

NON-CONFIDENTIAL



Borough of Tamworth

4 September 2012

Dear Councillor

You are hereby summoned to attend a **meeting of the Council of this Borough** to be held on **TUESDAY, 11TH SEPTEMBER, 2012** at 6.00 pm in the **COUNCIL CHAMBER - MARMION HOUSE**, for the transaction of the following business:-

AGENDA

NON CONFIDENTIAL

- 1 Apologies for Absence**
- 2 To receive the Minutes of the previous meeting (Pages 1 - 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 To receive any announcements from the Mayor, Leader, Members of the Cabinet or the Chief Executive**
- 5 Question Time:**

- (i) To answer questions from members of the public pursuant to Procedure Rule No. 10.
- (ii) To answer questions from members of the Council pursuant to Procedure Rule No. 11

6 Annual Report on the Treasury Management Service and Actual Prudential Indicators 2011/12 To Follow

Report of the Portfolio Holder for Core Services and Assets

This report is being presented to Cabinet on 5 September 2012 agenda item 8
<http://democracy.tamworth.gov.uk:9071/ieListDocuments.aspx?CId=120&MId=386&Ver=4>

7 Tamworth Rugby Union Football Club Lease Addition due to Grant Funding Application (Pages 7 - 76)

Report of the Portfolio Holder for Core Services and Assets

8 Consideration of the Cabinet Responses to the Cemetery Gates Petition
(Pages 77 - 78)

Report of the Portfolio Holder for Environment and Waste Management

9 Counter Fraud And Corruption Policy Statement, Strategy & Guidance Notes And Whistleblowing Policy (Pages 79 - 134)

Report of the Chair of Audit and Governance Committee

Yours faithfully



CHIEF EXECUTIVE

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

Marmion House
Lichfield Street
Tamworth



MINUTES OF A MEETING OF THE COUNCIL HELD ON 11th JULY 2012

PRESENT: Councillor T Clements (Chair), Councillors J Garner, M Clarke, S Claymore, D Cook, C Cooke, M Couchman, S Doyle, J Faulkner, K Gant, M Gant, M Greatorex, G Hirons, A James, R Kingstone, A Lunn, M McDermid, R McDermid, K Norchi, J Oates, R Pritchard, E Rowe, P Seekings, P Standen and M Thurgood

The following officers were present: Anthony E Goodwin (Chief Executive), John Wheatley (Executive Director Corporate), Jane Hackett (Solicitor to the Council and Monitoring Officer), Andrew Barratt (Director - Assets and Environment) and Lara Allman (Democratic & Election Services Officer)

23 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Bates, B Beale, D Foster and S People.

24 TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 19 June 2012 were approved and signed as a correct record.

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

25 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

26 TO RECEIVE ANY ANNOUNCEMENTS FROM THE MAYOR, LEADER, MEMBERS OF THE CABINET OR THE CHIEF EXECUTIVE

None

27 QUESTION TIME:

QUESTIONS FROM MEMBERS OF THE COUNCIL

NO. 1

Under Procedure Rule No 11, Councillor C Cooke will ask the Portfolio Holder for Housing, the following question:-

"I understand 500 of Tamworth Council's 2300 or so garage properties are to be handed over to Registered Social Landlords to be redeveloped for housing. Looking at the Strategic Housing Land Availability Assessment this figure could be a lot higher. Meanwhile there are 275 people on the Council's garage waiting list. 10%, or 54, of those earmarked for redevelopment are in Chapelon, in Glascote, where on-street parking is already a problem for some residents. Can the portfolio holder advise me of any measures that will be taken to ensure and manage adequate on-street parking in areas that are to lose a sizeable amount of their garage allocations?"

The Portfolio Holder for Housing gave the following reply:

I would like to thank Councillor Cooke for his question. The Council is currently taking forward the disposal of 26 Council owned garage sites for the purpose of developing affordable housing. This activity is consistent with previous Cabinet decisions to disinvest in garage sites that are uneconomical to maintain and utilise these for re-development purposes where this is a practical option.

The Strategic Housing Land Availability Assessment (SHLAA) is a snapshot of land which is known to be, or has the potential to be, made available for housing development in Tamworth Borough for the next 15 years based on the information currently available. It identifies sites which have the potential to accommodate housing, estimates their future potential capacity and assesses the status of sites already allocated for housing in the adopted Tamworth Local Plan, as well as sites which have planning permission for housing.

Whilst other garage sites identified in the SHLAA have the potential to be developed for housing, these have currently been identified for retention for continued use as garage units.

Of the 26 sites earmarked for disinvestment and re-development, the first 10 sites located in the Leyfields and Coton Green areas of Tamworth were included in Tranche 1 of the project and have taken some 18 months to progress to a point where planning applications can be submitted hopefully late summer of this year.

With specific reference to the sites in Chapelon, they are included within Tranche 2 and 3 sites. Work on these sites is about to commence and a detailed programme of site evaluation, feasibility assessments and consultation will again be required to determine which of the remaining 16 sites will go forward for re-development. This process will adopt a similar approach as applied to the 10 Tranche 1 sites and should again take approximately 18 months to complete.

With regard to the Tranche 1 sites, parking issues around the proposed developments have been highlighted as a major concern by residents. The production of a Parking Strategy that highlighted key issues and proposed solutions provided a means by which to address those issues. All garage tenants were offered a priority move to an alternative site. In addition, vulnerable tenants were identified and officers visited each of these to seek to resolve any particular

issues that had arisen. Should the sites at Chapelon be taken forward for development of new affordable housing over the next 18 months, a similar course of action and programme of consultation with residents will be undertaken to deal with issues that arise, including those of parking.

Supplementary Question

"I'm not sure that reply answered the question but, as in so many areas of Tamworth's housing programmes, these garage redevelopments will mean more households and even less facilities for those households. So can you assure me that Tamworth Council will not give away more of the town's public assets, as these garages are, without adequate identification of alternative suitable facilities for Tamworth residents?"

The Portfolio Holder for Housing gave the following reply:

I give you the assurance that due regard will be given.

QUESTIONS FROM MEMBERS OF THE COUNCIL NO.2 ***Under Procedure Rule No 11, Councillor C Cooke will ask the Leader of the Council, the following question:-***

"Nearly £1/2 million pounds has been allocated in Tamworth Council's budget for a £2 million pound plus refurbishment and extension plan for Tamworth's Assembly Rooms. If the grants required to make up the £2 million do not materialise can the leader of the Council advise me as to what will happen to this budget allocation?"

The Leader of the Council gave the following reply:

The Council has identified £400,00k as a match funding pot to support the re-development of the Assembly Rooms alongside its wider ambitions to create a Cultural Quarter featuring the Library and Carnegie Centre. This ambition was supported at the Council's Budget meeting on the 28 February with a resolution so I'm pleased to announce that the Council has been successful in a round one pass for our Heritage Lottery Bid which will see £80,000 funding from the HLF go towards more detailed feasibility works to support a round two bid. The Council can draw down £40,000 of its £400,00k pot to match the grant funding from the HLF and support the feasibility work. As the project progresses, further clarity will be available on the exact costs and funding sources available to meet the costs and this will be reported back to Cabinet. This is the same approach, almost exactly, as was taken for the successful Castle Heritage Lottery bid.

The Assembly Rooms project can be divided into two elements one of which requires funding from the HLF and would focus on the conservation works required to sustain the existing building and to bring back some of the original features. It would also support some refitting of the Assembly Rooms. Alongside this element of the work the Council is seeking capital funding from the Arts

Council to support the extension of the Assembly Rooms to provide additional facilities which will support additional income generation.

Should the external bids fail then the capital receipt will return to balances minus the money committed to developing the bids at this stage £40,000.

Please keep in mind that the Council analyses and re-commits its capital budgets on a yearly cycle.

There was no supplementary question.

28 PETITION

Ms Mirza presented her Cemetery Access Petition to Council.

RESOLVED: That the Council accepted the Cemetery Access Petition and referred the issue of locking all cemetery gates at night to Cabinet who will then report back to Council.

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

29 IMPLEMENTATION OF DOG CONTROL ORDERS

The Report of the Portfolio Holder for Environment and Waste Management seeking approval for the formal adoption of four Dog Control Orders was considered.

RESOLVED: That the formal adoption of the Dog Control Orders with effect from 1 August 2012 be approved.

(Moved by Councillor S Doyle and seconded by Councillor R McDermid)

30 PROPOSED CHANGES TO THE CONSTITUTION AND CODE OF CONDUCT AND APPOINTMENT OF INDEPENDENT PERSONS

The Report of the Solicitor to the Council and Monitoring Officer regarding the proposed changes to the Constitution and Code of Conduct and Appointment of Independent Persons was considered.

RESOLVED: That:

- 1 The amendments to the Constitution be approved, and;
- 2 An Independent Member be appointed on to the Nominations Committee, and;
- 3 The wording of the sanctions relating to failure of a member to comply with the Code of Conduct be approved, and;
- 4 The transitional arrangements for the appointment of Independent Person(s) in terms of the Localism Act 2011 be approved, and;

5 One Independent Member be appointed for 4 years
(Moved by Councillor R Pritchard and seconded by Councillor D Cook)

A motion was made to make the following amendments:

- a) iv) question members of the executive and committees and chief officers about their views on issues and proposals affecting the area and receive a reply/progress statement from the responsible body or member within 3 calendar months, relating to any recommendations accepted by full Council or Cabinet which have been referred from the scrutiny process;

be replaced by

iv) question members of the executive and committees and chief officers about their views on issues and proposals affecting the area and receive a reply/progress statement from the responsible body or member within 6 working weeks, relating to any recommendations accepted by full Council or Cabinet which have been referred from the scrutiny process;

- b) point 17j.1 of the Overview and Scrutiny Rules restricting the number of call ins per year, be deleted

(Moved by Councillor M Couchman and seconded by Councillor J Faulkner)

This was not carried.

The Mayor

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11th September 2012**REPORT OF THE PORTFOLIO HOLDER FOR CORE SERVICES AND ASSETS****TITLE OF REPORT****Tamworth Rugby Union Football Club – revision to lease to include additional pitch provision, car parking and refurbishment works to the lodge.****PURPOSE**

To seek Council approval to vary the lease to allow the Rugby Club to create an additional floodlit pitch; to further re-negotiate the lease to include occupation of the entire lodge building, carryout refurbishment works (new planning application/building regulation approval required), and to complete improvements to current car parking provision.

RECOMMENDATIONS

That Council agrees to the following:

- 1. To grant landlord consent to Tamworth Rugby Union Football Club for the creation of a new Training/Junior pitch at Wiggington Park with associated drainage and the provision of floodlighting.**
- 2. To authorise the re-negotiation of the existing lease to include occupation of all Wiggington Lodge (including the creation of a small garden area) to enable refurbishment works and general enhancements be undertaken.**
- 3. That the Director for Assets & Environment in conjunction with the Portfolio Holder for Core Services & Assets be authorised to agree the details of the revised lease with the Rugby Club Committee; and**
- 4. The provision of enhanced car parking (in accordance with prior planning permission), subject to satisfactory agreement of the revised lease.**

EXECUTIVE SUMMARY

As Members will be aware Tamworth Rugby Union Football Club have occupied part of Wiggington Lodge under a lease from the Council for sometime, the current lease being for a period of 99 years from June 1995. The as well as occupation of part of the lodge, the lease also gives rights to mark and play on 3 pitches in the park.

The club offer a thriving venue for the provision of rugby for all age groups, and by their own admission, have outgrown the 3 pitches they currently have the right of use over. They also have two approved planning permissions in place for alterations and improvements to car parking, and provision of a new training pitch and floodlighting.

For many years the club have considered improvements and alterations to the building, but have recently been awarded a "Sport England" grant which has necessitated consent from the Council as landlord to enable them to carry out their proposed works to provide a training/junior pitch and floodlighting to same. This grant is time limited however the club have confirmed they have sufficient resource to deliver all of the works within the required constraints.

Given the possible impact any alteration works may have on the wider public use of the park, the club were asked to undertake some community consultation work, as an aid to inform Members in arriving at their decision on the 3 recommendations. Details of the consultation is detailed in a letter dated 21st June 2012 under the heading "community consultation", and is attached as enclosure one.

Members are asked to consider a further report from the Rugby Club detailed in enclosure two, which is a specific project brief dated August 2012 and gives a very detailed proposal of their overall aim in the future, with timescales and outline costs and funding streams identified.

Also provided at enclosure three is the clubs proposed sports development plan, which details their commitments to both the sport and to the wider community.

Copies of letters of support and the public presentation referred too are identified as enclosure five.

A proposed layout plan of the new pitch is attached as enclosure four.

RESOURCE IMPLICATIONS

There are no resource implications arising from the creation of a new pitch, however should all of the recommendations be approved the Council would seek to reduce its ongoing maintenance liability for the premises, thus giving a slight benefit to the Councils general fund budget in future years.

LEGAL/RISK IMPLICATIONS BACKGROUND

SUSTAINABILITY IMPLICATIONS

The proposals given by Tamworth Rugby Union Football Club complement the findings of the Tamworth Indoor and Outdoor Sports Strategy, which identified an undersupply of junior rugby pitches, and supports the provision of additional pitch provision.

BACKGROUND INFORMATION

Planning consent references 106/2010, 107/2010, 0350/2009

REPORT AUTHOR

Andrew Barratt, Director of Assets & Environment x 453

LIST OF BACKGROUND PAPERS

APPENDICES

Enclosures 1 - 5.

Tamworth Rugby Union Football Club Ltd

Affiliated to the Rugby Football Union & Staffordshire Rugby Football Union

Club Ground:
Wigginton Lodge
Wigginton Park
Tamworth
Staffordshire B79 8ED
Telephone: 01827 68794
VAT Registration No.
110710729
Registered No 7158386



President:
M. R. Steele-Bodger C.B.E.

June 21st, 2012

Mr Andrew Barratt - Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Dear Andrew,

Further to our recent meeting and on-going discussions I can confirm that Tamworth RUFC are in a position to go forward with a number of projects and have further plans to launch further modernisation projects, where we would like Tamworth Borough Council as a key partner.

The following sets-out to provide full details of the club and our background, current projects and the projects that we are about the launch. In addition we will provide feedback from our residents liaison meeting held on 20th June, 2012.

Background to the Club

Tamworth Rugby Union Football Club was set-up between the wars in 1925 as part of the joint rugby, cricket and hockey club. Today the club is dedicated to rugby and caters for players aged 5 – 65 years of age and includes junior teams from Under 7's to U16's, a Colts team, a Ladies team and between 3 and 4 senior teams, including a 1st, 2nd, 3rd and Veterans team. We have approximately 1000 rugby members in total, a committee of 19 people, 40 RFU qualified coaches and up to 100 volunteers who organise all training and fixtures for all teams. The Club is located in the Mercian Ward within Wigginton Park and boasts 3 full size pitches (with no floodlights) and a small training area with floodlights. As you know the clubhouse is a Grade II listed building which includes two bar areas, one function room, two gym rooms, two kitchen areas and one meeting room/office. The building was also extended in the 1970's to provide six changing rooms, shower and toilet facilities together with a multi-function room, which is available for club members to hire.

Community Use

The Club's function room is available to club members to hire for functions, meetings, parties and also hosts several regular local groups. All of our facilities are open 7 days a week and all members and the community can use the facilities for a variety of leisure activities. In-fact since the club's beginnings, the facilities have been developed, not only to promote and play rugby (at an affordable rate) but also to provide community based activities, with the following groups regularly using our facilities, as follows;

Management Committee: Micheal Steele-Bodger (President & Director), Keith Borthwick (Chairman & Director), Jez Tomson (Club Secretary & Director), Pete Orrell (Club Treasurer & Director), Rob Thompson (Fixtures Secretary), Dave Linthwaite (Asst Hon. Secretary), Karl Alcock (Child Safeguarding Officer), Rod Bristow (Asst Treasurer & Vice Chair), Grayson Marks (Hon. Match Secretary), Andy White, Nathan Golby, Martyn Bowden, Paul Thomas

- Tamworth Cycling Club
- Tamworth & District Chess Club
- Two Table Tennis Teams
- Tamworth RUFC Darts Team
- Tamworth RUFC Dominoes Club
- Tamworth Cricket, Hockey and Squash Club
- Tamworth Quiz Club
- Local Karate Club

Development Work

Over the years, we have developed a number of links with various Schools and Colleges including Landau Forte Academy, The Polesworth School, Rawlett Community Sports College, Hanburys Farm Community Primary School, Coton Green Primary School and Greenacres Primary School.

After school rugby coaching sessions are provided in Schools, as well as running a local Schools Rugby Tag Tournament and Coaching Camps during the School holidays. We are also in the process of establishing a new touch rugby programme from May to July every year to encourage parents, ex-players and local workplaces to form teams of 10 players to play informal weekly touch rugby fixtures. We would like to establish a new secondary schools rugby 10's tournament and also apply to host the Leicester Tigers Prima Cup.

Training Pitch Project

As you are aware Tamworth Rugby Union Football Club were granted planning permission for a new training pitch, located closer to Wigginton Lodge than the current training and playing surfaces.

The necessity to provision further training facilities was born from the increased participation of senior and junior players at Tamworth RUFC, where the current training area is not junior friendly in terms of access and egress (dark, unlit walkways and poor position in relation to changing facilities).

Planning permission for the pitch was granted on the 23rd June 2010 on the basis that the practice pitch is supported by Tamworth Borough Council's Indoor and Outdoor Sports Strategy 2009 and please find enclosed a copy of the planning approval.

Since being awarded planning permission Tamworth RUFC have been engaged in fund raising to fulfil the project requirements as well as dialogue with yourselves to understand the steps necessary to bring the project to fruition.

Grant funding from Sport England Protecting Playing Fields Fund – £37,269 (towards the construction of the new pitch and some costs towards year 1 maintenance) has been secured and RFU Capital Investment Programme - £28,544 (towards the floodlights) has been applied for.

In order to complete this project Tamworth RUFC would like to request, officially, landlords permission from Tamworth Borough Council.

Project Need

Following England winning the World Cup several years ago, together with our own outreach development work, our membership has grown significantly over the last 5 years and there are now insufficient pitches (particularly floodlit facilities) to support all of our teams. The proposed new

Management Committee: Micheal Steele-Bodger (President & Director), Keith Borthwick (Chairman & Director), Jez Tomson (Club Secretary & Director), Pete Orrell (Club Treasurer & Director), Rob Thompson (Fixtures Secretary), Dave Linthwaite (Asst Hon. Secretary), Karl Alcock (Child Safeguarding Officer), Rod Bristow (Asst Treasurer & Vice Chair), Grayson Marks (Hon. Match Secretary), Andy White, Nathan Golby, Martyn Bowden, Paul Thomas

floodlit training pitch will ease capacity issues. During winter months, the current only floodlit training area, tends to resemble a mud bath through over use and has no time to recover because it supports all training sessions, when it is dark from 4 pm onwards. Furthermore, its location within the Park, means that it drains poorly and is usually waterlogged and un-useable from December to February, which means we have to hire out school facilities. It is also some distance from the main clubhouse, which causes difficulties for coaches when supervising junior teams. It is proposed that the new floodlit training pitch will be used by all teams, but particularly our junior teams and will also support school and touch rugby initiatives. It will also prevent youngsters from having to walk in the dark, to and from the present training pitch.

Community Consultation

As you know consultation has been carried out with various partner organisations as well as other organisations which will use the facilities, including:

- Staffordshire Rugby Football Union
- Rugby Football Union
- Tamworth Borough Council (supporting letter provided by Karen Moss, Sports Development Manager)
- Sport Across Staffordshire and Stoke on Trent Partnership
- Tamworth School Sport Partnership
- Tamworth Cricket, Hockey and Squash Club
- The Rugby Odd Balls Table Tennis Team
- Tamworth RUFC Darts Team
- Tamworth RUFC Dominoes Team
- Tamworth & District Chess Club
- Tamworth Cycling Club
- Tamworth Quiz Club
- Friends of Wigginton Park
- Rawlett Community Sports College
- Coton Green Primary School
- Hanburys Farm Community Primary School
- The Polesworth School

Letters of support have been provided by all of the above organisations and are enclosed for your information. In addition we organised a further Residents Liaison Meeting, which was held at the Club on Wednesday 20th June at 6.30 pm. Approximately 200 A5 flyers were circulated to advertise the meeting to residents in our locality, within the local area of the Club. I can confirm that 3 people attended the meeting including Cllr Richard Kingston, Cllr Ben Adams and Mr Ian Owen. We provided a full overview of the project and showed all those present the precise location of the proposed pitch. Questions were raised in connection with the distance from nearest housing on Falna Crescent Coton Green (Aprox 250 yards with many tall trees providing a natural barrier) The plans for improvements to car parking was also discussed and it was agreed that this needed to be brought into the construction plans for Phase 2 likely to be completed for the 2013 season. The Drainage path to the existing Brook was also discussed and referred to the plans for direction of drains etc.

