



CABINET

14 February 2018

A meeting of the CABINET will be held on Thursday, 22nd February, 2018, 6.00 pm
in Committee Room 1 - Marmion House

A G E N D A

NON CONFIDENTIAL

- 1 Apologies for Absence**
- 2 Minutes of Previous Meeting (Pages 1 - 6)**
- 3 Declarations of Interest**
To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.

When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.
- 4 Question Time:**
To answer questions from members of the public pursuant to Executive Procedure Rule No. 13
- 5 Matters Referred to the Cabinet in Accordance with the Overview and Scrutiny Procedure Rules**
None
- 6 Corporate Vision, Priorities Plan, Budget & Medium Term Financial Strategy 2018/19 (To Follow)**
(Report of the Leader of the Council)
- 7 Write Offs 01/04/17 - 31/12/17 (Pages 7 - 14)**

(Report of the Portfolio Holder for Assets and Finance)

8 Exclusion of the Press and Public

To consider excluding the Press and Public from the meeting by passing the following resolution:-

“That in accordance with the provisions of the Local Authorities (Executive Arrangements) (Meeting and Access to Information) (England) Regulations 2012, and Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public”

At the time this agenda is published no representations have been received that this part of the meeting should be open to the public.

9 Tamworth Enterprise Centre Budget and Business Plan (Pages 15 - 36)
(Report of the Portfolio Holder for Regeneration)

10 Tamworth Borough Council Grant to Samaritans update and future award
(Pages 37 - 42)
(Report of the Portfolio Holder for Communities and Wellbeing)

11 Council Housing Repairs Delivery Options (Pages 43 - 106)
(Report of the Portfolio Holder for Housing Services)

Yours faithfully



Chief Operating Officer

People who have a disability and who would like to attend the meeting should contact Democratic Services on 01827 709264 or e-mail committees@tamworth.gov.uk preferably 24 hours prior to the meeting. We can then endeavour to ensure that any particular requirements you may have are catered for.

To Councillors: D Cook, R Pritchard, S Claymore, S Doyle, J Goodall and M Thurgood.



MINUTES OF A MEETING OF THE CABINET HELD ON 25th JANUARY 2018

PRESENT: Councillor D Cook (Chair), Councillors R Pritchard (Vice-Chair), S Claymore, J Goodall and M Thurgood

The following officers were present: John Wheatley (Executive Director Corporate Services), Andrew Barratt (Chief Operating Officer), Stefan Garner (Director of Finance), Matthew Bowers (Head of Managed Growth, Regeneration and Development), Michael Buckland (Head of Revenues), Tina Mustafa (Housing Operations Manager) and Paul Weston (Head of Asset Management - Property Services)

93 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor S Doyle

94 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 14th December 2017 were approved and signed as a correct record.

(Moved by Councillor R Pritchard and seconded by Councillor M Thurgood)

95 CORPORATE UPDATE

None

96 MINUTES OF THE PREVIOUS MEETING

97 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

98 QUESTION TIME:

None

99 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES

None

100 DRAFT BUDGET & MEDIUM TERM FINANCIAL STRATEGY 2018/19

Report of the Leader of the Council to ask Cabinet to approve the draft package of budget proposals (attached at Appendix A) to consult with the Joint Scrutiny Committee (Budget) on 30th January 2018 and receive their feedback on the:

- General Fund Revenue (GF) Budget and Council Tax for 2018/19;
- Housing Revenue Account (HRA) Budget for 2018/19;
- Capital Programme – General Fund & HRA;
- Medium Term Financial Strategy (MTFS).

RESOLVED: That Cabinet

1. approved the draft package of budget proposals including the proposed policy changes (as detailed at Appendix B); and
2. considered the budget proposals contained within this report as required by the Constitution of the Council, the Joint Scrutiny Committee (Budget) on 30th January 2018.

