



# CABINET

24 June 2019

A meeting of the CABINET will be held on Tuesday, 2nd July, 2019, 6.00 pm in Committee Room 1 - Marmion House

## A G E N D A

### NON CONFIDENTIAL

**1 Apologies for Absence**

**2 Minutes of Previous Meeting (Pages 5 - 8)**

**3 Declarations of Interest**

*To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.*

*When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.*

**4 Question Time:**

To answer questions from members of the public pursuant to Executive Procedure Rule No. 13

**5 Matters Referred to the Cabinet in Accordance with the Overview and Scrutiny Procedure Rules**

**6 Quarter Four 2018/19 Performance Report (Pages 9 - 76)**  
*(Report of the Leader of the Council)*

**7 Write Offs (Pages 77 - 90)**  
*(Report of the Portfolio Holder for Assets and Finance)*

- 8 Update on Tamworth Assembly Rooms** (Pages 91 - 112)  
*(Report of the Portfolio Holder for Heritage and Growth)*
- 9 Sports Pitch Infrastructure** (Pages 113 - 126)  
*(Report of the Portfolio Holder for Culture and Operational Services)*

**10 Exclusion of the Press and Public**

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

*“That in accordance with the provisions of the Local Authorities (Executive Arrangements) (Meeting and Access to Information) (England) Regulations 2012, and Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and /or 4 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public”*

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

- 11 CCTV - Service Review setting out future delivery options** (Pages 127 - 208)  
*(Report of the Portfolio Holder for Culture and Operational Services)*
- 12 Start Up Business Grants Scheme – Quarter 1 – 2019/20** (Pages 209 - 214)  
*(Report of the Portfolio Holder for Heritage and Growth)*
- 13 Arts Grant Scheme Quarter 1 2019-20** (Pages 215 - 216)  
*(Report of the Portfolio Holder for Culture and Operational Services)*
- 14 Sports Grants Scheme Quarter 1 2019-20** (Pages 217 - 222)  
*(Report of the Portfolio Holder for Culture and Operational Services)*
- 15 Grants to Voluntary Organisations (Small Grants Scheme) Quarter 1 2019-20** (Pages 223 - 226)  
*(Report of the Portfolio Holder for Housing Services and Communities)*

Yours faithfully



**Chief Executive**

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## **Access arrangements**

*If you have any particular access requirements when attending the meeting, please contact Democratic Services on 01827 709267 or e-mail [democratic-services@tamworth.gov.uk](mailto:democratic-services@tamworth.gov.uk). We can then endeavour to ensure that any particular requirements you may have are catered for.*

## **Filming of Meetings**

*The public part of this meeting may be filmed and broadcast. Please refer to the Council's Protocol on Filming, Videoing, Photography and Audio Recording at Council meetings which can be found [here](#) for further information.*

*The Protocol requires that no members of the public are to be deliberately filmed. Where possible, an area in the meeting room will be set aside for videoing, this is normally from the front of the public gallery. This aims to allow filming to be carried out whilst minimising the risk of the public being accidentally filmed.*

*If a member of the public is particularly concerned about accidental filming, please consider the location of any cameras when selecting a seat.*

## **FAQs**

*For further information about the Council's Committee arrangements please see the FAQ page [here](#)*

To Councillors: D Cook, R Pritchard, J Chesworth, M Cook, S Doyle and J Oates.

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**MINUTES OF A MEETING OF THE  
CABINET  
HELD ON 13th JUNE 2019**

PRESENT: Councillors R Pritchard (Vice-Chair, in the Chair), J Chesworth, M Cook, S Doyle and J Oates

The following officers were present: Andrew Barratt (Chief Executive) and Stefan Garner (Executive Director Finance)

Apologies received from: Councillor(s) D Cook

**1 MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 11<sup>th</sup> April 2019 were approved and signed as a correct record.

*(Moved by Councillor M Cook and seconded by Councillor J Chesworth)*

**2 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**3 QUESTION TIME:**

None

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

None

**5 CAPITAL OUTTURN REPORT 2018/19**

The Portfolio Holder for Assets and Finance advised Members on the final outturn of the Authority's Capital Programme for 2018/19 (subject to audit confirmation) and requested formal approval to re-profile specific programme budgets into 2019/20.

This report is a key decision due to expenditure in excess of £100k requiring approval.

**RESOLVED**

That Cabinet:

1. received the final outturn position of the 2018/19 capital programme as summarised in Appendix A;
2. approved for each of the projects detailed in Appendix B the re-profiling of the budget into the Authority's Capital Programme 2019/20 (total £40.283m)

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

**6 DESIGN SUPPLEMENTARY PLANNING DOCUMENT**

The Portfolio Holder for Regulatory and Community Safety sought Cabinet approval to adopt the attached Draft Design Supplementary Planning Document included within Appendix 1.

**RESOLVED**

That Cabinet

1. Approved the adoption of the Design Supplementary Planning Document
2. Noted the comments received during the consultation period and the Council's response to them
3. Authorised the Assistant Director Growth and Regeneration to make minor changes to the Design Supplementary Planning Document and publish a final version of the document

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

**7 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** That members of the press and public be now excluded from the meeting during consideration of the following item on the grounds that the business involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

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

**8 MARKET TENDER**

The Portfolio Holder for Assets and Finance sought approval from Cabinet to go out to OJEU (Official Journal of the European Union) tender for a market operator and for relevant delegated authority relating to the tender process and future market operation.

**RESOLVED** That Cabinet

1. Approved the Council to go out to tender for a market operator from 1<sup>st</sup> April 2020 for a period of 5 years with an option to extend for up to an additional 2 years

2. Endorsed the Project Initiation Document – appendix 1

3 Delegated authority to the Assistant Director for Regeneration and Growth in consultation with the Portfolio Holder for Assets & Finance to:

- a. Commence the procurement process including the approval of the detail of the tender
- b. Following the procurement and evaluation process, appoint an operator

Two further confidential recommendations contained within the report were also approved by Cabinet.

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

## 9 GUNGATE

The Portfolio Holder for Heritage and Growth provided Cabinet with an update on work done to date on the Gungate site and sought approval to move on to the next phase of work

**RESOLVED** That Cabinet;

Approved the Recommendations contained within the report.

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

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Leader

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TUESDAY 2 JULY 2019

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

**EXEMPT INFORMATION**

None

**PURPOSE**

This report aims to provide Cabinet with a performance update and financial healthcheck. The report was considered by Corporate Scrutiny Committee on 12<sup>th</sup> June 2019.

**RECOMMENDATIONS**

That Cabinet endorses the contents of this report.

**EXECUTIVE SUMMARY**

This report is divided into the following sections:

1. Overview of corporate plan actions, measures and corporate risks,
2. Impact of welfare benefit reform,
3. Medium term financial strategy,
4. Financial Healthcheck

**OPTIONS CONSIDERED**

Not applicable

**RESOURCE IMPLICATIONS**

There are none directly arising from the report

**LEGAL/RISK IMPLICATIONS BACKGROUND**

There are none

**EQUALITIES IMPLICATIONS**

There are none

**SUSTAINABILITY IMPLICATIONS**

There are none

**REPORT AUTHOR**

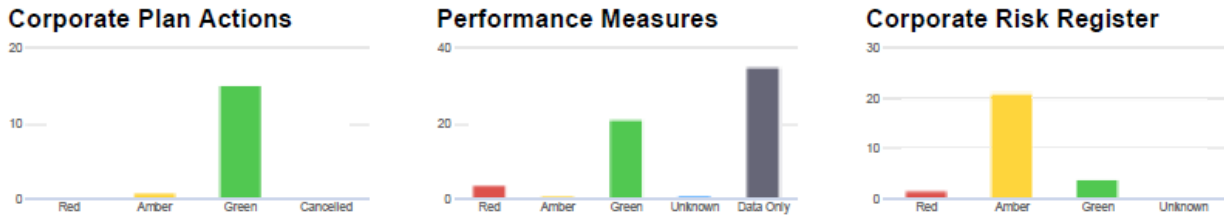
John Day

**APPENDICES**

Quarter Four 2018/19 Performance Report

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

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



Further details are available in the appendices:

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

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

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

### Benefits

An increase in the number of DHP claims is reported - DHP claims paid total £141k with 320 successful claims from 444 applications (compared to 288 successful claims from 420 applications at March 2018). There is a 2 week backlog (4.5 weeks as at March 2018) of claims still to be processed.

Live caseload figures are 236 lower than 2017/18 – currently 5,514 (5,750 at March 2018). The average time taken to process new Housing Benefit/Council Tax Benefit claims and change events was 7.2 days to March 2019 (9.1 days to March 2018).

### NNDR

Reminders (518 at March 2019) are lower than 2017/18 levels (622 at March 2018) with summons and liability orders at lower levels than 2017/18. Enforcement agent referrals are 26% lower than 2017/18 levels (43 referrals to March 2019 compared to 58 at March 2018).

Another outstanding performance for the year is reported – exceeding the target set for 2018/19. At the end of quarter 4, the collection rate was 99.1% against a target of 99%. Court costs income of £5k is below target of £11k.

Arrears collected for 2017/18 are 78% compared to a target of 50%.

## Council Tax

Reminders are 133 higher than 2017/18 levels (11,835 at March 2019 compared to 11,702 at March 2018) but summonses, liability orders and attachment of earnings are at lower levels. Enforcement agent referrals are 12% lower than 2017/18 levels (1,548 referrals to March 2019 compared to 1,757 at March 2018).

Collection rate of 97.9% was achieved compared to the 98% target. This is even more significant as it has been achieved following the significant welfare benefit changes made during the year including the further implementation of Universal Credit.

Court cost income is lower than anticipated by £6k at £259k.

Arrears collection for 2017/18 are slightly lower than target at 47.7% compared to target of 50% - work on further approaches to realise more Council Tax revenue is in place.

Collection Fund – the estimated surplus is £84k for the year with a LCTS projected underspend of £22k (total £106k).

## Housing

Summary information provided below explains numbers in receipt of Universal Credit:

Number of Council Tenants on Universal Credit	645
Number of Council Tenants on Universal Credit in Rent Arrears	443
Percentage of Council Tenants on Universal Credit in Rent Arrears	68.68%
Number of Council Tenants on Universal Credit not in Rent Arrears	202
Percentage of Council Tenants on Universal Credit not in Rent Arrears	31.32%
Number of Alternative Successful Payment Arrangements set up (Universal Credit)	235

The above shows that there are currently 645 Universal Credit claimants. Every Universal Credit claimant is currently waiting a minimum of 5 weeks, and in some cases 10 weeks, for payment. Every case where a claimant is waiting 10 weeks is costing the Council, on average, £855.20 (£85.52 average rent x 10 weeks).

There is currently, on average, 20 new Universal Credit cases per month and based on the average debt of 10 weeks this is an approximate increase of £17k per month. If this trend continues on a month by month basis we can confidently say that we expect to see arrears increase by £204k per year.

As part of the Council's response to welfare reform, in particular Universal Credit, a corporate project group has been re-set to collaborate, understand and take actions to mitigate the impact. This group is due to refresh its scope and objectives and will assess the business risks – using intelligence and data to promote agile and flexible solutions. The corporate project group includes staff and partners from across the organisation. There remains organisational commitment to:



- Delivering quality services through enhanced digitisation and customer access to Department of Works and Pensions (DWP) and Universal Credit as well as wider welfare benefits,
- Developing neighbourhood resilience through tackling illegal and high cost lending and fuel poverty,
- Supporting economic and job prospects through tackling worklessness,
- Preventing homelessness through early help aimed at avoiding eviction across all tenures,
- Supporting the development of a Corporate Debt Strategy.

Key principles of robust income collection include:

- Independent assessment by Rent Income Excellence Network (part of HQN a national benchmarking group for landlord rent collection) endorsing the approach to prevention, education and enforcement around income collection,
- Introduction of a Rent Income Analytics tool within orchard to prioritise non-payment and highlight bad debtors,
- Investment in third and voluntary sector of up to £30k. Including the Tamworth Advice Centre for debt advise and income maximisation support and 'Brighter Futures' to support tenants with complex and mental health needs,
- Close working with the DWP (as a trusted partner accessing portal) and Job Centre to collaborate on information sharing – ongoing work with regional lead,
- Supporting 'rent first' campaigns and educational material via a range of tenant groups,
- Officers closely monitoring rent collection levels as well as comparing historic patterns and trends to assess unusual spikes in debt. Whilst arrears are higher, the payment pattern is in fact following the same trend as in previous years.

Bad debt is forecast to increase in the future as more cases of Universal Credit come on board.

Total Rent arrears (excluding former tenants) at 31 March 2019 was £494k compared to £379k at 31 March 2018 (as adjusted by payments of £56k made in March but received in April 2018) – an increase of £115k (compared to a £50k increase as at 31 March 2018).

Total arrears (including former tenant arrears, recharges, court costs and garages etc.) are £1.84m at 31 March 2019, compared to £1.68m at 31 March 2018, an increase of £155k (compared to a £81k increase between 31 March 2017 and 31 March 2018).

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

There were 13 evictions during the year to 31 March 2019 compared to 18 during 2017/18.

There were 7 court cases where bedroom subsidy, cap or other is the primary reason for possession proceedings (nil to March 2018).

## Universal Credit

With regard to the roll out of universal credit, the current indicators show:

	Qtr 1 2018/19	Qtr 2 2018/19	Qtr 3 2018/19	Qtr 4 2018/19
Number of Assisted Digital Support Received (Universal Credit)	60	109	190	237
Number of Assisted Digital Support Actioned (Universal Credit)	56	100	168	208
Number of Assisted Digital Support did not attend (Universal Credit)	3	12	22	29
Number of Personal Budgeting Support Received (Universal Credit)	38	72	139	167
Number of Personal Budgeting Support Actioned (Universal Credit)	29	50	83	93
Number of Personal Budgeting did not attend (Universal Credit)	4	22	56	74
Number of Universal Credit claimants in Tamworth	2,148	2,519	2,744	2,682
Number of Council Tenants on Universal Credit	445	523	589	645
Number of Council Tenants on Universal Credit and in Rent Arrears	-	441	473	443
Percentage of Council Tenants on Universal Credit and in Rent Arrears	-	84%	80%	69%
Number of Council Tenants on Universal Credit and not in Rent Arrears	-	82	116	202
Percentage of Council Tenants on Universal Credit and not in Rent Arrears	-	16%	20%	31%
Number of successful Alternative Payment Arrangements set up (Universal Credit)	112	148	196	235
Number of Council Tax Payers on Universal Credit	368	529	632	745
Number of Council Tax Payers on Universal Credit and in arrears with Council Tax payments	83	161	218	261
Percentage of Council Tax Payers on Universal Credit and in arrears with Council Tax payments	23%	30%	34%	35%
Number of Council Tax Payers on Universal Credit and not in arrears with Council Tax payments	285	368	414	484
Percentage of Council Tax Payers on Universal Credit and not in arrears with Council Tax payments	77%	70%	66%	65%
Number of Universal Credit claimants nationally	920,000	1,100,000	1,426,540	1,736,431
Discretionary Housing Payments made - Year to date	46,720	76,487	102,769	140,303
Amount of Discretionary Housing Payments made to Universal Credit claimants - Year to date	19,324	34,343	50,115	82,001

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

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

The Authority has been proactive in the design and implementation of innovative and effective measures for driving efficiency and reducing cost within the MTFS.

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

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

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

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

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

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

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

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

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

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

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

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

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

- Recruitment re-justification process – there is a robust challenge / re-justification process in place for all vacant posts with a requirement to investigate alternative options including restructuring to fill vacancies / looking at what we can stop doing.
- Spend freeze – Managers have previously been required to restrict / limit spending to essential spend only (there was a £1.8m underspend in 2017/18 – although much of this arose from windfall income, c. £1m was lower level underspends). A review of the underspend position has been undertaken with a view to drive out as many savings as possible – and has identified annual savings of c.£450k p.a. from 2019/20.
- Alternative investment options arising from the Commercial Investment Strategy (as well as the Treasury Management Investment Strategy, including any prudential borrowing opportunities) to generate improved returns of c. 4 to 5% p.a. (plus asset growth) including:
  - Set up of trading company to develop new income streams;
  - Local investment options – Lower Gungate / Solway Close development including the potential to drawdown funding from the Local Growth Fund / Local Enterprise Partnerships (GBS and Staffordshire);
  - Investments in Diversified Property Funds – a savings target to return c.4% p.a. from £12m invested has already been included from 2019/20.

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

- Review of reserves (including ensuring adequate provision for the funding uncertainties) / creation of a fund for transformation (if needed).
- Targeted Savings – to identify potential areas for review in future years. 6 priority reviews have been identified – Business Support, CCTV, Cleaning Services, Commercialisation, Community Leisure and Review and Rationalisation of IT systems.

## General Fund

The updated forecast as at February 2019 is detailed below:

	General Fund						
MTFS Projections 2017/18 - 2023/24	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Projected Balances per MTFS Council February 2018	(6,631)	(3,553)	(1,846)	(551)	428	1,429	-
<b>Revised Stress Tested Forecasts:</b>							
Revised Forecast Balances - March 2019	(6,918)	(5,796)	(4,388)	(2,362)	(518)	1,264	3,296

On 2<sup>nd</sup> August, Cabinet approved the budget setting process (& project plan) for 2019/20.

In line with the approved timetable, work on the preparation of the detailed 5 year budget / forecast progressed in order to inform the Base Budget Forecast for Cabinet on 29th November and the Draft MTFs for Cabinet and Joint Scrutiny Committee in January 2019. The Budget and MTFs for 2019/20 was approved by Council on 26<sup>th</sup> February 2019.

Currently projections identify General Fund balances of £0.5m over 3 years (compared with a forecast shortfall in the February 2018 MTFs projections of £0.9m) – with a shortfall of £1.8m to 2022/23 increasing to £3.8m over 5 years (the shortfall was previously forecast at £1.9m in 2022/23), including the minimum approved level of £0.5m.

Further savings of around £0.8m p.a. will be required over the next 5 years (based on annual 2.99% increases in Council Tax). On an annualised basis this would equate to a year on year ongoing saving of £0.25m over 5 years.

The forecast has been updated to include:

- a) the projected outturn underspend of £2m for 2018/19 (as at Period 9);
- b) Updated Business Rates income (& associated revisions to Section 31 grant income and levy payments) following finalisation & approval of the forecast by Cabinet in January including the projected outturn surplus for 2018/19;
- c) Estimated Council Tax surplus;
- d) Finalisation of waste budgets;
- e) Contingency for the cost of the pay award for 2019/20 onwards;
- f) Projected organisational review savings; and
- g) Final recharge and inflationary adjustments.

### Housing Revenue Account

The updated forecast as at February 2019 is detailed below:

	Housing Revenue Account						
MTFS Projections 2017/18 - 2023/24	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Projected Balances per MTFS Council February 2018	(6,850)	(3,045)	(2,223)	(1,565)	(1,048)	(698)	-
<b>Revised Stress Tested Forecasts:</b>							
Revised Forecast Balances - December 2018	(6,824)	(3,622)	(3,507)	(3,227)	(3,168)	(2,057)	(2,327)

Currently, projections identify that HRA balances will remain above the approved minimum of £0.5m at £3.2m over 3 years (compared with a forecast in February of £1m) with balances of £2.1m over the 4 years to 2022/23 increasing to £2.3m in 2023/24 (balances were previously forecast at £0.7m in 2022/23), including the minimum recommended balances of £0.5m.

The forecast has been updated to include:

- a) the projected outturn underspend of £603k for 2018/19 (as at Period 9);
- b) Projected organisational review savings; and
- c) Final recharge and inflationary adjustments.

## 4. Financial Healthcheck

### Executive Summary

This section of the report summarises the main issues identified at the end of March and is the 'best estimate' of the projected outturn at this time though subject to the final account audit procedures.

Details relating to the summary including Directorate commentaries will be available from Corporate Accountancy.