Mr Owen queried the types of lighting and was shown a copy of the Abacus specification and drawings displayed on the board – 4 no 10m tall masts with modern state of the art LCD lighting which deflect light downwards onto the pitch zone

A small low lighted safety path was also discussed to provide a safer access to the new training area.

Technical Information

An Architecture Designer was appointed in January 2010 to produce plans and drawings for the proposed new pitch and floodlights. Please see all the enclosed plans and drawings and please note that all the plans comply with RFU and Sport England technical standards. We then invited expressions of interest for the pitch work and floodlights from various companies, but would prefer to use Fineturf (specialists in the construction, installation and maintenance of sports turf surfaces) and Abacus Lighting Limited. Please see enclosed quotations and proposed work schedules relating to the pitch and floodlights.

In addition the feasibility of demountable or 'seasonal' floodlights has been explored, as requested during our last meeting. Unfortunately, integration of this would make the project cost prohibitive and deletion of floodlights from the project would not mean that the project outline is not met. Therefore it is our intention to remain with the floodlights that have been signed-off.

We are confident that the standard floodlights will have minimal impact on the surroundings, as indicated during our original consultations.

Funding Secured to Date

As you will be aware, we assembled and submitted funding applications to a number of different funders, with all of our applications being successful, as follows;

Sport England Protecting Playing Fields Fund – £37,269 (towards the construction of the new pitch and some costs towards year 1 maintenance)

RFU Capital Investment Programme - £28,544 (towards the floodlights)

Coalfield Regeneration Trust - £32,000 (towards some refurbishment work on the clubs changing facilities)

As a club, we will also be making a contribution of £10,619 towards the pitch and floodlights.

Training Pitch Project Timescales

Upon receiving Landlords Consent from Tamworth Borough Council we would look to engage contractors and commence works in August 2012, in order to deliver a playable surface by the beginning of 2013.

We, therefore, respectfully request that this element of our programme is discussed at the next Full Council Meeting on 11th July 2012. As there are timescales relating to grant aid support and only a limited window of opportunity to carry out the works this year, I would be very grateful if our project could be discussed as a means of the project being fully ratified by the Council.

Additional Proposals

As with any organisation it our responsibility to ensure that Tamworth RUFC is in the best position possible and remains a sustainable club. During our previous meeting we discussed the possibility of utilising the vacant portion of Wigginton Lodge which we would now like to officially progress. We need to understand the next steps and requirements from the viewpoint of Tamworth Borough Council.

In addition we also discussed being able to extend the possibility of hiring our facilities to third parties, other than club members. This would release the possibility of additional income, allowing Tamworth RUFC to market our facilities to a wider audience and secure additional revenue.

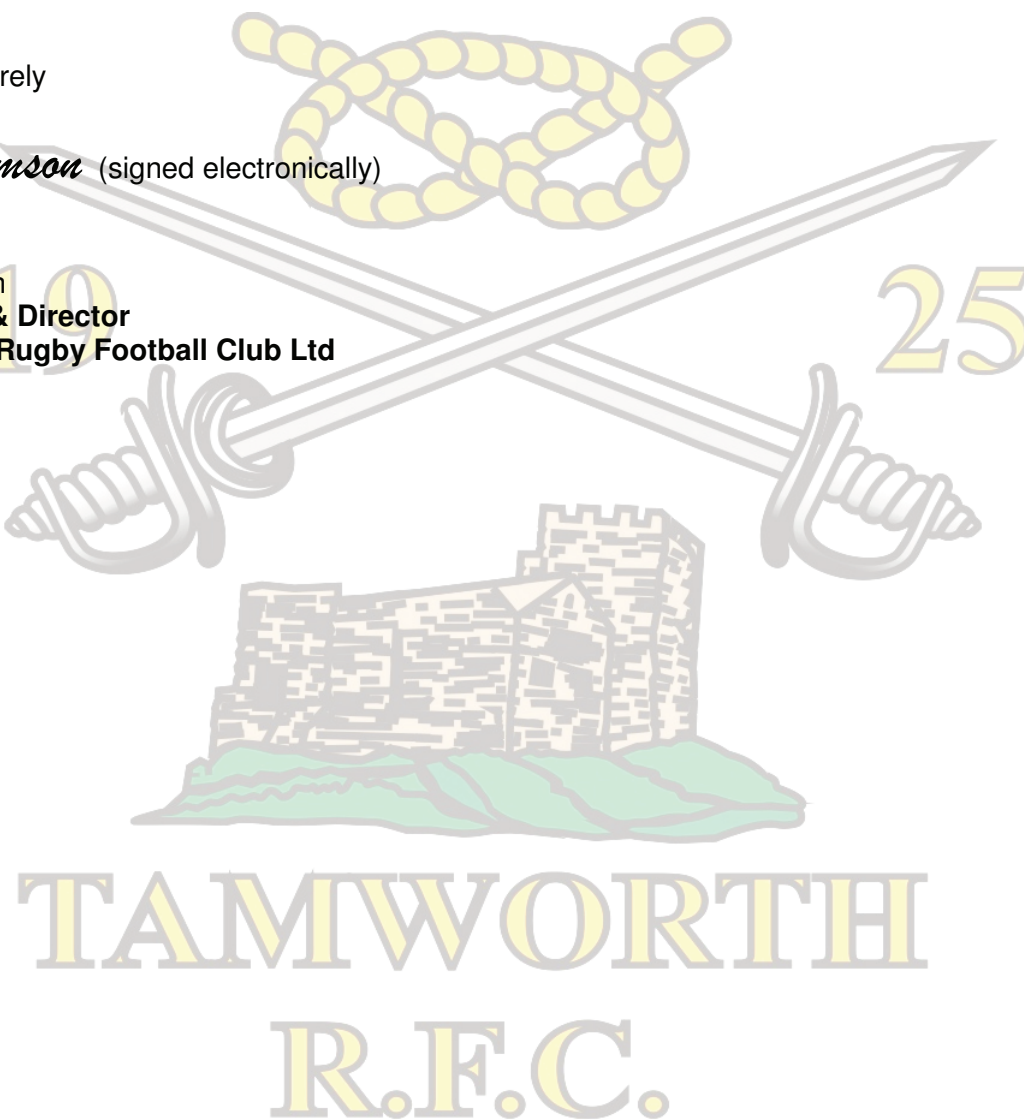
Could I ask that these aspects are considered and discussed at the appropriate level and any feedback issued accordingly.

Should you have any queries regarding the above information , please contact myself or our Chairman Keith Borthwick (Mobile 07740 283 286).

Yours sincerely

J R Tomson (signed electronically)

Jez Tomson
Secretary & Director
Tamworth Rugby Football Club Ltd



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PROJECT BRIEF

PRESENTED BY TAMWORTH RUGBY UNION FOOTBALL CLUB LIMITED

TO TAMWORTH BOROUGH COUNCIL

AUGUST 2012

1.0 Purpose of Report

1. To provide a full outline of the Training Pitch and Floodlight Project and to obtain permission from Tamworth Borough Council (as the Landlord) for delivery of this project
2. To outline our proposals for taking over the current empty one third of the Clubhouse formally used by Tamworth Borough Council for storing Castle artefacts
3. To provide a full outline of the proposed two storey new facility at the rear of the existing Clubhouse and enhanced car parking facilities, and to obtain permission from Tamworth Borough Council (as the Landlord) for the delivery of this project and partner in grant applications being prepared

2.0 Introduction

This report will concentrate specifically on the above three projects in terms of timescales, project costs and funding status. We have prepared some generic background information on the Club and its development strategy and work in the community, which is outlined in full in Appendix 1. This information should be viewed and considered fully as it underpins our overall long-term vision and development.

3.0 Pitch and Floodlight Project

The pitch project consists of forming a new training / junior pitch to accommodate a growing membership and rugby activity programme. It will be positioned adjacent to the main clubhouse with new land drainage to the existing watercourse. Our pitches are located some distance away from our Clubhouse and are not very junior friendly and therefore, the new pitch will be close to the main Clubhouse to provide additional facilities especially for training of youngsters, within easy reach of the main facilities. See attached plans.

3.1 Project Costs

The project cost in the sum of £76,432 is as follows:

Description	Cost
Development of new pitch	32,437 ex VAT (funded by Sport England)
Provision of floodlights	28,544 ex VAT
Contingency @ 5%	3,049 ex VAT
Planning fees	1,970 ex VAT
Initial maintenance – Year 1	2,750 (funded by Sport England)
Design fees	4,600 ex VAT
Legal fees	1,000 ex VAT
Non recoverable VAT	2,082 (funded by Sport England)
Grand Total	76,432

3.2 Sources of Funding

Source	Value
Sport England – Protecting Playing Fields Fund	37,269 – confirmed
RFU Capital Investment Programme	28,544 – confirmed
Club Contribution	10,619 – confirmed
	76,432
Grand Total	76,432

3.3 Timescales

Sport England funding was confirmed early this year and is awaiting drawdown and work commencement which will hopefully take place in October 2012. The grant submission to the RFU regarding funding support which is provisionally approved towards the floodlights is currently awaiting written Landlords consent from Tamworth Borough Council. We have appointed a Company called Fineturf Ltd and they are planning to commence the works (subject to Landlords consent) in the next 4 – 6 weeks. Sport England will also require completion of the works within 1 full year of the Sport England award letter, which will end on 31st March 2013. The Club held a Community Consultation meeting on 20th June 2012, to provide the local community with details about the proposed project and no objections were raised. Therefore, Landlords consent is imperative to the delivery the project.

3.4 Implications

To provide written Landlords Consent.

4.0 Current empty one third of the Clubhouse Project

The project consists of taking occupancy of the redundant one third of the original Wigginton Lodge building and renovating throughout (in a phased approach – ground floor initially). The renovation work would be sympathetic with the Grade II listing of the building. The Club would look to use this additional space as follows;

Ground floor

- Fully equipped gymnasium to support members and also be open to the local community
- Enhanced and extended bar and lounge facilities to support members, families, parents as well as community events and functions
- Medical room to allow physiotherapy treatments etc
- Activities room including table tennis, snooker and darts

Second storey

- Meeting rooms which could be available to hire to accommodate rugby coaching courses and other sports and community meetings
- Sustainability of the Club through potential SME use
- Club Manager accommodation and site security

Garden

- The Club would like to extend the lease to include the front garden and would reinstate border fencing and take on the maintenance of the garden including the provision of a new patio area to ensure improve security and use

4.1 Project Costs

At this stage, no formal quotations have been sourced, but would estimate the project cost to be approximately £100,000. We have identified a Scope of Works for the internal alterations and upgrade and will be taking consultation with Local planning officers regarding the listed building and finalise a cost plan thereafter.

4.2 Sources of Funding

The Club has approximately £30,000 as match funding contribution towards the above work, which can be used alongside a potential application to the Heritage Lottery Fund. Two funding streams £3,000 to £100,000 and then larger projects up to £5,000,000

4.3 Timescales

The Club would look to assemble and submit a grant application to the Heritage Lottery Fund/English Heritage by the year end with a decision expected by end March 2013.

4.4 Implications

In moving forward with this project, the Club would look to finalise negotiations with Tamworth Borough Council regarding the leasehold agreement, maintenance and a joint approach to meeting the grant requirements of the English Heritage grant application. In addition Tamworth RUFC would respectfully request that the current rent costs be fixed for a period of time that allows the building to become functional and an understanding of any future incremental rises that may be levied.

5.0 Two storey new facility at the rear of the existing Clubhouse and enhanced car parking facilities

The project consists of demolishing the existing single storey 1970's rear of house and replace with a two storey contemporary designed facility consisting of ground floor changing and shower facilities, which fully comply with Sport England and RFU requirements and meets the growth and capacity issues currently being experienced by the Club. The second storey includes a new function room to be used by the club and local community groups and events.

5.1 Project Costs

The schedule below outlines the proposed works and our estimated costs for the relevant works – this has been checked by the RFU

Title	Product Type	Area and Estimated £
Planning/Design	Architects Drawings	1200 m2 floor - £5000
Planning Approval	Tamworth Borough Council	£2000
Demolition	Own members Labour	Skips/Plant £2000

Steel/Concrete frame	Painted Steel inc Floor	Quotes req	£50000
External facade	SIPS Panels/Metsec	320 m2	£20000
	Rainscreen Timber/Stone/Render	320 m2	£2000
	Curtain walling/Doors	450 m2	£80000
	Roof Standing seam	600 m2	£40000
Signage/ext Lighting	Re-Use Existing plus new ones		£3000
	Estimated Total Build Shell		£222,000

The above does not include Internal Fit out Costs Circa £50k Changing Rooms including re-using new Boilers etc, as follows;

- Internal partition walls
- Flooring
- Tiles/decorate walls
- Internal doors
- Electric Wiring
- Showers/Toilets/Plumbing – New Heating System
- Storage Shelving

We would therefore envisage that this project would cost approximately £300,000. This does not include car parking provision, which should be approximately £20,000.

5.2 Sources of Funding

The Club has identified a number of different funding sources, which could potentially support this project including the Staffordshire Environmental Fund up to a value of £30,000, Sport England Inspired Facilities Fund up to a value of £150,000 and the RFU including grant and loan up to a value of £100,000 and further club contribution to raise any shortfall required.

5.3 Timescales

The Club would look to assemble and submit all grant applications by early April 2013 with decisions expected by July, with building works to commence at some point between August 2013 and April 2014. This will be dependent on provision being made for club changing during the playing season from September 2013 until April 2014.

4.4 Implications

To seek permission from Tamworth Borough Council to be the applicant when applying for grant aid support from the Sport England Inspired Facilities Fund, with the aim being to secure up to £150,000 from this fund as opposed to up to £50,000 if the Rugby Club were to apply to this fund

APPENDIX 1

Additional Background Information

Strategic and local need

Our Club started in 1925 and is only rugby club in Tamworth. However, since our beginnings at Wigginton Park, we have developed our facilities, not only to promote and play rugby at all age levels, but also to provide community based activities. We have a clubhouse and 3 pitches and because our membership has grown over the past 5 years, there are now insufficient pitches (particularly floodlit facilities) and adequate indoor and changing facilities to support our teams and community programme. The Tamworth BC Joint Indoor and Outdoor Sports Strategy states that there is an undersupply of junior rugby pitches and the strategy supports the development of additional pitches at the club (table 7.16, page 98); *'there are a total of 78 pitches in Tamworth (including 4 adult rugby pitches). This equates to circa one pitch for every 1,221 adults and this ratio compares poorly with many other authorities and is below the national average (England 1:989 and Tamworth 1:1,221) (page 78 - 79)'*. The Active People Survey indicates that rugby is the 21st most popular sport in the UK with 0.49% of the adult population taking part at least once a week and is predicted to grow by 0.1% from 0.6% to 0.7% between 2005 and 2013. This represents a 17% change and demonstrates that the number of players and demand for pitches and indoor facilities will increase. Finally, the strategy highlighted that the most dominant market segment in Tamworth likes team sports, being a member of a sports club, taking the children, meeting friends and improving performance. As we are a family based club, which caters for everyone to play rugby, we can satisfy these requirements. As highlighted in the SASSOT letter of support, *'the APS 4 shows that in Tamworth, only 16.6% of the 16 plus age group participate in 30 minutes of sport of at least moderate intensity at least 3 times per week and that only 19.1% participate in moderate intensity sport and active recreation for at least 30 minutes on at least 12 days out of 4 weeks. These figures rank Tamworth second lowest in Staffordshire. The percentage of the adult population in Tamworth who are members of a sports club is 18.9% again ranking Tamworth the second lowest in Staffordshire and significantly lower than in the West Midlands and national average. Tamworth Borough also has significantly higher adult and childhood obesity rates than the West Midlands and national average. The project will contribute towards improving participation rates in sport, increasing membership of sports clubs in Tamworth and help promote healthier lifestyles in the Borough. It is based on sound need and is an important element of ensuring that we can continue to develop and provide more opportunities for local people to participate in sport and is identified in the SASSOT Sub Regional Facilities Framework 2009'*. The proposed pitch also complies with PPS5: Planning for the historic environment, policy D2, NC13 and NC18 of the Staffordshire and Stoke on Trent Structure Plan 1996 – 2011 and policy ENV9 and ENV19 of the Local Plan 2001 – 2011. The RFU are supportive of our development plans with pitch drainage and the installation of a training pitch being identified in the Staffordshire RFU County Facility Plan 2009 – 2012, page 26.

In addition, the clubhouse is a Grade 2 listed building and has a licensed bar, gym and kitchen, meeting rooms and storage and the building was also extended in the seventies to include an additional flat roof building to provide changing/ shower facilities and multi- purpose function room, which is available for hire for functions, meetings, parties and is frequently used by several regular local groups named above. The changing rooms and mutli-purpose function room require extensive refurbishment and modernisation to bring them back to their original condition and up to modern standards, with the aim of being to encourage wider use by our members and local groups and clubs, such as Tamworth Cricket, Hockey and Squash Club etc. The refurbishment will allow us to provide single sex changing areas for women and girls rugby, segregate young children from seniors to conform to safeguarding requirements, provide separate changing facilities for match officials to conform with RFU requirements, accommodate Staffordshire RFU training camps, meet health and safety requirements and to generally create a more attractive changing environment and social facilities to increase sports participation, help to reduce levels of obesity in Tamworth and to retain and sustain a broad membership base and community activity programme.

Community led and partnerships created

We have consulted with the community about issues currently faced by us, in developing rugby including a growing membership and need to develop our facilities as soon as possible. It included all members, other groups using our facilities, and schools and organisations which either support what we do or work in partnership with us to deliver activities. Firstly, we conducted a questionnaire amongst all of our members. The questionnaire showed that 60.6% of our members are dissatisfied with our pitches/facilities for training and 82.6% with our floodlight provision. *“My main concern is the lack of training space in the winter when it is dark early”, “A new floodlit training pitch is needed”, “Provision of a training area is woefully inadequate for the number of junior teams – especially in winter months with only a very small area being floodlit”.* Secondly, we contacted all groups and clubs who use our facilities or would like to use our facilities, or support the work that we do in the community. However, to demonstrate the consultation, involvement and partnerships created, here are a few examples below:

Tamworth Cricket, Hockey and Squash Club

Our club would use the proposed facilities at Tamworth Rugby Club for outdoor inter fitness training for our junior and senior cricket and hockey teams

Friends of Wigginton Park

The Friends of Wigginton Park recognise the importance of TRUFC and the truly fantastic sporting opportunities it brings to people young and old alike

Tamworth Sports Council

As the Towns Chair for the Sports Council I liaise with the club who put on highly effective and organised events for the children ranging from year 3 – year 6 during the spring/summer term. These events reach out to all children across all primary schools within the town, from small village schools, junior schools and primary schools of all sizes

Coton Green Primary School

The club is at the heart of the community and its development will further improve the health and well-being of many people

Rawlett Community Sports College

Rawlett has enjoyed an excellent working relationship with the club over the last decade

Sport Across Staffordshire and Stoke on Trent

The Club is an integral part of the sporting infrastructure in Tamworth and provides valuable opportunities for local people to participate in sport

Staffordshire Rugby Football Union

Your club is a valued member of the RFU and SRFU, providing a large membership, both senior and junior, with rugby activities throughout the year

Rugby Football Union

Tamworth RUFC is a community friendly rugby club who provide coaching and playing opportunities for people between the ages of 6 – 60. They have a thriving MJ section as well as a growing senior women's team

Tamworth School Sport Partnership

As a collective it is hoped any new developments at the Club site will allow the already positive relationships between Tamworth Rugby Club, individual schools and Tamworth School Sport Partnership to enhance further and allow even greater collaboration between all establishments

Impact contribution to sports development

Our Club comprises of 16 teams including 10 junior teams from U7 – U16 and 6 senior teams, including a men's first, second, third and veterans team, U18 colts team and a growing ladies team. With more and more members there appears to be less and less space for training and we need to improve our indoor facilities as well as have an additional floodlit training pitch to sustain and further grow our teams. Our overall membership currently stands at approximately 1000+ members, which includes 200 juniors and 112 senior players. However, as we are a family based club, all of our juniors are allowed two parent associate members, which includes 400 parent members, a further 280 vice presidents, past players and 8 life members. This highlights the first area we would like to develop using the new pitch/facilities. We currently have approximately 688 non playing members, who regularly use our facilities and volunteer but do not actively play rugby. We would like to establish a new touch rugby programme, from May to July every year and encourage parents, players and local workplaces to form teams of 10 players to play informal weekly touch rugby fixtures. We are quite excited about the potential of this scheme given the support we have from the local community and also see it as a useful way to actively engage with parents and recruit new volunteers. We also currently have good links with a number of schools and Tamworth SSP and every year we run after school coaching sessions as well as organise two rugby tag tournaments for local Primary Schools. In addition, we run a rugby summer camp over 5 days during the summer holidays and all of these activities are to provide local children with an introduction and awareness to our club, with the aim being to recruit as many as possible into our junior teams. This is something we would also

like to continue and also build upon following development of the new pitch/facilities, to include a new secondary schools rugby 10's tournament held in the summer and also apply to host the Leicester Tigers Prima Cup which would consist of approximately ten Under 10's teams with 15 players per team taking part in a tournament with the winning team attending Welford Road Quarter Finals. This would certainly be an achievement if we were selected to host the tournament. In addition, the use of the club's facilities by local sports clubs and other groups will be maintained and built upon. For example, Tamworth Cricket, Hockey and Squash Club, which have approximately 230 members, would like to use the new floodlit training pitch/facilities for fitness work during October – March every year and we would like to accommodate this, as soon as the new pitch is developed. Finally, we are keen to host both RFU and Staffordshire RFU county initiatives and programmes including county development days and coach education courses including a level 1 award and referee award on an annual basis. Please see the attached sports development plan and visits breakdown.

