set out in this report and the Terms of Reference for the Scrutiny Committees attached at Appendix 1 be agreed.

14. 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.

15. Notices of Motion

15.1 Councillor A J Eade will propose the following Motion:-

“This Council supports the provision of a new hospital in between Telford and Shrewsbury and undertakes to send a fact finding Member/Officer delegation to Cramlington in Northumbria to review health service provision and best practice at that site.”

The Motion will be seconded by Councillor N A Dugmore.

15.2 Councillor N A Dugmore will propose the following Motion:-

“This council resolves to consider housing numbers currently planned for the Borough within the Local Plan review process.”

The Motion will be seconded by Councillor T J Nelson.

15.3 Councillor A J Burford will propose the following Motion:-

“Telford and Wrekin Council is firmly opposed to the decision of the Secretary of State to downgrade Accident & Emergency services at the Princess Royal Hospital and close the existing Women and Children’s Centre.

We note with concern that the cost of Future Fit has spiralled out of control to £498 million with every indication that this will go higher still. This astronomical increase in cost makes Future Fit uneconomical and unfair and flies in the face of the need for a balanced approach to investment across the whole system which can deliver a viable solution to the current crisis in our local NHS

This more balanced approach must include:

- a significant additional investment in accessible, local primary and secondary services across Telford and Wrekin and Shropshire which will reduce pressure on acute hospital services
- a rejection of the current plan to pour a large majority of the available capital into crumbling hospital infrastructure contrary to the spirit and intent of the NHS Long Term Plan
- a rapid feasibility study of the alternatives to the current proposal for acute reconfiguration to include both the option of a new site dedicated either to A&E alone or to all hospital services for Telford and Wrekin and Shropshire and the option of retaining full A&E provision at both sites including the retention of the Women and Children's Centre at PRH

In order to progress these alternatives, and in the absence of fresh thinking from local NHS leaders, we call upon Shropshire Council and all local MPs to meet with this Council administration to make an agreed case to the Secretary of State to instruct that the feasibility work outlined above is undertaken in partnership with the local authorities.”

The Motion will be seconded by Councillor S Davies.

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

This page is intentionally left blank

FULL COUNCIL

Minutes of a meeting of the Full Council held on Thursday, 17 October 2019 at 6.00 pm in The Place, Limes Walk, Oakengates, Telford, TF2 6EP

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

In Attendance: J Eatough (Assistant Director: Governance, Procurement & Commissioning) and J Rowe (Chief Operating Officer (Interim))

Apologies: L D Carter, C Healy, J Jones, J Loveridge and J Pinter

46 **Declarations of Interest**

Councillors S P Burrell, K Middleton and D R W White declared an interest in minute number 48 Notice of Motion due to their Membership of the Joint Health Overview and Scrutiny Committee and indicated that they would not take part in the debate or vote.

47 **Notice of Motion**

(a) Councillor S Davies moved, in accordance with Council Procedure Rule 7, the following Motion:

“This Council condemns the Health Secretary decision to allow Future Fit to progress. This will have a detrimental impact on residents of Telford and Wrekin and put lives at risk. The decision flies in the face of the evidence and common sense. The decision made by the Secretary of State is simply wrong. At this late stage we call on the government to halt Future Fit.

Such moves will mean that Telford will be one of the biggest Towns in the country without a full A&E. The closure of the Consultant led Women and Children Unit flies in the face of clinical evidence.

Telford and Wrekin Council has fought this process every step of the way and will continue to fight for the best interests of our residents. This should not be about politics: This Council expects our MPs to support the Council and use every parliamentary means to ensure our Consultant led Women and Children Unit is retained and our A&E is not downgraded.”

Councillor A J Burford seconded the Motion.

Following a robust debate which considered the demographic and clinical need to retain a fully functioning 24/7 Accident and Emergency Department in Telford alongside a Women's and Children's Unit and paid tribute to NHS staff, the Motion was unanimously approved.

In accordance with Committee Procedure Rule 9.5, a recorded vote on the motion was taken, the voting being as follows:

For 45

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

Abstentions 0

Against 0

Having declared a prior interest Councillor S P Burrell, K Middleton and D R W White did not take part in the vote.

RESOLVED - that the motion be approved

48 Request for Leave of Absence - Councillor Jane Pinter

The Speaker noted that due to illness, Councillor Pinter had requested a leave of absence. It was moved and seconded that a six month leave of absence be granted to allow Councillor Pinter to recover and Members voted unanimously in favour of the request.

RESOLVED –that in accordance with section 85 (1) of the Local Government Act 1972, Councillor J Pinter be granted leave of absence from her Council duties for a period of six months effective from 17 October 2019.

The meeting ended at 6.58 pm

Chairman:

Date: Thursday, 23 January 2020

FULL COUNCIL

Minutes of a meeting of the Full Council held on Thursday, 19 September 2019 at 6.00 pm in The Place, Limes Walk, Oakengates, Telford, TF2 6EP

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

Apologies: K T Blundell, E J Carter, T L B Janke, G L Offland, J Pinter, P J Scott and K T Tomlinson

35 Prayers

The Reverend Keith Osmund-Smith said prayers.

36 Declarations of Interest

None.

37 Minutes of the Previous Meeting

RESOLVED – that the minutes of the meeting held on 25 July 2019 be confirmed and signed by the Mayor.

38 Leader's Report & Announcements

The Leader reflected on a busy summer during which the Council had begun to embed and focus on plans for the next four years to protect, care and invest to create a better borough. The Leader had given evidence to the Independent Reconfiguration Panel looking into the Council's referral to the Secretary of State for Health over Future Fit plans and urged the Minister to make a decision. He further commented on the Council's lobby to change laws around cross-border licensing of private hire vehicles. The Leader went on to highlight the Council's plans to improve the environment, including working with partners to reduce single-use plastics in the Council and community and the launch of the food waste household collection service. He noted that the Council had been the first in the country to apply for a banning order against a rogue landlord and that the new Telford footbridge had been shortlisted for the prestigious International Institution of Civil Engineering Awards. The summer had also seen the Council work with Community Groups to get people involved in physical activity through the "Let's Get Telford

Active” scheme. A series of holiday clubs had also provided activities and a healthy meal for hundreds of children across the borough whose families were struggling with the financial pressures of the long summer holidays.

39 Mayor’s Announcements

The Mayor reflected on his engagements since the previous meeting which included the first anniversary of the Holly Project and the opening of Victoria House in Wellington on behalf of the YMCA, both organisations which would benefit from the current year’s Mayor’s Charity Fund. The Mayor thanked Members for their continued support and looked forward to their support at his Charity Launch event the next evening.

40 Public Questions

No questions had been received.

41 Cabinet Decisions Made Since the Last Meeting of the Council

Members received the report on the Cabinet decisions made since the last meeting of the Council.

Procurement Update

Cllr N ADugmore asked questions on the following elements of the report:-

- Replacement of fleet buses – confirmation sought that replacements will either be hybrid or electric vehicles to follow on from policy agreed at last Council meeting
- £780K spending commitment on the panto – clarification sought on the duration of the contract.

Councillor L D Carter committed to providing a written response.

42 Appointment of Chief Executive

J Rowe, Chief Operating Officer (Interim) and J Eatough, Assistant Director: Governance, Procurement and Commissioning left the meeting for this item of business.

The Leader presented the report of the Assistant Director: Finance and Human Resources which recommended the appointment of the Chief Executive and further interim arrangements until the new Chief Executive took up their appointment.

RESOLVED – that

- (a) the appointment of David Sidaway as the new Chief Executive be confirmed as recommended by the Personnel Board on the proposed terms and conditions set out in the report.
- (b) the new Chief Executive is designated as Head of Paid Services from their commencement date
- (c) the new Chief Executive fulfils the role of the Local Returning Officer and Local Registration Officer from their commencement date
- (d) the Director of Customer, Neighbourhood and Well-Being Services continues to be designated Head of Paid Services and Council note that this arrangement will continue up until 1 December 2019 or until the new Chief Executive commences employment and that the Assistant Director of Finance and Human Resources in consultation with the Leader be authorised to amend these dates
- (e) the Monitoring Officer continues to fulfil the role of the Local Returning Officer and Local Registration Officer and that Council note that this arrangement will continue up until 1 December 2019 or until the new Chief Executive commences employment and that these dates can be amended by that the Assistant Director of Finance and Human Resources in consultation with the Leader be authorised to amend these dates
- (f) that the Council's Pay Policy be amended to reflect the permanent deletion of the Managing Director post and the permanent addition of the Chief Executive post including details of the salary of the new post.

43 Report from the Independent Remuneration Panel

Professor Steve Leach, Chair of the Independent Remuneration Panel presented the findings and recommendations of the Panel as set out in the report.

Following a debate which considered the proposed percentage increase of Member Allowances against the equivalent for local government staff, the level and allocation of special responsibility allowances, and the payment of travel and subsistence allowances, it was by a majority:

RESOLVED – that

- (a) the report of the Independent Remuneration Panel be received and the recommendations contained therein be accepted;
- (b) the new approved scheme be implemented with effect from the start of the new administration in May 2019;
- (c) that Council record its thanks to Professor Steve Leach, Graham Wynn and Caro Hart for their hard work in undertaking and producing their report for consideration by Council; and

(d) that the recommendations contained in the report on the level of Civic Allowance be paid to those holding the role of Mayor and Deputy Mayor be accepted.

44 Questions

The following question was asked under Council Procedure Rule 6.2.2:-

Councillor I T W Fletcher asked the following question of Councillor A J Burford, Cabinet Member for Health & Social Care.

“At the last meeting of the Health & Adult Care Scrutiny committee a Corrine Ralph from Telford CCG when I asked about the merger to Telford CCG and Shropshire CCG advised members that it was not a merger but the two organisations are working together. Could the Cabinet Member for Health & Social Care please advise members if the two CCG’s are to be merged?”

Councillor Burford responded that strictly speaking it was not a merger rather a dissolution of two bodies and the creation of a new one – that is what one might call a merger. Members were aware that the Council had opposed the centralising approach of the creation of single CCG which it was feared would diminish local accountability and Telford & Wrekin’s separate identity and particular needs. The Council had argued that what was happening was more than an administrative change and was a significant change that required full public consultation. What was more, this came against a backdrop of massive cost savings and cuts that both current CCGs, and Shropshire in particular, needed to make to get their growing deficit under control. It was true that the NHS Long Term Plan wanted to see strategic commissioning in place across a wider footprint aligned to Sustainability and Transformation Plans (STPs). The Council recognised that some things were better commissioned in this way (eg acute care and certain specialist provision), however the NHS Long Term Plan also recognised the importance of place and the value that local authorities brought in developing effective integrated primary, community and social care services for their community and the positive impact that this could have on a person’s wellbeing. To this end, an integrated place partnership was already up and running in Telford and Wrekin and proving its worth with good working relationships between the local authority, NHS and all partners. The Cabinet believed that this partnership should be at the centre of any plans moving forward with service being commissioned and delivered by the Council and its partners unless there was a good reason for a particular service to be commissioned across a wider area. Acceptance of this principle was being sought but time was short as the two CCGs were required to present an outline of their plans to the NHS by the end of September and, if approved, they would be put in place by April 2020. Meanwhile, the Cabinet continued to argue for proper consultation on the merger plan and the way in which the new model would operate, keeping all options on table to resist the proposals as it was not clear how local accountability would be delivered.

Councillor Fletcher noted that recent reports in the Shropshire Star stated that Telford CCG had a deficit of about £4m but Shropshire CCG’s deficit was

£40m and likely to rise to £76m. He asked if the Cabinet Member could give any indication of whether resources used in Telford at the current time would not be used to pay off the debts of Shropshire?

Councillor Burford replied that this was an important question but clearly it would not be presented in that way but if one brought to two bodies together with debts of that size (and incidentally the Telford & Wrekin CCG was likely to go above the figure mentioned), they would have to be addressed jointly meaning that everybody suffered as a result of the total debt. He anticipated that it would be said there were savings to be made on strategic commissioning (eg hospitals and acute care) by combining into one body but that was effectively what already happened as the services were jointly commissioned by the two CCGs. The question was very pertinent and Councillor Burford feared that Telford would be worse off, hence the Cabinet approach.

45 Notice of Motion

Councillor S P Burrell proposed the following Motion:-

“This Council calls on Government to amend legislation licensing the operation of private hire vehicles to allow local authorities greater control of the private hire operators providing services within their area.

In addition, this Council commits to making the fullest use of its powers to ensure, that the drivers and operators of private hire vehicles in the Borough receive appropriate training, development and support and are committed to the very best standards of service and safeguarding for each and every passenger.”

The Motion was seconded by Councillor T J Nelson.

Following a robust debate, the Motion was unanimously approved.

RESOLVED - that the motion be approved

The meeting ended at 7.20 pm

Chairman:

Date: Thursday, 23 January 2020

This page is intentionally left blank

MAYORAL ENGAGEMENTS **9 September 2019 – 12 January 2020**

September	9	M	Royal British Legion Battle Back Centre Charity Launch at Lilleshall Hall, Newport
	11	M	Recovery Conference at The Place, Oakengates Theatre
	12	M	Toilet Twinning Campaign Presentation at The Wakes, Oakengates
		M	China Britain 2 nd Fashion Festival at Blists Hill Victorian Town, Ironbridge, Telford
		M	University of Wolverhampton Celebrating Graduation at Wolverhampton Grand Theatre, Lichfield Street, Wolverhampton
		DM	Hidden Illness & Disability Exhibition at Meeting Point House, Southwater, Telford
		M	Shropshire Aphasic Society Dinner at Holiday Inn, Telford International Centre, St Quentin Gate, Telford
	14	M	Celebration of World Health Qigong Day at University Centre, Southwater One, Telford
		M	Last Night of the Proms at Wrekin College Memorial Hall, Sutherland Road, Wellington, Telford
	15	DM	National Citizen Service Graduation Celebration at Park Inn Hotel, Forgegate, Telford
	16	M	Stirchley & Brookside Parish Council Macmillan Coffee Morning at The Leegate Centre CIC, Leegate Avenue, Leegomery, Telford
	17	M	Asda Fight Hunger, Make a Change Programme at Asda Donnington Wood, Telford
		M	Launch of The Hollinswood Hub at Hollinswood Neighbourhood Centre, 7 Downmead, Telford

- 18 M** Citizenship Ceremony at Register Office, Wellington Civic & Leisure Centre, Telford
- 19 M** University of Wolverhampton Graduation Ceremonies at The Wulfruna Building, Wulfruna Street, Wolverhampton
- M** West Midlands Reserve Forces & Cadets Association Autumn Briefing at RAF Museum Cosford, Shifnal, Shropshire
- DM** University of Wolverhampton Graduation Ceremonies at The Wulfruna Building, Wulfruna Street, Wolverhampton
- 20 M** Harper Adams University Graduation Ceremonies at Harper Adams University, Edgmond, Newport
- DM** Harper Adams University Graduation Ceremonies at Harper Adams University, Edgmond, Newport
- M** Mayor's Charity Appeal Launch at Wellington Methodist Church, New Road, Wellington, Telford
- 21 M** TedxTelford Convention at Telford Innovation Campus, University of Wolverhampton, Shifnal Road, Priorslee, Telford
- M** Telford Association of Ghanaian Nurses (TAGN) General Meeting at Hollinswood Community Centre, 7 Downmead, Telford
- 22 M** Sanskriti Celebration of Indian Culture at The Place, Oakengates Theatre
- M** Royal Air Force Annual Battle of Britain Service at St Georges Church, Church Street, Telford
- 23 M** Daily Mile Track Opening at Wrockwardine Wood CE Junior School, Church Road, Telford
- M** Senior Citizens Forum AGM at The Wakes, Oakengates, Telford

- M** Royal Air Force Cosford Annual Reception at Cold War Hangar, RAF Cosford Museum, Shifnal, Shropshire
- 25 M** Electric Landscape Exhibition at Coalbrookdale Gallery, Darby Road, Coalbrookdale, Telford
- M** Citizens Advice Telford & Wrekin AGM at Hub on the Hill, Sutton Hill Community Centre, Southgate, Sutton Hill, Telford
- 26 M** Telford Sea Cadets AGM at Sea Cadets Telford, Wellington Road, Donnington, Telford
- 27 M** Citizens Advice Telford & Wrekin 80th Birthday Celebrations at Southwater One, Telford
- M** Hollinswood & Randlay Parish Council Macmillan Coffee Morning at Hollinswood Neighbourhood Centre, 7 Downmead, Hollinswood, Telford
- 28 M** Secret Severn Art Trail Exhibition at The Footprint Gallery, Jackfield Tile Museum, Church Road, Telford
- M** China's 70th Birthday Celebration at Chinese Arts & Culture Centre, Unit E4, Stafford Park 15, Telford
- M** Telford Annual Brass Band Concert at St Leonards Church, Malinslee, Telford
- DM** Georgia Williams Trust Charity Ice Show at Telford Ice Rink, Southwater, Telford
- 29 M** Mayor of Newport Civic Service at The Guildhall, Newport, Shropshire
- M** Festival of Imagination The Making of the World Famous Gorge at Dale End Park, Ironbridge, Telford
- October 4 M** Hotshows Awards Ceremony at The Place, Oakengates Theatre
- DM** An Evening with Kelda Wood at Salvation Army Hall, Lion Street, Oakengates, Telford

- 8 M** Institute of Revenues Rating & Valuation (IRRV) Conference at Telford International Centre, St Quentin Gate, Southwater, Telford
- 9 M** Senior Citizens Forum Celebrating Age Event at Telford Whitehouse Hotel, Watling Street, Wellington, Telford
- M** Institute of Revenues Rating & Valuation (IRRV) Gala Dinner at Telford International Centre, St Quentin Gate, Southwater, Telford
- 10 M** World Homeless Day Charity Cycle at Asda Superstore, Malinsgate, Telford
- 12 M** Wrekin Provincial Grand Lodge Dinner at Telford Centre Hotel, Forgegate, Telford
- 13 M** Mayor of Market Drayton Civic Service at Market Drayton Town Hall, Frogmore Road, Market Drayton
- 14 M** Lawley & Overdale Parish War Memorial Dedication Ceremony at Birchfield Way, Lawley, Telford
- 15 M** The Rest Room Annual Party at The Rest Room, Church Street, Madeley, Telford
- 18 M** Visit to Queenswood Primary School at Yates Way, Ketley Bank, Telford
- M** Shropshire Youth Association Annual Celebration Event at Priory School, Longden Road, Shrewsbury
- 19 M** CAP Telford Debt Centre Fundraising Quiz at The Valley Hotel, Buildwas Road, Coalbrookdale, Telford
- 22 M** Southall School Elections at Southall School, Dawley, Telford
- M** Licensing Service of Reverend Matt Beer at Holy Trinity Church Wrockwardine Wood, Church Road, Trench, Telford
- 23 M** Buddy Baby Celebration Event at Willow Studio, High Street, Dawley, Telford

- M** Citizenship Ceremony at Register Office, Wellington Civic & Leisure Centre, Telford
- M** CAP Telford Debt Centre Anniversary Service at All Saints Church, Wellington, Telford
- 24 M** Rotary Club of Telford Centre World Polio Day at Ramada Hotel, Forge Gate, Telford
- 25 M** TADLOP Sound of Music Performance at The Place, Oakengates Theatre
- 26 M** Freemans of Shropshire Celebration Dinner at Telford International Centre, St Quentin Gate, Telford
- 27 DM** Telford Elim Community Church 60th Anniversary Service at Telford Elim Community Church, Brookdale, Hadley, Telford
- 30 M** Care Leavers Hub Launch at Meeting Point House, Southwater, Telford
- November**
- 2 M** Laura Deighton Dance School Opening at High Street, Dawley, Telford
- M** Royal British Legion Shropshire Festival of Remembrance at Theatre Severn, Shrewsbury
- 3 M** Connecting Communities Event at The Place, Oakengates Theatre
- 4 M** Butters Bee Art Competition at Butters Bee Estate & Lettings Agent, Southwater, Telford
- 6 M** Poppy Appeal Launch 2019 at Telford College, Haybridge Road, Wellington, Telford
- M** Occupational Therapy Week – Children with Disabilities Event at Blists Hill Victorian Town, Ironbridge, Telford
- M** T20 Trivia Quiz at The Place, Oakengates Theatre

- 7 M** Unveiling of Jacob Chandler's Bronze Sculpture at Fashion Quarter, Telford Shopping Centre
- 8 M** LACA Free School Meals Showcase at Harper Adams University, Shrewsbury Road, Newport, Shropshire
- M** 3rd Annual World Music Conference at Aston University, Coleshill Street, Birmingham
- 10 M** Telford & Wrekin Council Festival of Remembrance at The Place, Oakengates Theatre
- 11 M** Telford & Wrekin Council Armistice Day Service at Remembrance Memorial, Telford Town Park
- DM** Telford Priory School Remembrance Parade at Telford Priory School, New Road, Wrockwardine Wood, Telford
- M** Telford Athletic Club Annual General Meeting at St Georges Sports & Social Club, Church Street, St Georges, Telford
- 12 M** Wrekin Housing Trust 2020 Calendar Exhibition & Launch at The Orange Tree Restaurant, Telford College, Haybridge Road, Wellington, Telford
- 13 M** Hollinswood Primary School Roast Dinner Competition at Hollinswood Primary School Dale Acre Way, Hollinswood, Telford
- 14 DM** Launch of Mercure Telford Centre Hotel at Mercure Telford Centre Hotel, Forge Gate, Telford
- M** The Rifles Biennial Awards Dinner at The Guildhall, Gresham Street, London
- 16 M** YMCA 160th Anniversary Ball at Memorial Hall, Wrekin College, Wellington, Telford
- M** 10th Anniversary of Severn Harmony at The Little Theatre, Wellington Road, Donnington, Telford

- 19 M** Telford & Shropshire Policing Commendation & Awards Evening at Council Chamber, Shirehall, Abbey Foregate, Shrewsbury
- 20 M** Telford Priory School Afternoon Tea at Telford Priory School, New Road, Wrockwardine Wood, Telford
- DM** Citizenship Ceremony at Register Office, Wellington Civic & Leisure Centre, Telford
- M** Albert's Shed Opening at Albert's Shed, Southwater, Telford
- 21 M** Stirchley & Brookside Parish Council Cake & Coffee Morning at Sambrook Centre, Grange Avenue, Stirchley, Telford
- M** Telford European Christmas Market Open Day at Southwater, Telford
- M** Shawbirch Carers Wellbeing Group Carers Rights Day Event at The Woolpack, Shawbirch, Telford
- 22 M** Launch of a Horses Tale – Archie the Ketley Pit Pony at Ketley Community Centre, Holyhead Road, Ketley, Telford
- 23 M** White Ribbon Pledge at Southwater Library, Southwater One, Telford
- DM** Polish History Celebration at Crowmoor Baptist Church, Crowmere Road, Shrewsbury
- M** Dyslexia Awards 2019 at Enginuity, Coalbrookdale, Telford
- DM** Legally Blonde The Musical at The Edge Arts Centre, Much Wenlock
- 25 M** Chairman of South Staffordshire Charity Tour of Halfpenny Green Vineyards at Halfpenny Green Vineyard, Tom Lane, Bobbington, South Staffordshire

- 28 M** Leader & Cabinet Members Young Person Grant Scheme Presentation Evening at University Centre, 3rd Floor, Southwater One, Telford
- 29 M** Telford Plaza Christmas Lights Switch On at Telford Plaza, Ironmasters Way, Telford
- DM** St Georges Christmas Lights Switch On at Church Street, St Georges, Telford
- DM** Dawley Christmas Lights Switch On at High Street, Dawley, Telford
- M** A Night in the Museum at Shrewsbury Museum & Art Gallery, The Square, Shrewsbury
- 30 DM** Randlay Christmas Fayre at Randlay Community Centre, Randlay Avenue, Telford
- M** Shropshire Prostate Cancer Support Group Christmas Social at Madebrook Hotel, Bridgnorth Road, Madeley, Telford
- December 1 M** Telford Christmas Fun Run at Telford Town Park
- M** Randlay Christmas Carol Concert at Randlay Community Centre, Randlay Avenue, Telford
- 2 M** Telford & Wrekin Council Civic Carol Service at The Place, Oakengates Theatre
- 3 M** Skills & Enterprise Hub Christmas Fayre at Skills & Enterprise Hub, Bridges Business Park, Bridge Road, Horsehay, Telford
- M** Senior Citizens Forum Christmas Lunch at Telford Whitehouse Hotel, Watling Street, Wellington, Telford
- 5 M** Christmas in Stirchley at Sambrook Centre, Grange Avenue, Stirchley, Telford
- 6 M** Telford Fostering Annual Conference at Mercure Telford Centre Hotel, Forge Gate, Telford

- M** Telford & Wrekin Carols in Southwater at Southwater, Telford
- 7** **M** Ironbridge FoodShare Weekly at Coalbrookdale & Ironbridge Community Centre, Wellington Road, Coalbrookdale, Telford
- M** Hollinswood Christmas Fayre at Hollinswood Local Centre, Downmead, Telford
- M** Luke Allen Short Film Premier Evening at Telford Priory School, New Road, Wrockwardine Wood, Telford
- 8** **M** Shropshire Society in London Christmas Lunch at Lord Hill Hotel, Abbey Foregate, Shrewsbury
- 13** **M** Jack and The Beanstalk Panto VIP Evening at The Place, Oakengates Theatre
- 15** **M** Laura Deighton Dance Company Pantomime at Dawley Town Hall, New Street, Dawley, Telford
- M** Freemasons of Shropshire Carol Service at Shrewsbury Abbey, Foregate, Shrewsbury
- DM** Mayor of Wellington Civic Carol Service at All Saints Church, Church Street, Wellington, Telford
- 16** **M** Let's Get Telford Active School Challenge Presentation at St Patricks Primary School, North Road, Wellington, Telford
- M** Farcroft & St Patricks Primary School Primary Choir Performance at Farcroft Residential Care Home, North Road, Wellington, Telford
- M** Newport Youth Café Project Hub Launch at High Street, Newport, Shropshire
- 18** **M** Short Wood Primary School Christmas Lunch at Short Wood Primary School, Limekiln Lane, Wellington, Telford

- M** Citizenship Ceremony at Register Office, Wellington Civic & Leisure Centre, Telford
- M** Shropshire Fire & Rescue Service Annual Festival of Carols at St Chads Church, Shrewsbury
- 19 M** Care Leavers Christmas Meal at Arthog Outreach Centre, Limekiln Lane, Wellington, Telford
- M** Telford Priory School Christmas Fayre at Telford Priory School, New Road, Wrockwardine Wood, Telford
- 20 M** Planet Doughnut Telford Store Opening at Sherwood Square, Telford Shopping Centre, Telford
- M** Telford & Wrekin Contractors Christmas Visits at Hortonwood 60, Telford
- January 4 M** Chinese Arts & Culture Centre Chinese Poetry Spring Festival Gala at Chinese Arts & Culture Centre, Unit E4, Stafford Park 15, Telford
- 8 M** Shawbirch Carers Wellbeing Group Monthly Meeting at The Woolpack, Shawbirch, Telford
- 12 M** Polish Centre Shrewsbury Charity Event at The Place, Oakengates Theatre

TELFORD & WREKIN COUNCIL

COUNCIL – 23 JANUARY 2020

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 10 October 2019 and 2 January 2020.

2.0 CABINET BUSINESS

Matters that have been determined by Cabinet are listed below:

	2.1	<u>10 October 2019</u>
K C	2.1.1	2019/20 Financial Management Report
K	2.1.2	Annual Public Health Report 2019: Looking Back, Looking Forward – Making Public Health Everybody's Business
NK	2.1.3	Celebrating Local Heritage – Local Interest Buildings
		<u>2 January 2020</u>
K C	2.2.1	Financial Management 2019/20
K	2.2.2	Service & Financial Planning 2020/21 Proposals
K	2.2.3	Driving Delivery of Our 4 Year Programme to Protect, Care & Invest to Create a Better Borough”
K C	2.2.4	Housing Investment Programme Update
NK	2.2.5	Creating a Better Borough - The Telford Land Deal and Growth Fund
K	2.2.6	Schools Funding Formula 2020/21
K	2.2.7	Together4Children - Regional Adoption Agency
K C	2.2.8	Youth Justice Plan 2019/20
K C	2.2.9	Council Tax Reduction Scheme for 2020-2021
K	2.2.10	Review of the Telford & Wrekin Local Plan - Protect, Care and Invest to Create a Better Borough

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
2019/20 Financial Management Report (10 October 2019)	Chief Operating Officer/Chief Executive, after consultation with the Cabinet Member for Finance, Commercial Services and the Borough Economy	To agree the use of the Brexit preparation grant allocated to the Council as detailed in section 5.2 of the report
Together4Children - Regional Adoption Agency	Director of Children's & Adults Services in consultation with the Cabinet Member for Children, Young People & Education	To make further key decisions in relation to the formation of the Together4Children Regional Adoption Agency (RAA), including entering into the final interagency Permanency Partnership Agreement
Review of the Telford & Wrekin Local Plan - Protect, Care and Invest to Create a Better Borough	Assistant Director Business, Development & Employment (or any Officer authorised by this post-holder)	To exercise all the Council's powers (besides those which are non-executive powers) under the relevant provisions of the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) (England) Regulations 2012 and all other enabling legislation relating to, preparation, publication, consultation and processing to secure the delivery of the Local Plan Review, the Call for Sites, the Local Development Scheme and the Statement of Community Involvement.

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.
--	---

TELFORD & WREKIN COUNCIL

COUNCIL – 23 JANUARY 2020

2019/20 FINANCIAL MANAGEMENT REPORT

REPORT OF THE 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 reports to Cabinet on 10 October 2019 and 2 January 2020 provided an update on the revenue budget and progress relating to the capital programme. Some new capital allocations, virements and re-phasing now require formal approval by Full Council which are attached at Appendix 1.

