

13 July 2015

Committee	Overview and Scrutiny
Date	Tuesday, 21 July 2015
Time of Meeting	4:30 pm
Venue	Committee Room 1

ALL MEMBERS OF THE COMMITTEE ARE REQUESTED TO ATTEND



**for Sara J Freckleton
Borough Solicitor**

Agenda

1. ANNOUNCEMENTS

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the visitors' car park at the front of the building and await further instructions (staff should proceed to their usual assembly point). Please do not re-enter the building unless instructed to do so.

In the event of a fire any person with a disability should be assisted in leaving the building.

2. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

To receive apologies for absence and advise of any substitutions.



Item	Page(s)
3. DECLARATIONS OF INTEREST	
<p>Pursuant to the adoption by the Council on 26 June 2012 of the Tewkesbury Borough Council Code of Conduct, effective from 1 July 2012, as set out in Minute No. CL.34, Members are invited to declare any interest they may have in the business set out on the Agenda to which the approved Code applies.</p>	
4. MINUTES	1 - 13
<p>To approve the Minutes of the meeting held on 16 June 2015.</p>	
5. CONSIDERATION OF THE EXECUTIVE COMMITTEE FORWARD PLAN	14 - 17
<p>To determine whether there are any questions for the relevant Lead Members and what support the Overview and Scrutiny Committee can give to work contained within the Plan.</p>	
6. OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2015/16	18 - 19
<p>To consider the forthcoming work of the Overview and Scrutiny Committee.</p>	
7. GLOUCESTERSHIRE POLICE AND CRIME PANEL UPDATE	
<p>To receive feedback from the last meeting of the Gloucestershire Police and Crime Panel.</p>	
8. GLOUCESTERSHIRE HEALTH AND CARE OVERVIEW AND SCRUTINY COMMITTEE UPDATE	
<p>To receive feedback from the last meeting of the Gloucestershire Health and Care Overview and Scrutiny Committee.</p>	
9. JOINT WASTE TEAM PRESENTATION	
<p>To receive a presentation in relation to the work of the Joint Waste Team and Joint Waste Committee.</p>	
10. REVIEW OF DISCRETIONARY HOUSING PAYMENT POLICY	20 - 31
<p>To endorse the findings of the review of the Discretionary Housing Payment Policy and to recommend to the Executive Committee that the revised Policy be adopted.</p>	
11. FLOOD RISK MANAGEMENT GROUP MONITORING REPORT	32 - 41
<p>To consider progress against the Flood Risk Management Group Action Plan.</p>	
12. HEALTH AND WELLBEING STRATEGY MONITORING REPORT	42 - 66
<p>To consider the progress made in relation to the implementation of the actions in the Health and Wellbeing Strategy 2013-2016.</p>	

	Item	Page(s)
13.	ENVIRO-CRIMES REVIEW MONITORING REPORT	67 - 72
	To consider progress against the recommendations arising from the Enviro-Crimes Review.	
14.	REVIEW OF DISABLED FACILITIES GRANTS	73 - 77
	To establish an Overview and Scrutiny Committee Working Group to review the Council's approach to Disabled Facilities Grants and to approve the proposed Terms of Reference for the Working Group.	

DATE OF NEXT MEETING
TUESDAY, 8 SEPTEMBER 2015
COUNCILLORS CONSTITUTING COMMITTEE

Councillors: P W Awford (Chairman), Mrs G F Blackwell (Vice-Chairman), G J Bocking, K J Cromwell, Mrs J E Day, R D East, D T Foyle, Mrs R M Hatton, Mrs H C McLain, T A Spencer, Mrs P E Stokes, P D Surman, M G Sztymiak, H A E Turbyfield and M J Williams

Substitution Arrangements

The Council has a substitution procedure and any substitutions will be announced at the beginning of the meeting.

Recording of Meetings

Please be aware that the proceedings of this meeting may be recorded and this may include recording of persons seated in the public gallery or speaking at the meeting. Please notify the Democratic Services Officer if you have any objections to this practice and the Chairman will take reasonable steps to ensure that any request not to be recorded is complied with.

Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the public and press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

TEWKESBURY BOROUGH COUNCIL

Minutes of a Meeting of the Overview and Scrutiny Committee held at the Council Offices, Gloucester Road, Tewkesbury on Tuesday, 16 June 2015 commencing at 4:30 pm

Present:

Chairman
Vice Chairman

Councillor P W Awford
Councillor Mrs G F Blackwell

and Councillors:

G J Bocking, K J Cromwell, Mrs J E Day, R D East, Mrs R M Hatton, Mrs H C McLain, T A Spencer, Mrs P E Stokes, P D Surman, M G Sztymiak, H A E Turbyfield and M J Williams

OS.5 ANNOUNCEMENTS

5.1 The evacuation procedure, as noted on the Agenda, was taken as read.

OS.6 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

6.1 Apologies for absence were received from Councillor D T Foyle. There were no substitutes for the meeting.

OS.7 DECLARATIONS OF INTEREST

7.1 The Committee's attention was drawn to the Tewkesbury Borough Council Code of Conduct which was adopted by the Council on 26 June 2012 and took effect from 1 July 2012.

7.2 There were no declarations made on this occasion.

OS.8 MINUTES

8.1 The Minutes of the meetings held on 7 April and 26 May 2015, copies of which had been circulated, were approved as correct records and signed by the Chairman.

OS.9 CONSIDERATION OF THE EXECUTIVE COMMITTEE FORWARD PLAN

9.1 Attention was drawn to the Executive Committee Forward Plan, circulated at Pages No. 11-15. Members were asked to determine whether there were any questions for the relevant Lead Members and what support the Overview and Scrutiny Committee could give to the work contained within the Plan.

9.2 A Member raised concern that the Climate Change Strategy had been removed from the Agenda for the meeting on 25 November 2015. He stressed that this was a very important issue, which was high on the agenda for all political groups, and it was crucial that the Council had a clear approach to tackling climate change. The Deputy Chief Executive explained that it was a question of finding the capacity to undertake this work given that there had been changes in personnel within the department as a result of the transfer to Ubico. Climate change was not currently a priority within the Council Plan and Members may wish to give consideration to its inclusion when the Plan was reviewed over the coming year.

9.3 A Member noted that the Corporate Enforcement Policy was due to be considered at the Executive Committee meeting on 15 July 2015, and would set out the guiding principles by which legislation would be enforced by the Council to protect public health, safety, amenity and the environment within the Borough. He recognised the importance of enforcement but indicated that it had been stressed to Members who had attended the Planning training as part of the Members' Induction Programme that enforcement action should only be taken when expedient to do so. The Deputy Chief Executive agreed that any enforcement policy would need to balance different priorities and judgements would need to be made to ensure that enforcement was effective. She clarified that this would be a corporate policy which would set out how the Council would collectively deal with problems in the community, for example, there had recently been an issue around caravan licences. A Member indicated that he had been experiencing problems with caravans within his Ward and he raised concern that he had found out about action being taken by Tewkesbury Borough Council via local radio rather than from Officers directly. The Communications Team Leader indicated that, unfortunately there was not always time to update Members on an individual basis on every media enquiry and she relied on Officers to keep Members informed in relation to issues across the Borough which may attract media attention. If she had known about this particular situation she would have ensured that the relevant Members were fully briefed and she undertook to send them a copy of the full statement which had been issued.

9.4 It was

RESOLVED That the Executive Committee Forward Plan be **NOTED**.

OS.10 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2015/16

10.1 Attention was drawn to the Overview and Scrutiny Committee Work Programme 2015/16, circulated at Pages No. 16-18, which Members were asked to consider.

10.2 A Member was of the opinion that it would be beneficial for the Overview and Scrutiny Committee to undertake a review of Ubico, following the transfer of waste services in April, given that this was a frontline service which also provided street cleansing and grounds maintenance for the Borough. He felt that it would be appropriate to have an interim update in October with a 12 month update in April and Officers undertook to include this in the Work Programme. A Member queried who was responsible for grass cutting and the Environmental and Housing Services Group Manager explained that this was dependent on who owned the land. The Grounds Maintenance team cut the grass on land owned by Tewkesbury Borough Council and, whilst the Council did not contract out any work of this nature, there were other contractors who carried out grass cutting on behalf of Parish Councils and other agencies such as Severn Vale. In terms of the recent complaints about grass cutting, she advised that the large gang mower had broken down and, due to its age, it had taken some time to obtain the parts which were required to fix it. Unfortunately, this had meant that the grass cutting regime had

fallen behind and it had not been possible to borrow a machine from Ubico due to the length of the grass. The mower had been repaired and the grass had now been cut. Officers were working hard to carry out missed cuts and to undertake second cuts where necessary. In response to a query about carrying out grass cutting on behalf of Parish Councils, confirmation was provided that they were required to pay for this work. A Member noted that the grass along the A38 had been cut earlier that day which had exposed a significant amount of litter and he felt that this would need to be addressed swiftly in order to avoid complaints. The Environmental and Housing Services Group Manager undertook to contact the supervisor responsible.

- 10.3 The Corporate Services Group Manager drew attention to two new areas of work for the Committee: the Review of Disabled Facilities Grants which was due to be considered in July and would involve the formation of an Overview and Scrutiny Committee Working Group; and the monitoring of the Peer Review Action Plan in December. The Democratic Services Group Manager went on to advise that, at its meeting on 26 May 2015, the Council had appointed Councillor Rob Garnham as its representative on the Gloucestershire Police and Crime Panel. Whilst he was not a Member of the Overview and Scrutiny Committee, Councillor Garnham had indicated that he intended to report verbally to the Committee following each meeting of the Panel, and confirmation was provided that he would attend the next meeting on 21 July 2015. On that basis it was felt that it would be appropriate to move this item to the start of the Agenda where relevant.

- 10.4 Having considered the information provided, it was

RESOLVED

That the following amendments be made to the Overview and Scrutiny Committee Work Programme 2015/16:

- i. Review of Ubico to be added to the Agenda for meetings on 20 October 2015 (six month update) and 12 April 2016 (12 month update); and
- ii. Gloucestershire Police and Crime Panel Updates to be moved to the start of the Agenda for future meetings.

OS.11 PERFORMANCE MANAGEMENT - QUARTER 4

- 11.1 The report of the Corporate Services Group Manager, circulated at Pages No. 19-72, attached performance management information for quarter 4 of 2014/15. The Overview and Scrutiny Committee was asked to review and scrutinise performance information and, where appropriate, identify any issues to refer to the Executive Committee for clarification or further action to be taken.

- 11.2 The performance management report comprised the Council Plan Performance Tracker, the Key Performance Indicator (KPI) set, the Financial Budget Summary Statement and the Capital Monitoring Statement. The performance tracker, attached at Appendix 1, confirmed the completion of a number of key actions and ongoing progress of longer term actions. Paragraph 2.3 of the report highlighted a number of achievements since the last update. Members were informed that good progress was being made on the build of the new leisure centre and it was intended that a report would be taken to the Executive Committee in September regarding the naming of the facility. Operational services had now transferred to Ubico and a client monitoring framework was in place to set out how they would be delivered. The Revenues and Benefits improvement programme was now complete and had resulted in the identification of significant savings, furthermore, processing performance was now in the top quartile nationally. The review methodology was being replicated across other services with a review of Customer Services already underway and the scope for a review of Environmental Health agreed. In addition, Members were advised that the governance arrangements to

support the £1.4M LEADER European rural funding were now being implemented; almost £400,000 of repair and renew grant funding had been delivered to provide flood protection to properties; the successful delivery of the Families First Programme, in partnership with Gloucestershire County Council, had resulted in the County being chosen as an early adopter of the new programme; there had been improvement within ICT such as a new test environment and hardware; a new Community Funding Officer post had been established; and the JCS examination was currently underway.

11.3 Members raised the following queries in respect of the Performance Tracker:

Priority: Use Resources Effectively and Efficiently

P26 – Objective 2 – Action a) Rationalise office accommodation through new ways of working and to increase rental income – A Member queried whether any progress had been made in respect of the third floor office accommodation.

The Finance and Asset Management Group Manager explained that the top floor of the Council Offices building had been vacant since last autumn and a decision had been taken to hold the election count in that space in May 2015. Discussions were ongoing with a number of partners including Gloucestershire County Council, Gloucestershire Care Services and Gloucestershire Fire and Rescue about their requirements in respect of office space and potential future use of the Council Offices building. Members would be kept informed of progress as and when there was something to report.

P27 – Objective 2 – Action c) To review the asset portfolio and develop a strategy to maximise potential from the portfolio – A Member indicated that the Hat Shop had been omitted from the asset portfolio.

The Finance and Asset Management Group Manager confirmed that not all of the Council's assets were listed under this action. Nothing had been done in respect of the Hat Shop during 2014/15 due to a review of services and therefore there was nothing to report at this stage.

Priority: Promote Economic Development

P31 – Objective 1 – Action a) Create a property search database on the Council website for external users – A Member queried whether this had now gone live.

The Economic and Community Development Manager advised that the commercial property search database would be live by the end of June.

P32 – Objective 2 – Action b)
Organise events to strengthen relationships with key employers in the Borough – A Member sought more information in respect of the LEADER funding bid.

The Economic and Community Development Manager advised that this was a Defra funded scheme focusing on encouraging growth in rural areas. Tewkesbury Borough Council was working with the Forest of Dean District Council to look at how best this could be achieved. A local action group had been created to identify potential projects that would deliver growth and provide more jobs. £1.4M had been awarded over five years and a Programme Manager, Neil Batt, had been appointed to work across the Tewkesbury Borough and Forest of Dean areas. He encouraged Members to contact the Programme Manager if they were aware of any businesses or organisations that might benefit from the funding.

Priority: Provide Customer Focused Community Support

P46 – Objective 3 – Action a)
Agree approach and programme of work for Community Infrastructure Levy – A Member noted that the governance arrangements with JCS partners were being reviewed and questioned when this would be brought to Members.

The Deputy Chief Executive advised that the Community Infrastructure Levy (CIL) process was a long one and the preliminary draft charging schedule was currently being consulted upon. Whilst the Borough Council would adopt its own charging schedule, Officers had been working with Cheltenham Borough and Gloucester City Councils to ensure that the schedules aligned as there would be a need to ensure that money was available to deliver the infrastructure for sites within the Joint Core Strategy (JCS). Information would initially be provided to the Community Infrastructure Levy Member Working Group with recommendations being taken to the Executive Committee where appropriate.

P46 – Objective 3 – Action c)
Provide appropriate support for neighbourhood planning and community led planning – A Member noted that 11 Neighbourhood Plans had been designated across 15 Parishes and he questioned whether the Neighbourhood Plans would carry any weight in planning terms.