Financial sustainability

The new floodlit training pitch/facilities will ease capacity issues. During the winter, the current only floodlit training area, tends to resemble a mud bath through over use and has no time to recover because it supports all training sessions, when it is dark from 4 pm onwards. Furthermore, it's location within the park, means that it poorly drains and is usually waterlogged and un-useable from December to February, which means we have to hire out school facilities. It is also some distance from the main clubhouse, which causes difficulties for coaches when supervising junior teams. It is proposed that the new training pitch will be used by all teams, but particularly our junior teams and will also support school and touch rugby initiatives. It will also prevent youngsters from walking in the dark to and from the present training pitch. Resolving these issues alone, will help to sustain our club. In addition, all of our facilities including clubhouse and grounds are open 7 days a week and all members and the community can make use of them for a variety of leisure activities in an attractive public park. This policy is paramount to on-going sustainability and income generation and must be continued. Since our beginnings, we have developed the facilities, not only to promote and play rugby at all age levels, but also to provide community based activities. The clubhouse is a Grade 2 listed building and has a licensed bar, gym and kitchen, meeting rooms and storage. The building was also extended to provide changing and showering facilities together with a function room. The function room is available for hire for functions, meetings, parties and we host several regular local groups. All these activities will be built upon to sustain our club and pitches. The management of facilities is undertaken by our club committee and we have newly elected officers who wish the club to modernise and move forward with an optimistic attitude for future growth and development to create a thriving community club. In doing so and in order to effectively promote ourselves, additional and improved facilities are required. The existing changing rooms require refurbishment and there is a need to improve the internal decor in the clubhouse, alongside the need for an additional floodlit training area / junior pitch, with which this application is based. All improvements will be accompanied by a maintenance schedule, to ensure that all facilities remain in good condition and encourage overall community use (see attached income and expenditure forecast). Please note that as part of our lease, Tamworth BC is responsible for providing us with 3 playable pitches. They are lined as necessary and cut monthly or more

regularly if we contact the relevant people. This on-going maintenance does not cost anything above our lease, but this would be reviewed for the new pitch and in terms of our attached income and expenditure forecast, we have included maintenance costs for the new pitch, which will be over and above our current lease agreement.

Visits to Our Facilities

Baseline – last 12 months: 31,649

Target Figures

Year 1 target: 37,121

Year 2 target: 38,235

Year 3 target: 39,382

Year 4 target: 40,563

Year 5 target: 41,779

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TAMWORTH RUFC WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

DEVELOPMENT STRAND: PEOPLE – SENIOR PLAYERS							
Sporting Objectives							
1. Continuously develop players to improve individual, team and club performance							
2. Retain a greater proportion of Senior Players							
3. Set up a player mentoring programme to aid transition from Colts to senior rugby							
REF	ACTION (How will you achieve the objective)	OUTPUT KPI	TIMESCALE	LEAD PERSON RESPONSIBLE	KEY PARTNERS	RESOURCES	PROGRESS
1.1	Planning and coordinating development via the use of fixtures, coaching sessions and an individual coaching plan	N/A	Ongoing Jul to Apr each season	Club Coaching Coordinator Head Coach Team Coach	SRFU RFU	Pitches & New Training Area Changing Facilities	
1.2	Liaison between team Coach, Head Coach and Club Coaching Coordinator	N/A	Ongoing Jul to Apr each season	Club Coaching Coordinator Head Coach Team Coach	SRFU RFU	Nil	
2.1	Develop senior teams to maintain 3 regular senior sides and a veterans squad, with the 2 nd team being the development feeder squad for the 1 st team	Continued feed of players to 1 st XV	Ongoing Jul to Apr each season	Club Coaching Coordinator Head Coach Team Coach	SRFU RFU	Pitches & New Training Area Changing Facilities	
2.2	Sustain and run senior coaching sessions and fixtures for 1 st , 2 nd , 3 rd teams, Veterans, Ladies and Colts team	Approx 17 (1.5 hour) sessions / games each	Ongoing Sep - Apr	Club Coaching Coordinator Head Coach Team Coach	SRFU RFU	Pitches & New Training Area Changing Facilities	

TAMWORTH RUFC WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

2.3	Sustain and run senior fixtures for 1 st , 2 nd , 3 rd teams, Veterans and Ladies teams	Approx 62 (80 min) home games each year	Ongoing Sep - Apr	Club Coaching Coordinator Head Coach Team Coach	SRFU RFU	Pitches & New Training Area Changing Facilities
2.4	Set up new 4 th team as a Veterans squad to retain ex 1 st , 2 nd and 3 rd team players	25 players	Achieved in Oct 2011, now Ongoing	Club Coaching Coordinator Head Coach Team Coach	SRFU RFU	Pitches & New Training Area Changing Facilities
2.5	Develop the Ladies team through additional games and player development	10 home games per season	By Jan 2013	Club Coaching Coordinator Head Coach Team Coach	SRFU RFU	Pitches & New Training Area Changing Facilities
2.6	Develop the Colts team as a feeder to 3 rd , 2 nd and 1 st teams through additional coaching sessions and player development	19 regular players	Ongoing, continue to monitor each season	Club Coaching Coordinator Head Coach Team Coach	SRFU RFU	Pitches & New Training Area Changing Facilities
3.1	Identify key players to fulfil mentoring role and players that would benefit from being mentored	3 mentors in place	From Sept 12	Club Coaching Coordinator Head Coach Team Coach	SRFU RFU	Nil

TAMWORTH RUFC WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

3.2	Develop activities and sessions to ensure a robust process is developed	N/A	From Sept 11	Club Coaching Coordinator Head Coach Team Coach	SRFU RFU	Nil	
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TAMWORTH RUFC WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

DEVELOPMENT STRAND: PEOPLE – JUNIOR PLAYERS							
Sporting Objectives							
1. Continuously develop junior players to improve individual, team and club performance							
2. Retain a greater proportion of Junior Players							
3. Set up a player mentoring programme to aid transition from Juniors to Colts and senior rugby							
REF	ACTION (How will you achieve the objective)	OUTPUT KPI	TIMESCALE	LEAD PERSON RESPONSIBLE	KEY PARTNERS	RESOURCES	PROGRESS
1.1	Planning and coordinating development via the use of fixtures, coaching sessions and an individual coaching plan	N/A	Ongoing Jul to Apr each season	Club Coaching Coordinator Head Coach Team Coach	SRFU RFU	Pitches & New Training Area Changing Facilities	
1.2	Liaison between team Coach, Head Coach and Club Coaching Coordinator	N/A	Ongoing Jul to Apr each season	Club Coaching Coordinator Head Coach Team Coach	SRFU RFU	Nil	
2.1	Sustain and run junior coaching sessions and fixtures for U7, U8, U9, U10, U11, U12, U13, U14, U15 and U16 teams	Approx 21 (1 – 2 hour) sessions / games each week	Ongoing, continue to monitor each season	Club Coaching Coordinator Head Coach Team Coach	SRFU RFU	Pitches & New Training Area Changing Facilities	
2.2	Sustain and run junior fixtures for U7, U8, U9, U10, U11, U12, U13, U14, U15 and U16 teams	Approx 135 (30 – 60 min)	Ongoing, continue to monitor each	Club Coaching Coordinator Head Coach Team Coach	SRFU RFU	Pitches & New Training Area	

TAMWORTH RUFC WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

		home games each year	season		Changing Facilities	
3.1	Identify key players to fulfil mentoring role and players that would benefit from being mentored	3 mentors in place	From Sept 12	Club Coaching Coordinator Head Coach Team Coach	SRFU RFU	Nil
3.2	Develop activities and sessions to ensure a robust process is developed for player mentoring to aid transition from juniors to colts and colts to senior rugby	N/A	From Sept 11	Club Coaching Coordinator Head Coach Team Coach	SRFU RFU	Nil

TAMWORTH RUFV WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

DEVELOPMENT STRAND: COMMUNITY LINKS

Sporting Objectives

1. Run regular rugby playing initiatives to help recruit new junior and senior players
2. Use of club facilities by other local sports groups and teams
3. Use of club function room and facilities by local groups and clubs

REF	ACTION (How will you achieve the objective)	OUTPUT KPI	TIMESCALE	LEAD PERSON RESPONSIBLE	KEY PARTNERS	RESOURCES	PROGRESS
1.1	Run local Schools Rugby Tag Tournament in partnership with Tamworth Schools Partnership	2 per year 110 players	Apr and June	Club Secretary supported by Age Group Coaches	SRFU RFU Tamworth h SSP	Pitches & New Training Area Changing Facilities	
1.2	Run annual Rugby Summer Camp for local children to try rugby	1 per year 5 days 35 players	Aug	Junior Secretary	SRFU RFU	Pitches & New Training Area Changing Facilities	
1.3	Set up New Secondary Schools Rugby 10's Tournament for 12 – 16 year olds (year 7 – 11) with 15 – 18 players per school team	1 per year 5 Schools 90 players	By Sep 12 Every Jul	Club Secretary supported by Age Group Coaches	SRFU RFU Tamworth h SSP	Pitches & New Training Area Changing Facilities	
1.4	To apply to host Leicester Tigers Prima Cup to include 8 – 10 x U10's teams with 15 players per team with winning team to attend Welford Road Quarter Finals	1 per year 150 players	By Sep 12	Club Secretary supported by U10's Team Manager	SRFU RFU Leicester Tigers	Pitches & New Training Area	

TAMWORTH RUFC WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

1.5	Set up New Choose Rugby Touch Programme as a means to encourage non playing members to actively take part in Club activities. To invite parents, players, and local workplaces to form teams of 7 players and 3 subs (including 2 regular players and 1 female) as a squad of 10 players. Run a league type system for 10 teams playing on a round robin basis with matches being 10 minutes each way with 2 matches being played concurrently on 1 pitch (half pitch per match)	10 teams 100 participants	By Sep 13 May – July	Colts Coaching Team	SRFU RFU Workplaces	Pitches & New Training Area Changing Facilities	
1.6	Continue holding friendly cricket and rugby matches against local cricket team, to continue the tradition, each summer, at the end of the cricket season	N/A	Ongoing yearly	Club Secretary supported by Martin Page	Club Committee Cricket Club	Pitches & New Training Area Changing Facilities	
2.1	Encourage use of new floodlit training pitch by Tamworth Cricket, Hockey and Squash Club for ongoing fitness work	16 weeks per year	By Sep 12 Oct - Mar	Club Secretary supported by Martin Page	Tamworth Cricket, Hockey and Squash Club	Pitches & New Training Area Changing Facilities	
2.2	Encourage use and revenue stream by continued communication with local Football, American Football Clubs and sports groups	N/A	Ongoing yearly	Club Committee	Football Clubs American Football Club	Pitches & New Training Area Changing	

TAMWORTH RUFC WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

				Sports Clubs	Facilities	
3.1	Maintain regular communication with Quiz Club, Cycling Club, Chess Club, Dominoes Club, Darts Team and Table Tennis Teams to ensure continued use of bar and lounge area, function room, meeting rooms etc and maintain revenue stream	6 Clubs Approx 105 + additional users 3053 visits	Ongoing yearly	Rod Bristow Club Committee	Nil	

TAMWORTH RUFC WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

DEVELOPMENT STRAND: PEOPLE - COACHES AND REFEREES Sporting Objectives 1. Club Support Coaches to achieve RFU Level 2 & 3 Coaching Awards 2. Assistant Coaches qualified to RFU Level 1 Coaching Award 3. Increased number of active referees available within the club 4. Support development and education of active referees within the club							
REF	ACTION (How will you achieve the objective)	OUTPUT KPI	TIMESCALE	LEAD PERSON RESPONSIBLE	KEY PARTNERS	RESOURCES	PROGRESS
1.1	Take up invitation received Level 2 and post Level 2 Coaching Award and enrol and participate on the course	Three L2 and one L3	By Sept 13	Head Coach	SRFU RFU	£500	
2.1	Enrol candidates onto a local course	Three L3 and one L3	By Sept 12	Club Coaching Coordinator Head Coach	SRFU RFU	£200	
3.1	Organise an ELRA 1 & 2 course at Club, ensuring targeted attendance of 5 volunteers	5 ELRA Refs	By Apr 12	Club Coaching Coordinator	SRFU RFU	£400	
4.1	Organise 3 CRDA modules per season to improve referees abilities and encourage membership of local Referees Society for active referees	N/A	By Sept 12	Club Coaching Coordinator	SRFU RFU	£400	
4.2	Host Staffordshire RFU Level 1 Coaching Award	1 per year 4 days 30 people	By Sept 12	Club Coaching Coordinator	SRFU RFU	Pitches & New Training Area Changing Facilities	
4.3	Host RFU Entry Level Referee Award training sessions	2 per year 4 days	By Sept 13	Club Refs Coordinator	SRFU RFU	Pitches & New Training	

TAMWORTH RUFC WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

		20 new refs				Area Changing Facilities	
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TAMWORTH RUFC WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

DEVELOPMENT STRAND: PEOPLE – VOLUNTEERS							
Sporting Objectives							
<ol style="list-style-type: none"> 1. Recruit and appoint a Volunteer Coordinator each season 2. Enhance skills of existing volunteers 3. Succession plan in place for key volunteer positions 4. Recognise volunteer achievements and reward volunteers accordingly 5. Recruit volunteers to ensure club activities are maintained 							
REF	ACTION (How will you achieve the objective)	OUTPUT KPI	TIMESCALE	LEAD PERSON RESPONSIBLE	KEY PARTNERS	RESOURCES	PROGRESS
1.1	Advertise position at the end of each season to either retain current incumbent or recruit replacement if necessary	CVC in Place	Ongoing yearly	Club Chair	Club Committee	Nil	
2.1	Identify areas that need development	N/A	Ongoing yearly	Volunteer Coordinator	Club Committee	Nil	
2.2	Organise effective training to fulfil the development needs or ensure courses are attended by relevant volunteers	N/A	Ongoing yearly	Volunteer Coordinator	Club Committee	Nil	
3.1	Complete RFU template, identifying the key roles and likely candidates	N/A	By Apr 12	Volunteer Coordinator	Club Committee	Nil	
4.1	Recognition awards given annually	N/A	Ongoing yearly	Volunteer Coordinator	Club Committee	Nil	
4.2	Outstanding contributions recognised and rewarded	N/A	Ongoing yearly	Volunteer Coordinator	Club Committee	Nil	
5.1	Maintain link with Community Volunteer Service to offer placements for those outside	N/A	Ongoing yearly	Volunteer Coordinator	Club Committee	Nil	

TAMWORTH RUFC WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

5.2	of the club environment Maintain link with FE Institute to offer placements for those outside of the club environment	N/A	Ongoing yearly	Volunteer Coordinator	e Club Committee	Nil	
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TAMWORTH RUFC WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

DEVELOPMENT STRAND: MEMBER SERVICES - PLAYING AND TRAINING

Sporting Objectives

1. Increased number of senior players attending club training sessions including those outside of first team
2. Increased use of position / subject specific training sessions
3. Monitor senior teams progress
4. Develop ladies team

REF	ACTION (How will you achieve the objective)	OUTPUT KPI	TIMESCALE	LEAD PERSON RESPONSIBLE	KEY PARTNERS	RESOURCES	PROGRESS
1.1	Maximise the appeal of sessions to encourage attendance	N/A	From Sept 11	Club Coaching Coordinator Head Coach Team Coach	RFU SRFU	£200	
1.2	Develop selection criteria to give priority to players attending training sessions	Regular 1 st & 2 nd XV players at Training	From Sept 11	Club Coaching Coordinator Head Coach Team Coach	SRFU	Nil	
2.1	Develop a plan showing the sessions required and planned for the duration of the season	Plan in place & signed off	From Sept 11	Club Coaching Coordinator Head Coach Team Coach	RFU SRFU	Nil	
2.2	Use specialist coaches and those with knowledge of particular positions	N/A	From Sept 11	Club Coaching Coordinator Head Coach Team Coach	RFU SRFU	£200	
3.1	Develop success through appropriate fixtures and review performance on a regular basis	N/A	Ongoing	Club Coaching Coordinator Head Coach	RFU SRFU	Pitches & New Training	

TAMWORTH RUFC WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

				Team Coach		Area Changing Facilities	
3.2	Effective individual feedback to players	N/A	From Sept 11	Club Coaching Coordinator Head Coach Team Coach	RFU SRFU	Nil	
4.1	Provide appropriate, friendly, fixtures – target 8 per season for ladies team	N/A	Ongoing	Club Coaching Coordinator Head Coach Team Coach	WRFU SRFU	Nil	
4.2	Host County Squad Development Days, as required	3 per year 24 players	By Sep 13	Club Coaching Coordinator	SRFU RFU	Pitches & New Training Area Changing Facilities £50 for refreshment	

TAMWORTH RUFC WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

DEVELOPMENT STRAND: MEMBER SERVICES - SOCIAL							
Sporting Objectives							
1. Develop a new food sales, cafeteria and kitchen area to provide refreshments to players, members and visitors							
2. Hold player and member social events, such as themed evenings, quiz nights and barbeques							
3. Organise tour for senior teams							
REF	ACTION (How will you achieve the objective)	OUTPUT KPI	TIMESCALE	LEAD PERSON RESPONSIBLE	KEY PARTNERS	RESOURCES	PROGRESS
1.1	Identify suitable area and funding opportunities	N/A	By Sept 12	Club Chair	Club Committee	£12,000	
1.2	Establish business plan, showing revenue potential	N/A	By Sept 12	Club Chair	Club Committee	Nil	
2.1	Delegate responsibility for social events to a committee member each season	N/A	Ongoing yearly	Club Chair	Club Committee	Nil	
2.2	Organise three or more events each year, including end of season presentation	3 per year	Ongoing yearly	Club Chair	Club Committee	Nil	
3.1	Create a working group to organise the tour and liaise with relevant parties	Tour in place	Ongoing, continue to monitor each season	Club Coaching Coordinator Head Coach Team Manager Fixtures Secretary		Nil	

TAMWORTH RUFC WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

DEVELOPMENT STRAND: MEMBER WELFARE - EQUITY, MEDICAL AND WELFARE							
Sporting Objectives							
1. Undertake a planned schedule of risk assessments during the playing season, to highlight areas of concern							
2. Ensure health and safety policy is adhered to and complied with							
REF	ACTION (How will you achieve the objective)	OUTPUT KPI	TIMESCALE	LEAD PERSON RESPONSIBLE	KEY PARTNERS	RESOURCES	PROGRESS
1.1	Carry out club risk assessment, by an appointed person	RA's in place	In place & Ongoing yearly	Appointed Person	Club Committee	Nil	
1.2	Review results and feedback concerns to committee	N/A	Ongoing	Appointed Person	Club Committee	Nil	
2.1	Issue a copy of the policy to each team manager	N/A	Ongoing	Appointed Person	Club Committee	Nil	
2.2	Encourage event reporting and reporting of near misses	N/A	Ongoing	Appointed Person	Club Committee	Nil	

