



CABINET

14 August 2014

A meeting of the CABINET will be held on Thursday, 21st August, 2014, 6.00 pm in Committee Room 1 Marmion House, Lichfield Street, Tamworth

A G E N D A

NON CONFIDENTIAL

1 Apologies for Absence

2 Minutes of the Previous Meeting (Pages 1 - 6)

3 Declarations of Interest

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

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

4 Question Time:

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

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

None

6 Budget and Medium Term Financial Planning Process 2015/16 (Pages 7 - 20)
(Report of the Leader of the Council)

7 Cabinet Write Offs for 01/04/14 - 30/6/14 (Pages 21 - 28)
(Report of the Portfolio Holder for Operations and Assets)

- 8 Grants to Voluntary Organisations 2013/14** (Pages 29 - 32)
(Report of the Portfolio Holder for Operations and Assets)

Restricted

NOT FOR PUBLICATION because the report could involve the disclosure of exempt information as defined in Paragraphs 3 and 4 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended)

- 9 Service Review - Public Conveniences** (Pages 33 - 44)
(Report of the Portfolio Holder for Operations and Assets)
- 10 Leaseholder Service Charges - High Rise Lifts** (Pages 45 - 50)
(Report of the Portfolio Holder for Public Housing and Vulnerable People)
- 11 Service Review - CCTV and Street Wardens** (Pages 51 - 64)
(Report of the Portfolio Holder for Community Development and Voluntary Sector)

Yours faithfully



pp Chief Executive

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

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



MINUTES OF A MEETING OF THE CABINET HELD ON 31st JULY 2014

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

The following officers were present: Anthony E Goodwin (Chief Executive), John Wheatley (Executive Director Corporate Services), Rob Barnes (Director - Housing and Health), Andrew Barratt (Director - Assets and Environment), Nicki Burton (Director - Technology and Corporate Programmes), Jane Hackett (Solicitor to the Council and Monitoring Officer) and Robert Mitchell (Director - Communities, Planning and Partnerships)

13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S Doyle and M Thurgood.

14 CORPORATE UPDATE

The Chief Executive gave a presentation entitled Mental Health – Everybody's Business following which Cabinet endorsed the strategy and proposed it to the Community Safety Partnership.

15 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 19th June 2014 were approved and signed as a correct record.

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

16 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

17 QUESTION TIME:

QUESTIONS FROM MEMBERS OF THE PUBLIC

NO.1

Under Schedule 4, 13, Mr P Hill will ask the Portfolio Holder for Public Housing and Vulnerable People, Councillor M Greatorex, the following question:-

"Why is it that we are being asked to accept a sprinkler system that is all "ifs and buts", no one has the answers?"

Councillor M Greatorex gave the following reply:

During a recent consultation/open day at the high rise, staff from the Council and the fire service explained in some detail there has been as yet no firm design decisions made around the sprinkler installs at this stage, however there has been a Cabinet decision to install sprinklers to Council owned accommodation.

The purpose of this consultation meeting was to determine the key concerns held by residents with a view that these will aid and inform the overall design process.

From the consultation session we took away a number of key issues raised by residents, many of these were related to the aesthetic quality of the system, and will be addressed in the design of the sprinkler system itself.

Many of the other issues raised related to the operation and more technical elements, and will be able to be answered by providing residents with a more technical briefing once the system has been designed.

The next stage will be to work with the technical consultants to design a system that will serve the intended purpose and so far as we possibly can incorporate the design concerns raised by residents.

Once we have a detailed design this will be taken back to residents to provide much more detailed answers to any remaining concerns that have been raised.

Supplementary question:

You have looked at that and handed over leaflets. You have put the cart before the horse.

Councillor M Greatorex gave the following reply:

Cabinet decided to install the sprinkler system. We have consulted on the overall aspect at this stage but the design elements are to be decided. Once this is undertaken we will go back to residents and explain in more detail and answer the detail you require.

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

There were none.

19 ICT ACCESS FOR ELECTED MEMBERS

The Report of the Portfolio Holder for Operations and Assets seeking to gain endorsement to release contingencies in order to procure hardware to enable efficient access to ICT systems, data and infrastructure for all Elected Members was considered.

RESOLVED: That Cabinet agreed to release £15k from the Specific Contingency Revenue Budget, in order replace existing Members laptops with a new standard Council owned device.

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

20 ADOPTION OF REVISED LEGIONELLA AND ASBESTOS MANAGEMENT PLANS

The Report of the Portfolio Holder for Operations and Assets seeking to update Cabinet on the revised Asbestos and Legionella management plans and seeking Cabinet's agreement to adopt the policy was considered.

RESOLVED: That Cabinet endorsed:

- 1 the revised and updated Asbestos Management Plan policy, and;
- 2 the revised and updated policy entitled Management Plan for the Control of Legionella Bacteria in Water Systems.