The Chief Executive explained that, once formally approved and adopted via a referendum, Neighbourhood Plans would form part of the Tewkesbury Borough Local Plan and therefore would hold considerable weight in the planning process. The 11 designated Neighbourhood Plans were all at different stages and, in his experience, one of the main issues was the amount of time it took to compile the Plans given that the work was carried out by volunteers within the Parishes. It was extremely frustrating for Parishes as, if they did not have an adopted Neighbourhood Plan in place, they could be vulnerable to speculative planning applications. Officers were supporting Parishes through the process as much as possible and help was also being provided via the Gloucestershire Rural Community

Council (GRCC). A Member queried who paid for the referendums and the Democratic Services Group Manager advised that the Government provided grants towards the costs but they would be administered by the Council.

P48 – Objective 4 – Action a) Support the delivery of projects agreed by the Community Safety Partnership – A Member questioned whether signs were being displayed in relation to fly-tipping and dog fouling.

The Environmental and Housing Services Group Manager explained that Environmental Health had recently gone through a service review and it had been necessary to recruit to some posts. The service would soon be fully staffed which would allow more community work to be undertaken in respect of environmental crimes. The Council had recently bought some surveillance cameras which would be used to try to catch people committing such crimes and Officers were working with Parish Councils and landowners to see what else could be done. Brockworth Parish Council had purchased glow in the dark signs which were intended to remind dog owners that they were being watched. Representatives from the Parish Council would be invited to share this practice with others at a future Town and Parish Council Seminar. The Communications Team Leader advised that her team had produced posters highlighting the dangers of dog fouling, which had been displayed in Shurdington, and a Member had requested that similar signs be displayed around the Vineyards in Tewkesbury.

P49 – Objective 4 – b) Work with statutory and voluntary agencies to address the issues of anti-social behaviour and environmental crime in our communities – A Member noted that 26 young people had been helped with the assistance of the ASB Youth Diversion Worker and he queried whether this provided value for money in terms of the anti-social behaviour incidents which had been prevented.

The Environmental and Housing Services Group Manager advised that the ASB Youth Diversion Worker worked with a range of young people and their families and 26 young people had been deterred from committing anti-social behaviour during the year. She had worked with the Gloucestershire Fire and Rescue service in relation to an arson case involving a group of young people and it was noted that the cost of an arson incident would far outweigh the cost of employing the ASB Youth Diversion Worker for the year. On that basis it was considered that the post provided considerable value for money.

11.4 Attention was drawn to the KPIs, attached at Appendix 2 to the report, and Members were informed that, of the 20 indicators with targets, eight had not been achieved. The KPIs which had not been achieved related to average number of sick days (KPI 11) which had an outturn of 8.67 days against a target of 7 days; three KPIs in relation to determination of planning applications (KPIs 14, 15 and 16); the number of visitors to Winchcombe Tourist Information Centre (KPI 26) which had an outturn of 9,131 against a target of 11,200; percentage of waste recycled which had an outturn of 51.08% against a target of 52%; the number of

reported enviro-crimes which had an outturn of 1,012 against a target of 850; and broadly compliant food establishments which had an outturn of 90.44% against a target of 94%. Of the indicators showing improved performance, or above target, particular reference was made to KPIs 12-17, which related to planning processing times as all six indicators were reporting improved performance on the previous year, although three were not currently achieving target. New benefit claims (KPI 18) were now being processed within an average of 13.02 days compared to 27.17 days in the previous year, and change of circumstances (KPI 19) processed within an average of 4.36 days compared to 13.41 days previously. It was also noted that 159 affordable houses had been delivered within the year which meant that the target of 100 new homes had been achieved for the third year running.

11.5 During the debate which ensued, Members raised the following queries in relation to the KPIs:

P58 – KPI No. 6 – Total number of homeless applications presented – A Member questioned whether applications were from local people or from people wanting to move into the area.

The Environmental and Housing Services Group Manager explained that there were several points which needed to be taken into account when dealing with homeless applications: whether the person was actually homeless i.e. if they had nowhere to stay that night; whether the person was eligible for assistance in terms of immigration status; whether they had a priority need e.g. pregnant women, people made homeless by fire, flood or other emergency; whether the person was intentionally homeless; and whether they had a local connection i.e. if they had lived in the Borough for six of the last 12 months or three of the last five years, or if they had a family connection with someone who had lived in the Borough for five years. Applications would not be accepted from anyone who could not demonstrate a local connection unless they were fleeing violence and it was not safe for them to be in their own area. She confirmed that the 31 applications which had been received in quarter 4 were new applications. The Chief Executive understood that it was tempting to view Tewkesbury Borough as an affluent area which was unaffected by problems such as homelessness; however, that was clearly not the case as the homeless figures had remained consistent at approximately 30 applications per quarter throughout 2014/15. Officers always looked to take preventative action to see if there was another way to deal with issues before accepting a duty to rehouse. The Environmental and Housing Services Group Manager reminded Members that, whilst still a significant number, only 20 of the 31 applications had been accepted during quarter 4.

P60 – KPI No. 11 – Average number of sick days per full time equivalent – A Member noted that there was a problem in relation to sickness absence which linked to the increased use of agency staff. He questioned how this related to the closing of vacant posts as he felt it might be better to fill those posts in order to relieve pressure on other members of staff.

The Deputy Chief Executive explained that Tewkesbury Borough Council was quite a small organisation and it was unfortunate that there had been a number of long term sickness absences due to serious health problems. Some posts did need to be covered on a short term basis using agency staff, however, she provided assurance that the recruitment to posts had to be signed off by the Corporate Leadership Team which gave careful consideration as to whether there was a need for that position to be filled or whether things could be done differently within the service. She reiterated that it had been an unusual year in respect of long term sickness and this had impacted on the budget.

P61 – KPI No. 12 – Percentage of major planning applications determined within 13 weeks; KPI No. 14 – Percentage of minor planning applications determined within 8 weeks - A Member noted that the quarter 4 outturns for these KPIs were 53.85% and 59.19% respectively, which was below target, and yet income targets were being exceeded in planning. He questioned how the two collated.

The Deputy Chief Executive clarified that the KPIs related to the time it took to determine the planning applications which were received whereas the information contained within the financial position statement related to the income received from planning applications. She acknowledged that the performance of the Planning Team had been of concern for some time but it was pleasing to note that there was now a trajectory of improvement alongside a considerable increase in the number of applications being received. A Member welcomed this ongoing look at planning performance as he felt that this was an area where public perception could be improved. The Deputy Chief Executive agreed that there was mixed customer feedback in relation to planning but she felt that it should be borne in mind that the applications being received were numerous and varied. It was an area where processes could be improved and the model which had been used to conduct the Revenues and Benefits review was being replicated in the Planning department with a review commencing that week focusing on the customer experience. The Vice-Chairman of the Planning Committee reiterated that the Planning department had to deal with a number of very large and complex applications which could take a long time to determine. It was hoped that the new Scheme of Delegation, which had been approved by the Council in April, would help to improve the situation with more applications being determined under delegated powers.

P68 – KPI No. 32 – Food establishments in area broadly compliant with food hygiene regulations (%) – A Member questioned why premises were not being inspected.

The Environmental and Housing Services Group Manager explained that it was compulsory for food establishments to be inspected and new premises were required to contact the Council to arrange an inspection. Establishments were inspected at different rates depending on the activity which they would be carrying out, for example, a bakery serving food on a high demand basis would be a higher risk than a child-minder and would therefore be inspected as a priority. Rather than visit every premises, it was proposed that those which were classed as low risk be asked to attend a seminar at the Council to be assessed through a question and answer session. The Member sought further explanation as to the difference between high, medium and low risk and the Environmental and Housing Services Group Manager undertook to circulate this information to Members following the meeting.

- 11.6 The Corporate Services Group Manager indicated that a training session would be arranged for the Committee, prior to the September meeting, to provide a more in-depth look at the performance tracker and how the Council Plan was linked to performance indicators.
- 11.7 The Financial Budget Summary Statement, attached at Appendix 3 to the report, showed a £207,442 saving against the annual budget, which was a significant increase on the £37,906 saving reported in quarter 3. This was largely due to income targets being exceeded in areas such as planning, land charges and garden waste. There had also been less expenditure on benefit payments than budgeted and, due to the size of the figures involved, this translated to a significant saving; however, it was to be borne in mind that this was netted off against a reduced housing subsidy claim to the Government. There had been a continuing deficit in terms of employee costs since quarter 3 with increased payments for agency staff to cover vacancies and sickness. A recruitment drive had helped to replace staff more quickly than in previous years which had reduced savings from holding vacancies. It was noted that some of the additional costs incurred through staffing had resulted in extra income being generated, for example, in One Legal. Another area which had seen a deficit against budget was increased expenditure on premises costs; this was almost entirely in relation to the release of the rent for the Cheltenham depot as part of the move to Ubico, although this was being negotiated with Cheltenham Borough Council. A number of unbudgeted costs had impacted on the overall savings, for example, various health and safety investigations had been funded from elsewhere in the budget.
- 11.8 Whilst the Council had a saving against budget, there were a number of significant pressures on the Council's financing streams. The financing of the Council's net revenue position had been impacted following the revaluation of a major business within the retained business rates scheme brought in by the Government in 2013. There had been a 30-40% reduction in the valuation of that particular business which had contributed significantly to a total loss of £600,000 for Tewkesbury Borough Council within the scheme. Reserves had previously been set aside to deal with the volatility of the scheme and, whilst they had done the job they had been intended for, it would be necessary to replenish those reserves. It was noted that Tewkesbury Borough Council had incurred a safety net payment of £3.95M

from the Gloucestershire Business Rates Pool with the individual Councils contributing to fund this loss. There were a number of other appeals to be heard which could have a further potential negative impact, although none would be of the same magnitude. Members were informed that the Council had expended £3.68M on capital projects in 2014/15, utilising £2.88M of capital reserves and £0.80M of capital grants. Over £819,000 capital had been spent during the year on the office refurbishment project which had been completed in September 2014. The new leisure facility build project had commenced in February 2015 with £1.25M being spent by 31 March 2015. Another area of major expenditure was the Disabled Facilities Grants which had totalled £778,000. A more detailed report outlining the Council's financial outturn position for 2014/15 would be presented to the Executive Committee in July. In addition, the Council's Statement of Accounts for the financial year would be presented to Audit Committee in September. The financial performance reporting for the first quarter of 2015/16 had been revised to provide greater detail for Members and would be presented to the Overview and Scrutiny Committee in September.

11.9 A Member queried whether anything could be done to claw back some of the £600,000 which had been lost as a result of the business rates revaluation. The Deputy Chief Executive considered that it was very unfair that Tewkesbury Borough Council was taking a hit for the revaluation of a business under a national scheme which was not in the Council's control at that time. All of the local authorities within Gloucestershire had written to the Secretary of State to complain about this inequity and to request a response from the Government in recognition of this unfairness. Whilst the initial reaction from the civil servants had not been very hopeful, the Councils were united in their approach. The Finance and Asset Management Group Manager went on to explain that money had been set aside in 2014/15 to ensure that the Council was able to cover the cost of revaluations during the year. This meant that, whilst revaluation had not left a black hole in the budget, it would be necessary to replenish reserves in order to protect the Council from risk in future years. Tewkesbury Borough Council had the support of the rest of the County and Members were reminded that the Council had already received a £3.95M safety net payment from the Gloucestershire Business Rates Pool which had contributed significantly to the loss.

11.10 Having considered the information provided, it was

RESOLVED That the performance management information for quarter 4 2014/15 be **NOTED**.

OS.12 CORPORATE POLICIES AND STRATEGIES

12.1 The report of the Corporate Services Group Manager, circulated at Pages No. 73-84, provided the list of corporate policies and strategies. Members were asked to consider the list and identify those for inclusion within the Committee's 2015/16 Work Programme.

12.2 The Corporate Services Group Manager explained that the Committee had previously requested a list of the policies and strategies to help inform its Work Programme. The list was revised and updated on an annual basis and the policies and strategies that were due for review in 2015/16 were highlighted in bold at Appendix 1 to the report. He indicated that there were potentially four policies/strategies which he felt could be focused upon for inclusion in the Committee's Work Programme: Customer Services Strategy; Discretionary Housing Payments Policy which aligned with the gold standard for housing options; Corporate Enforcement Policy; and Risk Management Strategy.

12.3 A Member noted that the Absence Management Policy was not due to be reviewed until 2017, however, he queried whether it would be prudent to bring that forward given that the absence statistics had been less positive in recent months. The Chief Executive provided assurance that there was no problem with absence management and he reiterated that there had been a number of long term absences due to serious illnesses and, unfortunately, this had a significant impact on the figures due to the size of the organisation. He indicated that it was short term sickness absence which tended to cause problems and he felt that the absence management procedures were robust in those situations. The Overview and Scrutiny Committee had conducted a review of the Absence Management Policy in 2012 and had made a number of recommendations which had been incorporated into the Policy. He felt that it was important to keep a close eye on sickness absence going forward, and to challenge Officers if the situation did not improve, however, he did not recommend a review at this stage. The Corporate Services Group Manager confirmed that the Committee had been pivotal in producing the current Policy and it was to be borne in mind that the Policy was subject to regular internal review; a report had been taken to the Executive Committee in March which had resulted in the trigger periods for sickness absence being reduced.

12.4 Members agreed that the four policies/strategies identified would be the most appropriate and accordingly it was

RESOLVED That the following policies and strategies be included for review in the Committee's 2015/16 Work Programme:

- Customer Services Strategy;
- Discretionary Housing Payment Policy (incorporating the gold standard for housing options) – a workshop would be arranged to undertake this review on Wednesday 8 July at 2.00pm;
- Corporate Enforcement Policy; and
- Risk Management Strategy.

OS.13 COMMUNICATION STRATEGY ANNUAL REVIEW

13.1 Attention was drawn to the report of the Corporate Services Group Manager, circulated at Pages No. 85-115, which asked Members to consider the progress made in relation to the Communications Strategy Review actions.