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 10/10/19 – 2019/20 Financial Management Report
Cabinet 02/01/20 – 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 £
Housing Company - Housing	Development Business and Employment	Prudential	(1,850,000.00)	1,850,000.00		
Newport Innovation and Enterprise Package	Customer and Neighbourhood Services	Prudential	(100,000.00)	100,000.00		
Newport Innovation and Enterprise Package	Customer and Neighbourhood Services	External	(2,196,454.02)	2,196,454.02		
HCA Land Deal	Development Business and Employment	External	(1,000,000.00)	1,000,000.00		
Capital receipts site preparation	Development Business and Employment	Capital receipts	(350,000.00)	(200,000.00)		550,000.00
Managing the Funding of the Capital Programme	Finance and Human Resources	Capital receipts	(700,000.00)	700,000.00		
Managing the Funding of the Capital Programme	Finance and Human Resources	Prudential	700,000.00	(700,000.00)		
Orleton Park recreation	Development Business and Employment	Prudential	(200,000.00)	200,000.00		
Housing	Development Business and Employment	Prudential	(2,000,000.00)	2,000,000.00		
Ironbridge Gorge Stability	Customer and Neighbourhood Services	Prudential	(246,000.00)	246,000.00		
All Other School Schemes	Education & Corporate Parenting	External	(23,333.33)	23,333.33		
All Other School Schemes	Education & Corporate Parenting	Grant	(33,000.00)	33,000.00		
Newport Innovation and Enterprise Package	Customer and Neighbourhood Services	Grant	(556,025.00)	556,025.00		
Newport Innovation and Enterprise Package	Customer and Neighbourhood Services	External	(118,025.00)	118,025.00		
Highways / Footpaths	Customer and Neighbourhood Services	Prudential	(500,000.00)	500,000.00		
Property Investment Portfolio	Development Business and Employment	Prudential	(6,125,000.00)	6,125,000.00		
Property Investment Portfolio	Development Business and Employment	Revenue	(575,000.00)	575,000.00		
Managing the Funding of the Capital Programme	Finance and Human Resources	Capital receipts	(1,150,000.00)		1,150,000.00	
Managing the Funding of the Capital Programme	Finance and Human Resources	Prudential	1,150,000.00		(1,150,000.00)	
Customer Services Systems Development	Customer and Neighbourhood Services	Prudential	(400,000.00)	400,000.00		
Housing	Commercial Services	Prudential	(500,000.00)	500,000.00		
Pride In your High Street	Development Business and Employment	Revenue	(500,000.00)	500,000.00		
Solar Farm - Private Wire	Commercial Services	Prudential	(163,250.00)	163,250.00		
Digital Roadside Advertising	Commercial Services	Prudential	(200,000.00)	200,000.00		
Land Deal Board Schemes	Development Business and Employment	External		284,461.00	(284,461.00)	
Estate Car Parking	Customer and Neighbourhood Services	Revenue	(120,000.00)	120,000.00		
Safer Routes to Schools	Customer and Neighbourhood Services	Revenue	(100,000.00)	100,000.00		
Pride In Your High Street	Development Business and Employment	Revenue	(338,682.07)	338,682.07		
Pride In Your High Street	Development Business and Employment	Prudential	(334,066.47)	334,066.47		
St Georges Regeneration	Commercial Services	Prudential	(564,800.00)	564,800.00		
Total			(19,093,635.89)	18,828,096.89	(284,461.00)	550,000.00

New Allocations						
Scheme	Service Area	Funding Source	19/20 £	20/21 £	21/22 £	Later Yrs £
Asset Management Plan-General Works & Surveys	Commercial Services	Grant	265,067.80			
Housing Company - Housing	Development Business and Employment	Capital receipts	760,000.00			
Managing the Funding of the Capital Programme	Finance and Human Resources	Capital receipts		(2,180,000.00)		
Managing the Funding of the Capital Programme	Finance and Human Resources	Prudential		2,180,000.00		
Pride In Your High Street	Development Business and Employment	Revenue	500,000.00	500,000.00		
ICT/ eGov	Commercial Services	Revenue	300,000.00			
Newport Innovation and Enterprise Package	Customer and Neighbourhood Services	Grant		1,000,000.00		
Newport Innovation and Enterprise Package	Customer and Neighbourhood Services	External		(330,799.00)		
Highways / Footpaths	Customer and Neighbourhood Services	Revenue		200,000.00		
Asset Management Plan-General Works & Surveys	Commercial Services	Grant	10,497.00			
Leisure Capital Schemes	Commercial Services	Revenue	10,000.00			
Land Deal Board Schemes	Development Business and Employment	External			(1,418,073.00)	

Capital Approvals - by Service Area

Appendix 1

Managing the Funding of the Capital Programme	Finance and Human Resources	Capital receipts			50,000.00	
Managing the Funding of the Capital Programme	Finance and Human Resources	Prudential			(50,000.00)	
Asset Management Plan-General Works & Surveys	Commercial Services	Grant	36,070.20			
Play Area Surface Improvements	Customer and Neighbourhood Services	Revenue	43,000.00			
A442 Dualling Leegomery to Hadley	Customer and Neighbourhood Services	Revenue	106,000.00			
Total			2,030,635.00	1,369,201.00	(1,418,073.00)	0.00

Virements						
Scheme	Service Area	Funding Source	19/20 £	20/21 £	21/22 £	Later Yrs £
Asset Management Plan-General Works & Surveys	Commercial Services	Prudential	(100,000.00)			
All Other School Schemes	Education & Corporate Parenting	Prudential	100,000.00			
Newport Innovation and Enterprise Package	Customer and Neighbourhood Services	External	119,000.00	225,000.00		
Land Deal Board Schemes	Development Business and Employment	External	(119,000.00)	(225,000.00)		
Newport Innovation and Enterprise Package	Customer and Neighbourhood Services	Grant		900,000.00		
Highways & Bridges Capital Maintenance	Customer and Neighbourhood Services	Grant		(900,000.00)		
Legacy Fund	Co-operative Council	Prudential	(35,000.00)			
Leisure Capital Schemes	Commercial	Prudential	35,000.00			
Total			0.00	0.00	0.00	0.00

TELFORD & WREKIN COUNCIL

**CABINET - 2 JANUARY 2020
COUNCIL - 23 JANUARY 2020**

HOUSING INVESTMENT PROGRAMME UPDATE

REPORT OF THE ASSISTANT DIRECTOR: FINANCE & HUMAN RESOURCES

LEAD CABINET MEMBERS – CLLR DAVID WRIGHT & CLLR LEE CARTER

PART A – SUMMARY REPORT

1.0 SUMMARY OF MAIN PROPSALS

- 1.1 The Housing Investment Programme was established to deliver a portfolio of properties for private and affordable rent, responding to the Borough's housing needs, driving up the quality of the rental sector, regenerating brownfield land and creating local jobs. The programme also generates a long term income stream for the Council which is used to protect frontline services.
- 1.2 **Nuplace Limited, the Council's wholly owned housing company, was incorporated in April 2015.** This report provides an annual update on achievements over the last year and committed developments.
- 1.3 **Nuplace's housing portfolio has increased to 329 homes over the past year, of which 44 are affordable.** Planning permission has also been secured for a further 91 properties across two sites, which will bring Nuplace's portfolio to 420 by 2020. 19 of these are specialist needs dwellings, located on a site adjacent to the Princess Royal Hospital and will **provide a high quality housing choice for people with a range of mobility issues.**
- 1.4 Nuplace's growing portfolio now provides a range of homes across the Borough with houses available within **North and South of Telford, including affordable homes in Newport.**
- 1.5 Nuplace now have circa **800 people living in our Nuplace properties** across seven sites.
- 1.6 Lettings across the portfolio remain strong, with **voids for the financial year 2018/19 contained at 2.42%, which is below the Business Case assumption of 5%.**
- 1.7 The programme has resulted in **over 23 acres of brownfield land being regenerated, addressing sites that might otherwise blight communities.**
- 1.8 The programme is also delivering added value in terms of **local employment, apprenticeships, supply chain development and the delivery of a range of community projects.**
- 1.9 Nuplace generates income to the Council from a variety of sources, including services supplied and interest on debt finance. **Since 2015/16 Nuplace has generated a cumulative net incremental income of £3.242m to the Council.**
- 1.10 The Council will also benefit from Council Tax and New Homes Bonus as appropriate on the housing stock delivered. **This is estimated to have generated an additional £526k since 2016/17, rising to £700k in 2019/20.**

2.0	RECOMMENDATIONS
2.1	That Cabinet note progress made in the delivery of the Housing Investment Programme.
2.2	That Cabinet note financial performance for the year 2018/19 and the impact of Nuplace’s operations on the Council’s budget position.
2.3	That Cabinet recommends to Full Council, the approval of an extension to the Nuplace Loan Facilities Agreement of £5.0m, the rate and terms to be delegated for approval to the Councils s151 officer in consultation with the Cabinet Member for Council Finance & Service Delivery.

3.0 SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	Regenerate those neighbourhoods in need and work to ensure that local people have access to suitable housing
	Will the proposals impact on specific groups of people?	
	Yes	In addition to meeting general housing need, the delivery of accessible and adaptable properties will increase the availability of high quality housing within the Borough for people with mobility issues.
TARGET COMPLETION/ DELIVERY DATE	Indicative timescales for the delivery of future phases of the programme are included within Section 4.0 of this report.	
FINANCIAL / VALUE FOR MONEY IMPACT	Yes	Refer to Section 5.0.
LEGAL ISSUES	Yes	Refer to Section 6.0.
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	Refer to Section 7.0
IMPACT ON SPECIFIC WARDS	No	Borough wide

PART B – ADDITIONAL INFORMATION

4.0 INFORMATION

- 4.1 The Housing Investment Programme (HIP) is a strategic programme, delivering a portfolio of properties for private and affordable rent, and in so doing seeking to;
- Respond to the borough’s housing need for quality rental homes and places to live and supporting the Council’s ambitious growth agenda and major investment into the Borough;
 - Raise the standard of rental provision in the Borough, both in terms of the quality of the rental homes and the quality of the landlord service;
 - Regenerate brownfield and stalled sites.

- Stimulate local economic growth through job creation during both the construction and operational phases of the Programme;
- Protect Council jobs by utilising these roles in the development, management and maintenance of the portfolio of rental properties; and
- Generate a long term income stream for the Council that can contribute towards the protection of frontline services otherwise affected by budgetary constraints;

Nuplace Ltd is the Council's chosen delivery vehicle for the programme.

4.2 Progress: July 2018 to Present

Growing and Diversifying the Portfolio

4.2.1 Nuplace's fourth year of operation has been focussed on maintaining high levels of occupancy across existing sites as well as delivering a further 39 homes, including 6 affordable, at Coppice Court, Snedshill (images shown below). This site, completed in May 2019, is proving to be a popular addition to the portfolio with strong lettings and rental levels across all properties.



4.2.2 The success of the development at Coppice Court prompted Nuplace to assemble a development proposal on the adjacent Homes England site involving Lovell as developer and registered provider, whg. This culminated in planning permission being granted for 76 homes in August 2019. Of these, Nuplace will own 37 for private rent, with whg taking the balance for a mixture of shared ownership and affordable rent homes, including six bungalows. The development responds to the continued demand for larger private rent properties as well as affordable and accessible dwellings. Works started on site in September 2019, with Nuplace's units due to be complete in Autumn 2020. The Nuplace homes were released to the market on 5 November 2019 and 60% of the properties

were reserved within the first two days demonstrating the continuing demand for Nuplace's high quality rental offer.

- 4.2.3 In July 2019, Nuplace secured planning permission for a 54 home development off St Pauls Drive, Dothill (Maple Fields), comprising of 35 general needs homes, alongside 13 accessible and adaptable dwellings and 6 wheelchair user dwellings. Planning approval facilitated the purchase of the site from Homes England and works commenced immediately with first handovers expected in early Summer 2020. Works are due to be complete by the end of the year. The development proposals will deliver a mixed occupancy, inter-generational community which enables people to live independently and age well in their homes. Whilst evidence suggests a significant undersupply of such accommodation, demand for this on a market rent basis is untested locally, and as such this scheme provides an innovative and vital pilot into future provision opportunities for the Housing Investment Programme and the Council as a whole.

Due to the proximity of the Maple Fields site to Princess Royal Hospital (PRH), Nuplace have been working with the NHS Trust to agree an 'early bird' offer to trainee doctors. Convenient and appealing housing, in close proximity to the hospital will assist the Trust with both recruitment and retention, helping to safeguard high levels of care at the hospital. In addition, Nuplace have also been working with colleagues in Adult Social Care to identify options for up a number of the accessible properties to house vulnerable people who, for a variety of reasons, are struggling to find appropriate accommodation within the Borough.

Maple Fields Site / Development Progress as at November 2019 – image below:



- 4.2.4 The delivery of these developments will bring Nuplace's portfolio to 420 as summarised in the table below:

	Phase	1 bed	2 bed	3 bed	4 bed	Total	Adaptable / Accessible	Affordable Units	Handed Over
Site									
Pool View (Randlay)	1	0	13	18	0	31	0	0	31
Woodland Walk (Madeley)	1	0	13	85	3	101	0	0	101
The Oaklands (Dawley)	2	0	32	15	0	47	0	0	47
Miners Walk (Madeley)	2	0	36	17	0	53	0	0	53
Blossom Walk (Hadley)	2	0	19	6	0	25	0	3	25
Springfields (Newport)	2	0	25	8	0	33	0	33	33
Coppice Court (Snedshill – Phase 1)	3	0	21	13	5	39	0	6	39
Rowan View (Snedshill - Phase 2)	3	0	10	21	6	37	0	0	0
Maple Fields (Dothill)	3	4	15	20	15	54	19	2	0
Total		4	184	203	29	420	19	44	329
Percentage		1%	44%	48%	7%	100%	5%	10.48%	72.38%

Rental Income

4.2.5 The completion of a number of sites has led to positive rental incomes being received for 2018/19, with gross income for the year being £2.1m, compared to £1.2m in 2017/18. This income has been supported by continued strong management of the portfolio which have kept void levels to a minimum, currently sitting at 2.42% compared to a modelled level of 5%.

Tenant Testimonials - Why Nuplace?

4.2.6 The strong performance of the portfolio is a reflection of the quality of housing and management service that Nuplace provide – here’s what our tenants say about us:

Testimonial One:

Last year Shaquille moved from his family home in St George’s to his first home of his own. Shaq had been thinking about moving out for a while when his friend told him about the new homes in Hadley. After getting in touch with the team he choose his 2 bedroom apartment at Nuplace’s Blossom Walk development and moved in a few months later. Here’s what Shaq told us.

“I’ve always wanted my own home but before buying I wanted to see if I could manage living on my own – it’s such a big commitment but I love my home, and I must say it’s worth every penny.

I loved being able to choose my apartment off plan – although I had to wait for it to be built that time gave me chance to save before I moved in.



It's hard to say what I love the most. The apartment is so spacious - I have an ensuite plus a main bathroom so it's perfect for when friends visit. Nuplace have also been so easy to get in touch with when I have a problem, which really puts my mind at ease.

I would definitely recommend Nuplace to anyone who is looking to make that big move into their first home. It's been the perfect stepping stone for me."

Testimonial Two:

Rosemary has been living in her 3 bedroom house in Newport with her partner since spring, having moved from Wrockwardine Wood in Telford to be closer to their young family.



Last year was a very exciting year for Rosemary - as well as moving house she also retired from work. She now enjoys filling her days by taking care of her two grandsons whenever she can.

Her home is decorated to an immaculate standard and with a bedroom just for her grandsons, football goals in the garden and a toy box in the living room it's clear they keep her busy!

"I couldn't wait to move closer to them and help out where I can – I love nothing more than walking them back to my house after school.

As well as living close to my family, it was important to me that I was close to other local amenities as I can't drive. The doctor's surgery within walking distance is fantastic and it's just a short walk into town. I am always visiting the shops now, it's become my new hobby!"

Rosemary was lucky enough to reserve her home with Nuplace shortly after they were released and enjoyed choosing her own plot.

"I can't help but feel assured knowing that Nuplace is owned by the council. So far any issues I have had with it being a new build property have been sorted quickly for me.

I love the space I have downstairs and the fact I can have a dining table in my kitchen. We love sitting at the table and looking into our garden, it's such a private space."

Enhancing the Portfolio

- 4.2.7 Using feedback on earlier phases of Nuplace's developments received from tenants and the development, property management and maintenance teams, a number of specification enhancements have been introduced on Coppice Court, Rowan View and Maple Fields. These include upgrades to flooring, taps, sinks, kitchen units and lighting to enhance the look and feel of the dwellings, ensuring we are able to command good rents and sustain tenancies. At the same time, these improvements should reduce our expenditure on both reactive and planned maintenance moving forward.

In addition to the above, improved detailing to property elevations, landscaping enhancements etc. have improved the appearance of these developments, bringing them firmly in line with what you would expect to see on a high quality "for sale" site. These improvements have largely been delivered within agreed contract sums, by working with Lovell to deliver cost savings elsewhere.

Delivery on Time and to Budget

4.2.8 Cost certainty is critical to Nuplace, as viability assessments undertaken pre development are based on the proposals achieving returns on investment above a number of threshold levels.

A review of construction contract expenditure, against budgeted figures clearly shows how long term partnering is working to de-risk developments and deliver cost certainty as well as value. Across the seven contracts completed to date, expenditure has been only 0.30% above the agreed contract value. This is well within the average project contingency of 2%, and has led to an underspend against projected expenditure, which has been made available for reinvestment into future phases of the programme.

To date, four of the seven completed contracts have been delivered on time, one early and the remaining two with a total delay of four weeks arising from unforeseen circumstances. Wherever possible, plots are handed over early to suit tenants and improve Nuplace's revenue position. Working closely with the Housing Management Team, Nuplace have been able to offer properties to tenants early (where construction programme allows).

Added Value

4.2.9 Nuplace's construction supply chain in the Borough continues to be strong, with a total of £3.46m being spent with local contractors to date. Percentage spend within the Borough has also increased over the phases of development as Lovell have continued to engage with the local supply chain as shown below:

	% spend of contract value with Borough based contractors
Phase 1	5.53%
Phase 2	8.19%
Phase 3	14.35%

4.2.10 Lovell remain committed to promoting education and training and through contracts awarded by Nuplace they have been able to deliver:

- Over 1,400 hours of direct apprenticeships.
- Over 3,500 hours of Subcontract apprenticeships.
- Over 2,000 hours of management trainee time.

4.2.11 In addition, Lovell continue to engage positively with the local community with their Hands-on Help scheme, launched in May 2018, being a huge success. Over 20 applications were received from community groups and not for profit organisations looking for assistance with small scale building projects. Following interviews with a shortlist of applicants, the following two projects were chosen:

- Donnington Community Hub: Lovell organised and funded the painting and decorating of three large rooms in this building which provides a range of invaluable community facilities for local residents.
- Sutton Hill Community Church: Lovell funded and installed a brand-new, made-to-measure fire door to replace an existing door which was damaged.



Overall Lovell invested around £5,000 in materials and labour and we are in the process of organising a similar scheme this year.

Unlocking Brownfield Land

4.2.12 The delivery of the site at Maple Fields, Dothill, will bring a further 3.45 acres of brownfield land into use, bringing the total amount of brownfield redeveloped, as part of the programme, to 23.43 acres.

4.3 Development Proposals 2019/20

General Needs Homes for Private Rent

4.3.1 The private rented sector in the Borough continues to grow and Nuplace's high quality housing and lettings offer continues to be a popular way for renters to access good quality, secure homes.

In this context, Nuplace are keen to continue to grow their portfolio and maximise opportunities for development within the current funding envelope. The available funding is likely to deliver a further 60 units and viability appraisals are currently being developed on a number of sites for a mix of one, two, three and four bedroom homes. It is envisaged that planning applications will be submitted on the preferred sites towards the middle of next year.

In parallel with this, a business case for future, large scale investment to underpin the expansion and diversification of the Housing Investment Programme is being developed and will be brought to Cabinet in Spring 2020.

Climate Change

4.3.2 The Council have made a commitment to become carbon neutral across Council operations by 2030, with an aspiration to do the same Borough wide. Nuplace are currently exploring options that could assist in achieving this.

5.0 FINANCE

5.1 Capital allocations for the Housing Investment programme, totalling £64.4m, are contained within the Council's Service and Financial Planning Strategy. Of this, £41.2m has been spent as at 31 March 2019, with a further £16.2m allocated to sites in development. Therefore, £7m remains unallocated for future schemes. Capital is

allocated to sites based upon feasibility criteria with the rate of return for each investment being dependent upon a range of parameters and reviewed by the Council's Finance department on a case by case basis.

- 5.2 The Council invests capital into the Company through either debt or equity finance and demands a commercial return on both. The rate of return on debt finance is currently 5.29% and the hurdle rate for the long term rate of return on equity finance is set at 6%. The Council's debt funding to Nuplace is governed by a £40m, 30 year facility and the future development proposals identified at 4.3.1 of this report will require an extension to this facility taking it up to £45m. Work will be undertaken to agree an interest rate on this additional loan finance based upon current market factors and external advice. The Section 151 Officer will be consulted on any changes to the commercial terms of the funding as set out in the Housing Investment Programme Board, Terms of Reference, and the amendment will be approved by the HIP Board. Further capital spend can only be undertaken once the loan facility has been extended.
- 5.3 Nuplace generates income to the Council from a variety of sources, including services supplied and interest on debt finance. The Council will additionally benefit from Council Tax and New Homes Bonus as appropriate on the housing stock delivered.

6.0 LEGAL

- 6.1 The Council has the power to carry out the recommendations contained within this report but must adhere to State Aid requirements when considering providing any loan facility or capital investment. Legal advice will be given in this regard to ensure that any aid provided to Nuplace is State Aid compliant by being provided on commercial terms.

7.0 IMPACT ASSESSMENT

- 7.1 As the HIP has become established, risk factors have largely reduced as assumptions within the original Business case have been tested and refined.

8.0 PREVIOUS MINUTES

Housing Investment Programme Cabinet Report	25 April 2013
Housing & Property Investment Programme Cabinet Report	24 July 2014
Housing Investment Programme Full Council Report	11 September 2014
Housing Investment Cabinet Report	8 January 2015
HIP, Southwater Development Options Cabinet Report	19 March 2015
Housing Investment Programme Update	25 March 2016
Housing Investment Programme Update	29 June 2017
Housing Investment Programme Update	12 July 2018

Report prepared by Kate Callis, Housing Investment Programme Manager

This page is intentionally left blank

TELFORD & WREKIN COUNCIL

**CABINET – 2 JANUARY 2020
COUNCIL – 23 JANUARY 2020**

YOUTH JUSTICE PLAN 2019/20

REPORT OF THE DIRECTOR OF CHILDREN'S AND ADULT SERVICES

LEAD CABINET MEMBER – CLLR SHIRLEY REYNOLDS

PART A) – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

Youth offending partnerships have a statutory duty to produce an annual youth justice plan which is submitted to the Youth Justice Board for England and Wales in accordance with the directions of the Secretary of State,

The Youth Justice Plan is prepared on an annual basis on behalf of Herefordshire Council, Shropshire Council, Telford and Wrekin Council and Worcestershire County Council in accordance with the guidance “Youth Justice Plans: YJB Practice Note for Youth Offending Partnerships”¹

The Youth justice Plan sets out how youth justice services across West Mercia are structured and funded and identifies key actions to address identified risks to service delivery and improvement.

The plan outlines the partnerships priorities for 2019/20 and provides commentary on the three national performance indicators for youth offending services;

- Rate of first time entrants to the youth justice system
- The number and rate of custodial sentences
- The proportion of young people re-offending

¹ Youth Justice Board for England and Wales, May 2019.

2. RECOMMENDATIONS

2.1 That Youth Justice Plan 2019/20 is recommended to Full Council for approval and endorsement and that the West Mercia YJS responsibilities are noted.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	<ul style="list-style-type: none"> Put our children and young people first Protect and support our vulnerable children and adults Ensure neighbourhoods are safe, clean and well maintained
	Will the proposals impact on specific groups of people?	
	Yes	Young people already involved with offending or at risk of offending
TARGET COMPLETION/DELIVERY DATE	The Youth justice plan is for 19/20 and the plan will be reviewed in the final quarter of 19/20 in order to prepare the Youth Justice Plan for 20/21.	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes	<p>Telford & Wrekin is one of the constituent authorities in the West Midlands consortium. The service is hosted by the Office of the West Mercia Police and Crime Commissioner.</p> <p>The Council's 2019/20 Youth Offending Service levy is £257k. The individual Council contributions are based on the demand level placed on the service. This is an annual contribution the Council pays for the delivery of the service by the OPCC.</p> <p>Adopting the strategy is not expected to incur any additional costs over and above the above budgeted costs detailed above. However, the constituent authorities have indemnified risks undertaken by the OPCC and may be called upon to contribute further funds in the event of pressures on the budget if those</p>

		<p>pressures are not mitigated. It is possible that in pursuing the plan and improvements the constituent authorities could have to pay larger contributions than budgeted.</p> <p>However, with current known information, there are no financial implications anticipated from adopting the recommendation of this report. RP-1.11.19</p>
LEGAL ISSUES	Yes	<p>Under Section 40 of the Crime and Disorder Act 1998 it is the duty of each local authority, after consultation with the relevant persons and bodies, to formulate and implement a youth justice plan for each year setting out how youth justice services are to be provided and funded in their area; and how the youth offending team or teams established by them (whether alone or jointly with one or more other local authorities) are to be composed and funded, how they are to operate, and what functions they are to carry out.</p> <p>The youth justice plan is required to be submitted to the Youth Justice Board and be published in such manner and by such date as the Secretary of State may direct. KF-17.10.19</p>
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	The Youth Justice Plan outlines actions to reduce offending and reoffending by young people
IMPACT ON SPECIFIC WARDS	No	Borough-wide impact

PART B) – ADDITIONAL INFORMATION

4. INFORMATION

Under section 40 of the Crime and Disorder Act 1998 each Local Authority has a duty to produce a Youth Justice Plan setting out how Youth Justice Services in their area are provided and funded and composed. The plan is submitted to the Youth Justice Board for England and Wales.

The Youth Justice Plan for 2019/20 was prepared in May 2019 in line with the guidance issued by the Youth Justice Board (YJB), agreed at the West Mercia Youth Justice Service Management Board on 24th May and was submitted to the YJB at the end of July 2019.

Each Local Authority, in cooperation with Police, Probation and Clinical Commissioning Groups must put in place a youth justice service for their area, and in doing so the Local Authority may act together with one or more Local Authorities to establish a joint service for their area. Following a review of the delivery of youth justice services across West Mercia, undertaken in 2012, a decision was taken by the four Local Authorities in West Mercia to establish a joint Youth Justice Service and on the basis of further review undertaken in 15/16 a decision taken for the service to be hosted by the Office of the West Mercia Police and Crime Commissioner from 1st April 2016.

The plan identifies four main priorities for 2019/20 as follows:

Priority 1: Our People

- 1.1 Promote in-service progression and ensure that appraisals are used effectively
- 1.2 Strengthen staff development programmes
- 1.3 Improve staff morale, motivation and encourage engagement

Priority 2: Our Partnerships

- 2.1 Improve multi-agency engagement at high risk and decision making meetings
- 2.2 Ensuring young people's mental health needs are met
- 2.3 Review and improve policy and practice in relation to out of court disposal decision making thereby contributing to a reduction in the number of first time entrants

Priority 3: Our Performance, Quality and Practice

- 3.1 Develop our quality assurance and performance framework in collaboration with our partners
- 3.2 Ensure adequate interface with Children Services information systems
- 3.3 Develop our practice and encourage innovation

Priority 4: Our Governance

- 4.1 Communicate our vision and priorities to our staff, partners and stakeholders
- 4.2 Develop Board Member links to WMYJS to support service development and improve engagement with staff and service users
- 4.3 Anticipate and mitigate future risks to the long term delivery of our vision

Performance

The Youth Justice Service is subject to three national indicators:

- First time entrants to the youth justice system
- Use of custody
- Re-offending

Performance against the indicators is outlined in the plan and actions identified to address risks to performance improvement. The Telford and Wrekin specific information is set out on pages 20-22 of the plan.

- First time entrants to the youth justice system

The first time entrant rate is expressed as first time entrants per 100,000 youth population, a lower figure indicates good performance. The Telford and Wrekin performance for the period October 2017 to September 2018 was 353, which is a similar rate to the previous year when it was 350.

- Use of Custody

The use of custody measure is expressed as the number of custodial sentences per 1,000 youth population, a lower rate indicates good performance. In 2018 there were two custodial sentences in Telford and Wrekin equating to a rate of 0.12, this compares favourably to the national rate of 0.32.

- Re-Offending

There are two re-offending measures both measuring re-offending in the same cohort of offenders over a 12 month period following the youth justice sanction that placed the young person in the cohort. The first, the frequency rate, is the average number of re-offences per re-offender in the cohort. The second, the binary measure, is the percentage of the young people in the cohort who have re-offended. In both measures a lower figure indicates good performance.

For the cohort identified in the period April 2016 to March 2017 the frequency rate for Telford and Wrekin is 3.12 and the binary rate 34.2%, which compares to 3.23 and 33.4% for West Mercia. The rates compare favourably to the national rates of 3.90 and 40.6%

It should be noted the overall cohort sizes are decreasing year on year. In the year ending 11/12 there were 259 offenders in the cohort and 296 re-offences compared to a cohort size of 120 with 128 re-offences in reporting period to 16/17. The number of actual re-offences has therefore decreased by 56% between these two reporting periods.

5. IMPACT ASSESSMENT – ADDITIONAL INFORMATION

The principal aim of the Youth justice System is the prevention of offending and re offending by children and young people. The Youth Justice Plan sets out an action plan to address the significant risks identified to future service delivery and improvement.

6. PREVIOUS MINUTES

- Cabinet Report 13th December 2018

7. BACKGROUND PAPERS

- West Mercia Youth Offending Service – Youth justice Plan 2019/20

Report prepared by:

Keith Barham, Head of West Mercia Youth Offending Service



WEST MERCIA YOUTH JUSTICE PARTNERSHIP



YOUTH JUSTICE PLAN



2019/20



Preface

Under the Crime and Disorder Act 1998 (the Act) youth offending partnerships have a statutory duty to produce an annual youth justice plan which is submitted to the Youth Justice Board for England and Wales in accordance with the directions of the Secretary of State. The purpose of the plan is to outline how statutory youth justice services, as defined in the Act, are structured, funded and delivered in the area.

All statutory youth justice services within West Mercia are delivered directly or commissioned by West Mercia Youth Justice Service.

This plan outlines the vision and priorities for West Mercia Youth Justice Service and outlines key actions to be undertaken during 2019/20.

The content and format of the plan has been informed by and prepared in accordance with the guidance within in “Youth Justice Plans: YJB Practice Note for Youth Justice Partnerships” issued on behalf of the Secretary of State by the Youth Justice Board for England and Wales in May 2019.

CONTENTS

	Page
1.0 INTRODUCTION	3
1.1 Approval of the Plan	3
2.0 REVIEW OF 2018/19	4
2.1 Service Delivery Arrangements	4
2.2 Review of Key Development	4
2.3 Responses to Inspections	4
2.4 Performance	4
2.5 Views of Service Users	6
3.0 YOUTH JUSTICE PLAN 2019/20 AND RISKS TO FUTURE DELIVERY AGAINST THE NATIONAL OUTCOME MEASURES	7
3.1 Vision and underlying principles	7
3.2 Priorities	7
3.3 Safeguarding	8
3.4 Integrated and Joint Working	8
3.5 Risks to future Delivery against the national outcome measure	8
3.6 Delivery plan 2019/20	9
APPENDICES	
Appendix 1 – Resources	10
Appendix 2 – Staffing and Structure	11
Appendix 3 – Governance and partnerships	12
Appendix 4 – Area information – Herefordshire	14
Appendix 5 – Area information – Shropshire	17
Appendix 6 – Area information – Telford and Wrekin	20
Appendix 7 – Area information – Worcestershire	23

1.0 Introduction



West Mercia Youth Justice Service (WMYJS) is partnership between the Local Authorities, National Probation Service, West Mercia Police, NHS organisations across West Mercia and the Office for the West Mercia Police and Crime Commissioner. The service is accountable to the WMYJS Management Board, comprised of senior officers from each partner agency. The service is hosted, on behalf of the Local Authorities and the partnership by the Office of the West Mercia Police and Crime Commissioner (OPCC).

During 2018/19 the Management Board agreed a service vision and set of underlying principles. These are outlined in section 3.1 of this plan.

We adopted priorities for a two year period starting in 2018/19, so these remain the same for 2019/20. The priorities are a result of joint management board and management team workshops and were informed by a range of information and significantly the learning from a pilot inspection undertaken at the end of 17/18 which was reported on in the 2018/19 Youth Justice Plan. The priorities are based on the four themes of;

Our People
Our Partnerships
Our Performance, Quality and Practice; and
Our Governance

Service performance against the three national outcome indicators has improved over the past year. The performance in relation to the rate of young people receiving a custodial sentence has improved between 2017 and 2018 from 0.17 to 0.05 custodial sentences per 1,000 youth population, and this rate is significantly below the national rate of 0.32. The proportion of young people re-offending (cohort identified in 2016/17) is 33.4% which is significantly lower the national rate at 40.6%, and an improvement on the previous year when it was at 34.0%. The average number of re-offences per re-offender for the same cohort was 3.23, which is lower than the national rate of 3.90, and an improvement on the previous year when it was 4.38

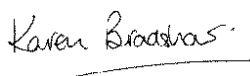
The first time entrant (FTE) rate for the period Oct 2017 to Sep 2018 is at 294 FTE per 100,000 youth population and represents a major improvement on the previous year when it was at 408, however the West Mercia rate continues to be higher than the national rate which is 250 for the same period. The Management Board agreed a revised pre-court joint decision framework during 2018/19 which will be implemented across the local policing areas during 19/20, and this should contribute to reducing the FTE rate further.

The service and management board recognise that we do not work in isolation in reducing offending by children and young people and improving the outcomes for children and young people who have entered or at risk of entering the youth justice system. The board are committed to promoting better joint work between the service and other agencies at a local level, and this will particularly be the case in tackling the emerging and growing issue of criminal exploitation and county lines type activity.

1.1 Approval of the Plan

This plan was approved at the West Mercia Youth Justice Service Management Board held on 24th May 2019.

Signed:



Date: 24th May 2019

Karen Bradshaw

Chair – West Mercia Youth Justice Service Management Board

2.0 Review of 2018/19

2.1 Service Delivery Arrangements

There have been no significant changes to the governance or service delivery arrangements during 2018/19. An additional team manager post was established during the year. The post has a lead responsibility for performance and quality improvement and the successful applicant came into post during quarter 3 of the year.

2.2 Review of Key Developments

The Management Board agreed four main priorities and a delivery plan for the two year period 2018 to 2020. During 18/19 the following were achieved:-

- A service vision and underlying principles were agreed
- The staff appraisal systems was re-established and appraisals undertaken
- A staff survey was undertaken
- A process for monitoring other agencies engagement in high risk panel meetings was established
- Mental health training was provided for practitioners
- A system for flagging YJS involvement in cases was implemented by West Mercia Police
- Work was initiated to give youth justice practitioners access to social care information systems
- Research on the prevalence of adverse childhood experiences and trauma in a cohort of young people in the youth justice system was completed
- The identification of named management board members to lead on the implementation of the new National Standards for Youth Justice.

