

6 October 2015

Committee	Executive
Date	Wednesday, 14 October 2015
Time of Meeting	2:00 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 - 9
<p>To approve the Minutes of the meeting held on 2 September 2015.</p>	
5. ITEMS FROM MEMBERS OF THE PUBLIC	
<p>To receive any questions, deputations or petitions submitted under Rule of Procedure 12.</p> <p><i>(The deadline for public participation submissions for this meeting is 8 October 2015).</i></p>	
6. EXECUTIVE COMMITTEE FORWARD PLAN	10 - 13
<p>To consider the Committee's Forward Plan.</p>	
7. PERFORMANCE MANAGEMENT REPORT - QUARTER ONE 2015/16	14 - 70
<p>To receive and respond to the findings of the Overview and Scrutiny Committee following that Committee's consideration of the Council's performance for Quarter one of 2015/16.</p>	
8. PROSECUTION POLICY FOR THE COUNCIL TAX REDUCTION SCHEME	71 - 86
<p>To approve the revised Prosecution Policy for the Council Tax Reduction Scheme.</p>	
9. GLOUCESTERSHIRE BUSINESS RATES POOL	87 - 91
<p>To consider a way forward in respect of the Council's Membership of the Gloucestershire Business Rates Pool.</p>	
10. TEWKESBURY RUGBY CLUB LEASE	92 - 97
<p>To consider the granting of a lease to Tewkesbury Rugby Club for an additional parcel of land off Despenser Road.</p>	
11. ESTABLISHMENT OF BOUNDARY REVIEW WORKING GROUP	98 - 101
<p>To approve the setting up of a Boundary Review Working Group.</p>	

DATE OF NEXT MEETING
WEDNESDAY, 25 NOVEMBER 2015
COUNCILLORS CONSTITUTING COMMITTEE

Councillors: R E Allen, Mrs K J Berry, R A Bird, D M M Davies, M Dean, Mrs E J MacTiernan, J R Mason, R J E Vines (Chairman) and D J Waters (Vice-Chairman)

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 Executive Committee held at the Council Offices,
Gloucester Road, Tewkesbury on Wednesday, 2 September 2015 commencing at
2:00 pm**

Present:

Vice Chairman in the chair Councillor D J Waters

and Councillors:

R E Allen, R A Bird, Mrs G F Blackwell (Substitute for R J E Vines), D M M Davies, M Dean,
Mrs E J MacTiernan, J R Mason and Mrs P E Stokes (Substitute for Mrs K J Berry)

also present:

Councillors P W Awford and Mrs J Greening

EX.25 ANNOUNCEMENTS

- 25.1 The evacuation procedure, as noted on the Agenda, was advised to those present.
- 25.2 The Chairman welcomed Councillors P W Awford and Mrs J Greening as observers to the meeting.

EX.26 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

- 26.1 Apologies for absence were received from Councillors Mrs K J Berry and R J E Vines (Chairman). Councillors Mrs G F Blackwell and Mrs P E Stokes would be acting as substitutes for the meeting.

EX.27 DECLARATIONS OF INTEREST

- 27.1 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.
- 27.2 There were no declarations of interest made on this occasion.

EX.28 MINUTES

- 28.1 The Minutes of the meeting held on 15 July 2015, copies of which had been circulated, were approved as a correct record and signed by the Chairman.

EX.29 ITEMS FROM MEMBERS OF THE PUBLIC

- 29.1 There were no items from members of the public on this occasion.

EX.30 EXECUTIVE COMMITTEE FORWARD PLAN

- 30.1 Attention was drawn to the Committee's Forward Plan, circulated at Pages No. 14-17. Members were asked to consider the Plan.
- 30.2 A Member raised concern about the Volunteering Policy. She understood there was some resistance to it from staff who already felt overwhelmed with their workload and felt that if they wished to volunteer they would do so in their own time and did not want to feel pressured to do so during the working day. In response, the Chief Executive indicated that it was a Volunteering Policy and as such would not be compulsory. He understood there were a range of issues to be looked at and this would be debated when the report came forward to the Committee.
- 30.3 Having considered the information provided, it was

RESOLVED: That the Committee's Forward Plan be **NOTED**.

EX.31 GLOUCESTERSHIRE DEVOLUTION PROJECT

- 31.1 The report of the Chief Executive, circulated at Pages No. 18-34, set out the latest position in respect of the Gloucestershire Devolution Project. Members were asked to note the progress undertaken to date; to agree the establishment of a Devolution Working Group; and to recommend to Council that it note the progress undertaken and that it supports, in principle, further devolution development work together with Leadership Gloucestershire partners.
- 31.2 In introducing the report, the Chief Executive advised that Members would be well aware of the content and thrust behind the project which was in line with the national debate about the need for the Government to pass significant powers down to Local Government in England to match the powers devolved to the Parliament in Scotland and National Assemblies in Wales and Northern Ireland. The purpose of the submission of an Expression of Interest was that the Government and local public sector partnerships could explore what policy/budget areas might advantageously be devolved to enable more local control. The current position in Gloucestershire was that an Expression of Interest had been made to the Government and further work was now being undertaken on the workstreams identified within it; these included economic growth; strategic planning and infrastructure; health and wellbeing; community safety; and governance. At the meeting of Leadership Gloucestershire which had been held that morning, there had been a unanimous decision to make a further representation to Government which would 'sharpen up' the Expression of Interest document and offer a clearer view of what Gloucestershire wanted in terms of devolution. The deadline for the submission of the further representation was Friday 4 September. The feeling of Leadership Gloucestershire had been that, even if the County was unsuccessful in its current bid, it would wish to continue to look at devolution as it was an Agenda that the Government would be pushing for some time to come. The Chief Executive was clear that the Council was not in a position to sign up to any formal agreement at this stage but that, if and when this was appropriate, it would be a decision for Members. In offering further clarification, the Chairman indicated that 11 organisations had been present at the earlier Leadership Gloucestershire meeting and all had clearly recognised that they had not yet signed up to anything but at this stage were happy to make a representation to Government to indicate what the County would like to talk about. He had been impressed at how keen all of the parties were to work together for the benefit of the people of Gloucestershire.

- 31.3 Particular attention was drawn to Paragraph 1.5 of the report which set out that there were significant potential benefits associated with devolution which included: support and devolved Government funding to encourage economic growth and infrastructure provision; better use of public funds in areas such as health and wellbeing which would allow cross sector investment to reduce demand on services; and more coordinated decision-making in respect of major issues such as strategic planning, strategic housing and infrastructure delivery.
- 31.4 Referring to the draft document before them, a Member expressed the hope that it would be thoroughly proof read before submission as she had found a number of typographical and grammatical errors just by glancing at it. In response, she was assured that there was a workstream which would be responsible for proof reading the document to ensure it all made sense, currently it was a little disjointed because so many different people had been working on it but this would be addressed. In addition, the Chief Executive indicated that he would circulate the document to all Members after it was sent to the Government on Friday. In terms of the content of the document, Members were advised that the feedback so far had been encouraging; given the amount of time that the County had had to get it ready, and the amount of people involved, it was felt that this was a very impressive piece of work.
- 31.5 The Chief Executive explained that Gloucestershire was in a fortuitous position as all of the partners involved shared a boundary which meant there was no cross County working involved. This certainly should make Gloucestershire's bid easier. The Chief Executive understood that there had been disagreements in other areas that were combining cross County partners. It was important that all partners 'owned' the work undertaken as that was the only way it would truly be effective. A Member noted that there had already been two seminars on the subject, to which all Members had been invited, and he questioned what the general view of Members following the second seminar was. In response, the Chairman indicated that, overall, the view had been that it was better for the Council to be involved at this stage. There was, however, still a lot of concern and nervousness about the future. His sense from the Leadership Gloucestershire meeting that morning had been that the other Districts felt exactly the same and that there needed to be a lot of work done before anyone would feel comfortable signing up to anything. In respect of the point about a coterminous boundary, a Member indicated that a small part of the NHS Trust was based in Herefordshire so whoever was writing the 'health' section of the document would need to word it carefully.
- 31.6 One Member expressed concern that the ideas discussed to date could result in a decline in services. In response, the Chief Executive indicated that he understood those concerns but offered assurance that the idea of devolution was that Councils would have larger 'pots' of funding to direct at the services that really needed it. It was more about making better use of what they had and creating additional funding by doing things differently/better. Another Member indicated that the Expression of Interest document mentioned Community Infrastructure Levy funding quite a lot and she was concerned that, since it was not possible to have one Community Infrastructure Levy amount across the County as it was market driven, sharing of this would not work. In response, the Chief Executive explained that there would be elements needed to fund local work but there would also be a need to fund projects for the benefit of the wider community in Gloucestershire. At the moment there was no arrangement for working together to make those decisions happen but, if there was such an arrangement, it would largely be to the benefit of the Borough as this was where much of any new growth was happening. In offering an example, he explained that funding for projects around the M5 motorway could come from the Government but there would be a need for some local money to improve local roads; in those cases a Community Infrastructure

Levy funding pool could assist.

31.7 The Chief Executive indicated that the Government was open to suggestions about what the County might want devolved to it. It was also clear that the Government wanted to work with areas which were larger than Local Authorities as it was looking for local partnerships to deliver its Agenda, i.e. the skills agenda; which the Government would like to be delivered in conjunction with local business needs rather than as a nationwide training project.

31.8 Having considered the information provided, it was

RESOLVED:

1. That the progress undertaken to date by Leadership Gloucestershire in respect of the devolution agenda be **NOTED**.
2. That a Member Devolution Working Group be established, in accordance with the Terms of Reference set out at Appendix 2 to the report, with the political composition being determined by the Leader and Deputy Leader of the Council and Group Leaders being invited to make nominations to the Group as appropriate.
3. That it be **RECOMMENDED TO COUNCIL** that it notes the progress undertaken by Leadership Gloucestershire in respect of the devolution agenda and that it supports, in principle, further devolution development work together with Leadership Gloucestershire partners.

EX.32 STROUD DISTRICT LOCAL PLAN - FURTHER POST SUBMISSION PROPOSED CHANGES

32.1 The report of the Development Group Manager, circulated at Pages No. 35-40, asked Members to approve the comments set out at Paragraph 2 of the report as the Council's submission to the public consultation on the Stroud District Local Plan.

32.2 Members were advised that the Stroud District Local Plan had been prepared to cover the period to 2031. Tewkesbury Borough had previously made comments in respect of the Plan at the 'alternative strategies', 'preferred strategies', 'consultation on policies' and 'pre-submission' stages and had also sought greater clarity on the emerging proposals. At the last stage, Tewkesbury Borough had supported the overall distribution strategy which Stroud had set out and the principle of extending the Gloucester urban area; however, concerns had been raised that the duty to cooperate had not been discharged with respect to cross boundary development, in particular helping to meet the unmet needs of Gloucester City. The Inspector conducting the Examination into the Stroud District Local Plan had considered that the Council had discharged its legal requirements in relation to the duty to cooperate and it was not for this report to reopen that debate.

32.3 In terms of the current consultation, the Stroud District Core Strategy was now at an advanced stage of its preparation and the main changes to the Plan at this stage included: increasing the housing requirement from 9,500 to 11,400 dwellings; increasing the Hunts Grove extension site at Hardwicke from 500 to 750 dwellings; increasing the employment requirement from 38 to 58 hectares; introducing a new affordable housing policy which reflected amended Government policy; making detailed changes to policy wording as a result of the examination process; and proposing an early review of the Plan within five years of adoption or

by December 2019, whichever was sooner. The increases in the requirement for both housing and employment land were noted and the pressure for development within Stroud District Council was recognised. Members were advised that the increase in housing numbers had come from the Inspector stating that Stroud District Council's housing numbers should be more aligned to the Joint Core Strategy and Stroud had subsequently employed Neil MacDonald to work on this. It was felt this was a good sign for the Joint Core Strategy's housing numbers.

32.4 The suggested response to the consultation was set out at Paragraphs 2.1-2.6 of the report and the closing date for the consultation was Wednesday 9 September 2015. Members were advised that the comments as set out accorded with the Memorandum of Understanding that the Joint Core Strategy Authorities had with Stroud District Council.

32.5 In respect of the housing numbers, a Member questioned whether the uprating of the requirement was purely based on an assessment of Stroud's own housing need. In response, he was advised that this was based on the needs of the Planning Authority area which was just Stroud District. In terms of the duty to cooperate, Members were advised that this had been debated early in the Examination and, whilst Tewkesbury Borough and Cheltenham Borough Councils had raised concerns to the Examination, the Inspector had indicated that it was a duty to cooperate and not to agree so on that basis they had been satisfied that the test had been met. In terms of the change in housing numbers from 9,500 to 11,400, Officers were of the view that Stroud would consider this fairly significant; however, it was felt that they would satisfy the Inspector when the Examination reopened. A Member asked whether it would be possible to put together a 'league table' of where different authorities were with their Core Strategies as this may help the Borough Council understand where the Joint Core Strategy lay. In response, he was advised that different Plan areas had very different challenges therefore a 'league table' would not really be helpful in understanding where the Joint Core Strategy was in comparison to others; particularly given the fairly unique and complex nature of the Joint Core Strategy.

32.6 Having considered the information provided, it was

RESOLVED: That the comments set out at Section two (Paragraphs 2.1-2.6 inclusive) of the report be **APPROVED** for submission to the public consultation on the Stroud District Local Plan.

EX.33 CHANGES TO THE DISCRETIONARY HOUSING PAYMENT POLICY FOR HOUSING BENEFITS

33.1 The report of the Revenues and Benefits Group Manager, circulated at Pages No. 41-52, set out a revised Discretionary Housing Payment Policy and asked Members to adopt the revised Policy as attached to the report.