13.2 The Communications Team Leader explained that the Overview and Scrutiny Committee had helped to develop the Communications Strategy through a workshop on 17 March 2014 and the Strategy had subsequently been approved by the Executive Committee on 30 April 2014. It had been agreed that the Strategy should be reviewed on an annual basis in order to ensure that there was effective monitoring of the actions which had been identified in the Strategy. A review of the actions for year one of the Strategy was attached at Appendix 2 to the report and it was noted that the majority of actions were either complete or ongoing into year two. Two of the actions were marked as 'partly complete': undertake a baseline assessment of communications and graphics to explore opportunities for shared working; and work with the Community Development team to improve communications with the Borough's hard-to-reach groups. Members were advised that the baseline assessment had been completed and submitted to the Corporate Leadership Team, however, the opportunities for shared working had not yet been explored as the team was currently under review as part of the restructure of the Chief Executive's Unit. In terms of hard-to-reach groups, a young people's column

had been introduced in the Tewkesbury Borough News, however, no other work had been undertaken and the Communications team would need to focus on this action during year two. The Communications Team Leader went on to indicate that she intended to arrange a seminar on communications for all Members which would include discussions as to how communications could be improved and how Members could help to promote the Borough. In addition, media training would be provided for Members and she would circulate details as soon as they were available.

13.3 Several Members indicated that they would welcome media training and it was suggested that this may also be beneficial to Parish Councils, particularly in terms of social media and responding to negative posts from members of the public. The Chief Executive explained that himself and the Communications Team Leader put a lot of effort into liaising with the media to protect the Borough Council's reputation and to ensure that reports about the Council were fair. Social media was very different as people were largely free to say whatever they wanted and training for Borough Councillors would be very important in that regard. It was down to Parish Councils to decide how to approach social media and this was something which could be raised at the Town and Parish Council seminars, which were held biannually, and promoted in the Parish Matters newsletter.

13.4 A Member raised concern that the Borough was covered by two different local newspapers, the Gloucestershire Echo and the Citizen, however, the Citizen did not tend to report on issues within Tewkesbury Borough. The Communications Team Leader explained that both newspapers did tend to run stories which were Borough-wide, however, she did have to make additional effort with the Citizen to ensure that was the case. Once the restructure of the Chief Executive's Unit was complete, there would be extra capacity within the Communications team to assist with such issues.

13.5 It was

RESOLVED That the progress made in relation to the Communications Strategy actions be **NOTED**.

OS.14 REVIEW OF ECONOMIC DEVELOPMENT AND TOURISM STRATEGY

14.1 The report of the Development Services Group Manager, circulated at Pages No. 117-123, advised Members of the need to develop a new Economic Development and Tourism Strategy for Tewkesbury Borough. Members were asked to establish an Overview and Scrutiny Committee Working Group to develop the Strategy and to approve the proposed Terms of Reference for the Working Group as set out at Appendix 1.

14.2 Members were informed that the current Economic Development and Tourism Strategy 'Regenerating and Growing the Economy' had come to the end of its life and, in order to reflect the changing nature of the local economy and the impact on businesses, the Council needed to develop a new strategy. This would include a review of the Council's small business grant scheme. Since it was established there had been many changes to the economy, both locally and nationally, therefore it was sensible to consider whether the scheme could be developed to maximise the benefits it could deliver to the business community. It was recommended that a small Working Group be established to conduct the review, drawn from the Overview and Scrutiny Committee and including the two key Portfolio Holders for Economic Development/Promotion and Finance and Asset Management. It was anticipated that there would be three to four meetings of the Working Group and the Strategy would be reported back to the Overview and Scrutiny Committee before consideration by the Executive Committee.

14.3 It was subsequently

RESOLVED

1. That an Overview and Scrutiny Committee Working Group be established to develop a new Economic Development and Tourism Strategy comprising the following Members:

Councillors D T Foyle, T A Spencer, Mrs P E Stokes, P D Surman, M G Sztymiak and M J Williams plus the Lead Members for Economic Development/Promotion and Finance and Asset Management.

2. That the Terms of Reference for the Working Group, as set out at Appendix 1, be **APPROVED**.

The meeting closed at 6:05 pm

EXECUTIVE COMMITTEE FORWARD PLAN

JULY 2015 TO DECEMBER 2015 (No Meeting in August or December)

REGULAR ITEM:

- **Forward Plan – to note the forthcoming items.**

Addition to 15 July 2015
▪ Cheltenham Plan Part 1 – Issues and Options Consultation.

Committee Date: 2 September 2015			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Policy for the Localism Agenda on Revenues and Benefits.	To consider a new discretionary relief for Business Rates under the Localism Agenda.	Richard Horton, Revenues and Benefits Manager.	No.
Volunteering Policy (Phase 2).	The second phase of the Volunteering Policy will set out how the Council will support employees who wish to do volunteer work within the community or for charitable institutions.	Graeme Simpson, Corporate Services Group Manager.	No.
Discretionary Housing Payments Policy.	To consider the guidelines for the determination of Discretionary Housing Payment claims.	Richard Horton, Revenues and Benefits Group Manager.	Yes – from July Executive Committee.
Community Grants.	To review the criteria and operation of Community Grants.	Simon Dix, Finance and Asset Management Group Manager.	Yes – from July Executive Committee.
Naming of the Leisure Centre.	To make a recommendation to Council on the name of the new Leisure Centre.	Simon Dix, Finance and Asset Management Group Manager.	No.

14

Agenda Item 5

Committee Date: 14 October 2015			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Performance Management Report – Quarter One 2015/16.	To receive and respond to the findings of the Overview and Scrutiny Committee's review of the quarter one performance management information.	Graeme Simpson, Corporate Services Group Manager.	No.
Medium Term Financial Strategy (MTFS).	To recommend to Council the adoption of the five year MTFS which describes the financial environment the Council is operating in and the pressures it will face in delivering its services and a balanced budget over the period.	Simon Dix, Finance and Asset Management Group Manager.	No.
Asset Strategy.	To recommend to Council the adoption of an updated and comprehensive Asset Strategy covering the next 4 years and the Council's entire asset portfolio.	Simon Dix, Finance and Asset Management Group Manager.	No.
Customer Services Strategy.	To approve a Strategy that will set out how the Council will provide a high quality customer service so we serve our customers in an open, inclusive and efficient manner.	Graeme Simpson, Corporate Services Group Manager.	No.
Review of Fraud Prosecution Policy.	Following the implementation of a new Single Fraud Investigation Service the Council needs to review its Fraud Prosecution Policy as it is no longer required to carry out fraud investigations in Housing Benefit cases as well as prosecute them.	Richard Horton, Revenues and Benefits Group Manager.	Yes – from July Executive Committee.

Committee Date: 14 October 2015			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Gold Standard and Housing Options.	The Gold Standard is a target set by the DCLG for local authority homeless services. In achieving that standard the Council needs to make some changes to its present working practices.	Val Garside, Environmental and Housing Services Group Manager.	Yes – from July Executive Committee.
Six Monthly Ubico Update.	To receive the first six monthly update from Ubico.	Val Garside, Environmental and Housing Services Group Manager.	No.

Committee Date: 25 November 2015

Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Housing Benefit and Council Tax Benefit Take-Up Strategy.	To review the strategic approach to encourage the take-up of benefits and consider the impact of financial inclusion.	Richard Horton, Revenues and Benefits Group Manager.	No.
Climate Change Strategy.		Val Garside, Environmental and Housing Services Group Manager.	No.
Waste Management Strategy.	To consider the Waste Management Strategy.	Val Garside, Environmental and Housing Services Group Manager.	No.

Overview and Scrutiny Committee

Work Programme 2015/16

Regular Agenda Items –

- Consideration of the Overview and Scrutiny Committee Work Programme
- Consideration of the Executive Committee Forward Plan

Task Description	Lead Officer
8 September 2015	
<ul style="list-style-type: none"> • Police and Crime Panel Update – to discuss any issues arising from the last meeting (1 September 2015). 	O&S Member Rep
<ul style="list-style-type: none"> • Performance Management – Quarter 1 2015/16 – To review and scrutinise the performance management information and, where appropriate, to require response or action from the Executive Committee. 	Graeme Simpson
<ul style="list-style-type: none"> • Annual Waste and Recycling Action Plan 2015/16 (<i>annual report</i>). 	Val Garside
<ul style="list-style-type: none"> • Scrutiny of the Community Safety Partnership (<i>six monthly</i>). 	Val Garside
20 October 2015	
<ul style="list-style-type: none"> • Health and Care Overview and Scrutiny Committee Update – to discuss any issues arising from the last meeting (15 September 2015). 	O&S Member Rep
<ul style="list-style-type: none"> • Review of Ubico (<i>six month update</i>). 	Val Garside
<ul style="list-style-type: none"> • Flood Risk Management Group Monitoring Report (<i>quarterly</i>). 	Val Garside
<ul style="list-style-type: none"> • Complaints Report (<i>six monthly</i>). 	Graeme Simpson
<ul style="list-style-type: none"> • Gloucestershire Families First Update (<i>six monthly</i>). 	Val Garside
1 December 2015	
<ul style="list-style-type: none"> • Health and Care Overview and Scrutiny Committee Update – to discuss any issues arising from the last meeting (3 November 2015). 	O&S Member Rep
<ul style="list-style-type: none"> • Police and Crime Panel Update – to discuss any issues arising from the last meeting (5 November 2015). 	O&S Member Rep
<ul style="list-style-type: none"> • Performance Management – Quarter 2 2015/16 – To review and scrutinise the performance management information and, where appropriate, to require response or action from the Executive Committee. 	Graeme Simpson
<ul style="list-style-type: none"> • Housing, Renewal and Homeless Strategy Review Monitoring Report (<i>annually</i>). 	Val Garside
<ul style="list-style-type: none"> • Peer Review Action Plan Monitoring Report (<i>six monthly</i>). 	Graeme Simpson
19 January 2016	
<ul style="list-style-type: none"> • Flood Risk Management Group Monitoring Report (<i>quarterly</i>). 	Val Garside

Task Description	Lead Officer
19 January 2016 continued.../	
<ul style="list-style-type: none"> • Enviro-Crimes Review Monitoring Report (<i>six monthly</i>). 	Val Garside
<ul style="list-style-type: none"> • Health and Wellbeing Strategy Monitoring Report (<i>six monthly</i>). 	Julie Wood
23 February 2016	
<ul style="list-style-type: none"> • Citizens' Advice Bureau Presentation – to ensure that the work carried out within the Borough provides value for money (<i>annually</i>). 	Julie Wood
<ul style="list-style-type: none"> • Performance Management – Quarter 3 2015/16 – To review and scrutinise the performance management information and, where appropriate, to require response or action from the Executive Committee. 	Graeme Simpson
<ul style="list-style-type: none"> • Review of the Effectiveness of the Overview and Scrutiny Committee. 	Graeme Simpson
<ul style="list-style-type: none"> • Annual review of the effectiveness of the Council's involvement in the Gloucestershire Health, Community and Care Overview and Scrutiny Committee in order to authorise payment of the Council's contribution to the running costs for the forthcoming year. 	Graeme Simpson
12 April 2016	
<ul style="list-style-type: none"> • Revenues and Benefits Improvement Project (<i>12 month update</i>). 	Richard Horton
<ul style="list-style-type: none"> • Scrutiny of the Community Safety Partnership (<i>six monthly</i>). 	Val Garside
<ul style="list-style-type: none"> • Overview and Scrutiny Committee Work Programme 2016/17. 	Graeme Simpson
<ul style="list-style-type: none"> • Annual Overview and Scrutiny Report 2015/16. 	Graeme Simpson
<ul style="list-style-type: none"> • Gloucestershire Families First Update (<i>six monthly</i>). 	Val Garside
<ul style="list-style-type: none"> • Review of Ubico (<i>12 month update</i>). 	Val Garside
<ul style="list-style-type: none"> • Flood Risk Management Group Monitoring Report (<i>quarterly</i>). 	Val Garside
<ul style="list-style-type: none"> • Complaints Report (<i>six monthly</i>). 	Graeme Simpson

TEWKESBURY BOROUGH COUNCIL

Report to:	Overview and Scrutiny Committee
Date of Meeting:	21 July 2015
Subject:	Review of Discretionary Housing Payment Policy
Report of:	Richard Horton, Revenues and Benefits Group Manager
Chief Officer:	Rachel North, Deputy Chief Executive
Lead Member:	Councillor D J Waters
Number of Appendices:	2

<p>Executive Summary:</p> <p>The Council has powers to award a discretionary housing payment where a tenant is having difficulties in meeting their rent liabilities, where it is appropriate to do so, but also to make payment, where appropriate, towards other housing costs.</p>
<p>Recommendation:</p> <p>To endorse the findings of the review of the Discretionary Housing Payment Policy and to RECOMMEND TO THE EXECUTIVE COMMITTEE that the revised Policy be ADOPTED.</p>
<p>Reasons for Recommendation:</p> <p>The existing policy for awarding discretionary housing payments needs to be reviewed following:</p> <ol style="list-style-type: none"> 1) The impact of welfare reform and the Chancellor's budget of 8 July 2015. 2) The work done on financial inclusion. 3) The completion of the transformation project. <p>The proposed changes will assist moving clients into cheaper alternative accommodation and reducing the need to make further application for discretionary housing payments. If the changes are accepted then it will greatly assist both the benefits team and housing services in the administration of the discretionary housing payments and will assist in reducing expenditure. In addition, there will be further reductions in welfare benefit awards for some recipients following the Chancellor's announcements made in the budget speech of 8 July 2015. It is important that the Council is in a position to react and assist housing benefit recipients who could be facing further reductions in benefit where they are experiencing difficult or challenging circumstances and it is appropriate to make payment.</p>

<p>Resource Implications:</p> <p>The Borough Council receives a grant from central Government so that it can make awards of discretionary housing payments. The scheme is subject to budgetary limits and is subject to managerial checks.</p>

Legal Implications:

The regulations covering Discretionary Housing Payments are contained in the Discretionary Financial Assistance Regulations 2001

Risk Management Implications:

Awards of discretionary housing payments are monitored regularly and reviewed.

Performance Management Follow-up:

All claims to discretionary housing payments are constantly monitored.

Environmental Implications:

None.

1.0 INTRODUCTION/BACKGROUND

- 1.1** At its meeting on Tuesday 16 June 2015, the Overview and Scrutiny Committee agreed to carry out a review of the Discretionary Housing Payment Policy. A workshop was subsequently held on 8 July 2015 to review the policy and Members made important contributions to the meeting.
- 1.2** Discretionary housing payments are made to those tenants who are on low incomes. To qualify they must be eligible for housing benefit. Currently, the discretionary housing payment is being used to help tenants keep their homes where their housing benefit does not meet their full rent. Welfare budgets are being reduced and there is a need to encourage some tenants to move into cheaper alternative accommodation. The impact this will have is to reduce the regular monthly discretionary housing payments and make people less reliant on awards of discretionary housing payments to continue to support them.
- 1.3** Welfare budgets are being reduced and the amount being awarded currently to some recipients is being restricted or capped to no more than £26,000 a year per claimant. In the future welfare benefits will be capped to the following levels: £23,000 per year for residents in London and £20,000 per year for residents outside of London. The impact is that the Council may need to react to cases where people are experiencing acute or difficult circumstances and may need financial assistance through a discretionary housing payment for a period of time to get through the difficulty.