### General Fund

#### Revenue

<b>GENERAL FUND</b>	<b>YTD Budget £000</b>	<b>YTD Position £000</b>	<b>Variance £000</b>
Chief Executive	1,465	1,194	(271)
AD Growth & Regeneration	1,976	1,851	(125)
ED Organisation	594	589	(5)
AD People	238	235	(3)
AD Operations & Leisure	2,783	5,134	2,351
ED Finance	179	180	1
AD Finance	1,418	(2,719)	(4,137)
AD Assets	(1,067)	(1,436)	(369)
AD Neighbourhoods	1,262	1,331	69
AD Partnerships	1,422	1,570	148
<b>Total</b>	<b>10,270</b>	<b>7,929</b>	<b>(2,341)</b>

The projected full year position identifies a projected favourable variance against budget of £2.341m or 22.79% (£2.01m or 19.57% reported at period 11). In addition, the 2017/18 business rates tariff was adjusted following the 2017 revaluation (and was adjusted as part of the final accounts process in 2018) which means that the 2018/19 tariff is higher than planned. The adjustment is normally made to 'in-year' payments and it does not normally change thereafter because tariff and top ups are fixed for the year. Exceptionally, in respect of 2017-18, tariffs and top ups were changed to reflect updated 2017 Revaluation data. This means that final outturn underspend for 2018/19 will be £74k lower at £2.267m.

This projection has highlighted several budget areas with significant variances (detailed at **Appendix C**).

There was a balance of £192k remaining in the General Contingency Budget at the end of March 2019.



## Capital

GENERAL FUND	YTD Actual Spend £000	Variance £000	Budget £000	Reprofile to 2019/20 (memo only) £000	Outturn £000
Chief Executive	3,270	(730)	4,000	730	4,000
AD Growth & Regeneration	175	(724)	899	721	896
AD People	168	(180)	348	174	342
AD Operations & Leisure	2,300	(3,063)	5,363	3,032	5,332
AD Finance	3,869	(12,131)	16,000	12,131	16,000
AD Assets	722	(444)	1,167	376	1,098
AD Neighbourhoods	10	(79)	89	79	89
AD Partnerships	-	(92)	92	92	92
<b>GF Contingency</b>	-	(595)	595	595	595
<b>TOTAL GENERAL FUND</b>	<b>10,515</b>	<b>(18,038)</b>	<b>28,552</b>	<b>17,929</b>	<b>28,443</b>

The provisional outturn on capital schemes spend is £10.515m (£10.191m projected at period 11) compared to a full year budget of £28.552m (this budget includes re-profiled schemes from 2017/18 of £9.105m).

At this point it is proposed that £17.929m should be re-profiled into 2019/20 (£17.488m projected at period 11) which will be subject to Cabinet approval.

A summary of Capital expenditure by Directorate can be found at **Appendix D**.

### Balances

Balances on General Fund are projected to be in the region of £6.107m at the year-end from normal revenue operations (£5.85m projected at Period 11) compared to £5.796m projected within the 2019/20 budget report – additional balances of £0.311m.

The change in the predicted out-turn variance since that predicted at period 11 (a favourable change of £331k excluding the £74k business rates tariff adjustment) has been investigated and significant items identified that make up this change are listed and tabled later in this report.

Members should be aware that any unplanned call on the above balance could adversely affect our ability to resource activity within the current medium term financial plan.

## Housing Revenue Account

### Revenue

HOUSING REVENUE ACCOUNT	YTD Budget £000	YTD Position £000	Variance £000
HRA Summary	(456)	(1,831)	(1,375)
AD Operations & Leisure	563	594	31
AD Assets	1	(1)	(2)
AD Neighbourhoods	3,698	3,575	(123)
<b>Total</b>	<b>3,806</b>	<b>2,337</b>	<b>(1,469)</b>

The projected full year position identifies a favourable variance against budget of £1.469m (£654k reported at period 11). Individual significant budget areas reflecting the variance are detailed at **Appendix C**.

### Capital

HOUSING REVENUE ACCOUNT	YTD Actual Spend £000	Variance £000	Budget £000	Reprofile to 2019/20 (memo only) £000	Outturn £000
AD Assets	9,266	(22,356)	31,622	22,254	31,520
HRA Contingency	-	(100)	100	100	100
<b>TOTAL HOUSING REVENUE ACCOUNT</b>	<b>9,266</b>	<b>(22,456)</b>	<b>31,722</b>	<b>22,354</b>	<b>31,620</b>

The provisional outturn on programmed capital schemes is projected to be £9.266m (£10.014m projected at period 11) compared to a budget of £31.722m. It is also proposed that £22.354m be re-profiled into 2019/20 (£21.586m at period 11) in relation to delayed schemes, which will be subject to Cabinet approval.

### Total Capital Programme

The provisional outturn on programmed capital schemes is projected to be £19.780m (£23.485m projected at period 11) compared to a budget of £60.274m. It is also proposed that £40.283m be re-profiled into 2019/20 (£39.073m at period 11) in relation to delayed schemes, which will be subject to Cabinet approval.

A summary of Capital expenditure by Directorate can be found at **Appendix D**.

### Balances

Balances on the Housing Revenue Account are projected to be in the region of £4.487m at the year-end (£3.63m projected at period 11) compared to £3.622m projected within the 2019/20 budget report – additional balances of £0.865m.

The change in the predicted out-turn variance since that predicted at period 11 (a favourable change of £815k) has been investigated and significant items identified that make up this change are listed and tabled later in this report.





2017 -2019 Corporate Plan Progress Report





2017 – 2019 Corporate Plan Actions

Corporate Priority 1. Living a quality life in Tamworth




<b>Project/Action</b>	<b>Maintain &amp; Manage the environment within Tamworth</b>			
<b>Desired Outcome</b>	Well managed local nature reserves and sports pitches that are maintained at a level proportionate to their use. Provision of high quality open spaces both existing and arising from new developments. Ensure the Council meets its obligations to ensure its watercourses and drainage systems are maintained. Provision of well maintained play facilities. To ensure cleansing is carried out to a standard that meets or exceeds measured requirements Achieving a gold standard in the 'Tamworth in Bloom' programme			
<b>Latest Update</b>				
<b>Milestones</b>	<b>Due Date</b>	<b>Completed (Yes/No)</b>	<b>Note</b>	
Tamworth In Bloom Judging 2017	18-Jul-2017	Yes	Judging took place on 18th July 2017.	
Play area provision scoped	30-Sep-2017	Yes	Project scoped and considered by Cabinet in August 2017. Project now in tender stage.	
Tamworth in Bloom 2017 award notification	30-Sep-2017	Yes	'Gold' award achieved for the eighth consecutive year.	
Installation of a new play facility	31-Mar-2018	Yes	The play facility was installed in December 2017	
Tamworth In Bloom Judging 2018	31-Jul-2018	Yes	Judging complete 19/7/18	
Tamworth in Bloom 2018 award notification	30-Sep-2018	Yes	9th consecutive Gold Award, also Mike Garwood memorial Award and Gold for	

Balancing pond dredging works scoped in accordance with the management plan	30-Jun-2019	No	<p>Wigginton park for second year running</p> <p>Tender returns are currently being evaluated. Some clarifications of these are being sought hence the delay in the awarding of the contract.</p> <p>The silt analysis report has now been received and the tender process recommenced, all tender documentation is now with procurement awaiting final checks before going live. It is anticipated that the tender will be live by the end of December or early January at the latest subject to there being no further issues identified by procurement.</p> <p>The tender will be live for one month and then evaluated before being awarded in early March 2019</p>
Ongoing commitment throughout the year to ensure green spaces are managed	31-Mar-2020	No	Identified projects are underway.

Performance Measures	RAG Status	Current Value	Last Update	Latest Note
Ongoing works to deliver the output of the watercourse management plan are actioned				
Tamworth 'In Bloom' Gold Award		3	2018/19	'Gold' awarded for the ninth year in a row.




Improved street and environmental cleanliness – Detritus		9.17%	November 2018	
Improved street and environmental cleanliness – Graffiti		1.25%	November 2018	
Improved street and environmental cleanliness – Litter		2.66%	November 2018	
Improved street and environmental cleanliness – Dog Fouling		3.45%	November 2018	

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

Performance Measures	RAG Status	Current Value	Last Update	Latest Note
All Crime – Total		1,034	2019	
Incidents of Anti-Social Behaviour		263	2019	
Percentage of people surveyed who feel very/fairly safe outside in their local area after dark (Feeling the Difference FTD survey)		84%	H1 2018/19	September 2018 survey (Waves 22 to 25).  (Latest available

				data)
Percentage of people surveyed who feel very/fairly safe outside in their local area during the day (Feeling the Difference FTD survey)		98%	H1 2018/19	September 2018 survey (Waves 22 to 25).  (Latest available data)
Percentage of people surveyed who had been a victim of crime in the last twelve months (Feeling the Difference FTD survey)		6%	H1 2018/19	September 2018 survey (Waves 22 to 25).  (Latest available data)
Percentage of people surveyed who feel very/fairly likely to be a victim of crime in their local area (Feeling the Difference FTD survey)		13%	H1 2018/19	September 2018 survey (Waves 22 to 25).  (Latest available data)

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




<b>Performance Measures</b>	<b>RAG Status</b>	<b>Current Value</b>	<b>Last Update</b>	<b>Latest Note</b>
The number of food businesses that are 0 and 2 star rated		25	Q4 2018/19	Focussed project instigated by SEHO to work with business to improve hygiene rating. good start, may be impacted by reorganisation and desire from mgt to micro-manage staff and change focus. Also current PHO will leave LA end Jul 19.
The quarterly percentage of planned high risk interventions undertaken		100%	Q4 2018/19	
The percentage of planned interventions undertaken		100%	Q4 2018/19	







The percentage of complaints relating to smoking legislation responded to		100%	H2 2018/19	
The annual percentage of planned inspections undertaken of industry for environmental emissions		100%	2018/19	
Satisfaction of business with local authority regulation services (Tamworth)		90%	2018/19	
Food establishments in the area which are broadly compliant with food hygiene law (Tamworth)		90.0%	2018/19	

Project/Action	Growth & Regeneration in Tamworth		
<b>Desired Outcome</b>	<p>Enterprise Quarter regeneration including a modernised cultural offer, enhanced night-time offer, quality public realm, and facility for new businesses to grow</p> <p>The delivery of a vibrant and meaningful inward investment strategy to promote the Town to business</p> <p>Delivery of a trading arm to provide facility to invest in assets such as housing and commercial facilities which can provide sustainable income to the Council</p> <p>Continued progression of enhancement to Tamworth's gateways</p> <p>The production of a town centre strategy Continued engagement with West Midland Combined Authority, Local Enterprise Partnerships for the purpose of growth, skills, infrastructure and economy</p>		
<b>Latest Update</b>			
Milestones	Due Date	Completed (Yes/No)	Note
The Opening of the Enterprise Centre	31-May-2017	Yes	The centre is operational and currently 100% occupied.
Scoping works for both the production of an inward investment strategy and a town centre strategy.	30-Jun-2017	Yes	
Adoption of the inward investment strategy and the town centre strategy	31-Jul-2019	No	Cabinet agreed an approach to town centre activity and considered a range of projects, including an inward investment strategy in November. A town centre strategy will be prepared and brought back to Cabinet in Spring 2019. Due date amended to reflect.
Scoping works with partners to look at viability/opportunities with the current vacant site at gungate.	30-Sep-2019	No	Report to Full Council 11th April 2018 to consider the proposal. The site was acquired by the Council in June 2018 for investment purposes with







			the longer term aim of unlocking it for regeneration. The Council has successfully bid for £100k support to develop options for the site
Completion of the public realm enhancements	31-Oct-2019	No	Work is programmed to fit in with substantial completion of the Assembly Rooms. As the Assembly Rooms has been delayed the due date for this element is also pushed back to 31st October 2019.
Completion of works to Tamworth Library	31-Oct-2019	No	Work is programmed to fit in with substantial completion of the Assembly Rooms. As the Assembly Rooms has been delayed the due date for this element is also pushed back to 31st October 2019
Re-opening of the Assembly Rooms and new facility at the Carnegie Centre	31-Mar-2020	No	Commencement of the building works was delayed and there has been some slippage in progress on site that has pushed back the completion date of the Carnegie Centre to March 2020.

Performance Measures	RAG Status	Current Value	Last Update	Latest Note
Number of Businesses		2,300	2018/19	
Number of empty Business Premises		175	April 2019	
Percentage of total rateable value of commercial floorspace that is unoccupied		5%	2017/18	

Percentage change in rateable value of commercial buildings		1.61%	Q2 2017/18	
Birth of New Business Enterprises in the year		280	2017/18	Latest available data from ONS (November 2018).
Death of Business Enterprises in the year		310	2017/18	Latest available data from ONS (November 2018).
Number of active Business Enterprises		2,630	2017/18	Latest available data from ONS (November 2018).



<b>Project/Action</b>	<b>Tinkers Green &amp; Kerria Regeneration</b>			
<b>Desired Outcome</b>	Access to suitable housing is improved Neighbourhoods are improved Satisfaction with neighbourhoods increased			
<b>Latest Update</b>				
<b>Milestones</b>	<b>Due Date</b>	<b>Completed (Yes/No)</b>	<b>Note</b>	
4. Demolition at Kerria commenced	01-Jul-2018	Yes	Demolition commenced	
3. Contractor start on site	31-Jul-2018	Yes	The contractor has taken possession of the site and commenced some preparatory work.	
6. Completion of build	31-Jul-2020	No		
7. Allocation of New Homes	31-Jul-2020	No	The first lettings will commence by September 2019.	
1. Demolition at Tinkers Green completed		Yes	The demolition at Tinkers Green is now complete	

2. Contractor appointed		Yes	Contractor appointed
5. Demolition at Kerria completed		Yes	The demolition at Kerria is now complete

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



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

			garage sites will be undertaken. A revised approach to garage sites redevelopment has been considered by Cabinet.
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Performance Measures	RAG Status	Current Value	Last Update	Latest Note
Satisfaction of tenants with new homes and neighbourhood – Garage Sites Redevelopment				
Number of new homes built and allocated to those who need them – Garage Sites Redevelopment				

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

and commercial viability of an in-house contractor			December 2019 and the decision was made not to appoint an in-house contractor. Cabinet approved the invitation of tenders for the delivery of the housing repairs and investment works from April 2020 for a period of 10 years with appropriate break clauses as part of the contract terms.
Implement future options	31-Mar-2020	No	A report was taken to Cabinet in December 2019 and the decision was made not to appoint an in-house contractor. Cabinet approved the invitation of tenders for the delivery of the housing repairs and investment works from April 2020 for a period of 10 years with appropriate break clauses as part of the contract terms
Measure satisfaction		No	

Performance Measures	RAG Status	Current Value	Last Update	Latest Note
Percentage of local authority dwellings that achieve the decent homes standard		99.07%	2018/19	
Satisfaction with the repair service		95.6%	2018/19	

<b>Project/Action</b>	<b>Business Rates Retention</b>			
<b>Desired Outcome</b>	Maximise collection of business rates within the GBS rate retention pool			
<b>Latest Update</b>	The Council is a member of the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) Business Rates Pool – for 2018/19 a levy of £1m (payable to the GBSLEP pool) was generated through additional growth in business rates income.			
<b>Milestones</b>	<b>Due Date</b>	<b>Completed (Yes/No)</b>	<b>Note</b>	

<b>Performance Measures</b>	<b>RAG Status</b>	<b>Current Value</b>	<b>Last Update</b>	<b>Latest Note</b>
Percentage of Non-domestic Rates Collected		99.10%	2018/19	
Percentage change in rateable value of commercial buildings		1.61%	Q2 2017/18	

<b>Project/Action</b>	<b>Commercial opportunities in business decision making</b>			
<b>Desired Outcome</b>	A risk/reward based return on investment requirement within planned projects			
	Producing options appraisals, business cases and review opportunities for setting up Local Authority Trading Companies as well as other business models for service to maximise return on Council assets and increase economic benefit for the Council			
<b>Latest Update</b>	The Tamworth Commercial Investment Strategy to promote growth and regeneration was approved by Cabinet on 16th June 2016.			
	Key outcomes such as the revitalisation of the Town Centre; the regeneration of the Gungate site; the development of an Inward Investment Strategy that will seek to provide the basis for ongoing managed growth, future funding bids and more.			
	Work has progressed on the development (and set up) of a trading company (including the potential for development of private sector housing for market rental), the regeneration of the Gungate site and the development of an Place Investment Strategy. A Business Case investment model was finalised during the first quarter of 2018, including advice on the treatment of taxation.			
	Council on 17th July 2018 approved the set up (at the beginning of August 2018) of a Local Authority Trading Company which will provide the means and structure from which we can generate sustainable income streams on behalf of the Council. Initially this will be by acting as Private			





Sector Landlord; but could lead to, subject to viability and a robust business plan, operating services on a commercial footing. The establishment of the Trading Company is very much seen as the precursor to us building new houses for market rent in the very near future.

Further work has centred on the regeneration of the former Gungate Precinct site, including the acquisition of the site by the Council in June 2018, and the potential to increase the size of the site to include other land in order to encourage a more ambitious development scheme. Council on 11th April 2018 approved the purchase of the Gungate site within Tamworth town centre, incorporating the site of the former Gungate shopping precinct; a private pay and display car park currently leased to NCP for a term of 26 years; and a Council run pay and display car park leased to the Council on a peppercorn lease until 2062. Following the purchase of this site, the Council is now in receipt of an additional income stream in respect of the area leased to NCP.



As part of this report, Members also approved the development of a regeneration opportunity including further site acquisition should this be beneficial; including formal negotiations with Staffordshire County Council and Staffordshire Police to look at the inclusion of land bordering the site; and to commence masterplanning works to bring the site to a commercially viable development opportunity. The report to Council recognised that any return from future redevelopment is not guaranteed, and that it could take several years to get a major regeneration project up and running. Initial plans are for a mixed housing/leisure development. The Council is currently working with Aspinnall Verdi and Altair to develop options for the site, and resources have been secured from the Local Government Association (LGA) to pay for 40 days' consultancy; and an £80k grant has been received from the Greater Birmingham and Solihull Local Enterprise Partnership. It is expected that this will take approximately 8 – 10 months to complete







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

Milestones	Due Date	Completed (Yes/No)	Note

Performance Measures	RAG Status	Current Value	Last Update	Latest Note
Income collected through adopted commercial approach		£206,198.00	2018/19	
Rate of return on identified projects in excess of 5%		2.9%	2018/19	

<b>Project/Action</b>	<b>Heritage, leisure &amp; events</b>			
<b>Desired Outcome</b>	A defined successful outdoor events programme is implemented Heritage venues are well maintained and open to the public Heritage lottery bid submitted to progress improvement works at the Castle			
<b>Latest Update</b>				
<b>Milestones</b>	<b>Due Date</b>	<b>Completed (Yes/No)</b>	<b>Note</b>	
Outdoor events plan published	30-Apr-2017	Yes		
Castle Heritage Lottery bid submitted	31-Aug-2017	Yes	The bid was submitted in August 2017 and was successful; £499,000 was awarded. The money will be used for a project that will create an innovative and engaging permanent exhibition exploring and celebrating Tamworth's important Anglo-Saxon history.	
Events held throughout the year	31-Mar-2019	Yes	Various events held throughout the year including: <ul style="list-style-type: none"> <li>• St. George's Day,</li> <li>• Outdoor Cinema,</li> <li>• Summer Bandstand,</li> <li>• Playscheme 2018,</li> <li>• Fireworks display,</li> <li>• Christmas lights festival.</li> </ul>	



<b>Performance Measures</b>	<b>RAG Status</b>	<b>Current Value</b>	<b>Last Update</b>	<b>Latest Note</b>
Number of attendees at Arts Development Events		23,710	2018/19	
Number of participants at Arts Development Events		14,290	2018/19	

Visitor Numbers (Outdoor Events)		64,794	2018/19	
Overall Satisfaction Rate "Good to Excellent" (Outdoor Events)		99.25%	2018/19	
Percentage of people surveyed who would recommend event (Outdoor Events)		99%	2018/19	
Number of additional events supported – Outdoor Events		56	2018/19	
Total Number of visits/usages – Tamworth Castle		38,160	2018/19	Visitor figures for this year are lower than anticipated. After analysis the numbers was lost in August 2018. We would normally be looking at visitor numbers of over 5000 in August and July. This year we only reached 3000 and 4000 so overall we are about 2000 visitors down. The weather was so hot that visitors were staying at home to enjoy the weather or going out rather than inside a castle
Total Number of Visitors – Tamworth Castle		35,087	2018/19	Hot Summer affected visitor figs as visitors stayed at

				home to enjoy the sunshine or went out rather than a visit to an inside venue.
Trip Advisor Rating – Tamworth Castle		4.5	2018/19	




<b>Project/Action</b>	<b>Organisational well-being</b>		
<b>Desired Outcome</b>	A workforce that is dynamic, agile and capable to adapt to our changing environment		
<b>Latest Update</b>	ELT briefings held in place of AGM due to non-availability of Assembly Rooms.  Celebration event to be held in new year		
<b>Milestones</b>	<b>Due Date</b>	<b>Completed (Yes/No)</b>	<b>Note</b>
Corporate Well-being day	30-Apr-2017	Yes	
Time to Change Pledge	30-Apr-2017	Yes	
Payroll/HR services available via self serv	31-Jan-2018	Yes	All services now available.
Delivery of Corporate Plan	31-Mar-2018	Yes	
Staff Annual General Meeting	31-Dec-2018	Yes	ELT briefings held in place of AGM due to non-availability of Assembly Rooms.
Completion of the Agile Working Project	31-Jan-2019	Yes	Human Resources, Payroll, Graphics and Communications relocating to space on the 6th floor in January 2019. A new implementation plan will be developed immediately following the Senior Management Review.
Staff Attitude Survey	28-Feb-2019	Yes	The action plan was approved by CMT and will form part of the Organisational Development Strategy in 2019. Human Resources Business Partner has completed a further update and an action plan is to be approved by CMT in

			February 2019.  Details of initial findings presented to CMT Oct 18 – draft action plan developed. Plan to be discussed with new Human Resources Business Partner for delivery and communication
Workforce Development Plan approved	31-May-2019	No	Work has commenced on this and is linked to the senior management review and will fit into the Organisational Development Plan.