33.2 Members were advised that the Council had the power to award a discretionary housing payment where a tenant was having difficulties in meeting their rent liabilities and in some other cases where it was appropriate to do so. It could also make appropriate payment towards other housing costs. The existing Policy had been reviewed by the Overview and Scrutiny Committee following the impact of the welfare reform and the Chancellor's budget of 8 July 2015; the work done on financial inclusion; and the completion of the transformation project in the Benefits Team. If the changes were adopted they would greatly assist both the Benefits Team and Housing Services in the administration of discretionary housing payments and would help in reducing discretionary housing payment expenditure by assisting clients to move into cheaper alternative accommodation thereby reducing the need for the claimant to make further applications for discretionary

housing payments. In addition, there would be further reductions in welfare benefit awards for some recipients and it was important that the Council was in a position to react and assist housing benefit recipients who could be facing further reductions in benefit.

- 33.3 In terms of the proposed changes to the Policy, Members were advised that the Revenues and Benefits Team and the Housing Team were working closely together on claims for discretionary housing payments. To assist the claimant in moving it was suggested that the Council would offer help by being able to pay towards the rent deposit when moving into a new home; and assist with removal costs. When considering the application, the decision-maker must take into account whether the property was affordable for the tenant; and the tenant has a valid reason to move; and the deposit or removal cost is reasonable. Currently, the Borough Council had five housing benefit claimants, not in receipt of a discretionary housing payment, whose benefits were being capped. It was likely that the numbers would increase following the Chancellor's announcement in his budget speech. With this in mind it was important that the Council was in a position to offer assistance where there was a need and the housing benefit recipient was: in temporary accommodation; an individual or family fleeing domestic violence; someone with kinship care responsibilities; or individuals or families who could not move immediately for reasons of health, education or child protection. Finally, there was a need to update the introduction of the Discretionary Housing Payment Policy to include the fact that local authorities may also make payment awards towards other housing costs and that the level of 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, those limits did not apply.
- 33.4 A Member expressed concern that there were many vulnerable people who did not seek advice from the Council when they needed it and he questioned to what extent Officers were proactive in looking for people in those situations. He was of the view that Housing Associations should be telling the Council about rent arrears so that the Council could speak to those people immediately to offer advice. In response, the Revenues and Benefits Group Manager indicated that it was a problem that people did not seek help at an early stage. On all of the Council's documentation, discretionary housing payments were mentioned and it was made clear that the Policy was in place to assist people if they were having difficulty in meeting their rent. Housing Associations in the Borough were also aware of the Policy and so should also be telling residents that it was available. The Council had a good working relationship with Severn Vale Housing Society and it was hoped that this would continue to develop; particularly in terms of information sharing between the two organisations. In respect of the funding provided by Government, the Revenues and Benefits Group Manager explained that if the Council did not use the funding from the Government then it did have to repay it. However, it was felt to be unlikely that this would happen given the cuts expected in welfare payments. In particular, significant cut backs in benefits to working age claimants were expected and, with the Government indications that this was likely to increase, discretionary housing payments were likely to be even more necessary.
- 33.5 Accordingly, it was

RESOLVED: That the revised Discretionary Housing Payment Policy be **ADOPTED.**

EX.34 COMMUNITY GRANTS

- 34.1 The report of the Finance and Asset Management Group Manager, circulated at Pages No. 53-68, suggested an amended grant criteria that reflected the financing changes to the grant scheme and dealt with a number of issues that had been encountered under the current criteria. Members were asked to approve the new Community Grants Information Guide as attached to the report at Appendix B.
- 34.2 The Finance and Asset Management Group Manager explained that the current Grants Working Group had been set up in 2009 to offer a more systematic approach to the approval of grants. Over the last six years 55 grants totalling £1.38million had been approved. However, due to the use of capital reserves to fund the grants scheme all of the grants awarded were to support projects of a physical nature with an average grant level of around £25,000. The Council had had a heavy capital programme in recent years which had led to a substantial reduction in the capital reserves available and, for this reason, the Council had agreed to refinance the grants scheme from New Homes Bonus which was a revenue stream. This would give more flexibility to the grants awarded if the Scheme itself was extended to also allow applications for items which were not purely capital in nature. In addition, the Council had now employed a Funding Officer with the aim of supporting organisations across the Borough in finding and applying for grants from regional, national and European sources which would help to reduce the burden on the Council to fund large grants.
- 34.3 Members were advised that the direction of travel that the Council wished to see for its grants programme was for there to be less direct financial dependence on it and an increased enabling function which aimed to draw external funds into the area. This direction therefore needed to be reflected in the new criteria. The current criteria was attached to the report at Appendix A whilst the proposed new criteria, in the form of a Community Grants Information and Guidelines Document, was attached at Appendix B. The main amendments to the capital grants and the new detail of the revenue grants included: a new maximum for capital grant awards from £70,000 to £30,000 or 50% of project costs; the minimum lease period for a building type application being amended to 10 years; new revenue grants limited to £3,000 and 80% of project costs; revenue grants to be awarded on a yes/no basis with capital grants continuing to be awarded against a scoring matrix based on the Council's priorities; revenue grants to be paid as a one-off advance with capital grants being paid in arrears based on expenditure; further clarification on the types of grant the Council would and would not support as well as the types of organisation that could apply; successful applicants could not reapply for further grants until two years had passed between the completion of the original project and submission of another application; and there being a discretion to support applications in excess of the scheme limits resting with the Executive Committee if required.
- 34.4 The Finance and Asset Management Group Manager explained that the current Grants Working Group had considered the new information and guidelines document and had only suggested a few minor amendments which had been incorporated into the document. He indicated that he was aware of some minor wording changes required to make it clear that the Grants Working Group would not actually make the decision on any applications itself but that, in line with the current procedure, the award of the grant would be delegated to the appropriate Officer as required in Law.
- 34.5 During the discussion which ensued, a Member expressed concern at the maximum grant limits that were proposed. He was concerned that, as costs kept rising, it was likely that the grants offered by the Council would be too small. In response, the Finance and Asset Management Group Manager advised that this

was a difficult issue but it needed to be borne in mind that there was only limited grant funding available and, therefore, if a higher grant limit was in place there would be less applications that could be considered. The Council just could not afford to keep being the main contributor to schemes across the Borough and this was the reason that a cap was being suggested and that the Funding Officer had been employed. If there were exceptional circumstances then there was always the Executive Committee's discretion should it be necessary. Another Member indicated that she fully appreciated the Council's grants scheme and understood the need for applicants to look for funding elsewhere as well. She also expressed the view that the addition of a revenue grants scheme was an excellent one which she fully supported. In response to a query regarding the use of the new criteria, the Finance and Asset Management Group Manager explained that, in order to allow a transition period, it was proposed that the application forms already sent to applicants were honoured and judged under the current criteria. Applications issued after the call-in period had expired for the Executive Committee would be considered under the new criteria. It was understood that initially this would lead to a mixture of applications but this would be managed by Officers and the Member Working Group. In order to make this issue less complicated a moratorium on issuing application forms had been in place from the middle of August.

- 34.6 Generally Members were pleased with the proposed new information and guidelines document. They understood that there was a need to encourage organisations to seek funding in other places rather than automatically asking the Borough Council and they thought that the changes suggested would help this. They were also pleased at the introduction of the revenue grants part of the scheme which it was felt would be extremely helpful to organisations across the Borough. A County Council Member also reminded Members that each County Councillor had a funding pot of £40,000 for schemes within their communities as part of the 'active together funding' and he encouraged residents to use their County Councillors as a source of funding if appropriate.

- 34.7 Accordingly, it was

RESOLVED: That the new Community Grants Information Guide be **APPROVED.**

EX.35 NAMING OF NEW LEISURE FACILITY

- 35.1 The report of the Finance and Asset Management Group Manager, circulated at Pages No. 69-72, suggested a name for the new Leisure Centre in Tewkesbury and asked Members to make a recommendation to Council thereon.

- 35.2 The Finance and Asset Management Group Manager explained that the new Centre was now seven months into being built and was progressing well. There would soon be a need to consider how the new facility would be promoted and for this it was important that a name was agreed. Both the Tewkesbury Swimming Bath Trust and the Council's Leisure Facility Member Reference Group had been consulted and Members had generally been in agreement that the name 'Tewkesbury Leisure Centre' would be the most appropriate. This was also the view of Places for People; the appointed operator of the new centre. When considering the new name a number of different options had been explored including names relevant to the area and to the history of the Borough as well as a more modern idea such as the use of a postcode. Places for People was clear that it preferred a simple name which said exactly what it did and where it was as it made it easily identifiable for customers as well as being easier in terms of promotion. Concern had been expressed by Members that the use of the word Borough in the title, although reflective of the wider customer base, could be time

limited by any local government reorganisation as well as leading to uncertainty over the exact location of the centre for customers; it had therefore been suggested that the most appropriate name would be Tewkesbury Leisure Centre.

- 35.3 During the discussion which ensued, some Members expressed a strong view that the use of the name Tewkesbury Leisure Centre gave the impression that it was a facility just for the Town rather than for the whole Borough. They felt this was wholly unacceptable and that the name should reflect the whole Borough or possibly be something that represented the history of the Borough. In response a Member, who was also a Member of the Swimming Bath Trust and the Leisure Facility Member Reference Group, explained that this had been considered very carefully but that Members had concluded that the name Tewkesbury Leisure Centre would give the facility a strong identity which would be easier for promotion purposes.

- 35.4 Accordingly, it was

RESOLVED: That it be **RECOMMENDED TO COUNCIL** that the name for the new leisure facility at Gloucester Road, Tewkesbury be 'Tewkesbury Leisure Centre'.

The meeting closed at 4:50 pm

EXECUTIVE COMMITTEE FORWARD PLAN

OCTOBER 2015 TO FEBRUARY 2016 (No Meeting in December)

REGULAR ITEM:

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

Addition to 14 October 2015

- Gloucestershire Business Rates Pool.

Deletion from 14 October 2015

- Six Monthly Ubico Update – Monitoring Report to be Reviewed by Overview and Scrutiny Committee.

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.
Review of Safeguarding Children Policy	To approve the Safeguarding Children Policy.	Val Garside, Environmental and Housing 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.	Yes deferred from October meeting.

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Agenda Item 6

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
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.	Yes deferred from October meeting to allow time to consult with the Transform Working Group.
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.	Yes – from October Executive Committee.

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Committee Date: 12 January 2016			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Budget 2015/16.	To recommend a budget for 2015/16 to Council.	Simon Dix, Finance and Asset Management Group Manager.	No.
Performance Management Report – Quarter Two 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.
Cemetery Provision in Tewkesbury.	To review the options for the provision of cemetery facilities within Tewkesbury.	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.	Yes deferred from October meeting to allow for the completion of the review of Customer Services.
Waste Review & Vehicle Procurement.	To consider the Waste Review & Vehicle Procurement and make a recommendation to Council.	Val Garside, Environmental and Housing Services Group Manager.	No.

Committee Date: 17 February 2016			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Treasury Management Strategy (Annual).	To consider the Treasury Management Policy.	Simon Dix, Finance and Asset Management Group Manager.	No.

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	14 October 2015
Subject:	Performance Management – Quarter 1 2015-16
Report of:	Councillor P W Awford, Chairman of Overview and Scrutiny Committee
Corporate Lead:	Mike Dawson, Chief Executive
Lead Member:	Councillor Mrs E J MacTiernan, Lead Member for Organisational Development
Number of Appendices:	Five

Executive Summary:

At the Overview and Scrutiny Committee meeting held on 8 September 2015, consideration was given to the 2015-16, quarter 1 performance management information. The observations made by the Committee can be found in Appendix 1. The documents reviewed at the meeting consisted of the Council Plan Performance Tracker (Appendix 2), the Key Performance Indicator set (Appendix 3), the Revenue Budget Summary Statement (Appendix 4), the Capital Monitoring Statement (Appendix 5) and the Reserves Position Summary (Appendix 6). These items form the core of the Council's Performance Management framework.

Recommendation:

To review and, if appropriate, take action against the observations of the Overview and Scrutiny Committee resulting from its review of the 2015-16, quarter 1 performance management information.

Reasons for Recommendation:

Monitoring reports are part of the Council's performance management framework.

Resource Implications:

None directly associated with this report.

Legal Implications:

None directly associated with this report.

Risk Management Implications:

If delivery of the Council's priorities is not effectively monitored then the Council cannot identify where it is performing strongly or where improvement in performance is necessary.

Performance Management Follow-up:

Performance management information is reported to Overview and Scrutiny Committee on a quarterly basis. The outcome of each quarterly review is then reported to the Executive Committee.

Environmental Implications:

None directly associated with this report though elements of the Council Plan actions relate to environmental themes, for example, waste and recycling.

1.0 INTRODUCTION/BACKGROUND

1.1 The Council Plan Performance Tracker was introduced in 2012 and has proven to be an excellent tool to monitor the delivery of actions within the Council Plan. Supporting the Tracker is a key set of Local Performance Indicators (LPI). The Tracker and LPIs are reported on a quarterly basis to Overview and Scrutiny Committee. The outcome of the review, including any concerns or issues raised, are then reported to the Executive Committee.

1.2 At Overview and Scrutiny Committee held on 8 September 2015, consideration was given to the 2015-16, quarter 1 performance management information. The observations made by the Committee can be found in Appendix 1. The documents reviewed at the meeting consisted of the Council Plan Performance Tracker (Appendix 2), the Key Performance Indicator set (Appendix 3), the Revenue Budget Summary Statement (Appendix 4), the Capital Monitoring Statement (Appendix 5) and Reserves Position Summary (Appendix 6). These items form the core of the Council's Performance Management framework. The majority of information within the Performance Tracker reflects the progress of Council Plan actions as at the time of writing the report. The remaining information is of a financial and statistical type nature so represents the position as at the end of June 2015 (Qtr 1).

