



# CABINET

12 June 2014

A meeting of the CABINET will be held on Thursday, 19th June, 2014, 6.00 pm in Committee Room 1 Marmion House, Lichfield Street, Tamworth

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## A G E N D A

### NON CONFIDENTIAL

**1 Apologies for Absence**

**2 Minutes of the Previous Meeting** (Pages 1 - 2)

**3 Declarations of Interest**

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

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

**4 Question Time:**

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

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

None

**6 Quarter Four 2013/14 Performance Report** (Pages 3 - 64)  
(Report of the Leader of the Council)

**7 Write Offs** (Pages 65 - 72)  
(Report of the Portfolio Holder for Operations and Assets)

- 8 Capital Outturn Report 2013/14** (Pages 73 - 90)  
(Report of the Portfolio Holder for Operations and Assets)
- 9 Petitions** (Pages 91 - 104)  
(Report of the Portfolio Holder for Operations and Assets)
- 10 Tamworth Local Plan 2006-2031** (Pages 105 - 150)  
(Report of the Portfolio Holder for Economy and Education)
- 11 Landlord Regulatory Framework Update** (Pages 151 - 160)  
(Report of the Portfolio Holder for Public Housing and Vulnerable People)
- 12 Police and Crime Commissioner (PCC) Grant Funding** (Pages 161 - 162)  
(Report of the Portfolio Holder for Community Development and the Voluntary Sector)

Yours faithfully



**Chief Executive**

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

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



## **MINUTES OF A MEETING OF THE CABINET HELD ON 24th APRIL 2014**

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

The following officers were present: Anthony E Goodwin (Chief Executive), John Wheatley (Executive Director Corporate Services), Andrew Barratt (Director - Assets and Environment), Jane Hackett (Solicitor to the Council and Monitoring Officer), Tina Mustafa (Head of Landlord Services) and Natalie Missenden (Public Relations Officer)

### **144 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor J Oates.

### **145 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 3<sup>rd</sup> April 2014 were approved and signed as a correct record.

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

### **146 DECLARATIONS OF INTEREST**

Councillor D Cook Declared an Interest in agenda item 7 as he has made clear his intention so did not take part in the decision making process.

### **147 QUESTION TIME:**

There were no questions received from the public.

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

None.

**149 SCHEME OF DELEGATIONS DECISIONS**

The Report of the Portfolio Holder for Operations and Assets to comply with the Local Government Act 2000 and the Localism Act 2011 and any subordinate legislation which provides good governance for Local Authorities was presented by the Solicitor to the Council and Monitoring Officer for consideration.

**RESOLVED:** That the list of decisions taken in terms of the Scheme of Delegation for the period 1 January 2014 to 31 March 2014 be endorsed.

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

**150 SPRINKLER INSTALLATION TO HIGH RISE FLATS**

Councillor D Cook left the room.

The Report of the Portfolio Holder for Public Housing and Vulnerable People to update on the outcome of Leaseholder consultation in respect of sprinkler installations and to revise the scope of the project in light of the feedback arising from the consultation process

**Resolved:** That Cabinet

1. Accept leaseholder's wishes to opt out of the sprinkler installation;
2. Install sprinklers in all tenanted flats, and;
3. Agreed that any leaseholders wishing to have sprinklers installed can buy into the installation contract, allowing them the benefit of any economy scale the Council achieves from its tender process.

*(Moved by Councillor M Greatorex seconded by Councillor S Doyle)*

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Leader

THURSDAY, 19 JUNE 2014

**REPORT OF THE LEADER OF THE COUNCIL**

**QUARTER FOUR 2013/14 PERFORMANCE REPORT**

**EXEMPT INFORMATION**

**PURPOSE**

This report aims to provide Cabinet with a performance health-check

**RECOMMENDATIONS**

That Cabinet endorses the contents of this report

**EXECUTIVE SUMMARY**

This report looks at

1. High level corporate plan projects/programmes,
2. Key Service Performance Indicators,
3. Impact of welfare benefit reform,
4. Performance management framework,
5. Corporate risks,
6. Financial health check

**OPTIONS CONSIDERED**

Not applicable

**RESOURCE IMPLICATIONS**

There are none

**LEGAL/RISK IMPLICATIONS BACKGROUND**

There are none

**SUSTAINABILITY IMPLICATIONS**

There are none

**BACKGROUND INFORMATION**

**REPORT AUTHOR**

John Day

**LIST OF BACKGROUND PAPERS**







**APPENDICES**

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## 1. High level corporate plan projects/programmes

Corporate Priority
1.To Aspire and Prosper in Tamworth







Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
Ensure best use of all Council Assets, whether held for social, economic or environmental reasons	Undertake a stock condition survey of 60% of Council housing stock to inform future investment works	14-Jan-2014 Project completed. 60% of all stock surveyed and results used to inform capital programme/business plans for the next 5 years.	✓	100%
	Work with public sector partners to maximise occupancy within Council premises	01-Apr-2014 Limited progress made with co-location with the police, however wider regeneration discussions underway with partners.	✓	100%
	Use Council assets to contribute to wider regeneration aspirations	01-Apr-2014 Work is continuing to progress to support regeneration within the Town.	✓	100%
Economic growth and town centre regeneration	Gungate and spinning school lane re-development opportunities	06-May-2014 This project is a multi year project and will run over into next years 2014/15 plan	✓	100%
	Anker valley and housing developments	06-May-2014 A planning application for Anker Valley has been received and is being discussed in regards to the infrastructure requirements alongside the Browns Lane application and the potential for further applications to the north of Tamworth. This project will continue into 2014/15	✓	100%





Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
	Gateways improvements	06-May-2014 Significant improvements have been made to date and further improvements are planned including the potential for a second exit from phase 1. A multi million pound bid has been submitted to the DFT and LEP to fund the pedestrian and wider linkage works. This action will carry over into 2014/15		
	New Enterprise centre – link to Cultural Qtr	06-May-2014 Created In Tamworth has had a major positive impact and is delivering well. The Phil Dix Centre has been costed up as a site for a new incubation unit as part of the Creative Quarter Project and an ERDF bid is being looked at alongside the wider LEP bids for the Creative Quarter.  Consultation with Phil Dix Centre tenants has been started and conversations about the links to the relocation of tenant into Marmion House are ongoing. This project will carry over into the next year 2014/15		
	Empty shop and employment units – supporting them back into use	06-May-2014 Ankerside and the Peer group are promoting their empty units more effectively and indicate increased interest.  'Created In Tamworth' is having a positive catalytic effect and additional creative type independent retailers have opened in that area.		


























Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
	Business advice and start up support	<p>06-May-2014 The Tamworth 4 Business support service procured via the Tamworth Strategic Partnership has come to an end of its two year contract and either met, or in most cases, exceeded its delivery outputs in terms of business and individuals assisted. The exception was in the area of Strategic Reviews, which proved a hard sell to the local business community.</p> <p>The new two year 'Support 4 Tamworth' service bringing together support for both businesses and voluntary and community organisations is currently getting under way, delivered by BDS Ltd. in partnership with Support Staffordshire.</p> <p>The council continues to directly support the delivery of the two ERDF funded business support programmes delivered by the Greater Birmingham Local Enterprise Partnership, namely the Business Support Programme, which has delivered seven grants of between £10,000-£15,000 to local growing businesses with more in the pipeline, as well as offered places to 2 local businesses on the Great 200 Leaders coaching programme.</p> <p>In addition, we continue to promote, via the</p>		








Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
		BEP, the ever widening array of other business grants and finance schemes available across the two LEP areas and are contributing significantly to the development of the two LEP based growth hubs to better coordinate and signpost to the support offer to local businesses in the future.		
	Employability and skills support	<p>06-May-2014 the local employment figures are generally very positive and work to support those with barriers to work is ongoing.</p> <p>The employment action group is developing and sharing resources and delivering activity. This action will be part of the service delivery plans for Economic Development and Community Development in 2014/15</p>	✔	100%
	Place marketing and promotion	<p>06-May-2014 The Place and Destination Tamworth groups have been merged successfully and the Destination Tamworth group is delivering a range of new actions to support Tamworth as a destination. This includes a new loyalty card, improved web and social media, the partnership with findabiz etc.</p> <p>The new visitor economy strategy at a LEP level is in its final stages and our local activity dovetails neatly with this emerging strategy.</p>	✔	100%










Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
	Transport and highways improvements	06-May-2014 Pinch Point works have started – Influence on County and LEP transport agenda with works to key junctions on A5 planned. LTSF bid submitted as part of the work on the Gateways project.		
	Heritage product development and promotion	06-May-2014 The Mercian Trail Partnership has developed additional resources and activities in relation to the Hoard.  Capacity to progress the Castle top floor project has been found and a concept developed for potential funding bids to the Heritage Lottery Fund or as part of a request for funds from the Council. Visitors to the Castle are positive following the Heritage Lottery Fund project and Hoard display.		
Cultural Quarter Project	Specific project plans showing milestones	06-May-2014 A revised final design for the Assembly Rooms is being worked up. The design has proved problematic due to the costs associated with meeting our outcomes in an old building.  A Heritage Lottery Fund bid is due to be submitted in June 2014, ahead of a Cabinet Report to consider the match funding issues and Creative Quarter costs.  Work to assess the wider economic benefits of		

Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
		<p>the Creative Quarter is being secured and the revised revenue implications of the overall scheme are being assessed.</p> <p>Consultation has started with users of the Phil Dix Centre and Carnegie Centre ahead of planning applications in the summer.</p>		
Revised Local Plan	The approval of a revised document by Full Council for submission to the Secretary of State	06-May-2014 Progress on the Local Plan is good with extensive public consultation underway ahead of a report following the consultation to submit in July 2014. Delays in the publication of ONS population data from the census might yet cause a further delay in the programme. This project will cross over into the next financial year		
	A report from the Planning Inspector concluding the document to be 'sound'	12-Jul-2013 Please note this is not expected before 31st march 2014 which is the end date for the financial year not this action. A Local Plan Members group has been revised to include x3 Conservative and X3 Labour Members. A revised timetable for the Local Plan has been developed and work is ongoing on 1) Housing allocations, 2) Employment allocations, 3) Town Centre/retail 4) Anker Valley. Consultation on the draft plan is being planned and legal and planning guidance followed.		







Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
	The adoption by Full Council of the final Local Plan			
Allocations Policy and Homelessness Strategy	Complete consultation regarding the proposed new allocations policy	16-Jan-2014 Completed		
	Review social lettings pilot	17-Jan-2014 The review is now complete.		
	Review of Homelessness Strategy Complete	08-May-2014 The timetable of this review is influenced by the current service review being undertaken. A report will go to Cabinet in the Summer of 2014 for implementation.		
Tinkers Green and Kerria Area Regeneration	Complete assessment of delivery vehicles and explore potential for SPV model for Tamworth	08-May-2014 The assessment is complete and was reported to Cabinet in March 2014.		
	Appoint Development Consultants	23-Apr-2014 GVA appointed, Cabinet approved 2014. Consultancy work now part of delivery project plan held elsewhere on covalent		
	Agree decommissioning proposals	23-Apr-2014 Cabinet approved regeneration update 13/3/14 including decant arrangements. 3-year plan approved with Tinkers Green in year 1&2 with Kerria in year 3. Detail for decant work stream picked up on new work stream		
Town Centre Strategy and Development of New Housing	Proposals completed to make use of retained RTB receipts and review of garage sites	25-Jul-2013 Phase 1 garage sites redevelopment – Planning permission is in place. Cabinet report completed and stage 2 garage		

Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
		site programme agreed. The approval for extension of council house building pilot is underway which is a new project.		
	Agree strategic principals in line with emerging supplementary planning guidance for the delivery of a balanced housing market in the Town centre	08-May-2014 This will be developed in line with Local Plan Policy Development		<div style="border: 1px solid black; background-color: #e0e0e0; width: 100px; height: 15px; position: relative;"><div style="background-color: #4f81bd; width: 75%;"></div><span style="position: absolute; right: 5px; top: 5px;">75%</span></div>
	Development of delivery vehicle proposals	08-May-2014 Special Purpose Vehicle considered and outcome reported to Cabinet.		<div style="border: 1px solid black; background-color: #e0e0e0; width: 100px; height: 15px; position: relative;"><div style="background-color: #4f81bd; width: 100%;"></div><span style="position: absolute; right: 5px; top: 5px;">100%</span></div>
Review and Update the HRA Business Plan	Complete stock condition survey	06-Dec-2013 Cost tables supplied by Ridge and with Steve Partridge for production of HRA business plan.		<div style="border: 1px solid black; background-color: #e0e0e0; width: 100px; height: 15px; position: relative;"><div style="background-color: #4f81bd; width: 100%;"></div><span style="position: absolute; right: 5px; top: 5px;">100%</span></div>
	Update financial model	23-Apr-2014 Reported to Cabinet 13/3/14 and approved. TCG and tenants Conference featured.		<div style="border: 1px solid black; background-color: #e0e0e0; width: 100px; height: 15px; position: relative;"><div style="background-color: #4f81bd; width: 100%;"></div><span style="position: absolute; right: 5px; top: 5px;">100%</span></div>
	Develop proposals to support delivery of town centre housing strategy and increasing the number of affordable homes	23-Apr-2014 Development of Town Centre Strategy is part of the Healthier Housing Strategy and included on SP work plan for new year 2014/15		<div style="border: 1px solid black; background-color: #e0e0e0; width: 100px; height: 15px; position: relative;"><div style="background-color: #4f81bd; width: 100%;"></div><span style="position: absolute; right: 5px; top: 5px;">100%</span></div>
Tamworth Health and Wellbeing Board	Complete first focussed needs and assets evaluation- Older People	25-Jul-2013 Agreement on key priorities agreed. The key focus will be on hospital discharges, falls and suitable housing for older people.		<div style="border: 1px solid black; background-color: #e0e0e0; width: 100px; height: 15px; position: relative;"><div style="background-color: #4f81bd; width: 100%;"></div><span style="position: absolute; right: 5px; top: 5px;">100%</span></div>
	Second focussed needs and assets evaluation- Healthy Lifestyles	08-May-2014 Included in Healthy Tamworth initiative.		<div style="border: 1px solid black; background-color: #e0e0e0; width: 100px; height: 15px; position: relative;"><div style="background-color: #4f81bd; width: 100%;"></div><span style="position: absolute; right: 5px; top: 5px;">100%</span></div>

Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
	Updated eJSNA published and commissioning plan communicated	08-May-2014 Proposals developed for locality commissioning		<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px; display: inline-block;">53%</div>
Healthy Tamworth	Complete registration with Healthy Cities network			<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px; display: inline-block;">100%</div>
	Healthy Cities Action plan in place with multi agency commitment	25-Jul-2013 The Health and Well Being Board have endorsed the plan.		<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px; display: inline-block;">100%</div>
	Commencement of targeted promotional activity	08-May-2014 A number of targeted activities occurred in January 2014. These included a Tamworth COOP event and a Healthy Tamworth workshop. Other activities have included the 'Workplace Walking Challenge' and healthy eating initiatives.		<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px; display: inline-block;">100%</div>
Individual Electoral Registration	Grant allocations made by Cabinet Office for first year of transitional activity.			<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px; display: inline-block;">53%</div>
	Cabinet Office commenced monitoring of ERO progress with implementation preparation activities			
	Electoral Commission started formal consultation with EROs, electoral services managers & other interested local authority staff & key stakeholders on a revised performance standards framework for the transition to IER Grant monies to be paid to EROs by Cabinet			










Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
	<p>Office</p> <p>Electoral Commission issued guidance on planning for the transition. Will advise public of forthcoming changes and delayed canvass</p> <p>Roll-out and testing of EMS enhancements to support the confirmation dry-run</p> <p>A 'dry-run' of the data-matching process to test the IT systems and process within each local authority and to draw out learning points, supported by Cabinet Office Publication of revised register.</p> <p>Publication of revised register</p> <p>EROs to conduct delayed 2013 canvass period. Information to be published to keep public informed</p>		<p></p> <p></p> <p></p> <p></p> <p></p>	
Elections 2013				
Constitution Annual Review	Revised Constitution presented to Council for approval	30-Aug-2013 The revised constitution was presented to Council in May. Further training was requested by members		




















Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
		and two sessions have now taken place. The constitution will be approved at the next Council on 10th September 2013.		
	Implementation review with stakeholders input on operability	06-May-2014 meeting arranged with Declan Hall in June to take forward review and implementation Only 4 members fell below 75% attendance it is intended now to role out encouragements for members to attend training		
Scheme of Delegation - Annual Review	Review Scheme of Delegation presented to Council for approval	30-Aug-2013 Approved by Council		
	Implementation review with stakeholders on operation of document	06-May-2014 following audit recommendations and reports to CMT on the operation of Scheme of Delegation it has been decided to 1. Introduce Scheme of Delegation reports on MOD.GOV. Reports will commence on the system form June 2014 2. Review the Scheme of Delegation and revert to higher officer level delegation other officers delegations contained in service tables.		

Corporate Priority







2. To be healthier and safer in Tamworth

Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
Improve the green environment including management and maintenance of local nature reserves, open spaces and parks	Broad Meadow endorsed by Cabinet as a Local Nature reserve by April 2013.	16-Jul-2013 Cabinet report April 2013.		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>
	The achievement of local nature reserve status designation for Town Wall	01-Apr-2014 In receipt of final documentation this will now enable the matter of land ownership to be proven.		<div style="width: 90%;"><div style="width: 90%; background-color: #4f81bd; color: white; text-align: center;">90%</div></div>
	Achieve a further gold award in the "Heart of England in Bloom" competition	29-Oct-2013 Gold award received, joint category winner, and put forward for the national Britain in Bloom awards in 2014.		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>
	Recycling rates within waste management are maintained at their current level	01-Apr-2014 the recycling rate is maintaining its previous levels		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>
Ensure all regulatory functions provided by the Council are delivered in a consistent and fair manner to promote public safety and to minimise the burden to businesses	All planned food and health and safety inspections completed	14-Jan-2014 the food safety programme continues to run to plan.		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>
	Air Quality Improved	01-Apr-2014 March data will not be available until the end of April.		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>
	All Licensing applications processed in a timely fashion	01-Apr-2014 All applications have been progressed within guidelines		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>
	A reduction in workplace accident investigations	06-May-2014 No incidents reported for investigation in quarter 4		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>
	Statutory nuisance investigations/actions completed within acceptable timescales	14-Jan-2014 This is still an area of high demand, with several complicated cases putting a strain on the available resources,		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>

Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
		however residents still receive an appropriate response		
Building Resilience in Families and Communities	National Troubled Families agenda	06-May-2014 The co-location is being implemented in May 2014 and will result in closer working between teams. The BRCF Tamworth scheme is still performing well and preparing for the next cohort. Additional resources for the FIP team are being progressed with employment advice being purchased and Tamworth Borough Council considering closer alignment of its Anti Social Behaviour service. This project will carry over into 2014/15.		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">100%</div>
Revised Local Plan	The approval of a revised document by Full Council for submission to the Secretary of State	06-May-2014 Progress on the Local Plan is good with extensive public consultation underway ahead of a report following the consultation to submit in July 2014. Delays in the publication of ONS population data from the census might yet cause a further delay in the programme. This project will cross over into the next financial year		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">100%</div>
	A report from the Planning Inspector concluding the document to be 'sound'	12-Jul-2013 Please note this is not expected before 31st march 2014 which is the end date for the financial year not this action. A Local Plan Members group has been revised to include x3 Conservative and X3 Labour Members. A revised timetable for the Local Plan		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">100%</div>


Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
		has been developed and work is ongoing on 1) Housing allocations, 2) Employment allocations, 3) Town Centre/retail 4) Anker Valley. Consultation on the draft plan is being planned and legal and planning guidance followed.		
	The adoption by Full Council of the final Local Plan			
Allocations Policy and Homelessness Strategy	Complete consultation regarding the proposed new allocations policy	16-Jan-2014 Completed		
	Review social lettings pilot	17-Jan-2014 The review is now complete.		
	Review of Homelessness Strategy Complete	08-May-2014 The timetable of this review is influenced by the current service review being undertaken. A report will go to Cabinet in the Summer of 2014 for implementation.		
Tinkers Green and Kerria Area Regeneration	Complete assessment of delivery vehicles and explore potential for SPV model for Tamworth	08-May-2014 The assessment is complete and was reported to Cabinet in March 2014.		
	Appoint Development Consultants	23-Apr-2014 GVA appointed, Cabinet approved 2014. Consultancy work now part of delivery project plan held elsewhere on covalent		
	Agree decommissioning proposals	23-Apr-2014 Cabinet approved regeneration update 13/3/14 including decant arrangements. 3-year plan approved with Tinkers Green in year 1&2 with Kerria in year 3.		



Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
		Detail for decant work stream picked up on new work stream		
Town Centre Strategy and Development of New Housing	Proposals completed to make use of retained RTB receipts and review of garage sites	25-Jul-2013 Phase 1 garage sites redevelopment – Planning permission is in place. Cabinet report completed and stage 2 garage site programme agreed. The approval for extension of council house building pilot is underway which is a new project.	✓	100%
	Agree strategic principals in line with emerging supplementary planning guidance for the delivery of a balanced housing market in the Town centre	08-May-2014 This will be developed in line with Local Plan Policy Development	▶	75%
	Development of delivery vehicle proposals	08-May-2014 Special Purpose Vehicle considered and outcome reported to Cabinet.	✓	100%
Review and Update the HRA Business Plan	Complete stock condition survey	06-Dec-2013 Cost tables supplied by Ridge and with Steve Partridge for production of HRA business plan.	✓	100%
	Update financial model	23-Apr-2014 Reported to Cabinet 13/3/14 and approved. TCG and tenants Conference featured.	✓	100%
	Develop proposals to support delivery of town centre housing strategy and increasing the number of affordable homes	23-Apr-2014 Development of Town Centre Strategy is part of the Healthier Housing Strategy and included on SP work plan for new year 2014/15	✓	100%

Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
Tamworth Health and Wellbeing Board	Complete first focussed needs and assets evaluation- Older People	25-Jul-2013 Agreement on key priorities agreed. The key focus will be on hospital discharges, falls and suitable housing for older people.	✓	
	Second focussed needs and assets evaluation- Healthy Lifestyles	08-May-2014 Included in Healthy Tamworth initiative.	✓	
	Updated eJSNA published and commissioning plan communicated	08-May-2014 Proposals developed for locality commissioning	▶	
Healthy Tamworth	Complete registration with Healthy Cities network		✓	
	Healthy Cities Action plan in place with multi agency commitment	25-Jul-2013 The Health and Well Being Board have endorsed the plan.	✓	
	Commencement of targeted promotional activity	08-May-2014 A number of targeted activities occurred in January 2014. These included a Tamworth COOP event and a Healthy Tamworth workshop. Other activities have included the 'Workplace Walking Challenge' and healthy eating initiatives.	✓	




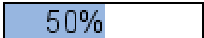




Corporate Priority










3. Approachable, Accountable and Visible

Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
Provision of financial advice, assistance and business support for Directorates & budget managers To monitor & report on whether spending is maintained within approved budget and without significant underspends (less than 5%)	<p><i>See Finance Service Key Performance Indicator Section for details</i></p> <p>Spending maintained within approved budget and without significant underspends</p> <p>Ledgers closed down within 5 working days of period end</p> <p>Bank Reconciliation completed within 15 days (General Account) of period end</p> <p>Bank Reconciliation completed within 10 days (Payments Account)</p>	08-May-2014 Provisional Outturn financial healthcheck to be reported to CMT May / Cabinet June 2014	<i>See Finance Service Key Performance Indicator Section for details</i>	<i>See Finance Service Key Performance Indicator Section for details</i>
To complete the Final Accounts process with an unqualified audit opinion	<p><i>See Finance Service Key Performance Indicator Section for details</i></p> <p>Achievement of an unqualified audit opinion on the financial statements</p> <p>Number of</p>	05-Nov-2013 Audited accounts approved by Audit & Governance Committee on 26 September 2013. External Auditors also presented audit findings report and signed an unqualified opinion on 30 September 2013		<i>See Finance Service Key Performance Indicator Section for details</i>







Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
	material final account audit adjustments			
Budget / Council Tax Setting Key Budget milestones completed in line with the agreed timetable	Budget / Council Tax Setting Key Budget milestones completed in line with the agreed timetable	All milestones completed		
Maximisation of income/collection Council Tax, Non-Domestic Rates, Debtors and Mortgages. Improved cash flow and local collection targets achieved.	<p><i>See Finance Service Key Performance Indicator Section for details</i></p> <p>Percentage of Non-domestic Rates Collected</p> <p>% of Council Tax collected</p> <p>Debtors current year collection</p>	<p>06-May-2014 Exceptional collection performance achieved for the year, in challenging times:</p> <p><u>Council Tax</u></p> <p>Current year collection target exceeded at 97.6% (target 97.5%)</p> <p><u>NNDR</u></p> <p>Current year collection target exceeded at 98.5% (target 98%)</p> <p><u>Debtors</u></p> <p>Current year collection of 94.9% achieved compared to target of 95%</p>	<i>See Finance Service Key Performance Indicator Section for details</i>	<i>See Finance Service Key Performance Indicator Section for details</i>
Monitor the effects of changes to Benefits regulations & their impact on the collection &	<i>See Finance Service Key Performance Indicator Section for details</i>	06-May-2014 Monthly monitoring template commissioned by CMT in place since April 2013. Update reported to CMT October 2013 &	<i>See Finance Service Key Performance</i>	<i>See Finance Service Key Performance Indicator Section for details</i>























Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
recovery of Council Tax (e.g. Local Council Tax Reduction, Universal Credits, Changes to Non-Dependant Allowances)	% of Council Tax collected	February 2014 with update planned for May 2014 – no major adverse effects reported to date.	<i>Indicator Section for details</i>	
Monitoring of arrangements for localisation of Non-domestic rates (including financial implications for the Council & potential NNDR Safety Net claim)	<i>See Finance Service Key Performance Indicator Section for details</i> Percentage of Non-domestic Rates Collected	06-May-2014 Following Business Rates reform / localisation, additional monitoring has been put in place since April 2013. Achieved collection level of 98.5% ahead of target of 98%	<i>See Finance Service Key Performance Indicator Section for details</i>	<i>See Finance Service Key Performance Indicator Section for details</i>
Scrutiny Committees	Job descriptions for Scrutiny Chairman	30-Aug-2013 Contained in the new Constitution to be approved at Council on 10th September 2013.		
	More involvement/support from Cabinet	14-Jan-2014 combine this action with implementation review of constitution		
	Training for Members	30-Aug-2013 Training has been given in the following areas; Planning, Licensing and the Constitution. In addition, there has been some general training provided.		
	Regular monthly updates to Cabinet	03-Sep-2013 There are currently four items on the Healthier & Safer Scrutiny Committee work plan for 2013/14 that has the potential for recommendations / reports to cabinet. These are Council Tax and Rent Arrears, Out of hours service providers, Domestic Violence and Teenage Sexual Health.		











Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
	Regular cross committee working	06-May-2014 despite committee agreement to cross committee operation it did not take place to any great extent. There may be more opportunity in the next municipal year to operate on this basis.		<input type="text" value="50%"/>
Review of Members Allowances	New Allowance Structure Introduced			<input type="text" value="100%"/>
	Review of Structure			<input type="text" value="0%"/>
	Further review based on outcomes of Allowance	30-Aug-2013 This will start in January 2014		<input type="text" value="59%"/>
Member Training & Development	New induction training for Members (web based)	14-Jan-2014 Still working on the delivery of this training with audit. Constant legislation change is adding to the delay.		<input type="text" value="85%"/>
	Job Descriptions for Members	30-Aug-2013 Contained in the new Constitution to be approved by Council on 10th September 2013.		<input type="text" value="100%"/>
	Additional training for Members - throughout municipal year	06-May-2014 training completed as agreed for the last financial year. Going into next year more training has been arranged.		<input type="text" value="100%"/>
	Feedback from peers/review	06-May-2014 feedback on members training has been added to the Chief Executive's development portfolio. Thus training will be highlighted and promoted more by officers and political groups		<input type="text" value="100%"/>
Land Charges	Confirmed earlier submission to DCLG			<input type="text" value="100%"/>

Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
	Meeting London to discuss next steps		✓	100%
	Land Registry operating pilot project in Liverpool and other authorities	14-Jan-2014 consultation commenced by government on land registry project January 2014	✓	100%
	Outcome of pilot project (roll out?)	06-May-2014 pilot project being rolled forward into next year 14/15 progress updates will be available as matters proceed	✓	100%
	DCLG approaching government for new burdens process/contribution to claim	14-Jan-2014 no update on progress from Bevan Brittan on this matter	▶	40%
	Collation of data relevant to searches and companies associated with it	14-Jan-2014 data submitted 30/12/13	✓	100%
Legal services review	Meetings and discussions arranged to identify legal requirements of services		✓	100%
	Spending on legal services identified		✓	100%
	Savings/methods of instruction	27-Jan-2014 Reported to CMT November 2013	✓	100%
	Options to consider on provision of legal services	27-Jan-2014 Options considered at CMT in November 2013. The recommendations are now being implemented.	✓	100%
	Implementation of Legal services review	06-May-2014 legal services review completed and actions taken to implement	✓	100%
Member Standards	Monitor Member complaints	27-Jan-2014 Continued monitoring takes place.	✓	100%
	Monitoring Officer engage with Members, initiate discussion, provide		✓	100%

Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
	formal guidance and support			
	Report formal action to Audit & Governance Committee			<div style="border: 1px solid black; background-color: #4f81bd; width: 100%; text-align: center; color: white;">100%</div>
Civic Representation				<div style="border: 1px solid black; background-color: #4f81bd; width: 100%; text-align: center; color: white;">100%</div>
Delivery of Organisational Development Strategy	Implementation of Agile Working option phase 1	27-Jan-2014 Staff commenced working from the newly equipped 7th floor of Marmion House in January 2014.		<div style="border: 1px solid black; background-color: #4f81bd; width: 100%; text-align: center; color: white;">100%</div>
	Implementation of new systems including hr/payroll/EDRMS/WM Jobs Portal	30-Oct-2013 No progress with EDRMS due to outstanding issues with corporate contract which are now sorted. Contract should now provide significant saving so looking to commence rollout December. HR will be rescheduled to suit resource availability. Anticipate a 12 month roll out. CCB leading. New PM to be appointed. WM Jobs Portal currently having system issues – all LA's effected.		<div style="border: 1px solid black; background-color: #4f81bd; width: 66%; text-align: center; color: white;">66%</div>
Enhancement to customer service	Implementation of new systems including Telephony, CRM and EDRMS	30-Oct-2013 Telephony contract to be awarded shortly. Clarification meetings to be held 1st week in Nov. CRM – gone live with Street Scene services. Other processes inc safeguarding, domestic violence, hate incidents and other corporate processes currently being developed and tested.		<div style="border: 1px solid black; background-color: #4f81bd; width: 100%; text-align: center; color: white;">100%</div>
	New performance framework for customer service delivery	27-May-2013 The new strategy is being developed and is in consultation with CMT and		<div style="border: 1px solid black; background-color: #4f81bd; width: 0%; text-align: center; color: white;">0%</div>

Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
		will be further developed in 2014/15.		
	Implementation of a new web site	27-Jan-2014 New website launched 16th December 2013		
	Channel shift of customers from front line to web	30-Oct-2013 performance targets will be published with the new Customer Service Strategy. New Web site launch and purchase of new telephony system will assist with data collection		
Business Improvement	Undertake LGA Corporate Peer Challenge	19-Dec-2013 Activity in the third quarter saw the LGA Peer Team on site for 3 days in early November. At the conclusion of this, initial feedback was given to CMT and Cabinet. After Christmas, a more detailed plan will be presented to the Council. Once agreed, it is the intention that the areas for potential improvement or further consideration will form the basis of an appropriately funded Improvement Plan. The report will be shared with politicians, partners and staff.		
Reputation Enhancement	Identification of key priorities with supporting key messages	30-Oct-2013 Tamworth Listens process now complete. Report to be prepared to inform State of Tamworth debate		
Corporate Change Programme	Process Reviews within service to take service closer to customer	15-Jan-2014 Significant development on the CRM project now includes ASB, Housing Advice and Safeguarding.		

Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
	Review, amend and commence replacement / upgrade of infrastructure, (including technology, telephony, mobile capacity, premises and service enabling systems (website, EDRMS, CRM))	08-May-2014 All technology implemented. New telephony installed on agile working floor. EDRMS is on target.		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">85%</div>
Ensure a stable, up to date and robust technical infrastructure	Compilation of contract replacement schedule	15-Jan-2014 All contract information is now collated into a single repository.		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">100%</div>
	Exploitation of GIS / Desktop Mapping	15-Jan-2014 The review has now been done and resulting actions will be undertaken in 2014/15		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">100%</div>
	Microsoft Exchange Upgrade	16-Jan-2014 Action completed		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">100%</div>
	Replacement Print Fleet	08-May-2014 ITT is out. Clarification meetings have been held with two providers. On target for September 2014 completion.		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">25%</div>
	Replacement SUN Box	15-Jan-2014 Now completed		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">100%</div>
	Review and update ICT Strategy	16-Jan-2014 Once the review, amendment and replacement of infrastructure is complete then the ICT strategy will be reviewed and updated.		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">75%</div>
Comply with legal and best practise obligations	Compliance with Government Code of Connection	15-Jan-2014 Completed		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">100%</div>
	Development of Publication Scheme	08-May-2014 All analysis and ground work has now been done.		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">80%</div>
	Development of Records Management Policies and Guidance	08-May-2014 This is on the Council agenda for the beginning of June 2014.		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">95%</div>

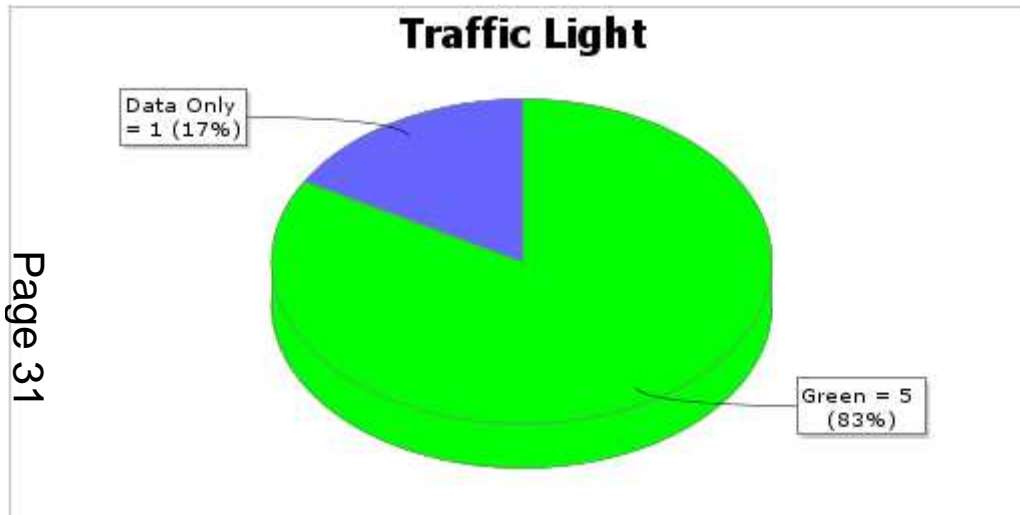
Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
	Network and Log Event Management Implementation	08-May-2014 Reviewed the tools that are available but there is currently no resource to procure these. This will be revisited next financial year		<input type="text" value="50%"/>
	Penetration Testing	08-May-2014 A provider has been chosen. Work is currently ongoing and implementation will now be the end of June 2014.		<input type="text" value="75%"/>
	Process review and automation for FOIA Requests	08-May-2014 It is doubtful funds will ever be able to support this.		<input type="text" value="0%"/>
	Training and awareness in key areas for Data Protection and Freedom of Information	08-May-2014 Training material has been produced and tested at East Staffordshire Council. This has been carried over into 2014/15.		<input type="text" value="20%"/>
	Transition to new version of ISO20000	16-Jan-2014 Action completed.		<input type="text" value="100%"/>
Ensure an appropriate, tested and robust response to Business Continuity and Civil Contingencies	Co-Ordination of service level Business Continuity Plans	08-May-2014 Business impact assessments have now been completed for most services. This has been carried forward into 2014/15		<input type="text" value="20%"/>
	Desktop exercises	08-May-2014 No progress. This has been carried forward into 2014/15		<input type="text" value="0%"/>
	Review Corporate Business Continuity Plan with consideration to resources, premises and technology	15-Jan-2014 Initial feedback on the first draft has now been received		<input type="text" value="50%"/>
	Schedule of no notice tests			<input type="text" value="0%"/>
	Training within Civil Contingencies catalogue	08-May-2014 Training needs analysis now completed. This has gone to the Civil		<input type="text" value="25%"/>

Corporate Project/Programme	Milestone/Measure of Success	Latest Note	Status of Milestone/Measure of Success	Progress of Milestone/Measure of Success
		Contingencies Unit. About four training assessments have been requested and this will be done in 2014/15.		



## 2. Key Service Performance Indicators


### Assets and Environment Key Service Performance Indicators 2013/14







Page 31

#### Assets & Environment



PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
LPI_A&E_KPI001 Monitor the local air quality in Tamworth, taking any necessary action as dictated by the results	✔	Yes	2013/14	Yes		06-May-2014 Air Quality Management Area (AMQA) is in the process of being designated.
LPI_A&E_KPI002 Work with	✔	Yes	2013/14	Yes		06-May-2014 Work still underway with public sector partners. There

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
other public sector organisations to offer co-location in strategic council premises						has been increased co-location with Staffordshire County Council and the Community Safety Hub.
LPI_A&E_KPI003 Deliver 100% of the Housing Capital Programme		100%	2013/14	100%		

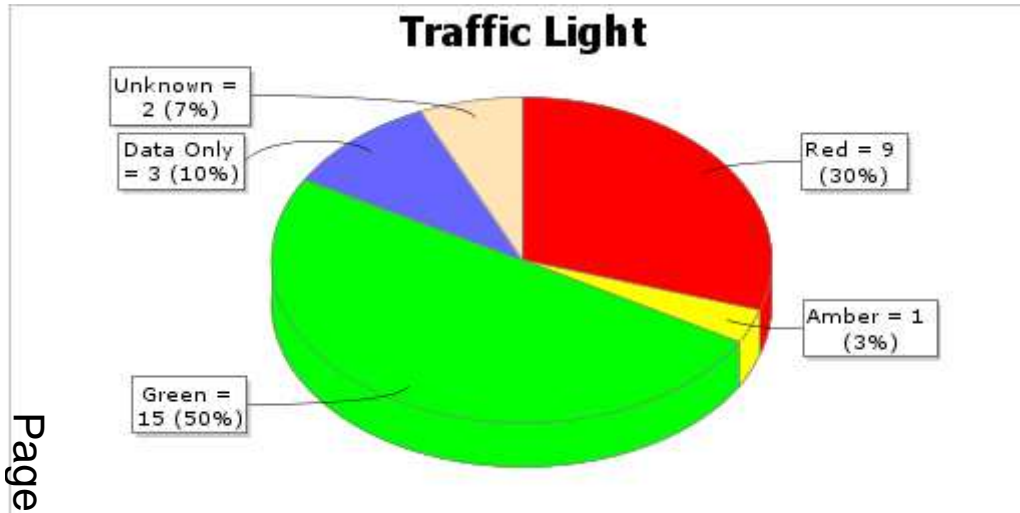
### Environmental Health & Regulatory Services

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
EHRS001 The number of 0 and 2 star rated businesses		52	2013/14			06-May-2014 Comprising rising of 4 x 0 star, 33 x 1 star and 15 x 2 star source: ratemyplace**
EHRS003 The annual percentage of planned high risk inspections undertaken		100%	2013/14	100%		

### Waste Management

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
NI 192 Percentage of household waste sent for reuse, recycling and composting (Tamworth)		53.70%	2013/14	52.80%		14-Apr-2014 Subject to change as have not received all data from reprocessors and Staffs CC



## Communities Planning and Partnerships Key Service Performance Indicators 2013/14













Page 33

### Community Development

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
LPI_CEPCDCD001am The number of partners delivering services in response to agreed issues - Amington		27	2013/14	30		29-Apr-2014 + 3 = <i>urban arts, sync dance, NRG</i>
LPI_CEPCDCD001bg The number of partners delivering services in response to agreed issues - Belgrave		33	2013/14	30		16-Apr-2014 Mears have donated some boards to assist in the delivery of some block paving and have expressed their interest in supporting the community growing and health project in the future.
LPI_CEPCDCD001gl The number of partners		19	2013/14	30		07-May-2014 CDO left in October leading to a reduced capacity to engage and involve local people and partners.

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
delivering services in response to agreed issues- Glascote						An amended monitoring process will be needed in this area in the absence of a designated CDO for the locality.
LPI_CEPDCD001st The number of partners delivering services in response to agreed issues - Stonydelph		39	2013/14	30		02-Apr-2014 Sharon Fox Cancer Centre Girls Guide Princes Trust SureStart Waist Line Youth Service Neighbourhood Watch



**Community Leisure**

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
LPI_CPP_GOLF_023 Total Pay and Play rounds - 9 hole (Tamworth Golf Course)		5,742	2013/14			
LPI_CPP_GOLF_024 Total Pay and Play rounds - 18 hole (Tamworth Golf Course)		5,229	2013/14			
LPI_CPP_GOLF_025 Total Membership (Tamworth Golf Course)		229	September 2013			
LPI_CSPCDCLAR003 Total Attendance Overall - Assembly Rooms		25,883	2013/14	36,117		09-May-2014 Low figures due to reduced events due to economic situation and longer closure periods due to repairs.
LPI_CSPCDCLAR015 Customer Satisfaction - Assembly Rooms		98%	March 2014	97.2%		
LPI_CSPDCLOE001 Visitor Numbers (Outdoor Events)		89,700	2013/14			







PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
LPI_CSPCDCLOE002 Overall Satisfaction Rate "Good to Excellent" (Outdoor Events)		99%	Q3 2013/14			
LPI_CSPCDCLTC002 Total Number of visits/usages - Tamworth Castle		43,037	2013/14	48,000		
LPI_CSPCDCLTC020 Trip Advisor Rating - Tamworth Castle		4.5	2012/13	4.5		
LPI_PCPCLO01 Total 16+ attending organised activity across the Borough		143,577	2013/14	130,000		
LPI_PCPCLO02 Total under 16 attending organised activity across the Borough		110,407	2013/14	100,000		

## Community Safety







PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
LPI_CSPCDCS001 Burglary Dwelling		182	2013/14	204		
LPI_CSPCDCS008 Incidents of Anti-Social Behaviour		1,916	2013/14	2,198		
LPI_CSPCDCS011 Serious Violence		52	2013/14	32		09-May-2014 The increase in serious violence from 33 offences to 52 is substantial in percentage terms but the low numbers concerned affect this.
LPI_CSPCDCS011a Less Serious Violence		489	2013/14	558		09-May-2014 There has been a reduction of less serious violence from 520 to 489. One factor with this offence is where there is a group causing violence with another group it can result in multiple serious violence offences being recorded out of the one incident. It is pleasing to see the reduction in the overall violence figure but it is a concern in the increase in serious offences.
LPI_CSPCDCS012 Serious Acquisitive Crime		442	2013/14	525		

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
LPI_CSPDCS018 Violence with injury		541	2013/14	590		

### Development Control





PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
BV109a NI 157a Processing of planning applications: Major applications (Tamworth)		61.53%	2013/14	60.00%		
BV109b NI 157b Processing of planning applications: Minor applications (Tamworth)		78.26%	2013/14	65.00%		
BV109c NI 157c Processing of planning applications: Other applications (Tamworth)		96.92%	2013/14	80.00%		



### Economic Development

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
LPI_CPPSPDED005 Percentage of working age population claiming Job Seekers Allowance		1.7%	Q4 2013/14	2.8%		22-Apr-2014 851 people claiming JSA. 3.6% in West Midlands 2.9% in Great Britain
LPI_CPPSPDED006 Percentage of total rateable value of commercial floorspace that is unoccupied		8.7%	Q4 2013/14	9.5%		
LPI_CPPSPDED007 Percentage change in		-1%	Q4 2013/14	1%		

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
rateable value of commercial buildings						

## Strategic Planning and Development

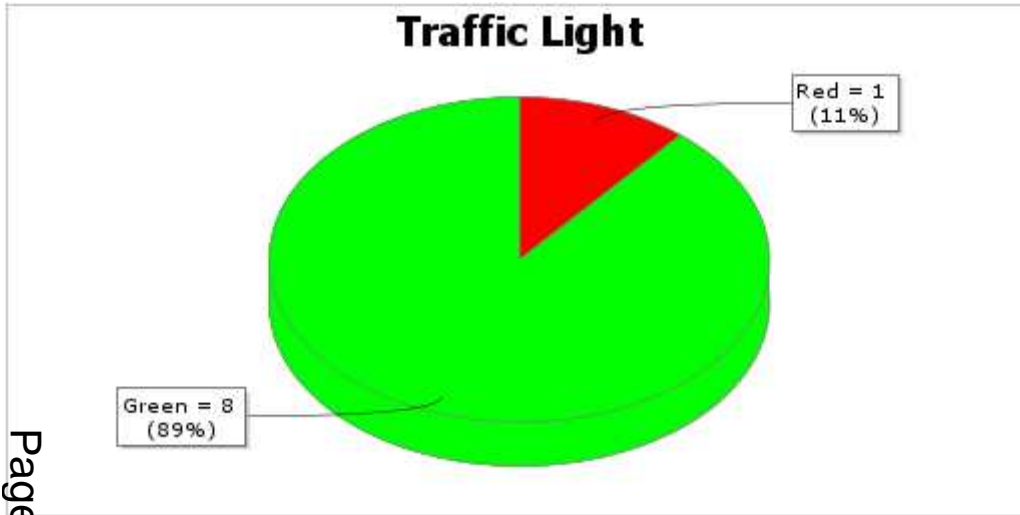
PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
Page 37 NI 151 SP1_1d_003 The occupancy levels of Town centre retail outlets		87%	Q4 2013/14	91%		29-Apr-2014 There are 40 vacant units within the town centre boundary; this gives an occupancy rate of 87%. A substantial increase of 5%, or 16 more units now occupied. The vacancy rate has increased substantially and is on a trajectory to return to the target of 91% occupancy. A breakdown of use classes across the town centre is listed below:  A1 146 A2 49 A3 21 A4 13 A5 11 B1 1 C1 3 C3 1 D1 6 D2 0 Sui generis 9 Vacant 40
NI 154 Net additional homes provided (Tamworth)		50	2013/14	216		14-May-2014 Completions for the year 2013/14 are 50 units. This marks the 3rd year in a row of falling total completions across the Borough. The Council's role in providing new homes is setting the right environment for house building by producing an up to date and sound Local Plan and the approval planning applications for sustainable development.  Without the availability of large housing allocations it can be difficult to bring forward large amounts of additional housing. The current supply within Tamworth is predominantly made up of small application sites; the only remaining large site is Anker Valley, which is currently in with Development Management as a planning

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
						<p>application. Without a constant supply of larger sites there will be peaks and slumps of completions.</p> <p>Despite the set back of withdrawing the Local Plan from examination in 2013, good progress has been made in the new draft Local Plan. A wider range of large allocations have been proposed and smaller sites within the urban area are also being proposed for allocation. The Local Plan will be specific to the supply of housing within the borough for the next 15 years.</p> <p>Planning &amp; Regeneration will continue to work with the development industry in a productive manner to bring forward more housing within Tamworth.</p> <p>Despite the low completion rate, there still remains a supply of smaller applications sites; however progress by the house building industry has been slowed to bring forward these applications to completion.</p>
NI 155 Number of affordable homes delivered (Gross) (Tamworth)		0	Q3 2013/14	37		28-Feb-2014 Housing completions not monitored in this quarter. Insufficient time - new team and priority is Local Plan. However full site visit monitoring will take place for Q4 which will pick up all completions for 2013/14.

Page 30



## Finance Key Service Performance Indicators 2013/14



Page 39



### Corporate Finance

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
LPI_AAV_002 Achievement of an unqualified audit opinion on the financial statements		Yes	2012/13	Yes		
LPI_RDCF001 Spending maintained within approved budget and without significant underspends		-7.12%	March 2014	-5%		27-May-2014 The main reasons for the underspend relate mainly to: a The main reasons for the underspend relate mainly to: a) planned 'quick win' savings identified of £173k; b) savings in joint waste arrangement costs, £155k; c) planned unspent contingency of £150k; d) Additional Planning applications income of £101k;

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
						e) Additional Council tax court costs of £94k; f) Salary savings from posts held vacant of £85k; g) Write back of unused reserves, £56k h) Increased car park income of £49k. i) Legal fees from increased conveyancing & right to buy sales of £40k; j) Commercial property rents of £39k (backdated rent due); and k) Civil parking enforcement – £28k, offset by: l) Cost of the levy payment of £355k under the new Business Rates Retention scheme.
LPI_RDCF002 Number of material final account audit adjustments		0	2012/13	0	▬	
LPI_RDCF025 Ledgers closed down within 5 working days of period end		1.33	2013/14	5	↑	
LPI_RDCF026a Bank Reconciliation completed within 10 days (Payments Account)		6.83	2013/14	10	↑	
LPI_RDCF026b Bank Reconciliation completed within 15 days (General Account) of period end		14.17	2013/14	15	↑	

## Revenues Services

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
BV10 Percentage of Non-domestic Rates Collected		98.50%	2013/14	98.00%	↑	
BV9 % of Council Tax collected		97.60%	2013/14	97.50%	↓	

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
LPI_RDFOREV009 Debtors current year collection		94.9%	2013/14	95.00%		

## Housing and Health Key Service Performance Indicators 2013/14





Page 42





### Housing Empty Property Management

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
LPI BV212 Average number of days taken to re-let local authority housing (Standard Empty Homes)		15.92	2013/14	16		
LPI_CSHSEPM009 The percentage of customers satisfied with the "Finding a Home" Service		94.42%	2013/14	80%		

## Housing Estate Management

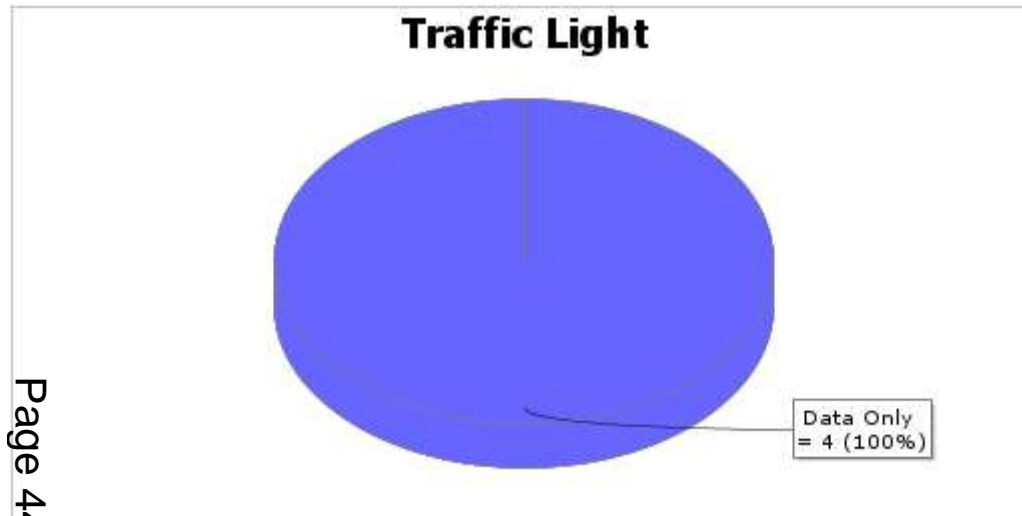
PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
LPI_CSHSCS001 Percentage of offensive graffiti removed within 48 hours		100%	2013/14	100%		

## Housing Maintenance

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
LPI_HMLSHMM001 Overall percentage of tenant satisfaction with the responsive repairs service provided by Mears		89.71%%	2013/14	85%		
LPI_HMLSHMM003 Percentage of all responsive repairs completed within target		97.96%	2013/14	97%		

## Legal and Democratic Key Service Performance Indicators 2013/14

Page 44

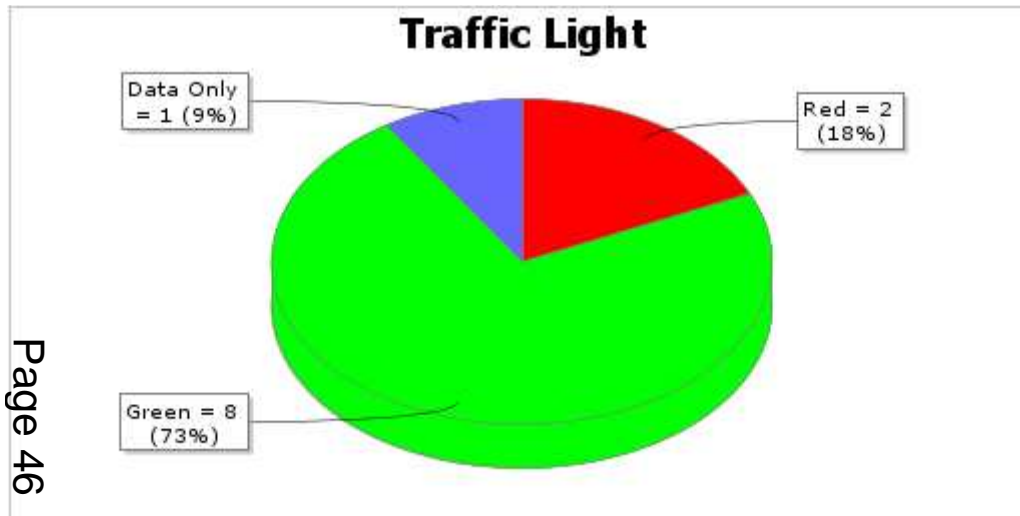


### Solicitor and Monitoring Officer

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
LPI_SMO001 Number of Standard Searches carried out		1,329	2013/14			
LPI_SMO002 The number of exempt items presented to meetings		46	2013/14			
LPI_SMO003 Percentage of Household Enquiry Forms returned						Household Enquiry Forms will not be in use until June 2014 so collection of this indicator will not commence until after then.
LPI_SMO004 Percentage of						Individual Elector Registration Forms will not be in use until June

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
Individual Elector Registration Forms returned						2014 so collection of this indicator will not commence until after then.

## Technology and Corporate Programmes Key Service Performance Indicators 2013/14















Page 46

### Technology & Corporate Programmes

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
LPI_RDICT001 Percentage of incidents fixed by ICT	🟢	83.05%	February 2014	70%	⬇️	
LPI_RDICT002 Incidents Responded within SLA	🟢	91.73%	February 2014	90%	⬇️	
LPI_RDICT003 Incidents Resolved within SLA	🟢	96.02%	February 2014	90%	⬇️	
LPI_RDICT004 ICT Backups	🔴	89.55%	February 2014	100%	⬇️	
LPI_RDICT005 Service Availability	🟢	99.98%	December 2013	99%	⬇️	

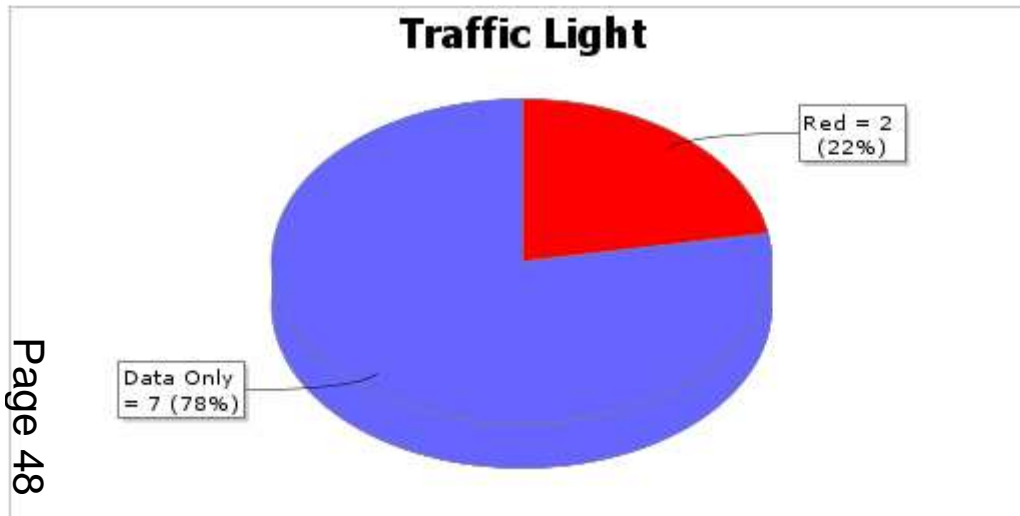


PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
LPI_RDICT006 Maintain accreditation against ISO20000		Yes	2012/13	Yes		
LPI_RDICT007 Maintain accreditation against ISO27001		Yes	2012/13	Yes		
LPI_RDICT008 Freedom of Information Requests Responded To Within legislative timescales		100%	December 2013	100%		25-Feb-2014 Dec-13 31 31 0
LPI_RDICT015 ICT Support Desk - Percentage of calls answered within 15 seconds		94.4%	April 2014	92%		
LPI_RDICT016 ICT Support Desk - Percentage of calls abandoned		3.37%	February 2014	2%		
LPI_RDICT017 ICT Service Desk - Outstanding Incidents		18	February 2014			

Page 47

## Transformation and Corporate Performance Key Service Performance Indicators 2013/14









Page 48










### Human Resources

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
BV12 Working Days Lost Due to Sickness Absence		10.51	2013/14	8.50		

## Health and Safety

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
LPI_ACEODHS001 Number of accidents to employees reported		32	2013/14			
LPI_ACEODHS002 Number of accidents to non-employees reported		20	2013/14			
LPI_ACEODHS004 Number of HSE notifications/interactions		2	2013/14			
LPI_ACEODHS005 Number of violent/threatening incidents		5	2013/14			

## Transformation and Corporate Performance

PI Code & Short Name	Traffic Light Icon	Current Value	Last Update	Current Target	Performance compared to last reporting period	Latest Notes
LPI_T&CP_001 The number of hits on the website		596,933	2013/14			
LPI_T&CP_002 Average time spent on the website		3.27	2013/14			
LPI_T&CP_003 SoCITM Website score		1	2013/14	4		01-May-2014 This was assessed in November 2013, therefore was on our old website. We have since launched a new website so this score is not reflective of our current situation.
LPI_T&CP_005 The number of payroll errors		23	2013/14			

### **3. Impact of Welfare Benefit Reform on Council services**

Following discussions at CMT on 8<sup>th</sup> April 2013, it was agreed that quarterly updates be presented to monitor the impact of welfare benefit reform changes on Council services including customer demand via customer services 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

DHP claims are underspent by £5k (253 successful claims from 421 applications).