TAMWORTH RUFC WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

DEVELOPMENT STRAND: CLUB MANAGEMENT (LEGAL, ADMINISTRATION, FINANCE, PUBLICITY AND PROMOTION)							
Sporting Objectives							
<ol style="list-style-type: none"> 1. Become registered as a CASC Club 2. Create a Mini and Junior Development Plan that feeds into the Whole Club Plan 3. Use Gift Aid to increase club revenue once CASC registration is implemented 4. Encourage and recruit club members and participation at club events 							
REF	ACTION (How will you achieve the objective)	OUTPUT KPI	TIMESCALE	LEAD PERSON RESPONSIBLE	KEY PARTNERS	RESOURCES	PROGRESS
1.1	Create a working group to facilitate transition from current status to CASC	N/A	Sept 11	Treasurer Working Group	Club Committee	Nil	
2.1	Meeting with Coaches and Managers to cascade ideas and get feedback so the Development Plan can be updated effectively, on a regular basis	N/A	Ongoing since Sept 10	Club Secretary	Club Committee Mini and Junior Coaches and Managers	Nil	
3.1	Ensure appropriate measures are taken to apply necessary actions for Gift Aid	N/A	Sept 11	Treasurer	Club Committee	Nil	
4.1	Utilisation of club website to promote our purpose, facilities and club ethos	N/A	Sept 11	Social Working Group	Club Committee	£2,500	
4.2	Develop club newsletter and distribution	N/A	Apr 12	Social Working Group	Club Committee	As above	
4.3	Produce welcome pack	N/A	Sept 11	Social Working	Club	As above	

TAMWORTH RUFC WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

4.4	Foster a working relationship with local community groups	N/A	Sept 10	Social Working Group	Club Committee	As above	
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TAMWORTH RUFC WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

DEVELOPMENT STRAND: FACILITIES AND EQUIPMENT

Sporting Objectives

1. Develop new, floodlit, training area within Wigginton Park
2. Redevelop Club changing and member facilities to include: segregated changing areas for juniors, senior men and women, meeting and education rooms, corporate hospitality and members lounge
3. Develop an improved gym area containing optimised equipment for players and members to improve fitness
4. Improve pitch maintenance at Wigginton Park

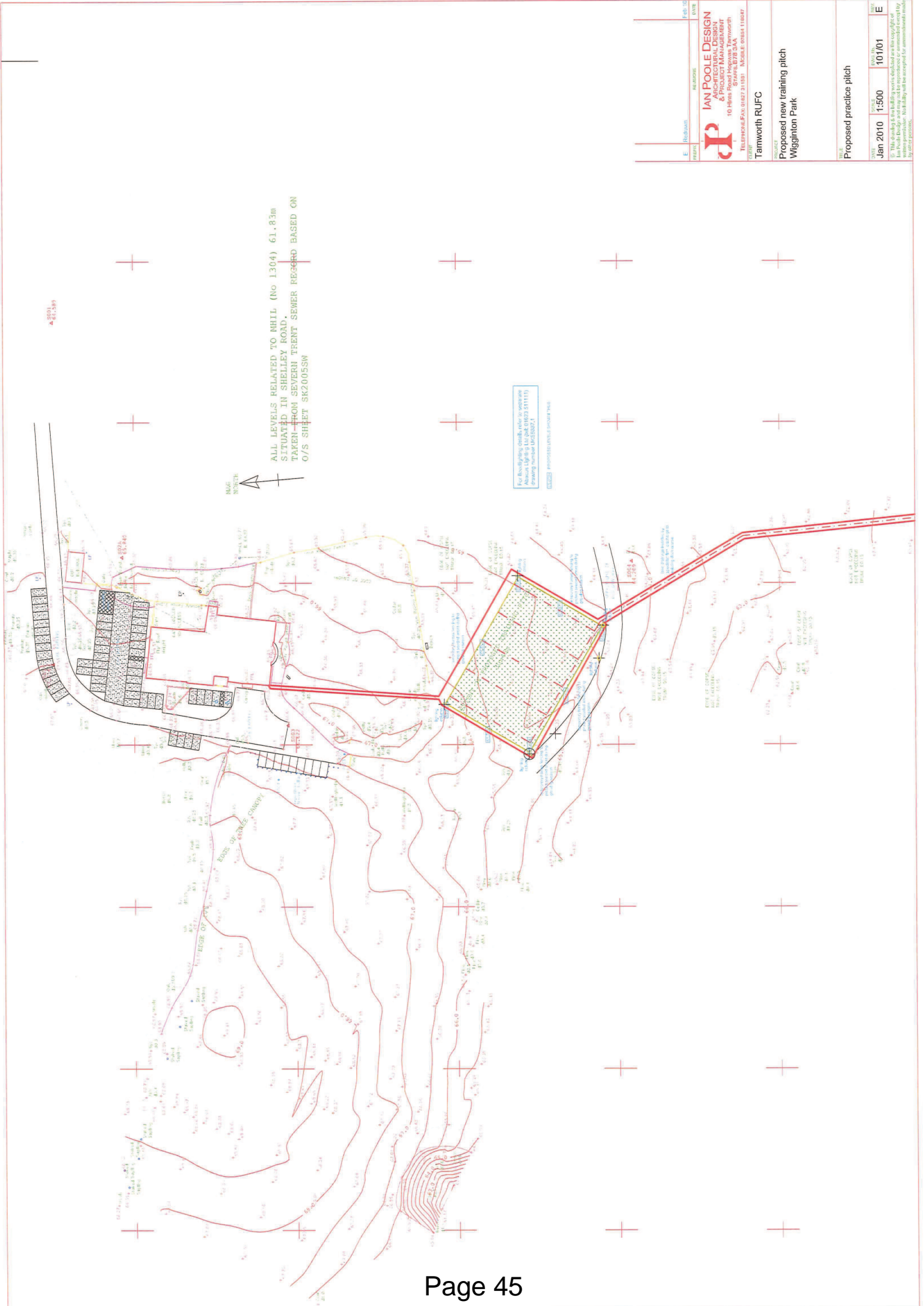
REF	ACTION (How will you achieve the objective)	OUTPUT KPI	TIMESCALE	LEAD PERSON RESPONSIBLE	KEY PARTNERS	RESOURCES	PROGRESS
1.1	Implement project plan to present to investors and partners to aid funding opportunities	N/A	By Sept 11	Club Secretary	Club Committee RFU Tamworth BC	£75,000	
1.2	Obtain relevant permissions from Local Authority	N/A	By Sept 11	Club Chair	Tamworth BC	As above	
2.1	Implement project plan to present to investors and partners to aid funding opportunities	N/A	By Dec 14	Club Secretary	Club Committee RFU Tamworth BC	£150,000	
2.2	Obtain relevant permissions from Local Authority	N/A	By Dec 14	Club Chair	Tamworth BC	As above	
3.1	Identify suitable area and agree funding	N/A	By Sept 14	Club Secretary	Club Committee	£2,500	
3.2	Refurbish and update current equipment and	N/A	By Sept 14	Club Secretary	Club	As above	

TAMWORTH RUFC WHOLE CLUB SPORTS DEVELOPMENT PLAN 2011 - 2016

	replace where necessary				Committee	
4.1	Plan for spring re-seeding and top soiling	N/A	By Sept 12	Andy White	Club Committee	£3,000
4.2	Weed killing, fertilizing and regular maintenance programme	N/A	By Sept 12	Andy White	Club Committee	£1,500

ALL LEVELS RELATED TO MHL (No 1304) 61.83m
 SITUATED IN SHELLEY ROAD,
 TAKEN FROM SEVERN TRENT SEWER RECORD BASED ON
 O/S SHEET SK20053W

For this drawing, details refer to sections
 A through L in the book (10273/51111)
 Drawing number 10273/51111/1
 10/2003 Proposed Level 1 Sewer Pipe



DATE	1:500	10/1/01	E
<p>© This drawing is a building work. It shall not be used for any other purpose without the written permission of the author. Not valid for use for amendments made by other persons.</p>			

IAN POOLE DESIGN
 ARCHITECTURAL DESIGN
 & PROJECT MANAGEMENT
 10 NEWTON ROAD, WIGGINTON
 STAFFS, ST78 3AA
 TELEPHONE: 01827 31181 MOBILE: 07834 11847

Tamworth RUFC

Proposed new training pitch
 Wigginton Park

Proposed practice pitch

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Tamworth RUFC
Wednesday 20th June 18:30
Wiggington Lodge
Public Presentation.

Tamworth Rugby Club would like to invite you to come and look at our plans regarding a new training pitch, floodlights, and for developing the current single storey building into a fit for purpose club facility. The new facility will be on two floors incorporating meeting rooms and function room also available for community use.

Refreshments provided.

RESIDENTS LIAISON MEETING

By Tamworth Rugby Union Football Club
Presented by Keith Borthwick
Club Chair

PURPOSE OF MEETING

Outline proposed Club projects

Seek views and comments

General support

BACKGROUND TO CLUB

- ◉ Started in 1925 as a joint rugby, cricket and hockey club
- ◉ Cater for players aged 5 - 65 years
- ◉ 1000 members in total
- ◉ 40 RFU Coaches & 100 volunteers
- ◉ 4 Senior teams, Colts & Ladies teams
- ◉ Junior teams from U7's - U16's (10 teams)
- ◉ 3 pitches, 1 training area and clubhouse
- ◉ Training area (only floodlit facility)

DEVELOPMENT WORK

- ◉ New Touch Rugby Programme from May to July every year to encourage parents and local workplaces to try rugby
- ◉ School / Club links - after school coaching sessions for local Primary Schools
- ◉ Rugby Summer Camp
- ◉ New Secondary Schools Rugby 10's tournament
- ◉ Apply to host the Leicester Tigers Prima Cup

OTHER FACILITY USERS

- ◉ Tamworth Cricket, Hockey & Squash Club
- ◉ Two local Table Tennis Teams
- ◉ Darts team
- ◉ Dominoes Club
- ◉ Tamworth and District Chess Club
- ◉ Tamworth Cycling Club
- ◉ Tamworth Quiz Club
- ◉ Other casual users for events and private parties

PROPOSAL AND NEED

- ◉ New floodlight training /junior pitch
- ◉ Growing membership & activity programme
- ◉ Insufficient floodlit pitches to support teams
- ◉ Only floodlit area becomes a mud bath through over use and cannot recover
- ◉ Location also means it poorly drains & becomes waterlogged from Dec until Feb
- ◉ Not child friendly and causes difficulties for coaches supervising junior teams

SUPPORT RECEIVED

- ◉ Staffordshire Rugby Football Union
- ◉ Rugby Football Union
- ◉ Sport Across Staffordshire and Stoke on Trent Partnership
- ◉ Tamworth School Sport Partnership
- ◉ Tamworth Borough Council
- ◉ Tamworth Cricket, Hockey and Squash Club
- ◉ Rugby Odd Balls Table Tennis Team
- ◉ Tamworth RUFC Darts Team
- ◉ Tamworth RUFC Dominoes Club
- ◉ Tamworth and District Chess Club
- ◉ Tamworth Cycling Club
- ◉ Tamworth Quiz Club
- ◉ Friends of Wigginton Park
- ◉ Rawlett Community Sports College
- ◉ Coton Green Primary School
- ◉ Hanburys Farm Community Primary School
- ◉ The Polesworth School

FUNDING SECURED

- ◉ Sport England Protecting Playing Fields Fund - £37,269 (pitch)
- ◉ RFU Capital Investment Programme - £28,544 (floodlights)
- ◉ Club Contribution - £10,619 (pitch and floodlights)
- ◉ Coalfield Regeneration Trust - £32,000 (refurbish changing rooms)

WAY FORWARD

- ◉ Tour of Club facilities
- ◉ Other plans - changing facilities and clubhouse
- ◉ Open discussion and comments taken on proposed projects
- ◉ Thank you for your feedback and attendance

Mr Jeremy Tomson
Secretary
Tamworth Rugby Union Football Club
The Sports Way
Wigginton Lodge
Wigginton Park, Tamworth, Staffordshire
B79 8ED

Sport Across Staffordshire & Stoke-on-Trent
Stafford Borough Council
Civic Centre
Riverside
Stafford
ST16 3AQ

28/11 2011

Dear Jeremy

Tamworth Rugby Union Football Club

Sport Across Staffordshire and Stoke-on-Trent, the County Sports Partnership for the sub-region, is happy to support the funding application submitted by Tamworth Rugby Union Football Club.

Tamworth Rugby Club are a long established club who have been very pro-active in developing opportunities for members from its community of all ages to play rugby. The club provides high quality experiences for people to enjoy competitive, recreational and coached match and training sessions.

The club also provides valuable facilities for a range of other sports clubs and users.

The club has seen an expansion of members and the number and type of teams provided, which now includes seniors, veterans, women's, colts and mini/junior sections. The club is an integral part of the sporting infrastructure in Tamworth and provides valuable opportunities for local people to participate in sport.

The development plans are identified as a priority in the Staffordshire Rugby Football Union's Facility Strategy and in the Sport Across Staffordshire and Stoke – on – Trent Sub Regional Facilities Framework 2009. The Tamworth Borough Council Joint Indoor and Outdoor Sports Strategy 2009 states that there is an undersupply of Junior Rugby Pitches, the strategy supports the development of additional pitches, floodlighting and improved changing facilities at the site.

The Active People survey 4 results show that in Tamworth Borough only 16.6 % of the 16 plus age group participate in 30 minutes of sport of at least moderate intensity at least 3 times per week and that only 19.1% participate in moderate intensity sport and active recreation for at least 30 minutes on at least 12 days out of 4 weeks. These figures rank Tamworth second lowest in Staffordshire. (Source: Sport England Active Survey 4)

According to the Active People Survey 4 the percentage of the adult population in Tamworth who are members of a sports club is 18.9% again ranking Tamworth the second lowest in Staffordshire and significantly lower than the West Midlands and National average. (Source: Sport England Active Survey 4)

Tamworth Borough also has significantly higher adult and childhood obesity rates than the West Midlands and National average.

Obesity levels in adults and children (000s)

Geography	Adult Obesity		Childhood Obesity	
	Number	Rate	Number	Rate
Tamworth	16.9	29.3%	0.1	11.5%
West Midlands	1,139.9	26.4%	5.8	10.1%
England	10,045.3	24.2%	48.6	9.6%

Source: Department of Health: Year: 2006-2008 (Adults) 2008/09 (Children)

Measure: Number of people & proportion of the adult population and child population that are obese

The proposed development will contribute towards improving participation rates in sport, increasing membership of sports clubs in Tamworth and help promote healthier lifestyles in the Borough.

The project is based on sound need and is an important element of ensuring that the club can continue to develop and provide more opportunities for local people to participate in sport.

Yours sincerely



Mark Thornehill

Director, Sport Across Staffordshire and Stoke-on-Trent

Tel: 01785 619896

Email: mthornehill@staffordbc.gov.uk

Partners include: Cannock Chase District Council, East Staffordshire Borough Council, Lichfield District Council, Newcastle under Lyme Borough Council, South Staffordshire Council, Stafford Borough Council, Staffordshire Moorlands District Council, Stoke on Trent City Council, Tamworth Borough Council, Staffordshire County Council, Sport England, Staffordshire University, Keele University, National Governing Bodies of Sport, Primary Care Trusts, Clubs, Voluntary Sector, Youth Sport Trust, sportscoach UK and Skills Active.

Increasingly Active, Healthy and Successful Communities



Jeremy Tomson
Club Secretary
Tamworth Rugby Union Football Club
Wigginton Lodge
Wigginton Park
Tamworth
Staffordshire
B79 8ED

Dear Jeremy,

RE: Letter of Support for Funding Application

I am writing to confirm as previously discussed the Sports Development Teams support of your work within sport in the Borough of Tamworth. The club plays a valuable contributory role to increasing both children/young people and adult participation in sport. As a sports development department we use the Rugby Club as a valuable exit route for children that attend our mobile leisure sessions or half term activities that are interested in the sport.

Yours sincerely



Karen Moss
Sport Development Manager

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

Enquiries: 01827 709709
Facsimile: 01827 709271



Tamworth School Sport Partnership



"Using the Power of 2012 to inspire effective and sustainable change through developing a PE and Sport ethos in all schools"

Jeremy Tomson
Club Secretary
Tamworth Rugby Union Football Club
Wigginton Lodge
Wigginton Park
Tamworth
Staffs
B79 9ED

November 2011

Dear Jeremy,

After reading the literature around the possible developments of Tamworth Rugby Club and discussing these with and within the Tamworth School Sport Partnership and associated representative groups, please accept this letter as acknowledgement of the support for your proposals from the 33 primary schools and 5 High Schools within Tamworth. As a collective it is hoped any new developments at the Club site will allow the already positive relationships between Tamworth Rugby Club, individual schools and the Tamworth School Sport Partnership to enhance further and allow even greater collaboration between all establishments. If the Schools can support the bid any further please do not hesitate to contact me via the details below.

Yours sincerely,

B. Bullement

Ben Bullement
School Games Organiser
Tamworth School Sport Partnership



Ben Bullement – School Games Organiser
Rawlett Community Sports College, Comberford Road, Tamworth, B79 9AA.
Direct Office 01827 57178 ext. 108 / E-mail bb@rawlett.net

Working in Partnership with:





Staffordshire Rugby Union Limited

President: W. F. Leason

7th December, 2011.

Dear Jeremy,

I write in support of Tamworth Rugby Club's funding applications to enable improvements to be made to your club's facilities. I believe that you are looking to develop a new training/junior pitch and also to refurbish your changing room facilities.

Your club is a valued member of the RFU and SRU, providing a large membership, both senior and junior, with rugby activities throughout the year. As your clubhouse and grounds are open seven days a week, the local community can also make use of your facilities for a variety of leisure activities in the attractive setting of Wiggington Lodge and Park.

With the London Olympics just around the corner and the next Rugby World Cup being staged in England in 2015 the interest in sport in general and rugby in particular will increase, putting even more demand on already over-worked sports club facilities like your own.

The county fully supports your applications for funding to enable much-needed improvements to be carried out to your training pitch and changing rooms.

Best wishes for your projects.

Bill Leason.

SRU President & Chairman.

pp – R. A. Forsyth,

SRU Hon. Sec.

President & Chairman:
BILL LEASON
Peartree Farm
Morrey
Yoxall
Burton-on-Trent
DE13 8PE

Tel: (H) 01543 472265

E-mail:
rbleason@hotmail.com

Hon. Secretary:
ROB FORSYTH
25 Viscount Road
Burntwood
Staffordshire
WS7 1PU

Tel: (H) 01543 305997

E-mail:
cb-honsec-staffs@therfu.com

Hon. Treasurer:
BRIAN SCOTT
Old Vicarage
90, Church Street
Coton in the Elms
Swadlincote, Derbys
DE12 8HA

Tel: (H) 01283 760478
Mobile: 07803 746766

E-mail:
brian.scott@btconnect.com

RFU Council Member:
RICHARD NADIN
Beech House
Bowers
Standon
Stafford
ST21 6RD

Tel: (H) 01782 791266

E-mail:
richard.nadin007@btinternet.com



RUGBY FOOTBALL UNION

Rugby Development Officer – Staffordshire
Community Rugby Office
Edward Street
Burton on Trent
DE14 2JF
Wednesday, 20 June 2012

Dear Jeremy,

RE: TAMWORTH RUFC CAPITAL DEVELOPMENT PROJECT

In my position as RFU Rugby Development Officer for Staffordshire, I would like to formally offer my support to the proposed capital development project taking place at Tamworth RUFC.

Tamworth RUFC is a community friendly rugby club who provide coaching and playing opportunities for people between the ages of 6 – 60. They have a thriving MJ Section as well as a growing senior women's team. While they have not yet achieved Seal of Approval Accreditation (Clubmark), I anticipate that with some hard work the club will become accredited within the next 12 months.

Tamworth RUFC continues to grow and develop as a club and in particular they have created very strong links with the local primary and secondary schools which has contributed to an increase in mini and junior playing numbers. Tamworth RUFC's Facilities have fallen into disrepair in recent years and are in desperate need of modernisation. Therefore in principle, subject to the club achieving Seal of Approval Accreditation within 12 months, I fully support the project and furthermore believe that it will help the club to sustain its current growth & development as a community rugby club.