2.3 Responses to inspections

The service was not subject to a single agency inspection during 2018/19. The service was part of a Joint Targeted Area Inspection in Shropshire on the theme of child sexual abuse in the family context.

Improvement actions for WMYJS include; providing access to the youth justice service information for the Children Services front door, better co-ordinating the provision of substance misuse interventions for young people in the youth justice system between the community drug and alcohol service and WMYJS and ensuring consent is obtained, where possible, when making referrals to the front door. There is a multi-agency improvement plan in place.

The Management Board considered the thematic inspection “Out of court disposal work in youth offending teams” in May 2018. A new framework for joint decision making for out of court disposals is being implemented in first part of 19/20 and the recommendations and findings of the thematic inspection are informing this practice development.

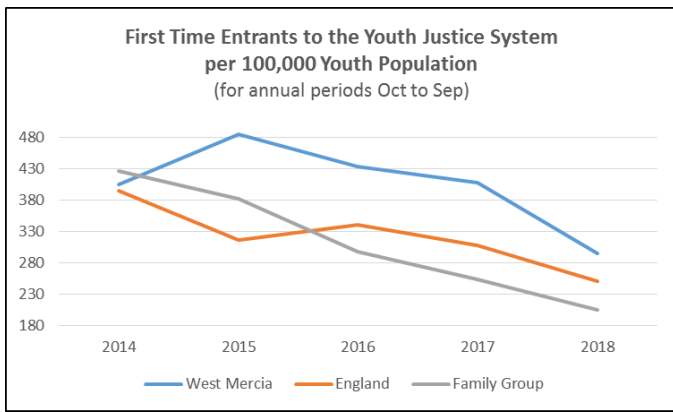
2.4 Performance

The Youth Justice Service is subject to three national outcome indicators

(i) First Time Entrants

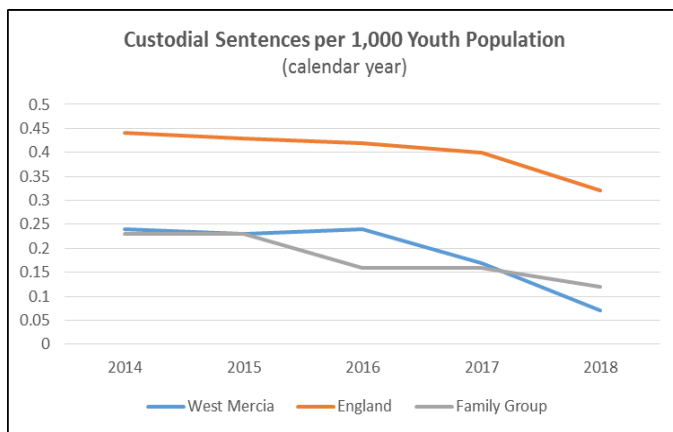
This measure is expressed as the number of first time entrants (young people receiving their first formal youth justice sanction, either a caution or conviction) per 100,000 youth population within a 12 month period. The lower the number the better the performance.

The most recent published data is for the year Oct 2017 to Sep 2018, where the West Mercia performance was 294, compared to a national performance of 250 and statistical neighbour performance of 205. Although the West Mercia rate remains higher than both the statistical neighbour and national rate, the gap between both the West Mercia rate and the other two rates has been reducing since 2017. The range of rates nationally is from 63 to 573, placing the West Mercia performance in the second to top quartile of the performance range.



Although the rate has been reducing since 2015, the service recognises that that the rate is higher than might be expected and also accepts that the out of court disposal decision joint decision arrangements in West Mercia, although meeting statutory requires, is a contributory factor. A new joint decision making framework was agreed during 2018/19, with implementation due early in 2019/20.

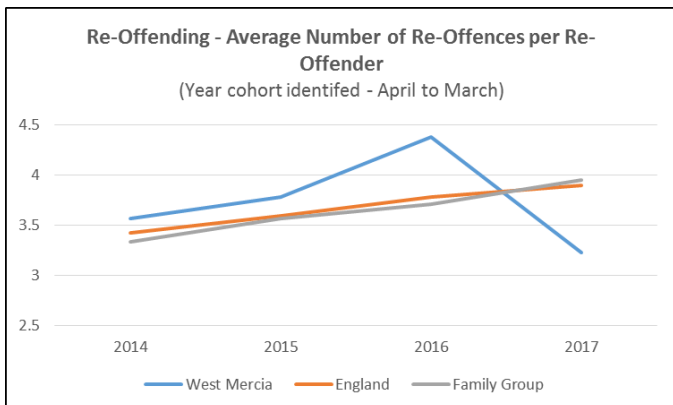
(i) Use of Custody



The use is custody indicator is expressed as the number of custodial sentences per 1,000 youth population within a 12 month period. The lower the rate the better the performance.

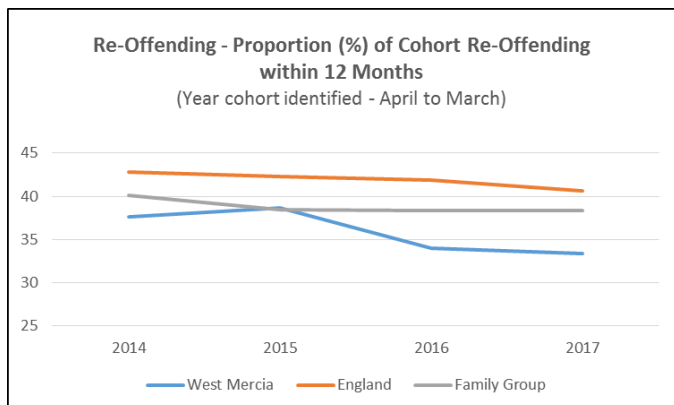
The most recently published data for this indicator is for the calendar year 2018, where the West Mercia rate was 0.07¹, which compares favourably against the national rate, 0.32 and the statistical neighbour rate of 0.12. The rate has been decreasing since 2016, following three years of stability. The range of rate nationally is between 0.00 and 1.44 placing the West Mercia performance in the top quartile of the performance range.

(ii) Re-Offending



There are two measures for the re-offending indicator, both for the same cohort of offenders (all young people receiving a formal justice system disposal (caution or conviction) within a specified period of time). The cohort is then tracked for any re-offending within 12 months, the first measure (frequency measure) is the average number of re-offences per re-offender, the second measure (binary measure) is the proportion of the cohort re-offending. For both measures a lower figure denotes better performance.

¹ Although the YJB published rate is 0.07, there is an error in the data held nationally and rate is actually 0.05, a total of 6 custodial sentences.



The most recently published data for this indicator is for the cohort identified April 2016 to March 2017.

The frequency measure for West Mercia is 3.23, which compares favourably against the national rate of 3.90 and statistical neighbour rate of 3.95. The range of rates nationally is from 2.30 to 6.67, placing the West Mercia in the top quartile of the performance range.

The binary measure for West Mercia is 33.4%, which compares favourably against the national rate of 40.6% and the statistical neighbour rate of 38.3%. The range of rates nationally is from 20.2% to 63.3% placing West Mercia in the second to top quartile of the performance range.

2.5 Service User Feedback

During 2018/19 the service has used an internet based survey, Viewpoint, to capture service user feedback. Responses to some key questions from the 42 surveys completed during the first three quarters of 18/19 are outlined below:-

- 35/37 (95%) young people said that the YOT took their views seriously
- 35/35 (100%) rated the service provided to them as good or very good
- 34/35 (97%) reported being fairly treated by the service
- 25/26 (96%) young people who responded to the question said they got the help they needed to stop offending and 24/26 (92%) to make better decisions.
- 31/35 (89%) said they now knew what things were more likely to make them offend and all 31 said they realised that change was possible.
- 29/35 (83%) reported being a lot less likely to offend and 4 said they were a bit less likely

In terms of improvements to the Youth Justice Service (YJS), most young people were unable to identify anything although two thought that the upper age for YJS services should be increased and one thought there should be more reparation options for girls.

3.0 Youth Justice Plan 2019/20 and Risks to Future delivery against the National Outcome Measures

3.1 Vision and underlying principles

During 2019/20 the West Mercia Youth Justice Service Management Board agreed a vision statement and underpinning principles for the service following a joint workshop with the service's management team and a staff consultation.

Vision:

Together, preventing offending and improving lives

Underlying Principles:

- *Ensure that we secure best practice, innovation and outstanding quality in all we do*
- *Reducing demand by preventing offending and effectively managing the risks posed by those who have offended*
- *Offer the best value for money by combining resources*
- *Work with victims and communities to repair harm from offending*
- *Recognising the capacity of young people to grow and develop with the right support*
- *Listen to young people's and victim's opinions and use them to shape what we do*
- *Building resilience within families and local communities*
- *Recognise the important role families play in preventing young people from getting involved in crime*
- *Grow and sustain a positive and stable workforce*

3.2 Priorities 2019/20

Service priorities were agreed for the two year period 18/19 and 19/20. The priorities were informed by the service needs assessment and a pilot inspection of the service undertaken in March 2018, which was reported on in the 2018/19 Youth Justice Plan. The delivery plan supporting the priorities is in section 3.5 of this plan.

Priority 1: **Our People**

- 1.1 Promote in-service progression and ensure that appraisals are used effectively
- 1.2 Strengthen staff development programmes
- 1.3 Improve staff morale, motivation and encourage engagement

Priority 2: **Our Partnerships**

- 2.1 Improve multi-agency engagement at high risk and decision making meetings
- 2.2 Ensuring young people's mental health needs are met
- 2.3 Review and improve policy and practice in relation to out of court disposal decision making thereby contributing to a reduction in the number of first time entrants

Priority 3: **Our Performance, Quality and Practice**

- 3.1 Develop our quality assurance and performance framework in collaboration with our partners
- 3.2 Ensure adequate interface with Children Services information systems
- 3.3 Develop our practice and encourage innovation

Priority 4: **Our Governance**

- 4.1 Communicate our vision and priorities to our staff, partners and stakeholders
- 4.2 Develop Board Member links to WMYJS to support service development and improve engagement with staff and service users
- 4.3 Anticipate and mitigate future risks to the long term delivery of our vision

3.3 Safeguarding

Safeguarding remains a key area of focus for the service. WMYJS has a key role in safeguarding young people, in terms of assessing and reducing the risk of harm to young people either from their own behaviour or the actions of others and reducing the risk of harm they may pose to others. The service continues to be active members of the children safeguarding partnership arrangements in each of the local authorities and there is a S11 action plan in place.

County line type activity has been identified as an emerging and growing issue across West Mercia and the service will, through the developing pre-court joint decision making arrangements, seek to avoid the criminalisation of young people on the edges of this activity. The service will work as part of the child exploitation strategy and operation groups and the Serious Organised Crime Joint Agency Groups (SOCJAG) to address the issues of county lines type activity, organised crime group and gang activities. Serious violent crime is not a significant issue in West Mercia currently, however we recognise that this may become an emerging issue associated with serious organised crime and the service will, as a result, be developing weapon crime programmes.

3.4 Integrated and Joint Working

The service will continue to seek opportunities for developing further the integrated and joint working arrangements with other agencies who are delivering services to young people in or at risk of entering the youth justice system.

3.5 Risks to the Future Delivery against the National Outcome Measures

The current performance against the national outcome measures are contained in section 2.4 of this plan. As the section notes although the FTE rate is higher than the national rate, the most recent performance is an improvement on the previous year. Locally services to prevent young people from becoming involved in criminal activity is within the early help strategies within each local authority area. Through the planned new out of court disposal joint decision making arrangements being implemented in 2019/20 the service and Police will seek to divert young people from formal justice system disposals through the use of informal responses to their behaviour. A child first approach will be used to inform all work of WMYJS, but particularly in respect of young people at the pre-court stage of the system.

The rate of custodial sentences remains very low, at 0.07 per 1,000 population. Re-offending performance has historically been volatile but has fallen over the past three years to 33.4%. The delivery plan at section 3.5 of this plan outlines actions which will mitigate the risks against future delivery of the outcome measures, the table below summarises key actions for each outcome measure.

Outcome Measure	Performance Indicator	Risk	Key Mitigating Actions
First Time Entrants	The number of first time entrants to the youth justice system per 100,000 youth population	The current out of court disposal joint decision making process is the cause for the higher than might be expected rate of FTEs	Implementation of the agreed new joint decision making arrangements across the 5 local policing areas.
Custody	The number of custodial sentences per 1,000 youth population	Absence of a remand management strategy may lead to an increase in young people being remanded	Development of a remand management strategy
Re-Offending	(i) The average number of re-offences per re-offender (ii) The proportion of offenders (%) re-offending within 12 months	Interventions not fully supporting desistance factors	Further developing and embedding trauma informed practice Implementation of AIM3 for young people demonstrating harmful sexual behaviour Senior Practitioners leading on improving and developing key areas of practice

3.6 Delivery Plan 2019/20

Priority Area	OUR PEOPLE		
Sub Priority	Promote in-service progression and ensure that appraisals are used effectively	Strengthen Staff Development Programmes	Improve staff morale, motivation and encourage engagement
Planned Actions	1.1.1 Agree a revised appraisal process for 19/20 to ensure it is more suitable to needs of service 1.1.2 All appraisals completed within Q1/Q2 1.1.3 Confirm if able to access Police apprenticeship levy 1.1.4 Annual report on appraisal outcomes	1.2.1 Complete work on a staff learning and development framework 1.2.2 Confirm and formalise access to Local Authority training 1.2.3 Identified joint training plan LA/YJS 1.2.4 Agree training plan for 19/20	1.3.1 Deliver a staff conference including staff awards 1.3.2 Establish staff engagement group 1.3.3 Use staff survey responses to develop action plan 1.3.4 Develop staff recognition scheme
Impact	Proportion of appraisals completed Proportion of appraisal objectives met Improved proportion of positive responses to relevant questions in the staff survey		
Priority Area	OUR PARTNERSHIPS		
Sub Priority	Improve multi-agency engagement at high risk and decision making meetings	Ensuring young people's mental health needs are met	Review and improve policy and practice in relation to out of court disposal decision making thereby contributing to a reduction in the number of first time entrants
Planned Actions	2.1.1 Regular monitoring by the management board of agency attendance at HRPs 2.1.2 Implement a framework for assurance reporting from partners to evidence how they are actively supporting WMYJS priorities	2.2.1 Agree common core role for MH workers 2.2.2 Refresh WMYJS/CAMHS protocols in each area 2.2.3 Develop links with L&D in each area	2.3.1 Implement the agreed joint decision framework in each LPA 2.3.2 Revise and implement the OoCD assessment tool 2.3.3 Agree a joint pre-court decision making protocol with West Mercia Police
Impact	Increase in proportion of attendance/reports from other agencies to HRP Sustained or improved positive responses to relevant questions in service users feedback Reduction in FTE rate		
Priority Area	OUR PERFORMANCE AND PRACTICE		
Sub Priority	Develop our quality assurance and performance framework in collaboration with our partners	Ensure adequate interface with Children Services information systems	Develop our practice and encourage innovation
Planned Actions	3.1.1 Develop and implement a new performance and quality assurance framework 3.1.2 Review of Asset+ QA tool 3.1.3 Undertake National Standards readiness self assessment 3.1.4 Inspection standards self assessment	3.2.1 Implement access to ChSC systems for YJS practitioners, supported by access agreements 3.2.2 Implement access for ChSC front door/MASH to CV, supported by access agreements	3.3.1 Agree and implement role of SPs in practice development 3.3.2 Develop specification for support required to further implement and embed a trauma informed approach to practice 3.3.3 Review remand strategy 3.3.4 Develop revised resettlement framework 3.3.5 Implement AIM 3 arrangements
Impact	Sustain/improve asset plus quality Sustain/improve compliance to scaled approach requirements Reduction in re-offending Sustain or improved use of custody rate		
Priority Area	OUR GOVERNANCE		
Sub Priority	Communicate our vision and priorities to our staff, partners and stakeholders	Develop Board Member links to WMYJS to support service development and improve engagement with staff and service users	Anticipate and mitigate future risks to the long term delivery of our vision
Planned Actions	4.1.1 Development and implementation of a service communication plan 4.1.2 Develop and implement WMYJS website 4.1.3 Management board to implement a programme of assurance reporting	4.2.1 Identify MB lead for each National Standard area 4.2.2 Agree & implement process of MB member engagement in National Standards self assessment 4.2.3 Agree role of MB members in oversight of practice within QA framework	4.3.1 Review WMYJS Board membership and the supporting governance framework for the partnership
Impact	Improved proportion of positive responses to relevant questions in the staff survey Management board is assured that the needs of young people in or at risk of entering the youth justice system are met		

Appendix 1

West Mercia Youth Justice Service - Resources 2019/20

Income

The Youth Offending Service has a complex budget structure comprising of partner agency cash, seconded staff and in kind contributions and the Youth Justice (YOT) Grant from the Youth Justice Board for England and Wales. The table below outlines the agreed contributions for 2019/20.

Agency	Staffing Costs – Secondees (£)	Payments in kind (£)	Other Delegated Funds (3)	Total
Local Authorities ²			1,179,999	1,179,999
Police Service	237,892		63,000	300,892
National Probation Service	63,033		10,000	73,033
Health	129,860		36,894	166,754
Police and Crime Commissioner			180,293	180,293
YJB – Youth Justice Grant			1,184,541	1,184,541
Other (movement from reserves)			16,261	16,261
Total	430,789		2,670,988	3,101,773

The Attendance Centres grant, £50,043, is included in the total for the YJB Youth Justice Grant in the table above. Additional staff have been recruited to the Attendance Centres in 18/19, and consideration is being given to how the work might be expanded to support the out of court disposal developments being implemented during 2019/20

The YJB Youth Justice (YOT) Grant

The YJB Youth Justice (YOT) Grant is provided for the provision of youth justice services with an aim of achieving the following outcomes; reducing re-offending, reducing first time entrants, reducing the use of custody, effective public protection and effective safeguarding. The grant will form part of the overall pooled partnership budget for WMYJS, which is used to deliver and support youth justice services across West Mercia. The outline draft budget for 2019/20 is provided below; the expenditure against the Youth Justice Grant is included in this budget.

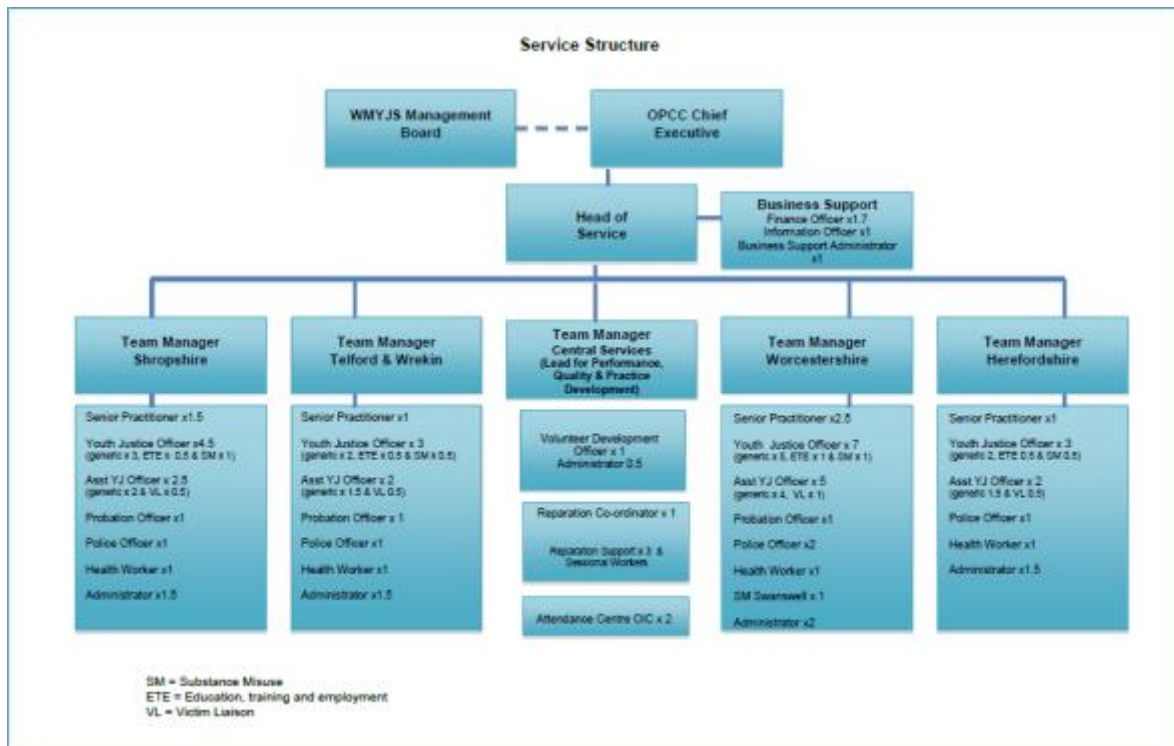
Category	Budget (£)
Employee Costs	2,058,977
Other Employee Costs	31,200
Premises	163,295
Supplies and Services	61,710
ICT	99,060
Third Party Payments	169,696
Transport	87,050
TOTAL	2,670,988

² Where YOTs cover more than one local authority area YJB Youth Justice Plan guidance requires the totality of local authority contributions to be described as a single figure.

Appendix 2

West Mercia Youth Justice Service - Structure and Staffing Information

The West Mercia Youth Justice Service comprises four multi-agency service delivery teams, aligned to the Local Authority areas to deliver the majority of services. The reparation service and volunteer services are co-ordinated centrally across the whole service, as are the finance and data and information functions.



WMYJS is compliant with the minimum staffing requirements outlined in the Crime and Disorder Act 1998, as can be seen from the structural diagram above. There are three HCPC registered Social Workers within the staffing group.

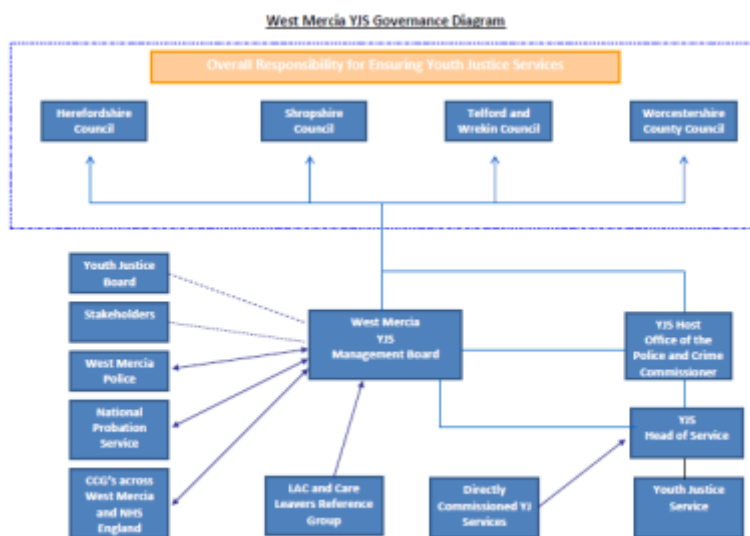
Appendix 3

West Mercia Youth Justice Service -Governance and Partnership Information

Governance

WMYJS is managed on behalf of the Local Authorities and the WMYJS partnership by the Office of the West Mercia Police and Crime Commissioner (OPCC). Day to day management of the Head of Service is provided by jointly the Chief Executive of the OPCC and the Chair of the Management Board (DCS Shropshire). The Youth Justice Service is accountable to the WMYJS Management Board and the Management Board is accountable to each of the Local Authorities for the commissioning and delivery of youth justice services.

The partnership Youth Justice Plan is approved by the Management Board and by each of the four top tier Councils. The diagram below outlines the governance arrangements of West Mercia Youth Justice Service.



The Youth Justice Service Management Board is currently chaired by the Director of Children Services for Shropshire Council. The Membership of the Board at 1st April 2019 is outlined in the table below:

Agency	Representative	Role
Worcestershire County Council	Catherine Driscoll	Director of Children, Families and Communities
Shropshire Council	Karen Bradshaw	Director of Children Services
Telford and Wrekin Council	Clive Jones	Director of Children, Family and Adult Services
Herefordshire Council	Chris Baird	Director of Children and Families
National Probation Service	Jackie Stevenson	Head of West Mercia
West Mercia Police	Dawn Hartland	Head of Criminal Justice
West Mercia Clinical Commissioning Groups	Dawn Clarke	Director of Nursing, Quality and Patient Experience, Shropshire CCG
Office for the West Mercia PCC	Andy Champness	Chief Executive

The Management Board meets every two months and monitors the performance and quality of the service through regular reporting. Where necessary the Management Board will monitor compliance with the YJB Grant conditions through exception reports.

The Management Board has considered a number of thematic deep dives and practice presentations, the purpose of which is to identify any issues, in particular with regards to provision of services and multi-agency working, and agree actions for the Management Board or individual board members in order to improve services for young people in the youth justice system.

The Management Board has a process in place to ensure that cases that would have previously been notified to the YJB under the Community Safeguarding and Public Protection Incident Review process are now reported into the Management Board, and where appropriate learning reviews undertaken. This will be reviewed to investigate if other types of cases should also be included in this reporting process as part of the governance review scheduled for 2019/20.

Management Board members ensure that, where relevant, commissioning across partner agencies takes account of the needs of young people in or at risk of entering the youth justice system, and where appropriate explore joint commissioning arrangements.

Partnerships

The Youth Justice Service only has one outsourced service, the provision of Appropriate Adults for young people in Police custody. The service is provided by a local voluntary sector organisation YSS.

WMYJS is a member of the four Safeguarding Children Boards and several of the board's sub groups and the Children's Trusts or equivalent partnerships and the early help strategic groups. WMYJS intends to participate in the new and developing safeguarding partnership arrangements in each of the four areas.

WMYJS is represented on the Crime and Disorder reduction partnerships at the unitary or top tier authority level. WMYJS is an active member of the West Mercia Criminal Justice Board, the West Mercia Crime Reduction Board, the West Mercia Victim and Witness Board and the MAPPA Strategic Management Board.

WMYJS is represented on the Channel Panels across West Mercia established as part of the Prevent strategy. WMYJS staff have undertaken WRAP training in 2018/19. The service are participant members of the area reducing re-offending groups and the Serious and Organised Crime Joint Agency Groups.

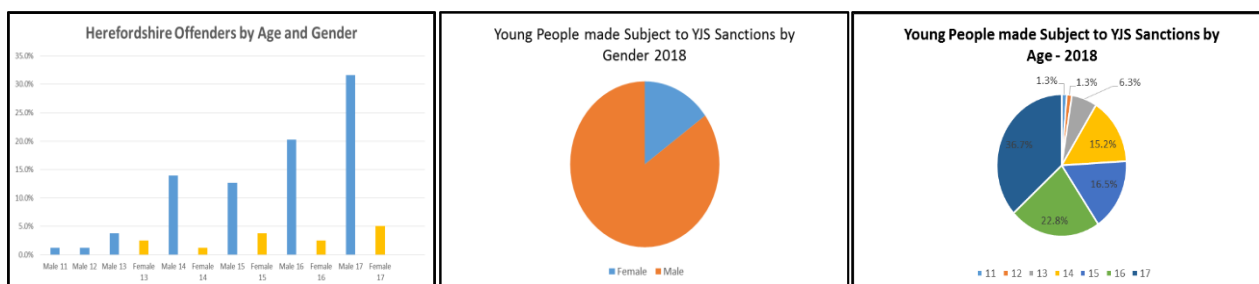
WMYJS will be developing strategic and operational links with the Liaison and Diversion schemes currently being implemented across the West Mercia area.

Appendix 4

Herefordshire Local Information

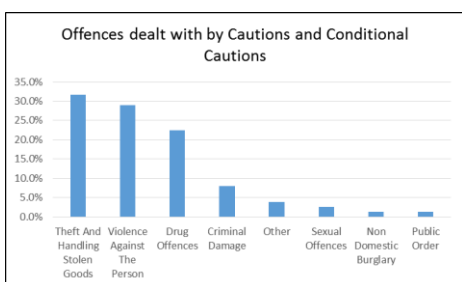
Youth Offending Population Overview

There are 16,434 young people aged 10 to 17 years in Herefordshire. According to WMYJS records there were 98 formal justice system sanctions³ (cautions and convictions) made on Herefordshire young people during 2018. A total of 79 individual young people accounted for the 98 outcomes, 0.48% of youth population.



Of the 79 young people receiving youth justice sanctions in 2018, 67 (85%) were male. The majority, 76% were aged 15 years or more, with 17 year olds accounting for just over a third (36%) of all young people receiving a youth justice sanction. There is little difference in the peak age between the two genders, with 37% of sanctions received by young males being for 17 year olds and 33% of sanctions made on young females being for 17 year olds.

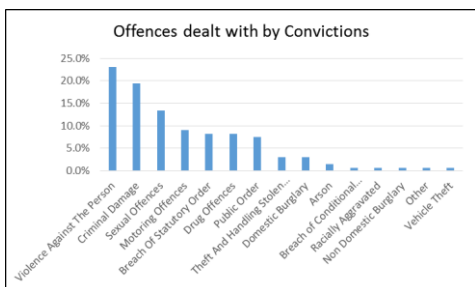
Youth Offending Population for Out of Court Disposals



Out of court disposals are a method of resolving offences without prosecution before the court, and include the formal Police sanctions of Youth Cautions (YC) and Youth Conditional Cautions (YCC). In 2018, according to WMYJS records, there were 61 YCs or YCCs issued for 55 individual young people for a total of 76 offences, ten of these outcomes were supported by an intervention from WMYJS.

The most commonly occurring offence was theft and handling stolen good (32%), followed by violence against the person (29%) and drug offences (22%). These three offence types accounting for 83% of all offences dealt with by cautioning.

Youth Offending Population for Court Disposals



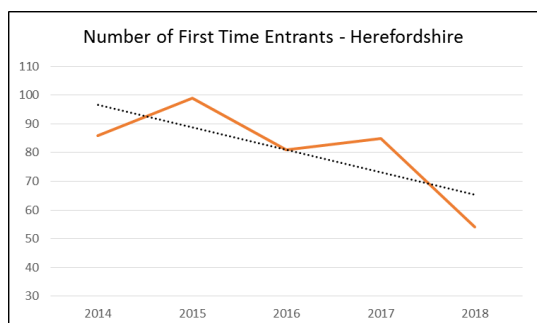
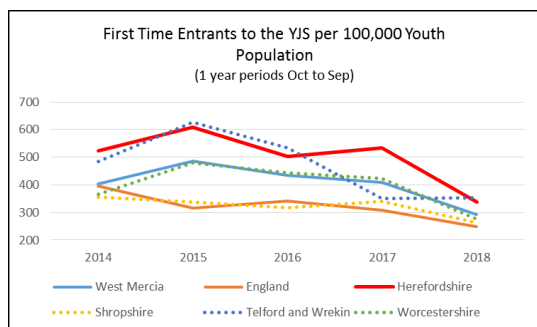
In 2018 a total of 24 individual young people received 37 court outcomes for a total of 134 offences. Court orders requiring management by WMYJS accounted for 23 (62%) of the court outcomes. The majority of young people, (92%) receiving court outcomes were aged 16 and over with 17 year olds accounting for 67%.

The most frequently occurring offence was violence against the person (23%), followed by criminal damage (19%), sexual offences (13%) and motoring offences (9%). These four offence type accounting for 64% of all offences dealt with by convictions in the court.

³ Note, there will be a cohort of young people whose behaviour may be dealt with informally by the police, the data contained within this appendix is for young people made subject to formal justice system disposals only.

Performance Against the National Indicators

(i) First Time Entrants



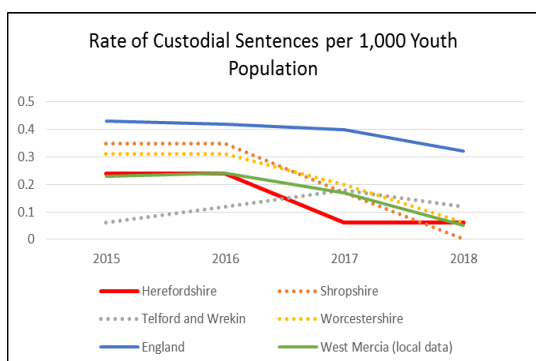
This measure is expressed as the number of first time entrants (young people receiving their first formal youth justice sanction, either a caution or conviction) per 100,000 youth population within a 12 month period. The lower the number the better the performance.

The most recent published data is for the year Oct 2017 to Sep 2018, where the Herefordshire rate was 338, compared to a national performance of 250. Although the Herefordshire rate remains higher than national rate, the gap between both the Herefordshire rate and the national rate has been reducing since 2017, when the gap between the rates was 226 compared to 88 in 2018.