Performance Measures	RAG Status	Current Value	Last Update	Latest Note
Working Days Lost Due to Sickness Absence (Year to date)		9.57	March 2019	
Results of Staff Attitude Survey		Yes	2017/18	Details of initial findings presented to CMT Oct 18 – draft action plan developed. Plan to be discussed with new HRBP for delivery and communication

Project/Action	Digital Customer Services		
Desired Outcome	Council services available for customers available on-line		
Latest Update			
Milestones	Due Date	Completed (Yes/No)	Note
Customer Access Survey	30-Apr-2017	Yes	
Specification of Customer Portal	30-Apr-2017	Yes	
Procurement of customer portal	31-May-2018	Yes	A specification has been detailed. Soft market testing carried out with several suppliers. Specification launched in January 2018 and procurement anticipated by end of May 2018. The portal was purchased in July 2018.
Approve revised Customer Services, Access & Digital Strategy	30-Jun-2018	Yes	The Customer Services, Access & Digital Strategy is complete and now needs to link to the ICT Strategy
Communications and Marketing Plan	31-Dec-2018	Yes	The review is now complete and will be picked up in the restructure in January 2019. The review of PR, communications & marketing activities is to be completed by December 2018.
Review of Customer Services and Access Strategy	30-Jun-2019	No	The strategy was scheduled for completion by June 2018 consequently, the review will be undertaken by June 2019
Website Development Plan (static content)	30-Sep-2019	No	The Tamworth Enterprise Centre,

			<p>Tamworth &amp; Lichfield for Business and Infozone sites have now been upgraded and the Assembly Rooms is in progress. All sites have to be upgraded by 30th November 2020 as from this date Drupal 7 will no longer be supported.</p> <p>The Content Management System (CMS) is being upgraded from Drupal 7 to 8 over the next two years up to 30th September 2019. All content will be reviewed during this process which has commenced with the 'Visit Tamworth' site.</p>
Review portal implementation and customer satisfaction.	31-Mar-2020	No	
Implementation of customer portal commencing with Council Tax		No	<p>The portal has now been purchased and will commence with Council Tax. A project plan has been developed and 'Go live' by a date is to be announced. Corporate Scrutiny Committee received an update on the customer portal in November 2018 and another will follow in June 2019.</p>


Performance Measures	RAG Status	Current Value	Last Update	Latest Note
The number of face to face enquiries		9,210	2017/18	
The number of self-serve processes available for customers		90	2018/19	
The number of Portal users		0	2018/19	Portal not launched until later 2019



The number of downloads from the Tamworth App		504	2017/18	
The number of active users of the Tamworth App		657	Q4 2018/19	
The number of Ombudsman complaints received		8	2017/18	
The number of Ombudsman decisions made		7	2017/18	



<b>Project/Action</b>	<b>Corporate Knowledge Hub</b>			
<b>Desired Outcome</b>				
<b>Latest Update</b>	Initial plan now discussed by CMT  further development work to be linked to Org Change Process with a view to formal Cabinet approval by end of March 2019			
<b>Milestones</b>	<b>Due Date</b>	<b>Completed (Yes/No)</b>	<b>Note</b>	
Workshop to scope design and delivery	31-May-2017	Yes		
Initial Plan discussed by CMT	31-Mar-2019	Yes	The development of the 'Tamworth Community Offer' is now in the final stages of design with a supporting action plan. Implementation of the plan will be directly linked to the Organisational Change Process prior to formal approval by Cabinet in March 2019. Timescales have been reviewed and we would not expect a report to go to Cabinet until later in the year- most likely October 2019. It's not been possible to fully finalise certain aspects	

			of this due to the need to complete the reorganisation which took longer in some key areas. An update for the new portfolio holder for this is now due as well as agreeing the communications and delivery plan.
Knowledge hub created	31-Mar-2020	No	

Performance Measures	RAG Status	Current Value	Last Update	Latest Note
Number of Reports delivered to support the Tamworth Community Offer				


Project/Action	New General Data Protection Regulations			
<b>Desired Outcome</b>	Processes and procedures to enable compliance with data legislation			
<b>Latest Update</b>	Activity in the third quarter of 2017/18 has seen the development of the Information Asset and an awareness campaign.			
Milestones	Due Date	Completed (Yes/No)	Note	
Endorsement of action plan for implementation	30-Apr-2017	Yes	Action plan endorsed and in progress Two members of staff qualified as practitioners in General Data Protection Regulations to enable implementation. A new statutory role of Data Protection Officer has been established.	
All staff trained in internal framework and legislation	31-May-2018	Yes	On line training commenced in March 2018 with three modules; 'Accountability and the GDPR', 'Preparing for GDPR' and 'The right to be forgotten'.	

			In addition, 'face to face' training given to those members of staff in higher risk areas. Three additional modules were rolled out in April 2018.
Processes and procedures tested and developed into local framework	31-Jul-2018	Yes	The development of processes is on going and on target for completion by the end of July 2018.

Performance Measures	RAG Status	Current Value	Last Update	Latest Note
The number of data breaches		24	2018/19	
The number of complaints upheld by the Information Commissioner's Office			2017/18	The criteria around this still needs to be agreed and measurement of this performance indicator won't commence until 25/05/2018.

<b>Project/Action</b>	<b>Office 365</b>
<b>Desired Outcome</b>	Corporate roll out of Office 365 functionality All officers trained and competent in use of technology Access to Exchange online Access to cloud services
<b>Latest Update</b>	Progress in the trial areas:  • Revenues – Managers trained and testing the product and providing fortnightly updates on progress. Training is being arranged for the rest of the team,




	<ul style="list-style-type: none"> <li>• Housing – Training scheduled for managers,</li> <li>• ICT – Managers trained and testing virtual meetings.</li> </ul>			
Milestones	Due Date	Completed (Yes/No)	Note	
Roll out of technology	31-Jan-2018	Yes	The technology is installed and dependent on feedback from Revenues, Housing and ICT.	
New working practises in place	30-Jun-2018	Yes	Pilots are in place in Revenues, Planning and Housing. Once the pilots are completed, the learning will be available on Infozone as case studies for reference for the rest of the organisation.	
Training completed	30-Jun-2018	Yes	All those in the areas doing the pilots have been trained.	






Performance Measures	RAG Status	Current Value	Last Update	Latest Note
The percentage of the organisation using Office 365		50%	Q4 2018/19	A number of Councillors are now using Office 365 cloud mailboxes, the newly elected members are also setup for cloud email. We are continuing to look at use cases for the

				wider set of Office 365 apps in particular Teams. Testing continues in preparation for Office 2016/Office 365 rollout to desktops.
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<b>Project/Action</b>	<b>Enablement of Self-Service</b>		
<b>Desired Outcome</b>	Delivery of technology to support self service including portal, online forms, mobile apps and website development		
<b>Latest Update</b>	<p>Engaged with supplier</p> <p>Project team assembled</p> <p>Work commenced: business analyst looking at high volume processes</p>		
<b>Milestones</b>	<b>Due Date</b>	<b>Completed (Yes/No)</b>	<b>Note</b>
Revenues Process Maps	31-Oct-2018	Yes	Revenues process maps supplied to Civica
Housing Process Maps	15-Nov-2018	Yes	
Data Protection Impact Assessment	30-Nov-2018	Yes	
Upgrade Workflow360 to rel25	31-Dec-2018	Yes	
Implementation of mobile apps and online forms	31-Jan-2019	No	The first mobile app 'Report It' is under development with implementation due for the end of July 2018.
Change of circumstances process map review	30-Apr-2019	Yes	
Scripting workshops	30-Apr-2019	Yes	
Single person discount process map review	30-Apr-2019	Yes	
Process Builders' training	31-May-2019	No	
Tell Us process map review	31-May-2019	No	
Golden Customer Record Specified	30-Jun-2019	No	
Housing Portal Process Build	30-Sep-2019	No	
Revenues Portal Process Build	30-Sep-2019	No	

Implementation of customer portal and integration to support website development	31-Dec-2019	No	Two responses were received to the procurement activity; one of these was discounted due to it being cost prohibitive. The contract for the customer portal was awarded in July 2018. Site visits and scoping took place and the project has 'kicked off'
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Performance Measures	RAG Status	Current Value	Last Update	Latest Note
The number of face to face enquiries		18,994	2018/19	
The number of telephone calls into the Customer Services Centre		74,246	2018/19	
The number of self-serve processes available for customers		90	2018/19	

PI RAG Status	
	Alert
	Warning
	OK
	Unknown
	Data Only

Corporate Risk Register









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Title	Description
Finance	To ensure that the Council is financially sustainable as an organisation






Risk	Date Reviewed	Current Risk Severity	Current Risk Likelihood	Current Risk Rating	Current Risk Status
Funding gaps	29-Mar-2019	3	3	9	
Business Rates Retention	29-Mar-2019	3	3	9	
New Homes Bonus	29-Mar-2019	3	2	6	
Brexit	28-Mar-2019	3	4	12	
Welfare and Benefit Reform	29-Mar-2019	3	3	9	
Failure to manage budgets	29-Mar-2019	3	2	6	






Title	Description
Modernisation & Commercialisation Agenda	Develop and implement continuous improvement and develop employees to perform the right work

Risk	Date Reviewed	Current Risk Severity	Current Risk Likelihood	Current Risk Rating	Current Risk Status
Contract Management & Procurement	29-Mar-2019	2	2	4	
Management of Assets	29-Mar-2019	2	2	4	
New Revenue Streams	29-Mar-2019	3	3	9	
Workforce Planning Challenges	28-Mar-2019	3	2	6	
Continuous Improvement	28-Mar-2019	2	2	4	
Partnerships fail	28-Mar-2019	3	2	6	





Title	Description
Governance	Ensure that processes, policies and procedures are in place and the authority is held to account

Risk	Date Reviewed	Current Risk Severity	Current Risk Likelihood	Current Risk Rating	Current Risk Status
Democratic Process	28-Mar-2019	3	3	9	
Assurance Process	28-Mar-2019	2	3	6	
Legislation	28-Mar-2019	3	2	6	
Policies & Procedures	28-Mar-2019	3	2	6	
Ethics	28-Mar-2019	2	2	4	




Title	Description
Community Focus	To ensure the safety, health and wellbeing of the citizens of the borough


Risk	Date Reviewed	Current Risk Severity	Current Risk Likelihood	Current Risk Rating	Current Risk Status
Community Cohesion & Engagement	28-Mar-2019	3	3	9	
Safeguarding Children & Adults (including Modern Slavery)	28-Mar-2019	2	3	6	
Emergency Planning	28-Mar-2019	3	2	6	




Title	Description
Economic Growth & Sustainability	To ensure that the economic growth and sustainability of the borough is maintained

Risk	Date Reviewed	Current Risk Severity	Current Risk Likelihood	Current Risk Rating	Current Risk Status
Regeneration	28-Mar-2019	3	3	9	
Housing Needs	27-Mar-2019	3	3	9	
Economic Changes	28-Mar-2019	3	3	9	
Demographics	28-Mar-2019	3	3	9	

Title	Description
Information Safeguarding	To ensure that our data is protected

Risk	Date Reviewed	Current Risk Severity	Current Risk Likelihood	Current Risk Rating	Current Risk Status
Data Protection	28-Mar-2019	4	3	12	
Cyber Security	28-Mar-2019	4	2	8	
Business Continuity	28-Mar-2019	3	3	9	

Risk	Date Reviewed	Current Risk Severity	Current Risk Likelihood	Current Risk Rating	Current Risk Status
Brexit	28-Mar-2019	4	4	16	

Risk Status	
	High Risk
	Medium Risk
	Low Risk

## General Fund – Main Variances

Directorate	Cost Centre	Account Code	Year To Date Position Sub Total	Year To Date Position Budget	Year To Date Position Variance	Comment
AD Operations & Leisure	Tbc Highways Maintenance	Maintenance Of Water Courses	4,260	38,390	(34,130)	Underspend to transfer to reserve at year end to fund A5 Balancing Ponds works
		Cont To Reserves	108,520	-	108,520	
		Maintenance Of Roads (Hra)	-	51,130	(51,130)	
		Maint Neighbourhood Ctr (Hra)	-	12,280	(12,280)	
		Management Agreement	51,720	80,760	(29,040)	
AD People	Ict	Vacancy Allowance	-	(32,480)	32,480	Vacancy Allowance
	Customer Services	Salaries	380,959	448,050	(67,091)	Vacancies, including HOCS post
		Staffs Connects Contribution	30,181	62,000	(31,819)	Reduced CRM contribution due this year, with underspent budget to be rolled into reserve at year end
		Cont To Reserves	66,820	-	66,820	Underspends to transfer to reserve at year end – incl £35k to fund retention of temp staff for a further 12 months
AD Assets	Commercial Property Management	Finance Lease Income	(98,024)	-	(98,024)	Windfall Income - Gungate lease income
	Industrial Properties	Rents	(834,464)	(770,000)	(64,464)	Additional income from a number of ground rent reviews and sustained high level of occupancy throughout the year
AD Neighbourhoods	Homelessness	Provision For Bad Debts	18,310	57,700	(39,390)	Report to go to Cabinet re write off of historical B&B debt
		Bed And Breakfast Cost	75,313	203,000	(127,687)	Report will be going to Cabinet outlining changes to charging policy for B&B, following audit and review by TMM
		Bed & Breakfast Income	(37,043)	(203,000)	165,957	

Directorate	Cost Centre	Account Code	Year To Date Position Sub Total	Year To Date Position Budget	Year To Date Position Variance	Comment
	Homelessness Strategy	Salaries	69,515	102,550	(33,035)	Savings from the vacant posts used for cover temporary staffing costs
	Homelessness Strategy	Payments For Temporary Staff	41,658	-	41,658	Temporary staff covering vacant posts
Page 57 Neighbourhoods	Homelessness Strategy	Flexible Homelessness Payment	26,623	64,450	(37,827)	Unspent flexible homelessness support grant to be added to existing reserve
		Cont To Reserves	79,700	-	79,700	Unspent flexible homelessness support grant to be added to existing reserve. Further top up grants received at year end in respect of Flexible Homelessness Support Grant, Homelessness Prevention and H-CLIC which also to be added to existing reserves/retained funds
		Government Grants	(111,885)	(64,450)	(47,435)	£5K received to cover 2018-19 SWEP costs. Request made for £3690 H-CLIC payment and top up grants totalling £37K for Homelessness Prevention and FHSG received at year end to be added to existing reserves/retained funds.
	Community Wardens	Salaries	150,547	215,080	(64,533)	Underspend is offset by costs of external arrangement for car park enforcement - income derived from this is shown on GP0605 budgets
		Payments For Temporary Staff	91,950	-	91,950	Overspend offset by underspend on 2FTE vacant posts shown elsewhere noting income derived is on GP06
	AD Partnerships	Voluntary Sector	Grants To Comm'ty Serv.Orgns	96,499	142,280	(45,781)

Directorate	Cost Centre	Account Code	Year To Date Position Sub Total	Year To Date Position Budget	Year To Date Position Variance	Comment
	Community Development	Actuarial Strain Payments	46,354	-	46,354	Unbudgeted costs from Service Review
	Civil Parking Enforcement	Standard Charges	(109,879)	(66,720)	(43,159)	Increase in income achieved by employing parking warden from Stoke to cover vacant posts within the wardens team
Partnerships	Strategic Housing	Salaries	167,486	237,590	(70,104)	2 vacant posts, one currently being covered by agency staff. A request has been put forward to reserve £17K from this underspend to meet ongoing agency staff costs.
		Cont To Reserves	42,650	-	42,650	Reserves requested to cover ongoing agency staff costs and support to develop a new Housing Strategy. In addition unspent OPCC funding needs to be returned to the retained fund
	Safer Stronger Communities Fund	Grants	-	30,000	(30,000)	Local Innovative Community Fund to award grants for ASB and Absence from school. Jointly funded by SCC and OPCC this project will run into 2019/20 and therefore a temporary reserve will be required.
		Cont To Reserves	34,430	-	34,430	A reserve will be requested in respect of Innovative grant scheme.
	Chief Executive	Joint Waste Arrangement	General Contingency	-	50,000	(50,000)
Refuse Joint Arrangements			862,277	1,350,860	(488,583)	
Misc Contributions			(4,282)	(35,000)	30,718	
Fees & Charges			-	(251,120)	(251,120)	
Chief Executive	Chief Executive	Salaries	157,263	209,170	(51,907)	CE vacancy at start of year, plus reduced cost re Democratic Services support
AD Growth &	Castle &	Salaries	177,017	208,640	(31,623)	Underspend due to vacancies. This is in

Directorate	Cost Centre	Account Code	Year To Date Position Sub Total	Year To Date Position Budget	Year To Date Position Variance	Comment
Regeneration	Museum					part offset by an overspend on wages as vacancies have been covered by casual staff pending the service review.
		Structural Repairs	21,216	66,050	(44,834)	Due to delays in the capital and exhibition programme for the HLF project the castle has been unable to progress the condition report and roof works beyond prelim meetings and start up discussions. However the scale of the works has been confirmed and framework agreed for work to commence early in 2019/20 and be completed by March 2020. Therefore a reserve will be sought to carry the underspend into the new financial year.
AD Growth & Regeneration	Castle & Museum	Cont To Reserves	50,760	-	50,760	A reserve is requested in respect of the underspends on Structural Repairs and Heritage Development budgets
	Development Control	Salaries	192,207	226,360	(34,153)	£26k underspend due to post being vacant for part of the year but which is offset by temporary staffing costs and £12k which relates to budget for a temporary post. This £12k will need to be reserved as spend will now span three financial years rather than two.

