



Borough of Tamworth

Marmion House,  
Lichfield Street, Tamworth,  
Staffordshire B79 7BZ.

Enquiries: 01827 709 709  
Facsimile: 01827 709 271

## CORPORATE SCRUTINY COMMITTEE

7 August 2018

Dear Councillor

A Meeting of the Corporate Scrutiny Committee will be held in **Committee Room 1 - Marmion House on Wednesday, 15th August, 2018 at 6.00 pm.** Members of the Committee are requested to attend.

Yours faithfully

A handwritten signature in black ink, appearing to be 'AJS', followed by a long horizontal line extending to the right.

### A G E N D A

#### NON CONFIDENTIAL

- 1 Apologies for Absence
- 2 Minutes of the Previous Meeting (Pages 3 - 6)
- 3 Declarations of Interest

*To receive any declarations of Members' interests (personal and/or personal and prejudicial) in any matters which are to be considered at this meeting.*

*When Members are declaring a personal interest or personal and prejudicial 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 personal and prejudicial interest in respect of which they do not have a dispensation.*

**4 Update from Chair**

(Update on working groups)

**5 Forward Plan 2018/19** (Pages 7 - 16)

Forward plan July 2018 to October 2018

**6 Quarter 1 Performance Report 2018/19** (Pages 17 - 68)

(Report of the Leader of the Council)

**7 Work Plan Review** (Pages 69 - 134)

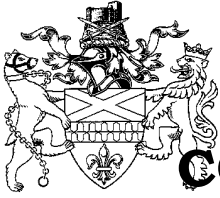
(Review of previous Cabinet minutes)

**8 2018/19 Scrutiny Work Committee Work Plan** (Pages 135 - 136)

(Update & discussion on work plan)

*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](mailto: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: J Oates, M Summers, C Cooke, R Ford, S Goodall, T Jay, Dr S People,  
B Price and P Standen



**MINUTES OF A MEETING OF THE  
CORPORATE SCRUTINY COMMITTEE  
HELD ON 11th JULY 2018**

PRESENT: Councillor J Oates (Chair), Councillors M Summers, C Cooke, R Ford, S Goodall, Dr S Peale and P Standen

CABINET: Councillor M Thurgood

The following officers were present: Andrew Barratt (Chief Executive), Tina Mustafa (Assistant Director Neighbourhoods), Jo Hutchison (Democratic and Elections Officer) and Ryan Keyte (Head of Legal & Democratic Services)

**11 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor T Jay and Councillor B Price

**12 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 13th June 2018 were approved and signed as a correct record.

*(Moved by Councillor M Summers and seconded by Councillor P Standen)*

**13 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**14 UPDATE FROM CHAIR**

The Chair gave the following updates;

The Prayers to Full Council Working Group had provided its recommendations to the Committee in the report to be considered later on the meeting's agenda.

The Live Streaming/Webcasting Council Meetings Working Group had agreed action points and would continue to explore potential options.

The Support for Members Working Group had agreed to form three sub-groups to consider; member induction, IT support and ongoing support.

The Chair reported that following a meeting with the Chief Executive he would like the Corporate Scrutiny Committee to have a further opportunity to review the Committee's Work Plan at its next meeting.

## **15 2018/19 FORWARD PLAN**

The Committee considered the Forward Plan for 2018/19 and no further items from the Forward Plan were identified for consideration by this Committee at this time.

## **16 HOUSING REVENUE ACCOUNT BUSINESS PLAN**

The Committee received a presentation from Councillor M Thurgood, the Assistant Director Neighbourhoods and the Assistant Director Assets on the Housing Revenue Account Business Plan requesting the support of the Committee to take the business plan before Cabinet.

The Assistant Director Neighbourhoods updated the Committee on the process which had been followed to date including the presentation to the Tenant Consultative Group. The Assistant Director reported that members had received several documents ahead of the meeting for their consideration, which included the Executive Summary of the HRA Business Plan Review and the Equality Impact Assessment HRA Business Plan Review.

The Assistant Director Neighbourhoods set out the reasons for maintaining the thirty year plan. It was reported that Government policy changes including the limitation on rent increases and the reinvigoration of the right to buy scheme had led to a forecast reduction of £180m over the business plan period. However, there remained borrowing headroom, and further opportunities could become available over the plan period. The intention of the plan was to provide a baseline position against which changes would be assessed, including the impact of Government policy.

The Assistant Director Neighbourhoods reported that the proposal to be recommended to Cabinet includes a HRA that would; maintain its minimum balances of £500,000; show a fully funded capital investment programme which would require debt funding in the later years; show an increased cost base in terms of such borrowing at the end of the 30 year period; and make full use of the

Council's right to buy attributable debts and local authority share receipts. The work undertaken showed that the baseline forecasts suggested a sustainable business plan even with the forecast reduction as a result of rent reduction and right to buy reinvigoration.

The Assistant Director Assets reported that the plan included provision to reinvest £298m over the plan period in the existing housing stock and that continued compliance with the Decent Homes Standard had been built into the plan. However further work would be undertaken through an asset condition survey which would help identify any areas where the assumed steady investment rate would be subject to significant variance. It was expected that the results of this survey would be available in spring 2019 and these would support the more detailed programme of works to the housing stock over the coming 3-5 years. The resources available in the business plan mean that the plan does not envisage the introduction of new stock (beyond the projects already in progress), without changing current activities. This need to prioritise activities had been explained to the Tenant Consultative Group, which was supportive of the establishment of a locally determined priority budget for neighbourhood renewal and local priorities.

The Committee considered the desirability of ensuring that the Council had projects ready to launch when funding became available, particularly through wider regional or national initiatives. Accordingly plans for regeneration of areas or assets which were not contained within the current business plan would need to be developed.

**RESOLVED:** That the Committee support the work developing the Housing Revenue Account Business Plan and its presentation to Cabinet.

Councillor M Thurgood, the Assistant Director Neighbourhoods and Assistant Director Assets left the meeting.

## 17 PRAYERS AT FULL COUNCIL

The Committee received the report of the Corporate Scrutiny Working Group to feed back on the working group's consideration of the inclusion of prayers at the start of full Council meetings. The Committee's approval was sought to make recommendations to the authority of Tamworth Borough Council on the inclusion of prayers at full Council.

**RESOLVED** That the following recommendations be made to Council:

In the light of modern times prayers should be held before the Mayor opens the formal part of a full council meeting

A signal to be given to either enter the chamber for a moment of reflection or to attend another room (committee room 2 gives access to the chamber) for prayer at 17:55, at 18:00 member will all enter the chamber

When the meeting is in order the Mayor is informed by the Deputy or assistant to make their entry in the traditional way

The Mayor opens the meeting with a 'thought of the day' style comment to remind attendees why the Council exists.

*(Moved by Councillor J Oates and seconded by Councillor Dr S Peuple).*

## 18 2018/19 SCRUTINY COMMITTEE WORK PLAN

The Chair reported that the next meeting of the Committee on 15<sup>th</sup> August was due to consider the Quarter 1 Performance Report and updates from working groups. In addition the Chair proposed that at the next meeting consideration be given to the Committee's Work Plan to ensure that the Committee monitored the effectiveness and any lessons which could be learnt from previous Council decisions.

## 19 RESTRICTED

**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 J Oates and seconded by Councillor M Summers).*

## 20 LOCAL AUTHORITY TRADING COMPANY

**RESOLVED:** That a motion without notice under paragraph 9.1.11 to adjourn was passed.

*(Moved by Councillor J Oates and seconded by Councillor S Goodall)*

---

Chair



# TAMWORTH BOROUGH COUNCIL

## FORWARD PLAN

### Executive and Key Decisions for the period 1 July 2018 – 31 October 2018

*Published by Sue Wilson  
2<sup>nd</sup> July 2018 (Updated on 11.07.2018, 13.07.18)  
01827 709264*

Conf/Non-Conf Page 7	Decision to be taken by/Date	Key Decision	Subject	Portfolio and Contact Officer details/Author	Principal Groups & Organisations proposed to be consulted prior to making the decision and the means of consultation	Background Papers ( <i>All Papers are available for inspection via the Contact Officer</i> )
-------------------------	------------------------------	--------------	---------	--	--	--

<p>Exempt</p>	<p><b>Cabinet 5/07/18</b></p>	<p>Yes</p>	<p>Arrangements for the Councils 24hour Community Alarm Service</p> <p>The report will set out the options for the Councils Community alarm provision at its sheltered housing schemes. This will discuss the options for continued delivery of the alarm service within the context of the changing funding and delivery models for sheltered and supported housing; as consulted on by the Ministry of Housing, Communities and Local Government &amp; Department for Works &amp; Pensions.  <a href="https://www.gov.uk/government/consultations/funding-for-supported-housing-two-consultations">https://www.gov.uk/government/consultations/funding-for-supported-housing-two-consultations</a></p>	<p>Portfolio Holder for Housing Services  Tina Mustafa  Assistant Director Neighbourhoods  tina-mustafa@tamworth.gov.uk</p>		<p>Arrangements for the Councils 24hour Community Alarm Service</p>
---------------	-----------------------------------	------------	--	---	--	---



Open	<b>Cabinet 5/07/18</b>	No	Quarter Four 2017/18 Performance Report	Leader of the Council John Day Corporate Performance Officer john- day@tamworth.gov.uk		Quarter Four 2017/18 Performance Report
Open	<b>Cabinet 5/07/18</b>	Yes	Tamworth Local Plan Review Update  To consider the requirement to potentially undertake an early review of the Tamworth Local Plan.	Portfolio Holder for Regeneration Sushil Birdi Senior Policy and Delivery Officer sushil- birdi@tamworth.gov.uk		Tamworth Local Plan Review Update
Open Page 9	<b>Council 17/07/18</b>	Yes	Community Infrastructure Levy  To consider the examiners report, the proposed modifications and adoption of the Community Infrastructure Levy	Portfolio Holder for Regeneration Sushil Birdi, Matthew Bowers Senior Policy and Delivery Officer sushil- birdi@tamworth.gov.uk, Assistant Director Growth & Regeneration matthew- bowers@tamworth.gov.u k		Community Infrastructure Levy

	<b>Council 17/07/18</b>	No	Local Authority Trading Company	Leader of the Council Jane Hackett Solicitor to the Council and Monitoring Officer jane- hackett@tamworth.gov.u k		
Open	<b>Council 17/07/18</b>	No	Appointment of a Deputy Electoral Registration Officer	Leader of the Council Andrew Barratt Chief Executive andrew- barratt@tamworth.gov.uk		Appointment of a Deputy Electoral Registration Officer Appointment of a Deputy Electoral Registration Officer
Open	<b>Cabinet 2/08/18</b>	Yes	Invitation of tenders for refurbishment of Castle Grounds Toilets  This report seeks approval to invite tenders for the refurbishment of the Public Conveniences within the Castle Grounds.	J Chesworth Paul Weston Assistant Director Assets paul- weston@tamworth.gov.u k	Consultation done through Budget Setting Process.	Invitation of tenders for refurbishment of castle Ground Toilets

Open	<b>Cabinet 2/08/18</b>	Yes	<p>Budget and Medium Term Financial Planning Process 2019/20</p> <p>To seek agreement to the proposed budget and medium term financial planning process for General Fund and the Housing Revenue Account for 2019/20</p>	<p>Leader of the Council Stefan Garner Executive Director Finance stefan-garner@tamworth.gov.uk</p>	<p>CMT Executive Management Team Budget Consultation</p> <p>CMT Executive Management Team Budget Consultation - Residents, Tenants, Voluntary Sector</p>	Budget and Medium Term Financial Planning Process 2019/20
Open Page 11	<b>Cabinet 2/08/18</b>	Yes	<p>Upgrade of Capita payment system</p> <p>To seek approval to release funds from capital contingency budgets</p>	<p>Portfolio Holder for Assets and Finance Michael Buckland Head of Revenues michael-buckland@tamworth.gov.uk</p>		Upgrade of Capita payment system
Open	<b>Cabinet 2/08/18</b>	Yes	<p>Write Offs - 01/04/18 to 30/06/18</p> <p>Write offs 1 April 2018 to 30 June 2018</p>	<p>Portfolio Holder for Assets and Finance Michael Buckland Head of Revenues michael-buckland@tamworth.gov.uk</p>		Write offs

Open	<b>Cabinet 16/08/18</b>	Yes	<p>Housing Revenue Account Business Plan</p> <p>The HRA business plan sets out the strategic objectives of the housing services; detailing ambitions around regeneration, affordable housing delivery and investment in its landlord services and its stock.</p>	<p>Portfolio Holder for Housing Services Tina Mustafa Assistant Director Neighbourhoods tina-mustafa@tamworth.gov.uk</p>	<p>Tenant Consultative Group (TCG) and partners</p>	<p>Housing Revenue Account Business Plan</p>
Open	<b>Cabinet 16/08/18</b>	Yes	<p>Castle Review</p> <p>Submission of a Castle Review seeking permissions to amend operational methods to ensure the future sustainability of the Castle and its tourism offer.</p>	<p>Portfolio Holder for Environment and Culture Neil Mason Head of Community Leisure neil-mason@tamworth.gov.uk</p>		<p>Castle Review</p>

Exempt	<b>Cabinet 16/08/18</b>	No	Grants to Voluntary Organisations - Small Grants Scheme/Local Arts Grant Scheme/Sports Grants Scheme/Festive Grants Scheme  Update on grants outturn/expenditure for 2017/18	Portfolio Holder for Communities and Wellbeing Stephanie Ivey Partnership Funding Officer stephanie-ivey@tamworth.gov.uk		Grants To Voluntary Organisations (Small Grants Scheme)/Local Arts Grant Scheme/Sports Grants Scheme/Festive Grants Scheme
Exempt Page 13	<b>Cabinet 16/08/18</b>	No	Gungate  To consider opportunities to support the delivery of the site	Portfolio Holder for Regeneration Matthew Bowers Assistant Director Growth & Regeneration matthew-bowers@tamworth.gov.uk		Gungate
Open	<b>Cabinet 6/09/18</b>	Yes	Quarter 1 Performance Report 2018/19	Leader of the Council John Day Corporate Performance Officer john-day@tamworth.gov.uk		Quarter 1 Performance Report 2018/19

<p>Open</p>	<p>Cabinet 2 Aug 2018</p> <p><b>Council 11/09/18</b></p>	<p>Yes</p>	<p>Annual Report on the Treasury Management Service and Actual Prudential Indicators 2017/18</p> <p>The Annual Treasury report is a requirement of the Council's reporting procedures.</p> <p>It covers the Treasury activity for 2017/18, and the actual Prudential Indicators for 2017/18.</p> <p>The report meets the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is required to comply with both Codes in accordance with Regulations issued under the Local Government Act 2003.</p>	<p>Portfolio Holder for Assets and Finance Joanne Goodfellow joanne-goodfellow@tamworth.gov.uk</p>		<p>Annual Report on the Treasury Management Service and Actual Prudential Indicators 2017/18</p>
-------------	--	------------	--	--	--	--

Open	Cabinet 30 Nov 2017  <b>Council</b>	Yes	Commercial Investment Strategy Update  To create a capital fund to allow agreed investments be made in land or property	Leader of the Council Andrew Barratt Chief Executive andrew- barratt@tamworth.gov.uk	Part of the Commercial Investment Strategy Process	Commercial Investment Strategy Update
------	--	-----	--	---	--	---

#### DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1	Information relating to any individual.
2	Information which is likely to reveal the identity of an individual.
3	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6	Information which reveals that the authority proposes  (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or  (b) to make an order or direction under any enactment.
7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.





WEDNESDAY 15 AUGUST 2018

**REPORT OF THE LEADER OF THE COUNCIL  
QUARTER 1 PERFORMANCE REPORT 2018/19**

**EXEMPT INFORMATION**

Not applicable

**PURPOSE**

This report aims to provide Corporate Scrutiny Committee with a performance and financial health-check. The report will then be considered by Cabinet on 6<sup>th</sup> September 2018

**RECOMMENDATIONS**

That Corporate Scrutiny Committee endorses the contents of this report.

**EXECUTIVE SUMMARY**

This report is divided into the following sections:

1. Overview of corporate plan actions, measures and corporate risks,
2. Impact of welfare benefit reform,
3. Sustainability Strategy,
4. Financial health check

**OPTIONS CONSIDERED**

Not applicable

**RESOURCE IMPLICATIONS**

There are none

**LEGAL/RISK IMPLICATIONS BACKGROUND**

There are none

**SUSTAINABILITY IMPLICATIONS**

There are none

**REPORT AUTHOR**

John Day

**APPENDICES**

Quarter One 2018/19 Performance Report

This page is intentionally left blank

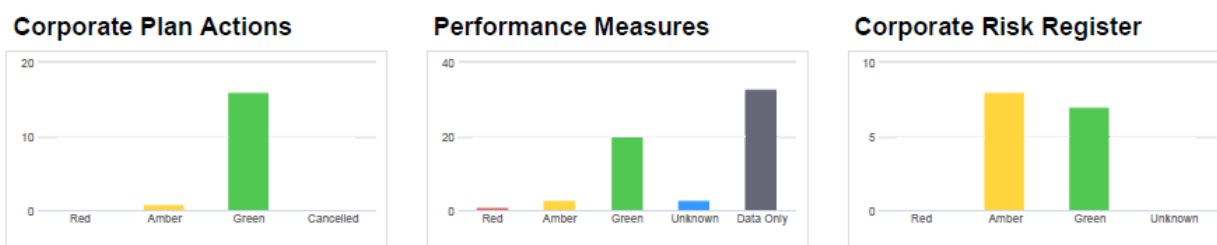
## Quarter One 2018/19 Performance Report

1. Overview of corporate plan actions and corporate risks
2. Impact of Welfare Benefit Reform on Council services
3. Sustainability strategy
4. Financial healthcheck

**Appendix A** 2017 to 2020 Corporate Plan actions and performance measures update,  
**Appendix B** Corporate Risks,  
**Appendix C** General Fund & Housing Revenue Account main variances,  
**Appendix D** Capital programme monitoring,  
**Appendix E** Treasury management update.

### 1. Overview of corporate plan actions, performance measures and corporate risks

The current status of corporate plan actions, measures and corporate risks is shown below.



Further details are available in the appendices:

- Corporate plan actions and performance measures: **Appendix A**
- Corporate risks: **Appendix B**

### 2. Impact of Welfare Benefit Reform on Council services

Quarterly updates are presented to monitor the impact of welfare benefit reform changes on Council services including customer demand via monitoring of calls/contacts together with the financial impact of collection and demand for benefits and effect on income streams such as rent, council tax and business rates.

#### Benefits

An increase in DHP claims is reported - DHP claims paid total £46k (£6k higher than at June 2017 - £40k) with 113 successful claims from 158 applications (compared to 90 successful claims from 139 applications at June 2017). There is a 2.5 day backlog (2 weeks as at 30 June 2017) with claims still to be processed which may increase this figure.