2.0 PROPOSED CHANGES

- 2.1** To that end the Revenues and Benefits team and the Housing team are working closely together on claims for discretionary housing payments. To assist the claimant in moving we would like to offer assistance by being able to pay:
- towards the rent deposit when moving into a new home
 - and assist with removal costs.
- 2.2** When considering the application the decision-maker must take into account whether:
- the property is affordable for the tenant;
 - the tenant has a valid reason to move; and
 - the deposit or removal cost is reasonable.

2.3 Currently, the Council has five housing benefit claimants whose benefits are being capped; it is likely that the numbers will increase following the Chancellor's announcement in his budget speech of 8 July 2015. It is important that the Council is in a position to offer assistance where there is a need and the housing benefit recipient is:

- in temporary accommodation; or
- an individual or family fleeing domestic violence; or
- those with kinship care responsibilities; or
- an individual or family who cannot move immediately for reasons of health, education or child protection.

2.4 Finally there is a need to update the introduction of the Discretionary Housing Payment policy to include the following points:

- Local authorities may also make payment awards towards other housing costs (this is to better reflect the proposed changes to the policy).
- The level of discretionary housing payment awarded must not exceed the eligible rent, taking into consideration the claimant's overall financial and personal circumstances. For lump sum payments such as deposits and or removal costs the above limits do not apply. (This proposed change is in place to bring the policy in line with the regulations).

3.0 SIGNIFICANT GOVERNANCE ISSUES

3.1 All applications for discretionary housing payments are made in writing and with supporting evidence. Cases are reviewed and managerial checks made. The discretionary housing payment budget is subject to checking by the Council's auditors who have a duty to report any incorrect expenditure.

4.0 OTHER OPTIONS CONSIDERED

4.1 None.

5.0 CONSULTATION

5.1 The proposed changes have been considered at the Overview and Scrutiny Workshop on 8 July 2015.

6.0 RELEVANT COUNCIL POLICIES/STRATEGIES

6.1 The existing policy for Discretionary Housing Payments is attached at Appendix 1.

7.0 RELEVANT GOVERNMENT POLICIES

7.1 Discretionary Housing Payments Housing Guide.

8.0 RESOURCE IMPLICATIONS (Human/Property)

8.1 None arising from this report.

9.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

9.1 None.

10.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

10.1 None - an equalities impact assessment has been carried out.

11.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

11.1 None.

Background Papers: None

Contact Officer: Richard Horton, Revenues and Benefits Manager
01684 272119 richard.horton@teWKesbury.gov.uk

Appendices: Appendix 1 - Existing Policy on Discretionary Housing Payments
Appendix 2 - Proposed Policy on Discretionary Housing Payments

POLICY ON DISCRETIONARY HOUSING PAYMENTS - EXISTING

Introduction

Local authorities have powers to make Discretionary Housing Payments (DHP) to top up Housing Benefit (HB) or where Universal Credit is in payment to top up the housing element of the rental liability where these did not meet the full rent.

Any payments made under the DHP scheme are completely separate to the statutory housing benefit scheme. The applicant must be in receipt of HB must be in payment and the weekly DHP award must not exceed the maximum HB that could be awarded.

The DHP scheme is cash-limited with the amount that can be paid by an authority in any financial year being determined by the Secretary of State.

Claiming a DHP

A claim for DHP must be made in writing, preferably using the Council's DHP application form, although written requests, and email may also be accepted.

The claimant, or person claiming on their behalf, must provide sufficient information and evidence to enable the Council to determine whether a DHP is appropriate and the amount of any award.

Claimants must provide all information/evidence requested that is necessary for a DHP claim to be considered within one month of a DHP application form being issued. If the applicant does not provide the required information the claim may still be determined but the Council will take account of the information and evidence that is available and may disregard any unsubstantiated statements.

Determination of a DHP

Applications for DHP will be determined by the Benefit Team Leader

In dealing with a DHP claim consideration will be given to:

- The liability of the claimant to pay rent
- Any disabilities or long term medical conditions
- Steps taken by the applicant to reduce their rent liability
- Whether the claimants maximum HB has been restricted by the Rent Service and if so the extent and the reason for that restriction
- The financial and social or medical needs of the applicant, their partner and any other members of the household.
- The income and expenditure of the claimant, their partner and any other member of the household
- Any savings or capital that the claimant or family may have
- Any exceptional circumstances of the claimant or members of the household
- Any previous DHP awards
- The potential consequences of rent or council tax arrears on the claimant or family members in particular any that are vulnerable by reason of their age, sickness or disability

- The impact of the Council not making an award
- The amount available in the Council's DHP budget
- Any other special circumstances brought to the attention of the Council

If a DHP award is made this does not guarantee that a further award will be made at a later date even if the claimant's circumstances have not changed.

Welfare Reform

The Council will consider awarding Discretionary Housing Payments in the following circumstances:

- Social sector tenants affected by the impact of the social sector size criteria changes. Consideration will be given to those who live in properties that have been substantially adapted to meet needs arising from severe disabilities and to aid independent life. In considering the application, the cost of the move to a new property will be considered. It may be uneconomic to expect the applicant to move.
- Social sector tenants affected by the social sector size criteria changes which create difficulty in sharing a room with another person.
- Short term support for families affected by the benefit cap that is due to be introduced in the summer of 2013. Failure to do so could lead to the council finding emergency and costly temporary accommodation for families far in excess of the savings reaped by central government.

Two Homes

The Council will consider making an award of Discretionary Housing Payment on two homes when someone is temporarily absent from their main home. For example, because of domestic violence, or to stay near a child receiving treatment in hospital.

Period of Award

Where it is considered appropriate to award a DHP the Council will decide the length of time for which the award will be made based on the known facts and the evidence supplied.

A DHP cannot be awarded for any period for which the claimant has no entitlement to HB under the statutory scheme.

A DHP will normally be awarded for weekly periods up to 52 weeks or to the 31st March of the financial year whichever is the shorter period. It is possible for a DHP to be renewed, amended or cancelled according to circumstances. The minimum period for a DHP award will be one week.

The award will commence from the Monday following receipt of the DHP claim although the Council will consider any reasonable request for backdate provided the request is in writing and within one month of the claimant being notified of the initial award.

Discretionary Housing Payments cannot be paid in the following circumstances:

- Those Service Charges that are not eligible for Housing Benefit.
- Increases in rent due to outstanding rent arrears.
- Sanctions and enforced reductions in benefit.
- Where Housing Benefit or Universal Credit has been suspended.
- Shortfalls caused by Housing Benefit or Universal Credit overpayment recovery.

Changes in Circumstances

Claimants are required to notify the Council immediately of any changes in their circumstances, or those of any other household member.

The Council will review the appropriateness of any DHP in the light of any change in circumstances and if necessary will require the claimant to reapply.

Payment of DHP

DHP will normally be paid in line with the claimants HB.

Payments towards the rent will usually be four weekly in arrear and either by cheque or electronically through the Bankers Automated Clearing System (BACS).

The Council will decide who the most appropriate person is to whom payment should be made and this could be the claimant, the landlord, an appointee or an agent.

Overpayments

If a DHP is overpaid the Council will decide whether this is recoverable and from whom it should be recovered. Generally the Council will not seek to recover an overpayment caused by official error unless the claimant caused or contributed to the error or was aware that they were receiving payment to which they were not entitled.

Overpaid DHP's are recoverable from either the claimant or the payee and the Council will issue a Debtor Invoice for the outstanding amount.

Overpaid DHP cannot be recovered from any ongoing HB entitlement.

Appeals

There is no statutory right of appeal over the Council's refusal to award a DHP.

Claimants can ask for their claim to be reviewed by the Operations Manager if they are not satisfied with the Council's decision. Requests for the claim to be reviewed must be made in writing and within one month of the date of the decision.

Fraud

The Council is committed in its fight against fraud in all forms.

Anyone who fraudulently tries to claim a DHP by falsely declaring their circumstances, providing a false statement or evidence in support of their application may have committed an offence under the Theft Act 1968.

Where the Council suspects that such a fraud may have been committed the matter will be investigated and dealt with in accordance with the Council's Counter Fraud policy and the Benefit Prosecution policy.

POLICY ON DISCRETIONARY HOUSING PAYMENTS

Introduction

Local authorities have powers to make Discretionary Housing Payments (DHP) to top up Housing Benefit (HB) or where Universal Credit is in payment to top up the housing element of the rental liability where these did not meet the full rent. **Local authorities may also make payment awards towards other housing costs.**

Any payments made under the DHP scheme are completely separate to the statutory housing benefit scheme. **The applicant must be in receipt of HB and the level of DHP awarded must not exceed the eligible rent, taking into consideration the claimant's overall financial and personal circumstances. For lump sum payments such as deposits and or removal costs the above limits do not apply.**

The DHP scheme is cash-limited with the amount that can be paid by an authority in any financial year being determined by the Secretary of State.

Claiming a DHP

A claim for DHP must be made in writing, preferably using the Council's DHP application form, although written requests, and email may also be accepted.

The claimant, or person claiming on their behalf, must provide sufficient information and evidence to enable the Council to determine whether a DHP is appropriate and the amount of any award.

Claimants must provide all information/evidence requested that is necessary for a DHP claim to be considered within one month of a DHP application form being issued. If the applicant does not provide the required information the claim may still be determined but the Council will take account of the information and evidence that is available and may disregard any unsubstantiated statements.

Determination of a DHP

Applications for DHP will be determined by the Benefit Team Leader

In dealing with a DHP claim consideration will be given to:

- The liability of the claimant to pay rent
- Any disabilities or long term medical conditions
- Steps taken by the applicant to reduce their rent liability
- Whether the claimants maximum HB has been restricted by the Rent Service and if so the extent and the reason for that restriction
- The financial and social or medical needs of the applicant, their partner and any other members of the household.
- The income and expenditure of the claimant, their partner and any other member of the household
- Any savings or capital that the claimant or family may have
- Any exceptional circumstances of the claimant or members of the household
- Any previous DHP awards

- The potential consequences of rent or council tax arrears on the claimant or family members in particular any that are vulnerable by reason of their age, sickness or disability
- The impact of the Council not making an award
- The amount available in the Council's DHP budget
- Any other special circumstances brought to the attention of the Council

If a DHP award is made this does not guarantee that a further award will be made at a later date even if the claimant's circumstances have not changed.

Welfare Reform

The Council will consider awarding Discretionary Housing Payments in the following circumstances:

- Social sector tenants affected by the impact of the social sector size criteria changes. Consideration will be given to those who live in properties that have been substantially adapted to meet needs arising from severe disabilities and to aid independent life. In considering the application, the cost of the move to a new property will be considered. It may be uneconomic to expect the applicant to move.
- Social sector tenants affected by the social sector size criteria changes which create difficulty in sharing a room with another person.
- Support for those subject to the benefit cap after taking into consideration the following circumstances:
 - Those in temporary accommodation;
 - Individuals or families fleeing domestic violence;
 - Those with kinship care responsibilities;
 - Individuals or families who cannot move immediately for reasons of health, education or child protection;

Two Homes

The Council will consider making an award of Discretionary Housing Payment on two homes when someone is temporarily absent from their main home. For example, because of domestic violence, or to stay near a child receiving treatment in hospital.

Assistance with moving

Consideration will be given to making payment towards rent deposits and removal costs. When determining the award consideration must be given to whether:

- The property is affordable to the tenant
- The tenant has a valid reason to move
- The deposit or removal cost is reasonable

Period of Award

Where it is considered appropriate to award a DHP the Council will decide the length of time for which the award will be made based on the known facts and the evidence supplied.

A DHP cannot be awarded for any period for which the claimant has no entitlement to HB under the statutory scheme.

A DHP will normally be awarded for weekly periods up to 52 weeks or to the 31st March of the financial year whichever is the shorter period. It is possible for a DHP to be renewed, amended or cancelled according to circumstances. The minimum period for a DHP award will be one week.

The award will commence from the Monday following receipt of the DHP claim although the Council will consider any reasonable request for backdate provided the request is in writing and within one month of the claimant being notified of the initial award.

Discretionary Housing Payments cannot be paid in the following circumstances:

- Those service charges that are not eligible for Housing Benefit.
- Increases in rent due to outstanding rent arrears.
- Sanctions and enforced reductions in benefit.
- Where Housing Benefit or Universal Credit has been suspended.
- Shortfalls caused by Housing Benefit or Universal Credit overpayment recovery.

Changes in Circumstances

Claimants are required to notify the Council immediately of any changes in their circumstances, or those of any other household member.

The Council will review the appropriateness of any DHP in the light of any change in circumstances and if necessary will require the claimant to reapply.

Payment of DHP

DHP will normally be paid in line with the claimants HB.

Payments towards the rent will usually be four weekly in arrear and either by cheque or electronically through the Bankers Automated Clearing System (BACS).

The Council will decide who the most appropriate person is to whom payment should be made and this could be the claimant, the landlord, an appointee or an agent.

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If a DHP is overpaid the Council will decide whether this is recoverable and from whom it should be recovered. Generally the Council will not seek to recover an overpayment caused by official error unless the claimant caused or contributed to the error or was aware that they were receiving payment to which they were not entitled.

Overpaid DHP's are recoverable from either the claimant or the payee and the Council will issue a Debtor Invoice for the outstanding amount.

Overpaid DHP cannot be recovered from any ongoing HB entitlement.

Appeals

There is no statutory right of appeal over the Council's refusal to award a DHP.

Claimants can ask for their claim to be reviewed by the Operations Manager if they are not satisfied with the Council's decision. Requests for the claim to be reviewed must be made in writing and within one month of the date of the decision.

Fraud

The Council is committed in its fight against fraud in all forms.

Anyone who fraudulently tries to claim a DHP by falsely declaring their circumstances, providing a false statement or evidence in support of their application may have committed an offence under the Theft Act 1968.

Where the Council suspects that such a fraud may have been committed the matter will be investigated and dealt with in accordance with the Council's Counter Fraud policy and the Benefit Prosecution policy.