2.0 COUNCIL PLAN PERFORMANCE TRACKER

- 2.1** The Council Plan has five priorities on which action is focussed to deliver the Council's vision:
- Use resources effectively and efficiently.
 - Promote economic development.
 - Improve recycling and care for the environment.
 - Provide customer focussed community support.
 - Develop housing relevant to local needs.

Each of the five priorities is supported by a number of objectives and actions which will focus activity on delivery of the priorities. The Tracker has been developed and contains a set of key performance measures to support delivery of each Council Plan action.

2.2 For monitoring the progress of the Council Plan actions the following symbols are used:

☺ – action progressing well.

☹ – the action has some issues or delay by there is no significant slippage in the delivery of the action.

⊗ – significant risk to not achieving the action or there has been significant slippage in the timetable or performance is below target.

White – project has not yet commenced.

✓ – action complete or annual target achieved.

2.3 The majority of actions are progressing well, for example, since reporting the quarter 4 information, items of interest include:

- Business transformation savings of £171k included within the 2015/16 budget.
- A total of 2016m2 office space available for rental.
- In terms of service reviews, customer services review is now complete, the review of Development and Environmental Health has commenced and following the success of the Revenues and Benefits review, the team has successfully been short listed for the prestigious IRRV award.
- Ongoing partnership work with Cotswold Tourism, which is now a stand-alone company.
- Development of projects such as the Heritage Walks & Interpretation with the Tewkesbury Town Centre Partnership.
- Formalising the governance arrangements to support the £1.4 million LEADER project – a Tewkesbury Borough Local Action Group has been formed.
- Implementation of a client monitoring framework for the Ubico contract.
- Additional 26 volunteer litter pickers have joined the scheme – 180 in total.
- The repair and renew grant scheme closed at the end of June – a total of £572k was awarded to residents with flood affected properties.
- In partnership with GRCC and through the employment of a support worker the introduction of initiatives to build community resilience within areas prone to flooding.
- A new community funding officer has been appointed.
- Establishment of Tewkesbury Parkrun which attracts over 100 weekly runners and 30 volunteers.
- The build of the new leisure centre remains on target for completion by July 2016.

Due to the complex nature of the actions being delivered then inevitably some may not progress as smoothly or quickly as envisaged. From the information obtained from services actions with either a ☺ or ☹ are highlighted below: -

Action	Status and reason for status
Rationalise office accommodation through new ways of working – generate £235k through additional rental by end of 2015/16	☹ - partner to rent top floor not yet confirmed
To review the asset portfolio and develop a strategy to maximise potential from the portfolio	☹ - slippage in development of asset strategy from summer 2015 to autumn 2015

Improve handling, including learning from complaints received to improve service delivery	☹ - fundamental review of complaints framework to be undertaken
Deliver year four of the business grant scheme	☹ - no grants awarded in quarter 1
Promote waste minimisation	☹ - increase in tonnage to landfill and reduction in % recycled
Agree approach and programme of work for Community Infrastructure Levy	☹ - impacted by work and timescale of JCS
Support the delivery of projects agreed by the Community Safety Partnership	☹ - refresh of the CSP
Delivery of JCS and Tewkesbury Borough Plan	☹ - slippage in milestones as a result of additional examination phase

3.0 KEY PERFORMANCE INDICATORS (KPIs)

3.1 The set of Key Performance Indicators (KPIs) can be found in Appendix 3 and are a combination of contextual indicators and target related indicators. The set of KPIs must remain flexible to ensure they meet our needs. The data reported is the position at the end of quarter 1 (June 2015).

3.2 Of the 17 indicators with targets, their status as at the end of quarter 1 is :

☹ (target will not be achieved)	☹ (below target but likely to achieve target by end of year)	☺ (on course to achieve target)
1	7	9

And in terms of the direction of travel i.e. performance compared to last year, the status for the 17 indicators are:

↑ (better performance than last year)	↓ (not as good as last year)	↔ (on par with last year)
11	5	1

Note: the direction of travel for KPI 4,5 - anti-social behaviour and crime incidents. There are no targets for these indicators.

3.3 It is early days for the data reported and a clearer picture will emerge at the end of quarter 2. Key indicators of interest include:

KPI 5 – number of overall crime incidents. The 12 month rolling total confirms an increase of 8.44% overall.

KPI 11 – average number of sick days. Outturn of 1.23 days is a significant improvement on the previous year.

KPI 15 & 16 – average time to process benefit applications. Processing times are the best ever and show continued improvement from 2014/15.

KPI 26 – number of reported enviro crimes look like they could well be on the same level as reported during 2014/15.

4.0 FINANCIAL SUMMARY - REVENUE POSITION

4.1 The Financial Budget Summary for Quarter 1 shows a £109,849 saving against the profiled budget. The table below is a summary of the expenditure position for the Council split out between the main expenditure types.

4.2 **Table 1**

	Full Year Budget	Q1 Budget Position	Q1 Actual Position	Savings / (Deficit)	Budget Variance %
Group budget Summary					
Employees	7,860,135	1,915,685	1,858,351	57,334	3.0
Premises	720,394	269,643	269,092	551	0.2
Transport	169,560	40,849	32,599	8,250	20.2
Supplies & Services	2,353,733	508,949	502,583	6,366	1.3
Payments to Third Parties	4,197,592	1,257,418	1,275,156	(17,738)	(1.4)
Benefits Service	19,665,790	4,040,177	4,039,317	860	0.0
Income	(25,616,801)	(1,846,393)	(1,969,816)	123,423	(6.7)
Support Services	(185,501)	0	0	0	0.0
Capital Charges	443,878	0	0	0	0.0
Treasury Mg Activity	(188,835)	(47,209)	(28,898)	(18,311)	38.8
	9,419,945	6,139,119	5,978,384	160,735	2.62
Corporate budgets					
Salary & Procurement savings	(203,379)	(50,886)	0	(50,886)	100.0
New Homes Bonus	109,606	0	0	0	0.0
	9,326,172	6,088,233	5,978,384	109,849	1.80

- 4.3** Looking at the budget position of all the Group Managers there is an underspend of £161k being shown. This is being achieved through:
- i) £57k underspend on Employees. These costs savings have been achieved through vacant posts, rather than through reduction in staff numbers.
 - ii) £123k of additional income above budget projection. The income position for the Council has started the year with a positive position, with additional income from planning applications contributing significantly to this. Other sources such as Garden Waste, Car Parking and Legal Services work for third parties has helped achieve the underspend in the first quarter.
- 4.4** Attached on Appendix 4 is a summary of the position for each Group Manager, which shows the current variance against their budget. Where the main types of expenditure headings, within the Group Manager's responsibility, has a variance over £10k, a short explanation for the reason for the variance has been provided.
- 4.5** Although the Group Managers position appears to be significantly underspent, the budget report also recognises the need to achieve savings from the base budget in terms of salaries and procurement savings. These savings targets are currently held on the corporate budget codes on the ledger. No savings are recognised against these plans as they accumulate through the year within service groupings.
- 4.6** The Council's positive income position is important as there remains a significant amount of risk relating to other costs that the Council may face. Reserves identified for planning appeals have already been significantly utilised and, if appeals continue to be made, additional income will be required to cover any future potential costs. On top of this is the potential impact of appeals on Business Rates which saw a spike in applications in March as a result of changes in government policy on backdating appeals. The impact of the appeals is uncertain as it remains with the Valuation Office to process appeals, although an estimated impact of successful appeals has been allowed for. The first quarter position for Business Rates retention is in line with expected levels of income following the Virgin Media reassessments in 2014-15. A full year deficit of £110,000 is currently predicted. Finally the Council continues to monitor its debts and establish appropriate levels of provision to cover any bad debts that may arise. This area may require the future allocation of additional revenue resources to cover these.

5.0 FINANCIAL SUMMARY – CAPITAL POSITION

- 5.1** Appendix 5 shows the capital budget position as at the end of Quarter 1. This is currently showing an overspend against the profiled budget of £182,672.
- 5.2** Community grants are underspent which is due to slippages in approved programmes, however monitoring by the Working Group highlights that all schemes are continuing and budgets are expected to be spent.
- 5.3** The overspend on Housing and Business grants is due to the fact that the grants have been awarded for flood relief but we have not yet recovered the money from central Government. Monies outstanding for this scheme at the end of the previous financial year have been recovered in the first quarter with reimbursement of quarter one expenditure due in quarter two. The reimbursement will be the last action of this scheme.

6.0 FINANCIAL SUMMARY – RESERVES POSITION

6.1 Appendix 6 contains a summary of the current usage of available reserves. Reserves have been set aside from previous years to fund known future costs. At present the reserves are beginning to be utilised, and only show actual payments made. The information in the Appendix does not take account of reserves which have been committed, but not yet paid. As at the end of the first quarter, £485,853 has been expended against the opening reserves of £10,567,814. Details of significant movements are contained in the notes on the Appendix.

7.0 OTHER OPTIONS CONSIDERED

7.1 None.

8.0 CONSULTATION

8.1 None.

9.0 RELEVANT COUNCIL POLICIES/STRATEGIES

9.1 The performance information supports delivery of the Council Plan.

10.0 RELEVANT GOVERNMENT POLICIES

10.1 None directly.

11.0 RESOURCE IMPLICATIONS (Human/Property)

11.1 None directly.

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

12.1 Linked to individual Council Plan actions.

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

13.1 Linked to individual Council Plan actions.

14.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

14.1 Council Plan 2012-16 (Year 4) approved at Council on 14 April 2015.

Background Papers: Overview and Scrutiny report 8 September 2015 – Performance Management Qtr 1 2015-16.

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Appendices:

- 1 – Observations of O&S Committee – 8 September 2015
- 2 – Council Plan Performance Tracker Qtr 1 2015/16.
- 3 – Local Performance Indicator Set Qtr 1 2015/16.
- 4 – Financial Budget Summary Statement Qtr 1 2015/16.
- 5 – Capital Monitoring Statement Qtr 1 2015/16.
- 6 - Reserves Position Summary Qtr 1 2015/16.

Questions raised by Overview and Scrutiny Committee
at meeting held on 8 September 2015

Questions raised by Overview and Scrutiny	Response from officers
Performance Tracker	
<p>Promote economic development - a Member indicated that an initiative was underway in Down Hatherley Churchyard to restore the Gwinnett family tomb which dated from the 18th Century. He felt that this could be a really good tourist attraction for the Borough and he wondered whether it was something that the Borough Council would contribute to.</p>	<p>In response, the Economic and Community Development Manager explained that he would discuss this with the Member outside of the meeting. He felt sure there would be funding streams that could be accessed to help with the project.</p>
<p>Promote economic development – a Member queried what types of projects would qualify for LEADER funding.</p>	<p>The Economic and Community Development Manager explained that the funding was for rural growth so could not be used in all areas of the Borough. It was about generating growth and creating new jobs in rural areas i.e. farm diversification by the creation of a farm shop which would create employment and encourage local producers. If there were any particular projects that Members were aware of they should advise the Programme Manager, Neil Batt, who would meet with the relevant people. Neil worked for both Tewkesbury Borough Council and the Forest of Dean District Council and he was meeting with people now so he was ready when the money came in from Defra.</p>
Local Performance Indicators – review of quarter 1 outturns	
<p>KPI No. 15 – average number of days to process new benefit claims. The Chairman offered the Committee’s congratulations on the team being shortlisted for the Institute of Revenues Rating & Valuation Award.</p>	<p>None required.</p>
<p>General performance – in terms of answering telephone calls, a Member expressed the view that, whilst some departments were excellent at picking up calls for each other, others were not so good and this was frustrating for Members and the public.</p>	<p>The Corporate Services Manager explained the Customer Services Team now fell within his remit. However, everything that the Council did was about good customer service and if he was aware that service was slipping he would ensure good customer service was championed throughout the services in the Council. Developing corporate customer care standards, as part of a customer services strategy, is a programme of work for this financial year. This would include standards for voicemail so that people knew when staff would be available if they were not answering their telephone at a certain time.</p>

Questions raised by Overview and Scrutiny Committee
at meeting held on 8 September 2015

Financial Summary Review	
A Member questioned what the planning obligation reserve was.	The Finance and Asset Group Manager advised that Section 106 money was funding that was received from developers. As a development progressed there were trigger points at which time funds were released and they were held in the planning obligation reserve awaiting expenditure. In addition, the Deputy Chief Executive explained that the details of a Section 106 Agreement were negotiated with the developer based on the needs of a community.

Council Plan Actions progress key:	
😊	Action progressing well
😐	Action has some issues/delay but not significant slippage
😞	Significant risk to not achieving the action or there has been significant slippage in the timetable, or performance is below target
	Project has not yet commenced
✓	Action complete or annual target achieved

PRIORITY: USE RESOURCES EFFECTIVELY AND EFFICIENTLY

Actions	Performance tracker	Responsible Officer/Group	Progress to date	Comment
Objective 1. Maintain low council tax				
No Co a) Set Council Tax in line with the Medium Term Financial Strategy (MTFS)	1. Band D Council Tax approved within % limits defined in MTFS	Transform Working Group (TWG)	😊	The Medium Term Financial Strategy (MTFS) will be approved by members in the Autumn with a key component of the strategy being the five year council tax strategy. The current MTFS has set council tax increases at 2% for the next four years. The MTFS has previously set a council tax freeze as the target for the last five years, all of which have been successfully delivered. A budget will be recommended to Council In January 2016 with tax setting taking place on 18 th February 2016.
b) Deliver the corporate savings programme	1. £ saved in accordance with programme target	Corporate Leadership Team (CLT)	😊	Business Transformation savings of £171,650 were included in the 2015/16 budget which was above the targeted figure of £150,000. These savings were from the Waste Service establishment and the Revenues and Benefits service. Approximately £57,000 has been delivered through direct cost savings whilst the balance is expected to be delivered from improved performance in reclaiming housing benefit expenditure. This is currently on track. The annual target for procurement savings has already been delivered in the 1 st quarter whilst salary savings are on course to meet target in a full year.