(Moved by Councillor D Cook and seconded by Councillor R Prichard)

101 BUSINESS RATES INCOME FORECAST 2018/19

Report of the Portfolio Holder for Assets and Finance to seek endorsement from Members on the Business Rates income forecast for 2018/19.

RESOLVED: That Cabinet

1. approved the Business Rates income forecast for 2018/19

and subsequent NNDR1 form for submission to DCLG by 31 January 2018, in line with the scheme of delegation;

2. authorised the Executive Director Corporate Services, in consultation with the Leader of the Council, to make such required amendments as necessary should material amendments be required to the forecast NNDR1, ; and;
3. noted discretionary relief granted to qualifying bodies in line with the existing policy.

(Moved by Councillor R Pritchard and seconded by Councillor D Cook)

102 NORTH WARWICKSHIRE DRAFT SUBMISSION LOCAL PLAN CONSULTATION

Report of the Portfolio Holder for Regeneration to advise Cabinet of the latest consultations from North Warwickshire Borough Council on its Draft Submission Local Plan and supporting documents and Lichfield District Council on its Local Plan Allocation – Focussed Changes document

RESOLVED: That Cabinet

1. noted the policies and proposals contained within the North Warwickshire Draft Submission Local Plan and evidence base
2. approved the comments to be made to North Warwickshire Borough Council on the Draft Submission Local Plan contained in Appendix A and authorised the Portfolio Holder & Head of Planning & Regeneration (HOPR) to make minor amendments before submission;
3. authorised the Head of Managed Growth, Regeneration and Development in consultation with the Portfolio Holder for Regeneration to respond to the Lichfield District Local Plan Allocations Focussed Changes consultation;
4. agreed that the Leader of the Council and Chief Operating Officer write to the Leaders and Chief Executives of Lichfield, North Warwickshire, Staffordshire County and Warwickshire County setting out the desire of Tamworth Borough Council to progress a new Statement of Common Ground with respect to Strategic Planning and;
5. noted that the Head of Planning & Regeneration has done a very good job over the last months and days regarding the Arkall Farm appeal.

(Moved by Councillor S Claymore and seconded by Councillor R Pritchard)

103 TAMWORTH CASTLE HLF PROJECT AUTHORISATION

Report of the Portfolio Holder for Environment and Culture to update cabinet on the Heritage Lottery Funded Battle and Tribute Exhibition Project at Tamworth Castle and to seek approval to enter into second stage contracts.

RESOLVED: That Cabinet

1. acknowledged that the Chief Operating Officer has entered into second stage contract with the Heritage Lottery Fund and accepted the terms of the grant from the Heritage Lottery Fund.
2. authorised the Chief Operating Officer in consultation with the Portfolio Holder for Culture & Environment to enter into contract with the successful tenderer for the role of project designer for the design, delivery and installation of Battle and Tribute Exhibition.

(Moved by Councillor J Goodall and seconded by Councillor D Cook)

104 BUILDING CONTRACT FOR THE REINSTATEMENT OF 14 & 15 MADRONA FOLLOWING A FIRE

Report of the Portfolio Holder for Housing Services to seek authority to enter in a standard form of building contract for the reinstatement of 14 & 15 Madrona following a fire.

RESOLVED: That Cabinet

1. Agreed to delegate authority to the Corporate Director (Communities) and the Portfolio Holder for Housing Services to enter into a building contract for the reinstatement of 14 & 15 Madrona following a tendering exercise to be conducted by Tamworth Borough Council's insurers.

(Moved by Councillor M Thurgood and seconded by Councillor R Pritchard)

105 LETTABLE STANDARD FOR COUNCIL TENANTS

Report of the Portfolio Holder for Housing Services to outline the progress on the development of the Council's void lettable standard used for the reletting of its empty properties. Also to seek support for head-line projects focused on continuous improvement in relation to elements within the Home & Tenancy Standard; part of the regulatory framework covering the letting of council housing stock.