Yours sincerely,

Tomas Bartram
tobartram@rfu.com
07841 156806

Rugby Football Development Limited
a member of the Rugby Football Union group of companies
Rugby House, Twickenham Stadium, 200 Whitton Road,
Twickenham, TW2 7BA
Tel: 0871 222 2120 Fax: 020 8892 9816 Web: rfu.com
Incorporated in England, Company Number 5429073

**Delivering the programmes of the Rugby Football Foundation
and the Rugby Football Union**



Tamworth Cricket, Hockey and Squash Club

Hints Lane, Hopwas, Tamworth. B78 3AT

Tamworth Rugby Club
Wigginton Lodge
Wigginton Park
Tamworth
Staffordshire
B79 8ED

9 December 2011

For the attention of Jeremy Tomson, Club Secretary

Dear Jeremy

Flood lit Training facility

I am writing on behalf of Tamworth Cricket, Hockey and Squash Club to give my full support to the above project. Our club/group would use the proposed facilities at Tamworth Rugby Club for outdoor inter fitness training for our junior and senior cricket and hockey teams. We currently only have access to indoor facilities and the opportunity to get outside and train on grass would be a great value to the club.

May I wish you every success with your project and funding applications.

Yours sincerely

Mike Nield
Cricket Section Chairman
Tamworth Cricket, Hockey and Squash Club
07825 277660





The Friends of Wigginton Park
c/o 3 Roman way
Tamworth
Staffordshire
B79 8NF

8th December 2011

Jeremy Thompson
Tamworth RUFC
The Lodge
Solway Close
Tamworth
Staffordshire

Dear Mr Thompson,

I am pleased to report that at the meeting of the management group of the Friends of Wigginton Park held Thursday last it was agreed unanimously to support in principle TRUFC's funding applications for improvements to club house, pitches etc.

The FOWP recognise the importance of TRUFC and the truly fantastic sporting opportunities it brings to people young and old alike. Likewise, in providing other avenues for young people to take rather than pathways that may lead to less desirable outcomes, TRUFC is a valuable resource for which the whole community surely must support.

If I can be of any further assistance please do get in touch.

Regards

A large, stylized handwritten signature in black ink, consisting of several sweeping, connected strokes.

Richard Kingstone JP
Chairman
The Friends of Wigginton Park



COTON GREEN PRIMARY SCHOOL

Kipling Rise, Coton Green,
TAMWORTH B79 8LX

Tel: 01827 475667 Fax: 01827 475672

Email: office@cotongreen.staffs.sch.uk

Headteacher: Mrs J Hollis, BA Hons



Monday 5th December

To Whom It May Concern:

I am writing this letter in support of Tamworth Rugby Clubs bid for funding.

We at Coton Green have worked closely with the club to provide grass roof rugby for our children. We actively encourage children to keep fit and pursue active interests outside of school, as we have close links and are situated within close proximity to the club and park we feel the clubs bid will continue to promote sport for all children and allow them to compete and train in a safe and local facility.

Many of our children are members of the club and enjoy going for sporting and social function and events with their peers and family. The club is at the heart of the community and its development will further improve the health and well being of many people.

During our recent geography topic, over 90 of our children visited the club over three afternoons, getting to explore areas of the house. This was done by the club giving up their time, to open up the club and talk to the children about the history of the house. Again showing that the club is part of the community and is working with us to educate the children.

As well as the personal benefits our school gets from close working with the club, as the towns Chair for the Sports Council I Liaise with the club who put on highly effective and organised events for the children ranging from Yr 3 - Yr6 during the spring/summer term. These events reach out to all children across all primary schools within the town, from small village schools, junior schools and primary schools of all sizes. The events are run with the utmost precision and strategic planning so that teams of children can compete at Tag Rugby in a safe and secure club setting. The staff from the club are excellent hosts to all; the children, parents and to ourselves (the staff) that accompany the children. The health and safety of the children is paramount so any



COTON GREEN PRIMARY SCHOOL

Kipling Rise, Coton Green,
TAMWORTH B79 8LX

Tel: 01827 475667 Fax: 01827 475672

Email: office@cotongreen.staffs.sch.uk

Headteacher: Mrs J Hollis, BA Hons



support we can give to the bid to develop the grounds and facilities, is backed 100 % by Coton Green Primary School and Tamworth Primary Sports Council.

Please feel free to contact for further information

Yours truly,

Mrs J Hollis - Headteacher (Coton Green Primary)

Ms C Wesley - Chair of Tamworth Sports Council



The Polesworth School

A SPECIALIST LANGUAGE COLLEGE

Headteacher: Philip Hamilton BSc (Hons) MA
Deputy Headteachers: Jo Howell, Maura Favell

Dordon Road, Dordon, Tamworth, Staffordshire, B78 1QT
Tel : 01827 702205 Fax: 01827 702206
Email: admin@thepolesworthschool.com
website: www.thepolesworthschool.com

Tamworth Rugby Club
Wigginton Lodge
Wigginton Park
Tamworth
Staffordshire
B79 8ED.

8th December, 2011.

For the attention of Jeremy Tomson, Club Secretary

Dear Jeremy

New Pitch with floodlights and changing room improvements

I am writing on behalf of The Polesworth School to give my full support to the above project. Our school has used facilities at Tamworth Rugby Club many times over the years. The club has been very supportive, allowing use to use their facilities for fixtures, coaching and providing food after our 'Daily Mail cup' matches.

May I wish you every success with your project and funding applications.

Yours sincerely

W. Grattan

W. Grattan.
(Head of Rugby)

Tamworth Quiz Club,
c/o 75 Freville Close,
The Leys,
Tamworth,
STAFFS.
B79 7ER

Tamworth Rugby Club,
Wigginton Lodge,
Wigginton Park,
Tamworth,
Staffs,
B79 8ED

25th November 2011.

For the attention of Jeremy Tomson, Club Secretary.

Dear Jeremy,

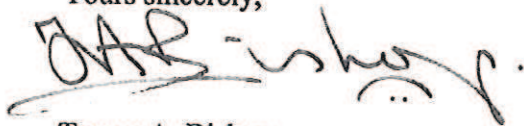
NEW PITCH WITH FLOODLIGHTS AND CHANGING ROOM IMPROVEMENT

I am writing on behalf of the Tamworth Quiz Club to offer you our full support for the above project.

We have been using the Rugby Club's facilities now since May 2005 for our monthly quiz nights and very much appreciate the way in which we have always been made welcome by the club. We are very aware of the importance of the club to the area. It is certainly always busy during our visits every month. We are certain that any enhanced facilities would allow the club to expand the vital role it offers to local community even further.

My fellow quizzers and I wish you every success with this project and your application for funds.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Trevor A. Bishop', with a flourish at the end.

Trevor A. Bishop.
Quizmaster.



Ref : U/Admin/NAH/ECT/Subjects/PE&PA/Tamworth RUFC bid

1st December 2011

Jeremy Tomson - Club Secretary
Tamworth Rugby Union Football Club
Wigginton Lodge
Wigginton Park
Tamworth
Staffordshire
B79 8ED

Comberford Road
Tamworth
Staffs
B79 9AA
Tel: 01827 57178
Fax: 01827 68423
office@rawlett.net



Dear Mr Tomson

I would be delighted to support Tamworth RUFC's application for redevelopment of their facilities at Wigginton Park. Rawlett has enjoyed an excellent working relationship with the club over the last decade. The association has certainly increased opportunities for young people of all ages to learn and enjoy the great game of rugby union and instil the positive personal characteristics and qualities the game demands.



Tamworth RUFC and Rawlett Community Sports College has an official partnership organised and ratified by the RFU that ensures rugby union is a major priority in the Physical Education programme of study and the extra curricular sporting provision. This partnership has increased the numbers of young people playing the game at the College and the Club. Tamworth RUFC has been very proactive to achieve this goal in terms of the provision of coaches, officials and facilities. This commitment has led to a good deal of success in terms of rugby at Rawlett, with multiple Staffordshire titles in seven a side rugby and the RFU's Emerging Schools Competition. We have also had students represent Staffordshire Schools and achieve rugby scholarships to exclusive private schools.



INVESTORS IN PEOPLE



International School Award

In conclusion I fully support Tamworth RUFC's application for redevelopment of their facilities at Wigginton Park. The College and the Club have a great, positive working relationship which has had a massive positive impact on the development of Rugby Union in Tamworth.



Yours faithfully

Mr N Hunt
Head of Physical Education and Director of Learning.



CHARTER STANDARD SCHOOLS

Headteacher:
Tim Bassell

Deputy Headteacher:
Richard Johnson

Leadership Team:
Paul Cutler
Lynne Galsworthy
Lynn Heeler
Nick Hunt

Sharon Jones
Natalie Moran
Clarissa Norrington
Graham Pitt



Hanbury's Farm Community Primary School

Headteacher:
Mr. P. HOLLIS
Telephone: 01827 475100
Fax: 01827 475106

Derwent,
Off Field Farm Road,
Belgrave,
Tamworth
B77 2LD

1st December, 2011

Dear Rachel

We have been associated with Tamworth Rugby Club since 1994 to promote the game of rugby in my school, which is widely acknowledged to serve an area of high social deprivation. As Headteacher I value the PSHE benefits of the game and certainly when pupils become more confident they are likely to make better progress and attainment in both literacy and numeracy. Our work with Tamworth Rugby Club in supporting those educational aims have been highly beneficial many now achieve above national expectations and many pupils have continued to play the game after attending our school.

The quality of coaching is of a high standard and relationship with pupils had always been fair, equitable and challenging. The coaches are professional in respect of their links with school, punctuality, equipment allocation and feedback to pupils has always been excellent. The annual schools tournament is always well organised and my students love attending, we also won the trophy in 2009.

I'm very pleased to be supporting Tamworth Rugby Club through the outlined process and wish them every success. I look forward to working with them in the future and should you require any further information, please don't hesitate to contact me.

Yours sincerely

P. Hollis
Headteacher

Tamworth Rugby Club
Wigginton Lodge
Wigginton Park
Tamworth
Staffordshire
B79 8ED

6th November 2011

For the attention of Jeremy Tomson, Club Secretary

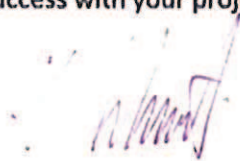
Dear Jeremy

New Pitch with floodlights and changing room improvements

I am writing on behalf of Rugby Oddballs Table Tennis Team to give my full support to the above project. Our club has used facilities at Tamworth Rugby Club for at least 10 years and the new changing rooms will benefit all groups using the premises and the floodlights will benefit the clubs that use the premises outside and will be able to use them until a later time in the evening.

May I wish you every success with your project and funding applications.

Yours sincerely



Kevin Wright
Rugby Oddballs Table Tennis Team

TAMWORTH AND DISTRICT CHESS CLUB

Tamworth RUFC, Wiggington Lodge, Wiggington Park, Tamworth

Club Night: Thursday at 7.30 p.m.

Chairman: Phil Briggs

Hon. Secretary:

Peter J R Oliver, Radstone House, 5 Glebe Rise, Austrey, Atherstone, Warks. CV9 3HF

Tel: 01827-830337(H), 07794170324(M), email: pjroliver@aol.com

Tamworth Rugby Club

Wiggington Lodge

Wiggington Park

Tamworth

Staffs.

B79 8ED

30 November 2011

For the attention of Jeremy Tomsom, Club Secretary

Dear Jeremy,

New Pitch with floodlights and changing room improvements

On behalf of Tamworth & District Chess Club, I would like to give our full support to this project. The Chess Club has used the facilities at Wiggington Lodge for at least ten years, and would like to think that we have developed a good relationship with the Rugby Club.

I am aware that your membership has increased significantly over the years, and new members are the lifeblood of any organisation. We welcome your wish to improve and expand the facilities to cater for this additional membership, to ensure that the Rugby club continues to thrive into the future.

Should the opportunity arise for the improvements to extend to the club-house itself, either now or in the future, we would particularly welcome that, as it would be of direct benefit to the Chess Club.

We wish you every success with this venture, and the funding applications which will be necessary for it to succeed.

Yours sincerely,



Peter J R Oliver

Hon. Secretary

*Tamworth Rugby Club Domino Team
c/o 26 Croft Street
Tamworth
B79 8AB*

**Tamworth Rugby Club
Wiggington Park
Solway Close
Tamworth
B79 8ED**

25th November 2011

FAO Jeremy Tomson, Club Secretary

Dear Jez

Proposed Club Improvements New inc Floodlit Pitch and Changing Rooms upgrade.

I am writing on behalf of Tamworth Rugby Club Domino team to give our full support to the above projects. I know there has been a long history of Domino's within TRUFC and we are now in our 6th year of using Tamworth Rugby Club as a base for our league, various cup and charity matches having been previously based at the Coton Arms. .

We use the club 48 weeks of the year for league and cup matches and have always been made to feel most welcome as have our visitors from other clubs. Several of us are regulars at other times of the week all being associate members of TRUFC. However, over the last 12 months or so when the Junior section that train on a Wednesday night return to the club the majority are reluctant to use the showers because they and the changing rooms are cold and unwelcoming. Several parents despair because their charges then travel home in the car in their dirty training kit only to change and shower at home. As various age groups train on other evenings we assume that the same situation occurs each night of the week.

The proposed upgrade will allow the main club to be kept cleaner, preventing dirty children from sitting on furniture and allowing the parents to enjoy the ambience at the club a little longer whilst their children arrive back clean and changed. The new floodlit pitch will also prevent the youngsters from walking in the dark down to and back from the present training pitch that is currently the only floodlit area in the park and during the winter months resembles a mud bath through overuse.

The improvements will be a win/win situation as parents will be more eager to bring the children on less pleasant evenings knowing they will return cleaner and the club will be less dirty for those of us who use it on a social basis.

So, on behalf of the Domino team may I wish you every success with your development projects and funding applications?

Yours sincerely

Roderick J Bristow

ps As previously discussed the Function Room is also in dire need of refurbishment.

41 Browns Lane,
Tamworth,
Staffs,
B79 8TA
1st December 2011

Tamworth Rugby Club
Wigginton Lodge
Wigginton Park
Tamworth
Staffordshire
B79 8ED

For the attention of Jeremy Tomson, Club Secretary

Dear Jeremy

New Pitch with floodlights and changing room improvements

I am writing on behalf of Tamworth Cycling Club to give my full support to the above project. Our club/group has used facilities at Tamworth Rugby Club for approx. 15 years and we agree that the changing room facilities are rather dated, and in need of modernising, after many years of usage. It would be to every users benefit.

We wish you every success with your project and funding applications.

Yours sincerely

Dr. J. Allan Lawson
Club Secretary, Tamworth Cycling Club

Tamworth Rugby Club
Wigginton Lodge
Wigginton Park
Tamworth
Staffordshire
B79 8ED

28/11/2011

For the attention of Jeremy Tomson, Club Secretary

Dear Jeremy

New Pitch with floodlights and changing room improvements

I am writing on behalf of Tamworth Rugby Club Darts team to give my full support to the above project. Whilst we are a new addition to the club, we have moved our team to this venue as it offers a wide range of activities not only for us but for our families as well. The current facilities are good, but the further addition of the above can only bring bigger and better things to the club.

May I wish you every success with your project and funding applications.

Yours sincerely



Lee Kirkham.
Captain, Rugby club darts Team
07931986265

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DATE OF COMMITTEE
11 SEPTEMBER 2012

**REPORT OF THE PORTFOLIO HOLDER
FOR ENVIRONMENT AND WASTE MANAGEMENT**

CONSIDERATION OF THE CABINET RESPONSES TO CEMETERY GATES PETITION

EXEMPT INFORMATION

NO

PURPOSE

To inform Council of Cabinets' preferred option in response to the petition received by the Council in respect of locking and unlocking all cemetery gates all year round.

RECOMMENDATIONS

Members are asked to endorse the preferred option of supporting the establishment of a Friends of Group for the cemeteries to undertake the locking and unlocking of the gates.

EXECUTIVE SUMMARY

In October 2010 Cabinet resolved to stop locking and unlocking all cemetery gates, initially for a 12 month trial period and then permanently provided there were no serious issues arising from this.

In April 2012 a petition requesting the reinstatement of the locking and unlocking of all cemetery gates was received by the Council.

At the meeting of full Council on the 11th July 2012 this petition was presented and Council resolved that Cabinet would consider various options in response to the petition and bring back a preferred option to full Council on the 11th September 2012. Cabinet considered several options at its meeting on the 15th August and has recommended their preferred approach.

The option Cabinet wish Council to consider is to support the establishment of a "Friends of Group" for the Cemeteries, to be headed up by the petitioner initially to undertake the locking and unlocking of Wilnecote cemetery gates 365 days a year then broadening as the group grows to cover all cemeteries.

RESOURCE IMPLICATIONS

There are no direct revenue or resource costs to this option, although support will be given to the group from appropriate services within the Council whilst they establish themselves.

LEGAL/RISK IMPLICATIONS BACKGROUND

There is a risk to the reputation of the Council should the Friends of Group be unable to unlock the gates for any reason, in this situation an alternate provision will have to be made which would result in additional costs to the Council.

SUSTAINABILITY IMPLICATIONS

As the petitioner has indicated that they wish to be responsible for the locking/unlocking of the cemetery gates this should be a sustainable option provided that there is sufficient support from both the Council in the first instance to provide the appropriate advice and guidance to set up the group and an ongoing commitment from the Friends of Group in the long term.

REPORT AUTHOR

SARAH MCGRANDLE X349

LIST OF BACKGROUND PAPERS

Report to Cabinet August 15 2012

APPENDICES

None

COUNCIL

11th SEPTEMBER 2012

Report of the Chair of the Audit & Governance Committee

COUNTER FRAUD AND CORRUPTION POLICY STATEMENT, STRATEGY & GUIDANCE NOTES AND WHISTLEBLOWING POLICY

EXEMPT INFORMATION

None

PURPOSE

To seek Member approval for the adoption of the revised Counter Fraud and Corruption Policy Statement, Strategy & Guidance Notes and Whistleblowing Policy.

RECOMMENDATIONS

That the Council endorses:

1. The Counter Fraud and Corruption Policy Statement, Strategy & Guidance Notes (Appendix 1).
2. The Whistleblowing Policy (Appendix 2).

EXECUTIVE SUMMARY

A review and update of the Counter Fraud and Corruption Policy Statement, Strategy and Guidance Notes has been completed against best practice and in line with recent guidelines published – “Protecting the Public Purse” and “Fighting Fraud Locally – the Local Government Fraud Strategy”. The updated version is attached as **Appendix 1**. Changes to the previous version are shown in the document. Changes made include reference to the Bribery Act 2010, advocating zero tolerance to fraud, and a Recovery, Sanction and Redress section – again showing our commitment in countering fraud. The document also includes a specific Internal Audit Counter Fraud Work Plan. Although work has previously been completed by Internal Audit around the areas identified, they have not previously been detailed in a work plan.

In addition, the Whistleblowing Policy has been reviewed and updated in line with best practice and is attached as **Appendix 2**. An assessment of the Policy against the British Standards Institute (BSI) Whistleblowing Arrangements Code of Practice has been completed.

Both the Counter Fraud and Corruption Policy Statement, Strategy and Guidance Notes and the Whistleblowing Policy have been endorsed by the Audit & Governance Committee at their meeting on the 31st May 2012.

RESOURCE IMPLICATIONS

None

LEGAL/RISK IMPLICATIONS BACKGROUND

If the Policies are not adopted the arrangements for Anti Fraud and Whistleblowing will not comply with best practice.

SUSTAINABILITY IMPLICATIONS

None

BACKGROUND INFORMATION

Protecting the Public Purse 2011
Fighting Fraud Locally – The Local Government Fraud Strategy

REPORT AUTHOR

Angela Struthers, Head of Internal Audit Services

LIST OF BACKGROUND PAPERS

None

APPENDICES

- Appendix 1 Counter Fraud and Corruption Policy Statement, Strategy & Guidance Notes
- Appendix 2 Whistleblowing Policy



~~TAMWORTH BOROUGH COUNCIL~~

~~Anti-Fraud and Corruption Strategy & Guidance Notes~~

~~Revised February 2009~~

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[Appendix 1](#)

COUNTER FRAUD AND CORRUPTION POLICY STATEMENT,
STRATEGY & GUIDANCE NOTES

Document Status: Final

Originator: [A Struthers](#)

Updated: [A Struthers](#)

Owner: [Executive Director Corporate Services](#)

Version: 01.01.01

Date: [01/03/12](#)

Approved by [Council](#)

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Document Location

This document is held by Tamworth Borough Council, and the document owner is [John Wheatley, Executive Director Corporate Services](#).