TEWKESBURY BOROUGH COUNCIL

Report to:	Overview and Scrutiny Committee
Date of Meeting:	21 July 2015
Subject:	Flood Risk Management Group Monitoring Report
Report of:	Val Garside, Environmental and Housing Services Group Manager
Corporate Lead:	Rachel North, Deputy Chief Executive
Lead Member:	Councillor J R Mason
Number of Appendices:	1

<p>Executive Summary:</p> <p>This report contains an update on progress of the Flood Risk Management Group Action Plan.</p>
<p>Recommendations:</p> <p>Members are asked to CONSIDER progress against the Flood Risk Management Group Action Plan.</p>
<p>Reasons for Recommendation:</p> <p>At a meeting of the Executive Committee on 25 March 2015, it was agreed that the Flood Risk Management Group Action Plan progress be monitored by the Overview and Scrutiny Committee on a quarterly basis.</p>

<p>Resource Implications:</p> <p>Included in the report; met from existing allocated resources (the Council employs a Flood Risk Management Engineer).</p>
<p>Legal Implications:</p> <p>The Council has powers under Section 14A of the Land Drainage Act 1991 to undertake flood risk management work where it considers that the work is desirable having regard to the local flood risk management strategy for its area and where the purpose of the work is to manage a flood risk in the Council's area from an ordinary watercourse. The works that the Council is permitted to do under this section is wide-ranging and includes the construction or maintenance of existing works (which include buildings, structures, watercourses, drainage works and machinery).</p> <p>Where the works are to be carried out on land not owned by the Council, agreements should be put in place to cover consent of the owner for the works to be carried out and responsibilities for maintenance.</p> <p>The Council's contract rules will need to be followed when appointing contractors.</p>

Where there are joint projects, such as with the Environment Agency, the Council should enter into agreements which set out each party's obligations and responsibilities in relation to these projects, including ongoing maintenance of the works.

Gloucestershire County Council has made funding available to the District Councils to give grants to residents affected by flooding.

Risk Management Implications:

Care must be exercised to ensure that no ongoing liability is attached to the Council for work on watercourses for which the Council has no direct responsibility through making a financial contribution or carrying out of works on a one-off basis. This will be achieved as part of the project management process.

Performance Management Follow-up:

The recommendation is that performance will be monitored through regular reports to the Flood Risk Management Group and the Overview and Scrutiny Committee

Environmental Implications:

Any work involving natural watercourses or the cutting back of trees or hedges will be carried out at the time of year that has least impact on wildlife and habitat (e.g. bird nesting season). Where necessary the appropriate licences will be applied for.

1.0 INTRODUCTION/BACKGROUND

1.1 At a meeting of the Executive Committee on 25 March 2015, it was agreed that the Flood Risk Management Group Action Plan progress be monitored by the Overview and Scrutiny Committee on a quarterly basis.

2.0 FLOOD RISK MANAGEMENT GROUP ACTION PLAN

2.1 The Action Plan at Appendix 1 is based on land drainage projects monitored by the Flood Risk Management Group. The Action Plan is 'living' document to which funding or partnership opportunities can be added as and when they arise.

2.2 Tewkesbury Borough Council owns various parcels of land across the Borough and some of these have watercourses either running through them or adjacent to them. This means that Tewkesbury Borough Council is a 'riparian owner' with responsibilities to maintain these watercourses in good condition. In 2010 Tewkesbury Borough Council agreed to increase the land drainage revenue budget in order to allow for routine maintenance work to be carried out.

2.3 The Flood Risk Management Group last met on 22 June 2015. The Action Plan at Appendix 1 represents the report that was presented at that meeting. The next meeting of the Group is scheduled for 28 September 2015. At the meeting Members discussed presenting the information in the Action Plan a slightly different way to reflect more significant works of repair and improvement that was otherwise presented in the list of Tewkesbury Borough Council-owned watercourse maintenance work to be carried out. Therefore Table 4 is included as a 'Forward Plan' of such issues.

2.4 At their June meeting, the Group made no comments regarding the Terms of Reference and, as such, they will remain unchanged.

3.0 OTHER OPTIONS CONSIDERED

3.1 None

4.0 CONSULTATION

4.1 Funding opportunities are applied for and realised with the agreement of local communities, partners such as Gloucestershire County Council and the Environment Agency, and the Flood Risk Management Group.

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

5.1 The Council Plan 2012-16 contains the following priority within the section “Improve recycling and care for the environment”;

5. Continued work with partners to provide flood resilience measures;

- a) Work with partners to deliver flood alleviation projects funded by Gloucestershire County Council
- b) Advise and signpost local communities when applying for external funding for flood resilience measures.

6.0 RELEVANT GOVERNMENT POLICIES

6.1 National Flood and Coastal Erosion Risk Management Strategy for England (available from <https://www.gov.uk/government/publications/national-flood-and-coastal-erosion-risk-management-strategy-for-england>).

Gloucestershire Local Flood Risk Management Strategy (available from <http://www.gloucestershire.gov.uk/LFRMS>).

7.0 RESOURCE IMPLICATIONS (Human/Property)

7.1 Tewkesbury Borough Council employs a Flood Risk Management Engineer. Part of the post holder’s responsibilities is to identify flood risk management funding opportunities and submit bids, as well as to monitor progress on the Action Plan.

8.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

8.1 Flood risk management reduces the likelihood that local residents and businesses will have flood water entering their properties and the consequential impact that such an event would have on the health, welfare and finances of those affected.

9.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

9.1 None

10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

10.1 Flood Risk Management Group Terms of Reference and Action Plan - Annual Review (Meeting of Executive, 25 March 2015)

Background Papers: None

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Appendices: Appendix 1 - Flood Risk Management Group Action Plan

Flood Risk Management Group Action Plan (June 2015)

Table 1: Live Capital Projects

Location	Scheme / Works Description	Funding Source	Funding Allocated	Progress	Target Completion Date
Tirley	Flood attenuation measures	Gloucestershire County Council	£135,000	Separate update to be given at meeting on preferred options and discussions with Parish Council.	Winter 2015
Chaceley	Diversion of drainage channel & reopening outfalls	Gloucestershire County Council	£45,000	Preliminary confirmation of EA consent. Preferred option being developed is to create a twin outlet utilising an existing field drain network which will ease pressure on the existing EA outlet at Chaceley Stock. Tender documents are to be drawn up with a view to August commencement	Autumn 2015

Tewkesbury Borough Council (TBC) owns various parcels of land across the Borough and some of these have watercourses either running through them or adjacent to them. This means that Tewkesbury Borough Council is a 'riparian owner' with responsibilities to maintain these watercourses in good condition.

In early 2010 TBC agreed to increase the land drainage revenue budget; in order to allow for routine maintenance work to be carried out.

Table 2: Completed Tewkesbury Borough Council owned watercourse maintenance works 2015 – 2016

	Location	Parish	Works	Estimated Length (m)	Cost
1	Hayfield Way	Bishops Cleeve	Unblock outfall and ditch	sum	£1,019.75
2	Oldacre Drive	Bishops Cleeve	Flail cutting of banks	250	£162.50
3	Oldacre Drive (By pass ditch)	Bishops Cleeve	De silt	50	£1,000.00
4	Horsbere Brook	Brockworth	Rope Swing removal blockages cleared	Sum	£140.00
5	Horsbere Brook	Brockworth	Flail cutting of banks (walk through cut)	500	£2,500.00
6	Chargrove Lane	Shurdington	Blockage & vegetation removal (Nature Reserve)	180	£1,000.00
7	Carrant Brook, Mitton	Tewkesbury	Split tree on watercourse	sum	£73.02
8	Lower Lode Lane	Tewkesbury	Fallen tree removals (from river Avon)	sum	£1,740.00
9	Mill Avon	Tewkesbury	Vegetation and tree clearance (Access difficult - by Glos Road)	sum	£7,020.00
	-	-			£14,655.27

Table 3: Tewkesbury Borough Council owned watercourse maintenance works proposed 2015/16

	Location	Parish	Works	Estimated Length (m)	Cost
1	Kings Gate	Ashchurch Rural	Flail cutting of banks	181	£271.50
2	Bramble Chase	Bishops Cleeve	Flail cutting of banks	330	£214.50
3	Finlay Way	Bishops Cleeve	Flail cutting of banks	420	£273.00
4	Hayfield Way	Bishops Cleeve	De silt & flail cutting of bank	512	£2,560.00
5	Stoke Road	Bishops Cleeve	Flail cutting of banks	55	£82.50
6	The Grange	Bishops Cleeve	Flail cutting of banks (walk through cut)	275	£1,375.00
7	Voxwell Lane	Bishops Cleeve	Flail cutting of banks	100	£350.00
8	Coopers View	Brockworth	Flail cutting of banks (walk through cut)	406	£2,030.00
9	Ermin Park	Brockworth	Flail cutting of banks (walk through cut)	200	£1,000.00
10	Green Way Road	Brockworth	Flail cutting of banks and de silt (Balancing pond)	50	£250.00
11			(Moved to Forward Plan)		
12	Grenville Close	Churchdown	Flail cutting of banks (walk through cut)	600	£3,000.00
13	Parkside Close	Churchdown	De silt & flail cutting of bank	66	£330.00
14	Pineholt	Hucclecote	Clearance Around Pond Area	Sum	£500.00
15			(Moved to Forward Plan)		
16	Rookery Road	Innsworth	Flail cutting of banks	8	£50.00
17	Fircoft Road	Longford	Flail cutting of banks	115	£345.00
18	Tip Road	Stoke Orchard	Flail cutting of banks and de silt	100	£1,500.00
19	Barton Court	Tewkesbury	De silt	170	£1,190.00
20	Bloody Meadow	Tewkesbury	De silt & flail cutting of bank	440	£2,200.00
21	Cam Brook	Tewkesbury	Flail cutting of banks	180	£117.00
22	Carrant Brook	Tewkesbury	Flail cutting of banks	500	£325.00

23	Cricket ground	Tewkesbury	Flail cutting of banks	265	£265.00
24	Lankett Lane	Tewkesbury	De silt & flail cutting of bank	180	£1,800.00
25	Lincoln Green Lane	Tewkesbury	Flail cutting of banks	550	£357.50
26	The Vineyards	Tewkesbury	Flail cutting of banks	446	£289.90
27	Rails Meadow	Tewkesbury	De Silt	395	£3,950.00
28	Beauchamp Road	Walton Cardiff	Clearance of reeds	sum	£500.00
29	Crown Road	Walton Cardiff	Clearance of reeds	sum	£500.00
30	Honeybourne Meadow	Woodmancote	De silt concrete channel	sum	£1,000.00
31	Various Sites	Various	Footbridges over watercourses inspection and repairs	sum	£1,000.00
					£34,760.90

All works are subject to current quoted costs. Flail cutting and vegetation clearance will not be able to start until after the bird nesting season (March 2015 – September 2015). Officers will now work up a contract to cover the works.

Table 4 – Forward Plan

Location	Parish	Works	Estimated Length (m)	Cost
9 The Highgrove	Bishops Cleeve	Banks collapsing rear of garden adjoin The Grange Watercourse (subject to an insurance claim)	N/A	N/A
Pineholt	Hucclecote	Assessment and works to secure slipping banks	sum	£3,500.00
Horsbere Brook	Brockworth	Collapsed banks assessment work up scheme to repair	sum	£3,635.00

Table 5: Update on Grant Applications (including Flood Defence Grant in Aid); Existing Schemes

Location	Scheme / Works Description	Funding Source	Funding Allocated	Progress	Target Completion Date
Bishop's Cleeve, Woodmancote and Southam	Surface Water Management Plan (SWMP) on-going. SWMP has identified range of measures including diversion, storage and property protection	FDGiA	Estimated at ~ £1M	GCC is the lead authority tasked with progressing. Initial package of works being approved in association with Parish Council. These options will then be worked up, with detailed design to follow.	2020
Kenulf Road, Winchcombe 40	Individual Property Level Protection	FDGiA	£40,000	Installation of recommended measures is 99% complete. We have been providing support to a resident who is questioning the completion of works at their property. We are being requested to support and liaise in regard to potential snagging measures for one other resident	August 2015

Capital Improvement to Properties in Tewkesbury Borough (Repair and Renew Grant)

At a previous of the Flood Risk Management Group, Members requested that progress on capital improvements to properties in Tewkesbury borough should be included in the Action Plan for the Group.

Repair and Renew Grant

What is it? A scheme providing up to £5,000 per flood affected home or business to pay to fund additional flood resilience or resistance measures.

What does it cover? Measures over and above repairs that would normally be covered by insurance. These measures could include things like a new driveway barrier or replacing doors and windows with water resistant alternatives, or moving electricity sockets to a safer level.

Who can apply? Owners of homes or businesses suffering internal flooding from floodwaters, between January and March 2014.

How can they apply? Via the Tewkesbury Borough Council Environmental Health department; 01684 272284, repairandrenew@tewkesbury.gov.uk. The closing date is the end of June.

Tewkesbury Borough Council have been reimbursed by Government on an ongoing basis for the grant capital applied for and the cost of administering the scheme.

Statistics at 18 June 2015 is as follows:

- Applications sent out 165
- Applications returned 139
- Applications approved 139
- Applications paid out 124
- Total of monies paid £552,000

TEWKESBURY BOROUGH COUNCIL

Report to:	Overview and Scrutiny Committee
Date of Meeting:	21 July 2015
Subject:	Health and Wellbeing Strategy Monitoring Report
Report of:	Julie Wood, Development Services Group Manager
Corporate Lead:	Rachel North, Deputy Chief Executive
Lead Member:	Councillor R E Allen
Number of Appendices:	One

<p>Executive Summary:</p> <p>The report and attached Appendix outline the progress for the first two years on the actions contained with the Health and Wellbeing Strategy 2013-2016.</p>
<p>Recommendation:</p> <p>To consider the progress made in relation to the implementation of the actions in the Health and Wellbeing Strategy 2013-2016.</p>
<p>Reasons for Recommendation:</p> <p>To monitor progress and to highlight any issues or barriers to achieving delivery.</p>

<p>Resource Implications:</p> <p>The strategy is being delivered within existing resources.</p>
<p>Legal Implications:</p> <p>None directly resulting from this report.</p>
<p>Risk Management Implications:</p> <p>None directly resulting from this report.</p>
<p>Performance Management Follow-up:</p> <p>Performance is monitored by the Overview and Scrutiny Committee on a six monthly basis.</p>
<p>Environmental Implications:</p> <p>None directly.</p>

1.0 INTRODUCTION/BACKGROUND

1.1 Following the Leisure and Culture Strategy Member Working Group undertaking a review of the Leisure and Culture Strategy, the Health and Wellbeing Strategy was adopted by Overview and Scrutiny in July 2013 and approved by the Executive in September 2013. The strategy covers the period 2013-2016. Section 2 below and Appendix 1 set out progress in delivering year two of the strategy from April 2014 to March 2015.