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

21 TAMWORTH ASSEMBLY ROOMS AND CREATIVE QUARTER UPDATE

The Report of the Portfolio Holder for Economy and Education seeking to update members on the current position regarding the Tamworth Assembly Rooms redevelopment project and wider Creative Quarter Scheme was considered.

RESOLVED: That Cabinet:

1. agreed to withdraw its current Heritage Lottery Fund (HLF) Round 2 bid for the Assembly Rooms with a review to resubmitting following further work to secure additional external match funding;
2. authorised the re-opening of bookings for the buildings within the Creative Quarter for the period February 2015 until January 2016;
3. agreed that officers continue to assess the business case for prudential borrowing to support a future HLF Round 2 bid;

4. agreed to formally approach the County Council to ascertain their position in relation to the Creative Quarter project and their ability to contribute financially to it;
5. endorsed formal approval being sought from the Government and SSLEP on the Creative Quarter Bid;
6. endorsed an approach the GBSLEP and SSLEP to position the Creative Quarter as a fallback project within their respective SLGF programmes;
7. agreed to explore the opportunity for EU funding bids ahead of the call for projects expected in the Autumn 2014, and;
8. fully thank the MP for his support so far and ask him to support the project going forward.

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

22 NORTH WARWICKSHIRE CORE STRATEGY MAIN MODIFICATIONS CONSULTATION AND SITE ALLOCATIONS PLAN CONSULTATION

The Report of the Portfolio Holder for Economy and Education seeking to inform members and seek approval of the draft pre-submission Site Allocations Plan for North Warwickshire Borough Council currently available for public consultation and to inform and seek members of North Warwickshire's Core Strategy main modifications consultation was considered.

RESOLVED: That Cabinet approved comments from both the draft pre-submissions Site Allocations Plan and the Core Strategy main modifications for North Warwickshire Borough Council.

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

23 TAMWORTH CASTLE ACCREDITATION REVIEW 2014

The Report of the Portfolio Holder for Economy and Education seeking Cabinet approval for the adoption and implementation of documents relating to the 2014 accreditation review in respect of Tamworth Castle Museum and Collections was considered.

RESOLVED: That Cabinet:

1. approved and adopted the Collections Development Policy, the Care and Conservation Policy and Plan and the Forward Plan for Tamworth castle and Museum, and;

2. authorised the Director Communities, Planning and Partnerships in conjunction with the Portfolio Holder Economy and Education to progress the Castle's Museum Accreditation process and make minor changes to the documents if required.

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

EXCLUSION OF PRESS AND PUBLIC

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

24 SUPPORTING PEOPLE REVIEW

The Report of the Portfolio Holder for Public Housing and Vulnerable People seeking to set out the implications for Tamworth's Sheltered and Extra Care services following Staffordshire County Council's review of the way in which Supporting People Grant funding is targeted was considered.

RESOLVED: That Cabinet endorsed the nine recommendations as contained in the report.

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

Leader

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CABINET

21st August 2014

REPORT OF THE LEADER OF THE COUNCIL

BUDGET AND MEDIUM TERM FINANCIAL PLANNING PROCESS 2015/16

EXEMPT INFORMATION

None

PURPOSE

To seek agreement to the proposed budget and medium term financial planning process for General Fund and the Housing Revenue Account for 2015/16.

RECOMMENDATION

That the proposed process for the General Fund and Housing Revenue Account Budget and Medium Term Financial Planning Process for 2015/16 be adopted.

EXECUTIVE SUMMARY

Long before the current austerity measures and on-going public sector spending cuts, the Council has been proactive in the design and implementation of innovative and effective measures for driving efficiency.

It has previously been recognised by the Council's Executive Management Team (a non-decision making forum of Cabinet members and Chief Officers of the Corporate Management Team) that Members will need to focus on strategic decisions relating to high level financial issues as flexibility within future budgets will be extremely limited given the need to identify substantial savings following significant constraints in public spending (post grant reductions of 34% since 2010 and announcements from CSR 2013 of further grant reductions for District Councils of over 15% from 2015/16 – over 40% in real terms since 2010/11). Future Government spending reviews will be equally austere, the next four years will again be challenging with the potential that future levels of RSG will only finance Central Government committed resources i.e. Council Freeze Grant etc.

There also remains a high degree of uncertainty arising from the most significant changes in Local Government funding for a generation with effect from 1st April 2013, arising from Business Rates Retention, changes in Support for Council Tax and Technical Reforms to Council Tax - as well as other changes arising from the Government's Welfare Reform agenda.

The Council holds sufficient funds in reserves and balances to allow it to plan its approach to budget setting, and Cabinet, on 22nd August 2013, endorsed the document 'Planning for a Sustainable Future' as the overarching strategy for meeting the challenges forecast for the Council's Medium Term Financial Strategy (MTFS) and a series of workstreams designed to deliver savings and efficiencies designed to tackle the forecast deficit long before it becomes a reality. This includes exploring new and innovative ideas and to be more commercial in our approach to business.