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Revision History

Revision Date	Version Control	Summary of changes
1/3/12	1.01.01	Scheduled review

Approvals

Name	Title	Approved
Council	Council Approval	
Audit & Governance Committee	Committee Approval	Yes
CMT	Group Approval	Yes
TULG	Trade Union Consultation	Yes
John Wheatley	Executive Director Corporate Services	Yes
Angela Struthers	Head of Internal Audit Services	Yes

Document Review Plans

This document is subject to a scheduled annual review. Updates shall be made in accordance with business requirements and changes and will be with agreement with the document owner.

Distribution

The document will be available on the [Intranet and the website](#).

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TAMWORTH BOROUGH COUNCIL

ANTI-FRAUD AND CORRUPTION STRATEGY COUNTER FRAUD AND CORRUPTION POLICY STATEMENT

1.0 Introduction

1.1 Tamworth Borough Council fully recognises its responsibility in relation to the spending of public money (Protecting the Public Purse) and is committed to the fullest support for membersCouncillors and staffEmployees in upholding the reputation of the Council and maintaining public confidence in its integrity. It also recognises its responsibilities under the Proceeds of Crime Act 2002 and Money Laundering Regulations 2007 and the Bribery Act 2010.

1.2.0 ~~The culture and procedures of the Council are intended to ensure that high standards in public life apply throughout the Authority and support the authority's priority "working with others, we will actively tackle the cause and impact of crime and anti-social behaviour". The Council is aware of the importance of ensuring that members and staff are fully aware of their personal responsibilities. The authority has a range of interrelated policies and procedures that provide a corporate framework to counter fraudulent activity. These have been formulated in line with appropriate legislative requirements and include: The Council is committed to maintaining an ethical culture which does not and will not tolerate any form of fraud and corruption. Any such issues will be thoroughly investigated and, if confirmed, dealt with rapidly in the strongest possible way. We will seek the strongest possible sanctions against those who seek to defraud the Council. This includes taking appropriate action against employees, Councillors, contractors, external individuals and organisations.~~

3.0 To deliver the Council's corporate priorities, aims and strategic objectives we need to maximise the financial resources available to us. In order to do this we must reduce the risk of fraud to an absolute minimum.

4.0 This Policy Statement, together with the Counter Fraud & Corruption Strategy and Guidance Notes, is intended to provide advice and information to Employees and Councillors but suppliers, contractors and the general public are also encouraged to use this advice and guidance.

COUNTER FRAUD AND CORRUPTION STRATEGY

1.0 Introduction

1.1 This strategy is a key element of the Council's overall corporate governance arrangements which aim to ensure the Council is well managed and does the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable way. The Council has a range of other interrelated policies and procedures that provide a corporate framework to counter fraud activity. These have been formulated in line with appropriate legislative requirements and include:

- Standing Orders & Financial Regulations,
- National Code of Local Government Conduct,
- Whistleblowing Policy,
- Accounting procedures and records₁,
- Sound internal control systems,
- Effective Internal Audit,
- Effective recruitment & selection procedures,
- Disciplinary procedures,
- Fraud response plan,
- Benefits Prosecution Policy,
- ~~Confidential reporting policy~~
- Data Protection Policy₁,
- IT Security Policy₁,
- Personnel Security Policy₁,
- Physical Security Policy₁,
- ~~Employees Handbook~~
- Constitution₁,
- Scheme of Delegation₁,
- Members handbook₁,
- Code of Corporate Governance,
- Gifts & Hospitality Policy & Register,
- Anti-money Laundering Policy and Guidance,
- Conflict of Interests Policy,
- Other council procedures as appropriate₁,
- Any relevant professional Codes of Ethics or obligations₁.

1.2 All references to fraud within this document include any type of fraud-related offence. Fraud, theft, bribery and corruption are defined as follows:

Fraud – “the intention to make gain or cause loss by false representation, failing to disclose information or abuse of position”.

The Fraud Act 2006

Theft – “ a person shall be guilty of theft if he/she dishonestly appropriates property belonging to another with the intention of permanently depriving the other of it”. The Theft Act 1968.

Bribery – “A person (“P”) is guilty of an offence if either of the following cases applies.

Case 1 is where—

(a)P offers, promises or gives a financial or other advantage to another person, and

(b)P intends the advantage—

(i)to induce a person to perform improperly a relevant function or activity, or

(ii)to reward a person for the improper performance of such a function or activity.

(3)Case 2 is where—

(a)P offers, promises or gives a financial or other advantage to another person, and

(b)P knows or believes that the acceptance of the advantage would itself constitute the improper performance of a relevant function or activity. (The Bribery Act 2010)

Corruption - “the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person.” (Fraud Audit Manual, the Audit Commission)

1.3 A dishonest act or fraudulent activity may be, but is not limited to, an act or activity that is unethical, improper, or illegal such as:

theft of an asset including, but not limited to, money, tangible property, intellectual property etc;

misappropriation, misapplication, destruction, removal, or concealment of property;

false claims and/or misrepresentation of facts;

alteration or falsification of paper or electronic documents, including the inappropriate destruction of paper or electronic documents;

inappropriate use of computer systems including hacking and software

piracy;

embezzlement;

bribery, or corruption of any kind;

unlawful or undeclared conflict of interest;

unauthorised use or misuse of Council property, equipment, materials or records;

1.4 Although a dishonest or fraudulent act may have criminal and/or civil law consequences, the Council is not required to use a determination by a criminal or civil body as the basis for determining whether an act is dishonest or fraudulent, nor must the act rise to the level of a crime or violation of civil law in order to constitute a violation of the Council's Conduct and Capability Policy.

1.53 The Council also expects that individuals and organisations (e.g. partners, suppliers/contractors and service users) which it comes into contact with, will act towards the Council with integrity and without ~~thought or~~ actions involving fraud or corruption. The Council in turn will endeavour to ensure that all of its dealings will be on the same basis.

1.64 In administering its aims and responsibilities the Council is totally committed to deterring fraud and corruption, whether it is attempted on or from within the Council, and is committed to an effective anti-counter fraud and corruption strategy designed to:

- limit, as far as possible, the opportunities to commit fraudulent acts - **prevention**,
- enable any such acts to be **detected** at an early stage, and
- deal with any subsequent **investigations** in a prompt, thorough and professional manner.

1.75 Overall responsibility for dealing with fraud and corruption rests with the ~~Corporate Director of Resources~~Executive Director Corporate Services, who is the nominated Section 151 Officer having a statutory duty under Section 151 of the Local Government Act 1972 to ensure that there are proper arrangements in place to administer the Council's financial affairs. He is therefore the principal contact for all ~~Members~~Councillors and ~~staff~~employees.

1.86 Internal scrutiny of the Council's various activities occurs as a result of:-

- the ~~Corporate Director of Resources~~ Executive Director Corporate Services Section 151 responsibilities and Section 114 Local Government Finance Act 1988 responsibilities,
- the establishment of sound Internal Audit arrangements in accordance with the Accounts and Audit Regulations 2006~~11~~, and
- the responsibilities placed on the Monitoring Officer under Section 5 of the Local Government and Housing Act 1989.

1.97 External scrutiny of the Council's various activities occurs as a result of involvement by:-

- Local Government Ombudsman,
- External Auditor,
- ~~Audit Commission,~~
- Central Government Departments and Parliamentary Committees,
- HM Revenues and Customs,
- The Department for Work and Pensions
- The ~~G~~general ~~P~~public.

• ~~Inspectorates — such as the Benefit Fraud Inspectorate.~~

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1.108 This Anti-Counter Fraud and Corruption Strategy is based on a series of comprehensive and inter-related procedures designed to deter any attempted fraudulent or corrupt act. These cover:-

- Culture, ~~section 2.0,~~
- Prevention, ~~section 3.0,~~
- Detection and ~~i~~nvestigation, ~~section 4.0,~~
- ~~Recovery, Sanction and Redress,~~
- Training ~~and Awareness,~~ ~~section 5.0,~~ and
- ~~Sharing Information,~~
- ~~Implementing the Strategy.6.0.~~

2.0 Objectives

2.1 The key objectives of this Counter Fraud and Corruption Strategy are to:

Increase awareness of the counter-fraud responsibilities at all levels within and outside the Council;

Further embed and support the effective management of fraud risk within the Council;

Support counter-fraud activities across the Council;

Minimise the likelihood and extent of loss through fraud and corruption.

2.12.2 All of the above will directly support the achievement of the Council priorities whilst ensuring that statutory responsibilities are met.

3.0 Roles and Responsibilities

3.1 Roles and responsibilities for identifying and mitigating against the risk of fraud must be clearly understood and embraced effectively.

3.2 The risk of fraud and corruption is considered in the Council's corporate risk management arrangements. Chief Officers must therefore ensure that:

Their risk register accurately reflects the risk of fraud and corruption including any emerging risks;

Controls, including those in a computerised environment and for new systems and procedures, are effective and are properly maintained and documented;

There is compliance with the Council's Financial Regulations and associated guidance, Standing Orders and any other relevant codes of practice;

Those engaged in countering fraud and corruption, have the appropriate authority, skills and knowledge to undertake this work effectively;

That the necessary framework agreements to counter fraud are in place where the Council is working with other organisations either by way of contract or partnership. The Council will not knowingly enter into any contractual agreement with an organisation that fails to comply with its Code of Practice and/or other related procedures.

Findings from fraud investigations lead to relevant system changes.

4.0 Culture

24.1 The Council has determined that the culture and ethics of the Authority is one of honesty and openness in all its dealings, with opposition to fraud and corruption. This strategy forms part of the governance arrangements for the authority.

24.2 The Council's ~~members~~Councillors and ~~staff~~employees play an important part in creating and maintaining this culture. They are encouraged to raise any matters that concern them relating to the Council's methods of operation in accordance with the Council's ~~Confidential Reporting~~Whistleblowing Policy.

4.3 The Council is committed to driving down Benefit Fraud. Both public perception and organisational culture play key roles in achieving this aim. All ~~Members~~Councillors and ~~Staff~~Employees are therefore required to report any known material changes affecting Benefit claims to the Benefits Office. This specifically includes your own entitlement and of any tenants or sub-tenants that you may have. Failure to do so will result in the Councillor or Employee being subject to the Benefits Prosecution Policy and Conduct and Capability Procedures. In ~~general terms~~addition, ~~this it is also a~~ requirement ~~includes that the~~ timely transfer of information you receive in your normal business activities relating to any other customer who has alerted you to a fact that affects Benefit awards is completed

42.4 The Council's ~~Confidential Reporting~~Whistleblowing Policy ensures that ~~those raising concerns know~~concerns can be raised knowing they will be treated seriously and properly investigated in a confidential and impartial manner. In raising concerns ~~staff~~employees can be assured that there will be no victimisation, and anonymity will be respected wherever possible and will not affect their employment situation or future prospects with the Council.

42.5 ~~Staff~~Employees can raise their concerns in the first instance with their line manager but where ~~staff~~employees feel unable to raise concerns with their immediate line manager/ supervisor they can deal direct with any of the following:-

- the Section 151 Officer (~~Corporate Director of~~Executive Director Corporate Services-Resources),
- Internal Audit,
- the Chief Executive,
- the Monitoring Officer,
- ~~any Corporate Director,~~
- any Assistant Director any member of Corporate Management Team,
- ~~Internal Audit,~~
- the External Auditor, or
- any Trade Union Representative.

24.6 Elected ~~members~~Councillors, suppliers, contractors, and the general public are also encouraged to report concerns through any of the above routes.

4.7 Unless there are good reasons to the contrary, any allegations received by way of confidential letters or telephone calls will be taken seriously and investigated in an appropriate manner. All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness, but this will be discussed with you,

as to whether and how the matter can be proceeded with.

4.8 The Nolan Committee set out the seven guiding principles that apply to people who serve the public. The Council will develop our working behaviour around these principles, which are attached as Appendix 1.

~~2.9 Assistant Directors are responsible for dealing with any allegations of fraud and corruption that they receive in consultation with the Corporate Director of Resources (in accordance with Financial Regulations) and they will do so in a thorough, prompt, professional and impartial manner.~~

~~2.10 The investigating officer will be appointed by the Corporate Director of Resources. The investigating officer will usually be an Internal Audit Officer, or in the case of Benefit Frauds, a Benefits Investigations Officer. The investigating officer will:-~~

- ~~• deal promptly and confidentially with the matter,~~
- ~~• record all evidence received,~~
- ~~• ensure that evidence is sound and adequately supported,~~
- ~~• ensure security of all evidence collected,~~
- ~~• liaise as necessary and appropriate with the relevant Assistant Directors,~~
- ~~• liaise as necessary with external agencies e.g. Police,~~
- ~~• notify the Council's insurers if appropriate~~

~~2.11 The Council can be expected to deal swiftly and thoroughly with any member of staff who attempts to defraud the Council or who is corrupt. The Council will deal positively with fraud and corruption or suspicions thereof. Where appropriate, the Council's disciplinary procedures will be implemented.~~

~~2.12 There is a need to ensure that any investigation process is not misused and, therefore, any abuse such as raising unfounded malicious allegations may be dealt with as a disciplinary matter.~~

~~2.13 When it is found that fraud or corruption has occurred due to a break down in the Council's systems or procedures, Assistant Directors will ensure that appropriate improvements in systems of control are implemented in order to prevent a reoccurrence.~~

35.0 Prevention

53.1 Staff Employees

53.1.1 The Council recognises that a key preventative measure in the fight against fraud and corruption is to take effective steps at the recruitment stage to establish, as far as possible, the previous record of potential

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staffemployees, in terms of their propriety and integrity. In this regard temporary agency and contract staffemployees should be treated in the same manner as permanent staffemployees. Assistant Directors/Chief Officers are responsible for ensuring agencies engaged for the supply of temporary staffemployees have rigorous vetting processes and that references are sought direct from previous clients with regard to the suitability and integrity of the candidate.

35.1.2 StaffEmployee recruitment is required, ~~therefore~~, to be in accordance with procedures laid down by the Council. Written references covering the known honesty and integrity of potential staffemployees and where required, evidence of a licence to practice must always be obtained. All qualifications will be verified. There will be an open and fair policy of recruitment with no 'canvassing' or 'favouritism'.

35.1.3 StaffEmployees of the Council are expected to follow any Code of Conduct relating to their personal Professional Body and also abide by the terms and conditions of employment as set out in the Employees Handbook/Contract of Employment and the National Scheme of Conditions. The Council will report any known impropriety to the relevant Institution for them to consider appropriate disciplinary action.

53.1.4 StaffEmployees are reminded that they must comply within Section 117 of the Local Government Act 1972 which requires any interests in contracts that have been or are proposed to be entered into by the Council to be declared. The legislation also prohibits the acceptance of fees or rewards other than by means of proper remuneration. Details are described within the Code of Conduct.

53.1.5 Managers are required to observe the formal Disciplinary/Conduct and Capability Procedures.

53.1.6 All staffemployees are required to declare in a public register (held by the Monitoring Officer) any offers of gifts or hospitality which are in any way related to the performance of their duties in relation to the Authority. Employees should also declare private work (paid or unpaid) etc., which if permitted must be carried out during hours when not employed on Council work, and should not be conducted from Council premises or use any Council equipment/assets. ~~Staff attention is drawn to Section 7 in the Employees' Handbook, — Code of Conduct.~~

5.1.7 The above matters are brought to the attention of employees via induction training and ~~the issue of the Employees Handbook and~~ subsequently by internal communications.

5.1.8 Management at all levels are responsible for ensuring that ~~their~~ staffemployees are aware of the Authority's Financial Regulations and Standing Orders, and that the requirements of each are being met. They are also responsible for ensuring that appropriate procedures are

in place to safeguard the resources for which they are responsible, which include accounting control procedures, working manuals and operating procedures. Management must ensure that all staffemployees have access to these rules and regulations and that staffemployees receive suitable training.

5.1.9 Managers should strive to create an environment in which their staffemployees feel able to approach them with concerns they may have about suspected irregularities. If managers and staffemployees are unsure of the appropriate action they should be aware of the role of consult with the Internal Audit UnitSection.

35.2 MembersCouncillors

53.2.1 MembersCouncillors are required to operate within: -

- Sections 49 - 52 of the Local Government Act 2000,
- Local Authorities (Members' Interest) Regulations 1992 (S.I. 618)
- The National Code of Local Government Conduct
- Any local code or amendments agreed and
- The Council's Standing Orders and Financial Regulations.

53.2.2 These matters are specifically brought to the attention of elected membersCouncillors at their induction and subsequent training. MembersCouncillors are required to provide the Monitoring Officer with specific information concerning their personal and prejudicial interests and to keep that information up to date, as required by the Local Government and Housing Act 1989. The Members Interests Register is held by the Monitoring Officer.

53.3 Systems

35.3.1 The Council's Scheme of Delegation, Standing Orders and Financial Regulations place a duty on all membersCouncillors and employees to act in accordance with best practice when dealing with the affairs of the Council.

53.3.2 The Corporate Director of ResourcesExecutive Director Corporate Services has a statutory responsibility under Section 151 of the Local Government Act 1972 to ensure proper administration of financial affairs. Various Codes of Practice outlining systems, procedures and responsibilities are widely distributed to employees.

35.3.3 The Internal Audit UnitSection assesses regularly the level of risk within the Council with a view to preventing fraud and corruption. Such

assessments are discussed with Assistant Directors/Chief Officers and, where appropriate, incorporated into work plans.

35.3.4 Significant emphasis has been placed on thorough documentation of financial systems, and every effort is made to continually review and develop these systems in line with best practice to ensure efficient and effective internal controls and to include adequate separation of duties. The adequacy and appropriateness of the Council's financial systems are independently monitored by both the Internal Audit Unit/Section and External Audit. Any weaknesses identified in internal control will be reported to management whose duty it will be to ensure that corrective action is taken. The Section 151 Officer will use his statutory power to enforce the required changes if necessary.

35.3.5 Assistant Directors/Chief Officers will ensure that internal controls, including those in a computerised environment, are effectively maintained and documented and will investigate any potential weaknesses.

5.3.6 Chief Officers must ensure that proportionate counter fraud measures are applied to new systems/procedures.

35.3.67 It is evident across the country that an increasingly wide variety of frauds are being perpetrated. The larger frauds may involve the creation of multiple identities and false addresses, and involve different agencies. Staff/Employees are therefore encouraged to liaise with those other agencies, exchanging information, where possible and appropriate to help prevent and detect such fraud. It is important that arrangements exist, and are developed, to encourage the exchange of information with other agencies including:-

- other local and statutory authorities,
- Treasurers' Associations and Societies/Chief Financial Officer Group,
- local, regional and national Auditor networks,
- government departments,
- police forces,
- the Audit Commission, **and**
- the National Anti-Fraud Network, and
- any other Fraud Networks/Forums.

35.3.87 The Council has established formal procedures to respond to complaints received about any aspect of service delivery. Issues relating to fraud and corruption will be passed directly to the Corporate Director of Resources/Executive Director Corporate Services. Specific guidance has also been issued to all staff/employees in relation to Proceeds of Crime and Money Laundering. The Monitoring Officer acts as the Council's Money Laundering Reporting Officer.

~~35.3.98~~ The Council will involve the police to prosecute offenders where fraudulent or corrupt acts are discovered. This will be a matter for the ~~Corporate Director of Resources~~Executive Director Corporate Services, Monitoring Officer and the Chief Executive to decide, in consultation with the relevant ~~Assistant Directors~~Chief Officer.

46.0 Detection ~~And~~ and Investigation

~~46.1~~ The Council's preventative systems, particularly internal control systems, provide indicators of fraudulent activity and are designed to deter any fraudulent activity.

~~46.2~~ It is often the alertness of elected ~~members~~Councillors, council ~~staff~~employees, and the general public to the possibility of fraud and corruption, that enables detection to occur and appropriate action to take place.

~~46.3~~ Many frauds are discovered by chance, 'tip-off' or general audit work and arrangements are in place to enable such information to be properly dealt with.

~~46.4~~ ~~Assistant Directors~~Chief Officers are required by Financial Regulations to report all suspected instances of fraud and corruption to the ~~Corporate Director of Resources~~Executive Director Corporate Services. Early reporting is essential to the success of this strategy, and;

- ensures the consistent treatment of information regarding fraud and corruption,
- facilitates a thorough investigation of any allegation received by an independent unit (Internal Audit), and
- ensures maximum protection of the Council's interests.

Suspicious that any transaction or dealing may involve the proceeds of crime should be reported to the Monitoring Officer, who will ensure such suspicions are reported to the ~~relevant~~appropriate authorities as required by the relevant Act.