1.2 The strategy focusses on three key themes:

1. To support, encourage and enable healthy, active lifestyles.
2. To facilitate opportunities for children and young people.
3. To provide an infrastructure that makes it easier to be healthy.

2.0 PROGRESS AGAINST THE ACTION PLAN

Progress on the first two years of the new Health and Wellbeing Strategy is attached at Appendix 1. The progress is outlined in the right hand column. Three key achievements and activities are outlined below.

2.1 New Leisure Facility

2.1.1 In the last twelve months major progress has been made on the new leisure facility. In the last year the designs have been finalised and the planning application has been permitted. The work has started on site led by Wilmott Dixon, with a planned completion of July 2016. Cascades will remain open until the new facility opens. In addition an operator has been appointed to manage the facility over the next 15 years. Places for People was successful through the tender process and is now heavily involved in planning for the new facility to open next year.

2.2 Social Prescribing

2.2.1 Social Prescribing is a referral made by a GP for non-medical sources of advice, support and information provided by local groups and organisations. There is increasing evidence to support the use of social interventions for people experiencing a range of problems which impact their overall health and wellbeing.

2.2.2 Tewkesbury Borough Council initially started an exercise referral scheme to enable GPs to refer exercise to patients, as an alternative to medicinal solutions. As the scheme developed it was decided to merge in with the social prescribing model.

2.2.3 Within Tewkesbury Borough there are three pilot social prescribing schemes - one for each of the three GP cluster areas that cover all of the Borough GP practices. The Gloucester City scheme, which covers Brockworth, Churchdown and Highnam surgeries, and Tewkesbury Town scheme, which covers the two Tewkesbury Town GP practices, both employ a Social Prescribing Hub Co-ordinator who takes the referral directly from the GP and works with the patient on a one-to-one basis. They are able to spend time with the patient to really understand their situation and what their needs and interests may be to enable appropriate recommendations to be made to local services, groups or activities. The Cheltenham scheme, which covers the GP practices in Bishop's Cleeve and Winchcombe, works differently in that the GPs directly make referrals to one of six agreed local organisations.

2.2.4 The kind of support depends on the individual but can include healthy living, including weight management and exercise; building networks and making friends in the community; caring for someone in your home or elsewhere; housing-related issues; or mental health and wellbeing.

2.2.5 The Council provides a supporting role in terms of providing information for the three CCG areas and helping to develop the schemes, as well as involvement in the strategic direction for social prescribing.

2.3 Women's Running

2.3.1 The 'Women's Running Network' originally started as a national campaign to encourage women not confident in running, to take up exercise. The introduction of the 'Lady Runner Clubs' in the Borough have been a massive success and have spawned several other groups and activities as a result of the Council's partnership with Run England. There are now running groups in Tewkesbury, Winchcombe, Bishop's Cleeve, Churchdown and Brockworth. Women, who may be beginners or improvers, are encouraged to attend over a ten week period with a group leader. There are approximately 330 active runners per week. The Council has provided support through training, promotion, sourcing venues and general support.

2.3.2 From this relationship the Council has been able to highlight potential running leaders from within the groups, get them trained, qualified and form new groups in other parts of the Borough. The group members also have a big input as competitors and marshals for the Tewkesbury half-marathon, which has over a thousand runners every year.

2.3.3 The internationally renowned Parkrun also started on 4 July on the Vineyards in Tewkesbury with funding assistance from Tewkesbury Borough Council and assistance from Sports Development. The 'Lady Runner Club' leader is the Race Director and over 30 local volunteers were recruited to help marshal and organise this free weekly fun run. Finally, along with Run England, the Council helped establish a junior athletics club at Tewkesbury School. This has included assistance in the set up and funding of coaches and equipment.

3.0 FUTURE OF STRATEGY

3.1 There have been a number of developments in health at a county and national level in the last few years. As a result there are developing opportunities and changes that the Council will need to be aware of. Therefore, the current strategy may require updating to reflect these changes.

4.0 OTHER OPTIONS CONSIDERED

4.1 None.

5.0 CONSULTATION

5.1 Consultation was carried out with the community and health organisations during the development of the strategy. Members were also involved in the development of the strategy through a Working Group.

6.0 RELEVANT COUNCIL POLICIES/STRATEGIES

6.1 Council Plan 2012-2016.

7.0 RELEVANT GOVERNMENT POLICIES

7.1 The strategy is impacted by changing government policy or by new government projects and incentives, especially where delivery related to funding and partnership working.

8.0 RESOURCE IMPLICATIONS (Human/Property)

8.1 From within existing resources.

9.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

9.1 As outlined in the report.

10.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

10.1 None.

11.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

11.1 Overview and Scrutiny Committee - 6 March 2012, 8 October 2012, 9 July 2013, 22 July 2014.

Executive Committee – 4 September 2013.

Background Papers: None

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Appendices: Appendix 1 – Strategy Action Plan

Tewkesbury Borough Council Health & Wellbeing Strategy 2013-16				
Aim: To improve the health and wellbeing of our communities to increase their quality of life				
Objective	Action	Delivery Method (How)	Year	Progress Year One/Two
Theme 1: To support, encourage and enable healthy, active lifestyles				
To identify and address health inequalities across the Borough	<ul style="list-style-type: none"> Work with other agencies/organisations to identify needs and delivery opportunities. 	Sport England Active People survey NHS health profile Evidence from local communities	1	<i>Health summary of the Borough identified through:</i> <ul style="list-style-type: none"> Tewkesbury Borough Health Profile MAIDeN statistics Active People survey SDO based at Active Glos monthly Contributing to Clinical Commissioning Group Locality Plans

**Tewkesbury Borough Council
Health & Wellbeing Strategy
2013-16**

Aim: To improve the health and wellbeing of our communities to increase their quality of life

Objective	Action	Delivery Method (How)	Year	<i>Progress Year One/Two</i>
	<ul style="list-style-type: none"> • Liaise with youth clubs / schools / NHS / doctor surgeries etc to ascertain target groups and areas 	GP cluster meetings NHS feedback C&YP Network	1	<i>Liaison has occurred through the following means:</i> <ul style="list-style-type: none"> • <i>Health Forum jointly organised with Tewkesbury GP cluster</i> • <i>Carers Forum</i> • <i>Tewkesbury Borough Children and Young People's Network</i> • <i>Neighbourhood Community Safety meetings</i> • <i>Community projects</i>
	<ul style="list-style-type: none"> • Health profiles of communities 	Anecdotal evidence from community leaders Maiden	1,2,3	<ul style="list-style-type: none"> • <i>See above.</i> • <i>MAIDeN producing area profiles of Borough (three areas)</i> • <i>Work with GCC on Active Together, Healthy Together, C&YP Funding.</i>

Tewkesbury Borough Council
Health & Wellbeing Strategy
2013-16

Aim: To improve the health and wellbeing of our communities to increase their quality of life

Objective	Action	Delivery Method (How)	Year	<i>Progress Year One/Two</i>
Work in partnership with the voluntary, education, health and private sector to provide accessible and beneficial opportunities	<ul style="list-style-type: none"> Work with NHS and three GP clusters within Borough to develop a pilot exercise referral scheme 	Hosted scheme at Cascades Support Roses Theatre Artlift arts in health scheme	1	<ul style="list-style-type: none"> <i>Exercise referral scheme introduced, based at Cascades. Mixed success due to amount of referrals received.</i> <i>Social Prescribing launched in all 3 CCG clusters (replaces exercise referral)</i>
	<ul style="list-style-type: none"> Work with Severn Vale and other housing associations to deliver health sessions for older people in the community 	Direct delivery in partnership with housing associations	1,2,3	<ul style="list-style-type: none"> <i>Tai chi and postural stability sessions were delivered in Severn Vale and community locations across the Borough (externally funded).</i> <i>Council moved from direct delivery to wider advisory role and to promote community initiative.</i>

Tewkesbury Borough Council
Health & Wellbeing Strategy
2013-16

Aim: To improve the health and wellbeing of our communities to increase their quality of life

Objective	Action	Delivery Method (How)	Year	<i>Progress Year One/Two</i>
	<ul style="list-style-type: none"> Work with Swimming Bath Trust to progress the work streams for a new leisure facility 	Progress workstreams on governance, facility mix, site, costs, business case.	1,2,3	<ul style="list-style-type: none"> <i>Build in progress</i> <i>Facility due to open July 16</i> <i>Places for People appointed to manage new facility</i> <i>Working with Swimming Bath Trust Sub-Group, jointly meets with Member Reference Group to discuss progress</i>
	<ul style="list-style-type: none"> To work with the University of Gloucestershire and Imjin barracks to develop options for new leisure facilities 	Project feasibility Evidence of need from community / national governing bodies.	1,2	<ul style="list-style-type: none"> <i>Military Covenant signed.</i> <i>Covenant funding reduced.</i> <i>Ongoing discussions on links to community, scope of project and relevant funding.</i>

**Tewkesbury Borough Council
Health & Wellbeing Strategy
2013-16**

Aim: To improve the health and wellbeing of our communities to increase their quality of life

Objective	Action	Delivery Method (How)	Year	<i>Progress Year One/Two</i>
	<ul style="list-style-type: none"> Investigate potential for workplace health scheme 	Develop scheme with NHS and local businesses.	3	<ul style="list-style-type: none"> <i>Although highlighted for year three 'Keep Safe, Keep Healthy' scheme launched at the council to encourage healthy, active lifestyles in partnership with British Heart Foundation.</i> <i>TBC signed up for national scheme 'Workplace Challenge' pilot scheme in preparation for Borough roll out.</i>
	<ul style="list-style-type: none"> Enable events on Council land 	Web-based process	1,2,3	<ul style="list-style-type: none"> <i>Property team manage process for community and other organisations to hold events on council land. Thirteen events in year including Triathlon, half-marathon, playdays, circus, Italian markets, Medieval Festival, Mop Fair, cycle event.</i>

**Tewkesbury Borough Council
Health & Wellbeing Strategy
2013-16**

Aim: To improve the health and wellbeing of our communities to increase their quality of life

Objective	Action	Delivery Method (How)	Year	<i>Progress Year One/Two</i>
	<ul style="list-style-type: none"> Promote walking and cycling as form of transport as well as for enjoyment e.g. walking for health in partnership with Ramblers Association 	Supporting leaders Training Promotion	1,2,3	<ul style="list-style-type: none"> <i>Health walks in Winchcombe, Brockworth, Churchdown and Tewkesbury. New accreditation system with Ramblers Association – Tewkesbury and Winchcombe signed up.</i> <i>Tour of Britain travelled through Borough</i> <i>New cycling routes and maps produced for Winchcombe.</i>
	<ul style="list-style-type: none"> Draw partners' attention to what is available in the Borough and funding pots to overcome financial barriers 	County web programme Awareness raising	1,2,3	<ul style="list-style-type: none"> <i>Funding advice factsheet produced and available</i> <i>Letters of support (where appropriate) provided for community organisations when submitting funding bids</i> <i>Capital grants awarded to community groups.</i> <i>Council decision to recruit Community Funding Officer.</i>

**Tewkesbury Borough Council
Health & Wellbeing Strategy
2013-16**

Aim: To improve the health and wellbeing of our communities to increase their quality of life

Objective	Action	Delivery Method (How)	Year	<i>Progress Year One/Two</i>
	<ul style="list-style-type: none"> • Work with the Roses Theatre (or other arts/cultural providers) to support projects that have a positive impact on health/mental wellbeing 	Identify joint projects and needs of the community	1,2,3	<ul style="list-style-type: none"> • <i>In partnership with Art Shape delivered inclusive film, dance and 'making things' workshops in Brockworth, Bishop's Cleeve and Tewkesbury Town. 36 young people attended ages 10-18, 17 of which had special needs.</i> • <i>In partnership with Everyman Theatre delivered an interactive day for residents. BME families gained insight into on and off stage during a production.</i> • <i>Working with NHS to strengthen cultural commissioning in health</i> • <i>Roses providing domestic violence mentoring</i> • <i>Roses hosting Learning Site – secured further funding through Barnwood Trust to provide support to individuals with mental health needs and community groups</i>

**Tewkesbury Borough Council
Health & Wellbeing Strategy
2013-16**

Aim: To improve the health and wellbeing of our communities to increase their quality of life

Objective	Action	Delivery Method (How)	Year	Progress Year One/Two
	<ul style="list-style-type: none"> Promote partners' healthy eating campaigns within the community 	Promotional material Healthy workplaces Promote healthy recipes and nutrition within BN	3	
To make the best use of technology to improve the way we communicate with our communities and increase participation	<ul style="list-style-type: none"> Continue to develop and invest in the current computerised management system at Cascades to enable online payments 	Identify funding Install system	2	<ul style="list-style-type: none"> <i>There are no plans to introduce online payments due to Places for People operating the new facility next year. This will be part of the offer from the new facility.</i>
	<ul style="list-style-type: none"> Utilise website to better communicate with the public 	Work with IT to ensure information user friendly	1	<ul style="list-style-type: none"> <i>Database and search engine for sports organisations compiled and hosted on website.</i>
	<ul style="list-style-type: none"> To take advantage of social networking 	Develop use of Facebook and Twitter to engage with community	1,2,3	<ul style="list-style-type: none"> <i>Sports Development Facebook has 420 followers.</i> <i>Council's Facebook page being used to respond to residents on the leisure centre designs.</i>

**Tewkesbury Borough Council
Health & Wellbeing Strategy
2013-16**

Aim: To improve the health and wellbeing of our communities to increase their quality of life

Objective	Action	Delivery Method (How)	Year	Progress Year One/Two
	<ul style="list-style-type: none"> Introduce Borough-wide Sports Networks to share resources, experience and expertise amongst volunteers 	Instigate Borough and community forums – virtual or real	2	<i>Change of approach – now relates to place approach to focus on three areas. Three forums across Borough to highlight sport, activity and health issues and needs.</i>
To provide a clear identity for the Health and Wellbeing service	<ul style="list-style-type: none"> Develop a clear corporate branding and awareness programme. 	Produce one branding across service	2	<i>Change of approach – integration of health and wellbeing across services rather than specific to one department.</i>
To increase the number of volunteers working to encourage healthy lifestyles	<ul style="list-style-type: none"> Instigate campaign to encourage clubs and organisations to enrol volunteers with possible partnership funding for training and assistance 	Through sports networks Parish seminars Work with GAVCA	1,2,3	<ul style="list-style-type: none"> <i>Provided funding to develop additional coaches for walk and run leaders across Borough. Will look to develop across wider no. of sports.</i> <i>Active Gloucestershire provide bursary scheme for coach development and safeguarding</i>