Live caseload figures are lower than in 2012/13 – currently 7073 (7318 at March 2013) due to lower level of claimants (Local Council Tax Scheme impact - LCTS) although there is a 3.5 weeks backlog which means claims still to be processed will increase this figure.

#### NNDR

Reminders etc. are at or below 2012/13 levels although Bailiff referrals are higher (due to proactive recovery action).

The collection target for 2013/14 achieved is 98.5%, compared to the target of 98%.

Court Costs are slightly behind target.

#### Council Tax

Reminders etc. are significantly above 2012/13 levels (due to LCTS impact – additional cases / council tax bill collections).

The collection target for 2013/14 achieved is 97.6%, compared to the target of 97.5%.

Court costs are ahead of target (projected to exceed budgeted income by £75k).

Collection Fund – Estimated surplus £8k for the year.

LCTS projected underspend of £22k (total £30k).

#### Customer Services (last updated October)

Visits to Marmion House - since the increased levels in April, the months to October have been broadly in line with last year (peaking again in March 2014).

Remaining enquiries for Ctax & benefits are slightly higher than in 2012/13.

### Housing

Total **Rent** arrears (excluding former tenants) at 31<sup>st</sup> March 2014 are £412k compared to £406k at 31<sup>st</sup> March 2013 – an increase of £6k (£71k for 2012/13).

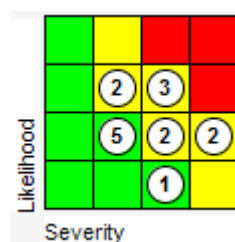
Total arrears (including garages etc.) were £1.18m - £162k higher at 31 March 2013 compared to 31 March 2012 - £1.02m.

Total arrears (including garages etc.) are £1.31m at 31<sup>st</sup> March 2014, compared to £1.18m at 31<sup>st</sup> March 2013, an increase of £125k (compared to a £162k increase between 31<sup>st</sup> March 2012 and 31<sup>st</sup> March 2013).

## **4. Corporate Risk register**

The Corporate Risk register is reviewed and updated by the Corporate Management Team.

There are currently fifteen risks on the Corporate Risk Register, none of which are high risks and the “heat map” below indicates the current position of their risk status



## **5. Performance Management Framework**

Activity in quarter four 2013/14 saw:

- Approval of the budget by Council,
- Corporate Plan/ Annual Review approval by Cabinet,
- Key directorate service performance indicators for 2014/15 decided
- Some business plans received and available on Covalent.

## **6. Financial Healthcheck Provisional Outturn Period 12, March 2014**

### **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.

The information included in some cases is based on the likely estimated outturn for 2013/14.

These are subject to final confirmation as guidance and information becomes available and could potentially vary significantly from the estimates included – by up to £200k.

Details relating to the summary including Directorate commentaries will be available from Corporate Accountancy (Phil Thomas # 239).

### **General Fund**

#### **Revenue**

- The projected full year position identifies a projected favourable variance against budget of £993k or an 11.09% (£851k or 9.50% reported at period 11). This includes the impact of Temporary Reserve requests that were approved by Cabinet on the 3<sup>rd</sup> April 2014; however there is the possibility that adjustments will be required after alignment of the effect of some reserves, on the outturn.

2013/14 is also the first year of the Business Rates Retention Scheme – and the changes mean that the final collection results will impact on the Council budgetary position in 2013/14 and 2015/16. The Council's share of retained business rate income (including Government grant to reimburse additional discounts given under the Small Business Rate Relief Scheme) will be £2.754m for 2013/14 (£12.910m less tariff of £10.156m) compared to the Government set funding baseline of £2.043m – equating to a surplus of £711k, which will be carried forward as part of the Collection Fund surplus and released as part of the budget setting process for 2015/16.

However, under the Business Rates Retention Scheme, the Council can only retain 50% of this surplus with the remainder paid as a levy in 2013/14. As the Council is a member of the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) business rates pool, this levy will be paid to the GBSLEP pool rather than to the DCLG. As such £355k will be paid to GBSLEP pool in 2013/14 which will reduce the projected outturn to £638k (7.12%).

#### **Capital**

- The provisional outturn on capital schemes spend is £1.328m (£1.548m projected at period 11) compared to a full year budget of £2.579m (this includes re-profiled schemes from 2012/13 of £1.643m).
- At this point it is proposed that £1.075m should be re-profiled into 2014/15 (£880k projected at period 11) which will be subject to Cabinet approval.

- A summary of Capital expenditure by Directorate can be found at APPENDIX A.

## **Other**

- A balance of £150k was held in the General Contingency Budget at the end of March 2014.

## **Balances**

Balances on General Fund are projected to be in the region of £4.5m at the year-end from normal revenue operations (£4.713m projected at Period 11) compared to £4.427m projected within the 2014/15 budget report.

The change in the predicted out-turn variance since that predicted at period 11 (an improvement of £142k less the levy payment of £355k) 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**

- The projected full year position identifies a favourable variance against budget of £894k (£481k at period 11).
- The information included, in some cases, is based on the likely estimated outturn for 2013/14

### **Capital**

- The provisional outturn on programmed capital schemes is projected to be £7.602m (£7.732m projected at period 11) compared to a budget of £9.737m. It is also proposed that £1.483m be re-profiled into 2014/15 (£1.123m 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 A.

### **Balances**

Balances on the Housing Revenue Account are projected to be in the region of £5.562m at the year-end (£5.297m projected at period 11) compared to £5.299m projected within the 2014/15 budget report. The additional balances above this minimum will be required to provide additional funds for uncertainties that could affect the Council in the forthcoming years.

## FINANCIAL HEALTHCHECK REPORT – PROVISIONAL OUTTURN PERIOD 12 MARCH 2014

This section of the report highlights the main issues identified at this point. Cabinet are requested to note the contents of the report and agree any action points and address issues raised.

### Issues Identified

- The financial performance review has over the year focussed on the following key areas:
  - The predicted outturn projection of the actual activity to budget for the year;
  - Identification of potential issues and areas for review/action;
  - It should be noted that a detailed review of revenue outturn will be undertaken in order to identify the impact on the medium term financial strategy and revenue patterns for the 2015/16 budgets.

### General Fund –

The provisional full year position identifies a favourable variance against budget of £993k or 11.09% below approved budget (£851k or 9.50% favourable projected at period 11).

Significant items currently identified relating to overspends/under achievement of income are,

- Treasury Management - £46k (£52k reported at Period 11). Overspend of Interest Payable to HRA £49k and MRP £27k due to higher HRA balances, reduced by an over recovery of Interest £26k.
- ICT - £49k (£74k reported at Period 11). Expected under achievement of income following termination of the contract with Bromsgrove & Redditch for provision of help desk facility £50k, underspend on various supplies & services £25k plus salaries overspend £26k.
- Marmion House - £32k (£50k reported at Period 11). Electricity is overspent by £12k, due in part to additional servers hosted on behalf of Walsall, and the Franking Machine budget is overspent by £16k, due to additional usage – confirmation of recovery of some of these costs from Staffs CC is awaited. There is a further £11k under recovery on Customer & Client Receipts.
- Assembly Rooms - £46k (£28k reported at Period 11). Bar Sales, £18k, 3<sup>rd</sup> Party Ticket Sales, £23k and Split Profit Income £26k under recovery.
- Chief Executive - £14k (£15k reported at Period 11). Overspend on salaries due to shortfall in budget (vacancy allowance).
- Benefits - £46k (£124k over recovery reported at Period 11). Based on DWP estimate final claim. Includes movement in bad debt provision £11k, increase net cost rent allowances £44k, and net cost HRA rent rebates £95k.



Significant items mitigating the financial impact of the above and contributing to the period position,

- Corporate Finance - £391k (£311k reported at Period 11). Procurement savings and quick wins, £173k, Discretionary Relief, £17k, budget not expected to be spent. New Homes Bonus Scheme Grant, £18k, Capitalisation Provision Redistribution grant, £16k and Transparency Code grant, £3k not budgeted. Specific Contingency, £150k, budget not likely to be released and £50k remaining Localised Council Tax Scheme New Burdens Grant offered up. Vacancy Allowance, £50k budget offsetting overspends on service area salaries budgets. £56k Write back reserves to revenue as per Cabinet 3/4/14. Offset by overspends of £87k Council Tax Freeze Grant and £22k Audit Fee.
- Civil Parking Enforcement - £28k (£40k reported at Period 11). To be paid by SCC in respect of the anticipated deficit in year in line with CPE agreement.
- Outside Car Parks - £49k (£36k reported at Period 11). Mainly due to a reduction in the amount payable to Henry Boot for Spinning School Lane car park and additional significant income received due to increased Xmas shoppers.
- Council Tax - £94k (£78k reported at Period 11). Over recovery of Court Costs Income.
- Environmental Health - £30k (£17k reported at Period 11). Under spend on salaries due to vacant posts.
- Commercial Property Management - £39k (£46k reported at Period 11). Over recovery of rents (back dated rent of £35k for one property following rent review).
- General Fund Housing - £17k (£21k predicted at period 11). Under spend on Salaries due to vacant posts.
- Health Agenda - £18k (£17k predicted at period 11). Post now recruited to following restructure of service.
- Partnership Support & Development - £30k (£23k reported at Period 11). Under spend on Stoke & Staffs Partnership, £10k, as no longer exists and Voluntary & Community Sector, £10k, as external funding used.
- Homelessness Strategy - £14k (£16k reported at Period 11). Under spend to reflect that salary costs should be met from grant.
- Development Control - £101k (£94k reported at Period 11). Planning Applications income is up against profile.
- Member Services - £28k (£22k reported at Period 11). Under spend on Members Attendance Allowance.
- Conveyancing & Right to Buy - £40k (£39k reported at Period 11). Legal Fees over recovery due to increase in council house sales.

- Joint Waste Arrangement - £155k (£20k reported at Period 11). Specific Contingency not required £73k and LDC estimated year end surplus to be repaid to TBC, £60k.
- Taxi & Private Hire Vehicles - £20k (£14k reported at Period 11). Underspend on Salaries as there has been a vacant post.
- Solicitor To The Council - £20k (£27k reported at Period 11). Expected underspend on legal fees, £7k, as costs to be reallocated to other departments, and over recovery of income, £13k.
- Electoral process – £14k (£14k predicted at Period 11). Under spend on rents as just one by-election this year, no local elections.

### **General Fund – Capital**

- The provisional outturn on capital schemes spend is £1.328m (£1.548m projected at period 11) compared to a full year budget of £2.579m (this includes re-profiled schemes from 2012/13).
- At this point it is proposed that £1.075m (detailed below) should be re-profiled into 2014/15 (£880k projected at period 11) which will be subject to Cabinet approval.
  1. Castle Mercian Trail, £350k, as the Castle HLF winds down, the work on the MT gallery will begin in earnest with spend on feasibility expected this year. The project is funded £100k from TBC funds with the remaining £250k funding still to be secured. This will not be spent unless the funding bid is successful.
  2. Broadmeadow Nature Reserve, £125k. Planning permission has now granted, with tendering for works planned for end of February, likely to start on site May 2014.
  3. Castle HLF, £90k, a small under spend is being negotiated with HLF to be spent on additional signage and other value adding items which may mean full spend if successful.
  4. Gateways, £83k, there is likely to be a delay in the delivery of the scheme until 2014/15 due to County timescales which will result in funding being reprofiled.
  5. Disabled Facilities Grant, £55k, the value of outstanding applications now exceeds the available remaining budget. All funds will have been allocated as approved grants before year-end.
  6. Streetscene Service Delivery Enhancements, £30k. Delays in the full implementation of the new CRM system now expected in 2014/15 means development has been delayed.
  7. Assembly Rooms Development, £44k, design Stage C now complete. Costs coming in higher than expected and some work is now ongoing to reduce these. Business planning detail positive return for TBC if changes go ahead. Heritage lottery review due End of March. On timetable to submit project to

Heritage Lottery in June. Arts Council England Bid submitted result expected in July 2014.

8. Gazetteer Development, £24k, this will link in to CRM and agile working projects, however, it is not expected that there will be any spend this financial year, therefore the budget is requested to be re-profiled into 2014/15.
9. EDRMS, £29k, The EDRMS project has now commenced. An amount of £28k is expected to be re-profiled to 2014/15 based on planned project timescales.
10. Website, £22k, the new website has now gone live. There is no capital cost associated with the new software, and a total of £7.6k has been vired into EDRMS and Telephony schemes. Further development of the Castle website and the Infozone (intranet) is now planned and this budget may be required to enable this and to provide required links to other software. However, no spend is predicted before the end March therefore remaining funds are requested to be re-profiled.
11. Replacement IT Technology, £20k, following Cabinet approval of capital budgets in support of agile working, this budget includes funds for Corporate Radios and IT with regard to agile working. The hardware in support of agile working has now been implemented, with staff on the 7th floor now using the new technology. Tenders have been received in respect of the Corporate Radios contract, currently being evaluated, however, no further spend is expected until 2014/15.
12. HR / Payroll System, £8k, further development of the HR side has been put on hold whilst staff implement EDRMS, and so remaining budget is requested to be re-profiled to 2014-15.
13. BMX Track, £7k, bulk of project completed - final costs and claim due to be submitted.
14. Repair to River Bank Castle, £4k, remaining budget to be used as landscaping to complement the Gateway project in the Castle Grounds.
15. Private Sector Coalfields Fund, £162k, revised approach to empties to be explored to maximise take up of NHB & better target / utilise remaining £56,350 allocated for Empty Homes Grants. £90K of these resources allocated to support joint Waterloo Housing / County council Empty Homes project successfully returned 2 properties. Cabinet report in September will seek approval to utilise remaining £33,500 for works in default, linked to hospital discharge projects with health colleagues.
16. Designate New Cemetery Land, £21k, tender awarded September to commence works before November with a view to completion before end of June 2014 as there have been a number of snagging problems

## Significant variances identified resulting in the increase in net under-spend of £142k

### FINANCIAL HEALTHCHECK REPORT - Provisional Outturn

The projected full year position is an unfavourable variance of £27k compared to the forecast outturn at Period 11 of £13k unfavourable  
An increase in the variance of £14k. The main changes identified are :-

#### Significant Variances from P11 Forecasted Out-turn

	Projected Outturn Period 11	Projected Outturn Period 12	Difference in Projected Outturn P12 - P11	
GENERAL FUND	Over/(Under) Spends £000's	Over/(Under) Spends £000's	£000's	Comments
<b>CHIEF EXECUTIVE'S OFFICE</b>				
<i>Head of Organisational Development Training &amp; Development</i>				
Various training budgets	0	(19)	(19)	Breakeven position had been anticipated, however, expenditure which had been expected to occur/accrue eg Post Entry Training, Transforming Tamworth did not happen
<i>Head of Customer Services Customer Services</i>				
Staffs Connects Contribution	0	16	16	Staffs Connects contribution to core team not budgeted
Other minor non-significant variances	13	30	17	
<b>CHIEF EXECUTIVE'S OFFICE</b>	<b>13</b>	<b>27</b>	<b>14</b>	

### EXECUTIVE DIRECTOR CORPORATE SERVICES FINANCIAL HEALTHCHECK REPORT - Provisional Outturn

The projected full year position is a favourable variance of £476k compared to the forecast outturn at Period 11 of £496k favourable  
A decrease in the variance of £20k. The main changes identified are :-

#### Significant Variances from P11 Forecasted Out-turn

	Projected Outturn Period 11	Projected Outturn Period 12	Difference in Projected Outturn P12 - P11	
GENERAL FUND	Over/(Under) Spends £000's	Over/(Under) Spends £000's	£000's	Comments
<b>EXECUTIVE DIRECTOR CORPORATE SERVICES</b>				
<i>Head of Benefits Benefits</i>				
Net of expenditure and subsidy due	(124)	46	170	Based on DWP estimate final claim. Includes movement in bad debt provision £11k, increase cost rent allowances £44k, and increased cost HRA rent rebates £95k.
<i>ICT and Transformation</i>				
Various Supplies and Services	0	(25)	(25)	Breakeven position was anticipated across supplies and services budgets, however, a number of codes underspent, including Data Protection, Training, Members Laptops and Miscellaneous
<i>Corporate Finance</i>				
Contribution from Reserves	0	(56)	(56)	Write back reserves to revenue as per Cabinet 3/4/14
Government Grants	0	(19)	(19)	£16k Capitalisation Provision Redistribution grant and £3k Transparency Code grant received March - not budgeted
Other variances	(372)	(422)	(50)	
<b>EXECUTIVE DIRECTOR CORPORATE SERVICES</b>	<b>(496)</b>	<b>(476)</b>	<b>20</b>	

**ASSETS AND ENVIRONMENTAL SERVICES**  
**FINANCIAL HEALTHCHECK REPORT - Provisional Out-turn**

The projected full year position is a favourable variance of £355k compared to the forecast outturn at Period 11 of £169k  
A increase in the variance of £186k. The main changes identified are :-

**Significant Variances from P11 Forecasted Out-turn**

	Projected Outturn	Projected Outturn	Diff in Projected Outturn	
	Period 11	Period 12	Period 12 - period 11	
GENERAL FUND	Over/(Under) Spends	Over/(Under) Spends		Comments
<b>ASSETS AND ENVIRONMENTAL SERVICES</b>				
<b>Animal Welfare</b>				
Contract Payments	0	(10)	(10)	Higher than anticipated underspend due to the demand led element of the costs
<b>Joint Waste Arrangement</b>				
Specific contingency	0	(73)	(73)	Not required at year end
Contract Payment	(20)	(51)	(31)	Provisional Year End figures supplied by LDC Surplus on the Joint Waste Arrangement to be repaid to TBC
Bulky Waste Income	0	(29)	(29)	Provisional Year End figures supplied by LDC to be paid to TBC
<b>TBC Highways Maintenance</b>				
Contribution to Reserves	77	97	20	Final figures from SCC include an accrual for March works however, the underspend at year end is contributed to the Balancing Ponds retained fund
Various Minor Underspends	(77)	(97)	(20)	Various Minor Underspends
<b>Outside Car Parks</b>				
Fees and Charges	(8)	(21)	(13)	Based on current level of usage the situation has been closely monitored throughout the year. Additional significant income received 30 November for Xmas Lights switch on coupled with increase in general Xmas shoppers
<b>Cemeteries</b>				
Contribution to Reserves	32	45	13	Any underspend at year end is contributed to the Cemeteries retained fund
Various Minor Underspends	(7)	(9)	(2)	Various Minor Underspends
Fees & Charges	(25)	(36)	(11)	Based on current trends and estimated income for remainder of the year - the situation is closely monitored throughout the year.
<b>Other minor non-significant variances</b>	(141)	(171)	(30)	
<b>ASSETS AND ENVIRONMENTAL SERVICES</b>	(169)	(355)	(186)	

**DD HOUSING & HEALTH**  
**FINANCIAL HEALTHCHECK REPORT - Provisional Out-turn**

The projected full year position is a favourable variance of £54k compared to the forecast outturn at Period 11 of £68k favourable  
A decrease in the variance of £14k. The main changes identified are :-

**Significant Variances from P11 Forecasted Out-turn**

	Projected Outturn	YTD Outturn	Difference in Projected Outturn	
	Period 11	Period 12	P12 - P11	
GENERAL FUND	Over/(Under) Spends £000's	Over/(Under) Spends £000's	£000's	Comments
<b>HOUSING &amp; HEALTH</b>				
<b>Other minor non-significant variances</b>	(68)	(54)	14	No significant variances from those previously reported
<b>HOUSING &amp; HEALTH</b>	(68)	(54)	14	

**COMMUNITIES, PLANNING and PARTNERSHIPS**  
**FINANCIAL HEALTHCHECK REPORT - Provisional Out-turn**

The projected full year position is an favourable variance of £133k compared to the forecast outturn at Period 11 of £131k favourable  
A increase in the variance of £2k. The main changes identified are :-

**Significant Variances from P11 Forecasted Out-turn**

	Projected Outturn	Projected Outturn	Diff in Projected Outturn	
	Period 11	Period 12	Period 12 - period 11	
GENERAL FUND	Over/(Under) Spends £000's	Over/(Under) Spends £000's		Comments
<b>COMMUNITIES, PLANNING &amp; PARTNERSHIPS</b>				
<b>Golf Course (in house)</b>				
Various minor underspends	(11)	(23)	(12)	Prudent use of budgets has resulted in higher than anticipated saving
<b>Golf Course (maint of Grounds)</b>				
Equipment Hire	0	(10)	(10)	Prudent use of budgets has resulted in higher than anticipated saving
<b>Assembly Rooms 3rd Party Tickets</b>				
Ticket Sales/Admission Fees	0	23	23	Higher than anticipated levels of income related to new financial year
Split Profit Event Income	19	26	7	
<b>Community Leisure</b>				
Grants	(6)	(15)	(9)	Members decided that underspent grants would be earmarked for specific projects and created a temporary reserve
Contribution to reserve	0	15	15	
<b>Other minor non-significant variances</b>	(133)	(149)	(16)	
<b>COMMUNITIES, PLANNING &amp; PARTNERSHIPS</b>	(131)	(133)	(2)	

## **Housing Revenue Account –**

- The projected full year projected position identifies a favourable variance against budget of £894k (£629k projected at period 11).

### **Significant items currently identified relating to overspends/under achievement of income are,**

- Supporting People Grant - £12k (£12k reported at Period 11). Funding for Supported Housing ended January 2014.

### **Significant items mitigating the financial impact of the above and contributing to the predicted out-turn position,**

- Contribution to Repairs Account - £494k (£300k predicted at Period 11). Multiple Contracts, of which the Responsive Repairs contract is £163K underspent, the Planned Maintenance contract is £139K underspent, the Misc budget is £165K underspent and the Gas contract is £7K overspent.
- Specific Contingency - £100k (£100k reported at Period 11). No issues currently identified to utilise this budget.
- General Operations - £41k (£33k reported at Period 11). Savings on Software Maintenance Improvements, £49k, offset by an overspend on Salaries, £20k due to regraded post.
- Allocations - £27k (£24k reported at Period 11). Underspends on Decoration Allowance, £15k, and Salaries, £12k, reduced by payments for temporary staff, £18k.
- Income Management - £44k (£67k reported at Period 11). £50k Budget earmarked for impact of Welfare Reform but gradual rollout means full budget won't be required in the current year. Under spend on Hardship fund, £20k, demand led.
- Housing Advice - £17k (£20k reported at Period 11). No spend expected on Sanctuary Scheme this year.
- Interest on Balances - £28k (£30k reported at Period 11). Changes to interest calculation due to HRA reform and higher HRA balances from unspent capital funds.
- Caretakers - £11k (£21k reported at Period 11). Underspend on Electricity across multiple sites.
- Rents - £25k (£20k predicted at period 11). Rent income has exceeded budget due to void levels being lower than estimated but this is being offset by an increase in right to buy sales.

## Housing Revenue Account – Capital

- The provisional outturn on programmed capital schemes is projected to be £7.602m (£7.732m projected at period 11) compared to a budget of £9.737m. It is also proposed that £1.483m be re-profiled into 2014/15 (£1.123m at period 11) in relation to delayed schemes, which will be subject to Cabinet approval.
  1. Tinkers Green Project, £109k, scheme still in early stages - progress reports to be submitted to Cabinet. Spend to date relates to acquisition of leasehold properties. Demolition of bungalows due to commence early in 2014/15 at a cost of approx. £65k.
  2. Kerria Estate Project, £496k, scheme still in early stages - progress reports to be submitted to Cabinet. Spend to date relates to acquisition of leasehold properties.
  3. Gas Central Heating Upgrade & renewals 2012, £704k. Works are planned for Thomas Hardy Court and two other sheltered schemes. There have been delays due to the complex design requirements and the need to complete works during warmer months so as not to leave elderly residents without heating.
  4. External & Environmental Works, £99k. Overall there will be some carry forward in relation to works that were delayed towards the end of year due to poor weather.
  5. Structural Works, £10k, re-profiled figure relates to works identified and priced during January that will not be completed before year-end.
  6. High Rise Lift Renewals 2012, £65k. Start of works delayed due to consultation with residents and now expected to be completed in April.



## Significant variances identified resulting in the increase in net under-spend of £265k

### HOUSING REVENUE ACCOUNT FINANCIAL HEALTHCHECK REPORT - Provisional Out-turn

The projected full year position is a favourable variance of £894k compared to the forecast outturn at Period 11 of £629k favourable. An increase in the variance of £265k. The main changes identified are :-

#### Significant Variances from P11 Forecasted Out-turn

	Projected Outturn Period 11	Projected Outturn Period 12	Difference in Projected Outturn P12 - P11	
HOUSING REVENUE ACCOUNT	Over/(Under) Spends £000's	Over/(Under) Spends £000's	£000's	Comments
<b>DIRECTOR OF HOUSING &amp; HEALTH</b>				
<b>Income Management</b>				
Contribution to Reserves	0	20	20	Reserve request for Service Charges Consultancy
<b>Regeneration Project</b>				
Consultants Fees	0	(17)	(17)	Reserve requested for £9K in respect of work not yet completed
<b>Caretakers</b>				
Electricity	(20)	(9)	11	Multiple sites
<b>HRA Summary</b>				
Contribution to the Repairs Account	(300)	(494)	(194)	Multiple contracts. Responsive repairs contract was expected to be on budget (based on figures from Orchard system) but final figures supplied by Mears resulted in a £163K underspend
Provision for Bad Debts	0	(28)	(28)	Provision based on current level of arrears which reduced by £169K in the final month
Contribution from Reserves	0	(26)	(26)	Reserves/Retained Funds no longer required, to be returned to balances
<b>Other minor non-significant variances</b>	(309)	(340)	(31)	
	(629)	(894)	(265)	

**CAPITAL PROGRAMME 2013-14 SUMMARY****Period 13 - Ledger Info @ 14/05/14**

<u>Directorate</u>	<u>Budget b/f from 12/13</u>	<u>13/14 Predicted Spend</u>	<u>13/14 Project Budget (Incl b/f from 12/13</u>	<u>Predicted Re-profile to 14/15</u>	<u>13/14 Resultant Variance</u>
	£	£	£	£	£
CORPORATE SERVICES	229,120	276,598	379,120	102,516	-6
COMMUNITY SERVICES	1,413,850	1,050,958	2,200,190	972,480	(176,752)
GENERAL FUND TOTALS	1,642,970	1,327,556	2,579,310	1,074,996	(176,758)
HOUSING REVENUE ACCOUNT	2,844,910	7,602,229	9,737,460	1,482,686	(652,545)
<b>TOTAL APPROVED CAPITAL</b>	<b>4,487,880</b>	<b>8,929,786</b>	<b>12,316,770</b>	<b>2,557,682</b>	<b>(829,302)</b>
<i>Specific Project Contingencies</i>	130,000	0	130,000	130,000	0
<b>TOTAL (incl spec' contingencies)</b>	<b>4,617,880</b>	<b>8,929,786</b>	<b>12,446,770</b>	<b>2,687,682</b>	<b>(829,302)</b>
<i>GF General Contingency</i>	0	0	50,000	0	(50,000)
<i>HRA General Contingency</i>	0	0	100,000	0	(100,000)
<i>Invest To Save Contingency</i>	160,000	0	160,000	160,000	0
<b>ALL CAPITAL</b>	<b>4,777,880</b>	<b>8,929,786</b>	<b>12,756,770</b>	<b>2,847,682</b>	<b>(979,302)</b>

19 June 2014

## REPORT OF THE PORTFOLIO HOLDER FOR OPERATIONS AND ASSETS

## WRITE OFFS

## EXEMPT INFORMATION

None

## PURPOSE

To provide members with details of write offs from 01 April 2013 to 31 March 2014.

## RECOMMENDATIONS

That members endorse the amount of debt written off for the previous financial year.