~~6.5~~ The investigating officer will be appointed by the Executive Director Corporate Services. The investigating officer will usually be an Internal Audit Officer, or in the case of Benefit Frauds, a Benefits Investigations Officer. The investigating officer will:-

- deal promptly and confidentially with the matter,
- record all evidence received,
- ensure that evidence is sound and adequately supported,
- ensure security of all evidence collected,
- liaise as necessary and appropriate with the relevant Chief Officer,

- liaise as necessary with external agencies e.g. Police,
- notify the Council's insurers if appropriate.

6.6 The Council can be expected to deal swiftly and thoroughly with any employee who attempts to defraud the Council or who is corrupt. The Council will deal positively with fraud and corruption or suspicions thereof. Where appropriate, the Council's disciplinary procedures will be implemented.

6.7 There is a need to ensure that any investigation process is not misused and, therefore, any abuse such as raising unfounded malicious allegations may be dealt with as a disciplinary matter.

6.8 When it is found that fraud or corruption has occurred due to a break down in the Council's systems or procedures, Chief Officers will ensure that appropriate improvements in systems of control are promptly implemented in order to prevent a reoccurrence.

4.56.9 Depending on the nature and anticipated extent of the allegations, the Internal Audit ~~unit~~section will normally work closely with management and other agencies such as the police to ensure that all allegations and evidence is properly investigated and reported upon.

4.66.10 The Council's ~~D~~isciplinary P~~rocedures~~rocedures will be used where the outcome of the Audit Investigation indicates improper behaviour.

6.11 The Council will normally wish the police to independently prosecute offenders where financial impropriety is discovered.

6.12 Any ~~member~~Councillor who is the subject of allegations of wrong doing can be referred to the Standards Committee of the authority (details on the website), who will determine what action should be taken.

6.13 All contractors, consultants and organisations receiving funding from the Council who are accused of wrong doing will be the subject of an investigation and where appropriate an independent decision may be taken to terminate the agreement/grant.

4.106.14 The Council's External Auditor has a responsibility to review the Council's arrangements for the prevention, detection and investigation of fraud and corruption and report accordingly.

7.0 Recovery, Sanctions & Redress

7.1 Where the Council identifies fraud then it will:

Recover, prosecute or apply other sanctions to perpetrators, where appropriate.

- 7.2 Where fraud or corruption by employees is indicated, then action will be taken in accordance with the Council's Conduct and Capability Policy. This may be in addition to any civil recovery action or sanctions.
- 7.3 The Council aims to be effective in recovering any losses incurred to fraud using, as appropriate, criminal and/or civil law. Success rates will be monitored routinely as an indicator and part of the quality process.
- 7.4 Wherever possible, redress should be applied. This ensures that the Council is seen as recovering money lost to fraud.

58.0 Training & Awareness

- 58.1 The Council recognises the importance of training in the delivery of high quality services. The Council supports the concept of fraud awareness training for managers and for ~~staff~~employees involved in internal control systems to ensure that their responsibilities and duties in this respect are regularly highlighted and reinforced. ~~Assistant Directors Chief Officers~~ are responsible for training ~~their~~ ~~staff~~employees and promoting awareness of fraud issues.
- 58.2 Investigation of fraud and corruption centres around the Council's Internal Audit and Benefits ~~Unit~~sections. ~~Staff~~Employees engaged in these ~~Unit~~section, for the detection and prevention of fraud, are properly and regularly trained in all aspects of it. The training plans of the ~~Unit~~sections will reflect this requirement.
- 58.3 ~~Staff~~Employees who ignore such training and guidance may face the possibility of disciplinary action.
- 8.4 ~~5.4~~—Regular training seminars will be provided for ~~Members~~Councillors on a wide range of topics including declarations of interest and the ~~National~~Code of Conduct as detailed in the Constitution.
- 8.5 The Council will maintain an up to date awareness of the types of fraud that it may be exposed to, especially given the ongoing financial situation and the resourcefulness of potential fraudsters. It will review national developments and strengthen systems and procedures accordingly using the following key sources of information:
- National Fraud Reports
- National Anti-Fraud Network
- Midlands Fraud Forum

Local Networking through Staffordshire and the Midlands

Any other sources of fraud awareness/updates etc.

69.0 Sharing Information

96.1 The Council is committed to working with other agencies in the detection and prevention of fraud.

96.2 Information will be shared internally and with other government departments and other agencies eg insurance companies for the purposes of fraud prevention and detection. This information will be shared in accordance with the principles of the Data Protection Act 1998 and other appropriate legislation.

9.3 6.3—The Council participates in national data sharing exercises, i.e. the National Fraud Initiative to enable the proactive detection of fraud.

10.0 Implementing the Strategy

10.1 Internal Audit will undertake an annual assessment of the effectiveness of existing counter-fraud and corruption arrangements against:

CIPFA's Red Book 2 Fraud Standards

Other best practice/statutory guidance as required

The roles and responsibilities as set out in Appendix 2 of this strategy.

10.2 Internal Audit will complete the Counter Fraud Work Plan as detailed in Appendix 5.

10.3 Internal Audit will report its findings to the Audit and Governance Committee who will consider the effectiveness of the counter-fraud risk management arrangements.

711.0 Conclusions

117.1 The Council's systems, procedures, instructions and guidelines are designed to limit, as far as is practicable, acts of fraud and corruption. All such measures will be kept under constant review to ensure that they keep pace with developments in prevention and detection techniques regarding fraudulent or corrupt activity.

117.2 The Council will maintain a continuous review of all its systems and procedures through the Corporate Director of Resources Executive

| Director Corporate Services -and- Internal and Internal Audit, in consultation with the Monitoring Officer where required.

ANTI-COUNTER FRAUD AND CORRUPTION GUIDANCE NOTES

1.00 Introduction

1.1 — What Is Fraud And Corruption?

1.1.1 — The legislative definition of fraud is:

~~“the intention to make gain or cause loss by false representation, failing to disclose information or abuse of position”.~~

~~(The Fraud Act 2006)~~

~~The Fraud Act 2006 can be viewed at the govt. website
www.opsi.gov.uk~~

1.1.2 — Corruption is defined as:-

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

~~(Fraud Audit Manual, the Audit Commission)~~

1.2 — Why Do We Need An Antia Counter- Fraud And Corruption Strategy?

1.1 Even though the vast majority of people working for the Council are honest and diligent, the Council cannot be complacent. Fraudulent or corrupt acts may include:

System issues	ie where a process/system exists which can be abused by either employees or members of the public (eg Housing Allocations)
Financial issues	ie where individuals or companies have fraudulently obtained money from the Council (eg invalid invoices/work not done, Housing Benefit fraud)
Equipment issues	ie where Council equipment is used for personal use (eg personal use of council telephones)
Resource issues	ie where there is misuse of resources (eg theft of building materials/cash)
Other issues	ie activities undertaken by officers of the Council which may be: unlawful; falls below established standards or practices; or amounts to improper conduct (eg receiving unapproved hospitality)

~~(This is not an exhaustive list.)~~

1.2.2 The prevention of fraud, and the protection of the public purse is **EVERYONE'S BUSINESS**. It is important that all staffemployees know:

- how to recognise a fraud,
- how to prevent it, and
- what to do if they suspect that they have come upon a fraud.

1.2.3 This guidance has been drawn up to provide information to staffemployees at all levels. The strategy and guidance attempt to assist employees and others with suspicions of any malpractice. The overriding concern is that it is in the public interest for the malpractice to be corrected and, if appropriate, sanctions and redress applied.

1.4 It is important that employees should be able to use any mechanism without fear of victimisation, and fully know that their concerns will be addressed seriously, quickly and discreetly.

1.5 It is important that the whole Council works together to reduce Benefit ~~f~~Fraud. All employees are therefore required to transfer relevant information gathered in their normal day to day activities about possible Benefit irregularities to the Benefits Office, at Marmion House. So, for example, if ~~there is~~during a routine visit/interview you become aware that a customer is working and "signing on" this may be legitimate which they may be entitled to do so. ~~You are not expected to delve any further~~ but you must tell the Benefits office this information. The Benefits Staff-office will assess the matter and investigate where appropriate. You are not expected to and must not delve any further.

1.2.6 The Council has determined that it should have a culture of honesty and openness in all its dealings, with opposition to fraud and corruption. The Council's Confidential Reporting Whistleblowing Policy ("~~Whistle Blowing Procedure~~"), does this by :-

- making it clear that vigilance is part of the job. Knowingly not raising concerns may be a serious disciplinary offence,
- recognising that early action may well prevent more worry or more serious loss/damage,
- making it safe and simple to convey critical information ensuring that any concern in this area is seen as a concern and not a grievance,
- encouraging information exchange, remembering that there are two sides to every story,
- providing a way in which concerns can be raised in confidence and not necessarily via the nominated line manager or supervisor,
- recognising the need for discretion,

- ensuring the anonymity of the individual, where possible, should this be preferred by the employee, and by protecting employers from reprisals.

1.7 In line with the above, the Council encourages employees and others with serious concerns about any aspect of the Council's work to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis. The ~~Confidential Reporting Policy~~Whistleblowing Policy is intended to encourage and enable ~~staff~~employees to raise serious concerns within the Council rather than overlooking them. ~~Full details of the procedure can be found on the intranet (Audit area)~~The Policy can be found on the Council's website (www.tamworth.gov.uk).

~~1.2.8~~ There is a need to ensure that any investigation process is not misused and, therefore, any abuse such as raising unfounded malicious allegations may be dealt with as a disciplinary matter.

~~2.01-3~~ Why Do We Need This Advice?

~~4.23.1~~ It is important that you follow the advice given and do not try to handle the problem yourself, without expert advice and assistance. A badly managed investigation may do more harm than good. There are a number of internal and external processes which have to be followed to yield a satisfactory conclusion.

~~23.0~~ How To Recognise A Fraud

~~32.1~~ Each ~~member or~~ employee must be aware of fraud and the areas within their responsibility where fraud may occur.

~~32.2~~ Fraud can happen wherever ~~staff~~employees or independent contractors complete official documentation and can take financial advantage of the Council. The risk of fraud is enhanced where ~~staff~~employees or contractors are in positions of trust or responsibility and are not checked or subjected to effective monitoring or validation. Consequently the following areas are susceptible to fraud:-

- claims for work done by independent contractors,
- travel and expense claims,
- cash receipts/ petty cash,
- payroll,
- ordering, and
- stocks and assets.

~~32.3~~ Fraud involves the falsification of records, failing to disclose information or abuse of position. Managers need to be aware of the possibility of

fraud when presented with claims/forms/documentation etc. Issues which may give rise to suspicions are:-

- documents that have been altered, “Tippex” used thereon, or different pens and different hand writing,
- claims that cannot be checked, particularly if prior authorisation was not given,
- strange trends (use comparisons and reasonableness),
- confused, illegible text and missing details,
- delays in documentation, completion or submission, and
- no vouchers or receipts to support claims.

| **32.4** There are a number of indications of an **employee staff member** being in a situation whereby they could be acting fraudulently. Common indicators could be:-

- living beyond their means,
- under financial pressure ,
- not taking annual leave, and
- solely responsible for a “risk” area and/or possibly refusing to allow another officer to be involved in their duties and/or have minimal supervision.

| **43.0 How To Prevent It**

| **43.1** By establishing an adverse culture to fraud and corruption the Council can help to prevent its occurrence.

| **4.2** Managers need to :-

- Minimise the opportunity for fraud – this can be achieved by putting in place robust systems of internal controls and checks.
- Reduce the “Pay – Off” – this is achieved by increasing the chances of detection and increasing the penalty for the perpetrator so risks outweigh the benefits of getting “away with it”

| **4.3** There are 8 basic control types which management should concern themselves with: -

Supervision

| Supervisory checks should be completed **and recorded** by the line manager on the work completed by his/her team.

Organisation

Within each system, there should be policies/procedures setting out how functions should be carried out. There should be clear structures/rules which ~~staff~~employees should work within.

Authorisation

Within a system there should be authorisation controls e.g. controls to authorise a payment (electronic/physical signature), and the correct level of authority is used in decision making.

Personnel

There should be clear roles and responsibilities and appropriate level of delegation. The right person should be doing the right job.

Segregation of Duties

Seek to avoid the sole ownership for the processing and control functions of any activity, by one employee.

Physical

This relates to physical controls e.g. access to monies, documents, security of premises etc should be appropriate and restricted where necessary. Where restricted access is necessary, access to keys/door numbers etc should be retained by the person granted access rights. They should not be left on the premises. Inventory checks ensure that assets are controlled.

Arithmetical Accuracy

Checks completed by another person to confirm the accuracy of data input/independent reconciliations of cash floats etc.

Management Functions

Within the system there should be controls for monitoring and reporting upon activity e.g the production of audit trail reports from systems etc. Monitoring to highlight irregularity/~~non~~-compliance with rules and procedures and reporting – being accountable for actions.

34.4.3 Employees need to be aware of the possibility of fraud when presented with claims/forms/ documentation, etc. They should also have an awareness of internal rules and procedures; i.e. financial regulations, standing orders, declarations of outside work, hospitality etc.

3.44.5 Deterrence and prevention is the primary aim and if managers implement and control areas as mentioned in **4.3.2**, any deviation from the set procedure should be highlighted in a timely manner.

5.0 What To Do On Suspecting A Fraud

45.1 Action By Employees

45.1.1 The Council is committed to the highest possible standards of openness, probity and accountability. Any employee who believes such standards are being breached should report their suspicions. This can be done via the Council's ~~Confidential Reporting Whistleblowing~~ Policy ~~—("Whistle blowing")~~ or you can contact the ~~Corporate Director of Resources~~ Executive Director Corporate Services, Internal Audit or ~~an Assistant Director~~ a Chief Officer.

45.1.2 You should report the matter immediately, make a note of your suspicions and provide as much factual information to support your concerns. Concerns are better raised in writing.

45.1.3 The background and the history of the concern, giving names, dates and places where possible, should be set out and the reason why the individual is particularly concerned about the situation. Those who do not feel able to put their concern in writing can telephone or meet the appropriate officer. The earlier the concern is expressed, the easier it is to take action. Individuals may invite their trade union or professional association to raise a matter on their behalf.

45.1.4 Do not try to carry out an investigation yourself. This may damage any investigation carried out by the Internal Audit ~~unit~~ section, the Benefits Investigations Officer or an appointed investigator. Help the official investigators by providing information as and when requested and by giving a written statement when required.

45.2 Action By Managers

54.2.1 If managers become suspicious of any action by an employee or supplier or such suspicions are reported to them they should follow these simple rules.

- if possible establish if the irregularity (potential fraud, corruption or error) is a genuine error or possible fraud.
- contact their ~~Assistant Director~~ Chief Officer or any other officer as identified in the ~~anti-Counter f~~ Fraud and e Corruption policy Strategy, who will contact the ~~Corporate Director of Resources~~ Executive Director Corporate Services or the Internal Audit ~~unit~~ section.

- contact the ~~Assistant Chief Executive~~Director transformations & Corporate Performance, where there may be implications under the disciplinary procedures for officers.
- do nothing else, except remain vigilant and await further instructions from the investigating team.

~~45.2.2~~ The Council is required to report any cases in which it is suspected that transactions involve the proceeds of crime. If ~~staff~~employees or managers have any such suspicion, this should be reported immediately to the Monitoring Officer, who shall advise on the necessary action and ensure the matter is reported to the appropriate authorities.

~~5.2.3~~ Details of the relevant contacts can be found in Appendix 4.

~~56.0~~ What Happens To The Allegation

~~56.1~~ ~~In accordance with the Confidential Reporting Policy, t~~The ~~Corporate Director of Resources~~Executive Director Corporate Services or his investigating officer, will normally carry out a full enquiry even where there is clear evidence of an offence following the Fraud Response Plan (Appendix 3). A full report will be copied and sent to:-

- the relevant ~~Assistant Director~~Chief Officer, and
- ~~the Assistant Chief Executive~~, and
- the Chief Executive to consider if there needs to be any police involvement.

~~6.2~~ ~~5.2~~—It is essential that the ~~Corporate Director~~Executive Director of ResourcesCorporate Services investigation should be a complete one and the investigating officer to whom it is delegated is entitled to expect the fullest co-operation from all ~~members of staff~~employees.

~~6.26.3~~ A full detailed report on any system control failures and recommended actions to address the failures will be issued to the relevant manager in the format of an internal audit report.

The Seven Principles of Public Life (Nolan Committee)

Selflessness

Holders of public office take decisions in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be **as** open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Statement of Expected Responsibilities

<u>Stakeholder</u>	<u>Expected Responsibilities</u>
<u>Chief Executive</u>	<u>Ultimately accountable as Head of Paid Service for the effectiveness of the Council's arrangements for countering fraud and corruption as well as corporate governance.</u>
<u>Executive Director Corporate Services (Section 151 Officer)</u>	<u>The Executive Director Corporate Services has a statutory duty, under Section 151 of the Local Government Act 1972, Sections 114 and 116 of the Local Government Finance Act 1988 and Accounts and Audit Regulations 2011 to ensure the proper administration of the Council's financial affairs. This includes Internal Audit and Benefit Fraud.</u>
<u>Solicitor to the Council (Monitoring Officer)</u>	<u>To advise Councillors and officers on ethical issues, standards and powers to ensure that the Council operates within the Law and Statutory Codes of Practice. The operation of the Council's Money Laundering Policy And Regulation of Investigatory Powers Act (RIPA) 2000 Policies and Procedures.</u>
<u>Director Transformation & Corporate Performance</u>	<u>To put in place a corporate recruitment and selection policy and monitor compliance against it.</u>
<u>Corporate Management Team</u>	<u>To ensure that fraud and corruption risks are considered as part of the Council's corporate risk management arrangements. To ensure that actions to mitigate risks in this area are effective. To notify the Executive Director Corporate Services of any fraud arising in a timely manner.</u> <u>Challenge new policies and strategies to ensure that fraud and corruption risks have been taken into account. Review the corporate framework designed to promote an over-riding counter-fraud culture on a regular basis. This will include monitoring and evaluating arrangements to ensure effectiveness and compliance with best practice.</u>
<u>Audit and</u>	<u>To monitor the Council's policies and consider the</u>

<u>Governance Committee</u>	<u>effectiveness of the arrangements for Counter Fraud and Whistleblowing.</u> <u>The Committee monitors and advises upon the Code of Conduct for members.</u>
<u>Portfolio holder – Corporate Services and Assets</u>	<u>To champion the Council’s Counter Fraud & Corruption arrangements and promote them at every opportunity.</u>
<u>Elected Councillors</u>	<u>To support and promote the development of a strong counter fraud culture.</u>
<u>Audit Commission</u>	<u>Statutory duty to ensure that the Council has in place adequate arrangements for the prevention and detection of fraud, corruption and theft.</u>
<u>Internal Audit</u>	<u>Responsible for developing and implementing the Counter Fraud and Corruption Policy Statement, Strategy and Guidance Notes and investigating any issues reported under this policy. Reporting on the effectiveness of controls to the Audit and Governance Committee. To ensure that all suspected or reported irregularities are dealt with promptly and in accordance with this Strategy and that action is identified to improve controls and reduce the risk of recurrence.</u>
<u>Senior Managers</u>	<u>To promote employee awareness and ensure that all suspected or reported irregularities are immediately referred to Executive Director Corporate Services. To ensure that there are mechanisms in place within their service areas to assess the risk of fraud, corruption and theft and to reduce these risks by implementing robust internal controls.</u>
<u>Employees</u>	<u>To comply with Council policies and procedures, to be aware of the possibility of fraud, corruption and theft, and to report any genuine concerns to the appropriate management, the Chief Executive, the Executive Director Corporate Services or Internal Audit.</u>
<u>Public, Partners, Suppliers,</u>	<u>To be aware of the possibility of fraud and corruption against the Council and report any genuine concerns</u>

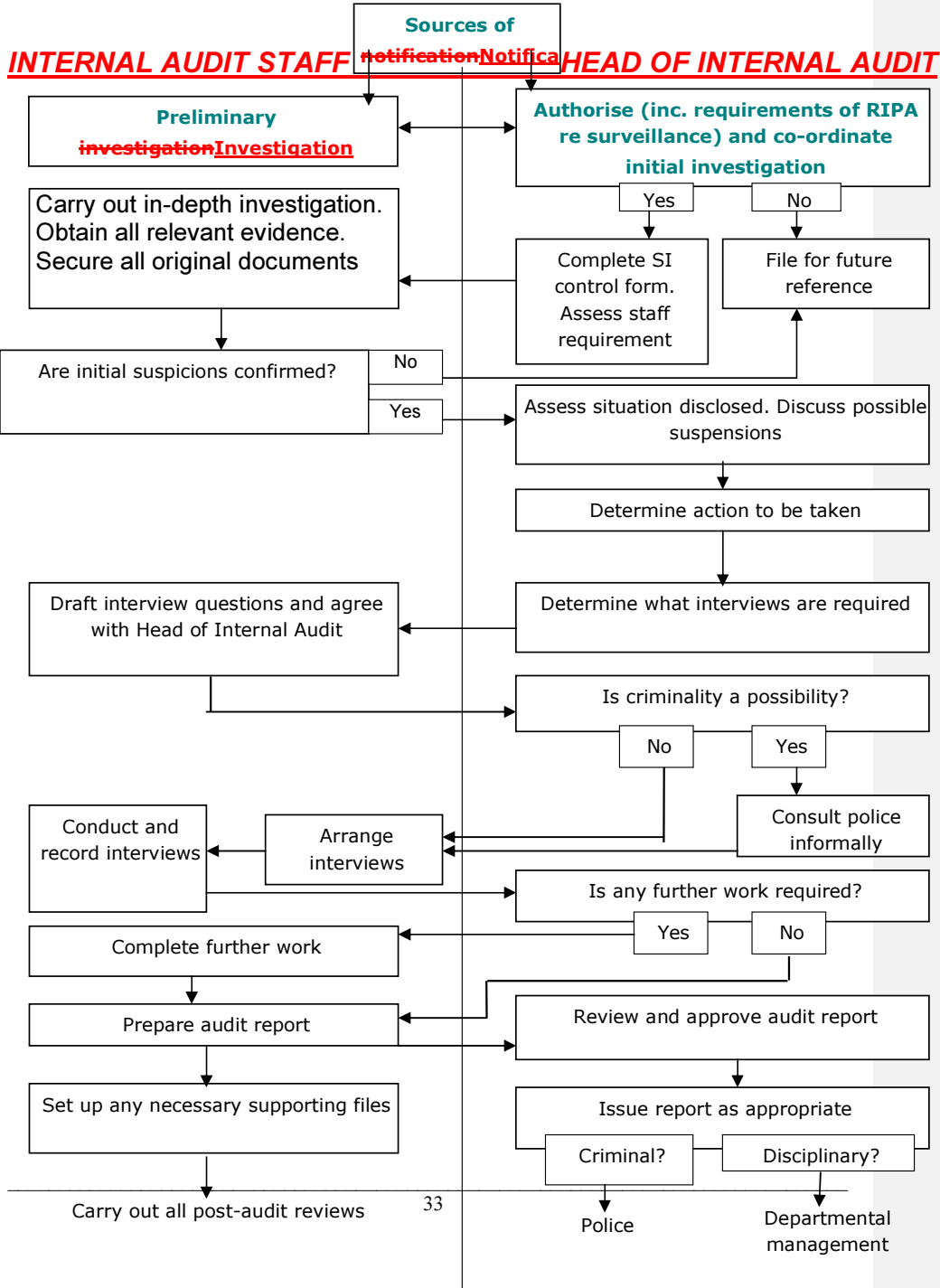
Contractors and
Consultants

or suspicions. To ensure that effective controls are in
place to mitigate risks to the Council.