Live caseload figures are 414 lower than 2017/18 – currently 5,652 (6,066 at June 2017). The average time taken to process new Housing Benefit/Council Tax Benefit claims and change events was 12.8 days to June 2018 (11.8 days to June 2017).

#### NNDR

Reminders (305 at June 2018) are lower than 2017/18 levels (482 at June 2017) with summons, liability orders and enforcement agent referrals also at slightly lower levels to 2017/18.

Strong collection performance is reported - current year collection levels are at 29.3%, ahead of target by 0.9% at 30 June. Court costs of £1k are lower than the target of £3k.

Arrears for 2017/18 are ahead of target at 10.1% compared to target of 4.8%.

### Council Tax

Reminders are 137 lower than 2017/18 levels (5944 at 30 June 2018 compared to 6081 at 30 June 2017), with summonses, liability orders and enforcement agent referrals also lower.

Current year collection levels at 29.9% are behind the target of 30.3% at June 2018 (with a target of 98% for the 2018/19 financial year) due to higher levels of re-profiling of payment instalments over 12 months. Court cost income is lower than profiled by £3k at £43k.

Arrears for 2017/18 are slightly behind of target at 22.0% compared to target of 22.2% - work on further approaches to realise more Council Tax revenue is in place.

Collection Fund – the estimated surplus is £4k for the year with a LCTS projected underspend of £21k (total £25k).

### Housing

Total Rent arrears (excluding former tenants) at 30 June 2018 were £641k compared to £379k (as adjusted) at 31 March 2018 – an increase of £262k (compared to a £211k increase as at 30 June 2017).

Total arrears (including garages etc.) are £1.93m at 30 June 2018, compared to £1.68m at 31 March 2018, an increase of £244k (compared to a £191k increase between 31 March 2017 and 30 June 2017).

Total arrears (including garages etc.) were £1.68m at 31 March 2018 compared to 31 March 2017 - £1.6m (£81k higher).

There were 3 evictions during Quarter 1 2018/19 compared to 3 during Quarter 1 of 2017/18.

There was 1 court case where bedroom subsidy, cap or other is primary reason for possession proceedings (nil to June 2017).

### **3. Medium Term Financial Strategy 2017 to 2022 monitoring**

The budget setting process has faced significant constraints in Government funding in recent years - over 50% in real terms since 2010. The 4 year Local Government Finance Settlement confirmed in February 2016 that austerity measures are to continue with Revenue Support Grant (RSG) all but eradicated for most Councils by 2020 – and suggests that the key challenges that the Authority is currently addressing are likely to become greater.

The Authority has been proactive in the design and implementation of innovative and effective measures for driving efficiency and reducing cost within the Medium Term Financial Strategy (MTFS).

The Council remains committed to promoting and stimulating economic growth and regeneration, meeting our housing needs, creating a vibrant town centre economy and protecting those most vulnerable in our communities. To this end, we pledge to explore and invest in viable and sustainable methods of generating income and moving towards financial independence.

In addition, through the adoption of a 'Demand Management' operating model, the Council will have far greater control upon the alignment of services or 'supply' to the increased needs and expectations of the public or 'demand'. Key to this will be the application of existing and new technology to capture, collate and analyse customer insight, intelligence and data so as to understand not just the 'need' but the cause, behaviours or decisions creating the need.

This approach will change the organisation and how it works; will require Members to put evidence and insight at the heart of our decision making to ensure that we are transparent about the rationale for our decisions and plans; will involve managed risks; and will sustain essential services critical in supporting the most vulnerable in our communities at a time when demand is increasing and resources reducing.

However, there remains a high degree of uncertainty arising from the most significant changes in Local Government funding for a generation in 2020/21 arising from:

- The Government's Fair Funding Review (FFR) of the distribution methodology including:
  - changes to the needs assessment (which will determine each Council's share of the national funding for Local Government – it is likely that this will reflect the impact of Social Care demands and that funding will be redistributed to Unitary and County Councils to the detriment of District Councils);
  - treatment of relative resources (to determine how much each Council can fund locally through income from fees and charges and council tax); and
  - any transitional arrangements to protect Councils from significant reductions in funding – and the impact from their unwinding from 2021/22.
- Spending Review 2019 (SR19) – where the total spending allocation for Government Departments will be set – including national control totals for Local Government spending. It has already been announced that significant additional funding will be

diverted to the NHS which could mean further reductions for other Departments including Local Government;

- The ongoing review of the Business Rates Retention (BRR) scheme – the Government announced that Councils will be able to retain 75% of business rates collected from 2020/21 rather than 100% as previously planned with work progressing on the design of the new system including the impact of ‘rolling in’ grants such as Housing Benefit administration and New Homes Bonus;
- The planned reset of the Business Rates baseline for each Council from 2020/21 and redistribution of the growth achieved since 2013 (of over £1m p.a.);
- Uncertainty over the ongoing funding for the *New Homes Bonus scheme*, local growth in housing numbers and share of the national pool (including potential increases to the ‘deadweight’ for which Councils no longer receive grant).

In addition, the next planned national Business Rates Revaluation will take effect from 2021/22 – with latest indications that the Government will also aim to introduce a centralised system for business rate appeals at the same time to cover future changes arising from the 2021 valuation list.

While we are aware of these forthcoming changes, little to no information is available on the potential impact for individual Councils’ finances.

A summary of the indicative Government timetable for the reviews is shown below:

Date	Issues
May 2018	Risk and gearing; appeals and loss payments; updates on Pool prospectus; update on FFR consultation.
July 2018	Resets and measuring growth; Revaluation; BRR transitional arrangements; Pooling; FFR – structure of needs assessment, treatment of relative resources, principles for transitional arrangements.
Oct 2018	Overall short term package and future reform; update on SR 2019; Potential consultation on BRR Baseline reset.
Early 2019	Technical BRR consultation and links to FFR; SR 2019 emerging issues; Potential consultation on BRR Baseline reset.
Mid 2019	Results of consultations (hopefully); SR 2019 emerging issues.
Later 2019	Indicative impact of systemic changes potentially this late
Late 2019 / Early 2020	Provisional Local Government Finance Settlement detailing impact for Councils

Corporate Management Team (CMT) review the most up-to-date budget forecasts on a quarterly basis, and discuss the delivery of the planned savings to support our Medium Term Financial Strategy (MTFS) – as outlined below.

Work is continuing to mitigate the financial position in future years through:

- Delivering Quality Services project – the demand management approach to shift demand to more efficient methods of service delivery – online and automation (Interactive Voice Response).  
A savings target of £100k p.a. has already been included within the MTFS together with reduced CRM costs of £62k p.a. from 2019/20.

- Recruitment re-justification process – where possible, temporary 12 month appointments are now only being made; there is a robust challenge / re-justification process in place for all vacant posts with a requirement to investigate alternative options including restructuring to fill vacancies / looking at what we can stop doing.

We took the opportunity to increase the vacancy allowance from 5% to 7.5% by 2021/22 c. £45k p.a. year on year for the General Fund, c.£14k p.a. for the HRA (It should be noted that staffing in some services e.g. planning, are key to the delivery of the Council's economic growth agenda and have significant demand from the public and local businesses but can also experience severe recruitment difficulties – which may lead to the use of market supplements to attract staff).

- Spend freeze – Managers have previously been required to restrict / limit spending to essential spend only (there was a £1.8m underspend in 2017/18 – although much of this arose from windfall income, c. £1m was lower level underspends). A review of the underspend position is planned with a view to driving out as many savings as possible.
- Alternative investment options arising from the Commercial Investment Strategy (as well as the Treasury Management Investment Strategy, including any prudential borrowing opportunities) to generate improved returns of c. 4 to 5% p.a. (plus asset growth) including:
  - Set up of trading company to develop new income streams;
  - Local investment options – Lower Gungate / Solway Close development including the potential to drawdown funding from the Local Growth Fund / Local Enterprise Partnerships (GBS and Staffordshire);
  - Investments in Diversified Property Funds – a savings target to return c.4% p.a. from £12m invested has already been included from 2019/20.

Note: these would represent long term investments of between 5 – 10 years (minimum) in order to make the necessary returns (after set up costs).

- Review of reserves (including ensuring adequate provision for the funding uncertainties) / creation of a fund for transformation (if needed).
- Targeted Savings – to identify potential areas for review in future years.
- Review and rationalisation of IT systems.

## General Fund

The updated forecast as at June 2018 is detailed below:

MTFS Projections 2017/18 - 2023/24	General Fund						
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Projected Balances per MTFS Council February 2018	(6,631 )	(3,553 )	(1,846 )	(551)	428	1,429	-
<b>Revised Stress Tested Forecasts:</b>							
Best Case Revised Forecast Balances - June 2018	(6,918 )	(4,488 )	(3,817 )	(2,236 )	(904)	534	1,962
Central Case Revised Forecast Balances - June 2018	(6,918 )	(4,066 )	(3,098 )	(1,127 )	669	2,571	4,462
Worse Case Revised Forecast Balances - June 2018	(6,918 )	(4,066 )	(2,710 )	78	2,764	5,624	8,473

Detailed information is shown at **Appendix C** for the Central Case.

Currently, the central case projections identify a shortfall in General Fund balances of £1.2m over 3 years (compared with a forecast shortfall in the February 2018 MTFS projections of £0.9m) – with a shortfall of £3.1m to 2022/23 increasing to £5m over 5 years (the shortfall was previously forecast at £1.9m in 2022/23), including the minimum approved level of £0.5m;

Further savings of around £0.4m p.a. will be required over the next 3 years (based on annual £5 increases in Council Tax). On an annualised basis this would equate to a year on year ongoing saving of £0.2m over 3 years.

The forecast has been updated to include:

- The final outturn for 2017/18 – additional balances of £0.3m from a higher than forecast underspend position of £1.8m. No variance for 2018/19 has been included (including potential returned business rates levy from GBSLEP of £0.4m);
- Potential impact from the Business Rates Baseline reset – c. £1.2m p.a. reduced income / increased tariff from 2020/21 from a reset to the Council's baseline need level. No further changes to the level of Government support / grants arising from the Fair Funding Review / SR 2019 have been included given the uncertainty;
- Revised new homes bonus levels through the redistribution process - a 50% reduction in New Homes Bonus funding has been assumed, £0.5m over 3 years;
- Additional income from the Commercial Investment Strategy acquisitions – c.£0.25m to 2020/21;



- e) Additional savings arising from phases 1 and 2 of the Senior Management Review – c.£0.5m over 3 years;
- f) Lower than expected reductions in recycling credits following the review by Staffordshire County Council, c.£100k p.a. ongoing. No further savings arising from Joint Waste arrangements have been assumed;
- g) Potential savings in CIS revenue budgets – to be capitalised in future c.£0.2m over 3 years, £50k ongoing;
- h) Potential savings in contingency budgets - General Contingency £100k p.a. (no change in Waste Management, NNDR reserve and Assembly Rooms contingencies);
- i) Potential savings of £0.3m p.a. arising from a review of the 2017/18 outturn underspend of £1.8m;
- j) any known uncertainties / changes to the savings targets included within the current MTFs (Marmion House accommodation £92k p.a.);
- k) Work is progressing to understand the impact of the recent pay award and associated changes to pay scales arising from implementation of the national living wage – at this stage no additional costs have been included.

## Housing Revenue Account

The updated forecast as at June 2018 is detailed below:

	Housing Revenue Account						
MTFS Projections 2017/18 - 2023/24	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Projected Balances per MTFS Council February 2018	(6,850)	(3,045)	(2,223)	(1,565)	(1,048)	(698)	-
Revised Stress Tested Forecasts:							
Best Case Revised Forecast Balances - June 2018	(6,824)	(3,018)	(2,326)	(1,800)	(1,416)	(1,201)	(987)
Central Case Revised Forecast Balances - June 2018	(6,824)	(3,018)	(2,326)	(1,800)	(1,416)	(1,201)	(987)
Worse Case Revised Forecast Balances - June 2018	(6,824)	(3,018)	(2,326)	(1,800)	(1,416)	(1,201)	(987)

Detailed information is shown at **Appendix C** for the Central Case.

Currently projections identify HRA balances of £1.4m over 3 years (compared with a forecast in February of £1m) with balances of £1.2m over 4 years to 2022/23 reducing to £1m over 5 years (balances were previously forecast at £0.7m in 2022/23), including the minimum recommended balances of £0.5m.

The forecast has been updated to include:

- a) The final outturn for 2017/18 - No variance for 2018/19 has been included;
- b) Savings arising from phases 1 and 2 of the Senior Management Review – c.£0.1m p.a.;
- c) Potential savings of £40k p.a. arising from a review of the 2017/18 outturn underspend of £0.8m;
- d) No changes have been assumed regarding from the ongoing reviews of the HRA Business plan and repairs contract arrangements.

## 4. Financial Healthcheck

### Executive Summary

This section to the report summarises the main issues identified at the end of June 2018.

### General Fund

#### Revenue

GENERAL FUND	YTD Budget £000	YTD Spend £000	Variance £000	Budget £000	Predicted Outturn £000	Variance £000
Chief Executive	473	521	48	1,349	1,323	(26)
AD Growth & Regeneration	356	254	(102)	1,976	2,003	27
ED Organisation	165	152	(13)	598	617	19
AD People	793	809	16	206	297	91
AD Operations & Leisure	899	967	68	2,783	2,878	95
ED Finance	29	38	9	91	98	7
AD Finance	1,436	1,371	(65)	1,554	1,403	(151)
AD Assets	(187)	(264)	(77)	(945)	(1,007)	(62)
AD Neighbourhoods	177	184	7	1,261	1,297	36
AD Partnerships	192	196	4	1,397	1,436	39
<b>Total</b>	<b>4,333</b>	<b>4,228</b>	<b>(105)</b>	<b>10,270</b>	<b>10,345</b>	<b>75</b>

The General Fund has a favourable variance against budget at Period 3 of £105k.

- The projected full year position identifies an unfavourable variance against budget of £75k or 0.73%.
- This projection has highlighted several budget areas for concern (detailed at **Appendix C**).
- A balance of £192k was held in the General Contingency Budget at the end of June 2018.

## Capital

GENERAL FUND	Budget Reprofiled from 2017/18 (memo only) £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Budget £000	Predicted Outturn £000	Variance £000	Reprofile to 2019/20 (memo only) £000	Outturn £000
Chief Executive	-	4,000	3,266	(734)	4,000	4,000	-	-	4,000
AD Growth & Regeneration	771	864	27	(837)	973	973	-	-	973
ED Organisation	-	-	-	-	-	-	-	-	-
AD People	208	235	8	(227)	313	313	-	-	313
AD Operations & Leisure	1,276	2,003	3,164	1,161	4,182	4,182	-	-	4,182
ED Finance	-	-	-	-	-	-	-	-	-
AD Finance	6,000	7,500	1,862	(5,638)	12,000	12,000	-	-	12,000
ED Communities	-	-	-	-	-	-	-	-	-
AD Assets	155	381	221	(160)	1,060	1,060	-	-	1,060
AD Neighbourhoods	44	55	17	(38)	89	89	-	-	89
AD Partnerships	92	92	-	(92)	92	92	-	-	92
GF Contingency	559	577	-	(577)	629	629	-	-	629
<b>TOTAL GENERAL FUND</b>	<b>9,105</b>	<b>15,706</b>	<b>8,565</b>	<b>(7,141)</b>	<b>23,338</b>	<b>23,338</b>	<b>-</b>	<b>-</b>	<b>23,338</b>

- Capital expenditure incurred was £8.565m compared to a profiled budget of £15.706m.
- At this stage it is predicted that the full year budget of £23.338m will be spent by the year-end (this includes re-profiled schemes from 2017/18 of £9.105m).
- A summary of Capital expenditure is shown at **Appendix D**.

## Treasury Management

- At the end of June 2018 the Authority had £58.46m invested in the money markets. The average rate of return on these investments is 0.71% though this may change if market conditions ease.
- Borrowing by the Authority stood at £63.060m at the end of June 2018, all being long term loans from the Treasury Public Works Loans Board. The average rate payable on these borrowings equates to 4.05%.
- A more detailed summary of the Treasury Management situation, detailing our current Lending and Borrowings can be found at **Appendix E**.

## Balances

Balances on General Fund are projected to be in the region of £3.77m at the year-end from normal revenue operations compared to £3.55m projected within the 2018/19 budget report – additional balances of £0.2m.

## Housing Revenue Account (HRA)

### Revenue

HOUSING REVENUE ACCOUNT	YTD Budget £000	YTD Spend £000	Variance £000	Budget £000	Predicted Outturn £000	Variance £000
HRA Summary	(4,424)	(4,577)	(153)	(429)	(509)	(80)
AD Operations & Leisure	118	133	15	563	582	19
AD Assets	125	141	16	48	74	26
AD Neighbourhoods	655	592	(63)	3,624	3,731	107
Housing Repairs	1,187	1,106	(81)	-	-	-
<b>Total</b>	<b>(2,339)</b>	<b>(2,605)</b>	<b>(266)</b>	<b>3,806</b>	<b>3,878</b>	<b>72</b>

- The HRA has a favourable variance against budget at Period 3 of £266k.
- The projected full year position identifies an unfavourable variance against budget of £72k. Individual significant budget areas reflecting the variance are detailed at **Appendix C**.

### Capital

HOUSING REVENUE ACCOUNT	Budget Reprofiled from 2017/18 (memo only) £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Budget £000	Predicted Outturn £000	Variance £000	Reprofile to 2019/20 (memo only) £000	Outturn £000
AD Assets	18,098	22,872	3,649	(19,223)	31,622	31,622	-	-	31,622
HRA Contingency	100	100	-	(100)	100	100	-	-	100
<b>TOTAL HOUSING REVENUE ACCOU</b>	<b>18,198</b>	<b>22,972</b>	<b>3,649</b>	<b>(19,323)</b>	<b>31,722</b>	<b>31,722</b>	<b>-</b>	<b>-</b>	<b>31,722</b>

- Housing Capital expenditure of £3.649m has been incurred as at the end of Period 3 compared to a profiled budget of £22.977m.
- At this stage it is predicted that the full year budget of £31.722m will be spent by the year-end (including £18.198m re-profiled from 2017/18);
- A summary of Capital expenditure is shown at **Appendix D**.

### Balances

- Balances on the Housing Revenue Account are projected to be in the region of £2.95m at the year-end compared to £3.05m projected within the 2018/19 budget report – lower balances of £0.1m.