The proposals arising from the work streams will change the organisation and how it works; will require Members to take difficult decisions and adhere to them; will involve managed risks and will sustain **essential services critical in supporting the most vulnerable in our communities at a time when demand is increasing and resources reduce**. Whether to implement change, react to funding reductions or simply to ensure compliance with reforms, the adoption of a “problem solving” approach to accommodating change has enabled the Council to maintain high quality public services.

The attached Project Plan at **Appendix A** lists the stages, deadlines and the responsible officers for the production of the budget and medium term financial plan. **Appendix B** contains an outline of the process whilst **Appendix C** shows the flow of key stages over the process period.

Members are asked to endorse the process to be followed.

OPTIONS CONSIDERED

None

RESOURCE IMPLICATIONS

There are no financial or resource implications arising from the implementation of the Budget and Medium Term Planning Process.

LEGAL/RISK IMPLICATIONS BACKGROUND

It is considered that a Medium Risk to the achievement of the planned timetable exists due to the potential for a delay in the:

1. Provision of information from managers; and
2. Publication of the Revenue Support Grant (RSG) information for each individual authority by the Department for Communities & Local Government (DCLG).

SUSTAINABILITY IMPLICATIONS

None

BACKGROUND INFORMATION

Budget and Medium Term Financial Planning Process

Budget Process Approach

Long before the current austerity measures and on-going public sector spending cuts, the Council has been proactive in the design and implementation of innovative and effective measures for driving efficiency.

It has previously been recognised by the Council's Executive Management Team (a non-decision making forum of Cabinet members and Chief Officers of the Corporate Management Team) that Members will need to focus on strategic decisions relating to high level financial issues as flexibility within future budgets will be extremely limited given the need to identify substantial savings following significant constraints in public spending (post grant reductions of 34% since 2010 and announcements from CSR 2013 of further grant reductions for District Councils of over 15% from 2015/16 – over 40% in real terms since 2010/11). Future Government spending reviews will be equally austere, the next four years will again be challenging with the potential that future levels of RSG will only finance Central Government committed resources i.e. Council Freeze Grant etc.

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The proposals arising from the work streams will change the organisation and how it works; will require Members to take difficult decisions and adhere to them; will involve managed risks and will sustain **essential services critical in supporting the most vulnerable in our communities at a time when demand is increasing and resources reduce**. Whether to implement change, react to funding reductions or simply to ensure compliance with reforms, the adoption of a "problem solving" approach to accommodating change has enabled the Council to maintain high quality public services.

As part of the budget process Policy Changes are required in order to amend base budget provision. As grant and other income levels are reducing, where increased costs are unavoidable then managers should identify compensatory savings. Where savings are identified they must be accompanied by a robust implementation plan. Robust business case templates will have to be submitted to Cabinet and CMT for all Policy Change submissions (Revenue and Capital).

A more detailed summary of the process is attached at **Appendix A** with an outline of the process and flow chart of the process being shown at **Appendix B and C**.

Budget Consultation

For 2015/16, in addition to the activity planned for the Tamworth Listens process, consultation has been planned to gauge residents', business and other core stakeholders' views on the Council's priorities to achieve the 'Vision' considering areas of spending or where savings could potentially be made.

The consultation, detailed at **Appendix D**, will be carried out through 3 online surveys. A survey that is tailored for businesses, a full survey aimed at residents and a survey that is tailored for the voluntary and community sector. The online residents survey will be promoted using social networking/media sites and through email contact databases. The business survey will be promoted through business social networking sites and business email contact databases. The voluntary and community sector survey will be promoted through email contact databases.

Timetable

Significant milestones in the process, detailed at **Appendix A**, are planned as:

- a) Consultation process - results to Cabinet 23rd October;
- b) Base budget and technical adjustments to Cabinet 27th November;
- c) Cabinet to consider Council Taxbase calculation on 27th November and Business Rates Forecast on 15th January;
- d) Cabinet proposals to a Leaders Budget Workshop 2nd December;
- e) Provisional RSG settlement assessment to Cabinet and CMT in December;
- f) Joint Scrutiny Committee (Budget) to be held on 27th January 2015;
- g) Final Budget and Medium Term Plan reports to Cabinet 19th February 2015;
- h) Budgets set at Council 24th February 2015.

It should be noted that the complexity of some of the issues and the reliance on the Government for Business Rates Retention and RSG data to report might mean that some reports have to be treated as urgent items and/or are considered at a later meeting.