Directorate	Cost Centre	Account Code	Year To Date Position Sub Total	Year To Date Position Budget	Year To Date Position Variance	Comment
		Cont To Reserves	75,390	-	75,390	Following government guidelines planning application fees were increased by 20% but this increase will need to be re-invested into the Planning Service so a retained fund will be sought. This equates to £59,890. A further reserve will be sought to cover salary costs for the temporary Planning Assistant post as the budget requirement will now span 3 financial years rather than two and is partly met from government grant.
AD Growth & Regeneration	Development Control	Fees & Charges Planning App	(359,352)	(221,580)	(137,772)	Fee income received is well above annual budget due to several major applications. 20% of all income collected will need to be re-invested in the service, as per government guidelines, following an increase in fees. A temporary reserve will be requested in order to retain £59k.
	Dev. Plan Local & Strategic	Salaries	104,429	140,380	(35,951)	Salary budget underspend as section 106 funds have been utilised for monitoring and compliance. A reserve will be sought in respect of the underspend to cover interim salary costs in the next 6 months
AD Growth & Regeneration	Dev. Plan Local & Strategic	Local Development Framework	26,084	65,500	(39,416)	Underspent LDF budget will be required next year as it is an ongoing commitment. There has been a delay due to a change in our requirements.
		Cont To Reserves	83,200	-	83,200	A reserve will be sought in respect of any unspent LDF budgets as the local plan is an ongoing commitment. A reserve in respect of £36k underspend on salary budget will be requested to cover any



Directorate	Cost Centre	Account Code	Year To Date Position Sub Total	Year To Date Position Budget	Year To Date Position Variance	Comment
						interim staffing costs.
	Economic Dev Shared Service	Cont To Reserves	18,330	-	18,330	A reserve will be sought in respect of underspent budgets across the service. Following a tender exercise a contract worth £25k has been awarded and is due to be paid early in 2019/20.
AD Finance	Benefits	Provision For Bad Debts	(12,870)	120,000	(132,870)	Bad debt provision reduced as at 31st March
		Rent Allowances	7,360,995	9,175,580	(1,814,585)	Reduced expenditure on rent allowances
		Non-Hra Rent Rebates	21,593	275,980	(254,387)	Reduced expenditure on non-HRA rent rebates
		Council Tenant Rent Rebates	8,717,911	10,074,830	(1,356,919)	Reduced expenditure on HRA rent rebates
		Council Tenant Grant	(8,537,964)	(9,897,950)	1,359,986	
AD Finance	Benefits	Private Tenant Grant	(7,143,029)	(8,896,620)	1,753,591	Based on DWP est claim @ P12
		Non-Hra Rent Rebate Grant	(36,505)	(115,260)	78,755	
		Discretionary Hsg Payment Grant	(140,200)	-	(140,200)	Based on DHP final claim
		Overpayment Private Tenant	(427,475)	(374,320)	(53,155)	Private tenant ovps greater than budgeted amount
		Overpayment Council Tenant	(263,839)	(298,550)	34,711	Council tenant ovps less than budgeted amount
		Pt Overpayment Recovery	174,408	-	174,408	Private tenant ovp recovery
		Ct Overpayment Recovery	108,427	-	108,427	Council tenant ovp recovery
	Benefits Administration	Cont To Reserves	80,000	-	80,000	Unspent Gov't grant income to tfr to reserve at year end to support UC implementation and development of portal (APIs) subject to approval

Directorate	Cost Centre	Account Code	Year To Date Position Sub Total	Year To Date Position Budget	Year To Date Position Variance	Comment
Page 62		Government Grants	(138,119)	(27,930)	(110,189)	Unbudgeted Government grant
	Welfare Bens & Fairer Charging	Salaries	30,422	73,040	(42,618)	Staff transferred back to SCC
		Fees & Charges	(37,506)	(101,920)	64,414	No further income due on cessation of provision of service to SCC
	Corporate Finance	Pensions	643,100	679,850	(36,750)	Underspend in 2018/19 arising from pension pre-payment agreement
		Consultants Fees	101,217	175,000	(73,783)	Expenditure less than budgeted
		General Contingency	-	192,000	(192,000)	Contingency for potential reduced income levels not required 2018/19
		Cont To Reserves	231,398	150,000	81,398	£53k additional contribution to reserves re Peer Challenge, plus £28.4k re Insurance FAWP
		Ndr Levy Payments	991,877	781,960	209,917	Higher levy due to additional business rates income
		Capital Financed From Revenue	83,890	-	83,890	FAWP Capital Financing
AD Finance	Corporate Finance	Government Grants	(893,828)	(650,600)	(243,228)	Additional S31 Grant income for Business Rates Relief plus adjustment for 17/18
		Government Grants	(51,534)	-	(51,534)	GBSLEP grant for Master planning work 2018/19, plus various S31 New Burdens Gov't Grants
		Misc Contributions	(388,162)	-	(388,162)	Returned Levy from GBSLEP 2017/18 plus £11k NNDR credits
		Contribution From Reserves	(753,717)	(636,630)	(117,087)	Contribution from BRF £53.2 for 4 yrs.; £583k from reserves re SMR; £84k FAWP Capital Financing
AD Finance	Treasury Management	Interest Payable To Hra	200,942	46,430	154,512	Increased balances & reserves
		Minimum Revenue	56,879	104,270	(47,391)	Planned borrowing not required due to

Directorate	Cost Centre	Account Code	Year To Date Position Sub Total	Year To Date Position Budget	Year To Date Position Variance	Comment
		Provision Gf				re-profiling need within capital programme
		Misc Interest & Dividends	(546,797)	(175,970)	(370,827)	Interest above budget due to larger investment balances and improved interest rates
		Property Fund Dividends	(108,174)	-	(108,174)	Receipt of Property Fund interest due to investment earlier than budgeted

## Significant variances identified resulting in an increase in net under-spend of £331k

Directorate	Cost Centre	Account Code	Year To Date Position Variance	Period 11 Predicted Outturn	Change In Predicted Outturn P11 To P13	Comment
AD Assets	Industrial Properties	Rents	(64,464)	(28,000)	(36,464)	Additional income from a number of ground rent reviews and sustained high level of occupancy throughout the year
AD Neighbourhoods	Community Wardens	Payments For Temporary Staff	91,950	50,000	41,950	Overspend offset by underspend on 2FTE vacant posts shown elsewhere noting income derived is on GP06
Chief Executive	Joint Waste Arrangement	Refuse Joint Arrangements	(488,583)	(41,000)	(447,583)	Revised estimated figures from LDC re year end charges
		Misc Contributions	30,718	-	30,718	
		Fees & Charges	251,120	-	251,120	
AD Finance	Benefits	Council Tenant Rent Rebates	(1,356,919)	(1,409,160)	52,241	Reduced expenditure on HRA rent rebates
	Corporate Finance	Cont To Reserves	81,398	-	81,398	£53k additional contribution to reserves re Peer Challenge, plus £28.4k re Insurance FAWP
		Government Grants	(243,228)	(207,670)	(35,558)	Additional S31 Grant income for Business Rates Relief plus adjustment for 17/18
	Treasury Management	Interest Payable To Hra	154,512	-	154,512	Increased balances & reserves
Various	Various	Various	9,470,365	(374,065)	(425,780)	Other minor variances

## Housing Revenue Account – Main Variances

Directorate	Cost Centre	Account Code	Year To Date Position Sub Total	Year To Date Position Budget	Year To Date Position Variance	Comment
AD Neighbourhoods	Income Management	Salaries	325,303	372,860	(47,557)	Service Charge Officer Post still currently vacant
	Estate Management	Salaries	285,596	331,170	(45,574)	Underspend largely attributable to vacant Eringden post which is now filled
Housing Repairs	Repairs Contract	Pensions	14,072	55,000	(40,928)	Predicted outturn based on previous year liability and assumption that workforce is diminishing.
		Responsive Repairs	1,224,550	1,465,550	(241,000)	Forecast based on current demand and WIP
		Periodic Electrical Testing	-	306,000	(306,000)	Programme behind schedule. Working with Wates to agree remaining project and outturns.
		Rechargeable Works	(35,547)	-	(35,547)	Recharges are applied on an ad-hoc basis in response to tenant actions.
	Repairs - General	Gas Heating Systems Maintenance	146,734	195,400	(48,666)	Based on regular monthly spend.
		Misc. (Non Specific)	96,285	163,170	(66,885)	Works started on site.
HRA Summary	H R A Summary	Provision For Bad Debts	154,145	196,200	(42,055)	Bad debt is likely to increase whilst the rollout of UC continues. Income recovery remains a priority to limit any increase in arrears.
		General Contingency	-	117,500	(117,500)	No issues currently identified that would require the use of this budget
		Rents	(17,501,341)	(17,320,810)	(180,531)	Rent income is currently exceeding budget due to void levels being lower than budgeted. The acquisition programme also continues to provide additional properties

Directorate	Cost Centre	Account Code	Year To Date Position Sub Total	Year To Date Position Budget	Year To Date Position Variance	Comment
						let at Affordable Rent and offset those sold under the Right to Buy.
		Interest on Internal Balances	(200,942)	(46,430)	(154,512)	

**Significant variances identified resulting in a favourable change in net under-spend of £815k**

Directorate	Cost Centre	Account Code	Year To Date Position Variance	Period 11 Predicted Outturn	Change In Predicted Outturn P11 To P13	Comment
Page 66 D Neighbourhoods	General - Business Support	S/Ware Mtce & Imp	(36,070)	-	(36,070)	
Housing Repairs	Repairs Contract	Responsive Repairs	(241,000)	(410,000)	169,000	Forecast based on current demand and WIP
		Voids	123,090	225,000	(101,910)	Forecast based on current programme and takes account of a number f high-cost voids in year to date.
		Lift Repairs	(38,200)	-	(38,200)	Forecast based on current demand and WIP
		Periodic Electrical Testing	(306,000)	-	(306,000)	Programme behind schedule. Working with Wates to agree remaining project and outturns.
	Repairs - General	Misc. (Non Specific)	(66,885)	-	(66,885)	Works started on site.
HRA Summary	H R A Summary	Interest on Internal Balances	(154,512)	-	(154,512)	Variances reported against individual repairs budgets
		Provision For Bad Debts	(42,055)	-	(42,055)	Bad debt is likely to increase whilst the rollout of UC continues. Income recovery remains a priority to limit any increase in arrears.
Various	Various	Various	3,097,640	(469,300)	(238,370)	Other minor variances

## Capital Programme Monitoring

GENERAL FUND	YTD Actual Spend £000	Variance £000	Budget £000	Reprofile £000	Outturn £000	Comments
<b>Chief Executive</b>						
Gungate Development	3,270	(730)	4,000	730	4,000	Site purchased in June work on going to develop plans for redevelopment. -Some spend from the project likely to need to be reprofiled into 2019/20.
<b>Directorate Total</b>	<b>3,270</b>	<b>(730)</b>	<b>4,000</b>	<b>730</b>	<b>4,000</b>	
<b>AD Growth</b>						
Castle Mercian Trail	173	(576)	748	576	748	Work on site with procurement of main contract underway - will need to reprofile significant funds into 2019/20 to complete the project.
Gateways	1	(139)	140	139	140	Aethelflaed statue installed and phase 2 complete. Phase 3 (Corporation St) in design stage. Will need to reprofile funds into 2019/20 to complete project.
Cultural Quarter - Carnegie Centre	2	(6)	7	6	7	No update to report, currently being used as site office for overall project.
Cultural Quarter - Public Realm	-	(4)	4	-	-	Works being led by SCC - although any spend from TBC to support project will be reclaimed through SLGF Returns.
<b>Directorate Total</b>	<b>175</b>	<b>(724)</b>	<b>899</b>	<b>721</b>	<b>896</b>	
<b>AD People</b>						
Replacement It Technology	43	(69)	112	69	112	Replacement servers planned to be delivered before year end, remaining budget to be re-profiled

EDRMS (Electronic Document Records Management System)	13	(50)	63	50	63	Further expenditure unlikely this year as will be dependent on completion of customer portal project and review of other systems/requirements
<b>GENERAL FUND</b>	<b>YTD Actual Spend £000</b>	<b>Variance £000</b>	<b>Budget £000</b>	<b>Reprofile £000</b>	<b>Outturn £000</b>	<b>Comments</b>
Income Management & Receipting System	10	(10)	20	10	20	Remaining budget to be re-profiled as project will not be completed by year end
Gazetteer Development	4	(5)	9	-	4	There are no further plans to spend this budget
New Time Recording System 17/18	-	(15)	15	15	15	Project will not commence this year due to other priorities, and budget required to be re-profiled to progress this in 2019/20
Self Service Customer Portal	85	(30)	115	30	115	Further costs re software & consultancy will not be payable until 2019/20, so remaining budget is requested to be re-profiled
GDPR Systems Compliance	14	(0)	14	-	14	Software installed and project expected to be complete by year end
<b>Directorate Total</b>	<b>168</b>	<b>(180)</b>	<b>348</b>	<b>174</b>	<b>342</b>	
<b>AD Operations &amp; Leisure</b>				-		
Streetscene Service Delivery Enhancements	-	(30)	30	-	-	Funding to be returned to Capital funds however, may need to be earmarked for integrations with new Customer Portal and Asure system going forward. This should form part of the Capital Appraisal for the customer portal scheme.
Wigginton Park Section Section 106	13	(10)	22	10	22	Plans ongoing to deliver items from the Wigginton Park Management Plan - may need to reprofile some funds to 2019/20 depending on weather conditions
Broadmeadow Nature Reserve	6	(17)	23	17	23	Ongoing works to complete management plan and HLS agreement. Bridge works now completed however ongoing contractual dispute over rates and works undertaken.
Public Open Space	14	(10)	24	10	24	Project group established - list of works currently



Section 106						being updated and work plan being devised.
Street Lighting	-	(7)	7	7	7	Works to be delivered in line with 30 year project plan
Local Nature Reserves	17	(23)	40	23	40	Work ongoing to deliver items from management plan for various LNR's - may need to reprofile some funds to 2019/20 depending on weather conditions.
<b>GENERAL FUND</b>	<b>YTD Actual Spend £000</b>	<b>Variance £000</b>	<b>Budget £000</b>	<b>Reprofile £000</b>	<b>Outturn £000</b>	<b>Comments</b>
Community Woodland Cycleway	-	(200)	200	200	200	Land to be transferred back from Redrow before works can start - project likely to need to be reprofiled into 2019/20 due to delays.
Amington Community Woodland	13	(302)	315	302	315	Cabinet Report February 2019 agreed revised budgets and delegated authority to commence project - however project is reliant on the Amington Community Cycleway being well underway before works can start. Will need to reprofile substantial sum to 2019/20 to complete project.
3G Sports Facility	-	(310)	310	310	310	-
Assembly Rooms Development	2,239	(2,053)	4,292	2,053	4,292	Further update report to Cabinet in March 2019. Work started on site December 17 - Building works to be finished in Summer 2019 so will need to reprofile spend into 2019/20.
Indoor and Outdoor Sports Feasibility	-	(100)	100	100	100	Ongoing discussions as to delivery options for sports facilities within the town - project likely to need to be reprofiled into 2019/20.
<b>Directorate Total</b>	<b>2,300</b>	<b>(3,063)</b>	<b>5,363</b>	<b>3,032</b>	<b>5,332</b>	
<b>AD Finance</b>						

Property Funds	3,869	(8,131)	12,000	8,131	12,000	£8.131m to be re-profiled to 2019/20 for investment once the economic situation becomes clearer
Solway Tamworth LTD LATC	-	(4,000)	4,000	4,000	4,000	-
<b>Directorate Total</b>	<b>3,869</b>	<b>(12,131)</b>	<b>16,000</b>	<b>12,131</b>	<b>16,000</b>	
<b>GENERAL FUND</b>	<b>YTD Actual Spend £000</b>	<b>Variance £000</b>	<b>Budget £000</b>	<b>Reprofile £000</b>	<b>Outturn £000</b>	<b>Comments</b>
<b>AD Assets</b>						
Disabled Facilities Grant	716	(72)	788	72	788	Current referrals nearly accounts for the total budget available for the full year and new cases are still being opened all the time. This position confirms the current budget allocation is significantly insufficient to meet demand. Monies allocated but not actually paid to 3rd parties - outside TBC control.
Agile Working Phase 2	-	(124)	124	124	124	Expenditure of this budget is reliant upon us entering into a formal lease agreement with the a 3rd party to occupy space in Marmion House.
Energy EFF Upgrade Commercial and Industrial Properties	6	(69)	75	-	6	The energy efficiency works will largely be allocated to bringing vacant properties up to the minimum required standard for letting. As such the budget will be spent on an ad-hoc basis throughout the financial year. Small number of void units has resulted in low demand for this budget
Castle Grounds Toilet Refurbishment	-	(180)	180	180	180	Tenders for this work invited through the summer months with a view to commencing works in the Autumn/Winter period in readiness for the toilets to re-open in the Spring. Anticipate project will complete April 2019 and may therefore need to reprofile some funds to 2019/20.
<b>Directorate Total</b>	<b>722</b>	<b>(444)</b>	<b>1,167</b>	<b>376</b>	<b>1,098</b>	
<b>AD Neighbourhoods</b>						

Homelessness Reduction Act	-	(30)	30	30	30	At this stage budget is expected to spent in line with requirements set out in capital appraisal however, may need to reprofile some funds into 2019/20.
Cctv Camera Renewals	10	(49)	59	49	59	CCTV Service now included in Corporate Priority reviews so limited spending expected in 2018/19. Any underspends to be carried forward to 2019/20 to support outcome of review.
<b>Directorate Total</b>	<b>10</b>	<b>(79)</b>	<b>89</b>	<b>79</b>	<b>89</b>	
<b>GENERAL FUND</b>	<b>YTD Actual Spend £000</b>	<b>Variance £000</b>	<b>Budget £000</b>	<b>Reprofile £000</b>	<b>Outturn £000</b>	<b>Comments</b>
<b>AD Partnerships</b>						
Private Sector Coalfields Fund	-	(92)	92	92	92	Programme of new initiatives to be developed to target help for vulnerable residents based on results of recent stock condition survey - likely to need to reprofile some funds into 2019/20
<b>Directorate Total</b>	<b>-</b>	<b>(92)</b>	<b>92</b>	<b>92</b>	<b>92</b>	
<b>GF Contingency</b>						
GF Contingency	-	(35)	35	35	35	£15k released Cabinet 2nd August re Capita AIM Upgrade.
Cont-Return On Investment	-	(160)	160	160	160	Will require approval from Cabinet to release funds
GF Contingency Plant and Equipment	-	(100)	100	100	100	Will require approval from Cabinet to release funds
Civil Contingencies Technology 17/18 (Contingency)	-	(19)	19	19	19	Will require approval from Cabinet to release funds. Likely to underspend
Refurbishment of Marmion House Reception (Contingency)	-	(100)	100	100	100	Will require approval from Cabinet to release funds
GDPR Compliance (Contingency)	-	(31)	31	31	31	£5k released Cabinet 2nd August; £14.2k released Cabinet 29th November
Mobile Phone Contract (Contingency)	-	(20)	20	20	20	Review underway, but will require approval from Cabinet to release funds

Private Sector Improvement Grants (Coalfields Funding)	-	(130)	130	130	130	Will require approval from Cabinet to release funds
<b>Directorate Total</b>	-	<b>(595)</b>	<b>595</b>	<b>595</b>	<b>595</b>	
<b>GENERAL FUND TOTAL</b>	<b>10,515</b>	<b>(18,038)</b>	<b>28,552</b>	<b>17,929</b>	<b>28,443</b>	

HOUSING REVENUE ACCOUNT	YTD Actual Spend £000	Variance £000	Budget £000	Reprofile £000	Outturn £000	Comments
<b>AD Assets</b>						
Structural Works	40	(60)	100	-	40	This is an ad-hoc budget that is driven by reported repairs.
Bathroom Renewals	987	(30)	1,017	30	1,017	Anticipate overspend that will have to be met from virements from other budgets/ Large number of Level Access Showers installed through bathroom project
Gas Central Heating Upgrades and Renewals	217	(203)	420	203	420	Adjustment made for possible under claims
Kitchen Renewals	942	(36)	978	36	978	Sufficient works issued to take up full spend by year-end.
Major Roofing Overhaul and Renewals	406	(10)	416	-	406	Sufficient works issued to take up full spend by year-end.
Window and Door Renewals	251	(12)	262	-	251	Sufficient works issued to take up full spend by year-end.
Disabled Facilities Adaptations	409	(24)	432	24	432	Sufficient works issued to take up full spend by year-end. Likelihood of being more demand than we can fund.
Strode House Car Park and Garages	359	(171)	530	171	530	Awaiting final project costs, anticipate full spend by year-end.
Renew High Rise Lifts	-	(280)	280	280	280	Extension of current project which is not likely to complete until Sep 2019 - this programme will be reassessed as part of the 2019/20 Budget Process.