RESOLVED: That Cabinet

1. approved the draft Void Lettable Standard, as an addition to the Repairs Policy, shown at Annex one; subject to consultation with the Tenants Consultative Group (TCG) which includes nominated members of Scrutiny Committee(s)
2. agreed to delegate authority to the Portfolio for Housing & Executive Director Communities to approve the Council's Void Lettable Standard following more detailed consultation and the usual assessment against strategic and service planning objectives, notably Housing Revenue Account Business Plan and taking account of outcomes from a community based equality impact assessment.
3. endorsed, the head-line actions detailed within the report, which seeks to improve the overall approach to letting council empty homes
4. approved a financial waiver to financial regulations; of up to £10,000; to engage the Housing Quality network (HQN) in the production of an in-service self-assessment and development of the service work-plan incorporating detailed actions to improve empty property management and work within the Landlord Services housing options team and;
5. agreed to delegate authority to the Portfolio for Housing & Executive Director Communities to approve revisions to the service delivery plan following the HQN Accreditation Lettings assessment under the Landlord regulatory standards, particularly the Tenancy, Home and Tenant Involvement & engagement standards

(Moved by Councillor M Thurgood and seconded by Councillor D Cook)

106 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That members of the press and public be now excluded from the meeting during consideration of the following item on the grounds that the business involves the likely disclosure of exempt

information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

(Moved by Councillor D Cook and seconded by Councillor R Pritchard)

107 ENFORCEMENT AGENTS SERVICES

RESOLVED: That Cabinet approves the Officers recommendations as contained within the report.

(Moved by Councillor R Pritchard and seconded by Councillor D Cook)

Leader

22 February 2018

REPORT OF THE PORTFOLIO HOLDER FOR ASSETS AND FINANCE

WRITE OFFS 01/04/17 - 31/12/17

EXEMPT INFORMATION

None

PURPOSE

That Members endorse the amount of debt written off for the period 01 April 2017 to 31 December 2017.

RECOMMENDATIONS

To provide Members with details of write offs from 01 April 2017 to 31 December 2017.

EXECUTIVE SUMMARY

The Heads of Service are responsible for the regular review of debts and consider the need for write off and authorise where necessary appropriate write offs in line with the Corporate Credit Policy.

Type	01/04/17-31/12/17 £ p
Council Tax	£77,210.69
Business Rates	£248,328.21
Sundry Income	£15,693.21
Housing Benefit Overpayments	£146,048.54

A revised approach to the calculation of Business Rates bad debt has been developed which involves a review of all of the outstanding debts to ascertain whether they are likely to be collectable. This has then been used to determine the balance to apply the usual aged debtor percentage.

Business Rates	01/04/17 – 31/12/17 £ p
Bad Debt provision	£1,026,827.66
Less amount written off to date	£248,328.21
Amount remaining	£778,499.45

OPTIONS CONSIDERED

Not applicable

RESOURCE IMPLICATIONS

There are no new financial implications arising from this report. As the write offs detailed have already been approved in line with the Corporate Credit Policy/Financial regulations and have been reported to members where appropriate.

LEGAL/RISK IMPLICATIONS BACKGROUND

Not applicable

SUSTAINABILITY IMPLICATIONS

Not applicable

BACKGROUND INFORMATION

This forms part of the Council's Corporate Credit Policy and effective management of debt.

The Council is committed to ensuring that debt write offs are kept to a minimum by taking all reasonable steps to collect monies due. There will be situations where the debt recovery process fails to recover some or all of the debt and will need to be considered for write off in accordance with the schemes of delegation prescribed in the Corporate Credit Policy.

The Council views such cases very much as exceptions. Before writing off debt, the Council will satisfy itself that all reasonable steps have been taken to collect it and that no further recovery action is possible or practicable. It will take into account the age, size and types of debt together with any factors that it feels are relevant to the individual case.