## 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	01/04/13-31/03/14
Council Tax	£38,566.86
Business Rates	£165,902.06
Sundry Income	£73,526.31
Housing Benefit Overpayments	£40,766.39

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.

<b>Business Rates</b>	£
Bad Debt provision	£789,080.96
Less amount written off to date under delegated powers	£165,902.06
Amount remaining	£623,178.90

## RESOURCE IMPLICATIONS

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

## LEGAL/RISK IMPLICATIONS BACKGROUND

Not applicable

## SUSTAINABILITY IMPLICATIONS

Not applicable

## BACKGROUND INFORMATION

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

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

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

### Debt Write Off

Authorisations are needed to write off debt:

Authority	Account Value
Head of Revenues	up to £1,000
Chief Officer (or authorised delegated officer)	£1,001 - £5,000
Executive Director Corporate Services	£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 Provision (net of VAT)	
Between 6 and 12 months old	50%
Between 12 and 24 months old	75%
Over 24 months old	100%

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

## **REPORT AUTHOR**

Michael Buckland, Head of Revenues, Tel 709523  
e-mail [michael-buckland@tamworth.gov.uk](mailto:michael-buckland@tamworth.gov.uk)

## **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 2013 to 31 March 2014

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## Appendix A- Council Tax

Summary of Council Tax Write Offs 01/04/2013-31/03/2014													
Date of Write Off	Director of Finance (to 30/11/13) Head of Revenues (from 01/12/13)			Director of Finance	Executive Director Corporate Services		Remitted	Credit Write Off	Reversed Write Off	Total	No. of Accounts (Write Off Only)	Reason(s)	
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)										(£1,000.01-£5,000)
24/01/2014	£194.08									£194.08	4	Absconded	
24/01/2014		£898.86								£898.86	10	Absconded	
24/01/2014		£89.41								£89.41	1	Unable to pursue further	
27/03/2014		£3,943.17								£3,943.17	13	Insolencies	
27/03/2014			£5,664.15							£5,664.15	8	Insolencies	
27/03/2014				£9,506.25						£9,506.25	7	Insolencies	
									(£386.14)	(£386.14)	1	payment received	
<b>Q4 Totals</b>	<b>£194.08</b>	<b>£4,931.44</b>	<b>£5,664.15</b>	<b>£9,506.25</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£386.14)</b>	<b>£19,909.78</b>	<b>44</b>	
<b>Q1 Totals (B/F)</b>	<b>£695.47</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£695.47</b>	<b>349</b>	
<b>Q2 Totals (B/F)</b>	<b>£1,065.49</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,065.49</b>	<b>74</b>	
<b>Q3 Totals (B/F)</b>	<b>£175.34</b>	<b>£0.00</b>	<b>£16,721.14</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£0.36)</b>	<b>£16,896.12</b>	<b>154</b>	
<b>Overall Total</b>	<b>£2,130.38</b>	<b>£4,931.44</b>	<b>£22,385.29</b>	<b>£9,506.25</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£386.50)</b>	<b>£38,566.86</b>	<b>621</b>	

## Appendix B- Business Rates

Summary of NDR Write Offs 01/04/2013-31/03/2014												
Date of Write Off	Director of Finance (to 30/11/13) Head of Revenues (from 01/12/13)			Director of Finance	Executive Director Corporate Services		Remitted	Credit Write Off	Reversed Write Off	Total	No. of Accounts (Write Off Only)	Reason(s)
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)	(£1,000.01-£5,000)	(£5,000.01-£10,000.00)							
07/01/2014		£213.94								£213.94	1	Unable to pursue further
24/01/2014	£78.86									£78.86	3	Insolvency
24/01/2014		£673.92								£673.92	3	Insolvency
24/01/2014			£1,718.40							£1,718.40	3	Insolvency
24/01/2014	£96.42									£96.42	2	Absconded
24/01/2014		£1,257.53								£1,257.53	6	Absconded
04/03/2012	£0.10									£0.10	1	small balances
									(£15.88)	(£15.88)		Dividend received
<b>Q4 Totals</b>	<b>£175.38</b>	<b>£2,145.39</b>	<b>£1,718.40</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£15.88)</b>	<b>£4,023.29</b>	<b>19</b>	
<b>Q1 Totals (B/F)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£159,395.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£605.26)</b>	<b>£158,789.74</b>	<b>8</b>	
<b>Q2 Totals (B/F)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£980.39</b>	<b>£3,068.97</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£4,049.36</b>	<b>3</b>	
<b>Q3 Totals (B/F)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£960.33)</b>	<b>(£960.33)</b>	<b>4</b>	
<b>Overall Total</b>	<b>£175.38</b>	<b>£2,145.39</b>	<b>£2,698.79</b>	<b>£3,068.97</b>	<b>£0.00</b>	<b>£159,395.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£1,581.47)</b>	<b>£165,902.06</b>	<b>34</b>	



## Appendix C- Miscellaneous Income

Summary of Sundry Income Write Offs 01/04/2013-31/03/2014											
Date of Write Off	Director of Assets & Environment (£0.00-£999.99) (£1,000.00-£5,000.00)		Director of Transformation & Corporate Finance (up to £5,000.00)	Director of Finance (up to £5,000.00)	Director Communities, Planning & Partnerships (up to £5,000.00)	Director Housing & Health (up to £5,000.00)	Executive Director Corporate Services (£5,000.01-£10,000.00)	Cabinet (£10,000.01 +)	Total	No. of Accounts	Reason(s)
04/02/2014		£4,812.50							£4,812.50	1	Proposal to strike off
04/02/2014	£101.00								£101.00	1	Uneconomic to collect
10/03/2014		£1,331.71							£1,331.71	1	Statute barred
10/03/2014	£360.00								£360.00	1	No trace
10/03/2014	£301.00								£301.00	2	Uneconomic to collect
12/03/2014							£3,390.45		£3,390.45	8	Uneconomic to collect
14/03/2014			£211.23						£211.23	1	Uneconomic to collect
19/03/2014	£372.26								£372.26	3	Uneconomic to collect
19/03/2014		£1,897.15							£1,897.15	1	Statute barred
19/03/2014	£720.00								£720.00	3	Ceased trading- unable to collect
<b>Q4 Totals</b>	<b>£1,854.26</b>	<b>£8,041.36</b>	<b>£211.23</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£3,390.45</b>	<b>£0.00</b>	<b>£13,497.30</b>	<b>22</b>	
<b>Q1 Totals (B/F)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£54,038.97</b>	<b>£54,038.97</b>	<b>1</b>	
<b>Q2 Totals (B/F)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£858.55</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£858.55</b>	<b>7</b>	
<b>Q3 Totals (B/F)</b>	<b>£375.00</b>	<b>£2,499.96</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£2,256.53</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£5,131.49</b>	<b>12</b>	
<b>Overall Total</b>	<b>£2,229.26</b>	<b>£10,541.32</b>	<b>£211.23</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£3,115.08</b>	<b>£3,390.45</b>	<b>£54,038.97</b>	<b>£73,526.31</b>	<b>42</b>	

## Appendix D- Housing Benefit Overpayments

Summary of Benefit Overpayment Write Offs 01/04/2013-31/03/2014									
Date of Write Off	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)	(£1,000.01-£2,000)	(£2,000.01-£10,000.00)	(£10,000.01 and Over)	Total	No. of Accounts	Reason(s)
31/10/2013	£88.49	£289.27					£377.76	4	Not financially viable to continue collection
31/10/2013	£39.92						£39.92	3	Under £40 outstanding
31/10/2013	£8.16						£8.16	4	Uneconomical to pursue
31/10/2013	£72.43	£107.46					£179.89	5	Department (LA) error
31/10/2013		£274.20					£274.20	1	Deceased
31/10/2013		£148.86					£148.86	1	Less than 2 wks o/s due to death
31/10/2013				£1,676.82			£1,676.82	1	bankruptcy
30/11/2013	£24.88						£24.88	13	uneconomical to pursue
30/11/2013		£241.12		£1,291.66			£1,532.78	2	Department (LA) error
31/12/2013	£205.15	£509.50					£714.65	8	Less than 2 wks o/s due to death
31/12/2013	£214.84	£204.24					£419.08	10	Not financially viable
31/12/2013	£62.64						£62.64	3	Under £40 outstanding
31/12/2013	£30.50						£30.50	13	Uneconomical to pursue
31/12/2013	£46.34	£422.06					£468.40	3	Department (LA) error
<b>Q4 Totals</b>	<b>£793.35</b>	<b>£2,196.71</b>	<b>£0.00</b>	<b>£2,968.48</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£5,958.54</b>	<b>71</b>	
<b>Q1 Totals (B/F)</b>	<b>£1,329.97</b>	<b>£4,904.80</b>	<b>£4,213.75</b>	<b>£2,251.81</b>	<b>£3,578.21</b>	<b>£0.00</b>	<b>£16,278.54</b>	<b>157</b>	
<b>Q2 Totals (B/F)</b>	<b>£1,505.10</b>	<b>£4,449.99</b>	<b>£1,063.69</b>	<b>£1,169.87</b>	<b>£4,382.12</b>	<b>£0.00</b>	<b>£12,570.77</b>	<b>113</b>	
<b>Q3 Totals (B/F)</b>	<b>£793.35</b>	<b>£2,196.71</b>	<b>£0.00</b>	<b>£2,968.48</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£5,958.54</b>	<b>71</b>	
<b>Overall Total</b>	<b>£4,421.77</b>	<b>£13,748.21</b>	<b>£5,277.44</b>	<b>£9,358.64</b>	<b>£7,960.33</b>	<b>£0.00</b>	<b>£40,766.39</b>	<b>412</b>	

## CABINET

19 June 2014

### Report of the Portfolio Holder for Operations and Assets

#### CAPITAL OUTTURN REPORT 2013/14

##### PURPOSE

To advise members on the final outturn of the Authority's Capital Programme for 2013/14 (subject to audit confirmation) and to request formal approval to re-profile specific programme budgets into 2014/15.

This report is a key decision due to expenditure in excess of £50,000 requiring approval.

##### RECOMMENDATIONS

**That Cabinet:**

- 1. receive the final outturn position of the 2013/14 capital programme as summarised in Appendix A;**
- 2. approve for each of the projects detailed in Appendix B the re-profiling of the budget into the Authority's Capital Programme 2014/15 (total £2.848m);**

##### RESOURCE AND VALUE FOR MONEY IMPLICATIONS

There are no additional financial implications from this report as all scheme budgets detailed for re-profiling into 2014/15 have already been committed against available capital resources.

There is a medium risk associated with this report due to the level of requests for re-profiling of budgets into next financial year. For the majority of the projects requesting re-profiling approval, measures have been put in place to address ongoing issues, commitments have been placed with suppliers to provide the service/ goods, or the works have been completed since 31<sup>st</sup> March 2014.

As capital funding is very limited for 2014/15, the capital programme will also need to be closely monitored.

## EXECUTIVE SUMMARY

Progress on the capital programme is reported quarterly to Cabinet and monitored on a monthly basis by the Corporate Management Team with project managers providing project progress information and a predicted outturn. The outturn for the 2013/14 capital programme identifies an underspend of £3.827m against the approved budget of £12.757m (actual spend £8.930m - no change since Provisional Outturn). However, it has been requested that £2.848m (as detailed in Appendix B) of scheme spend be re-profiled into 2014/15. This will result in an overall underspend of £979k for the 2013/14 capital programme.

The outturn on General Fund capital schemes spend is £1.328m. (£1.548m projected at period 11) compared to a full year budget of £2.579m resulting in an underspend of £1.252m with £1.075m to be re-profiled into 2014/15 (£880k at period 11), meaning that the actual under spend is £177k which can be returned to capital resources (this was forecast and used in the financing of the 3 year Capital Programme from 2014/15 to 2016/17).

The outturn on Housing Revenue Account (HRA) capital schemes is £7.602m (£7.732m projected at period 11) compared to a budget of £9.738m resulting in an underspend of £2.136m with £1.483m to be re-profiled into 2014/15 (£1.123m at period 11) in relation to delayed schemes meaning that the actual underspend against budget is £653k. This can be returned to capital resources (and was forecast / used in the financing of the 5 year Capital Programme from 2014/15 to 2018/19).

The £130k remaining within the General Fund Housing Private Sector Improvement Grants (PSIG) Specific Contingency and £160k remaining in Investment to Save Contingency are to be re-profiled into 2014/2015. The £50k remaining in General Fund Contingency and £100k remaining in HRA Contingency have already been included as underspends in the medium term capital forecast.

The request for budgets totalling £2.848m (£4.778m in 2012/13) to be re-profiled into 2014/2015 is mainly due to the following schemes:

<b>General Fund</b>		
<b>Scheme / Area</b>	<b>£'000</b>	<b>Comment</b>
Disabled Facilities Grant	55.3	Value of outstanding applications now exceeds the available remaining budget. All funds will have been allocated as approved grants before year-end.
Private Sector Coalfields Fund (Improvement Grants)	161.9	Revised approach to Empties to be explored to maximise take up of NHB & better target / utilise remaining £56.35k allocated for Empty Homes Grants. £90k of these resources allocated to support joint Waterloo Housing / County Council Empty Homes project successfully returned 2 properties. Cabinet report in September will seek approval to utilise remaining £33.5k for works in default, linked to hospital discharge projects with health colleagues.
Broadmeadow Nature Reserve	125.5	Planning permission now granted, tendered end of Feb for works likely start on site May 2014.
Castle HLF	89.9	The capital works have been delivered in budget. However, spending on additional signage and other value adding items delayed until 2014/15. Project remains inside the HLF timetable.
Assembly Rooms Development	43.7	Design Stage C now complete. Costs coming in higher than expected and some work is now ongoing to reduce these. Business planning detail positive return for TBC if changes go ahead. Heritage lottery review was due end of March. On timetable to submit project to Heritage Lottery in June. Arts Council England Bid submitted result expected in July 2014.
Castle Mercian Trail	350.0	Interim Mercian Trail display has been well received. As the Castle HLF winds down the work on the MT gallery will begin in earnest with spend on feasibility expected this year. The project is funded £100k from TBC funds with the remaining £250k funding still to be secured. This external funding will not be spent unless the funding bid is successful.

Gateways	83.0	There is likely to be a delay in the delivery of the scheme until 2014/15 due to the County timescales which will result in funding being re-profiled.
<b>Housing Revenue Account</b>		
<b>Scheme / Area</b>	<b>£'000</b>	<b>Comment</b>
Gas Cent Heating Upgrade & Ren 2012	703.9	Works are planned for Thomas Hardy Court and two other sheltered schemes. There have been delays due to the complex design requirements and the need to complete works during warmer months so as not to leave elderly residents without heating. The schemes are now at a stage where works can commence but it is not going to be possible to commence until April/May and will complete in the summer months.
High Rise Lift Renewals 2012	65.0	Start of works delayed until February 2014 due to consultation with residents. Works should be complete in April 2014.
External and Environmental Works	99.0	Overall there will be some carry forward in relation to works that were delayed towards the end of year due to poor weather.
Regeneration Schemes Budget 2013/14	108.9	Scheme still in early stages - progress reports to be submitted to Cabinet. Spend to date relates to acquisition of leasehold properties. Demolition of bungalows due to commence early in 2014/15 at a cost of approx. £65k.
Regeneration Schemes – Acquisition of Land & Property	495.8	Scheme still in early stages - progress reports to be submitted to Cabinet. Spend to date relates to acquisition of leasehold properties.
PSIG-HRA	130.0	
Invest to Save Contingency	160.0	

As detailed in the scheme comments, some measures have been put in place for the future – however, certain projects will require close monitoring during 2014/15.

**Appendix A** provides a summary of the capital programme outturn. Individual project information is provided in **Appendix B** (including specific project comments provided by project managers). Managers have highlighted that there have been issues which have delayed completion of certain projects. Cabinet are requested to review details of each project which requires approval in order for the budget to be carried forward for inclusion in the 2014/15 Capital Programme. A brief commentary on the outturn information has also been provided by managers and these are shown for your perusal in **Appendix C**.

## Capital Programme 2013/14 – Outturn Summary

## Appendix A

	Re-profiled from 2012/13 (Cabinet June 13)	Base Budget Approval (Council Feb 13)	Drawings from Contingency	Additional Approvals	Total Approved Budget 2013/14	Less Re-profile to 2014/15 Requests (subject to approval)	Final Proposed Adjusted 2013/14 Budget	Actual Spend 2013/14	Final Variance 2013/4
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Community Services	1,414	355	0	431	2,200	(972)	1,228	1,051	(177)
Corporate Services	229	100	0	50	379	(103)	276	277	0
<b>General Fund Total</b>	<b>1,643</b>	<b>455</b>	<b>0</b>	<b>481</b>	<b>2,579</b>	<b>(1075)</b>	<b>1,504</b>	<b>1,328</b>	<b>(177)</b>
Housing Revenue Account	2,845	6,893	0	0	9,738	(1,483)	8,255	7,602	(653)
<b>Approved Capital Programme</b>	<b>4,488</b>	<b>7,348</b>	<b>0</b>	<b>481</b>	<b>12,317</b>	<b>(2,558)</b>	<b>9,759</b>	<b>8,930</b>	<b>(830)</b>
General Fund - Specific Contingencies	130	0	0	0	130	(130)	0	0	0
General Fund - General Contingencies	160	50	0	0	210	(160)	50	0	(50)
HRA - General Contingencies	0	100	0	0	100	0	100	0	(100)
<b>Grand Total</b>	<b>4,778</b>	<b>7,498</b>	<b>0</b>	<b>481</b>	<b>12,757</b>	<b>(2,848)</b>	<b>9,909</b>	<b>8,930</b>	<b>(979)</b>

### Community Services – 2013/14 Outturn and Budget Re-Profiling to 2014/15

Project Name	Budget b/f from 2012/13 £000	Approved Budget 2013/14 £000	Request to Re-profile to 2014/15 £000	Revised Budget 2013/14 £000	Actual Spend £000	Final Variance £000	Project Comment
Disabled Facilities Grant	167.0	411.8	<b>55.3</b>	356.5	356.4	<b>(0.1)</b>	Value of outstanding applications now exceeds the available remaining budget. All funds will have been allocated as approved grants before year-end.
Private Sector Coalfields Fund	179.9	179.9	<b>161.9</b>	18.0	18.0	0.0	Revised approach to Empties to be explored to maximise take up of NHB & better target / utilise remaining £56.35k allocated for Empty Homes Grants. £90k of these resources allocated to support joint Waterloo Housing / County Council Empty Homes project successfully returned 2 properties. Cabinet report in September will seek approval to utilise remaining £33.5k for works in default, linked to hospital discharge projects with health colleagues.
Cctv Camera Renewals	0.0	15.0	<b>1.5</b>	13.5	13.5	0.0	Schemes currently being prepared to spend remaining funds to complement existing equipment
Streetscene Service Delivery Enhancements	30.0	30.0	<b>30.0</b>	0.0	0.0	0.0	Delays in the full implementation of the new CRM system now expected in 2014/15 means development has been delayed - future agile service delivery dependant on delivery of scheme.
Designate New Cemetery Land	25.0	195.0	<b>21.2</b>	173.8	173.8	0.0	Tender awarded September to commence works before November with a view to completion before end of June 2014 as there have been a number of snagging problems
Improvements To Marmion Hse	0.0	17.4	<b>0.0</b>	17.4	17.4	0.0	Budget allocated to fund additional works to 7th floor.



Project Name	Budget b/f from 2012/13 £000	Approved Budget 2013/14 £000	Request to Re-profile to 2014/15 £000	Revised Budget 2013/14 £000	Actual Spend £000	Final Variance £000	Project Comment
Repair To River Bank Castle Pg	9.4	9.4	3.9	5.5	5.5	0.0	Final £5k payment paid on completion of works the remainder to be used as landscaping to compliment the Gateway project in the Castle Grounds.
Marmion House Agile Working	0.0	80.0	0.0	80.0	79.6	(0.4)	Works now completed. Additional funding for project from CP2841 and from BRF to be reported to Cabinet.
7Th Floor Refurb - Furniture	0.0	48.0	0.0	48.0	48.0	0.0	Works on site and due for completion November 2013. Additional funding for project from CP2841 and from BRF to be reported to Cabinet.
Broadmeadow Nature Reserve	0.0	128.2	125.5	2.7	2.7	0.0	Planning permission now granted, tendering end of Feb for works likely start on site May 2014
Bmx Track	6.6	6.6	6.6	0.0	0.0	0.0	Bulk of project completed - externally funded project resources to be carried forward to 2014/15.
Castle Hlf	262.5	262.5	89.9	172.6	172.6	0.0	The capital works have been delivered in budget. However, spending on additional signage and other value adding items delayed until 2014/15. Project remains inside the HLF timetable.
Belgrave Swimming Pool	0.7	0.7	0.0	0.7	0.0	(0.7)	No project undertaken - external funds to be retained for future use but may need to be repaid if not spent.
Golf-Wef010413 Was Contingency	250.0	100.0	0.0	100.0	74.3	(25.7)	£100k allocated to support the opening of the golf course- remedial works to the course and club house are nearing completion

Project Name	Budget b/f from 2012/13 £000	Approved Budget 2013/14 £000	Request to Re-profile to 2014/15 £000	Revised Budget 2013/14 £000	Actual Spend £000	Final Variance £000	Project Comment
Assembly Rooms Development	132.8	132.8	<b>43.7</b>	89.1	89.1	0.0	Design Stage C now complete. Costs coming in higher than expected and some work is now ongoing to reduce these. Business planning detail positive return for TBC if changes go ahead. Heritage lottery review due end of March. On timetable to submit project to Heritage Lottery in June. Arts Council England Bid submitted result expected in July 2014.
Castle Mercian Trail	350.0	350.0	<b>350.0</b>	0.0	0.0	0.0	Interim Mercian Trail display has been well received. As the Castle HLF winds down the work on the MT gallery will begin in earnest with spend on feasibility expected this year. The project is funded £100k from TBC funds with the remaining £250k funding still to be secured. This external funding will not be spent unless the funding bid is successful.
Gateways	0.0	83.0	<b>83.0</b>	0.0	0.0	0.0	The County have allocated funds in year to do detailed design works on the section between the town and ventura. The Councils Borough s106 funding will be used to support the design work and to contribute to implementation-signage, grounds and other works subject to further study. The link to potential health funding is being explored and there is a possible contribution available to support the project from health. There is likely to be a delay in the delivery of the scheme until 2014/15 due to the County timescales which will result in funding being re-profiled.

Project Name	Budget b/f from 2012/13 £000	Approved Budget 2013/14 £000	Request to Re- profile to 2014/15 £000	Revised Budget 2013/14 £000	Actual Spend £000	Final Variance £000	Project Comment
Leisure Contingency	0.0	150.0	0.0	150.0	0.0	(150.0)	Contingency not required to be returned to capital balances
	<u>1,413.9</u>	<u>2,200.3</u>	<u>972.5</u>	<u>1,227.8</u>	<u>1,050.9</u>	<u>(176.9)</u>	

## Corporate Services – 2013/14 Outturn and Budget Re-Profiling to 2014/15

Project Name	Budget b/f from 2012/13 £000	Approved Budget 2013/14 £000	<b>Request to Re- profile to 2014/5 £000</b>	Revised Budget 2013/4 £000	Actual Spend £000	Final Variance £000	Project Comment
Replacement It Technology	147.7	166.7	<b>20.2</b>	146.5	146.5	0.0	Following Cabinet approval of capital budgets in support of agile working, this budget includes funds for Corporate Radios and IT with regard to agile working. The hardware in support of agile working has now been implemented, with staff on the 7th floor now using the new technology. Tenders have been received in respect of the Corporate Radios contract, currently being evaluated, however, no further spend is expected until 2014/15.
EDRMS (Electronic Document Records Management System)	0.0	51.9	<b>28.6</b>	23.3	23.3	0.0	The EDRMS project has now commenced, however, it is not expected that the project will be completed before end March, and remaining budget is expected to be re-profiled to 2014/15 based on planned project timescales
IP/ Telephone/ Network	0.0	86.7	<b>0.0</b>	86.7	86.7	0.0	The new telephony has gone live on the 7th floor in support of agile working.
TT-Agile Wkg, Tel&Corp Edrms	0.0	0.0	<b>0.0</b>	0.0	0.0	0.0	Budget has been vired in support of the above schemes following Cabinet approval of the agile working project.

Project Name	Budget b/f from 2012/13 £000	Approved Budget 2013/14 £000	Request to Re-profile to 2014/5 £000	Revised Budget 2013/4 £000	Actual Spend £000	Final Variance £000	Project Comment
Website	30.0	22.4	<b>22.4</b>	0.0	0.0	0.0	The new website has now gone live. There is no capital cost associated with the new software, and a total of £7.6k has been vired into EDRMS and Telephony schemes. Further development of the Castle website and the Infozone (intranet) is now planned and this budget may be required to enable this and to provide required links to other software. However, no spend is predicted before the end March therefore remaining funds are requested to be re-profiled.
HR / Payroll System	27.4	27.4	<b>7.4</b>	20.0	20.0	0.0	Payroll side is now live. Further development of the HR side has been put on hold whilst staff implement EDRMS, and so remaining budget is requested to be re-profiled to 2014-15.
Gazetteer Development	24.0	24.0	<b>24.0</b>	0.0	0.0	0.0	Spend is not now expected until 2014/15.
	<u>229.1</u>	<u>379.1</u>	<u>102.6</u>	<u>276.5</u>	<u>276.5</u>	<u>0.0</u>	

## Housing Revenue Account – 2013/14 Outturn and Budget re-profiling to 2014/15

Project Name	Budget b/f from 2012/13 £000	Approved Budget 2013/14 £000	Request to Re- profile to 2014/15 £000	Revised Budget 2013/14 £000	Actual Spend £000	Final Variance £000	Project Comment
Structural Works	135.0	135.0	<b>10.0</b>	125.0	124.8	(0.2)	Works identified on an ad-hoc basis through the repairs team. Exact level of spend at year end difficult to predict. Re-profiled figure relates to works identified and priced during January that will not be completed before year-end.
Bathroom Renewals 2012	77.8	735.0	<b>0.0</b>	735.0	757.4	22.4	All planned works were complete at year end with a minor overspend against the predicted outturn.
Electrical Upgrades 2012	39.3	0.0	<b>0.0</b>	0.0	0.0	0.0	Continuation of programme. Electrical works are directly linked to kitchens and bathrooms
Gas Cent Htng Upgrd & Ren 2012	360.0	1,593.5	<b>703.9</b>	889.6	842.5	(47.1)	Works are planned for Thomas Hardy Court and two other sheltered schemes. There have been delays due to the complex design requirements and the need to complete works during warmer months so as not to leave elderly residents without heating. The schemes are now at a stage where works can commence but it is not going to be possible to commence until April/May and will complete in the summer months.
Kitchen Renewals 2012	0.0	784.3	<b>0.0</b>	784.3	740.8	(43.5)	All planned works were complete at year end with a minor underspend against the predicted outturn.
High Rise Lift Renewals 2012	292.9	600.4	<b>65.0</b>	535.4	494.9	(40.5)	Start of works delayed until February 2014 due to consultation with residents. Works will now be complete in April 2014. The identified saving is not sufficient to install an additional lift.
Fire Upgrades To Flats 2012	195.3	400.3	<b>0.0</b>	400.3	0.0	(400.3)	Cabinet have approved the installation of sprinklers and consultation with Leaseholders has now commenced. Works will not commence until the 2014/15 financial year.
Enhancements To Flats 2012	195.2	400.2	<b>0.0</b>	400.2	455.3	55.1	Budget codes CR4016, 5012, 6004 & 6016 have been delivered as a unified project due to the nature of the work. Overspends in one code are off-set by underspends in others. Overall there

Project Name	Budget b/f from 2012/13 £000	Approved Budget 2013/14 £000	Request to Re-profile to 2014/15 £000	Revised Budget 2013/14 £000	Actual Spend £000	Final Variance £000	Project Comment
							will be some carry forward in relation to works that were delayed towards the end of year due to poor weather.
Sheltered Schemes 2012	83.1	318.8	0.0	318.8	300.4	(18.4)	All identified works complete at year end with minor underspend against budget, to be used to offset part of the overspend on a linked scheme under CR6005.
Roofing High-Rise 2012	39.1	80.1	0.0	80.1	49.4	(30.7)	Works to commence in December 2013 through to February 2014.
Roofing Overhaul & Renewal 2012	187.1	340.9	0.0	340.9	253.0	(87.9)	All works identified through the repairs team were completed at year end.
Fencing/Boundary Walls 2012	0.0	15.4	0.0	15.4	15.4	0.0	Budget codes CR4016, 5012, 6004 & 6016 have been delivered as a unified project due to the nature of the work. Overspends in one code are offset by underspends in others. Overall there will be some carry forward in relation to works that were delayed towards the end of year due to poor weather.
Window & Door Renewals 2012	0.0	1,187.7	0.0	1,187.7	1,208.1	20.4	All identified works complete at year end with minor overspend against budget.
External and Environmental Works	360.2	1,129.0	99.0	1,030.0	787.2	(242.8)	Budget codes CR4016, 5012, 6004 & 6016 have been delivered as a unified project due to the nature of the work. Overspends in one code are offset by underspends in others. Overall there will be some carry forward in relation to works that were delayed towards the end of year due to poor weather.
Disabled Adaptations	30.0	542.5	0.0	542.5	586.1	43.6	Works identified through Social Services, additional work to provide disabled bathing facilities in sheltered schemes being carried out resulted in overspend to be partially offset against a linked project under CR4017.
Capital Salaries 2012	0.0	115.2	0.0	115.2	110.7	(4.5)	Final cost will be dependent on actual salary costs at year-end.