REPORT AUTHOR

Stefan Garner, Director of Finance, Telephone: 01827 709242

LIST OF BACKGROUND PAPERS

Planning for a Sustainable Future (Meeting the Challenges to MTFs) – Cabinet 22nd August 2013

APPENDICES

Appendix A

Project Plan for the Budget and Medium Term Financial Planning Process for the year 2015/16

Appendix B

Outline of the Budget and Medium Term Financial Planning Process

Appendix C

Flowchart of the Budget & Medium Term Financial Planning Process

Appendix D

2015/16 Budget Consultation

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Budget and Medium Term Financial Planning Process for 2015/16			
	Project Plan	Deadline	Responsible Officer/s
1	Review of the 2014/15 process, formulation of 2015/16 process and report, to Cabinet 21 st August, including:	01/08/2014	DOF
	<ul style="list-style-type: none"> Review of potential budget issues; 	01/08/2014	EDCS / DOF
	<ul style="list-style-type: none"> The Budget Consultation process. 	01/08/2014	DOF / Corp. Performance Manager
2	Policy Changes		
	<ul style="list-style-type: none"> Circulation to Directors of provisionally approved policy changes for 2014/15 onwards - for confirmation or otherwise; 	01/09/2014	Accountants
Page 13	<ul style="list-style-type: none"> Any unavoidable cost increases arising from, for example, legislative or demand led changes (e.g. reduced income), be identified and included together with completion of 2013/14 outturn review; 	13/10/2014	CMT/Accountants
	<ul style="list-style-type: none"> Return of responses with Business Cases completed for new proposals, to Corporate Accountancy for collation; 	13/10/2014	CMT/Accountants
	<ul style="list-style-type: none"> Meeting of CMT to review all Revenue Policy Changes proposals on 20th October 2013; 	20/10/2014	DOF / Accountants
	<ul style="list-style-type: none"> Responses to be presented to Executive Management Team 27th October for initial consideration. 	27/10/2014	DOF / Accountants
3	Consideration of responses – including an analysis of the impact of such on the overall financial position of the Council at CMT 17 th November, Executive Management Team 24 th November and Cabinet 27 th November, to formulate/consider budget proposals in detail prior to Budget Workshop review 3rd December.	10/11/2014	CMT/Accountants
4	Capital Programme		
	<ul style="list-style-type: none"> Directors to review & confirm the provisionally approved capital schemes already contained within the 5 year capital programme (including a 'block allocation' for Cabinet approval of new schemes during the year); 	20/10/2014	CMT/Accountants
	<ul style="list-style-type: none"> Impact of any updated Stock Condition data assessed 	10/10/14	DOA/Head of Property Services

	Project Plan	Deadline	Responsible Officer/s
	<ul style="list-style-type: none"> Formulation of new 5 year programme including appraisal forms etc to be submitted to the Asset Strategy Group (ASG) prior to submission to Executive Management Team; 	24/10/2014	CMT/Accountants
	<ul style="list-style-type: none"> Capital Programme report to CMT 17th November, Executive Management Team 24th November. 	10/11/2014	CMT/Accountants
5	Budget Consultation – Cabinet receive 23 rd October, the results of the consultation process,	14/10/2014	Corporate Performance Manager
6	Charges for Services – Updated recharges basis adjusted for any structural issues, proposals to be discussed at CMT 17 th November, base recharges to be completed by 31 st October to allow consultation period (to December 2013).	31/10/2014	CMT/Accountants
7	State of Tamworth Debate, to inform the budget process.	October/November	CMT
8	Consideration of the adjusted base budget, at CMT 17 th November / Executive Management Team 24 th November / Cabinet 27 th November.	10/11/2014	EDCS/DOF/Accountants
Page 14	Approval of the Council Tax Base Calculation for 2015/16 - to Cabinet 27 th November	18/11/2014	Head of Revenues
	A meeting of Cabinet on 27 th November to receive/confirm budget proposals for Budget Workshop consideration.	24/11/2014	EDCS/DOF
11	Leaders Budget Workshop 2 nd December.	27/11/2014	Leader
12	Local Government Finance Settlement (LGFS) implications - to CMT on 1 st December / Executive Management Team 15 th December.	01/12/2014	DOF/Accountants
13	Draft Budget & MTFs Report to Executive Management Team 12 th January / Cabinet 15 th January and Joint Scrutiny Committee (Budget) 27 th January.	06/01/2015	EDCS/DOF
14	Final Business Rates forecast for 2015/16 - to Cabinet 15 th January.	06/01/2015	EDCS/DOF/ Head of Revenues
15	Implications of the final Business Rates forecast & LGFS information to be considered/built into the budget proposals (as soon as available).	January 2015	EDCS/DOF/Accountants
16	Final Budget & MTFs Report to CMT on 26 th January / Executive Management Team 9 th February.	23/01/2015	EDCS/DOF
17	Final budget reports considered by Cabinet on 19 th February who would recommend a budget to the Council meeting on 24 th February.	10/02/2015	EDCS/DOF

Outline of the Budget and Medium Term Financial Planning Process

Reasons for Producing Budgets

Budgets are required to plan for forthcoming activities in meeting the objectives of the Council as a whole. Legally, the Council is required by legislation to set its budget (balanced funding/spend) and the associated Council Tax by 11th March each year.