The actual numbers of young people entering the youth justice system is fairly low, with only 54 young people entering the system in the period October 2017 to September 2018. Although there are variations year to year the overall trend has been downward since 2008 when 310 young people entered the youth justice system for the first time, the current number of 54 represents a reduction of 83% over the 10 year period.

The service recognises, however, that that the rate is higher than might be expected and also accepts that the out of court disposal joint decision making arrangements in West Mercia, although meeting statutory requirements, is a contributory factor. A new joint decision making framework was agreed during 2018/19, with a phased implementation due in 19/20 starting in the Herefordshire Local Policing Area.

(ii) The Use of Custody

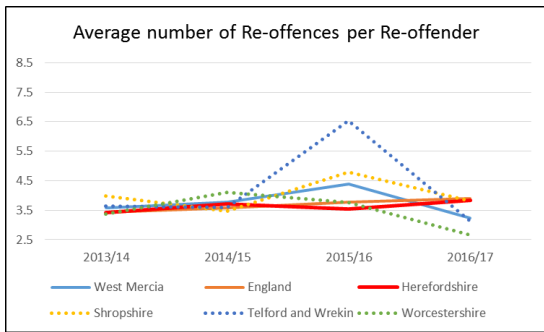


The use of custody indicator is expressed as the number of custodial sentences per 1,000 youth population within a 12 month period. The lower the rate the better the performance.

The most recently published data for this indicator is for the calendar year 2018, where the Herefordshire rate was 0.06, which compares favourably against the national rate, 0.32. The rate has been decreasing since 2015. The rate of 0.06 in Herefordshire represents one Herefordshire young person receiving a custodial sentence during 2018.

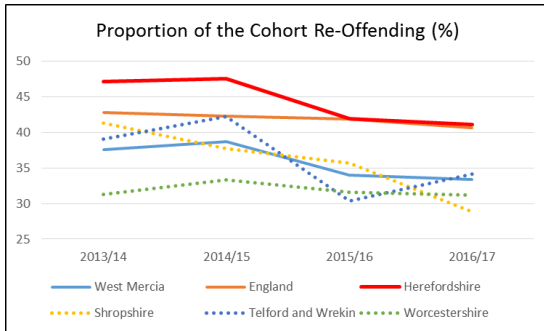
(iii) Re-offending

There are two measures for the re-offending indicator, both for the same cohort of offenders (all young people receiving a formal justice system disposal (caution or conviction) within a specified period of time). The cohort is then tracked for any re-offending within 12 months, the first measure (frequency measure) is the average number of re-offences per re-offender, the second measure (binary measure) is the proportion of the cohort re-offending. For both measures a lower figure denotes better performance.



The most recently published data for this indicator is for the cohort identified April 2016 to March 2017.

The frequency measure for Herefordshire, 3.83, is similar to the national rate of 3.90. The range of rates nationally are from 2.30 to 6.67, placing Herefordshire in the second to top quartile of the national performance range.



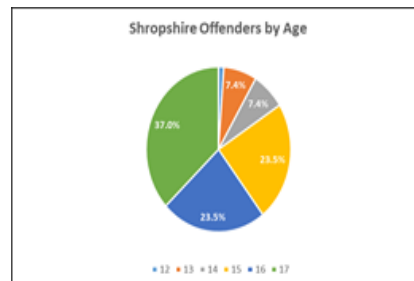
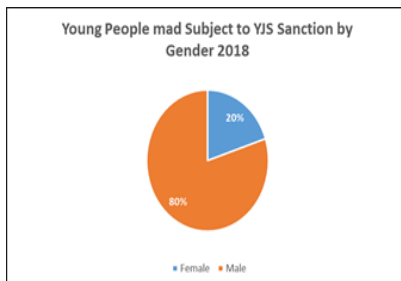
The binary measure at 41.0% is also similar to the national rate 40.6%. The range of rates nationally being from 20.2% to 63.3% which means that Herefordshire sits just within the second to top quartile of the national performance range. The binary rate in Herefordshire has been reducing since 2013/14 when it was 47.1%, representing an overall reduction of 13% in the proportion of young people re-offending over the three year period.

Appendix 5

Shropshire Local Information

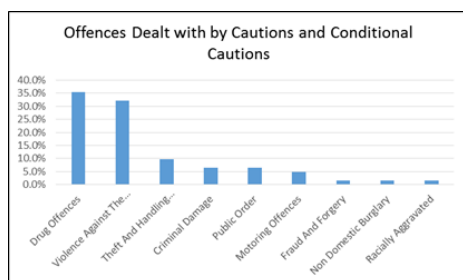
Youth Offending Population Overview

There are 28,588 young people aged 10 to 17 years in Shropshire. According to WMYJS records there were 96 formal justice system sanctions⁴ (cautions and convictions) made on Shropshire young people during 2018. A total of 81 individual young people accounted for the 96 outcomes, 0.28% of youth population.



Of the 81 young people receiving youth justice sanctions in 2018, 65 (80%) were male. The majority, 84% were aged 15 years or more, with 17 year olds accounting for just under a third (30%) of all young people receiving a youth justice sanction. There is little difference in the peak age between the two genders, with 38% of sanctions received by young males being for 17 year olds and 31% of sanctions made on young females being for 17 year olds.

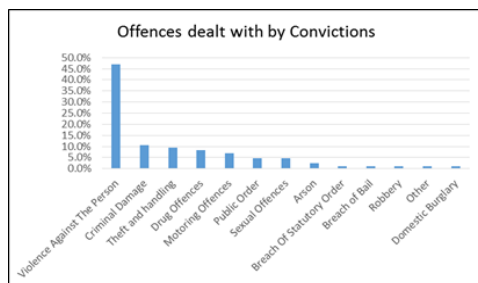
Youth Offending Population for Out of Court Disposals



Out of court disposals are a method of resolving offences without prosecution before the court, and include of the formal Police sanctions of Youth Cautions (YC) and Youth Conditional Cautions (YCC). In 2018, according to WMYJS records, there were 58 YCs or YCCs issued for 54 individual young people for a total of 62 offences, 21 of these outcomes were supported by an intervention from WMYJS.

The most commonly occurring offences were drug offences (35%), followed by violence against the person (32%) and theft and handling stolen goods (10%). These three offence types accounting for 77% of all offences dealt with by cautioning.

Youth Offending Population for Court Disposals



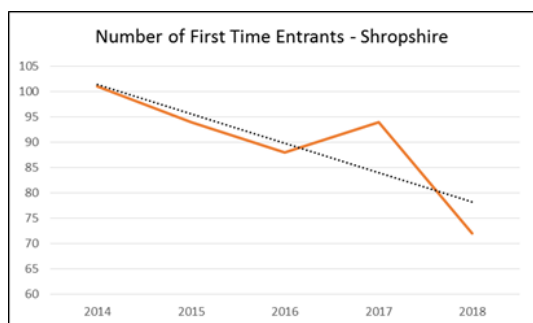
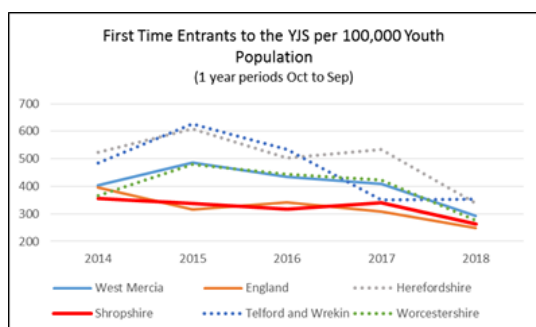
In 2018 a total of 27 individual young people received 38 court outcomes for a total of 85 offences. Court orders requiring management by WMYJS accounted for 31 (82%) of the court outcomes. The majority of young people, (78%) receiving court outcomes were aged 15 and over with 17 year olds accounting for 37%.

The most frequently occurring offence was violence against the person (47%), followed by criminal damage (11%), theft and handling (9%) and drug offences (8%). These four offence type accounting for 75% of all offences dealt with by convictions in the court.

⁴ Note, there will be a cohort of young people whose behaviour may be dealt with informally by the police, the data contained within this appendix is for young people made subject to formal justice system disposals only.

Performance Against the National Indicators

(i) First Time Entrants



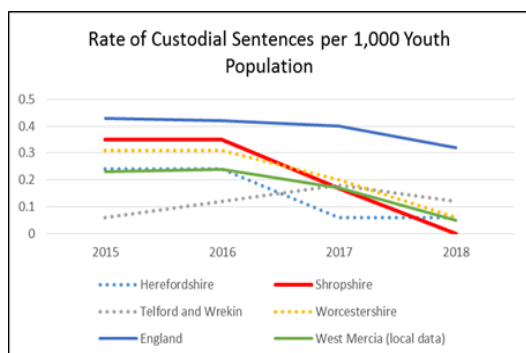
This measure is expressed as the number of first time entrants (young people receiving their first formal youth justice sanction, either a caution or conviction) per 100,000 youth population within a 12 month period. The lower the number the better the performance.

The most recent published data is for the year Oct 2017 to Sep 2018, where the Shropshire rate was 262, compared to a national performance of 250. Shropshire has the lowest rate of the four areas in West Mercia. Although the Shropshire rate is slightly higher than national rate, the rate of reduction follows a similar trend as the reduction in the national rate.

The actual numbers of young people entering the youth justice system is fairly low, with only 72 young people entering the system in the period October 2017 to September 2018. Although there are variations year to year the overall trend has been downward since 2008 when 359 young people entered the youth justice system for the first time, a reduction of 80% over the 10 year period.

The service recognises, however, that that the rates across West Mercia are higher than might be expected and also accepts that the out of court disposal joint decision making arrangements in West Mercia, although meeting statutory requirements, is a contributory factor. A new joint decision making framework was agreed with West Mercia Police during 2018/19, with a phased implementation due in 19/20.

(ii) The Use of Custody

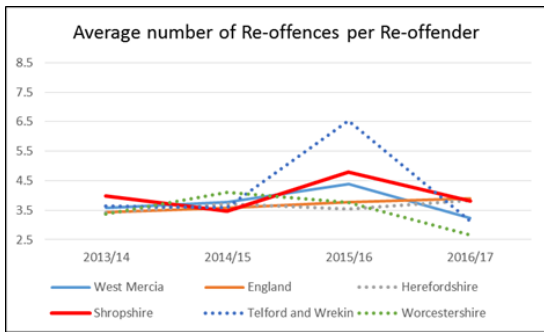


The use is custody indicator is expressed as the number of custodial sentences per 1,000 youth population within a 12 month period. The lower the rate the better the performance.

The most recently published data for this indicator is for the calendar year 2018, where the Shropshire rate was 0.00 as there were no custodial sentences on Shropshire young people in the year. The national rate was 0.32 and West Mercia rate was 0.05 for the same period.

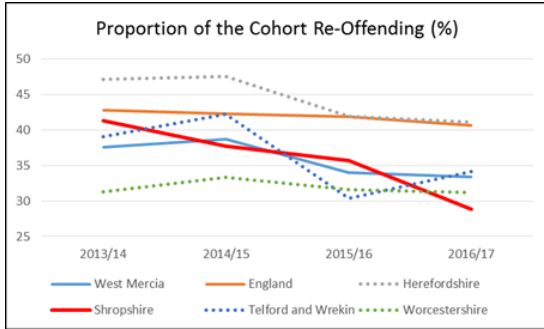
(iii) Re-offending

There are two measures for the re-offending indicator, both for the same cohort of offenders (all young people receiving a formal justice system disposal (caution or conviction) within a specified period of time). The cohort is then tracked for any re-offending within 12 months, the first measure (frequency measure) is the average number of re-offences per re-offender, the second measure (binary measure) is the proportion of the cohort re-offending. For both measures a lower figure denotes better performance.



The most recently published data for this indicator is for the cohort identified April 2016 to March 2017.

The frequency measure for Shropshire, 3.81, is better than the national rate of 3.90. The range of rates nationally are from 2.30 to 6.67, placing Shropshire in the second to top quartile of the national performance range.



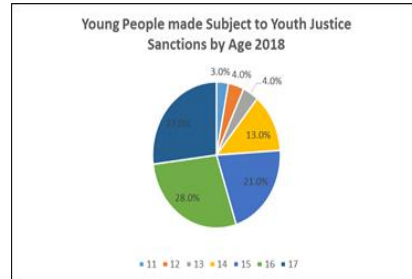
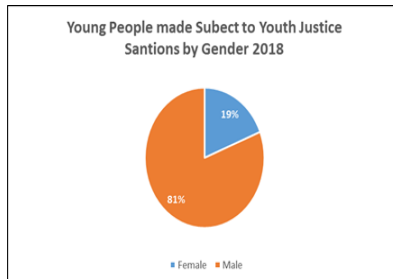
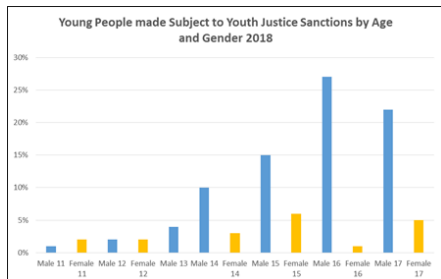
The binary measure at 28.9% is significantly better than the national rate 40.6%. The range of rates nationally being from 20.2% to 63.3% which means that Shropshire sits within the top quartile of the national performance range. The binary rate in Shropshire has been reducing since 2013/14 when it was 41.3%, representing an overall reduction of 30% in the proportion of young people re-offending over the three year period.

Appendix 6

Telford and Wrekin Local Information

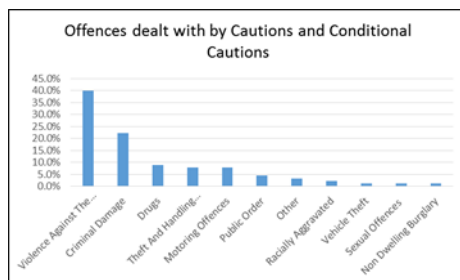
Youth Offending Population Overview

There are 16,578 young people aged 10 to 17 years in Telford and Wrekin. According to WMYJS records there were 120 formal justice system sanctions⁵ (cautions and convictions) made on Telford and Wrekin young people during 2018. A total of 100 individual young people accounted for the 120 outcomes, 0.60% of youth population.



Of the 100 young people receiving youth justice sanctions in 2018, 81 (81%) were male. The majority, 76% were aged 15 years or more, with 17 year olds accounting for just over a quarter (27%) of all young people receiving a youth justice sanction. The peak age for young males was 16, with 16 year old males accounting for 33% of all males receiving sanctions, and for females, 15, with 15 year old females accounting for 32% of all females receiving a youth justice sanction.

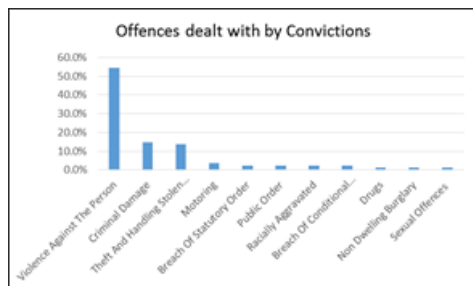
Youth Offending Population for Out of Court Disposals



Out of court disposals are a method of resolving offences without prosecution before the court, and include of the formal Police sanctions of Youth Cautions (YC) and Youth Conditional Cautions (YCC). In 2018, according to WMYJS records, there were 75 YCs or YCCs issued for 68 individual young people for a total of 90 offences, 13 of these outcomes were supported by an intervention from WMYJS.

The most commonly occurring offence was violence against the person (40%), followed by criminal damage (22%) and drug offences (9%). These three offence types accounting for 71% of all offences dealt with by cautioning.

Youth Offending Population for Court Disposals

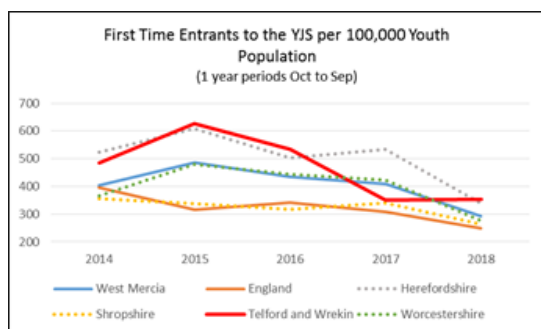


In 2018 a total of 32 individual young people received 45 court outcomes for a total of 90 offences. Court orders requiring management by WMYJS accounted for 32 (71%) of the court outcomes. The majority of young people, (69%) receiving court outcomes were aged 16 and over with 17 year olds accounting for 38%. The most frequently occurring offence was violence against the person (54%), followed by criminal damage (15%) and theft and handling stolen goods (14%). These three offence types accounting for 83% of all offences dealt with by convictions in the court.

⁵ Note, there will be a cohort of young people whose behaviour may be dealt with informally by the police, the data contained within this appendix is for young people made subject to formal justice system disposals only.

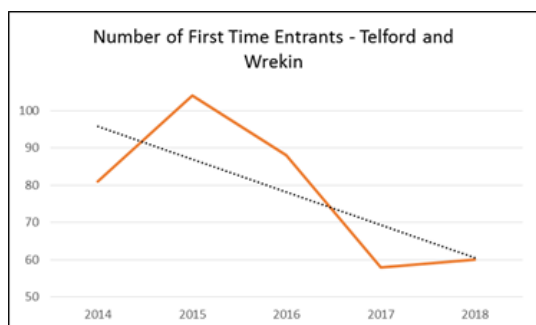
Performance Against the National Indicators

(i) First Time Entrants



This measure is expressed as the number of first time entrants (young people receiving their first formal youth justice sanction, either a caution or conviction) per 100,000 youth population within a 12 month period. The lower the number the better the performance.

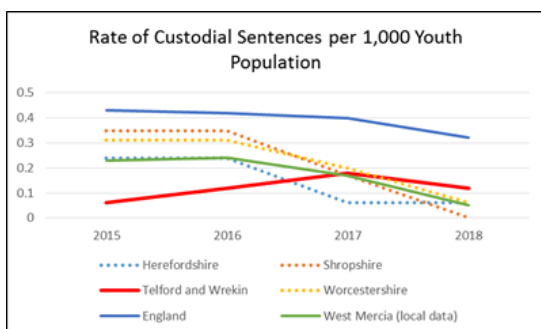
The most recent published data is for the year Oct 2017 to Sep 2018, where the Telford and Wrekin rate was 353, compared to a national performance of 250. Although the Telford and Wrekin rate in 2018 is slightly higher than the previous year when it was 350, the overall trend since 2015 is downward.



The actual numbers of young people entering the youth justice system is fairly low, with only 60 young people (58 in the previous year) entering the system for the first in the period October 2017 to September 2018. Although there are variations year to year the overall trend has been downward since 2008 when 382 young people entered the youth justice system for the first time, a reduction of 84% over the 10 year period.

The service recognises, however, that that the rate is higher than might be expected and also accepts that the out of court disposal joint decision making arrangements in West Mercia, although meeting statutory requirements, is a contributory factor. A new joint decision making framework was agreed during 2018/19, with a phased implementation due in 19/20.

(ii) The Use of Custody

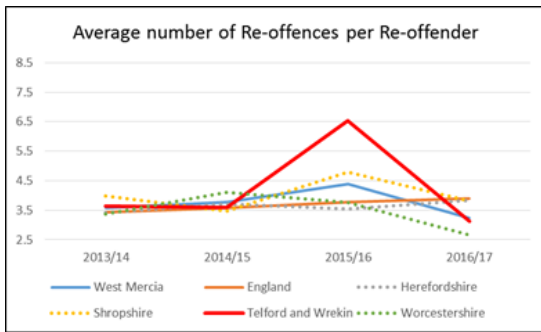


The use is custody indicator is expressed as the number of custodial sentences per 1,000 youth population within a 12 month period. The lower the rate the better the performance.

The most recently published data for this indicator is for the calendar year 2018, where the Telford and Wrekin rate was 0.12, which compares favourably against the national rate, 0.32. The rate has decreased from the previous year when it was 0.18. The rate of 0.12 in Telford and Wrekin represents two Telford and Wrekin young people receiving a custodial sentence during 2018.

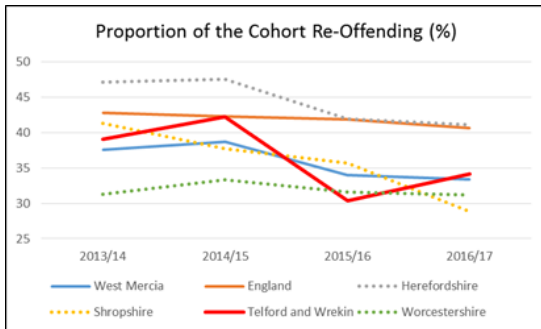
(iii) Re-offending

There are two measures for the re-offending indicator, both for the same cohort of offenders (all young people receiving a formal justice system disposal (caution or conviction) within a specified period of time). The cohort is then tracked for any re-offending within 12 months, the first measure (frequency measure) is the average number of re-offences per re-offender, the second measure (binary measure) is the proportion of the cohort re-offending. For both measures a lower figure denotes better performance.



The most recently published data for this indicator is for the cohort identified April 2016 to March 2017.

The frequency measure for Telford and Wrekin, 3.12, is better than the national rate of 3.90. The range of rates nationally are from 2.30 to 6.67, placing Telford and Wrekin in the second to top quartile of the national performance range.



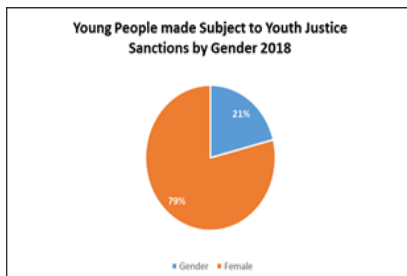
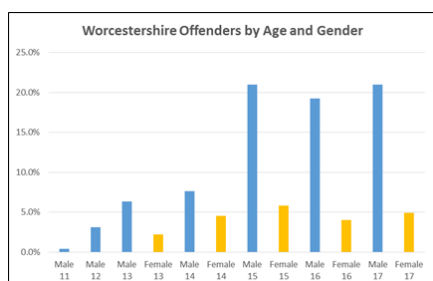
The binary measure at 34.2% is significantly better than the national rate 40.6%. The range of rates nationally being from 20.2% to 63.3% which means that Telford and Wrekin sits within the second to top quartile of the national performance range. Although the binary rate has risen slightly from the previous year, the overall trend has been reducing rate since 2014/15 where it was at 42.2%

Appendix 7

Worcestershire Local Information

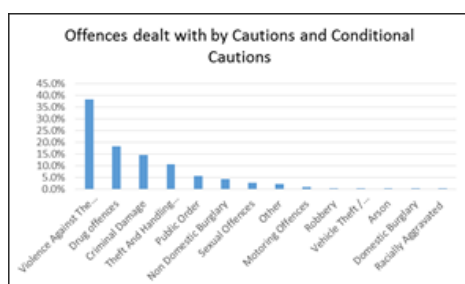
Youth Offending Population Overview

There are 51,282 young people aged 10 to 17 years in Worcestershire. According to WMYJS records there were 282 formal justice system sanctions⁶ (cautions and convictions) made on Worcestershire young people during 2018. A total of 224 individual young people accounted for the 282 outcomes, 0.44% of youth population.



Of the 224 young people receiving youth justice sanctions in 2018, 176 (79%) were male. The majority, 76% were aged 15 years or more, with 17 year olds accounting for just over a quarter (26%) of all young people receiving a youth justice sanction. There is little difference in the peak age between the two genders, with 27% of sanctions received by young males for both those aged 15 and aged 17 and 27% of sanctions received by young females by those aged 15 and 23% on those aged 17.

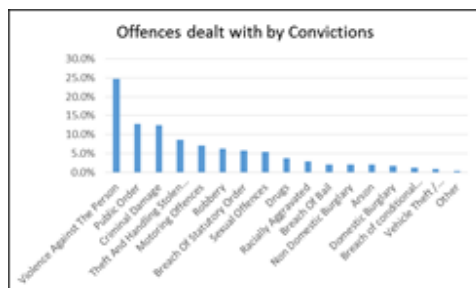
Youth Offending Population for Out of Court Disposals



Out of court disposals are a method of resolving offences without prosecution before the court, and include of the formal Police sanctions of Youth Cautions (YC) and Youth Conditional Cautions (YCC). In 2018, according to WMYJS records, there were 171 YCs or YCCs issued for 155 individual young people for a total of 214 offences, 47 of these outcomes were supported by an intervention from WMYJS.

The most commonly occurring offence was violence against the person (38%), followed by drug offences (18%), criminal damage (15%) and theft and handling stolen goods (10%). These four offence types accounting for 81% of all offences dealt with by cautioning.

Youth Offending Population for Court Disposals



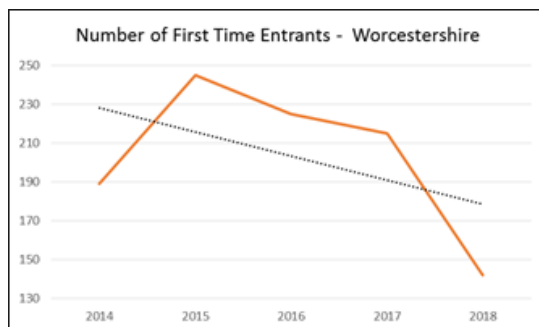
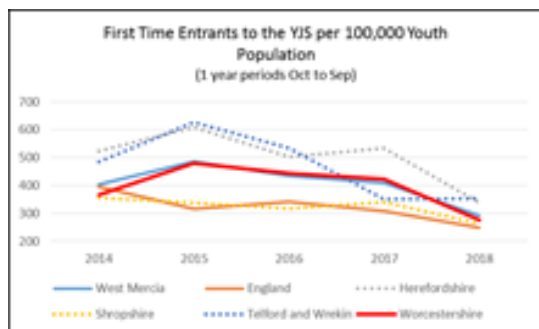
In 2018 a total of 69 individual young people received 111 court outcomes for a total of 242 offences. Court orders requiring management by WMYJS accounted for 90 (81%) of the court outcomes. The majority of young people, (90%) receiving court outcomes were aged 15 and over with 17 year olds accounting for 30%.

The most frequently occurring offence was violence against the person (25%), followed by public order (12%), criminal damage (12%) and theft and handling stolen goods (9%). These four offence type accounting for 58% of all offences dealt with by convictions in the court.

⁶ Note, there will be a cohort of young people whose behaviour may be dealt with informally by the police, the data contained within this appendix is for young people made subject to formal justice system disposals only.

Performance Against the National Indicators

(i) First Time Entrants



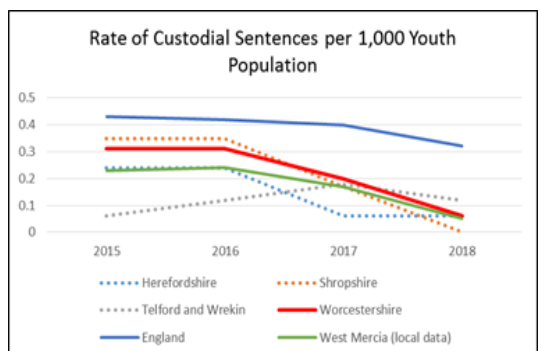
This measure is expressed as the number of first time entrants (young people receiving their first formal youth justice sanction, either a caution or conviction) per 100,000 youth population within a 12 month period. The lower the number the better the performance.

The most recent published data is for the year Oct 2017 to Sep 2018, where the Worcestershire rate was 277, compared to a national performance of 250. Although the Worcestershire rate remains higher than national rate, the gap between the Worcestershire rate and the national rate has been reducing since 2015, when the gap between the rates was 164 compared to 27 in 2018.

The actual numbers of young people entering the youth justice system is fairly low, with only 142 young people entering the system in the period October 2017 to September 2018. Although there are variations year to year the overall trend has been downward since 2008 when 777 young people entered the youth justice system for the first time, representing a reduction of 82% over the 10 year period.

The service recognises, however, that that the rate is higher than might be expected and also accepts that the out of court disposal joint decision making arrangements in West Mercia, although meeting statutory requirements, is a contributory factor. A new joint decision making framework was agreed during 2018/19, with a phased implementation due in 19/20.

(ii) The Use of Custody

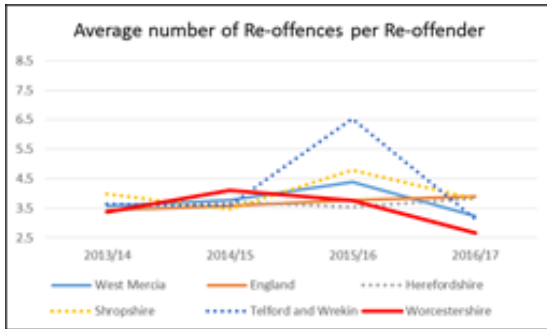


The use is custody indicator is expressed as the number of custodial sentences per 1,000 youth population within a 12 month period. The lower the rate the better the performance.

The most recently published data for this indicator is for the calendar year 2018, where the Worcestershire rate was 0.06, which compares favourably against the national rate, 0.32. The rate has been decreasing since 2015. The rate of 0.06 in Worcestershire represents three Worcestershire young people receiving a custodial sentence during 2018.

(iii) Re-offending

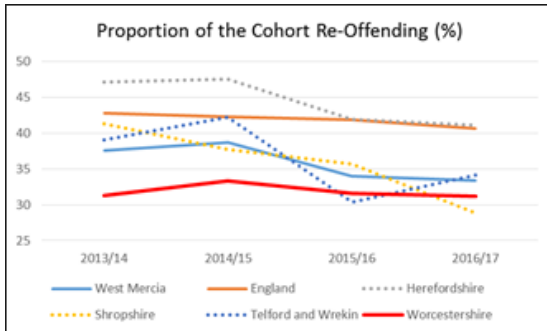
There are two measures for the re-offending indicator, both for the same cohort of offenders (all young people receiving a formal justice system disposal (caution or conviction) within a specified period of time). The cohort is then tracked for any re-offending within 12 months, the first measure (frequency measure) is the average number of re-offences per re-offender, the second measure (binary measure) is the proportion of the cohort re-offending. For both measures a lower figure denotes better performance.



The most recently published data for this indicator is for the cohort identified April 2016 to March 2017.

The frequency measure for Worcestershire, 2.65, is better than the national rate of 3.90. The range of rates nationally are from 2.30 to 6.67, placing Worcestershire in the top quartile of the national performance range.

The binary measure at 31.2% is also better than the national rate 40.6%. The range of rates nationally being from 20.2% to 63.3% which means that Worcestershire sits within the second to top quartile of the national performance range. The binary rate in Worcestershire has returned to the same level as in 2013/14 following a rise to 33.3% in 14/15.



This page is intentionally left blank

TELFORD & WREKIN COUNCIL

FULL COUNCIL - 23 JANUARY 2020

COUNCIL TAX REDUCTION SCHEME FOR 2020/21

REPORT OF THE EXECUTIVE DIRECTOR – HOUSING, COMMUNITIES & CUSTOMER SERVICES

LEAD CABINET MEMBERS CLLR LEE CARTER, CABINET MEMBER FOR FINANCE, COMMERCIAL SERVICES AND THE BOROUGH ECONOMY & CLLR RAJASH MEHTA, CABINET MEMBER FOR COMMUNITIES & INCLUSIVITY

PART A) – SUMMARY REPORT

1.0 SUMMARY OF MAIN PROPOSALS

- 1.1 The Council currently provides Council Tax Support (CTS) to around 14,100 claimants, of which 8,331 are of working age. Residents who are of state pension age (a minimum 65 years of age for both men and women) are protected under the Government scheme, in that the calculation of the support they receive is set by Central Government. For working age applicants however, the Council Tax Support they receive is determined by the Local Authority.
- 1.2 The main objective of the proposed new 'Council Tax Reduction Scheme' (CTRS) attached in (**Appendix A**) is to provide greater financial assistance to working age customers within the borough, many of whom are on the lowest income. It has recently become apparent, following close scrutiny of Council Tax collection data, that customers in this group are struggling to afford the Council Tax contribution that we are asking them to pay from their limited income.
- 1.3 The deployment of Universal Credit within the borough by the Department for Work and Pensions (DWP) has also brought its challenges, and has resulted in the Council needing to change its approach to Council Tax Support. The current scheme is too reactive to very minor changes in an applicant's income, leading to constant changes in Council Tax liability, resulting in numerous bills being generated for each household, which can be very confusing.
- 1.4 As a result, we are proposing to move to an income-based grid scheme (also commonly referred to as a banded scheme) without the complexities of a full means test required by our current scheme. The new scheme aims to rebalance the distribution of the available funding to ensure that the most financially deprived customers can receive a greater level of support than the current scheme allows.
- 1.5 A formal consultation regarding the proposed changes was undertaken with residents and key stakeholders between 30 September 2019 and 10 November 2019. 61% of respondents confirmed their support for the proposed new banded scheme in comparison to 24% who were not in favour.