Project Name	Budget b/f from 2012/13 £000	Approved Budget 2013/14 £000	Request to Re- profile to 2014/15 £000	Revised Budget 2013/14 £000	Actual Spend £000	Final Variance £000	Project Comment
Cdm Fees 2012	0.0	9.3	0.0	9.3	0.0	(9.3)	On-cost associated with H&S.
Environmental Improvements	200.0	200.0	0.0	200.0	331.0	131.0	Budget codes CR4016, 5012, 6004 & 6016 have been delivered as a unified project due to the nature of the work. Overspends in one code are offset by underspends in others. Overall there will be some carry forward in relation to works that were delayed towards the end of year due to poor weather.
Regeneration Schemes Budget 2013/14	0.0	500.0	108.9	391.1	391.1	0.0	Scheme still in early stages - progress reports to be submitted to Cabinet. Spend to date relates to acquisition of leasehold properties. Demolition of bungalows due to commence early in 2014/15 at a cost of approx. £65k.
Regeneration Schemes – Acquisition of Land & Property	650.0	650.0	495.8	154.2	154.2	0.0	Scheme still in early stages - progress reports to be submitted to Cabinet. Spend to date relates to acquisition of leasehold properties.
	2,845.0	9,737.6	1,482.6	8,255.0	7,602.3	(652.7)	



## Contingency Budgets - 2013/14 Outturn and Budget Re-Profiling to 2014/15

Project Name	Budget b/f from 2012/13 £000	Approved Budget 2013/14 £000	Request to Re-profile to 2014/15 £000	Revised Budget 2013/14 £000	Actual Spend £000	Final Variance £000	Project Comment
PSIG-HRA	130.0	130.0	<b>130.0</b>	0.0	0.0	0.0	
GF Contingency	0.0	50.0	<b>0.0</b>	50.0	0.0	(50.0)	
HRA Contingency	0.0	100.0	<b>0.0</b>	100.0	0.0	(100.0)	
Cont-Return On Investment	160.0	160.0	<b>160.0</b>	0.0	0.0	0.0	
	<u>290.0</u>	<u>440.0</u>	<u>290.0</u>	<u>150.0</u>	<u>0.0</u>	<u>(150.0)</u>	
<b>Grand Total</b>	<u><u>4,778.0</u></u>	<u><u>12,757.0</u></u>	<u><u>2,847.7</u></u>	<u><u>9,909.3</u></u>	<u><u>8,929.7</u></u>	<u><u>(979.6)</u></u>	

Commentaries received from Managers as part of the outturn process are detailed below:

### **Community Services:**

The Community Services Directorate capital budgets for 2013/14 total £2.200m including £1.414m re-profiled from 2012/13. Total spend is £1.051m giving an underspend of £1.149m. Some of schemes are yet to start and will need to be carried forward. The amount to carry forward to 2014/15 will be £972k resulting in an underspend of £177k.

This underspend of £177k, is in the main, due to Leisure Contingency budget of £150k which has not been spent.

Commentaries received from Managers with regard to the major re-profile requests as part of the outturn process are:-

#### **Private Sector Coalfield Fund - £162k**

Revised approach to Empties to be explored to maximise take up of NHB & better target / utilise remaining £56,350 allocated for Empty Homes Grants. £90K of these resources allocated to support joint Waterloo Housing / County council Empty Homes project successfully returned 2 properties. Cabinet report in September will seek approval to utilise remaining £33,500 for works in default, linked to hospital discharge projects with health colleagues.

#### **Broadmeadow Nature Reserve - £125k**

Planning permission now granted, tendering end of Feb for works likely start on site May 2014.

#### **Castle HLF - £90k**

The capital works have been delivered in budget. However, spending on additional signage and other value adding items delayed until 2014/15. Project remains inside the HLF timetable.

#### **Castle Mercian Trail - £350k**

Interim Mercian Trail display has been well received. As the castle HLF winds down the work on the MT gallery will begin in earnest with spend on feasibility expected this year. The project is funded £100k from TBC funds with the remaining £250k funding still to be secured. This external funding will not be spent unless the funding bid is successful.

#### **Gateways - £83k**

The County have allocated funds in year to do detailed design works on the section between the town and Ventura. The Council's s106 funding will be used to support the design work and to contribute to implementation-signage, grounds and other works subject to further study. The link to potential health funding is being explored and there is a possible contribution available to support the project from health. There is likely to be a delay in the delivery of the scheme until 2014/15 due to the County timescales which will result in funding being re-profiled.

Other significant re-profile requests are:-

Disabled Facilities Grants £55k, Streetscene Tracking System £30k, Assembly Rooms Development £44k.

**Corporate Services:**

The provisional outturn for Corporate Services is a total spend of £277k against budgets of £379k. Several schemes are still in progress and it is requested that £103k be re-profiled to 2014/15.

Significant re-profile requests are:-

Replacement IT equipment £20k, ERDMS £29k, Website £22k, Gazetteer Development £24k

**Housing Revenue Account:**

The outturn on Housing Revenue Account (HRA) capital schemes is projected to be £7.602m compared to budget of £9.738m resulting in an underspend of £2.136m with £1.483m to be re-profiled into 2014/15. The actual underspend against budget is £653k which in the main is due to the £400k underspend on Fire Upgrades to Flats, £44k on Kitchen Renewals and £41k on High Rise Lift Renewals.

Commentaries received from Managers with regard to the major re-profile requests as part of the outturn process are:-

**Gas Central Heating Upgrade and Renewals - £704k**

Works are planned for Thomas Hardy Court and two other sheltered schemes. There have been delays due to the complex design requirements and the need to complete works during warmer months so as not to leave elderly residents without heating. The schemes are now at a stage where works can commence but it is not going to be possible to commence until April/May and will complete in the summer months.

**High Rise Lift Renewals 2012 - £65k**

Start of works delayed until February 2014 due to consultation with residents. Works will now be complete in April 2014. The identified saving is not sufficient to install an additional lift.

**External and Environmental Works - £99k**

Overspends in one code are off-set by underspends in others. Overall there will be some carry forward in relation to works that were delayed towards the end of year due to poor weather.

**Regeneration Schemes Budget 2013/14 - £109k**

Scheme still in early stages - progress reports to be submitted to Cabinet. Spend to date relates to acquisition of leasehold properties. Demolition of bungalows due to commence early in 2014/15 at a cost of approx. £65k.

**Regeneration Schemes – Acquisition of Land & Property - £496k**

Scheme still in early stages - progress reports to be submitted to Cabinet. Spend to date relates to acquisition of leasehold properties.



## CABINET

19 JUNE 2014

### REPORT OF THE PORTFOLIO HOLDER FOR OPERATIONS AND ASSETS

#### PETITIONS

##### **Purpose**

To advise members of proposed changes to the Petition Policy which provides for public participation in the democratic process and is a method by which residents can let the Council know their concerns and receive a response in relation thereto.

##### **Recommendations**

**To approve and publish the Petition Policy operable forthwith as the Scheme for handling paper and electronic petitions submitted by the public to the Council for consideration.**

##### **Executive Summary**

The Council has always welcomed petitions from the public and in 2009 the then existing legislation required a formal process to be set up to receive petitions including a facility for electronic petitions. This has now been in operation for five years and a review of the Petition Policy was required. Appendix 1 sets out how the authority will respond to petitions which it receives.

The changes whilst in the main housekeeping and a tidying up of sections ensure that the policy correlates with the Constitution thus ensuring that anomalies which existed between the two are corrected. This has resulted in a more streamlined and customer friendly process to deal with a petition. It will provide a better experience and service for users and make participation in the local democratic process more inclusive and available for citizens.

##### **Resource Implications**

The costs of setting up an e-petition facility have already been met, and the Council's website can receive electronic petitions, and actions taken on them can be viewed. The administrative costs are absorbed by Legal and Democratic Services.

## **Legal/Risk Implications**

The risks associated with not having a scheme could lead to increased challenge by the public by utilising other methods of democratic participation. The authority has put measures in place to ensure the terms of the policy can be complied with by utilising existing software and publishing provision to submit a web based petition.

## **Sustainability Implications**

It is essential that the authority operates in a manner that is open, transparent, inclusive and embodies good governance. By adopting this revised policy the authority is ensuring public participation can take place now and in the future.

## **Background Information**

There is no longer a statutory duty to provide a petitions scheme, however it has long been recognized as a method to encourage public participation in local issues, and although Section 46 of the Localism Act 2011 repealed Chapter 2 of the Local Democracy, Economic Development and Construction Act 2009 and The Local Democracy, Economic Development and Construction Act 2009 (commencement No.3) Order 2010 (the 2009 Act) no longer applies, it would fall short of an open, transparent and inclusive authority's responsibilities to remove this method of public participation.

## **Equalities Impact**

None directly arising.

## **APPENDIX 1**

Petitions Policy

### **REPORT AUTHOR**

If members would like further information or clarification prior to the meeting please contact Jane Hackett, Solicitor to the Council & Monitoring Officer on ext. 258.

## **Petition Scheme**

The Council welcomes petitions from ~~these adults aged 18 or over~~ who live, work or study in Tamworth Borough.

~~and~~

The Council recognises that petitions are one way in which people can have a direct influence on the political process and to let us know concerns that are important to them.

### **1. What is a Petition**

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A petition is defined as a communication in writing or using an electronic facility which is signed by the appropriate number of qualifying people.

It has to contain a clear and concise statement covering the subject of the petition.

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It has to state what action the petitioners want the Council to take.

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It has to contain the name and contact details of the petition organiser, who will receive correspondence in relation to the petition.

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It has to contain the names, qualifying addresses and signatures of the persons supporting the petition.

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Should the petition lack any of the above items then it may restrict the outcome the petitioners expect to achieve.

Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted.

In the period immediately before an election or referendum it may be necessary to deal with your petition differently – if this is the case the reasons will be explained and a revised timescale will apply.

If a petition does not follow the guidelines set out above, the Council may decide not to do anything further with it. In that case, you will be advised in writing with the reasons.

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## **24. Types of Petitions**

### **Standard petitions**

~~Petitions which meet the criteria at 1 above and contain fewer than 1,000 signatories will be dealt with as follows (a) The Council will use its discretion where there are fewer than 1,000 signatories to a petition. Where there is clear support for action on a Borough issue the relevant Scrutiny Chair and Cabinet member will suggest to Cabinet the preferred course of action and (b) In cases where it is clearly a local concern (e.g. where all the residents of a small isolated community have petitioned for action on a community/local issue) the relevant Ward members and Cabinet member will suggest to Cabinet the preferred course of action.~~

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### **Petitions requiring debate**

Petitions which ~~meet the criteria at section 1 above and~~ contain ~~1,000~~ signatures or more will be debated by full Council (see section ~~76~~ for more information).

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### **Petitions to hold a Senior Council Officer to account**

Petitions which call for evidence from a Senior Council Officer and have at least 500 signatures will trigger that response (see section ~~87~~ for more information).

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### **Statutory Petitions**

~~Petitions which particular Acts of Parliament require the Council to consider e.g. a petition for a directly elected Mayor. A petition submitted under a particular statute will be reported to the next available meeting of Council in accordance with the statutory requirements.~~

### **Consultation Petitions**

~~Petitions which are submitted in response to an invitation from the Council to submit representations on a particular proposal or application. Such petitions will be forwarded to the relevant service department to deal with.~~

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## **32. What sort of issues can be the subject of a petition?**

Members of the public can submit petitions on the following

- Issues relating to the Council's responsibilities



- Issues which affect the Borough of Tamworth or communities in the area, as long as the Council is in a position to exercise some degree of influence
- Anything relating to an improvement in the economic, social or environmental well-being of the Borough to which any of the Council's partners could contribute.

The Council will respond to all petitions it receives and ~~we will~~ be as flexible as ~~it~~we can when handling your petition so that it is considered quickly and in the most appropriate way.

Before submitting a petition you should first check with your local Councillor or with the Council to see if the Council is already acting on your concern. ~~Also check~~And, that the Borough Council is the relevant body to receive your petition as sometimes your petition may be more relevant for another public body, such as Staffordshire County Council.

All petitions sent or presented to the Council will receive an acknowledgement ~~-within 10 working days of receipt.~~ This acknowledgement will set out what we plan to do with the petition. ~~We will treat something as a petition if it is identified as being a petition, or if it seems to us that it is intended to be a petition.~~

#### 4. How can I submit my Petition?

~~A petition can be submitted at any time but if you wish to present it to a relevant meeting of the Council or a Committee it must be received at least 10 working days before the meeting. You must also inform Legal and Democratic Services 10 working days of your intention -to present your petition.~~

Paper petitions can be sent to ~~the Governance Officer,~~ Legal and Democratic Services, Tamworth Borough Council, Marmion House, Lichfield Street, Tamworth B79 7BZ (contact 01827 709267 email:~~E-Petitions~~~~denise-watts@tamworth.go.uk~~).

~~E-Petitions can be created, signed and submitted on-line via the Council's website. E-Petitions have ~~to~~ follow the same guidelines as a paper petition and will be dealt with in the same manner. The petition organiser ~~is~~ required~~s~~ to provide a few details on the website so that the Council can contact ~~them-you~~ regarding the petition. Anyone ~~wishing to~~ sign an E-Petition has to click on the link on one of the Active Petitions via the e-petitions homepage and follow the instructions when prompted. The time limit for signatures to an E-Petition is 28 days. When the 28 day period has passed the manner in which the Council responds will depend on the amount of signatures obtained. This link will take you to the web site petitions page:- <http://www.tamworth.gov.uk/petitions>~~

~~At a later date it will be possible to create, signed and submitted a petition online by following a link from this Scheme.~~

Petitions can also be presented to a meeting of the Council. These meetings take place during the months of July, September, December and March, the exact dates and times

can be found here

<http://www.tamworth.gov.uk/ieListMeetings.aspx?CId=125&Year=0>~~gov.uk/council\_and-democracy/councillors, democracy\_and\_ele/meetings\_calendar.aspx~~

Field Code Changed

~~Petitions can be presented by your Councillors as provided for in the Constitution and thereafter dealt with in accordance with this Scheme. If you would like to present your petition to the Council, or would like your Councillor or someone else to present it on your behalf, please contact the Governance Officer in writing as above or e-mail [denise-watts@tamworth.gov.uk](mailto:denise-watts@tamworth.gov.uk) at least 10 working days before the meeting. If you would like to discuss this please contact the Governance Officer on 01827 709267 and she will talk you through the process. If your petition has received 1,000 signatures or more it can will also be scheduled for a Council debate and if this is the case Democratic Serviceswe will let you know whether this will happen at the same meeting or a later meeting of the Council.~~

~~Where a petition is presented by a petition organiser or Councillor at a Council meeting the normal process is that the text of the petition is read out at that meeting following which without any debate the petition will be noted as received.~~

### 3. What are the guidelines for submitting a petition?

~~Petitions submitted to the Council must include:~~

- ~~• a clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the Council to take~~
- ~~• the name, address and signature of any person supporting the petition.~~

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~~Petitions should be accompanied by contact details, including an address, for the petition organiser. This is the person we will contact to explain how we will respond to the petition. The contact details of the petition organiser will not be placed on the website. If the petition does not identify a petition organiser, we will contact signatories to the petition to agree who should act as the petition organiser.~~

~~Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted. In the period immediately before an election or referendum we may need to deal with your petition differently — if this is the case we will explain the reasons and discuss the revised timescale which will apply. If a petition does not follow the guidelines set out above, the council may decide not to do anything further with it. In that case, we will write to you to explain the reasons.~~

### 54. What will the Council do when it receives my petition?

On receiving a petition, (this includes a closed E-Petition), it will be checked to see if it meets the criteria defined in the Scheme. If there are any concerns regarding the validity of the petition the Monitoring Officer will be consulted and will determine if the petition is valid.

An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let them know what the Council plans to do with the petition and where appropriate when the organiser can expect to hear ~~from us~~ again. It will also be published on our website.

Once a petition has been verified and acknowledged no further signatures can be added to the petition.

If the Council can do what your petition asks for, the acknowledgement may confirm that ~~we have taken~~ the action requested has been taken and the petition will be closed. If the petition has enough signatures and contains a request for action that can ~~to~~ trigger a Council debate, or a senior officer giving evidence, then the acknowledgement will confirm this and tell you when and where the meeting will take place. If the petition needs more investigation, ~~we will tell~~ you will be advised of the ~~the~~ steps ~~we plan~~ to take place.

If the petition ~~relates~~ applies to a planning application it will not be dealt with under this scheme. It will be treated as a planning representation and will either be considered by officers, if it is a delegated application or Planning Committee if not. If the petition applies to ~~a~~ licensing application, is a statutory petition (for example requesting a referendum on having an elected mayor), or on a matter where there is already an existing right of appeal, such as council tax banding and non-domestic rates, other procedures apply. Further information on all these procedures and how you can express your views is available here

- Comments, Compliments and Complaints  
<http://www.tamworth.gov.uk/contact-us/online-forms/tell-us.aspx>
- Planning Appeals  
<http://www.tamworth.gov.uk/planning/planning-application-forms.aspx>
- Council Tax Appeals <http://www.tamworth.gov.uk/council-tax/housing/benefits.aspx>
- Benefit appeals <http://www.tamworth.gov.uk/housing/benefits-about-us.aspx>
- Licensing (Liquor, Entertainment and Taxi/Private Hire Licences)  
<http://www.tamworth.gov.uk/list-business/licensing-and-street-traders.aspx>

No action will be ~~We will not~~ taken ~~action~~ on any petition ~~which we~~ considered to be vexatious, abusive or otherwise inappropriate and ~~will explain the reasons for this in~~ the ~~our~~ acknowledgement of the petition will explain the reasons for this.

~~To ensure that people know what we are doing in response to the petitions we receive~~ the details of all the petitions submitted to ~~the Council~~ will be published on ~~the our~~ website, except in cases where this would be inappropriate. Whenever possible ~~we will also publish~~ all correspondence relating to the petition ~~will also be published (all personal details will be removed)~~. ~~When the facility is operating for electronic petitions and you sign an e-petition you can elect to receive this information by email. We will not send you anything which is not relevant to the e-petition you have signed, unless you choose to receive other emails from us. [link to follow]~~

### **65. How will the Council respond to petitions?**

~~The Our~~ response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:

- taking the action requested in the petition
- considering the petition at a ~~Council~~ meeting
- holding an inquiry into the matter
- undertaking research into the matter
- ~~holding a public meeting~~
- ~~holding a consultation~~
  - ~~holding a meeting with petitioners~~
  - referring the petition for consideration to one of the Council's Overview and Scrutiny Committees (~~responsible for scrutinising the work of the Council~~)
- ~~calling a referendum~~
- writing to the petition organiser setting out ~~the Council~~ our views ~~in relation to about~~ the request in the petition

~~Depending on the subject matter, your petition will be submitted to either full Council, the Cabinet or one of the Council's Overview and Scrutiny Committees.~~

~~In the vast majority of cases your petition will be submitted to a Cabinet meeting where elected Councillors will decide how to respond to the petition.~~ These meetings will be held in public and petitioners are welcome to attend the meeting to observe the proceedings.

~~Depending on the subject matter, your petition will be submitted to either full Council, the Cabinet or one of the Council's Overview and Scrutiny Committees. There are two exceptions to this –~~

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- If your petition contains more than 1,000 signatures then it must be debated by full Council.
- If your petition is asking for a senior council officer to give evidence at a public meeting then it will be considered by one of the Overview and Scrutiny Committees provided it contains at least 500 signatures.

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In addition to these steps, the Council will consider all the specific actions it can potentially take on the issues highlighted in a petition. The table below gives some examples.

Petition subject	Appropriate steps
Alcohol related crime and disorder	If your petition is about crime or disorder linked to alcohol consumption, the council will, among other measures, consider the case for placing restrictions on public drinking in the area by establishing a designated public place order or, as a last resort, imposing an alcohol disorder zone. When an alcohol disorder zone is established the licensed premises in the area where alcohol related trouble is being caused are required to contribute to the costs of extra policing in that area. The council's response to your petition will set out the steps we intend to take and the reasons for taking this approach.
Anti-social behaviour	As the elected representatives of your local area, as social landlord and licensing authority, the council plays a significant role to play in tackling anti-social behaviour.  When responding to petitions on ASB, we will consider in consultation with our local partners, all the options available to us including the wide range of powers and mechanisms we have to intervene as part of our role as social landlord and licensing authority. The council, in conjunction with other partners in the Tamworth Community Safety Partnership have set out minimum service standards for responding to issues of anti-social behaviour. You can find out more details of these standards here ( <a href="http://www.tamworth.gov.uk/pdf/ASB%20Standards%200901.pdf">http://www.tamworth.gov.uk/pdf/ASB%20Standards%200901.pdf</a> ).

If your petition is about something over which the Council has no direct control (for example the local railway or hospital) ~~it~~we will consider making representations on behalf of the community to the relevant body. The Council works with a large number of local partners and where possible will work with these partners to respond to your petition. If ~~the Council~~we are not able to do this for any reason (for example if what the petition calls for conflicts with Council policy), then ~~we will set out~~ the reasons for this ~~will~~

| be sent to you. You can find more information on the services for which the Council is responsible here on our website [www.tamworth.gov.uk](http://www.tamworth.gov.uk)

If your petition is about something that a different Council is responsible for we will give consideration to what the best method is for responding to it. This might consist of simply forwarding the petition to the other Council, but could involve other steps. In any event you will always be notified of the action ~~we have~~ taken.

### | **76. Full Council debate**

| If a petition contains ~~more than~~ 1,000 or more signatures and meets the criteria at section 1 above, it will be debated by ~~the~~ full Council ~~unless it is a petition asking for a senior council officer to give evidence at a public meeting~~. This means that the issue raised in the petition will be discussed at a meeting which all Councillors can attend. The Council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at ~~the~~ following meeting. The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by Councillors for a maximum of fifteen minutes. The Council will then decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant Committee. Where the issue is one on which the Cabinet is required to make the final decision, the Council will decide whether to make recommendations to inform that decision. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on ~~the our~~ website.

### | **87. Officer evidence**

Your petition may ask for a senior council officer to give evidence at a public meeting about something for which the officer is responsible as part of their job. For example, your petition may ask a senior council officer to explain progress on an issue, or to explain the advice given to elected members to enable them to make a particular decision.

| The ~~if your~~ petition must contain at least 500 signatures, ~~and~~ the relevant senior officer will give evidence at a public meeting at one of the Council's Overview and Scrutiny Committees. A list of the senior staff that can be called to give evidence is set out below

- **Chief Executive**
- ☐ ~~Deputy Chief Executive~~ **Director Corporate Resources**
- 
- ☐ ~~Assistant Chief Executive~~
- ☐ ~~Corporate Director Resources~~
- **Solicitor to the Council and Monitoring Officer**

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–You should be aware that the Overview and Scrutiny Committee may decide that it would be more appropriate for another officer to give evidence instead of ~~the any~~ officer named in the petition ~~— for instance if the named officer has changed jobs.~~ The Committee may also decide to call the relevant elected Councillor with responsibility for the service area to attend the meeting.

~~The petition organiser will be given five minutes to present the petition at the meeting following which there will be an opportunity for the senior officer to respond for a further five minutes and the petition will then be discussed by Councillors for a maximum of fifteen minutes. The Committee will then decide how to respond to the petition at this meeting and may~~

~~request Cabinet to undertake the action the petition requests, or not, for reasons put forward in the debate, or recommend that further investigation is undertaken into the matter by Cabinet.~~

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~~An Overview and Scrutiny Committee has no power to make decisions on actions to be undertaken by Council or Cabinet. Committee members will ask the questions at this meeting, but you will be able to suggest questions to the Chair of the Committee by contacting the Governance Officer up to three working days before the meeting.~~

#### **98. Are there any petitions the Council cannot accept?**

~~We believe that t~~The vast majority ~~of petitions~~~~we received~~ will be accepted but in certain circumstances petitions may not be accepted, including:-

- If the petition applies to a planning application,
- ~~If the petition relates to a matter where there is already an existing right of appeal or a separate complaints process~~
- ~~If the Any~~ petition ~~is~~~~which we~~ considered ~~ed~~ to be vexatious, abusive, ~~defamatory, contains offensive language~~ or ~~is~~ otherwise inappropriate. ~~We will explain the reasons for this in our acknowledgement of the petition.~~

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- ~~If the petition Where a person or organisation (or someone on their behalf) has submitted a petition which~~ is the same or substantially the same as one submitted in the previous 12 months.
- If the petition relates to an individual's circumstances

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If ~~it is~~we decided that a petition is not acceptable then ~~we will let~~ the petition organiser ~~will be contacted and advised of the s-know our~~ reasons.

### ~~9. E-petitions~~

~~The Council will shortly have in place facilities for the submission of E-Petitions, further information on their completion and submission will then be included in this advice.~~

### **10. What can I do if I feel my petition has not been dealt with properly?**

If you feel that we have not dealt with your petition properly, the petition organiser has the right within 10 working days of obtaining the decision, to request that the one of the Council's Overview and Scrutiny Committees review the steps that the Council has taken in response to your petition. It is helpful to everyone, and can improve the prospects for a review, if the petition organiser gives a short explanation of the reasons why the Council's response is not considered to be adequate.

The Committee will endeavour to consider your request at its next meeting, although on some occasions this may not be possible and consideration will take place at the following meeting. Should the Committee determine ~~that your petition~~we ~~has~~ve not ~~been~~ dealt ~~with your petition with~~ adequately, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the Cabinet, and arranging for the matter to be considered at a meeting of full Council.

Once the appeal has been considered the petition organiser will be informed of the results within 5 working days. The results of the review will also be published on ~~the~~ Council website.

### **11. Is there anything else I can do to have my say?**



The Council recognises that petitions are just one way in which people can let us know about their concerns. There are a number of other ways in which you can have your say **including**

asking questions at Council, Cabinet and Scrutiny -meetings;  
~~and~~ through the Council's compliments, comments and complaints system (Tell Us Scheme);  
several Councillors also hold local surgeries, contact details for your local Councillor can be found on the Council website.

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THURSDAY, 19 JUNE 2014

**REPORT OF THE PORTFOLIO HOLDER FOR ECONOMY AND EDUCATION****TAMWORTH LOCAL PLAN 2006-2031 – CONSULTATION RESPONSE UPDATE****EXEMPT INFORMATION**

N/A

**PURPOSE**

This report seeks to update Cabinet on the draft Local Plan consultation process which took place from 30 March to 12 May 2014 and also update Members on strategic planning matters with regards to the Duty to Co-operate.

The report seeks approval from Cabinet to make amendments to the draft Local Plan following the consultation process and to then take the amended Local Plan to Council to consider approval for a pre-submission consultation.

**RECOMMENDATIONS**

- 1) That authority is delegated to the Director for Communities Planning and Partnership and the Head of Planning & Regeneration, in consultation with the Leader of the Council & Portfolio Holder for Economy and Education, to make amendments to the draft Local Plan and Sustainability Appraisal prior to Council approval for a pre-submission consultation process.
- 2) That all comments received during the consultation process are noted and that the proposed responses and approach to the matters raised is endorsed.

**EXECUTIVE SUMMARY****Draft Local Plan Consultation**

On 14 March 2014 Cabinet recommended that a 6 week public consultation of the draft Local Plan and Sustainability Appraisal be carried out from the 20<sup>th</sup> March to the 12<sup>th</sup> May 2014. Letters and e-mails were sent out to persons on the Local Plan consultation database, a public notice and press release were placed in the Tamworth Herald and regular updates were made on the Council's website and Twitter feed. The draft Local Plan and supporting evidence base was made available on the Council's website and key documents were placed at libraries in the Borough. In addition to this several consultation events were carried out by the Development Plan team around the Borough.

In total 133 representations were made during the public consultation. The responses were from a mix of members of the public, statutory consultees, landowners and the development sector. A total of 289 people attended the consultation events around the Borough, of which 213 attended the Ankerside event. Throughout the consultation period the Development Plan team responded to e-mails and had telephone conversations with interested persons to discuss the draft Local Plan and evidence base

**Consultation Responses**

Within the appendices of this report is a database which details every comment made on the draft Local Plan. These comments have then been summarised within another document in the appendices which splits the comments into the chapters of the draft Local Plan.

