

Public Document Pack



Telford & Wrekin
C O U N C I L

Addenbrooke House Ironmasters Way Telford TF3 4NT

CABINET

Date **Thursday, 2 January 2020** Time **11.00 am**
Venue **Meeting Rooms G3/G4, Addenbrooke House, Ironmasters Way, Telford, TF3 4NT**

Enquiries Regarding this Agenda

Democratic Services	Deborah Moseley	01952 383215
Media Enquiries	Corporate Communications	01952 382406
Lead Officer	Jonathan Rowe, Chief Operating Officer (Interim)	01952 382900

Cabinet Members:

Councillor A J Burford	Cabinet Member for Health & Social Care
Councillor L D Carter	Cabinet Member for Finance, Commercial Services & the Borough Economy (Cabinet member for LEP)
Councillor S Davies	Leader
Councillor R C Evans	Cabinet Member for Customer, Cultural & Leisure Services & Partnerships
Councillor C Healy	Cabinet Member for Visitor Economy & The World Heritage Site
Councillor R Mehta	Cabinet Member for Communities & Inclusivity
Councillor R A Overton	Deputy Leader and Cabinet Member for Neighbourhood Services, Enforcement & The Pride Programme
Councillor S A W Reynolds	Cabinet Member for Children, Young People & Education
Councillor H Rhodes	Cabinet Member for Parks, Green Spaces & The Natural Environment
Councillor D Wright	Cabinet Member for Housing, Transport & Infrastructure

Invitees:

Councillor A J Eade	Conservative
Councillor W L Tomlinson	Liberal Democrats

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Minutes of the Previous Meeting**

Key	4.	Financial Management 2019/20	Cllr L D Carter	3 - 24
Key	5.	Service & Financial Planning 2020/21 Proposals	Cllr L D Carter	To Follow
Key	6.	Driving Delivery of Our 4 Year Programme to Protect, Care & Invest to Create a Better Borough”	Cllr S Davies	25 - 34
Key	7.	Housing Investment Programme Update	Cllr D Wright Cllr L D Carter	35 - 44
	8.	Creating a Better Borough - The Telford Land Deal and Growth Fund	Cllr L D Carter Cllr D Wright	45 - 96
Key	9.	Schools Funding Formula 2020/21	Cllr S A W Reynolds	97 - 102
Key	10.	Together4Children - Regional Adoption Agency	Cllr S A W Reynolds	103 - 134
Key	11.	Youth Justice Plan 2019/20	Cllr S A W Reynolds	135 - 140
Key	12.	Council Tax Reduction Scheme for 2020-2021	Cllr L D Carter Cllr R Mehta	141 - 176
Key	13.	Review of the Telford & Wrekin Local Plan - Protect, Care and Invest to Create a Better Borough	Cllr D Wright	177 - 222

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

TELFORD & WREKIN COUNCIL

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

2019/20 FINANCIAL MANAGEMENT REPORT

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

LEAD CABINET MEMBER: CLLR LEE CARTER

PART A) – SUMMARY REPORT

1.0 SUMMARY OF KEY ISSUES

1.1 2019/20 Revenue

The net outturn position for 2019/20 is currently projected to be within budget at year-end after applying funding from the Council's contingency. The centrally held contingency is available to meet funding pressures and any unforeseen costs with any balance remaining at year-end used to support the medium term service and financial planning strategy in future years. The current projection is that £2.0m of the contingency will still be available at year-end, a reduction of £0.3m since the last report mainly due to increased pressures in Children's Safeguarding.

This is still a very positive position as £6.1m savings were required to balance the 2019/20 budget and significant pressures are being experienced in a number of service areas. The aim is to reduce the impact of these pressures and improve the overall position further during the last quarter of the year.

There are a number of variations from the approved budget, including some beneficial variances. The main areas to highlight are:

- A benefit of £3.1m relating to Treasury Management activities - the majority of which relates to benefits from low interest rates for short-term borrowing. The PWLB (currently the main source of long-term lending for Local Authorities) increased interest rates by 100 basis points in October and the associated impact has been built into the budget strategy going forward. In the remainder of 2019/20 we will aim to use temporary borrowing where possible to the minimise the in-year impact. Fortunately, further long-term borrowing was taken in 2019/20 prior to the interest rate change to lock in to the very low rates available at the time and to reduce future interest rate exposure. The position is regularly monitored by senior finance staff with advice taken from the Council's external treasury management advisors.

- Children’s Safeguarding & Family Support is a key pressure area with additional investment of £3.072m required, an increase of £0.993m since the last report, which is mainly due to the cost of placements for Looked after Children. This position is after applying £1.647m one off balances and contingencies, set aside at last year end to support the delivery of the cost improvement plan. A cost improvement plan is in place which is designed to deliver efficiencies over the remainder of the year and medium term.
- Adult Social Care requiring an investment of £1.041m, a small increase of £0.058m since the last report, which relates to purchasing care packages. A cost improvement plan is in place which is regularly monitored.
- Education & Corporate Parenting is also under pressure with a projected overspend of £0.478m, a reduction of £0.289m since the last report. This is largely due to additional costs for school transport for pupils with high needs. Work to mitigate the pressures is ongoing and there may be further opportunities for additional savings once the current review of Home to school transport is completed. Post 16 transport costs are also under pressure because the Government has extended the entitlement to education for high needs students up to the age of 25. This has led to an extension of some programmes with associated transport costs. Officers are reviewing the provision of all students to ensure that it is appropriate and provides positive progression. Independent travel training programmes will also be offered to a greater number of students where this is appropriate.

The funding outlook for the medium term remains very uncertain, with the Government proposing major changes to the local government finance system which are scheduled to be implemented in April 2021. The 2020/21 Service & Financial Planning Strategy is a separate report on the Cabinet agenda and provides more detail on the medium term position.

1.2 **Capital**

The capital programme totals £53.1m for 2019/20 which includes all approvals since the budget was set. At the time of compiling this report projected spend was 95.5% of the budget allocation.

There are a number of new allocations, slippage and virements which require approval which are listed in Appendix 3.

1.3 **Corporate Income Collection**

Income collection in relation to Sales Ledger and Business Rates are ahead of target, while collection for Council Tax is slightly behind target.

2.0 **RECOMMENDATIONS**

Members are asked to:-

- | | |
|-------|--|
| (i) | Note that 2019/20 revenue spending is currently projected to be within budget and that SMT will continue to work to sustain this position |
| (ii) | Note the position in relation to capital spend and recommend that Full Council approve the changes to the capital programme detailed in Appendix 3 |
| (iii) | Note the collection rates for NNDR, council tax and sales ledger. |

3.0 **SUMMARY IMPACT ASSESSMENT**

COMMUNITY IMPACT	Do these proposals contribute to specific Co-operative Council priorities?	
	Yes	Delivery of all priorities depend on the effective use of available resources. Regular financial monitoring in the financial management reports helps to highlight variations from plan so that action can be taken to effectively manage the Council's budget.
	Will the proposals impact on specific groups of people?	
	No	
TARGET COMPLETION/DELIVERY DATE	To outturn within the budget set for 2019/20 at 31/3/20.	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes	The financial impacts are detailed throughout the report.
LEGAL ISSUES	No	None directly arising from this report. The S151 Officer has a statutory duty to monitor income and expenditure and ensure that the Council takes action if overall net overspends /shortfalls emerge.
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	Budget holders actively manage their budgets and the many financial risks and challenges that council services face, examples include the risk of a particularly harsh winter which would

		impact adversely on the winter gritting and adult social care budgets, the increasing dependency on income from a wide range of activities and the risk of interest rate movements. The Council has comprehensive risk management arrangements in place and an appropriate level of contingency within its revenue budget as detailed in this report.
IMPACT ON SPECIFIC WARDS	No	

PART B) – ADDITIONAL INFORMATION

4.0 2019/20 REVENUE BUDGET

4.1 Financial management is the responsibility of budget holders and is supported by Finance staff using a risk based approach: following considerable reductions in finance resources through savings exercises more focus is given to higher risk areas (high value/more volatile); less frequent financial monitoring is undertaken on budgets deemed to be medium to lower risk.

4.2 The main changes since the last report are shown in the table below:

Variations - £m	Cabinet 10/10/19	Change	Current Projected Variation
Finance & HR - additional benefits from active Treasury Management	-2.600	-0.500	-3.100
Children's Safeguarding & Family Support – increased costs of providing care, mainly associated with young people over 16 and staffing costs	+2.078	+0.994	+3.072
Education & Corporate Parenting – overspends relate to school transport/post 16 transport costs.	+0.767	-0.289	+0.478
Other variances (detailed in Appendix 2)	+1.156	+0.069	+1.225
Total Projected Variation	+1.401	+0.274	+1.675
Use of Contingency	-1.401	-0.274	-1.675
Final Projected Variation	0.000	0.000	0.000

4.3 The overall 2019/20 budget position is summarised in the table below:

Service Area	Net Revenue Budget	Variation Cabinet 10 Oct 2019	Movement	Current Variation	Variation as a % of Net Revenue Budget
	£'000	£'000	£'000	£'000	%
Business, Development & Employment	(1,597)	0	0	0	0.0%
Finance & HR	3,285	(2,756)	(566)	(3,322)	-101.1%
Cooperative Council Team	1,081	(157)	0	(157)	-14.6%
Children's Safeguarding & Family Support	30,941	2,078	993	3,071	9.9%
Education & Corporate Parenting	10,876	767	(289)	478	4.3%
Adult Social Care	42,738	983	58	1,041	2.4%
Governance, Procurement & Commissioning	2,760	206	(52)	154	5.5%
Health & Wellbeing	2,328	(59)	(39)	(98)	-4.2%
Customer & Neighbourhood Services	29,745	(222)	(26)	(248)	-0.8%
Commercial & Housing Services*	2,529	595	118	713	28.2%
Council Wide	(3,273)	(34)	77	43	-1.3%
Total	121,413	1,401	274	1,675	1.4%
Use of Contingency		(1,401)	(274)	(1,675)	
Overall Total	121,413	0	0	0	

* this Service Area covers a range of services including non-commercial services such as homelessness, housing and ICT. The gross budget totals £40.9m and the overspend therefore represents just 1.7% of this.

4.4 Projected variances over £0.250m are highlighted below, all other variances over £50k are detailed in Appendix 2.

Service Area	Variance £m
<u>Finance & HR</u>	
Treasury Management – the majority relates to benefits from low interest rates for short-term borrowing.	-3.100
<u>Children's Safeguarding & Family Support</u>	
Children In Care Placements – This position is based on the assumption that the majority of current placements continue until the end of the financial year. The number of children in care has stabilised in recent months although there have been a number of cases in which the child's placement has become more expensive and a parent-baby assessment in the last month which has resulted in the projected expenditure increasing since the last report.	+2.632

<p>16+ Children in Care – costs associated with young people over 16 increased significantly in 2018/19 as a result of a small number of high cost cases. The full year impact of this is included in the 2019/20 projections.</p>	+0.369
<p>Staffing – Recruitment has been challenging which has resulted in a projected underspend. However, in some cases vacancies have to be covered by agency appointments which gives rise to an overall pressure on staffing budgets.</p>	+0.697
<p>Children with Disabilities – the overall cost of direct payments is projected to exceed the budget, however direct payments reduce the need for more expensive care packages.</p>	+0.306
<p>Use of Contingency - £0.800m from reserves set aside at the end of 2018/19 and £0.847m contingency budget to address cost pressures in Children’s Safeguarding & Family Support approved as part of the 2019/20 budget strategy.</p>	-1.647
<p><u>Education & Corporate Parenting</u></p>	
<p>School Transport – the majority of expenditure on home to school transport is in relation to transport for pupils with high needs which is putting pressure on the transport budget. Work to mitigate the pressures is ongoing and there may be further opportunities for additional savings once the current review of Home to school transport is completed.</p>	+0.371
<p><u>Adult Social Care</u></p>	
<p>Purchasing, Long Term Care – the variation is currently being investigated. The volume of care purchased is higher than assumed activity rates.</p>	+2.724
<p>Purchasing, Short Term Reablement care - delivered through the Better Care Fund; pressure relating to the efficient discharge of patients from hospital and hospital avoidance.</p>	+0.668
<p>Income – additional client contributions received as a result of the increased volume of care shown above.</p>	-1.395
<p>Contribution from Reserves – one off funding to meet Council share of pressure on short term reablement provision</p>	-0.334

<u>Customer & Neighbourhood Services</u>	
TWS Contract – final profit share payment received	-0.496
Transfer to Reserves – transfer of above profit-share to meet the cost of subsidised bus routes in 2020/21	+0.496
Flood Barriers – the Service has also met £40k costs relating to the deployment of the flood barriers during October/November for which there is no budget.	
<u>Commercial & Housing Services</u>	
Leisure Operations – despite the income pressures linked to the impact of new competitors entering the gym market locally, Aspirations is still projecting to generate £1.5m income in 2019/20. An action plan is in place to mitigate this pressure which represents 1.1% of the total Service Area gross budget of £40.9m.	+0.438

5.0 **CONTINGENCIES**

- 5.1 The 2019/20 budget includes a prudent general contingency of £3.7m, which is set aside to meet any unforeseen expenditure, or delays in phasing in the significant level of savings that the Council has to deliver this year. There is also an amount held centrally for contractual inflation totalling £1.2m which forms part of the approved revenue budget and will only be allocated to specific budgets when the relevant inflation information is available. Given the exceptional reductions being made in the Council's budget it is imperative that the Council has a reasonable level of contingency in order to cover increases in demand for services (e.g. safeguarding which can be significant and occur with no warning) and to allow for any delays or shortfalls in the delivery of planned savings. The current position relating to contingencies is shown below:

	£'000
General Revenue Contingency	3.748
Inflation Contingency	1.234
Total Contingencies	4.982
Approved Uses	-1.303
Commitments:	
Required to meet the current projected pressures	-1.675
Residual Balance	2.004

The current revenue position is projected to be £1.675m over budget at year-end, which together with the approved uses leaves £2.004m available to meet any unforeseen costs for the remainder of the year.

6.0 CAPITAL

6.1 2019/20 Capital Programme

The capital programme totals £53.12m, which includes the approvals proposed in this report.

The financial position is shown in the table below which shows projected spend is currently shown at £50.72m.

Service Area	Current Budget	Spend to Date	% Spend	Year End Projection
	£m	£m		£m
Development Business & Employment	15.71	4.53	28.87%	14.23
Customer & Neighbourhood Services	19.23	8.76	45.53%	19.09
Education & Corporate Parenting	7.34	4.52	61.51%	7.34
Adult Social Care	0.35	0.09	25.37%	0.35
Cooperative Council	0.90	0.22	24.90%	0.90
Governance Procurement & Commissioning	0.14	0.00	0.00%	0.14
Finance & Human Resources	2.27	0.19	8.43%	2.10
Commercial Services	7.18	3.76	52.27%	6.57
Total	53.12	22.07	41.5%	50.72

6.2 Some changes to the capital programme are required: slippage, new allocations and virements. These are detailed in Appendix 3.

6.3 The 2019/20 capital programme relies on £3.342m of receipts as part of its funding (after adjusting for known changes). Capital receipts included in the medium term budget strategy are under continual review and any changes will be reflected in future budget projections but are currently projected to be on target.

7.0 CORPORATE INCOME MONITORING

7.1 The Council's budget includes significant income streams which are regularly monitored to ensure they are on track to achieve targets that have been set and so that remedial action can be taken at a very early stage. The three main areas are Council Tax, NNDR (business rates) and Sales Ledger. Current monitoring information relating to these is provided below. The Council pursues outstanding debt vigorously, until all possible recovery avenues have been exhausted, but also prudently provides for bad debts in its accounts.

- 7.2 In summary, sales ledger collection and NNDR collection are above target, but council tax is slightly behind target. Cash collection has increased for council tax and sales ledger income streams compared to last year, although NNDR has reduced due to the revaluation.

Income Collection – November 2019			
	Actual	Target	Performance
Council Tax Collection	72.92%	73.70%	0.78% behind target
NNDR Collection	74.30%	74.17%	0.13% ahead of target
Sales Ledger Outstanding Debt	4.67%	4.70%	0.03% inside target

7.3 Council Tax (£89.2m)

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

Year End performance 2018/19	97.3%
Year End Target for 2019/20	97.4%

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

Month End Target	Month End Actual	Last year Actual
73.70%	72.92%	73.43%

Collection rates for council tax are behind target by 0.78%, and are 0.51% behind this point last year, which has followed a similar trend all year. We have however collected almost £3.5m more than this point last year.

7.4 NNDR-Business Rates (£77.8m)

The % of business rates for 2019/20 that should have been collected during the year. This target, as for council tax, ignores our continuing collection of earlier years' liabilities.

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

Year End performance 2018/19	99.05%
Year End Target for 2019/20	99.05%

Month End Target	Month End Actual	Last year Actual
74.17%	74.30%	74.30%

Business rate collection is slightly ahead of target and we have collected £1.3m more than this time last year.

7.5 **Sales Ledger (£60.3m)**

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

The target percent is set relating cumulative debt outstanding from all years to the current annual debit. The targets and performance of income collection for 2019/20 are as follows:

Age of debt	Annual Target %	Nov 2019	
		£m	%
Total	4.70	2.817	4.67%

Sales ledger performance is within target. Work continues on focusing on outstanding ASC debt until the end of the calendar year.

8.0 **PREVIOUS MINUTES**

28/02/2019 – Council, Service & Financial Planning Strategy
30/05/2019 - Cabinet, Service & Financial Planning Report – 2018/19 Outturn and 2019/20 Update
11/07/2019 – Cabinet, 2019/20 Financial Management Report
25/07/2019 – Council, 2019/20 Financial Management Report
10/10/2019 – Cabinet, 2019/20 Financial Management Report

9.0 **BACKGROUND PAPERS**

2019/20 Budget Strategy / Financial Ledger reports
2019/20 Service & Financial Planning Report

Report Prepared by:

Ken Clarke, Assistant Director: Finance & HR (Chief Financial Officer)
– 01952 383100;
Pauline Harris, Corporate Finance Manager – 01952 383701

Summary of 2019/20 Projected Variations

Service Area	Net Revenue Budget	Variation Cabinet 10 Oct 2019	Movement since Cabinet	Current Variation	Variation as a % of Net Revenue Budget
	£	£	£	£	%
Business, Development & Employment	(1,597,414)	0	0	0	0.0
Finance & HR	3,284,674	(2,756,269)	(565,525)	(3,321,794)	-101.1
Cooperative Council Team	1,081,424	(157,474)	0	(157,474)	-14.6
Children's Safeguarding & Family Support	30,941,328	2,078,958	992,591	3,071,549	9.9
Education & Corporate Parenting	10,875,899	767,396	(289,025)	478,371	4.3
Adult Social Care	42,737,664	983,454	57,846	1,041,300	2.4
Governance, Procurement & Commissioning	2,760,010	205,944	(51,930)	154,014	5.5
Health & Wellbeing	2,327,730	(59,137)	(38,783)	(97,920)	-4.2
Customer & Neighbourhood Services	29,745,443	(222,089)	(26,189)	(248,278)	-0.8
Commercial & Housing Services	2,529,207	595,000	118,000	713,000	28.2
Council Wide	(3,272,645)	(34,000)	76,656	42,656	-1.3
Total	121,413,320	1,401,783	273,641	1,675,424	1.4
Use of Contingency		(1,401,783)	(273,641)	(1,675,424)	
Overall Total	121,413,320	0	0	0	

This page is intentionally left blank

2019/20 Revenue Budget Variations over £50,000				
Description		Budget	Variation	Comments
		£	£	
Business, Development & Employment				
Regeneration & Investment	PIP Income & NNDR	(5,301,121)	208,000	Income and NNDR pressures arising from a number of void properties including Hollinswood House. A planned refurbishment programme for Hollinswood House was approved in 18/19 is under review. The market for Office space remains challenging.
	Growth Fund Income	(2,666,469)	(183,000)	Early delivery of Growth fund investments due to improved tenant phasing.
	Contribution from Reserves	-	(25,000)	One off reserves.
Variations under £50k		6,370,176	0	
Total Business, Development & Employment		(1,597,414)	0	
Finance & HR				
Treasury Management		11,193,249	(3,100,000)	Savings arising from Treasury Management Activities
External Audit Fee		201,590	(102,408)	Underspend against audit fee due to new contract with Grant Thornton
Bank Charges	Supplies & Services	117,130	(62,130)	Underspend against bank charges as a result of the banking arrangements with Lloyds. Consistent with 2018/19.
Revenues	Income	(914,320)	52,767	Shortfall against Court Fees income, in line with amounts received in 2018/19
Variations Under £50k		(7,312,975)	(110,023)	
Total Finance & HR		3,284,674	(3,321,794)	
Cooperative Council Team				
Community Participation	Employees	556,980	(76,824)	Staffing saving from vacant post, officer on maternity leave and two officers not in the pension scheme.
Organisational Development & Delivery	Employees	684,495	(64,546)	Staffing saving from vacant post, officer on maternity leave and two officers not in the pension scheme.
Variations under £50k		(160,051)	(16,104)	No variations to report
Total Cooperative Council Team		1,081,424	(157,474)	
Children's Safeguarding & Family Support				
CIC Placements		15,368,825	2,631,759	The variation reflects an increase in expenditure compared to 2018/19 as well as the impact of a shortfall against the expected cost improvement measures. There have been a number of cases in which a child's placement has become more expensive and two new residential placements and a parent-baby assessment in the last month, which have resulted in the projected expenditure increasing from that forecast earlier in the year. The projection is based on the assumption that the majority of current placements continue until the end of the financial year, unless the child turns 18 over this period. Thus, if the service is able to step-down further children as is planned, particularly children currently in residential placements, then the actual expenditure may be less than that currently forecast.

2019/20 Revenue Budget Variations over £50,000				
Description		Budget	Variation	Comments
		£	£	
16+ Children in Care		730,179	369,302	Costs associated with young people over 16 increased significantly in 2018/19 as a result of a small number of high cost cases, generally children already in residential placements transferring to a post 16 placement. The full-year impact of support for these young people is now included in the projections for 2019/20
Staffing - salaries		10,941,129	(279,777)	Recruitment continues to be challenging resulting in vacancies within the service.
Staffing - Agency Costs		0	977,608	In some cases vacancies will need to be covered by agency appointments which generally cost around one third more than an equivalent substantive LA appointment, resulting in additional pressure to the Safeguarding budget. The extent of the variation as the year progresses will depend upon the balance between the numbers and costs of agency staff and the savings generated by vacancies, not all of which (e.g. short-term vacancies) will be covered by agency staff. In specific areas of the service agency staff are being placed to maintain levels of caseload appropriate to the experience of staff.
Children with Disabilities		948,932	305,699	The overall cost of direct payments is likely to be in excess of budget provision. However direct payments generally represent good value for money compared to more expensive care packages and so additional expenditure in this area can be cost effective overall.
Children in Care Adoption Allowances		181,270	64,955	There is a budget pressure in this area, due to the number of adopted children and the associated costs. However, in principle adoptions are a positive solution for children and for the financial situation of Safeguarding as a whole, as it means that the children and young people concerned are not placed in more expensive options.
Joint Adoption Service		509,609	175,380	T&W is part of a joint adoption service with Shropshire Council. Budget projections from Shropshire Council indicate that the contribution required to support this service is likely to be in excess of the budget for 2019/20. One reason for this is that several children have been placed using external adoption agencies, at additional cost. See also comment above regarding adoption allowances
Contribution from Reserves		(924,238)	(217,760)	
Health Funding		(580,000)	180,000	The service is endeavouring to ensure that appropriate health contributions are received for the health aspects of care costs, but at this stage of the year it does not seem likely that the amount budgeted will be achieved.
Under £50k		2,882,067	474,893	
TOTAL		30,057,773	4,682,059	
Use of contingency		0	(1,647,000)	
TOTAL		30,057,773	3,035,059	
Independent Review - Staffing		701,940	32,517	Additional post to cover long-term sickness
Independent Review - Under £50k		181,615	3,973	
Total Children's Safeguarding & Family Support		30,941,328	3,071,549	

2019/20 Revenue Budget Variations over £50,000				
Description		Budget	Variation	Comments
		£	£	
Education & Corporate Parenting				
School Transport		2,925,716	370,907	The majority of expenditure on home to school transport is related to the transport of pupils with high needs. Because of this, the increase in the number of pupils with high needs and the complexity of these needs (a national issue, not one confined to T&W) is putting upwards pressure on transport costs. Work to mitigate these cost pressures is on-going, including encouraging parents to transport their children to school where possible and more sharing of taxis. The number of coaches required to transport children to mainstream schools reduced from September 2018 and further reductions will be made in future years as denominational transport ceased for new pupils in September 2017. There may be further opportunities for additional savings once the current review of Home to school transport is completed.
Post 16 Transport		176,450	132,086	This area transferred into Education & Corporate Parenting from Business, Education and Employment in September 2018, when decisions had already been made about transport eligibility for academic year 2018/19. A small number of young people with significant transport costs had joined the cohort. In 2019/20, the full year transport costs of these young people will be incurred, further increasing the projected expenditure compared to the previous year. Post 16 transport is impacted by the same high needs issues outlined above, but also has additional pressures arising from the Government's extension of potential entitlement to education for high needs pupils to age 25, as part of the September 2014 SEND reforms. This has led to some pupils in post 16 education extending their education beyond 19, with a continuation of associated transport costs. Dedicated post 16 SEND officers have recently been appointed, with a remit to review the provision of all students to ensure that it is appropriate and provides positive progression. The impact of this is already apparent and has contributed to forecast expenditure reducing compared to previous projections. Independent travel training programmes are now underway and are being offered to students where this is appropriate.
Variations under £50,000		7,773,733	-24,622	
Total Education & Corporate Parenting		10,875,899	478,371	
Adult Social Care				
Purchasing - all types of Long term care	Residential/Residential EMI care, Nursing/Nursing EMI care, Homecare, Direct Payments, Shared Lives, Supported Accommodation and Supported Living, Daycare: Spot and Block contracts	49,597,639	2,723,967	Difference in forecast net expenditure against five year model which included various transformation strategies. The variation is being investigated and will change as the latest project to cleanse data within the Controcc system progresses and data quality improves

2019/20 Revenue Budget Variations over £50,000

Description		Budget £	Variation £	Comments
Purchasing-short term reablement care(through BCF)	Bed based care and Homecare for up to 6 weeks	2,349,280	668,048	Pressure on the operation managed through Better Care Fund to facilitate the efficient discharge of patients from hospital and hospital avoidance. The Better Care Fund is governed by a Pooled Fund agreement between the CCG and the Council which establishes the services, outcomes and funding etc. of the operation. This agreement includes risk sharing arrangements between the Council and the CCG. The pressure reported here has increased and has been notified to the CCG as part of financial reporting. The anticipated contribution from the CCG is £684k, of which £350k has previously been anticipated. Following the increase in projected expenditure the CCG have been advised that a further £334k contribution is required from both organisations and the Council's contribution (from reserves) is reported below. This will be discussed with a view to agreement at the next BCF Board meeting
Income	Client contributions	(5,536,800)	(1,395,354)	Impact of the volume of care purchased giving rise to contributions offsetting the Long term care pressure above
	NHS Contributions	(1,376,520)	(111,280)	Continued effective working with the CCG generating contributions to offset care package costs including client health needs
Operational Locality Teams		5,877,350	(91,870)	Vacancies and lead times in recruiting
My Options-Adults & Children's services	Trading accounts	334,050	(126,000)	Projected net underspend against base budget for Adults and Children's services. Adults budgeted net costs of operation was £185k is instead projected to make a surplus of around £14k from a turnover of £5m
Contribution from reserves		-	(334,000)	One off funding to meet Council share of pressure reported above on short term reablement provision. Discussions are currently taking place with the CCG to match this additional contribution and this will improve the service's overall position if approved by them.
Other	Variations under £50k	(8,507,335)	(292,211)	
Total Adult Social Care		42,737,664	1,041,300	
Governance, Procurement & Commissioning				
Legal Services	Employees	1,173,580	182,870	Includes costs of agency staff to cover the demand. Steps are being taken to reduce the reliance of the team on agency staff over the current financial year so as to achieve a more sustainable position.
Legal Services	Income	(1,297,690)	50,514	Shortfall against the budget for legal income generated. The budget for income is being reviewed as part of a re-consideration of the business model within Legal ahead of the 20/21 budget
Youth Offending Service	Income	0	(72,862)	Distribution of reserves held by the PCC who deliver the YOS on behalf of the West mercia authorities
Other	Variations under £50k	2,884,120	(6,508)	

2019/20 Revenue Budget Variations over £50,000			
Description	Budget	Variation	Comments
	£	£	
Total Governance, Procurement & Commissioning	2,760,010	154,014	

2019/20 Revenue Budget Variations over £50,000				
Description		Budget	Variation	Comments
		£	£	
Health & Wellbeing				
Community Support Team	Employees	266,100	(53,322)	Underspend as a result of early delivery of savings for 2020/21 and also part year vacant posts.
Variations under £50k		2,061,630	(44,598)	
Total Health & Wellbeing		2,327,730	(97,920)	
Customer & Neighbourhood Services				
Environmental Maintenance	Third Party Payments	3,964,870	(162,007)	Underspends from the new Grounds & Cleansing Contract with Idverde as a result of the delivery of savings earmarked for 2020/21 early in 2019/20.
TWS Holding Account	Third Party Payments	-	(66,778)	One off refund in relation to pensions as a result of the winding up of the TWS contract.
TWS Holding Account	Income		(496,215)	Final payment received from TWS in respect of profit share arrangement.
TWS Holding Account	Transfer to Reserves		496,215	Transfer to reserves to cover pressures in 2020/21 regarding the bus subsidy contract
Signs & Signals	Premises Related Expenditure	197,570	(50,155)	Underspend on electricity costs for lit signs and signals as a result of the LED lighting programme.
T & W Footpath Lighting	Premises Related Expenditure	662,670	(98,927)	Underspend against electricity for footpath lighting as a result of the roll out of the LED lighting programme across the Borough. This variation has reduced since last reported as additional one off repair costs have been identified as the programme comes to its completion.
Highways & Engineering	Various	36,730	(29,117)	Additional engineers fee income projected to be received.
DAC Team	Income	(689,480)	(133,272)	Additional income generated through project work
Highways & Transportation Strategic	Various	-	(56,953)	Underspend arising from part year vacant posts
Variations under £50k		25,573,083	348,931	£40k of this overspend is in relation to costs incurred from the deployment of the Flood Barriers. There is no budget for this ongoing and the barriers have been deployed twice so far in October/November.
Total Customer & Neighbourhood Services		29,745,443	(248,278)	
Commercial Services				

2019/20 Revenue Budget Variations over £50,000				
Description		Budget	Variation	Comments
		£	£	
Housing	Homelessness - Income	(533,730)	175,000	A report was taken to S&FP which identified a number of ongoing pressures with limited mitigating options, short-term action is being taken in 19/20 but leaves an ongoing unsustainable pressure. The pressure relates to rental income shortfall in relation to the move from one large refuge to two smaller properties to meet the needs of the client group and relatively lower occupancy levels at XRoads due to the need to ensure the right mix of clients to minimise safeguarding issues. The Housing team will review options to help mitigate these pressures in 19/20.
		0	(175,000)	One off use of Reserve created from 18/19 outturn to mitigate the above pressure.
Commercial Projects	Income	(75,000)	75,000	This pressure relates to a target to generate additional income from the solar farm by installing a private wire. However, we have decided it is not prudent to progress this, as there is a risk that this would adversely affect our Feed in Tariff accreditation with Ofgem. Instead, we are investigating alternative energy projects, but these are longer-term projects that will not be delivered in 2019/20.
Leisure Operations	Aspirations - Income	(1,981,944)	438,000	Income pressures within Leisure linked to the impact of new competitors entering the gym market locally. An action plan is in place to mitigate this pressure as far as possible.
BiT	Premises	5,118,680	158,000	Higher than expected levels of R&M and utility costs at operational/admin buildings, including higher levels of R&M spend at Lodge Road Gypsy and Traveller site as a result of fire damage.
Variations under £50k		1,201	42,000	
Total Commercial Services		2,529,207	713,000	
Corporate				
Staff Miscellaneous		964,280	(74,000)	Reduction in recharges for Pension Benefits from Shropshire County Pension Fund
Purchase Rebates	Income	(252,500)	76,656	Shortfall against budgeted income from WME Dividend
Variations under £50k		(3,984,425)	40,000	
Total Corporate		(3,272,645)	42,656	
Total		121,413,320	1,675,424	

This page is intentionally left blank

Capital Approvals - by Service Area

Appendix 3

Slippage						
Scheme	Service Area	Funding Source	19/20 £	20/21 £	21/22 £	Later Yrs £
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			(11,397,181.87)	11,681,642.87	(284,461.00)	0.00
New Allocations						
Scheme	Service Area	Funding Source	19/20 £	20/21 £	21/22 £	Later Yrs £
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)	
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			205,567.20	200,000.00	(1,418,073.00)	0.00
Virements						
Scheme	Service Area	Funding Source	19/20 £	20/21 £	21/22 £	Later Yrs £
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

This page is intentionally left blank

**TELFORD & WREKIN COUNCIL
 CABINET 2 JANUARY 2020
 DRIVING DELIVERY OF OUR 4 YEAR PROGRAMME TO PROTECT, CARE AND
 INVEST TO CREATE A BETTER BOROUGH
 REPORT OF INTERIM CHIEF OPERATING OFFICER
 LEAD CABINET MEMBER – CLLR SHAUN DAVIES, LEADER**

PART A) – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

1.1. Following the May Telford & Wrekin Council elections, a new Council Programme to “**Protect, Care and Invest to Create a Better Borough**” was approved by Council in July. This report sets out the key progress against this programme.

2. RECOMMENDATIONS

2.1. That Cabinet review and endorse the progress made against the Council Programme.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Co-Operative Council priority objective(s)?	
	Yes	All
	Will the proposals impact on specific groups of people?	
	Yes	All sections of the borough. As delivery proposals are developed specific impact assessments will be undertaken as necessary.
TARGET COMPLETION /DELIVERY DATE	Once adopted as the strategic focus of the Council, a delivery programme for these objectives will be developed.	
FINANCIAL/VALUE FOR MONEY IMPACT	The Service & Financial Planning Report, also on this agenda, sets out a proposed strategy for consultation between 3 January and 31 January 2020. The strategy includes investments which support the delivery of the objectives in the Council Programme, “ <i>Protect, Care & Invest to Create a Better Borough</i> ”. The funding outlook for the council beyond 2020/21 is uncertain with the current Government proposing significant changes to the local government finance system which are scheduled to be implemented in April 2021. The medium term strategy will be updated	

		as the funding position becomes clearer for future years and will continue to focus on the key priorities outlined in the 4 year Council Programme. PH 26/11/19
LEGAL ISSUES		There are no legal issues directly associated with this report. However, many of the initiatives identified within this report will require support from the legal team. Additionally, as the Programme to Protect, Care and Invest to create a better borough progresses, there will be a need for legal involvement to support delivery of that programme. This will be addressed on an ongoing basis. AL 5/12/2019
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	
IMPACT ON SPECIFIC WARDS	No	Borough-wide impact

PART B) – ADDITIONAL INFORMATION

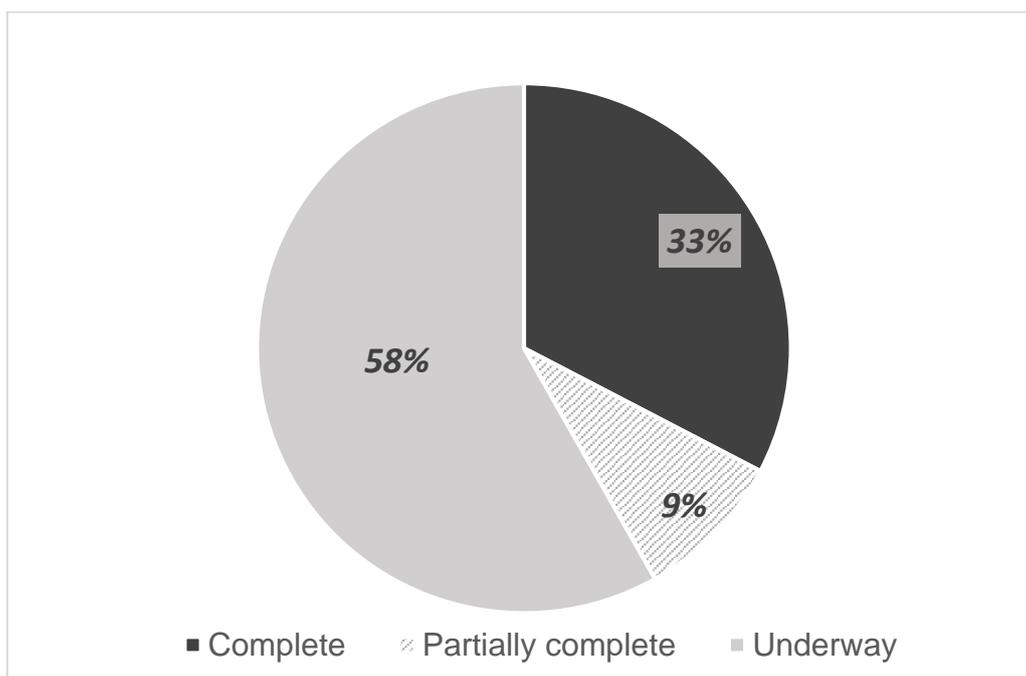
4. “OUR PROGRAMME TO PROTECT, CARE AND INVEST TO CREATE A BETTER BOROUGH”.