## 2017 -2020 Corporate Plan Progress Report

## 2017 – 2020 Corporate Plan Actions







## Corporate Priority 1. Living a quality life in Tamworth

<b>Project/Action</b>	<b>Maintain &amp; Manage the environment within Tamworth</b>			
<b>Desired Outcome</b>	Well managed local nature reserves and sports pitches that are maintained at a level proportionate to their use. Provision of high quality open spaces both existing and arising from new developments. Ensure the Council meets its obligations to ensure its watercourses and drainage systems are maintained. Provision of well-maintained play facilities. To ensure cleansing is carried out to a standard that meets or exceeds measured requirements Achieving a gold standard in the 'Tamworth in Bloom' programme			
<b>Latest Update</b>				
<b>Milestones</b>	<b>Due Date</b>	<b>Completed (Yes/No)</b>	<b>Note</b>	
Tamworth In Bloom Judging 2017	18-Jul-2017	Yes	Judging took place on 18th July 2017.	
Play area provision scoped	30-Sep-2017	Yes	Project scoped and considered by Cabinet in August 2017. Project now in tender stage.	
Tamworth in Bloom 2017 award notification	30-Sep-2017	Yes	'Gold' award achieved for the eighth consecutive year.	
Installation of a new play facility	31-Mar-2018	Yes	The play facility was installed in December 2017	
Balancing pond dredging works scoped in accordance with the management plan	30-Jun-2018	No	Tender documents are prepared and waiting to be put out through procurement, we have been waiting for	

			a silt analysis report to include with the documents which had led to the delay.
Tamworth In Bloom Judging 2018	31-Jul-2018	No	
Tamworth in Bloom 2018 award notification	30-Sep-2018	No	
Ongoing commitment throughout the year to ensure green spaces are managed	31-Mar-2020	No	Identified projects are underway.








Performance Measures	RAG Status	Current Value	Last Update	Latest Note
Tamworth 'In Bloom' Gold Award		3	2017/18	'Gold' awarded for the eighth year in a row.
Improved street and environmental cleanliness – Detritus		7.52%	March 2018	
Improved street and environmental cleanliness – Graffiti		1.32%	March 2018	
Improved street and environmental cleanliness – Litter		4.11%	March 2018	
Improved street and environmental cleanliness – Dog Fouling		2.3%	March 2018	

<b>Project/Action</b>	<b>Delivery of the Community Safety Partnership</b>			
<b>Desired Outcome</b>	The adoption of the community safety action plan Early intervention programmes commissioned for priority themes Continued development of the multi-agency approach to problem solving			
<b>Latest Update</b>				
<b>Milestones</b>	<b>Due Date</b>	<b>Completed (Yes/No)</b>	<b>Note</b>	
Commissioning process for the action plan commences	30-Apr-2017	Yes	Commissioning is ongoing throughout the year.	
Community Safety Assessment received.		Yes	Assessment received and used to inform the current community	








				assessment action plan.
Performance Measures	RAG Status	Current Value	Last Update	Latest Note
All Crime – Total		2,811	2018	For the period January 2018 to May 2018.  (Figure was 3059 for the same period last year).
Incidents of Anti-Social Behaviour		860	2018	For the period January 2018 to May 2018. (Figure was 944 for the same period last year).
Percentage of people surveyed who feel very/fairly safe outside in their local area after dark (FTD survey)		85%	H2 2017/18	March 2018 survey (Waves 21 to 24).
Percentage of people surveyed who feel very/fairly safe outside in their local area during the day (FTD survey)		98%	H2 2017/18	March 2018 survey (Waves 21 to 24).
Percentage of people surveyed who had been a victim of crime in the last twelve months (FTD survey)		7%	H2 2017/18	March 2018 survey (Waves 21 to 24).
Percentage of people surveyed who feel very/fairly likely to be a victim of crime in their local area (FTD survey)		13%	H2 2017/18	March 2018 survey (Waves 21 to 24).



<b>Project/Action</b>	<b>Delivery of an effective regulatory service</b>		
<b>Desired Outcome</b>	Continue to support businesses to comply with legislation Ensure the statutory inspection plan of food businesses provides a high standard of hygiene in the Borough. Delivery of effective taxi, gambling and premise licensing Delivery of an effective and responsive development control service		
<b>Latest Update</b>			
<b>Milestones</b>	<b>Due Date</b>	<b>Completed (Yes/No)</b>	<b>Note</b>







<b>Performance Measures</b>	<b>RAG Status</b>	<b>Current Value</b>	<b>Last Update</b>	<b>Latest Note</b>
The number of food businesses that are 0 and 2 star rated		45	Q1 2018/19	
The quarterly percentage of planned high risk interventions undertaken		98%	Q1 2018/19	
The percentage of planned interventions undertaken		98%	Q1 2018/19	
The percentage of complaints relating to smoking legislation responded to		100%	H2 2017/18	
The annual percentage of planned inspections undertaken of industry for environmental emissions		100%	2017/18	
Satisfaction of business with local authority regulation services (Tamworth)		83%	2017/18	
Food establishments in the area which are broadly compliant with food hygiene law (Tamworth)		91.4%	2017/18	

Project/Action	Growth & Regeneration in Tamworth		
<b>Desired Outcome</b>	<p>Enterprise Quarter regeneration including a modernised cultural offer, enhanced night-time offer, quality public realm, and facility for new businesses to grow</p> <p>The delivery of a vibrant and meaningful inward investment strategy to promote the Town to business</p> <p>Delivery of a trading arm to provide facility to invest in assets such as housing and commercial facilities which can provide sustainable income to the Council</p> <p>Continued progression of enhancement to Tamworth's gateways</p> <p>The production of a town centre strategy Continued engagement with WMCA, LEPS for the purpose of growth, skills, infrastructure and economy</p>		
<b>Latest Update</b>			
Milestones	Due Date	Completed (Yes/No)	Note
The Opening of the Enterprise Centre	31-May-2017	Yes	The centre is operational and currently 100% occupied.
Scoping works for both the production of an inward investment strategy and a town centre strategy.	30-Jun-2017	Yes	
Adoption of the inward investment strategy and the town centre strategy	31-Oct-2018	No	
Re-opening of the Assembly Rooms and new facility at the Carnegie Centre	28-Feb-2019	No	
Completion of the public realm enhancements	30-Apr-2019	No	
Completion of works to Tamworth Library	30-Apr-2019	No	
Scoping works with partners to look at viability/opportunities with the current vacant site at Gungate.		No	Report to Full Council 11th April 2018 to consider the proposal. The site was acquired by the Council in May 2018 for investment purposes with the longer term aim of unlocking it for regeneration.

Performance Measures	RAG Status	Current Value	Last Update	Latest Note
Number of Businesses		2,335	2017/18	
Number of empty Business Premises		181	June 2018	
Percentage of total rateable value of commercial floor-space that is unoccupied		5%	2017/18	
Percentage change in rateable value of commercial buildings		1.61%	Q2 2017/18	
Birth of New Business Enterprises in the year		355	2016/17	
Death of Business Enterprises in the year		290	2016/17	
Number of active Business Enterprises		2,620	2016/17	



Project/Action	<b>Tinkers Green &amp; Kerria Regeneration</b>			
Desired Outcome	Access to suitable housing is improved Neighbourhoods are improved Satisfaction with neighbourhoods increased			
Latest Update				
Milestones	Due Date	Completed (Yes/No)	Note	
Demolition at Kerria commenced	01-Jul-2018	Yes	Demolition commenced	
Contractor start on site	31-Jul-2018	Yes	The contractor has taken possession of the site and commenced some preparatory work.	
Completion of build	31-Jul-2020	No		
Allocation of New Homes	31-Jul-2020	No		
Demolition at Tinkers Green completed		Yes	The demolition at Tinkers Green is now complete	

Contractor appointed		Yes	Contractor appointed
Demolition at Kerria completed		No	Date TBA

Performance Measures	RAG Status	Current Value	Last Update	Latest Note
Satisfaction of tenants with new homes and neighbourhood – Tinkers Green				
Satisfaction of tenants with new homes and neighbourhood – Kerria				
Number of new homes built and allocated to those who need them – Kerria				
Number of new homes built and allocated to those who need them – Tinkers Green				
New Retail Facility Created – Tinkers Green				
New Retail Facility Created – Kerria				



<b>Project/Action</b>	<b>Garage sites redevelopment</b>		
<b>Desired Outcome</b>	Access to suitable housing is improved Neighbourhoods are improved Satisfaction with neighbourhoods increased		
<b>Latest Update</b>	The programme is currently on hold with a revised programme to be completed by August 2019.		
<b>Milestones</b>	<b>Due Date</b>	<b>Completed (Yes/No)</b>	<b>Note</b>
Phase One start on site	30-Apr-2017	Yes	Work has started on Phase One.
Phase One Completed	31-Dec-2017	Yes	Phase one was completed ahead of schedule at the end of November 2017 and provided 19 units of accommodation across the borough.
Revised programme		No	A revised approach to garage sites redevelopment is to be considered by

Cabinet.

Performance Measures	RAG Status	Current Value	Last Update	Latest Note
Satisfaction of tenants with new homes and neighbourhood – Garage Sites Redevelopment				
Number of new homes built and allocated to those who need them – Garage Sites Redevelopment				

Project/Action	New Repairs Contract			
Desired Outcome	Council homes and neighbourhoods are maintained to a high standard Tenants receive a responsive repairs service The housing asset is maintained in accordance with stock condition requirements			
Latest Update				
Milestones	Due Date	Completed (Yes/No)	Note	
Commission consultants to support options review	30-Apr-2017	Yes		
New contractor mobilised	30-Apr-2017	Yes		
Review of new contract performance	30-Sep-2017	Yes		
Findings of options review agreed	31-Dec-2017	Yes	Findings of options review agreed and being considered by Cabinet in February 2018.	
Report to members on future arrangements for service delivery	22-Feb-2018	Yes	Report at Cabinet on 22nd February 2018.	
Further report to members to enable a final decision to be taken on the financial and commercial viability of an in-house contractor	28-Feb-2019	No		
Implement future options		No		



Measure satisfaction	No
----------------------	----

Performance Measures	RAG Status	Current Value	Last Update	Latest Note
KPI 1 – (Responsive) To determine the overall satisfaction with the works		95.33%	2018/19	
Percentage of local authority dwellings that achieve the decent homes standard		99.07%	2017/18	

<b>Project/Action</b>	<b>Preparation for collection of the Business Improvement District (BID) Levy</b>		
<b>Desired Outcome</b>	Implementation of the software necessary to facilitate collection of the levy income Maximise the level of income collected for investment in local infrastructure		
<b>Latest Update</b>	As the ballot resulted in the BID being rejected, the software is now no longer required.		
<b>Milestones</b>	<b>Due Date</b>	<b>Completed (Yes/No)</b>	<b>Note</b>
Budget approval for purchase of software	30-Apr-2017	Yes	Budget approved by Council on 21 February 2017
Software purchased	03-Nov-2017	Yes	Original plan was to purchase software by 31 August – delayed until result of the ballot known early in November 2017. As the ballot resulted in the BID being rejected, the software is now no longer required.
Software installed and tested	31-Dec-2017	Yes	As the ballot resulted in the BID being rejected, the software is now no longer required.
Levy included on 2018/19 bills	31-Mar-2018	Yes	As the ballot resulted in the BID being rejected, the software is now no longer required.

Performance Measures	RAG Status	Current Value	Last Update	Latest Note

<b>Project/Action</b>	<b>Business Rates Retention</b>			
<b>Desired Outcome</b>	Maximise collection of business rates within the GBS rate retention pool			
<b>Latest Update</b>	<p>The Council is a member of the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) Business Rates Pool – for 2017/18 a levy of £1.2m (payable to the GBSLEP pool) was generated through additional growth in business rates income.</p> <p>As a result of the pool being in place, the GBSLEP will have an additional £3.3m in total from LEP members from the outturn for 2017/18 to support projects to improve the economy and infrastructure of the region.</p>			
<b>Milestones</b>	<b>Due Date</b>	<b>Completed (Yes/No)</b>	<b>Note</b>	

Performance Measures	RAG Status	Current Value	Last Update	Latest Note
Percentage of Non-domestic Rates Collected		29.30%	June 2018	
Percentage change in rateable value of commercial buildings		1.61%	Q2 2017/18	

<b>Project/Action</b>	<b>Commercial opportunities in business decision making</b>			
<b>Desired Outcome</b>	<p>A risk/reward based return on investment requirement within planned projects</p> <p>Producing options appraisals, business cases and review opportunities for setting up Local Authority Trading Companies as well as other business models for service to maximise return on Council assets and increase economic benefit for the Council</p>			
<b>Latest Update</b>	<p>The Tamworth Commercial Investment Strategy to promote growth and regeneration was approved by Cabinet on 16th June 2016.</p> <p>Key outcomes such as the revitalisation of the Town Centre; the regeneration of the Gungate site; the development of an Inward Investment Strategy that will seek to provide the basis for ongoing managed growth, future funding bids and more.</p>			



Work has progressed on the development (and set up) of a trading company (including the potential for development of private sector housing for market rental), the regeneration of the Gungate site and the development of an Place Investment Strategy. A Business Case investment model was finalised during the first quarter of 2018, including advice on the treatment of taxation.

Council on 17th July 2018 will consider approval for establishing a Local Authority Trading Company which will provide the means and structure from which we can generate sustainable income streams on behalf of the Council. Initially this will be by acting as Private Sector Landlord; but could lead to, subject to viability and a robust business plan, operating services on a commercial footing. The establishment of the Trading Company is very much seen as the precursor to us building new houses for market rent in the very near future.

Further work has centred on the regeneration of the former Gungate Precinct site, including the acquisition of the site by the Council in June 2018, and the potential to increase the size of the site to include other land in order to encourage a more ambitious development scheme.

Progress has been made on the third work stream with proposals designed to encourage both Inward Investment and the continued Growth of Existing Business with the consequence that we now have an outline specification/brief to support the commissioning of the strategy.



Milestones	Due Date	Completed (Yes/No)	Note


Performance Measures	RAG Status	Current Value	Last Update	Latest Note
Income collected through adopted commercial approach		N/A	Q4 2017/18	This performance indicator can be updated when a Commercial Investment Strategy project progresses to income generation stage.
Rate of return on identified projects in excess of 5%		N/A	Q4 2017/18	This performance indicator can be



				updated when a Commercial Investment Strategy project progresses to income generation stage.
--	--	--	--	--

<b>Project/Action</b>	<b>Heritage, leisure &amp; events</b>			
<b>Desired Outcome</b>	A defined successful outdoor events programme is implemented Heritage venues are well maintained and open to the public Heritage lottery bid submitted to progress improvement works at the Castle			
<b>Latest Update</b>				
<b>Milestones</b>	<b>Due Date</b>	<b>Completed (Yes/No)</b>	<b>Note</b>	
Outdoor events plan published	30-Apr-2017	Yes		
Castle Heritage Lottery bid submitted	31-Aug-2017	Yes	The bid was submitted in August 2017 and was successful; £499,000 was awarded. The money will be used for a project that will create an innovative and engaging permanent exhibition exploring and celebrating Tamworth's important Anglo-Saxon history.	
Events held throughout the year	31-Mar-2019	No		

<b>Performance Measures</b>	<b>RAG Status</b>	<b>Current Value</b>	<b>Last Update</b>	<b>Latest Note</b>
Number of attendees at Arts Development Events		9,451	2017/18	
Number of participants at Arts Development Events		7,006	2017/18	



Visitor Numbers (Outdoor Events)		65,322	2017/18	
Overall Satisfaction Rate "Good to Excellent" (Outdoor Events)		99%	2017/18	
Percentage of people surveyed who would recommend event (Outdoor Events)		100%	2017/18	
Number of additional events supported – Outdoor Events		74	2017/18	
Total Number of visits/usages – Tamworth Castle		10,377	2018/19	
Total Number of Visitors – Tamworth Castle		10,173	2018/19	
Trip Advisor Rating – Tamworth Castle		4.5	2017/18	

**Corporate Priority**

**3. Delivering quality services in Tamworth**








<b>Project/Action</b>	<b>Organisational well-being</b>			
<b>Desired Outcome</b>	A workforce that is dynamic, agile and capable to adapt to our changing environment			
<b>Latest Update</b>				
<b>Milestones</b>	<b>Due Date</b>	<b>Completed (Yes/No)</b>	<b>Note</b>	
Corporate Well-being day	30-Apr-2017	Yes		
Time to Change Pledge	30-Apr-2017	Yes		
Staff Attitude Survey	31-Dec-2017	Yes	Survey undertaken in November 2017. Results to be analysed and will form the basis for the development of an action plan.	
Payroll/HR services available via self serv	31-Jan-2018	Yes	All services now available.	
Delivery of Corporate Plan	31-Mar-2018	Yes		
Staff Annual General Meeting/Celebration event	31-Oct-2018	No	Celebration event held. Staff AGM to take place by October	

			2018.
Completion of the Agile Working Project	31-Dec-2018	No	A new implementation plan will be developed immediately following the Senior Management Review.
Workforce Development Plan approved	31-Dec-2018	No	Work has commenced on this and is linked to the senior management review.

Performance Measures	RAG Status	Current Value	Last Update	Latest Note
Working Days Lost Due to Sickness Absence (Year to date)		1.87	June 2018	
Results of Staff Attitude Survey		Yes	2017/18	A Communications Strategy and Action Plan have been developed and are going to be discussed by Corporate Management Team.

<b>Project/Action</b>	Digital Customer Services		
<b>Desired Outcome</b>	Council services available for customers available on-line		
<b>Latest Update</b>			
<b>Milestones</b>	<b>Due Date</b>	<b>Completed (Yes/No)</b>	<b>Note</b>
Customer Access Survey	30-Apr-2017	Yes	
Specification of Customer Portal	30-Apr-2017	Yes	
Procurement of customer portal	31-May-2018	Yes	A specification has been detailed. Soft

			<p>market testing carried out with several suppliers.</p> <p>Specification launched in January 2018 and procurement anticipated by end of May 2018.</p> <p>The portal was purchased in July 2018.</p>
Approve revised Customer Services, Access & Digital Strategy	30-Jun-2018	Yes	The Customer Services, Access & Digital Strategy is complete and now needs to link to the ICT Strategy
Communications and Marketing Plan	31-Dec-2018	No	The review of PR, communications & marketing activities is to be completed by December 2018.
Implementation of customer portal commencing with Council Tax	31-Dec-2018	No	The portal has now been purchased and will commence with Council Tax. A project plan has been developed and will 'Go live' by the end of December 2018.
Review of Customer Services and Access Strategy	30-Jun-2019	No	The strategy is scheduled for completion by June 2018 consequently, the review will be undertaken by June 2019
Review portal implementation and customer satisfaction.	30-Sep-2019	No	
Website Development Plan (static content)	30-Sep-2019	No	The Content Management System (CMS) is being upgraded from Drupal 7 to 8 over the next two years up to 30th September 2019. All content will be reviewed during this process which has commenced with the 'Visit Tamworth' site.