Debt Write Off

Authorisations are needed to write off debt:

Authority Account Value	
Head of Revenues	Up to £1,000
Chief Officer(or authorised delegated officer)	£1,001 to £5,000
Executive Director Corporate Services	£5,001 to £10,000
Cabinet	Over £10,000

These limits apply to each transaction.

Bad Debt Provision

The level of the provision must be reviewed jointly by the unit and Accountancy on at least a quarterly basis as part of the management performance review, and the table below gives the mandatory calculation.

Where the debt is less than 6 months old it will be written back to the service unit.

Debt Outstanding	Provision (Net of VAT)
Between 6 and 12 months old	50%
Between 12 and 24 months old	75%
Over 24 months old	100%

The financial effects of providing for Bad Debts will be reflected in the Council's accounts at Service Unit level.

REPORT AUTHOR

Michael Buckland, Head of Revenues, Tel 709523
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LIST OF BACKGROUND PAPERS

Corporate Credit Policy - effective management of debt

APPENDICES

Appendices A to D give details of write offs completed for Revenues and Benefits Services for 01 April 2017 to 31 December 2017

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Appendix A- Council Tax

Summary of Council Tax Write Offs 01/04/2017-31/12/2017

Date of Write Off	Head of Revenues			Director of Finance	Executive Director Corporate Services	Remitted	Credit Write Off	Reversed Write Off	Total	No. of Accounts (Write Off Only)	Reason(s)	
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)									(£1,000.01-£5,000)
13/10/2017								(£5.99)	(£5.99)		Dividend	
31/10/2017								(£22.27)	(£22.27)		Dividend	
10/11/2017								(£15.65)	(£15.65)		Dividend	
20/12/2017				£15,465.85					£15,465.85	4	Insolvent	
"				£10,792.22					£10,792.22	5	Absconded	
"								(£7.52)	(£7.52)		Dividend	
Q3 Totals	£0.00	£0.00	£0.00	£26,258.07	£0.00	£0.00	£0.00	£0.00	(£51.43)	£26,206.64	9	
Q1 Totals (B/F)	£1,153.35	£9,369.24	£17,495.48	£0.00	£0.00	£0.00	£0.00	(£445.25)	(£72.15)	£27,500.67	125	
Q2 Totals (B/F)	£746.55	£6,237.40	£8,444.98	£8,502.27	£0.00	£0.00	£0.00	£0.00	(£427.82)	£23,503.38	71	
Overall Total	£1,899.90	£15,606.64	£25,940.46	£34,760.34	£0.00	£0.00	£0.00	(£445.25)	(£551.40)	£77,210.69	205	

Appendix B- Business Rates

Summary of NNDR Write Offs 01/04/2017-31/12/2017

Date of Write Off	Head of Revenues			Director of Finance (£1,000.01-£5,000)	Executive Director Corporate Services (£5,000.01-£10,000.00)	Cabinet (£10,000.01 and Over)	Remitted	Credit Write Off	Reversed Write Off	Total	No. of Accounts (Write Off Only)	Reason(s)
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)									
30/11/2017						£184,355.96				£184,355.96	12	Insolvency
04/12/2017	£39.38									£39.38	1	Insolvency
06/12/2017		£1,149.51	£684.00							£1,833.51	4	Insolvency
"	£5.07	£251.82								£256.89	4	Uneconomic to pursue
Q3 Totals	£44.45	£1,401.33	£684.00	£0.00	£0.00	£184,355.96	£0.00	£0.00	£0.00	£186,485.74	21	
Q1 Totals (B/F)	£63.17	£874.65	£2,699.64	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,637.46	8	
Q2 Totals (B/F)	£0.00	£0.00	£0.00	£58,205.01	£0.00	£0.00	£0.00	£0.00	£0.00	£58,205.01	23	
Overall Total	£107.62	£2,275.98	£3,383.64	£58,205.01	£0.00	£184,355.96	£0.00	£0.00	£0.00	£248,328.21	52	