In July, the Council adopted a new 4-year organisational programme “***Our Programme to Protect, Care and Invest to Create a Better Borough***”. This programme sets out 7 priorities shaped by the administration’s 100+ manifesto pledges:

- Protect and support our most vulnerable children and adults;
- Securing the best possible start in life for children and young people
- Protect and create jobs as a “Business Supporting, Business Winning Council”
- Improve local people’s prospects through education and skills training
- Keep neighbourhoods safe, clean and well connected
- Support communities and those most in need and work to give residents access to suitable housing
- Improving health and wellbeing across Telford and Wrekin

This report presents an overview of the key progress that has been made delivering against the priorities and manifesto pledges. Analysis of this progress shows that in the 6 months since the Council adopted the new programme, a third of the pledges have been completed with a further 9% partially complete, and the remainder are underway (see figure 1).

Figure 1: Progress Against Manifesto Pledges



In terms of progress, headlines from this report include:

- A new marketing campaign to recruit local foster carers has been launched to enable children in care to live locally.
- “Stronger Families” funding has been secured from the Department for Education to establish a best practice model of working to improve the quality of work with families by Children’s Services.
- Investment in the borough’s schools to ensure adequate school place provision now and in the future including expansion plans.
- 89% of primary school children are in schools judged to be “good” or “outstanding” as are 98% of children in Early Years Provision.
- Investment into a range of commercial, industrial, retail and leisure developments across the borough, including delivering Ni-Park, the first agri-tech park in the UK.
- Completed the Superfast Telford Broadband programme with coverage to 98% of the borough.
- Rectified 785 potholes, cleaned over 15,000 gullies, resurfaced eight miles of road and 30 miles of footpaths.
- Completed investment converting 20,000 streetlights to LED reducing energy consumption.
- Completed 329 “NuPlace” homes for the private rental market with 420 due to be completed by end of 2020.
- The “Let’s Get Telford Active” programme has encouraged more than 6,000 people to take part and get active.

Further progress reports will be presented to Cabinet throughout 2020 with a focus on “outcomes”.

4.1. PROTECT AND SUPPORT OUR MOST VULNERABLE CHILDREN AND ADULTS

We want to see children and adults live safely at home in their communities, this means developing community capacity to achieve this goal. Where we can't, we want the very best for our vulnerable children and adults. We will continue to invest in children and adult social care to ensure that our most vulnerable are protected.

Examples of the activity undertaken by the Council to date and outcomes achieved are outlined below:

- Our statutory safeguarding partnership arrangements for children and adults have been revised through the creation of the Telford & Wrekin Safeguarding Partnership.
- Services for Care Leavers have been reviewed on behalf of the Department for Education and found to be fulfilling statutory standards.
- We are enhancing our existing offer for Care Leavers by developing a "Covenant" – this work is supported by the regional Department for Education lead.
- Launched a new marketing campaign to recruit local foster carers so that children in care can be placed near to their own families and communities.
- The Independent Inquiry into CSE in the borough has been commissioned and is under way.
- Secured "Stronger Families" funding support from the Department for Education to embed a best practice model of working to improve the quality of work with families by Children Services.
- Established Telford and Wrekin Integrated Place Partnership – driving an integrated approach with the NHS to delivering health and social care interventions in the borough.
- An Integrated Health and Social Care Rapid Response team has been created with NHS and voluntary sector partners to prevent unnecessary hospital admissions for older adults with long term conditions.
- Developed "Pathway 0" which is a community based approach to hospital discharge delivered by the community and voluntary sector for those that do not need formal support to re-gain their independence.
- Further developing our local community hubs with our voluntary sector partners, to offer drop in and pre-booked appointments for an early help conversation and information and advice about Adult Social Care.
- A new Learning Disability Team is in place, taking a different strategy and service approach to Adults with Learning Disabilities.
- Continuing to develop the use of technology in a person's home to support their independence and enable them to live in their own community.

4.2. SECURING THE BEST START IN LIFE FOR CHILDREN AND YOUNG PEOPLE

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

Examples of the activity undertaken by the Council to date and outcomes achieved are outlined below:

- Investing in our local schools to ensure there is adequate school place provision now and in the future including expansion plans.
- Telford Education Strategic Partnership created to work with the Severn Teaching School Alliance to drive school improvement and ensure support is targeted appropriately.
- Secured funding to create Mental Health Support Teams working directly with 18 schools.
- Our SEND “local offer” has been recognised regionally and nationally.
- “Aspire to Higher Education programme” is being delivered to young people in areas where there is the lowest take up of higher education.
- 89% of our primary school children are in schools which are judged to be “good” or “outstanding”.
- 98% of our children are in Early Years provision which is judged to be “good” or “outstanding”.
- For young people who are homeless or who are at risk of homelessness, our approach has been praised by Ministry of Housing, Communities & Local Government as good practice, particularly the emergency provision at Dodmoor.
- Our “Job Box” programme is now well established and has significantly contributed to a reduction in youth unemployment in the borough. This has fallen from 32% (2014) to a current rate of 8.6% (lowest recorded figure).

4.3. PROTECT AND CREATE JOBS AS A ‘BUSINESS SUPPORTING, BUSINESS WINNING COUNCIL

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

Examples of the activity undertaken by the Council to date and outcomes achieved are outlined below:

- We have invested into a range of commercial, industrial, retail and leisure developments across the borough:
 - Delivered 15 start-up/incubation units at Horton Wood West and two new industrial units at T54;
 - Delivering “Ni Park”, the only “Agri Park” in the UK.

- In the first quarter of 2019/20:
 - 26 events were held at the “Growth Hub” with 377 businesses attending;
 - Supported local companies to secure grant funding delivering private sector investment;
 - Supported local company expansions including:
 - AO Recycling – opening 2 sites with up to 80 new jobs;
 - Muller completed £50m expansion delivering 65 new jobs;
 - Global Minds relocated to Telford bringing 15 jobs;
 - Eurofilms investment.
- Completed the Superfast Telford Broadband Programme rolling out coverage to over 98% of Borough.
- A “Totally Telford” e-brochure has now been launched showcasing why the borough is a “great place to live, work and visit”.
- Supported the growth of the evening entertainment offer in Southwater with the new music venue “Albert’s Shed” opening in November.
- Working with the Shopping Centre owners to support delivery of the new Fashion Quarter which has seen Next, New Look and Superdry open major new stores - with footfall across the Centre continuing to grow.

4.4. IMPROVE LOCAL PEOPLE’S PROSPECTS THROUGH EDUCATION AND SKILLS TRAINING

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

Examples of the activity undertaken by the Council to date and outcomes achieved are outlined below:

- Driving “social value” in major Council contracts for example Idverde and Balfour Beattie to secure opportunities for local people such as apprenticeships and work experience.
- A new pack has been developed setting out the opportunities that employers can engage in to support young people and care leavers.
- The 2020 Apprenticeship show has been expanded to include invitations to Year 9s.
- “Job Box” will include a new social media/promotional programme.
- Working with Shropshire Youth Support Trust to develop a joint mentoring scheme for young people.
- Enterprise activities including National Enterprise Challenge and Young Enterprise are being supported in schools to give those that have not engaged in enterprise activities a chance to try them.
- Established a 1-1 meeting for care leavers with our “Growth Hub” to provide advice and support around training and employment.
- Since April 2018, the number and range of apprenticeships have increased within the Council and grant maintained schools.

- In November 2018 the Council launched a new work experience offer which has seen significant take-up.

4.5. KEEP NEIGHBOURHOODS SAFE, CLEAN AND WELL CONNECTED

We know that ensuring neighbourhoods are safe, clean and connected makes a big difference to everyday life. It is essential that this continues as the borough grows. During 2018 & 2019 we have invested into our Highways and Infrastructure enabling us to further improve our road network to “*keep Telford moving*”.

Examples of the activity undertaken by the Council to date and outcomes achieved are outlined below:

- Rectified 785 potholes & cleaned over 15,000 gullies.
- Resurfaced over 8 miles of road and 30 miles of footpaths.
- 300 additional off street parking spaces created.
- Combined Neighbourhood Enforcement and Anti-Social Protection team with Public Protection.
- First quarter of reports of fly-tipping, littering and dog fouling decreasing as a result of education and enforcement activity.
- 38 fixed notice penalty notices issued in quarter 1, 21 for graffiti and fly posting and 10 for littering and 6 for fly-tipping.
- On 1st September a new food waste household recycling service was introduced which has been positively received by households.
- Completed investment into converting 20,000 streetlights to LED, saving annual energy costs.
- Participated in 5 Mates exercises with partners: Border Force, Gang Masters HMRC, West Mercia Police. These joint task force operations involve partners from other regulatory agencies including UK Border Force, Gang Masters and Labour Abuse Authority, National Minimum Wage, HMRC, West Mercia Police and Shropshire Fire and Rescue. Using shared intelligence the MATES operations allow for a targeted approach which forms part of the action plan for targeting serious violent crime within the borough and we have reported a number of successes as a result.
- Continue to lobby government to address issues around cross-border hiring for taxis and installation of CCTV into vehicles licensed by Telford & Wrekin.
- Continued with our “Better Homes for All” programme, which has included enforcement by our “Rogue Landlord Taskforce” (441 legal notices served and 217 HMO licences issued) and advice and training through our “Landlord Accreditation Scheme” (100 landlords and letting agents accredited).
- From April to September 2019, we have provided housing advice to 71 young people. In the majority of cases, we were able to prevent homelessness.

4.6. SUPPORT COMMUNITIES AND THOSE MOST IN NEED AND WORK TO GIVE RESIDENTS ACCESS TO SUITABLE HOUSING

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

Examples of the activity undertaken by the Council to date and outcomes achieved are outlined below:

- Commenced our ‘Stronger Communities’ programme to drive social and physical regeneration in a series of pilot neighbourhoods.
- Funding secured for Empty Homes Officer to help bring homes back to use through negotiation and enforcement.
- Appointed two Tenancy Sustainment Officers who provide targeted support to clients with complex needs.
- Delivering “tenant ready” training and securing grant funding to provide a range of support for people who are homeless/rough sleeping.
- Launched a new website and awareness raising campaign which aims to raise funds for local housing charities who work with homeless people and awareness of work being done to prevent homelessness.
- Created a rough sleepers register to provide better support to individuals.
- Discounts are in place for all Council leisure activities for our armed forces, veterans and their families.
- A new outreach armed forces hub has been commissioned from Citizen Advice.
- A “New Communities Programme” for Lawley & Lightmoor has been established to support the communities of Telford’s largest new housing developments. This will address issues identified by residents and will unlock funding from other partners to create community-led action plans.
- Owned wholly by the Council, “NuPlace” continues to deliver quality private rented accommodation. 329 homes have been completed to date with 420 due to be completed by end of 2020 providing homes for some 800 local people.

4.7. IMPROVE HEALTH AND WELLBEING ACROSS TELFORD & WREKIN

Although significant progress has been made over the last 6 years since the Public Health function re-joined the Council, inequalities in life expectancies remain within the borough. We will work to enable people to enjoy healthier, happier and longer lives.

Examples of the activity undertaken by the Council to date and outcomes achieved are outlined below:

- The Director of Public Health’s Annual report highlighted progress against Public Health Outcomes for the borough with 54 outcome indicators now comparable to or better than the national average.
- “Activity” rates across the borough have increased during the past year with more than 15,000 people going from being inactive to active. Telford & Wrekin Council is

now ranked top for improving the number of people classified as 'active' for two consecutive years.

- The "Let's Get Telford Active" programme has funded 22 community projects encouraging more than 6,000 people to take part in activity programmes.
- 83 health champions are supporting projects such as "Feed the Birds" which works to tackle social isolation.
- Funded by the British Heart Foundation, the Council is rolling out blood pressure testing within community settings with 1,500 people tested so far this year.
- Tackling mental health and drug and alcohol addiction is a key issue for the borough and the Council is directly supporting community groups to support recovery for both adults and young people.
- We have received our accreditation to be a domestic abuse White Ribbon town for the next three years and continue to raise awareness of this issue. The Council continues its work with partners to implement the anti-domestic abuse strategy.

4.8. PROTECT AND CHAMPION OUR ENVIRONMENT, CULTURE AND HERITAGE

Whilst supporting housing and business growth, we will work to protect our environment and local heritage, both historic and new, and to celebrate and support cultural events and activities.

Examples of the activity undertaken by the Council to date and outcomes achieved are outlined below:

- The Council has recognised the climate emergency and set a target of being carbon neutral by 2030. An action plan is in development which will be reported to Cabinet February 2020.
- The solar farm continues to be owned and operated by the Council bringing in income to protect front-line services and reduce CO2 emissions from energy generation.
- We have installed led lighting in key Council facilities including Darby House, Wellington Civic, Ice Rink and Tennis Centre and Solar PV at the Ice Rink.
- Significant progress has been made in reducing single-use plastics from our operations and activities and signed up to support "Refill" (www.refill.org.uk).
- The Town Park has retained our "Green Flag Award" and was voted as the best park in the West Midlands as part of the "Fields in Trust Awards" (August 2019).
- Through "Parks for People" lottery funding, we have been able to continue to invest in and develop the Town Park, since April 2019, focussing on a range of environmental and biodiversity initiatives.
- Seen more than half a million visits to leisure centres between April and September 2019, an increase on the previous year.
- A comprehensive concessions policy is in place for the Council's leisure facilities which has been further enhanced by additional concessions introduced in April 2019, such as free swimming for under 18s. Since April 2019, there have been more than 40,000 concessionary swims.
- Refurbishment of Aspiration fitness suites, the athletics track and the Ice Rink.

- Launched a review of the “List of Buildings of Local Interest”.
- Working with Visit Britain and the West Midlands Growth Company to identify opportunities for funding from national Tourism Sector Deal to promote Telford’s heritage and tourism assets.
- Building on the success of the Telford 50 celebrations, we continue to host free events across the Borough. We have also offered support and advice for many other events - so far this year 146 community-led events have been held on Council land.
- There has been a significant increase in the number of active borrowers at our libraries – the figure as at September was 34,601 compared to 18,099 in February.
- The Big Top in 2018 introduced more people to visiting the theatre this year with ticket sales up by 4,300 between January and October 2019 compared to the previous year.

5. *Background Papers*

- Telford and Wrekin Council 25 July 2019 – Our 4 Year Programme to Invest, Protect and Care for The Borough

**Report Prepared by Jon Power Organisational Delivery & Development Manger
Telephone 01952 380141**

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 2ND JANUARY 2020

CREATING A BETTER BOROUGH - THE TELFORD LAND DEAL AND GROWTH FUND

REPORT OF ASSISTANT DIRECTOR: BUSINESS, DEVELOPMENT & EMPLOYMENT

LEAD MEMBERS CLLR DAVID WRIGHT AND CLLR LEE CARTER

PART A – SUMMARY REPORT

1. SUMMARY OF MAIN UPDATE

- 1.1 This report highlights the continued achievements of the Telford Land Deal and the Council's Growth Fund investments which are delivering new and higher skilled, local jobs, creating growth and security in the local supply chain alongside new homes, and are central to the Council's Strategy to Protect, Care & Invest into creating a better Borough.
- 1.2 The Council entered into a unique 10 year Land Deal with Homes England (HE) (formerly known as Homes & Communities Agency) in March 2016 ('the Deal'). This is set to see £44.5m of land receipts from the sale of agreed HE land assets in Telford recycled back into the local area, supporting the delivery of new homes, jobs and commercial floor space over the life of the Deal.
- 1.3 Now four years in, the Deal has continued its success despite national uncertainties in the inward investment market. The unique model which allows the disposal of public land through upfront investment into site preparation and marketing of sites, is underpinned by the Council's Enterprise Telford investment offer through its £50m Growth Fund, and has delivered an acceleration in commercial and residential sites sold and raised land values.
- 1.4 Through the Land Deal alone up to the end of 2018/19 the Borough has seen the development of **21 new commercial sites and 10 sites for residential development delivering 617 new homes and 1114 new jobs. The Deal has delivered a gross sales income of £27.3m and attracted private sector investment of over £200m.**
- 1.5 **A further 4 commercial sites and 5 residential sites are due to be delivered in 19/20 delivering a further 375 jobs and 144 new homes and generating an additional gross sales income of £5.9m.**
- 1.6 The financial successes of the Deal has meant that a **local profit share of of £3.3m** has been achieved up to 31 March 2019. **During 18/19 a proportion of this profit share was reinvested back into delivering 15 new incubation units and grow-on space (Leasow's Court) for small companies at Hortonwood West, future proofing employment and growth.**

Kevin Paton-Feaver, of Empire Medals and Training, said:

"We wanted to offer businesses and consumers a greater choice of framing options and a speedy turnaround. We needed a larger, self contained unit that offered flexibility and value for money. This was just what Leasow's Court offered. We have dramatically improved our productivity and created another full time post and we also plan for an apprentice to start with us very soon."

David Vicarey, of Sprinkler Tech Ltd, said:

"The move to Leasow's Court will enable us to expand other avenues of the business due to the increase in space. Over the next year, this could see 3 further staff employed at our unit with additional employment predicted in our installation teams."

- 1.7 The Council's £50m Growth Fund which enables the Council to provide land, build and lease bespoke properties and offer a full turnkey solution, continues to drive a high number of investment enquiries drawing in new businesses and enabling others to expand and grow locally. The Fund has supported commercial opportunities including Southwater as well industrial employers such as Rosewood Pet Products and Eden Horticulture Ltd at Hortonwood West. **Cumulatively, the £43m investment to date through the Growth Fund is estimated to deliver an ongoing gross return of 7.3%, 4.8% after borrowing, the majority linked to long term lettings of up to 15 years.**

Across both the Land Deal and the Growth Fund the developments will generate business rates of circa £1.75m pa and council tax of circa £760,000 pa. The additional rental income and additional business rates retained by the Council are being invested directly into delivering front line services across all the Borough's communities. For example, this funding in 2019/20 equates to 58 older people being supported in residential care or alternatively 136 older people being supported with domiciliary care to remain in their own homes.

- 1.8 The Borough continues to attract significant interest from the automotive and advanced manufacturing sector, and more recently companies connected to battery and automotive light weighting together with the food and agricultural industries. There has been a significant increase in indigenous companies requiring new premises to expand e.g. Craemer at Hortonwood West.
- 1.9 Investment through the Deal and utilising the Growth Fund is supporting the delivery of new floor space at Ni-Park, a new Agri Tech flag ship employment park for the Borough set to consolidate the Borough's reputation as an investment hotspot in this growing global sector. Planning permission was granted in August 2019 and work has now commenced on site. The Park will provide space for a range of potential occupiers including start-ups, smaller businesses and larger occupiers within the Agri Tech sector. Being marketed by DiT, as a national High Potential Opportunity site for Agri Tech, the site is being brought forward in partnership with Harper Adams University and their Agri-Tech Centre of Excellence industry partnership.
- 1.10 High profile investments made through the Council's Enterprise Telford programme include Magna Cosma's new plant at T54 which opened in 2018 and has created 295 new jobs continue to prosper with Magna set to deliver another 300 jobs. Other high profile private sector investments include Polytec's new manufacturing plant at T54, now operational and set to deliver 243 new jobs and the Epwin Group's recent land acquisition at Hortonwood which will deliver 200 jobs in addition to their existing premises in Stafford Park. Construction works on the new Epwin development is also benefitting local companies.
- 1.11 Speculative investment is also on the rise showing continued confidence in the Telford market. This includes private sector acquisitions at Hortonwood West and Halesfield alongside the Council's own investment into two new large units at T54 on land acquired through the Land Deal.
- 1.12 Under the Land Deal, the Council has taken ownership of all residual non developable land from Homes England. This provides the additional opportunity to enhance and grow the Borough's provision of Green Network and Local Nature Reserves as well as providing opportunities for carbon offsetting aligning with the Council's commitment to zero carbon.

2 RECOMMENDATIONS

- 2.1 That Cabinet note the outcomes achieved since the Land Deal was completed and note the outcomes of the Growth Fund investments to date as set out in section 4 of this report.**

3 SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Co-operative Council priorities?									
	Yes	<ul style="list-style-type: none"> • Protect and create jobs as part of a “business supporting, business winning council.” • Regenerate those neighbourhoods in need and work to ensure that local people have access to suitable housing • Ensure that neighbourhoods are safe, clean and well maintained 								
	Will the proposals impact on specific groups of people?									
	Yes	The investment delivered through the Homes England Land Deal will have a positive impact across the Borough, helping to delivery new infrastructure, deliver new jobs and new homes, support businesses to grow and new investment which will support action to reduce unemployment, increase economic independence and address social inequality.								
TARGET COMPLETION/ DELIVERY DATE	The use of profit share monies will occur during the 10 year Land Deal.									
FINANCIAL/ VALUE FOR MONEY IMPACT	Yes	<p>The original Homes England Land Deal funding model set out the following in terms of the allocation of the Profit Share generated through the Land Deal:</p> <table border="1"> <tr> <td>Profit Share Homes England</td> <td>15%</td> </tr> <tr> <td>Profit Share TWC</td> <td>85%</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Within 85% TWC Profit Share</td> <td>First £2m earmarked for constrained /liability sites 15% to the Marches LEP</td> </tr> </table> <p>Since the start of the Land Deal, Telford & Wrekin Council has spent some £16.4m in bringing forward sites for development. Over the first 4 years of the deal (until end of 2018/19) the total Profit Share delivered was £4.2 m The Telford and Wrekin gross share of which was £3.3m, £1.3m after the £2m set aside for constrained/liability sites. The Land Deal Board has final authority to determine investment of both the TWC and Marches LEP Profit Share.</p> <p>The Investment and Disposal plan is continually reviewed with agreement of the Land Deal Board and work will be undertaken to keep updating the 10 year projections to take into account the agreed changes.</p> <p>Full Council approved the increase in the Growth Fund to £50m and the associated prudential borrowing in November 2016. The Property Investment Portfolio (PIP) generates revenue income of in excess of £7.6m for the Council which supports a range of Council services. Currently investments totalling £43m have been approved against the approved fund of £50m. The investments approved deliver on-going income from rental streams and retained business rates which supports the Council’s budget and contributes to the delivery of savings.</p> <p>DR 26/11/19</p>	Profit Share Homes England	15%	Profit Share TWC	85%			Within 85% TWC Profit Share	First £2m earmarked for constrained /liability sites 15% to the Marches LEP
	Profit Share Homes England	15%								
Profit Share TWC	85%									
Within 85% TWC Profit Share	First £2m earmarked for constrained /liability sites 15% to the Marches LEP									

LEGAL ISSUES	Yes	<p>The Telford Land Deal is an arrangement that has been entered into pursuant to the Council's powers under the Local Government Act 1972, the Local Authorities (Goods and Services) Act 1970 and Localism Act 2011. Legal advice will continue to be provided on an ongoing basis in relation to any specific issues and/or transactions that arise to continue to achieve the outcomes of the Deal.</p> <p>AL 29/11/19.</p>
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	<p>The use of uplift monies provides the opportunity for investment to support further growth initiatives, including investments into strategic infrastructure and supporting developments. The Land Deal is based on the devolution to the local area (Telford & Wrekin Borough), of both risk and reward. Homes England will receive the 2015 book values for all sites sold before net receipts are shared. On the majority of sites the actual land receipt achieved will be higher than the Homes England book value due to investment into infrastructure etc. and the added value created through obtaining necessary planning permission. A further risk is the failure to dispose of the sites in accordance with the anticipated values or phasing of delivery to market after the Council has incurred significant capital expenditure. This could for example arise should local or national economic factors impact on the demand for developable land. This risk is mitigated by close scrutiny of the investments being proposed, the market and the role of the Land Deal Board (where the Council is represented by the Leader) agreeing to each land disposal. The Land Deal Agreement also allows for early termination in the event that major economic shocks impacting in delivery arise.</p> <p>For the Growth Fund the risks associated with each individual investment are considered as part of the business case approved as part of the delegated decision making. Where speculative industrial unit development is proposed the level of risk associated with void periods increases even where you have a strong market. To minimise exposure there is a cap on revenue liability from speculative new build investments.</p> <p>The development of additional units for the market and an ability to support those wishing to invest in commercial property individually or alongside the Council supports growth in new premises and jobs.</p>
IMPACT ON SPECIFIC WARDS	No	Borough wide impact.

PART B – ADDITIONAL INFORMATION

4. ACHIEVEMENTS

- 4.1 During the last four years and up to the end of 2018/19, the Deal has cumulatively delivered the sale of a total of **21 commercial sites and 10 sites for residential development, achieving a gross sales income of £27.3m**. The sites have enabled the delivery of Employment Floor Space of 82,848sqm (891,768sqft) and **617 new homes and supported commercial premises delivering 1114 new jobs**, many in engineering and manufacturing adding skilled job opportunities for the Borough's communities. These developments will generate business rates of circa £1.75m pa and council tax of circa £764,718pa based on actual figures and an assumption as to rating valuations where properties not yet rated.

- 4.2 For the financial year 2018/19 of the **Telford Land Deal, sales of 4 commercial sites and 1 residential development have been achieved.** This has generated a gross sale income of **£2.2m.** These sales will support the delivery of Employment Floor Space (EFS) of 11,880sqm (127,875sqft), anticipated **job numbers of 161 and 3 new homes** .These developments will generate business rates of circa £243,500pa and council tax of circa £3670pa based on actual figures and an assumption as to rating valuations where properties not yet rated.
- 4.3 Projections for 2019/20 are anticipated to deliver 4 commercial sites and 5 residential sites generating £5.9m in total and delivering 375 jobs and 144 new homes. The sites will deliver in total, additional EFS of 36,327sqm (363,723sqft)
- 4.4 First launched in November 2015, the Growth Fund enables the Council to capitalise on investment demand enabling the Council to acquire land and property, build bespoke premises, invest in strategic infrastructure, and strengthen and diversify the Council's Property Investment Portfolio.
- 4.5 The Growth Fund enables the Council's Estates and Investments team to react quickly to investment opportunities that come to the market and supports the growth of the property portfolio bringing additional essential income into the Council to support service delivery and providing a major attraction to investors looking for leasehold property. This unique Council approach and willingness to invest in acquiring land, property or infrastructure is enhanced by our ability to design, build, deliver and provide ongoing building management and business support.
- 4.6 In 4 years over £43m has been committed into a range of investments which are anticipated to help deliver approximately 1000 new jobs and safeguard a further 250 jobs. These investments are forecast to generate an average ongoing gross return on investment, including additional retained business rates income of 7.3%, (4.8% net of borrowing costs, at an assumed rate of new borrowing of 2.5%). Through the investment of the full £50m the Council is on target to generate over £3m in additional gross income. The investment is also delivering growth in business rates income.
- 4.7 The Deal alongside the Council's Enterprise Telford business pledge, and the Council's ability to provide land, build and lease bespoke properties and to offer a full turnkey solution funded through its £50m Growth Fund, continues to drive a high number of investment enquiries. The Borough continues to attract significant interest from the automotive and advanced manufacturing sector together with the enquiries received from the agricultural and food industries.
- 4.8 The agri tech industry continues to thrive in Telford and the provision of Ni Park - a new Agri Tech Park has been identified as one of only 3 national High Potential Opportunity sites by DiT – the only one in Agri Tech. The Park, launched in concept at MIPIM 2019, received planning approval in August 2019 and started on site in November. Delivered in association with Harper Adams University with investment through the Land Deal, LEP funding and the Council's Growth Fund, it will provide circa 38,000m2 of EFS providing opportunities for companies leading in this sector.
- 4.9 There has been a significant increase in indigenous companies acquiring new premises to expand and wishing to remain in Telford such as Epwin Group PLC who have recently acquired land for expansion, to construct manufacturing floor space in addition to their existing premises.
- 4.10 Telford also continues to see significant business expansion at Hortonwood West with local company Craemer recently completing their new facility of 7183m2 and Kensa Creative expanding their creative design company from start up space to new contemporary premises.

Scott Clarke, managing director at Kensa said “Kensa has grown significantly year on year, quickly reaching the point where we can’t squeeze any more people into our current office space. As creatives, it has been out dream to not only own our own building, but to actually design and build it too. Thanks to a partnership with the Council’s own in-house property development consultancy team biT Group, who also happen to be one of our clients, we’ve been able to make it a reality and are looking forward to all the exciting possibilities this extra space will bring”.

- 4.11 The Council has also completed a development of 15 small start-up business units which utilised Land Deal profit share and the Councils own £50m Growth Fund, again responding to an identified gap in the small industrial unit market. The units have been extremely popular and are now 93% let. The units have attracted both Telford companies and companies outside the Borough.
- 4.12 The new developments are delivering additional business premises and avoiding the need for businesses to relocate outside of Telford. Since the start of the Deal 4 years ago Hortonwood West has been created, brought to the market and all plots are operational or under offer delivering 334 jobs and 33,392sqm (359,428sqft) Employment Floor Space.
- 4.13 The investments coming forward are still dominated by new investors entering the Borough or existing companies expanding to take additional floor space/premises and is not leading to a major displacement of local companies from other local estates. The void level for industrial premises across all the Borough’s estates remains low with Telford & Wrekin Council (TWC) currently holding nominal voids across the 300 + industrial units within the Property Investment Portfolio. The demand for starter units and grow-on space remains strong as evidenced through the pre-lets secured ahead of completion of the Councils new investment of the 15 units at Hortonwood West.
- 4.14 The scale of investment continues to see the Borough recognised as a major inward investment destination and is delivering infrastructure, jobs and homes that are key to the Council’s commitment to ‘Creating a Better Borough’. All remaining employment sites are either under offer or have serious interest illustrating the success of the Land Deal in bringing sites to the market and securing investors and developers. Six sites have been accelerated within the Land Deal programme due to the demand in the market, for example the disposal of plots to Craemer by 2 years and TWC plot 2 Hortonwood West by 1 year.
- 4.15 Both demand for new housing and supply of residential land remains buoyant in Telford with another year of high delivery in terms of numbers. This was reflected in Telford being identified as number 3 for housing growth in the Centre for Cities Report 2019. The Borough continues to see a range of tenures delivered with a good representation of major and regional house builders and a broadening representation of Registered Providers taking sites ensuring a range of affordable homes.
- 4.16 Four residential sites have been marketed during 2019/20 set to deliver up to 172 new homes. The sites received a significant amount of interest from local and national house builders and Registered Providers. These sites are a legacy of the original new town residential allocations with challenging site conditions. Through the Land Deal investment has been made to de-risk the sites and obtain planning permission making them more attractive to the market.
- 4.17 The Deal and the Growth Fund are also driving significant local employment opportunities both in construction and long term jobs with an increase in higher skilled jobs and new apprenticeships. The Council continues to monitor jobs safeguarded and created and to work proactively with businesses to provide assistance with training, apprenticeships and recruitment. For example the Council has worked in conjunction with Telford College and Magna Cosma to hold a recruitment open day with over 1000 attendees which resulted in all available roles being filled.

4.18 The Deal and the Growth Fund are also making significant differences to the people living and working in Telford with examples of how new housing and commercial investment has benefitted individuals.

4.19 In addition to the revenue return from investment the Fund is driving additional fee income to biT (the Council’s commercial Property & Building Design Consultancy) and apT (the Council’s commercial Development Consultancy), reflecting the attraction to companies of the Council being able to provide turnkey development solutions tailored to investors needs supported by a streamlined planning service. Circa £600,000 has been secured in fees to date via the Enterprise Telford offer.

4.20 Examples of Investments

4.20.1 Details of the achievements 2018/2019 are included in the annual Status Report produced under the Deal for the Ministry for Housing, Communities & Local Government (MHCLG) (Appendix 1).

4.20.2 Specific examples of investments delivered through the Deal and the Council's £50m Growth Fund include:

COMMERCIAL SITES		
Telford 54		
Plot 1C	<p>Gentech - who acquired the site in 2016 have now completed their construction of their new premises and are now operational. The new building amounts to 373m² (4014ft²) and will be used for the maintenance, repair and manufacture of agricultural production machinery.</p> <p>Completion of development 18/19</p>	
Plots 2 and 3	<p>Completion of a new 7734sqm (83,248 sqft) manufacturing plant at T54 by Polytec, delivering 100 new jobs in this first phase. The development will comprise 3 phases in total delivering 12,687sqm (136,561 sqft) of floor space and a total of 243 jobs. The initial investment is £20 million rising to £32 million at the end of the third phase. The new plant includes a new paint plant and assembly hall, this will progress to a manufacturing facility and finally an additional assembly hall over 3 phases</p>	

<p>Plot 5A and C</p>	<p>Land Deal sites acquired by the Council where through investment from the its £50m Growth Fund two new industrial units have been delivered totalling 4365sqm (46,984sqft) One unit is now let to an existing T54 occupier, Filtermist International Ltd to support a business expansion, and the other is available to let. The investment will deliver a long term revenue return to the Council alongside additional business rates and provides additional stock for Telford where there is currently a lack of industrial units of this size.</p> <p>Completion of development 18/19</p>	
<p>Plot 5B</p>	<p>Existing occupiers Torus have acquired the adjoining plot to their premises to support a business expansion which will deliver a unit circa 1000sqm (10,763sqft) for which planning has been granted.</p> <p>Completion of site purchase 18/19</p>	
<p>Plot 6</p>	<p>Completion of the new £80 million 24,163sqm (260,088sqft) plant at T54 by Magna International, delivering 295 new jobs in phase 1 with over 300 in future phases. Magna have also worked with the Council's recruitment service and Telford College holding an open day that attracted over 1000 participants and led directly to local recruitment. Now fully operational the Council continue to work with Magna covering all aspects from recruitment to site expansion proposals.</p>	
<p>Hortonwood West</p>		
<p>Plot 1</p>	<p>Contracts exchanged and planning expected during 19/20 for industrial floor space totalling 3716 sqm (40,000ft2)</p>	

<p>Plot 2</p>	<p>Land Deal site acquired by the Council for the development of 15 units for small businesses and grow-on space with investment through the £50m Growth Fund. The development has delivered 3254 sqm (35,025sqft) in total and is in direct response to market demand. 14 out of the 15 units are now let with a large number being pre-lets ahead of the completion of the construction.</p>	
<p>Plot 2a</p>	<p>Site sold to Kensa Creative Ltd, a small graphics and marketing company currently in Telford and who needed to expand. Their new development, now completed, comprises a new 418 sqm (4500sqft) unit.</p>	
<p>Plots 3,4 and 5</p>	<p>Site sold to Craemer UK Ltd, an existing Telford business for a new additional manufacturing facility which will deliver circa 14,000sqm (150,000sqft) in two phases. First phase of 7183sqm (77,317sqft) is now completed and operational. This facility is in addition to their existing premises and will allow Craemer to become the only producer of Eurobins in the UK enabling 70 jobs</p> <p>Completion of development 18/19</p>	
<p>Plot 6</p>	<p>Site sold to Baker Bellfield an existing Telford Business for new additional manufacturing facility delivering 1921sqm (20,677sqft). Baker Bellfield design and manufacture commercial furniture for the rail, airport, office and education sectors. This is an additional premises and is now fully operational and will allow the expansion of their production facility on Hortonwood.</p>	
<p>Plot 7</p>	<p>Contracts are exchanged and the purchasers are programmed to complete the land purchase imminently following the grant of planning permission. The site will comprise a 6553 sqm (70,000ft2) unit, built on a speculative basis to respond to the market.</p> <p>Exchanged contracts 18/19</p>	

Plot 8	Under offer	
Plot 9	Land Deal site acquired by the Council now comprising a completed 6262sqm (67,403 sqft) industrial building through investment from the £50m Growth Fund, to support the relocation of Rosewood Pet Products Ltd a Shropshire business creating 60 new jobs. Rosewood are growing and have requested to expand their racking internally as a consequence of winning major retail contracts nationally.	
Plot 10	Land Deal site acquired by the Council to construct a 3156sqm (33,970 sqft) industrial building with investment from the £50m Growth Fund The building is let to Eden Horticulture Ltd. Eden continue to grow and expand and have recently submitted proposals for additional storage on the site.	
Donnington Business Park		
Site 2 East	Site sold to Maidens, an existing Telford business, to create an additional storage and warehouse distribution centre of 2323 sqm (25,000sqft) together with storage of HGV vehicles	
Site 2 West	Land sale agreed with adjoining site owner, Wiseman Dairies, to support business consolidation and expansion proposals.	