PRIORITY: USE RESOURCES EFFECTIVELY AND EFFICIENTLY

Actions	Performance tracker	Responsible Officer/Group	Progress to date	Comment
c) Ensure the overall budget is delivered in accordance with the MTFS	1. Budget delivered in accordance with variance parameters	CLT/Group Managers	☺	The MTFS allows for a 5% variance on the council's net revenue budget being an acceptable tolerance. The Q1 outturn report indicated a surplus of £109,849 against the profiled budget which resulted in a positive variance of 1.80%.
Objective: 2. Provide value for money service delivery				
a) Rationalise office accommodation through new ways of working and to increase rental income.	1. 2000m2 of floor space to be freed up for rental by September 2014	Group Manager Finance & Asset Management	✓	A total of 2016m2 is now available for rental at the Public Service Centre. With the top floor being vacated an additional 951m2 floor space has been freed up, plus the 1065m2 floor space that has been let for rental to partner organisations this equates to a total of 2016m2 floor space being freed up.
	2. Generate £235,000 through additional rental income by 2015/16	Group Manager Finance & Asset Management	☹	Income of £161,000 is currently generated from tenants at the Public Service Centre. Discussions are on-going with a number of public sector partners with the aim of increasing the amount of space rented including the vacant top floor area.
b) Implement the Procurement Strategy Action Plan.	1. Monitor delivery of action plan	Group Manager Finance & Asset Management	☺	A review of the action plan took place in the first quarter and indicated that many of the actions from the 2012 plan had been achieved or had been overtaken by other requirements. The primary target for this year is to revise the Contract Procedure Rules and reissue to staff along with appropriate procurement training.
c) To review the asset portfolio and develop a strategy to maximise potential from the portfolio.	1. Outcome of portfolio review and development of strategy	Group Manager Finance & Asset Management	☹	An asset management strategy, to replace the current 2011-2014 strategy, is in development and is targeted to be taken to members in Autumn 15; this is a slight slippage to the original target date of Summer 2015 which was reported in Q4 2014/15 report. A surplus assets report was taken to Executive in July with a number of assets being declared surplus to requirements. In addition, a number of disposals took place during the last 12 months reducing the ongoing liability to the council.

PRIORITY: USE RESOURCES EFFECTIVELY AND EFFICIENTLY

Actions	Performance tracker	Reporting Officer/Group	Progress to date	Comment
d) Develop a new workforce strategy.	1. monitor key milestones in developing the strategy	Group Manager Corporate Services	☺	This was a recommendation from the LGA Peer Challenge. Positive discussions have taken place with Gloucestershire Care Services NHS Trust as we look to work in partnership to help deliver this strategy. We are looking to the Care Services HR team to provide strategic HR capacity. Further discussions are programmed for Aug/Sept to work towards formalising arrangements.
Objective: 3. Provide customer focused services measured by output against customer needs				
a) Agree a revised strategy for customer services which supports our business transformation proposals.	1. Development and delivery of the strategy	Group Manager Corporate Services	☺	A review of customer services has recently been completed and the final report is to be considered by the internal project group. The outcome of the review will help inform the strategic approach to customer services.
b) Improve complaints handling, including learning from complaints received to improve service delivery.	1. Reduction in overall number of complaints received 2. Evidence of learning from complaints received	Group Manager Corporate Services	☹	A recent internal audit review of the complaints framework has provided limited assurance that complaints are dealt with in accordance with the council's complaints procedure. There was also limited evidence that there is learning from the complaints made. A review of the complaints framework is to be undertaken by the Corporate Services Team. Although the framework requires review it should be noted the level of formal complaints is low, as reported to O&S Committee on a six monthly basis.
c) Put in place systems and procedures to enable consistent, high quality customer service.	1. Monitor implementation of high quality customer service systems	Group Manager Corporate Services	☺	The customer services review is complete and has brought in a number of improvements such as ensuring the team is structured to meet work demands, processing of key transactions on a daily basis, promoting self-service, re-direction of Revenues and Benefits telephone calls etc. Although the review is complete longer term projects have been identified to ensure the highest level of customer service is maintained. For example, corporate customer care standards have been drafted, maximising the use of the advice and information centres and having in place a channel shift strategy.

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PRIORITY: USE RESOURCES EFFECTIVELY AND EFFICIENTLY

Actions	Performance tracker	Reporting Line	Progress to date	Comment
Objective 4. Regularly review the effectiveness of customer focused services				
a) Implement a programme of strategic service reviews and review potential partners for joint service delivery opportunities	1. Monitor programme and outcomes of reviews	CLT	✓	The programme of service reviews has been established and these include customer services (at final), Development Control and Environmental Health (in progress) and Human Resources (to be commenced). In addition to the programme, joint service delivery opportunities are considered such as the expansion of One Legal.
b) Undertake and complete a review of customer services	1. Monitor delivery of the review	Group Manager Corporate Services	✓	The review was facilitated by ICE consultancy who provided similar support to the Revenues & Benefits review and the Development Control and Environmental Health review which is in progress. A final report has been produced which is currently being considered by the internal project team. Outcomes from the review include: successful transition of garden waste database (14,000) from deport services, re-alignment of staffing structure to meet demand peaks, more effective work planning, deletion of 0.5FTE, integration of team to the 1 st floor etc
c) Review customer feedback systems in service areas to ensure there is a consistent and appropriate approach	1. Monitor and review feedback obtained from services	Group Manager Corporate Services		This was a recommendation from the LGA peer challenge team. Dialogue with services will commence within the second half of the year.

PRIORITY: PROMOTE ECONOMIC DEVELOPMENT

Actions	Performance tracker	Reporting Officer/Group	Progress to date	Comment
Objective 1. Promote Tewkesbury Borough to attract large scale businesses				
a) Develop a targeted campaign to attract inward investment.	1. Monitor development of campaign	Group Manager Development Services	☺	Inward Investment campaign work is being developed by using some of the Flood Support Grant which was agreed by BIS. This will include website development and promotional material. Design and concept work is underway.
b) Respond to enquiries for employment land and premises using online property search system.	1. Examples of responses particularly successful ones	Group Manager Development Services	☺	<p>Providing ongoing support through the Co-star property search system, enquiries have included:</p> <ul style="list-style-type: none"> • Retail and Storage Space 3000 sq. ft. • Industrial premises – 2-3000 sq. ft. • 50-75 acres employment land • 20 ha employment land <p>The public is also able to undertake an initial search of premises through the new property search facility available on the council website.</p>
Objective 2. Provide support to help new start ups, young and growing businesses				
a) Deliver year four of the Business Support Grant Scheme.	1. Number and value of grants awarded	Group Manager Development Services	☺	Due to elections, purdah and induction of a new panel member during this quarter, the scheme was temporarily put on hold. Grant awards will be reported in Quarter 2. This scheme is being reviewed as part of the Economic Strategy.
b) Organise events to strengthen relationships with key employers in the borough.	1. Number of events held, numbers attending and general effectiveness of events	Group Manager Development Services	☺	<p>A business lunch meeting with a range of key businesses from across the borough took place in April. This was hosted by the deputy and chief executive to help strengthen local business engagement and provide valuable feedback.</p> <p>Further, larger business events are planned for later in the year.</p>

PRIORITY: PROMOTE ECONOMIC DEVELOPMENT

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
c) Work with partners to support business start-ups through training, mentoring initiatives and enterprise clubs	1. Number of training, mentoring initiatives, enterprise clubs and business start-ups supported.	Group Manager Development Services	☺	<p>Number of training, mentoring initiatives, enterprise clubs and business start-ups supported since April 2015 as follows:</p> <ul style="list-style-type: none"> • 9 businesses attended enterprise clubs • 6 businesses attended 2 day start-up training courses • 12 businesses are on the New Enterprise Allowance (NEA) Programme • 3 businesses attended workshops • 20 businesses attended a 1 day training skills course (number of delegates from Tewkesbury-based businesses) • 25 delegates attended an in-house training skills course • 6 businesses attended a Gloucestershire Enterprise organised networking event.

Objective 3. Work with the Local Enterprise Partnership (LEP) to promote economic growth

a) Work with the LEP to initiate projects identified in the Strategic Economic Plan (SEP) and the Structural and Investment Fund Strategy.	1. Implementation of projects.	Group Manager Development Services	☺	<p>Working with the Local Enterprise Partnership (LEP) and other partners to promote opportunities emerging from the SEP and EU Structural and Investment Fund to the local business community.</p> <p>Growth Zone identifies J9 and J10 as key parts of the M5 Growth Zone. J9 governance structure now in place and initiating a new work programme on J10.</p> <p>Gloucestershire Economic Joint Committee looking at priority projects for next round of growth bid.</p> <p>Input and feedback has been provided to the LEP with regards to the potential rollout of the Growth Hub 'Spokes/ Resource Centre'</p> <p>The LEP has issued a 'call out' for rural tourism projects which is being promoted in the local area.</p> <p>Working with Cotswold Tourism, to develop projects suitable for EUSIF funding.</p>
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PRIORITY: PROMOTE ECONOMIC DEVELOPMENT

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
<p>b) Work with partners, including Cotswold Tourism, to promote the borough to visitors</p>	<p>1. Monitor delivery of promotional campaigns and projects.</p>	<p>Group Manager Development Services</p>	<p>☺</p>	<p>Continuing to work with Cotswold Tourism to promote the borough to visitors. Cotswold Tourism is now set up as a company and a new Digital Marketing Manager has been employed. The council is currently working alongside Cotswold Tourism to create a new website for the Cotswolds along with producing joint marketing materials.</p> <p>Using Flood Support Grant, we are working to create a Discover Tewkesbury brand, with many local partners. Website is also being developed.</p> <p>Tourist Information Posts are in the process of being replaced across borough.</p>
<p>c) To develop initiatives with partners to enhance the vitality of the retail centres in the borough.</p>	<p>1. Monitor development of partnership initiatives</p>	<p>Group Manager Development Services</p>	<p>☺</p>	<p>We are working with Gloucestershire Rural Community Council (GRCC) to undertake town/retail centre business survey work.</p> <p>Tewkesbury Food and Drink Festival was successfully re-introduced within the Abbey Grounds, with some marketing support provided through the Flood Support Grant.</p> <p>Successful High Street Food and Art Market delivered in Tewkesbury during May.</p> <p>Support for Tewkesbury town centre businesses in terms of business continuity planning, mentoring and marketing training - provided by Gloucestershire Enterprise through the Flood Business Support Scheme.</p> <p>Using Flood Support Funding a programme of marketing and investment initiatives have been developed to promote Tewkesbury town and attract investment and footfall. Local company Mosaïque will be working on this project.</p> <p>Working with Winchcombe Business Forum and local businesses to support initiatives to promote the town, including marketing training opportunities.</p>

PRIORITY: PROMOTE ECONOMIC DEVELOPMENT

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
<p>d) Work with the newly formed Tewkesbury Regeneration Partnership to progress the regeneration of Tewkesbury Town.</p>	<p>1. Monitor delivery of the masterplan</p>	<p>Group Manager Development Services</p>	<p>☺</p>	<p>The Tewkesbury Town Regeneration Partnership members have altered since the May elections, but the same quota remains.</p> <p>Projects that are being worked out presently and have funding bids submitted to cover the shortfall includes the Missing Link and Heritage Walks & Interpretation. The Marketing & Investment suite of projects continues to be rolled out, with the remainder of projects having plans drawn up for the next stage of their development.</p> <p>The Partnership continues to communicate to stakeholders via the newsletter and website, with a new forum feature for regeneration being considered.</p> <p>DTZ's report helped identify development opportunities within the town, especially Spring Gardens, and the TTRP will look to help shape these development briefs.</p>
<p>e) To encourage rural economic growth through the LEADER project.</p>	<p>1. Monitor the delivery of the programme</p>	<p>Group Manager Development Services</p>	<p>☺</p>	<p>A Tewkesbury Borough Local Action Group has been formed.</p> <p>A pipeline of potential projects is being developed and any project ideas which may create jobs and contribute to the economic development of the area are being invited.</p> <p>Neil Batt, the Programme Manager for Forest and Tewkesbury Borough Local Action is working across the borough to support/advise on any potential projects ideas.</p> <p>An information leaflet and website are currently in development and will be used to promote the opportunity.</p>

PRIORITY: PROMOTE ECONOMIC DEVELOPMENT

Objective 4. Ensure the core strategy makes provision for sufficient employment land

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
a) Ensure policies in the Joint Core Strategy encourage business development	1. Monitor development of policies	Group Manager Development Services	☺	<p>Joint Core Strategy (JCS) Submission November 2014 includes the following: Ambition 1 – A Thriving Economy</p> <p>The ambition is underpinned by the following strategic objectives: -</p> <ul style="list-style-type: none"> 1- Building a strong and competitive urban economy 2- Ensuring vitality of town centres 3- Supporting a prosperous rural economy
b) Ensure employment provision that meets the needs of growth sectors and addresses gaps in provision.	1. Monitor development of core strategy	Group Manager Development Services	☺	<p>Employment provision in Joint Core Strategy (JCS) Pre Submission supports about 28,000 new jobs up to 2031 and 84 ha of employment land across the JCS area, 20 ha of which is replacement employment land at MoD Ashchurch.</p> <p>Further to the Inspector's requests at the examination, additional work is being progressed to provide a 'policy on' approach to employment land supported by an economic and tourism strategy.</p>

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PRIORITY: PROMOTE ECONOMIC DEVELOPMENT

PRIORITY: IMPROVE RECYCLING AND CARE FOR THE ENVIRONMENT

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
Objective 1. Focus on continuous improvement in recycling and waste collection				
a) Work with partners to ensure the optimum delivery of our waste and recycling services, street care and green spaces	1. Monitor progress and implementation of project milestones	Group Manager Environmental and Housing Services		The first Quarterly meeting is scheduled to take place on 27 August, 2015.
b) Implement a framework for client monitoring of the Ubico contract	1. Performance Monitoring schedule	Group Manager Environmental and Housing Services	✓	There are weekly, monthly, quarterly and annual meetings which form the performance monitoring schedule. These meetings are taking place as scheduled, with the first quarterly Environmental Services Partnership Board meeting taking place on 27 August, 2015. The Joint Waste Team are carrying out the monthly monitoring meetings on behalf of Tewkesbury Borough Council.