Performance Measures	RAG Status	Current Value	Last Update	Latest Note
The number of face to face enquiries		9,210	2017/18	
The number of self-serve processes available for customers		67	2017/18	
The number of Portal users		0	2017/18	Portal not yet procured.
The number of downloads from the Tamworth App		504	2017/18	
The number of active users of the Tamworth App		411	Q1 2018/19	
The number of Ombudsman complaints received		7	2016/17	
The number of Ombudsman decisions made		8	2016/17	

Project/Action	Corporate Knowledge Hub			
Desired Outcome				
Latest Update				
Milestones	Due Date	Completed (Yes/No)	Note	
Workshop to scope design and delivery	31-May-2017	Yes		
Plan submitted and approved	30-Sep-2018	No	The development of the 'Tamworth Community Offer' is now in the final stages of design with a supporting action plan. Approval will then be required from Cabinet.	

Performance Measures	RAG Status	Current Value	Last Update	Latest Note
----------------------	------------	---------------	-------------	-------------

Number of Reports delivered to support the Tamworth Community Offer			
---	---	--	--


<b>Project/Action</b>	<b>New General Data Protection Regulations</b>		
<b>Desired Outcome</b>	Processes and procedures to enable compliance with data legislation		
<b>Latest Update</b>	Activity in the third quarter of 2017/18 has seen the development of the Information Asset and an awareness campaign.		
<b>Milestones</b>	<b>Due Date</b>	<b>Completed (Yes/No)</b>	<b>Note</b>
Endorsement of action plan for implementation	30-Apr-2017	Yes	Action plan endorsed and in progress Two members of staff qualified as practitioners in General Data Protection Regulations to enable implementation. A new statutory role of Data Protection Officer has been established.
All staff trained in internal framework and legislation	31-May-2018	Yes	On line training commenced in March 2018 with three modules; 'Accountability and the GDPR', 'Preparing for GDPR' and 'The right to be forgotten'. In addition, 'face to face' training given to those members of staff in higher risk areas. Three additional modules were rolled out in April 2018.
Processes and procedures tested and developed into local framework	31-Jul-2018	No	The development of processes is on-going and on target for completion by the end of July 2018.

<b>Performance Measures</b>	<b>RAG Status</b>	<b>Current Value</b>	<b>Last Update</b>	<b>Latest Note</b>
-----------------------------	-------------------	----------------------	--------------------	--------------------

The number of data breaches		N/A	Q4 2017/18	This performance indicator will measure reportable data breaches as defined by the regulations and won't commence until 25/05/2018.
The number of complaints upheld by the Information Commissioner's Office			2017/18	The criteria around this still needs to be agreed and measurement of this performance indicator won't commence until 25/05/2018.




<b>Project/Action</b>	<b>Office 365</b>			
<b>Desired Outcome</b>	Corporate roll out of Office 365 functionality All officers trained and competent in use of technology Access to Exchange online Access to cloud services			
<b>Latest Update</b>	Progress in the trial areas:  <ul style="list-style-type: none"> <li>• Revenues – Managers trained and testing the product and providing fortnightly updates on progress. Training is being arranged for the rest of the team,</li> <li>• Housing – Training scheduled for managers,</li> <li>• ICT – Managers trained and testing virtual meetings.</li> </ul>			
<b>Milestones</b>	<b>Due Date</b>	<b>Completed</b>	<b>Note</b>	






		(Yes/No)	
Roll out of technology	31-Jan-2018	Yes	The technology is installed and dependent on feedback from Revenues, Housing and ICT.
New working practises in place	30-Jun-2018	Yes	Pilots are in place in Revenues, Planning and Housing. Once the pilots are completed, the learning will be available on Infozone as case studies for reference for the rest of the organisation.
Training completed	30-Jun-2018	Yes	All those in the areas doing the pilots have been trained.

Performance Measures	RAG Status	Current Value	Last Update	Latest Note
The percentage of the organisation using Office 365		N/A	Q4 2017/18	Trials of this in the scoped service areas (ICT, Housing, Revenues) has commenced and subject to the testing it will be rolled out corporately after the trial.



<b>Project/Action</b>	<b>Enablement of Self-Service</b>		
<b>Desired Outcome</b>	Delivery of technology to support self-service including portal, online forms, mobile apps and website development		
<b>Latest Update</b>	The contract for the customer portal was awarded in July 2018.		
<b>Milestones</b>	<b>Due Date</b>	<b>Completed (Yes/No)</b>	<b>Note</b>
Implementation of customer portal and integration to support website development	31-Jan-2019	No	Two responses were received to the procurement activity; one of these was discounted due to it being cost prohibitive. The contract for the customer portal was awarded in July 2018. Site visits and scoping will take place next prior the project 'kick off'
Implementation of mobile apps and online forms	31-Jan-2019	No	The first mobile app 'Report It' is under development with implementation due for the end of July 2018.

<b>Performance Measures</b>	<b>RAG Status</b>	<b>Current Value</b>	<b>Last Update</b>	<b>Latest Note</b>
The number of face to face enquiries		9,210	2017/18	
The number of telephone calls into the Customer Services Centre		19,632	Q4 2017/18	
The number of self-serve processes available for customers		67	2017/18	








PI RAG Status	
	Alert
	Warning
	OK
	Unknown
	Data Only




Corporate Risk Register



Page 51

Risk	Description of Risk	Date Last Reviewed	Severity	Likelihood	Current Risk Rating	Current Risk Status
Loss of Community Cohesion	Failure to achieve community cohesion	04-May-2018	3	3	9	
Safeguarding Children & Vulnerable Adults	Failure to safeguard children and vulnerable adults	04-May-2018	3	3	9	
Medium Term Financial Planning & Sustainability Strategy	Loss of Funding and Financial Stability & application of uncertainties of Brexit	04-May-2018	4	2	8	
Inability to manage the impact corporately of the Government Austerity measures and new legislative requirements	Inability to manage the impact corporately of the Government Austerity measures and new legislative requirements	04-May-2018	4	2	8	
Implementation of response to GDPR Legislation	General Data Protection Regulations (GDPR) coming into effect in May 2018 resulting in significant change for the organisation, including substantial penalties for failing to adhere and breaches	04-May-2018	4	2	8	
Information Management & Information Technology	Failure to secure and manage data and IT infrastructure	04-May-2018	3	2	6	
Health & Safety	Failure to manage Health & Safety	04-May-2018	3	2	6	
Reputation	Damage to Reputation	04-May-2018	2	2	4	

Risk	Description of Risk	Date Last Reviewed	Severity	Likelihood	Current Risk Rating	Current Risk Status
Governance & Regulatory Failure	Failure to achieve adequate Governance Standards and statutory responsibilities	04-May-2018	2	2	4	
Partnership Working and Supply Chain Challenges	Failure in partnership working, shared services or supply chain	04-May-2018	2	2	4	
Emergency & Crisis Response Threats	Failure to manage an external or internal emergency/disaster situation	04-May-2018	2	2	4	
Workforce Planning Challenges	Failure to manage workforce planning challenges	04-May-2018	2	2	4	
Corporate Change	Failure to manage corporate change	04-May-2018	2	2	4	
Taxi Licences	Taxi Licensing process not followed, giving rise to licenses being issued to persons who are not fit and proper	04-May-2018	4	1	4	
Economic Changes	Failure to plan and adapt services to economic changes within the community	04-May-2018	3	1	3	

Risk Status	
	High Risk
	Medium Risk
	Low Risk

## General Fund – Main Variances

Cost Centre	Account Code	Year To Date Position Sub Total	Year To Date Position Budget	Year To Date Position Variance	Full Year Position Budget	Full Year Position Predicted Outturn Variance	Full Year Position Predicted Outturn	Comment
Public Spaces	Vacancy Allowance	-	(19,290)	19,290	(77,160)	77,160	-	Not currently offset by salary savings temp staff being used to cover a number of ongoing staffing issues
ICT	Vacancy Allowance	-	(8,130)	8,130	(32,480)	32,480	-	Vacancy Allowance
Commercial Property Management	Finance Lease Income	(30,457)	-	(30,457)	-	(30,460)	(30,460)	Windfall Income - Gungate lease income
Homelessness	Provision For Bad Debts	8,515	57,700	(49,185)	57,700	-	57,700	Report to go to Cabinet re write off of historical B&B debt
	Bed & Breakfast Income	(14,209)	(50,760)	36,551	(203,000)	-	(203,000)	Report will be going to Cabinet outlining changes to charging policy for B&B
Joint Waste Arrangement	Specific Contingency	-	50,000	(50,000)	50,000	(50,000)	-	Specific contingency that may be required to delivery services through the joint waste arrangement
Development Control	Fees & Charges Planning App	(134,448)	(52,010)	(82,438)	(208,080)	(20,000)	(228,080)	Fee income is well above profiled budget to date due to two major applications. Should the trend continue the current predicted outturn could well be more significant. Part of the surplus will need to be re-invested in the service as per government guidelines following an increase in fees.
Benefits	Rent Allowances	1,849,781	2,146,000	(296,219)	9,175,580	(1,236,940)	7,938,640	Based on DWP est claim @ P3

Cost Centre	Account Code	Year To Date Position Sub Total	Year To Date Position Budget	Year To Date Position Variance	Full Year Position Budget	Full Year Position Predicted Outturn Variance	Full Year Position Predicted Outturn	Comment
Benefits	Non-Hra Rent Rebates	6,242	69,030	(62,788)	275,980	(231,470)	44,510	Based on DWP est claim @ P3
	Council Tenant Rent Rebates	2,652,789	2,728,570	(75,781)	10,074,830	(1,015,200)	9,059,630	
	Council Tenant Grant	(2,576,868)	(2,680,730)	103,862	(9,897,950)	1,062,970	(8,834,980)	
	Private Tenant Grant	(1,746,281)	(2,080,700)	334,419	(8,896,620)	1,335,220	(7,561,400)	
	Non-Hra Rent Rebate Grant	(9,489)	(28,860)	19,371	(115,260)	80,010	(35,250)	
	Overpayment Private Tenant	(173,214)	(93,570)	(79,644)	(374,320)	(318,540)	(692,860)	Based on e-Fins @ P3
	Overpayment Council Tenant	(90,146)	(74,640)	(15,506)	(298,550)	(62,030)	(360,580)	
	Pt Overpayment Recovery	76,306	-	76,306	-	305,220	305,220	
	Ct Overpayment Recovery	34,855	-	34,855	-	139,420	139,420	
Benefits Administration	Government Grants	(52,154)	(17,160)	(34,994)	(17,160)	(29,070)	(46,230)	Offsetting vacancy allowance
Corporate Finance	NNDR Levy Payments	-	-	-	781,960	37,690	819,650	Higher levy due to additional business rates income
	Government Grants	(140,726)	(162,660)	21,934	(650,600)	(109,100)	(759,700)	Additional S31 Grant income for Business Rates Relief
Treasury Management	Minimum Revenue Provision Gf	26,070	26,070	-	104,270	66,000	170,270	Offsetting underspend on interest income
	Misc Interest & Dividends	(106,650)	(43,980)	(62,670)	(175,970)	(250,690)	(426,660)	Interest expected above budget

**Housing Revenue Account – Main Variances**

Cost Centre	Account Code	Year To Date Position Sub Total	Year To Date Position Budget	Year To Date Position Variance	Full Year Position Budget	Full Year Position Predicted Outturn Variance	Full Year Position Predicted Outturn	Comment
H R A Summary	Provision For Bad Debts	105,669	196,200	(90,531)	196,200	-	196,200	Bad debt is likely to increase whilst the rollout of UC continues. Income recovery remains a priority to limit any increase in arrears.
	Rents	(4,745,551)	(4,691,053)	(54,498)	(17,320,810)	(80,000)	(17,400,810)	Rent income is currently exceeding budget due to void levels being lower than budgeted. The acquisition programme also continues to provide additional properties let at Affordable Rent and offset those sold under the Right to Buy.





Replacement It Technology	7	33	5	(29)	112	112	-	-	112	At this stage budget is expected to spent in line with requirements set out in capital appraisal
<b>Directorate</b>	<b>Budget Reprofiled from 2017/18 (memo only) £000</b>	<b>YTD Budget £000</b>	<b>YTD Actual Spend £000</b>	<b>Variance £000</b>	<b>Budget £000</b>	<b>Predicted Outturn £000</b>	<b>Variance £000</b>	<b>Reprofile to 2019/20 (memo only) £000</b>	<b>Outturn £000</b>	<b>Comments</b>
EDRMS (Electronic Document Records Management System)	63	63	0	(63)	63	63	-	-	63	Scoping of project following migration from Oracle platform to SQL server to be agreed with supplier
Gazetteer Development	9	9	4	(5)	9	9	-	-	9	Amount re-profiled for further development of the system
New Time Recording System 17/18	15	15	-	(15)	15	15	-	-	15	Project to commence shortly
Self Service Customer Portal	115	115	-	(115)	115	115	-	-	115	Standstill in progress before award of contract
<b>Directorate Total</b>	<b>208</b>	<b>235</b>	<b>8</b>	<b>(227)</b>	<b>313</b>	<b>313</b>	<b>-</b>	<b>-</b>	<b>313</b>	
<b>AD Operations &amp; Leisure</b>										
Streetscene Service Delivery Enhancements	30	30	-	(30)	30	30	-	-	30	Delays in the project due to the delays in the full implementation of the CRM system.
Wigginton Park Section Section 106	20	20	9	(11)	20	20	-	-	20	Plans ongoing to deliver items from the Wigginton Park Management Plan

Broadmeadow Nature Reserve	23	23	-	(23)	23	23	-	-	23	Ongoing works to complete management plan and HLS agreement. Bridge works now completed however ongoing contractual dispute over rates and works undertaken.
<b>Directorate</b>	<b>Budget Reprofiled from 2017/18 (memo only) £000</b>	<b>YTD Budget £000</b>	<b>YTD Actual Spend £000</b>	<b>Variance £000</b>	<b>Budget £000</b>	<b>Predicted Outturn £000</b>	<b>Variance £000</b>	<b>Reprofile to 2019/20 (memo only) £000</b>	<b>Outturn £000</b>	<b>Comments</b>
Public Open Space Section 106	24	24	9	(15)	24	24	-	-	24	Project group established - list of works currently being collated.
Street Lighting	4	5	4	(1)	7	7	-	-	7	Works to be delivered in line with 30 year project plan
Local Nature Reserves	36	36	7	(29)	36	36	-	-	36	Work ongoing to deliver items from management plan
Community Woodland Cycleway	-	40	-	(40)	160	160	-	-	160	At this stage budget is expected to spent in line with requirements set out in capital appraisal
Amington Community Woodland	-	13	4	(9)	50	50	-	-	50	At this stage budget is expected to spent in line with requirements set out in capital appraisal
Assembly Rooms Development	1,140	1,788	3,131	1,343	3,732	3,732	-	-	3,732	Work started on site December - Building works to be finished in approx. 15 months.



Property Funds	6,000	7,500	1,862	(5,638)	12,000	12,000	-	-	12,000	Opportunities to invest being continuously reviewed. As such the budget will be spent on an ad-hoc basis throughout the financial year.
<b>Directorate Total</b>	<b>6,000</b>	<b>7,500</b>	<b>1,862</b>	<b>(5,638)</b>	<b>12,000</b>	<b>12,000</b>	<b>-</b>	<b>-</b>	<b>12,000</b>	
<b>Directorate</b>	<b>Budget Reprofiled from 2017/18 (memo only) £000</b>	<b>YTD Budget £000</b>	<b>YTD Actual Spend £000</b>	<b>Variance £000</b>	<b>Budget £000</b>	<b>Predicted Outturn £000</b>	<b>Variance £000</b>	<b>Reprofile to 2019/20 (memo only) £000</b>	<b>Outturn £000</b>	<b>Comments</b>
<b>AD Assets</b>										
Page 60										
Disabled Facilities Grant	31	193	221	28	681	681	-	-	681	Current referrals nearly accounts for the budget available for the full year and new cases are still being opened all the time. <b>This position confirms the current budget allocation is significantly insufficient to meet demand. Monies allocated but not actually paid to 3rd parties - outside TBC control.</b>
Agile Working Phase 2	124	124	-	(124)	124	124	-	-	124	Expenditure of this budget is reliant upon us entering into a formal lease agreement with the a 3rd party to occupy space in Marmion House.

Directorate	Budget Reprofiled from 2017/18 (memo only) £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Budget £000	Predicted Outturn £000	Variance £000	Reprofile to 2019/20 (memo only) £000	Outturn £000	Comments
Energy EFF Upgrade Commercial and Industrial Properties	-	19	-	(19)	75	75	-	-	75	The energy efficiency works will largely be allocated to bringing vacant properties up to the minimum required standard for letting. As such the budget will be spent on an ad-hoc basis throughout the financial year.
Castle Grounds Toilet Refurbishment	-	45	-	(45)	180	180	-	-	180	Tenders for this work will be invited through the summer months with a view to commencing works in the Autumn/Winter period in readiness for the toilets to re-open in the Spring. Anticipate full spend before March 31st.
<b>Directorate Total</b>	<b>155</b>	<b>381</b>	<b>221</b>	<b>(160)</b>	<b>1,060</b>	<b>1,060</b>	<b>-</b>	<b>-</b>	<b>1,060</b>	
<b>AD Neighbourhoods</b>										
Homelessness Reduction Act	-	8	-	(8)	30	30	-	-	30	At this stage budget is expected to spent in line with requirements set out in capital appraisal

Cctv Camera Renewals	44	48	17	(31)	59	59	-	-	59	Further report to Scrutiny Committee in 2018 to discuss way forward.
<b>Directorate Total</b>	<b>44</b>	<b>55</b>	<b>17</b>	<b>(38)</b>	<b>89</b>	<b>89</b>	<b>-</b>	<b>-</b>	<b>89</b>	
<b>Directorate</b>	<b>Budget Reprofiled from 2017/18 (memo only) £000</b>	<b>YTD Budget £000</b>	<b>YTD Actual Spend £000</b>	<b>Variance £000</b>	<b>Budget £000</b>	<b>Predicted Outturn £000</b>	<b>Variance £000</b>	<b>Reprofile to 2019/20 (memo only) £000</b>	<b>Outturn £000</b>	<b>Comments</b>
<b>AD Partnerships</b>										
Private Sector Coalfields Fund	92	92	-	(92)	92	92	-	-	92	Programme of new initiatives to be developed to target help for vulnerable residents based on results of recent stock condition survey
<b>Directorate Total</b>	<b>92</b>	<b>92</b>	<b>-</b>	<b>(92)</b>	<b>92</b>	<b>92</b>	<b>-</b>	<b>-</b>	<b>92</b>	
<b>GENERAL FUND TOTAL</b>	<b>9,105</b>	<b>15,706</b>	<b>8,565</b>	<b>(7,141)</b>	<b>23,338</b>	<b>23,338</b>	<b>-</b>	<b>-</b>	<b>23,338</b>	

HOUSING REVENUE ACCOUNT										
Directorate	Budget Reprofiled from 2017/18 (memo only) £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Budget £000	Predicted Outturn £000	Variance £000	Reprofile to 2019/20 (memo only) £000	Outturn £000	Comments
<b>AD Assets</b>										
Structural Works	-	25	16	(9)	100	100	-	-	100	This is an ad-hoc budget that is driven by reported repairs.
Bathroom Renewals	-	204	78	(126)	817	817	-	-	817	Sufficient works issued to take up full spend by year-end.
Gas Central Heating Upgrades and Renewals	-	105	46	(59)	420	420	-	-	420	Sufficient works issued to take up full spend by year-end.
Kitchen Renewals	8	250	74	(176)	1,228	1,228	-	-	1,228	Sufficient works issued to take up full spend by year-end.
Major Roofing Overhaul and Renewals	-	41	-	(41)	166	166	-	-	166	Sufficient works issued to take up full spend by year-end.
Window and Door Renewals	12	75	10	(65)	262	262	-	-	262	Sufficient works issued to take up full spend by year-end.
Disabled Facilities Adaptations	108	189	25	(164)	432	432	-	-	432	Sufficient works issued to take up full spend by year-end. Likelihood of being more demand than we can fund.
Strode House Car Park and Garages	-	133	-	(133)	530	530	-	-	530	Awaiting final project costs, anticipate full spend by year-end.