<p>Hadley Park</p> <p>Hadley Park B</p>	<p>Site sold to Eurogarages for a mixed use development including petrol filling station, ancillary retail unit, drive through coffee shop and trade counter / light industrial units totalling 3431sqm (36,930sqft). Construction work has now commenced and is progressing well.</p> <p>Start on Site May 19</p>	
<p>Hadley Park E</p>	<p>Land sale agreed to provide 26 units comprising 5000 sqm (54,000 sqft) of industrial floor space. The construction of the units has commenced and reports from the developers are that a number have already pre-let showing a continued demand for smaller units in Telford to support the small business population.</p> <p>Start on Site May 19</p>	
<p>Rampart Way</p>	<p>Rampart way is on the edge of the centre of Telford and is a prominent commercial site. The completed development has provided a Costa Coffee, KFC and a unit let to Burger King. The new facilities are set to deliver 101 jobs with the Costa Coffee and KFC already trading.</p> <p>Completed 18/19</p>	
<p>Southwater Travelodge</p>	<p>In Southwater the Council has invested to deliver the new 68 bed Travelodge with ground floor retail unit alongside the new Southwater Square. This investment is set to deliver a 6% gross return including business rates supporting the day and night time economy of Telford. The hotel opened in August 2018.</p>	

<p>Ni-Park</p>	<p>Investment through the Land Deal and the Growth Fund is supporting the delivery of Ni-Park (Newport) a new Agri Tech flag ship employment park for the borough. Planning permission was granted in August 2019 with work now commenced on site. The Park will provide space for a range of potential occupiers including start-ups, smaller businesses and larger occupiers within the Agri Tech sector.</p>	
<p>Audley Avenue Industrial Units</p>	<p>In Newport the Council acquired the Audley Avenue Industrial Park using Growth Fund monies safeguarding the future of 13 businesses and more than 160 jobs.</p>	
<p>Hortonwood 45 and Unit 3 Stag Business Park</p>	<p>Further acquisitions have included existing property investments at Hortonwood 45 (let to CoFresco) and Unit 3 Hortonwood (Stag Business Park).</p>	
<p>RESIDENTIAL SITES</p>		
<p>Land at Snedshill</p>	<p>Sold to Nuplace Ltd for a development of 39 houses for market and affordable rent. The sale not only delivered a receipt into the Land Deal and element of profit share, but has enabled Nuplace and the Council to deliver an ongoing revenue stream through the rent of properties. Work started on site in March 2018 with all units pre-let within 4 weeks of launch to the market.</p>	

<p>Apley</p>	<p>Sold to Kier Living Ltd for the development of housing for sale with a range of 100 x 2-4+ bed houses. Twenty percent of the properties will be affordable and available to purchase via shared ownership. Work started on site in October 2017 and is progressing well.</p>	
<p>Priorslee</p>	<p>This site was sold to Lovell Partnerships for the development of 220 dwellings comprising a mix of 165 open market units, 45 affordable rental units and 10 shared ownership units to be delivered over a 5 year phasing plan. Work started on site in November 2017 and is progressing well.</p>	
<p>Horton Lane Plot B</p>	<p>Sold to a local small builder for 3 plots to build family housing. 1 unit is completed and the second is under construction.</p>	
<p>Plot C(1)</p>	<p>Sold to a local builder for a barn conversion development</p>	

5. Investment of Locally Retained Profit Share

- 5.1 The financial success of the Deal has meant that a cumulative profit of £4.2m has been achieved up to 31 March 2019. Telford and Wrekin Council's proportion of this cumulative profit is £3.3m, after a £236k distribution to the Marches LEP. Under the terms of the Deal the first £2m has to be set aside to support delivery of constrained/liability sites leaving £1.1m to reinvest into supporting further growth.
- 5.2 The key principles underpinning how the investment of local profit share will be made were agreed as part of the Land Deal. Central to these is that the investment directly supports the objectives of the Land Deal which is to deliver new homes, new jobs and increased commercial floor space. The Agreement also sets out:-
- That Investment supports wider policy objectives of the local authority, Homes England and Government to drive growth, economic development and regeneration
 - That the appraisal of proposals is proportionate to the level of investment being sought and sufficiently flexible to allow for a range of investment opportunities
 - That proposals be supported by a business case reflecting treasury guidelines
 - That investments accord with local authority procurement rules
 - That monitoring and evaluation of the impact of the scheme is in place
- 5.3 Delegated authority was previously agreed by Cabinet for the selection of projects for investment of profit share. The Land Deal Board, established as a requirement of the Deal to oversee its delivery, has the final authority to determine investment of profit share by the Council.
- 5.4 The first investment approved by the Board for an allocation from this profit share was £1.0m as part of a larger investment to develop the 15 small business starter units at Plot 2 Hortonwood West, Telford, referenced above.

6. Transfer of Residual Homes England Sites to TWC

- 6.1 A condition of the Land Deal was that TWC accepted the transfer of undevelopable sites owned by Homes England. In accordance with the Land Deal, this work was completed in March 2019 over three phases. This has been complex task due to the number of property titles involved. In the region of 700 property titles have been transferred in total each one being relatively straightforward to deal with.
- 6.2 The transfer of these assets was accompanied by a receipt of a dowry from Homes England.
- 6.3 Initial evaluation of the sites transferring indicated a need to spend an initial c.£750,000 from this receipt pot on the transferred sites with the majority of the spend being used to bring transferred roads up to an adoptable standard as well as a small proportion for general maintenance works. To date £150,000 has been spent and work is underway with highway engineers in respect of bringing the T54 estate road up to adoptable standard.
- 6.4 Given the strength of return on investment of the £50m Growth Fund and opportunities in the market, Cabinet approval was obtained to invest the balance of capital money into property asset(s), generating an ongoing revenue stream to meet ongoing revenue costs. A number of potential investments are currently being considered to provide this revenue stream.
- 6.5 The Council is currently exploring whether some of the transferred sites can be used to enhance and grow the Borough's provision of Green Network and Local Nature Reserves as well as providing support to the Great Crested Newt District Licencing Scheme and carbon offsetting.

7. **PREVIOUS MINUTES**

Cabinet – 11 January 2011, CB-110
Cabinet – 17 October 2013
Cabinet – March 2015
Full Council – 3 March 2016, CB-79
Cabinet – 13 July 2017
Full Council – 21 September 2017, CB-42
Cabinet - 12 July 2018

**Report prepared by Dawn Toy, Estates & Investments Service Delivery Manager:
01952 384330**

TELFORD Land Deal

MHCLG Status Report September 2019



Page 60





Hadley Park B:
2,463 sqm (26,511 sqft) mixed use development

Apley:
Delivery of 100
residential units
Page 61



Hadley Park E: 5,000 sqm (53,819 sqft)
trade counter



Hortonwood West:
1,921 sqm (20,677 sqft)
manufacturing plant



T54, Plot 1c:
373sqm (4,014 sqft)
offices, warehouse and
trade counter



Foreword:

The Telford Land Deal has established a new model for reinvestment of public land receipts into delivering new homes and jobs, raising land values and driving growth. Recognised by the Department of International Trade as ‘the beating heart of foreign direct investment right now’ through the strength of partnership with Homes England and the Marches Local Enterprise Partnerships (LEP) and the Council’s commitment to invest to secure business growth, we are seeing unprecedented opportunities being delivered in our Borough. Despite current uncertainties in the investment market nationally, Telford continues to focus on making it as easy as possible for investors to land – through the commitment of partners and the Deal’s ability to de-risk sites and bespoke opportunities – we continue to buck the trend.

During the last four years, the Deal has delivered gross land sales of £27.3 million enabling 1114 new jobs and 617 new homes. Through investments like Magna Cosma’s state of the art manufacturing plant we are seeing new, high skilled jobs in tier one automotive companies at the forefront of their field marking out Telford’s reputation as a key UK destination for inward investment in advanced manufacturing.

I am proud to see long standing companies like Craemer UK, Epwin and Maidens enabled to expand in the town growing their product range and business reach, through this Deal. Alongside this the Council has invested profit share earned through the deal providing opportunities for 15 local companies to access start up/incubation space supporting our commitment to grow local companies and job opportunities. Through this Deal we are seeing new homes for sale and for both private and affordable rent allowing local people to get onto the housing ladder and supporting the regeneration of our local communities. The residential market in Telford continues to grow with our reputation as a major growth centre recognised by our top ranking by the Centre for Cities for housing growth.

The Telford Land Deal is devolution in action directly benefitting communities across Telford and the Marches. It has exceeded Government capital receipt targets and is providing local profit share which we are investing straight back into delivering further growth.

Councillor Shaun Davies, Telford & Wrekin Council Leader

Following the introduction of the Telford Land Deal, Telford & Wrekin Council has successfully marketed and disposed of residential and employment development sites for Homes England within Telford, resulting in the delivery of new homes, inward investment, local business growth and employment opportunities for local people. Homes England is pleased to be working collaboratively with the Council on de-risking and releasing development sites to the market to deliver local economic and residential growth.

Karl Tupling, Markets, Partnerships and Place Director at Homes England

The ongoing success of the Telford Land Deal in delivering investment, jobs and opportunity to the town cannot be understated.

The Telford Land Deal is devolution in action – delivering above and beyond expectations with its success underpinned by the strength of the partnership between Telford & Wrekin Council, Homes England and the support of the Marches LEP.

Telford is now ranked number three by the Centre for Cities for Housing Growth and more than £236m has been attracted to the town since the deal was unveiled. It helped create the biggest foreign investment in the UK in the last decade when Magna Cosma opened its doors and has played a key role in helping develop the ambitious Newport Ni-Park.

Graham Wynn OBE, Chair, Marches Local Enterprise Partnership

Contents:

1. Summary of Achievements
 - 1.1. Summary
 2. Background
 - 2.1. Introduction
 - 2.2. Context
 - 2.3. Operation
 - 2.4. Site Map
 - 2.5. Key Sites
 - 2.5.1. Commercial Update
 - 2.5.2. Residential Update
 3. Key Deliverables/Milestones planned for future years
 4. Finance
 5. Investments
 - 5.1. Investment of Local Profit Share
 6. Communications and Marketing
 7. Future Priorities
- Appendix 1 – Schedule of Sites
- Appendix 2 – Press Releases
- Appendix 3 – Quotes from Press Releases

1. Summary of Achievements

1.1 Summary

The Telford Land Deal, established in 2015, has continued its success over the last 12 months despite uncertainties in the inward investment market nationally. The unique model which allows the disposal of public land through upfront investment into site preparation and marketing of sites, underpinned by the Council's Enterprise Telford investment offer, has delivered an acceleration in commercial and residential sites sold and raised land values. This has amounted to 25,045sqm (269,582sqft) of Employment Floor Space (EPS) and receipts of £3.4million delivered in advance of the original anticipated outputs set out in the Investment and Disposal Plan, in some cases by 2 years. The Land Deal has enabled the expansion of local companies, the supply of much needed commercial and residential properties to the Telford market and attracted over £200m of inward and foreign investment. The Telford Land Deal is devolution in action delivering above and beyond expectations with success underpinned by the strength of partnership between the Council and Homes England and the support of the Marches LEP.

The Deal and the strength of the partnership which underpins it has been recognised in a number of national awards – a national winner in the APSE Awards in the category of Best Collaborative Working Initiative and Highly Commended at the MJ local government achievement awards.

During the last four years, the deal has cumulatively delivered the sale of a total of 21 commercial sites and 10 sites for residential development, achieving a gross sales income of £27.3 million. The sites have enabled the delivery of EFS of **82,848sqm** (891,768sqft) and **617** new homes and supported commercial premises delivering **1114** new jobs, many in engineering and manufacturing adding skilled job opportunities for the Borough's communities.

Over the last 12 months (18/19) of the Telford Land Deal, the deal has delivered the sale of 4 commercial sites and 1 residential development. This has achieved a **gross sale income of £2.2 million.** These sales will support the delivery of Employment Floor Space (EFS) of **11,880sqm** (127,875sqft), **anticipated job numbers of 161 and 3 new homes.**

During the first and second quarter 2019/20, 2 commercial sites and 2 residential site sales have completed achieving a gross sale income to date of **£2.1** million. A further 4 commercial sites and 2 residential sites are currently being negotiated and are anticipated to achieve an additional gross sales income of **c.£4.6** million in 2019/20. These will deliver in total, additional EFS of **47,269sqm** (508,799sqft) and anticipated job numbers of **c.495** and **143** new homes.

Local Growth Funding via The Marches LEP has enabled £22.6 million highway infrastructure works under the Telford Growth and Eastern Gateway Packages. The infrastructure works have included increasing the capacity of Junction 4 at M54 to enable growth in that part of the Borough and also bringing services and infrastructure into the new industrial estate at Hortonwood West. Other works along the A442 include improvements to a number of roundabouts to create increased highway capacity in the north of Telford, supporting the release of commercial and residential land.

The Deal alongside the Council's Enterprise Telford business pledge and the Council's ability to provide land, build and lease bespoke properties and offer a full turnkey solution funded through its £50m Growth Fund continues to drive a high number of investment enquiries. The Borough continues to attract significant interest from the automotive and advanced manufacturing sector, and more recently companies connected to battery and automotive light weighting. There has been a significant increase in indigenous companies requiring new premises to expand and wishing to remain in Telford such as Epwin Group PLC who have recently acquired land for expansion, to construct manufacturing floor space in addition to their existing premises.

The agri tech industry continues to thrive in Telford and the provision of Ni Park - a new Agri Tech Park has been identified as one of only 3 national High Potential Opportunity plots by DiT – the only one in Agri Tech. The Park, launched in concept at MIPIM 2019, received planning approval in August 2019 with start on site due in the Autumn. Delivered in association with Harper Adams University it will provide circa 38,000m2 of EFS providing opportunities for companies leading in this sector.

The largest deal delivered to date has been the c£80m inward investment by Magna Cosma a Canadian tier 1 automotive company at T54, one of the Borough's premier business parks. This alone is set to deliver over 600 jobs over 2 phases, with 295 delivered so far. The investment is understood to be the largest wholly new advanced engineering sector FDI in the UK in the last 10 years. Joining Magna are Polytec who have completed their phase 1 build with further ambition for expansion. Illustrating the strength of T54 and Telford's investment attraction the Council has recently completed speculatively built industrial units with one pre-let prior to completion meeting a market need for larger industrial units. The developments were enabled through the upfront investment into site preparation, highways, network improvements and utility upgrades (specifically electricity), driven by this deal and investment by the Council through its £50m Growth Fund.

Alongside this new investment Telford continues to see significant business expansion at Hortonwood West with local company Craemer recently completing their new facility of 7183m2 and Kensa Creative expanding their creative design company from start up space to new contemporary premises. The Council has also completed a development of 15 small start-up business units which

utilised Land Deal profit share and the Councils own £50m Growth Fund, again responding to an identified gap in the small industrial unit market. The units have been extremely popular and now 90% let. These developments are delivering additional business premises and avoiding the need for businesses to relocate. Since the start of the deal 4 years ago this new 55acre industrial park has been created, brought to the market and all plots are operational or under offer delivering 334 jobs and 33,392sqm (359,428sqft) Employment Floor Space. In addition the site has attracted new companies to Telford.

Both demand for new housing and supply of residential land remains buoyant in Telford with another year of high delivery in terms of numbers. This was reflected in Telford being identified as number 3 for housing growth in the Centre For Cities Report 2019. The Borough continues to see a range of tenures delivered with a good representation of major and regional housebuilders and a broadening representation of Registered Providers taking sites. Residential development continues to be a high priority for Telford and the Land Deal has allowed the upfront work to de risk challenging residential sites by obtaining planning consents, undertaking necessary infrastructure works and ecological works.

The last 12 months have seen a significant amount of work undertaken in order to be able to bring sites to the market; de risked and shovel ready. The next 12 months will see 4 residential sites marketed with the ability to deliver up to 172 new homes. These sites are Old Park, Land off Newcomen Way, Majestic Way and Croppings Farmhouse. These sites are a legacy of the original new town residential allocations with challenging site conditions. Despite this all the sites have either obtained planning permission or have planning due for determination in year (19/20) – a process which is de-risking the sites and making them more attractive to the market.

The Deal is driving significant local employment opportunities both in construction and long term jobs with an increase in higher skilled jobs and new apprenticeships. The Council continues to monitor jobs safeguarded and created and to work proactively with businesses to provide assistance with training, apprenticeships and recruitment. For example the Council has worked in conjunction with Telford College and Magna Cosma to hold a recruitment open day with over 1000 attendees which resulted in all available roles being filled.

2. BACKGROUND

2.1 Introduction

The Telford Land Deal, was formally completed on 24th March 2016, and signed by Telford & Wrekin Council (TWC) and Homes England (HE). The agreement documents the parties' intention to work together over a 10 year period from April 2015 to promote commercial and residential sites within Telford which fall within the Council and the Agency's ownership, with the Council taking the lead in site preparation in order to de-risk and accelerate delivery, and in bringing the land to the market.

There are **79** Homes England sites and **11** TWC sites included within the Telford Land Deal (sites listed in Appendix 1). This deal offers the opportunity for TWC to drive economic growth and prosperity in the region by taking responsibility for the stewardship, marketing and disposal of all Homes England land holdings in Telford.

The Council brings local market intelligence and a proactive approach to inward investment including a willingness to co-invest.

2.2 Context

Telford and Wrekin Council are driving forward economic growth and prosperity through Enterprise Telford which sets out a vision '***To promote Telford's role as a major contributor to the West Midlands economy; to focus on those things that will do most to unlock jobs and create growth that will improve the lives of all the people who live in our Borough and; to make Telford a natural home for investors, innovators and entrepreneurs***'.

The deal is set to see £44.5m of land receipts from the sale of agreed Homes England land assets in Telford recycled back into the local area, supporting the delivery of new homes, jobs and EFS. The local area will also benefit from a share of land value uplift delivered where the Deal accelerates and raises land values over and above Homes England profiled receipts. A proportion of this will be shared with the Marches Local Enterprise Partnership (LEP) who have enabled Local Growth Funding to support highway infrastructure to open up sites included in the Deal.

As part of the Deal, TWC were required to take freehold responsibility for all Homes England liability sites i.e. those sites considered to have no development value and/or to incur potential costs. The Funding Agreement governing the transfer was signed in March 2017 and all transfers have now completed within the set timescales.

2.3 Operation

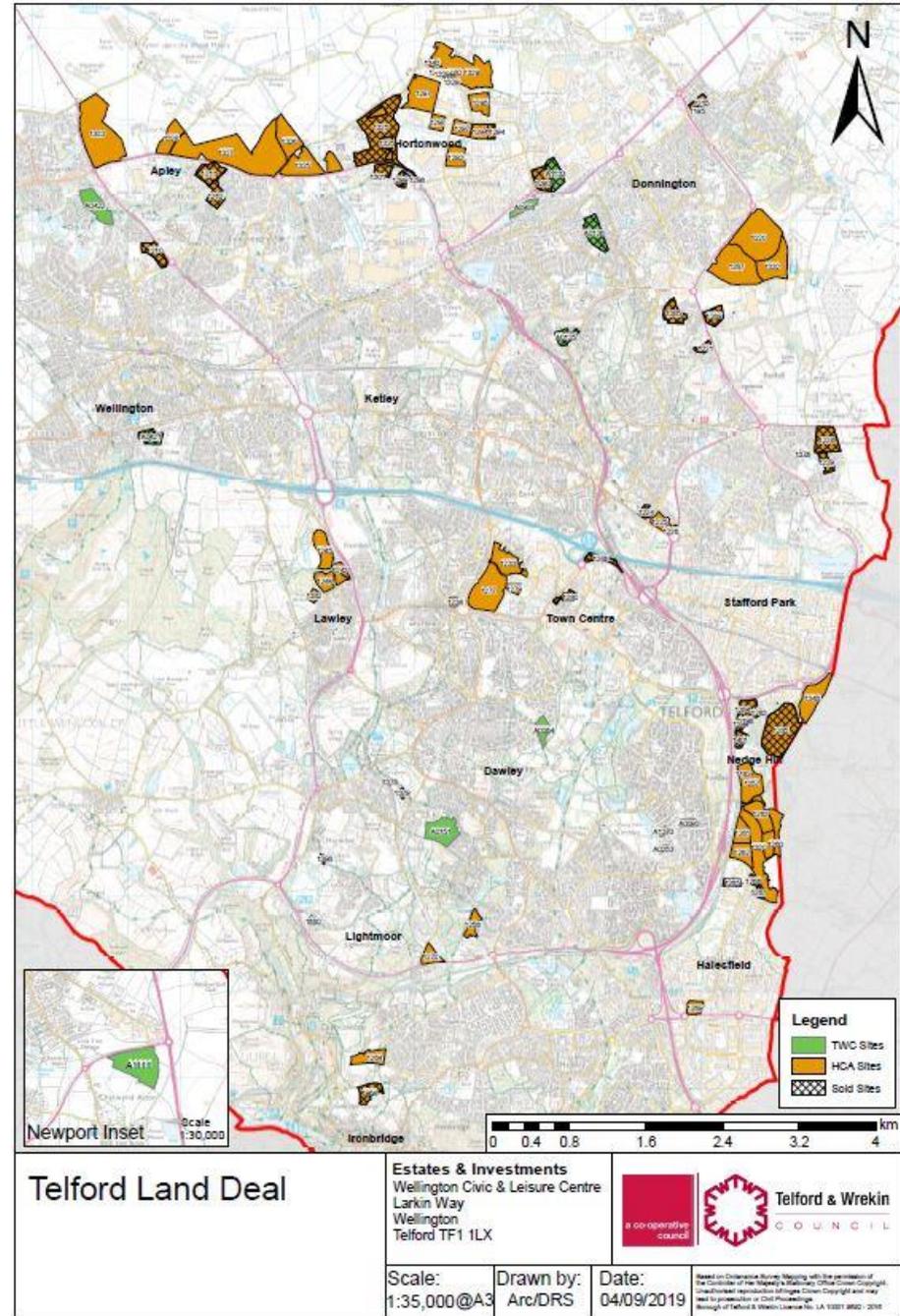
The Deal is managed through a 3 year rolling Investment & Disposal Plan which details the sites for disposal, investment requirements and estimated uplift achieved as a result. The overall Programme is dynamic and the order of land sales, investment required per site and receipts varies with market demand. The 3 Year Plan provides much greater certainty in terms of forecasting and delivery and is reviewed annually and approved by the Telford Land Deal Board.

2.4 Site Map

Diagram 1: Site Map

This map shows the footprint of the Telford Land Deal area and extent of land included showing the split of Homes England and TWC sites.

The plan also shows the sites now sold under the Land Deal marked as hatched.



2.5 Key Sites

2.5.1 Commercial Update

T54 is one of the Council's premier business park extending to 78.11 acres. Its attraction lies in its proximity to the M54 and being 12 miles from I54 and Jaguar Land Rover's engine manufacturing centre. The site has been very successful and all but 1 of the 7 plots have now been developed. The Land Deal has enabled the de-risking of the sites resolving ecological issues and obtaining planning consent upfront for the plots. Now home to Magna Cosma, Polytech, Filtermist, XYZ and Torus the Council have recently completed a speculative development of 2 units to respond to the lack of medium-sized modern industrial space in the Borough. Currently on site are Gentech who are constructing a small unit to aid their business expansion. Only Plot 7 now remains on the open market and work is being undertaken to establish a ground works and drainage solution to enable the construction of development plateaus. Local Growth Funding via the LEP has been used to deliver strategic infrastructure improvement on the M54 motorway junction 4 which enhances the connectivity of the site. The Council, through its £50m Growth Fund, has also contributed investment into further utility upgrades in order to prepare the site for occupiers who have a high power requirement. This investment has assisted in accelerating the disposal of land to Polytec ahead of the forecasted date in the Investment and Disposal Plan by 10 months.

Photographs below illustrate completed sites or schemes in progress:

**T54 – Plot 6
Magna – Operational**



**T54 – Plot 2
Polytech - Operational**



**T54 – Plot 5
TWC starter unit - complete**



**T54 – Plot 1c
Gentech – started on site**



The site below was sold in 19/20:

Scheme	Status	Employment Floor Space (sqm)	Jobs accommodated	Start on site	Site Completions	Private Sector Investment
T54 – Plot 5b	Sold in 19/20	1,000	15	Sept 2020	May 2021	£2million

Site acquired by existing company Torus Measurement Systems Ltd to enable business expansion and further secure their location at T54. The proposal is to deliver 1,000m2 with the creation of 15 jobs. Planning permission has been obtained for the development and construction is expected to start over the next 12 months.

HORTONWOOD WEST is a new flagship industrial site enabled by the Land Deal and Local Growth Fund. The site extends to 55 acres and is divided into 11 plots in a landscape setting. The site has been successful in attracting foreign direct investment, UK investors and local companies looking to expand. The infrastructure work for the internal estate roads, utilities and drainage was completed in December 2017 funded by the Land Deal and the Local Growth Fund. These works allowed the site to offer shovel ready plots for occupiers and developers. Now home to Rosewood Pet Products Ltd, Eden Horticulture, Baker Bellfield, Craemer UK Ltd, 15 TWC starter units and Kensa Creative, the last three undeveloped plots are now under offer with deals anticipated to complete in 2019/20 and 20/21. The Land Deal has helped to accelerate the disposal of plots to Craemer by 2 years, Baker Bellfield by 5 months and TWC by 1 year.

Photographs below illustrate completed sites:

<p>HWW – Plot 9 Rosewood – Operational</p> 	<p>HWW – Plot 10 Eden Horticultural - operational</p> 	<p>HWW – Plot 6 Baker Bellfield - operational</p> 	<p>HWW - Plot 2 TWC starter units - operational</p> 
---	---	--	--

**HWW – Plot 3,4,5
Craemer - Operational**



**HWW – Plot 2a
Kensa Creative - Operational**



Site below was sold and construction completed in 18/19:

Scheme	Status	Employment Floor Space (sqm)	Jobs accommodated	Start on site	Site Completions	Private Sector Investment
Hortonwood West - Plot 2a	Sold in 18/19	418	10	June 2018	December 2018	£0.6m

Site sold to Kensa Creative, an existing Telford business for growth an expansion from their existing start-up unit elsewhere in Telford. The company have created a bespoke contemporary space and will accommodate 10 jobs as a result of the move.

Sites below are progressing with sale completion programmed for 19/20:

Hortonwood West – Plot 1	In Progress	3,716	20	May 2020	May 2021	£2.5m
--------------------------	-------------	-------	----	----------	----------	-------

Site acquired by a local developer for the development of two industrial units. The company are building on a speculative basis and retaining the interest within their portfolio. The development when occupied is expected to deliver a further 20 jobs for the Land Deal. Construction work is due to start the beginning of 2020.

Hortonwood West - Plot 7	In Progress	6,553	60	April 2020	March 2021	£4.5m
--------------------------	-------------	-------	----	------------	------------	-------

Site acquired by a national developer for the construction of 6553m² of floor space. This is the largest speculative development within Telford and a reflection of the buoyant industrial market that national developers are looking to deliver a unit of this size. Construction work is expected to start the beginning of 2020 and the completed development is forecast to deliver around 60 jobs.

Sites sold in 18/19 and either completed or under construction (see photos below):

Scheme	Status	Employment Floor Space (sqm)	Jobs accommodated	Start on site	Site Completions	Private Sector Investment
Rampart Way	Sold in 18/19	797	101	May 2018	December 2018	£2.6m

Rampart way is on the edge of the centre of Telford and is a prominent commercial site. The completed development has provided a Costa Coffee, KFC and an additional food unit. The new facilities are set to deliver 101 jobs with the Costa Coffee and KFC already trading.

Hadley Park E	Sold in 18/19	5,000	50	May 2019	May 2020	£4m
---------------	---------------	-------	----	----------	----------	-----

Hadley Park E has been acquired by Morris Properties for the development of 26 industrial units. Contractors are currently on site and the first units are due to be completed early 2019. The new development will provide small industrial space responding to a lack of smaller sized units in the market. The development is expected to deliver in the region of 50 jobs.

Sites below are progressing with sale completion programmed for 19/20:

Halesfield 18	In Progress	4,096	100	Feb 2020	February 2021	£6.25m
---------------	-------------	-------	-----	----------	---------------	--------

Halesfield 18 is the last site under the Land Deal in Halesfield and provides a prominent site for industrial development. The sale of the site is due to complete later in 2019 and construction to start early 2020. The proposal is for three industrial units built on a speculative basis and set to deliver in the region of 100 jobs.

Hortonwood 37	Sold in 19/20	15,296	200	Jul 2019	August 2020	£10m
---------------	---------------	--------	-----	----------	-------------	------

Hortonwood 37 is adjacent to the Telford International Railfreight Terminal and adjoins a Council owned site. Epwin Logistics Ltd have acquired both sites and are constructing a new facility, in addition to their existing facility in Telford, for the expansion of the doors and window business. Longer term there is an aspiration to use the Railfreight for the transport of products. This is a major success story with a local firm choosing Telford to consolidate their regional operations safeguarding 500 jobs and delivering another 200 jobs.

Photographs below illustrate completed sites or schemes in progress:

Halesfield 24, Plot 2
Wrekin Pneumatics - operational



Halesfield 25, Plot A
Travis Perkins - operational



Hortonwood, Plot 6
Veolia – operational
(site sold in 17/18)



Rampart Way
Various – operational



Hadley Park E
Morris Properties – started on site



Hadley Park B
Eurogarages – started on site
(site sold in 17/18)



2.5.2 Residential Update

Scheme	Status	Housing Units	Start on site	Site Completions	Estimated Private Sector Investment
Horton Lane Plot B	Sold in 18/19	3	September 2018	1 st Unit – Sept 2019 2 nd Unit – June 2020 3 rd Unit – June 2021	£1.1Million (actual)

Sold to a private developer for the construction of three family houses. The first property has completed with the remaining two to follow over the next 2 years.

Wellington BRJ	Sold in 19/20	54	Jul 2019	Nov 2020	£5.6Million
-----------------------	---------------	----	----------	----------	-------------

Sold to TWC and then onward to Nuplace Ltd (the Council's wholly owned private housing rental company) for the delivery of 54 homes including 2 affordable and 19 specialist dwellings.

Site C Pool Hill Road	Sold in 19/20	5	Jan 2020	July 2021	£1.5Million
------------------------------	---------------	---	----------	-----------	-------------

Following a competitive tender exercise a preferred bidder has been selected to take forward the site for development. The site has outline planning consent and the bidder anticipates start on site in July 2020. The development will deliver 5 family houses.

Croppings Farmhouse	In Progress	8	March 2021	March 2022	£0.8Million
----------------------------	-------------	---	------------	------------	-------------

Croppings Farm House and surrounding site is on the market for the development of up to 8 units. The site has the benefit of outline planning consent and will be marketed by way of a competitive tender exercise. The development of the site is anticipated to start in March 2021.

Priorslee Road	In Progress	76	Oct 2019	Oct 2020 – NuPlace Sept 21 - WHG	£7.9Million
-----------------------	-------------	----	----------	-------------------------------------	-------------

Site being sold to Lovell Partnerships for the delivery of 37 units for NuPlace Ltd and 39 units for Walsall Housing Group. The site is expected to secure planning consent in September 2019 with development anticipated to start on site in September 2019.

Photographs below illustrate completed sites or schemes in progress:

**Daisy Bank – completed
Lioncourt Homes**



**Priorslee D3 – completed
Central and Country
Developments**



**Frome Way – completed
Keepmoat Homes**



**Land at Snedshill – completed
NuPlace**



**Apley – on site
Kier**



**Priorslee E&F – on site
Lovell**



**The Beeches – on site
Shropshire Homes**



**Horton Lane, Plot B – on site
Private purchaser**



3. Key Deliverables/Milestones planned for future years

Residential sites

The Hem

The Hem is a circa 100 acre site allocated for residential development in the Telford and Wrekin Local Plan. The site is one of the key residential sites for Telford and the Land Deal and is set to provide upwards of 300 homes. Due diligence work has commenced on the site including ecology surveys, ground investigations and flood risk assessment and the Council is currently in the process of tendering for a multi-disciplinary consultancy to progress an outline planning application due for submission in June 2020.

Horton Lane

Horton Lane is a residential area on the northern fringe of Telford. Plot B (3 dwellings) has completed and the marketing of Plot A (5 dwellings) and Plot C (4 dwellings) has now taken place. Purchasers are selected and the legal work is progressing.

Pool Hill Road, Site D

Pool Hill Road site D is a residential site jointly owned by the Council and Homes England. An outline planning application for 36 dwellings has been submitted and has received a resolution to grant. The site is set to be marketed later in 2019.

LAWLEY

Lawley is a circa 29.89 acre site allocated for residential development in the Telford and Wrekin Local Plan. The site is a further key residential site for Telford and the Land Deal and is set to provide upwards of 250 homes. The Council is currently in the process of commissioning preliminary due diligence work on the site including ground investigations and flood risk assessment.

Commercial sites

NI Park

The Land Deal is supporting the delivery of a 10ha employment site at Newport promoted through the Local Plan for a major, new Agri Tech employment park. Planning permission was granted in August 2019 with work due to commence on site in 19/20. The Park will provide space for a range of potential occupiers including start-ups, smaller businesses and larger occupiers within the Agri Tech sector. Being marketed by DiT following their recognition of the sites as a High Potential Opportunity site for Agri Tech the site is being brought forward in partnership with Harper Adams University and their Agri-Tech Centre of Excellence industry partnership. The Park will help consolidate the Borough's growing reputation in this emerging global sector.



Hortonwood Sites

Hortonwood is a well-established, large, industrial estate located in the north of Telford and has a variety of occupiers ranging from smaller local companies e.g., Baker Bellfield, to large foreign direct investments e.g., Epson. In the last twelve months there has been an increased interest in Hortonwood and the available sites have all received a number of serious enquiries. The vacant plots at the western end of the estate ranging from c.5 acres to c.10 acres all have planning permission giving flexibility for incoming occupiers from smaller businesses to large multinationals. The permissions now allows for a new mitigation licence to be applied for and the necessary ecological work carried out leaving the sites development ready. The remaining site of 23 acres, is being actively marketed and is available for a large single user, giving Telford the capacity to compete in the market for large investment opportunities.

The Council has been carrying out extensive infrastructure works to increase the electricity capacity to sites in Hortonwood at an investment of £1.6 million. Work is currently on going and is planned to be completed by the end of the financial year and will assist in attracting manufacturing and distribution businesses.

Shawbirch East Campus

This site comprises one single land parcel and was designated for employment as part of the establishment of the New Town and is allocated for employment use in the Telford & Wrekin Local Plan. With a prominent position fronting the A442 arterial road North West of Telford the site extends to 22.16 ha (55 acres). Survey work and master planning is ongoing with a view to delivering a high tech employment park appropriate to this gateway location into Telford potentially linked to the Borough's growing sector specialisms in food and agri tech.

4. Finance

The Deal is managed through a 3 year rolling investment and disposal plan, which is subject to regular reviews at the Land Deal Board. The table below demonstrates the net uplift and respective shares for the 4 years ended 31 March 2019, and the forecast for the first seven years of the Deal. As set out in the Agreement, the first £2m of the TWC local profit share is set to be set aside to fund liability and constrained sites identified within the Deal, before the remaining share is retained by TWC for investment locally. Fifteen percent of the locally retained profit share is made available to The Marches LEP to invest via The Marches Investment Fund.

£	4 year Actual 31 March 2019 (..) – shows an income	7 year forecast 31 March 2022 (..) – shows an income
Gross land receipts	(27,318,587)	(51,410,094)
Net land receipts	(12,242,575)	(22,466,939)
Total costs to be funded from land receipts	8,035,984	12,022,653
Net uplift	(4,206,591)	(10,444,286)
Homes England share @15%	(630,989)	(1,566,643)
TWC share @85%	(3,575,602)	(8,877,643)
Constrained/liability set aside	2,000,000	2,000,000
TWC share retained	(1,575,602)	(6,877,643)
LEP share @15%	(236,340)	(1,031,646)

5. Investments

5.1 Investment of Local Profit Share

The financial successes of the Deal to date has meant that a cumulative profit of £4.2m has been achieved up to 31 March 2019. The Council's proportion of this cumulative profit is £3.3m, after a £236k distribution to the Marches LEP.

The first investment of TWC's element of profit share approved by Board was £1.0million as part of a larger investment by the Council from its Growth Fund to develop the 15 small businesses starter units at Plot 2 Hortonwood West, Telford.

The Land Deal Board continues to consider other areas of investment for the local profit share within Telford.

6. Communications and Marketing

A Strategic and Local Communication, Marketing and Engagement plan overseen by the TLD Board, underpins the range of activities being undertaken. The plan timetables planned press releases, attendance at events, specific visits and website activity. The plan has both a local focus – recognising the need to engage with local communities within which sites are coming forward and outward facing to attract investor interest. The Plan includes activity lead by the Authority and supported by Homes England, the Marches Local Enterprise Partnership and Telford Business Board.

A partnership approach has been adopted to communications with all messages.

Underpinned by 3 key aspects:

- Delivering a consistent approach to all external communications
- Engaging effectively with appropriate audiences
- Raising the profile of the Land Deal and its impact on the Borough, Marches and West Midlands economy, on a local, regional and national level

A couple of recent press releases linked with major commercial investments is included at Appendix 2.