**Tewkesbury Borough Council
Health & Wellbeing Strategy
2013-16**

Aim: To improve the health and wellbeing of our communities to increase their quality of life

Objective	Action	Delivery Method (How)	Year	<i>Progress Year One/Two</i>
	<ul style="list-style-type: none"> Support health walk and women's running network leaders 	Promotion Training Website	1,2,3	<ul style="list-style-type: none"> <i>Support provided through promotion, monitoring and affiliation to relevant governing bodies, as well as accreditation to new scheme. Continuing to expand – 330 approx on running and 50 on accredited health walks</i>
	<ul style="list-style-type: none"> Investigate opportunities to work with Imjin to support volunteers 	Develop relationship with Imjin to identify needs for the Community Covenant	2	<ul style="list-style-type: none"> <i>Reducing resource, turnover and capacity at Imjin has made this difficult to develop.</i> <i>Imjin keen to help but only in one-off events e.g. Tewkesbury Half-marathon – 12 volunteers.</i> <i>Ongoing discussions with Welfare team to progress.</i>
	<ul style="list-style-type: none"> Work with Active Glos and Glos Uni utilising the Sports Placement Scheme and student releases 	Identify placement opportunities	3	

**Tewkesbury Borough Council
Health & Wellbeing Strategy
2013-16**

Aim: To improve the health and wellbeing of our communities to increase their quality of life

Objective	Action	Delivery Method (How)	Year	Progress Year One/Two
To support, encourage and enable the voluntary sector to increase participation in healthy lifestyles i.e. sports clubs and community groups	<ul style="list-style-type: none"> Develop with partners to utilise current skills to develop volunteer sector 	Identify skill gaps Share resources	2,3	<ul style="list-style-type: none"> Closer working with Active Glos to develop opportunities. To be developed year 3.
	<ul style="list-style-type: none"> Work with Tewkesbury Athletics Club to sustain the half marathon and school's run 	Confirm future management arrangements for the event	1,2,3	<ul style="list-style-type: none"> Half-marathon delivered by new organisation – Tewkesbury Half Marathon Inc. with support from TBC to identify marshals School's run to be re-introduced in yr 3. Majority of Tewkesbury athletics club participate in the event Running and triathlon clubs supported through volunteering
To promote community health and wellbeing opportunities and activities	<ul style="list-style-type: none"> To provide an up to date directory of local clubs, activities and organisations on the council website 	Work with brochure suppliers Features in Borough News Make more accessible on the web	1,2,3	<ul style="list-style-type: none"> 10,000 copies of directory researched, published, promoted and distributed. Funded at no cost to TBC

**Tewkesbury Borough Council
Health & Wellbeing Strategy
2013-16**

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Objective	Action	Delivery Method (How)	Year	<i>Progress Year One/Two</i>
	<ul style="list-style-type: none"> To provide positive experiences to encourage marketing by word of mouth 	Good customer service Ensure opportunities and activities meet/exceed expectations	1,2,3	<ul style="list-style-type: none"> <i>220,000 visitors to Cascades annually</i> <i>Regular customer surveys</i> <i>Customer consultation for new facility</i>
	<ul style="list-style-type: none"> Encourage health articles in local media 	Work with Communications Team to develop articles of interest Develop positive relationship with local media	2,3	<i>Articles in media relating to:</i> <ul style="list-style-type: none"> <i>New leisure centre</i> <i>Capital grants for community facilities i.e. Brockworth changing facility</i> <i>Half marathon</i> <i>Community sports development opportunities</i> <i>Radio Winchcombe</i>
	<ul style="list-style-type: none"> Link in with health trainer project 	Work together on joint initiatives to improve health of targeted people	1,2,3	<ul style="list-style-type: none"> <i>Health Trainer (not TBC appointment) workwith community one on one basis – linking into social prescribing</i>

**Tewkesbury Borough Council
Health & Wellbeing Strategy
2013-16**

Aim: To improve the health and wellbeing of our communities to increase their quality of life

Objective	Action	Delivery Method (How)	Year	<i>Progress Year One/Two</i>
To ensure that leisure and cultural activities and facilities are open to all sectors of the population	<ul style="list-style-type: none"> Respond to needs identified through health inequalities research 	Accessible activities in accessible places	2,3	<ul style="list-style-type: none"> <i>Link to external funding to help inform areas of greatest need</i>
	<ul style="list-style-type: none"> Publicise activities in an accessible form 	Provide promotional material in different mediums to target cross section of community	1,2,3	<ul style="list-style-type: none"> <i>Sports Development Facebook page</i> <i>Leisure centre consultation</i> <i>Sports brochure available in hard copy or via website</i>
	<ul style="list-style-type: none"> Where relevant, ensure capital grant agreements make reference to health inequalities 	Include within criteria Target money in areas of greatest health need to address inequalities	1	<ul style="list-style-type: none"> <i>Grant criteria includes requirement to meet council priorities including supporting the health and wellbeing of our residents</i> <i>New community grant criteria for 2015/16 onwards</i>

**Tewkesbury Borough Council
Health & Wellbeing Strategy
2013-16**

Aim: To improve the health and wellbeing of our communities to increase their quality of life

Objective	Action	Delivery Method (How)	Year	Progress Year One/Two
Theme 2: To facilitate opportunities for children and young people				
To use activities as a diversion from anti-social behaviour	<ul style="list-style-type: none"> Work with the community safety partnership and new police commissioner role i.e. to instigate further opportunities for boot camps, gardening projects 	Identify hotspots and develop activities with young people that provide positive diversion	1,2,3	<ul style="list-style-type: none"> £50,000 distributed to youth providers across Borough to encourage activity and reduce ASB Successful bid to PCC
	<ul style="list-style-type: none"> To work in partnership on the Families First initiative 	Identify how health and wellbeing opportunities can meet needs of these families	2,3	<ul style="list-style-type: none"> Developed into Families First Plus – wider criteria to target families in greatest need
	<ul style="list-style-type: none"> To maximise opportunities for the swimming lesson programme at Cascades 	Effective marketing Positive experiences Competitive pricing	1,2,3	<ul style="list-style-type: none"> 736 young people on Learn to Swim, Dinky Diver and Parent & Toddler sessions.

**Tewkesbury Borough Council
Health & Wellbeing Strategy
2013-16**

Aim: To improve the health and wellbeing of our communities to increase their quality of life

Objective	Action	Delivery Method (How)	Year	Progress Year One/Two
	<ul style="list-style-type: none"> Link Police / ASB professionals with community clubs and help supply extra funding and training at these clubs if prepared to welcome potential ASB affected young people 	Identify clubs Identify young people Match clubs and young people	2,3	<ul style="list-style-type: none"> <i>Linking in children and young persons at risk of ASB into sports clubs – NM example</i> <i>Links to Families First Plus and key workers working with children and young persons.</i>
To work with partners to enable or provide opportunities that excite young people into being active	<ul style="list-style-type: none"> To enable non-traditional sporting opportunities such as skate parks, green gyms, parkour, cheerleading, geocaching, ultimate frisbee. 	Through infrastructure requirements for new developments Develop clubs in communities	3	
	<ul style="list-style-type: none"> Use the successful aspects of Team GB at London 2012 to stimulate youngster's interest in varied pastimes such as judo / rowing etc 	Use role models Develop and work with clubs that are Olympic sports i.e. provide taster days and link with schools	1,2,3	<ul style="list-style-type: none"> <i>Helped establish number of clubs inc. Tewkesbury Rowing Club, White Tiger Taekwondo, women's running clubs, athletics club</i>

**Tewkesbury Borough Council
Health & Wellbeing Strategy
2013-16**

Aim: To improve the health and wellbeing of our communities to increase their quality of life

Objective	Action	Delivery Method (How)	Year	<i>Progress Year One/Two</i>
	<ul style="list-style-type: none"> To promote and enable specific opportunities for girls and other under represented groups 	Through clubs and schools Survey potential girl participants	1,2,3	<ul style="list-style-type: none"> <i>Gala and specific sessions for people with disabilities at Cascades</i> <i>Women's only sessions at Cascades</i> <i>Older aged sessions at Cascades</i> <i>Support development of women's only running sessions</i> <i>Women's sessions at Tewkesbury Rugby club</i> <i>Supported and signed up for national campaign 'This Girl Can'.</i>
Assisting youth organisations in response to the County youth service changes	<ul style="list-style-type: none"> To work with partners to allocate County Council grant funding 	Partnership of relevant organisations formed to distribute funding Work with partners to administer funding that will have best long term benefit for young people	2	<ul style="list-style-type: none"> <i>£50,000 (GCC funds) distributed to organisations to deliver youth provision where GCC had withdrawn provision (Northway, Churchdown, Tewkesbury, Brockworth, Winchcombe, Bishop's Cleeve)</i>

**Tewkesbury Borough Council
Health & Wellbeing Strategy
2013-16**

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Objective	Action	Delivery Method (How)	Year	<i>Progress Year One/Two</i>
	<ul style="list-style-type: none"> To strengthen the youth organisation's network 	Identify needs of young people's organisations and how network can work best for them Investigate how youth forums could be enabled	1	<ul style="list-style-type: none"> <i>Network meets quarterly to discuss issues, mutual support, sharing resources and to learn good practice. Network facilitated by TBC.</i>
	<ul style="list-style-type: none"> To support rural, as well as urban, youth work 	Volunteer development Share resources Training	2,3	<ul style="list-style-type: none"> <i>Youth providers opening opportunities to rural community i.e. Winchcombe Youth Centre through GCC grant</i>
	<ul style="list-style-type: none"> Encourage use of youth centres for wider sporting activity 	Working with youth organisation's network Linking clubs and activity leaders with facilities	2	<ul style="list-style-type: none"> <i>Youth providers looking to generate income to sustain youth activity and therefore opening up facility for wider sporting use i.e. GL3 Community Hub</i>

**Tewkesbury Borough Council
Health & Wellbeing Strategy
2013-16**

Aim: To improve the health and wellbeing of our communities to increase their quality of life

Objective	Action	Delivery Method (How)	Year	Progress Year One/Two
Theme 3: To provide an infrastructure that makes it easier to be healthy				
To assess and respond to the health and wellbeing infrastructure needs for existing and new communities	<ul style="list-style-type: none"> To review and work on procedures for new provision as part of s106 	Consult with communities Policy on future management for open space	1,2,3	<ul style="list-style-type: none"> <i>Communities consulted as part of the s106 process to identify infrastructure needs related to new development</i> <i>Community Development Officers working across an area each is helping to build relationships with parishes and understand their needs</i> <i>Working with parishes in preparation for CIL – if Council decides to go with this approach</i>
	<ul style="list-style-type: none"> To put a plan in place for improving play areas 	Survey facilities Identify funding Work with Parish / Town Councils	2	<ul style="list-style-type: none"> <i>Asset team surveying all Council play areas and investigating transfer to Parish Councils</i>

**Tewkesbury Borough Council
Health & Wellbeing Strategy
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Objective	Action	Delivery Method (How)	Year	<i>Progress Year One/Two</i>
	<ul style="list-style-type: none"> To work with communities to improve facilities where a need is identified 	Identify needs with Parish/Town Councils and clubs	1,2,3	<i>Assistance provided for:</i> <ul style="list-style-type: none"> <i>Northway play area, skate and BMX</i> <i>Brockworth Outdoor Gym</i> <i>Witcombe Hall</i> <i>Minsterworth Village Hall</i> <i>Tewkesbury Rugby Club</i> <i>Woodpeckers, Ashleworth</i> <i>Involve local parish in play areas designs as part of new developments/s106</i>
To maximise the potential of and access to high quality outdoor spaces for the community to use and enjoy	<ul style="list-style-type: none"> Recognise and investigate the potential to maximise use of council owned and other land 	Proactively approach potential hirers Develop plans for major areas of open space i.e. Vineyards Promote use of trees and woodland	3	

**Tewkesbury Borough Council
Health & Wellbeing Strategy
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Objective	Action	Delivery Method (How)	Year	<i>Progress Year One/Two</i>
	<ul style="list-style-type: none"> To officially open public open space/play areas when adopted from developers 	Launch events Invite press Celebrate new facilities	1,2,3	<ul style="list-style-type: none"> <i>New play facilities launched in Stoke Orchard and Coopers Edge Play Area, MUGA and skate park</i>
	<ul style="list-style-type: none"> Work with the Tewkesbury Nature Reserve Board to develop the nature reserve 	Develop project plan and vision Make best use of s106 / prepare for CIL	1,2,3	<ul style="list-style-type: none"> <i>TBC and Bloor transferred land to TNR</i> <i>Bovis given approval to TNR to use their land</i> <i>TNR successful in external funding to sustain future</i>
	<ul style="list-style-type: none"> Promote use of existing outdoor facilities 	Promote uses for adiZone and other facilities	1,2,3	<ul style="list-style-type: none"> <i>Facilities promoted on website i.e. Brockworth Outdoor Gym, adiZone used for running groups</i> <i>Working as part of Cotswold Tourism on Great Outdoors campaign</i>

**Tewkesbury Borough Council
Health & Wellbeing Strategy
2013-16**

Aim: To improve the health and wellbeing of our communities to increase their quality of life

Objective	Action	Delivery Method (How)	Year	Progress Year One/Two
Where relevant, to make the best use of s106/CIL for our communities	<ul style="list-style-type: none"> Utilise funding for new facilities and infrastructure to make it easier and attractive to be healthy i.e. walking and cycling as natural form of transport 	<p>Influence developers</p> <p>Ensure health is a key consideration for design of new spaces</p>	1,2,3	<p><i>New facilities planned, being built or due to be transferred:</i></p> <ul style="list-style-type: none"> <i>Stoke Orchard MUGA</i> <i>Alderton Play Area</i> <i>Cold Pool Lane, Badgeworth playing pitches, play area, MUGA</i> <i>Winchcombe play area</i> <i>Hucclecote Pitches/MUGA and allotments</i> <i>Invista development – football cricket and play area</i>
	<ul style="list-style-type: none"> To launch public art in Whittle Square, Coopers Edge. 	<p>Work with local parishes and artist to provide community opening</p>	1	<ul style="list-style-type: none"> <i>Whittle Cones installed</i> <i>Opening event for community held</i> <i>Further public art planned for yr 3 on site</i>

TEWKESBURY BOROUGH COUNCIL

Report to:	Overview and Scrutiny Committee
Date of Meeting:	21 July 2015
Subject:	Enviro-Crimes Review Monitoring Report
Report of:	Val Garside, Environmental and Housing Services Group Manager
Corporate Lead:	Rachel North, Deputy Chief Executive
Lead Member:	Councillor J R Mason
Number of Appendices:	One

<p>Executive Summary:</p> <p>The report provides an update on actions carried out, as contained in the Environmental Crime Report approved by the Executive Committee on 16 July 2014.</p>
<p>Recommendation:</p> <p>To consider progress against the recommendations arising from the Enviro-Crimes Review.</p>
<p>Reasons for Recommendation:</p> <p>To improve the way that environmental crimes are investigated in Tewkesbury Borough. Improving recycling and caring for our environment is a key objective within the Council Plan.</p>

<p>Resource Implications:</p> <p>Environmental Health will carry out fly-tipping and abandoned vehicle enforcement work through funding from existing vacant posts in Direct Services.</p> <p>Educational and promotional work in relation to dog fouling will be carried out using existing resources, including the Environmental Health, Community Safety and Communications teams.</p> <p>Purchase of new signage for dog fouling and fly-tipping has been taken from existing budgets.</p>
<p>Legal Implications:</p> <p>The recommendations/actions may give rise to an increased demand for support from legal services in relation to enforcement action, Court proceedings and providing legal advice generally.</p>
<p>Risk Management Implications:</p> <p>If the Council does not have in place effective arrangements for reducing the level of environmental crimes then there is a reputational risk due to resident's dissatisfaction leading to increased complaints and reported incidents.</p>

Performance Management Follow-up:

The recommendations of all Overview and Scrutiny Reviews are monitored every six months.