Renew High Rise Lifts	-	70	-	(70)	280	280	-	-	280	Extension of current project. May extend into 2019/20. Confirmation of programme during year.
<b>Directorate</b>	<b>Budget Reprofiled from 2017/18 (memo only) £000</b>	<b>YTD Budget £000</b>	<b>YTD Actual Spend £000</b>	<b>Variance £000</b>	<b>Budget £000</b>	<b>Predicted Outturn £000</b>	<b>Variance £000</b>	<b>Reprofile to 2019/20 (memo only) £000</b>	<b>Outturn £000</b>	<b>Comments</b>
Renew Walkways Magnolia	-	65	-	(65)	260	260	-	-	260	Awaiting final project costs, anticipate full spend by year-end.
High Rise Lift Renewals 2012	278	278	153	(126)	278	278	-	-	278	Contract currently on site, may extend into 2019/20.
Fire Upgrades To Flats 2012	2,057	2,057	-	(2,057)	2,057	2,057	-	-	2,057	Tenders received, awaiting contract award. Programme of works to be agreed but likely to extend into 2019/20
Roofing High-Rise	43	43	39	(4)	43	43	-	-	43	Due to be completed summer 2018.
High Rise Balconies	577	577	519	(58)	577	577	-	-	577	Contract currently on site, may extend into 2019/20.
Works to High Rise Flats	573	705	990	285	1,098	1,098	-	-	1,098	Contract currently on site, may extend into 2019/20.
Retention of Garage Sites	15	10	-	(10)	385	385	-	-	385	Scheme to be agreed.
Capital Salaries	-	-	-	-	177	177	-	-	177	
CDM Fees	-	1	-	(1)	5	5	-	-	5	No longer required
Creation of Erigden Office	-	3	2	(0)	10	10	-	-	10	Subject to planning consent works to be completed during the summer of 2018.



Tinkers Green	8,554	11,845	61	(11,783)	13,070	13,070	-	-	13,070	Contract currently on site, will extend into 2019/20
Kerria Estate Project	2,178	3,986	51	(3,935)	6,840	6,840	-	-	6,840	Contract currently on site, will extend into 2019/20
<b>Directorate</b>	<b>Budget Reprofiled from 2017/18 (memo only) £000</b>	<b>YTD Budget £000</b>	<b>YTD Actual Spend £000</b>	<b>Variance £000</b>	<b>Budget £000</b>	<b>Predicted Outturn £000</b>	<b>Variance £000</b>	<b>Reprofile to 2019/20 (memo only) £000</b>	<b>Outturn £000</b>	<b>Comments</b>
Other Acquisitions	1,461	2,211	1,585	(626)	2,586	2,586	-	-	2,586	Scheme to be agreed.
<b>Directorate Total</b>	<b>18,098</b>	<b>22,872</b>	<b>3,649</b>	<b>(19,223)</b>	<b>31,622</b>	<b>31,622</b>	<b>-</b>	<b>-</b>	<b>31,622</b>	
<b>HRA Contingency</b>										
HRA Contingency	100	100	-	(100)	100	100	-	-	100	Will require approval from Cabinet to release funds
<b>Directorate Total</b>	<b>100</b>	<b>100</b>	<b>-</b>	<b>(100)</b>	<b>100</b>	<b>100</b>	<b>-</b>	<b>-</b>	<b>100</b>	
<b>HRA Total</b>	<b>18,198</b>	<b>22,972</b>	<b>3,649</b>	<b>(19,323)</b>	<b>31,722</b>	<b>31,722</b>	<b>-</b>	<b>-</b>	<b>31,722</b>	

**Treasury Management Update – Period 3 - 2018/19****Investments held as at 30<sup>th</sup> June 2018:**

Borrower	Deposit £	Rate %	From	To	Notice
Lloyds Bank	1,000,000	0.90%	30-Nov-17	30-Nov-18	
Lloyds Bank	1,000,000	0.90%	01-Dec-17	30-Nov-18	-
Bank of Scotland	2,000,000	0.85%	03-Jan-18	03-Jan-19	-
Bank of Scotland	2,000,000	0.85%	05-Jan-18	04-Jan-19	-
Barclays Bank	2,000,000	0.46%	17-Jan-18	17-Jul-18	-
Lloyds Bank	1,000,000	0.80%	09-Feb-18	08-Feb-19	-
Bank of Scotland	2,000,000	0.85%	12-Feb-18	11-Feb-19	-
Coventry BS	4,000,000	0.60%	13-Mar-18	13-Sep-18	-
Lloyds Bank	2,000,000	0.90%	03-Apr-18	03-Apr-19	-
Lloyds Bank	2,000,000	0.90%	03-Apr-18	03-Apr-19	-
Barclays Bank	2,000,000	0.75%	05-Apr-18	05-Oct-18	-
Royal Bank of Scotland	2,004,563	0.87%	10-Apr-18	27-Nov-18	-
Barclays Bank	2,000,000	0.76%	10-Apr-18	10-Oct-18	-
Coventry BS	2,000,000	0.67%	25-May-18	26-Nov-18	-
National Westminster Bank plc	2,000,593	0.94%	29-Jun-18	28-Jun-19	-
Goldman Sachs	10,000,000	0.67%	-	-	180 day
Santander	10,000,000	0.70%	-	-	180 day
MMF - Ignis	3,217,000	0.49%*	-	-	On call
MMF – PSDF	6,233,000	0.54*	-	-	On call
<b>Total</b>	<b>58.46</b>	<b>0.71 (avg)</b>			

\* Interest rate fluctuates daily dependant on the funds investment portfolio, rate quoted is approximate 7 day average.

**External Borrowing as at 30<sup>th</sup> June 2018:**

<b><u>Borrowing from PWLB</u></b>				
<b><u>Loan Number</u></b>	<b><u>Rate</u></b>	<b><u>Principal</u></b>	<b><u>Start</u></b>	<b><u>Maturity</u></b>
475875	8.875%	1,200,000	29/04/1995	25/04/2055
478326	8.000%	1,000,000	17/10/1996	17/10/2056
479541	7.375%	1,000,000	28/05/1997	28/05/2057
479950	6.750%	2,000,000	02/10/1997	03/09/2057
481087	5.625%	3,000,000	22/06/1998	22/06/2058
481641	4.500%	1,400,000	09/10/1998	09/10/2058
483694	4.875%	92,194	21/12/1999	18/10/2059
488835	5.000%	2,000,000	01/07/2004	01/07/2034
490815	4.250%	1,000,000	24/11/2005	24/05/2031
494265	4.430%	2,000,000	21/01/2008	01/01/2037
494742	4.390%	700,000	15/08/2008	15/08/2058
500759	3.520%	5,000,000	28/03/2012	28/03/2053
500758	3.510%	5,000,000	28/03/2012	28/03/2054
500757	3.510%	5,000,000	28/03/2012	28/03/2055
500761	3.510%	5,000,000	28/03/2012	28/03/2056
500755	3.500%	5,000,000	28/03/2012	28/03/2057
500756	3.500%	3,000,000	28/03/2012	28/03/2058
500753	3.500%	1,000,000	28/03/2012	28/03/2059
500760	3.490%	5,000,000	28/03/2012	28/03/2060
500762	3.490%	5,000,000	28/03/2012	28/03/2061
500754	3.480%	5,668,000	28/03/2012	28/03/2062
504499	3.230%	3,000,000	30/11/2015	30/11/2065
<b>Total</b>		<b>63,060,194</b>		

This page is intentionally left blank



## **MINUTES OF A MEETING OF THE CABINET HELD ON 15th JUNE 2017**

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

The following officers were present: Anthony E Goodwin (Chief Executive), Andrew Barratt (Corporate Director Growth, Assets and Environment), Stefan Garner (Director of Finance) and John Day (Corporate Performance Officer)

### **126 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor S Doyle

### **127 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 27 April 2017 were approved and signed as a correct record.

*(Moved by Councillor R Pritchard and seconded by Councillor J Goodall)*

### **128 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

### **129 QUESTION TIME:**

None

### **130 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES**

None

### **131 QUARTER FOUR 2016/17 PERFORMANCE REPORT**

The Leader of the Council provided Members with a performance and financial health-check.

**RESOLVED:** That Members endorsed the report

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

### **132 CAPITAL OUTTURN REPORT 2016/17**

The Portfolio Holder for Assets and Finance advised Members on the final outturn of the Authority's Capital Programme for 2016/17 (subject to audit confirmation) and to request formal approval to re-profile specific programme budgets into 2017/18.

**RESOLVED:** That Members

- 1 received the final outturn position of the 2016/17 capital programme; and
- 2 approved for each of the projects the re-profiling of the budget into the Authority's Capital Programme 2017/18 (total £12.306m)

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

### **133 WRITE OFFS 01/04/16 TO 31/03/17**

The report of the Portfolio Holder for Assets and Finance seeking approval to write off irrecoverable debt in line with policy re Housing Benefit Overpayments in excess of £10k.

**RESOLVED:** That Members endorsed the amount of debt written off for the period of 1st April 2016 to 31st March 2017 and approved the write off of irrecoverable debt for Housing Benefit Overpayments of £31,615.70 respectively.

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

### **134 PARTICIPATION IN PUBLIC INQUIRY**

The Portfolio Holder for Regeneration informed Members of an Executive decision and to confirm the actions taken, including acknowledgement of contingency expenditure.

**RESOLVED:**

- That Members
- 1 acknowledged the Executive Decision taken by the Leader and Mayor on 16<sup>th</sup> May 2017;
  - 2 agreed that the Corporate Director Growth, Assets and Environment is given authority in consultation with the Portfolio Holder for Regeneration to agree the Council's submissions to the Inquiry; and
  - 3 approved the release of £50k from the specific contingency budget for 2017/18 to support the Council's involvement in the Public Inquiry.

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

---

Leader



# **MINUTES OF A MEETING OF THE CABINET HELD ON 6th JULY 2017**

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

The following officers were present: Anthony E Goodwin (Chief Executive), Rob Barnes (Corporate Director Communities, Partnerships and Housing), Anica Goodwin (Director - Transformation and Corporate Performance) and Zoe Wolicki (HR Adviser)

## **1 APOLOGIES FOR ABSENCE**

There were no apologies

## **2 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 15 June 2017 were approved and signed as a correct record.

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

## **3 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## **4 QUESTION TIME:**

None

## **5 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES**

None



## 6 DIVERSITY AND EQUALITIES UPDATE

The Portfolio Holder for Assets and Finance updated Members on the annual progress with regards to equality activities within Tamworth Borough Council and for Members to approve the revised Diversity and Equality Scheme and supporting action plan for 2017-2019

- RESOLVED:** That Members
- 1 endorsed the achievements
  - 2 approved the revised Diversity and Equality Scheme and supporting action plan

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

## 7 AGAINST HATE CAMPAIGN

The Report of the Portfolio Holder for Communities and Wellbeing informed Members of the Amnesty International UK's 'Against Hate Campaign' and to seek Council endorsement of Amnesty International UK's campaign and the adoption of the Amnesty International motion to condemn racism, xenophobia and hate crimes.

- RESOLVED:** That Members endorsed the Amnesty International UK motion as follows:

*"We are proud to live in a diverse and tolerant society. Racism, xenophobia and hate crimes have no place in our country. Our Council condemns racism, xenophobia and hate crimes unequivocally. We will not allow hate to become acceptable.*

*We will work to ensure that local bodies and programmes have the support and resources they need to fight and prevent racism and xenophobia.*

*We reassure all people living in this area that they are valued members of our community."*

*(Moved by Councillor S Claymore and seconded by Councillor D Cook)*

---

Leader



# **MINUTES OF A MEETING OF THE CABINET HELD ON 20th JULY 2017**

**PRESENT:** Councillors D Cook (Chair), R Pritchard (Vice-Chair), S Claymore, S Doyle and J Goodall

The following officers were present: Anthony E Goodwin (Chief Executive), John Wheatley (Executive Director Corporate Services), Stefan Garner (Director of Finance) and Michael Buckland (Head of Revenues)

## **8 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor M Thurgood

## **9 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 6 July 2017 were approved and signed as a correct record.

*(Moved by Councillor R Pritchard and seconded by Councillor J Goodall)*

## **10 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## **11 QUESTION TIME:**

None

## **12 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES**

None

## **13 BUDGET AND MEDIUM TERM FINANCIAL PLANNING PROCESS 2018/19**

The Leader of the Council seeking agreement to the Proposed Budget and Medium Term Financial Planning Process for General Fund and the Housing Revenue Account for 2018/19.

**RESOLVED:** That the Members agreed that the proposed process for the General Fund and Housing Revenue Account Budget and Medium Term Financial Planning Process for 2018/19 be adopted.

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

**14 WRITE OFFS 01/04/17 - 30/06/17**

The Portfolio Holder for Assets and Finance provided Members with details of write offs from 01 April 2017 to 30 June 2017.

**RESOLVED:** That the Members endorsed the amount of debt written off for the period 01 April 2017 to 30 June 2017.

*(Moved by Councillor R Pritchard and seconded by Councillor S Doyle)*

---

Leader



# **MINUTES OF A MEETING OF THE CABINET HELD ON 17th AUGUST 2017**

**PRESENT:** Councillors D Cook (Chair), S Claymore, S Doyle, J Goodall and M Thurgood

The following officers were present: John Wheatley (Executive Director Corporate Services), Andrew Barratt (Corporate Director Growth, Assets and Environment) and Tina Mustafa (Head of Landlord Services)

## **15 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor R Pritchard

## **16 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 20 July 2017 were approved and signed as a correct record.

*(Moved by Councillor S Claymore and seconded by Councillor S Doyle)*

## **17 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## **18 QUESTION TIME:**

None

## **19 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES**

None

## **20 QUARTER ONE 2017/18 PERFORMANCE REPORT**

The Leader of the Council provided Members with a performance and financial health-check.

**RESOLVED:** That Members endorsed the contents of the report

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

## 21 **INSTALLATION OF FIRE SPRINKLER SYSTEMS TO LEASEHOLD FLATS AND FLATS AT ERINGDEN**

The Portfolio Holder for Housing seeking approval for the waiving of standing orders to allow fire sprinklers to be installed in Leasehold flats within the High Rise Blocks and Flats at Eringden at no cost to the Leaseholder. Also to extend the installation of fire sprinklers to the flats located at Eringden and setting out proposals for the execution and funding of routine planned fixed electrical installation checks and also setting out budget virements to be used to fund the installation of fire sprinklers.

**RESOLVED:** That Members approved

- 1 the waiving of financial standing orders allowing for the installation of sprinklers in Leasehold flats at no cost to the Leaseholder;
- 2 an extension to the fire sprinkler installation programme to include the flats at Eringden as detailed in option 3 (Sprinklers) and elsewhere within the report;
- 3 option two (Electrical Routine Testing PIR) and budgets to allow routine checks to be completed on electrical installations and consider including an additional £306kpa during the medium term financial budget setting process to fund a cyclical 5-yearly programme;
- 4 the identified budget virements to allow the sprinkler installation programme to be fully funded – a budget increase of £1,301,240 vired from savings of £918,840 from CR4014 High Rise Lifts and £442,030 from CR5016 General High Rise Works;
- 5 the inviting of competitive tenders through the in-tend system and delegate authority to enter into contract to the Corporate Director (Growth, Assets and Environment) in conjunction with the Portfolio Holder (Housing) upon completion of the tender process;

- 6 an annual increase in the Housing Revenue Account repairs budget of £3,500 to cover the cost of servicing and maintenance of the sprinklers; and
- 7 that thanks be conveyed to all of the Team and Partners involved in the report

*(Moved by Councillor M Thurgood and seconded by Councillor S Doyle)*

## **22 GRANTS TO VOLUNTARY ORGANISATIONS (SMALL GRANTS SCHEME)/LOCAL ARTS GRANT SCHEME/SPORTS GRANTS SCHEME**

The Portfolio Holder for Communities and Wellbeing informed Members of the Small Grants, Arts Grants and Sport Grants awards made during 2016/17

**RESOLVED:** That Members endorsed the outturn of the Cabinet (Grants) Sub-Committee

*(Moved by Councillor S Doyle and seconded by Councillor D Cook)*

## **23 RELEASE OF CAPITAL CONTINGENCY FUNDING**

The Portfolio Holder for Environment and Culture requested that Members approve the release of £60k from Capital contingency to the general fund Capital programme as approved by full Council on 21<sup>st</sup> February 2017, to build a new play area within Tamworth.

**RESOLVED:** Members approved the release of £60k of capital contingency which has been made available only for financial year 2017/18, for the purpose of building a new play area; and authorised the Corporate Director Growth, Assets and Environment in consultation with the Portfolio Holder for Environment and Culture to enter into contract with the most economically viable and environmentally suitable tendered quotation received in order to achieve the project outcomes.

*(Moved by Councillor J Goodall and seconded by Councillor S Doyle)*

Leader





# **MINUTES OF A MEETING OF THE CABINET HELD ON 7th SEPTEMBER 2017**

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

The following officers were present: Anthony E Goodwin (Chief Executive), John Wheatley (Executive Director Corporate Services), Rob Barnes (Corporate Director Communities, Partnerships and Housing), Andrew Barratt (Corporate Director Growth, Assets and Environment) and Stefan Garner (Director of Finance)

## **24 APOLOGIES FOR ABSENCE**

There were no apologies

## **25 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 17 August 2017 were approved and signed as a correct record.