- 1.6 The proposed new scheme will still retain a number of 'incomes' that will be disregarded to protect vulnerable residents including Child Benefit, Disability Living Allowance / Personal Independence Payments, Armed Forces Independence Payments, War Widow(er)'s Pension, War Disablement Pension, Carers Allowance, Support Component of Employment and Support Allowance and disregarding the first £20 of earned income
- 1.7 A number of working age customers will see a difference in their individual awards once the new scheme is applied. Some customers will see an increase in the level of support received and others will experience a reduction. However, overall this represents a fairer distribution of the funding available, to ensure that the most financially deprived can receive a greater level of assistance than the current CTS scheme allows.
- 1.8 There are 29 Councils currently operating a similar banded scheme to the one being proposed. We are reliably informed that nearly one hundred Councils are planning to move to a banded scheme in 2020, with more indicating that they will adopt a similar approach from 2021/22, many citing the introduction of Universal Credit as the main driver.
- 1.9 Since 2013 a Council Tax Hardship Fund has been approved each year by Cabinet which has been invaluable in providing additional support to the most financially vulnerable customers. Within the budget strategy for 2020/21 funding has been identified for the scheme to continue, allowing for additional tailored financial support whilst, residents adjust to the changes in the proposed new Council Tax Reduction Scheme.
- 1.10 To complement the proposed changes, the Council Tax Reduction Hardship Policy included in (**Appendix B**) has been redesigned to ensure that personalised financial protection can be awarded to the most financially vulnerable customers.
- 1.11 Some working examples of the new scheme can be found in **Appendix C**.

2.0 RECOMMENDATIONS

- 2.1 That Cabinet endorses the new Council Tax Reduction Scheme attached in Appendix A for adoption by Full Council on 23 January 2020, ready for implementation from 1 April 2020.**
- 2.2 That Cabinet approves the redesigned Council Tax Reduction Hardship Assistance Policy attached in Appendix B.**

3.0 SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	Protect and support our most vulnerable children and adults.
	Will the proposals impact on specific groups of people?	
	Yes	These proposals will impact on all current and future working age recipients of Council Tax Support. A full equality impact assessment of the proposed scheme has been undertaken which is attached at Appendix D .
TARGET COMPLETION/ DELIVERY DATE	The 2020/21 new Council Tax Reduction scheme will commence on the 1 April 2020 following approval by Full Council.	

FINANCIAL/VALUE FOR MONEY IMPACT

Council Tax Support /Council Tax Reduction (CTS/CTR) is given as a council tax discount i.e. it reduces the council tax bill which in turn reduces the amount of council tax income the Council is able to generate. The discount is applied to the whole council tax bill and so CTS/CTR impacts on the Council, Police, Fire and Parishes.

The report outlines significant changes with the current Council Tax Support scheme being replaced by a new Council Tax Reduction (CTR) Scheme in April 2020. The CTR Scheme will be a banded discount scheme. The levels of discount awarded will be 90%, 75%, 50% or 25% dependent on family size and weekly income;

The projected cost of the Council Tax Support Scheme in 2019/20 is £12.29m; the cost of the new scheme is estimated to be broadly similar.

The cost of CTR together with other changes to the council tax base position, such as growth in the number of dwellings, is included in the Council's overall budget strategy.

Currently, around 3% of total council tax income relates to CTS recipients. Overall, council tax collection rates remain positive, although slightly below the target set for the year. Collection will continue to be monitored and reported through the regular financial management reports presented to Cabinet.

Council tax income is accounted for through the Collection Fund and ultimately any CTR over/underspends against budget will feed into the Collection Fund surplus/deficit which is shared between major precepting authorities (Police, Fire, TWC). Any surplus is available to feed into future budget strategies.

The hardship fund will be accommodated in the 2020/21 budget strategy from within the collection fund.

PH 17/12/19

LEGAL ISSUES

The Local Government Finance Act 2012 requires that, for each financial year, a billing authority must consider whether to maintain, revise or replace its Council Tax Support Scheme.

The existing scheme was reviewed by Full Council in January 2018 and no changes were made. With the advent of Universal Credit for residents within the Borough of Telford & Wrekin, it is necessary to consider whether the existing scheme remains effective.

The Council has a statutory duty to consult with all those affected, or who may be affected, on any proposed changes to the scheme to take into account any comments made during consultation. A consultation took place between September and November 2019 on the changes discussed in this report and the consultation responses have been considered when finalising proposals.

AL 25/11/19

OTHER IMPACTS, RISKS & OPPORTUNITIES

The wider changes to welfare benefits that have been implemented by Central Government over previous years may have a financial impact on many of the same residents who are in receipt of Council Tax Reduction. We will continue to keep this under close scrutiny however year on year the numbers of residents claiming Council Tax Reduction is gradually reducing and the Council Tax hardship fund will be accessible to the most financially vulnerable customers impacted by these changes where needed.

IMPACT ON SPECIFIC WARDS	No	Borough wide impact
---------------------------------	----	---------------------

PART B) – ADDITIONAL INFORMATION

4.0 **Introduction and Background**

4.1 The Government announced as part of the Spending Review in 2010, that it would localise support for Council Tax from 2013/14. Councils were required to establish local Council Tax Reduction schemes (CTRS) to be implemented on 1 April 2013. CTRS was referred to locally as Council Tax Support (CTS).

4.2 **The Need for Change**

4.3 There are three main drivers for proposing a change:

- The need to redistribute the funding available so that the most financially deprived receive the help they need.
- The introduction of Full-Service Universal Credit in the borough from November 2018.
- The need to simplify the scheme so customers are able to understand it.

4.4 Our current CTS scheme offers a level of protection to certain customers who are classed as being vulnerable. This means that some customers can continue to receive up to 100% reduction in their Council Tax bill. Customers who currently fall within the vulnerable group are those that are classed as disabled. However, working age customers who are not

classed as vulnerable can only receive a maximum reduction of 75% in the current scheme, even though they often have the very lowest household incomes. It has become more recently apparent that customers in this group are struggling to afford the Council Tax contribution that we are asking them to pay from their very limited income.

- 4.5 Analysis of the Council Tax collection figures shows that collection is significantly lower for those in the “working age” category of our current scheme. These are residents who are usually in receipt of a state benefit such as Universal Credit, Jobseekers Allowance or Income Support. In the current scheme Customers in this group have to pay at least 25% towards their Council Tax. With non-working single customers receiving under £74.00 per week Universal Credit and those under 25 years of age receiving under £59.00 per week, this can represent up to 30% of their weekly income that they are required to pay in Council Tax. It has become more recently apparent that this group, more than any, is struggling to afford the contribution to Council Tax.
- 4.6 By comparison, customers who are currently in our protected vulnerable group are benefiting disproportionately as the majority of their disability related income is effectively disregarded when undertaking our means-tested assessment, and they can be awarded up to a 100% discount on their Council Tax.
- 4.7 These proposed changes still offer significant concessions for customers who are in receipt of disability related benefits or war disablement related payments, however the aim is to re-distribute the funding available by introducing a maximum discount of 90% for all working age customers.
- 4.8 Due to the introduction of Full-Service Universal Credit within the Telford and Wrekin area, the traditional link between Housing Benefit (which is no longer available to most new working-age claimants) and CTR no longer exists. Therefore, it is important that the scheme is changed to enable the Council to best meet the needs of its lowest income households. Additionally, since the introduction of Universal Credit, the administration of the scheme has become particularly onerous and, therefore, the proposed changes will assist in reducing administration costs, ultimately preventing any additional cost being added to Council Tax whilst, at the same time, providing certainty and clarity for customers.
- 4.9 The current scheme is too reactive to very minor changes in an applicant’s income. Universal Credit has been designed to update a customer’s income on a monthly basis and this has led to constant changes in the amount of support received by some customers. Each small change to Universal Credit currently requires a recalculation of Council Tax support, resulting in the issue of a new Council Tax Bill. Some customers can find they are receiving between 12-15 bills each year and this can be confusing. There is evidence to suggest that this situation is also impacting on the recovery of Council Tax.
- 4.10 **Proposed Changes**
- 4.11 One of the key objectives of the proposed changes is to ensure that we rebalance the distribution of the available funding for the scheme to ensure that a greater level of support is allocated to those who are the most financially deprived.
- 4.12 The Council therefore consulted on 11 proposed changes to achieve this objective.

- Introducing an income 'grid' scheme for all working-age applicants, replacing the current means-tested approach, which was based upon the previous Council Tax Benefit scheme (Proposed Change 1);
- Amending the number of dependant children used for the purpose of calculating support to two for all working-age applicants (Proposed Change 2);
- Replacing the protected group category with a targeted Hardship Assistance Policy based on individual requirements (Proposed Change 3);
- Ending the deductions made for having a Non-Dependant adult in the household (Proposed Change 4);
- Replacing the current earnings disregards with a £20 standard disregard for all applicants who are working. (Proposed Change 5);
- Disregarding Carer's Allowance and the Support Component of Employment and Support Allowance, which are currently taken into account as income (Proposed Change 6);
- Removing the Extended Payment provision (Proposed Change 7)
- Making any new claims or changes in circumstances apply from the date on which the claim is made or the change occurs, rather than weekly at present (Proposed Change 8);
- Increasing the backdate period from one month to up to three months (Proposed Change 9)
- Removing the disregard for child maintenance (Proposed Change 10) and
- Removing the benefit cap from the scheme (Proposed Change 11)

Full details of the changes can be found in the *Council Tax Reduction Consultation* document at www.telford.gov.uk/ctrc.

- 4.13 The Council Tax Reduction Hardship Policy is designed to ensure that anyone affected by these changes, and who genuinely does not have the means to afford any additional Council Tax they are asked to pay, will receive personalised tailored financial assistance.
- 4.14 The amount of discount that is granted to a customer is dependent on their family size and the level of weekly income received. The levels of discount awarded will be 90%, 75%, 50% or 25%. The discount awarded to a customer would only change if an increase or decrease to their income moved them to a new discount band, this means that for the majority of customers only significant changes in income will lead to a change in reduction, which will reduce the number of times a customer will have their discount assessed and be re-billed.
- 4.15 Customers whose discount changes because of the new scheme by more than £1.00 will receive a letter to explain the changes, and those whose discount has reduced will receive details on how they can apply for CTR Hardship Assistance.
- 4.16 **Consultation and Analysis**
- 4.17 A formal consultation on the proposals with residents and stakeholders took place between 30 September 2019 and 10 November 2019. Comments were sought on the proposals through a number of channels.
- Gov delivery email sent to 5,259 current CTR recipients along with two reminders.

- Text messages sent to a further 2,436 customers including reminders.
- An article was included in the weekly Community Newsletter sent to 1,786 email addresses.
- A flyer was included within 5,187 Council Tax Bills and 1,694 Housing Benefit notification letters.
- Emails sent to all key stakeholders including the Fire Service, Police, Parish and Town Councils, Citizens Advice and other advice agencies and Social Landlords.
- Details of the consultation were issued as press releases and on social media channels.
- The consultation was presented to the Wrekin Landlords Forum and the Armed Forces Covenant Meetings.

4.18 The responses overwhelmingly support the adoption of the new scheme and no single proposed change was opposed by the majority of respondents.

4.19 A summary of the results can be found within the Equality Impact Assessment which accompanies this report (**Appendix D**).

5.0 **Review of the Scheme**

5.1 The Council will monitor the impact of the changes to the scheme via Council Tax collection figures and the CTR Hardship Applications received. Although the policy has to be considered by Full Council every 12 months it is our intention that the scheme will remain unchanged unless there are technical changes required, or there are any unexpected and unintended consequences resulting from the changes to the proposed new scheme.

6.0 **PREVIOUS MINUTES**

6.1 Minute 84 (i) (i) of the Council meeting of 28 February 2019 (Local Council Tax Support Scheme).

7.0 **BACKGROUND PAPERS**

Appendix A - Council Tax Reduction Scheme Policy for 2020/21 under S13a (s) and Schedule 1a of the Local Government Finance Act 1992 can be downloaded at www.telford.gov.uk/CTR202021

Appendix B - Council Tax Reduction Hardship Assistance Policy from April 2020.

Appendix C - Working Examples of Council Tax Reduction Scheme from April 2020

Appendix D - Council Tax Reduction Scheme 2020/21 Equality Impact Assessment.

Report prepared by Rebecca Owen-Jones, Benefit Assessment Group Manager
Telephone: 01952 383881

This page is intentionally left blank



Telford & Wrekin Council

Council Tax Reduction Hardship Assistance Policy

Effective from 1 April 2020

1. Introduction and aim of policy

This policy applies to all applications for Council Tax Reduction Hardship Assistance (CTRHA).

From 1 April 2013 Council Tax Benefit was abolished and replaced by local schemes designed individually by Local Authorities. From 1 April 2020, the Telford & Wrekin scheme will be called Council Tax Reduction.

As part of this Council's Council Tax Reduction scheme a cash limited fund is available to provide Council Tax Reduction Hardship Assistance to aid and assist the most impoverished individuals and families.

The aim of the policy is to ensure that the funding is used in the most appropriate way to provide additional financial assistance with their Council Tax liability to the most vulnerable customers who, without it, are likely to experience financial hardship and increased levels of unmanageable debt.

We have a duty to act fairly, reasonably and consistently. This policy gives the outline of when a CTRHA award will and will not be granted.

2. Operation of the scheme

Procedural requirements dictate that, in every case, the applicant must complete the appropriate CTRHA application form giving details of income and expenditure to show that they require further help with their Council Tax costs. When an applicant has difficulty completing the application then assistance will either be given over the telephone, at an office based appointment or through a home visit.

The Council will use any other available information, including information collected on any Housing Benefit, Council Tax Reduction or Universal Credit award details when considering the claim for CTRHA. However, the applicant should provide such available evidence as necessary in support of their claim, for example, a letter from a doctor, evidence of necessary exceptional expenditure, etc. We may request further evidence in support of the application.

A decision maker will speak with the applicant where it is deemed the applicant will benefit from further advice or additional information is required. This may be during a home visit, office interview or via telephone. The purpose of this conversation will be to give the applicant the opportunity to discuss fully their reasons for their application and will allow for the decision maker to consider income, expenditure and family circumstances. This method of approach has two distinct advantages;

- It enables us to gather as much information as possible to assist with the final decision making process. In doing so it will identify possible entitlement to other welfare benefits or services which the applicant is entitled to which may improve their financial situation.

- It will enable the officer to identify areas and recommend steps that the applicant can take to improve and alleviate their hardship immediately or during the award.

In both the above scenarios a successful award of another benefit, or action that the customer can take themselves, should help improve their financial situation and will reduce or negate the need for a CTRHA award meaning that extremely limited funds available within the scheme can be diverted to other cases of hardship.

There may be occasions where it may be deemed unnecessary to speak with the applicant including where there is a short term need because a known change, such as the award of an age-related benefit or change in household, will end the need for assistance or where another officer of the Council e.g. social worker or partner organisation e.g. CAB is providing support and advice to the applicant.

The amount and duration of the award is at the discretion of officers from the Benefits Service with delegated responsibility for this function. However an applicant cannot receive a greater amount of CTRHA award than the shortfall in the daily Council Tax liability after taking into account any Council Tax Reduction entitlement. The exception to this is one off lump sum costs to clear previous year debts where the amount of shortfall does not determine the amount of the lump sum payment.

The expenditure on CTRHA will be monitored closely. Each month, expenditure will be reported within the Welfare Services monthly update.

3. Factors to Consider

Conditions that must be met for Council Tax Reduction Hardship Assistance

For a CTRHA award to be considered the applicant must:-

- Be entitled to Council Tax Reduction, or would have been entitled if they were not subject to the Governments Benefit Cap (£384.62 per week for couples and/or families, £257.69 per week for single customers); or was entitled to Council Tax Reduction in 2019/20 but changes to the scheme from April 2020 have resulted in no entitlement;
- Have a Council Tax liability; and
- Require further assistance with the shortfall between the daily amount of Council Tax charged and the daily amount of Council Tax Reduction they are entitled to.

Council Tax Reduction Hardship Fund cannot pay for the following;

- Clearing Council Tax balances caused as a result of a fraudulently claimed discount or exemption
- Council Tax penalties, sanctions, or suspensions;
- Charges incurred as a result of action taken to recover overdue Council Tax, such as liability orders, court costs, fines etc.

The Council recognises that changes to the Council Tax Reduction Scheme from April 2020, in particular the removal of the protected scheme, will have an impact on residents and there

will be a need to provide some residents with additional financial assistance whilst they adjust their finances.

Consideration will be given to applications from ex-armed Forces Personnel, as part of the Council's commitment to the Armed Forces Covenant, where additional help is likely to increase the chance that they will be able to sustain a stable and secure home.

A direct contact will be made with those who are in receipt of a War Disablement or War Widows / Widowers Pension and who have been affected by the removal of the protected scheme from April 2020, to invite an application for Council Tax Hardship Assistance. Whilst *all* income is usually taken into account when calculating entitlement to Council Tax Reduction Hardship Assistance War Disablement and War Widows / Widowers Pensions will not be included within the calculation of household income in recognition of the special circumstances that the payment is made under.

4. Decision Making

Whilst recognising the need for individual consideration of the circumstances of each case, consistency is also important. Each case needs to be looked at on its own merits and all customers need to be treated equitably and fairly when the scheme is administered. We therefore need to consider in each case:

- If the applicant is entitled to any other welfare benefits that they are not currently claiming.
- If the applicant is entitled to any other Council Tax exemptions that could reduce the amount of their liability e.g. Disabled Band Relief.
- The financial, medical or social needs and circumstances of the applicant, their partner and any other persons in the household.
- The income and expenditure of the applicant and other members of the applicant's household.
- The amount of any savings and capital held by the applicant and other members of the applicant's household.
- Any exceptional circumstances such as, the ill health or disability of the applicant or a member of the applicant's household. Examples include the need for an extra room because of a health problem affecting a member of the household, a requirement for the household to live where they do because of the need for access to medical or support services, specific extra health-related expenses such as non-prescription medicine and the nature of a health problem means the choice of housing is restricted either temporarily or permanently.
- The level of debt of the applicant and family and options to re-negotiate non-priority debts.
- The possible impact of not making such an award, e.g. the addition of further costs, or inability to meet other demands
- The probable consequences of council tax arrears for the applicant or family members, especially if any of them are vulnerable by reason of age, sickness or disability.
- Any other special circumstances

Examples of the kind of situations where further help may be given include:

- Where there has been a significant change in the applicants and/or family circumstances which means the Council Tax charge is no longer affordable.
- Where there are significant debt issues.
- An unexpected crisis that has had an impact on finances.
- Where a change in the annual Council Tax Scheme has resulted in a reduction in entitlement and the applicant needs a period of time to adjust their finances to be able to afford their liability.

These are only examples - the list is neither exhaustive nor prescriptive

The decision maker will not normally award CTRHA in cases where the applicant has demonstrated they have sufficient surplus income or capital to be able to meet their Council Tax liability themselves.

The authorised decision maker decides how much to award based on all the circumstances. This may be any amount up to the difference between the weekly Council Tax liability and Council Tax Reduction entitled to.

5. Period of award

The duration and level of CTRHA award will be determined individually for each customer by the decision maker. CTRHA awards are only intended to be short term awards due to the limited fund available. It is not intended that the fund will be a long-term solution to changes in the Council Tax Reduction Scheme. In determining the period of award, examples are given below of the types of factors that may be appropriate for consideration;

- To allow a reasonable timeframe for the applicant to take steps to ease their financial hardship for example the date a contract for non-essential expenditure ends or to allow time for a debt re-payment plan to be entered into.
- If there is a known change e.g. when a debt is due to be paid off, or when a claim for another welfare benefit is likely to be decided.
- If there is a known change to the household and when that is likely to happen.

Where possible we aim for a decision to be made within 14 days of receipt of all relevant information. If the claim is successful, CTRHA awards will be made direct to the relevant Council Tax account.

The amount of any CTRHA award is entirely at the discretion of the delegated officers from the Benefit Service. A successful claim **does not** imply that a further award will be made at a later date, even if the applicant's circumstances have not changed.

The start date of a CTRHA award will usually be the most appropriate of:

- The day the Council receives the relevant claim; or
- The day of a relevant change in circumstances giving rise to the need for the CTRHA award.

However the decision maker may decide that a different date is appropriate based on the particular circumstances of the claim. Due to the expected pressure on the CTRHA fund, a claim will not usually be backdated more than 3 months although, where someone is at risk, then backdated awards may be made which cover the period of Council Tax arrears. In such cases, some Council Tax Reduction must have been in payment for the period concerned or would have been in payment had it not been for the changes to the Council Tax Reduction Scheme from April 2020.

Claims may be made in advance of a change in legislation.

Most awards will be short term awards, typically not more than 4-6 months, however the length may vary depending on the customer's circumstances.

When CTRHA period comes to an end, if a customer wishes to reapply they will usually be required to complete a further application or review form to renew their award. It may be possible to extend an existing CTRHA period for up to eight weeks if the customer has confirmed their circumstances have not changed but whose circumstances are likely to change within the next eight weeks e.g. have been offered a job, moving house, a known change in income etc.

Where a customer has not taken steps to ease their own financial circumstances, for example;

- they have not taken steps to apply for additional income that may be available; or
- have not reduced or have increased non-essential expenditure;

then further applications are likely to be refused. A further award may be made if there is a commitment from the applicant they will take steps to ease their financial circumstances. If, after two periods of award, the customer has not taken the advice given in previous awards it is unlikely that a future award will be made.

A previous successful award does not guarantee that subsequent awards will be granted.

6. Notification

The Benefits Service will notify the customer of the outcome of their application within 3 working days of making the decision.

Where the application is successful, the notification will advise:

- the amount of CTRHA award granted, if any
- the period of the award
- the requirement to report any relevant change
- recommendations of the steps that the applicant may take during the period of the award to resolve or improve their personal situation

Where the application is unsuccessful, the notification will state clearly the reasons for the decision.

All notifications of decisions on claims shall offer the opportunity for the customer to seek a review of the decision made.

7. Changes in circumstances

It remains the duty of the applicant to notify the Benefit Service of any change in circumstance that may be relevant to the continuation of their CTRHA award.

A CTRHA award may be revised where the applicant's circumstances have changed. Incorrect awards of CTRHA can be recovered where the payment has been made as a result of a misrepresentation or failure to disclose a material fact or as a result of an error. The Council will normally recover a CTRHA award where the applicant's own actions contributed towards the overpayment and recovery of the award would enable us to reallocate those sums within the current financial year. However, we will consider the circumstances of each overpayment on its merits, being mindful of the impact that recovery may have on the ongoing financial vulnerability of the applicant.

Incorrect CTRHA awards may be recovered via the person's Council Tax account.

Fraudulent claims

The Benefit Service is committed to the fight against fraud. Any applicant who tries to fraudulently claim a CTRHA by providing a false statement or evidence in support of their application may be liable for prosecution.

8. Officer Roles

Decision Maker (Discretionary Awards Officer or equivalent) – will where appropriate speak with the applicant, either over the phone, in the applicant's home or arrange an office based meeting. They will consider all the information available to them and calculate whether the customer can afford the shortfall between their Council Tax Reduction and their Council Tax liability. The decision maker will also give advice on how the customer can ease their own financial circumstances.

The Decision Maker will decide whether to make an award and the length of any award. They will write to the applicant detailing their decision.

The Service Delivery Manager with responsibility for Benefit and Welfare Services has the authority to delegate decision making powers to another suitably experienced officer if there should be a need.

Appeal Officer – any appeals received will be decided by the Quality Assurance and Appeals Team.

The Service Delivery Manager has the authority to delegate this function to another suitably experienced officer.

9. Appeals

CTRHA are not payments of Housing Benefit or Council Tax Reduction and are therefore not subject to the statutory appeals mechanism, although the route of Judicial Review is available. The Benefits Service will operate the following policy for dealing with appeals against any decision on a claim: –

- A applicant, or person acting on their behalf, may request a review of the decision. A request for a review shall be made in writing and must be delivered to the council by any method which is acceptable for a CTRHA claim. Any request for a review must be made within one calendar month of the customer being notified of the decision.
- The decision will be reviewed internally by the Quality Assurance and Appeals Team, who will not have been responsible for the original decision, and they will issue their written decision.
- Where the designated Officer carrying out the internal review decides not to revise the original decision, they will notify the appellant of the outcome of the review, setting out the reasons for confirming the original decision.
- In exceptional circumstances only, officers may extend the time limit for a review to be requested.

10. Publicity

The Benefits Service will seek the co-operation of all teams within the Council, landlords and voluntary sector organisations to ensure publicity is suitably targeted to ensure it is those who are most in need that apply for the extra assistance.

New Council Tax Reduction Scheme from April 2020 – Working Examples

Example A

Household: Single under 25 years of age.

Council Tax Liability: Weekly liability of £21.63 (Band A for Council Tax)

Current rate of Council Tax Reduction: £16.22 per week

Rate of Council Tax Reduction under proposed scheme: £19.52 per week (**£3.30 per week gain**)

Income

Type	Weekly Amount	Disregarded
Universal Credit (living costs)	£58.10	No

Weekly Income of **£58.10** taken into account in calculation.

As income is below £74.00 customer would receive highest amount of help through proposed scheme of 90% discount.

In this example the customer is currently paying £5.41 per week towards Council Tax so over 9% of their income per week is being spent on Council Tax. Under the proposed scheme this will reduce to £2.11 – just under 4% of their income.

Example B

Household: Single disabled customer with one dependant child and two other adults (non-dependants) in property who are working.

Council Tax Liability: Weekly liability of £22.30 (Band A for Council Tax).

Current rate of Council Tax Reduction: £2.00 per week.

Rate of Council Tax Reduction under proposed new scheme: £20.13 per week (**£18.13 per week gain**).

Income

Type	Weekly Amount	Disregarded under proposed scheme
Employment and Support Allowance Income Related	£128.45*	Yes (counted as a “passporting” benefit)
Child Benefit	£20.70	Yes
Child Tax Credits	£62.68	No

* We are not provided with the value of passporting benefits so this has been estimated based on gov.uk figures.

As this customer is on a passporting benefit they would receive highest amount of help through the proposed new scheme of 90% discount. There are no non-dependant deductions in proposed scheme. This results in an £18.13 per week gain under the new scheme.

This page is intentionally left blank

Council Tax Reduction Scheme 2020/21

Impact Assessment

Overview

The national Council Tax Benefit (CTB) scheme came to an end on 31 March 2013 and was replaced by a locally determined system of Council Tax Reduction (CTR) - a Council Tax discount (known locally as Council Tax Support). The Council consulted on the local scheme in 2012, and then again on amendments in 2016, and designed a scheme that we thought was fair, encourages people to work and remain in work and reduces the impact of the most vulnerable claimants where possible.

The aim of the Council Tax Reduction scheme is to provide financial assistance to council taxpayers within the Council's area who have low incomes.

Persons who are of state pension age (a minimum 65 years of age for both men and women) are protected under the scheme, in that the calculation of the support they receive has been set by Central Government. For working age applicants however, the support they receive is determined by the local authority.

Council Tax Reduction is a Council Tax discount. This Council's Council Tax Support scheme since 2013 has largely been based on the old Council Tax Benefit means-tested scheme, with some changes to ensure that the scheme came in within the Council's budget.

It has become increasingly apparent more recently, following the close scrutiny of Council Tax collection performance, that some working age customers, particularly those who aren't working and are not in the current protected group, are struggling to afford the Council Tax contribution that we are asking them to pay from their limited income, which is pushing many into financial hardship. The main objective of the proposed new CTR scheme is to provide greater financial assistance to working age customers within the borough, many of whom are on the lowest income.

As a result we are proposing to move to an income-based grid scheme (also commonly referred to as a banded scheme) without the complexities of a full means test required by the current scheme. The new scheme aims to rebalance the distribution of the available funding to ensure that the most financially deprived customers can receive a greater level of support than the current scheme allows.

The implementation of Universal Credit within the Borough also requires the Council to reconsider its approach to Council Tax Reduction, given the high administrative burden of monthly changes and alterations to applicant's income within Universal Credit.

There is a requirement to introduce a simplified scheme which can be easily administered without significant additional costs being placed on the Council. The current scheme is too reactive to minor changes in an applicant's income leading to constant changes in Council Tax liability.

Therefore the Council is proposing to move to an income-based grid scheme without the complexities of a full means test as required by the current scheme. The new scheme will affect all working age applicants who are currently in receipt of Council Tax Reduction or those who apply after 1 April 2020. The scheme will not affect pension age applicants. Under current rules to be classed as pension age only one member of a

couple needs to be of pension age. The Ministry of Housing, Communities and Local Government have indicated this may change within the prescribed scheme from 2020/21 to both members of the couple needing to reach pension age, which would bring it in line with other welfare benefits. However this has yet to be confirmed.

The changes to the Council Tax Reduction Scheme will provide the following:

- Simplified claiming arrangements for all working age applicants;
- Certainty; at present, multiple changes are leading to some taxpayer's receiving a large number of Council Tax bills per year as their Council Tax Reduction is amended
- The maximisation of applicant's entitlement; with clear straightforward messages to claim;
- Speed of processing; applications will be dealt with more efficiently and without the need for significant levels of evidence;
- Reduced administration costs; the changes will prevent the administration costs from rising year on year which would be inevitable under the current scheme.

The Council's CTS schemes between 2013/14 and 2019/20 offer a level of protection to certain customers who are classed as being vulnerable. This means that these customers could receive up to 100% reduction in their Council Tax bill. Customers who fall within our vulnerable group are those that are classed as severely disabled. However, working age customers who are not classed as vulnerable can only receive a maximum reduction of 75% even though they can often have the very lowest household incomes. It has become more apparent recently that customers in this group are struggling to afford the council tax contribution that we are asking them to pay from their limited income, which is pushing many into hardship

The changes being introduced in the Council Tax Reduction Scheme from 2020/21 will redistribute the available funding so that the most financially deprived residents of the Borough receive the help they need.

It should be noted that whilst overall costs of the scheme (the amount of monies available to taxpayers generally) will be the same, in some instances applicants will receive additional support and others reduced support. The current (2019/20) scheme provides a maximum discount of up to 75% of the applicants Council Tax liability, unless they are in the protected group where an applicant can receive up to 100% discount, whereas the proposed (2020/21) scheme will provide support up to 90% of the applicant's Council Tax liability.

The Council currently pays Council Tax Reduction to around 14,095 claimants and 8,331 of these are of working age. We recognise that Council Tax Reduction is paid to greater numbers of women than men and in particular females who do not have a partner. Therefore, we acknowledge that any change to the Council Tax Reduction scheme could have a disproportionate effect on female claimants.

The scheme has to be approved by Full Council. For the 2020/21 scheme the report will be considered by Full Council on 23 January 2020. This Equality Impact Assessment will accompany the report to Full Council. The scheme is required to be reviewed annually.

Impact Assessment

A full analysis of the effect on applicant groups is given within Appendix 1. The following however summaries the effect on groups with certain characteristics. It should be noted that the changes to the scheme will only affect Working Age applicants (Pension Age applicants are protected under the scheme determined by Central Government). The Council is not proposing to reduce the overall amount of support although there will be a redistribution of the level of support between applicant groups.

Redistributing the available funding to ensure those with the lowest incomes receive more help than they did under the previous schemes will result in some individuals / families receiving more support and some receiving less support than they did previously.

Where any applicant is to receive less support, the Council will inform them individually and offer further assistance through the Council Tax Hardship Assistance Scheme, cases will be assessed on an individual basis, and where appropriate, further tailored financial assistance will be given. More information on the Hardship Scheme can be found in the mitigation section.