Renew Walkways Magnolia	37	(23)	60	-	37	Scheme costs less than anticipated. Underspends will need t be used to fund overspends elsewhere.
High Rise Lift Renewals 2012	120	(158)	278	158	278	Contract currently on site but being completed 1 lift at a time to minimise disruption, so not likely to complete till Sept 2019 so will need to reprofile some funds into 2019/20.
Fire Upgrades To Flats 2012	72	(1,985)	2,057	1,985	2,057	Tenders received, awaiting contract award. Programme of works to be agreed but likely to extend into 2019/20
Roofing High-Rise	39	(4)	43	-	39	Due to be completed summer 2018.
High Rise Balconies	534	(43)	577	43	577	Contract currently on site, however not likely to complete till May 2019 so will need to reprofile some funds into 2019/20.
<b>HOUSING REVENUE ACCOUNT</b>	<b>YTD Actual Spend £000</b>	<b>Variance £000</b>	<b>Budget £000</b>	<b>Reprofile £000</b>	<b>Outturn £000</b>	<b>Comments</b>
Works to High Rise Flats	235	(863)	1,098	863	1,098	Contract currently on site, however not likely to complete till May 2019 so will need to reprofile some funds into 2019/20.
Retention of Garage Sites	357	(28)	385	-	357	Remaining garage programme subject to Member review
Capital Salaries	208	31	177	-	208	-
CDM Fees	-	(5)	5	-	-	No longer required
Creation of Eringden Office	21	11	10	-	21	Subject to planning consent works to be completed during the summer of 2018.
Tinkers Green	2,318	(10,753)	13,070	10,753	13,070	Contract currently on site, will extend into 2019/20
Kerria Estate Project	78	(6,762)	6,840	6,762	6,840	Contract currently on site, will extend into 2019/20
Regeneration General	(3)	(3)	-	-	(3)	Budget vired to Regeneration schemes as per April Cabinet report
Other Acquisitions	1,640	(946)	2,586	946	2,586	Scheme to be agreed.
<b>Directorate Total</b>	<b>9,266</b>	<b>(22,356)</b>	<b>31,622</b>	<b>22,254</b>	<b>31,520</b>	
<b>HRA Contingency</b>						
HRA Contingency	-	(100)	100	100	100	Will require approval from Cabinet to release funds
<b>Directorate Total</b>	<b>-</b>	<b>(100)</b>	<b>100</b>	<b>100</b>	<b>100</b>	
<b>HRA Total</b>	<b>9,266</b>	<b>(22,456)</b>	<b>31,722</b>	<b>22,354</b>	<b>31,620</b>	





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2 JULY 2019

## REPORT OF THE PORTFOLIO HOLDER FOR ASSETS AND FINANCE

## WRITE OFFS REPORT

## EXEMPT INFORMATION

None

## PURPOSE

That Members endorse the amount of debt written off for the period 01 April 2018 to 31 March 2019 and to seek approval to write off irrecoverable debt in line with policy re Housing Benefit Overpayments in excess of £10k.

## RECOMMENDATIONS

It is recommended that Members:

- 1) Endorse the amount of debt written off for the period of 1st April 2018 to 31 March 2019 as detailed at **Appendix A-D** and
- 2) Approve the write off of irrecoverable debt for Housing Benefit Overpayments of £22,000.77 as detailed at **Appendix E**.

## EXECUTIVE SUMMARY

The Heads of Service are responsible for the regular review of debts and consider the need for write off and authorise where necessary appropriate write offs in line with the Corporate Credit Policy. The first part of this report shows the position for the last financial year. Further updates will continue to be produced on a quarterly basis.

Type	Write off 01/04/18 – 31/03/19 £ p
Council Tax	£232,942.88
Business Rates	£380,378.58
Sundry Income	£10,331.34
Housing Benefit Overpayments	£80,897.78

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

Business Rates	01/04/18 – 31/03/19 £ p
Bad Debt provision	£733,177.52
Less, amount written off to date under delegated powers	(£380,378.58)

Increase in provision as per NNDR 3	£189,415.26
Amount remaining	£542,214.20

The second part of the report is in respect of debts which are in excess of £10k.

Under Financial Regulations, debts for write-off greater than £10k require Cabinet authorisation and this report details such accounts. The amount for Housing Benefit Overpayments is attached in **Appendix E**.

### **OPTIONS CONSIDERED**

Not applicable

### **RESOURCE IMPLICATIONS**

The write offs detailed are subject to approval in line with the Corporate Credit Policy/Financial Regulations, and have been provided for under the bad debt provision calculation.

### **LEGAL/RISK IMPLICATIONS BACKGROUND**

Not applicable

### **EQUALITIES IMPLICATIONS**

Not applicable

### **SUSTAINABILITY IMPLICATIONS**

Not applicable

### **BACKGROUND INFORMATION**

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

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

#### Debt Write Off

Authorisations are needed to write off debt:

<b>Authority</b>	<b>Account Value</b>
Executive Director/Assistant Director (or authorised delegated officer)	up to £5,000
Executive Director Finance	£5,001 - £10,000
Cabinet	over £10,000

These limits apply to each transaction.

## Bad Debt Provision

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

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

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

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

### **REPORT AUTHOR**

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### **LIST OF BACKGROUND PAPERS**

Corporate Credit Policy - effective management of debt

### **APPENDICES**

**Appendices A to D** give details of write offs completed for Revenues and Benefits Services for 01 April 2018 to 31 March 2019.

**Appendix E** gives details of Housing Benefit Overpayment write offs.

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## Appendix A- Council Tax

### Summary of Council Tax Write Offs 01/04/2018-31/03/2019

Date of Write Off	Head of Revenues			Assistant Director of Finance	Executive Director of Finance	Cabinet	Remitted	Credit Write Off	Reversed Write Off	Total	No. of Accounts (Write Off Only)	Reason(s)
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£2,000.00)									
08/01/2019									(£0.29)	(£0.29)		dividend
15/01/2019									(£18.40)	(£18.40)		dividends
24/01/2019							(£65.50)			(£65.50)		suspense >2 yr old
29/01/2019		£153.00								£153.00	1	uneconomic to pursue
12/02/2019					£6,446.81					£6,446.81	1	absconded
14/02/2019									(£8.91)	(£8.91)		dividends
14/02/2019				£16,516.24						£16,516.24	6	Insolvent
15/02/2019									(£14.96)	(£14.96)		dividends
05/03/2019									(£3.33)	(£3.33)		dividend
12/03/2019		£3,762.46	£8,776.24							£12,538.70	21	absconded
12/03/2019			£1,724.53							£1,724.53	1	deceased
12/03/2019			£5,293.90							£5,293.90	6	insolvent
12/03/2019	£73.31	£2,515.77	£2,640.61							£5,229.69	16	uneconomic to pursue
13/03/2019		£1,003.46	£1,519.80							£2,523.26	5	Insolvent
13/03/2019	£74.66									£74.66	1	statute barred
13/03/2019			£1,901.87							£1,901.87	1	vulnerable
14/03/2019									(£11.92)	(£11.92)		dividends
15/03/2019									(£5.71)	(£5.71)		dividend
18/03/2019									(£10.79)	(£10.79)		dividend
18/03/2019		£342.42	£2,342.37							£2,684.79	3	Insolvent
18/03/2019			£2,553.65							£2,553.65	2	deceased
18/03/2019		£2,348.09	£21,222.69							£23,570.78	26	absconded
18/03/2019		£88.85								£88.85	1	uneconomic to pursue
19/03/2019			£3,239.63							£3,239.63	3	Insolvent
19/03/2019			£59,875.77							£59,875.77	54	absconded
19/03/2019			£6,654.05							£6,654.05	8	uneconomic to pursue
20/03/2019			£14,660.07							£14,660.07	7	absconded
20/03/2019			£7,144.84							£7,144.84	3	Insolvent
20/03/2019		£387.69	£6,167.85							£6,555.54	5	deceased
21/03/2019				£17,321.94						£17,321.94	7	absconded
21/03/2019				£3,178.81						£3,178.81	1	uneconomic to pursue
26/03/2019		£2,170.27	£11,342.37	£10,042.72						£23,555.36	25	Insolvent
<b>Q4 Totals</b>	<b>£147.97</b>	<b>£12,772.01</b>	<b>£157,060.24</b>	<b>£47,059.71</b>	<b>£6,446.81</b>	<b>£0.00</b>	<b>(£65.50)</b>	<b>£0.00</b>	<b>(£74.31)</b>	<b>£223,346.93</b>	<b>204</b>	
<b>Q1 Totals (B/F)</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	(£355.49)	(£355.49)	0	
<b>Q2 Totals (B/F)</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	(£2,718.50)	(£2,718.50)	0	
<b>Q3 Totals (B/F)</b>	£58.96	£6,222.46	£7,385.87	£0.00	£0.00	£0.00	£0.00	£0.00	(£997.35)	£12,669.94	32	
<b>Overall Total</b>	<b>£206.93</b>	<b>£18,994.47</b>	<b>£164,446.11</b>	<b>£47,059.71</b>	<b>£6,446.81</b>	<b>£0.00</b>	<b>(£65.50)</b>	<b>£0.00</b>	<b>(£4,145.65)</b>	<b>£232,942.88</b>	<b>236</b>	

## Appendix B- Business Rates

Summary of NNDR Write Offs 01/04/2018-31/03/2019												
Date of Write Off	Head of Revenues			Assistant Director of Finance (£2,000.01-£5,000)	Executive Director of Finance (£5,000.01-£10,000.00)	Cabinet (£10,000.01 and Over)	Remitted	Credit Write Off	Reversed Write Off	Total	No. of Accounts (Write Off Only)	Reason(s)
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£2,000.00)									
25/02/2019						£264,277.80				£264,277.80	4	dissolved
"						£37,133.68				£37,133.68	2	voluntary liquidation
"						£20,788.26				£20,788.26	1	compulsory liquidation
05/03/2019								(£715.22)		(£715.22)		transfer
<b>Q4 Totals</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£322,199.74</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£715.22)</b>	<b>£321,484.52</b>	<b>7</b>	
<b>Q1 Totals (B/F)</b>	£19.56	£666.65	£7,667.53	£17,059.49	£0.00	£0.00	£0.00	£0.00	£0.00	£25,413.23	14	
<b>Q2 Totals (B/F)</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	
<b>Q3 Totals (B/F)</b>	£0.00	£0.00	£4,144.22	£3,451.28	£25,885.33	£0.00	£0.00	£0.00	£0.00	£33,480.83	6	
<b>Overall Total</b>	<b>£19.56</b>	<b>£666.65</b>	<b>£11,811.75</b>	<b>£20,510.77</b>	<b>£25,885.33</b>	<b>£322,199.74</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£715.22)</b>	<b>£380,378.58</b>	<b>27</b>	



## Appendix D- Housing Benefit Overpayments

### Summary of Benefit Overpayment Write Offs 01/04/2018-31/03/2019

Date of Write Off	Head of Benefits				Executive Director of Finance (£2,000.01-£10,000.00)	Cabinet (£10,000.01 and Over)	Reversed Write Off	Total	No. of Accounts	Reason(s)
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)	(£1,000.01-£2,000)						
31/01/2019	£13.52						£13.52	1	bankrupt (2015)	
"	£14.74						£14.74	1	<£40 o/s (2015)	
"	£72.28	£108.00					£180.28	2	not financially viable (2017)	
"	£6.79						£6.79	4	uneconomical to pursue (2015)	
"	£498.09	£395.33					£893.42	9	< 2 weeks outstanding due to death (2018)	
"	£48.54	£798.08	£778.90		£3,504.59		£5,130.11	6	HB Reg 100 compliant - not recoverable (18)	
"		£81.03					£81.03	1	deceased (2018)	
28/02/2019	£44.00						£44.00	1	court costs (2017)	
"	£89.63				£6,312.99		£6,402.62	2	bankrupt (2015)	
"	£5.62						£5.62	2	uneconomical to pursue (2013)	
"	£171.97	£81.02					£252.99	7	not financially viable (2015)	
"	£69.85						£69.85	3	<£40 o/s (2018)	
"		£583.81					£583.81	3	< 2 weeks outstanding due to death (2018)	
"					£8,237.39		£8,237.39	1	deceased (2015)	
"					£8,322.58		£8,322.58	1	absconded (2015)	
"	£1.41	£275.46			£2,561.38		£2,838.25	3	HB Reg 100 compliant - not recoverable (19)	
31/03/2019	£22.97	£766.64					£789.61	3	not financially viable (2014)	
"	£51.55	£461.82					£513.37	5	< 2 weeks outstanding due to death (2019)	
"	£2.26						£2.26	2	uneconomical to pursue (2015)	
"	£75.50	£704.49					£779.99	6	HB Reg 100 compliant - not recoverable (19)	
"					£2,418.32		£2,418.32	1	deceased (2016)	
<b>Q4 Totals</b>	<b>£1,188.72</b>	<b>£4,255.68</b>	<b>£778.90</b>	<b>£0.00</b>	<b>£31,357.25</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£37,580.55</b>	<b>64</b>	
<b>Q1 Totals (B/F)</b>	<b>£816.67</b>	<b>£8,560.99</b>	<b>£808.00</b>	<b>£1,767.64</b>	<b>£2,439.49</b>	<b>£0.00</b>	<b>(£6.10)</b>	<b>£14,386.69</b>	<b>83</b>	
<b>Q2 Totals (B/F)</b>	<b>£989.45</b>	<b>£4,901.73</b>	<b>£1,386.90</b>	<b>£1,181.98</b>	<b>£14,291.65</b>	<b>£0.00</b>	<b>(£128.30)</b>	<b>£22,623.41</b>	<b>77</b>	
<b>Q3 Totals (B/F)</b>	<b>£926.88</b>	<b>£3,238.95</b>	<b>£609.51</b>	<b>£2,343.14</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£811.35)</b>	<b>£6,307.13</b>	<b>64</b>	
<b>Overall Total</b>	<b>£3,921.72</b>	<b>£20,957.35</b>	<b>£3,583.31</b>	<b>£5,292.76</b>	<b>£48,088.39</b>	<b>£0.00</b>	<b>(£945.75)</b>	<b>£80,897.78</b>	<b>288</b>	



**Appendix E- Housing Benefit Overpayments over £10,000**

Approval Date	Head of Benefits				Corporate Director Of Resources (£2,000.01-£10,000)	Cabinet (£10,000.01 and over)	No. of accounts
	0.00-£75.0	5.01-£500.0	1.00 - £1,000.01-£2,000)	£1,000.01-£2,000)			
25/02/2019						£11,443.88	(400483581) 1
19/02/2019						£10,556.89	(400167191) 1

**WRITE OFF REQUEST - DEBTS >£5000**

Academy Reference: 4 [REDACTED]

Name: M. [REDACTED]

Address: [REDACTED]

Invoice: [REDACTED] 0. Raised: 5/4/17. Period: 13/1/14 - 12/4/17. Amount: £1143.88

Invoice: ..... Raised: ..... Period: ..... Amount: .....

Invoice: ..... Raised: ..... Period: ..... Amount: .....

Invoice: ..... Raised: ..... Period: ..... Amount: .....

Total Amount Outstanding: £1143.88

History/Action Recovery Taken:

PAYMENTS RECEIVED SINCE JANUARY 18. REVIEW CARRIED OUT AUG 18. HIGH DEBTS EVIDENT AT THIS POINT AND FURTHER REVIEW SET FOR 2019.

---

CIS CHKD N/A.

Reason for w/o BANKRUPTCY DATA 22/2/19 - BKTSO70246

Supporting evidence INSOLVENCY SERVICE LETTER DATA 22/2/19

Write Off requested by: [Signature] Date: 23/2/19

Authorised by: [Signature] Date: 23/2/19



The Insolvency Service

25 FEB 2019

ORCREDFN

Official Receiver's Office  
Cardiff  
PO Box 16655  
BIRMINGHAM  
B2 2EP

Tamworth Borough Council  
Marmion House  
Lichfield Street  
Tamworth  
B79 7BZ

Tel: 0300 678 0016  
Fax: 020 2036 8735  
www.gov.uk/insolvency-service

Your ref: [redacted] & another  
Our ref: 246 - Please quote this in any reply  
Direct Line: 01158525032  
E-mail: [redacted]@insolvency.gov.uk  
Date: 22 February 2019

Dear Sir/Madam

IN THE OFFICE OF THE ADJUDICATOR [redacted] of 2019

RE: [redacted]

A bankruptcy order was made against [redacted] on 14 February 2019 on their own application.

The bankrupt is described as [redacted], Employed, of [redacted].

**Official Receiver is trustee**

This office is dealing with the bankruptcy. As Official Receiver, I am the trustee of the bankrupt's estate responsible for realising any assets and distributing any funds to creditors. Also, I am responsible for investigating the cause of the bankrupt's insolvency, including any business, dealings and affairs. If you have any information that may assist me in these duties please send to the address above (please include my reference).

Any claims against the bankrupt and any other enquiries should also be addressed to me.

**The trustee**

I will remain as trustee of the bankrupt's estate throughout the administration of the case.



A BEIS SERVICE

**WRITE OFF REQUEST - DEBTS >£5000**

Academy Reference: ... [REDACTED] .....

Name: ... [REDACTED] .....

Address: ... [REDACTED] .....

Invoice: [REDACTED] Raised: 13/8/03 Period: 5/4/93 - 16/6/03 Amount: £9628.31

Invoice: [REDACTED] Raised: 8/6/10 Period: 4/1/10 - 14/6/10 Amount: £928.58

Invoice: ..... Raised: ..... Period: ..... Amount: .....

Invoice: ..... Raised: ..... Period: ..... Amount: .....

Total Amount Outstanding: £10556.89

History/Action Recovery Taken:

PAYMENTS RECEIVED THROUGHOUT HISTORY OF CASE. FAMILY  
CONTACTED 2016 TO ADVISE THIS SITE WAS CAREERING NS. HOSPITAL  
PAYMENTS REQUIRED DUE TO AGE AND HEALTH SITUATION. NO ACTION  
TAKEN AND PAYMENTS CONTINUED UNTIL SITE AROSE AGAIN.  
SIGNED FOR FROM DAUGHTER AS NO MONIES IN ESTATE + ACCESS  
TO PROSTATE CONFIRMED NHS.

CIS CHKD .N/A

Reason for w/o DEATH - NO MONIES IN THE ESTATE

Supporting evidence SYSTEM DOCUMENTS

Write Off requested by: Ectoman Date: 19/2/19

Authorised by: Stefan Gow Date: 19/2/19

Search for the will or probate of any person in the UK who died in or after 1996.

Surname  
[REDACTED]

Year of death  
2018

First name (optional)  
[REDACTED]

Month of death (optional)  
eg 3

Day of death (optional)  
eg 25

Year of probate (optional)  
eg 1996

Month of probate (optional)  
eg 3

Day of probate (optional)  
eg 25

[Basic search](#)

**No results** with the name [REDACTED] and the year of death **2018**

---

---

THE ESTATE OF THE LATE [REDACTED]  
ADDRESS [REDACTED]

1) I can confirm there were no monies from the estate of

2) There are monies to the value of £ [REDACTED] available to pay towards  
the outstanding balance

(please delete as appropriate)

Signed [REDACTED] Date 21/9/18

Relationship to deceased Daughter

TUESDAY, 2 JULY 2019

**REPORT OF THE PORTFOLIO FOR HERITAGE AND GROWTH****PROGRESS REPORT ON TAMWORTH ASSEMBLY ROOMS****EXEMPT INFORMATION**

None

**PURPOSE**

To provide members with a further comprehensive update in respect of the Assembly Rooms project.

**RECOMMENDATIONS**

It is recommended that:

1. Members endorse the update as detailed within the report.

**EXECUTIVE SUMMARY**

- The Project in its entirety is progressing well in part, the previous health and safety issues concerns regarding the condition of high level lime plaster in the main auditorium has been resolved.
- Both internal and external Project Teams meet regularly to monitor progress, resolve issues and provide regular updates to the Executive Leadership Team.
- The Heritage Lottery Fund (HLF) continues to support the Project with regular project meetings and is due to visit next on 15<sup>th</sup> July 2019.
- Plans for the Official opening on 22<sup>nd</sup> November and a 'soft' launch are underway with details to be confirmed.
- A further update will be brought to Cabinet in March 2020 following the first quarter after reopening.

**BACKGROUND**

On 21<sup>st</sup> March 2019 Cabinet considered an update with regards to the Tamworth Assembly Rooms, at that time:

- The Arts & Entertainment Manager left the authority.
- A new organisational restructure had been announced for the whole Council.
- HLF agreed the release of their contingency and subsequent processing of payments.
- Two externally appointed Project Managers now delivering the completion of the build project.
- The issue of the risk / safety of plaster (previously referred to) was being resolved.
- The Contracts Manager for Novus was working hard with the project team to identify any further potential areas where time allocated within the programme could be reduced.