The budget represents the Council's plans in financial terms and acts as a method of measuring performance against the achievement of these objectives. Variances from the budget are highlighted to Senior Management and Members on a monthly basis.

Budgets assist in bringing together views, opinions and decisions of all stakeholders such as Members, Local Residents, Focus Groups and the Business Community.

The Budget Process

The budgets for the next financial year are compiled in the 'budget process' that runs mainly from September to March each year (some preparatory work / forecasts are prepared from July).

Day to day responsibility for setting budgets and financial performance monitoring may be delegated to appropriate line managers/senior officers, as appropriate.

A brief summary of the stages involved in the budget process are as follows:

- **Review / Formulation of Budget Process**

Following a review of the previous year's process, the outline process to be followed is formulated / agreed by the Corporate Management Team and Cabinet.

- **Consideration of Policy Changes**

Planned changes to services (provisionally approved during the previous budget process) are issued for confirmation. Budget Managers are also required to consider any unavoidable increased costs (arising from, for example, legislative or demand led changes e.g. reduced income) and targets for budget savings. They will be aware of the objectives of the Council as a whole within the Corporate Plan and should therefore be looking to incorporate changes or additions into their future plans.

As grant and other income levels are reducing, where increased costs are unavoidable then managers should identify compensatory savings. Where savings are identified they must be accompanied by a robust implementation plan. Robust business case templates will have to be submitted to Cabinet and CMT for all Policy Change submissions (Revenue and Capital).

- **Capital Programme**

Managers are asked to review provisionally approved schemes (within the medium term capital programme) and submit new / revised capital appraisal forms for consideration, and prioritisation within available resources, by CMT, Directors, the Asset Strategy Group and Cabinet.

- **Budget Consultation**

For 2015/16, in addition to the activity planned for the Tamworth Listens process, consultation has been planned to gauge residents', business and other core stakeholders' views on the Council's priorities to achieve the 'Vision' considering areas of spending or where savings could potentially be made.

The consultation will be carried out through three online surveys. A survey that is tailored for businesses, a full survey aimed at residents and a survey that is tailored for the voluntary and community sector. The online residents survey will be promoted using social networking/media sites and through email contact databases. The business survey will be promoted through business social networking sites and business email contact databases. The voluntary and community sector survey will be promoted through email contact databases.

- **Formulation of Budget Forecast & Base Budgets**

Managers should consider their future activities and spending requirements before discussions with their Accountant. Managers should identify any minor changes in expenditure or income or highlight other areas of concern with their Accountant prior to the finalisation of the base budget working papers. Regular review / monitoring during the year assist in this process.

It is important that managers assess budget figures carefully and do not merely increase the original budgets by the given inflation percentage. Managers should consider the previous year's level of expenditure when looking at budgets and decide if this is to be a normal level or an exception. A zero based budgeting approach to deliver service needs is required especially in a period of resource constraints.

In the main, the recalculation of the base budget involves changes that have already been approved or are outside the control of managers (e.g. inflation, pay award etc). Major alterations to budgets or proposals involving significant changes in service delivery need to be raised and submitted for approval through the policy changes process.

It should be borne in mind that financial guidance requires budget managers to be consulted (by the relevant accountant) in the preparation of the budgets for which they will be held responsible and that they are required to accept accountability for their budgets and the service to be delivered.

As part of the Governance process, there is a responsibility for Budget Managers to ensure that they are consulted and confirm that their budgets are accurate, complete and acceptable.