Appendix C- Sundry Income

Summary of Sundry Income Write Offs 01/04/2017-31/12/2017

Date of Write Off	Chief Operating Officer (£0.00-£999.99) (£1,000.00-£5,000.00)		Head of Paid Service (up to £5,000.00)	Head of Revenues (£0.01-£999.99)	Director of Finance (£1,000.00-£5,000.00)	Executive Director - Communities (up to £5,000.00)	Executive Director Corporate Services (£5,000.01-£10,000.00)	Cabinet (£10,000.01 +)	Total	No. of Accounts	Reason(s)
28/11/2017							£8,310.27		£8,310.27	1	Debt Relief Order
29/11/2017	£14.80	£3,971.19							£3,985.99	1	Administration
"	£14.80								£14.80	1	Uneconomic to collect
14/12/2017		£3,382.15							£3,382.15	2	Uneconomic to collect
Q3 Totals	£29.60	£7,353.34	£0.00	£0.00	£0.00	£0.00	£8,310.27	£0.00	£15,693.21	5	
Q1 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	
Q2 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	
Overall Total	£29.60	£7,353.34	£0.00	£0.00	£0.00	£0.00	£8,310.27	£0.00	£15,693.21	5	

Appendix D- Housing Benefit Overpayments

Summary of Benefit Overpayment Write Offs 01/04/2017-31/12/2017

Date of Write Off	Head of Benefits				Executive Director Corporate Services (£2,000.01-£10,000.00)	Cabinet (£10,000.01 and Over)	Total	No. of Accounts	Reason(s)
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)	(£1,000.01-£2,000)					
31.10.2017	£61.05	£891.11	£1,792.27	£1,436.07			£4,180.50	7	HB Reg 100 compliant - not recoverable (2017)
"	£134.73	£461.23					£595.96	5	not financially viable (2014)
"	£148.13						£148.13	7	< £40 o/s (2015)
"	£15.90						£15.90	7	uneconomical to pursue (2014)
"	£407.72	£509.11	£1,054.97				£1,971.80	3	deceased (2014)
"		£148.16					£148.16	1	<2 wks o/s due to death (2017)
"					£3,150.03		£3,150.03	1	absconded (2013)
30.11.2017	£96.17	£184.35					£280.52	4	Bancrupt (2017)
"	£2.00						£2.00	1	uneconomical to pursue (2017)
"	£48.94	£355.48					£404.42	4	<2 wks o/s due to death (2017)
"	£46.25						£46.25	4	<£40 o/s (2017)
"	£141.22	£723.69					£864.91	6	HB Reg 100 compliant - not recoverable (2017)
"		£1,019.94					£1,019.94	3	not financially viable (2014)
"				£1,809.18	£4,658.61		£6,467.79	2	statute barred (2005)
"						£11,679.01	£11,679.01	1	not financially viable - cabinet approval 30/11/17
"						£24,099.60	£24,099.60	1	not financially viable - cabinet approval 30/11/17
31.12.2017	£44.14	£990.12					£1,034.26	4	not financially viable (2015)
"	£39.01						£39.01	1	<£40 o/s (2017)
"	£106.00						£106.00	3	court costs (2014)
"		£104.22					£104.22	1	<2 wks o/s due to death (2017)
"					£4,626.80		£4,626.80	1	bankruptcy (2015)
"	£170.29	£939.62					£1,109.91	11	HB Reg 100 compliant - not recoverable (2017)
Q3 Totals	£1,461.55	£6,327.03	£2,847.24	£3,245.25	£12,435.44	£35,778.61	£62,095.12	78	
Q1 Totals (B/F)	£545.26	£2,674.48	£1,313.07	£0.00	£0.00	£31,615.70	£36,148.51	48	
Q2 Totals (B/F)	£658.75	£4,778.75	£3,538.22	£0.00	£15,058.52	£23,770.67	£47,804.91	68	
Overall Total	£2,665.56	£13,780.26	£7,698.53	£3,245.25	£27,493.96	£91,164.98	£146,048.54	194	

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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