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PRIORITY: IMPROVE RECYCLING AND CARE FOR THE ENVIRONMENT

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
Objective 2. Work towards achieving the 60% recycling target				
a) Promote waste minimisation and aspire to increase our recycling rate through the working with our residents and communities on promotional campaigns.	1. Reduction in total tonnage of household waste arising which has been sent to landfill	Group Manager Environmental Health and Housing Services		Despite an increase in tonnage to landfill for the first quarter of 148 tonnes, there is still potential to stay on target for 450kg per household to landfill. Please see the quarter 1 report relating to LPI outturn figures (Appendix 2).
	2. Increase in % of household waste recycled			A change in the growing season saw a reduction in garden waste sent for composting across the county. Compared to last year Q1, the tonnage is reduced 150 tonnes despite no drop in customer numbers subscribed to the service. The food waste and recycling tonnage is also on a gradual decline of 40 tonnes and 80 tonnes respectively. A countywide campaign is planned for Q2 which will most likely see an increase in food waste recycling in Q3 onwards. Please see the quarter 1 report relating to LPI outturn figures (Appendix 2).
	3. Number of promotional campaigns			A story was carried out within the Borough News promoting residents to use recyclable nappies, to try reducing the amount of disposable nappies thrown into landfill. Posters were created relating to the disposal of hypodermic needles, to encourage users to dispose of them in the correct manor and not through household waste recycling.


PRIORITY: IMPROVE RECYCLING AND CARE FOR THE ENVIRONMENT

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
Objective 3. Focus on continuous improvement in street cleansing				
a) Raising awareness of enviro-crimes issues such as dog fouling.	1. Monitor delivery of awareness campaign	Group Manager Environmental Health and Housing Services	☺	Since the last quarter, the awareness campaign on enviro-crime issues has improved, with many more parishes enquiring about help that our environmental health section can offer. For example, parishes are using the posters that are now freely available from our website. Promotion also includes awareness via social media. The environmental health section is now using Fixed Penalty Notices (FPN) to tackle offenders, with five FPNs being served since enforcement was passed to environmental health. The Paws on Patrol scheme continues to recruit new people; Tewkesbury Borough Council work with the police, to promote summer events and all new Members have been issued with the Paws on Patrol pack.
b) Ensure we are responsive to customer complaints	1. Reduction in number of complaints and subsequent learning from complaints received	Group Manager Environmental Health and Housing Services	☺	Complaints regarding street cleansing are relatively low however Ubico and Tewkesbury Borough Council are currently working in partnership with a small number of parish councils to resolve issues within those parishes.


PRIORITY: IMPROVE RECYCLING AND CARE FOR THE ENVIRONMENT

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
Objective 4. Promote activities to reduce litter and fly tipping				
a) Undertake promotional campaigns and raise awareness to reduce the level of litter and fly-tipping	1. Deliver successful promotional campaign	Group Manager Environmental Health and Housing Services	☺	A review undertaken by an Overview and Scrutiny working group to consider the approach in tackling environmental crimes. Recommendations from the review centred around prevention, education and awareness. An update on work undertaken for the Enviro-Crime Review Monitoring Report was reported to O&S Committee on 13 January 2015. For example, the use of portable signage in hot spot areas.
	2. Reduction in the number of enviro crimes		See LPI Table	This is measured through a performance indicator – see attached LPI report (Appendix 2).
b) Continue to support the Volunteer Litter Picking Scheme	1. Develop action plan and support scheme	Group Manager Environmental Health and Housing Services	☺	A Borough News article has led to recruiting 26 Volunteer Litter Pickers (VLP) in quarter 1, the total now stands at 180. The newsletter was sent out in April 2015 introducing Fiona Halsey as the new point of contact.
c) Work with community groups to assist in reducing litter at community events	1. Promote awareness within communities	Group Manager Environmental Health and Housing Services	☺	There were five community litter picks during the period of 30 March – 30 June 2015. These were as follows: <ul style="list-style-type: none"> • 30 March - Cursey Lane, Elmstone Hardwicke – 15 volunteers turned out to help collect 2 tonnes of waste. Plan to make this an annual event. • 18 of April - Tirley tidy up. Organised by Parish Council. • 25 April - Dog lane, Badgeworth, Brockworth • 26 June - Parton Road area and Fields, Churchdown – Co-op organised this as part of the Big Tidy up. • 5 June - Grangefield School.

PRIORITY: IMPROVE RECYCLING AND CARE FOR THE ENVIRONMENT

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
Objective 5. Continued work with partners to provide flood resilience measures				
a) Work with partners to deliver flood alleviation projects.	1. Monitor delivery of flood alleviation projects	Group Manager Environmental Health and Housing Services		<p>The Repair and Renew Grant, a government funded scheme to provide property protection works of up to £5k per premises has now closed with property improvements in the borough to the value of £572,571 being made in the year that it operated.</p> <p>In June 2014, the council was again successful in being awarded over £150k from the County Council in relation to the delivery of three projects; Chaceley, Tirley, and a borough wide project. Work on these projects has either started or is nearing completion.</p> <p>The Tewkesbury Flood Project is jointly funded by Tewkesbury Borough Council and Gloucestershire Rural Community Committee (GRCC). This started in 2014 and has delivered support to a number of high risk communities to help deliver flood alleviation and resilience should flooding happen again. Of particular note is recent work done with parish flood wardens, including a workshop that also aimed to identify local issues that need addressing.</p> <p>Delivery of all of the above is monitored by the Flood Risk Management Group and reported to the O&S committee on a quarterly basis.</p>

PRIORITY: IMPROVE RECYCLING AND CARE FOR THE ENVIRONMENT

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
Objective 5. Continued work with partners to provide flood resilience measures				
b) Advise and signpost local communities when applying for external funding for flood resilience measures.	1. Monitor number advised and funding gained.	Group Manager Environmental Health and Housing Services		<p>Delivery of the following projects is monitored by the Flood Risk Management Group and reported to the O&S committee on a quarterly basis. The following is a brief summary of 'live' projects.</p> <p>Tirley: Flood attenuation measures (reopen an outfall into the river and install upstream flood attenuation measures). Funding available: £135,000, planned completion date: Winter 2015.</p> <p>Chaceley: Diversion of drainage channel & reopening outfalls. Funding available: £45,000, planned completion date: Autumn 2015.</p> <p>Kenulf Road, Winchcombe: individual property level protection to properties in the street. Funding: £40,000. This is now complete.</p> <p>The Tewkesbury Flood Project has helped both individuals applying for the Repair and Renew flood grant (ended June 2015, final total £572,571) and communities to put together larger grant application bids.</p> <p>Surface Water Management Plans in Bishop's Cleeve and Woodmancote have identified a range of measures including diversion, storage and property protection. The Council is supporting Gloucestershire County Council in flood defence grant fund bids estimated at £1m in total, with the initial package of works being approved in association with the Parish Council. These options will be worked up, with detailed design to follow. These are long term plans with an estimated completion date of 2020.</p>

PRIORITY: IMPROVE RECYCLING AND CARE FOR THE ENVIRONMENT

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
Objective 5. Continued work with partners to provide flood resilience measures				
c) Work with areas prone to flooding to build community resilience.	1. Monitor development of resilience initiatives	Group Manager Environmental Health and Housing Services	☺	The Tewkesbury Flood Project is jointly funded between this council and GRCC for a support worker to assist with improving community resilience. The project has been successful in providing support to a number of local communities to increase resilience to flooding. Where a officer from GRCC visited and assisted a number of Public Houses along the river who had not applied for the repair and renew flood grant scheme, which resulted in each one obtaining funds from the Repair & Renew grant scheme. A training workshop for parish and town volunteer flood wardens in the borough has been held and was well attended. The intention is to use the contacts from the workshop to build up an ongoing support network.



PRIORITY: PROVIDE CUSTOMER FOCUSED COMMUNITY SUPPORT

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
<p>Objective 1. Support and promote joint working arrangements with Gloucestershire County Council’s Child and Family Support Services, Gloucestershire Constabulary and other agencies to achieve better outcomes for residents</p>				
<p>a) Progress the Families First Programme to deliver a multi-agency response to the issues faced by families in challenging circumstances.</p>	<p>1. Monitor progress of the locality based approach, outcomes generated and target delivery</p>	<p>Group Manager Environmental Health and Housing Services</p>	<p>☺</p>	<p>Families First developed into Families First Plus (FFP) as part of the new county-wide Early Help model. The Families First team has merged with the Targeted Support Team as part of an enhanced and joined up approach. Tewkesbury led on this and the model has now been rolled out across the county.</p> <p>FFP continues to increase the numbers of families help and the referral pathway has widened to include more schools and even families themselves. Increasing numbers of cases around mental health and domestic abuse, but strong links with appropriate agencies is helping make a difference in these cases. The funding via ‘Payment by Results’ will be confirmed in Q2 and the Locality Partnership will have oversight on spending of this budget.</p>
<p>b) Seek additional partners to increase the number of organisations operating from our public service centre at the council offices</p>	<p>1. Number of additional partners located in the public services centre</p>	<p>Group Manager Finance and Asset Management</p>	<p>☺</p>	<p>A further three partners (Severn Vale Housing, Bromford Housing and Fire & Rescue Service) were integrated into the Public Services Centre in the last twelve months taking the total number to seven operating from this base on a regular basis.</p>

PRIORITY: PROVIDE CUSTOMER FOCUSED COMMUNITY SUPPORT

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
c) Work in partnership with Citizens Advice Bureau to provide better outcomes for our residents.	1. Monitor effectiveness of outcomes	Group Manager Development Services	☺	Citizens Advice Bureau (CAB) provided advice to 380 clients at venues across the borough, with £39,317 financial gains. The CAB has joined the borough's Financial Inclusion Partnership and have been assisting our Revenues and Benefits team, RSL partners and DWP with an internal pilot for the roll out of Universal Credit.
Objective 2. Simplify and standardise business processes for the benefit of customers				
a) Use our public services centre to adopt a one-stop-shop approach to customer service.	1. Monitor development of the one-stop-shop approach	Group Manager Corporate Services	☺	The public service centre has developed significantly over the last 12 months with an increased number of partner agencies within the building and examples of good partnership work emerging. There is potential to develop this further through more integrated working particularly through improvements to the reception area. Proposals are currently being worked up.
b) ICT to provide improved customer focus and improved experience when contacting the council.	1. Monitor delivery of ICT projects	Group Manager Corporate Services	☺	This has been particularly successful with self service activities such as garden waste renewals, reporting missed bins, payments etc. An internal working group has been set up towards developing a strategy for channel shift which will formalise the council's approach. As reported previously, there have also been improvements to the ICT infrastructure such as a new test environment, back up facilities, replacing old desktops with modern and energy efficient devices. A review of the council's website is also programmed for the second half of the year to ensure it remains customer focused and in particular is compatible with being accessed from mobile devices..