## Consultation Events

Within the appendices of this report is a summary note which details the consultation events and issues discussed at each event. Whilst not every specific comment was noted it does give a good reflection of the issues discussed. Persons attending were advised to submit their comments to the consultation. Although not formal representations to the consultation, the comments made at the events have been considered.

## Proposed responses to consultation comments

From examining the comments made through the public consultation it is clear that some of the issues raised are already dealt with by the Local Plan or are not an issue for the planning process. Some issues raised will require word changes to policy and supporting text to add clarity. These are mainly from statutory consultees such as English Heritage, Environment Agency and Natural England where updates to legislation or new best practices have been provided.

Therefore there are some areas which will require further work before a pre-submission version of Local Plan can be finished. Work has already begun on these items. A summary of the response to the consultation findings is provided below in chapter order:

### General

Issue	Response
N/A	Sustainability Appraisal to be updated – to take account of any changes to the Local Plan and help to inform changes to policy or with site selection
Further clarity and the mechanisms to ensure that Tamworth’s unmet needs are delivered outside of the Borough and that Lichfield and North Warwickshire need specifying. There should be a positive approach to preparing their Local Plans.	Further work with North Warwickshire, Lichfield and the GBSLEP regarding strategic planning issues and the duty to co-operate will be carried out. An officer group has been established and Members from all three authorities will be meeting soon.
Dissatisfaction with how the draft Local Plan and supporting evidence can be accessed	We will look into how access to information can be increased. However all the evidence is published on the Council’s website which can be downloaded and printed if required from any computer.

### Chapter 4

Issue	Response
Local and Neighbourhood centres are all different, their strengths and weaknesses should be listed to better support their future development.	Further detail and information about Local and Neighbourhood Centres to be added to policy and the supporting text.
The Retail Impact Assessment thresholds are not justified and are too low.	Evidence which supports the thresholds is to be added to the evidence base which supports the thresholds in the Local Plan

### Chapter 5

Issue	Response
The Council should deliver more housing on brownfield sites before releasing Greenfield land	We will work with landowners and statutory consultees to increase amount of land available for housing development within Tamworth particularly on brownfield sites.

	A Strategic Flood Risk Assessment (SFRA) Level 2 could be carried out. By carrying out this work it would ensure that possible new housing sites within Flood Zones could deliver housing to meet housing needs. Officers would work with colleagues at the Environment Agency to ensure this work is robust and will not increase the chance of flooding to existing communities or allow housing to be developed that has a high risk of being flooded.
The Strategic Housing Market Assessment is out of date and needs updating. The Local Plan does not accurately reflect the needs of the Borough – there are arguments for higher and lower housing needs.	We will Update the evidence which supports Tamworth's objectively assessed housing needs based upon the latest census release (May 2014)  Preparing a Housing Strategy to support the delivery of housing within Tamworth
Green Belt sites should be released as other sites within the Borough are not deliverable. Other views stated that the Green Belt should be protected.	The existing Green Belt Review will be updated where necessary which supports the current position on Green Belt.
The deliverability and sustainability of the urban extension sites is uncertain. Other sites should be allocated.	Further detailed work will be done to demonstrate how the sites are deliverable and sustainable. This will strengthen the reasons for allocating these sites. Existing work done and new work will be brought together to demonstrate, what will be included within the site, where the site is located and the local context, when the site and necessary infrastructure can be delivered and how it will be delivered.
The affordable housing policy should be monitored closely to ensure that policy is responsive to the market and viability issues.	The affordable housing policy will be monitored and a review of that policy will take place if required.

## Chapter 6

<b>Issue</b>	<b>Response</b>
The Local Plan should emphasise improving green and blue links across the borough and into adjoining countryside. The Green Belt should be protected and existing open space should be improved.	The Green Infrastructure Strategy will be incorporated into the next version of the Local Plan.  Green Belt review comments as above
The Sports Strategy should be updated to inform the Local Plan and set out what new sports facilities are required in the Borough across the plan period.	We will work with Sport England to update the 2009 Sport Strategy where necessary

## Chapter 7

<b>Issue</b>	<b>Response</b>
Concerns were raised that existing traffic problems are not being dealt with; the reasoning behind specific junction improvements and safety measures should be explained; is there a potential opportunity for road/cycle route	We will work with County Council to ensure mitigation measures are put in place where a highways issue could arise. The Council has been working with SCC to ensure that new development is located in a sustainable location

adjacent HS2, Borrowpit Lake and over the narrow part of the River Tame? Safety and congestion problems at Ventura should be looked at	and that new public transport can be provided if necessary. Accessibility mapping of the borough will be produced, this will show travel times by public transport and by walking to key facilities, such as schools, GPs and the Town Centre.
Anker Valley link road is needed and should be publicly funded	The evidence base supporting the Anker Valley SUE and the Ashby road / Gungate transport corridor shows that a link road is not required for a development of 500 or 700 units. A link road would be unviable and not cost effective.

### **Recent Local Plan examinations and legal challenges**

In preparation for the pre-submission version of the Local Plan amendments will need to be made. Changes to the Local Plan will largely be informed by the recent consultation, in addition to this there have been developments in other Local Plan examinations and recent Legal Challenges to Local Plans. These give further detail to the interpretation of the National Planning Policy Framework and Government policy. Of particular relevance to the Tamworth Local Plan are the following cases:

- Solihull – A legal challenge with regards to meeting objectively assessed housing needs and exceptional circumstances for changing Green Belt boundaries
- Reigate and Banstead – The Planning Inspectorate’s role in the alteration of Green Belt boundaries
- Great Yarmouth and Ashfield - The 5 year land supply and the delivery of housing across the plan period
- Lambeth, Runnymede and Harrogate – further information on duty to co-operate issues
- Lichfield – A legal challenge has recently been received however it is not entirely clear of the issues surrounding this challenge. One issue is with regard to changing Green Belt boundaries.

It is important that these developments are taken into account when preparing the pre-submission version of the Local Plan.

### **Pre-submission Consultation**

Following the updates and amendments to the Local Plan a pre-submission version of the Local Plan will be prepared. This consultation will be in accordance with regulations 19 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012 and the Council’s Statement of Community Involvement (2014). This will be final public consultation of the Local Plan prior to its submission to the Secretary of State and examination by the Planning Inspectorate. This final consultation will ask questions with regards to the Local Plan’s legal compliance and whether the Local Plan meets the four tests of soundness as defined in the National Planning Policy Framework.

### **Local Plan - Indicative Timetable**

Work has already started to amend the Local Plan following the consultation and in preparing additional evidence. It is anticipated that this will be completed over the Summer 2014 and that a pre-submission Local Plan will be prepared for Council in September 2014.

<b>Stage</b>	<b>Date</b>
Pre-submission to be approved by Council	September 2014
Pre-submission consultation	To start late September / early October and to last for 6 weeks.
Submission	Subject to the level and scope of public consultation responses the Local Plan will be submitted November / December 2014
Examination	Planning Inspectorate guidance states that examinations should begin within approximately 12 weeks after submission. February 2015

### **Duty to Co-operate**

At the meeting held on 13 March 2014 Cabinet supported the recommendation to undertake further

work with North Warwickshire and Lichfield Councils. So far one meeting has taken place with a second scheduled for 13 June. A revised Memorandum of Understanding has been prepared by Tamworth officers and will be presented to the wider officer group on 13 June. Following this a meeting with Members from all three Local Authorities will take place to discuss strategic planning issues and to work towards agreeing the revised Memorandum. Unfortunately this work stream has not progressed as quickly as expected due to the unavailability of officers from North Warwickshire.

### **OPTIONS CONSIDERED**

1 Do not take account of any of the comments raised through the Local Plan consultation or through recent Legal Challenges and Local Plan examinations of other local authorities. This option would significantly increase the risk of the Local Plan being found un-sound at examination or potential legal challenge following a Local Plan adoption.

### **RESOURCE IMPLICATIONS**

A budget and retained fund currently exist to cover the Local Plan. The costs will be covered within the existing budgets.

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

The legal risk has been raised earlier in this report. Continuing to examination with an un-sound plan is a high risk strategy and will be waste of resources.

### **SUSTAINABILITY IMPLICATIONS**

The sustainability issues regarding the local plan are covered in the Local Plan's Sustainability Appraisal. This will be updated in-line with the pre-submission version of the Local Plan.

The draft Local Plan has been subject to a Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA). These assessments have ensured that sustainability issues are given full consideration in the preparation of Local Plan policies and allocations. The SA raised no significant concerns with the draft Local Plan and where appropriate it suggested further mitigation measures to those already within the draft Local Plan.

An Equalities Impact Assessment and a Health Impact Assessment have been prepared along side the draft Local Plan. The HIA appraises the potential impact of Local Plan policy on delivering health objectives within the borough.

The EIA raised no concerns with promoting equality and diversity. However to ensure equality needs are maintained in the future, further consultations will be in accordance with the SCI ensuring that all residents who wish to be involved in the preparation of DPDs can express their views.

The Health Impact Assessment (HIA) shows that the policies in the draft local plan will have a positive impact on the health of Tamworth's residents, particularly in the most deprived areas which are a priority for regeneration. Some policies have more obvious connections with health and physical exercise, such as sustainable transport and policies that protect and enhance the open space networks and sport and recreation facilities. Through these policies, people will be encouraged to walk and cycle along sustainable transport routes linking housing areas with the town centre, employment areas, schools, local centres and leisure facilities. More regular exercise, either on a formal or informal basis, will address a number of the physical activity health objectives.

Other policies have a less direct impact on health. Policies that support the town centre, local and neighbourhood centres, combined with sustainable transport links, will enable people to access health and other support services and fresh food. A strong and vibrant town centre with a wide range of facilities and an attractive historic and green setting will have positive effects on mental well being as will areas of well maintained natural open space. Policies to promote high quality affordable housing will improve living conditions.

The local plan can only address health inequalities from a spatial planning viewpoint. There are other considerations such as funding, behaviour and education which will necessitate partnership working with other organisations.

The Habitats Regulations Assessment (HRA) shows that the policies of the draft local plan are unlikely

to lead to significant effects on either the River Mease SAC or Cannock Chase SAC (Special Area of Conservation). In the case of the Cannock Chase SAC, Tamworth was already outside the zone of influence and Natural England has recently advised that the zone has contracted from 19km to 15km. This means that Tamworth is further removed from the SAC and development in the borough is even less likely to lead to recreational or traffic pressure or pollution.

Through the draft Local Plan public consultation Natural England has supported the removal of references to both the River Mease SAC and Cannock Chase SAC from the Local Plan.

## **BACKGROUND INFORMATION**

### **REPORT AUTHOR**

Alex Roberts – Development Plan Manager x279

## **LIST OF BACKGROUND PAPERS**

### **APPENDICES**

Summary document of all comments received, divided by chapter. *This document cross references back to each individual comment*

Summary document of public consultation 'drop in' events

Blank Local Plan consultation comment form

Excel database of all comments received *This document is only available to view on-line on the Planning pages.*



## Draft Local Plan Consultation Events Summary of points made

This note gives a summary of points made by persons attending the draft Local Plan consultation sessions around the Borough during April, March and May 2014. These were conveyed to officers through discussions and not part of a formal consultation form. Although not a formal comment on the draft Local Plan, it is still important to listen and consider these points. In the preparation of the pre-submission Local Plan these notes will be examined and if necessary changes made.

<b>Venue</b>	Tamworth Library
<b>Date and time</b>	Monday 7 April 2014 16:00 – 19:00
<b>Number of attendees</b>	13
<b>Summary of comments made to officers</b>	<ul style="list-style-type: none"> <li>• Understand why the Golf Course is being disposed of (this view was shared by an Amington Resident who is also a member of the Tamworth GC)</li> <li>• Happy to see Anker Valley still in the plan and happy to see that it is capped to 500 and that the link road is not required. A few residents of Browns Lane were there who did not support the LDC application on Browns Lane.</li> <li>• Happy to see housing in the Town Centre and that we are making most of brownfield opportunities</li> <li>• When showing members of the public all the sites we have rejected they realised we have actually assessed the options</li> <li>• No comments on Coton Lane (which was surprising given the amount of opposition to this site at the Exploratory Meeting in Feb 2013)</li> <li>• A few questions over Dunstall Lane - but this was more to ensure that the necessary infrastructure is provided on site. In particular schools, highways – ensure no traffic into Hopwas and traffic from the site directly onto A5 (not through Ventura – A5)</li> </ul>

<b>Venue</b>	Tamworth Library
<b>Date and time</b>	Thursday 10 April 2014 10:00 – 16:00
<b>Number of attendees</b>	32
<b>Summary of</b>	<ul style="list-style-type: none"> <li>• Golf course concerns:</li> </ul>

**comments made to officers**

- Flooding – surface water flooding – into the Anker. How can you control this?
- Highways – impact on the road network – grid lock, along B5000 and Tamworth Road through Amington Village
- Open space provision – large space not just dotted around the site. Should be near Hodge Lane Should be adjacent industrial estate to prevent noise
- Impact on ecological designations, ensure Hodge Lane LNR maintains green links beyond site boundaries
- Need local shop and school within site
- Don't make the same mistakes again that were made at Amington Fields – lack of facilities, flooding, highways issues
- Housing should be for everyone not just another Kerria Centre.
- As much of the site should be used for social housing
- Tamworth Road in Amington is in very poor state – fix it!
- Should be kept in TBC ownership and developed over long period as social housing

- Coton Lane concerns

- Highways (congestion and pedestrian safety)
- Open views

**Anker Valley**

- Will this have an impact on the rural villages in Lichfield?
- What will happen if Arkall Farm comes along, how can Tamworth stop this?
- Traffic impact on Fountains Junction
- Speed of traffic at access on Ashby Road
- What happened to the link road? (Some attendees accepted argument bridge to costly, some think AV unacceptable without link road)

**Coton Lane**

- Traffic impact on Coton Lane (towards

	<p>Lichfield Road end)</p> <p>Stop building on Green Belt sites</p> <p>Shuttington Road near the Pretty Pigs PH is dangerous (bends in the road)</p> <p>Identify small TBC owned sites for self build and offer loans</p> <p>Set aside parts of large sites for self build</p> <p>Town centre is dire and beyond help, no national chains would want to locate here; retail parks are far more attractive</p> <p>Too many historic buildings were lost in the past</p> <p>Town centre needs fewer charity shops, pubs and clubs; support small independent retailers</p> <p>Gungate Precinct development should be mixed use including residential</p> <p>More residential needed in town centre</p> <p>Concerned about potential loss of disabled parking spaces when Assembly Rooms/Cultural Quarter goes ahead</p> <p>Opposed to any extension of Assembly Rooms if would lead to loss of car parking</p> <p>Parking is a major problem in the town centre, there isn't enough and it is too costly</p> <p>More social housing needed More housing needed in general More housing not needed</p> <p>Some distrust of population projections</p> <p>General concern about impact of new traffic on wider highway network and Amington Road</p> <p>Concern over access to Browns Lane, could access be made to the North? Why don't we have a ring road?</p>
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<b>Venue</b>	Amington ARCH
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<b>Date and time</b>	Tuesday 15 <sup>th</sup> April 2014 16:00 – 19:00
<b>Number of attendees</b>	5
<b>Summary of comments made to officers</b>	<p>Golf Course concerns</p> <ul style="list-style-type: none"> <li>• Impact on Hodge Lane</li> <li>• Too much traffic already on the two main roads into town</li> <li>• Boy racers already speeding on Mercian Way</li> </ul> <p>Could Anker Valley be restricted to housing for older people to get around traffic problems as they would not be doing school run or commuting?</p>

<b>Venue</b>	Wilnecote Library
<b>Date and time</b>	Wednesday 16 <sup>th</sup> April 2014 14:30 – 17:00
<b>Number of attendees</b>	1
<b>Summary of comments made to officers</b>	Interest in Anker Valley site, wanted to understand traffic studies, decrease in site area, ownership and future of other sites on Ashby Road

<b>Venue</b>	Glascote Library
<b>Date and time</b>	Thursday 17 <sup>th</sup> April 2014 10:00 – 15:00
<b>Number of attendees</b>	12
<b>Summary of comments made to officers</b>	<ul style="list-style-type: none"> <li>• Golf course: <ul style="list-style-type: none"> <li>○ Concern about loss of facility</li> <li>○ Desire to retain tree buffer between existing residential properties and new development</li> <li>○ Impact on wildlife</li> <li>○ Ideas about layout</li> <li>○ What amount of the 40% that will not be actual housing will be the park? (i.e. what do the school and other infrastructure within that 40% amount to and what will be left to form the park?)</li> </ul> </li> <li>• Anker Valley <ul style="list-style-type: none"> <li>○ General questions about what's happening with the Lichfield developers/applications</li> <li>○ Will link road happen?</li> <li>○ What about flooding/SuDs?</li> <li>○ Will new development have renewable energy features?</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ How will it be laid out?</li> </ul> <ul style="list-style-type: none"> <li>● Dunstall Lane <ul style="list-style-type: none"> <li>○ Concerns over potential highways issues</li> <li>○ Concerns over flooding issues</li> <li>○ Why being allowed for housing and not extending the employment site instead?</li> <li>○ Why isn't more of the site being allocated (i.e. the Sketchley's land)</li> </ul> </li> </ul> <p>General issues:</p> <ul style="list-style-type: none"> <li>● Impact of new housing on the road network and traffic congestion</li> <li>● Need for new hospital</li> <li>● Need for new schools</li> <li>● Desire to understand how we plan for roads, hospitals, GPs, dentists and other infrastructure</li> </ul>
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<b>Venue</b>	Ankerside
<b>Date and time</b>	Saturday 26 <sup>th</sup> April 2014 10:00 – 16:00
<b>Number of attendees</b>	(tallied 196) Estimate 216
<b>Summary of comments made to officers</b>	<ul style="list-style-type: none"> <li>● Anker Valley Concern about pedestrian traffic and new bridge to Perrycrofts Concern about pedestrian traffic through Station Fields. General interest in Browns Lane and combined traffic impact.</li> <li>● Coton Lane Concern about effect of loss of view on property values, only moved there recently and didn't know about development proposal</li> <li>● Dunstall Lane Concerns about flood risk, meadows flood in the winter Concerns about traffic on Plantation Lane, Hopwas and the already busy Ventura/Jolly Sailor road system</li> <li>● Golf Course New council housing needed. Could land be used for self build?</li> </ul>

	<p>What happened to the Amington link road, is it needed for traffic from this development?  Some not happy with golf course closure.  Others understand housing crisis and more worried about impacts, particularly traffic  Any specific requirement for renewable energy?  Large site and could be served by biomass.  Could site be affected by HS2?</p> <p>General issues</p> <ul style="list-style-type: none"> <li>• No provision for specific housing needs of people with severe learning disabilities</li> <li>• Difficult to secure land for self-building when it is snapped up by developers</li> <li>• Difficult for young people to access social housing through housing list</li> <li>• What is the impact of HS2 on the borough?</li> <li>• Interest in specific developments at Assembly Rooms, Tinkers Green, Kerria and Gungate retail site.</li> <li>• When will Gungate development go ahead? People tend to assume that the site is council owned and therefore asking why it hasn't started. Not keen on the continuing use as a car park for an indefinite period.</li> <li>• Car parking in the town centre is expensive</li> <li>• What is the Wilnecote Regeneration corridor and what is proposed there?</li> <li>• Tamworth needs a proper hospital, especially as town is expanding</li> <li>• The Council should make better use of social media to publicise the local plan.</li> <li>• Questions about Robey's Lane (in North Warks)</li> <li>• Housing provision needs to be matched with additional employment, there are limited jobs available at the moment for current residents</li> <li>• Misconception that Council will be developing housing sites</li> </ul>
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<b>Venue</b>	Glascote Library
<b>Date and time</b>	Tuesday 29 <sup>th</sup> April 2014 13.00 – 17:00
<b>Number of attendees</b>	3
<b>Summary of comments made to officers</b>	<ul style="list-style-type: none"> <li>• Need more social housing</li> <li>• Road infrastructure needed for new strategic allocations</li> </ul>

	<ul style="list-style-type: none"> <li>• Hospital needed for the town</li> <li>• Ventura Park traffic systems; it is difficult to make trips within Ventura Park due to traffic and people don't walk between different parts of retail park</li> <li>• Important to retain built heritage</li> </ul>
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<b>Venue</b>	Wilnecote Library
<b>Date and time</b>	Wednesday 30 <sup>th</sup> April 2014 16.00 – 19:00
<b>Number of attendees</b>	7
<b>Summary of comments made to officers</b>	<ul style="list-style-type: none"> <li>• Golf course</li> </ul> <p>What is the process and what kind of public consultation and participation there will be for this site?</p> <p>Proportion of built development on the site</p> <p>Dunstall Lane</p> <ul style="list-style-type: none"> <li>• Highway network for site, where will traffic go?</li> </ul> <p>General</p> <ul style="list-style-type: none"> <li>• Concern about potential development in the Green Belt (south of Gorsy Bank Road)</li> <li>• Query route of HS2</li> <li>• SCC nursing home/day centre site in Wilnecote – what is happening to social club?</li> <li>• Lichfield applications in Anker Valley area – discussion about what the situation and our position is in relation to these</li> <li>• Impact on highway network generally</li> </ul>

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# Tamworth draft Local Plan consultation Summary of Comments received

## Chapter 1

No detailed comments received

## Chapter 2

Question	Yes	No	Comments
1a: Do you agree with the Strategic Spatial Policies?	75	13	
1b: Do you think anything should be added, removed or changed?	19	67	
1c: Please explain further			33

### Summary of comments made

- Make reference to the two natural character areas (Mease/Sense Lowlands and Trent Valley National Character Area) within Vision and Spatial Priorities (LP122)
- Chapter text and SOs need alterations, in particular to reference water management/floodplains (LP124)
- Would like to see references to Tame Valley Wetlands Partnership and Tame Valley Wetlands Landscape Partnership Scheme and for it to be on the maps/diagrams as is the Central Rivers Initiative (The initiatives help towards meeting SO's and provide strategic links across boundaries) (LP046)
- No indication of where housing and employment outside of borough boundary in Lichfield and North Warwickshire will go (LP004)
- Responsibility to inform residents of a change of use of land, e.g. building on Greenfield sites (LP010)
- HS2 will restrict access to the countryside and no mitigation proposed in policies (LP026 and LP118)
- Impact of new development on highway network (LP026 and LP077)
- Closure of the golf course contradicts SP1, CP3, SP8, CP9 and CP12 (LP033) and SO7 (LP035 and LP102)
- SO1 – co-operation with neighbouring authorities to meet housing need has not been achieved so housing needs cannot be met (LP043)
- SO1 – Lichfield Local Plan broad area allocation (Anker Valley) cannot be achieved (LP103)
- SO1 – Should not provide housing outside of borough and should release land from green belt to meet housing needs (LP056 and LP058)
- Green belt sites sequentially preferable to others being allocated (LP056 and LP058)
- Spatial portrait lacking in information (LP062)
- SO2 – town centre needs more accessibility (LP026)
- SO2 – does not provide wide enough scope – should reference diverse range of uses and add the words “commercial” and “employment” after word “retail” in SO2 (LP052)
- SO2 is unrealistic and town centre should be focus for regeneration based on land uses other than retailing (LP055 and LP057)
- SO3 – should refer to all types of economic development that promote local job opportunities (LP069)
- SO4 – should make reference to importance in meeting shopping
- SO5 – affordable housing needs cannot be met (LP060)
- SO6 should be changed to “to provide a minimal number of new homes, avoiding any loss of green space” (LP038)

- SO7 – people are forced down particular paths due to cul de sacs already created and impact on roads (LP026)
- The Strategic Spatial Priorities do not place enough emphasis on open space and on sports and leisure facilities (LP033) Protection and creation of open green space should be stronger (LP110 and LP112))
- SO9 – does not safeguard heritage assets (LP051)
- Lacking in provision for improved equestrian access – rights of way, parks etc (LP064)
- requirements locally (i.e. beyond the town centre) (LP069)
- SO11 – no reference to energy efficiency (LP108)
- SO12 – Transport links dependant on ability of individuals and quality of roads (LP026)

### Chapter 3

Question 2a	# Yes	# No	# Comments
Do you agree with the Policy SP1?	14	69	
Question 2b			
Do you think anything should be added, removed or changed?	76	6	
Question 2c			
Please explain further			87

- Unclear why plan period starts in 2006 and in being extended to 2031, there is no evidence to support any figures for the final three years (LP060)
- Not based on robust approach to inform proper distribution of housing in the borough; SHMA does not represent true objectively assessed need, realistic figure will be much higher (LP060)
- Evidence exists to show that the dwelling requirement should be higher than 6250, more dwellings can be accommodated in the urban area and required outside the borough (LP036, LP054)
- Housing and employment figures are not clearly evidenced (LP048)
- Housing numbers are excessive, employment allocations outside the borough should be resisted until needed (LP093)
- Tamworth should meet housing needs within its boundaries, there is no justification for 2000 homes outside the boundaries (LP056, LP058)
- Tamworth can meet its employment needs on existing allocations (LP056, LP058)
- Two of the SUEs at Anker Valley, Dunstall Lane and Golf Course are unsuitable for residential development because they are in the flood plain or open space (LP056, LP058)
- Green belt boundary should be amended and sites released (LP056, LP058)
- Council is not meeting full market and affordable housing and employment needs (LP060)
- Actual amount of housing to be found in adjoining authorities has not been determined (LP060)
- No indication of where and when the housing and employment outside the borough will be provided, policy is not sound without this (LP004, LP113)
- The Council is unable to meet its objectively assessed need within the borough boundary and will have to rely on neighbouring authorities to provide approximately 2000 dwellings (LP025, LP054, LP104)
- Accommodating Tamworth's need should not fall to just immediate neighbouring authorities, look to the wider GBSLEP area (LP048)

- Tamworth should only cater for its own needs rather than aspiring to substantial growth (LP048)
- Neighbouring authorities should not be able to delay their contribution until the later stages of the Plan (LP104)
- Dwellings in neighbouring authorities need to be in sustainable and suitable SUE locations close to the Tamworth urban area (LP104)
- Tamworth does not have the land to build this quantum of housing without losing large green areas or enough work to support residents (LP050)
- Land at Mile Oak and Fazeley should be considered to meet Tamworth's need (LP103)
- Land in Lichfield and north of Ashby Road are critical to deliver spatial priorities (LP105)
- Land south off Tamworth Road, Polesworth can contribute towards Tamworth's needs (LP070)
- Spatial strategy does not allow for enough green space (LP033)
- No need for additional allocations when industrial and retail units are vacant (LP033)
- Provision to protect high quality open space and sports/leisure facilities is contradicted by SP6: Strategic urban extensions with particular reference to the Golf Course (LP014, LP015, LP016, LP017, LP018, LP019, LP020, LP021, LP022, LP023, LP024, LP027, LP031, LP032, LP034, LP040, LP045, LP047, LP059, LP071, LP072, LP073, LP074, LP075, LP076, LP079, LP080, LP081, LP082, LP083, LP084, LP085, LP086, LP087, LP088, LP089, LP090, LP091, LP092, LP094, LP095, LP096, LP097, LP098, LP099, LP100, LP101, LP111, LP116, LP117, LP119)
- Policy is contrary to saved Local Plan Policy ENV3 to protect open space (LP035, LP045, LP074, LP076, LP079, LP081, LP088, LP089, LP090, LP091, LP092, LP095, LP096, LP098, LP099, LP100, LP101, LP102, LP111, LP116,
- Protect and enhance environmental assets, not just minimise or mitigate (LP045, LP074, LP076, LP079, LP081, LP088, LP089, LP090, LP091, LP092, LP095, LP096, LP098, LP099, LP100, LP101, LP111, LP116,
- Tamworth should extend its boundaries to accommodate development rather than build on green space (LP014, LP015, LP016, LP017, LP018, LP019, LP020, LP021, LP022, LP023, LP024, LP027, LP031, LP032, LP033, LP034, LP045, LP047, LP059, LP071, LP072, LP073, LP074, LP075, LP076, LP079, LP080, LP081, LP082, LP083, LP084, LP085, LP086, LP087, LP088, LP089, LP090, LP091, LP092, LP094, LP095, LP096, LP097, LP098, LP099, LP100, LP101, LP111, LP116, LP117,
- Council should retain all existing sport and recreation facilities including the golf course (LP038, LP078, LP0119)
- Policy states retention and enhancement of high quality open space and sports facilities, what about low quality facilities? All facilities should be retained and enhanced due to existing shortfall (LP029)
- It is inflexible to state the longer term requirement for retail floor space, policy should concentrate on protecting and supporting existing retail commitments i.e. Gungate redevelopment (LP037)
- Lack of reference to HS2 in key diagram (LP026, LP114)
- No policy to mitigate effects of HS2 on Tamworth borders (LP118)
- Need to address full educational facilities (LP118)
- More reference needed to affordable housing provision in the town centre (LP078)
- Retail also provides employment benefits and this should be recognised (LP069)
- Quasi commercial uses contribute towards vitality and viability of town centres (LP052)
- Unrealistic to think that the town centre will be the primary focus for retail development, no appetite for proposed increase in town centre floorspace, maintain existing town centre floorspace and allow new floorspace at Ventura/other retail parks (LP055, LP057)
- No reference to Gypsy and Traveller needs (LP012)
- Only water compatible development is allowed in the functional floodplain (LP124)
- Transport analysis has not been updated to reflect changes in the plan regarding plan period, dwelling and employment land quantum including that to be found outside the borough (LP067)