The number of reported environmental crimes is monitored by means of a performance indicator.

Environmental Implications:

Implementation will result in an improvement in the environment.

1.0 INTRODUCTION/BACKGROUND

1.1 A review of the way in which Tewkesbury Borough Council investigates environmental crimes was undertaken by a Working Group of the Overview and Scrutiny Committee. The review considered the Council's current approach in tackling environmental crimes, and considered what legislative powers are available in addition to those currently employed. The resulting report set out the findings from the review and made recommendations in respect of how environmental crimes can be dealt with in the future. The report was considered at the meeting of the Overview and Scrutiny Committee on 10 June 2014 and adopted at the meeting of the Executive Committee on 16 July 2014 due to the resource implications contained within it.

1.2 The Overview and Scrutiny Committee considered an update on actions carried out at the meeting of 13 January 2015.

2.0 ENVIRONMENTAL CRIMES REPORT ACTIONS CARRIED OUT

2.1 The environmental crimes report actions to be carried out is at Appendix A. The appendix also shows the work carried out to date.

3.0 OTHER OPTIONS CONSIDERED

3.1 The Working Group considered a number of options and these are contained in the report.

4.0 CONSULTATION

4.1 None

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

5.1 Environmental and Housing Service Plan.
Council Plan 2012 – 2016.

6.0 RELEVANT GOVERNMENT POLICIES

6.1 Environmental Protection Act 1990.
Dog Fouling of Land Act 1996.
Clean Neighbourhoods and Environment Act 2005.
Anti-Social Behaviour, Crime and Policing Act 2014.

7.0 RESOURCE IMPLICATIONS (Human/Property)

7.1 A resource was identified as part of the Direct Services service review; the allocated budget for this resource was transferred to Environmental Health.

8.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

8.1 Implementation will result in an improvement in the environment and sustainability.

9.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

9.1 An Equality Impact Assessment has been completed. Fly-tipping and dog faeces in particular can pose serious risks to health.

10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

10.1 Overview and Scrutiny Committee: 10 June 2014 “Enviro-Crimes Review Report”
Executive Committee: 16 July 2014 “Review of Environmental Crimes”

Background Papers: Overview and Scrutiny Committee: 10 June 2014 “Enviro-Crimes Review Report”
Executive Committee: 16 July 2014 “Review of Environmental Crimes”

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Appendices: Appendix 1 – Enviro-Crimes Review Action Plan

Enviro-Crimes Review - Progress Against Actions

<p>1</p>	<p>Recommendation</p> <p>Where appropriate, fly-tipping enforcement action will be undertaken by Tewkesbury Borough Council. Successful prosecutions will be communicated to the local press.</p> <p>That the Borough Council transfers the responsibility of fly-tipping enforcement from Direct Services to the Environmental Health. That a resource from Direct Services is identified as part of the staffing review, and is transferred to Environmental Health. That Environmental Health allocates resources to enable enforcement of fly-tipping cases.</p> <hr/> <p>Progress</p> <p>Complete: The fly-tipping enforcement resource has passed from Direct Services to Environmental Health. Successful enforcement actions have been carried out.</p>
<p>2</p>	<p>Recommendation</p> <p>That the Borough Council produces a procedure document on how fly-tipping is dealt with by key staff members. This procedure should also include partnership working with the Community Development Team when dealing with particular hotspot areas, to ensure that pride is incorporated into the basis of all projects.</p> <hr/> <p>Progress</p> <p>Complete: Appropriate Officers in Environmental Health have been trained on a procedure for fly-tipping enforcement. Environmental Health has recently completed a staffing review and therefore further training is being considered for later in the year for additional Officers to be enabled.</p>
<p>3</p>	<p>Recommendation</p> <p>Provide portable signs warning residents and visitors that fly-tipping will not be tolerated, and enforcement action will be taken</p> <hr/> <p>Progress</p> <p>Complete: 20 signs have been purchased.</p>
<p>4</p>	<p>Recommendation</p> <p>Abandoned vehicle enforcement be transferred from Direct Services to the Environmental Health Department.</p> <hr/> <p>Progress</p> <p>Complete: The abandoned vehicle enforcement resource has passed from Direct Services to Environmental Health.</p>

5	<p>Recommendation</p> <p>Produce a procedure document to assist Officers in dealing with abandoned vehicles.</p>
	<p>Progress</p> <p>Complete: Appropriate Officers in Environmental Health have been trained on a procedure for abandoned vehicle enforcement. Environmental Health has recently completed a staffing review and therefore further training is being considered for later in the year for additional Officers to be enabled.</p>
6	<p>Recommendation</p> <p>That the Borough Council investigates the use of private companies for the purpose of issuing fixed penalty notices on their behalf.</p>
	<p>Progress</p> <p>Complete: Private companies have been working with Officers to train them in the issuing of fixed penalty notices which will provide a cost effective solution to delivering such actions. Companies who provide such services expressed a preference to take control of the whole process, yet the recent review of environmental health services concluded that such actions should be carried out 'in-house'.</p>
7	<p>Recommendation</p> <p>Continue to work closely with the Police on joint operations to tackle dog-fouling in hot-spot areas.</p>
	<p>Progress</p> <p>Complete: The Police are happy to continue to work with Tewkesbury Borough Council in this way. Further operations will be carried out at mutually agreed times later in the year.</p>
8	<p>Recommendation</p> <p>To continue to investigate reports of dog fouling and take enforcement action where appropriate. Issue press releases when fixed penalty notices/ enforcement action is taken against dog fouling.</p>
	<p>Progress</p> <p>Ongoing</p>
9	<p>Recommendation</p> <p>Work closely with Parish Councils to tackle dog fouling. Facilitate the reporting of incidents of dog fouling to the Borough by contacting Parish Councils on a quarterly basis to help inform the number of complaints received and reported through the council plan performance tracker, to enable a better picture of the 'hot-spot' areas to be established.</p>
	<p>Progress</p> <p>Complete: Environmental Health now collate this information and forward as detailed above.</p>

10	Recommendation Enviro-crimes to be added as agenda item at a future Parish and Town Council Seminar, to advise on how they can assist in tackling enviro-crimes
	Progress Complete: This was the subject of a recent Parish and Town Council Seminar
11	Recommendation Organise a training session tailored to the Police, explaining how they can help in tackling dog fouling.
	Progress Now that the Environmental Health review is complete it is proposed to carry out such training with the Police now that the appropriate Officers are now in post.
12	Recommendation Launch a 'Paws on Patrol' type initiative to encourage witnesses to report dog fouling.
	Progress Complete
13	Recommendation Promote the dangers of dog fouling and consider the use of more hard hitting visual campaigns.
	Progress Complete: This was carried out with the Communications team. Posters were designed and are now available on the website. Parishes have also been told and a press release was issued.
14	Recommendation Carry out educational campaigns at local schools to make them aware of the dangers of dog fouling. Explore partnership working with other agencies.
	Progress This is still to be carried out.
15	Recommendation Procure portable signs warning that dog fouling will not be tolerated and enforcement action will be taken.
	Progress Complete: 20 signs have been purchased that can be used.

TEWKESBURY BOROUGH COUNCIL

Report to:	Overview and Scrutiny Committee
Date of Meeting:	21 July 2015
Subject:	Review of Disabled Facilities Grants
Report of:	Val Garside, Environmental and Housing Services Group Manager
Corporate Lead:	Rachel North, Deputy Chief Executive
Lead Member:	Councillor J R Mason
Number of Appendices:	One

Executive Summary:

Due to changes in the way Disabled Facilities Grants (DFG) are financed, the cost of adaptations, the number of different agencies involved and increasingly ageing population, it is felt appropriate that an Overview and Scrutiny Committee Working Group is formed to review the Council's approach to dealing with DFGs.

Recommendation:

- 1. To establish an Overview and Scrutiny Working Group to review the Council's approach to Disabled Facilities Grants.**
- 2. To APPROVE the proposed Terms of Reference for the Working Group as set out at Appendix 1.**

Reasons for Recommendation:

To review the Council's approach to DFGs and make appropriate recommendations for improvement.

Resource Implications:

The review will be undertaken between September 2015 and December 2015 and it is anticipated a maximum of five Working Group sessions will be held. Officer time can be built into existing resources. If for any reason more expert resource is required this can be funded from the Scrutiny budget.

Legal Implications:

None as a direct result of this report. One Legal will be able to provide advice to the Working Group or Officers as required regarding the Council's duties and powers to provide DFGs.

Risk Management Implications:

If the Council does not have in place effective arrangements for administering DFGs then there is a reputational risk of failing to comply with statutory requirements, leading to potential interventions from the Ombudsman or judicial review. The Council also contributes capital funds, therefore, there are financial risks to not administering grants effectively. There could also be customer dissatisfaction leading to increased complaints.

Performance Management Follow-up:

The number and value of DFGs administered is monitored by means of a performance indicator and this is reported to Overview and Scrutiny Committee on a quarterly basis.

Environmental Implications:

None

1.0 INTRODUCTION/BACKGROUND

1.1 Disabled Facilities Grants (DFG) help towards the cost of essential adaptations to homes to enable applicants to live more independently. The grant is mandatory for those who need better freedom of movement into and around their home, up to a maximum of £30,000 per applicant. It is subject to a financial means test. Examples of grants we have given include:

- providing ramps to allow a person to get in and out of their house;
- stair lifts; and
- level access showers for people who cannot use a conventional shower or bath.

DFGs are administered by the Council's Environmental Health section. To apply for a grant, applicants will first need to be assessed by an Occupational Therapist from Gloucestershire County Council who will find out if a major adaptation best meets the customer's needs.

1.2 The Council receives financial support to deliver the service but in addition, current budgeted capital expenditure is £220,000 per annum.

2.0 OVERVIEW AND SCRUTINY COMMITTEE WORKING GROUP

2.1 At the Transform Working Group held on 13 November 2014, a paper on DFGs was presented, with the outcome being to refer a review of DFGs to the Overview and Scrutiny Committee.

2.2 There are some issues that Members will wish to identify and consider, essentially to ensure that the scheme is 'fit for purpose' and cost-effective. Potential areas of interest include streamlining the process, the role/performance of partners, costs of the service and any potential efficiencies and alternative delivery options. As the other Gloucestershire Districts work very closely on delivering a service, the review may be of interest to neighbouring authorities.

2.3 It is felt appropriate that an Overview and Scrutiny Committee Working Group is formed to review the Council's approach to dealing with DFGs. The subject area also meets the key criteria for undertaking a scrutiny review, for example:

- the issue impacts upon one or more sections of the community;
- the issue is strategic and significant;
- the scrutiny activity can add value to the process and should lead to effective outcomes; or
- it is a community concern.

A proposed Terms of Reference can be found in Appendix 1.

3.0 OTHER OPTIONS CONSIDERED

3.1 None.

4.0 CONSULTATION

4.1 None.

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

5.1 Council Plan 2012-16 – Priority 4 (Improve the quality of the housing stock): 'Work with Public Health to develop new approaches to enablement and adaptations for disabled people'.

6.0 RELEVANT GOVERNMENT POLICIES

6.1 Housing Grants, Construction and Regeneration Act 1996; Part 1, Chapter 1: 'Disabled Facilities Grants'.

7.0 RESOURCE IMPLICATIONS (Human/Property)

7.1 Officer time to help facilitate the review.

8.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

8.1 Effective outcomes will have a positive impact on the most vulnerable people living in the Borough.

9.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

9.1 Effective outcomes will also have a positive impact on the cost of providing adaptations and will help ensure a safe and healthy environment for applicants.

10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

10.1 None.

Background Papers: None

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Appendices: Appendix 1 – Proposed Working Group Terms of Reference

Disabled Facilities Grants Review – Terms of Reference

Introduction

An Overview and Scrutiny Working Group will be asked to work with Officers to review the Council's approach to dealing with Disabled Facilities Grants (DFGs).

Purpose of the Review

1. To gain a clear understanding of:
 - a. The statutory and discretionary processes involved in allocating grants and how they are applied locally.
 - b. How grants are funded (including comparisons with other local authorities).
 - c. What agencies are involved in the processes and what role they fulfil (including the involvement of registered providers).
 - d. The potential use of previously adapted properties.
2. To consider the Council's current approach in administering grants, in particular how current practices impact on those who could or do benefit from applying.
3. To look at good practice elsewhere, especially those that provide cost effectiveness and good customer satisfaction.
4. To determine possible ways in which processes can be improved.

Who should we consult?

- Relevant Council Officers (e.g. Environmental Health, Housing, Finance).
- Other agencies involved in the delivery of services (e.g. occupational therapists, Safe at Home improvement agency, works contractors etc).
- Service user representatives.
- Housing providers (e.g. registered providers).
- Neighbouring authorities/good practice authorities.

Support

- David Steels.
- Kevin Wood.
- Corporate Services.
- Democratic Services.

How long will it take?

Aim to start review in September 2015 and complete by December 2015.

Outcomes

To deliver:

- an efficient system;
- best value for the Council; and
- appropriate levels of support for disabled residents.