Protected Characteristic	Impact (✓ limited, ✓✓ High impact)				Who is affected?	How are they affected?	Comment
	Positive	Negative	Neutral	No data			
Age	✓				Working age applicants	The change in scheme will mean both an increase and a redistribution of support in some cases. The vast majority of cases, including those on Income Support, Income Related Employment and Support Allowance, and Income Based Job Seeker's Allowance will receive an increased level of support. This will also apply to certain applicants, not in receipt of those 'relevant benefits' but whose income is low. The scheme retains incentives for those who work as well as including new disregards for Carer's Allowance and the Support Component of	

						Employment and Support Allowance (currently not disregarded). For those families who have non dependants residing with them, the proposed scheme will no longer make any deductions.	
Disability		✓			Customers in receipt of Disability Benefits who previously were within the vulnerable / protected group will no longer be able to receive up to 100% discount. The maximum discount any working age applicant can receive will be 90%. Those who have a higher level of income may receive less than 90% discount.	Will no longer receive up to 100% support. The maximum they can receive is 90% discount. There are no disability related applicable amounts within the new scheme although certain disability related incomes are disregarded in full.	In all cases, individual applicants may apply for additional support through the Council's Council Tax Reduction Hardship Assistance Scheme
Gender			✓		The changes to the scheme takes no account of gender. However, there are a greater number of single females (including single parents) who are currently in receipt of support. The overall expenditure for single females and average weekly awards will increase under the new scheme. .		
Marriage or civil partnership			✓		No Effect		The scheme takes no specific account of marriage or civil partnerships – all couples irrespective of

							legal status are treated equally.
Pregnancy or nursing			✓		No Effect		The scheme takes no account of Pregnancy.
Race, nationality and ethnic origin			✓		No Effect		The scheme takes no account of race, nationality or ethnic origin
Religion or belief			✓		No effect		The scheme takes no account of religion or belief.
Sexual orientation			✓		No Effect		The scheme takes no account of sexual orientation
Transgender status			✓		No Effect		The scheme takes no account of gender
Deprivation *	✓	✓			Working age residents on a low income.	<p>The Council Tax Reduction Scheme helps to reduce deprivation by awarding a Council Tax discount to the lowest income households within the Borough.</p> <p>Those who were in receipt of the lowest income (for example less than £74.00 Universal Credit for those over 25 years of age or £59.00 for those under 25 years of age) but not in our previous scheme vulnerable / protected group had to pay at least 25% of their Council Tax. Under the scheme from April 2020 will only have to pay 10%.</p>	customers can apply to the Council Tax Reduction Hardship Assistance Scheme if they find they are not able to afford their Council Tax.

						Those who were in the vulnerable / protected group could receive up to 100% support. Under the new scheme the maximum they can receive is 90%.	
--	--	--	--	--	--	--	--

*Deprivation is not a protected characteristic; however it is an indicator of likely social inequality often related to a combination of different protected characteristics.

Individuals and families with higher levels of income, including those who are currently classed within the protected vulnerable group and have a disability, are likely to have a reduction in the discount they receive from April 2020. This is a consequence of removing the protected scheme which was proposed change 3 within our consultation. The maximum level of discount will be 90%, which will reduce to 75%, 50%, 25% or no discount dependant on the level of income. The protected scheme has however been replaced with a tailored Council Tax Reduction Hardship Assistance Scheme.

As part of the Council's commitment to the Armed Forces Community Covenant a section in relation to those in receipt of a War Disablement or War Widow(er)'s pension has been added to the Hardship Policy. During the consultation we received a comment about Service Attributable Pensions, asking for them to be disregarded as income. As Service Attributable Pensions are to compensate for injury in Service this element of pension will be treated as disregarded income.

Under the previous Council Tax Support schemes an earnings disregard of between £5 for single customers up to £25.00 for single parents was applied, with an additional £17.10 if certain criteria in relation to the number of hours worked was met. Child Care Costs are also no longer disregarded under the proposed scheme and this change was proposed change 5 within our consultation however Allowances are already made for Child Care Costs in the calculation of Housing Benefit, Working Tax Credits and Universal Credit. To include a disregard for Child Care Costs in the new scheme would add a level of complexity. Overall single parents are better off under the scheme from April 2020 as the income grid to some extent compensates families for the lack of applicable amounts and child care disregards by having a larger income differential between the percentage discounts awarded.

Evidence and data

Consultation

Consultation with the Major Preceptors (Shropshire Fire & West Mercia Police) was undertaken from 30 September 2019 until 10 November 2019.

A public consultation was undertaken from 30 September 2019 to 10 November 2019 which included Council Tax payers, those in receipt of Council Tax Reduction within the borough and stakeholders / partner organisations.

List of Consultees

During the consultation period the following actions were taken:

- Letters were issued to Shropshire Fire & Rescue and West Mercia Police informing them of the consultation.
- A gov delivery email giving details of the consultation was sent to 5,259 current Council Tax Support recipients for whom we held an email address. Two reminders were also issued.
- Text messages were sent to a further 2,436 customers for whom he held a mobile phone number giving a link to the consultation web pages. A reminder was also sent.
- An article on the consultation was included in the weekly Community Newsletter that was issued to 1,786 email addresses.
- A flyer with details of the consultation was included within 5,187 Council Tax Bills and 1,694 Benefit Notification Letters.
- Flyers were also given to customers at new Housing Benefit / Council Tax Support claim appointments.
- Emails were sent to all key stakeholders including the Parish and Town Councils, Citizens Advice and other advice agencies and Social Landlords giving details of the consultation.
- Details of the consultation were issued as press release and posted on Facebook and Twitter.
- The consultation was promoted at the Wrekin Landlords Forum and the Armed Forces Covenant Meeting.

Analysis of the Public Consultation

Full details of the results of the consultation can be found at www.telford.gov.uk/CTRconsultationfeedback. A total of 116 completed on-line questionnaires were submitted, an additional 4 responses were received by email and 2 responses via Facebook.

In summary, the consultation responses are shown below however, all show an **overwhelming agreement** with all the options / proposals put forward by the Council and no single proposed change was opposed by the majority of respondents.

Proposed Change 1 - Should the Council introduce a grid system as proposed?

Yes 61% No 24% Don't Know 14%

Proposed Change 2 - Should the Council Limit the scheme to two dependants for all?

Yes 63% No 24% Don't Know 13%

Proposed Change 3 - Should the Council remove the Protected Group Category and replace it with an Exceptional Hardship Scheme based on individual requirements?

Yes 57% No 27% Don't Know 17%

Proposed Change 4 - Should the Council remove Non-Dependant deductions from the scheme?

Yes 56% No 31% Don't Know 13%

Proposed Change 5 - Should the Council replace the current earnings disregards with a standard disregard of £20 per week?

Yes 62% No 19% Don't Know 19%

Proposed Change 6 - Should the Council disregard Carer's Allowance and the Support Component of Employment and Support Allowance (not currently disregarded)

Yes 75% No 10% Don't Know 16%

Proposed Change 7 - Should the Council remove the existing Extended Payments provision?

Yes 57% No 18% Don't Know 25%

Proposed Change 8 - Any new claim or change in circumstance that grants or changes Council Tax Reduction entitlement will be made from the date on which the claim is made/the change occurs, rather than on a weekly basis (as at present)

Yes 81% No 7% Don't Know 12%

Proposed Change 9 - Should the Council allow applicant claims to be backdated 3 months?

Yes 78% No 9% Don't Know 13%

Proposed Change 10 - Should the Council remove the current disregard for Child Maintenance?

Yes 64% No 21% Don't Know 15%

Proposed Change 11 - Should the Council remove the Benefit Cap rules from the scheme?

Yes 72% No 14% Don't Know 14%

Alternatives to changing the scheme

Should the Council increase the Council Tax?

Yes 17% No 67% Don't Know 17%

Should the Council cut services?

Yes 17% No 67% Don't Know 15%

Should the Council keep the current Council Tax Reduction Scheme?

Yes 28% No 45% Don't Know 27%

From the responses received it is clear that the respondents preferred a change to the scheme rather than the alternatives.

Mitigation

Redistributing the available funding to ensure that those at risk of experiencing the greatest financial hardship based on the level of income they receive, inevitably means that some applicants will receive more discount towards their Council Tax and others will receive a reduced or no discount.

Disregarded Income

In order that vulnerable customers, who are not necessarily vulnerable financially, are still afforded some protection through the Council Tax Reduction scheme certain incomes will be disregarded when calculating how much income an individual / family has.

The Council provides additional assistance where there are dependants, disability and caring responsibilities by disregarding the following income;

- Child Benefit
- The support component of Employment and Support Allowance;
- Personal Independence Payments, Disability Living Allowance and Attendance Allowance;

- For the first time Carer's Allowance is disregarded in full.

The scheme also provides a work incentive with by;

- Disregarding of £20.00 earned income per week, which for some customers will be an increased disregard compared to previous schemes;

To continue its support for the Armed Forces community, as part of the Council's commitment to the Armed Forces Covenant, the following income will be disregarded;

- War Disablement Pension
- War Widow(er)'s Pension
- Service Attributable Pension (SAP) which is compensation for those injured in Service.

Council Tax Reduction Hardship Assistance Scheme

The reduction that others will see if they are unable to afford the increased Council Tax payment will be mitigated by the Council having the ability to assist claimants in financial hardship. A fund continues to be available for those who find great difficulty financial and each case will be examined on a case-by-case basis taking into account their full personal and financial circumstances. The amount of the fund will be increased in 2020/21 in recognition that for some who's Council Tax Reduction has decreased there will be a period of adjusting their finances to be able to pay any additional Council Tax contribution.

The Council Tax Reduction Hardship Assistance Scheme has been re-designed to take account of the changes to the Council Tax Reduction Scheme. The aim of the Hardship Scheme is to provide additional tailored financial assistance to the most vulnerable customers, who without it are likely to experience financial hardship and increased levels of unmanageable debt. Unlike the Council Reduction Scheme where only income is considered *both* income (including that disregarded under Council Tax Reduction) and essential expenditure are considered when a decision is made under the Hardship Scheme.

Where people identify difficulty with payment, the Council has a dedicated team supporting applications to the fund which are considered in depth and all individual circumstances are closely examined. This team will signpost applicants to the Department for Work and Pensions (DWP) where they have identified income from other benefits is not being claimed to ensure each applicant is receiving all the income to which they are entitled. Applicants will be signposted to any other support that is appropriate including debt advice, housing support, relevant grants or charities that may be able to provide additional help and advice. A comment was received during the consultation about the need to upskill frontline staff in Local Authorities with regards to the Armed Forces Covenant. As part of the launch of the new Council Tax Reduction Scheme those staff making decisions on Council Tax Reduction Hardship applications will receive information on the covenant as part of a training package. A comment was also received about including a standardised question for Council staff to ask in order to improve identification of the Armed Forces community. A question will be incorporated within the Council Tax Reduction Hardship application to identify this community so that signposting to Armed Forces charities and support can be undertaken as part of the hardship decision making process.

Hardship claims are reviewed to take into account changes in claimant's circumstances to ensure that payments are relevant and up to date.

Communication

Existing Council Tax Reduction recipients who are affected by the changes to the scheme will receive direct communication about the changes. A letter will be sent to those whose Council Tax Reduction will be changing by £1 per week. The letters will clearly set out the change to the

discount both positive or negative and provide other supporting details such as how to apply to the Council Tax Reduction Hardship Assistance scheme.

Customers unable to apply online for assistance will be supported to make an application via another channel, including via a paper application, over the telephone or where necessary by appointment or home visit. Work will also be undertaken to promote other Council Tax discounts and exemptions that a customer may be entitled to.

It is likely that letters regarding the changes will be issued within the first two weeks of March after the Council Tax for 2020/21 has been set and entitlements re-calculated as part of the annual billing process to ensure that any figures quoted are as accurate and up to date as possible. The aim is that the customer will receive the letter prior to receiving their Council Tax bill for 2020/21.

Support and Access

Previous engagement activities have identified that consideration should be given to those with limited financial management skills, mental health problems and anxiety in completing forms. As part of the wider changes to Welfare Reform being delivered through a number of Council services, the Council will continue to proactively engage and work with interested groups and third party organisations (including but not limited to Citizen's Advice, Crisis Support Network and Social Landlords) to maximise opportunities to support and advise customers affected by the changes, especially but not exclusively limited to customers who may share these characteristics. Relevant partner organisations will be contacted in February / March 2020 regarding the changes to the scheme and details of the Council Tax Support Hardship Assistance Scheme and how customers can make an application.

The Benefit Service still offers access via a wide range of channels including a telephone and face-to-face application process that can guide a claimant through the process in a supportive manner. Home visits are also available for customers in exceptional circumstances, particularly where the customer may have mobility difficulties or significant complex needs.

Other Changes

The Council is mindful that some customers affected by the change in the Council Tax Reduction scheme *may* be impacted by other proposed changes across the Council, for example the Travel Assistance Review. The hardship schemes takes into account a customer's essential expenditure which may for example include transport to and from school.

Review

The updated policy will be implemented 1 April 2020, subject to Full Council approval on 23 January 2020.

We will monitor the uptake and management of the Council Tax Reduction Scheme as a normal business activity. This means it is dealt with in our normal management process and is closely monitored. This is so we can be proactive identifying trends where intervention may be required.

Reports will analyse data collected on a monthly basis. Expenditure within the Council Tax Reduction Hardship Assistance Scheme is considered as part of this reporting cycle. Where necessary further information is extracted to examine negative trends or areas of concern.

The impact of the changes to the scheme on Council Tax collection rates will also be analysed by group (Pensioner, Passported (in receipt of Income Support, Income Based Jobseekers Allowance or Income Related Employment and Support Allowance), Single, Couple, Family with 1 child and Family with 2 or more children) on a monthly basis. If this

highlights a particular area of concern further analysis will be undertaken and consideration on how the Council Tax Support Hardship Fund can be further promoted to the particular group.

If it becomes apparent that customer enquiries made to the Benefit Service have a particular theme, further data will be gathered and analysed. Also Stakeholders will be asked to feedback any impacts that they become aware of via Welfare Reform and Crisis Support Network Meetings.

Any adverse or unintended consequences will be reported to the the appropriate cabinet member.

The overall Council Tax Support Scheme will be reviewed annually.

This Impact assessment was completed by

Name and post	Rebecca Owen-Jones Benefit Assessment Group Manager
Telephone and e-mail	01952 383881 rebecca.owen-jones@telford.gov.uk

The impact assessment was agreed by

Name and post/Council Board	Angie Astley
Date of agreement	10 th December 2019

Appendix 1 – Equality Impact Data Analysis

Criteria	Existing Scheme		New Scheme		Difference	
	Number of claims	Average weekly award (£)	Number of claims	Average Weekly Award (£) including zero awards	Average loss / gain £ per week including zero entitlement cases	Change in number of claims with entitlement
All Working Age	8,331	15.70	7,868	15.40	-0.30	-463
All Single (including those with children and passported*)	6,318	14.66	6,078	14.79	0.13	-240
Couple (including those with and without children and passported)	2,013	18.97	1,790	17.32	-1.65	-223
Single with no children	3,508	15.53	3,339	14.52	-1.01	-169
Couple with no children	753	20.43	709	18.93	-1.50	-44
Lone Parent with 1 child (including passported)	1,195	13.87	1,188	15.68	1.81	-7
Lone Parent with 1 child (excluding passported)	567	11.56	563	14.42	2.86	-4
Lone Parent 2 or more children including passported	1,615	13.35	1,551	14.69	1.34	-64
Lone Parent 2 or more children excluding passported	880	11.78	816	12.88	1.10	-64
Lone Parent just 2 children including passported	885	13.01	875	15.06	2.05	-10
Lone Parent just 2 children excluding passported	519	11.51	509	13.85	2.34	-10

Criteria	Existing Scheme		New Scheme		Difference	
	Number of claims	Average weekly award (£)	Number of claims	Average Weekly Award (£) including zero awards	Average loss / gain £ per week including zero entitlement cases	Change in number of claims with entitlement
Lone Parent with more than 2 children including passported	730	13.77	676	14.26	0.49	-54
Lone Parent with more than 2 children excluding passported	361	12.17	307	11.49	-0.68	-54
Couple with 1 child including passported	360	19.06	337	18.57	-0.49	-23
Couple with 1 child excluding passported	175	16.72	154	15.68	-1.04	-21
Couple with 2 or more children including passported	900	17.71	744	15.49	-2.22	-156
Couple with 2 or more children excluding passported	533	15.07	378	11.37	-3.7	-155
Couple with just 2 children including passported	394	17.44	366	17.21	-0.23	-28
Couple with just 2 children excluding passported	248	15.01	220	14.7	-0.31	-28
Couple with more than 2 children including passported	506	17.93	379	14.15	-3.78	-127
Couple with more than 2 children excluding passported	285	15.12	158	8.45	-6.67	-127

Criteria	Existing Scheme		New Scheme		Difference	
	Number of claims	Average weekly award (£)	Number of claims	Average Weekly Award (£) including zero awards	Average loss / gain £ per week including zero entitlement cases	Change in number of claims with entitlement
Single Applicant Gender – Male including passported	1,808	15.16	1,724	14.23	-0.93	-84
Single Applicant Gender - Male excluding passported	630	12.89	556	11.78	-1.11	-74
Single Applicant Gender - Female including passported	4,264	14.48	4,127	15.07	0.59	-137
Single Applicant Gender - Female excluding passported	1,873	12.12	1,741	13	0.88	-132
Single Applicant Gender - not recorded including passported	246	14.08	227	14.05	-0.03	-19
Single Applicant Gender - not recorded excluding passported	97	11.32	79	10.84	-0.48	-18
Passported	4,786	17.53	4,764	17.41	-0.12	-22
Family with two or more children	1,413	13.02	1,194	12.32	-0.70	-219
Family with one child	742	12.78	717	14.71	1.93	-25
Couple	237	17.11	196	14.5	-2.61	-41
Single	1,153	13.01	997	11.52	-1.49	-156
Disability (existing Disability Premium) including passported	3,112	18.92	2,979	16.76	-2.16	-133

Criteria	Existing Scheme		New Scheme		Difference	
	Number of claims	Average weekly award (£)	Number of claims	Average Weekly Award (£) including zero awards	Average loss / gain £ per week including zero entitlement cases	Change in number of claims with entitlement
Disability (existing Disability Premium) excluding passported	507	17.4	393	11.78	-5.62	-114
Disabled Child (existing Disabled child premium) including passported	639	17.59	540	15.12	-2.47	-99
Disabled Child (existing Disabled Child Premium) excluding passported	238	15.62	142	8.62	-7.00	-96
Enhanced Disability (existing Enhanced Disability Premium) including passported	3,064	19.18	2,895	16.23	-2.95	-169
Enhanced Disability (existing Enhanced Disability Premium) excluding passported	442	18.94	290	9.88	-9.06	-152
Severe Disability (existing Severe Disability Premium) including passported	1,859	17.62	1,719	14.36	-3.26	-140

Criteria	Existing Scheme		New Scheme		Difference	
	Number of claims	Average weekly award (£)	Number of claims	Average Weekly Award (£) including zero awards	Average loss / gain £ per week including zero entitlement cases	Change in number of claims with entitlement
Severe Disability (existing Severe Disability Premium) excluding passported	334	17.28	206	7.61	-9.67	-128
Employment and Support Allowance existing work related activity component including passported	309	15.19	304	16.27	1.08	-5
Employment and Support Allowance existing work related activity component excluding passported	17	17.67	13	12.36	-5.31	-4
Employment and Support Allowance existing Support Component including passported	2,323	18.15	2,198	15.48	-2.67	-125
Employment Support Allowance existing Support component excluding passported	271	18.14	156	8.03	-10.11	-115
Carer (existing Carers Premium) including passported	1,654	18.55	1,557	17.81	-0.74	-97

Criteria	Existing Scheme		New Scheme		Difference	
	Number of claims	Average weekly award (£)	Number of claims	Average Weekly Award (£) including zero awards	Average loss / gain £ per week including zero entitlement cases	Change in number of claims with entitlement
Carer (existing Carers Premium) excluding passported	448	16.83	360	13.17	-3.66	-88
War Pension including passported	20	20.64	13	10.63	-10.01	-7
War Pension excluding passported	18	21.04	11	10.1	-10.94	-7
Total Working Age Scheme	8,331	15.7	7,868	15.4	-0.30	-463
Total Pension Age Scheme	5,764	17.77	5,764	17.84	0.07	0
Total Scheme Costs	14,095	16.55	13,632	16.55	0	-463

* Passported means those customers in receipt of Income Support, Income Based Jobseekers Allowance or Income Related Employment Support Allowance

As we don't hold Housing Cost information for all our Universal Credit caseload we have had to estimate the amounts for some customers during our modelling. We also have had to estimate the details of 292 customers from previous modelling and a further 67 cases are missing from the statistics. This is because the modelling tool does not include cases that are pending an assessment due to a change in circumstance, a majority of these cases are Universal Credit cases.



Addenbrooke House Ironmasters Way Telford TF3 4NT

Annual Scrutiny Report 2018/19

Foreword.....	2
What is Scrutiny?	3
Who carries out scrutiny work?	3
How is scrutiny work carried out?	3
How do we monitor the effectiveness of scrutiny?	4
Scrutiny Management Board	5
Children & Young People Scrutiny Committee	6
Customer, Community & Partnership Scrutiny Committee	7
Finance & Enterprise Scrutiny Committee	9
Health & Adult Care Scrutiny Committee	11
Joint Health Overview & Scrutiny Committee.....	12
Looking Ahead	14
Contacts.....	15

Foreword



The Annual Report provides an important opportunity to look back and reflect over the last year. Over the following pages, each of the 2018/19 Scrutiny Chairs have provided details of the work of their Scrutiny Committee. This includes descriptions of Scrutiny Committees holding decision makers to account, Members reviewing topics at their regular meetings as well as in-depth work that has taken place over a series of meetings.

It has been a particularly momentous year for Scrutiny, as years of work on the NHS Future Fit programme culminated in the disappointing decision of the Joint CCG Board to support Royal Shrewsbury Hospital as the preferred location for the county's only A&E department. Councillor Burford, at the time co-Chair of the Joint Health Overview & Scrutiny Committee, subsequently brought a motion to Full Council to refer the decision to the Secretary of State.

I am personally very pleased to note the reinvigoration of the West Midlands Scrutiny Network, a regional forum for Scrutiny Members and Officers to meet to share knowledge and best practice. As the Network grows, it is hoped to provide an online community as well as quarterly meetings. I appreciate that resources are somewhat pressed and our daytime commitments are varied but I would encourage Scrutiny Members to participate in both the physical and virtual aspects of this valuable forum.

Looking ahead, 2019/20 has already seen some changes to Scrutiny as new Committees were established at Annual Council, with some new Members appointed as Chairs and Committee Members. Over the year, experienced and new members will be working together to develop their scrutiny role and look at a wide range of issues to support the Council's 4 Year Plan. Recognising the severity of budget cuts means that resources are precious and it is more important than ever that scrutiny is focused on key areas to add value with every piece of work carried out.

Finally, I would like to express my thanks to all those who participated in Scrutiny during 2018/19: Committee Members, Cabinet Members being held to account, and Officers or other individuals attending to provide evidence or information in relation to one of our scrutiny topics. Your input, as always, is invaluable and has been much appreciated. Special thanks go to those elected Members of the Scrutiny Assembly who have not returned for the 2019/20 municipal year – we wish you all well in your future endeavours!

Councillor Derek White
Lead Scrutiny Member 2019/20

What is Scrutiny?

Scrutiny acts as a check and balance to ensure decision making in local government is democratic, effective and transparent. Local authorities with a Cabinet system – where a relatively small number of elected members are responsible for day-to-day decision making – must have a scrutiny function. Scrutiny is a way for elected members who are not on the Cabinet to have a greater influence in policy decisions and the work of the Council.

There are four nationally accepted principles set out by the Centre for Public Scrutiny:

- Providing "critical friend" challenge
- Reflecting the voice and concerns of the public
- Taking the lead and owning the scrutiny process
- Making an impact on the delivery of public services

Who carries out scrutiny work?

Scrutiny is carried out by elected members who are not on the Council's Cabinet and members of the public co-opted for expertise in a particular area or to represent certain groups. They sit on Scrutiny Committees which carry out scrutiny work. The committees reflect the overall political balance of the Council.

In 2018/19 Telford & Wrekin had five scrutiny committees:

- Scrutiny Management Board
- Children & Young People Scrutiny Committee
- Customer, Community & Partnership Scrutiny Committee
- Finance & Enterprise Scrutiny Committee
- Health & Adult Care Scrutiny Committee – certain members of this committee also sit on the Shropshire and Telford & Wrekin Joint Health Overview & Scrutiny Committee.

How is scrutiny work carried out?

Scrutiny is can be carried out in many different ways.

The Scrutiny Management Board oversees work programming and the way that scrutiny is resourced.

The Scrutiny Committees carry out the majority of scrutiny work. This usually involves reviewing services or policies at Scrutiny Committee meetings. A review can be a one-off item discussed at a meeting or may be considered in detail over a series of meetings. Reviews may involve discussions with Cabinet members, officers at the Council, managers and officers from other organisations, organisations providing a service, service users or members of the public – whoever may be relevant to the topic being discussed.

At the end of a review the committee may make recommendations where they think things could be improved. Where possible the Scrutiny Committees meet in public but scrutiny members can also hold working group meetings to gather evidence for a review.

How do we monitor the effectiveness of scrutiny?

The priority for any piece of scrutiny work is that it has an impact and makes a difference for local people. There are many ways that scrutiny can make a difference – some are easier to measure than others. Some of the commonly used measures of effective scrutiny work are listed below but sometimes scrutiny can make a difference simply by raising an issue for public debate.

- **Holding the Executive to account** - questioning Cabinet members in public about their policies and actions helps ensure decision making is open and transparent. Many people argue this is an end in itself.
- **Recommendations to Cabinet** – a common measure of the impact of scrutiny work is the number of recommendations made to and accepted by Cabinet. The majority of scrutiny recommendations in the past have been accepted.
- **Recommendations to external organisations** – there are certain organisations with a statutory duty to respond to scrutiny but they do not have to accept scrutiny recommendations. Our approach is to engage partners positively in a scrutiny review so that recommendations are relevant, realistic and more likely to be acted on.
- **Policy development** – examples include examining draft policies to consider the implications for local people and suggesting improvements, or giving feedback as part of a consultation on a proposed new policy or policy change.
- **Holding health service commissioners and providers to account**
- **Monitoring performance of health services**

The number of meetings provides an indication of how resources were committed to scrutiny over the year.

Scrutiny Management Board

2018/19 Members: Councillors Nathan England (Chair), Stephen Bentley, Andy Burford, Angela McClements, Gilly Reynolds, Peter Scott and Jacqui Seymour



The Scrutiny Management Board has overall responsibility for co-ordinating and monitoring the delivery of the Scrutiny Work Programme and for allocating resources between the Scrutiny Committees so that the workload is managed effectively.

This year, the Scrutiny Management Board undertook our usual work programming session at the start of the year and also received several suggestions in-year. It is always pleasing when the public and our partners engage with scrutiny and offer suggestions to shape our work

programme.

We also engaged with the newly invigorated West Midlands Scrutiny Network to feed in views to the government's consultation for new scrutiny guidance.

Call-In

Call-in is a way for scrutiny members to examine a decision taken by Cabinet, or by officers under delegated authority, before the decision is implemented. The rules for calling in decisions are set out in the Council's Constitution and in the Scrutiny Handbook. There were no call-in requests to the Scrutiny Management Board during 2018/19.

Children & Young People Scrutiny Committee

2018/19 Members: Councillors Angela McClements (Chair), Steve Barnes, Mark Boylan, Liz Clare, Joy Francis, Jayne Greenaway, Kevin Guy, Janice Jones and Jane Pinter

Co-Optees: Mrs C Healy, Mrs S Fikeis, Mrs L Fowler, Mrs C Morgan, and Mrs M Ward



The Children and Young People Scrutiny Committee's role is to scrutinise and monitor the planning and performance of the Council's services to children and young people and the Council's Corporate Parenting role.

In 2018/19 the Committee held three formal meetings and some of the highlights of our work are set out below.

Education Attainment

The Committee met with the Assistant Director: Education & Corporate Parenting to receive the most recent data on educational attainment in the Borough. We engaged in a robust challenge of the results with a question and answer session.

Telford & Wrekin Safeguarding Children Board Annual Report

The Committee met with the Chair of the Safeguarding Children Board to receive the annual report. The Committee were particularly encouraged by the introduction of School Safeguarding Boards and recommended all schools without a dedicated safeguarding board have safeguarding as a standing item on their School Council agenda.

Review of the Young Carers Service

The Committee completed a review on the service offered to Young Carers in the Borough. During the course of this review, the Committee met with Council and external officers involved in the service and a young carer attended a scrutiny committee to share her experiences of being a young carer. The Committee made several recommendations which will be presented to Cabinet early in 2019/20.

Customer, Community & Partnership Scrutiny Committee

2018/19 Members: Councillors Gilly Reynolds (Chair), Clive Mason, Leon Murray, Stephen Reynolds, Jacqui Seymour, Barry Tillotson and Karen Tomlinson.
Co-optee: Mr D Johnson



The role of the Customer, Community & Partnership Scrutiny Committee is wide ranging, covering a number of key areas relating to the development of Telford & Wrekin as a Co-operative Council, the planning, delivery and performance of services provided to local communities, issues relating to how the Council works with partner organisations, housing, homelessness, transport and highways, regeneration, waste and recycling, customer services, community engagement, welfare reform, enforcement. The Committee is also the designated body for scrutiny of the Safer, Stronger Communities Partnership and of Flood and Water

Management.

In 2018/19 the Committee held three formal meetings and some of the highlights of our work are set out below. The Committee has also engaged with the Finance & Enterprise Scrutiny Committee to conduct a review of Civil Parking Enforcement.

Community Safety Partnership

As part of the Committee's statutory powers and following approval of the Safer Telford and Wrekin Strategy 2017-19 by Full Council early in 2018, the Committee invited Superintendent Tom Harding, the Chair of the Community Safety Partnership, to provide an overview of the Strategy. Members engaged thoroughly with the topic, asking a number of questions. No recommendations were made.

Tackling Vehicle Damage

Following a suggestion from a Member of the Public, the Committee decided to consider this issue under Scrutiny's Crime & Disorder Reduction powers. Supt Tom Harding, Chair of the Community Safety Partnership, and Mr Adam Matthews, Shropshire Fire & Rescue Service, were invited to engage with Scrutiny to provide further information. Supt Harding and Mr Matthews were able to provide reassuring reports and, following robust questioning, it was decided that no further scrutiny was required at this time.

Third Party Engagement

This item had been added to our work programme in 2017/18 following a suggestion from one of the Council's partner agencies. This was a very large topic so some time had been taken to consider how to scope the topic in a way

which would enable members to consider how to move the proposed review forward. An initial evidence gathering took place when a broad view was provided of the subject matter. Scrutiny was impressed to see that partnership working was embedded in everything the Council did and a clear process for engagement with partners and the community was in place. Overall Scrutiny recognised that engagement with people who were directly affected by issues was good but that communication with harder to engage groups could be improved. We also received an update report on new projects and budget consultation which was circulated in January 2019. No further indepth scrutiny on this topic is planned.

Grounds Cleansing & Maintenance Contract

The Committee engaged in monitoring of this contract, receiving updates at key stages in a comprehensive procurement process.

Highways Contract

The Committee received an update on another comprehensive procurement process and appointment of a new provider.

Finance & Enterprise Scrutiny Committee

2018/19 Members: Councillors Nathan England (Chair), Stephen Bentley, Nigel Dugmore, Kuldip Sahota, Rob Sloan, Charles Smith and Dave Wright.

Co-optees: Mrs C Mason-Morris and Mr R Williams



The main role of the Finance and Enterprise Scrutiny Committee is as a consultee for the Cabinet's budget proposals. However, our remit also covers oversight of the service and financial performance of Council services, income generation and how the Council is promoting economic growth in the local economy.

In 2018/19 we held three meetings and some of the highlights of our work are set out below.

Civil Parking Enforcement (CPE)

Our in-depth review of CPE began in 2016/17 following a Motion referred by Council regarding the transfer of powers from the Police to the Local Authority for enforcing parking contraventions, moving from a criminal matter to a civil matter. During the course of the review, the Committee worked with the Customer, Community & Partnership Scrutiny Committee to receive evidence in the form of financial modelling data from Council Officers and the views and insights of a number of parties. Following successful negotiation by the Leader with the Police and Crime Commissioner, an increase in the financial support available to support the implementation of CPE was secured and the Cabinet resolved to commence with the business case process to apply to the Department of Transport (DfT) to adopt CPE Powers. Scrutiny received a report of the public consultation which had taken place and were also advised that the Council would seek to adopt a Neighbourhood Warden/Enforcement Officer model whereby an officer would have parking enforcement powers alongside other powers to address anti-social behaviour such as fly tipping, abandoned vehicles, and other environmental crime. The Committee received a number of reassurances regarding the benchmarking data which had informed modelling and the funding position. Scrutiny was unanimously in support of the Council making the application without delay. It was agreed that Scrutiny should monitor the scheme two years post-implementation.

Service & Financial Planning 2019/20 to 2021/22

The Committee held two meetings on 8 January and 21 January 2019 to scrutinise the draft budget strategy agreed by Cabinet for consultation on 3 January 2019. The main opposition group did not submit an alternative budget proposal. The general consensus of the Committee was to support the administration's budget approach in light of the lack of clarity around funding for 2020-21 and beyond. The Committee made observations and expressed concern around government funding for Public Health and Adult Care. We recommended that Cabinet reinvigorate the lobby to the Office for National Statistics with regard to the population undercount and supported the intention to

make maximum use of the powers conferred by the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 to encourage owners of properties that have been empty for a long time to bring them back in to use. Our full report is included in the final report considered by Council on 28 February 2019.