- No reference to improving provision for equestrians where horse riding is allowed, applicants should be encouraged to improve cycle and horse riding networks (LP064)
- Shuttle bus service is no longer required, service 6 serves Ventura Park, town centre and railway station (LP061)
- Local environment cannot cope with additional traffic (LP077)
- Use term “heritage assets” (LP051)

#### Chapter 4

	# Yes	# No	# Comments
3a: Do you agree with Policy SP2 (Supporting Investment in Tamworth Town Centre)?	18	7	
3b: Do you think anything should be added, removed or changed?	13	12	
3c: Do you think the comparison and convenience retail need for Tamworth is appropriate?	14	5	
3d: Do you think town centre allocations should be made?	11	5	
3e: Please explain further			19
4a: Do you agree with the list of Local Centres?	12	5	
4b: Please explain further			8
5a: Do you agree with the list of neighbourhood centres?	13	3	
5b: Please explain further			6
6a: Do you agree with Policy SP3 (Supporting Investment in Local and Neighbourhood Centres)?	14	23	
6b: Please explain further			29
7a: Do you agree with Policy CP1 (Hierarchy of Centres for Town Centre Uses)?	12	6	
7b: Do you agree	15	4	

with the town centre use hierarchy?			
7c: Do you agree with the floorspace threshold for applications outside of the hierarchy?	9	7	
7d: Do you think anything should be added, removed or changed?	9	6	
7e: Please explain further			15
8a: Do you agree with the overall employment need for Tamworth?	14	4	
8b: Please explain further			7
9a: Do you agree with Policy SP4 (Sustainable Economic Growth)?	13	7	
9b: Do you agree with the quantum of employment land to be allocated in Tamworth?	12	6	
9c: Do you agree with the proposed sites for employment allocations?	15	5	
9d: Do you think anything should be added, removed or changed?	7	10	
9e: Please explain further			14
10a: Do you agree with Policy CP2 (Employment Areas)?	12	6	
10b: Do you think anything should be added, removed or changed?	7	10	
10c: Please explain further			7
11a: Do you agree with Policy	16	5	

CP3 (Culture and Tourism)?			
11b: Do you think anything should be added, removed or changed?	8	9	
11c: Please explain further			14

- Town centre no longer suitable for retail (LP033, LP035 and LP102)
- Retail need/capacity calculations not accurate – either too high or too low (LP035, LP037, LP055 and LP102)
- Retail figures will become out of date (LP037 and LP107)
- SP2 - Highways issues surrounding retail parks (LP050 and LP112)
- Role of out of centre retail parks for bulky goods and convenience shopping not acknowledged (LP112)
- SP2 - No reference to Town Centre Appraisal and little reference to historic environment (LP051 and LP062)
- SP2 - No retail allocation to meet identified need after 2021 (LP055 and LP057)
- Town centre not suitable for convenience retail development (LP069)
- SP2 - Need to improve links between town centre and out of centre shopping (LP078 and LP093 and LP109)
- Policy SP2 does not encourage residential in upper floors within town centre (LP093)
- Parking fees in town centre hinder its success against retail parks (LP107)
- SP2 - Primary frontages restrictive and undermined by current permitted development rights (LP055 and LP057)
- SP2 - Evidence and requirements of primary frontage policy not clear (LP107)
- SP2 - No greenspace and woodland access standards (LP110)
- Uncertainty over deliverability of Gungate site (LP113, LP055 and LP057)
- SP2 - No policy consideration of disability/mobility issues (LP118)
- SP2 - Aging population – policy does not prioritise elderly (LP119)
- SP2 - Enhancing public realm does not include seeking opportunities for GI provision (LP122)
- Local centres do not provide social, community and cultural activities (LP004)
- SP3 - Impact of SUEs/large residential development proposed on local and neighbourhood centres has not been considered in the policies (LP026)
- Some neighbourhood centres inappropriate as will not sustain additional development (LP078 and LP112)
- Kerria centre and wilnecote neighbourhood centre require review and should be local centres (LP093)
- Kerria Centre is underused and underdeveloped and needs regeneration and refurbishment (LP112)
- Tamworth Road, Amington not suitable as designated centre as shops are well separated, narrow road and limited parking facilities (LP112)
- Dosthill should be included in list of centres (LP118)
- SP3 too broad – each centre has its individual problems and opportunities (LP004)
- Role and function of each centre is not clear (LP004)
- SP3 does not encourage/support initiatives that provide additional support, information and services (LP045, LP047, LP074, LP075, LP076, LP079, LP081, LP088, LP089, LP090, LP091, LP092, LP095, LP096, LP098, LP099, LP100, LP101 and LP114)
- Fazeley not included in list of centres or as a regeneration area (LP103)
- SP3 needs to put more emphasis on importance of GI (LP110)
- CP1 - Impact Assessment does not ask to have regards to impact on centres outside of Tamworth (e.g. Lichfield City Centre) (LP044)

- CP1 - Hierarchy does not acknowledge the role of the retail parks in meeting shopping needs (LP055 and LP057)
- CP1 - The threshold for impact assessments for retail outside of centres has not been properly justified (LP055 and LP057)
- CP1 does not set the threshold for retail development falling outside of the specified criteria (LP069)
- Local Centre assessments should be required for applications over 100sqm, as with the Neighbourhood Centres (LP078 and LP119)
- Last para of CP1 undermines the policies aims (LP093)
- CP1 – any size of retail development outside of centres could have an impact (LP109)
- Good access for pedestrians and vehicle users into the centres is important (LP117)
- CP1 – Unclear whether sequential test referring to retail or to flood risk. Policy needs to refer to flood risk (LP124)
- Concern re impact of HS2 on economic development (LP025)
- Employment land need not properly explained (LP044)
- Para 4.45 refers to scenario 4a which does not exist in ELR (LP044)
- Employment land at Dunstall Lane is in flood zone 2 and unsustainable location for housing - better suited to employment than housing allocation (LP056 and LP058)
- employment should be kept within the Borough as far as possible (LP056 and LP058 and LP093)
- Existing Employment units in poor condition and many vacant (LP093)
- Not shown where new employment land outside of the borough will be (LP004)
- EMP26 and EMP34 adjacent to sports facilities and have potential to have a negative impact (LP029)
- Employment figure too high (LP033)
- Further employment sites may be available for allocation within the borough (LP044)
- Lack of detail in how historic environment has been considered in employment allocations (LP051)
- EMP1 should be allowed for B1a uses (previous planning history) (LP055)
- Uncertainty over deliverability of employment allocations in Tamworth (LP065)
- Land in NW (not allocated) could contribute to Tamworth’s employment land needs (LP065)
- Need to clarify balance between housing and employment allocations – particularly where extant employment permission now being allocated for housing (LP113)
- Impact of employment sites on Broad Meadow Local Wildlife Site and the River Tame (LP122)
- EMP2 - would result in the loss of grade 2 agricultural land (LP122)
- CP2 – Overly restrictive as refers to traditional use classes (B1, B2 and B8) and does not allow for other employment opportunities (LP055 and LP057)
- B8 uses best located close to good transport links (LP093)
- Link to RSPB reserve (Middleton Lakes) should be provided (LP004)
- CP3 – use of word viable does not allow for community facilities that would rely on public subsidy (LP007)
- Golf Course is a key tourist attraction (LP033)
- Lichfield City is a tourist attraction (LP044)
- TWWLPS should be identified as a tourist attraction (LP046)
- Policy CP3 is aspirational but not realistic (LP055 and LP057)
- CP3 needs additional historic environment references/wording (LP062)
- CP3 (h) should also refer to weekends (LP093)
- CP3(e) should refer specifically to town centres (LP118)
- CP3(h) should include provision of public transport facilities for non car owning families (LP118)
- No reference to maintaining character of floodplains and river valleys in CP3

## Chapter 5

Question	Yes	No	Comments
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12a Do you agree with the objectively assessed housing need for Tamworth?	6	17	
12b Do you agree that Tamworth cannot meet this housing need in full?	16	5	
12c Do you agree that this housing need should be met outside of the borough, in which locations or authorities do you think it should be met in?	17	6	
12d If yes please say in which locations or authorities you think it should be met			12
12e Do you agree with the annual housing requirement for Tamworth?	5	17	
12f Please explain further			23
13a Do you agree with policy SP5 Housing?	10	62	
13b Do you think anything should be added, removed or changed?	64	6	
13c Do you agree with the proposed housing allocations?	6	63	
13d Please explain further			74
14a Do you agree with policy SP6 Strategic Urban Extensions?	6	73	
14b Do you think anything should be added, removed or changed?	79	2	
14c Do you agree with the proposed strategic housing allocations?	5	72	



14d Please explain further			88
15a Do you agree with policy SP7 Regeneration Priority Areas?	13	2	
15b Do you think anything should be added, removed or changed?	5	9	
15c Do you agree with the proposed areas?	12	2	
15d Please explain further			11
16a Do you agree with policy CP4 Affordable Housing?	8	11	
16b Do you think anything should be added, removed or changed?	13	6	
16c Do you agree with the proposed level of affordable housing?	6	13	
16d Please explain further			16
17a Do you agree with policy CP5 Housing Types?	10	58	
17b Do you think anything should be added, removed or changed?	61	6	
17c Do you agree with the proposed housing mix?	7	60	
17d Please explain further			62
18a Do you agree with policy CP6 Housing Density?	7	11	
18b Do you think anything should be added, removed or changed?	14	3	
18c Do you agree with the proposed densities?	5	11	
18d Please explain further			14
19a Do you agree with policy CP7	12	2	

Gypsies, Travellers and Travelling Showpeople?			
19b Do you think anything should be added, removed or changed?	2	11	
19c Do you agree with the proposed level of need?	9	4	
19d Please explain further:			3

- Housing outside borough should be in Lichfield – Arkall Farm, Mile Oak, Browns Lane, North Warwickshire, both adjoining authorities, on borders with Lichfield or North Warks, not necessarily adjoining, South Staffordshire, Leicestershire or Derbyshire. It should be assessed with neighbours, where there is appropriate highway infrastructure or where infrastructure is improved or should be assessed after changes to housing numbers (LP004, 035, 054, 078, 093, 094, 102, 103, 104, 105, 106, 109, 117, 113, 119)
- Development land should be identified for housing outside borough in other local plans or amounts in each location/borough (and be consulted upon) (LP004, 103, 054, 105)
- Memorandum of understanding should be updated with earlier delivery (LP104)
- Not clear Lichfield or North Warks will plan for further housing (LP043)
- Calculation of housing need and supply not clear (LP004, 044, 056, 058)
- Housing need should be higher or does not express full need (LP036, 054, 060)
- Housing need should be expressed as a minimum, and amount provided in other boroughs increased for flexibility (LP054)
- Not demonstrated need cannot be met in borough (LP036, 056, 058, 060)
- BWB report not detailed enough to rule out further Anker Valley growth and policy should support Lichfield broad development area (LP036, 044, 105)
- Plan period should be different (LP056, 058, 060)
- Plan should take account of Birmingham's unmet needs (LP056, 058, 123)
- Housing need should be lower (LP025, 030, 044, 077, 078, 093, 102, 109, 112, 119)
- Less housing should be delivered in borough (LP033)
- Less housing should be delivered outside the borough (LP044)
- Housing need should only serve target groups (e.g. OAPs) (LP040, 109, 119)
- Urban extensions too large (LP030)
- Early housing delivery will lead to in-migration (LP035, 102)
- Assessment of housing supply not clear, SHLAA update required (LP044)
- Green belt review out of date, sites should be considered (LP044, 056, 058)
- Housing growth may require new post delivery office to be allocated/funded (LP006)
- Alternative sites should be included (LP011, 056, 058)
- Housing delivery should be restricted in Amington/Bolehall and location the of affordable housing specified (LP010, 014, 015, 016, 018, 019, 020, 021, 022, 023, 024, 017, 025, 027, 031, 032, 034, 035, 040, 045, 047, 072, 073, 074, 075, 076, 079, 081, 082, 083, 084, 085, 088, 089, 090, 091, 092, 095, 096, 097, 098, 099, 100, 101, 102, 111, 114)
- Mechanism required to protect adjacent sports facilities and replace direct losses where necessary (LP029)
- Concerns about impact on road infrastructure (LP028, 030, 035, 040, 050, 061, 078, 102, 109, 117, 118)
- Concerns about loss of green space (LP050)
- Town centre should meet housing need (LP035, 050, 102)

- Questions over various sites' deliverability, including Golf Course and Anker Valley SUEs (LP010, 040, 056, 093, 113, 118)
- Policies should set out how impacts arising from allocations will be mitigated and not be vague (LP051, 117, 122)
- New housing should contribute to environmental enhancement including access to woodland (LP110)
- Further heritage impact assessment required, especially on scheduled monuments (LP051)
- Objections to Golf Course SUE – open space, leisure, ecology, canal, traffic, not meeting local need, distance from town centre, health issues and infrastructure, impact on local residents, insufficient local amenities (LP010, 014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 027, 031, 032, 033, 034, 033, 035, 038, 040, 045, 047, 050, 056, 058, 059, 071, 072, 073, 074, 075, 076, 078, 079, 080, 081, 082, 083, 084, 085, 086, 087, 088, 089, 090, 091, 092, 093, 094, 095, 096, 097, 098, 099, 100, 101, 102, 111, 112, 118, 119)
- Golf course SUE issues - design should protect privacy of existing residents in area, local character, Hodge Lane and Alvecote Pools, Canal Corridor (contribution to connection), environmental statement/sustainability appraisal before allocation, hydrological and ecological investigation, sustainable drainage, open space not to be sold, protection of environmental infrastructure, canal, no time for residents to produce neighbourhood plan, power lines (LP010, 013, 025, 035, 040, 046, 102, 114, 116, 122, 124)
- Updated sports strategy should address loss of golf course (LP029)
- Anker Valley SUE issues – Gungate capacity and relation to Lichfield sites, traffic, sequential approach to flooding on site, sustainable drainage, easement to river, protection of soil resources, hedgerows, green links and buffers to wildlife designations, environmental infrastructure, heritage, masterplan needed (LP051, 058, 093, 113, 122, 124)
- Objections to Dunstall Lane SUE – traffic, flood risk, accessed via employment area, landscape, biodiversity, heritage and amenity value of canal (LP005, 046, 049, 056, 058)
- Dunstall Lane SUE issues – green links, native planting, flood risk, hydrological and ecological investigation, sustainable drainage, traffic, easement to river, protection of wildlife designations, hedgerows, canal corridor (contribution to connection), heritage, environmental infrastructure (could link with TVWLPS Programme C) (LP051, 58, 093, 122, 124)
- Coton Lane SUE issues – protection of hedgerows, green links, power lines (LP003, 122)
- Dunstall lane and Anker Valley infrastructure requirements should be refined with developers to ensure viable (LP039, 106)
- Concern about loss of agricultural land (LP109, 122)
- SUEs should provide sports facilities and school expansions should retain or improve sports facilities (LP029)
- Secondary school catchment areas should be redrawn (LP120)
- SUE / Allocations policy text should contain mitigation measures and generic text – sustainable drainage, flood defence maintenance, easements to flood defences, contribute to Water Framework Directive objectives, link to heritage policy (LP051, 062, 122, 124)
- Energy efficiency measures should be supported in new as well as existing housing (LP108)
- Neighbourhood centres should be improved in regeneration areas (LP112)
- Kerria centre development boundary should expand (not in plan) and early delivery of housing for existing residents; should be identified in plan (LP112, 121)
- Garden grabbing policy needed (LP042)
- Regeneration requires community consultation and decision making (LP117)
- Traffic and public transport issues with Wilnecote regeneration corridor (LP093)
- Regeneration policy should make regard to heritage (LP051)
- Affordable housing issues – needs to be carefully monitored, should be on-site over 5 units, depends on density, future regeneration issues, proportion rented at odds with

some vicinities how will it be delivered outside borough?, need should be re-appraised, won't be delivered by plan, targets should be a minimum with higher aspirations, detail for commuted sums, review, changes in legislation, won't always be viable (LP30, 043, 044, 050, 060, 078, 093, 103, 112, 113, 117)

- Objection to affordable housing on small sites (056, 058)
- Types of housing important (LP030)
- Housing mix issues – recent downward trend in need with austerity, bungalows for older people rather than flats, need to cater for needs of older people, how to be delivered out of borough, exception to be made for self-build(LP030, 043, 113, 121)
- Objections to housing mix – not flexible, not supported by SHMA, should be specific to different areas, survey of needs unreasonable policy requirement; not wanted on golf course SUE, sizes too low, should not be applied to small sites, doesn't respect market trends (LP010, 014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 025, 027, 031, 032, 034, 036, 039, 040, 045, 047, 056, 058, 072, 073, 074, 075, 076, 078, 079, 081, 082, 083, 084, 085, 088, 089, 090, 091, 092, 093, 095, 097, 096, 098, 099, 100, 101, 111, 114, 116, 117, 119)
- Density issues – should be more flexible, similar to surrounding area, respect heritage assets, could be higher in areas, proximity to centres not explained (LP044, 051, 055, 057, 078, 093, 114, 117, 119)
- Objections to density – overcrowding, pollution, antisocial behaviour and crime, insufficient infrastructure (LP030, 033, 050 112)
- Need for gypsies and travellers underestimated (LP012)

## Chapter 6

Question 20a	Yes	No	Comments
Do you agree with Policy SP8 Environmental Assets?	9	55	
Question 20b			
Do you think anything should be added, removed or changed?	58	5	
Question 20c			
Please explain further			66
Question 21a			
Do you agree with Policy CP8 Sport and Recreation?	11	54	
Question 21b			
Do you think anything should be added, removed or changed?	62	5	
Question 21c			
Please explain further			59
Question 22a			
Do you agree with Policy CP9 Open Space?	10	52	
Question 22b			
Do you think anything should be added, removed or changed?	57	6	
Question 22c			
Please explain further			55
Question 23a			
Do you agree with Policy CP10 Design	12	2	

of New Development?			
Question 23b			
Do you think anything should be added, removed or changed?	11	4	
Question 23c			
Please explain further			3
Question 24a			
Do you agree with Policy CP11 Protecting the Historic Environment?	12	1	
Question 24b			
Do you think anything should be added, removed or changed?	4	11	
Question 24c			
Please explain further			4
Question 25a			
Do you agree with Policy CP12 Protecting and Enhancing Biodiversity?	15	3	
Question 25b			
Do you think anything should be added, removed or changed?	9	8	
Question 25c			
Please explain further			13

- It is important to protect and enhance public open spaces, green links and corridors (LP038, LP093)
- New urban park should be created on the eastern side of the borough on the golf course (LP010, LP014, LP015, LP016, LP017, LP018, LP019, LP020, LP021, LP022, LP023, LP024, LP025, LP027, LP031, LP032, LP034, LP035, LP040, LP045, LP047, LP059, LP072, LP073, LP074, LP081, LP082, LP083, LP084, LP085, LP088, LP089, LP090, LP091, LP092, LP093, LP095, LP096, LP097, LP098, LP099, LP100, LP101, LP102, LP111, LP114, LP119)
- Policy CP8 is contradicted by SP6. Loss of the golf course cannot be compensated for by new provision elsewhere (LP114)
- Golf Course should be used for accessible green open space or community leisure facilities not housing (LP010, LP014, LP015, LP016, LP017, LP018, LP019, LP020, LP021, LP022, LP023, LP024, LP025, LP027, LP031, LP033, LP035, LP040, LP045, LP047, LP071, LP072, LP073, LP074, LP078, LP079, LP080, LP081, LP082, LP083, LP084, LP085, LP086, LP087, LP088, LP089, LP090, LP091, LP092, LP095, LP096, LP097, LP098, LP099, LP100, LP101, LP111, LP112, LP116, LP117, LP118, LP119, )
- Keep affordable golf in Tamworth, it is much cheaper than Drayton Manor or the Belfry (LP050)
- Community use leisure centre should be built and functioning before any new housing development is undertaken. How will it be built and financed? (LP030, LP102)
- Wildlife on the golf course will be directly affected by development, including protected species, foraging territories and links between them; SSSI and other wildlife diversity (LP010, LP014, LP015, LP016, LP017, LP018, LP019, LP020, LP021, LP022, LP023, LP024, LP027, LP040, LP031, LP032, LP033, LP034, LP035, LP045, LP072, LP073, LP076, LP074, LP075, LP078, LP079, LP081, LP082, LP083, LP084, LP085, LP088, LP089, LP090, LP091, LP092, LP095, LP096, LP097, LP098, LP099, LP100, LP101, LP102, LP111, LP114, LP116, LP117, LP119)

- Produce updated open space standards and consult on them (LP093)
- Link open space in Dosthill to Middleton Lakes RSPB reserve (LP004)
- Priority should be given to supporting the vision, aims and objectives of the Tame Valley Wetlands Partnership and delivering its biodiversity and heritage projects (LP046)
- Development schemes should incorporate well designed and connected blue and green infrastructure (LP046)
- Improve access between the canal and River Tame, cycle and walking routes between the countryside and town centre (LP046)
- Supports preservation and management of open space and sites of biodiversity importance (LP001)
- Council to work with the Canal and River Trust to fully realise the potential of the canal as a multi-functional resource (LP068)
- Identify sources of funding to ensure canal and towpath can cope with increased use (LP068)
- There are better brownfield sites in the south of the borough that could be allocated for housing rather than the golf course and land in the Green Belt should be released for housing. (LP118)
- Are areas of countryside south of Ashby Road also designated as open space? If so, it should be protected from development. This policy gives more protection to open space than green belt which is unjustified. This area should not be designated as open space (LP044)
- Policy SP8 should clarify acceptable development within the countryside (LP044)
- Plan is contradictory in that it refers to creating open space but allocates open space at the golf course for development (LP117)
- Plan should place greater emphasis on tree planting (LP110)
- Current green belt is not required, boundary should be reviewed and sites within the green belt should be allocated for housing (LP056, LP058)
- Policy SP8 should refer to the statutory wildlife designations in the borough, particularly to the SSSI and aims and aspirations of the green infrastructure strategy (LP122)
- Council should consider how policies SP8, CP10 and CP11 will operate together
- Lack of reference to the significance of heritage assets
- Policy CP8 is weak in detail and how it will deliver, it needs to be informed by the Sport Strategy which will confirm what facilities are required, where they should be located, type and cost. It does not say what is needed (LP029)
- Lack of reference to tree planting, particularly with regard to informal play spaces under Policy CP8
- Policy CP8 should refer to quiet recreation activities which have less impact on the natural environment than active sports and recreation (LP046)
- Policy CP9 should refer to Humber River Basin Management Plan to identify opportunities (LP124)
- 2 and 3 bedroom houses on the golf course is not in keeping with the requirement that developments should be appropriate to the local context (LP117)
- Policy CP10 does not fully support contemporary design and low energy buildings (LP109)
- Policy CP10 should mitigate environmental impacts such as noise, pollution and flooding and consider the impact of waste facilities close to housing and businesses, waste crime and efficient use of resources (LP124)
- Local Plan should address mining legacy with specific reference to land instability and the need for remedial measures (LP041)
- New development should contribute to the public realm through signage, furniture or surface treatments and reference the area's historic character (LP062)
- Policies should consider the significance of historic assets and how they will be protected, enhanced and conserved (LP051)
- Historic assets in the town centre would be better dealt with in the town centre policy (LP051)

- Refer to the conservation area appraisals and extensive urban survey form the basis for understanding Tamworth's historic character (LP062)
- Relevant historic environment stakeholders including English Heritage and Staffordshire County Council Historic Environment Team are not referenced (LP062)
- Lack of reference to the need for heritage statements/statements of significance, particularly for the town centre and conservation areas for planning applications (LP062)
- Canal network is a valuable non designated heritage asset and should be mentioned under Policy CP10
- Strongly resist removal of trees to maintain current biodiversity (LP112)
- Policy should cater for the situation where sites have been cleared of vegetation before an application is submitted (LP093)
- Development should demonstrate no adverse impact on interest features of the designated site (LP122)
- Sometimes tree removal is necessary to facilitate energy efficient buildings; Policy CP12 should not be so hostile toward such situations especially if net gain is achieved (CP108)
- Policy CP12 should refer to the EU Water Framework Directive and Humber River Basin Management Plan and seek developer contributions to remedy failing water bodies (LP124)
- Non statutory sites need more protection in the plan (LP046)
- Aim for no loss of biodiversity, mitigation work to recreate natural habitats (LP046)
- Habitat connectivity, watercourses and wetland habitats restoration must be considered and integrated into development (LP046)
- Lack of reference to ancient woodlands in Policy CP12 (CP110)
- Lack of reference to the canal network as an important ecological resource (LP068)

## Chapter 7

Question	Yes	No	Comments
26a Do you agree with policy SP9 Sustainable Tamworth?	17	7	
26b Do you think anything should be added, removed or changed?	13	10	
26c Please explain further:			19
27a Do you agree with policy CP13 Delivering Sustainable Transport?	13	2	
27b Do you think anything should be added, removed or changed?	4	12	
27c Please explain further:			4
28a Do you agree with policy CP14 Sustainable Development and Climate Change Mitigation?	14	2	
28b Do you think anything should be	4	12	

added, removed or changed?			
28c Please explain further:			4
29a Do you agree with policy CP15 Flood Risk and Water Management?	15	4	
29b Do you think anything should be added, removed or changed?	7	12	
29c Please explain further:			8
30a Do you agree with policy CP16 Community Facilities?	13	3	
30b Do you think anything should be added, removed or changed?	4	11	
30c Please explain further:			4

- 'Sustainable Tamworth' issues - Make clear spatial policy applies to all development; Home working should be encouraged, fabric first energy efficiency should be encouraged with embodied energy of materials more relevant to commercial development; reference to Central Rivers Initiative, Catchment Based Approach hosts and the Humber River Basin Management Plan; Minerals and waste references should be updated to match emerging minerals plan, national policy and waste plan; consider prior extraction of minerals; revise supporting text based on 2014 Revised Draft Transport Strategy; Include A5 junction references and more local highway improvements/management; Role of canal network should be considered; minerals requirements should have heritage assessment/regard (LP041, 051, 061, 063, 068 108, 124)
- Concerns traffic already not being dealt with; reasoning behind specific junction improvements and safety measures should be explained; opportunity for road/cycle route adjacent HS2 not considered or pedestrian and cycle path around Borrowpit Lake and a cycle/footpath bridge over the narrow part of the River Tame; Bus services should be improved; Safety and congestion problems at Ventura should be looked at (LP004, 009, 050, 093, 117)
- Golf course SUE would undermine encourage unsustainable migration to Tamworth (LP033)
- Anker Valley transport package should be included in policy and with other measures and strategic approach with developers could help deliver Arkall Farm and Browns Lane without link road (LP105)
- Anker Valley still requires road infrastructure removed since withdrawn plan and such infrastructure is unacceptable (LP103)
- Anker Valley link road is needed and should be publicly funded (LP093)
- Sustainable transport issues - Parking standards – 'off street' or 'on site'? should be flexible, take into account existing lawful uses; highways safety and sustainable transport mode improvements should be 'appropriate' to development (LP004, 052)
- Consider more riverside development in the flood plain (LP078)
- No development in flood zones/plain and any nearby to defend properties upstream (LP109, 113)
- Allocations fail flood risk sequential test (LP056, 058)
- Climate change mitigation issues - Traffic emissions are a health problem in Tamworth; Water courses and blue-green infrastructure important for climate change mitigation – link with Tame Valley Wetlands; River Basin Management Plan



references in supporting text; protection of blue green corridors and habitats, aquifers, consider land stability, ground contamination and risk assessments (LP046, 093, 124)

- Water management policy - Add flexibility to last paragraph; streams should not be culverted, SUDS design at start of process with hydrological study, discharge rates to greenfield, river and flood defence easements, development to open up culverted watercourses where feasible, no impact to groundwater quality, sustainable water management, SUDS to take into account preliminary risk assessments, adequate wastewater infrastructure in place (LP046, 093)
- Community facilities - What is the alternative sports provision for golf course? Could cross-reference to sport and other policies; new healthcare facilities needed (LP029, 056, 058, 112)

## Chapter 8

	Yes	No	Comments
31: Do you agree with Policy CP17 (Infrastructure and Developer Contributions)?	10	3	
Do you think anything should be added removed or changed?	5	8	
Please explain further			7

- More community involvement needed for developments over a certain size (LP078)
- CP17 should mention renewable energy infrastructure in line with CP14 (LP044)
- No references to GI and Flood Defences in policy CP17 (LP0124)
- Canal infrastructure not referred to in CP17 (LP068)
- CP8 not clear as what needs to be provided so CP17 needs to add locally specific sports infrastructure requirements to this policy as well as reference to CP8 (LP029)
- Text of first paragraph not clear (LP004)

## Appendices, maps and evidence base documents

	Yes	No	Comments
32. Do you have any comments on the draft Local Plan appendices?			69

- Appendix A Housing Trajectory – include all site areas, ensure site/street references accurate throughout document; does not take account of social housing regeneration programme; this years delivery will be lower, outline permissions may expire (LP093, 113)
- Appendix B Proposed Housing Allocations – only those sites which fall within the Development High Risk Area need to be supported by a Coal Mining Risk Assessment; further heritage references required on certain sites and heritage statement/statement of significance; preliminary risk assessment on all sites and refer to guidance; need heritage assessments (LP041, 051, 062, 124)
- Appendix C Proposed Employment Allocations - only those sites which fall within the Development High Risk Area need to be supported by a Coal Mining Risk Assessment; transport requirements not included, detailed mitigation measures to be set in transport assessments; detail for EMP1 mitigation to canal; preliminary risk assessment on all sites and refer to guidance; need heritage assessments (LP041, 051,061, 062, 068, 124)
- Appendix D Infrastructure Delivery Plan – priorities and costs unclear, Camp Hill Chord Line not forthcoming; recognise heritage importance of canal in strategic

spatial priorities column; update in line with draft integrated transport plan; British Waterways' should be amended to read 'Canal & River Trust'; Anker Valley transport package could support further development; may need to be reviewed following Anker Valley application; include heritage at risk including Deanery Wall, Lower Gungate and Saxon defences, reference education (LP039, 051, 061, 062, 068, 093, 105, 128, 131)

- Appendix E Parking Standards – Theatres are sui generis (LP007)
- Appendix F Monitoring and Implementation Framework – discuss with English Heritage (LP051)
- Concern plan overall not viable or deliverable (LP026, 030)
- General concern over environmental effect of plan (LP077)
- Lack of consultation around Kerria Centre regeneration (LP121)
- Dissatisfaction with access to consultation materials, information on response form (LP014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 027, 031, 032, 033, 034, 035, 040, 045, 072, 073, 074, 075, 076, 079, 081, 082, 083, 084, 085, 088, 089, 090, 091, 092, 095, 096, 097, 098, 099, 100, 101, 102)
- Sports strategy required (LP029)
- Soil protection and landscape have not been given enough consideration, more detail required at application (LP122)
- SA objectives should be expanded to include geodiversity, soil, landscape, protected species and public rights of way (LP122)
- Habitats Regulations Assessment – wording change, further screening required for housing outside borough (LP122)
- Duty to Cooperate work – should address environmental challenges water quality/quantity issues climate change adaptation, and the delivery of green infrastructure and ecological networks, which do not necessarily fit administrative boundaries (LP122)
- Policies map – green colours hard to distinguish, objections to sites not allocated, Lack of urban green in Amington and Stoneydelph, No indicative route shown for HS2 (LP026, 056, 058)
- Make more reference to Tame Valley Wetlands Partnership (LP047)
- Work with environmental bodies to improve design of development in landscape (LP046)
- No reference to highway hierarchy (LP118)
- Growth outside borough should be in SUEs to Tamworth (LP104)
- Include telecommunications policy with suggested text (008)

Overly aspirational, unclear how plan can be brought forward, particularly the town centre (LP133)



## Tamworth Local Plan 2006-2031

### Draft Local Plan Response Form

The Tamworth Local Plan 2006- 2031 will replace the Tamworth Local Plan 2001- 2011. The Local Plan will be an important document for Tamworth, setting out where any new development will be located. It is important that the Council has a new Local Plan in place to ensure the best level of protection for those parts of the environment that local people value such as wildlife, historic buildings and the Green Belt. It will also need to ensure that new homes and jobs are supported by the right infrastructure such as roads, utilities, services and shops.