Tamworth Borough Council

Fraud Response Plan

OPERATIONAL CONTROL



**HOW TO REPORT ANY SUSPECTED FRAUDS, CORRUPTION, OTHER
IRREGULARITIES OR CONCERNS**

To contact Internal Audit Services

Contact: Angela Struthers, Head of Internal Audit Services

Tel: 01827 709234 email: angela-struthers@tamworth.gov.uk

Write to Head of Internal Audit Services (Confidential)

Tamworth Borough Council

Marmion House,

Lichfield Street

Tamworth

B79 7BZ

Alternatively you can contact:

John Wheatley, Executive Director Corporate Services

Tel: 01827 709252 email: john-wheatley@tamworth.gov.uk

Jane Hackett, Solicitor to the Council and Monitoring Officer

Tel: 01827 709258 email: jane-hackett@tamworth.gov.uk

Tony Goodwin, Chief Executive

Tel: 01827 709220 email: tony-goodwin@tamworth.gov.uk

To contact the Council's external auditor

Write to:

The Audit Commission

2nd Floor, No 1 Friarsgate

1011 Stratford Road

Solihull

West Midlands

B90 4BN

Tel: 0844 798 7173

Whistleblowing hotline: 0845 052 2646

To report Housing and Council Tax Benefit Fraud contact:

Tamworth Borough Council Benefits Fraud Team : 01827 709525/541

National Benefit Fraud Hotline 08003286340 or

text phone number 08003286341 or

Write to PO Box No. 647, Preston, PR1 1WA

TAMWORTH BOROUGH COUNCIL INTERNAL AUDIT COUNTER FRAUD WORK PLAN 2012/13

CREATING AN ANTI-FRAUD CULTURE

<u>OBJECTIVE</u>	<u>RISK</u>	<u>PROGRESS</u>
<p><u>To build an anti-fraud culture through the adoption of various measures to promote counter fraud awareness by:</u></p> <ul style="list-style-type: none"> <u>a) Roll out of the e learning package on governance (includes counter fraud & whistleblowing)</u> <u>b) Provide drop in sessions (if required) to staff and members</u> <u>c) Continue to make available counter fraud strategies/policies on the intranet/website</u> 	<p><u>1. Failure to make staff, member and the public that their suspicions will be treated confidentially, objectively and professionally.</u></p>	
<u>RESOURCE (DAYS)</u>		<u>5</u>

<u>DETECTING FRAUD</u>		
<u>OBJECTIVE</u>	<u>RISK</u>	<u>PROGRESS</u>
<u>Review communications so that the most effective ways of communicating with staff are utilised.</u>	<u>A lack of robust strategic approach to deterring fraud can undermine actions to build an anti-fraud culture</u>	
		<u>Resources (Days)</u>

<u>PREVENTING FRAUD</u>		
<u>OBJECTIVE</u>	<u>RISK</u>	<u>PROGRESS</u>
<u>Review the existing counter fraud policy statement, strategy and guidance notes and update and amend as appropriate.</u>	<u>Out of date policies and procedures which do not cover relevant legislation</u>	
<u>Review financial guidance and update and amend as appropriate.</u>	<u>Out of date policies and procedures which do not cover relevant legislation</u>	
<u>Review and update the fraud risk register in line with potential system weaknesses identified during audits or investigations.</u>	<u>Potential risks not identified</u>	
<u>Resources (Days)</u>		<u>12</u>

<u>DETECTING FRAUD</u>		
<u>OBJECTIVE</u>	<u>RISK</u>	<u>PROGRESS</u>
<u>Undertake enquiries as a result of the outcome of the Audit Commission's National Fraud Initiative</u>	<u>If not undertaken, there is a risk that the opportunity to abuse a system weakness may be heightened as the risk of being caught maybe deemed negligible by the perpetrator.</u>	
<u>Undertake local proactive exercises at the Authority as agreed with the Executive Director Corporate Services</u>	<u>If not undertaken, there is a risk that the opportunity to abuse a system weakness may be heightened as the risk of being caught maybe deemed negligible by the perpetrator.</u>	
<u>Resources (Days)</u>		<u>12</u>

<u>INVESTIGATIONS</u>		
<u>OBJECTIVE</u>	<u>RISK</u>	<u>PROGRESS</u>
<u>All referrals will be investigated in accordance with the Counter Fraud and Corruption Policy Statement and Strategy.</u>	<u>The risk of not investigating is that fraud goes unpunished and there is no resulting deterrent effect thus increasing the prevalence of fraud further.</u> <u>The staff (or others) making the allegation feel they are not taken seriously and referrals cease to be made.</u>	
<u>Resources (Days)</u>		<u>20</u>

SANCTIONS

<u>OBJECTIVE</u>	<u>RISK</u>	<u>PROGRESS</u>
<u>Ensure that the sanctions are applied correctly and consistently.</u>	<u>If sanctions are not imposed there is no deterrence of fraud.</u>	
		<u>Resources (Days)</u>

REDRESS

<u>OBJECTIVE</u>	<u>RISK</u>	<u>PROGRESS</u>
<u>Maintain comprehensive records of time spent on each investigation so that this can be included in any compensation claim.</u> <u>Identify and maintain a record of the actual proven amount of loss so that appropriate recovery procedures can be actioned.</u>	<u>Fraudsters may not realise that any and all measures will be taken to recover any money lost to fraud.</u>	
		<u>Resources (Days)</u>

<u>MANDATORY COUNTER FRAUD ARRANGEMENTS (STRATEGIC WORK)</u>		
<u>OBJECTIVE</u>	<u>RISK</u>	<u>PROGRESS</u>
<u>Attendance at relevant fraud forums/meetings to ensure that professional knowledge and skills are maintained.</u> <u>Completion and agreement of work plan.</u> <u>Regular meetings with the Executive Director Corporate Services.</u> <u>Quarterly report of counter fraud work.</u> <u>Attendance at relevant training as required.</u>	<u>Failure to ensure the completion of mandatory strategic work may mean that the professional knowledge and skills are not maintained to a high standard.</u>	
	<u>Resources (Days)</u>	<u>5</u>
<u>TOTAL RESOURCES (Days)</u>		<u>54</u>

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~~TAMWORTH BOROUGH~~

~~Confidential Reporting Policy~~

~~Revised February 2009~~

~~This information can be produced on request in other formats and languages~~

Appendix 2

2

WHISTLEBLOWING POLICY

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Date: 01/03/12

Approved by Council

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2

This information can be produced on request in other formats and languages

Revised February 2009

This document is held by Tamworth Borough Council, and the document owner is Jane Hackett, Solicitor to the Council & Monitoring Officer.

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Revision History

<u>Revision Date</u>	<u>Version Control</u>	<u>Summary of changes</u>
<u>01/03/12</u>	<u>1.01.01</u>	<u>Scheduled review</u>

Approvals

<u>Name</u>	<u>Title</u>	<u>Approved</u>
<u>Council</u>	<u>Council Approval</u>	
<u>Audit & Governance Committee</u>	<u>Committee Approval</u>	<u>Yes</u>
<u>CMT</u>	<u>Group Approval</u>	<u>Yes</u>
<u>TULG</u>	<u>Trade Union Consultation</u>	<u>Yes</u>
<u>Jane Hackett</u>	<u>Solicitor to the Council & Monitoring Officer</u>	<u>Yes</u>
<u>Angela Struthers</u>	<u>Head of Internal Audit Services</u>	<u>Yes</u>

Document Review Plans

This document is subject to a scheduled annual review. Updates shall be made in accordance with business requirements and changes and will be with agreement with the document owner.

Distribution

The document will be available on the Intranet and the website.

TAMWORTH BOROUGH COUNCIL

CONFIDENTIAL REPORTING WHISTLEBLOWING POLICY

1. Introduction

~~1.1 The Public Interest Disclosure Act 1998 became law in July, 1999. This Act, introduced the protection of whistleblowers, removes the limits of financial liability to which an organisation is exposed should a whistleblower receive unfair treatment. This policy document sets out the Council's response to the requirements of the Act.~~

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~~1.2 This policy is designed for employees, however, the Council's partners or members of the public can also raise concerns in the knowledge that they are protected under the safeguards of this policy.~~

~~1.3 Local Government employees have an individual and collective responsibility regarding their conduct and practices, which are always subject to scrutiny. As individuals, employees are required to work within the Code of Conduct for Tamworth Borough Council Employees and the relevant codes of conduct including the standards appropriate to their professional organisations or associations. The Council's regulatory framework also includes Financial Regulations and Contract Standing Orders that must be met.~~

~~1.4 All employees have a duty to bring to the attention of management any deficiency in the provision of service and any impropriety or breach of procedure in accordance with Financial Regulations. "Directors, Senior Managers and other staff shall immediately notify the Internal Audit Section upon discovery or suspicion of any financial irregularity, whether affecting cash, stores, property, financial records or otherwise. Any Director shall notify the Chief Executive in all significant cases."~~

~~The Public Interest Disclosure Act 1998 became law in July, 1999. This Act, introduced the protection of whistleblowers, removes the limits of financial liability to which an organisation is exposed should a whistleblower receive unfair treatment. This policy document sets out the Council's response to the requirements of the Act.~~

1.5 Employees, members of the council, or contractors are often the first to realise that there may be something seriously wrong within the Council. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Council. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

- 1.6 The Council is committed to the highest possible standards of openness, probity and accountability. In line with that commitment it expects employees, and others that it deals with, who have serious concerns about any aspect of the Council's work to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis.
- 1.7 This policy document makes it clear that you can do so without fear of victimisation, subsequent discrimination or disadvantage. *This ~~Confidential Reporting~~ Whistleblowing Policy is intended to encourage and enable anyone to raise serious concerns in good faith within the Council rather than overlooking a problem or 'blowing the whistle' outside.*
- 1.8 The policy applies to:
- all employees of the Council, members of the Council, contractors working for the Council on Council Premises (eg agency staff), suppliers and those providing services under a contract with the council, people working in partnership with the council and its employees and members (eg volunteers, trustees etc)
- 1.9 These procedures are in addition to the Council's complaints procedures including the Grievance Procedure and the Dignity and Respect at Work Policy, and other statutory reporting procedures applying to some Services. You are responsible for making service users aware of the existence of these procedures.
- 1.10 This policy has been discussed with the relevant trade unions and professional organisations and has their support.

2. Aims and Scope of this Policy

- 2.1 This policy aims to:
- encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice
 - provide avenues for you to raise those concerns and receive feedback on any action taken
 - ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied
 - reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in good faith.

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2.2 There are existing procedures in place to enable you to disclose certain concerns. These are:

- The Authority's Grievance Procedure which enables you to lodge a grievance relating to your own employment;
- The Authority's AntiCounter Fraud and Corruption StrategyPolicy Statement, Strategy & Guidance Notes, which outlines how you can disclose potential fraud, bribery, corruption and theft;
- The Authority's Dignity and Respect at Work Policy, which enables you to disclose cases of potential harassment and bullying;
- The Authority's Children & Vulnerable Adult Protection Policy (which has its own Whistleblowing Policy in place), for disclosures regarding suspected mistreatment of children and vulnerable adults.

2.3 This policy is intended to cover major concerns that may fall outside the scope of other procedures. These include:

- conduct which is an offence or a breach of law
- disclosures related to miscarriage of justice
- health and safety risks, (including risks to the public as well as other employees)
- damage to the environment
- the unauthorised use of public funds
- sexual or physical abuse of both employees and clients other than that covered under the Children & Vulnerable Adult Protection Policy, or
- other unethical conduct.

2.4 Thus, any serious concerns that you have about any aspect of service provision or the conduct of officers or members of the Council or others acting on behalf of the Council can be reported under the Confidential ReportingWhistleblowing Policy. This may be something that:

- makes you feel uncomfortable in terms of known standards, your experience of the standards you believe the Council subscribes to; or
- is against the Council's Standing Orders and policies; or
- falls below established standards of practice; or
- amounts to improper conduct.

2.5 This policy does **not** replace the corporate complaints procedure or other existing policies for raising issues regarding your employment.

3 Safeguards

- 3.1 Harassment or Victimisation
- 3.2 The Council is committed to good practice and high standards and shall be supportive of employees.
- 3.3 The Council recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you are providing a service.
- 3.4 The Council will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith.
- 3.5 Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary or redundancy procedures that already affect you.

4. Confidentiality

- 4.1 All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness, but this will be discussed with you, as to whether and how the matter can be proceeded with .

5. Anonymous Allegations

- 5.1 This policy encourages you to put your name to your allegation whenever possible.
- 5.2 Concerns expressed anonymously are much less powerful but will be considered at the discretion of the Council.
- 5.3 In exercising this discretion the factors to be taken into account would include:
 - the seriousness of the issues raised
 - the credibility of the concern; and
 - the likelihood of confirming the allegation from attributable sources.

6. Untrue Allegations

- 6.1 If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against you.

7. How to Raise a Concern

- 7.1 As a first step, you should normally raise concerns with your immediate manager or their superior. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe that management is involved, you should approach the Chief Executive, ~~Corporate Executive Director of Resources, Monitoring Officer-Solicitor to the Council~~ or Head of Internal Audit Services. Where you feel unable to raise the concerns internally due to the nature of the disclosure you should contact the Audit Commission on their Confidential Public Interest Disclosure phone line – 0845 052 2646. The Commission will then ensure that the disclosure is properly investigated.
- 7.2 To raise a concern in respect of Benefits Fraud, you can contact the Benefits fraud section on 01827 709525/541. Alternatively you can call the National Benefit Fraud Hotline telephone number 0800 328 6340 or text phone number 0800 328 6341 or write to them at PO Box No. 647, Preston, PR1 1WA.

8 External contacts

- 8.1 While it is hoped that this policy gives you the reassurance you need to raise such matters internally, it is recognised that there may be circumstances where you can properly report matters to outside bodies, such as prescribed regulators, some of which are outlined below, or the police, or if applicable your own union, will be able to advise you on such an option and on the circumstances in which you may be able to contact an outside body safely.
- 8.2 Relevant Prescribed Regulators are as follows:

Health and Safety risks	Health and Safety Executive
Environmental issues	The Environmental Agency
Fraud and Fiscal Irregularities	Serious Fraud Office, HM Revenues & Customs
Public Sector Finance	National Audit Office and Audit Commission

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Competition & Consumer Law Elected Member's conduct	Office of Fair Trading Standards Committee for the authority (details available on the website)
Others	Certification Officer (Trade Unions), Charity Commission, Information Commissioner

8.3 Concerns may be raised verbally or in writing. Staff who wish to make a written report are invited to use the following format:

- the background and history of the concern (giving relevant dates);
- the reason why you are particularly concerned about the situation.

8.4 The earlier you express the concern the easier it is to take action.

8.5 Although you are not expected to prove beyond doubt the truth of an allegation, you will need to demonstrate to the person contacted that there are reasonable grounds for your concern.

8.6 Advice/guidance on how to pursue matters of concern can be obtained from:

- Chief Executive – 709220
- ~~Corporate Executive~~ Director ~~of Resources~~ Corporate Services – 709252
- ~~Monitoring Officer~~ Solicitor to the Council & Monitoring Officer – 709258
- Head of Internal Audit Services – 709234

8.7 You may wish to consider discussing your concern with a colleague first and you may find it easier to raise the matter if there are two (or more) of you who have had the same experience or concerns.

8.9 You may invite your trade union, professional association representative or a friend to be present during any meetings or interviews in connection with the concerns you have raised.

9. How the Council Will Respond

9.1 The Council will always respond to your concerns. Do not forget that testing out your concerns is not the same as either accepting or rejecting them.

9.2 Where appropriate, the matters raised may:

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- be investigated by management, internal audit, or through the disciplinary process
 - be referred to the police
 - be referred to the external auditor
 - form the subject of an independent inquiry.
- 9.3 In order to protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. The overriding principle which the Council will have in mind is the public interest. Concerns or allegations which fall within the scope of specific procedures (for example, child protection or discrimination issues) will normally be referred for consideration under those procedures.
- 9.4 Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted.
- 9.5 Within ten working days of a concern being raised, the Solicitor to the Monitoring Officer Council will write to you:
- acknowledging that the concern has been received
 - indicating how the Council propose to deal with the matter
 - giving an estimate of how long it will take to provide a final response
 - telling you whether any initial enquiries have been made
 - supplying you with information on how the Council will support you if you think this is necessary, whilst the matter is under consideration, and
 - telling you whether further investigations will take place and if not, why not.
- 9.6 The amount of contact between the officers considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, the Council will seek further information from you.
- 9.7 Where any meeting is arranged, off-site if you so wish, you can be accompanied by a trade union officer or professional association representative or a friend.
- 9.8 The Council will take steps to minimise any difficulties which you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings the Council will arrange for you to receive advice about the procedure.

- 9.9 The Council accepts that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, we will inform you of the outcome of any investigation.

10. The Responsible Officer

- 10.1 The [Solicitor to the Council &](#) Monitoring Officer has overall responsibility for the maintenance and operation of this policy. That officer maintains a record of concerns raised and the outcomes (but in a form which does not endanger your confidentiality) and will report as necessary to the Council.

11. How the Matter can be Taken Further

- 11.1 If you feel that the Council has not responded correctly at any stage, remember you can go to the other levels and bodies mentioned earlier. While it cannot be guaranteed that all matters will be addressed in the way that you might wish, it will always be the Council's intention to handle the matter fairly and properly. By using this policy, you will help achieve this
- 11.2 If you do take the matter outside the Council, you should ensure that you do not disclose confidential information. Check with the contact point about that.

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