The focus in 18/19 has been to advertise the successes of the Land Deal over its four year lifetime and in particular to focus on individual successes and the benefits of the Land Deal to the people of Telford in terms of economic benefits, jobs and housing. This has been done through various mediums such as online platforms, Midlands Today news, regional magazines and local newspapers with further exposure following the Council's success in the APSE and MJ awards.

7. Future Priorities

The success of the Land Deal, continues to be been achieved through the willingness of the partnership to work together to maximise on opportunities in the local market and to invest upfront into challenging sites to de-risk and make sites 'shovel ready' and attractive to developers. By obtaining planning permission we continue to be able to tackle any ecological issues such as the relocation of badgers and Great Crested Newts, and provide the market with sites ready for development. This in conjunction with the Council's £50m Growth Fund which is available to fund bespoke property solutions for investors wishing a leaseback

solution plus investment to bring utilities to sites make Telford one of the UK's most attractive locations for inward investment.

Market interest in Telford's residential sites remains high and a number of sites are programmed to be brought forward over the coming three years. Some of the sites do have some challenges which will require upfront investment prior to bringing to the market, such as geotechnical and ecological constraints. Early work is taking place on the larger residential allocations at Lawley and the Hem to bring these sites to the market as soon as possible without distorting the local market with an oversupply, particularly in the Lawley area. Provision of adequate energy supplies for tier 1 automotive investors remains a challenge. The Land Deal and Council have made significant investment and the Council and Marches LEP are pressing for more strategic investment by utility companies to avoid this becoming a break on investment. On the employment front, the success of the land deal has resulted in a fall in availability and work is underway to identify the release of additional land to satisfy enquiries.

The Land Deal is approaching its 5th year of a 10 year programme. Delivery across both residential and employment sites overall is running ahead of original planned delivery dates and land values, showing the strength of the local market and effectiveness of the principles underpinning the Deal. Telford is a growing Town with an ambitious agenda for growth and commitment to invest into local communities. The forthcoming review of the Local Plan prioritises driving further economic growth balanced by residential development. Employment and residential sites within the Land Deal are a key component of delivering that growth and there is also significant scope to develop the Deal considering the inclusion of further sites both in Homes England and potentially other public/private ownership in support of the Town's ambitions and to deliver against national targets. A priority for 2021/21 will be to evaluate Homes England ownership that could be brought forward under the Local Plan and driven by the Land Deal.

Appendix 1 – Schedule of Sites

Homes England site	Site ref. no.	PCS ref.	Parcel ref.	Status
Apley B1 (ii)	1211	19806	12348	Sold
Apley B3	1212	19806	5825	Sold
Hortonwood (Shawbrich East Campus Site)	1303	21800	1527	
Wellington (Adj Blessed Robert Johnson School Phase 1)	1210	19339	1417	Sold
Wappenshall	1326	21964	1548	
Wappenshall	1327	21964	1549	
Wappenshall	1328	21964	1550	
Wheat Leasows – 10 Plots	1325	21963	1547 10781 12698 12887 12888	Plots 9 and 10 – Sold Plots 3,4,5 – Sold Plot 6 – Sold Plot 2 – Sold
Hortonwood North Residual – 3 plots	1329	21961	1551 13111	Plot B - Sold
Land & Buildings Adj Horton Farm	1330	21961	1552	
Land off Horton Lane	1340	21961	1557	
Donnington Wood (K) (constrained site)	1220	20219	1430	Site transferred to TWC
Donnington Wood Way (constrained site)	1332	20219	1553	Site transferred to TWC
Land North of Granville Road (Donnington Wood) (constrained site)	1287	20219	1502 12913	Site transferred to TWC
Priorslee East - Phase 1	1228	19629	11429	Sold
Priorslee East F	1229	19629	6091	Sold

Land Snedshill / Church Road	1224	28463	1434	Sold
Land – Priorslee Road	1225	24497	1436	
Priorslee Road (Phase 2)	1226	24497	1436	
Old Park Campus Site (constrained site)	1277	24497	1436	Site transferred to TWC
Old Park Phase 1 and 2 (constrained site)	1233	28462	1445	
Lawley Extension	1243	21334	1458	
Lawley Extension	1244	21334	1459	
Lawley Extension	1382	21334	1460	
Lawley Village Residential Site (Non Strategic Project)	1382	21334	1591 1592	
T54 – Plot 2	1284	22479	1499	Sold
Sub Station Nedge	1198	20526	1406	Sold
T54 – Plot 3	1399	22480	1604	Sold
T54 – Plot 5	1401	22482	1606	Sold
T54 – Plot 6		22483		Sold
	1285	26764	1473	
T54 – Plot 7	1348	22484	1565	
Nedge Buildings (The Hem)	1182	22485	1393	
Land Around Nedge Buildings (The Hem)	1257	1257	2952	
The Hem Phase 4 (The Hem)	1263	21775	2954	
The Hem Phase 3 (The Hem)	1260	21775	1476	
Open Space – Nedge Housing (The Hem)	1320	21775	1542	
The Hem Phase 2 (The Hem)	1261	21775	1477	
Halesfield 24 – Plot 2	1266	21777	1483	Sold

Halesfield 23 – Plot 3	1267	21779	1484	Sold
Halesfield 25 – Plot 6	1265	21776	11576	Sold
Halesfield 18	1269	21319	1485	
Plots – Moor Farm, Majestic Way	1256	16153	1472	
Lightmoor Road	1272	16153	1487	
Town Centre Hall Court Car Park	1280	24497	1495	Sold
Rough Park 3	1264	16153	1480	
The Beeches	1964	20464	2095	Sold
South West Old Park Mound (Specified Site)	1279	24497	1497	
Plot 12 Hortonwood	1292	21790	1509	
Plot 6 Hortonwood	1294	26707	1511	Partially sold
Plot 1 Hortonwood 65 (Specified Site)	1295	21793	1512	
Plot b, d and remainder of e Hortonwood – 3 plots	1297	21795	10669 10678 6056	
Site C Pool Hill Road	1378	28464 21757	1587	
Site D Pool Hill Road	1379	28464 24982	1588	
Plot – Rock Road	1234	22347	1446	
Hadley Park B	1299	21797	5989	Sold
Hadley Park A	1298	21797	5809	Sold
Hadley Park E	1301	21804	6014	Sold
Site 2 Donnington Campus	1289	22224	6115	Sold
Croppings Farm House	1180		1391	

Land at Wellington Road	1195	19807	6061	Sold
Land at Wellington Road	1215	19807	6061	Sold
Land at Daisy Bank	1221	21043	5876	Sold
Rampart Way	1281	24497	1496	Sold
T54 – Plot 1c	1283	22478	1498	Sold
Hortonwood 37	1290	21789	1505	Sold
Priorslee East D3	1376	19794	1586	Sold
Donnington H Phase / Frome Way	1385	21796	1594	Sold
Woodlands Farm Buildings	1398	24201	6138	Sold
<u>TWC Sites</u>	<u>Site Ref</u>	<u>Status</u>		
Charlton Site	A0422			
Plot 2 Telford Rail Freight	A1133	Sold		
Plot 1 Telford Rail Freight	A0908			
The Sutherland School	A0126	Sold		
Wrockwardine Wood Arts Academy	A0125	Sold		
Ercall Wood Technology College	A0421	Sold		
Phase 2 Dawley	A0084	Sold		
Phoenix Academy	A0151			
Grange Park Primary School	A0090			
Lakeside Academy	A0105			
Newport Innovation Site	A1111			

Appendix 2 – Press releases

Hortonwood West, Plot 2

Start up units a great success at Hortonwood West

Published March 2019

Construction work has now completed at Hortonwood West seeing the creation of two blocks of multi-let start up units provided by Telford & Wrekin Council for local businesses.



The two new buildings have proved extremely popular with 12 of the 15 units already let to a wide cross section of tenants.

They have been built opposite each other, with the first comprising of five units and second ten units – complete with meeting rooms, parking and staff facilities.

Kevin Martin of Blinds4Less said “When the new development at Leasow’s Court was first marketed, we expressed an interest in moving to the site. The Council offered us help and advice to enable us to relocate to support the changing needs of our business”.

Kevin Paton-Feaver of Empire Medals and Training said “We wanted to offer businesses and consumers a greater choice of framing options and speedy turnaround. We needed a larger self-contained unit that offered flexibility and value for money. This was just what Leasow’s Court offered. We have dramatically improved our productivity and created another full time post and we also plan for an apprentice to start with us very soon”

David Vicarey of Sprinklet Tech Ltd said “The move to Leasow’s Court will enable us to expand other avenues of the business due to the increase in space. Over the next year, this could see three further staff employed at our unit with additional employment predicted in our installation teams”.

Councillor Lee Carter, Telford & Wrekin Council’s cabinet member for Economic Development said “This is a really positive development of new business units which are as a result of the ground breaking Land Deal that the Council has with Homes England and the Marches Local Enterprise Partnership”.

“Proceeds from the Land Deal have been invested in small business units which are required for expanding businesses and startups. It will be the first time in at least two decades that we’ve developed new starter units. All of this combines to mean more investment into Telford, more growth for the local economy of Telford and more jobs for our residents”.

Karl Tupling, General Manager for Homes England in the Midlands said “the Land Deal continues to support the local economy with these units providing a great opportunity for new businesses to start up and existing businesses to grow”.

There are now only three units remaining within the blocks, each offering floor space of just over 3600 square feet.

T54, Plot 3 and 5

New Telford industrial units set to create scores of jobs

Published October 30 2018

Numerous inquiries have been for two brand new business units which are expected to create scores of jobs in Telford.



Work has started on building the new 30,000sqft and 17,000 sqft units on the Telford 54 Business Park (T54), which is already home to some of the region's most notable firms.

T54 was launched in response to the high demand for space in the area, using land sold on behalf of Homes England to create jobs.

Current occupiers include Jaguar Land Rover supplier Cosma Casting UK, machine tool specialist XYZ Automation, international plastic parts manufacturer Polytec, oil mist removal machine specialists Filtermist and industrial measurement experts Torus.

Councillor Lee Carter, Telford & Wrekin Council's cabinet member for economic development, said the units would help create more jobs for the Borough.

He said "This is a case of the Council providing speculative units to cater for high demand in the market. All our units are fully let and there is a lack of this type of stock in the borough, so it makes sense for us to step in where developers are reluctant or unable to do so. T54 is in a great location, well-positioned for Telford's excellent transport links and only a few miles along the M54 from the Jaguar Land Rover plant at i54".

Councillor Carter explained that T54 resulted from the Council's unique Land Deal partnership with Homes England and the Marches Local Enterprise Partnership.

He said "This has seen industrial sites owned by Homes England developed by the Council, with infrastructure being installed so the sites are ready to be occupied".

The contractors, Morris Properties, started on site this autumn and the construction is scheduled to be finished in the spring of 2019.

Property consultancy Bulleys Bradbury has revealed they are already experiencing strong demand for the new units.

Rob Spiby, director of Bulleys Bradbury, said “We’re delighted to be marketing these speculatively built units jointly with Telford & Wrekin Council. The sales of land for owner-occupiers at T54 has gone exceptionally well and these two brand new units are being constructed on the last currently available plot.

At a time when the availability of new and modern industrial premises in the Telford area is at an all-time low, they will provide much needed high quality space that will allow businesses to expand into, potentially creating scores of new jobs.

We’re already handling numerous enquiries about the new units and expect them to be quickly let and occupied as soon as they are available next year.

Hortonwood West

Telford design agency set for expansion

Published November 13 2018

New jobs are set to be created as part of a £600,000 relocation for a creative design and marketing agency.



Councillor Lee Carter hands the keys to the new offices over to Kensa Creative's managing director Scott Clarke. Kensa Creative is currently based at the University Campus in Priorslee, Telford but its success means it needs to expand.

The company will be relocating to newly built offices at Plot2a, Hortonwood West.

The plot – like a number of others around the borough – has been brought forward to market as part of the Land Deal that Telford &

Wrekin Council agreed with Homes England and the Marches Local Enterprise Partnership.

The building has 418sqm of floorspace on two floors for Kensa Creative, allowing for future growth of the business without restriction.

Scott Clarke, managing director at Kensa said “Kensa has grown significantly year on year, quickly reaching the point where we can't squeeze any more people into our current office space. As creatives, it has been out dream to not only own our own building, but to actually design and build it too. Thanks to a partnership with the Council's own in-house property development consultancy team biT Group, who also happen to be one of our clients, we've been able to make it a reality and are looking forward to all the exciting possibilities this extra space will bring”.

Councillor Lee Carter, Telford & Wrekin Council's cabinet member for economic development said: “This is yet another prime example of how our unique Land Deal is enabling existing borough businesses to expand and create more jobs.

This particular company are unusual in that the jobs that are available are in the creative sector rather than heavy industry – this is not typical for Telford but it is great that the range of work available is increasing. I wish Kensa Creative every success in their new home at Hortonwood West”.

Telford Land Deal

And the winner is.....Telford Land Deal

Published September 2018

Telford & Wrekin Council has won national recognition for its Telford land Deal at the National Association of Public Sector Excellence annual awards.



The Land Deal, which has attracted £236 million of private sector investment into the borough since April 2015, was named as the winner of the Best Collaborative Working Initiative for 2018. The award recognises the innovative partnership between the Council and Homes England and the support of the Marches LEP.

The APSE awards recognise the best and the most innovative Councils in the UK, focusing on frontline services and Councils who are achieving excellent results.

The Telford Land Deal has seen the disposal of over 200 acres of land worth £23 million in deals that are set to create 988 new jobs and 600 new homes as well stimulating the construction of over 86,000sqm of commercial floor space.

The Land Deal has also played a key part in helping the borough to secure record levels of foreign investment, including the opening of Magna Cosma – international aluminum castings suppliers to nearby Jaguar Land Rover at the Borough's flagship employment site T54. This is one of the biggest foreign investments into the UK in the last ten years and will create almost 300 jobs.

The Land Deal has also helped to attract Austrian reinforced plastics supplier Polytech as well as helping existing businesses to expand including plastics manufacturer Craemer. In the next few months the Deal will also enable the delivery of a number of starter units to attract and support new businesses to establish and grow in the Borough.

Cllr Lee Carter, cabinet lead for economic development said, "This is a fantastic achievement for everyone involved in the Telford Land Deal. It helps our borough punch well above its weight, showing

how we are winning and bring investment here because Telford is such a good place to do business in.

The award is the result of tireless work by the Council and partners that continues every day to help bring more investment, business, jobs and growth here – it's a great endorsement of the excellent work our teams are doing.

We are confident that the Land Deal together with other initiatives such as the £50m Growth Fund will continue to bring in spectacular results for our borough”.

Council leader Shaun Davies added, “This award is down to the hard work of our officers and cabinet members who together with a range of partners have made the Land Deal the success story it is.

Together, we share the same vision for and confidence in our borough and the determination to win business and investment”.

Karl Tupling, General Manager for Homes England in the Midlands said “The deal is already offering new jobs for local people as well as the opportunity to develop new homes to help more local people in Telford have access to a home of their own”.

The Council was also a finalist in six other categories at the APSE awards, competing with more than 100 organisations for the awards. APSE work with over 300 Councils throughout the UK in areas such as waste and refuse collection, parks and environmental services, environmental health, leisure, school meals, cleaning, housing and building maintenance.

Appendix 3 – Quotes from Press Releases

Steve Poppitt, managing director of Craemer UK, said: “We have been here 11 years on this site and started out with three machines. We now have eight and completely ran out of space in terms of machine capacity. We looked at expanding in the immediate vicinity and were negotiating with some neighbours but were unable to pursue that line of inquiry. Land became available through the local authority at Hortonwood West so we purchased a 13-acre site two years ago and we developed 50 per cent of it and produced a further factory which develops a mainly larger product. The new factory has had a very positive impact on the company. It has been operational since the end of March and has been going very well”.



Driving growth **and prosperity**

Steve Mitchell, Veolia director for the West Midlands, said: We are delighted to have acquired this site as a new administrative base for our Commercial operation. It will offer improved facilities for our team as well as being better located to service our customers needs. This move represents the next step in the expansion of our commercial recycling and waste collection business in this area.

“Housing stock growth exceeded the UK average, with Telford experiencing growth of 1.6 per cent”

Centre for Cities 2019

Start up units at Hortonwood West

Kevin Paton-Feaver of Empire Medals and Training said we wanted to offer businesses and consumers a greater choice of framing options and speedy turnaround. We needed a larger self-contained unit that offered flexibility and value for money. This was just what Leasow’s Court offered. We have dramatically improved our productivity and created another full time post and we also plan for an apprentice to start with us very soon.

Kevin Martin of Blinds4Less said When the new development at Leasow’s Court was first marketed, we expressed an interest in moving to the site. The Council offered us help and advice to enable us to relocate to support the changing needs of our business.

Scott Clarke, Managing Director of Kensa Creative, said: “We’ve been based in Telford for the past 8 years and we’ve reached the point where we needed to grow our team. Thankfully working with Telford & Wrekin Council we were able to get a purpose built office which will enable us to stay in the area. We love Telford and we’re all based around here. I’ve lived here all my life and we really wanted to stay in the area so the fact that they were able to help us create this purpose built plot, created the land for us and helped us with the whole build has been fantastic and we wouldn’t be where we are today without their help”.

TELFORD & WREKIN COUNCIL

CABINET – 2 JANUARY 2020

SCHOOL FUNDING FORMULA 2020/21

REPORT OF THE ASSISTANT DIRECTOR: EDUCATION & CORPORATE PARENTING

LEAD CABINET MEMBER – COUNCILLOR SHIRLEY REYNOLDS

PART A) – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

- 1.1 Each year we review the local funding formula for mainstream schools in the context of revisions to Department for Education (DfE) regulations or any other relevant developments. Although we consult with schools and the Schools Forum regarding any changes, the Council makes the final decision on the funding formula. The local funding formula applies both to academies and maintained schools. For 2020/21 it will determine the distribution of around £126m, which includes an additional allocation of approximately £9m for schools.
- 1.2 Over £6m of the additional £9m arises from a 5.4% increase in funding per pupil. Most of this reflects a national increase in funding of over 4%. The remainder of the £6m is the final element of T&W schools being brought up to the level of the national funding formula which was introduced three years ago, replacing the previous system of historically based funding.
- 1.3 T&W schools funding is now around the middle point comparing to other English local authorities. Prior to the introduction of the national funding formula, two-thirds of Councils received more funding per pupil for their schools than Telford & Wrekin. As a result the Councils schools have been underfunded by central government for a number of years (around £7m p.a. below average). Additional funding over the last three years serves only to bring them into line with the average funding received by schools from central government in other parts of the Country. Despite a lack of funding our schools continued to maintain high standards with over 90% of our primary schools being judged good or better by Ofsted.
- 1.4 The remainder of the £9m increase arises from an increase in pupils of around 500. The increase in pupils is particularly concentrated in the secondary sector. Funding is allocated by the DfE on a per pupil basis, at a rate of £4,147 per primary pupil and £5,402 per secondary pupil. Pupil growth accounts for £2.6m of the £9m increase.
- 1.5 The following is proposed for 2020/21:
 - We continue to use the additional funding allocated by the DfE to move towards the DfE's National Funding Formula (NFF) model for school funding, details of which were published in 2017. It may be possible for T&W to adopt in full the DfE's NFF for T&W schools, as in 2020/21 the DfE will complete the transition for previously 'underfunded' local authorities (of which T&W was one) to full NFF rates. Whether or not this is possible will depend upon the final October 2019 census data.

- Apply the maximum allowable minimum funding per pupil guarantee of 1.84%, ensuring that (based on the DfE's measure of inflation) every school has an increase per pupil at least in line with cost pressures.

- When schools have agreed with the local authority to increase their Pupil Admission Number (PAN) or admit additional pupils above their PAN, to fund these schools on the basis of estimated pupil numbers, so as to avoid these schools being negatively affected by the usual lag in funding compared to pupil numbers.

1.6 The revised funding formula has to be submitted to the Education & Skills Funding Agency (ESFA), a DfE agency, by 21 January 2020.

1.7 This report seeks Cabinet approval for the proposed 2020/21 funding formula for Telford & Wrekin mainstream schools.

2. RECOMMENDATION

2.1 That the 2020/21 funding formula for Telford & Wrekin mainstream schools, consulted on with the Schools Forum, be approved. The formula:

- distributes £126m, a £9m increase compared to 2018/19;

- includes a guaranteed increase per pupil of 1.84%, the maximum allowable by government;

- includes £0.6m that in previous years was moved in order to support high needs pressures;

- where appropriate, supports growing schools by using estimated pupil numbers to determine funding, to avoid a lag in money reaching growing schools.

3 SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Co-operative Council priority objective(s)?	
	Yes	By ensuring that as far as is possible schools receive fair funding for their pupils, this supports the objective to improve local people's prospects through education and skills training.
	Will the proposals impact on specific groups of people?	
	Yes	Children, young people, parents and the wider community served by schools.
TARGET COMPLETION/DELIVERY DATE	The revised funding formula will take effect from 1 April 2020 for maintained schools and from 1 September 2020 for academies. Details of the formula have to be provided to the ESFA by 21 January 2020.	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes	Most mainstream schools in Telford & Wrekin (T&W) are forecast to again receive an increase in funding in 2020/21, both in funding per pupil and in total funding. This is because the government has allocated more funding to schools generally for 2020/21 onwards and also because many local schools are experiencing increases in pupil numbers. There is a national Minimum Funding Guarantee (MFG) per pupil set at between 0.5% and 1.84% for 2020/21. In the context of the increasing funding for T&W, we propose to continue to set the local MFG at the maximum 1.84%, meaning that no school in T&W will experience a real terms reduction in funding per pupil in 2020/21.
LEGAL ISSUES	Yes	The revised arrangements have to comply with the Government's School Finance Regulations.
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	
IMPACT ON SPECIFIC WARDS	Yes	The revised funding formula will affect all schools in T&W, including academies, with the exception of nursery schools, special schools and independent schools and so will impact upon all Wards across the Borough.

PART B) – ADDITIONAL INFORMATION

4 THE FUNDING SYSTEM FOR SCHOOLS

4.1 Dedicated Schools Grant (DSG) is allocated to local authorities by the DfE in four blocks; Schools, High Needs, Early Years and Central School Services, using the following bases:

- Schools Block: Calculated by multiplying the number of pupils at the preceding October census (i.e. October 2019 for 2020/21) by a unit of funding, which is different for each local authority. The 2020/21 allocation for T&W is £126m.
- High Needs Block: Calculated by a combination of historic allocations and a national funding formula. The 2020/21 allocation for T&W is £25m.
- Early Years Block: Calculated by taking the average pupils in the relevant two January censuses (i.e. January 2020 and January 2021 for 2020/21) and then multiplying by a unit of funding. The 2020/21 allocation for T&W is £12m.
- Central School Services block: Calculated by a mixture of historic expenditure levels and number of pupils. The grant was introduced in 2018/19 replacing (albeit at a much reduced level) the abolished Education Services Grant. The 2020/21 allocation for T&W is £1m.

4.2 There is some flexibility to move money between blocks, but any movement out of the Schools and Early Years blocks is limited in scale and subject to a Schools Forum vote. DSG as a whole is ring-fenced for schools.

4.3 The final distributions of DSG are notified in December, based upon October census data.

4.4 DSG is distributed to institutions as follows:

- Mainstream schools - via a locally determined funding formula, within the constraints of DfE regulations. The details of this are discussed in section 5 below.
- Special schools and pupil referral units (PRUs) - via a place plus top-up system, the place element being set nationally at £10,000, the top-up element being locally determined. The number of places is determined by a combination of the local authority and the ESFA.
- Nurseries, nursery classes and private, voluntary and independent early years providers – for 3 and 4 year olds via an Early Years Single Funding Formula, locally determined, within the constraints of DfE regulations; for 2 year olds, calculated on the basis of a single hourly rate (currently set at £5.11 in T&W).

4.5 In recent years there has been increasing budget pressure in the high needs area, as a result of legislative change and demographics. Many local authorities have incurred DSG deficits as a result, although T&W's strong partnerships with schools and financial management meant that we ended 2018/19 with a small DSG surplus.

- 4.6 The DfE has responded to the national pressures by allocating significant additional funding for high needs in 2020/21, amounting to around £3m for T&W. The net increase for high needs will be £0.6m less than this, as the Schools Forum has made it clear that in the context of the additional high needs resources, it will not agree to another transfer of 0.5% of the Schools Block to high needs in 2020/21.
- 4.7 The overall high needs funding increase does not remove the pressure in this area, but does offer some financial respite. T&W has a number of initiatives in place with the aim of delivering the most effective and cost efficient provision possible, but is experiencing similar difficulties to most other LAs in dealing with fundamental pressures in what, to a large extent, is a demand-led system.

5 T&W 2020/21 FUNDING FORMULA

- 5.1 The DfE is calculating 2020/21 Schools Block funding allocations to local authorities by continuing to move towards a National Funding Formula (NFF). This revised methodology replaced the existing historically based allocations in 2018/19.
- 5.2 The NFF is benefiting T&W schools. Between 2017/18 and 2020/21, the increase for T&W will have been around 6.8% per pupil – resulting in £7m of additional resources per annum. It is in addition to any increases arising from increasing pupil numbers. It is good news for our schools and vindicates our long-standing belief that mainstream school funding for T&W had previously been held at an unacceptably low level by the DfE.
- 5.3 In 2020/21, the DfE has also allocated a general increase to local authorities exceeding 4% per pupil. Mainstream funding per pupil in T&W now ranks 78th out of 150 local authorities, i.e. around the national mid-point, but higher than the average for non-London authorities (London authorities receive additional funding from ‘area cost adjustments’). Total schools block funding for T&W has increased from £107.5m in 2017/18 to an estimated £126m in 2020/21.
- 5.4 In 2020/21 the DfE has also required local authorities to apply a minimum funding per pupil amount to all schools, set at £3,750 for primary schools and £5,000 for secondary schools. This has the impact of boosting the funding of schools with less deprived intakes, as these schools receive relatively little from funding factors linked to deprivation and low prior attainment.
- 5.5 The local funding formula for 2020/21 was discussed with the Schools Forum on 19 September. The Forum agreed that we should continue with the agreed principles in 2018/19 and 2019/20, which are:
- to continue to move our local funding formula towards the NFF model, as more funding is allocated by the DfE; and
 - continue to offer the highest minimum funding guarantee (MFG) per pupil that is possible within the constraints of available resources and DfE rules. An MFG set at 1.84% in 2020/21 means that no school will experience a real terms decrease in funding per pupil.

- 5.6 It may be possible to move T&W schools on to the NFF, i.e. by mirroring the NFF funding factors in the local funding formula, which would complete the movement towards the NFF pursued in recent years. We will only be able to finally determine this once October 2019 census data is available.
- 5.7 Allocations to schools are also influenced by the amount allocated to growth funding. T&W pupil numbers continue to show significant growth particularly in the secondary sector. A number of schools have agreed to increase their pupil number intakes in September 2020 in response to demographic pressures, and we plan to fund such schools using estimated pupil numbers. Using estimated numbers means that the schools do not have to wait until the following April (for maintained schools) or September (for academies) for funding to reflect the increased pupil numbers.
- 5.8 The authority's successful Building Schools for the Future (BSF) capital programme prepared the way for this secondary growth, by building capacity to absorb more pupils, both through the completed buildings and also through the schools being designed to enable expansion when required.
- 5.9 As noted above, the actual allocations to schools can only be finalised once the confirmed data from the October 2019 census is released by the DfE in December. Cabinet approval is therefore being sought for the principles behind the local funding formula for schools, rather than the precise amounts allocated to each school.

6 IMPACT ASSESSMENT – ADDITIONAL INFORMATION

- 6.1 Schools continue to be protected by the national Minimum Funding Guarantee, which for 2020/21 sets the minimum increase per pupils at 0.5% per pupil. As noted above, T&W is proposing a local protection that amends this to 1.84%, the maximum allowable level of protection.
- 6.2 Under current regulations, the formula can be reviewed and, if desirable, it can be amended by the local authority each year. This may change from 2021/22, if an NFF at school level is introduced by the DfE.

7. PREVIOUS MINUTES

- 7.1 Minutes of the meetings of the Cabinet held on 15 January 2017 (concerning the 2017/18 funding formula), 4 January 2018 (concerning the 2018/19 funding formula) and 3 January 2019 (concerning the 2019/20 funding formula),

8. BACKGROUND PAPERS

“Schools revenue funding 2020 to 2021: Operational guide”, Education & Skills Funding Agency, September 2019.

T&W Schools Forum, minutes and accompanying papers of meetings held on 19 September 2019 and 21 November 2019.

Report prepared by:
Tim Davis
Group Accountant
Telephone: 01952 383756

TELFORD & WREKIN COUNCIL

CABINET - 2 JANUARY 2020

TOGETHER4CHILDREN REGIONAL ADOPTION AGENCY

REPORT OF THE ASSISTANT DIRECTOR: CHILDREN'S SAFEGUARDING & STRENGTHENING FAMILIES

LEAD CABINET MEMBER – CLLR SHIRLEY REYNOLDS

PART A – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

- 1.1. The formation of the “Together4Children Adoption Agency” formerly working title North Midlands Regional Adoption & Permanency Partnership, combines the expertise of the four Local Authorities. Working together to find local, caring, stable and loving homes for Looked After Children who require permanence, giving a child a sense of stability, continuity, commitment and identity.
- 1.2. The Partnership is a unique arrangement, creating a sustainable system which operates on a regional footprint, maximising resources, capacity and flexibility, which leads to improvements in service delivery, effective practice and long-term outcomes for children, whilst maintaining the independence of each individual Local Authority.
- 1.3. There is an opportunity to share the progress of the partnership with cabinet, and for cabinet to delegate key decisions to the formation of the “Together4Children Regional Adoption Agency to the Director of Children & Adults. Further, cabinet are invited to consider the approval of the Financial Formula which sets the basis for Telford & Wrekin Councils contribution to the Adoption Agency.

2. RECOMMENDATIONS

2.1 Cabinet acknowledge the progress made in respect of the formation of the Together4Children Regional Adoption Agency (RAA) between Telford & Wrekin Council, Staffordshire County Council, Stoke-on-Trent City Council and Shropshire Council

2.2 Cabinet delegates further key decisions in relation to the formation of the Together4Children Regional Adoption Agency (RAA) to the Statutory Director of Children's & Adults Services in consultation with the Cabinet Member for Children, Young People & Education Cllr Shirley Reynolds. This includes authority to enter into the final interagency Permanency Partnership Agreement.

2.3 Cabinet approves that the, Together4Children Regional Adoption Agency (RAA), Regional Financial Formula for 2020/21 and 2021/22 is set on the basis that each Partner contributes 100% of “in scope” budgets (Adoption Services), as disaggregated from the 2019/20 budget.

2.4 Cabinet continues to be committed to the ambition of Telford & Wrekin Council, Staffordshire County Council, Stoke-on-Trent City Council and Shropshire Council to go beyond adoption and develop a regional model of wider permanence which includes Fostering, Connected Persons and Special Guardianship Orders (SGO).

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Co-Operative Council priority objective(s)?	
	Yes	In line with the council's priority of putting children and young people first.
	Will the proposals impact on specific groups of people?	
	Yes	Children & young people in terms of improved placement choice and outcomes.
TARGET COMPLETION/DELIVERY DATE	Regional Adoption Agency – March 2020. Permanency Hub is a four year programme.	
FINANCIAL/VALUE FOR MONEY IMPACT	Yes/No	<p>Government legislation requires Councils to be part of a Regional Adoption Agency by 1 April 2020. In order to support this requirement, additional Government grant has been allocated. The Together for Children Regional Adoption Agency has been allocated up to £610,000 for the period until 2020. This has enabled the preparations for the partnership to commence, with Staffordshire County Council employing the project leads. The government grant has been allocated specifically to cover costs of setting up the regional agency, rather than its running costs.</p> <p>The intention is that the partnership will deliver a range of financial benefits, including better value for money through economies of scale and a decrease in the number of children requiring specialist, intensive and costly placements/services.</p> <p>It is being recommended that the Regional Financial Formula for 2020/21 and 2021/22 is set on the basis that each Partner contributes 100% of "in scope" budgets (Adoption), as disaggregated from the 2019/20 budget. Telford and Wrekin are currently contributing £687,000 (excluding Corporate charges) to the Joint Adoption service with Shropshire.</p> <p>It is also stated that there will be no further recourse to any Local Authority in the Partnership, in respect of services in scope of the Phase One Regional Adoption Agency (RAA). The partnership will be organised around a central hub, made-up, with one exception, of seconded staff from the partner authorities.</p> <p>The one exception is the Regional Head of Operations, towards which T&W will contribute 25% of the costs. Whilst partners have agreed that this budget would not be identified within the Adoption spend, as the post has a wider span of responsibility</p>

		<p>in respect of Permanence, the 25% contribution does therefore represent additional costs to T&W.</p> <p>There is a commitment that during 2020/21 and 2021/22 no additional “Corporate Recharges” will be incurred by the Central Regional Permanency Hub, but the implication is that additional charges could be incurred after this, at a potential additional cost to T&W.</p> <p>Partner Local Authorities will also remain responsible for additional cost pressures arising from, for example, significant increases in predicted demand for services, or issues arising from under-recruitment of adopters. These potential cost pressures are an existing risk, not a new risk arising from the regional arrangements.</p> <p>All Local Authorities will share the risk of an underperformance of the Central Permanency Hub but the methodology or format of such a risk share has not yet been determined and so it is not possible to assess the possible financial impact of this.</p> <p>The Partnership will begin to look for efficiencies as soon as it is implemented and also through phases 2 and 3 of the process, so there could be economies of scale that will financially benefit T&W.</p>
LEGAL ISSUES	Yes/No	<p>Section 15 of the Education and Adoption Act 2016 came into force on 7th March 2018 inserting a new Section 3ZA into the Adoption and Children Act 2002 to enable the Secretary of State to give directions to local authorities to make arrangements for one regional adoption agency to carry out a wide range of 2002 Act adoption functions on behalf of a number of local authorities. This supported the Government’s reform and regionalisation plans for adoption which have been in development since March 2012 and further the Government’s ambitions set out in the Department for Education’s paper “Regionalising Adoption” in June 2015. The Government’s ambitions for regional adoption agencies does not expressly include fostering. However, the DFE is supportive of proposals that further regionalise their services in respect of all looked after children.</p> <p>Local Authority fostering [including connected persons fostering] functions are undertaken further to the Children Act 1989 and Care Standards Act 2000 [as amended], regulations made thereunder including The Fostering Services (England)</p>

		<p>Regulations 2011, statutory guidance including the Fostering Services National Minimum Standards and practice guidance.</p> <p>Special Guardianship functions are undertaken under the 1989 Act [as amended], the Special Guardianship Regulations 2005 and statutory guidance.</p> <p>In order to ensure that there is a clear understanding of the responsibilities of both the Regional Adoption Agency and the Joint Adoption Service, the agreement between Telford & Wrekin Council and Shropshire Council will need to be reviewed. This will ensure that the JAS continues to meet the needs of both authorities following the creation of the Regional Adoption Agency.</p> <p>The current proposal is that the Regional Adoption Agency, in itself, will not be a decision-maker but, rather, that each member authority will have a representative on the Management Board which will take a collective approach to making decisions regarding adoption functions. That being the case, it will be necessary for each authority, including Telford & Wrekin, to ensure that their respective representatives have the necessary delegations from their authority to make decisions with regards to the discharge of adoption functions. As the Regional Adoption Agency is developed to include more functions, it will be necessary to ensure that the delegations are expanded to incorporate those functions.</p> <p>AL 21/11/2019 and 28/11/19</p>
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	N/A.
IMPACT ON SPECIFIC WARDS	No	N/A.

PART B) – ADDITIONAL INFORMATION

4. Background

- 4.1.** Most children will have their need for stability and nurturing met by their birth parent(s) and will not require support from or come to the attention of Local Authority Children’s Services. A small number of children will come into the care of the Local Authority and will require long term provision away from their birth parent(s).
- 4.2.** Where children require long term care, Local Authority Children’s Services will prioritise the achievement of permanency. Permanence, in the context of Children’s Social Care, is defined as a framework of emotional (attachment), physical (stability) and legal permanence (in respect of who discharges parental responsibility).

- 4.3. In June 2015, the Coalition Government prioritised the achievement of permanence through Adoption. “Regionalising Adoption”, published by the Department of Education (DfE), set out the Governments direction for the formation of Regional Adoption Agencies (RAA’s) by 2020.
- 4.4. In April 2017, the Partnership came together because of the four Local Authorities shared vision to create an arrangement which goes beyond Adoption (as required in the Education and Adoption Act 2016) and includes Fostering, Special Guardianship and Connected Persons. This Partnership focuses on working together to find local, caring, stable and loving homes for Looked After Children who require permanence, giving a child a sense of stability, continuity, commitment and identity.
- 4.5. In March 2019, Cabinet approved the formation of a Regional Permanency Arrangement (following the consideration of an Outline Business Case). To maximise the potential benefits of the new delivery model, and to manage the risks, Cabinet agreed to pursue a well organised and sequenced plan to achieve go live of Phase One (2018 – 2020), Phase Two (2020 – 2022) and Phase Three (2022 – 2024).
- 4.6. The Together4Children Regional Adoption Agency (RAA) continues to be developed in line with the decisions taken by Cabinet in March 2019. The development of this arrangement continues to be reflective of the Regional Outline Business Case (OBC) considered by Cabinet.
- 4.7. Statutory responsibilities relating to Looked After Children will continue to sit with Local Authorities (i.e. Corporate Parenting, Agency Decision Maker and Care Planning, Placement and Case Review).
- 4.8. In April 2019, the Partnership entered the Regional Permanency Transformation Programme (Phase One) which has initially focused on the development of a Regional Adoption Agency (RAA) by the 1st April 2020.
- 4.9. This Partnership is the first of its kind in the country and has received a significant transformation grant from the Department of Education (DfE) to pursue this new innovative way of working, which is focused on improving the long-term outcomes of all Looked After Children requiring permanency.