- A further issue was identified with historical water ingress into the building from the adjoining private car park.
- The BT broadband line was inadvertently 'cut through' during the earlier construction stage and needed to be repaired as a matter of some urgency.
- Value engineering continued to ensure costs remain stable and/or reduced further where possible.
- With regards to the public realm works, we were awaiting final confirmation of timelines from SCC.
- Both the Communication and Marketing plans are already well developed and making use of a 'whole Council' approach to utilise skills and knowledge throughout the organisation. Work on the website, products, bookings, facilities and the 'What's On' guide are all key activities in order to achieve the aspirations of the business plan.
- Programming is well underway with the aim to maximise sales, as well as leading entrance fees and delivery of community and conference facilities. Acts are now being confirmed including 'trial and tested' old favourites.
- The fees and charges had been reviewed and market tested against our local competitors as well as giving consideration to the enhanced offer of both the Theatre and its conference facilities. The revised fees and charges reflect both a full commercial rate and a reduced community rate.
- Site visits and hard hat tours have commenced for Members, Theatre Ambassadors and Community Champions/Groups as well as a general offer to all members of the public.
- The oral history project had commenced together with the 'Assembly Rooms' on tour.
- Operational procedures are being developed and will be finalised in the next few months prior to building handover.
- Staff were to be mentored by Birmingham Hippodrome to assist with the programming strategy.
- Work has begun on developing an associated schools programme.
- New IT Systems are in development:
  - Wi-Fi for staff and visitors
  - Facilities for conferencing
  - EPOS system for Lounge and Bar area
  - On-line booking for tickets

Since the last update was considered and endorsed:-

- A new Theatre, Artistic and Events manager has been appointed and commenced with the authority on 24<sup>th</sup> June.
- All heritage plaster works are complete and all health and safety concerns have been addressed.
- The ceiling decoration and lighting installation is well advanced (**Appendix 1** refers).
- HLF payments have been processed and grant funding has been received.
- The external Project Team is working well to deliver the build project
- The glass curtain walling is next to being installed, once the scaffolding in the main auditorium has been removed.
- Luma glass (LED lit translucent glass) for green room has been installed.
- The kitchen design is complete and the installation to both that area and the toilets to the rear of it have commenced.
- The historical water ingress has been resolved and the necessary works are underway.



- The glass roof is in manufacture, bridging the old building to the new extension areas.
- Programming is proceeding well with old favourites and some new names booked.
- Tickets for all shows are now on sale.
- The first 'What's on' guide for the New Tamworth Assembly Rooms is now out (**Appendix 2** refers).
- It is proposed that the Tamworth information Centre be relocated to the foyer to the theatre. This relocation will allow the TIC to open not only in the daytime but also when shows are booked further enabling all users' full access and use of the café and toilet areas (**Appendix 3** details the foyer design plans).
- There are currently delays to the proposed public realm works; Staffordshire County Council are undertaking these works as part of the wider Cultural Quarter project and are currently re-evaluating the works that will be undertaken due to potential budget overspends.
- Staffordshire County Council is currently consolidating their property portfolio and wishes to relocate children's services to the library. They have asked to use the area between the Carnegie Centre and the Assembly Rooms to drop off/collect vulnerable young people; we have indicated this is not a viable option going forward.
- It has been proposed that an area within the Assembly Rooms be dedicated to Cllr Steve Claymore and as such, it is proposed that the main bar will be named the 'Claymore Lounge' in his memory.
- The food and beverage provision is currently being developed in order to ensure the "offer" meets all needs both now and for further events. An external catering consultant is supporting the project team with the menu design.
- A waiver of Financial Regulations was approved in respect of the appointments of Penny Banks Ltd., Inox Equip Ltd. and Midlands Electrical Services Ltd.

## RESOURCE IMPLICATIONS

A total of £435k has now been allocated from the additional budget of £500k approved by Cabinet on the 20<sup>th</sup> December.

## REPORT AUTHORS

Anica Goodwin (Executive Director)  
 Sarah McGrandle (Assistant Director)  
 Lynne Pugh (Assistant Director)  
 Tom Hobbs (Project Manager)

## APPENDICES

Appendix 1  
Appendix 2  
Appendix 3

Photographs of ceiling area  
What's On guide  
Foyer design plans

**Appendix 1**





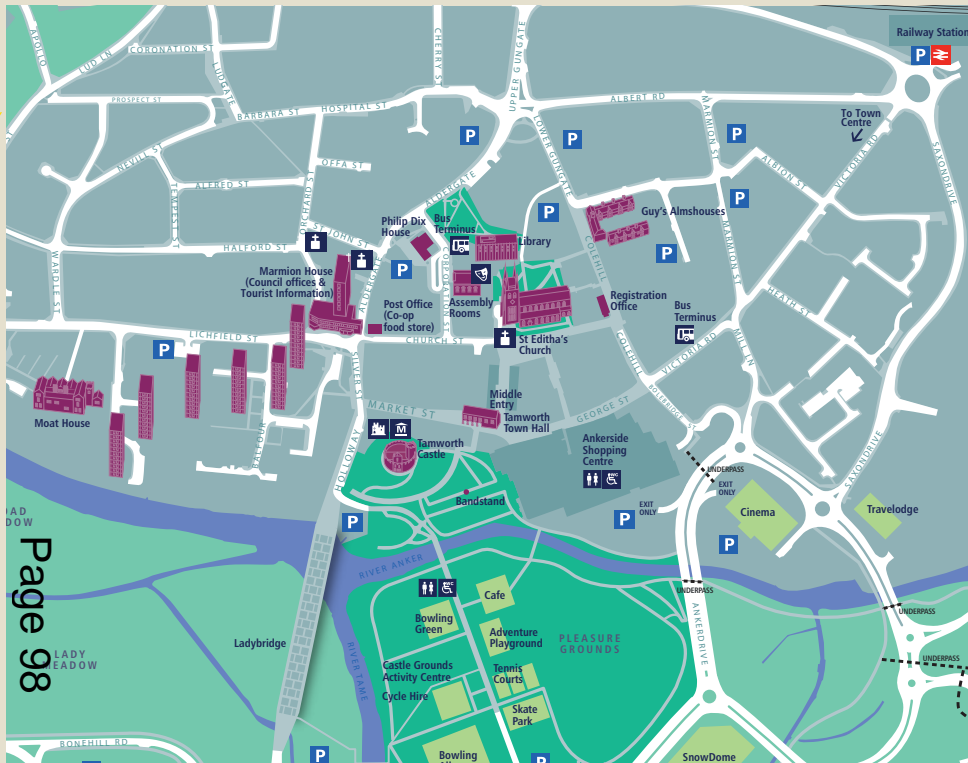


*130th birthday edition*





## How to find us



**Tamworth Assembly Rooms, Corporation Street, Tamworth, Staffordshire. B79 7DN**

### Other event locations:

Tamworth Castle Grounds, B79 7NA

Tamworth Town Hall, Market Street, Tamworth, B79 7LR

Ankerside Shopping Centre, George Street, Tamworth, B79 7LG

Landau Forte Academy Theatre, Ashby Road, Tamworth, B79 8AH

St Editha's Square, 29 Church Street, Tamworth, B79 7BX

**Car Parking** - Please check the council website for car parking options - [www.tamworth.gov.uk](http://www.tamworth.gov.uk) Town centre council-run car parks are free after 6pm.

**By Train** - We're only a 10 minute walk from Tamworth Railway Station.

**Disabled Access** - Accessibility may be challenging for outdoor events due to the nature of the grounds. Please call us on 01827 709618 if you have any access requirements and we will endeavour to cater for your needs. Guide dogs are welcomed. Please mention at time of booking for designated seating.

## Welcome Back!

We are delighted to welcome you back to Tamworth's number one entertainment venue and to show you all the exciting changes that have taken place. Tamworth Assembly Rooms has undergone a multi-million pound refurbishment project to both enhance and preserve the historic features which make it such an iconic venue - and to make sure it lives up to the expectations of modern audiences.

The venue celebrates its 130th birthday on October 8th and the refurbishment has ensured we can continue to deliver high quality entertainment to the people of Tamworth for another 130 years.

We're launching your new-look, more modern theatre with a great new season, which kicks off in impressive style this November with a spectacular ballet production of *The Wizard of Oz*, performed by one of the UK's most beloved touring ballet companies.

The season also includes some exciting new shows such as comedy, an intimate stage play, stars of the West End, a 25-character *Dads Army* show performed by two actors, Britain's Got Talent finalists, the UK's premier wartime act and *Sooty!*

There's also the nostalgic and tribute shows which have been popular with audiences throughout the years, plus the return of popular community groups who are keen to once more tread the boards of much-loved theatre.

We invite you to browse the brochure, see what takes your fancy and come and have a look at what your newly-refurbished theatre has to offer.

The project was also about making the building more versatile and opening it up to the community for a wider range of events, such as conferences, art exhibitions and meetings. Get in touch with us to find out about our great facilities for hire. Or simply come and join us for a coffee and a cake, as we are now open in the daytime too. See our website for more details.

Of course we also have our ever-popular outdoor events - please turn this brochure over for more details!

Thanks you and we look forward to seeing you soon!

*Tamworth Arts and Events Team*



# BALLET THEATRE UK The Wizard of Oz

"A ballet company of great achievement"  
- The Dancing Times

"Bright, sunny and very enjoyable"  
- Seeing Dance



- WhatsonStage.com



Page 99

Friday 29 November, 7.30pm

Tickets: £17.50, £15.50 Conc, £10 Under 16

Join Ballet Theatre UK as we follow the yellow brick road and discover all the wonders of Oz. Enjoy Dorothy, the Scarecrow, Tinman, and Lion, (and of course Toto too) as they seek the Wonderful Wizard to find that there's no place like home! The Wizard of Oz is a two act, full-length,

ballet adaptation of the iconic tale by L. Frank Baum, told through the magic of classical dance. Set to a classical score which brings the story to life, this production is family friendly and is the perfect way to introduce children to classical ballet.

## Rat Pack

Tuesday 10  
December,  
7.30pm

Tickets: £22.50

Featuring special guest  
Charley Toulan as  
Marilyn Monroe.

Swing into the Christmas  
season with The Rat  
Pack and their famous  
Christmas Concert  
direct From London's  
Leicester Square  
Theatre.

The acclaimed David Alacey (Lovejoy & Inspector Alleyn) stars as Frank Sinatra alongside Paul Drakeley (Inside Out - BBC) as Dean Martin. They are joined by former Eastenders star and Central Television's "Mr Weather" - Des Coleman as Sammy Davis Jnr in the original Rat Pack show, now celebrating its 21st record breaking year. Together they amaze audiences with their recreation of a magical Christmas at The Sands with Sinatra, Martin and Davis in this sensational show which brings the style, glamour and excitement of the Las Vegas heyday vividly to life.



## Tamworth Voices

Wednesday 11 December,  
7.30pm

Tickets: £10, £8 Conc.

Tamworth Voices delight us with a Christmas concert that is sure to bring the festive cheer into the hearts of all who attend, with their own twist of contemporary songs and Christmas anthems.





# Aladdin

TAMWORTH ASSEMBLY ROOMS

14th - 24th DEC 2019

Weekday Times: 1pm & 7pm

Weekend Times: 1pm & 6pm

Tickets: £15, £10 Conc, £45 Family Ticket (2 Adults & 2 Children)  
Early Bird Offer: £12, £9, £38 Family Ticket (2 Adults & 2 Children) Offer ends 22 September.

Tamworth's favourite family pantomime will fly back into the Assembly Rooms this Christmas to take audiences on a magic carpet ride!

Aladdin will feature a host of popular local performers, including Alex Farrell as the hilarious Dame Widow Twankey and the best baddie this side of Nuneaton, Terry Batham, as the evil Abanazar. Former ITV newsreader Llewela Bailey and Tamworth Castle's Olivia Shepherd also join the fantastic cast for a pantomime that is set to wow audiences with superb special effects and side-splitting slapstick comedy.

[www.TamworthPanto.co.uk](http://www.TamworthPanto.co.uk)

## Mortified Comedy

Friday 20 December, 8pm

Tickets: £12, over 18s only.



Fresh from his smash hit one man show 'Unexpected Item in the Gagging Area' your host for the evening is top London MC CHRIS NORTON WALKER. Chris introduces us to three big acts on the comedy circuit. SEAN PERCIVAL, who can be found regularly at all the top comedy clubs in the UK, comedy tents and festivals. Cheeky Brummie DARREN MORTIBOY and headliner STEPHANO PAOLINI, a regular face on the national and international comedy circuit with a mixture of stand-up comedy, characters, impressions and beatboxing that has seen him perform across the world. His hilarious impressions also saw him appear on BBC's DEAD RINGERS.

Lineup subject to change, not for the easily offended.



**STEPHANO PAOLINI**

BBC DEADRINGERS COMEDIAN  
"ACE...AN OBVIOUS STAR" - THE SCOTSMAN



**SEAN PERCIVAL**

"HE'S NOT WACKY, HE'S NOT SURREAL, HE'S JUST BLOODY AND FUNNY." WHAT'S ON MAGAZINE



**DARREN MORTIBOY**

A CHEEKY BRUMMIE CERTAINLY MAKING A NAME FOR HIMSELF ON THE COMEDY CIRCUIT



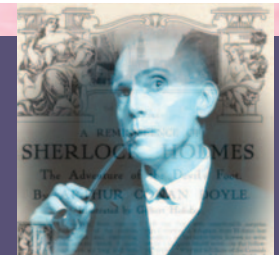
**MC CHRIS NORTON WALKER**

"THIS IS A GUY WHO COULD PROBABLY INJECT ATMOSPHERE INTO A VACUUM...IT WAS A JOY TO WATCH HIM WORK." NOTTS COMEDY

## Strictly Sherlock

Friday 17 January, 7.30pm

Tickets: £10



After the terrific success of The Singular Exploits of Sherlock Holmes, Don't Go Into The Cellar return with this follow-up intimate stage play. Join the king of the detectives as he brings to life those three startling cases, The Sussex Vampire, The Creeping Man and The Devil's Foot!

Jonathan Goodwin returns as Sherlock Holmes, in a show scripted by himself and co-directed by Goodwin and Gary Archer.





## Great Balls of Fire

Friday 24 January,  
 Tickets: £24, £22 Conc.

The producers of The Roy Orbison Story are proud to present a brand-new production for 2019 featuring the incredible 'Boogie Williams' and his smoking hot piano performing the hits of rock and roll legend Jerry Lee Lewis.

With special guests and a fabulous five-piece band, Boogie Williams will be 'ripping' through the great rock and roll songbook.

From the raw sound of the young man known as 'The Killer' to the more sophisticated tunes of the 90s, this carousel of songs from the past is sure to get you dancing in your seats with music from the last century.

If you love Rock and Roll, you are going to love 'Great Balls of Fire'



## Counterfeit Beatles

Saturday 1 February, 7.30pm  
 Tickets: £20, £18 Conc.

Now in their 20th year with tours to India, Thailand and Europe under their belts; it isn't surprising that the Counterfeit Beatles performed at two of the highest profile performances ever undertaken by any Beatles tribute, including Japan's Fuji Rock Festival - headlining with Coldplay, Steve Winwood, Primal Scream and Bjork - performing to a crowd of 80,000.

All the equipment used by the band is the exact replica of the original Fab 4's gear down to the finest detail and, with costume changes to match each era, the show is a spectacular homage to the band who ushered in the new era of pop phenomenon.

They are not often in the UK, so catch them while you can.

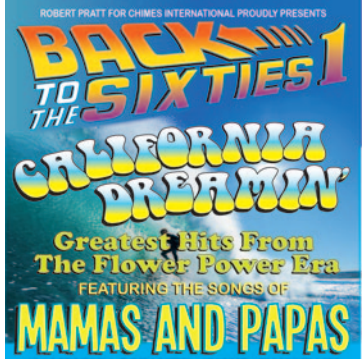
## Honky Tonk Angels

Friday 31 January, 7.30pm  
 Tickets: £23, £21 Conc.

Endorsed by Tammy Wynette and George Jones' only child Georgette Jones, Clive John Productions (Johnny Cash Roadshow) presents a brand new show you've all been waiting for - a classic combo country night that is finally as good as what you would love to hear! We focus purely on the Queens of Country - Dolly Parton, Tammy Wynette, Patsy Cline and Loretta Lynn. Our ladies are Debbie Watt (Dolly Parton), Hannah Johnson (Tammy Wynette) and Debi Hall (Patsy Cline/Loretta Lynn) backed by a world class band playing traditional instruments such as pedal steel and double bass. All the much-loved country songs



performed in the top quality Nashville fashion they deserve. All accompanied by evocative video projection and narration, this is as good as it gets.



## California Dreamin'

Thursday 13 February, 7.30pm

Tickets: £23.50

This show will instantly transport you back to one of the most iconic periods of the Sixties.

The Flower Power Era where Peace, Love and Psychedelia flowed freely to the great music of Scott McKenzie, The Flowerpot Men, Barry McGuire, The Lemon Pipers, The Turtles, Sonny & Cher, The Beatles and many, many more.

The Mamas and Papas are one of those super groups from the golden age of the 60s Flower Power Era.

They brought us smash hits like "Monday Monday", "Creeque Alley", "Dedicated To The One I Love", "I Saw Her Again Last Night" "California

## The WestEnders Sing The World's Greatest Musicals

Saturday 15 February, 7.30pm

The WestEnders sing the World's Greatest Musicals in an outstanding concert-style production showcasing the vocal talents of six professional performers. Between them they have appeared in over twenty of the most prestigious West End musical shows of the last decade, including Beauty & The Beast, Les Miserables, Miss Saigon, Aspects of Love, Jesus Christ Superstar, Oliver! and many more.

Delivered with style and panache, this exceptional cast perform under the musical direction of Jae Alexander, current MD of 42nd Street, and are accompanied on stage by their fantastic band. The WestEnders perform a huge selection of your favourite songs from the world's greatest musicals.



## Thank you!

Bit of text to thank the funders plus thier logos.

?

# EVENT CALENDAR

PULL OUT &  
KEEP ME ON YOUR  
NOTICEBOARD

MONTH	DATE	EVENT	LOCATION
<b>October</b>	12	Art Attack	Tamworth Town Centre
<b>November</b>	2	Fireworks	Tamworth Castle Grounds
	9	Barberama's 10th Anniversary Concert	Landau Forte Theatre
	10	Remembrance Event	St Editha's Square
	24	Christmas Lights Festival	Tamworth Town Centre
	29	The Wizard of Oz Ballet Theatre UK	
<b>December</b>	7 & 8	Stage It	Assembly Rooms
	10	Rat Pack	Assembly Rooms
	11	Tamworth Voices Show	Assembly Rooms
	14-24	Panto	Assembly Rooms
	20	Mortified Comedy	Assembly Rooms
<b>January</b>	17	Strictly Sherlock	Assembly Rooms
	24	Roy Orbison	Assembly Rooms
	31	Honky Tonk Angels	Assembly Rooms
<b>February</b>	1	Counterfeit Beatles	Assembly Rooms
	13	California Dreaming	Assembly Rooms
	15	The Westenders	Assembly Rooms
	21	Sooty Magic Show	Assembly Rooms
	22	Split Second with X tra time	Assembly Rooms
	28	Oh Carol!	Assembly Rooms
<b>March</b>	5	Dad's Army Radio Show	Assembly Rooms
	6	La Voix	Assembly Rooms
	7 & 8	Lyrical Dance	Assembly Rooms
	9	Tony Stockwell	Assembly Rooms
	12	Black Country Night Out	Assembly Rooms
	14	Dark Side Of The Wall	Assembly Rooms
	17-21	Tamworth Hashtilow Drama Festival	Assembly Rooms
	26	Herman's Hermits	Assembly Rooms
	27	D Day Darlings	Assembly Rooms

Box Office: 01827 709618

[www.tamworthassemblyrooms.co.uk](http://www.tamworthassemblyrooms.co.uk)

This information was correct at time of print and is subject to change.  
Please check the website for latest details.



Happy Birthday!  
Tamworth Assembly Rooms will  
be 130 on 8 October 2019

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xxx.



# Sooty's MAGIC SHOW

*Friday 21 February, 11am & 2.30pm*

Tickets: £15, £12.50 Under 16, £50 Family

Izzy wizzy, let's get busy! Join Sooty for his brand new laugh out loud magic show!

Direct from their hit ITV series, Sooty, Sweep and Soo and TV's Richard Cadell will amaze you with impossible tricks and side-splitting jokes! Be astounded at Sooty's flying car, Soo's singing unicorn and Sweep's levitating sausage!

Features special guests circus star Michael Jordan and the ultraviolet specialties of Fantasie de la Nuit.

A spectacular treat for the whole family – including a chance to meet Richard and Sooty after the show!





## Split Second with Xtra Time

Saturday 22 February, 2.30pm & 7.30pm

Tickets: £10

This play is an original script written by

author Sharon Rose inspired and based on her book 'Single Salsa Survivor'; The journey of a Breast Cancer Survivor.

The story is about a young woman's life and how everything changed in a split second. It looks into life after diagnosis and the challenges, the appreciation and celebration of life after cancer. The rollercoaster journey is staged by volunteers of the charity community group SRAD

and members of the SRA3D weekly performing arts workshops.