*(Moved by Councillor R Pritchard and seconded by Councillor J Goodall)*

## **26 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## **27 ANNOUNCEMENT FROM MEMBERS OF THE CABINET**

Given Peter Seekings recent illness the thoughts of the Members are with him and his family

## **28 QUESTION TIME:**

None

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

None

**30 ANNUAL REPORT ON THE TREASURY MANAGEMENT SERVICE AND ACTUAL PRUDENTIAL INDICATORS 2016/17**

The Portfolio Holder for Assets and Finance informed Members that the Annual Treasury report is a requirement of the Council's reporting procedures. It covers the Treasury activity for 2016/17, and the actual Prudential Indicators for 2016/17. The report meets the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is required to comply with both Codes in accordance with Regulations issued under the Local Government Act 2003. It also provides an opportunity to review the approved Treasury Management Strategy for the current year and enables Members to consider and approve any issues identified that require amendment.

**RESOLVED:** That Members asked Council to

- 1 approve the actual 2016/17 Prudential Indicators within the report; and
- 2 accept the Treasury Management Stewardship Report for 2016/17

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

**31 INCREASE DISABLED FACILITIES GRANT BUDGET TO REFLECT BETTER CARE FUND ALLOCATION**

The Portfolio Holder for Assets and Finance seeking approval to issue an invoice to Staffordshire County Council for the Disabled Facilities Grant allocation from the Better Care Fund less the proposed deductions and approval to increase and spend the capital budget to reflect the actual allocation from the Better Care Fund (BCF).

**RESOLVED:** That Members

- 1 approved the issuance of an invoice to Staffordshire County Council for the sum of £362,074.31 to reflect the Disabled Facilities Grant allocation from the Better

Care Fund less the proposed deductions;

- 2 increased the Capital Budgets and approved spend from the Capital Budgets to reflect the actual allocation from the Better Care Fund in 2017/18 amounting to an increase in budget and spend of £138,070;
- 3 increased the Capital Budgets and approved spend from the Capital Budgets to reflect the additional allocation of £42,000 from the Better Care Fund in 2016/17; and
- 4 agreed that authority be delegated to the Executive Director of Corporate Services to increase the budget by a further £34,800 subject to the same, additional, sums being released by Staffordshire County Council following discussions over the allocations.

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

## **32 PRIVATE SECTOR HOUSING- HOUSING ENFORCEMENT POLICY**

The Portfolio Holder for Housing Services requested Members to agree to the adoption and implementation of a revised Private Sector Housing Enforcement Policy. Additionally recommendations in the report are made to agree to the adoption and implementation of The Disrepair Policy 2017; The Harassment and Illegal Eviction Policy 2017; The Housing and Planning Act 2016 Policy 2017; The Smoke and Carbon Monoxide Regulations Policy; The Redress Scheme for Letting Agency Work and the Houses in Multiple Occupation Policy.

### **RESOLVED:**

- That Members
- 1 approved the adoption and implementation of The Private Sector Housing Enforcement Policy;
  - 2 approved the adoption and implementation of The Disrepair Policy 2017;
  - 3 approved the adoption and implementation of The Harassment and Illegal Eviction Policy 2017;
  - 4 approved the adoption and implementation of The Housing and Planning Act 2016 Policy 2017;
  - 5 approved the adoption and implementation of The Smoke and Carbon Monoxide Regulations Policy;
  - 6 approved the adoption and implementation of The Redress Scheme for Letting Agency Work;

- 7** approved the adoption and implementation of Houses in Multiple Occupation Policy;
- 8** agreed in accordance with the Scheme of Delegation contained in the Council Constitution dated 16th May 2017 for the Corporate Director of Communities, Partnerships and Housing to implement arrangements for the enforcement of The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 made under the Energy Act 2013. The adoption of any new powers will be incorporated into the Scheme of Delegation and where required will be put to full Council;
- 9** agreed in accordance with the Scheme of Delegation contained in the Council Constitution dated 16th May 2017 for the Corporate Director of Communities, Partnerships and Housing to implement arrangements for the enforcement of the Redress Scheme for Letting Agency Work and Property Management Work Order 2014 made under the Enterprise and Regulatory Reform Act 2013. The adoption of any new powers will be incorporated into Scheme of Delegation and where required will be put to full Council; and
- 10** agreed in accordance with the Scheme of Delegation contained in the Council Constitution dated 16th May 2017 for the Corporate Director of Communities, Partnerships and Housing to implement arrangements for the enforcement of the provision made under the Housing and Planning Act 2016. The adoption of any new powers will be incorporated into Scheme of Delegation and where required will be put to full Council.

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

---

Leader



# **MINUTES OF A MEETING OF THE CABINET HELD ON 28th SEPTEMBER 2017**

**PRESENT:** Councillor D Cook (Chair) S Claymore, S Doyle, J Goodall and M Thurgood

The following officers were present: Anthony E Goodwin (Chief Executive), John Wheatley (Executive Director Corporate Services), Rob Barnes (Corporate Director Communities, Partnerships and Housing), Andrew Barratt (Corporate Director Growth, Assets and Environment), Nicki Burton (Director - Technology and Corporate Programmes), Stefan Garner (Director of Finance), Anica Goodwin (Director - Transformation and Corporate Performance), Jane Hackett (Solicitor to the Council and Monitoring Officer), Tina Mustafa (Head of Landlord Services) and Tracey Tudor (Head of Customer Services)

## **33 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor R Pritchard

## **34 MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 7 September 2017 were approved and signed as a correct record

*(Moved by Councillor S Claymore and seconded by Councillor J Goodall)*

## **35 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## **36 QUESTION TIME:**

None

## **37 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES**

None

### 38 CUSTOMER PORTAL

The Portfolio Holder Assets and Finance seeking approval to commence the procurement process to establish a contract for the provision of a Customer Portal and to release the contingency funding already requested via the Council's budget process and to give delegated authority to award the contract to the Director of Transformation and Corporate Performance in conjunction with the Portfolio Holder for Assets and Finance.

- RESOLVED:** That Members
- 1 agreed that the capital contingency of £115k identified as part of the budget process is released;
  - 2 approved to commence the procurement process to establish a contract for the provision of a Customer Portal for a period of three years with the option to extend for a further two years; and
  - 3 agreed that delegated authority to award the contract is given to the Director of Transformation and Corporate Performance in conjunction with the Portfolio Holder for Assets and Finance.

*(Moved by Councillor D Cook and seconded by Councillor S Claymore)*

### 39 PLANNING OBLIGATIONS EXPENDITURE AND ALLOCATION

The Portfolio Holder for Regeneration seeking authorisation for the release of Section 106 (S106) monies to fund appropriate projects and to establish a process for the efficient release of S106 monies in future.

- RESOLVED:** That Members agreed
- 1 that existing developer contribution monies (totalling approximately £52,675) are released to the appropriate project budgets;
  - 2 the revised process for allocation of other existing (approximately £178,505) and future developer contribution monies is adopted; and
  - 3 the sum of £1,048 in account R6057 be released to the Gateways Project Phase 1 budget.

*(Moved by Councillor S Claymore and seconded by Councillor d Cook)*

#### **40 COUNCIL LANDLORD SERVICE PERFORMANCE REPORT**

The Portfolio Holder for Housing Services provided details of the Councils Landlord Performance for 2016/17 as required under the Homes and Community Agency (HCA) Landlord Regulatory Framework 2012.

**RESOLVED:**

- That Members
- 1** approved production of the Council's Landlord Annual Report to Tenants' (2016/17) complying with required governance under the Landlord Regulatory Framework; and
  - 2** delegated further scrutiny of performance; detailed under each of the Landlord national consumer standards; to Tamworth's relevant Scrutiny Committee(s) in consultation with the Scrutiny Chair(s) and Portfolio Holder for Housing

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

#### **41 CASTLE HLF PROJECT UPDATE**

The Portfolio Holder for Environment and Culture updated members on the current position of the Castle's Heritage Lottery bid project which, if successful in this development phase will allow a full refurbishment to the Tamworth Story on the upper level of the Castle. In addition further approval is being sort, subject to the bid being successful, to procure architectural services for the Castle over a period of 3 years and the use of existing retained/revenue budgets for repairs to the Castle required within this project.

**RESOLVED:**

- That Members
- 1** noted the current progress of the Heritage Lottery bid for the Castle and delegated authority to the Executive Director of Corporate Services to increase the Capital budget to £732,930 should the bid prove successful;
  - 2** endorsed the procurement of architectural services over a period of 3 years for the Castle including delegating authority to the Corporate Director Growth, Assets & Environment to enter into contract with the most economically advantageous tenderer, after consultation with the Portfolio Holder for Environment and Culture

and the Solicitor to the Council; and

- 3 approved the use of existing retained/revenue budgets to complete repairs work as necessary in this project.

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

---

Leader





# **MINUTES OF A MEETING OF THE CABINET HELD ON 19th OCTOBER 2017**

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

The following officers were present: Andrew Barratt (Chief Operating Officer), Stefan Garner (Director of Finance), Anica Goodwin (Director - Transformation and Corporate Performance), Michael Buckland (Head of Revenues), Joanne Sands (Head of Community Safety) and Paul Weston (Head of Asset Management - Property Services)

## **42 APOLOGIES FOR ABSENCE**

There were no apologies

## **43 MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 28<sup>th</sup> September 2017 were approved and signed as a correct record

*(Moved by Councillor M Thurgood and seconded by Councillor J Goodall)*

## **44 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## **45 QUESTION TIME:**

None

## **46 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES**

None

**47 FUTURE DELIVERY OF THE DISABLED FACILITIES GRANT PROGRAMME**

The Report of the Portfolio Holder for Assets and Finance to inform Cabinet on the proposed service delivery mechanism for the future of the Disabled Facilities Grant process and seek approval to participate in the County wide agreements and sets out arrangements for the appointment of a new County wide service provider.

**RESOLVED:** That Cabinet

1. Approved proposals for the future delivery of the Disabled Facilities Grant process from April 1st 2018 for a period of up to 7 years.
2. Approved Tamworth Borough Council's participation in the County wide arrangement for delivery of Disabled Facilities Grants, subject to the outcome of the competitive tender process.
3. Agreed to invite competitive tenders through a process to be administered by Staffordshire County Council participation agreement.
4. Delegate authority to Portfolio Holder for Assets & Finance and Chief Operating Officer to enter into an agreement for the appointment of a County wide service provider following a competitive procurement process administered by Staffordshire County Council, subject to the outcome of the competitive tender process being favourable to Tamworth Borough Council.

**Or**

1. Delegate of authority to Portfolio Holder for Assets & Finance and Chief Operating Officer to withdraw from the County wide arrangement should it be found that following procurement process it would not be financially viable for Tamworth Borough Council to participate.

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

**48 STAFFORDSHIRE PILOT FOR 100% BUSINESS RATES RETENTION IN 2018/19**

Report of the Portfolio Holder for Assets and Finance to provide Cabinet with details of the potential for the Council to participate in a Business Rates Pilot in 2018/19 and to outline the Business Case and relevant risks and rewards from pilot arrangements. The report will also update Members on the implications to existing pooling, and membership of Local Enterprise Partnerships, resulting from membership of a pilot and present the draft governance arrangements (Memorandum of Understanding) for the new pool. The report notes the “No Detriment” requirements of the pilot application.

**RESOLVED:** That approval was granted for the participation in the Expression of Interest to form a Staffordshire and Stoke on Trent Pool based upon piloting the 100% Business Rates Scheme based upon all eleven Authorities covering the full Staffordshire Geography.

**Subject to**

- a) Notifying the GBSLEP pool of the Council’s intention to be part of a pilot application and if successful leave that pool;
- b) in the event of the pilot application not being successful, continue membership of the GBSLEP pool;
- c) in the event of the pilot application being successful, continue to support a GBSLEP ‘virtual’ pool through a voluntary contribution;

and

- d) in the event of the pilot application not being successful and the GBSLEP pool being dissolved, take appropriate action to join the Stoke-on-Trent and Staffordshire Pool.

Authorising the Chief Operating Officer and Section 151 Officer in consultation with the Leader and Portfolio Holder to submit a firm Expression of Interest to be a member of one of the above pools.

*(Moved 5 votes to 1 by Councillor R Pritchard and seconded by Councillor D Cook)*

#### **49 MANDATORY AND DISCRETIONARY RATE RELIEF POLICY**

Report of the Portfolio Holder for Assets and Finance to seek Cabinet approval of the proposed Discretionary Rate Relief Policy (Appendix A) with effect from 1 April 2017.

**RESOLVED:** That Members:

- 1 Noted the Government Funding for Supporting Small Business Rate Relief and Public House Relief.
- 2 Endorsed the Council's proposed Local Discretionary Rate Relief Scheme which has been subject to consultation with major preceptors.
- 3 Approved the Discretionary Rate Relief Policy which will be applied with effect from 1 April 2017.

*(Moved by Councillor R Pritchard and seconded by Councillor S Doyle)*

**50 PUBLIC SPACE PROTECTION ORDERS (RENEWAL OF DOG CONTROL AND DESIGNATED PUBLIC PLACE ORDERS)**

The Report of the Portfolio Holder for Communities to consider the implication of the automatic renewal of Designated Public Place and dog control orders in Tamworth orders as Public Space Protection Orders under the ASB Crime and Policing Act 2014.

**RESOLVED:** That Members

1. Approved the automatic conversion of the current Tamworth Dog Control Orders to Public Space Protection Orders based on continued need and proportionality
2. Approved the automatic conversion of the current Designated Public Place orders in the town Centre and Amington to Public Space Protection Orders based on continued need and proportionality

*(Moved by Councillor S Doyle and seconded by Councillor D Cook)*

**51 COUNCIL TENANTS FIRE SAFETY STRATEGY**

The Report of the Portfolio Holder for Housing Services to consider the Councils policy statement with regard to fire safety in its Council Owned housing stock.

**RESOLVED:** That Cabinet:

- 1 Approve The Fire Safety Policy

- 2 Delegate authority to the Portfolio Holder of Housing; in consultation with the relevant Directors; to approve development of associated action plan and procedural arrangements to deliver key policy commitments.
- 3 Endorse the involvement of Health & Well-being Scrutiny to inform the policy development, details of presentations and FAQs emerging are shown on the Councils dedicated web area for landlord fire safety. <http://www.tamworth.gov.uk/fire-safety>
- 4 Include an annual review of fire safety on the relevant scrutiny work-plan

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

## 52 ANTI-SOCIAL BEHAVIOUR POLICY

The report of the Portfolio Holder for Communities to secure Members' approval to adopt the proposed Corporate Anti-Social Behaviour policy which outlines a "whole Council" approach to tackling Anti-Social Behaviour.

**RESOLVED:** That Members approve:

- 1 The revised Corporate Anti-Social Behaviour (ASB) policy.
- 2 A corporate mandate to progress towards integration of ASB procedures within the Council and with partners subject to future reports on this matter as appropriate.

*(Moved by Councillor S Doyle and seconded by Councillor D Cook)*

## 53 FESTIVE WARD GRANT PROPOSAL

The report of the Solicitor to the Council and Monitoring Officer to consider a proposal for Festive Grants across the Borough in each Ward to replace the Mayoral Hamper Scheme.

**RESOLVED:** That

- 1 The scheme be administered by the Cabinet Grants Sub Committee

- 2 agreed to support the proposals for £300 per ward
- 3 Authority be delegated to Portfolio Folder for Assets & Finance & Head of Paid Service & Solicitor to consider Governance arrangements

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

---

Leader



# **MINUTES OF A MEETING OF THE CABINET HELD ON 2nd NOVEMBER 2017**

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

The following officers were present: Rob Barnes (Corporate Director Communities, Partnerships and Housing), Andrew Barratt (Chief Operating Officer), John Day (Corporate Performance Officer), Tina Mustafa (Head of Landlord Services), Steve Pointon (Head of Strategic Housing Services) and Paul Weston (Head of Asset Management - Property Services)

## **54 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor J Goodall

## **55 MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 19<sup>th</sup> October 2017 were approved and signed as a correct record

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

## **56 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## **57 QUESTION TIME:**

None

## **58 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES**

None

## 59 BUDGET CONSULTATION 2018/19

Report of the Leader of the Council to inform Cabinet of the outcomes arising from the consultation undertaken with residents, businesses and the voluntary sector in accordance with the corporate budget setting process.

**RESOLVED:** That Cabinet endorse the report and take into account the findings along with other sources of information when setting the 2018/19 Budget.

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

## 60 COUNCIL SUPPORT FOR THE STARFISH WINTER NIGHTSHELTER FOR THE HOMELESS

Report of the Portfolio Holder for Housing Services to outline arrangements for the provision of a Winter Night Shelter for homeless people for 3 months from December 2017 to February 2018 and to request that Council support be given to the setting up and running of the scheme. This includes releasing £6,000.00 of Homelessness Prevention Grant via a grant to the Starfish Project Trustees and the Tamworth Covenanting Churches to support the employment of a part time project co-ordinator. The co-ordinator will oversee the setting up and operation of the project until March 2018.

**RESOLVED:** That Cabinet

1. Agreed to the Council supporting the provision of a Winter Night Shelter for homeless people for 3 months from December 2017 to February 2018.
2. Agreed that £6,000.00 Homelessness Prevention Grant be provided as a grant to support the setting up and operation of the project to March 2018.
3. Recommended that outcomes from the project are reported to the Health and Wellbeing Scrutiny Committee following the close of the scheme in March 2018.

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

## 61 URGENT RENEWAL OF PEEL HOUSE LIFT



Report of the Portfolio Holder for Housing Services to set out the current situation in relation to the defective lifts in Peel House, the impact of lift renewals on the current capital programme and the implications relating to Leaseholders.

**RESOLVED:** That Cabinet

1. Endorsed Option 3 detailed in the report allowing for the installation of the EVEN lift to be delayed until at least May 2018
2. Agreed that the ODD lift is ordered immediately with a view to installing as soon as possible [Mid-March 2018]
3. Agreed that the consultation process for Leaseholders be waived to allow for immediate ordering and renewal of the ODD lift as it is assessed as immediate and necessary urgent works that without could constitute a breach to Health & Safety and compromise compliance with the Council's Home regulatory standard. Consultation on the EVEN lift was completed prior to ordering the EVEN lift.
4. Agreed that Leaseholders be charged the maximum amount allowable without having completed statutory consultation of £250.00 each. The contract for the installation of the ODD lift be awarded to Classic Lifts on the basis of their previous submission using a mini-competition under the Fusion 21 Framework.
5. Endorsed the virement of £120,160 from the Housing Revenue Account Prior to Paint revenue budget to the Housing Revenue Account Lift Renewals capital budget to fund the installation of the ODD lift which is an addition to the programme.