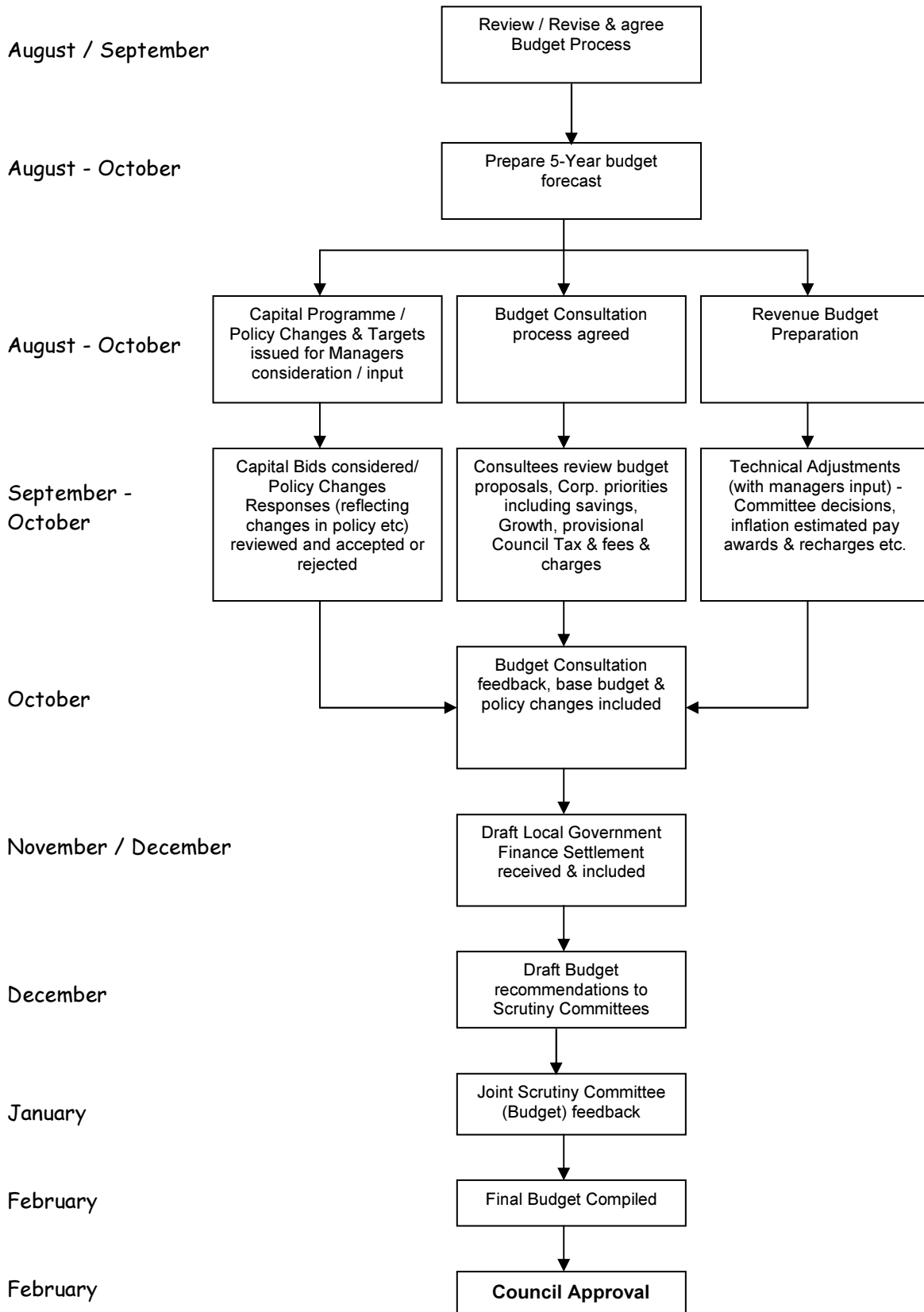
- **Compilation of Overall Budget figures**

Once all the budget working papers have been prepared, an overall net expenditure figure for the Council can be assessed in terms of affordability and whether funding for these levels of expenditure is available. It may be that Managers would be required to identify savings in their budgets, dependent on guidance from Senior Managers and Members.

- **Final Budget Approved by the Council in February**

The final budgets are approved by Members at the Cabinet meeting, usually in February. No further amendments can be made after this point. The full Council approves the budget at its meeting in February.

The Budget & Medium Term Financial Planning Process



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Tamworth Borough Council

Budget Consultation 2015/16

Background

As part of a regular annual process the Council reviews its Council Tax and Charges Strategy for the development of the budget. This process ensures that funding is put into areas of highest priority. An important element of this process is to understand the views of residents, tenants, businesses, and local voluntary groups on what these priorities are.

Overview

Consultation on the key issues affecting the 2015/16 budget consultation will be carried out through three surveys;

- A residents survey – on line and postal, promoted using social networking/media sites and through email contact databases
- A business survey – on line, promoted through business social networking sites and business email contact databases
- A voluntary and community sector survey – on line, promoted through email contact databases at the CVS

Time Table

Planning	from 1 st June 2014,
Postal survey posted (Residents)	from 31 st July 2014,
Online survey (Residents)	launched 1 st August 2014,
Online survey (Businesses)	launched 1 st August 2014,
Online survey (V&CS)	launched 1 st August 2014,
Surveys closes and taken offline	15 th September 2014,
Analyse data and write report	1 st October 2014,
Report at Corporate Management Team	6 th October 2014
Report signed off in Democratic Services	13 th October 2014
Budget Consultation report at Cabinet	23 rd October 2014

Objectives

- Identify important priorities to target for savings
- Advise on acceptable levels of fees, charges and council tax

A small budget has been set a side within the Corporate Consultation budget to undertake this work.

Tamworth Listens

In addition, the activity scheduled for 'Tamworth Listens' includes:

Tamworth Listens Question Time Event	TBA
Tamworth Listens Report at State of Borough Debate	TBA

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21 August 2014

REPORT OF THE PORTFOLIO HOLDER FOR OPERATIONS AND ASSETS

CABINET WRITE OFFS FOR 01/04/14 - 30/6/14

EXEMPT INFORMATION

None

PURPOSE

To provide members with details of write offs from 01 April 2014 to 30 June 2014.