5. Progress

- 5.1. In coproduction with Stakeholders, the Partnership have developed the “Together4Children” regional brand. This regional brand reflects the vision, mission, values and strategic outcomes of the Partnership.
- 5.2. The Partnership have appointed a Regional Head of Operations who is responsible for the Regional Permanency Arrangement. The Regional Head of Operations has a single line of accountability to the Regional Management Board and undertakes a range of key functions across the four Local Authorities.

- 5.3.** The Regional Head of Operations is continuing to engage the Regional Permanency Partnership in broader opportunities for transformation and development. This includes representing the region to the Department of Education (DfE), at the National RAA Leaders Group and the West Midlands Regional Adoption & Special Guardianship Leadership Board.
- 5.4.** The Partnership have formed a Regional Senior Leadership Team (SLT) which brings together Service Leads responsible for Adoption, Fostering, Connected Persons and Special Guardianship from each Partner. The SLT demonstrates a shared purpose to deliver permanency services for families that are locally determined but at the same time have clear links to wider local, regional and national priorities.
- 5.5.** Information governance is integrated in all aspects of the Regional Permanency Arrangement and up to date and comprehensive intelligence and performance data is used regularly with partners to plan and assess impacts of the Partnerships decisions.
- 5.6.** Academic research and analyses is used to optimise performance and outcomes with automated analytical insight where possible. The Partnership is continuously adapting and improving using research as evidence in line with strategic objectives.
- 5.7.** Through funding provided by the Department of Education (DfE), a team of Regional Development Officers is continuing to embed new ways of working across the Partnership with a focus on innovation, effective practice and service improvement.
- 5.8.** A network of Regional Business Workstreams are established. These workstreams are focusing on aligning our infrastructure for Adoption. This includes activity relating to governance, legal infrastructure, finance, resources, workforce, I.C.T, digitalisation, information governance and strategic commissioning.
- 5.9.** The Partnership have also developed a network of Regional Practice Workstreams which are focusing on aligning our Adoption practice. This includes activity relating to adopter recruitment, adopter assessment, achieving early permanence, the child's permanency journey, permanency support, adoption decision making, adopter training and development and family finding. This includes the alignment of all policies, procedures, guidance, delivery structures, systems, processes and practice to enable our workforce from the four Local Authorities to work together.
- 5.10.** The Partnership have tested new ways of working, including the development of an Early Permanency Project, a Post Adoption Support Project and most recently the Partnership have received a DfE Grant to test new ways of working for Fostering through the Mockingbird Practice Model.

5.11. The Partnership continues to be on track to deliver a Regional Adoption Agency (RAA) by the 1st April 2020.

6. Governance

6.1. The Partnership have established a Regional Governance System which is aligned to ensure Partners continue to have a demonstrable focus on achieving permanence for Looked After Children.

6.2. The Regional Management Board is accountable for the Regional Permanency Arrangement and continues to provide strategic leadership. The Board includes representatives of each Partner and takes decision by consensus.

6.3. The Board is chaired by a Director of Children's Services (on behalf of the four respective Local Authorities) and includes Assistant Directors and Strategic Leads responsible for permanency. Because Staffordshire County Council will be the legal entity and accountable body for the Regional Permanency Arrangement, the Board will not be chaired by a Staffordshire representative.

6.4. The Regional Governance System is underpinned by clear strategic plans in place to manage future demand, develop quality services, deliver value for money and achieve appropriate efficiencies and cost savings.

6.5. The Regional Governance System is developing a clear approach to using evidence and analysis to understand demand, regional sufficiency planning and inform future planning and commissioning of services, relating to permanency.

6.6. In addition, the Lead Cabinet Members for Children & Young People, along with Directors of Children's Services (DCS) have formed a Strategic Partnership Network. This network continues to provide political, member led leadership to the development of the Partnership and the Regional Permanency Arrangement.

7. The Regional Workforce

7.1. The Partnership is seeking to bring together a workforce of each Adoption Service to form the Together4Children Regional Adoption Agency (RAA). This workforce will continue to be based in the Local Authorities of the Partnership.

7.2. The workforce will adopt a common purpose which will be supported by an integrated delivery model. Staff from the four Local Authorities will have shared priorities and will be empowered to take personal responsibility and ownership to work across the regional boundaries. This will continue to be focused on improving outcomes for children.

7.3. Staff will continue to be employed within each Local Authority and will not be transferred to another alternative delivery vehicle at this time. The Partnership is however proposing to align the workforce in each Local Authority to enable regional working.

7.4. The Partnership is also proposing, where appropriate, to explore opportunities for secondments to the Central Regional Permanency Hub (hosted by Staffordshire County Council). The secondments will fulfil specific regional roles and functions within the Regional Adoption Agency (RAA).

- 7.5. The Partnership is intending to engage with staff (in scope of the Partnership) through appropriate locally agreed processes, including appropriate engagement with Trade Unions in early 2020.
- 7.6. Key decisions in relation to workforce alignment will be taken by the Statuary Director of Children's & Adult Services, in consultation with the Cabinet Member for Children Young People & Education.
- 7.7. The workforce will have access to the learning and development opportunities at the right time, including a range of evidence-based programmes and training from a range of Partners to support the formation of the Together4Children Regional Adoption Agency (RAA).

8. Financial Implications

- 8.1. In proposing the development of a Regional Permanency Arrangement, the four Local Authorities are clear that it provides an opportunity to achieve a range of financial benefits in the medium term, as outlined in the previous Cabinet Report and Regional Outline Business Case (OBC).
- 8.2. The four Local Authorities are clear that any future partnership arrangement cannot lead to increased financial costs or pressures because of the development of this Partnership. The four Local Authorities are also clear that no Local Authorities will be disadvantaged financially because of the development of this arrangement.
- 8.3. It is recommended (subject to Cabinet consideration) that the Regional Financial Formula for 2020/21 and 2021/22 is set on the basis that each Partner contributes 100% of "in scope" budgets (Adoption), as disaggregated from the 2019/20 budget.
- 8.4. It is also recommended (subject to Cabinet consideration) that there will be no further recourse to any Local Authority in the Partnership, in respect of services in scope of the Phase One Regional Adoption Agency (RAA). Partner Local Authorities will remain responsible for any additional cost pressures (through, for example, significant increases in predicted demand for services).
- 8.5. The Department of Education (DfE), stakeholders and other Local Authorities have identified regional finance and funding formulas as one of the most significant challenges facing Regional Adoption Agencies (RAA) across the country. Within the design of the proposed financial model, the Partnership have identified the best practice from Regional Adoption Agencies (RAA) that have gone live. The available evidence supports this as the best approach in terms of mitigating the potential for increased cost pressures.
- 8.6. The proposed approach will ensure financial certainty for the Partnership in the short term, whilst ensuring that Local Authorities are insulated from potential financial risk as a result of the new arrangement. Adopting this proposed arrangement will allow the Partnership and the four Local Authorities to take informed financial decisions in the medium and long term, ensuring the Regional Permanency Arrangement will achieve financial sustainability to meet the changing needs of Looked After Children and the challenges facing the four Local Authorities.

8.7. The proposed model allows the Partnership to be able to adjust the Regional Financial Formula to take account of further functions coming into scope, as previously set out in the previous Cabinet Report and Regional Outline Business Case (OBC).

9. Legal Implications & Analysis

9.1. In order to form the Together4Children Regional Adoption Agency (RAA), the Partners will be required to enter a formal interagency agreement. This agreement is currently under development in coproduction with Legal & Governance Representatives of each Partner.

9.2. Commencement of the above agreement will be the 1st April 2020. The agreement will have a three-year term, until 31st March 2023, with the option to extend. Any extension will be agreed, subject to each Partner's respective internal governance decisions, on or before September 2022 to avoid automatic expiry.

9.3. The above agreement will expire on the 31st March 2023 unless an extension is agreed (see above). Any Partner can issue twelve months no fault termination notice which is only effective at the end of a Financial Year. Therefore, the Partners are locked into the agreement for a minimum of 12 months from the commencement date.

9.4. In the unlikely event that a Partner leaves the Together4Children Regional Adoption Agency (RAA), the Partners will consider the feasibility of continuing with the Partnership.

9.5. The costs of exit (including any redundancy costs (subject to mitigation measures) will be met by the Partner exiting the Partnership whether due to their decision to exit or due to their default or between the Partners equally upon mutual termination.

9.6. There is a detailed exit plan backed up with exit information to ensure the twelve-month termination period can be practically implemented and is effective for all Partners.

9.7. The Regional Legal & Information Governance Workstream have provided a legal analysis which is set out in **Appendix A**.

10. Next Steps

10.1. The Regional Permanency Transformation Programme (Phase One) will continue with a continued focus on delivering the Together4Children Regional Adoption Agency (RAA) by the 1st April 2020.

10.2. The Regional Legal & Information Governance Workstream will continue to work in coproduction to finalise the interagency agreement which will commence on 1st April 2020.

10.3. The Partnership will engage with staff (in scope of the Partnership) through appropriate locally agreed processes, in respect of any proposed workforce alignment.

- 10.4. The Together4Children Regional Adoption Agency (RAA) will “Go Live” on or before the 1st April 2020.
- 10.5. The Partnership will continue to engage stakeholders, including the workforce, Looked After Children, Adopters, Foster Carers, Special Guardians, Designated Family Judges, Family Justice Boards and CAFCASS, partners, residents and other stakeholders to co-produce the development of this operating model which focuses on permanence.
- 10.6. The appropriate scrutiny committee and Corporate Parenting Panel will continue to be asked to scrutinise the design and implementation of the Regional Permanency Arrangement.
- 10.7. On the 1st April 2020, the Partnership will move into the phase two of the Regional Permanency Transformation Programme. Fostering, Connected Persons and Special Guardianship will be prioritised in the second phase of the Regional Permanency Transformation with the vast majority of functions in respect of Long Term Fostering, Connected Persons and Special Guardianship going live before the 1st April 2022.
- 10.8. The Partnership will return to the Cabinets of Telford & Wrekin Council, Staffordshire County Council, Stoke-on-Trent City Council and Shropshire Council in respect of phase two during 2020.

11. **IMPACT ASSESSMENT – ADDITIONAL INFORMATION**

None

12. **PREVIOUS MINUTES**

None

13. **BACKGROUND PAPERS**

See appendix – Outline Business Case

Report prepared by Jo Britton, Assistant Director: Children’s Safeguarding & Family Support Telephone: 01952 385652

The Development of a Regional Permanency Arrangement

Outline Business Case

The North Midlands Regional Adoption & Permanency Partnership



This Outline Business Case (OBC) sets out the case for creating a Regional Permanency Arrangement across Staffordshire County Council, Stoke-on-Trent City Council, Shropshire Council and Telford & Wrekin Council. The North Midlands Regional Adoption & Permanency Partnership is proposing a collaborative partnership arrangement which brings together the specialist expertise of the four participating Local Authorities, working together to find local, caring, stable and loving homes for Looked After Children (LAC) who require permanence to give them a sense of stability, continuity, commitment and identity.

******Public Document******

Regional Permanency Arrangement

Detailed Outline Business Case

1. Outline Business Case Purpose:

- To document the case for creating an innovative, dynamic and forward thinking Regional Permanency Arrangement across Staffordshire County Council, Stoke-on-Trent City Council, Shropshire Council and Telford & Wrekin Council.
- To enable the four Local Authorities to reach consensus regarding the strategic direction and next steps to take in the creation of a Regional Permanency Arrangement. This will include Adoption, Fostering, Connected Persons and Special Guardianship.
- To set out the actions, plans and timescales to enable the Local Authorities to progress to the design phase of the Regional Permanency Transformation, as set out in this Outline Business Case (OBC).

2. Programme Description:

Staffordshire County Council, Stoke-on-Trent City Council, Shropshire Council and Telford & Wrekin Council, through the North Midlands Regional Adoption & Permanency Partnership, are developing an innovative, dynamic and forward thinking Regional Permanency Arrangement. This will be achieved via a joint service delivery model across the Local Authorities. The arrangement will be the first of its kind in the country and will focus on finding local, caring, stable and loving homes where Looked After Children achieve emotional (attachment), physical (stability) and legal permanence (in respect of who discharges parental responsibility).

The Local Authorities are committed to delivering a Regionalisation of Adoption Programme (which is required by law) which goes well beyond Adoption and includes Fostering, Connected Persons, Special Guardianship and other forms of permanence. This Regional Permanency Arrangement is focused on improving outcomes for Looked After Children.

The Regional Permanency Arrangement will operate through a hub and spoke model which enables Local Authorities to benefit from a network of regional delivery whilst maintaining their own individual independence. This will ensure the Partnership reflects the local landscape, adapted as necessary to the needs of individual Local Authorities, whilst demonstrating clear links to the local Children & Families System.

The proposed model demonstrates learning from delivery adopted by Integrated Children & Families Services across England in relation to the principles of multi-agency teams, integrated working and governance. Such ways of working have been successfully embedded within Multi Agency Safeguarding Hubs (MASH), Multi Agency Early Help Partnerships, West Mercia YOS, Stoke-on-Trent YOS and the Staffordshire YOS.

Statutory responsibilities relating to Looked After Children will continue to sit with Local Authorities.

3. The National Context:

Department of Education (DfE), Regionalisation of Adoption Programme:

In June 2015, the Department for Education (DfE) published a paper, 'Regionalising Adoption,' this publication set out the proposals of the Coalition Government for the establishment of Regional Adoption Agencies (RAAs). The paper gave a very clear directive to Local Authorities to form part of a Regional Adoption Agency by the 1st April 2020.

The move towards the creation of Regional Adoption Agencies is led by the DfE to reduce the large number of agencies providing adoption services by creating 25-30 Regional Adoption Agencies (RAA's). The expectation is that larger delivery models should be able to pool resources and share best practice to better target the recruitment of prospective adopters and speed up the matching and placement of children for adoption.

Regional Permanency Arrangement

Detailed Outline Business Case

Further Government Policies, Guidance and Regulations have continued to support and implement the Adoption Reforms. Section 15 of the Education and Adoption Act 2016 grants the Secretary of State for Education the power to direct one or more named Local Authorities to decide for any or all their adoption functions to be carried out on their behalf by one of the Local Authorities named, or by another agency. This power was recently enacted by the Secretary of State for Education and is available for use at any time.

The DfE has developed a national infrastructure for supporting the creation of Regional Adoption Agencies and has made available transformation grants to regional partnership arrangements. This infrastructure includes a delivery partner who continue to support the sector with the move to Regional Adoption Agencies, by both supporting existing projects and bringing new Local Authorities into the programme. The delivery partner focuses particularly on sharing learning, developing system leadership, encouraging the sector to work together and focusing on best practice development.

Department of Education (DfE) Fostering Review:

In February 2018, Sir Martin Narey and Mark Owers published an independent review of the fostering system in England, which included thirty-six recommendations to the DfE about how the outcomes of children in foster care can be improved. This was an independent report and followed a closed consultation seeking views on the current state of foster care in England and how to improve the prospects of Looked After Children. The review also included a survey of the views and experiences of children in foster care, conducted by the Children's Commissioner, Anne Longfield.

The Fostering Review reported that, for many children and young people, foster care provides the protective - and loving - environment that they need to develop and thrive. Sir Martin Narey and Mark Owers write: "*The care system in England, in which fostering plays a predominant role, has an undeservedly poor reputation. The reality is that fostering is a success story*". The Fostering Review shows, however, that not every child in foster care experiences or benefits from that environment and that there is more to be done to ensure every child in foster care benefits from stable, high quality care.

The DfE's response sets out its vision for all children in foster care to have stable lives, establish trusted relationships, to feel cared for and to benefit from high quality foster care for as long as they need it. The DfE want a care system in which children can experience a 'normal life' and have access to the same opportunities that are available to their peers. Children's needs – and views – should be the driving force for all decisions made about their care.

The recommendations of the Fostering Review were not all directed at Central Government. To make tangible improvements in fostering, all professionals and leaders, whether in Local Government or in private providers, need to work together in pursuit of children's interests. The DfE are currently scoping opportunities for regional partnership arrangements to develop, test and evaluate innovative changes to the Fostering System.

It is anticipated by the North Midlands Regional Adoption & Permanency Partnership that future legislation may be developed to implement national reform of the Fostering System, similar to reforms introduced for Adoption, with active exploration of regional partnership working.

The Children & Social Work Act 2017:

The Children and Social Work Bill received Royal Assent, becoming law on the 27th April 2017. The Children and Social Work Act 2017 (the Act) is intended to improve support for Looked After Children, promoting the welfare and safeguarding of children. The Act also makes provisions about the regulation of social workers. The Act sets out Corporate Parenting principles for Local Authorities to be the best parent it can be to Looked After Children in its care.

The legislation extends the current considerations of the court when making decisions about the long-term placement of children to include an assessment of current and future needs and of any relationship with the prospective adopter. Under this Act, when courts are considering whether to make a care order they must consider the 'permanence provisions' of the care plan prepared by a Local Authority including: additional

Regional Permanency Arrangement

Detailed Outline Business Case

information about the impact of any harm a child has suffered; their current and future needs (including any needs arising from exposure to that harm); and the way in which the proposed permanence plan for the child will meet those needs. This Act has led to increased scrutiny of all “permanence” options, including Adoption, Connected Persons, Special Guardianship (SGO) and Long Term Fostering by the courts.

4. The Regional Journey So Far....

In April 2017, Staffordshire County Council, Stoke-on-Trent City Council, Shropshire Council and Telford & Wrekin Council joined together to facilitate a collaborative working arrangement, through the establishment of the North Midlands Regional Adoption & Permanency Partnership. The partnership was formed to promote improved outcomes for Looked After Children requiring permanency.

The North Midlands Regional Adoption & Permanency Partnership was informally developed following discussions between the four respective Chief Executives, Executive Directors of Children’s Services and Assistant Directors accountable for Looked After Children’s Services.

These high-level discussions were underpinned by the shared vision to deliver an enhancement of a standard Regional Adoption Agency, as required in the Education and Adoption Act 2016, through the development of a Regional Permanency Arrangement which includes Adoption, Fostering, Connected Persons and Special Guardianship (SGO).

Each Local Authority believes that to achieve long term improved outcomes for children, we need to a permanency system which operates on a regional footprint, maximising resources, capacity and flexibility. This will lead to improvements in sustainable service delivery, effective practice and long-term outcomes for children, (whilst maintaining the independence of each individual Local Authority.)

The Partnership was formed to scope a potential Regional Permanency Arrangement which is focused on (active exploration of potential methods for) joint working for improving outcomes for Looked After Children requiring permanency. This activity was predicated on a sub-regional partnership model (as opposed to a separate legal entity or delivery vehicle). This active exploration has focused on “function” before “form” and has led to the development of this outline business case.

The Partnership has evolved on the basis that any future partnership working achieves a range of financial and non-financial benefits. The Partnership is also clear that any future partnership arrangement cannot lead to increased financial costs or pressures because of the development of this Partnership.

Executive Directors of Children’s Services, Assistant Directors (accountable for Looked After Children’s Services), Operational Managers, Commissioners and Representatives of Stakeholders have worked collaboratively to develop delivery models which have the potential to be appropriate for the delivery of the North Midlands Regional Adoption & Permanency Partnership vision, outcomes, values and success measures.

Each specific delivery model was modelled against operational delivery, demand, efficiency, quality, performance, service scale, organisational structure, governance, integrated working, finance and sustainability. Following this modelling, the delivery options were evaluated by each Local Authority, through a methodology recommended by the DfE.

Following a critical evaluation of the potential models (through a partnership development session), a preferred option has been identified which maintains a focus on improving outcomes for our children and a focus on “function” before “form”. Outlined below is a high-level summary of the three options considered by the partnership:

- **Option One:** The development and establishment of one regional Permanency Agency operated within one delivery vehicle.

Regional Permanency Arrangement

Detailed Outline Business Case

- **Option Two:** The development of a joint service delivery model which operates across the four Local Authorities of the partnership.
- **Option Three:** Each Local Authority within the North Midlands Regional Adoption & Permanency Partnership is delegated specific functions which they then deliver on behalf of the whole partnership e.g. Fostering, Adoption, Special Guardianship and Connected Persons.

Option two was adopted to enable Local Authorities to benefit from a network of regional delivery whilst maintaining their own individual independence. This will ensure the Partnership reflects the local landscape, adapted as necessary to the needs of individual Local Authorities, whilst demonstrating clear links to the local Children & Families System.

In December 2017, the North Midlands Regional Adoption & Permanency Partnership submitted proposals for the development of a Regional Permanency Arrangement to the DfE, as opposed to a standard Regional Adoption Agency. This proposal was focused on maintaining the independence of each Local Authority whilst achieving long term improved outcomes for our children, through a sustainable Regional Permanency System which operates on a regional footprint.

In January 2018, we entered a period of dialogue with the DfE to explore our proposals further which were scrutinised by Ministers and Senior Civil Servants within the department. In May 2018, we were formally invited to join the Regionalisation of Adoption Programme and have access to a national network of support and a transformation grant of up to the value of £610,000 between 2018 – 2020.

The proposals set out by the North Midlands Regional Adoption & Permanency Partnership have been highlighted as transformational, innovative, forward thinking and unique by national leaders in permanence.

5. The Local Journey So Far....

Staffordshire County Council:

Staffordshire is home to historic and vibrant market towns, picturesque villages and stunning countryside. Staffordshire's economy is strong and growing, from start-ups to world-renowned businesses, and is home to many of England's leading tourist attractions. Staffordshire's Children's Services are currently rated as "Good" in all aspects of OFSTED's "Inspection of services for children in need of help and protection, children looked after and care leavers" framework.

There is a total of 1138 Looked After Children in Staffordshire at the time of writing (January 2019). At the end of the 2017 reporting period, Staffordshire had 995 Looked After Children and the number of Looked After Children adopted in the same year was 40.

Staffordshire County Council have a long history of integrated working across all Local Authority Services with Stoke-on-Trent City Council, including the joint alignment of Children's Safeguarding Boards, joint commissioning of the Advocacy & Independent Visiting Service, the joint commissioning of the Child Sexual Exploitation & Missing Service and most recently the development of the Pan Staffordshire Approach to Children and Young People's Emotional Wellbeing and Mental Health Strategy. Staffordshire County Council and Stoke-on-Trent City Council are also served by a range of public bodies which cover the two Local Authorities, including Clinical Commissioning Groups (CCGs) and the Staffordshire & Stoke-on-Trent Commissioners Office.

Staffordshire County Council & Stoke-on-Trent City Council initially came together in 2015 to consider opportunities for the development of a Regional Adoption Agency (with consideration to a wider Regional Permanency System). Following engagement with the DfE, the two Local Authorities were not invited to join the Regionalisation of Adoption Programme on the basis that the proposed partnership arrangement was too small in terms of scale. Staffordshire County Council has continued to explore future opportunities for the delivery of a Regional Permanency System whilst undertaking some low-level partnership working with neighbouring Local Authorities.

Regional Permanency Arrangement

Detailed Outline Business Case

Stoke-on-Trent City Council:

Stoke-on-Trent is a city built on a history of industrial greatness and creative artistic flair. Growing the economy and investing in the area to attract jobs, businesses, residents and visitors is making the city a huge success. More money is being generated through more new people paying council tax and business rates and additional income is being invested to support of the provision of essential services valued by residents. Stoke-on-Trent's Children's Services are currently rated as "Good" for Adoption Performance under the OFSTED "Inspection of services for children in need of help and protection, children looked after and care leavers" framework.

There is a total of 843 Looked After Children in Stoke-on-Trent at the time of writing (January 2019). At the end of the 2017 reporting period, there was 655 Looked After Children and the number of Looked After Children adopted in the same year was 45.

As outlined above, Stoke-on-Trent City Council have a long history of integrated working across all Local Authority Services with Staffordshire County Council. As noted above, Staffordshire County Council and Stoke-on-Trent City Council initially came together in 2015 to consider opportunities for the development of a Regional Adoption Agency (with consideration to a wider Regional Permanency System). Following engagement with the DfE, the two Local Authorities were not invited to join the Regionalisation of Adoption Programme on the basis that the proposed partnership arrangement was too small in terms of scale.

Stoke-on-Trent City Council continued to explore future opportunities for the delivery of a Regional Permanency System whilst undertaking some low-level partnership working with neighbouring Local Authorities. During this time Stoke on Trent City Council has also been on a journey of improvement and development in respect of all aspects of Children's Services.

Shropshire Council:

Shropshire is a large, rural and sparsely populated county. Shropshire is the second largest inland local authority area and one of the most rural places in the UK, yet close enough and connected to the major cities of Birmingham, Liverpool and Manchester and to shopping and leisure destinations in Cheshire and Staffordshire, as well as a direct rail link to London. Shropshire's large geography, means that the economy operates and reaches in different directions. Shropshire's Children's Services are currently rated as "Good" overall in respect of the OFSTED "Inspection of services for children in need of help and protection, children looked after and care leavers" framework.

There is a total of 377 Looked After Children in Shropshire at the time of writing (January 2019). At the end of the 2017 reporting period, Shropshire had 290 Looked After Children and the number of Looked After Children adopted in the same year was 15.

Shropshire Council and Telford & Wrekin Council have a long-standing history of integrated working with a Joint Adoption Service (JAS) across the two Local Authorities, hosted by Shropshire Council. Like Staffordshire and Stoke-on-Trent, Shropshire and Telford & Wrekin Council have a range of public bodies which cover the two Local Authorities.

In 2015, the two Local Authorities joined the City of Wolverhampton Council, Dudley Metropolitan Borough Council, Sandwell Metropolitan Borough Council and Walsall Metropolitan Borough Council to develop the Adoption@Heart Regional Adoption Agency (RAA). Shropshire Council and Telford & Wrekin Council were actively engaged in the project until February 2017, when they concluded that being part of the arrangement was not in their best interests due to funding concerns and uncertainty about the benefits for their rather different child population profile compared with that of the four Black Country Local Authorities. Shropshire Council and Telford & Wrekin Council were supported by the DfE to leave the arrangement to pursue a wider model of permanence.

Telford & Wrekin Council:

Telford & Wrekin is described as a place of contrasts - the rural and historic sitting alongside 'new town' housing and modern industrial estates. Two thirds of the Borough surrounding Telford is classified as rural. Telford & Wrekin Council's Children's Services are currently rated as "Good" for Adoption Performance under

Regional Permanency Arrangement

Detailed Outline Business Case

the OFSTED “Inspection of services for children in need of help and protection, children looked after and care leavers” framework.

There is a total of 383 Looked After Children in Telford & Wrekin at the time of writing (January 2019). At the end of the 2017 reporting period, Telford & Wrekin had 380 Looked After Children and the number of Looked After Children adopted in the same year was 20.

As outlined above, Shropshire Council and Telford & Wrekin Council have a long-standing history of integrated working with a Joint Adoption Service (JAS) across the two Local Authorities, hosted by Shropshire Council. Like Staffordshire and Stoke-on-Trent, Shropshire and Telford & Wrekin Council have a range of public bodies which cover the two Local Authorities.

6. The Permanency Context:

Most children will have their need for stability and nurturing met by their birth parent(s) and will not require support from, or come to the attention of, Local Authority Children’s Services. Where families require additional support, Children’s Social Care will endeavour to provide the right assistance to help them to maintain the care of their child/children wherever this is in their child/children’s best interests. Where this is not possible child/children will come into the care of the Local Authority.

Permanence, in the context of children’s social work, is defined as a framework of emotional (attachment), physical (stability) and legal permanence (in respect of who discharges parental responsibility) which gives a child a sense of security, continuity, commitment and identity.

The Children Act (1989) Guidance and Regulations sets out the clear expectation that Local Authorities should, wherever necessary; secure permanent care arrangements for children in their care. This has been strengthened in the revised regulations where achieving permanence for every child must be a key consideration from the day a child becomes looked after (Care Planning Placement and Case Review (England) Regulations 2010, revised 2015). This philosophy was also reinforced in the Education and Adoption Act 2016 and the Children & Social Work Act 2017.

When children do become looked after by the Local Authority, the following options for permanence must be fully considered:

- To remain with, or return to their birth parent(s).
- To live with a connected person (close to the child) by virtue of a Special Guardianship Order, or Child Arrangement Order.
- To be adopted into an alternative family.
- To be long-term fostered by a family.

Special Guardianship Order: Special Guardianship provides an alternative legal status for children, and provides greater security than long term fostering, but without the absolute legal severance from the birth family that stems from an Adoption Order. It is a legal route to permanence for children for whom adoption is not appropriate.

Long-Term Fostering: A long-term fostering placement is defined as one where the child has a clear sense of stability and belonging, and the carers expect the child to be part of their family into adulthood. The child’s primary attachments will be within the foster family, despite the potential for ongoing contact with birth family members. Often, wherever possible, the plan for children in long-term fostering placements should be made with a view to securing their legal permanency, by a Special Guardianship Order (SGO) at the appropriate time.

Regional Permanency Arrangement

Detailed Outline Business Case

Adoption: Adoption is the legal process by which a child or a family group of children who cannot be brought up within their birth family become full, permanent and legal members of a new family. Adopters become the child's legal parents with the same rights and responsibilities as if the child was born to them. Adoption is a lifelong commitment, which requires very serious thought and preparation. Where the plan for the child is adoption, there will be robust evidence addressing all realistic options for securing permanence and security for the child, via other options. The evidence will contain an analysis of the arguments for and against all these options, along with a fully reasoned recommendation. Before deciding to grant an Adoption Order the court must be satisfied that adoption is the only option available to secure the long-term welfare of the child.

For a variety of reasons, it may not be possible for some Looked After Children to secure any of the above outcomes. The specific reasons for this may be complex and varied, and should only be agreed following careful assessment, management endorsement and a rigorous review; all of which must place the child's best interests at the centre of decision-making. In such circumstances, care planning will be driven by the pursuit of achieving enduring stability for the child/young person.

For a small number of Looked After Children, placement within a residential or specialist educational setting will be the appropriate environment to ensure that their needs are best met. For some older children these settings provide the right environment to meet their needs into adulthood. In other circumstances, this will be a time-limited arrangement to address specific needs and issues at a point in a child's life. The arrangements for every child living in these settings will be kept under careful review through the care planning and review process.

7. Vision, Objectives & Outcomes:

Vision:

"To achieve improved outcomes for Looked After Children requiring permanency by working together to find local, safe, resilient, caring, stable and loving homes."

Mission:

"Through an arrangement which operates on a regional footprint, maximising resources, capacity and delivers flexibility, leading to improvements in sustainable service delivery."

Strategic Outcomes:

- Children entering care, who require long-term/permanent care away from their birth parents, will achieve emotional (attachment), physical (stability) and legal permanence (in respect of who discharges parental responsibility) which gives a child a sense of security, continuity, commitment and identity.
- Adopters, Foster Carers, Connected Persons and Special Guardian's will feel better supported throughout their journey to provide local, safe, resilient, caring, stable and loving homes which will achieve emotional (attachment), permanence (stability) and legal permanence (in respect of who discharges parental responsibility) for Looked After Children.

Regional Permanency Arrangement

Detailed Outline Business Case

Priorities:



Success Measures:

- **The Child, Adopter & Carer Journey:**
 - Children entering care who require long-term/permanent care away from their birth parents, receive a consistently high level of organisational commitment and experience a journey which is focused on achieving permanency. Looked After Children from day one will have access to a consistent, high quality, effective and person-centred permanency offer. We are focused on ensuring that all our children who require permanency have stable lives, establish trusted relationships, feel cared for and benefit from high quality permanency for as long as they need it. Children will experience added value because of the Partnership, including increased likelihood of appropriate adoption matches, reduced likelihood of placement breakdowns/disruptions, access to specialist support provision/services and increased opportunity of achieving long term emotional, physical and legal permanency.
 - Adopters, Foster Carers, Connected Persons and Special Guardians will experience a one of a kind arrangement, which works collaboratively across four Local Authorities to support local families from every walk of life to Adopt, Foster and provide permanency to local children. Adopters, Foster Carers, Connected Persons and Special Guardians will have access to a seamless system which provides them with the information, advice, guidance and support they need to care for local vulnerable children. Adopters, Foster Carers, Connected Persons and Special Guardians will experience added value because of the Partnership, including increased specialist training and development opportunities, access to specialist support provision and access to a wider support network.

Regional Permanency Arrangement

Detailed Outline Business Case

- **Governance & Strategic Direction:**

- The governance systems will be aligned and developed to ensure robust arrangements where Senior Leaders have a strategic focus on achieving permanence for children entering care who require long-term/permanent care away from their birth parents. Our regional governance systems will be underpinned by clear strategic plans in place to manage future demand, develop quality services which achieve excellence, deliver value for money and achieve appropriate efficiencies and cost savings. Our regional governance systems will develop a clear approach to using evidence and analysis to understand demand, regional sufficiency planning and inform future planning and commissioning of services, relating to permanency.
- Local Authorities will be equal partners in the Partnership and decision making will be made through a robust regional governance system which includes equal representation from each Local Authority.
- The development of a Regional Permanency Strategy which has a clear commitment to developing and delivering integrated children focussed, outcome-based services. Regional Permanency Strategic Plans will reflect the local landscape, adapted as necessary to the needs of individual Local Authorities, whilst demonstrating clear links to wider local Children & Families Transformation Programmes.
- Children, Adopters, Foster Carers, Special Guardians, Connected Carers and Birth Parents will actively be engaged in coproduction to develop our Regional Permanency Arrangement.

- **Financial Sustainability:**

- The Regional Permanency Arrangement will achieve financial sustainability to meet the changing needs of Looked After Children and the challenges facing the four Local Authorities. During the design phase of the Regional Permanency Transformation Programme, we will develop a financial formula to underpin the Regional Permanency Arrangement. This formula will be outlined in detail and will be included in the full business case which will require Cabinet approval by the 31st December 2019.

- **Intelligence, Data & Performance:**

- Information governance is integrated in all aspects of the Regional Permanency Arrangement and up to date and comprehensive intelligence and performance data is used regularly with partners to plan and assess impacts of the Partnerships decisions. Academic research / analyses will be used to optimise performance and outcomes with automated analytical insight where possible. The Partnership will continuously adapt and improve using research as evidence in line with strategic objectives.

- **Regional Culture:**

- Our vision and ambitions will be evidenced through all tiers of our partnership, including the workforce, elected members, partners, Foster Carers, Adopters, Special Guardians and will be communicated effectively to birth parents, and Looked After Children. The workforce will take personal responsibility and ownership to work across the regional boundaries to focus on improving outcomes for children, requiring permanency through effective practice development.
- There will be opportunity for learning and development, recognising and respecting cultural diversity across Local Authorities. Workforce Development will be informed by evidence-based practice and impact will be evaluated and future development plans informed.

Regional Permanency Arrangement

Detailed Outline Business Case

- Regional workforce will have a clear understanding of the impact of their work on improving outcomes for children requiring permanency. Workforce will have access to the learning and development opportunities at the right time, including a range of evidence-based programmes and training from a range of partners. Workforce will be supported by a common purpose by delivery models, structures, governance and clear direction from Senior Leaders/Managers. Staff from the four Local Authorities will have shared priorities, focused on improving outcomes for children.
- **Delivery Structures, Processes & Practice:**
 - In order to deliver phase one by April 2020 we will, through an incremental Regional Permanency Transformation Programme, align our permanency (relating to Adoption, Fostering, Connected Persons and Special Guardians) governance, delivery structures, systems, processes and practice to enable our workforce from the four Local Authorities to work together to ensure that all children entering care across the regional footprint, who require long-term/permanent care away from their birth parents, receive a consistently high level of organisational commitment which is forced on improving children's outcomes.

Our Strategic Success Measures will be translated into a Regional Permanency Quality & Performance Framework to robustly measure the impact on delivering our Strategic Priorities. Workstreams have been formed which seek to achieve the vision, mission, priorities and success measures of the Partnership.