Health & Adult Care Scrutiny Committee

2018/19 Members: Councillors Andy Burford (Chair), Mark Boylan, Stephen Burrell,

Liz Clare, Nigel Dugmore, Veronica Fletcher, Leon Murray, Tim Nelson and Rob Sloan

2018/19 Co-optees: Mrs J Gulliver, Mrs C Henniker, Mrs H Knight and Mr D Saunders



The Health & Adult Care Scrutiny Committee scrutinises and monitors the planning and performance of the Council's adult social care services and health service matters. Some Members of the Committee are also appointed to work jointly with colleagues from Shropshire Council to scrutinise health issues that impact on the wider health economy in Shropshire, Telford & Wrekin.

In 2018/19 we held four Health & Adult Care Scrutiny Committee meetings and some of the highlights of our work are set out below.

Unmet Needs

In partnership with Telford & Wrekin Healthwatch, the Committee undertook a review into how local residents were able to access local adult care and support services. During the course of the review, a survey was undertaken which included service users and residents who had not used the service. A workshop event was also held with local voluntary and community sector organisations to hear their views. The Committee commended the report and recommended that further, in depth scrutiny was required in this area.

Adult Care Performance, Budget & Savings & Cost Improvement Plan

The Committee received regular updates on Adult Care Performance throughout the year, focusing on various areas, such as older people and adults with learning disabilities. We received demonstrations on assistive technology gadgets that can be used to support residents and were pleased to hear of the creation of a 'Smart House' to showcase what is available.

Neighbourhood Working

The Committee were informed about the Neighbourhood Working Programme in the Borough. We were pleased to hear about many of the volunteer schemes in place and the impact this is having for residents. We have also investigated GPs perspectives on Neighbourhood Working and have met with several local GPs to discuss their experiences.

Joint Health Overview & Scrutiny Committee

2018/19 Members: Councillors Andy Burford (Co-Chair), Stephen Burrell and Rob Sloan

2018/19 Co-Optees: Mrs C Henniker, Mrs H Knight and Mr D Saunders



The Joint Health Overview & Scrutiny Committee is appointed where a relevant NHS body consults more than one local authority about substantial reconfiguration proposals. In respect of the Future Fit Programme for reconfiguration of Shrewsbury and Telford Hospital NHS Trust's (SATH's) provision of "safe and sustainable patient services specifically in emergency and critical care", this Council has delegated its health scrutiny function to a mandatory joint health scrutiny committee in conjunction with Shropshire Council (the JHOSC).

The Committee met seven times in 2018/19, and some of the highlights of the work we have carried out with colleagues at Shropshire Council are set out below.

Future Fit Programme

We have continued to regularly scrutinise the Future Fit proposals. The public consultation period, where the public was asked to comment on the CCGs preferred option; the Emergency Site to be based at the Royal Shrewsbury Hospital and the Planned Care Site be based at the Princess Royal Hospital, took place between 30 May and 11 September 2018. During the course of the public consultation, we heard from local residents and representatives from the voluntary and community sector on their experiences of the consultation. We also heard evidence from West Midlands Ambulance Service and the Travel and Transport Group Chair. We were advised that the public Consultation responses did not contain any information that would change the view of the programme board, although we were not presented with the Full Business Case. We were unable to agree recommendations with our colleagues from Shropshire Council, however, we were able to write to the programme board to advise them of our concerns. The CCGs decided to make no changes to their recommendation that the Emergency Site be based at the Royal Shrewsbury Hospital and the Planned Care Site be based at the Princess Royal Hospital. In February 2019, The Co-Chair of the Committee proposed a motion at the Full Council meeting to refer the decision to the Secretary of State for review, which was unanimously agreed by Full Council.

Midwife Led Service Review

The Committee received updates on the proposed new configuration of midwife led services across Shropshire, Telford and Wrekin. The Committee will continue to feed into the consultation as it progresses.

CQC Enforcement Action - SaTH

We heard from the Senior Officers at SaTH, as well as both Shropshire and Telford and Wrekin CCGs, on the CQC's decision to place the trust in special

measures.

Maternity Services Review

We have received updates on the ongoing review into SaTH's maternity services. We have been informed that the investigation is progressing and have requested that the report is presented to the Committee once it has been published.

Reconfiguration of Ophthalmology Services

The Committee received the initial proposals for the reconfiguration of Ophthalmology Services at SaTH. We provided our initial responses to the proposals and it was decided that the topic would return to Scrutiny following consultation with service users and stakeholders.

We have also scrutinised the following services and topics:

- Child and Adolescent Mental Health Services
- Community Learning Disabilities Health Services in Shropshire, Telford and Wrekin
- Maternity Learning
- Urgent Treatment Centres
- Winter Plan

Looking Ahead

Early in each calendar year the Scrutiny Management Board makes contact with Councillors and the Council's key partners to seek suggestions for the topics that Scrutiny should consider over the next municipal year.

The Scrutiny Management Board will receive the suggestions that have been put forward and agree which issues meet the Scrutiny criteria and should be prioritised for the 2019/20 work programme and recommended to the Scrutiny Committees for consideration.

A list of the prioritised suggestions and issues will be available from:
http://www.telford.gov.uk/info/20237/scrutiny/371/scrutiny_work_programme

Contacts

To find out more about Scrutiny visit: www.telford.gov.uk/scrutiny

To find meeting dates and agendas for scrutiny meetings visit: www.telford.gov.uk/meetings or call the Democratic & Scrutiny Services Team on 01952 383215.

If you would like to contact a member of the Democratic & Scrutiny Services Team, our contact details are below:

Anthea Lowe
Governance & Legal Services Manager and Deputy Monitoring Officer
01952 383233
anthea.lowe@telford.gov.uk

Deborah Moseley
Democratic & Scrutiny Services Team Leader
01952 383215
deborah.moseley@telford.gov.uk

General Enquiries
scrutiny@telford.gov.uk

This page is intentionally left blank

TELFORD & WREKIN COUNCIL

COUNCIL MEETING – 23 JANUARY 2020

SETTING OF THE COUNCIL TAX BASE FOR 2020/21

REPORT OF THE DIRECTOR: FINANCE & HUMAN RESOURCES (CHIEF FINANCE OFFICER)

LEAD CABINET MEMBER: CLLR LEE CARTER

PART A – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

- 1.1 To determine the Council Tax Base for General and Special Fund purposes for the financial year 2020/21.

2. RECOMMENDATIONS

Full Council to approve:

- (i) The calculation of the tax base for 2020/21 as at paragraph 5.7 and Appendix 1.**
- (ii) In Accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 2012 (SI 2012:2914), the amount calculated for Telford and Wrekin Council Tax base for 2020/21 for its Special Fund Area shall be as per the appropriate parish amounts detailed in Appendix 1 for the parishes listed in paragraph 5.8.**
- (iii) The extension to the policy discounting young people leaving Council care and living within the Borough from Council Tax up until their 25th birthday, as detailed in Appendix 2.**

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific priority plan objectives?	
	Yes/No	Setting the council tax base is a legal requirement and is needed to calculate council tax levels for 2020/21 and therefore directly supports the delivery of all Council priorities.

	Will the proposals impact on specific groups of people?	
	Yes/No	Council tax payers
TARGET COMPLETION / DELIVERY DATE	The setting of the Council Tax Base is the first stage in the process of setting the Council Tax for 2020/21. Final recommendations on council tax levels will be presented to Full Council on 5 March 2020.	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes/No	Used in determining the Council Tax to be charged in 2020/21.
LEGAL ISSUES	Yes/No	<p>The legal requirements relating to the setting of the Council tax base are set out in the main body of this report.</p> <p>The Council has a statutory obligation to set the Council Tax Base by 31 January 2020 to enable the level of Council Tax to be then set in accordance with the statutory deadline of 11 March 2020.</p> <p>In summary the Council has the power and the duty to set the Council Tax Base in the way described in this report.</p> <p>The Council also has the power to make available a discretionary scheme offering discounts to specified groups of people. That being the case, the Council has the power to extend the discount scheme to care leavers up to the age of 25.</p> <p>AL 03/01/2020</p>
OTHER IMPACTS, RISKS AND OPPORTUNITIES	Yes/No	
IMPACT ON SPECIFIC WARDS	Yes/No	

PART B – ADDITIONAL INFORMATION

Council Tax Base

- 4.1 In order to determine the appropriate Council Tax levels for the area, it is necessary for the Council to determine the tax base for its area or part of its area. The budget requirements of the various precepting authorities are divided by this figure to arrive at the Band D equivalent level of Council Tax.
- 4.2 The tax base for 2020/21 must be set by Full Council between 1st December 2019 and 31st January 2020 as prescribed by section 8 of the Local Authorities (Calculation of Council Tax Base) Regulations 2012 (SI 2012:2914).

5. COUNCIL TAX BASE INFORMATION

5.1 As members will be aware, the Council Tax is a banded capital value based property tax.

5.2 The main features of the tax are:-

- Each domestic property is allocated to one of 8 bands depending on its capital value which has been set by the Valuation Office Agency.
- Section 5 of the Local Government Finance Act 1992 sets out the range of property values within each band. Associated Regulations determine the relationship between the tax rates for each band.
- A 25% discount from the full charge is available for single adult households. Certain categories of resident are disregarded in deciding the number of adult residents. These include students, student nurses, youth training trainees, the severely mentally impaired etc. Qualifying criteria must be met before discounts or disregards are allowed.
- A reduction equivalent to one council tax band is available where a resident of a dwelling is disabled and certain facilities are required for meeting the needs of that disabled person. For Band A properties the reduction is equivalent to 1/9th of the Band D Charge so the charge for such a Band A dwelling is 5/9ths rather than the usual 6/9ths for a Band A property.
- Council Tax Reduction is applied to the council tax base as a discount that varies depending on personal circumstances and this reduces the Council Tax Base. A separate report covering the 2020/21 Council Tax Reduction Scheme is also on the 23 January Council agenda.

5.3 The Council Tax Bands range from A to H and the details are as follows:-

Band	House Value (as at April 1991 prices)	Band D Proportion	Telford & Wrekin Properties Spread	% Increase/ Decrease for 20/21
	£	%	%	%
A	Under 40,000	66.7	34.45	-0.48
B	40,001 – 52,000	77.8	27.16	+0.07
C	52,001 – 68,000	88.9	16.11	+0.14
D	68,001 – 88,000	100.0	11.55	+0.07
E	88,001 – 120,000	122.2	6.34	+0.12
F	120,001 – 160,000	144.4	2.92	+0.08
G	160,001 – 320,000	166.7	1.40	0.00
H	Over 320,000	200.0	0.06	0.00

5.4 Care Leavers Exemption

The Council proposes to extend the existing scheme to provide a discount to young people leaving its care and living within the Borough from Council Tax up to the young persons 25th birthday. Under this policy Care Leavers will receive up to 100% Council Tax relief.

It is estimated that there are 30 additional accounts which will benefit from a care leavers discount at a total cost of approximately £20,000.

Details of the policy are included in Appendix 2.

5.5 Property Base

There are 77,494 properties in the valuation list for the Telford & Wrekin area. This compares with a figure of 76,232 in the list at the same time last year. This is an increase of 1,262 properties, which equates to an increase of 1.66%. The assumed rate of collection will remain at 99.25% which reflects the effectiveness of the Council's tax collection arrangements. Total council tax receipts will be approximately £2.102m greater as a result of growth in the tax base which is equivalent to a council tax increase of 2.43% and will help support services provided by the council, fire service and police service. Overall there has been a decrease in the proportion of Band A properties and small increases in Band B, C, D, E and F with the largest increase in Band C.

5.6 Council Tax Base

To arrive at the Council Tax Base, it is necessary to undertake the following calculation in respect of each tax band:

Total number of chargeable dwellings
(Less) Dwellings subject to discounts
=
Total equivalent number of properties
x
Ratio to Band D
=
Relevant Amount (Band D Equivalent)

The relevant amounts for each tax band are then aggregated to arrive at the total for the area.

Finally, an estimated Collection Rate needs to be applied to the resultant figure. This has to be common to the whole area and has to provide for amendments to the Council Tax Banding List, appeals against banding, additional discounts and losses on collection. Clearly every effort is taken to vigorously pursue all council tax due to the authority. As mentioned above we will use a figure of 99.25% for 2020/21.

5.7 General Fund Tax Base

This is the estimated council tax base for the whole of the area and will be used by Telford & Wrekin to calculate its General Fund Council Tax levy and also by The Office of the Police and Crime Commissioner for West Mercia and the Shropshire and Wrekin Fire & Rescue Authority to calculate the levy in respect of their precepts.

The tax base for this purpose for 2019/20 is 52,265.1 (including 163.1 for contributions in lieu in respect of MOD properties). Using an estimated collection rate of 99.25% (adjusted for 100% collection of contributions in lieu), **the tax base is calculated as 51,874.3.**

5.8 Special Fund Tax Base

This is the estimated council tax base for the Special Fund area, i.e. those areas where Telford & Wrekin Council provides services which, in other areas, are provided by Town & Parish Councils. These areas are;

- Dawley Hamlets,
- Great Dawley,
- Hollinswood & Randlay,
- Lawley & Overdale,
- Madeley,
- Oakengates,
- St Georges & Priorslee,
- Stirchley & Brookside,
- The Gorge,
- Wellington and
- Wrockwardine & Trench.

The Council Tax Base for each can be found in Appendix 1.

A Special Fund tax will be levied on those parishes that have opted not to take over responsibility for street lighting in their area. These are:-

- Dawley Hamlets,
- Great Dawley,
- Hollinswood & Randlay,
- Lawley and Overdale,
- Madeley,
- Oakengates,
- Stirchley & Brookside,
- The Gorge and
- Wellington.

If any of the other parishes that currently have responsibility for street lighting decide to return these to Telford & Wrekin Council's responsibility then they will also have the additional charge.

The Special Fund Council Tax will be set taking into account the special fund services provided in each individual parish area and taking account of the tax base for each parish.

6 PREVIOUS MINUTES

6.1 Council meeting 17 January 2019

7 BACKGROUND PAPERS

Local Government Act 2003

CLG Calculation of Council Tax Base Return (CTB1) October 2014

The Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003

Local Authorities (Calculation of Council Tax Base) Regulations (SI 2012:2914)

Local Government Finance Act 2003

Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018

Report Prepared by

Ed Rushton, Group Accountant: Corporate Finance (01952) 383750

Ken Clarke, Director : Finance & Human Resources (01952) 383100

COUNCIL TAX BASE BY PARISH / TOWN COUNCIL

Parish	Band D
CHETWYND	276.7
CHETWYND ASTON & WOODCOTE	238.5
CHURCH ASTON	509.7
DAWLEY HAMLETS	2,390.1
DONNINGTON & MUXTON	3,804.8
EDGMOND	551.1
ERCALL MAGNA	590.7
EYTON	40.7
GORGE, THE	1,441.2
GREAT DAWLEY	2,717.8
HADLEY & LEEGOMERY	4,331.1
HOLLINSWOOD & RANDLAY	1,415.6
KETLEY	1,358.8
KYNNERSLEY	77.2
LAWLEY & OVERDALE	3,474.4
LILLESALL	562.2
LITTLE WENLOCK	246.0
MADELEY	4,164.9
NEWPORT	3,963.4
OAKENGATES	2,471.9
PRESTON	99.8
RODINGTON	379.7
ST GEORGES & PRIORSLEE	3,928.7
STIRCHLEY & BROOKSIDE	2,286.2
TIBBERTON & CHERRINGTON	331.2
WATERS UPTON	414.0
WELLINGTON	6,798.0
WROCKWARDINE	1,489.7
WROCKWARDINE WOOD	1,520.2
	51,874.3

DISCRETIONARY COUNCIL TAX DISCOUNT POLICY



Telford & Wrekin
COUNCIL

Discretionary council tax discount

The Council has discretion to reduce or remit Council Tax for a particular case or classes of case that is not covered by statute set discounts or exemptions.

In what circumstances will a discount be awarded?

The Council should have defined criteria which will be taken into account when determining an application for discretionary discount. These guidelines seek to set criteria that the Council should take into account when considering applications for a reduction in the amount of Council Tax payable.

The council will consider the following in determining applications:-

- Whether the taxpayer has been forced to vacate or partially vacate the property due to serious damage caused by external environmental factors beyond their control
- Whether the taxpayer has suffered a significant degree of discomfort / inconvenience or upheaval as a result of the change caused by external environmental factors beyond their control.
- Whether the tax payer has experienced exceptional circumstances to be defined and considered on each individual basis
- Whether the tax payer is a care leaver who is between the ages of 18-25. A care leaver is defined as an individual whom Telford and Wrekin Council had a corporate parent responsibility for.

Where a property has been affected the following will be taken into account:

- The extent and nature of damage to the property
- The degree to which the property has been affected
- Whether the property has been vacated
- The type of property e.g. is it a main home, holiday home or second home

Where the tax payer is a care leaver, the following criteria will apply:

- The care leaver will be aged between 18-25, formerly in the care of Telford and Wrekin Council, who then becomes liable for council tax within the Telford and Wrekin borough.
- Where the care leaver is solely liable for council tax, they will be entitled to 100% discount after all statutory discounts, exemptions and before Council Tax Support have been applied.
- Where a care leaver is jointly liable for council tax, a proportionate award will be made, i.e: if there are two occupiers, a 50% award will be made.
- Where the care leaver is resident but not liable for council tax, no discount will be awarded.

- No discount will be awarded where the care leaver of another local authority is living within the Telford and Wrekin borough.
- No discount will be awarded for care leavers for Telford and Wrekin Council who move outside of the Telford and Wrekin area.
- The discount will apply up to the care leavers 25th birthday.

How will a decision be made?

Each case will be considered on its merits however, with the exception of care leavers, the following criteria should be met for each case:

- The Council Tax payer's financial circumstances will be taken into account.
- All entitlement to Council Tax Support, discounts and exemptions must be applied prior to consideration of an application.
- The Council must be satisfied that the Council Tax payer has taken all reasonable steps to resolve their situation prior to making the application.
- The Council's finances will allow for a reduction to be made.

Applications for discretionary discount must be made in writing from the tax payer, their advocate/appointee or a recognised third party acting on their behalf by completing a discretionary discount application form, and outlining the reasons why a discount should be awarded. The applicant should explain the impact of not awarding a discount.

The applicant should specify the amount of discount they wish to apply for being claimed.

Council Tax will remain payable as demanded whilst applications are being considered.

Amount of award

A maximum of 100% Council tax will be awarded.

REVIEW OF THE SPEAK UP (WHISTLEBLOWING) POLICY 2019

REPORT OF THE AUDIT & GOVERNANCE TEAM LEADER

1 SUMMARY OF MAIN PROPOSALS

1.1 For the Audit Committee to review and recommend the adoption of the updated Speak Up (Whistleblowing) Policy 2019.

2 RECOMMENDATION

2.1 That members of the Audit Committee recommend that the Council adopts the updated Speak Up (Whistleblowing) Policy 2019.

3 SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	<i>The Speak Up (Whistleblowing Policy) 2019 is important in promoting an open and honest culture and commitment to the highest possible standards of probity, accountability and transparency. This policy supports the Council's Anti-Fraud and Corruption Policy and makes it clear that concerns can be raised without fear of reprisals. It is intended to encourage and enable people raising concerns to raise them within the Council, irrespective of seniority, rank or status, rather than overlooking a problem or reporting the matter externally. These principle are essential for good governance as well as helping towards complying with the Council's obligations under Section 151 of the Local Government Act 1972</i>
	Will the proposals impact on specific groups of people?	
	No	
TARGET COMPLETION/DELIVERY DATE	<i>Approval by Audit Committee on 1 October 2019 adopted immediately.</i>	
FINANCIAL/VALUE FOR MONEY IMPACT	No	<i>Finance have confirmed that there is no financial impact</i>
LEGAL ISSUES	Yes	<i>In accordance with the provisions of the Public Interest Disclosure Act 1998 and the Employment Rights Act 1996, employees (and others) who raise concerns about specific types of wrongdoing benefit from statutory protection against detrimental treatment from their employer. The Speak Up (Whistleblowing) Policy sets out the measures that Telford and Wrekin Council employ to ensure that any staff who report concerns can be assured that they will benefit from that protection. It is good practice for organisations to have a Whistleblowing Policy in place. AL 3/9/2019</i>
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	<i>The Speak Up (Whistleblowing) Policy 2019 provides assurance on good governance and an open culture within the authority.</i>

IMPACT ON SPECIFIC WARDS	Yes	<i>Potentially Borough-wide impact</i>
---------------------------------	-----	--

4 INFORMATION

4.1 There is a requirement in section 11 of the Audit Committee's Terms of Reference which states that the Committee is to:

'Approve the Speak Up Policy ('Whistleblowing') and to recommend its adoption by the Council, and to monitor its operation. This policy will be reviewed at least once every two years'.

4.2 The Policy was last updated in 2012 and has been updated to provide easier reporting methods including an online reporting form which allows anonymous referrals to be made.

5 IMPACT ASSESSMENT – ADDITIONAL INFORMATION

N/A

6 PREVIOUS MINUTES

6.1 N/A

7 BACKGROUND PAPERS

Constitution
The Audit Committee's Terms of Reference

Report by Andrew Hollis – Audit & Governance 383899

TELFORD & WREKIN COUNCIL

SPEAK UP (WHISTLEBLOWING) POLICY – SEPTEMBER 2019

1. INTRODUCTION

- 1.1 Employees, members, volunteers, school governors, partners, contractors, suppliers and members of the public are often the first to realise that something is not right at the Council. However they may not express their concerns because they may feel that speaking up would be disloyal to their colleagues or would affect their relationships with the Council. They may also fear harassment or victimisation. In these circumstances, they may feel it easier to ignore their concerns rather than report what may be only a suspicion of wrongdoing.
- 1.2 The Council prides itself on having an open and honest culture and is committed to the highest possible standards of probity, accountability and transparency. In line with this commitment we encourage people raising concerns about any aspects of the Council's work to come forward and voice those concerns internally. The Council will be fully supportive and minimise/manage any difficulties that may be experienced as a result of raising a concern.
- 1.3 This policy supports the Council's Anti-Fraud and Corruption Policy and makes it clear that concerns can be raised without fear of reprisals. It is intended to encourage and enable people with concerns to raise them within the Council, irrespective of seniority, rank or status, rather than overlooking a problem or reporting the matter externally.
- 1.4 This policy operates alongside other specific "Whistleblowing" investigation procedures developed for example in Child Protection.

2. WHO DOES THIS POLICY APPLY TO?

- 2.1. The Council's Whistleblowing Policy applies equally to all of the following groups:
 - Council employees (including temporary staff, apprentices and casual workers).
 - Agency staff working for the Council.
 - Members
 - School governors
 - Council contractors and suppliers.
 - Organisations working with the Council under partnership arrangements.
 - Volunteers/work experience/work placements
 - Members of the public

3. AIMS OF THIS POLICY

- 3.1 This policy is intended to provide you with an avenue to raise concerns **within** the Council safely. The policy aims to:
 - Encourage you to feel confident and supported when raising concerns and to question and act upon concerns about wrongdoing
 - Encourage you to raise these concerns as soon as they arise so that appropriate action can be taken
 - Provide safe avenues for you to raise those concerns within the Council including anonymously and where appropriate to receive feedback on any action taken;
 - Allow you to take the matter further if you are dissatisfied with the Council's response; and
 - Reassure you that if required we will take action to protect you from reprisals or victimisation for speaking up for the benefit of the Council and in the public interest.

- 3.2 There are existing procedures in place to enable employees to lodge a grievance relating to their employment. As employees, each member of staff has a responsibility to report wrongdoing using the procedures designed to manage such matters. It is important that employees recognise the distinction between work-related issues and those external to their employment. If the process is activated employees should not publicise allegations to other officers or elected members as this may restrict investigation or be viewed as a malicious act.
- 3.3 If your concern relates to any internal procedure or act which affects your employment directly, then this should be raised through the Council's grievance procedure.
- 3.4 If your concern relates to Health and Safety then please follow the Council's Health and Safety policy which details how to raise a Health and Safety concern.

4. AREAS COVERED BY THE POLICY

- 4.1 This policy covers any disclosure of information which, in the reasonable belief of the person making the disclosure, tends to show one or more of the following:
- That any act of fraud, bribery or irregularity has been committed, is being committed or likely to be committed against any service within the Council.
 - That a criminal offence has been committed, is being committed or is likely to be committed against the Council.
 - That there has been a breach of the Council's Code of Conduct by any employee of the Council.
 - That a person has failed, is failing or is likely to fail to comply with any legal obligation to which he/she is subject
 - That there has been an improper or unauthorised use of public funds or other funds.
 - That a miscarriage of justice has occurred, is occurring or is likely to occur.
 - That information tending to show any matter falling within any one of the preceding paragraphs has been, is being or is likely to be deliberately concealed.
- 4.2 The overriding consideration should be that it would be in the Council's and public interest for the issue causing concern to be corrected and, if appropriate, sanctions applied. Therefore, you can report any concerns that you have about any aspect of service provision or the conduct of officers or members of the Council or others acting on behalf of the Council under this policy. This may be about something that:
- Makes you feel uncomfortable in terms of known/established standards or the standards you have experienced and believe the Council subscribes to.
 - Is against the Council's Constitution and policies.
 - Amounts to improper conduct.
- 4.3 The policy is written having taken into account any relevant legislation (including the Public Interest Disclosure Act 1998). The Policy accords with the requirements of the Data Protection Act 2018 and the Human Rights Act 1998, and the Regulation of Investigatory Powers Act 2000.

5. HOW TO RAISE A CONCERN

- 5.1 A concern can be raised by any of the categories of people listed in 2.1. This should be done by contacting the Investigation Team within Audit and Governance. The team can be contacted in the following ways:

- Using the new online Fraud and Whistleblowing Reporting Form on the intranet/internet. The online form allows employees to make a referral from their computer direct to the Investigation Team. This request can be made anonymously.
- By calling the Fraud and Whistleblowing hotline on 01952 383839. This is a confidential service where you can leave a message anytime and the message will be followed up by the Investigations Team. It is up to you if you wish to leave contact details or not.
- By emailing the Investigation Team investigations@telford.gov.uk.
- By writing to the Investigation Team, part of Audit and Governance, currently situated in Darby House.
- By visiting the Investigation Team in person.

5.2 A concern can also be raised with your manager, Assistant Director, Head Teacher, the Council's Monitoring Officer or Trade Union.

5.3 If the concern being raised relates to Audit and Governance or the Investigation Team, then the matter should be raised with the Assistant Director of Governance, Procurement and Commissioning.

5.4 The earlier you inform us of your concern and the more detail you give us; the easier it will be for us to take action but we will look into all matters reported under this policy.

5.5 In order to maintain your anonymity, you may prefer to invite your trade union representative to raise a matter on your behalf and they should be directed to the Investigations Team (as outlined in 5.1).

6. HOW THE COUNCIL WILL RESPOND

6.1 The action taken by the Council will depend on the nature of the concern. The matters raised may:

- Be investigated by an appropriately skilled and experienced officer, knowledgeable in the area concerned. For example, if the matter relates to fraud, theft, bribery or kindred matters then the investigation will be undertaken by the Investigation Team within Audit and Governance. However, if the matter relates to conduct outside these areas then the investigation may be undertaken by an appropriate officer such as a Service Delivery Manager, HR officer or Assistant Director.
- Be referred to the Police – if the offence falls outside the jurisdiction of the authority
- Be referred to the External Auditor or Ombudsman
- Form the subject of an independent inquiry.

6.2 In order to protect all individuals and the Council, an initial assessment will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations that fall within the scope of specific procedures (for example, child protection, child exploitation or discrimination issues) will normally be referred for consideration under those procedures. Some concerns may be resolved by agreed action without the need for further investigation.

6.3 For referrals that have contact details these will be acknowledged within 5 working days and feedback will be provided at an appropriate time, if we are legally able to do so. Generally investigators will not need to contact you during the investigation process but if further information is required from you then contact will be made in an appropriate and discreet manner (this could be by telephone or by a meeting at an agreed neutral location).

6.4 The Council will take steps to minimise any difficulties, which you may experience as a result of raising a concern and provide any appropriate support including the Council's confidential

Counselling Service. For instance, if you are required to give evidence in disciplinary or criminal proceedings, the Council will advise you about the procedure. Within internal proceedings you will have the option of asking someone else to represent you such as a Union representative.

- 6.5 The Council accepts that you need to be assured that the issues you have raised have been properly dealt with. We will therefore try, subject to any legal constraints, to inform you of the outcome of any investigation if contact details are provided.
- 6.6 You may withdraw from the process at any stage, although your involvement may still be required in certain circumstances such as ongoing disciplinary or legal proceedings relating to the matter concerned. If you do wish to withdraw, you or your representative must inform the person with whom you raised the initial concern and the investigating officer. You will be requested to provide a reason/(s) for your withdrawal.
- 6.7 If you withdraw from the process, investigations into the issues arising from your concern may continue dependent on the nature of the issues and any investigation findings at that time.
- 6.8 The person against whom the concern has been raised will be informed if and when appropriate (subject to current HR procedures). This person will also be supported in an appropriate manner informed as to the support available to them in respect of any investigation that is undertaken.

7. SAFEGUARDS

- 7.1 The Council recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisals from those responsible. The Council will not tolerate harassment or victimisation as outlined in its “Dignity at Work Policy” and will take action to protect you when you raise a concern in the public interest.
- 7.2 This does not mean that if you are already the subject of other procedures such as disciplinary, capability or redundancy procedures, that those procedures will be halted as a result of speaking up. Equally any investigation into allegations of potential wrongdoing or malpractice will not influence or be influenced by any existing procedures that already affect you such as disciplinary or redundancy procedures. There will be no come back if a disclosure has been made in the public interest and the individual reasonably believes that the information disclosed is substantially true. Individuals will be listened to and, if needed, given support.
- 7.3 If you request to remain anonymous the Council will endeavour to maintain confidentiality. However, the Council cannot stop individuals making assumptions about the source of the information, although this would never be confirmed by the investigating officer.
- 7.4 In addition, depending on the nature of the concern the police or a regulator may need to be involved. Any statement made by you may be required as part of the evidence in internal or external proceedings.
- 7.5 If you make an allegation which you reasonably believe to be in the public interest, but it is not confirmed by the investigation, no action will be taken against you.
- 7.6 If, however, as an employee or volunteer you make malicious or vexatious allegations, action (including disciplinary action¹) may be taken against you.

¹ If disciplinary action is taken then dependent upon the circumstances of the malicious/vexatious allegation a finding of gross misconduct may be deemed appropriate.

- 7.7 Malicious or vexatious allegations made by contractors and suppliers will be dealt with by the appropriate member of the Senior Management Team and Procurement, in conjunction with the Council's Legal Advisors.
- 7.8 Malicious or vexatious allegations made by an elected member will be considered by the Monitoring Officer and will be dealt with under the appropriate procedures.

8. HOW THE MATTER CAN BE TAKEN FURTHER

- 8.1 This policy is intended to provide you with a mechanism by which you can raise your concerns **within** the Council. Where you have provided contact details the Council hopes you will be satisfied with the response you receive. If you are not satisfied with the response you receive you should contact Chief Executive with the reasons why.
- 8.2 If you feel it is right to take the matter outside the Council you should ensure that you do not disclose confidential information. The following are possible contact points:
- Your local Council member (if you are an employee or volunteer and live in the area of the Council) – if you are not sure who it is, you can contact Member Services on 380110 or use the Council's internet site.(www.telford.gov.uk)
 - The External Auditor (Grant Thornton) on 0121 212 4000
 - Relevant professional bodies or regulatory organisations
 - The Ombudsman – 0300 061 0614 (www.lgo.org.uk)
 - The Health & Safety Executive
 - Your solicitor
 - The Police
 - Protect* 020 3117 2520 (www.protect-advice.org.uk)
 - Trade Union/Professional Association – details are available from Human Resources

* - Protect is an independent charity which provides free advice for persons who wish to express concern about fraud and other serious wrongdoing.

9. THE RESPONSIBLE OFFICER

- 9.1 Audit and Governance has overall responsibility for reviewing and updating this policy and will report statistics relating to Whistleblowing and any updates, as necessary, through the Audit Committee, to the Council.
- 9.2 This Policy will be reviewed at least every two years.
- 9.3 Other useful contacts with respect to this policy are the Governance & Legal Service Delivery Manager, Monitoring Officer, your Human Resources officer and your Trade Union or other representative.