PRIORITY: PROVIDE CUSTOMER FOCUSED COMMUNITY SUPPORT

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
Objective 3. Work with Town and Parish Councils to deliver the localism agenda				
a) Agree approach and programme of work for Community Infrastructure Levy	1. Monitor work programme	Group Manager Development Services		<p>At the council meeting of 4 December 2012 members resolved to develop a draft Community Infrastructure Levy Charging Schedule and to establish a Member Working Group to oversee the development of the Community Infrastructure Levy (CIL). The group has been established and has been overseeing the first stage of a CIL the Preliminary Draft Charging Schedule (PDCS).</p> <p>The PDCS, which is based on the viability and infrastructure evidence prepared for the Joint Core Strategy, was approved for public consultation at a Council meeting on 14 April 2015. It is likely that further viability work will be required for the JCS, which may impact on the timetable for CIL.</p> <p>A Viability Round Table Session (RTS) was held on 1 July 2015 to consider the viability appraisal work undertaken to support the JCS and where areas of agreement/ disagreement existed between the JCS authorities and the development industry.</p> <p>Public consultation on the Preliminary Draft Charging Schedule (PDCS) closed on 10 July 2015 and approximately 30 responses were received.</p> <p>The outcomes of the Viability RTS and the representations made in respect of the PDCS will be used to review whether any further viability work is required to support this project.</p>
b) Develop a place programme of area working across the councils services	1. Monitor delivery of programme.	Group Manager Development Services		<p>Place approach is working well within community development team where three officers work across the borough in a three way split.</p> <p>East area pilot has successfully commenced with two officer and member meetings within the community being carried out identifying any key projects, initiatives and issues.</p> <p>Officers are now working from community/ parish buildings on a weekly basis.</p> <p>Roll out to North West and South areas in late summer/Autumn.</p>


PRIORITY: PROVIDE CUSTOMER FOCUSED COMMUNITY SUPPORT

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
c) Provide appropriate support for neighbourhood planning and community led planning.	1. Monitor requests from Town & Parish Councils	Group Manager Development Services	☺	<p>11 neighbourhood plans have been designated across 15 parishes.</p> <p>Neighbourhood Plans also form part of the statutory development framework. Officers are working closely with those parishes with designated neighbourhood plan status to ensure that a joined up approach to the Joint Core Strategy, Tewkesbury Borough Plan and neighbourhood plans occur so as to avoid policy conflict.</p>
d) Enable the effective delivery of community led projects across the borough.	1. Type and diversity of projects delivered	Group Manager Development Services	☺	<p>Community Development team supports, enables and facilitates community projects - including community centre redevelopments, environmental projects, community safety events, visioning and networking events.</p> <p>Other types of community led work undertaken during this period include:</p> <ul style="list-style-type: none"> • Continued support for Youth Providers (Year 4 - GCC Awarded 50K Youth Funding for 2015/16) • Working from Community/Parish Council Buildings • Continued support with funding, engagement and consultation for the following projects, Winchcombe Youth Activity Park, Community Orchard in Bishops Cleeve, Kayte Lane Bishops Cleeve. • Supporting chairs of the Neighbourhood Coordination Group Meetings in Winchcombe and Bishop's Cleeve • Providing support to the Battlefield Society in the preparations of the local Medieval Festival and its street procession. • Supporting community consultation events on the development of the JCS and Borough Plan. • Ongoing support with the Tewkesbury Nature Reserve Charity to transfer land for a nature reserve in town to be run by the community group under a long term lease. <p>A new community funding officer has been appointed to assist community groups.</p>

PRIORITY: PROVIDE CUSTOMER FOCUSED COMMUNITY SUPPORT

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
Objective 4. Work with partners to reduce the level and perception of crime.				
a) Support the delivery of projects agreed by the Community Safety Partnership	1. Monitor delivery of projects	Group Manager Environmental and Housing Services	☹️	The Community Safety Partnership (CSP) is in the process of reforming by including voluntary groups within the communities. More information will follow in Qtr 2.
	2. Overall reduction in level of crime	Group Manager Environmental and Housing Services	See LPI Table	This is measured through a performance indicator – see attached LPI report (Appendix 2)
b) Work with statutory and voluntary agencies to address the issues of anti-social behaviour and environmental crime in our communities.	1. Monitor outcomes of ASB and environmental crime partnership working	Group Manager Environmental and Housing Services	😊	<p>Drug and Diabetic syringes have been found in recycling waste. The council, police, turning point, Housing Associations, Ubico and the Joint Waste Team are all working together to promote safe disposal of drug and medical syringes.</p> <p>Anti-social behaviour (ASB) Youth Diversion Officer currently has 19 Cases open, 8 of these are dormant or low level, 11 are active and are being worked or ready for signposting.</p>
	2. Reduction in reported anti-social behaviour incidents	Group Manager Environmental and Housing Services	See LPI table	This is measured through a performance indicator – see attached LPI report (Appendix 2)
	3. Reduction in reported environmental crime incidents.	Group Manager Environmental and Housing Services	See LPI table	This is measured through a performance indicator – see attached LPI report (Appendix 2)

PRIORITY: PROVIDE CUSTOMER FOCUSED COMMUNITY SUPPORT

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
Objective 5. Help support the health and well-being of our residents				
a) Work with partners to promote sports and leisure activities	1. Monitor activities being delivered	Group Manager Development Services		<p>Sports Development Facebook page has over 450 members. This is an increase of 50 members since last quarter (Q4- 2014/15).</p> <p>Regular promotion through the media and on local radio, for example the Tewkesbury Half Marathon.</p> <p>Rugby World Cup - two top international teams will be based at Newlands Park in Bishop's Cleeve during the initial stages of the Rugby World Cup - worked in partnership with the club and the Schools Sports Network to put on several events linked to developing the game and increasing participation at all levels.</p> <p>Tewkesbury Parkrun now established and running successfully on the Vineyards. It is part of a national scheme that has over 300 other runs and thousands of participants that take part every Saturday morning. Currently over a 100 runners and thirty local volunteers help with the event on a weekly basis.</p> <p>New Tewkesbury Cycling Club based at Tewkesbury School has over 50 members of Primary School age learning cycling skills. Ladies running groups in Brockworth, Winchcombe, Cleeve, Churchdown and Tewkesbury have over 300 runners per week. Tewkesbury and Winchcombe Health Walks have over 50 walkers per week.</p> <p>All 10,000 hard copies of 2015 Sports Brochures were delivered around the borough. Information contained within these brochures is also available on the council's website to view.</p> <p>Based with Active Gloucestershire once monthly (County Sports Partnership) to build relations and share learning.</p>

PRIORITY: PROVIDE CUSTOMER FOCUSED COMMUNITY SUPPORT

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
b) Progress the work streams for a new leisure facility.	1. Monitor progress of the leisure facility project	Group Manager Finance and Asset Management	☺	The build of the new leisure centre is making good progress and expected to meet the forecast opening date of 1 July 2016. The steel frame has recently been erected with blockwork commencing late summer. It is envisaged that the structure will be water tight by the beginning of November.
c) Work with partners to deliver year three of the Health and Well-Being Strategy (2013-16).	1. Monitor progress in delivering Year 2 actions	Group Manager Development Services	☺	<p>Year two actions completed and reported to O&S Committee.</p> <p>Positive outcomes, in particular with women's running, and linking in with the half-marathon, junior athletics club, training new leaders and the development of a new weekly Parkrun.</p> <p>Social prescribing now operating across all GP surgeries in the borough.</p>

PRIORITY: DEVELOP HOUSING RELEVANT TO LOCAL HOUSING NEEDS

Actions	Performance Tracker	Reporting Line	Progress to date	
Objective 1. Develop a core strategy to meet current and future housing needs				
a) Continue to deliver a Joint Core Strategy in accordance with the key milestones.	1. Monitor progress towards achieving the key milestones	Group Manager Development Services	☹	<p>There has been an extensive programme of events to brief members supported by further progress on a joint evidence base.</p> <p>JCS: A key milestone was reached in November 2014 when the Submission plan was submitted to the Secretary of State. From this point onwards the short term progress of the JCS will be largely determined by the Planning Inspectorate. An independent examiner has commenced a series of hearing sessions to consider the plan and the representations made to it. The examination is now expected to conclude in the new year.</p> <p>Each of the JCS authorities will consider main modifications to the plan at individual Council meetings prior to a statutory period of public consultation and then adoption later in the year.</p>
b) Continue to deliver the Tewkesbury Borough Local Plan in accordance with key milestones.	1. Refresh of the plan	Group Manager Development Services	☹	<p>To support the preparation of the Tewkesbury Borough Plan, a series of Member presentations have been held regarding both plan content and also the supporting evidence base.</p> <p>The Draft Tewkesbury Borough Plan was subject to public consultation between 27 February and 13 April 2015.</p> <p>The timetable of the Tewkesbury Borough Plan is inextricably linked to the progress of the strategic, higher level joint Core Strategy, to which the Tewkesbury Borough Plan looks for the overall scale of development and spatial strategy.</p>
c) Ensure policies in the Joint core strategy allow delivery of affordable housing for local needs	1. Monitor delivery and outcomes of the policies	Group Manager Development Services	☺	<p>The development of the JCS will provide strategic development plan policies which will be used to deliver affordable housing. A set of comprehensive, evidence based policies are contained within the Submission version of the JCS. Following the submission of the JCS, Government policy introduced a threshold for affordable housing which will need to be reflected in a review of the affordable housing policy.</p>



PRIORITY: DEVELOP HOUSING RELEVANT TO LOCAL HOUSING NEEDS

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
Objective 2. Promote initiatives to make quality housing more affordable and accessible				
a) Work in partnership with developers and registered providers to deliver a variety of affordable homes in all areas of the borough	1. Number and type of affordable homes delivered.	Group Manager Environmental & Housing Services	See LPI table	This is measured through a performance indicator – see attached LPI report (Appendix 2).
47 b) To deliver a programme of affordable homes in partnership with parish councils, developers and registered providers to meet the needs of clients in rural communities.	1. Monitor development of a programme that meets client's needs	Group Manager Environmental & Housing Services	☺	<p>The council is working with Gloucestershire Rural Community Council (GRCC) in 15 rural parishes of Tewkesbury Borough at present.</p> <p>There are currently 2 developments of affordable housing progressing well:</p> <ul style="list-style-type: none"> • Minsterworth – Rooftop Housing has a planning application in and is undergoing the completion of the viability assessment. Homes and Communities Agency (HCA) grant funding has been allocated to this development. • Sandhurst – independent developer has acquired land from the county council for affordable housing in the village and pre-application advice is being sought. We hope for a full planning application to be submitted in the autumn. <p>Several opportunities have been lost in rural areas where land owners have been unwilling to proceed with an affordable housing development but similarly opportunities are arising particularly through council-owned land.</p> <p>Parish housing needs surveys are being completed or updated for many areas at present and this information alongside many data sources enables us to build a picture of the housing needs (market and affordable homes) of our rural areas.</p>

PRIORITY: DEVELOP HOUSING RELEVANT TO LOCAL HOUSING NEEDS

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
Objective 3. Work with all stakeholders to promote specific housing types to meet defined shortages				
a) Identify an interim housing requirement to monitor the five year supply of housing land	1. Monitor progress of identifying the housing requirement	Group Manager Development Services	☺	All housing and land monitoring commenced 1 April 2015 and will be reported in the next quarter. The housing requirement to meet objectively assessed need has been set out within the Submission JCS. The weight to be afforded to the approach taken will be subject of further discussions with the Planning Advisory Service and the Planning Inspectorate.
b) Work with social housing tenants with specific housing needs to move to appropriate accommodation.	1. Number of housing tenants moved to appropriate accommodation	Group Manager Environmental & Housing Services	☺	Work is ongoing with housing benefit to contact all applicants on discretionary housing payments as a result of under occupation in the social housing sector to offer housing options. A data sharing agreement is currently with legal services to enable housing services to access housing benefit records to facilitate this. This agreement will facilitate a more comprehensive and rapid contact of recipients.
Objective 4. Improve the quality of the housing stock				
a) Deliver private sector home improvements through the Warm and Well Scheme and through promotion of the governments Green Deal.	1. Promotion of scheme and value of grants delivered	Group Manager Environmental & Housing Services	☺	The Warm & Well scheme is a long established partnership of local authorities in Gloucestershire and South Gloucestershire and managed by Severn Wye Energy Agency, located in Highnam. The Warm and Well scheme offers free advice on saving energy and can help older people claim a grant towards the cost of insulation, so reducing fuel poverty and health problems. Since the previous performance tracker, the types of assistance available have changed, including recently, removal of the national Green Deal. Headline figures for Tewkesbury borough between 1 April and 30 June 2015 are: <ul style="list-style-type: none"> • 13 enquiries received by Warm & Well • 1 home visit completed • 4 energy efficiency measures installed • 4 properties improved. • 3 events and briefings attended

PRIORITY: DEVELOP HOUSING RELEVANT TO LOCAL HOUSING NEEDS

Actions	Performance Tracker	Reporting Line	Progress to date	Comment
b) Work with Public Health to develop new approaches to enablement and adaptations for disabled people.	1. Number & value of grants delivered	Group Manager Environmental & Housing Services		Between 1 April and 30 June 2015, a total of 26 grants have been approved to a value of £140,778.
	2. Monitor development of new approach	Group Manager Environmental & Housing Services		An Overview and Scrutiny working group will commence a review of the council's approach to dealing with disabled facilities grants, their first meeting being in September. Officers continue to participate in the Gloucestershire Disabled Facilities Grant Forum which is inputting to how the government's new Better Care Fund will be spent locally. Through the council's involvement with the Safe at Home, home improvement agency contract officers are currently involved in discussions regarding the possible shape of any future contract.