Monies raised will support SRAD future projects and donations will be made to Tamworth Well Being and Cancer Support Centre, Breast Friends and Tamworth Breast Cancer Now.

The Sharon Rose Amateur Dramatics delivers public health messages through the arts.

Some scenes in the play have adult content and may not be suitable for young children.

## Dad's Army Radio Show

Thursday 5 March, 7.30pm

Tickets: £17, £16 Conc

Two actors play 25 characters in this brilliant staging of these classic scripts based on favourite episodes from the beloved TV series.

Celebrating 50 years of Croft and Perry's quintessential sitcom, which won Gold's Best One-Liner award in a poll of comedians, with the immortal words 'Don't tell him, Pike.' Double Fringe first award winner David Benson (star of Think No Evil Of Us: My Life with Kenneth William and Boris: World King) and Jack Lane (Wisdom Of A Fool) present a selection of classic radio episodes featuring favourite lines, cherished characters and great feats of vocal impersonation!



## Oh! Carol!

Friday 28 February, 7.30pm

Tickets: £23, 21 Conc.

From their humble beginnings in Brooklyn to the dizzying heights of their success in the 50s & 60s, the songwriting genius of Neil Sedaka and 'Howie' Howard Greenfield will go down in musical history as one of the most successful partnerships of all time.

A show packed full of hits such as Calendar Girl, Happy Birthday Sweet Sixteen, Breaking Up Is Hard To Do, Stupid Cupid and of course Oh! Carol; masterpieces made famous not only by Sedaka but also other well-known performers like Connie Francis, Tom Jones and LaVern Baker.







## La Voix

Friday 6 March, 7.30pm

Tickets: £21, £19 Conc.

Star of Ab Fab The Movie and Britain's Got Talent semi-finalist, larger than life La Voix dazzles audiences with her incredible voice, natural wit and hilarious impersonations. From celebrities to the Royal Family, her glamorous performances have taken her around the world.

La Voix and her band bring you bewitching renditions of jazz, musical theatre and pop classics that are scarily accurate impressions of her female icons - from Cher to Tina Turner, Shirley Bassey to Liza Minnelli - no diva is spared.

## Black Country Night Out

Thursday 12 March, 7.30pm

Tickets: £20

DANDY - OLLIE SPENCER - VIVO - JOE THOMAS - EMMA ROLLASON as 'DOLLY ALLEN'.

Everyone loves a great variety show...just look at Britain's Got Talent. Well here is a show that is bursting at the seams with talent! Not only that but it is full of variety... comedy, music and even a tribute or two!

".....what a great night....just like it used to be...."

"This is what Britain's Got Talent should be like..."



## Tony Stockwell

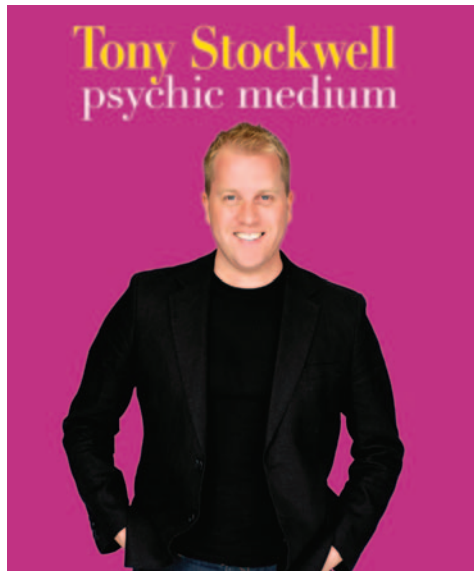
Monday 9 March, 7.30pm

Tickets: £22

Remarkably compelling, amazingly detailed and always humorous.

The popular star of TV's Street Psychic, Psychic Private Eyes and Psychic Academy, Tony Stockwell has a long established credibility as one of the top Intuitive Mediums and has shared the stage all round the world with international mediums such as Colin Fry, James van Praagh and Lisa Williams.

Tony demonstrates his belief that those who have passed can communicate with their loved ones with detailed messages frequently including names, dates and locations, and all delivered with



emotion, sensitivity and empathy. The evening may include psychometry, photographs, readings and psychic prediction.

## Dark Side Of The Wall - tribute to Pink Floyd

Saturday 14 March, 7.30pm

Tickets: £16, £15

Making their first appearance in Tamworth is the award-winning and spectacular 'Dark Side Of The Wall'. They deliver two and a half hours of reverent tribute to their heroes, but at the same time prove that 'Floyd is Fun!' with their obvious passion for what they do.

The band perform music from all Pink Floyd's classic albums and feature tracks such as **Comfortably Numb**, **Money**, **Wish You Were Here**, **Shine On You Crazy Diamond** and **Another Brick In The Wall** to name just a few.

If you've seen Dark Side of the Wall in concert before then you'll know it's a show not to be missed. And if you haven't, then now's your chance!





(Saturday evening 2 plays and awards presentation)

## Tamworth Hastilow Drama Festival

17-21 March, 7pm

Tickets: £7 each evening

Enjoy 5 nights of theatre with 3 plays per evening.

The multi-award winning Total Arts Community Theatre will host the Hastilow Drama Festival bringing together some of the region's most talented performers, with performances from comedy to gritty drama and classics

Adjudication from Guild of Drama.

## Herman's Hermits

Thursday 26 March, 7.30pm

Tickets: £24

55TH ANNIVERSARY TOUR!

Herman's Hermits are one of the biggest selling bands of the 60s, not just in the UK, but around the world.

From their early beginnings in Manchester in 1964, the band have chalked up 23 hit singles, 10 hit albums, appeared in three major movies and to date they have sold in excess of 75 million records worldwide.

Hits include, There's A Kind Of Hush, Silhouettes, Can't You Hear My Heart Beat, Wonderful World, A Must To Avoid, Mrs Brown You've Gotta Lovely Daughter, and many more.



Rolling Back The 60s sees Herman's Hermits embarking on their solo 55th anniversary tour. An evening of nostalgia, song and laughter, plus bringing all the hits to life.

## The D-Day Darlings

Friday 27 March, 7.30pm

Tickets: £22

Relive the nostalgic days of wartime Britain as the delightful D-Day Darlings take you on a musical journey back to the heart of the 1940s.

Featuring the most memorable songs that kept a nation smiling through its darkest days, **'The Songs that Won the War'** weaves an uplifting narrative through the classic music of the era. It follows our vocal trio bidding farewell to lifelong friend John Adams who is off to fight for King and country and embarking upon an opportunity with ENSA to perform for the British and allied forces overseas.

Fresh from their success on ITV's Britain's Got Talent, The D-Day Darlings trio delight in this heartfelt tale with their heavenly harmonies and memorable moves, paying homage to the most popular artistes of the 1940s, including Vera Lynn, The Andrews Sisters, Gracie Fields and many more.

With a patriotic and uplifting energy, this show will have you waving your flags and singing along whilst taking you on a trip down memory lane.







Free Event

12 OCTOBER 10AM - 4PM  
TAMWORTH TOWN CENTRE  
ANKERSIDE SHOPPING CENTRE & TOWN HALL

A festival to get more people actively engaged in the arts in Tamworth.

Ever fancied painting a fantastic ultraviolet, fluorescent wonderland? How about a colourful electrical taped zone? This is your chance to have a go at one of many free arts activities happening in Tamworth Town Centre.



Page 108

## Don't Stop Us Now! Barberama's 10th Anniversary Concert

9th November, 7.30pm  
£10 - Landau Forte Academy Theatre

A fun and lively a cappella show from Barberama, a Tamworth-based women's community chorus singing unaccompanied four-part harmony in the barbershop style! This special anniversary show will include a tribute to rock legends Queen as well as many upbeat and inspiring barbershop classics. Also featuring guests Amington Band performing diverse brass band music.

Licensed bar. Raffle.  
Raising funds for Headway Tamworth.



## TAMWORTH CHRISTMAS LIGHTS FESTIVAL

Free Event

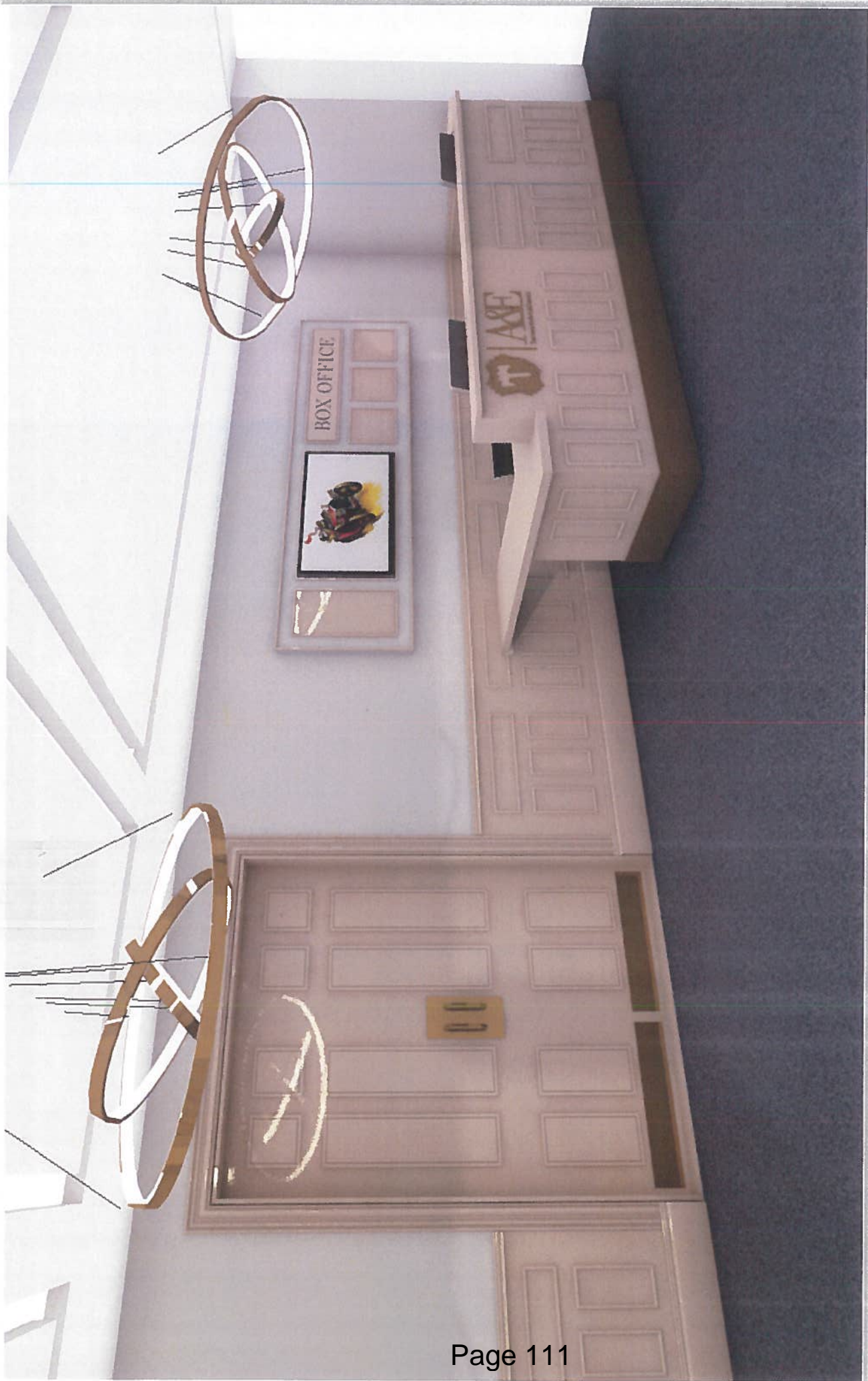
SUNDAY 24 NOVEMBER, 3PM-6.30PM

- LANTERN PARADE 4PM • LIGHTS SWITCH ON 6PM •
  - LIVE NATIVITY • MARKETS • LIVE PERFORMANCES • CHRISTMAS TREE FESTIVAL • FAIR RIDES • CRAFT ACTIVITIES •
- ST EDITHA'S SQUARE, MARKET STREET & ANKERSIDE SHOPPING CENTRE




ALT front cover

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<b>Safety Health and Environmental Information</b>	<b>A3</b>
The following risks are identified as unusual or unfamiliar to a competent contractor	
<b>CONSTRUCTION RISKS</b> There are no significant or unfamiliar risks	
<b>DEMOLITION RISKS (FUTURE)</b> There are no significant or unfamiliar risks	
It is assumed that all work will be carried out by a competent contractor working, where appropriate, to an approved method statement	

**Notes :**

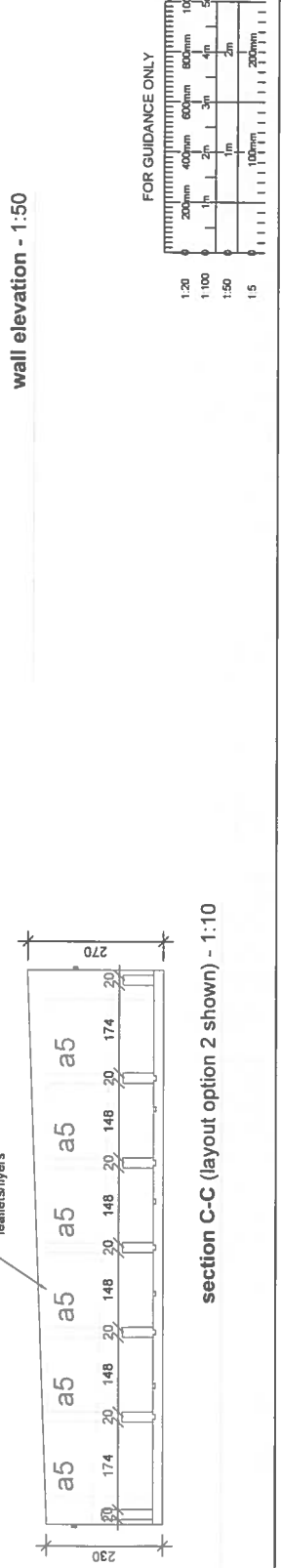
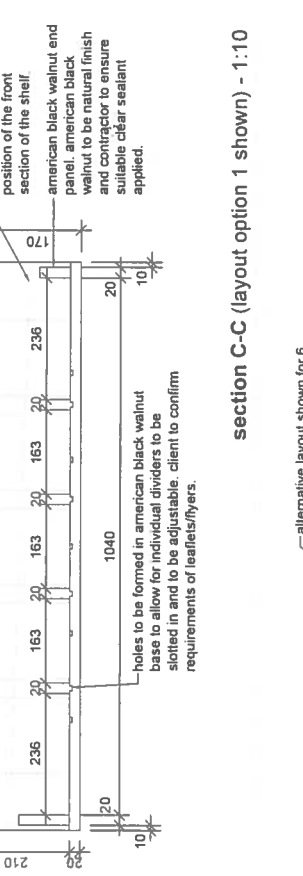
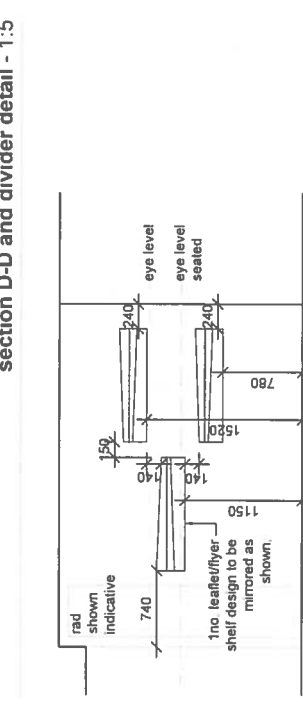
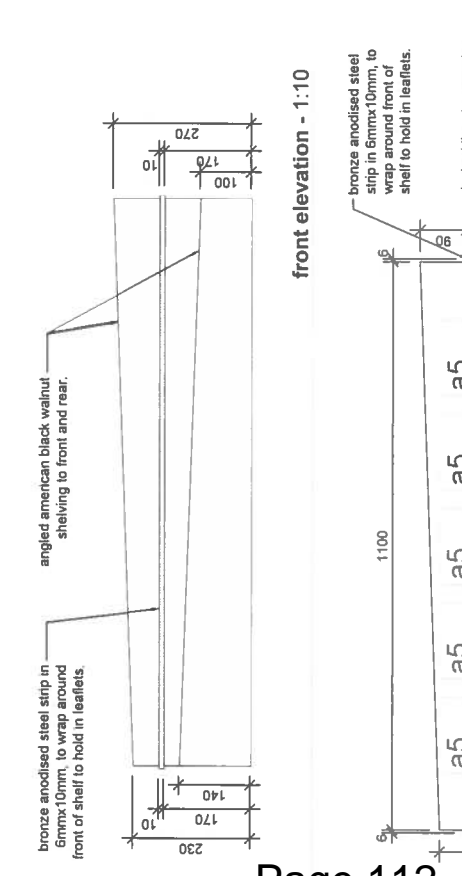
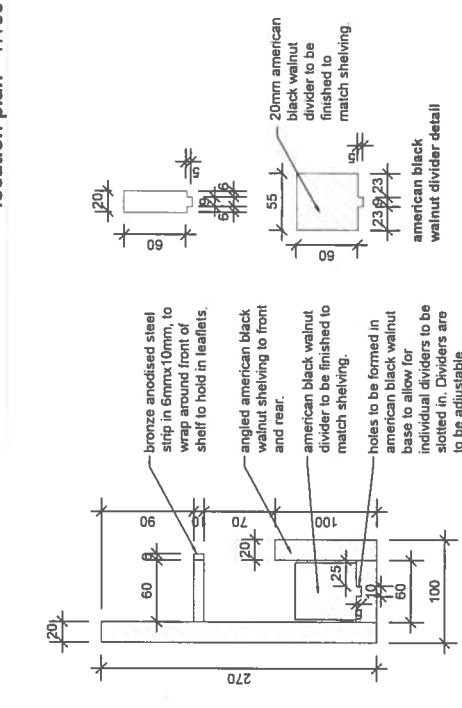
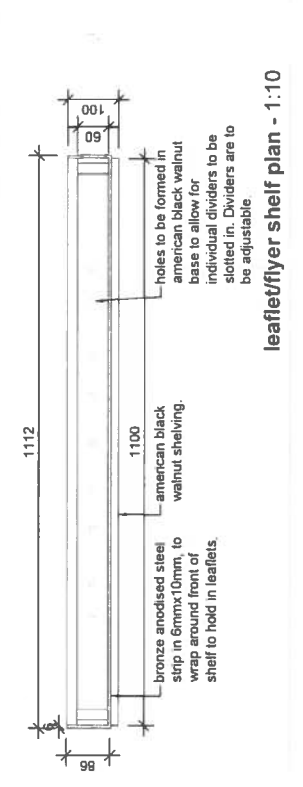
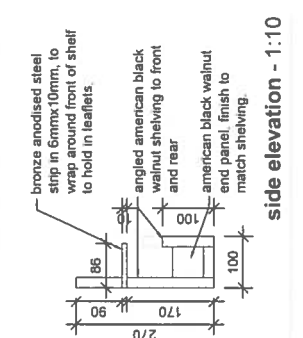
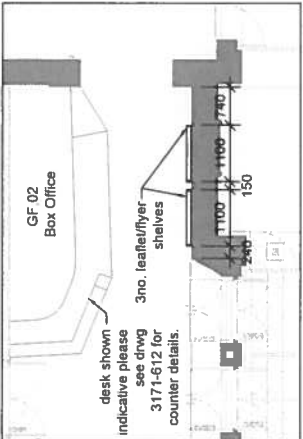


**reference image**

American Black Walnut to be finished with tung oil/ lacquer to a dull lustre.

All american black walnut to be internal grade joinery timber. All cut edges are to be smoothed. American black walnut or equivalent approved. Timber to be from FSC source. All timber is to be pre treated. Contractor to ensure that shelves are to be securely fixed and for no fixings to be on show and any plugging to be out of sight. Shelves to be fixed securely to wall and fixings to be hidden.