Following the withdrawal of the Tamworth Local Plan 2006-2028 earlier last year, we have worked to address the Planning Inspectors concerns, taking into account the previous consultations with you on the key issues and options, and these have helped us to create the Draft Tamworth Local Plan 2006-2031 for which we would value your comments. Your responses will help us in the preparation of the next stage of the Local Plan, the Pre-Submission Publication stage.

Your views are important to us so please use this questionnaire to let us know your thoughts on the Tamworth Local Plan 2006-2031. We are interested in the views of all people who live in, work in, visit or travel through the Borough.

When making your comments you should provide evidence to support your views.

**Please refer to Draft Local Plan when completing this form.** It will help to view the questions in context. It is available at the following locations during normal opening hours:

Marmion House, Lichfield Street, Tamworth  
Tamworth Library, Corporation Street, Tamworth  
Glascote Library, Caledonian, Glascote Heath  
Wilnecote Library, Wilnecote High School, Tinkers Green Road, Wilnecote

You can also view it on Tamworth Borough Council's website:  
<http://www.tamworth.gov.uk/local-plan-consultation>

**You can make your representation in one of two ways:**

1. By e-mailing this form back to the Council – [developmentplan@tamworth.gov.uk](mailto:developmentplan@tamworth.gov.uk)

2. Or by paper copy of the form, either an original, a photocopy or one that has been downloaded from the Council's website.

Please return the form to:

Development Plan Team

Planning and Regeneration

Tamworth Borough Council,

Marmion House, Lichfield Street,

Tamworth

B79 7BZ

**The closing date for representations is 12<sup>th</sup> May 2014.**

Name	
Organisation (if relevant)	
Address	
Postcode	
Telephone No.	
E-mail address	

1. Do you agree with the Strategic Spatial Priorities?

Yes  No

Do you think any should be added, removed or changed?

Yes  No

Please explain further:

2. Do you agree with the policy SP1?

Yes  No

Do you think any should be added, removed or changed?

Yes  No

Please explain further:

3. Do you agree with the Policy SP2?

Yes  No

Do you think anything should be added, removed or changed?

Yes  No

Do you think the comparison and convenience retail need for Tamworth is appropriate?

Yes  No

Do you think town centre allocations should be made?

Yes  No

Please explain further:

4. Do you agree with the list of Local Centres?

Yes  No

Please explain further:

5. Do you agree with the list of Neighbourhood Centres?

Yes  No

Please explain further:

6. Do you agree with policy SP3?

Yes  No

Please explain further:

7. Do you agree with policy CP1?

Yes  No

Do you agree with the town centre use hierarchy?

Yes  No

Do you agree with the floorspace threshold for applications outside of the hierarchy?

Yes  No

Do you think anything should be added, removed or changed?

Yes  No

Please explain further:

8. Do you agree with the overall employment need for Tamworth?

Yes  No

Please explain further:

9. Do you agree with policy SP4?

Yes  No

Do you agree with the quantum of employment land to be allocated in Tamworth?

Yes  No

Do you agree with the proposed sites for employment allocations?

Yes  No

Do you think anything should be added, removed or changed?

Yes  No

Please explain further:

10. Do you agree with Policy CP2?

Yes  No

Do you think anything should be added, removed or changed?

Yes  No

Please explain further:

11. Do you agree with policy CP3?



Yes

No

Do you think anything should be added, removed or changed?

Yes

No

Please explain further:

12. Do you agree with the objectively assessed housing need for Tamworth?

Yes

No

Do you agree that Tamworth cannot meet this housing need in full?

Yes

No

Do you agree that this housing need should be met outside the borough?

Yes

No

If yes please say in which locations or authorities you think it should be met:

Do you agree with the annual housing requirement for Tamworth?

Yes

No

Please explain further:

13. Do you agree with policy SP5?

Yes

No

Do you think anything should be added, removed or changed?

Yes

No

Do you agree with the proposed housing allocations?

Yes

No

Please explain further:

14. Do you agree with policy SP6?

Yes

No

Do you think anything should be added, removed or changed?

Yes

No

Do you agree with the proposed strategic housing allocations?

Yes

No

Please explain further:

15. Do you agree with policy SP7?

Yes

No

Do you think anything should be added, removed or changed?

Yes

No

Do you agree with the proposed areas?

Yes

No

Please explain further:

16. Do you agree with policy CP4?

Yes  No

Do you think anything should be added, removed or changed?

Yes  No

Do you agree with the proposed level of affordable housing?

Yes  No

Please explain further:

17. Do you agree with policy CP5?

Yes  No

Do you think anything should be added, removed or changed?

Yes  No

Do you agree with the proposed housing mix?

Yes  No

Please explain further:

18. Do you agree with policy CP6?

Yes  No

Do you think anything should be added, removed or changed?

Yes  No

Do you agree with the proposed densities?

Yes  No

Please explain further:

19. Do you agree with policy CP7?

Yes  No

Do you think anything should be added, removed or changed?

Yes  No

Do you agree with the proposed level of need?

Yes  No

Please explain further:

20. Do you agree with policy SP8?

Yes  No

Do you think anything should be added, removed or changed?

Yes  No

Please explain further:

21. Do you agree with policy CP8?

Yes

No

Do you think anything should be added, removed or changed?

Yes

No

Please explain further:

22. Do you agree with policy CP9?

Yes

No

Do you think anything should be added, removed or changed?

Yes

No

Please explain further:

23. Do you agree with policy CP10?

Yes

No

Do you think anything should be added, removed or changed?

Yes

No

Please explain further:

24. Do you agree with policy CP11?

Yes  No

Do you think anything should be added, removed or changed?

Yes  No

Please explain further:

25. Do you agree with policy CP12?

Yes  No

Do you think anything should be added, removed or changed?

Yes  No

Please explain further:

26. Do you agree with policy SP9?

Yes  No

Do you think anything should be added, removed or changed?

Yes  No

Please explain further:

27. Do you agree with policy CP13?

Yes  No

Do you think anything should be added, removed or changed?

Yes  No

Please explain further:

28. Do you agree with policy CP14?

Yes  No

Do you think anything should be added, removed or changed?

Yes  No

Please explain further:

29. Do you agree with policy CP15?

Yes  No

Do you think anything should be added, removed or changed?

Yes  No

Please explain further:

30. Do you agree with policy CP16?

Yes  No

Do you think anything should be added, changed or removed?

Yes  No

Please explain further:

31. Do you agree with policy CP17?

Yes  No

Do you think anything should be added, changed or removed?

Yes  No

Please explain further:

32. Do you have any comments on the draft Local Plan appendices?

Signature .....

Date .....

<p><b>For Official Use:</b></p> <p>Respondent Number.....</p> <p>Rep No.....</p> <p>Received.....</p>
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THURSDAY, 19 JUNE 2014

**REPORT OF THE PORTFOLIO HOLDER FOR PUBLIC HOUSING AND VULNERABLE PEOPLE****LANDLORD REGULATORY FRAMEWORK UPDATE****EXEMPT INFORMATION****PURPOSE**

The Council's landlord is obliged to follow the Homes & Community Agency (HCA) Landlord Regulatory Framework, updated March 2014. The report sets out the key changes, powers of intervention by the HCA for matters of landlord non-compliance and the requirements for landlords to demonstrate tenants' continued role in influencing, shaping and scrutinising service delivery.

**RECOMMENDATIONS Cabinet is recommended to:-**

1. Adopt the HCA's updated Regulatory Framework for Social Housing, updated March 2014 shown here  
<http://www.homesandcommunities.co.uk/sites/default/files/our-work/regfwk-2012.pdf>
2. Agree the programme of external assessment across the Council's Landlord Service to test and ensure compliance to ensure a quality housing management and maintenance landlord service to minimise the risk of intervention by the Consumer Regulations Panel, detailed in the report.
3. Accept the findings of the HCA's consumer regulation review 2012/13 and note the increased risk of scrutiny and intervention across the 4 national consumer standards (customer involvement; home; tenancy & neighbourhood community) applicable to registered social landlords.

**EXECUTIVE SUMMARY**

To set out the headline changes to the 'Regulating the Standards' document, proposed under the Homes and Communities Agency. The Homes and Communities Agency (HCA) has published updated guidance outlining its approach to regulation, reflecting the changing environment and increased level of risk that registered providers now face.

## OPTIONS CONSIDERED

Options	Advantages	Risk
<p>1. To adopt the HCA's updated Regulatory Framework for Social Housing and agree the programme of external assessment across the Council's Landlord Service.</p>	<p>We remain up to date with our work on regulation, in a rapidly changing housing and landlord environment. Demonstrates tenants continued role to shape, scrutinise and inform future landlord policy. Minimises the risk of intervention by the HCA for matters of landlord non-compliance</p>	<p>Additional resource required from the HRA to undertake peer and/or independent review and assessment.</p>
<p>2. To adopt the HCA's updated Regulatory Framework for Social Housing but to not agree a programme of external assessment.</p>	<p>We remain up to date with our work on regulation, in a rapidly changing environment. Demonstrates tenants continued role to shape, scrutinise and inform future landlord policy. Minimise the risk of intervention by the HCA for matters of landlord non-compliance</p>	<p>No external assessment could increase the risk of intervention by the Consumer Regulations Panel resulting in punitive sanctions to the councils landlord</p> <p>It is considered best practice to subject current polices and practices to external assessment to ensure we remain compliant to deliver high quality, cost effective services</p>
<p>3. To not adopt the HCA's updated Regulatory Framework for Social Housing or to agree a programme of external assessment.</p>		<p>Landlord non-compliance With the statutory code resulting in the potential for legal challenge from customers and/or the HCA</p> <p>No external assessment to test and ensure compliance. Risk of intervention by the Consumer Regulations Panel</p>

## RESOURCE IMPLICATIONS

The programme of service reviews will be managed by the Tenant Regulatory & Involvement Team. The costs associated with the review and/or purchase of the self

assessment tools start from £2100<sup>1</sup>. Whilst it is estimated that costs for the complete 3-year review programme may be in the region of £20,000 this can be met from overall efficiency savings within existing HRA budgets and will be procured in line with the council's financial regulations to ensure value for money.

There is no direct cost arising from implementing the new framework.

## **LEGAL/RISK IMPLICATIONS BACKGROUND**

As with all directorates, the Councils Landlord Service has a [Business Continuity Plan](#) that is regularly tested to ensure resilience to internal and external factors that would impact on the business. Part of this risk assessment is to ensure that the Council's Landlord Service are subject to internal and external scrutiny to ensure they are fit for purpose, compliant with the national standards and continue to deliver high quality and cost effective outcomes to tenants and leaseholders.

## **SUSTAINABILITY IMPLICATIONS**

Delivering high quality services is fundamental to the sustainability of the council's landlord service. Responding to the framework and regulatory code by having a programme of landlord service reviews contributes to demonstrating continued pursuit of achieving strategic aims.

## **MATTERS FOR CONSIDERATION**

The Homes and Communities Agency (HCA) has published [updated guidance](#) outlining its approach to regulation, reflecting the changing environment and increased level of risk that registered providers now face.

Regulating the Standards was first published in May 2012, following the introduction of the revised Regulatory Framework from April 2012 a summary of which is provided below:

### ***Economic standards***

These standards apply to all registered providers except for local authorities. Providers' boards are responsible for ensuring their organisation meets the economic standards. The regulator has a proactive role in relation to economic standards and will engage with providers to obtain assurance that they are being met.

The three economic standards are:

- Governance and Financial Viability standard
- Value for Money standard
- Rent standard

The Council remains committed to assessment of core principles contained within these standards and this is assessed through corporate quality assurance audit arrangements.

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<sup>1</sup> £2100 is for stage 1 of the Quality Assurance Scrutiny Tool (CIH/TPAS) as at May 2014

## **Consumer standards**

These standards apply to all registered providers. Consumer standards are set so that tenants, landlords and stakeholders know the outcomes that are expected. This is crucial if tenants are to be able to hold landlords to account effectively. These standards therefore support co-regulation. Where necessary, they reflect directions issued to the Regulator by Government.

The Localism Act 2011 specifies the Regulator's role in, and its approach to, regulating the consumer standards. Providers' boards and councilors' are responsible for ensuring their organisation meets the consumer standards. The HCA's role is limited to setting the consumer standards and intervening only where failure of the standard could lead to risk of serious harm to tenants (the [serious detriment](#) test) as described in chapter five of The Regulatory Framework for Social Housing in England from April 2012.

The four consumer standards are:

- Tenant Involvement and Empowerment
- Home
- Tenancy
- Neighbourhood and Community

The standards are set out in [The regulatory framework for social housing in England from April](#)

The updated version of 'Regulating the Standards' 2014 provides more details about how the regulator expects to apply and enforce the standards. It replaces the 2012 document of the same name. The regulator considers that there are three core principles to be applied.

### **Assurance based regulation**

The regulator will seek assurances from the provider as to its ability to meet its objectives and to ensure that it offers value for money. A new "grading under review" system will identify providers which are in danger of having their regulatory judgment downgraded. The regulator will expect to review the financial statements of the provider as part of this process.

### **Risk based and proportionate regulation**

The regulator will identify those providers at greatest risk of failing and intervene in a proportionate manner. Those at greatest risk will be required to report to the regulator more frequently.

### **Joined up regulation**

The regulator will assess a provider as a whole, so that weaknesses in one area are not masked by strengths in another.

Other key changes to the document include:

- Emphasis on providers providing timely and accurate data returns. Where providers fail to do this, the regulator may take this into account in arriving at its published judgements
- An explanation of the regulator's new approach to risk assessment of individual providers. In an increasingly complex sector, the regulator needs to

differentiate its regulatory activity with the 250 large providers and groups of providers in a more nuanced way, ensuring that regulatory activity is focused on the riskiest and most complex providers

- An update to the consumer regulation section, reflecting the experience of the first year's regulation of the consumer standards

Regulatory standards contain the outcomes that providers are expected to achieve and the specific expectations of the HCA as regulator. The standards are classified as either 'economic' or 'consumer'.

[Regulating the Standards 2014 \(PDF, 285KB\)](#) sets out the HCA approach to regulation, including what providers can expect from the HCA as regulator, and an explanation of the questions asked, and why, when seeking assurance that economic standards are being met.

## Performance

The Councils landlord provides an annual performance report to its tenants. The detail of this are reported to Cabinet annually for publication. This outcome based assessment is subject to wider benchmarking with organisations such as HouseMark, Rent Income Excellence Network and Chartered Institute of Housing. Comparisons with 'best in class' provide for real time learning and is intrinsic to localised performance management.

The Councils landlord has enjoyed continued and improving performance across all core key performance indicators. Most notable is the increase in overall satisfaction with the councils landlord service from 65% in 2008 to 75% in 2011 and most recently customer intelligence suggests overall performance is 88%. The headlines are shown below and will be subject to more detailed commentary when performance is reported to Cabinet in July 2014.

	2010/11	2011/12	2012/13	2013/14	Estimated Top Quartile*
Overall satisfaction with Landlord Services	75.2%	75.2%	75.2%	To be carried out in 2014/15	86%
Average time between lettings	21 days	16 days	13.58 days	16 days	16 days
Estate Walkabouts	4	4	4	3	Not benchmarked
Satisfaction with cleaning	85%	87%	86%	86%	
Number of tenants on the database of involvement	344	373	348	429	Not benchmarked
% appointments made and kept	98.46%	99.13%	99.56%	97.57%	97.00%
Gas servicing – CP12	99.53%	99.75%	99.9%	100%	100%
Urgent repairs completed on time	100%	100%	95.09	98.53%	99.00%
Arrears as a % of gross debit	1.5%	2.04%	2.37%	2.28%	2.88%
Evictions	15	8	22	22	-

<b>Customer Satisfaction</b>	
Satisfaction with Complaint handling	89%
Overall tenant satisfaction with Landlord Services	75.2%
Customer Satisfaction for responsive repairs	91.2%
Satisfaction with communal cleaning	86%
'Finding a home' satisfaction	86%
Satisfaction with Environmental works	100%
<b>Aggregate</b>	<b>87.9%</b>

## Self-Assessment

The latest guidance from the HCA recommends that landlords should be able to demonstrate compliance with the Regulatory Code. In seeking to achieve compliance a core programme of reviews that allows for self-assessment and external accreditation of services will ensure the continued delivery of high quality services .

The Consumer Regulation Panel (CRP) is responsible for considering all statutory referrals, complaints and allegations relating to the consumer standards' which are referred to it by the Regulatory Referrals & Enquiries (RRE) team. There were 8 statutory referrals in 2012/13. The Panel also deals with cases where regulatory intelligence acquired in the course of routine economic regulation leads the regulator to suspect actual or potential serious detriment.

Full details of the Consumer Review (2012/13) can be viewed by clicking on the link , it highlights typical case studies resulting from either tenant trigger or community triggers. [http://www.homesandcommunities.co.uk/sites/default/files/our-work/consumer\\_regulation\\_publication\\_full.pdf](http://www.homesandcommunities.co.uk/sites/default/files/our-work/consumer_regulation_publication_full.pdf)

In Summary during 2012/13 CRP met 41 times:-

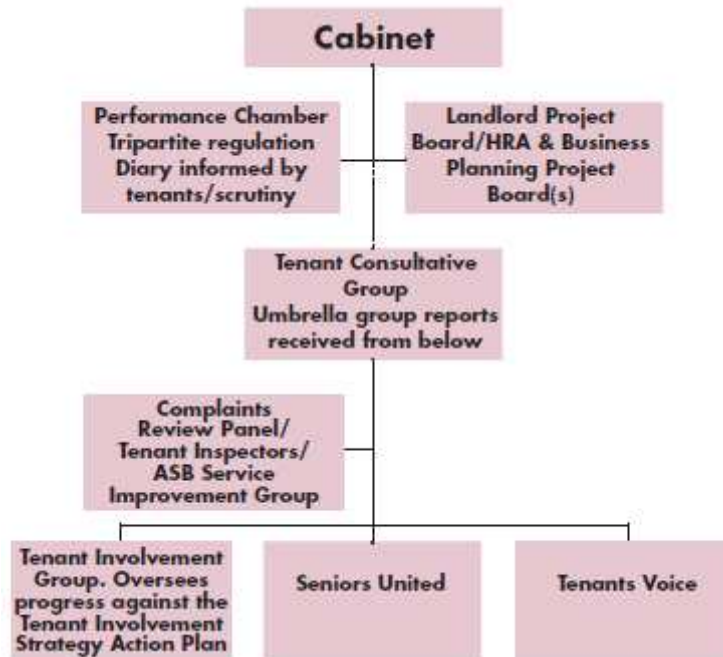
- 60% of the cases considered concerned health and safety matters relating to the Home Standard. The majority of these cases concerned gas and electrical safety in individual properties. A number of cases also concerned issues raised about other aspects of the condition of the property felt to be impacting on tenants' health, e.g. mould and damp.
- 18% related to alleged breaches of the Tenant Involvement & Empowerment Standard. They included issues around the efficacy of providers complaints' processes and perceived failure to involve tenants' in key decisions'. Half of these cases related to alleged discrimination.
- 12% of cases concerned potential breach of the Neighbourhood & Community standard and concerned anti social behaviour. In most cases the landlord was alleged to have not fully dealt with anti social behaviour causing harassment, alarm or distress to vulnerable tenants
- 9% of cases referred to breaches of the tenancy standard and concerned landlords' alleged failure to implement allocations policies and demonstrate transparency in doing so.

Having gone through the HCA review in detail, officers believe the Councils landlord

has robust policies and practices in place that satisfy the regulatory code. It is however prudent and good practice to subject this to regular internal and external assessment.

As part of the existing co-regulatory structure, the Tenant Consultative Group (TCG) has recommended the areas of the service identified under the heading **Landlord Review Programme** below for self assessment and an independent health check against the national standards.

The below co-regulatory framework was developed with tenants to clearly illustrate customer involvement in shaping, influencing and scrutinising services



Given the range of services, this programme will run over the next 3 years and form part of the overall performance management cycle. Cabinet should note some of the landlord services have already been subjected to external assessment and this has been reflected in the timing of future reviews. The leading benchmarking clubs now offer self-assessment tools and guidance to support organisations in ensuring compliance with the standards. If Cabinet approve the programme of reviews then details of will be reported to the Portfolio Holder for Public Housing & Vulnerable People, unless there is a material issue which requires referral back to Cabinet for a key decision.

### Landlord Review Programme

Standard	Type of Assessment	Timescale	Impact – current position
<b>Tenant Involvement &amp; Empowerment</b>	TPAS Health Check (Quality Assurance & Scrutiny Accreditation)	2014/15	Stage 1 consists of a Health Check & Improvement Plan.
Involvement & Scrutiny	CIH Self Assessment for	2015/16	TPAS will provide a full accreditation framework and conduct a health

Complaints & Equality & Diversity	Customer Excellence		check against the key critical success factors. Based on the outcomes of the health check TPAS will provide a detailed improvement plan
Health & Well-being of tenants	Service Quality Tool with CIH and review for sheltered and supported housing services	2014/15	CHS Accreditation in place for Sheltered Housing 2014
<b>Home</b>			
Health & Safety	ROSPA accredited Audit already undertaken	2014/15	Action Plan in Place (2014-2017)
Decent Homes Standard	HQN – Repairs Accreditation	2015/16	
Gas Compliance	Contract Arrangements already in place with third party auditor - ML	2014/15	
<b>Tenancy</b>			
Allocations	Independent review undertaken of strategic housing in 2013/14		Action Plan in Place (2014-2017)
Tenancy Agreement (linked to Income Management)	Reviewed 2012	2015/16	
	RIEN Accreditation for Income Management	2017/2018	
Neighbourhood & community	Respect Accreditation already achieved in 2012 and being re-assessed in 2015	2015/16	We are currently working to the Respect Accreditation Action Plan to be independantly re-assessed 2015/16

The service review programme will be considered annually as part of the performance report to members and adjusted to take account of the changing and emerging housing landscape.

**REPORT AUTHOR**



Tina Mustafa – Head of Landlord Services ext 467  
Leanne Allwood – Tenant Regulatory & Involvement Manager ext 448

## **LIST OF BACKGROUND PAPERS**

Relevant links are included within this report

## **APPENDICES**

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THURSDAY, 19 JUNE 2014

### REPORT OF THE PORTFOLIO HOLDER FOR COMMUNITY DEVELOPMENT AND THE VOLUNTARY SECTOR

#### POLICE AND CRIME COMMISSIONER (PCC) GRANT FUNDING

#### EXEMPT INFORMATION

#### PURPOSE

To advise members of the PCC's funding allocation for 2014-2015 and to seek endorsement for the funding awards made by Tamworth Borough Council following a procurement process.

#### RECOMMENDATIONS

1. That the 2014/15 PCC funding award to the Tamworth Community Safety Partnership (£85,525) is incorporated into the Councils 2014/15 community safety budget in line with our role as the accountable body for the funds.
2. That the funding awards made by the Council in collaboration with our community safety partners are endorsed

#### EXECUTIVE SUMMARY

During the budget process for 2014/15 the income budget for Safer and Stronger Communities was set at £23,500 which was based on the actual funding received in 2013/14. Prior to and including 2013/14 community safety grant funding was allocated from the Home Office to Staffordshire County Council who allocated grants to Districts/Boroughs. From 2014/15 the PCC has taken responsibility for the setting and allocation of community safety grant funding. The PCC grant in the year 2014/15 is £85,525, of which 80% £68,420 has been received. The remaining 20% £17,105 will be released in the second half of the year subject to successful outcomes of the funded projects. The PCC has undertaken to retain the same level of grant funding for a further 2 years up to March 2017.

The Community Safety Partnership adopted an outcomes based commissioning approach to allocate £50K of the annual PCC grant. There are two successful providers, one will deliver an early intervention domestic abuse service and the second is an outreach service targeting young people involved in substance misuse causing anti social behaviour. Both the contracted providers are supplying personal to deliver the agreed outcomes and will be based within the community safety hub. The remaining £35K will be utilised in a ongoing project to reduce the number of anti social behaviour incidents in relation the illegal misuse of mopeds, motor cycles etc on footpaths, cycle paths and public open space.

#### OPTIONS CONSIDERED

The Council could refuse the grant which would result in the grant either being withdrawn or a new accountable body being identified to manage the grant. This would be counter productive.

**RESOURCE IMPLICATIONS**

£68,420 of grant funding has been received to date. A further £17,105 is due subject to satisfactory outcomes. This equates to an additional £62,025 above the originally budgeted amount for 2014/15.

**LEGAL/RISK IMPLICATIONS BACKGROUND**

The grant funded projects have been designed so if they do not meet satisfactory outcomes and not trigger the additional 20% grant funding, contracts will be terminated and therefore will not be a risk to the Council

**SUSTAINABILITY IMPLICATIONS**

As described above the PCC grant funding has been guaranteed at the level and there is an expectation the grant will continue post 2017

**BACKGROUND INFORMATION**

Included in executive summary

**REPORT AUTHOR**

Dave Fern, Head of Community Safety

**LIST OF BACKGROUND PAPERS**

None

**APPENDICES**

None