RECOMMENDATIONS

That Members endorse the amount of debt written off.

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. This report shows the position for the current financial year. Further updates will continue to be produced on a quarterly basis.

Type	01/04/14-30/06/14
Council Tax	(£32.32)
Business Rates	(£473.63)
Sundry Income	£0.00
Housing Benefit Overpayments	£7,846.29

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

Business Rates	
Bad Debt provision	£1,068,903.15
Less amount written off to date under delegated powers	£0.00
Amount remaining	£1,068,903.15

OPTIONS CONSIDERED

Not applicable.

RESOURCE IMPLICATIONS

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

LEGAL/RISK IMPLICATIONS BACKGROUND

Not applicable.

SUSTAINABILITY IMPLICATIONS

Not applicable.

BACKGROUND INFORMATION

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

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

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

Authorisations are needed to write off debt:

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

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LIST OF BACKGROUND PAPERS

Corporate Credit Policy - effective management of debt

APPENDICES

Appendices A to D give details of write offs completed for Revenues and Benefits Services.

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Appendix D- Housing Benefit Overpayments

Summary of Benefit Overpayment Write Offs 01/04/2014-30/06/2014									
Date of Write Off	Head of Benefits				Executive Director Corporate Services (£2,000.01-£10,000.00)	Cabinet (£10,000.01 and Over)	Total	No. of Accounts	Reason(s)
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)	(£1,000.01-£2,000)					
30.04.2014	£30.36						£30.36	1	less than £40 outstanding
"	£236.20	£264.94					£501.14	8	Discretionary Housing Payment
"	£15.68						£15.68	4	Not financially viable
"	£44.51						£44.51	26	Uneconomical to pursue
"	£143.90						£143.90	2	less than 2 weeks o/s due to death
"	£29.37	£148.50		£1,835.13			£2,013.00	4	Department (LA) error
31.05.2014	£164.51						£164.51	63	Uneconomical to pursue
"	£73.21	£176.10					£249.31	2	less than 2 weeks o/s due to death
"	£40.00	£100.00					£140.00	2	court costs
"	£115.69	£601.81	£672.85				£1,390.35	7	Not financially viable
"		£521.14					£521.14	2	Discretionary Housing Payment
"		£213.67					£213.67	1	bankrupt
30.06.2014	£169.34						£169.34	81	Uneconomical to pursue
"	£17.15		£564.06				£581.21	2	Department (LA) error
"	£230.41	£294.18					£524.59	10	Not financially viable
"	£40.00						£40.00	1	court costs
"	£200.79	£115.56					£316.35	6	Discretionary Housing Payment
"	£242.67	£353.40					£596.07	7	less than 2 weeks o/s due to death
"		£191.16					£191.16	1	Deceased
Q1 Totals	£1,793.79	£2,980.46	£1,236.91	£1,835.13	£0.00	£0.00	£7,846.29	230	

21st August 2014

**REPORT OF THE PORTFOLIO HOLDER FOR
OPERATIONS AND ASSETS****Grants To Voluntary Organisations (Small Grants Scheme)/Local Arts Grant
Scheme/Sports Grants Scheme****EXEMPT INFORMATION**

None

PURPOSE

To inform Members of the Small Grants, Arts Grants and Sport Grants awards made during 2013/14

RECOMMENDATIONS

That the Cabinet endorses the outturn of the Cabinet (Grants) Sub-Committee

EXECUTIVE SUMMARY

Tamworth Borough Council operates a number of small grant schemes designed to encourage community and voluntary groups to develop in Tamworth and to support the delivery of the Councils vision and corporate priorities,

Tamworth Borough Council has three small grant schemes 1) Grants to Voluntary and Community Groups, 2) Arts Grants and 3) Sports Grants.

Applications are therefore invited from any group or individuals living within the Borough of Tamworth who require financial support to pursue services/ activities.

The Cabinet Grants Sub-Committee meets on a quarterly basis to consider grant applications from Voluntary Organisations and Local Arts. This report is to provide Members with details of awards made during 2013/14.

RESOURCE IMPLICATIONS

This report accords with the funding framework endorsed by the Cabinet in July 2005.

The grant awards have been met from the 2013/14 Grants to Voluntary Organisations and Local Arts Grants budgets and retained funds.

There are no staffing, community/performance planning, sustainable development, community safety, equal opportunities or human rights implications arising from this report.

LEGAL/RISK IMPLICATIONS BACKGROUND

There are no associated risks arising directly from the report.