<b>TENDER</b>	
Rev	Checklist
A	Tender information revised following H1-FTFC input. (Retailer position indicated and shelves moved to suit.
02/07/17	SK
Date	Checklist By
<b>BROWN HILL HAYWARD BROWN</b> CHARTERED ARCHITECTS GEORGIAN HOUSE 24 BIRD STREET LICHFIELD STAFFS LEICESTERShire LE15 1HT TEL 0151 254107 FAX 0151 616400 e-mail: info@brownhill.co.uk	
Client	Tamworth Borough Council
Project	Tamworth Assembly Rooms
Title	Box Office - Leaflet/Flyer Display Shelving
Scale	AS: Ind@A3 8.03.2017 RG SK 1317-6511 A
Date	13/17-6511 A
Revision	A



**FOR GUIDANCE ONLY**

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TUESDAY, 2 JULY 2019

**REPORT OF THE PORTFOLIO HOLDER FOR CULTURE AND OPERATIONAL SERVICES****SPORTS PITCH INFRASTRUCTURE****EXEMPT INFORMATION**

None

**PURPOSE**

To inform members of the award of grant funding to build a new outdoor 3G sport pitch facility for the Borough at Tamworth Enterprise College.

**RECOMMENDATIONS**

It is recommended that Members

1. Accept the Premier Leagues and Football Association Facilities grant award of £471,951.
2. Endorse the Service Level Agreement between Tamworth Borough Council Academies Enterprise Trust and Tamworth Enterprise College for the project (**Appendix 1**).
3. Approve the fees and charges for the facility (**Appendix 2**).

**EXECUTIVE SUMMARY**

This report seeks approval for the replacement of an existing sand filled artificial grass pitch to create a new larger floodlit 3G pitch with refurbished changing facilities. The main aspects of the project are:

- Service level agreement between all parties, to include profit share agreement.
- Tamworth Borough Council is funding the project, from both grant award and section 106 funding for leisure facilities in Tamworth.
- The construction will be undertaken over the summer months with completion planned for the new term in September 2019.
- The project will be monitored and evaluated by Tamworth Borough Council but the day to day running of the facility will be taken care of by Tamworth Enterprise College at no cost to Tamworth Borough Council.

**OPTIONS CONSIDERED**

Anker Valley sports facility was previously considered as a potential site for the facility but was discounted as the 'in week' footfall was not sufficient to sustain the bid.

**RESOURCE IMPLICATIONS**

The total project cost is £773,951 and consists of the grant award which is 'match funded' with £300,000 of Section 106 funding made available to the Council for artificial pitch provision. Conditions of the grant require us to work with a partner club, Cottage Farm FC currently use the facility and have contributed £2000 as a partner.

Grant Funding	£471,951
Section 106 payment	£300,000
Payment from Cottage Farm FC	£2,000
<b>TOTAL project cost</b>	<b>£773,951</b>

Following extensive research a 5 year business plan with a detailed profile of the pitch usage has been developed which then helped inform the Service Level Agreement.

The service level agreement assures that a maintenance figure of £25,000 pa is retained for future years, ensuring that there is no additional requirement from existing revenue budgets going forward. This figure (i.e. £25k) will be funded from the estimated revenue figure of £57,390 for the first year of operation and then subsequently rolled forward into year 2 of operation. No maintenance funding is required in the first 12 months of operation as the pitch is covered under the insurance guarantee. This figure will be held by TBC and as such, a separate cost code will be established to house the money.

In terms of the profit share element expected to be realised discussions are currently on-going and after consultation with the Football Association they have highlighted that this profit share should be in favour the Council in relation to funds delegated to the project.

As part of the agreement the Council and College will receive all income generated through the letting of this facility through a profit share agreement. Revenues generated by the site, net of contributions made to cover utilities/annual sinking fund, are ring-fenced into a football development fund held by the Council. The purpose of this fund will be to re-invest into football activities/ programmes or further football facility improvements; this football development fund and related sinking fund shall be reviewed on an annual basis and any re-investment decisions taken by a small working group made up of the applicants and Staffordshire FA. Applicants would be required to present annual accounts relating to facility income and sinking funds to the Football Foundation as part of on-going M&E obligations.

## **LEGAL/RISK IMPLICATIONS BACKGROUND**

The project and all associated documentation including the SLA have been reviewed by all appointed legal representatives from each party. SCC has advised the Council as to contents of the SLA and amendments have been identified accordingly.

The main risks associated with this project are:

- The final 5% will not be paid if stipulated conditions are not formally signed off from the Football Association.
- Mitigation – Monthly monitoring by the Sports Development Officer will take place. All possible issues raised will be brought to the attention of the Steering Committee (meet on a quarterly basis) for consideration and any subsequent action
- Cabinet does not approve the report
- Mitigation – Regular updates to Portfolio Holder
- Business case approval via the Budget Planning Process
- AET as a joint applicant unwilling to sign grant offer letter
- Mitigation – Informal approval given including legal sign off
- Annual participation targets not achieved
- Mitigation – Sports Development team to work in conjunction with TEC and Tamworth FA to promote and address any shortfalls

## **EQUALITIES IMPLICATIONS**

The facilities are equipped to enable a range of accessible activities.

## **SUSTAINABILITY IMPLICATIONS**

The service level agreement covers a period of 21 years, and agrees terms for future governance and maintenance.

## **BACKGROUND INFORMATION**

Tamworth Borough Council has been in discussions with both the Football Association and Football Foundation since 2015 in relation to providing a refurbishment to the existing sand based synthetic turf pitch at Tamworth Enterprise College which was built in 2003. The current pitch is not full sized and is currently in a state of dilapidation.

This project will construct a full size 3G AGP (artificial grass pitch), facility including new fencing, lighting, maintenance equipment and apparatus with refurbished changing facilities to supply the extra demand.

It is proposed that the facility will operate from 9am-4pm, Monday to Friday purely for college pupils. From 4pm until 10pm it will be open to for club/community use. At weekends the site will be open from 9am – 9pm for community use and club league fixtures. Out of term-time the facility will be open on the same days and times however during these periods it will be utilised by community users/ local clubs/ Council Sports Development Programmes and EFL community trusts.

The aims of this project are as follows:

- To create a high-quality facility to help raise standards in performance and grow participation in football at all ages.
- To establish Tamworth Enterprise College as a hub for girl's football development.
- To help people realise their potential, develop personal skills and confidence.
- To take an active role in the local community through promoting provision of sporting opportunities to engage young people and adults.
- To introduce people to football regardless of age, ability, sex, religion and ethnic background.
- To actively promote health and wellbeing through football, including mental wellbeing and reduce social isolation.
- To help Tamworth Borough Council meet key corporate priorities which are;
  - More people will live longer, healthier lives.
  - Fewer children will be obese and run the risk of heart disease and diabetes.
  - People will feel safer and less fearful of crime and anti-social behaviour.

The site is owned by Academies Enterprise Trust and the service level agreement will be between them and Tamworth Borough Council.

## **REPORT AUTHOR**

Sarah McGrandle - Assistant Director Operations and Leisure  
Karen Moss - Sports Development Manager  
James Hazlehurst - Sports Development Officer

## **APPENDICES**





**SERVICE LEVEL AGREEMENT  
FOR THE MANAGEMENT & USAGE OF  
TAMWORTH COMMUNITY 3G  
SYNTHETIC SPORTS PITCH**

**AGREEMENT BETWEEN  
TAMWORTH BOROUGH COUNCIL AND  
ACADEMIES ENTERPRISE TRUST**

## **INTRODUCTION**

**1.1** This statement represents a Service Level Agreement between Tamworth Borough Council and Academies Enterprise Trust

**1.2** The parties subject to the agreement are as follows:-

Tamworth Borough Council  
Marmion House.  
Lichfield Street  
Tamworth  
Staffordshire  
B79 7BZ

Academies Enterprise Trust  
183 Eversholt Street  
Kings Cross  
London  
NW1 1BU

**1.3** The Service Level Agreement has been accepted and endorsed by representatives from Academies Enterprise Trust and by the Assistant Director Operations and Leisure of Tamworth Borough Council.

**1.4** The agreement commences from 1<sup>st</sup> April 2019 and is valid for an initial period of twenty one years from the date stated above.

**1.5** In this agreement, Tamworth Borough Council and Academies Enterprise Trust are hereafter referred to as “The Council” and “The College” respectively.

**1.6** The agreement will be subject to annual reviews conducted in partnership by the College and the Council. During each review the progress towards meeting the agreed financial targets will be measured and any areas of concern and the required remedial action noted.

**1.7** The Council and The College (as joint applicants) will adhere to and accept through independently signing and accepting the Football Foundations offer letter and the associated twenty one year terms and conditions, neither party have the right to cancel during this period.

## **2 BACKGROUND**

**2.1** The Tamworth Community 3G synthetic Sports Pitch (SSP) is located at the site of the playing fields on the Tamworth Enterprise footprint. The Tamworth Community 3G synthetic Sports Pitch (SSP) consists of the following:

Synthetic floodlighted Main Pitch and associated maintenance equipment.

Changing facilities located within the College building, which is operated on behalf of the Council by Academies Enterprise Trust.

**2.2** The facilities will be utilised extensively by The College, community groups and clubs, individual customers and the Council (Sports Development Team).

**2.3** This agreement will allow the College to operate the 3G Synthetic Sports Pitch for the benefit of the local community.

## **3 OPERATIONAL ETHOS**

**3.1** The Tamworth Community 3G Synthetic Sports Pitch (SSP) will remain the property of The College who shall operate an Equal Opportunities Policy for every individual of the community in respect of use of the facility. Priority use of the 3G Synthetic Sports Pitch (SSP) will be given to Council and Charter Standard Cottage Farm Rangers who use the facility as their base, for the pre agreed allocated hours of usage; Tuesdays 6pm –

8pm, Wednesday 7pm – 9pm and Thursdays 6pm-7pm. Use by other members of the community is governed by section 5 of this Service Level Agreement.

**3.2** The College will actively promote the development of football at all levels and where possible form partnerships with the Council’s Sports Development Team. The Council will actively promote the sport of football through the levels of the sports development continuum from foundation through to excellence for all sections of the community.

**3.3** The College shall liaise directly with the Council Sports Development Officer to adopt a partnership approach to football development within the area and to avoid duplication.

#### **4 OPERATION**

**4.1** The Tamworth community 3G synthetic pitch will be available for use and hire throughout the year.

**4.2** The Council shall notify The College at the start of the calendar year of any council initiatives which will require to be honoured throughout the year. The College shall also notify the Council of any variation in available hours of use due to changes to college timetables, etc.

**4.3** The College and the Council will work together to promote, where appropriate, one-off / casual use of the 3G facility.

**4.4** The College is permitted to make use of the 3G Synthetic Sports Pitch (SSP) area as part of this exclusive agreement. In order for changing room provision to be made available for booked and non-booked hires, the allocated letting hours as detailed in 4.6 will be communicated to the Sports Development Officer and Community Lettings Officer on a monthly basis.

**4.5** The College is responsible for all insurance matters regarding the 3G Synthetic Sports Pitch (STP). The College will take out and keep in force a comprehensive policy of insurance with reputable insurers to cover the 3G pitch, the grant assets, their use and any activities carried out thereon, against and in respect of all usual risks (including third party, public, employee and occupiers liability) to their full replacement value (where relevant), and a copy of the current policy shall be provided to the Foundation upon request.

**4.6** The 3G Synthetic Sports Pitch (SSP) will be typically available for use / hire as follows:

##### **TERM TIME**

Monday – 16.00 – 22.00

Tuesday – 16.00 – 22.00

Wednesday - 16.00 – 22.00

Thursday - 16.00 – 22.00

Friday - 16.00 – 22.00

Saturday - 09.00 – 21.00

Sunday - 09.00 – 21.00

##### **NON TERM TIME**

Monday – 09.00 – 22.00

Tuesday – 09.00 – 22.00

Wednesday - 09.00 – 22.00

Thursday - 09.00 – 22.00

Friday - 09.00 – 22.00

Saturday - 09.00 – 21.00

Sunday - 09.00 – 21.00

Any variation in available times of use / hire due to changes in the College curriculum and activities will be agreed and noted at the start of the academic year.

Any requirement for earlier weekday usage by the Community will be discussed and negotiated with the College. In addition, the provision of time for competitive School football matches will be agreed one month in advance of the fixture, with the allocated hours of hire being amended to accommodate these.

**4.7** The Council (Sports Development) will meet with the College on a monthly basis to monitor usage and performance of the 3G facility.

**4.8** The Council will ensure that internal communication between Departments promote a pro-active approach to partnership working.

**4.9** The College shall not be permitted to store any permanent equipment at the 3G Synthetic Sports Pitch (SSP) for the period of the Service Level Agreement, without prior arrangement / agreement with the Council.

**4.10** The College must adhere to all Football Foundation guidelines and procedures relating to the 3G Synthetic Sports Pitch (SSP) facility.

## **5 USE BY OTHER MEMBERS OF THE COMMUNITY**

**5.1** The Council, in conjunction with the College, is permitted to operate the 3G Synthetic Sports Pitch (SSP) facility as it deems fit for the purposes of Community hires, Coach Education, Sports Development and Tournaments/Events.

## **6 MAINTENANCE**

**6.1** Direct damage to the surface or equipment at Tamworth Community 3G Synthetic Sports Pitch (SSP), caused by non-compliance with the Council and Manufacturer guidelines or procedures, shall result in The College being liable for any repair costs. Damage resulting from use / miss-use by the College shall be the responsibility of Tamworth Enterprise College to make good.

**6.2** It is a requirement that closing checks are carried out by the Community Lettings Officer to ensure the facility is in a fit for purpose condition for next day use.

**6.3** The Council and the College will carry out monthly inspections of the 3G pitch to ensure that the pitch and equipment remain in the best condition possible.

**6.4** As part of this agreement the College will be required to ensure that the agreed routine pitch maintenance is carried out as per the manufacturer's guidance.

**6.5** As part of this agreement The College will be responsible for meeting the electricity costs for floodlight operation during community use.

**6.6** As part of this agreement The College are required to ensure that the pitch is maintained to the FIFA Quality Concept for Football Turf or the International Match Standard (IMS), and kept on The FA 3G Pitch Register throughout the duration of the clawback period. The pitch testing will be carried out by the framework contractor before it opens and then again at the end of year one. After this it will be tested every three years and proof of certification will be sent to the Football Foundation.

**6.7** The College shall be responsible for ensuring appropriate and responsible use of the surface of Tamworth Community 3G Synthetic Sports Pitch (SSP) in line with the manufacturer's guidelines to ensure longevity of the surface.

## **7 UTILITIES**

**7.1** As noted in 6.5, the College will be responsible for meeting the cost of electricity for floodlighting during community use times.

## **8 MARKETING & PROMOTION**

**8.1** The marketing and promotion of the facility will be a partnership responsibility between the College and the Council.

## **9 HIRING OF THE FACILITY**

**9.1** As part of the agreement The Council and College will receive all income generated through the letting of this facility through a profit share agreement. Revenues generated by the site, net of contributions made to cover utilities/annual sinking fund, are ring-fenced into a football development fund held by The Council. The purpose of this fund will be to re-invest into football activities/ programmes or further football facility improvements; this football development fund and related sinking fund shall be reviewed on an annual basis and any re-investment decisions taken by a small working group made up of the applicants and Staffordshire FA. Applicants would be required to present annual accounts relating to facility income and sinking funds to the Football Foundation as part of on-going M&E obligations.

**9.2** Management of all bookings will be the responsibility of The College.

**9.3** The hire charges to be levied to third parties is to be consistent with charging framework agreed with Tamworth Borough Council

**9.4** The Council will work in partnership with The College to develop community initiatives and encourage opportunities for wider participation at all levels, including Female Football, Walking Football, Summer Camps, Disability Football Leagues and FA initiatives.

**9.5** The College must ensure that all reasonably practicable steps are taken to ensure that all coaches have been vetted through DBS. The College will be responsible for ensuring that they have their own Child Protection procedures and Child Protection officer within the organisation.

**9.6** The Council shall facilitate an annual review of the Service Level Agreement and all its components. The Council or The College can request a meeting to discuss the Service Level Agreements delivery and compliance every quarter, with notification being sent one month in advance. The above will be over and above the scheduled monthly review meetings between the College and the Council.

**9.7** Under no circumstances will The College be allowed to enter into a sub-lease agreement without the prior consent of the Council.

## **10 FINANCE & MONITORING**

**10.1** The College and Council will work together to ensure the financial viability of Tamworth Community 3G sports pitch. The success of the partnership will be reported bi-annually to the Football Steering Committee, where guidance and support in developing the partnership can be received.

**10.2** The Council will set the hire charge for use of the facility in such a fashion to maximise community use, whilst ensuring a minimum breakeven financial position and in adherence with 9.3.

**10.3** The Council and The College will ensure that, unless the Foundation has given its prior written consent, the fees and charges for use of the project and facilities by members of the public do not increase beyond any increase in the Retail Price index from the date on which the Application is approved by the board of the Football Foundation. The pricing structure is as follows;

Hire per Hour

Full Pitch                      £80.00

½ Pitch                              £40.00

¼ Pitch                              £20.00

Match                                £100.00

**\*Please note the following discount will be applied to Charter Standard Clubs\***

Full pitch                          £75.00

½ Pitch                              £35.00

**10.4** The College and Council will meet on a quarterly basis to monitor and review the financial success of the pitch. Through the review, areas of concern and under-performance will be identified and remedial action agreed.

## **11 COMPLAINTS PROCEDURE**

**11.1** Any complaint from members of the public relating to any area of the service should be directed through Tamworth Enterprise College. If needed the Council must be notified to ensure relevant procedures can be put in place.

**11.2** The complaint will be replied to within 5 working days, with a full investigation and response taking place within 20 days.

**11.3** Should the Council feel that The College are in breach of the SLA they will put the stated alleged breach in writing to The College.

**11.4** A meeting will be called between The Council and The College if the complaint cannot be resolved.

## **12 MONITORING AND EVALUATION**

**12.1** The stated Service Level agreement between the Council and The College is for an initial twenty one year period and will expire twenty one years after the official opening of the facility; at this point a full review of the arrangement and SLA will be conducted by the Council in consultation with The College.

**12.2** The Council and The College will meet formally on an annual basis to review progress, discuss any complaints or issues, which are pertinent to the success of the partnership.

**12.3** These meetings will be recorded formally.

**12.4** The meeting will consist of representatives from The Council and The College or delegated officers as nominated by The Council and The College.

**12.5** An annual report shall be produced detailing achievements, attendance, complaints, income and expenditure and any other issues of relevance to the service level agreement. The Council will cooperate with and provide all the assistance required by the Football Foundation to ensure the Foundations annual monitoring requirements are complied with.

**12.6** The performance of the facility and partnership will be reported on a bi-annual basis at the football Steering Committee. The Steering Committee will consist of Council and College representatives as well as representatives from Staffordshire FA and key partner clubs.

### **13 REVIEW**

**13.1** The detail of the Service Level Agreement will be reviewed annually in March each year and amended accordingly following discussions and agreement between Tamworth Borough Council and Tamworth Enterprise College

**On behalf of Tamworth Borough Council I agree to the conditions of this Service Level Agreement for the use of Tamworth Community 3G Synthetic Sports Pitch.**

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**On behalf of Academies Enterprise Trust I agree to the conditions of this Service Level Agreement for the use of Tamworth Community 3G Synthetic Sports Pitch.**

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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[RETURN TO HOMEPAGE](#)

[NEXT PAGE](#)

FTP PRICING POLICY

**HIRE CHARGES**

\* Amend the pitch sizes depending on how your pitch is marked out

Hire Type	Peak <i>September - April (30 weeks)</i>				Off Peak <i>Holiday &amp; Summer Use (18 weeks)</i>			
	Full Pitch	Half Pitch	1/3 Pitch	Quarter Pitch	Full Pitch	Half Pitch	1/3 Pitch	Quarter Pitch
Key Partner Clubs	£75.00	£35.00		£20.00	£70.00	£30.00		£20.00
CFA	£80.00	£40.00		£20.00	£75.00	£35.00		£20.00
Pro Clubs	£95.00	£50.00			£95.00	£50.00		
Charter Standard Clubs	£75.00	£35.00		£20.00	£70.00	£30.00		£20.00
Non Charter Standard Clubs	£80.00	£40.00		£20.00	£75.00	£35.00		£20.00
Pay and Play	£80.00	£40.00		£20.00	£75.00	£35.00		£20.00
Other hire	£95.00	£50.00		£20.00	£95.00	£50.00		£20.00

**MATCH CHARGES**

Match Type	Pitch	Duration	Cost
5v5 (Mini Soccer)	Quarter Pitch	1 Hour	£20.00
7v7	Half Pitch	1 Hour	£40.00
9v9	Half Pitch	1 Hour 30 Minutes	£50.00
11v11	Full Pitch	2 Hours	£100.00

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By virtue of paragraph(s) 1, 2, 3, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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By virtue of paragraph(s) 1, 2, 3, 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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