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

## **62 PILOT - USE OF COUNCIL STOCK FOR TEMPORARY ACCOMMODATION**

Report of the Portfolio Holder for Housing Services to set out the arrangements for a landlord pilot scheme whereby up to 5 council housing properties will be used for temporary accommodation; between Monday 2nd April 2018 until Friday 29th March 2019. The report details how this supports the Landlord Regulatory Standard (Tenancy) as well as supporting the Councils strategic housing function in the discharge of its statutory duties around homelessness

**RESOLVED:** That Cabinet

1. Approved a landlord pilot scheme for the use of up to 5

Council properties as temporary accommodation for homeless households for the period during the pilot.

2. Approved the use of non-secure tenancy agreements for the purposes of the scheme for homeless households placed in Council properties.
3. Approved the implementation timetable contained within the report including arrangements for the review and community based impact assessments arising from the pilot forming part of a further report to Cabinet in July 2019

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

### **63 THE COUNCIL'S APPROACH TO EMERGENCY ACCOMMODATION**

Report of the Portfolio Holder for Housing Services to update Cabinet on the Council's strategic approach to the supply of temporary accommodation and the work already completed following a review of the authority's emergency accommodation. To place this work in the broader context of the Homelessness Reduction Act (HR Act) and the Council's Homelessness Prevention Strategy. Additionally, the report requests Cabinet approval to set up an Emergency Accommodation Register for the procurement of bed and breakfast accommodation, to approve amendments to the Council's Temporary Accommodation Policy ensuring that it complies with new legislative requirements and a new Former Tenant Arrears Policy for temporary accommodation.

**RESOLVED:** That Cabinet

1. Approved the development of an Emergency Accommodation Register of emergency accommodation providers.
2. Approved changes to the Temporary Accommodation Policy.
3. Approved the Former Tenant Arrears Policy.

*(Moved by Councillor M Thurgood and seconded by Councillor S Doyle)*

### **64 PURCHASE OF NEW BUILD PROPERTIES UNDER THE COUNCIL'S ACQUISITIONS POLICY**

Report of the Portfolio Holder for Regeneration and Portfolio Holder Housing Services to update Cabinet on the progress of new affordable housing delivery in Tamworth and to agree appropriate financial arrangements are in place to enable the purchase of 8 units of new build housing from Waterloo Housing Group for use as Council owned and managed accommodation.

**RESOLVED:** That Cabinet

1. Agreed that £750,000 be transferred from available budget intended for regeneration and new build activity to the acquisitions budget. This is to enable the purchase of 8 residential units for housing from Waterloo Housing Group in line with the Council's Acquisitions Policy.
2. Agreed that the Chief Operating Officer and Solicitor to the Council are delegated authority to enter into a contract with Waterloo Housing Group for the purchase of the 8 No dwellings as proposed above.
3. Agreed to clarify financial position and report back to Cabinet

*(Moved by Councillor S Claymore and seconded by Councillor M Thurgood)*

---

Leader



# **MINUTES OF A MEETING OF THE CABINET HELD ON 30th NOVEMBER 2017**

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

The following officers were present: John Wheatley (Executive Director Corporate Services), Rob Barnes (Corporate Director Communities, Partnerships and Housing), Andrew Barratt (Chief Operating Officer), Stefan Garner (Director of Finance), Anica Goodwin (Head of Paid Service), Michael Buckland (Head of Revenues) and John Day (Corporate Performance Officer)

## **65 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor J Goodall

## **66 MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 2nd November 2017 were approved and signed as a correct record

*(Moved by Councillor r Pritchard and seconded by Councillor M Thurgood)*

## **67 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## **68 QUESTION TIME:**

None

## **69 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES**

Councillor P Thurgood put forward the recommendations from the findings of the Infrastructure, Safety and Growth Scrutiny Committee on Electric Car Charging in Tamworth.

**RESOLVED:** That Cabinet agreed the recommendations:-

1. There is no case for Tamworth Borough Council intervening in the provision of electric charging points at present, with a review to take place in 2020;
2. The issue of future provision for home charging of vehicles be included in the next Local Plan to ensure that consideration is given to the future needs of the growing number of people who will have electric / hybrid fuel cars;
3. Tamworth Borough Council to consider placing information on the website that details of existing charging points within the local area.

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

## 70 QUARTER TWO 2017/18 PERFORMANCE REPORT

Report of the Leader of the Council to provide Cabinet with a performance and financial health-check.

**RESOLVED:** That Cabinet

1. endorse the contents of the report and consideration be given to a campaign against high cost lending.
2. Agreed that a Universal Credit campaign be promoted to prioritise rent, particularly around the festive season; tied into the annual 'Pay Your Rent Campaign'; and
3. Agreed that a promotion on the progress of the Assembly rooms be considered including a banner outside to enable the public to be informed and advising stakeholders of the progress to ensure their continued support.

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

**71 DRAFT BASE BUDGET FORECASTS 2018/19 TO 2022/23**

Report of the Leader of the Council to inform Members of the re-priced base budget for 2018/19, base budget forecasts for the period 2018/19 to 2022/23 (the 5 Year Medium Term Planning Period) and the underlying assumptions and to consider the future strategy to address the financial trends.

**RESOLVED:** That Cabinet:

1. Approved the technical adjustments and re-priced base budget figures for 2018/19 & indicative budgets to 2022/23 be approved (as attached at Appendix B, C, D, E, F, G & H;
2. Agreed that consideration be given to the proposed Policy Changes and Capital Programmes, as detailed within the report;
3. Agreed that consideration be given to the planned changes to Council Tax and Housing Rent for 2018/19, as detailed within the report; and
4. Agreed that in compliance with the Constitution of the Council, the Joint Scrutiny Budget Workshop be asked to consider the budget proposals contained within this report.

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

**72 COUNCIL TAX BASE 2018/19**

Report of the Portfolio Holder for Assets and Finance to report the Council Tax Base for the Borough Council for 2018/19.

**RESOLVED:** That Cabinet:

Agreed that Tamworth Borough Council resolves its calculation of the Council Tax Base for the year 2018/19 to be 21,438 (2017/18 – 21,093).

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

**73 LOCAL COUNCIL TAX REDUCTION SCHEME 2018/19 ONWARDS**

Report of the Portfolio Holder for Assets and Finance to advise Members of the results and feedback from the recently undertaken consultation on the proposed Local Council Tax Reduction Scheme from 2018 onwards and to review the consultation feedback when considering potential changes to be applied in the 2018/19 onwards Local Council Tax Reduction Scheme;

The report is also to advise members that the Local Council Tax Reduction Scheme for working age customers for 2018/19 should include continued alignment to Applicable Amounts with those of Housing Benefit; and ask that the Committee endorses the proposed change, moderately supported by the consultation results, that Council Tax Reduction awards will disregard in full Bereavement Support Payments.

**RESOLVED:** That Cabinet

1. considered the results of the public consultation on the current scheme, carried out 18 August to 10 November 2017, and endorsed the proposed recommended change;
2. Approved the base scheme going forward with the following;
  - a. That the Local Council Tax Reduction Scheme for working age customers for 2018/19 will continue to be aligned to Applicable Amounts with those of Housing Benefit, and
  - b. That Council Tax Reduction awards will disregard in full Bereavement Support Payments.

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

**74 TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY MID-YEAR REVIEW REPORT 2017/18**

Report of the Portfolio Holder for Assets and Finance to present to Members the Mid-year Review of the Treasury Management Strategy Statement and Annual Investment Strategy.

**RESOLVED:** That Cabinet

accepted the Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2017/18

*(Moved by Councillor R Pritchard and seconded by Councillor*

*D Cook)*

**75 WRITE OFFS 01/04/17 - 30/09/17**

Report of the Portfolio Holder for Assets and Finance requested that Members endorse the amount of debt written off for the period 01 April 2017 to 30 September 2017 and to seek approval to write off irrecoverable debt in line with policy re Housing Benefit Overpayments and Business Rates in excess of £10k.

**RESOLVED:** That Cabinet

1. Endorsed the amount of debt written off for the period of 1<sup>st</sup> April 2017 to 30<sup>th</sup> September 2017 – Appendix A-D, and:
2. Approved the write off of irrecoverable debt for Housing Benefit Overpayments of £35,778.61 –Appendix E and Business Rates of £184,355.96 – Appendix F respectively

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

**76 TEMPORARY RESERVES, RETAINED FUNDS AND PROVISIONS**

Report of the Portfolio Holder for Assets and Finance to advise Members on the levels of reserves and to seek approval for the return of unspent reserves to balances, following the recent review by the Executive Director Corporate Resources.

**RESOLVED:** That Cabinet

1. approved the return of the reserves, as detailed in Appendix A, of £238,741 to General Fund balances and £83,500 to Housing Revenue Account (HRA) balances;
2. noted the reserves to be spent in 2017/18 and 2018/19 which will otherwise be returned to balances; and
3. noted the current levels of reserves remaining.

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

**77 BROWNFIELD LAND REGISTER**



Report of the Portfolio Holder for Regeneration to seek approval to publish the Tamworth Borough Council Brownfield Land Register.

**RESOLVED:** That Cabinet

1. approved the publication of the Brownfield Land Register 2017;
2. approved delegated authority to the Portfolio Holder for Regeneration and the Head of Managed Growth, Regeneration and Development to make any final changes to the Brownfield Register prior to publication; and
3. authorised approval of the publishing the Brownfield Register in future years to the Portfolio Holder for Regeneration and the Head of Managed Growth, Regeneration and Development.

*(Moved by Councillor S Claymore and seconded by Councillor D Cook)*

## **78 TAMWORTH BOROUGH COUNCIL CCTV RESILIENCE AND DEVELOPMENT**

Report of the Portfolio Holder for Communities to update Cabinet on the current status of Tamworth Borough Council CCTV system and approve further actions to ensure future resilience and development.

**RESOLVED:** That Cabinet

1. Endorsed the findings of this report and recommend that Officers, in consultation with the Portfolio Holder for Communities, explore the options available to provide a resilient and fit for purpose CCTV operation in Tamworth;
2. Agreed that Cabinet refer this to Infrastructure and Growth Scrutiny Committee in order to seek views on any proposals that come out of this options appraisal.

*(Moved by Councillor S Doyle and seconded by Councillor D Cook)*

## **79 ARTS AND EVENTS DELIVERY 2018/19**

The Report of the Portfolio Holder for Environment & Culture to update members on current projects and progress, to endorse the Mid-Point evaluation submitted to Arts Council England. To seek approval for the proposed programme of work for 2018-19 and to seek approval to the proposed changes to outdoor events

booking processes, timelines and requirements and note that once amended that the new procedure's will be presented to Cabinet for endorsement at a later date prior to implementation. The report will also advise Cabinet of the proposed Policy Change (Net £15,000) for Outdoor Events 2018/19. Budgets and the proposal to seek approval for the creation of retained fund for the financial year ending 31st March 2019 and to seek approval for spending the Capital Grant from Arts Council England as part of the Tamworth Assembly Rooms Development Project.

**RESOLVED:** That Cabinet

1. endorsed the update given on the 2016/17 programme and Arts Council Mid-Point Grant for the Arts Review;
2. approved the 2018/19 programme;
3. approved the proposed changes to the Outdoor events processes;
4. noted the proposed changes to the Outdoor Events budget which are to be considered as a Policy Change during the 2018/19 Budget Process; and
5. Approved the Capital Grant expenditure.

*(Moved by Councillor D Cook and seconded by Councillor S Claymore)*

## 80 VARIABLE RENT POLICY FOR COUNCIL TENANTS

Report of the Portfolio Holder for Housing Services to amend the Councils Rent Setting Policy to include arrangements to charge affordable rents on new and affordable housing as detailed in the report.

**RESOLVED:** That Cabinet

1. approved the Rent Setting Policy as provided at Annex one detailing the specific arrangements for charging affordable rent as per the DCLG conditions;
2. Agreed to delegate authority to the Director Communities, Partnerships and Housing in conjunction with the Portfolio Holder of Housing to:
3. Agreed to amend the Rent Setting Policy in line with the changing Government agenda around rent setting and charging.
4. Agreed to vary affordable rent charges in line with HCA grant

funding conditions should it differ from the methodology contained in the proposed policy to ensure it maximises commercial opportunities around future grant funding.

5. Agreed in conjunction with Councils s151 Officer seek a financial waiver to invest in the Orchard Housing Management Affordable rent module to ensure efficient rental recovery. In order to oversee the arrangements for investing in the housing management system to ensure digital solution to track affordable tenancy types for the purposes of both re-valuation and rent generation.

*(Moved by Councillor M Thurgood and second by Councillor D Cook)*

## **81 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).

## **82 COMMUNITY DEVELOPMENT REVIEW**

Report of the Portfolio Holder for Communities and Wellbeing & Portfolio Holder for Housing Services to update Cabinet on the outcomes of the review of Community Development and make recommendations arising from the review to ensure the most effective approach in the delivery of the Council's Vision and Objectives.

**RESOLVED:** That Cabinet

1. Endorsed officers recommendations contained within the report

---

Leader



# **MINUTES OF A MEETING OF THE CABINET HELD ON 14th DECEMBER 2017**

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

The following officers were present: Rob Barnes (Executive Director Communities), Andrew Barratt (Chief Operating Officer), Anica Goodwin (Head of Paid Service), Tracey Tudor (Head of Customer Services) and Janine Bryant (Scrutiny and Corporate Support Officer)

## **83 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor S Doyle and J Goodall.

## **84 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 30<sup>th</sup> November 2017 were approved and signed as a correct record.

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

## **85 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## **86 QUESTION TIME:**

None.

## **87 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES**

None.

**88 MANAGING UNREASONABLE CUSTOMER BEHAVIOUR POLICY**

The Report of the Portfolio Holder for Assets and Finance to update Cabinet in relation to the introduction of a new policy designed to effectively manage unreasonable customer behaviour.

**RESOLVED:** That Cabinet endorse and approve the new Managing Unreasonable Customer Behaviour Policy.

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

**89 REVISED TELL US POLICY**

The Report of the Portfolio Holder for Assets and Finance to update Cabinet of the changes to the existing Tell Us Policy. The introduction of these changes will:

- Seek to remove one stage of the complaints process - Tell Us Policy (stage 3)
- Put the ownership of more serious case/complaint reviews (current stage 3 complaints) back to the appropriate Heads of Service and service areas.
- Ensure that member's complaints follow the same recording process as all other complaints.

**RESOLVED:** That Cabinet endorsed the changes to the Tell Us Policy.

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

**90 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)*

**91 REVISIONS TO THE HARASSMENT, ASSAULT AND THREATS POLICY**

The Report of the Portfolio Holder for Assets and Finance to update Cabinet in relation to changes to the Harassment, Assaults and Threats (HAT) Policy.

**RESOLVED:** That Cabinet

1. Endorsed the recommendations contained within the report.

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

## 92 SNOWDOME SWIMMING PROVISION

The Report of the Portfolio Holder for Environment and Culture to seek permission to extend the current partnership swimming provision by providing a monetary grant via a funding arrangement to Snowdome Swim and Fitness Ltd for a further 5 years with a review after 3 years in conjunction with Snowdome Swim and Fitness that is linked to the communities leisure provision post 2022 across the Borough to be shaped via the Local plan / Indoor and Outdoor Sports Strategy and ringed fenced 106 payments to Tamworth Borough Council.

**RESOLVED:** That Cabinet:

1. Endorsed the recommendations contained within the report.
2. The Council to promote the funding support for public swimming within Tamworth.

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

---

Leader



# **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 14<sup>th</sup> 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



## **MINUTES OF A MEETING OF THE CABINET HELD ON 22<sup>nd</sup> FEBRUARY 2018**

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

The following officers were present: John Wheatley (Executive Director Corporate Services), Rob Barnes (Executive Director Communities), Andrew Barratt (Chief Operating Officer), Stefan Garner (Director of Finance), Michael Buckland (Head of Revenues) and Matthew Fletcher (Economic Development Officer)

### **108 APOLOGIES FOR ABSENCE**

There were no Apologies for Absence.

### **109 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 25<sup>th</sup> January 2018 were approved and signed as a correct record.

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

### **110 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

### **111 QUESTION TIME:**

None.

### **112 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES**

None.

**113 CORPORATE VISION, PRIORITIES PLAN, BUDGET & MEDIUM TERM FINANCIAL STRATEGY 2018/19**

The report of The Leader of the Council proposed the **Vision Statement, Priority Themes, Corporate Priorities and Outcomes** and their inclusion in the **Corporate Plan and Support Service Plan**.

□ the recommendation package of budget proposals to enable the Council to agree the:

- General Fund (GF) Revenue Budget and Council Tax for 2018/19;
  - Housing Revenue Account (HRA) Budget for 2018/19;
  - 3 Year General Fund Capital Programme (2018/21);
  - 5 Year HRA Capital Programme (2018/23);
  - 3 Year General Fund Medium Term Financial Strategy (MTFS) (2018/21);
- and
- 5 Year HRA Medium Term Financial Strategy (MTFS) (2018/23).

□ Compliance with the requirement of the Council's Treasury Management Policy in reporting to Council the proposed strategy for the forthcoming year and the Local Government Act 2003 with the reporting of the Prudential Indicators.