BACKGROUND INFORMATION

UPDATE ON GRANTS AWARDED TO VOLUNTARY AND COMMUNITY ORGANISATIONS 2013/2014

During the period 1st April 2013 - 31st March 2014 a budget of £9,400.00 was allocated and a retained fund of £4,701.55 giving a total budget available of £14,101.55 with £9180.25 awards being granted to the groups listed in Appendix 1

UPDATE ON GRANTS AWARDED LOCAL ARTS 2013/2014

During the period 1st April 2013 - 31st March 2014 a budget of £3,460.00 was allocated and a retained fund of £683.00 giving a total budget available of £4,143.00 with £3,795.00 awards being granted to the groups listed in Appendix 2 (Tamworth Writing Festival and BMX yet to be paid)

UPDATE ON GRANTS AWARDED SPORTS 2013/2014

During the period 1st April 2013 – 31st March 2014 a budget of £22,390 was allocated with £20,685.00 awards being granted to the groups listed in Appendix 3

REPORT AUTHOR

Karen Clancy

LIST OF BACKGROUND PAPERS

Background Papers: -	Voluntary & Community Organisations Application Forms
	Local Arts Grants Application Forms

APPENDICES

Appendix 1

<u>Name of Group</u>	<u>Amount Awarded</u>	<u>Detail</u>
Harmony Group	£500.00	purchase of equipment for sensory library
Lichfield & District Live at Home	£200.00	Training of volunteers
Tamworth ME/FM Support	£500.00	Room Hire Costs
The Heart of Tamworth Community Project	£485.25	Equipment
1 st Glascote Scouts	£500	Camping Cooking Equipment (Portable Cooker/Griddle)
Amington Park Residents	£500	Weatherproof Housing for Defibrillator
Cruse Bereavement	£500	leaflets/PR to advertise their services in Tamworth
Friends of Tamworth Castle	£500	Male historic costumes
The Manna House	£500	Equipment for a new mum and

		toddler group and a storage shed
Destination Tamworth	£500	Artwork & Printing Costs of voucher booklets for Soldiers on return from Afghanistan
Shoebox Theatre	£495	room hire and freelance practitioner
Unite Tamworth & District	£500	Members subsidised holiday
Dance Yourself Fit	£500	Room Hire & Refreshments
M.Y. Theatre	£500	Room Hire costs to run sessions and performance costs/props
Tamworth Arts Club	£500	Hire of Assembly rooms
Coton Green Church Pre-School	£500	Resources/equipment
Dosthill Park Pre-School	£500	Arts and Craft Materials
Tamworth Almshouses	£500	A replacement Greenhouse
Tamworth Stroke Patients and Carers Group	£500	Room Hire, Publicity Flyers and Minibus hire
TOTAL AWARD 2012/13	£9180.25	

Therefore a total of **£9180.25** was allocated from the 2013/14 budget.

Leaving **£219.75** to be added to the retained fund.

Appendix 2

<u>Name of Group</u>	<u>Amount Awarded</u>	<u>Detail</u>
Dig-It	£500.00	towards: 'Positively Different' Event
Pennymoor Youth Club	£495.00	towards: Christmas Concert – Venue Hire & Young Voices – Coach Hire
Tamworth Pantomime Company	£400.00	towards: Set £350 and Marketing £50
TCR FM	£500.00	towards: PA system
Shoebox Theatre	£400	Towards: 20 sessions and 2 performance pieces
Beacon Community Church	£500	Towards: I belong Here project
Tamworth Writing Festival – Mr Geoff Jones	£500	Towards: costs associated with Tamworth Writing Festival
Tamworth BMX	£500	Towards: Painting of shipping container
TOTAL AWARD 2013/14	£3795.00	

Therefore a total of **£3,795.00** was allocated from the 2013/14 budget and retained fund.

Leaving **£348.00** in the retained fund.

Appendix 3

<u>Name of Group</u>	<u>Amount Awarded</u>	<u>Detail</u>
Tamworth Sailing Club	£500	Encouraging new membership for the club
Aimee Wilson – Mickleover Golf Club	£400	support with entry fees and golf equipment
Bethany Morrin – Birmingham Swimming Squad	£300	Support with entry fees and equipment
Tamworth Boxing Club	£5000	Physical Activity sessions for parents and children
BMX Club (Mountain Bike)	£1500	Equipment for Development of Mountain Bike Club
BMX Club	£535	Coaching for development of Mountain Bike Section
Daniel Finnegan – Cycling	£250	For progression
Tamworth Kettlebell Club	£5000	Part Payments to be made as project progresses. Payments will be made as invoices are received
BMX Club	£5000	£1200 to be held by TBC to be used for on going maintenance, £750 to be held by TBC for Holiday Activity Scheme, £1050 to be paid now and £500 be paid to club each year for next 4 years
Tamworth Athletic Club	£850	Equipment
Tamworth Cricket Club	£150	Level 2 Coaching
Emily Allen	£300	Ten Pin Bowling – For progression
C Long	£300	Golf – entry fees/progression
H Rollason	£300	Cycling - Equipment
T Hobbins	£300	Gymnastics - Progression
TOTAL AWARD 2012/13	£20685.00	

Therefore a total of **£20,685** was allocated from the 2013/14 budget

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