Key Performance Indicators 2015-16

Quarter 1 Progress Report

Key:

Traffic light icons:

- ☺ PI on or above target
- ☹ PI below target but likely to achieve end of year target
- ⊗ PI significantly below target and unlikely to achieve target

■ Data not available or required to report

Direction of Travel - comparing current performance with previous years outturn

KPI no.	KPI description	Outturn 2014-15	Target 2015-16	Outturn Q1 2015-16	Outturn Q2 2015-16	Outturn Q3 2015-16	Outturn Q4 2015-16	Direction of Travel	Traffic light icon	Comment	Portfolio Lead / Group Manager
State of the borough indicators											
50 1	Employment rate 16-64 year olds	78%	■	83.7%	■	■	■	■	■	This is higher than the county rate of 79.2% and national rate of 72.7%. Source ONS (Apr 2014 – March 2015)	Leader Member Economic Development / Julie Wood
2	Claimant unemployment rate	1%	■	1%				■	■	This represents a claimant count of 497. It is currently just below the county rate which is currently 1.1% Source ONS June 2015	Lead Member Economic Development / Julie Wood

Key Performance Indicators 2015-16

Quarter 1 Progress Report

Appendix 3

KPI no.	KPI description	Outturn 2014-15	Target 2015-16	Outturn Q1 2015-16	Outturn Q2 2015-16	Outturn Q3 2015-16	Outturn Q4 2015-16	Direction of Travel	Traffic light icon	Comment	Portfolio Lead / Group Manager
3	Benefits caseload: a) Housing Benefit b) Council Tax Support	4056 4785		4,092 4,721						The housing benefit caseload has risen slightly over the first quarter. The early indication for July is that the caseload is starting to fall again. Council Tax Support caseload has fallen and continues to reflect the downward trend over the last twelve months.	Lead Member Finance and Asset Management / Richard Horton
51	Number of anti-social behaviour incidents	2508		615				↑		Decrease of 9% on incidents from previous year number of ASB incidents QT1 2014/ 15 = 676. The 12 month rolling total to July 2014 confirms a 10.9% decrease.	Lead Member Community/ Val Garside
5	Number of overall crime incidents	2673		782				↓		There is a significant increase in incidents reported at the same time last year (622). The 12 month rolling total as at July 2015 confirms a 8.44% increase overall. *Reason for increase is likely to be public more confident in reporting incidents of crime following police amendments to receiving calls, reporting and recording process changes.	Lead Member Community/ Val Garside

Key Performance Indicators 2015-16

Quarter 1 Progress Report

Appendix 3

KPI no.	KPI description	Outturn 2014-15	Target 2015-16	Outturn Q1 2015-16	Outturn Q2 2015-16	Outturn Q3 2015-16	Outturn Q4 2015-16	Direction of Travel	Traffic light icon	Comment	Portfolio Lead / Group Manager
										Changes to allocations of incidents now being classed as crime, may be "decrimed" later in the year which will see figures fluctuate. Increase is in line with national statistics.	
6	Total number of homeless applications presented	124		35						Slight increase on this quarter last year and on quarter 4 of 2014/15, which were both reported at 31.	Lead Member Health and Wellbeing/ Val Garside
7	Total number of homeless applications accepted	88		17						This is lower than the number of applications reported in Q1 2014/15, which was 22 and quarter 4 2014/15, which was 20. It is hoped that a stronger emphasis on homeless prevention will reduced the number of overall homeless acceptances.	Lead Member Health and Wellbeing/ Val Garside

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Key Performance Indicators 2015-16

Quarter 1 Progress Report

Appendix 3

53	8	Total number of active applications on the housing register	1729		1665					<p>The number of overall active housing waiting list applications has fallen on last quarter by 64 households. The number of one bedroom applicants has fallen by 57 households.</p> <p>The fall in applications is likely to be accounted for in part by the 58 new builds were let during this period – 14 of which were one bedroom properties. One bedroom applications also include a number of older people and there is a high level of property turnover in this age group due to mortality and it is likely that these applicants have been accommodated in existing stock or gone into nursing care.</p>	Lead Member Health and Wellbeing/ Val Garside
			928 -1 Bed		871 – 1 bed						
			569 -2 beds		563 – 2 bed						
			160 – 3 beds		162 – 3 bed						
			54 – 4 beds		57 – 4 bed						
			16 -5 beds		10 – 5 bed						
2 – 6 beds		2 – 6 bed									

KPI no.	KPI description	Outturn 2014-15	Target 2015-16	Outturn Q1 2015-16	Outturn Q2 2015-16	Outturn Q3 2015-16	Outturn Q4 2015-16	Direction of Travel	Traffic light icon	Comment	Portfolio Lead / Group Manager
Council Plan Priority: Use resources effectively and efficiently											
9	Percentage of creditor payments paid within 30 days of receipt	93.71%	93.00%	94.54%				↑	☺	The Finance department try to clear all invoices passed for payment twice a week to ensure payment times are kept to a minimum.	Lead Member Finance and Asset Management /Simon Dix

Key Performance Indicators 2015-16

Quarter 1 Progress Report

Appendix 3

10	Outstanding sundry debt in excess of 12 months old	£49,735	£50,000	£39,450					↑	😊	Many old debts are still proactively chased and are on payment plans.	Lead Member Finance and Asset Management /Simon Dix
11 54	Average number of sick days per full time equivalent	8.67	7.00	1.23					↑	😊	<p>The number of sick days during Q1 this year totals to 205.4. Equating to 4.96 days per employee per year. (6.96 days per employee in the previous year in Q1). Absence Management triggers were revised at the end of March 2015.</p> <p>This is due to staff who were on long term sickness absence returning to work within this quarter.</p>	Lead Member Organizational Development / Graeme Simpson

Key Performance Indicators 2015-16

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KPI no.	KPI description	Outturn 2014-15	Target 2015-16	Outturn Q1 2015-16	Outturn Q2 2015-16	Outturn Q3 2015-16	Outturn Q4 2015-16	Direction of Travel	Traffic light icon	Comment	Portfolio Lead / Group Manager
12 55	Percentage of 'major' applications determined within 13 weeks or alternative period agreed with the applicant	82.05%	80%	75%				↓	☹	<p>Performance down on last year. Reduction in performance due to capacity issues within the Development Management team and high number of major planning appeals affecting senior officer capacity in particular.</p> <p>Government use this measure (over a rolling period of 2 years) to decide whether a council needs to be put in 'special measures'. The target is 50% which we are easily exceeding at this time.</p>	Lead Member Built Environment/ Julie Wood
13	Percentage of 'minor' applications determined within 8 weeks or alternative period agreed with the applicant	90%	90%	70.91%				↓	☹	<p>Significant reduction in performance due to capacity issues within the Development Management team following turnover in staff. Most posts now filled however the Review of Development Management will be likely to hinder the team's ability to meet target by year end. The aim of the Review is however to help maximise performance going forward.</p>	Lead Member Built Environment/ Julie Wood

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KPI no.	KPI description	Outturn 2014-15	Target 2015-16	Outturn Q1 2015-16	Outturn Q2 2015-16	Outturn Q3 2015-16	Outturn Q4 2015-16	Direction of Travel	Traffic light icon	Comment	Portfolio Lead / Group Manager
14	Percentage of 'other' applications determined within 8 weeks or alternative period agreed with the applicant	90.28%	90%	79.67%				↓	☹	See comment above. Whilst the Review is likely to affect performance, given the current position it is likely that target will be reached by year end.	Lead Member Built Environment/ Julie Wood
15 50	Average number of days to process new benefit claims	18.75	15.00	15.31				↑	☺	Following the Revenue and Benefits review, excellent progress has been made on new claims progressing. The turnaround times are at our best ever performance. Following this success the Benefits team have been nominated for a Benefits team of the year award, by The Institute of Revenues Rating & Valuation (IRRV) 2015 Performance awards.	Lead Member Finance and Asset Management /Richard Horton
16	Average number of days to process change in circumstances	10.51	10.00	7.21				↑	☺	Following the Revenue and Benefits review, excellent progress has been made with processing changes in circumstances. The turnaround times are at our best ever performance.	Lead Member Finance and Asset Management / Richard Horton

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17	Percentage of council tax collected	98.03%	98.00%	29.43%					↑	😊	Council Tax collection is holding steady. The number of new properties being built in the Borough continues to rise. We have an additional £1.06 million in council tax to collect over last year. So far we have collected an additional £240,000 above last year's collection.	Lead Member Finance and Asset Management / Richard Horton
KPI no.	KPI description	Outturn 2014-15	Target 2015-16	Outturn Q1 2015-16	Outturn Q2 2015-16	Outturn Q3 2015-16	Outturn Q4 2015-16	Direction of Travel	Traffic light icon	Comment	Portfolio Lead / Group Manager	
57 18	Percentage of NNDR collected	98.72%	98.00%	33.34%					↑	😊	Business rates collection remains high. The impact of the Virgin Media case has had a negative affect on collection for a while as the Borough Council has had to refund £7.5 million following the massive reduction in rateable value on one of the Virgin Media assessments. The knock on has been a considerable reduction in the amount of business rates we have to collect. Seeing a fall of £1 million pounds on our net debit.	Lead Member Finance and Asset Management / Richard Horton

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19	Total enquires logged by the Area Information Centres (AIC)	1539		514						These figures are based on attendance so far this year (April – June 2015), and are an increase in relation to Q1 2014/15, which was 364. The breakdown for Q1 2015/16 is as follows: Bishops Cleeve : 108 Brockworth: 235 Churchdown: 84 Winchcombe: <u>87</u> Total 514	Lead member Customer Focus/ Graeme Simpson
KPI no.	KPI description	Outturn 2014-15	Target 2015-16	Outturn Q1 2015-16	Outturn Q2 2015-16	Outturn Q3 2015-16	Outturn Q4 2015-16	Direction of Travel	Traffic light icon	Comment	Portfolio Lead / Group Manager
Council Plan Priority: Promote economic development											
20	Number of business births	440 (2013 figure)								The 2014 figures should be released in November 2015.	Lead Member Economic Development /Promotion / Julie Wood
21	Number of business deaths	305 (2013 figure)								Source: ONS Business demography	Lead Member Economic Development /Promotion / Julie Wood

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KPI no.	KPI description	Outturn 2014-15	Target 2015-16	Outturn Q1 2015-16	Outturn Q2 2015-16	Outturn Q3 2015-16	Outturn Q4 2015-16	Direction of Travel	Traffic light icon	Comment	Portfolio Lead / Group Manager
59 22	Number of visitors to Tewkesbury Tourist Information Centre (TIC)	34,077	31,500	9,441				↓	☹	<p>Numbers have decreased by 889 visitors compared to quarter 1 in 2014/15 , with last years figure totalling to 10,330.</p> <p>Following extensive consultation with local businesses, residents and visitors, and an in-depth analysis of vistor numbers, we have introduced a range of new measures and initiatives to help the centre become more appealing to visitors. For example we are developing a new website, we've introduced a passport scheme to work with other attractions within the town.</p> <p>The heritage centre now opens for free and we are building a network of local volunteers to help support the existing staff in running the facility, with a particular focus to enable the heritage centre and TIC to be open more often in the future.</p>	Lead Member Economic Development /Promotion / Julie Wood
23	Number of visitors to Winchcombe Tourist Information Centre (TIC)	9,131	11,200	3,758				↑	☺	<p>Numbers have increased by 402 vistors compared to last year's quarter 1 figures. This is partial due to works being carried out on the Town Hall being completed.</p>	Lead Member Economic Development /Promotion / Julie Wood

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KPI no.	KPI description	Outturn 2014-15	Target 2015-16	Outturn Q1 2015-16	Outturn Q2 2015-16	Outturn Q3 2015-16	Outturn Q4 2015-16	Direction of Travel	Traffic light icon	Comment	Portfolio Lead / Group Manager
Council Plan Priority: Improve recycling and care for the environment											
24	Percentage of waste recycled or composted	51.08%	52%	51.85%				↑	☺	A change in the growing season saw a reduction in garden waste sent for composting across the county. Compared to last year Q1, the tonnage is reduced 150 tonnes despite no drop in customer numbers subscribed to the service. The food waste and recycling tonnage is also on a gradual decline of 40 tonnes and 80 tonnes respectively. A campaign about food waste and also the delivery of recycling calendars will provide residents with more information about the recycling services and encourage them to recycle more. If successful, an increase in recycling and reduction in waste to landfill will show in Q3 onwards.	Lead Member Clean and Green Environment/ Val Garside
60 25	Residual household waste collected per property in kgs	428kg	450kg	112kg				↔	☹		Lead Member Clean and Green Environment/ Val Garside

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KPI no.	KPI description	Outturn 2014-15	Target 2015-16	Outturn Q1 2015-16	Outturn Q2 2015-16	Outturn Q3 2015-16	Outturn Q4 2015-16	Direction of Travel	Traffic light icon	Comment	Portfolio Lead / Group Manager
G1 26	Number of reported enviro crimes	1012	850	305				↓	☹️	<p>305 reported incidents for the Q1 period broken down as;</p> <ul style="list-style-type: none"> Noise – 69 (45) Dog fouling – 12 (5) Fly tipping – 205 (79) Abandoned vehicles- 19 (16) <p>(previous year Q4 figures in brackets).</p> <p>All areas saw increases since the previous quarter. Environmental health are taking positive steps to combat the issues, including promotion and enforcement, as detailed in the performance tracker.</p> <p>A recommendation from the enviro crimes working group was to receive quarterly information from town and parish councils on dog fouling complaints. A total of 4 complaints were received in Q1.</p>	Lead Member Clean and Green Environment/ Val Garside

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KPI no.	KPI description	Outturn 2014-15	Target 2015-16	Outturn Q1 2015-16	Outturn Q2 2015-16	Outturn Q3 2015-16	Outturn Q4 2015-16	Direction of Travel	Traffic light icon	Comment	Portfolio Lead / Group Manager
Council Plan Priority: Provide customer focused community support											
627	Total number of people assisted within the borough by Citizens Advice Bureau (CAB)	1457		380						<p>The 380 people raised 640 issues – the majority relating to benefits, debt, employment, housing and relationships.</p> <p>Of the 380 clients CAB seen heaviest demand from residents living in Brockworth (60 clients =16%), Priors Park (39= 10%), Northway (30 clients = 8%) and Cleeve St Michaels (30 clients = 8%). The 4 wards represent 159 (42%) of clients seen. The inclusion St Johns (28 clients = 7%) and Mitton (25 clients = 6%) would result in a representation of 56% of clients seen</p>	Lead Member Economic Development /Promotion / Julie Wood