8. High Level Benefits Analysis:

Financial Benefits:

There are a range of financial benefits to a Regional Permanency Arrangement, but it is important to note that these financial benefits are only achievable long-term and are not anticipated to be achieved until the completion of Phase Three. The financial benefits are summarised below:

- The development of a Regional Permanency Arrangement is anticipated to generate some long-term efficiencies which can be redirected to alleviate future financial pressures.
- The investment of individual Local Authorities will have increased "value for money" and "impact on improved outcomes" through the collective development of innovative services which are developed at scale, without additional investment or expenditure.
- Decrease in the number of Looked After Children with "harder to place" characteristics who are placed with specialist, intensive and costly placements, alleviating future financial pressures.
- The development of a model of delivery which is focused on achieving permanence at the earliest stage, is likely to reduce the number of children requiring specialist, intensive and costly placements and services, again alleviating future financial pressures. Evidence demonstrates that achieving permanence and stability for children who enter care avoids longer-term costs associated with instability and the need for more and more expensive specialist provision (I.e. Demos, In Loco Parentis, 2010).
- Through a Regional Permanency Arrangement, we anticipate an increase in the number of children Adopted or cared for by Special Guardians, avoiding future care costs if the child was to continue to be a Looked After Child.

Non-Financial Benefits:

There is a range of human and reputational non-financial benefits, but it is important to note that these benefits are only achievable long-term and are not anticipated to be achieved until the completion of Phase Three. The non-financial benefits are summarised below:

Regional Permanency Arrangement

Detailed Outline Business Case

- Increased numbers of children adopted because of a greater range of Adopters leading to long term improved outcomes for Looked After Children
- Increased number of Looked After Children who achieve emotional (attachment), physical (stability) and legal permanence (in respect of who discharges parental responsibility) which gives our children a sense of security, continuity, commitment and identity.
- Increased number of Looked After Children with “harder to place” characteristics achieve emotional (attachment), physical (stability) and legal permanence (in respect of who discharges parental responsibility) because of the opportunities to explore potential new ways of working through a regional arrangement.
- Increased numbers of children who achieve early permanence, supported through a regional approach.
- Improve the long-term outcomes of children by achieving emotional (attachment), physical (stability) and legal permanence (in respect of who discharges parental responsibility).
- Reduced numbers of placement breakdowns because of the development of a regional approach to Effective Practice and the development of specialist, innovative and outcome focused models of practice and support only available through a regional operating model.
- Increased numbers of children achieving permanence, will better prepare Looked After Children for the transition to adulthood, leading to wider benefits to society, the economy and the public purse.

Looked After Children, Adopters, Carers and Special Guardians will be able to access sustainable, specialist, intensive and quality services to support the achievement of permanency, which are available due to the regional scale.

9. Regional Delivery Model:

The Partnership is seeking to create a Regional Permanency Arrangement across Staffordshire County Council, Stoke-on-Trent City Council, Shropshire Council and Telford & Wrekin Council with the creation of a joint service delivery model. The proposed model demonstrates learning from delivery adopted by Integrated Children & Families Services across England in relation to the principles of multi-agency teams, integrated working and governance. Such ways of working have been successfully embedded within Multi Agency Safeguarding Hubs (MASH), Multi Agency Early Help Partnerships, West Mercia YOS, Stoke-on-Trent YOS and the Staffordshire YOS.

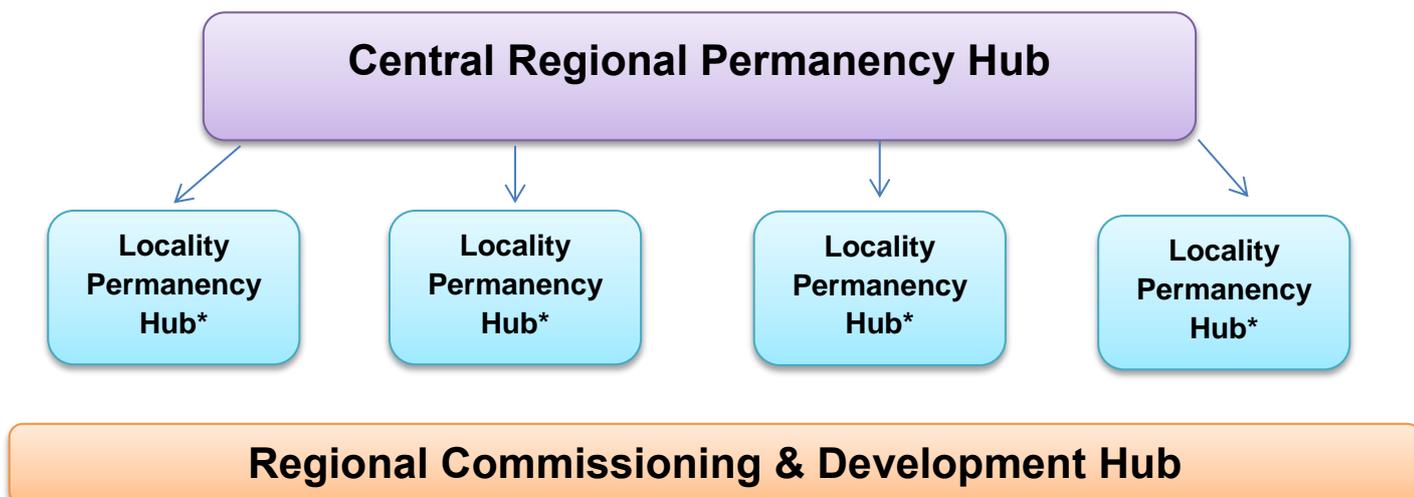
The Regional Permanency Arrangement will operate through a hub and spoke model which enables Local Authorities to benefit from a network of regional delivery whilst maintaining their own individual independence. This will ensure the Partnership reflects the local landscape, adapted as necessary to the needs of individual Local Authorities, whilst demonstrating clear links to the local Children & Families System. The Partnership will adopt the following principles in developing a Regional Permanency Arrangement:

- The services relating to Adoption, Fostering, Connected Persons and Special Guardianship will be delivered through a Regional Permanency Arrangement.
- Looked After Children will, wherever possible and appropriate, remain in the local area to which they were born.
- The workforce will not be transferred to an alternative Local Authority or delivery vehicle.
- The development of a regional permanency model cannot increase the financial pressures on individual Local Authorities.

Regional Permanency Arrangement

Detailed Outline Business Case

The proposed regional delivery model is as follows:



Central Regional Permanency Hub:

The Central Regional Permanency Hub will co-ordinate functions from across the partnership to ensure that we are able to operate on a regional footprint, maximising resources, capacity and flexibility, leading to improvements in effective practice and long-term outcomes for children. The Central Regional Permanency Hub will include functions which will benefit from operating on a regional footprint. Functions include the development of marketing and recruitment strategies, specialist training, learning and development programmes and specialist placement support services for Looked After Children, Adopters, Foster Carers, Special Guardians and Connected Persons, The Central Regional Permanency Hub will be delivered through the four Local Authorities and our voluntary sector partners. The “form” of the Central Permanency Hub will be developed in each phase of the transformation.

Locality Permanency Hubs:

Locality Permanency Hubs will bring together permanency functions within each Local Authority. The Locality Permanency Hubs will operate within individual Local Authorities and will form part of the wider Children & Families System. Consistent practice across Locality Permanency Hubs will be coordinated and directed by a Central Permanency Hub and Regional Commissioning & Development Hub under the leadership of the Regional Head of Operations and Regional Senior Leadership Team (SLT).

Regional Commissioning & Development Hub:

The Regional Commissioning & Development Hub will be accountable to the Regional Head of Operations for the leadership, management and coordination of specialist functions which enable the development and delivery of a Regional Permanency Arrangement which operates on a regional footprint, maximising resources, capacity and flexibility, leading to improvements in effective practice and long-term outcomes for children. The Regional Commissioning & Development Hub will have unique functions in relation to commissioning, development, change, and transformation whilst coordinating the infrastructure of individual Local Authority functions to contribute to the delivery of a joint service delivery model.

Regional Permanency Arrangement

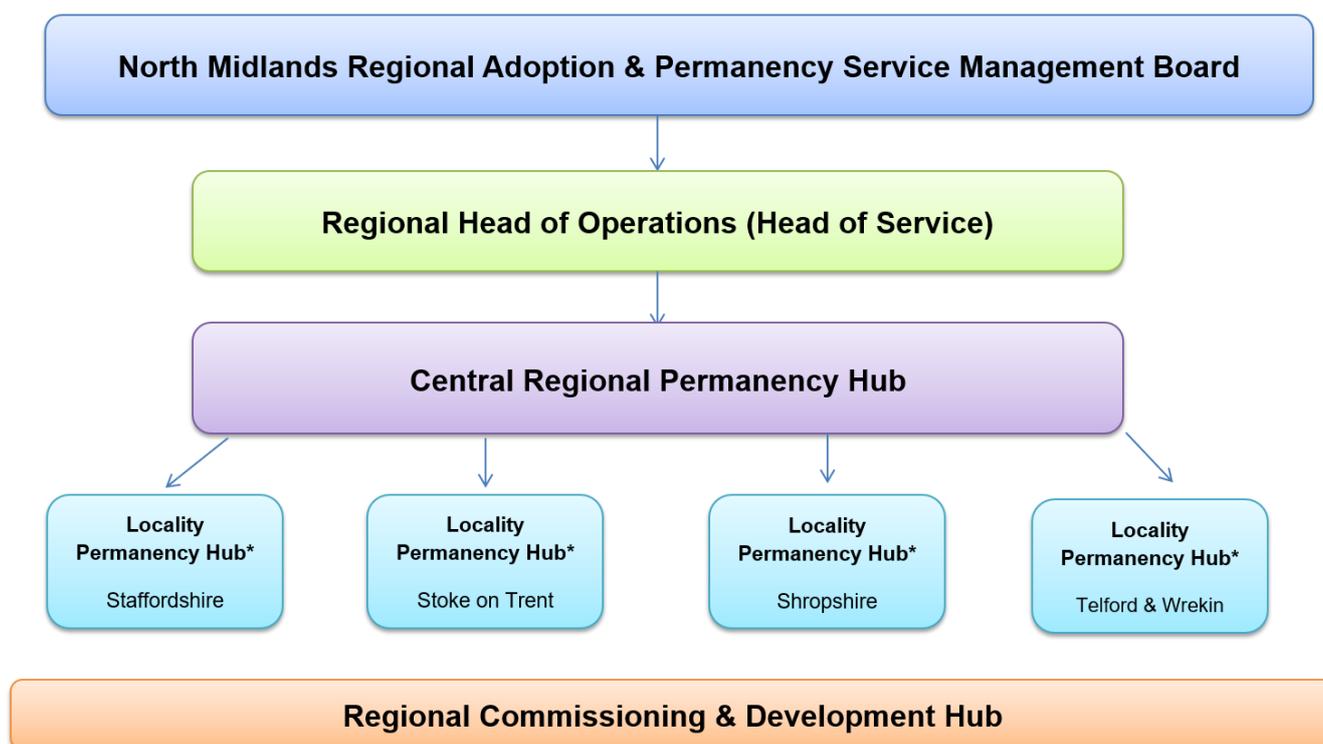
Detailed Outline Business Case

Voluntary Alliance:

In forming our partnership, we have facilitated informal conversations with the voluntary sector across our region to develop a deeper understanding of how we can most effectively engage voluntary sector partners in the development of our partnership. We recognise that the voluntary sector would like to be a fundamental part of developing our delivery model at the earliest opportunity and we are therefore proposing to invite the voluntary sector across our region to form an “Alliance”. It is the intention of our partnership to invite the alliance to be a strategic partner with our partnership and to work in coproduction with our partnership to develop our delivery model. This “Alliance” will become an essential part of our delivery model and will be developed in co-production with voluntary sector.

10. Regional Governance System:

The governance systems will be aligned and developed to ensure robust arrangements where Senior Leaders have a strategic focus on achieving permanence for children entering care who require long-term/permanent care away from their birth parents. Our regional governance systems will be underpinned by clear strategic plans in place to manage future demand, develop quality services which achieve excellence, deliver value for money and achieve appropriate efficiencies and cost savings. Our regional governance systems will develop a clear approach to using evidence and analysis to understand demand, regional sufficiency planning and inform future planning and commissioning of services, relating to permanency.



Regional Management Board:

The Board will be accountable for the Regional Permanency Arrangement and will provide strategic leadership to achieve the long-term vision and objectives of the arrangement. The Board will be chaired by a Director of Children’s Services (on behalf of the four respective Local Authorities) and will include Assistant Directors/Strategic Leads responsible for permanency and representatives of Local Authority Commissioners (where appropriate). Because Staffordshire County Council will be the legal entity and accountable body for the Regional Permanency Arrangement, the Board will not be chaired by a Staffordshire representative. The Board will have specific delegated authority for the Regional Permanency Arrangement, acting as a single line

Regional Permanency Arrangement

Detailed Outline Business Case

of accountability and on behalf of the four respective Local Authorities. The key responsibilities and functions of the Board are as follows:

- To provide strategic leadership to the Regional Head of Operations and hold them to account for the performance of the partnership.
- To hold Staffordshire County Council to account for the Line Management arrangements of the Regional Head of Operations.
- To be assured through Data, Performance and Quality Assurance intelligence that the arrangement is operating a full range of Permanency Services based on the principles of already established “Good” practice, in accordance with the requirements set out in the partnerships vision, policy, guidance, regulation and statutory requirements.
- Accountable for the Regional Permanency Arrangement, including the discharge of delegated functions on behalf of the four Local Authorities. Functions will be delegated to the Board via Cabinet/Governance approval of each of the four Local Authorities (similar to the process undertaken by current Regional Adoption Agencies).
- To set the vision, ethos and strategic direction of the Regional Permanency Arrangement under the advice of the Regional Head of Operations and Senior Leadership Team (SLT).
- To approve the budget of the Regional Permanency Arrangement, under the delegated functions to the Board.
- Scrutinise, review and make recommendations on internal control and risk management arrangements.
- To oversee the budget and financial performance of the Regional Permanency Arrangement in line with the delegated functions.

The Board members will be accountable to Elected Members and Senior Leaders of their respective organisations. When decisions are required outside of the delegated functions these members will ensure that any appropriate mechanisms are used. If there is a time when decisions cannot be made this will be escalated by the Chair of the Board to the collective group of Directors of Children’s Services and Chief Executive Officers, of each Local Authority, for agreement and decision.

Regional Head of Operations:

The Regional Head of Operations will be responsible for the Regional Permanency Arrangement. Whilst employed by Staffordshire County Council will report directly to the Management Board. The post holder will have line management responsibility for staff within the arrangement, through matrix management, and will have operational responsibility for the Regional Permanency Arrangement on a day to day basis. The Regional Head of Operations will have a single line of an accountability to the Management Board and will have a range of functions.

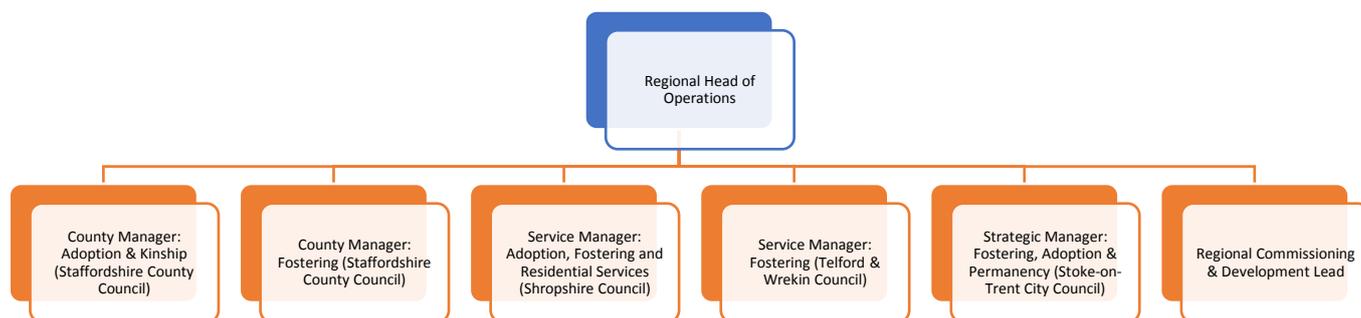
The Regional Head of Operations will represent the region at the West Midlands Regional Adoption & Special Guardianship Leadership Board. The Regional Head of Operations will seek to engage the Regional Permanency Arrangement in broader opportunities for transformation and development across the West Midlands and England.

Regional Senior Leadership Team (SLT):

It is proposed to bring together Service Leads responsible for Adoption, Fostering, Connected Persons and Special Guardianship from each participating Local Authority to form a Regional Senior Leadership Team. Responsible (through matrix management) to the Regional Head of Operations (who is accountable to the Regional Management Board), members of the Senior Leadership Team (SLT) will provide strategic and operational management across the North Midlands Regional Adoption & Permanency Partnership. Service Leads will continue to be employed by their individual Local Authority and will continue to have a line of accountability within this management structure. The structure of the Senior Leadership Team (SLT) will initially take the following form:

Regional Permanency Arrangement

Detailed Outline Business Case



This Senior Leadership Team (SLT) will act as a Regional Resource Panel ensuring consistency in decision making and that resources are maximised to achieve best outcomes for children whilst achieving “best value”. The SLT will also act as the Statutory Agency Decision Maker for the Regional Permanency Model with responsibility to the Regional Head of Operations.

11. Function:

Functions will be transferred into the Regional Permanency Arrangement at different stages in the Regional Permanency Transformation, as outlined in the following diagrams.



Phase One:

Adoption functions will be prioritised in the first phase of the Regional Permanency Transformation in order to develop a live Regional Adoption Agency (RAA) by the 1st April 2020 (to comply with the Education and Adoption Act 2016). Adoption functions include those that relate to Adopter Recruitment, Adopter Assessment, Adoption Matching and Post Adoption Support. Priority functions within Fostering, Connected Persons and Special Guardianship will also be included in Phase One to allow adequate time to deliver the ambitions of the Partnership by the 1st April 2024. *Appendix B highlights the functions which will form part of Phase One.*

Phase Two:

Fostering, Connected Persons and Special Guardianship will be prioritised in the second phase of the Regional Permanency Transformation with the vast majority of functions in respect of Fostering, Connected Persons and Special Guardianship going live before the 1st April 2022. Functions in this phase include Assessment, Permanency Support, Training & Development and Supervision of Foster Carers, Connected Persons and Special Guardians. *Appendix B highlights the functions which will form part of Phase Two.*

Phase Three:

Phase three will focus on the final functions of Fostering, Connected Persons and Special Guardianship. Work to integrate the functions of Phase Three into the Regional Permanency Arrangement is likely to begin in phase one and phase two but due to the complexity will not go live until phase three. Functions in this phase include a Regional Fostering Marketing Strategy, Fostering Recruitment, Assessment & Eligibility of Fostering Allowances and Other Payments, Administration/Support of Fostering Panels in respect of SGO/Connected Persons and Assessment & Eligibility of Financial Allowances in respect of SGO/Connected Persons. *Appendix B highlights the functions which will form part of Phase Three.*

Regional Permanency Arrangement

Detailed Outline Business Case

12. Financial Principles:

In proposing the development of a Regional Permanency Arrangement, the four Local Authorities are clear that it provides an opportunity to achieve a range of financial and non-financial benefits as outlined in this OBC. The four Local Authorities are clear that any future partnership arrangement cannot lead to increased financial costs or pressures because of the development of this Partnership. The four Local Authorities are also clear that no Local Authorities will be disadvantaged financially because of the development of this arrangement.

During the design phase of the Regional Permanency Transformation Programme, we will develop a financial formula to underpin the Regional Permanency Arrangement. This formula will be outlined in detail and will be included in the full business case which will require Cabinet approval by the 31st December 2019. The partnership has committed to developing a financial formula which is aligned to the following principles:

- Each Local Authority will adopt a “status quo” in respect of current financial commitments for Adoption, Fostering, Connected Persons and Special Guardianship, until the Partnership have agreed a financial formula.
- The agreed budgeted resource across the four Local Authorities will be delegated to the Regional Permanency Arrangement. The budget will be set on an annual basis by the Management Board (under delegated authority) and implemented by the Regional Head of Operations (supported by the SLT). The total budgeted resource will not lead to additional financial pressures on a Local Authority.
- Future partnership financial arrangements will ensure Local Authorities are not funding services/provision for Looked After Children who they are not responsible for. The individual Local Authority financial contribution to the Regional Permanency Arrangement will be calculated on the number of Looked After Children and demand.
- Analysis of spending patterns in relation to Inter-Agency Fees will inform regional commissioning planning and options for expanding/deepening regional resources. In year one of the Regional Permanency Arrangement, all four Local Authorities will remain committed to the current level of expenditure for Inter-Agency Fees and to allow detailed analysis of spending patterns.
- The Regional Permanency Arrangement may lead to the scoping, design and recruitment of a small number of jointly funded regional posts which provide financial benefits to each Local Authority.
- The Regional Permanency Arrangement may lead to the scoping, design and implementation of shared resources which provide both financial and non-financial benefits.

13. Delivering Our Transformation Programme:

The development of this Outline Business Case has provided a valuable opportunity for the four Local Authorities to achieve greater consensus on our collective strategic vision, outcomes, priorities and success measures along with our proposed Regional Permanency Delivery Model. To maximise the potential benefits of the new delivery model, and to manage the risks, it is recommended that the North Midlands Regional Adoption & Permanency Partnership pursue a well organised and sequenced plan to achieve go live of Phase One (2018 – 2020), Phase Two (2020 – 2022) and Phase Three (2022 – 2024). It is proposed that that a change cycle be adopted to guide each phase of the programme.

Adopting a Change Cycle provides us with a framework for enabling change across our partnership. The Change Cycle provides a framework to strategic activity of identifying need, allocating resources and identifying a delivery model (provided or commissioned), to best meet that need, within available resources. Put simply, it enables Local Authorities and their partners to develop services that will deliver the priority outcomes set out in their strategic plans. Following the Change Cycle will allow our partnership to be innovative – to generate new perspectives on, and solutions to, old problems. This will deliver a shift in the type and efficiency of the services on offer and transform the child’s experience of these services. Regardless of the context, audience or setting, the focus remains on developing services FOR outcomes.

Regional Permanency Arrangement

Detailed Outline Business Case

To deliver the Regional Permanency Transformation through a Change Cycle, a transitional governance structure will be adopted by the North Midlands Regional Adoption & Permanency Partnership which is outlined below:

1	Regional Programme/Management Board	The Programme/Management Board will be accountable for the governance and decision making in respect of the Regional Permanency Transformation. Each Local Authority is represented.
2	Regional Steering Group	The Regional Steering Group will be the driving force responsible for the leadership and delivery of the regional transformation plan. Each Local Authority is represented.
3	Regional Permanency Operational Delivery Group	The Group will lead the delivery of Practice Workstreams and regional practice improvement. Each Local Authority is represented.
4	Regional Advisory Groups	It is also proposed to establish a number of Advisory Groups of stakeholders to ensure the views, opinions and experiences of stakeholders influence the development of the partnership moving forward.
5	Workstreams	Workstreams will take the specific lead for driving forward specific areas of development within the Regional Permanency Transformation. Each Local Authority is represented.

14. Next Steps:

- If approved, the programme will move into the design phase of the new operating model which prepares the detail for phase one to go live in April 2020.
- We will continue to engage stakeholders, including the workforce, Looked After Children, Adopters, Foster Carers, Special Guardians, Designated Family Judges, Family Justice Boards and CAFCASS, partners, residents and other stakeholders to co-produce the development of this operating model which focuses on permanence.
- Lead Cabinet Members for Children & Young People, along with Directors of Children's Services (DCS), will be invited to quarterly strategic partnership meetings to continue to provide political, member led leadership to the development of our Partnership and Regional Permanency Arrangement.
- We will return to the Cabinets of Staffordshire County Council, Stoke-on-Trent City Council, Shropshire Council and Telford & Wrekin Council with a full business case in respect of a Regional Permanency Arrangement by the 31st December 2019.

Regional Permanency Arrangement

Detailed Outline Business Case

Appendix A: Document Information

Programme Title:	Regional Permanency Arrangement Development
Document Background:	This Outline Business Case (OBC) sets out the case for creating a Regional Permanency Arrangement across Staffordshire County Council, Stoke-on-Trent City Council, Shropshire Council and Telford & Wrekin Council. The purpose of this document is to enable the four Local Authorities to consider and agree the strategic direction and the next steps in the creation of a Regional Permanency Arrangement which includes Adoption, Fostering, Connected Persons and Special Guardianship. During the next phase in the Transformation Programme, this document will be developed into a detailed full business case.
Programme Summary:	<p>The North Midlands Regional Adoption & Permanency Partnership is proposing a collaborative partnership arrangement which combines the specialist expertise of the four Local Authorities, working together to find local, caring, stable and loving homes for Looked After Children (LAC) who require permanence, giving them a sense of stability, continuity, commitment and identity.</p> <p>The North Midlands Regional Adoption & Permanency Partnership, will be a one-of-a-kind partnership, which will create a sustainable Regional Permanency System. Operating on a regional footprint, maximising resources, capacity and flexibility, leading to improvements in sustainable service delivery, effective practice and long-term outcomes for children, whilst maintaining the independence of each individual Local Authority.</p>
Document Author:	Joseph Sullivan, Regional Commissioning & Development Lead, The North Midlands Regional Adoption & Permanency Partnership.
Lead Sponsor:	Karen Bradshaw, Programme Board/Management Board Chairperson, The North Midlands Regional Adoption & Permanency Partnership.
LA Sponsor (s):	<ol style="list-style-type: none"> 1) Helen Riley, Deputy Chief Executive & Director for Families & Communities, Staffordshire County Council. 2) Mark Barratt, Interim Director of Children & Family Services, Stoke-on-Trent City Council. 3) Karen Bradshaw, Director of Children's Services, Shropshire Council. 4) Clive Jones, Director of Children & Adult Services, Telford & Wrekin Council.
Document Restriction:	Public
Version:	Version Six
Appendix B: Functions:	

Regional Permanency Arrangement

Detailed Outline Business Case

Phase One: 2018 - 2020	
<p>Adoption (Phase One):</p> <ul style="list-style-type: none"> • Adoption Internal Policies, Procedures & Guidance (to include disruption) • Assessment of Adopters-Domestic/FFA • Regional Adoption Brand Development • Adoption Marketing Strategy • Adopter Recruitment Activity / Recruitment Information • Adoption Preparation & Training • Additional Training and Preparation for Potential Adopters to meet the needs of specific children • Agency Decision Maker role, function and processes • Court Process and Costs for Adoption Applications • Oversight of Medicals for Adopters • DBS Checks for Prospective Adopters • Early Identification & Tracking of Children Requiring Adoption • Challenge to Care Plans and Matching re adoption • Identification at earliest opportunity of Harder to Place Children for adoption • Preparing Profiles of the Child, Including Early Profile re Adoption • Adoption Family Finding (Linking & Matching) • Identifying Suitable Adopters at Earliest Stage • Early Permanency-Concurrency Service • FFA placements-Supervision & Support of carers • Inter-agency placements and fees • Administration of Adoption Panels • Adoption Panel roles, functions and processes • Shared Regional Adoption Panels (to include any financial implication) • Adoption Introductions • Post Approval Support (i.e. Reviews & Training) • Post Adoption Support (to Include Assessments/ASF) • Adoption Support Allowances & Approval of Allowances • Review of Adoption Support Plans • Workforce Development & Therapeutic Interventions re Adoption • Adoption Support Fund Assessment & applications • Commissioning of Post Adoption Support • An Intermediary Service for Adoption • A Non-Agency Adoption Service 	<p>Fostering (Phase One):</p> <ul style="list-style-type: none"> • Regional Marketing Strategy for Targeted Regional Fostering Campaigns • Fostering Recruitment Information Content • To agree a consistent determination of foster carers approval and the terms of their approval across the partnership. • Mapping Pre-approval training across the partnership • Mapping all Post-Approval Fostering Training, Learning & Development. • Delivering some Post Approval training jointly across the partnership. • Agree Long Term Approach & Benchmark for Fostering Payments (Phased Implementation) • Fostering Tracker & Best Interest Panel • Fostering Panel Central Lists and Fostering Panel Administrative Functions will be mapped • Regional Coordination of Family Finding Targeted Programmes & Events-Fostering • Fostering Placement Disruption - Standardised Process/Support/Functions • Regional 'Harder to Match Children' Support Offer / Regional Register of Specialist Support Available for 'Harder to Match Children'-Fostering • Map 'Stability Packages' Support-Fostering • Consultation, Engagement & Participation of Foster Carers • Consultation, Engagement & Participation of Children in Foster Care • Consultation, Engagement & Participation of Birth Families (Fostering) • Process for Tracking Permanence • Identification at earliest opportunity of harder to place children for fostering • Mapping and understanding the health landscape across the region, strategic discussions re potential alignment of commissioned health provisions and specialist CAMHs services • Mapping of carers/placements-Fostering <p>Special Guardianship & Connected Persons (Phase One):</p>

Regional Permanency Arrangement

Detailed Outline Business Case

<ul style="list-style-type: none"> • An Inter-Country Adoption Service • Access to files for Adopted Adults & counselling (policy and procedure and how we secure this information on systems) • Consultation, Engagement & Participation of Adopted Children • Consultation, Engagement & Participation of Birth Families (Adoption) • Consultation, Engagement & Participation of Adopters • Combined License E.g. Link maker/Coram BAAF membership • Administration of Adoption Support Fund-application forms • Sustainability of Adoption Support Fund-Explore • Alignment with LA Children’s Services Statutory Complaints Processes re Adoption • Framework & regional register of specialist support available for harder to match specialist providers-adoption • Pre-adoption support for birth parents and families • Implementation of tracking for adoption • Benchmarking of child’s care plans and matching-Adoption 	<ul style="list-style-type: none"> • SGO & Connected Persons Internal Policies, Procedures & Guidance • Agree: Standardised Approach to Who Undertakes Assessments i.e. CSW/FSW • SGO & Connected Persons Regional “AS IS” Development (Including Mapping of LA’s FGC Function/Process in Permanence Journey) • SGO & Connected Persons Tracker • Regional Agreement: SGO Ongoing Support /Events/Universal Services (Phased Implementation) • Regional Agreement: SGO Financial Support (Phased Implementation) • Regional Agreement: Permanence Panel Arrangements re SGO matches • Supervision via Reciprocal Arrangements Geographically-SGO • Standardised approach of what goes with the child – Life Story Book/Letter-SGO <p>Other:</p> <ul style="list-style-type: none"> • Regional Brand Development • Alignment with Local Authority Access to Files – open cases/closed cases (policy & procedure & practicalities) • Alignment with Local Authority Children’s Services Statutory Complaints Processes (in respect of Regional Permanency Arrangement)
--	---

*Adoption functions will be prioritised in order to comply with the requirement to form a fully operational Regional Adoption Agency by the 1st April 2020. The functions of Fostering and Special Guardianship will not necessary be live until Phase Two and Three.

<p>Phase Two: 2020 - 2022</p>	
<p>Adoption (Phase Two)</p> <ul style="list-style-type: none"> • Post Adoption Contact for Birth Family Members • Birth parent support to prevent reoccurring care proceedings • System Process for Post Order Support-Strategic Alignment-Adoption • Responsibility for the preparation of child’s Life Story Book (needs to interlink and influence CSW teams re direct work as well as later in life letters) <p>Fostering (Phase Two)</p> <ul style="list-style-type: none"> • Looked After Children’s Family Finding Services-Fostering 	<p>Special Guardianship & Connected Persons (Phase Two):</p> <ul style="list-style-type: none"> • Support to Extend to SGO Family Network • Standardised Special Guardianship & Connected Persons Support Offer • Standardised Approach to SGO & Connected Persons • Standardised Approach SGO Support Plan • Consultation, Engagement & Participation of Special Guardians • Consultation, Engagement & Participation of Children (Under SGO or Connected Persons Arrangement)

Regional Permanency Arrangement

Detailed Outline Business Case

<ul style="list-style-type: none"> • Fostering Enquiries/Front Door Functions • Coordination & Management of Fostering Panels • Administration of Fostering Panels • Assessment of Foster Carers • Fostering Pre-Approval Training • Function of Fostering Support E.g. Support Groups • Foster Carers Supervision/ Q&A process to review & Explore New Models E.g. Group Supervision • Post-Approval Fostering Training, Learning & Development (include TSD Standards) • Assessment of Supported Lodging Carers • Supervision and support of supported lodgings carers • Shared Learning Reviews-Fostering • Specialist Commissioning of IFA's-Fostering • Agree Long Term Approach & Benchmark for Fostering Payments (Phased Implementation) • Supported board and lodgings and 'staying put' Internal Policies, Procedures & Guidance. 	<ul style="list-style-type: none"> • Consultation, Engagement & Participation of Birth Families (SGO/Connected Persons) • Regulation 24 (Threshold/Decision Making/Quality)
---	---

<p>Phase Three: 2022 - 2024</p>	
<p>Fostering (Phase Three):</p> <ul style="list-style-type: none"> • Fostering Internal Policies, Procedures & Guidance (Fully Integrated/Aligned) • Fostering Marketing Strategy (Fully Integrated/Aligned) • Fostering Branding Functions (Fully Integrated/Aligned) • Fostering Recruitment Activity (Fully Integrated/Aligned) • Fostering Reviews (Fully Integrated/Aligned) • Assessment & Eligibility of Fostering Allowances and Other Payments (Fully Integrated/Aligned) 	<p>Special Guardianship & Connected Persons (Phase Three):</p> <ul style="list-style-type: none"> • Administration/Support of Fostering Panels in respect of SGO/Connected Persons • Delivery and Function of Fostering Panels in respect of SGO/Connected Person • Fostering Reviews of carers to include progress towards achieving an SGO order • Assessment & Eligibility of Financial Allowances in respect of SGO/Connected Persons

TELFORD & WREKIN COUNCIL

CABINET: 02/01/2020

TITLE: YOUTH JUSTICE PLAN 19/20

REPORT OF: 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

TELFORD & WREKIN COUNCIL

CABINET 2 JANUARY 2020
FULL COUNCIL 23 JANUARY 2020

COUNCIL TAX REDUCTION SCHEME FOR 2020/21

REPORT OF THE ASSISTANT DIRECTOR FOR CUSTOMER & NEIGHBOURHOOD 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		
<p>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.</p> <p>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;</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The hardship fund will be accommodated in the 2020/21 budget strategy from within the collection fund. PH 17/12/19</p>		
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 CTS 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 (PLEASE NOTE THE FULL DETAILED POLICY DOCUMENT WILL NOT BE AVAILABLE UNTIL EARLY JANUARY BUT IN TIME FOR FULL COUNCIL).

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.

TELFORD & WREKIN COUNCIL

CABINET – 02/01/20

TITLE: REVIEW OF THE TELFORD & WREKIN LOCAL PLAN – PROTECT, CARE AND INVEST TO CREATE A BETTER BOROUGH

REPORT OF: ASSISTANT DIRECTOR BUSINESS, DEVELOPMENT & EMPLOYMENT

LEAD CABINET MEMBER – CLLR DAVID WRIGHT, CABINET MEMBER FOR HOUSING, TRANSPORT & INFRASTRUCTURE

PART A) – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

The Telford & Wrekin Local Plan (TWLP) is the Development Plan for the Borough, it is central to delivering plan led growth and is the starting point for assessing planning applications. The TWLP was adopted in January 2018.

The Town and Country Planning (Local Planning) (England) Regulations 2012 places an obligation on Councils to review Local Plans within a five year period from the date of adoption. The purpose of a review is to take account of “*changing circumstances affecting the area, or any relevant changes in national policy*”¹. A review, therefore, needs to be completed by January 2023.

The Borough needs to comply with the Regulations and ensure its Local Plan is up-to-date and in conformity with the revisions to the National Planning Policy Framework. A review also enables authorities to address local opportunities and/or challenges.

The Review is also a key opportunity to tackle policy and infrastructure challenges including transport, health and wellbeing, provision of affordable and specialist accommodation and to review policy to address Climate Change in the light of the Climate Emergency Declaration.

Given these circumstances and opportunities it is recommended that a review of the Local Plan be launched. This would not be housing numbers driven but seeks to embed key priorities for the Council and Borough. Four core objectives are proposed to underpin the review:

- Employment led growth through **inward investment and job creation**

¹ Paragraph 33, National Planning Policy Framework (NPPF)

- A ‘**Forest Community**’ approach which affords the **protection, enhancement and accessibility of the natural environment and green spaces that characterise the Borough**
- Support for **regeneration of our Borough Towns, new town estates and infrastructure**
- Meet local housing needs including providing more **affordable and specialist accommodation** to support people to live longer and healthier at home

This report is accompanied by two further documents which support the Review process including:

- **Local Development Scheme (LDS)** - The Council (as the Local Planning Authority or LPA) is required to publish an LDS, a project plan for preparing Development Plan Documents and make this available to the public. The attached version is being recommended to Cabinet for approval.
- **Statement of Community Involvement (SCI)** - sets out the way the LPA will involve the local community, stakeholders and statutory bodies in the Review of its Local Plan. Cabinet is being recommended to approve the attached version for publication.

The formal Review starts with a formal Call for Sites, an open process whereby the LPA invite willing land owners to submit their sites for consideration in identifying future land for development. Cabinet is requested to approve the commencement of a Call for Sites as part of the first stage of the Review.

The Local Plan will be brought forward in tandem with a review of the Economic Strategy, a new Housing Strategy and a refreshed Local Transport Plan ensuring a Local Plan Review that sets the context for growth in the short and medium term with a horizon of 2041.