This page is intentionally left blank

TELFORD & WREKIN COUNCIL

COUNCIL – 23 JANUARY 2020

SCRUTINY STRUCTURE

REPORT OF THE DIRECTOR: GOVERNANCE (STATUTORY MONITORING OFFICER)

LEAD MEMBER: COUNCILLOR DEREK WHITE

1. PURPOSE

1.1 To seek approval of a new structure for Scrutiny and associated Terms of Reference.

2. RECOMMENDATIONS

2.1 To agree the revised scrutiny structure set out in this report and the Terms of Reference for the Scrutiny Committees attached at Appendix 1.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	All objectives
	Will the proposals impact on specific groups of people?	
	No	Borough Wide
DELIVERY DATE	23 January 2020	
FINANCIAL/VALUE FOR MONEY IMPACT	No	There are no direct financial implications arising from adopting the recommendations of this report. RP-8/1/20
LEGAL ISSUES	Yes	<p>The Council is required, by legislation, to make provision for at least one Overview & Scrutiny Committee which will have wide powers to:-</p> <ul style="list-style-type: none"> • review and scrutinise decisions made by the Executive in discharging its functions; • to make recommendations to the Executive on such matters; • to make recommendations on matters affecting the Borough or its inhabitants; and • to review and scrutinise matters relating to the health service within the Borough and make recommendations in respect of those matters. <p>No member of the Executive can be a member of an Overview and Scrutiny Committee.</p> <p>This report sets out the arrangements this authority has made to ensure it meets its statutory obligations with</p>

		regards to scrutiny. AL – 3/1/2020
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	
IMPACT ON SPECIFIC WARDS	No	Borough-wide impact.

PART B) – ADDITIONAL INFORMATION

1. BACKGROUND INFORMATION

1.1 The Council's Annual General Meeting on 23 May 2019 provided for five Scrutiny Committees as follows:-

Scrutiny Management Board	7 seats
Children & Young People Scrutiny Committee	9 seats
Communities, Equalities & Accessibility Scrutiny Committee	7 seats
Business, The Economy and Infrastructure Scrutiny Committee	7 seats
Council Finance and Commercial Services Scrutiny Committee	7 seats
Health and Adult Care Scrutiny Committee	9 seats
Joint Health Overview and Scrutiny Committee (sub-Committee of Health and Adult Care Scrutiny Committee)	3 seats

1.2 In accordance with the Scrutiny Handbook, on 24 October 2019 Scrutiny Assembly was consulted on a new structure and terms of reference for Scrutiny which the Scrutiny Chairs considered would provide clarity and simplification to the remit of the Scrutiny Committees, give a clear focus and limit the potential for overlap. Scrutiny Management Board considered the comments of the Assembly on 19 November 2019 and recommend the following structure to Council:-

Scrutiny Management Board	7 seats	Chaired by Cllr Derek White	No change (terms of reference included at Appendix 1)
Children & Young People Scrutiny Committee	9 seats	Chaired by Cllr Angela McClements	No change (terms of reference included at Appendix 1)
Communities, Equalities & Accessibility Scrutiny Committee	7 seats	Chaired by Cllr Chris Turley	Change name to Communities Scrutiny Committee with terms of reference as set out at Appendix 1
Business, The Economy and Infrastructure Scrutiny Committee	7 seats	Chaired by Cllr Gilly Reynolds	Change name to Environment Scrutiny Committee

			with terms of reference as set out at Appendix 1
Council Finance and Commercial Services Scrutiny Committee	7 seats	Chaired by Cllr Eileen Callear	Change name to Business and Finance Scrutiny Committee with terms of reference as set out at Appendix 1
Health and Adult Care Scrutiny Committee	9 seats	Chaired by Cllr Derek White	No change (terms of reference included at Appendix 1)
Joint Health Overview and Scrutiny Committee	3 seats	Co-Chaired by Cllr Derek White	No change (terms of reference included for information only at Appendix 1)

1.3 The existing terms of reference for those Scrutiny Committees where no changes are recommended, together with the proposed terms of reference (as supported by the Scrutiny Assembly and Scrutiny Management Board) for the Communities, Environment and Business & Finance Scrutiny Committees are attached at Appendix 1.

2. **PREVIOUS MINUTES**

Annual General Meeting – 23 May 2019.

3. **BACKGROUND PAPERS**

None.

Report prepared by: Deborah Moseley, Democratic & Scrutiny Services Team Leader – telephone 01952 383215 and Kieran Robinson, Democratic & Scrutiny Services Officer – Telephone 01952 382061

This page is intentionally left blank

SCRUTINY ASSEMBLY TERMS OF REFERENCE

Membership

1. The Scrutiny Assembly is the collective body of all those responsible for carrying out the scrutiny function of the Council.
2. The Scrutiny Assembly will include all non-Executive members i.e. all those except the Leader, Cabinet Members and the Mayor and all standing co-optees.
3. The Chair of the Scrutiny Management Board is automatically the Chair of the Scrutiny Assembly.
4. In the absence of the Chair of the Scrutiny Assembly, meetings will be Chaired by a Scrutiny Committee Chair
5. The quorum is 11 elected members (ie at least one quarter of the elected membership)

Functions

6. The role of the Scrutiny Assembly is to scrutinise the work of the Council and its partners in accordance with national legislation and to hold decision makers to account.
7. Scrutiny Assembly members will carry out the scrutiny by taking part in scrutiny events, making suggestions for the scrutiny work programme, undertaking scrutiny reviews and making recommendations.
8. Scrutiny Assembly members may take part in any scrutiny review regardless of which Scrutiny Committee they sit on.

Meeting Arrangements and Proceedings

9. The Committee procedure rules as set out in the Council's Constitution apply to this Committee.
10. The meetings will follow the principles of scrutiny ie no party whip will be applied and a constructive, evidence based approach will be used.
11. Scrutiny Assembly meetings will be held in public.
12. The meetings will be administered by Democratic and Scrutiny Services.
13. The Scrutiny Assembly will meet when agreed by the Scrutiny Management Board.

14. Other meetings of the Scrutiny Assembly may be convened to consider matters of significance to the Council.
15. Relevant Cabinet Members, Directors, Assistant Directors and Service Delivery Managers will attend the Committee at the request of the Chair.

SCRUTINY MANAGEMENT BOARD TERMS OF REFERENCE

Membership

1. The Scrutiny Management Board will be made up of the Chairs of the Scrutiny Committees and other members as required to make the Board politically balanced.
2. Members of the Scrutiny Management Board will be appointed at Annual Council.
3. The quorum required for a meeting is 3 elected members.

Functions

4. The Scrutiny Management Board will co-ordinate, oversee and monitor the delivery of the Scrutiny work programme and will receive regular progress reports from the Democratic & Scrutiny Services Team and Scrutiny Chairs.
5. The Scrutiny Management Board will oversee the allocation of Democratic & Scrutiny Services Team resources to the Scrutiny Committees, and will make decisions where there are competing demands for resources.
6. The Scrutiny Management Board will allocate Scrutiny suggestions to the relevant Scrutiny Committee and may make recommendations about priorities for the work programme and joint scrutiny of issues. A flexible approach will be taken so that the most appropriate Scrutiny Committee is identified depending on the nature of the issue. The Scrutiny Committees will not be aligned to specific service delivery areas. Issues which do not fall within the remit of another Scrutiny Committee may be included in the work programme of the Scrutiny Management Board.
7. The Scrutiny Management Board will be responsible for scrutiny in relation to Leader and Cabinet Executive decisions made but not implemented as set out in section 21(3) of the Local Government Act 2000 i.e. Call-in of decisions taken but not yet implemented. This will include Call-in of decisions made by the Local Enterprise Partnership Joint Executive Committee.
8. Scrutiny Management Board may invite Cabinet Members to attend the Board for 'Holding to Account' sessions.
9. The Scrutiny Management Board will receive requests from the Leader and Cabinet Executive or individual Members and/or the Full Council for reports from the Scrutiny Committee and to allocate them if appropriate to one or more Scrutiny Committees.
10. Subject to the provision of Part 3, paragraph 1.1 of the Council's Constitution, the Scrutiny Management Board may make changes to the scrutiny structure and processes after consulting with the Scrutiny Assembly. The Scrutiny

Handbook will be updated to reflect the changes. Changes will be reported back to the next Full Council meeting.

11. The Scrutiny Management Board may periodically review and make changes to the Policy for Co-opting Scrutiny Members.
12. The Scrutiny Management Board may consider any areas of key strategic importance for the Council that members wish.

Meeting Administration and Proceedings

13. The Committee procedure rules as set out in the Council's Constitution apply to this Committee.
14. The meetings will follow the principles of scrutiny i.e. no party whip will be applied and a constructive, evidence based approach will be used.
15. If the Chair is unable to attend a meeting the members present will elect a Chair for the meeting.
16. Meetings of the Scrutiny Management Board will be held in public.
17. Meetings will be agreed by the Scrutiny Management Board as deemed necessary to carry out the work programme and to fulfil the responsibilities of the Board.
18. The meetings will be administered by Scrutiny Services and Democratic Services. Frequency of meetings will be agreed by Committee members as deemed necessary to carry out the work programme.
19. Relevant Cabinet Members, Directors, Assistant Directors and Service Delivery Managers will attend the Committee at the request of the Chair. Representatives from partner organisations may be invited to attend Scrutiny Management Board meetings.

Sensitive and Confidential Information

20. Members may become privy to information of a sensitive or confidential nature, and if this happens members must maintain this confidence. Members are unable to request personal/confidential information from Officers about an individual or family.

Reporting Arrangements

21. The Chair of will provide and present reports and recommendations of the Scrutiny Management Board to Cabinet, the Council or other organisations as appropriate, including the Annual Scrutiny Report.

CHILDREN & YOUNG PEOPLE SCRUTINY COMMITTEE TERMS OF REFERENCE

Membership

1. The Committee will be made up of elected members from the Scrutiny Assembly, as appointed at Annual Council in line with the political balance of the Council, and co-opted scrutiny members.
2. The Committee may appoint co-opted scrutiny members but they must not exceed the number of elected members.
3. The Parent Governor and the Catholic and Anglican diocesan representatives will have statutory voting rights on education matters as set out on the Local Government Act 2000. Other co-optees will not have voting rights.
4. In addition to the standing co-optees, the Committee may appoint additional co-optees for one-off reviews to supplement the skills, knowledge and experience of the Committee on that particular issue. (Subject to the number of co-opted scrutiny members not exceeding the number of elected members.)
5. A Vice-Chair may be appointed by majority decision of the Committee.
6. The quorum required for a meeting is 3 elected members.
7. All Committee members should undergo the Corporate Parenting and Child Sexual Exploitation training offered by the Council (including any refresher training).
8. Members of Committee should act as champions for children and young people in the care of the authority and raise awareness of the issues facing children and young people in care with other elected members and members of the public.

Functions

9. The Committee will be the main mechanism by which Scrutiny members will scrutinise and monitor the planning and performance of the Council's services to children and young people and the Council's Corporate Parenting role, including but not limited to the following key areas
 - Early years and child care
 - All aspects of education including schools and academies, school improvement, school/college transport, training and apprenticeships, behaviour and attendance, further education
 - Children's Centres
 - Special Educational Needs and Disabilities
 - Child and Adolescent Mental Health Services (CAMHS)

- Positive activities for young people
- Safeguarding and child protection (including exploitation)
- Corporate Parenting
- Looked After Children and Care Leavers
- Fostering and adoption
- Teenage pregnancy
- Supported accommodation and lodgings
- Supported employment for young people
- Youth Services
- Youth Offending Service
- Youth unemployment, NEETs
- Family Support

10. The Committee will set its own work programme. The following points may be taken into consideration when considering the work programme each year:

- areas where significant change is proposed and the potential impacts
- performance in areas where significant change has been implemented;
- areas of financial overspend;
- areas receiving a high level of budgetary commitment;
- areas where there is a high level of user dissatisfaction;
- reports and action plans produced/agreed with external inspectors;
- areas that are key issues for the public or have become a public interest issue covered in the media.

11. The Committee will consider matters referred by the Scrutiny Management Board, and will exercise discretion as to whether a suggestion falls within the remit of the Committee to scrutinise.

Meeting Administration and Proceedings

12. The Committee procedure rules as set out in the Council's Constitution apply to this Committee.

13. The meetings will follow the principles of scrutiny ie no party whip will be applied and a constructive, evidence based approach will be used.

14. If the Chair and Vice Chair (if appointed) are unable to attend a meeting the Members present will elect a Chair for the meeting.

15. All Scrutiny Committee meetings will be held in public, unless exempt information is being considered or discussed. Scrutiny Committees may appoint sub-groups to carry out investigative work as part of a review and these sub-groups may hold informal meetings but will report back their findings to the Scrutiny Committee.

16. The meetings will be administered by Scrutiny Services and Democratic Services. Frequency of meetings will be agreed by the Committee as necessary to carry out the work programme.

17. The Cabinet Member for Children and Young People, Directors, Assistant Directors and Service Delivery Managers will attend the Committee at the request of the Chair. Representatives from other organisations may be invited to attend.

Sensitive and Confidential Information

18. From time to time members may become privy to information of a confidential nature. If this happens, members must maintain this confidence. Members are unable to request personal/confidential information from Officers about an individual or family.

19. Information obtained as a result of membership of the Committee is sensitive and should be treated as being confidential by members.

Reporting Arrangements

20. The Chair will provide regular updates to meetings of the Scrutiny Management Board to inform the other Scrutiny Chairs of performance and budget issues relating to the remit of their Committees.

21. The Chair of the Committee, or his/her representative, will provide and present reports and recommendations of the Committee to the Council's Cabinet, Full Council or other relevant organisations when necessary.

HEALTH SCRUTINY COMMITTEE TERMS OF REFERENCE

Membership

1. The group will be made up of elected members of the Scrutiny Assembly, appointed at Annual Council in line with the political balance of the Council.
2. The Committee may include Co-opted scrutiny members but they must not exceed 50% of the number of elected members.
3. In addition to standing co-optees, the Committee may appoint additional co-optees for one-off reviews to supplement the skills, knowledge and experience of the Committee on that particular issue (subject to the rule on total number of co-optees above).
4. Vice-Chairs may be appointed by majority decision of the Committee.
5. The quorum required for a meeting is 3 elected members.
6. Three elected Members and 3 co-optees of this Committee will also be expected to take part in the Joint Health Scrutiny Committee set up with elected members and co-optees from Shropshire County Council to scrutinise substantial variations or developments in service that cut across both local authority areas. Separate terms of reference apply to the Joint Health Overview and Scrutiny Committee which have been agreed with Shropshire County Council.

Functions

7. The Committee will be the main mechanism by which Scrutiny members will scrutinise and monitor the planning and performance of the Council's adult social care services and health services matters under the Health and Social Care Act 2012. Full Council has delegated the health scrutiny powers to this Committee.
8. The Committees takes the key role in:
 - a) Monitoring the performance of NHS Trusts whose services effect local people;
 - b) Acting as the statutory consultee on NHS proposals for substantial variation in service and responding to these NHS consultations.
 - c) Participating in a Joint Health Overview and Scrutiny Committee with elected members from Shropshire Council to scrutinise and respond to NHS proposals that apply to both areas;
 - d) Responding to referrals from Health Watch regarding health services;
 - e) Monitoring the Council's performance in relation to social care service for adults;
 - f) Responding to referrals from Healthwatch regarding Adult Care Services
 - g) Scrutinising proposals for the provision of adult care services and the impacts of any proposed changes to services;

- h) Scrutinising adult care services that are of concern to local people.
9. The Committee will set its own work programme. The main task of the Committee will be to scrutinise the planning, provision and operation of NHS health services and to scrutinise the performance of the Council's adult social care services that are provided to people in Telford & Wrekin. However, members can look at any other issues within these service areas. The following points should be taken into consideration when considering the work programme each year:
- areas where significant change is proposed and the potential impacts
 - performance in areas where significant change has been implemented;
 - areas of financial overspend;
 - areas receiving a high level of budgetary commitment;
 - areas where there is a high level of user dissatisfaction;
 - reports and action plans produced/agreed with external inspectors;
 - areas that are key issues for the public or have become a public interest issue covered in the media.
10. The Committee will consider matters referred by the Scrutiny Management Board, and will exercise discretion as to whether a suggestion falls within the remit of the Committee to scrutinise.
11. Following scrutiny of any proposals which constitute a substantial development or substantial variation in the provision of health services, to make recommendations to Full Council on the exercise of powers of referral to the Secretary of State.

Meeting Administration and Proceedings

12. The Committee procedure rules as set out in the Council's Constitution apply to this Committee.
13. The meetings will follow the principles of scrutiny ie no party whip will be applied and a constructive, evidence based approach will be used.
14. If the Chair and Vice Chair (if appointed) are unable to attend a meeting the members present will elect a Chair for the meeting.
15. The meetings will be administered by Scrutiny Services and Democratic Services. Frequency of meetings will be agreed by Committee members as deemed necessary to carry out the work programme.
16. Scrutiny Committee meetings will be held in public, unless matters exempt under legislation is being discussed, or the Scrutiny Committee is meeting with vulnerable groups to hear their views and it is not appropriate for these meetings to be open to the public. The Scrutiny Committees may appoint sub-groups to carry out investigative work as part of a review, and these may be held as informal meetings, but evidence gathered in this way will be brought

back to the overseeing Committee in a public forum. In case of dispute, the Monitoring Officer will advise on the rules of exemption.

17. Relevant Cabinet Members, Corporate Directors, Assistant Directors and Service Delivery Managers and representatives from NHS commissioners and providers will attend the Committee at the request of the Chair. Representatives from partner organisations may be invited to attend.

Sensitive and Confidential Information

18. From time to time members, as part of the work of the Committee, may become privy to information of a sensitive or confidential nature, if this happens members must maintain this confidence. Members are unable to request personal/confidential information from Officers about an individual or family.

Reporting Arrangements

19. The Chair will provide regular updates to meetings of the Scrutiny Management Board to inform the other Scrutiny Chairs of performance and budget issues relating to the remit of their Committees
20. The Chair of the Committee, or his/her representative, will provide and present reports and recommendations of the Committee to the Council's Cabinet, Full Council or other partner organisation when necessary.

BUSINESS & FINANCE SCRUTINY COMMITTEE TERMS OF REFERENCE

Membership

1. The group will be made up of elected members of the Scrutiny Assembly, as appointed at Annual Council in line with the political balance of the Council.
2. The Committee may include Co-opted scrutiny members but they must not exceed 50% of the number of elected members.
3. In addition to standing co-optees, the Committee may appoint additional co-optees for one-off reviews to supplement the skills, knowledge and experience of members of the Committee on that particular issue (subject to the rule on total number of co-optees above).
4. A Vice-Chair may be appointed by majority decision of the Committee.
5. The quorum for a meeting is 3 elected members.

Functions

6. The Committee will be the main mechanism by which Scrutiny members will scrutinise and monitor issues relating to the following key areas:
 - Service & Financial Planning including Budget and Income Generation, Property Investment Portfolio, Property Management and Revenues
 - Commercial Projects
 - Economic development projects including broadband
 - Skills and employability
 - Support to business and growth sectors
 - Business investment
 - Attracting funding for Telford & Wrekin
 - Partnerships
 - West Midlands Combined Authority
 - Local Enterprise Partnership
 - Visitor Economy including tourism operation and development
 - Pride Programme
 - Workforce issues
 - HCA Land Deal
 - Local Plan (Jointly with Environment Scrutiny Committee)
7. The Committee will set its own work programme. The following points may be taken into consideration when considering the work programme each year:
 - areas where significant change is proposed and the potential impacts
 - performance in areas where significant change has been implemented;
 - areas of financial overspend;

- areas receiving a high level of budgetary commitment;
 - areas where there is a high level of user dissatisfaction;
 - reports and action plans produced/agreed with external partners;
 - areas that are key issues for the public or have become a public interest issue covered in the media.
8. The Committee will consider matters referred by the Scrutiny Management Board, and will exercise discretion as to whether a suggestion falls within the remit of the Committee to scrutinise.

Meeting Administration and Proceedings

9. The Committee procedure rules as set out in the Council's Constitution apply to this Committee.
10. The meetings will follow the principles of scrutiny - ie no party whip will be applied and a constructive, evidence based approach will be used.
11. If the Chair and Vice Chair (if appointed) are unable to attend a meeting the members present will elect a Chair for the meeting.
12. All Scrutiny Committee meetings will be held in public, unless exempt information is being considered or discussed. Scrutiny Committees may appoint sub-groups to carry out investigative work as part of a review and these sub-groups may hold informal meetings but will report back their findings to the Scrutiny Committee.
13. The meetings will be administered by Scrutiny Services and Democratic Services. Meetings will be held regularly and dates will be agreed by the members of the Committee at the start of each municipal year. Members of the Committee may call additional meetings as required to follow up concerns identified in their scheduled meetings or sub-sets of members may form working groups that meet outside the scheduled meetings to investigate specific issues.
14. Relevant Cabinet Members, Corporate Directors, Assistant Directors and Service Delivery Managers will attend the Committee at the request of the Chair. Representatives from partner organisations may be invited to attend.

Sensitive and Confidential Information

15. From time to time members may become privy to information of a confidential nature. If this happens, members must maintain this confidence. Members are unable to request personal/confidential information from Officers about an individual or family.
16. Information obtained as a result of membership of the Committee is sensitive and should be treated as being confidential by members.

COMMUNITY SCRUTINY COMMITTEE TERMS OF REFERENCE

Membership

1. The Committee will be made up of elected members from the Scrutiny Assembly, appointed at Annual Council in line with the political balance of the Council, and co-opted scrutiny members.
2. The number of co-opted members must not exceed 50% of the number of elected members.
3. In addition to standing co-optees, the Committee may appoint additional co-optees for one-off reviews to supplement the skills, knowledge and experience of members of the Committee on that particular issue (subject to the rule on total number of co-optees above)..
4. A Vice-Chair may be appointed by majority decision of the Committee.
5. The quorum for a meeting is 3 elected members.

Functions

6. The Committee will be the main mechanism by which Scrutiny members will scrutinise and monitor issues relating to the following key areas:
 - Customer Experience
 - Voluntary sector and community groups
 - Community engagement and development
 - Community hubs and centres
 - Library services and archives
 - Heritage Services
 - Preventing and reducing crime
 - Tackling domestic abuse
 - Reducing anti-social behaviour
 - Fire and rescue and emergency response
 - Public Protection
 - Enforcement
 - Civil resilience and emergency planning
 - Road safety
 - Registration, celebratory and coroner's services
 - Benefits and welfare reform
 - Sport, leisure, entertainment and culture facilities
 - Diversity and Equality
 - Armed Services and Veterans
 - Interfaith Issues
 - Housing – including affordable housing, HMOs, homelessness and housing needs
 -

7. The Community Scrutiny Committee will be the designated body for scrutiny of the Safer, Stronger Communities Partnership as set out in section 19 of the Police & Justice Act (2006). The work programme will make provision for scrutiny of this item.
8. The Committee will consider matters referred by the Scrutiny Management Board, and will exercise discretion as to whether a suggestion falls within the remit of the Committee to scrutinise.
9. The Committee will set its own work programme in accordance with the areas set out above and may look at any issue deemed by the Committee to fall within its remit.

Meeting Administration and Proceedings

10. The Committee procedure rules as set out in the Council's Constitution apply to this Committee.
11. The meetings will follow the principles of scrutiny ie no party whip will be applied and a constructive, evidence based approach will be used.
12. If the Chair or Vice-Chair (if appointed) are unable to attend a meeting the Members present will elect a Chair for the meeting.
13. All Scrutiny Committee meetings will be held in public, unless exempt information is being considered or discussed. Scrutiny Committees may appoint sub-groups to carry out investigative work as part of a review and these sub-groups may hold informal meetings but will report back their findings to the Scrutiny Committee.
14. The meetings will be administered by Scrutiny Services and Democratic Services. Frequency of meetings will be agreed by the Committee as necessary to carry out the work programme.
15. Relevant Cabinet Members, Directors, Assistant Directors and Service Delivery Managers will attend the Committee at the request of the Chair. Representatives from other organisations may be invited to attend.

Sensitive and Confidential Information

16. From time to time members may become privy to information of a confidential nature. If this happens, members must maintain this confidence. Members are unable to request personal/confidential information from Officers about an individual or family.

Reporting Arrangements

17. The Chair will provide regular updates to meetings of the Scrutiny Management Board to inform the other Scrutiny Chairs of performance and budget issues relating to the remit of their Committees.

- 18.** The Chair of the Committee, or his/her representative, will provide and present reports and recommendations of the Committee to the Council's Cabinet, Fully Council or other relevant organisations when necessary.

ENVIRONMENT COMMITTEE TERMS OF REFERENCE

Membership

1. The Committee will be made up of elected members from the Scrutiny Assembly, appointed at Annual Council in line with the political balance of the Council, and co-opted scrutiny members.
2. The number of co-opted members must not exceed 50% of the number of elected members.
3. In addition to standing co-optees, the Committee may appoint additional co-optees for one-off reviews to supplement the skills, knowledge and experience of members of the Committee on that particular issue (subject to the rule on total number of co-optees above).
4. A Vice-Chair may be appointed by majority decision of the Committee.
5. The quorum for a meeting is 3 elected members.

Functions

6. The Committee will be the main mechanism by which Scrutiny members will scrutinise and monitor issues relating to the following key areas:
 - Environment and ecology
 - The natural and built environment
 - Sustainable planning
 - Building conservation and heritage
 - Ultra-Low Emissions Strategy
 - Plastic Free Telford & Wrekin
 - Waste management, including waste recovery and recycling
 - Environmental maintenance
 - All aspects of infrastructure (transport, communication, drainage and sewage, water, lighting, bridges and structures)
 - Public Transport (bus and rail)
 - Rights of Way
 - Highways network including highways improvements, cycleways and car parking
 - Local Nature Reserves, parks and green spaces, including the Green guarantee
 - Local Plan (Jointly with Business & Finance Scrutiny Committee)
7. The Committee will consider matters referred by the Scrutiny Management Board, and will exercise discretion as to whether a suggestion falls within the remit of the Committee to scrutinise.
8. The Environment Scrutiny Committee will be the designated body for scrutiny of Flood and Water Management as set out in the Flood and Water Management Act 2010 (associated regulations in the Flood Risk

Management Overview and Scrutiny Committee (England) Regulations 2011 expired on 6 April 2018). The work programme will make provision for scrutiny of this item.

9. The Committee will set its own work programme in accordance with the areas set out above and may look at any issue deemed by the Committee to fall within its remit.

Meeting Administration and Proceedings

10. The Committee procedure rules as set out in the Council's Constitution apply to this Committee.
11. The meetings will follow the principles of scrutiny ie no party whip will be applied and a constructive, evidence based approach will be used.
12. If the Chair or Vice-Chair (if appointed) are unable to attend a meeting the Members present will elect a Chair for the meeting.
13. All Scrutiny Committee meetings will be held in public, unless exempt information is being considered or discussed. Scrutiny Committees may appoint sub-groups to carry out investigative work as part of a review and these sub-groups may hold informal meetings but will report back their findings to the Scrutiny Committee.
14. The meetings will be administered by Scrutiny Services and Democratic Services. Frequency of meetings will be agreed by the Committee as necessary to carry out the work programme.
15. Relevant Cabinet Members, Directors, Assistant Directors and Service Delivery Managers will attend the Committee at the request of the Chair. Representatives from other organisations may be invited to attend.

Sensitive and Confidential Information

16. From time to time members may become privy to information of a confidential nature. If this happens, members must maintain this confidence. Members are unable to request personal/confidential information from Officers about an individual or family.

Reporting Arrangements

17. The Chair will provide regular updates to meetings of the Scrutiny Management Board to inform the other Scrutiny Chairs of performance and budget issues relating to the remit of their Committees.
18. The Chair of the Committee, or his/her representative, will provide and present reports and recommendations of the Committee to the Council's Cabinet, Fully Council or other relevant organisations when necessary.

SHROPSHIRE AND TELFORD & WREKIN JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE TERMS OF REFERENCE

Purpose

To act as a discretionary Joint Health Overview and Scrutiny Committee (Joint HOSC) to consider and scrutinise where necessary, all Health and Healthcare related topics which affect the areas of Telford and Wrekin Council and Shropshire Council including matters referred by Telford and Wrekin and Shropshire Healthwatch.

To meet when proposed changes to services are identified to confirm if the Committee will undertake the role of the Committee as a mandatory Joint HOSC and statutory consultee in relation to NHS proposals for a substantial variation or development in service.

To actively research any statutory consultation and respond in line with Health Scrutiny Regulations and the Department of Health Guidance on Health Scrutiny (2014) .

Powers of the Joint Health Overview and Scrutiny Committee

The Joint Health Overview and Scrutiny Committee exercises the powers of both a discretionary and a mandatory Joint HOSC, as set out in the Health and Social Care Act (2001) consolidated in the NHS Act (2006) and amended by the Localism Act 2011 and the Health and Social Care Act 2012, to review any matter relating to the planning, provision and operation of health services across the local authority areas. Both Telford and Wrekin Local Authority and Shropshire Council Local Authority have delegated the health scrutiny power to the Joint HOSC for pan Shropshire health matters. When the NHS make a proposals for a substantial variation or development of service the Joint HOSC will be the only Scrutiny Committee which will:

- Respond to the consultation
- Exercise the power to require the provision of information by relevant NHS body or health service provider
- Require members or employees of relevant NHS bodies or health service provider to attend before it to answer questions in connection with the consultation.

However, both local authorities have retained the power of referral as set out in the Councils' Constitutions. Any referral of proposed substantial change or variation in service to the Secretary of State will be made in line with Health Scrutiny Regulations and the Department of Health Guidance.

The roles and responsibilities of the Joint HOSC, commissioners and providers of NHS and Local Authority public health services is set out in the Department of Health Guidance, Guidance to support Local Authorities and their partners to deliver effective health scrutiny (2014)

Membership of the Joint Health Overview and Scrutiny Committee

There will be three elected members from each local authority.

There will be three co-opted members from each local authority area who are independent of the relevant Council.

The Co-opted Members of the Committee have voting rights as determined by full council at both authorities. Copies of the voting schedules are attached.

Executive Members for Health and Social Care and Health and Wellbeing Board Chairs issues may attend the meeting at the Chair's discretion in a non voting capacity.

Chairing Arrangements

Meetings alternate between the Council areas. The appropriate Chair will take the lead for meetings in their Local Authority Area.

Chairs' Casting Vote

The Chair will not use their casting vote due to the alternating venue.

Political Balance

Political balance applies to this Committee. The political balance applies to each participating authority.

Administration

In line with the Department of Health Guidance the support for the Joint HOSC will be made available by the local health and social care system to enable the powers and duties associated with the function to be exercised appropriately.. Meetings will alternate between local authorities. Each council will take the lead in arranging venues and co-ordinating agendas with organisations and individuals invited to present reports or papers or give evidence, for the meetings taking place in their Local Authority Area.

The agenda will be agreed by both Health Scrutiny Chairs. Papers and presentations will be considered during this meeting to establish running order and specific instructions to those attending.

Pre-meetings will be at the Chair's discretion, to be attended either by the Chairs' alone or for members of the whole joint Health Overview and Scrutiny Committee.

Additional Support

Each local authority will identify an agreed resource which it can provide to support the work of the Joint Committee. This may be officer time and/or a financial contribution to cover the costs of any specialist advice.

Frequency of Meetings

To be detailed in the Joint Committee Work Programme.

Quorum

One third of the membership of the Committee. At least 2 elected members must be present including 1 from each authority. There must be 2 representatives from each authority including co-optees.

Ways of Working

Under the Department of Health Guidance (2014) the Joint Health Scrutiny committee must:

Strengthen the voice of local people, ensuring that their needs and experienced are considered as an integral part of the commissioning and delivery of health services and that those services are safe and effective.

Operate in a way that will lead to rigorous and objective scrutiny of the issues under review and carried out in a transparent manner that will boost the confidence of local people in health scrutiny.

In considering substantial reconfiguration proposals health scrutiny needs to recognise the resource envelope within which the NHS operate and should therefore take into account the effect of the proposals on sustainability of services as well as their quality and safety.

The Joint Committee will hold formal meetings, and will undertake visits – which as far as possible will involve representatives from both authorities. Each authority will be able to lead and undertake individual pieces of work. The Joint Committee may also hold meetings with relevant representatives and officers outside of the main scrutiny forum such as focus groups, public meetings and consultation with relevant patient/service user groups.

Reports

Wherever possible all reports will present joint evidence based conclusions and recommendations. However, where differences exist reports will be able to include sections setting out evidence based conclusions and recommendations reflecting the different views within the joint committee.

Review of Terms of Reference

Annually or as required when issues arise for joint scrutiny.

This page is intentionally left blank