**RESOLVED:** The Committee moved all recommendations within the report.

1. the Vision Statement, Priority Themes, Corporate Priorities and Outcomes for 2018/19.
2. the proposed revisions to Service Revenue Budgets (Policy Changes).
3. the sum of £80,065 be applied from Council Tax Collection Fund surpluses in reducing the Council Tax demand in 2018/19.
4. the sum of £222,336 be applied to Business Rates Collection Fund deficits in 2018/19.
5. that on 30<sup>th</sup> November 2017, the Cabinet calculated the Council Tax Base 2018/19 for the whole Council area as 21,438 [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")]
6. that the Council Tax requirement for the Council's own purposes for 2018/19 is £3,681,977.
7. the following amounts as calculated for the year 2018/19 in accordance with Sections 31 to 36 of the Act:

- a. £53,144,554 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act (Outgoings excluding internal GF Recharges).
  - b. £49,462,577 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act (Income excluding internal GF Recharges);
  - c. £3,681,977 being the amount by which the aggregate at 7(a) above exceeds the aggregate at 7(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year (Item R in the formula in Section 31A(4) of the Act);
  - d. £171.75 being the amount at 7(c) above (Item R), all divided by Item T (at 5 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year.
8. the Council Tax level for the Borough Council for 2018/19 of £171.75 (an increase of £5.00 (3.0%) on the 2017/18 level of £166.75) at Band D.
  9. an aggregate Council Tax (comprising the respective demands of the Borough Council, Staffordshire County Council, Office of the Police and Crime Commissioner Staffordshire and Stoke-on-Trent and Staffordshire Fire and Rescue Authority) of £1,648.36 at Band D for 2018/19 be noted (£1,562.01 in 2017/18).
  10. the Council Tax levels at each band for 2018/19.
  11. the sum of £3,077,541 be transferred from General Fund Revenue Balances in 2018/19.
  12. the Summary General Fund Revenue Budget for 2018/19.
  13. the Provisional Budgets for 2018/19 to 2020/21, summarised at Appendix G, as the basis for future planning.
  14. minimum level for balances of £500k to be held for each of the General Fund, Housing Revenue Account, General Capital Fund and Housing Capital Fund.
  15. Cabinet be authorised to release funding from the General Contingency budget and that the release of funding for Specific Contingency items be delegated to the Corporate Management Team in consultation with the Leader of the Council.
  16. proposed HRA Expenditure level of £15,912,710 for 2018/19.
  17. rents for Council House Tenants in General Accommodation for 2018/19 be set at an average of £85.85 (2017/18 £86.72),

- over a 48 week rent year (including the required 1% reduction)
18. rents for Council House Tenants due for 52 weeks in 2018/19 be collected over 48 weeks.
  19. the HRA deficit of £3,805,820 be financed through a transfer from Housing Revenue Account Balances in 2018/19.
  20. the proposed 3 year General Fund Capital Programme of £17.749m.
  21. the proposed 5 year Housing Capital Programme of £41.940m.
  22. to delegate authority to Cabinet to approve/add new capital schemes to the capital programme where grant funding is received or there is no net additional cost to the Council.
  23. the Treasury Management Strategy Statement, the Treasury Management Policy Statement, Minimum Revenue Provision Strategy and Annual Investment Statement 2018/19.
  24. the Prudential and Treasury Indicators and Limits for 2018/19 to 2019/20.
  25. adoption of the Treasury Management Practices contained within ANNEX 8.
  26. the detailed criteria of the Investment Strategy 2018/19 contained in the Treasury Management Strategy within ANNEX 4.
  27. the adoption of the revised CIPFA Prudential code for Capital Finance in Local Authorities (Prudential Code) and Treasury Management in the Public Services Code of Practice and Cross-Sectoral Guidance Notes (Treasury Management Code).
  28. endorse the action taken (under the MIFID II regulations) to opt up to professional status, so that we may continue to use the full range of investments.
  29. to endorse the approach taken in the selection of Property Funds and approve investment in those property funds, making use of both primary and secondary markets as appropriate, at the discretion of the Executive Director Corporate Services and Director of Finance.

*(Moved by Councillor D Cook and endorsed by Councillor R Pritchard)*



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

The Report of the Portfolio Holder for Assets and Finance proposed that Members endorse the amount of debt written off for the period 01 April 2017 to 31 December 2017.

**RESOLVED:** The Committee endorsed the amount of debt written off for the period 01 April 2017 to 31 December 2017.

*(Moved by Councillor R Pritchard and endorsed by Councillor D Cook)*

**115 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 R Pritchard and seconded by Councillor D Cook)*

**116 TAMWORTH ENTERPRISE CENTRE BUDGET AND BUSINESS PLAN**

The Report of the Portfolio Holder for Regeneration was considered.

**RESOLVED:** The Committee:-

1. Endorsed the 4 year business plan as detailed and appended.
2. Endorsed the budget forecast outlined in the business plan.
3. Noted the variance between current base budget and expected outturn and endorse the actions detailed in the report to mitigate the impact.

*(Moved by Councillor S Claymore and seconded by Councillor D Cook)*

**117 TAMWORTH BOROUGH COUNCIL GRANT TO SAMARITANS UPDATE AND FUTURE AWARD**

The Report of the Portfolio Holder for Communities and Wellbeing was considered.

**RESOLVED:** The Committee:-

1. Authorised officers to waive financial regulations and issue a grant to Tamworth Samaritans to the value of **£7,000 for the** year April 2018 to March 2019.
2. Delegated authority to the Executive Director of Communities in consultation with the Portfolio Holder for Communities to manage the grant including any variations during the term of the grant.

*(Moved by Councillor S Doyle and seconded by Councillor D Cook)*

## 118 COUNCIL HOUSING REPAIRS DELIVERY OPTIONS

The Report of the Portfolio Holder for Housing Services was considered.

**RESOLVED:** The Committee:

1. Acknowledged the debate undertaken by Corporate Scrutiny in relation to discussing the options on 31<sup>st</sup> January 2018; noting that they support the recommendations being presented in the report.
2. Endorsed an extension to the Wates Living Space contract from 31<sup>st</sup> March 2019 until 31<sup>st</sup> March 2020, on existing terms, allowing for further exploration of opportunities identified with the setting up of either an in-house contractor or procuring a long-term managed contract.
3. Recognised the commercial opportunities contained within Arks independent report into the future delivery options for the repairs and investment service.
4. Delegated authority to the Executive Director of Communities, in consultation with Portfolio Holder for Housing and Executive Director of Corporate Services to agree a detailed project and resourcing plan that enables a final decision to be taken on the financial and commercial viability of an in-house contractor by calendar year end (December 2018) when compared to traditional procurement of longer term managed contract.
5. Agreed the principle work-streams identified within the report, which includes the commissioning of an up-to-date stock

condition survey that will allow, as far as practically possible, the Council to test all the financial assumptions made to make a final decision on the future repairs and investment delivery vehicle for its council owned stock.

6. Requested a Temporary Reserve for £150k be created from current underspends on the Housing Repairs Account to meet the costs of the workstream identified in the report.

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

---

Leader



# **MINUTES OF A MEETING OF THE CABINET HELD ON 15th MARCH 2018**

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

The following officers were present: Andrew Barratt (Chief Operating Officer), Anica Goodwin (Head of Paid Service) and John Day (Corporate Performance Officer)

## **119 APOLOGIES FOR ABSENCE**

None

## **120 MINUTES OF PREVIOUS MEETING**

The Minutes of the previous Cabinet meeting held on the 22 February 2018 were approved and signed as a correct record.

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

## **121 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## **122 QUESTION TIME:**

None

## **123 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES**

None

**124 CORPORATE PLAN 2017 - 2020 (2018 UPDATE)**

Provided Cabinet Members with an update of the Council's Corporate Plan for the period to 2020.

**RESOLVED:** That members of the Cabinet:-

1. Approved the Corporate Plan update.

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

**125 FEES AND CHARGES - DEVELOPMENT MANAGEMENT**

Sought member approval to an increase in fees for High Hedge Complaints and Pre Application enquiries and the introduction of a fee for naming and numbering of new developments and planning applications where permitted development rights have been removed or an Article 4 Direction imposed.

**RESOLVED:** That members of the Cabinet approved:-

1. the revised fee of £350 for processing High Hedge Complaints to be charged from the 1st April 2018.
2. the revised fee for pre application enquiries of £1,000 for large scale major proposals, £750 for medium scale major proposals, £250 for small scale major proposals and £125 for minor proposals to be charged from the 1st April 2018.
3. the introduction of a charge for naming and numbering of new developments as set out in the report to be charged from the 1st April 2018.
4. the introduction of a charge for planning applications where permitted development rights have been removed or an Article 4 Direction imposed as set out in the report to be charged from the 1st April 2018.

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

**Noted:** that there was a Typo on page 20 of the report and it should have read £3,000 not £300.

---

Leader



# **MINUTES OF A MEETING OF THE CABINET HELD ON 5th APRIL 2018**

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

The following officers were present: Rob Barnes (Executive Director Communities), Andrew Barratt (Chief Operating Officer), Matthew Bowers (Head of Managed Growth, Regeneration and Development) and Tina Mustafa (Head of Landlord Services)

## **126 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

## **127 MINUTES OF PREVIOUS MEETING**

The Minutes of the previous Cabinet meeting held on the 15th March 2018 were approved and signed as a correct record

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

## **128 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## **129 QUESTION TIME:**

None

## **130 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES**

None

**131 CIL AND PLANNING OBLIGATIONS**

The Report of the Portfolio Holder for Regeneration to ask members to consider the Planning Inspectorate's report of the examination of the Tamworth Borough Council Community Infrastructure Levy Charging Schedule and make recommendations to Council to adopt the Charging Schedule. Further to consider a new Planning Obligations Supplementary Planning Document (SPD), a revised Infrastructure Delivery Plan (IDP) and a revised Regulation 123 list and authorise public consultation on them prior to consideration for adoption at Council.

**RESOLVED:** That Cabinet

1. endorsed the Planning Inspectorate's report of the examination in Appendix A of the Tamworth Borough Council Community Infrastructure Levy Charging Schedule, the proposed modifications and proposed Charging Schedule contained in Appendix B and is recommended that Cabinet refer the matter to Council for adoption of the Community Infrastructure Levy Charging Schedule with an appropriate commencement date in accordance with the Planning Act 2008 (as amended) and Community Infrastructure Levy Regulations (as amended) 2010;
2. authorised public consultation on the revised Infrastructure Delivery Plan contained in Appendix C and considered the adoption alongside the consideration of the Community Infrastructure Levy Charging Schedule;
3. authorised public consultation on the revised Regulation 123 list contained in Appendix D and requests Council to consider adoption alongside the consideration of the Community Infrastructure Levy Charging Schedule;
4. authorised public consultation on the draft Planning Obligations Supplementary Planning Document (2018) contained in Appendix E and requests Council to consider adoption alongside the consideration of the Community Infrastructure Levy Charging Schedule;
5. Cabinet delegated authority to the Head of Managed Growth, Regeneration and Development in consultation with the Portfolio Holder for Regeneration to make amendments to the draft Planning Obligations Supplementary Planning Document, revised Infrastructure Delivery Plan and revised Regulation 123 list following public consultation prior to their consideration by Council;
6. refers to Council for approval the cancelling of the existing Planning Obligations Supplementary Planning Document

(2007) and the Open Space for New Development Supplementary Planning Document (2007) and that they are no longer a material consideration when considering planning applications.

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

### **132 PURCHASE OF NEW BUILD PROPERTIES UNDER THE COUNCILS ACQUISITIONS POLICY**

Report of the Portfolio Holder for Housing Services, Portfolio Holder for Regeneration to update Cabinet on the progress of new affordable housing delivery in Tamworth and to ensure appropriate financial arrangements are in place to enable the purchase of 6 units of new build housing from (Adam) Cooper Homes Limited for use as Council owned and managed accommodation. Also, to agree to additional resources being made available to enable the purchase of a further 8 units of new build housing from Waterloo Housing Group as agreed at Cabinet in November 2017.

**RESOLVED:** That Cabinet

1. Authorised £746,500 (inclusive of legal costs) be transferred from available budget intended for regeneration and new build activity to the acquisitions budget. This is to enable the purchase of 6 residential units for housing from (Adam) Cooper Homes Limited in line with the Council's Acquisitions Policy;
2. Agreed the Chief Operating Officer and Solicitor to the Council be delegated authority to enter into a contract with (Adam) Cooper Homes Limited for the purchase of the 6 No dwellings as proposed above and;
3. Authorised a further £201, 056.89 be made available to secure the purchase of 8 units of new build housing from Waterloo Housing Group. The additional costs were identified by Waterloo in January 2018 resulting in a revised total purchase price of 961,056.89 (inclusive of legal costs). It is recommended that a further £201,060 be transferred from the available budget intended for regeneration and new build activity to the acquisitions budget.

*(Moved by Councillor S Claymore and seconded by Councillor M Thurgood)*

### **133 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 S Claymore).*

### **134 TINKERS GREEN AND KERRIA REGENERATION**

Report of the Portfolio Holder for Regeneration to update Cabinet on the progress in respect of the Tinkers Green and Kerria Regeneration Programme and to agree financing arrangements for the scheme and endorse the submission of a bid to Homes England for Affordable Homes Grant, to agree contract arrangements with ENGIE the Council's preferred contractor, agree the approach to rent charging for the new properties, to agree to the development of a Local Lettings Plan for the allocation of the new homes once completed and: to agree outcomes in respect of community art situated around the Kerria Centre.

**RESOLVED:** That Cabinet

1. Approved the budget virements from the Garage Sites Redevelopment, Acquisitions and Retention of Garage Sites Budgets totalling £4.339m;
2. endorsed the submission of a bid for Affordable Homes grant from Homes England;
3. Agreed that authority be delegated to the Corporate Director for Communities in consultation with the Portfolio Holder for Regeneration and Solicitor for the Council to enter into a formal contract with ENGIE for delivery of building works including the demolition of the Kerria Centre;
4. Agreed that authority be delegated to the Corporate Director for Communities in consultation with the Portfolio Holder for Housing to agree the rent levels for the new properties in accordance with the Council's variable rent policy
5. Agreed that a further report be submitted to Cabinet to agree a Local Lettings Plan for the allocation of the new homes and;
6. Agree an outcome in respect of Community Art situated at the Kerria Centre.

7. Delegate authority to the Leader with the support of the Executive Director of Communities to decide the future of the Kerria Centre statute.

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

### **135 PILOT SCHEME FOR ERINGDEN 6-STOREY BLOCK**

Report of the Portfolio Holder for Housing Services to set out arrangements for a pilot scheme at the 6-storey block at Eringden in Stonydelph, providing for an intensive housing management scheme for 12-months. Designed to reduce the levels of waste demand on core services by improving the housing management and maintenance of the block as required under the landlord service regulatory standards and as detailed in the review provided at Annex one. <https://www.gov.uk/government/publications/regulatory-standards>

**RESOLVED:** That Cabinet

1. Approved a twelve (12) month pilot scheme at Eringden 6-storey block that allows for the introduction of intensive housing management sited within the block that is designed to improve resident satisfaction, reduce homelessness by promoting tenancy sustainment and which enhances partnership working to support vulnerable tenants (new &/or existing):
2. approved the re-designation of a ground floor flat to an office 'hub' that allows for a dedicated resident support officer to be based; as well as promoting partner engagement and presence in the block – subject to the usual planning and building regulatory requirements;
3. noted that rent loss associated with the re-designation of a residential unit to office premises will be in the region of £3,840PA. Any associated home-loss payments, to facilitate this, will be met from existing HRA resources. Any statutory payments will be in accordance with the allocations policy;
4. supports, in principle, the temporary recruitment of a resident support officer, delegating authority to the Head of Paid Service to agree the final detail based on the business case with regard to the final assessed JE grade and role in line with option 4 set out in the report and;
5. agreed to waive service charges for the intensive housing management scheme for the duration of the pilot so that

critical success factors can be measured informing a decision on the future of the scheme longer-term.

*(Moved by Councillor M Thurgood and seconded by Councillor S Doyle)*

---

Leader



## **MINUTES OF A MEETING OF THE CABINET HELD ON 26th APRIL 2018**

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

The following officers were present: Andrew Barratt (Chief Operating Officer), Ryan Keyte (Senior Legal Officer), Matthew Bowers (Head of Managed Growth, Regeneration and Development), John Day (Corporate Performance Officer) and Stephen Lewis (Head of Environmental Health)

### **136 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor S Doyle

### **137 MINUTES OF PREVIOUS MEETING**

The Minutes of the previous Cabinet meeting held on the 5<sup>th</sup> April 2018 were approved and signed as a correct record.

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

### **138 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

### **139 QUESTION TIME:**

None.

### **140 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES**

None.

**141 QUARTER THREE 2017/18 PERFORMANCE REPORT**

The report aimed to provide Cabinet with a performance and financial health-check.

(The report was considered by Corporate Scrutiny Committee on 4<sup>th</sup> April 2018 who endorsed the contents of the report).

**RESOLVED:** That Members:-

Endorsed the contents of this report.

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

**142 PROPOSED CHANGES TO NPPF AND REFORMING DEVELOPER CONTRIBUTIONS**

Sought approval to submit responses to the two Ministry of Housing, Communities and Local Government (MHCLG) recently published consultations on 1. Draft Revised National Planning Policy Framework (NPPF) and 2. Supporting Housing. Delivery Through Developer Contributions, on behalf of Tamworth Borough Council.

**RESOLVED:** That Members:-

1. approved the attached consultation response form to proposed revisions to the National Planning Policy Framework which closes 11:45am 10<sup>th</sup> May 2018.
2. Approved the attached consultation response form to the Supporting Housing Delivery Through Developer Contributions consultation which closes 11:45am 10<sup>th</sup> May 2018.
3. That the Head of Managed Growth, Regeneration and Development in liaison with the Portfolio Holder for Regeneration be authorised to make changes to the consultation response forms following comments received at Planning Committee training scheduled for 18<sup>th</sup> April 2018.

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

**143 CONTRACT FOR COLLECTION, KENNELING, REHOMING OF STRAY DOGS IN TAMWORTH**

Sought Cabinet approval to invite tenders for the Animal Welfare, (Stray Dogs, Kennelling And Rehoming) Contract, and obtained authority to enter into contract with the most economically advantageous bid received.

**RESOLVED:** That Members:-

authorised the Head of Environmental Health to invite tenders and appoint a contractor for kennelling, collection, re-homing and associated services in respect of stray dogs in Tamworth, with additional final procurement in consultation to Councillor S Claymore.

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

---

Leader

## Corporate Scrutiny Work Plan

<b>Work Plan 2018 - 2019</b>	
<b>DATE</b>	<b>SUBJECT</b>
11 <sup>th</sup> July	30 Year Business Plan
11 <sup>th</sup> July	CIS/Trading Company
11 <sup>th</sup> July	Prayers at Full Council – Working Group (PS, CC, TJ, RF, SP, SG)
Quarter 1 – 15 <sup>th</sup> August Quarter 2 – 14 <sup>th</sup> November Quarter 3 - 6 <sup>th</sup> February Quarter 4 - TBC	Quarterly Performance Reports;
TBC	Combined Authority Scrutiny
	Gungate Site – Working Group (JO, RF, SG, CC (provisional) and Labour Group to nominate two attendees).
TBC	Live Streaming/Webcasting Council Meetings – Working Group (JO, MS, PS, CC, RF, SP)
TBC	Support for Members – Working Group (JO, MS, PS, CC, RF, SP, TJ, SG, BP)
TBC	Garage Sites
TBC	Isolation – Working Group (TJ, JF and RB from H&W Scrutiny and JO, SP and CC from Corporate Scrutiny)
TBC	Budget Scrutiny – Working Group (TJ, RF, CC, PS, SP)
TBC	Housing Allocation Policy – Joint Scrutiny with H&W Scrutiny.
Ongoing	Tenants Consultancy Group – Ongoing Updates after any meeting.
TBC/Ongoing	Chairs Updates to other Committees (format to be decided)

<b>Upcoming Corporate Scrutiny Committee Meetings</b>
Wednesday 11 <sup>th</sup> July 2018 (moved from 18 <sup>th</sup> July)
Wednesday 15 <sup>th</sup> August 2018
Wednesday 10 <sup>th</sup> October 2018
Wednesday 14 <sup>th</sup> November 2018
Wednesday 14 <sup>th</sup> February 2019

Wednesday 13<sup>th</sup> March 2019