<p>2. <u>RECOMMENDATIONS</u></p> <ol style="list-style-type: none"> 1. To commence a review of the Telford & Wrekin Local Plan based on the information set out in this report; 2. To approve and publish the Local Development Scheme attached to this report with effect from 1 January 2020; 3. To approve and publish the revised Statement of Community Involvement attached to this report; 4. To commence the Call for Sites process; and 5. That authority be delegated to the 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.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Co-operative Council priorities?	
	Yes	<p>TWLP contributes towards all priorities.</p> <ul style="list-style-type: none"> • TWLP protects and enhances the environment and green spaces, secures, new play facilities and investment in school places. • TWLP Allocates and protects employment land for inward investment and job creation. • Investment in school places secured as a result of new development. Opportunities for job creation and training from new employment development. • TWLP supports connected communities and investment in sustainable travel such as walking, cycling and public transport. • TWLP secures affordable housing, specialist housing and an appropriate mix of housing on new developments. • TWLP improves health and wellbeing of residents through the design of developments as well as the protection and enhancement of; community facilities, the natural environment and green spaces. • TWLP designates areas of the Borough that are of environmental, cultural and historical significance.
	Will the proposals impact on specific groups of people?	
	No	The impact will be Borough wide
TARGET COMPLETION / DELIVERY DATE	<ul style="list-style-type: none"> • Publication of LDS and SCI – January 2020 • Cabinet approval to consult on Issues & Options Document – Summer 2020 • Cabinet approve Preferred Options Document for consultation – Spring 2021 • Cabinet approve (Reviewed) Publication Plan and final stage of consultation – Autumn 2021 • Cabinet approve submission of (Reviewed) Publication Plan – Subject to Planning Inspectorate • Adoption at Full Council – Subject to Planning Inspectorate 	
FINANCIAL / VALUE FOR	Yes	<i>The review of the Local Plan will require additional resources on top of the existing ones available. One off</i>

MONEY IMPACT		<p>monies of £391k have been approved from the Capacity fund and this total available resource will support the Local Plan review and manage the Call for Sites process.</p> <p>The LDS and Statement of Community Involvement once approved will be incorporated into the Local Plan review process. (AEM 11/10/19)</p>
LEGAL ISSUES	Yes	<p>The requirement to review an adopted local plan and an adopted Statement of Community Involvement every 5 years is imposed by legislation. The Local Plan is a Development Plan Document and the stages involved in reviewing it and processing it through to adoption by Full Council are described in this report.</p> <p>The Statement of Community Involvement is a Local Development Document for approval and adoption by Cabinet.</p> <p>The requirement to prepare, maintain and publish a Local Development Scheme is also imposed by legislation and, if Cabinet resolve that it should come into effect, they must specify the date from which it is to do so. (IR 04/09/19)</p>
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	<p><u>Impacts</u> – a review will have a positive impact on the wider regeneration and development agenda and enable the Council to refresh policies, secure inward investment and jobs, contribute positively to regeneration of town and district centres and protect and enhance the natural environment and green spaces.</p> <p><u>Risks</u> – A delay in the Review timetable will increase the risk of Local Plan policies being deemed out of date and the Council unable to maintain its Five Year Housing Land Supply exposing the Borough to speculative housing pressures.</p> <p><u>Opportunities</u> – the Review process is the most effective means of maintaining a relevant and up to date plan at the same time as addressing the land supply needs of the Borough. The Local Development Scheme will provide an early indication of timescales for residents and stakeholders interested in planning issues. The updated Statement of Community Involvement will set out how the Council intends to consult residents and stakeholders on planning issues in general (including the Review).</p>
IMPACT ON SPECIFIC WARDS	No	Borough-wide impact

PART B) – ADDITIONAL INFORMATION

4. INFORMATION

4.1. Introduction

The Telford & Wrekin Local Plan (TWLP) is the Development Plan for the Borough, it is central to delivering plan led growth and is the starting point for assessing planning applications. The TWLP forms the main part of the Borough's 'Development Plan'. The TWLP is formed of two parts; 1) a set of development management policies which all planning applications are assessed against and 2) a set of allocated housing and employment sites.

The Borough's Development Plan also consists of Neighbourhood Development Plans (NDPs) with additional policies set at a Parish or Town Council level which respond to more local circumstances. The following areas have NDPs; Waters Upton Parish, Madeley Town Council, Edmond Parish Council, Newport Town Council and Lilleshall Parish Council.

The Town and Country Planning (Local Planning) (England) Regulations 2012 places an obligation on Councils to review Local Plans within a five year period from the date of adoption. The purpose of a review is to take account of "*changing circumstances affecting the area, or any relevant changes in national policy*"². The TWLP was adopted in January 2018 therefore a review would need to be completed by January 2023.

The Borough needs to comply with the Regulations and ensure its Local Plan is up-to-date and in conformity with the revisions to the National Planning Policy Framework but there are a range of local opportunities and challenges and commencing a Local Plan Review now provides an opportunity to:-

- address the changing face and role of local, district and town centres,
- ensure that we have the employment land supply to compete for investment and to create jobs and to diversify the local economy,
- secure investment in transformational infrastructure projects,
- address the continuing regeneration of our Borough Towns, new town estates and infrastructure, and
- enhance the Borough's wealth of greenspaces.
- Respond to the Council's commitment to address climate change

Commencing a Local Plan Review now provides an opportunity to embed the Council and Community priorities for the Borough and tackle changes in national policy and/or economic factors that have emerged since the last local plan was developed. It is proposed that any review of the Local Plan is not housing numbers driven but seeks to embed key priorities for the Council and Borough.

² Paragraph 33, National Planning Policy Framework (NPPF)

This report is accompanied by two further documents, the Local Development Scheme and Statement of Community Involvement, which support the Review process (further details for each are included in section 6.2.).

The Call for Sites is an open process whereby the LPA invite willing land owners to submit their sites for consideration in identifying future land for development. Cabinet are requested to approve the commencement of a Call for Sites as part of the first stage of the review.

The Local Plan will be brought forward in tandem with a review of the Economic Strategy, a new Housing Strategy and revised Local Transport Plan ensuring a Local Plan Review that sets the context for growth in the short and medium term.

Structure of this Report

The report is broken down into the following sections:

PART 1 – Drivers and Objectives supporting a Review of the Local Plan

PART 2 – Scope and Timetable for the Review

5. DRIVERS AND OBJECTIVES SUPPORTING A REVIEW

There are four high level objectives for the review of the Local Plan, these are driven by priorities of the administration and include:

- Employment led growth through **inward investment and job creation**
- A '**Forest Community**' approach which affords the **protection, enhancement and accessibility of the natural environment and green spaces that characterise the Borough**
- Support for **regeneration of our Borough Towns, new town estates and infrastructure**
- Meet local housing needs including providing more **affordable and specialist accommodation** to support people to live longer and healthier at home

Furthermore, in order to ensure that the LPA meets the statutory 5 year timescale for undertaking a review, and taking into account the multiple stages of public consideration and examination of proposals by the Planning Inspectorate, it is important to commence the review as soon as possible.

The key themes for a review include:

5.1. Inward Investment and Job Creation

Inward investment and job creation are two of the highest priorities for the Council. The TWLP has a central role in an employment led strategy through the identification and allocation of employment land. The TWLP has a broad role in supporting this agenda including policies which direct industrial and

commercial development, support regeneration and growth of local, district and town centres as well as supporting the tourism offer of the Borough.

The Council has been successful in securing inward investment and jobs growth within the Borough. This has had an impact upon the supply of employment land which may pose a risk to future economic growth aspirations of the Council. The Review will consider the employment land position and plan positively for the future economic growth and inward investment helping to:

- Maintain economic competitiveness of the Borough including Telford Town Centre
- Create new jobs through inward investment tackling youth unemployment and providing higher skilled opportunities
- Future proof existing jobs through the growth and retention of existing businesses
- Provide opportunities for regeneration of Borough towns and new town areas
- Ensure a range of employment land which supports small and medium sized enterprise's (SME's) as well as larger investors and benefits district and town centres as well as Strategic Employment Areas.
- Increase diversification across the local economy
- Improving digital infrastructure

External factors will generate opportunities for economic growth in the Borough. These include major regional and national infrastructure projects which will open up opportunities for areas such as the Borough. These include; HS2 which will call at Stafford, the M54 / M6 northern link, plans for a Western Motorway bypassing the conurbation, I54 extension and the current proposals for RAF Cosford. Key opportunities locally include the electrification of the rail line to Wolverhampton bringing the opportunity of faster, higher frequency services. The Review is an opportunity for the Borough to address and benefit from these external influences through attracting inward investment and jobs.

The Council will shortly commence development of a new Economic Development Strategy. This will identify the target sectors for growth, opportunity projects, infrastructure requirements as well as skills and training needs for the Borough. Development of the strategy will help inform the need for, scale and location of future employment land supply through the review process.

TWLP allocated 148ha of employment land, which supports the growth of existing Strategic Employment Areas as well as supporting Borough towns. The majority of these sites are completed, under construction, been granted permission or reserved for expansion of existing businesses. The Council has worked, through the Telford Land Deal³, to 'de-risk' these sites and bring them

³ www.marcheslep.org.uk/growth-deal/telford-land-deal

to the market. This has led to significant levels of inward investment into areas such as Hortonwood, T54 and Donnington Wood.

5.2. Regeneration

The Borough faces challenging issues surrounding regeneration of Borough Towns, new town estates as well as local centres and the Telford Town Centre within the context of the changing retail environment. Successful regeneration. Another key issue for planning is the re-purposing of centres given the decline in the retail economy nationally. The review can consider matters such as:

- A balanced approach to new uses in centres such as public services, residential development and leisure uses
- Consolidation of retail centres so they are more robust, offer an appropriate range of shopping and are able to redefine their role in conjunction with programmes such as ‘Pride in Your High Street’⁴.
- Look at opportunities for smaller more targeted site allocations for residential and commercial uses in and around centres
- Respecting the historic character of the town and Borough centres.

In support of the Council’s efforts to secure national recognition and investment into the ageing New Town Estates the Review could consider how best to support regeneration and development in those areas. The Review could encourage this through appropriate allocations of residential and commercial development opportunities.

5.3. Protecting & Enhancing Green Spaces

The Council is clear that the green nature of Telford and the surrounding countryside is one of the key assets of the area and recognises the positive impacts that everyday contact with nature has to our physical health and mental wellbeing. The Local Plan Review provides an opportunity for the Council to continue to actively engage with local communities to enhance peoples’ contact with nature and to address inequalities in physical, social and cultural accessibility to local green space.

Telford was designed as a ‘Forest City’. This approach set out to create ‘a settlement in the landscape’, a town set within a network of amenity green space defined by a comprehensive tree and woodland structure. The Review provides an opportunity to re-imagine and further the concept for the 21st century establishing the Borough as a ‘Forest Community’ with a development strategy that protects, manages and enhances the Borough’s greenspaces supporting stronger communities and contributing to action to address climate change.

⁴ ‘Pride in your high street’ is a Council programme for investment in high streets across the borough

The Local Plan review will be accompanied by a new Borough Green Space Strategy that will outline how the Council working with local, regional and national stakeholders will deliver this commitment alongside promoting health and wellbeing through greenspace. This will embed nature based climate change mitigation within the wider strategic approach to green spaces in our Borough to help ensure that the Borough's network of green spaces, and the wildlife they support, are complex, connected and dynamic.

5.4. Climate Change

The Council has declared a Climate Emergency and has made a commitment for carbon neutrality from the Council's controlled operations and activities by 2030. A further commitment has been made to engage with residents, businesses, public sector organisations and partners to work together with the aspiration for the Borough to also be carbon neutral by 2030. The Review will enable the Local Plan to respond to climate change by including targets and policies based on the local potential to reduce emissions as well as developing climate resilience.

Alongside the chance to implement forest and greenspace based climate change mitigation this Review is an opportunity to support the transition to a low-carbon, resilient Borough through shaping policies which secure cuts in greenhouse gas emissions through:

- energy efficient development
- sustainable transport;
- renewable and low-carbon energy generation;
- creation of resilient habitats and biodiversity assets through green corridor connected sites;
- And to secure new developments and shape places that minimise vulnerability, and provide resilience to, climate change.

5.5. Housing for All

The starting point for addressing the Borough's housing needs will be to ensure that any additional housing allocations are balanced with the Council's economic growth strategy. The aim is to ensure that the Borough provides residents with the opportunity to live and work within the town. The delivery of new homes will play a key supporting role to an employment led strategy.

The Review is an opportunity to refresh wider housing policies based on emerging evidence around the need for specialist and supported accommodation within the Borough.

The Council will be producing a new Housing Strategy This will provide evidence and support the review of housing policies in the TWLP. Key themes that the document will address include:

- Creating sustainable, affordable and high quality communities

- Making the best use of our existing communities
- Homes to support and empower our most vulnerable people

The Council recognises that most people wish to live in their homes longer as they age and that this is better for their health and wellbeing as well as helping to reduce the costs of adult health and social care. Creating homes which enable people to live independently for longer is a means of doing this.

Reviewing the TWLP will explore opportunities to deliver more affordable housing in a greater range of locations. The NPPF states that LPAs should identify at least 10% of their housing requirement on sites of 1ha or less. This will create opportunities for use of previously developed land as well as supporting small / medium developers and local building companies.

In his report, the TWLP Inspector instructed the Council to prepare a 'Housing Site Allocations Local Plan'. The rationale was to help meet the shortfall in the Council housing requirement. However given the need to identify further employment land, the need to maintain a rolling Five Year Housing Land Supply (FYHLS) and the need to take into account the reasons set out above, the Council is taking the opportunity to review the plan as a whole.

As a Housing Market Area Telford & Wrekin continues to see strong levels of demand with completions running at around 1,000 homes per year. As existing housing allocations are granted permission and units are completed this will, over the course of the Review period, start to impact on the Council's ability to maintain a FYHLS. Delivering further supply to solely meet the current requirement of 17,280 homes will be a limited response to the area's needs given the need to identify further land for inward investment as part of an employment led strategy. Therefore it is prudent for the Council to take a measured approach to meeting its own housing needs supporting a level of housing growth that is balanced with the need for further employment land.

5.6. Local Transport Plan

The way people travel is also beginning to change and the Review presents a chance to assess how the TWLP can meaningfully support the switch to low emission vehicles, public transport, walking and cycling.

The review of the Local Plan will be undertaken at the same time as a review of the Local Transport Plan. This will provide an opportunity to align policies between documents and provide an integrated assessment of infrastructure needs. This is also an opportunity to take a forward-looking view regarding transport, highways and land use planning.

This is within the context of a fast moving technological environment and any proposed policy measures need to be balanced and flexible. The review could consider the following matters:

- How the Local Plan can future proof for the anticipated up take in low emission vehicles
- Regeneration opportunities around transport hubs such as rail and bus stations
- How best to secure infrastructure improvements for sustainable transport and highways enhancements

5.7. Health & Wellbeing

The health and wellbeing of the community is a high priority for the Council. This includes taking a community led approach to reducing pressures on local health services by enabling residents to live healthier, active lives.

Issues such as obesity and mental health are key issues identified in the Borough's emerging Public Health Report (2019). The Local Plan reflects the importance of health and wellbeing to the Borough. Development has a key role to play in improving the fabric of the local area in support of better health and wellbeing. This includes well designed developments that encourage active lifestyles, protection and enhancement of green spaces and opportunities for active travel.

The following health and wellbeing matters could be considered by the Review:

- Relationship and evidence relating to town centre uses and health and wellbeing
- A refresh of policies related to the design of developments to encourage active lifestyles
- Opportunities to create integrated health and wellbeing hubs in accessible locations

5.8. Reviewing Development Management Policies

The TWLP contains a set of development management policies which seek to direct and shape development in the Borough. It is appropriate that, as part of the Review, the Council considers whether its policies remain up to date and relevant or whether there is a need for new policies. This is an opportunity to refine policies that have been tested and strengthen the Council's approach to development management.

5.9. Changes in National Planning Policy Framework / National Planning Practice Guidance

In February 2019 the Government adopted a revised National Planning Policy Framework (NPPF) and as a consequence made changes to the National Planning Practice Guidance (NPPG). The Review will allow the Council to adjust policies, where required, to ensure the TWLP remains in line with Government Planning Policy. Although the TWLP is currently in general

conformity with the NPPF, failure to align the plan with the NPPF in the medium term will result in local policies becoming increasingly out of date.

6. SCOPE AND TIMETABLE FOR THE REVIEW

6.1. Scope of the Review

The Review will be informed by a number of consultation stages where members of the public, stakeholders and the development community can input into the process. The detail of how the LPA will consult will be set out in the revised 'Statement of Community Involvement'.

The Council as the LPA has a legal 'duty to cooperate' with neighbouring authorities and other bodies on strategic matters that cross administrative boundaries. This requires the LPA to engage constructively, actively and on an on-going basis in preparing or reviewing its Local Plan.

It is anticipated that the Review will cover, as a minimum, the following:

- A review of policies within the plan to ensure they are up to date and in line with the NPPF and other local and national factors.
- The opportunity to identify an appropriate supply of employment land in support of the Council's Economic Development Strategy
- The opportunity to identify an appropriate supply of housing land (addressing the request of the Local Plan Inspector for a Housing Site Allocations Document) which is balanced by the need for new employment land
- Roll the end date forward in line with the NPPFs requirement that strategic policies in a Local Plan should look forward by "at least 15 years".

6.2. TWLP Review Programme

The Review has been broken down into a number of phases. Each phase will be brought to Cabinet for approval to progress providing Cabinet with an overview of progress with each phase of the review. The four phases of the review are summarised below:

Phase 1 will comprise the following:

- Publishing an updated **Local Development Scheme** (LDS) (see Appendix A) – the LDS is the Council's 3 year programme for the production of documents that form part of the development plan as well as other planning documents such as the Authority Monitoring Report and Supplementary Planning Documents. It is not a policy document itself. It enables the local community and stakeholders to find out what planning documents are being prepared by the LPA and the timetable for their production. In particular, it sets out the timetable for the Review and update of the Local Plan, and outlines the dates when there will be formal

opportunities to get involved with the plan making process. The Council is required to make an up-to-date Local Development Scheme available to the public and the attached version is being recommended to Cabinet for approval.

- An updated **Statement of Community Involvement (SCI)** (see Appendix B) – This document sets out how and through what forms of communication the LPA will consult local residents, stakeholders and statutory bodies on planning issues such as the Review of the TWLP. The SCI also describes the LPA’s procedures and arrangements for involving the community when considering planning applications and major proposals for development. The SCI needs to be reviewed every 5 years, Cabinet is being recommended to approve the attached version for publication.
- Conducting a **‘Call for Sites’** – This is an open process whereby the LPA invites willing land owners to submit their sites for consideration in identifying future land for development. This process is open for an extended time period to ensure that all land owners have the opportunity to submit their sites, thereby reducing the risk of challenge later in the process.
- Producing a **Strategic Housing and Employment Land Availability Assessment** using information generated by the Call for Sites – This is an early action in the process of identifying further land for development and will assess whether sites are ‘achievable’, ‘deliverable’ and ‘available’ for development. Some sites that are clearly not achievable or deliverable will be discounted as part of this process.

Phase 2 – Consultation of the **‘Issues & Options’** to be considered as part of the Review. This will include strategic options for land supply and policy direction as well as options related to policies that need to be reviewed.

Phase 3 – This stage will see consultation on a **Draft Version** of (reviewed) TWLP and preferred options for site allocations. All representations have to be taken into account in preparing the Submission Version of the TWLP.

Phase 4 – A **Publication Version** of the TWLP and all documents prescribed by the Regulations will be made available for representations to be made. The **Submission Version** and associated documents and all representations received will then be submitted to the Secretary of State for **Examination**. Once the Examination process is complete the Council will proceed to adopt the TWLP (as reviewed).

6.3. Review Timetable

The timetable below sets out the anticipated dates for bringing reports forward to Cabinet as well as projected Examination dates. This timetable would be subject to review at each stage in the process.

Stage	Timescale
-------	-----------

Cabinet approval to consult on Issues & Options Document	Summer 2020
Cabinet consider representations received and approve a Draft Version of reviewed TWLP (including preferred site allocations)	Spring 2021
Cabinet consider representations received and approve a (Reviewed) Publication Version of the Plan for consultation	Autumn 2021
Cabinet consider representations received and approve a (Reviewed) Submission Version of the Plan to be made available for representations to be made and then submitted to the Secretary of State together with all other documents as prescribed	Subject to Planning Inspectorate
Adoption at Full Council	

6.4. Risk Management

In preparing the Local Plan review and other documents, the work outlined in this LDS may be subject to change over time. A risk management approach will therefore be implemented to evaluate and manage risks where possible whilst recognising that some risks may be outside the Council's control.

7. PREVIOUS MINUTES

Papers for Full Council, 11 January 2008 for adoption of Local Plan

8. BACKGROUND PAPERS -

Planning and Compulsory Act (2004)
National Planning Policy Framework (2019)
National Planning Practice Guidance (2019)

9. APPENDIX .

Appendix A – Local Development Scheme
Appendix B – Statement of Community Involvement

**Report prepared by Gavin Ashford, Strategic Planning Team Leader,
Telephone: 01952 384260**

Telford & Wrekin Council

Local Development Scheme 2020-23

Telford & Wrekin Council

Local Development Scheme 2020-23

Contents

1. Introduction
2. Development Plan for Telford & Wrekin
3. Supporting Planning Policy Documents
4. Future Development Plan Work
5. Monitoring and Review of LDS

Annex 1. Planning Policy Document Structure

Annex 2. Neighbourhood Development Plan (NDP) process

1. Introduction

- 1.1. Telford & Wrekin Council (as the Local Planning Authority or LPA) is required to have in place a Development Plan which sets out a vision and framework for the future development of the area. It is important that communities and stakeholders are informed of work to develop or review the Local Plan and to engage in the plan preparation process.
- 1.2. This Local Development Scheme (LDS) is a project plan and sets out the LPA's timetable for preparing documents which form part of the Council's Development Plan. It provides a summary for each document, details of the areas they relate to and a timetable for their preparation.
- 1.3. The LDS informs communities and interested parties of the process and progress in preparing planning policy documents. Details on community engagement in plan making and planning applications is set out in the Statement of Community Involvement which is available on the Council's website www.telford.gov.uk/statementofcommunityinvolvement.
- 1.4. This LDS covers the period 2020-23. It will be kept under review and monitored to reflect any changes in the Development Plan timetable, planning legislation or other policy-related matters.

2. The Development Plan for Telford & Wrekin

- 2.1. The revised National Planning Policy Framework (NPPF, 2019) and Planning Practice Guidance (PPG) set out government planning policy and advice. They provide a framework within which Local Plans and Neighbourhood Development Plans are prepared. The NPPF and PPG can also be material considerations in planning decisions.
- 2.2. The Council's Development Plan comprises the Telford & Wrekin Local Plan and a number of Neighbourhood Development Plans.

Telford & Wrekin Local Plan

- 2.3. The Telford & Wrekin Local Plan was adopted in January 2018 and covers the period 2011-31. It addresses the area's needs and opportunities on a range of topics including the economy, housing, community facilities, the built and natural environments and infrastructure. The Local Plan applies to the whole of the local authority area.
- 2.4. The accompanying Policies Map shows the location of Local Plan policy designations and site allocations.

Neighbourhood Development Plans

- 2.5. Neighbourhood Development Plans give communities direct power to develop a shared vision for their local area and to shape its development and growth. It is not a legal requirement but a right which communities can choose to use. The LPA provides advice to communities that are preparing Neighbourhood Development Plans and also takes decisions at key stages.
- 2.6. Neighbourhood Development Plans have been made in respect of the following areas Telford & Wrekin Council:
- Madeley (made on 19 March 2015)
 - Waters Upton (made on 16 June 2016)
 - Edgmond (made on 31 May 2018)
 - Newport (made on 13 September 2018)
 - Lilleshall (made on 13 December 2018)
- 2.7. A made Neighbourhood Development Plan sits alongside the Telford & Wrekin Local Plan. Decisions on planning applications will be made using both the Local Plan and the Neighbourhood Development Plan, and any other material considerations.
- 2.8. Further information on neighbourhood planning, including those areas that have been formally designated as Neighbourhood Areas and are in the process of developing their Plans, is available on the Councils website¹.

3. Supporting Planning Policy Documents

- 3.1. Several other planning policy documents are prepared to inform and supplement the development plan but do not form part of it. Details are provided below.

Supplementary Planning Documents

- 3.2. Supplementary planning documents (SPDs) add further detail to Local Plan policies and provide guidance on particular sites or issues. They do not form part of the development plan and are not subject to examination. The LPA will consult on draft SPDs, as they are prepared, for a minimum of four weeks². The LPA will consider representations received and finalise the SPD before it is adopted by elected members.
- 3.3. Once adopted an SPD can be a material consideration in decision-making matters that should be taken into account in deciding planning applications or appeals. The Council has adopted three SPDs that are available on its website, these include:
- Design for community safety (June 2008)

¹ https://www.telford.gov.uk/info/20453/neighbourhood_development_plans

² The Town and Country Planning (Local Planning (England) Regulations 2012

- Telecommunications development (May 2009)
- Shop fronts and signage design guidance in conservation areas (December 2011)

3.4. The LPA is preparing additional SPDs to support specific policies in the Local Plan. Given the requirement to prepare these SPDs is set out in the Local Plan, they will be reviewed along with relevant policies to which they apply when the Local Plan is reviewed. The need for any further SPDs will also be considered.

Brownfield Register

- 3.5. The LPA is required to prepare, maintain and publish a register of previously developed (brownfield) land which is suitable for residential development.
- 3.6. The register comprises two parts. Part 1 lists all brownfield sites that have been assessed as appropriate for residential development. Part 2 comprises only those sites in Part 1 that the Local Planning Authority has decided would be suitable for a grant of permission in principle for residential development.
- 3.7. The brownfield land register is published on the Council's website and reviewed annually to include new sites and amendments to previously identified sites. There is no requirement to consult on sites proposed for Part 1 of the register only. Where the LPA intends to trigger a grant of permission in principle for a site in Part 1 then consultation is required in line with regulations.

Self-Build and Custom-Build Register

- 3.8. The Self-Build and Custom Housebuilding Act 2015 places a duty on LPA's across England to keep and have regard to a register of people who are interested in self-build or custom-build projects in their area. Self-build and custom-build housing is built by an individual, a group of individuals, or persons working with or for them, to be occupied by that individual. Such housing can be either market or affordable housing.
- 3.9. An online registration form is available on the Council's website. Information from the register will help inform the LPA of the level of demand for self-build and custom-build plots in Telford & Wrekin. The LPA will use this information to explore ways in which it might be possible for people and plots to be brought together. Registration does not however guarantee that a suitable plot will be identified, or become available.

Authority Monitoring Report

- 3.10. The LPA is required to publish an Authority Monitoring Report (AMR) on an annual basis. The AMR will include the following:
- Progress towards the preparation of documents outlined in this LDS, and if preparation is behind schedule, the reasons for this;

- Progress towards the delivery of employment land on a range of sites across the area;
- Progress towards the delivery of net additional market and affordable dwellings in the area;
- Details of any planning policy documents that have been adopted or approved within the period covered by the report;
- Details of any Local Plan policies that are not being implemented, including reasons why and steps taken to secure implementation;
- Details of any Neighbourhood Development Plans that have been made in the period covered by the report.

3.11. The AMR can help inform whether there is a need to undertake a review of the Local Plan. The latest AMR is available on the Council's website.

Statement of Community Involvement

3.12. The LPA is required to set out how it will engage with local communities and other interested parties in preparing the development plan and determining planning applications. This information is contained in the Statement of Community Involvement (SCI) and sets out:

- Who will be consulted on planning issues
- When involvement should take place during plan making and decision taking
- Which methods will be used to engage with stakeholders

3.13. The SCI aims to ensure active and continuous community participation in the planning process, to help ensure that sound decisions are made. This document is being prepared and updated from the previous version in advance of any Local Plan review. The SCI will be revised and published on the Council's website (see web address above).

4. Future Development Plan Work

4.1. The following section details work that the LPA will undertake during the next three years (2020-23).

Telford & Wrekin Local Plan Review

4.2. The LPA is legally required to complete a review of its Local Plan at least once every five years. The Local Plan was adopted in January 2018 and a review would need to be completed by January 2023.

4.3. The Local Plan review would need to consider whether any Local Plan policies need updating, taking into account factors such as changing circumstances in the area, conformity with the revised NPPF and PPG, plan-making activity by other authorities in the region, and significant economic changes.

- 4.4. The Council has considered several factors in deciding when to commence a review. These include emerging economic strategies, the need to maintain a supply of employment land, revisions to the NPPF and PPG, the need to address climate change issues and the need for some additional housing allocations as specified by the Local Plan Inspector in his 2018 report.
- 4.5. A review of the Local Plan should follow procedural and legal requirements and satisfy the NPPF tests of soundness. The following table summarises the Local Plan process and sets out a broad indication of future stages.

Telford & Wrekin Local Plan Review	
1. Document Profile	
Role and Content	The Local Plan sets out the Council's vision, objectives and spatial planning strategy for future development in the area. Strategic policies direct the overall pattern, scale and quality of development. Non-strategic policies will set out details for specific areas and types of development. The review will consider which parts of the adopted Local Plan need updating, whether new policies are required and proposed site allocations to meet future needs. The scope of a Local Plan review will be set out in future documents and there will be opportunities for communities and stakeholders to engage in the process by making representations.
Status	Part of the Development Plan for Telford & Wrekin Council
Conformity	General conformity with the National Planning Policy Framework
Area	Borough of Telford & Wrekin

2. Timetable		
Phase	Details	Start Date
Phase 1	The LPA will commence a review of the Local Plan and initial work requirements, including: <ul style="list-style-type: none"> • Publication of the Local Development Scheme • Publication of Statement of Community Involvement • 'Call for sites' exercise which invites site submissions from stakeholders. 	January 2020
Phase 2	Issues & Options - The LPA will identify issues and strategy and consult on potential options, following Cabinet approval.	Summer 2020
Phase 3	Preferred Strategy - The LPA will set out its preferred strategy for the Local Plan review. The consultation, following Cabinet approval, will also consider preferred policies and sites as part of the Local Plan review.	Spring 2021
Phase 4	Publication Version – A Publication Version of the Local Plan and all documents prescribed by the Regulations will be made available for representations to be made.	Autumn 2021

	<p>Submission Version – the Publication Version and associated documents and all representations received will then be submitted to the Secretary of State for Examination where a Planning Inspector will consider the Local Plan’s ‘soundness’ and legal compliance. The Inspector will issue a report recommending any modifications and the Plan (as reviewed) will be presented to Full Council for formal adoption.</p> <p>The precise details and timescales for this phase will be dependent upon earlier phases and scope of the Local Plan review and the capacity of the Government Inspectorate. This will be monitored and updated accordingly.</p>	Subject to Planning Inspectorate
--	---	----------------------------------

3. Monitoring and Review	
Monitoring requirement	An Authority Monitoring Report is prepared on an annual basis and shows progress with Local Plan preparation, information collected on Local Plan indicators and details on the implementation of policies.
Review timescale	A review of Local Plan policies will be completed within five years of adoption. Annual monitoring will identify any issues that may require an early review.

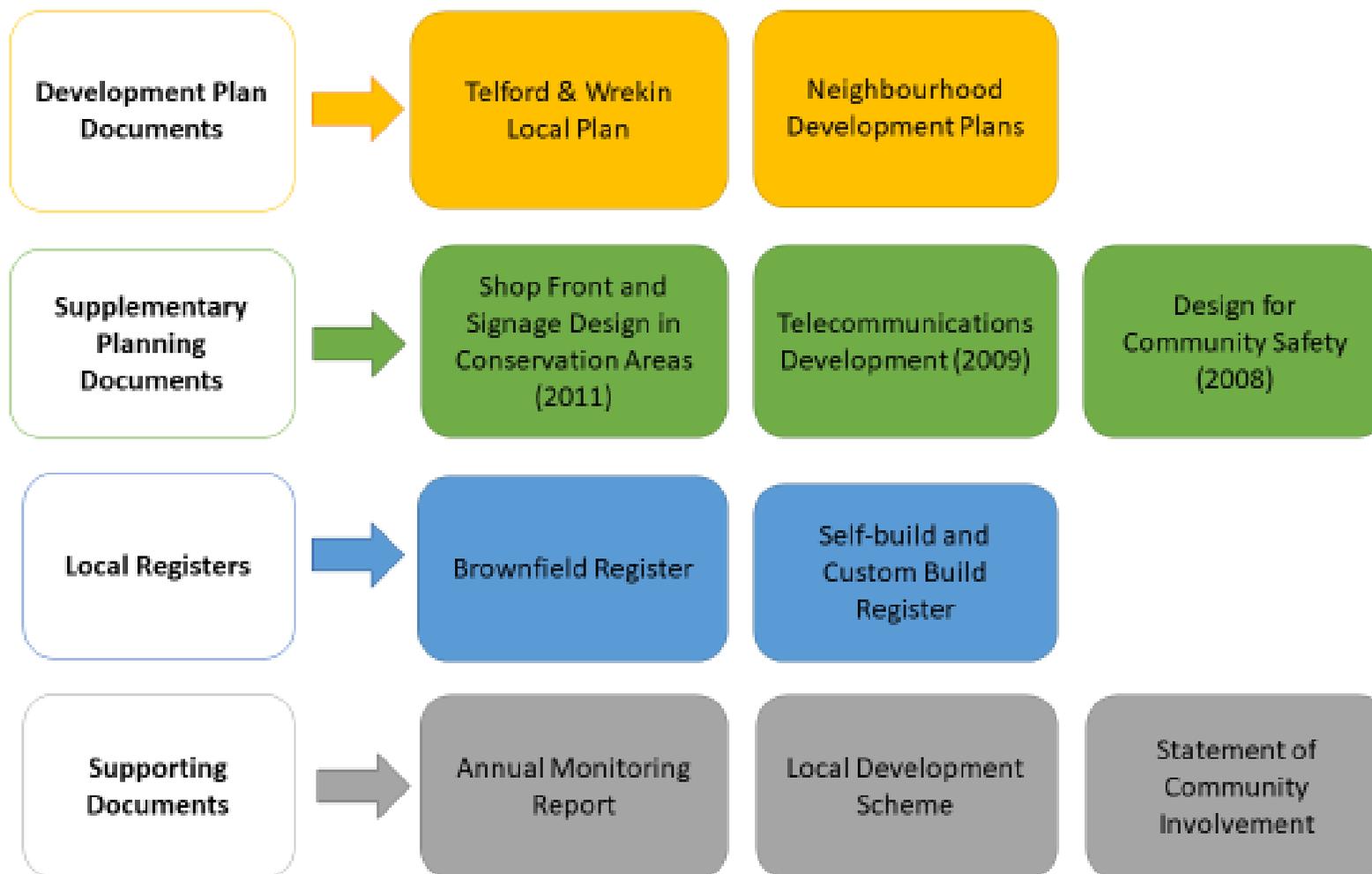
Neighbourhood Development Plans

- 4.6. The LPA will continue to engage with communities that wish to prepare Neighbourhood Development Plans. The process for making a Neighbourhood Development Plans is set out within Annex 2.

5. Monitoring and review of LDS

- 5.1. The LPA will keep the LDS under review as the Local Plan review progresses.

Annex 1. Planning Policy Document Structure



Annex 2. Neighbourhood Development Plan (NDP) process

Stage	Requirements
1: Designating a neighbourhood area	<ul style="list-style-type: none"> • The qualifying body (parish/town council, prospective neighbourhood forum or community organisation) applies to the Local Planning Authority (LPA) to designate a neighbourhood area. • The (LPA) publicises and consults on the area application for a minimum 6 weeks (except for where an LPA is required to designate the whole of a parish.) • The LPA determines whether to designate a neighbourhood area within the statutory timescales and publishes its decision
2: Preparing a draft NDP	<p>The qualifying body (preparing the plan) develops proposals and this includes:</p> <ul style="list-style-type: none"> • Gathering baseline information and evidence • Engaging and consulting with those living and working in the neighbourhood area and those with an interest in or affected by the proposals (e.g. service providers) • Talking to land owners and the development industry • Identifying and assessing options • Determining whether a plan is likely to have significant environmental effects • Starting to prepare proposals documents
3: Pre-submission publicity and consultation	<p>The qualifying body publicises the draft plan and invites representations. The plan is amended if appropriate having considered the responses. The qualifying body then prepares a consultation statement and other proposal documents.</p>
4: NDP submission to the LPA	<p>The qualifying body submits the plan to the LPA who check that it complies with all relevant legislation. If it meets requirements the LPA:</p> <ul style="list-style-type: none"> • Publicise the plan for a minimum 6 weeks and invites representations • Notifies consultation bodies referred to in the consultation statement • Appoints an independent examiner (with the agreement of the qualifying body)
5: Independent Examination	<p>The LPA sends the plan and representations to the independent examiner who undertakes the examination and issues a report to the LPA and qualifying body. The LPA publish the report and decides whether to send the plan to referendum.</p>
6 and 7: Referendum and bringing the NDP into force	<p>The LPA publishes an information statement and notice of referendum. Polling takes place and the results declared. If more than half of those voting are in favour of the neighbourhood plan, it is 'made' (comes into force) as part of the statutory Development Plan for Telford & Wrekin.</p>

Telford & Wrekin Local Plan

Statement of Community Involvement 2020 - 2025

Statement of Community Involvement - Contents

- 1. Introduction**
What is the Statement of Community Involvement (SCI)?
Why is the SCI being updated?
- 2. The vision for involvement**
What is the Local Planning Authority's Commitment for Consultation?
What will we consult on?
Methods of Consultation
- 3. The Local Development Scheme**
What is the Local Development Scheme?
- 4. Consultation on Planning Policy Documents**
How Does Planning Policy Work?
Development Plan Documents (DPDs)
Supplementary Planning Documents (SPDs)
Duty to Co-operate
- 5. Sustainability Appraisal and Strategic Environmental Assessment**
What is Sustainability Appraisal and Strategic Environmental Assessment?
- 6. Consultation on Development Plan Documents**
How will we consult?
Who will we consult?
What will happen to your representation?
- 7. Neighbourhood Planning**
What is Neighbourhood Planning?
Who will be consulted?
How will the Local Planning Authority support Neighbourhood Planning?
What will happen to your representation?
- 8. Consultation on Planning Applications**
When is Planning Permission Required?
Pre-application advice requests
Making a Planning Application
Amending an Application
Considering an Application
Who can comment on an application?
How will we consult?
Timeframe
What will happen to your representation?
Determination of a Planning Application
Appeal
- 9. Review**

Glossary

1. Introduction

What is the Statement of Community Involvement (SCI)?

- 1.1 The Statement of Community Involvement (SCI) is a document which sets out how and when the Council as the Local Planning Authority (LPA) will engage with, and consult with, local communities, local businesses and other interested parties on planning policy documents and planning applications.
- 1.2 The LPA has to produce an SCI as set out in the Planning and Compulsory Purchase Act 2004¹.
- 1.3 As a Co-operative Council we are keen to involve local people in the planning process since the decisions we make in planning have the potential to impact upon local people and the places they live and work. The Council's co-operative values mean that we will be open and honest in the way which we work and make decisions and we will respond to people's needs in a fair and consistent way.
- 1.4 The LPA has prepared this SCI in accordance with national guidelines and we will work in line with the SCI once it is adopted.

Why is the SCI being updated?

- 1.5 The LPA's last SCI was adopted in 2012. The communication tools available to councils have dramatically changed in recent years; allowing easier, more direct and more digitally focussed solutions in addition to traditional methods of engagement. The updated SCI will reflect the LPA's current practices. This SCI, once adopted, will replace the current version.

2. The vision for involvement

What is the Local Planning Authority's Commitment to Consultation?

- 2.1 The LPA is committed to involving communities and other stakeholders in the planning process. The LPA will:
 - Engage in a timely, and appropriate way with stakeholders, ensuring people are invited to engage with planning policy and development management before major decisions have been made;
 - Use a variety of methods to inform and engage communities in the planning process. The LPA understands that people with different needs and interests require different approaches;
 - Continue to explore new and innovative ways to engage with a wider range of people, especially focusing on electronic communication;

¹ <https://www.legislation.gov.uk/ukpga/2004/5/section/18>

- Avoid using jargon and strive to communicate in the clearest and simplest way possible;
- Ensure public involvement is appropriate to the scale and nature of the planning issue being addressed in line with the resources available;
- Treat participants with respect and ensure the safety and wellbeing of participants by taking account of the safeguarding frameworks, confidentiality and data protection guidelines; and
- Keep under continual review the suitability and effectiveness of our methods of engagement, and make changes where necessary.

2.2 It should be noted that comments do not remain confidential; it is the LPA's policy to make comments public both as part of the planning application and planning policy consultation processes. Comments may also be made public during a public inquiry or examination of a document.

2.3 At Draft Plan stage or following consultation on a draft Supplementary Planning Document (SPD) the decision making body receives all comments made during the consultation. In the case of the Local Plan this would further involve all representations being provided to the Planning Inspector appointed to examine the Plan.

2.4 The SCI is informed by Government guidance on how consultations should be run by government departments² and these form the basis of this SCI. The guiding principles are that consultations should engage people in a meaningful way, be appropriate in length and timing, use clear and understandable language and use appropriate methods of consultation.

What will we consult on?

2.5 The Council as a whole will consult on a range of issues and policies across all services but **the SCI relates only to consultations undertaken as part of the planning process by the LPA**, including:

- The Local Plan
- Supplementary Planning Documents
- Neighbourhood Plans
- Planning Applications

Methods of Consultation

2.6 The LPA favours electronic and web based methods as fast, flexible and accessible methods of communication across all of its service areas. The Strategic Planning and Development Management Teams also accept written representations in paper format and will appropriately process these representations and make them available on the Council's website.

² Consultation Principles: Guidance (2018) at www.gov.uk

- 2.7 The LPA may use a range of the following methods, and others where appropriate, to publicise its planning functions:
- LPA website
 - Press releases
 - Social media – Twitter / Facebook etc.
 - Information in libraries and at the Council's First Point locations
 - Parish Councils literature
 - Direct engagement with stakeholder groups including local interest groups and Parish Councils

3. The Local Development Scheme

What is the Local Development Scheme?

- 3.1 The Planning and Compulsory Purchase Act (2004) requires each LPA to produce a Local Development Scheme (LDS) which clarifies their current policy documents and sets out a timescale for adoption of new policies through the preparation of Development Plan Documents (DPDs). The LDS also confirms which documents prepared by the LPA are part of the Local Plan and which are supporting evidence documents.
- 3.2 The LPA will publish the LDS on its website each time it is updated. There is no requirement for the LPA to consult on publication of an LDS.

4. Consultation on Planning Policy Documents

How Does Planning Policy Work?

- 4.1 The National Planning Policy Framework³ states that planning in the UK should contribute to the achievement of sustainable development and that, in order to achieve this, the planning process should be guided by a forward looking, positive Local Plan.
- 4.2 Every Local Authority must prepare Development Plan Documents, in many cases this takes the form of a Local Plan. This plan may be supported by other planning documents which together guide development in that area. All decisions on proposed new development are judged against the policies contained in the Local Plan and other relevant planning policy documents.

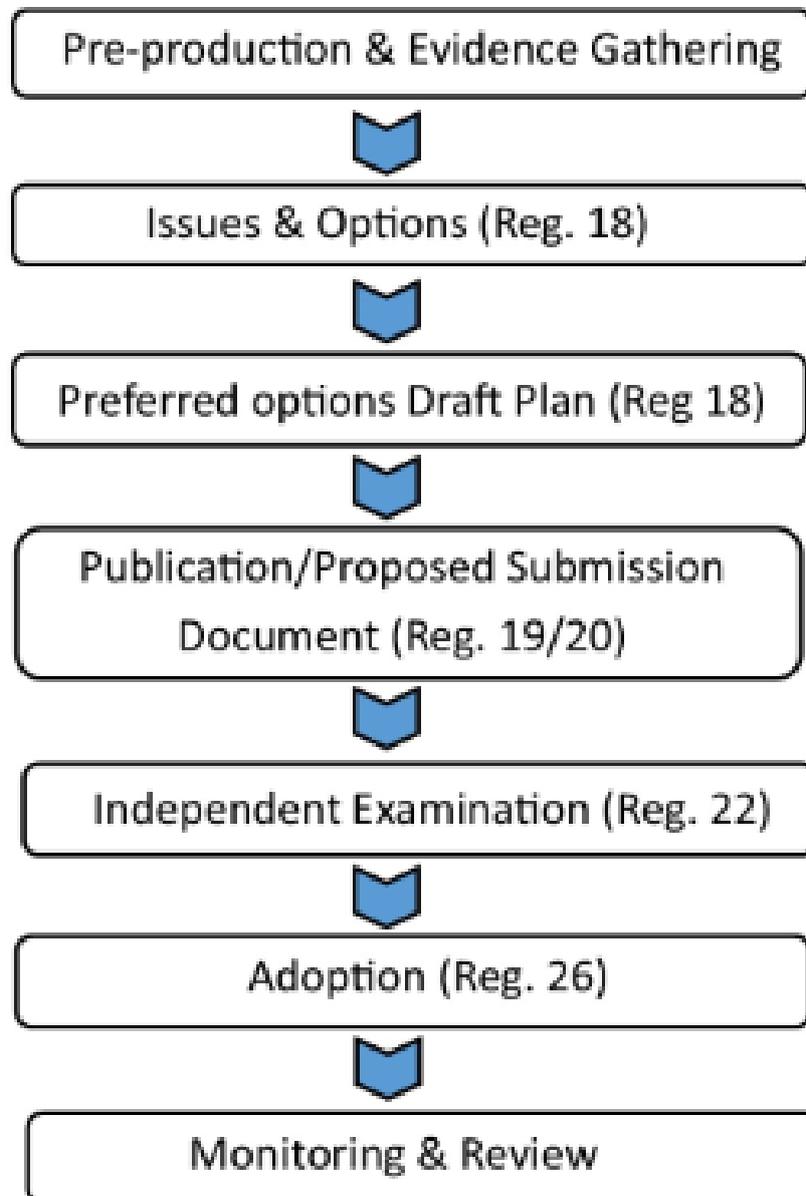
Development Plan Documents (DPDs)

- 4.3 The DPD sets out strategic policies, site allocations, and policies on a range of subjects which are used when making planning decisions. The main DPD is the Telford & Wrekin Local Plan.

³ National Planning Policy Framework (February 2019) at www.gov.uk

- 4.4 The production of Development Plan Documents is set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 and is made up of a number of statutory stages.
- 4.5 A Local Planning Authority has a duty to consult at a number of stages during the production of a DPD and we will engage with local people and stakeholders at each of these stages. The requirements for formal consultations are set out in The Town and Country Planning (Local Planning) (England) Regulations 2012 and the LPA may decide to undertake additional consultations at other stages. The standard consultation period is six weeks but the LPA may extend that period in some circumstances. The consultations on the Local Plan are set out in the LPA's LDS. The Stages of Plan making are set out in Figure 1 below.

Figure 1: Stages of Plan Making



- 4.6 The LPA has a duty to fully consider all formal comments duly submitted during the consultation periods. In some cases comments may result in a change to the document but this may not necessarily be the case. In some cases there will be legislative control or national policy which directs the decisions being made and in some cases many conflicting points of view will be put forward during the consultation and the LPA will seek to balance the views expressed.

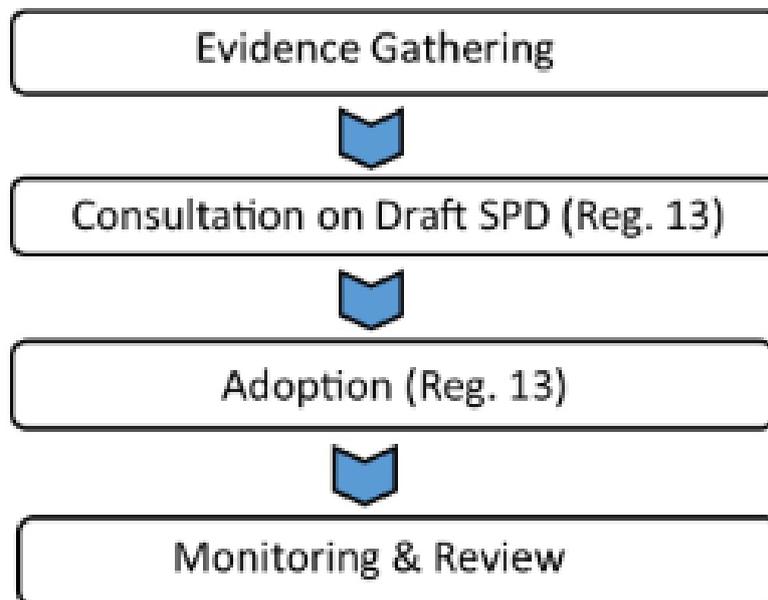
- 4.7 The LPA reviews all comments received during every consultation and will use them to inform the next stage in the Local Plan process.
- 4.8 A Consultation Statement is produced alongside the proposed submission version of the plan or document. The Consultation Statement sets out the level and scope of consultation which has been undertaken and summarises the consultation comments that have been made and how they have been taken into account in the production of the final document.
- 4.9 Once the Proposed Submission Document is produced the LPA does not consider representations made with respect to the Test of Soundness⁴ and Legal Compliance. Any representations are provided to the Inspector for their consideration during the Examination process. The Inspector also receives all the comments received during the preparation stages along with the name and address of all respondents.

Supplementary Planning Documents (SPDs)

- 4.10 Supplementary Planning Documents (SPDs) are produced to support policies and proposals contained within the Local Plan. They provide additional information and/or guidance to support the implementation of a policy but do not form part of the development plan.
- 4.11 The nature of community involvement for an SPD depends very much on the nature of the document being produced. SPDs cover a range of subjects and can be site specific, guidance to residents more generally or cover a specific theme (shop fronts, for example) or geographic area.
- 4.12 If the SPD is technical in nature, for example covering telecommunications development, then the LPA's approach will focus on specialist stakeholders e.g. developers and telecoms providers. If the document will impact upon the general public in a specific area of the borough then engagement would be targeted at that community.
- 4.13 Once a draft document has been produced a formal consultation period will be held and will be at least four weeks in duration.
- 4.14 A Consultation Statement is produced for publication with the draft and final version of an SPD. The Consultation Statement sets out the level and scope of consultation which has been undertaken and summarises the consultation comments that have been made and how they have been taken into account in producing the final document.
- 4.15 Anyone who has provided comments at the consultation stage will receive notification of the adoption of the final document.

⁴ National Planning Policy Framework, Paragraph 35.

Figure 2: SPD consultation phases



Duty to Co-operate

4.16 Throughout the Local Plan process the LPA will engage with neighbouring Local Planning Authorities and Statutory Consultees as part of the legally required Duty to Co-operate process⁵. The process is designed to ensure that bodies engage constructively, actively and on an on-going basis. The LPA has to record and report on the Duty to Co-operate process during the Examination in Public.

5. Sustainability Appraisal and Strategic Environmental Assessment

What is Sustainability Appraisal and Strategic Environmental Assessment?

- 5.1 Sustainability Appraisal (SA) is a legal requirement in preparing planning policy documents. The process considers any likely significant environmental, social and economic effects of the policies or proposals contained within the document. This will usually incorporate our response to the Public Sector Equality Duty conveyed by the Equality Act 2010.
- 5.2 The SA process will identify any potential negative impacts which could be caused by the policy. If this is the case then measures are included in the plan to minimise or remove the impact (called mitigation).

⁵ [Localism Act 2011, and amends the Planning and Compulsory Purchase Act 2004](#)

- 5.3 The appraisal process includes a Strategic Environmental Assessment (SEA) which also has to be carried out in the preparation of all Development Plan Documents and Supplementary Planning Documents. A Habitat Regulation Assessment is also required and looks at potential for the plan or project to impact upon European Designated Sites. Together these documents are sometimes known as an Integrated Appraisal.
- 5.2 The SA, SEA and HRA documents are published for consultation at the same time as the relevant policy document.

6. Consultation on DPD's and SPD's

How will we consult?

- 6.1 There are standards of consultation which apply to the production of Development Plan Documents and Supplementary Planning Documents. These set out the stages at which consultation must occur, the required length of consultation periods⁶ and a range of specified bodies which must be consulted at various stages. The LPA reserves the right to extend beyond the minimum consultation period requirement in certain circumstances. The formal requirements are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012.

Who will we consult?

- 6.2 The Regulations (2012)⁷ require LPA's to additionally consult with a range of groups with interests beyond those identified as 'Statutory Consultees' and the LPA maintains a database of contacts who have registered their interest in planning policy documents and who are contacted each time a new document is being consulted upon. If you wish to register your interest then please contact the Strategic Planning team to be added to the database.

What will happen to your representation?

- 6.3 Any representations made against a consultation on a DPD or SPD are published on the Council's website; the respondents name is attached to their representation. Respondents can manage their preferences within the online portal while making their response; a postal address and email address are required in order to register but are not displayed on the website.
- 6.4 The LPA encourages electronic representations but where paper representations are made the LPA will appropriately process and upload those comments to the website.
- 6.5 Agents can make representations on behalf of one or more clients. Each representation will be displayed on the Council's website under the name of the client to which it relates.

⁶ are set out in The Town and Country Planning (Local Planning) (England) Regulations 2012

⁷ <http://www.legislation.gov.uk/ukxi/2012/767/made>

- 6.6 At Regulation 19 (pre-submission) stage any representations received by the LPA will be provided, along with the respondent's name and address, to the Planning Inspector for their consideration. This enables decision making bodies to objectively make decisions based on all the available evidence.

7. Neighbourhood Planning

What is Neighbourhood Planning?

- 7.1 Neighbourhood Planning was introduced under Part 2 of the Town and Country Planning (England) 2012 and the Neighbourhood Planning (General) Regulations 2012, enabling local communities to prepare Neighbourhood Development Plans, also known as Neighbourhood Plans and to create Neighbourhood Development Orders. A Neighbourhood Plan enables communities to set general planning policies for development and land use within their defined Neighbourhood Area. The level of detail in the plan is set by the local community. A Neighbourhood Development Order effectively grants planning permission within a designated Neighbourhood Area.
- 7.2 For the most up to date information on Neighbourhood Planning please visit the Council's website www.telford.gov.uk/neighbourhoodplanning.
- 7.3 A number of Neighbourhood Plans have been made in respect of areas within the borough and the LPA continues to work with communities who are interested in designating a Neighbourhood Area or preparing a plan.
- 7.4 In most cases, in the Borough, it is the Town or Parish Councils who prepare the Neighbourhood Plan.
- 7.5 Neighbourhood Plans are produced by local communities with the support of the LPA. They must conform with the strategic policies within the Telford & Wrekin Local Plan and policies within the National Planning Policy Framework.
- 7.6 The Key Stages in the Neighbourhood Planning Process are illustrated in Box 1 below.

Box 1: The Key Stages in producing a Neighbourhood Development Plan

Stage 1 - Neighbourhood Area Designation

The Town or Parish Council apply to the LPA for a specific geographic area to be designated to which the Neighbourhood Plan will apply. In Telford the Neighbourhood Area is usually the Parish. The LPA consult for a minimum of 6 weeks to ensure that people who live, work or carry on business in the area have the chance to comment. The Neighbourhood Area is then either approved or refused by the Council and the outcome publicised as required under the legislation.

Stage 2 - Preparing the Plan

Following the acceptance of a Neighbourhood Area the Town or Parish Council undertakes evidence gathering and public engagement activities. This should allow as many people as possible, who will be impacted by the plan, to engage in the process. The Town or Parish Council then prepare, and consult on, a draft plan to reflect the outcomes of their local engagement.

Stage 3 - Plan Submission

Under Regulation 15 the Neighbourhood Plan is submitted and the plan is then publicised for a minimum of 6 weeks by the LPA and representations are invited. The LPA will publish the Plan on its website and will publicise it within the plan area.

Stage 4 - Examination

The LPA appoint an independent Examiner to undertake an examination of the proposed Neighbourhood Plan to assess whether the plan meets the basic conditions and other tests within the legislation and to consider any comments which have been received. The Examiner may then recommend modifications to the Plan if required. The Examiner then provides their report to the Local Planning Authority who publish the report and takes the decision on whether to send the Neighbourhood Plan to referendum.

Stage 5 - Referendum

The Local Community are asked to vote for the Neighbourhood Plan in a Neighbourhood Planning Referendum organised by the Council. The Neighbourhood Plan must be considered favourably by over 50% of those who vote in order for the Council to adopt it.

Stage 6 - Adoption

Following a positive result at Referendum the Neighbourhood Plan is then made by the Council. The Neighbourhood Plan is then part of the Borough's Local Development Plan and used by the LPA when determining planning applications.

Who will be consulted?

- 7.7 Local residents and other local stakeholders will be consulted, this could include local interest and volunteer groups by the group preparing the Neighbourhood Plan in the first instance. The plan will be publicised once it reaches the Submission stage by the LPA and representations will be sought.

How will the Local Planning Authority support Neighbourhood Planning?

- 7.8 The LPA will positively engage with Neighbourhood Planning and will provide appropriate assistance from officers within the Strategic Planning Team to advise the group preparing the Plan. The Local Planning Authority will provide technical advice and support. The LPA will also provide a formal consultation response at the draft plan stage setting out any relevant issues which need to be addressed.

What will happen to your representation?

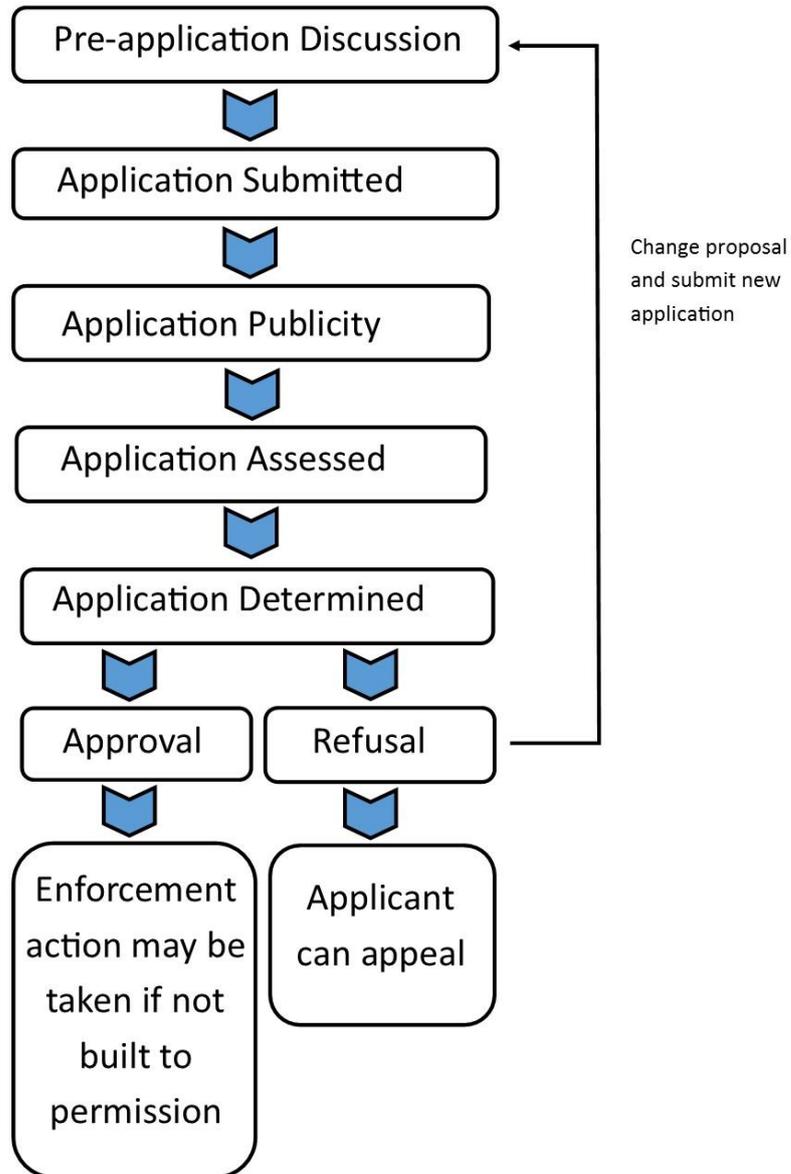
- 7.9 Representations received in response to the submission version of a Neighbourhood Plan will be provided to the independent Examiner to allow them to complete their examination. A summary of representations will be published on the Council's website.

8. Consultation on Planning Applications

When is Planning Permission Required?

- 8.1 Certain types of development require planning permission including building, engineering, mining and certain changes to the use of a building or a piece of land. For further information on what development requires planning permission please see www.telford.gov.uk/planningpermission.
- 8.2 An applicant must submit an application to the LPA describing the proposed development and providing the required supporting plans and information. Applicants may choose to appoint a planning consultant, or agent, to do this on their behalf. The LPA must then consider the proposal against local planning policies, national policy and other material considerations.
- 8.3 The Government, through the Town and Countryside Planning (Development Management Procedure) (England) Order 2015 sets out minimum standards for notifying the public on planning applications and publicising applications depending on the nature and scale of the proposal.

Figure 3 – Planning Application Process



Pre-application Advice Requests

- 8.4 The LPA is keen to encourage early engagement with the aim of discussion and, where possible, resolving issues prior to the submission of a planning application.
- 8.5 The LPA operates a paid pre-application advice service this ranges from a householder enquiry offering a 15 minute free verbal advice session to a full written response with the option of a face to face meeting with planning officers, to a Pre-Application Workshop with consultees. The LPA's pre-application advice service is explained fully on the website here www.telford.gov.uk/pre-application.
- 8.6 Pre-application advice requests are not subject to formal consultation, and are therefore not advertised, though some developers may also run public engagement events to engage local people and explore local feelings around their proposal, this is separate to the Local Planning Authorities procedures. The LPA will consult elected Ward Members and the Town or Parish Council on pre-application advice requests within their area and provide an opportunity for them to make comments in principle on the proposals, which may help to identify local issues.

Making a Planning Application

- 8.7 When the LPA receives a planning application a validation process is undertaken. The LPA has a Local Validation Checklist⁸ which sets out the information required for different application types and circumstances. The Local Validation Checklist ensures that the application is supported by the necessary technical reports and appropriately drawn plans to allow the proposal to be properly considered. If any elements are missing the LPA will write back to the applicant (or their agent) to agree a timescale for the provision of the missing information.
- 8.8 Once all the relevant information is received the LPA will 'validate' the application, display any statutory site notice; write to neighbouring properties; and statutory consultees and advertise proposals that trigger statutory notices in the local press, and on the Council's website. There is then a minimum 21 day period in which comments can be made.
- 8.9 Consultations with internal specialist officers (e.g. biodiversity, open space, drainage, highways, geotechnical and arboricultural teams) are also undertaken and the application will be assigned to a Planning Officer. Consultations with external consultees will also be undertaken (e.g. Environment Agency, Historic England, Natural England, emergency services and the Coal Authority).

Amending an Application

⁸ https://www.telford.gov.uk/downloads/file/1861/local_planning_application_requirements

- 8.10 Depending upon the comments received amendments to an application may be required. For minor amendments (small changes to design or individual houses where the result is a smaller building) no re-notification of neighbours is undertaken. Where an amendment is more significant; such as the re-siting of a road within a residential development or relocating buildings closer to neighbouring properties then a neighbour re-notification may be undertaken this is normally 14 days, but can vary dependent on the scale of the application and amendments. Re-consultation may also be conducted if additional information is received.

Considering an Application

- 8.11 The Planning Officer will consider all the responses to the proposal from Statutory Consultees, internal consultees, neighbours and other interested parties made within the consultation period.
- 8.12 The length of time that the LPA has to determine a planning application depends upon its type and scale and is set out within the Regulations.

Who can comment on an application?

- 8.13 Anyone can comment on a planning application, either in support or to object. Comments can only be taken into account by the LPA if they relate to material considerations set out within planning law. Comments relating to 'non-material' issues cannot be considered by the LPA. Examples of material and non-material issues are provided in box 2.

Box 2: Material vs non-material considerations

Material considerations include issues relating to traffic, land stability, heritage, wildlife and drainage.

Non-material considerations include disruption during construction works, disputed between neighbours on boundary or other issues or fears that the new development might impact upon house prices.

How will we consult?

- 8.14 The LPA uses the Council website to provide information on planning applications and to allow members of the public to make their comments here <https://secure.telford.gov.uk/planningsearch/> Applications can be searched on the website based on their location on a map or using the application reference number.
- 8.15 In some cases there is a requirement for an application to be advertised in the local paper and for a site notice to be displayed on or near the application site.
- 8.16 The different methods of publicising a planning application are set out in box 3 below.

Box 3: Methods of Publicising Planning Applications

Press Advertisements

Applications are advertised in the Shropshire Star (as the paper with the largest circulation locally) on a Thursday.

Website publication:

Applications are also published on the Telford & Wrekin Website, providing at least 14 days consultation period, and can be found here:

https://www.telford.gov.uk/info/20170/planning_applications_and_advice_appeals_enforcement_and_guidance/3250/planning_%E2%80%93_published_legal_and_statutory_notices

Site Notices

Statutory Site Notices:

The LPA will visit the site and display any necessary statutory site notices within 7 days of validating the application.

Non-Statutory Site Notices:

The LPA also sends a non-statutory site notice with all applications to the applicant (or agent if one has been used) requesting that the notice displayed on or adjacent to the site. The notice includes information on the nature of the application and details of how to comment. As this is non statutory it is voluntarily displayed at the applicant's discretion.

Neighbour Letters

Occupiers of properties adjacent to the proposed development site are notified individually by letter. In cases where there are isolated applications (such as in the rural area) or larger applications which may have a wider impact it will be the LPA's decision how far the neighbour notification will apply⁹.

Statutory Consultees

Appropriate Statutory Consultees are also notified of the application; the organisations consulted will depend on the type and nature of the application.

⁹ These are address points only; the Local Planning Authority does not hold landownership/occupier information.

Timeframe

8.17 All those who have been notified of a planning application have 21 days to make their comments to the LPA.

What will happen to your representation?

8.18 All relevant representations are available on the planning application case file on the Council's website along with the respondent's name and address. The LPA has the right to not publish any harmful or otherwise illegal comments.

Determination of a Planning Application

8.19 The officer will draw together their conclusions and will make a recommendation for either approval or refusal.

8.20 For simple approvals the approval reasons are listed on the decision notice. In the case of a refusal or more complex approval, a delegated report is produced by the planning officer. Where applications are being determined at Planning Committee a committee report is produced by the planning officer, and published 5 working days prior to the meeting; a further report may be presented at Committee based on material considerations which have come to light since the drafting of the committee report.

8.21 In making their recommendation the officer will consider all the comments received but it is important to note that just because the LPA has received an objection does not automatically result in any amendments or in the refusal of the application.

8.22 The majority of applications submitted to the LPA are determined by planning officers under delegated authority. This helps to ensure that most applications are determined within the statutory period, and allows Committee to focus on the more complex applications.

8.23 Some applications are determined by Planning Committee. These include:

- Where the planning officer considers that the application should be considered by committee;
- Where an application would be a departure from local planning policy and officers are recommending approval;
- Where the proposal involves the Council either as an applicant or land owner and the application is a "Major" application;
- Where the applicant/land owner is either a Ward Member or Council employee at a senior level;
- Where the relevant Ward Member or Parish or Town Council makes a written request for the application to be considered by committee, on valid planning grounds; or

- If the application is subject to new financial contributions or affordable housing provision or amended planning obligations (Section 106 agreement).
- 8.24 Planning Committee comprises a Chair, a Vice Chair and 7 other Councillors that is politically balanced. They meet every 4 weeks. This is a meeting that is held in public, where some public representation can be made for up to 3 minutes. Members of the public are allowed to speak at Committee if they have registered in advance through the Council's Democratic Services team. More information can be found on the Council's website at www.telford.gov.uk/planningcommittee
- 8.25 After Members have debated an application, they resolve to either:
- Approve an application subject to conditions or S106 obligations
 - Refuse the application on material planning matters; and
 - Defer the application where a decision cannot be reached, requesting additional information, amendments, or a site visit. Where an application is deferred, the planning application will again be presented to planning committee at a later date following the necessary site visit, amendments or information.
- 8.26 After a decision is made all interested parties, Parish Councils and Members who commented on the application will be notified of the outcome. If the decision was taken by committee then the resolution will also be published in the minutes of the meeting. Where an application requires a S106 obligation, there can sometimes be a delay in releasing the decision after the Planning Committee, as this is dependent on the signatures of land holders; and therefore any notification of a decision will also be delayed.

Appeals

- 8.27 An appeal can be lodged with the Planning Inspectorate by the applicant (not a third party) when:
- An application has not been determined within the appropriate timescales;
 - The application has been refused; or
 - The applicant disagrees with the conditions attached to the granting of planning permission.
- 8.28 When a planning appeal is lodged everyone who was consulted on the original application, including those who commented, are notified of the appeal and provided with information on how to make any further views known. It is not necessary to resubmit previous comments on the planning application as all of this information will be sent to the Planning Inspectorate.
- 8.29 There are several different types of appeal and these are dealt with in different ways as described in box 4 below.

Box 4: Planning Appeal Types

Householder Appeal

This appeal only applies to a refusal of permission for a householder application. The Inspector only considers the information submitted with the planning application and the completed appeal form. No additional information can be provided by any of the parties. These appeals are usually dealt with in 8 weeks.

Written representations

A Planning Inspector determines the appeal on the basis of written statements submitted by the appellant, the LPA and any third parties. Each party has the opportunity to comment in writing on each other's statements. A site visit will sometimes be undertaken but no verbal representations can be made to the Inspector.

Informal hearing

The parties submit written statements similar to those in the Written Representations approach but an informal hearing is also held. This is a round table discussion chaired by the Planning Inspector. The hearing usually takes a single day and is sometimes concluded with a site visit. Third parties are able to be present and to contribute at the Inspector's discretion. The Inspector produces a written decision after the hearing.

Public Inquiry

In the event of a Public Inquiry a site notice will be displayed at the proposed site containing the details of the date and location of the inquiry. In advance of the Inquiry the parties have to provide a range of documents to the Inspector stating their case. Each party will have a legal representative who presents their case at the Inquiry and cross examines any witnesses. The Inquiry may take several days or longer depending upon the complexity of the case. Third parties are able to be present and to contribute at the Inspector's discretion. The Inspector produces a written decision after the proceedings.

9. Review

- 9.1 The SCI will be reviewed every 5 years as required. The engagement methods set out within the SCI will be supplemented, where appropriate, in order to reflect best practice in community engagement, to engage better with stakeholders and to address some specific problems or concerns which may emerge. The LPA will seek to maximise effective engagement with all stakeholders.

Glossary

Conditions - Planning applications can be granted permission with conditions, this means that development is allowed by only if the conditions are met. Conditions may require the submission of additional detailed information or that works occur in a certain way and can set out the timescales for certain activities to be undertaken.

Development Plan Documents - The term used in the Planning Regulations under the planning system to describe the statutory documents that contain land use planning policies and development proposals against which planning applications will be considered. They can include adopted local plans and made neighbourhood plans.

Examination in Public/Independent Examination - All Development Plan Documents will be subject to independent examination by an inspector appointed by the Secretary of State. The examination is to test the 'soundness' of the document (this involves a legal compliance check, and an assessment of whether the plan is justified, effective and consistent with national policy).

Local Plan - The term used by the government in current national policy to describe the key planning policy document for a local authority area. It should set out the key policies and proposals for meeting the economic, environmental and social aims for the future of the area, where this impacts the development and use of land.

Material Consideration - A factor that will be taken into account when determining a planning application.

National Planning Policy Framework - The governments national planning policies (most recently updated in February 2019).

Neighbourhood Development Plan - Neighbourhood forums (in Telford & Wrekin these are Parish and Town Councils) can develop planning policies for the development and use of land in a neighbourhood. These plans must conform to national policies and the Telford & Wrekin Local Plan. Once adopted they become part of the statutory planning policies for the area.

Obligations (Section 106 Agreements) - Private legal agreements negotiated, usually in the context of planning applications, between local planning authorities and persons with an interest in a piece of land. They are intended to make acceptable development which would otherwise be unacceptable in planning terms.

Planning Application - Most types of development need planning permission from the Local Planning Authority. To apply for permission a developer must submit a planning application to the Local Planning Authority who will make a decision. The planning application is a form which sets out information about the proposed development; it is accompanied by maps, plans and supporting technical information describing the development.

Planning Committee - The main role of Planning Committee is to determine planning applications for planning permission within the borough. Not all applications

come before the committee, some are delegated to officers for decision. The committee consists of 9 LPA Members and is politically balanced.

Planning Permission - Developers must request permission from the Local Planning Authority to carry out development by submitting a planning application which will then be approved or refused.

Regulations - In this context relates to the national planning regulations to which all local planning authorities have to adhere in preparing plans.

Soundness - Once a Development Plan Document has been produced the Local Planning Authority must submit it for independent examination where the soundness of the document is tested. The test considers whether it is positively prepared, justified, effective and consistent with national policy.

Stakeholders - People, groups and organisations which may be affected by planning. This includes the general public, developers, Councillors and any other interested party.

Statutory Consultees - Organisations and bodies, defined by statute, who must be consulted on relevant planning applications and as part of the production of relevant planning policy documents.

Strategic Environmental Assessment - Required by European Legislation, as assessment of the effects of policies and proposals within the Local Plan on the environment.

Supplementary Planning Document - Policy documents which provide policy guidance to supplement policies and proposals contained within Development Plan Documents. They are capable of being a material consideration in planning decisions but are not part of the development plan.

Sustainability Appraisal - An appraisal of the potential impacts of policies from an environmental, economic and social perspective. This will inform the LPA of the potential implications of different alternatives under consideration. Strategic Environmental Assessment and Sustainability Appraisal may be undertaken as an Integrated Appraisal.