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28	Financial gain to clients resulting from CAB advice	£422,869		£59,317						Clients have benefitted from £59,317 of financial gains, of which £42,133 represent increases in disposable incomes.	Lead Member Economic Development /Promotion / Julie Wood
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KPI no.	KPI description	Outturn 2014-15	Target 2015-16	Outturn Q1 2015-16	Outturn Q2 2015-16	Outturn Q3 2015-16	Outturn Q4 2015-16	Direction of Travel	Traffic light icon	Comment	Portfolio Lead / Group Manager
64 29	Food establishments in area broadly compliant with food hygiene regulations (%)	90.44%	94%	91.49%				↑	☹️	<p>Although the target has not been achieved this quarter, the outturn is an improvement on the Q4 figure of 90.44%, where there were 41 unrated commercial premises.</p> <p>The environmental health section is now concentrating on reducing the numbers of unrated commercial premises, it was reported that there were 33 at the end of this quarter, Q1 2015/16.</p> <p>During Q1 2015/16 there is a total of 893 commercial premises where the following was found:</p> <ul style="list-style-type: none"> • Broadly Compliant Commercial Premises- 817 • Non-compliant Commercial Premises- 43 • Un-rated Commercial Premises- 33 	Lead Member Clean and Green Environment/ Val Garside

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Council Plan Priority: Develop housing relevant to local needs											
KPI no.	KPI description	Outturn 2014-15	Target 2015-16	Outturn Q1 2015-16	Outturn Q2 2015-16	Outturn Q3 2015-16	Outturn Q4 2015-16	Direction of Travel	Traffic light icon	Comment	Portfolio Lead / Group Manager
65 30	Number of affordable homes delivered	145	150	46				↑	😊	<p>Quarter 1 completions are slightly higher than anticipated following building delays in 2014-15 reducing last year's completions to 145 from 159 that was submitted. Two sites were reported to us incorrectly in June showing completions in March when actually the build had slipped into the next financial year.</p> <p>This quarter therefore sees 46 affordable homes built, of which:</p> <ul style="list-style-type: none"> • 5 social rented • 31 Affordable Rent • 10 Shared Ownership <p>Whilst we hope that 188 new affordable homes will be completed for occupation, slippages may affect the delivery this year and therefore may be delivered in the next financial year.</p>	Lead Member Health and Wellbeing/ Val Garside

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31	Total number of homeless prevention cases	94		44						A very positive quarter for successful homeless prevention cases- we hope to consolidate on this in the forthcoming year – particularly following the re-introduction of the deposit and rented in advance (RIA) scheme.	Lead Member Health and Wellbeing/ Val Garside
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Analysis of Budget by Group Manager Unit - Appendix 4

	Full Year Budget	Q1 Budget Position	Q1 Actual Position	Budget Under / (over) spend	Budget Variance %	Notes
Chief Executive	0	59,154	57,731	1,423	2	
Employees	233,683	58,219	56,905	1,314	2.3	
Premises	0	0	0	0	0.0	
Transport	2,280	258	226	32	12.4	
Supplies & Services	2,560	677	600	77	11.3	
Payments to Third Parties	0	0	0	0	0.0	
Support Services	(238,523)	0	0	0	0.0	
Income	0	0	0	0	0.0	
Deputy Chief Executive	0	28,845	28,369	476	2	
Employees	109,658	27,397	27,404	(7)	(0.0)	
Premises	0	0	0	0	0.0	
Transport	2,450	614	780	(166)	(27.1)	
Supplies & Services	3,540	834	185	650	77.9	
Support Services	(115,648)	0	0	0	0.0	
Income	0	0	0	0	0.0	
One Legal	0	269,828	248,189	21,639	8	
Employees	802,042	272,599	269,172	3,427	1.3	
Premises	0	0	0	0	0.0	
Transport	17,730	6,200	2,445	3,755	60.6	
Supplies & Services	66,487	13,869	17,071	(3,202)	(23.1)	
Payments to Third Parties	9,500	2,615	2,887	(272)	(10.4)	
Support Services	(300,249)	0	0	0	0.0	
Income	(595,510)	(25,455)	(43,386)	17,931	(70.4)	1)
1) One Legal have been undertaking additional works for third party, including UBICO and Cheltenham Borough Homes which has boosted the Quarter 1 income position above the expected income for the first quarter.						
Democratic Services	1,687,302	175,334	194,006	(18,672)	(11)	2)
Employees	229,360	55,989	65,045	(9,056)	(16.2)	
Premises	0	0	1,276	(1,276)	0.0	
Transport	18,610	4,656	3,978	678	14.6	
Supplies & Services	553,859	114,006	122,993	(8,987)	(7.9)	
Payments to Third Parties	30,106	746	1,983	(1,237)	(165.8)	
Support Services	853,008	0	0	0	0.0	
Depreciation	2,609	0	0	0	0.0	
Income	(250)	(63)	(1,269)	1,206	(1,914.3)	
2) At the end of Quarter 1 the budget position in Democratic services is showing a deficit of £19k with deficits in employee costs, supplies and services and other payments to third parties. This is all in relation to the Parliamentary, Borough and Parish elections held in May. Currently both Democratic services and Finance are processing payment requests and additional staff overtime costs in relation to the work undertaken for the elections. Returns to DCLG need to then be completed to recover these costs. It is expected that by Quarter 2 outturn the costs and recovery will be clarified and the budget position improved.						
Corporate Services	515,264	312,954	287,006	25,948	8	3)
Employees	843,110	210,037	187,243	22,794	10.9	
Premises	200	0	0	0	0.0	
Transport	8,610	2,156	1,247	909	42.1	
Supplies & Services	397,353	95,279	87,854	7,425	7.8	
Payments to Third Parties	57,700	6,607	10,740	(4,133)	(62.5)	
Support Services	(832,978)	0	0	0	0.0	
Depreciation	45,769	0	0	0	0.0	
Income	(4,500)	(1,125)	(78)	(1,047)	93.0	

3) Corporate services is the reorganised Group from Business Transformation and Policy and Performance. Savings in staff costs have been recognised as the budget was set assuming that there would be two group managers in 2015/16. Also other staff vacancies have contributed to a saving in Quarter 1. As posts in the new structure are being appointed, the total savings in staff costs over the remainder of the year is expected to reduce.

Environmental and Housing	3,857,961	828,902	789,454	39,447	5	
Employees	991,673	244,303	223,804	20,499	8.4	4)
Premises	5,145	637	24	613	96.3	
Transport	51,970	9,969	9,372	597	6.0	
Supplies & Services	165,916	42,048	41,349	700	1.7	
Payments to Third Parties	3,696,676	1,200,178	1,206,785	(6,607)	(0.6)	
Support Services	516,011	0	0	0	0.0	
Depreciation	72,410	0	0	0	0.0	
Income	(1,641,840)	(668,234)	(691,879)	23,645	(3.5)	5)

4) Savings from vacant posts and maternity leave are helping the positive budget position in Environmental Health, which is completing a restructure of the team and are currently appointing to these posts.

5) Income from Trade and Garden Waste continue to show positive returns in line with previous years. A prudent estimate of income was put in the budget to take account of the move to UBICO from the 1st April, to give flexibility in the budget for the new arrangements between the Council, UBICO and customers to become embedded.

Finance and Asset	1,265,928	487,255	503,568	(16,313)	(3)	
Employees	2,520,734	528,520	519,111	9,409	1.8	
Premises	664,673	262,965	261,601	1,364	0.5	
Transport	10,580	2,653	2,912	(259)	(9.8)	
Supplies & Services	659,739	165,011	159,750	5,261	3.2	
Payments to Third Parties	161,450	39,408	47,294	(7,887)	(20.0)	
Support Services	(836,203)	0	0	0	0.0	
Depreciation	273,946	0	0	0	0.0	
Income	(2,000,156)	(464,093)	(458,202)	(5,891)	1.3	
Treasury Mg Activity	(188,835)	(47,209)	(28,898)	(18,311)	38.8	6)

6) Treasury Mgt activity is showing a negative position against the budget. The main reason for this is the impact of the Virgin Media refund which has depleted cash balances held in investment funds. The impact is a significant reduction in the interest that the council has received from the investments held. This is a known variance and a reserve was set aside at the previous year end to cover the lost income.

Revenues and Benefits	829,395	4,101,490	4,089,598	11,891	0	
Employees	798,178	198,789	193,746	5,043	2.5	
Transport	11,610	2,904	2,482	422	14.5	
Supplies & Services	141,242	18,045	16,196	1,849	10.2	
Payments to Third Parties	26,750	82	215	(133)	(161.8)	
Transfer Payments - Benefits Service	19,665,790	4,040,177	4,039,317	860	0.0	
Support Services	416,299	0	0	0	0.0	
Depreciation	9,247	0	0	0	0.0	
Income	(20,239,721)	(158,507)	(162,357)	3,849	(2.4)	

Development Services	1,264,095	(124,642)	(219,538)	94,896	(76)	
Employees	1,331,697	319,832	315,921	3,911	2.7	
Premises	50,376	6,041	6,191	(150)	(8.9)	
Transport	45,720	11,439	9,156	2,283	16.7	
Supplies & Services	363,037	59,180	56,587	2,593	(6.4)	
Payments to Third Parties	215,410	7,782	5,252	2,530	10.9	
Support Services	352,782	0	0	0	0.0	
Depreciation	39,897	0	0	0	0.0	
Income	(1,134,824)	(528,916)	(612,644)	83,728	(0.6)	7)

7) Planning income from both standard applications and also from pre-planning advice is significantly above the budgeted income for the first quarter.

Appendix 5 - Analysis of Capital Budget

	Profile Budget to Q1	Expenditure to Q1	(Over) / Under spend to Q1	% Slippage
Council Land & Buildings	834,238	840,360	(6,122)	(1)
Equipment	35,000	38,009	(3,009)	(9)
Capital Investment Fund	0	0	0	0
Community Grants	102,556	46,232	56,324	55
Housing & Business Grants	187,250	417,115	(229,865)	(123)
	1,159,044	1,341,716	(182,672)	-16

Appendix 6 - Revenue Reserves for 15/16

Reserve	Balance 31st March 2015	Movement on Reserve Quarter 1	Reserve Remaining	Note
Asset Management Reserve	£296,128	£4,312	£291,816	
Borough Regeneration Reserve	£54,000	£3,523	£50,477	
Business Rates Reserve	£5,433,063	£0	£5,433,063	
Business Support Reserve	£105,554	£825	£104,729	
Business Transformation Reserve	£339,822	£10,367	£329,455	
Community Safety Reserve	£2,532	£6	£2,526	
Community Support Reserve	£15,000	£0	£15,000	
Elections Reserve	£9,892	£0	£9,892	
Flood Support and Protection Reserve	£409,230	£47,000	£362,230	1
Health & Leisure Development Reserve	£19,757	£500	£19,257	
Housing & Homeless Reserve	£41,260	£4,471	£36,789	
Interest Equalisation Reserve	£150,000	£0	£150,000	
MTFS Equalisation Reserve	£68,178	£0	£68,178	
Organisational Development Reserve	£38,868	£8,226	£30,642	
Development Management Reserve	£243,210	£33,729	£209,481	
Development Policy Reserve	£470,330	£34,703	£435,627	
Risk Management Reserve	£47,442	£8,415	£39,027	
Transport Initiatives Reserves	£193,800	£178,800	£15,000	2
Waste & Recycling development Reserve	£125,000	£58,468	£66,532	3
Uncommitted contingency reserve	£0	£0	£0	
Horsford Reserve	£30,462	-£8,788	£39,250	
Mayors Charity Reserve	£12,436	-£1,924	£14,360	
Planning Obligations Reserve	£2,011,850	£103,220	£1,908,630	4
General Fund Working Balance	£450,000	£0	£450,000	
Totals	£10,567,814	£485,853	£10,081,961	

Notes to Reserves

- 1 Expenditure of external funding to support recovery following floods in Winter 2014
- 2 External funding for transport studies passed to Gloucestershire County Council
- 3 One off costs associated with joining Ubico Ltd
- 4 Net position of planning obligations. Includes payment of £125,000 for Tewkesbury Nature Reserve.

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	14 th October 2015
Subject:	Prosecution Policy for the Council Tax Reduction Scheme
Report of:	Richard Horton, Revenues and Benefits Group Manager
Corporate Lead:	Rachel North, Deputy Chief Executive
Lead Member:	Councillor D J Waters, Lead Member for Finance and Asset Management
Number of Appendices:	Two

Executive Summary:

The Borough Council is no longer required to investigate and prosecute housing benefit and council tax benefit fraud; these functions are now being carried out by the Single Fraud Investigation Service and the Crown Prosecution Service. The Borough Council still has a responsibility to investigate Council Tax Reduction Scheme fraud (the replacement for Council Tax Benefit) and, where appropriate, to prosecute. There is a need to revisit the existing Prosecution Policy and to make appropriate changes. The Council's Audit Committee met on 30 September 2015 to review the Policy and it has subsequently recommended to the Executive Committee that the revised Prosecution Policy be adopted.

Recommendation:

The Executive Committee is asked to ADOPT the revised Prosecution Policy.

Reasons for Recommendation:

From 1 May 2015 the Borough Council ceased to have responsibility for investigating Housing Benefit and Council Tax Benefit fraud as well as carry out the prosecution of any fraud offences relating to those two benefits.

This responsibility for investigating Housing Benefit and Council Tax Benefit fraud cases rests with the Single Fraud Investigation Service and any subsequent need to take out a prosecution against the person rests with the Crown Prosecution Service.

The existing Prosecution Policy needs to be reviewed and changes made to reflect the fact that the Borough Council is no longer investigating and prosecuting offenders of Housing Benefit and Council Tax Benefit fraud.

Resource Implications:

Failure to investigate and prosecute Council Tax Reduction Scheme fraud would have a financial impact on the Borough Council. Money falsely claimed could be spent on other services and it is important that there is a deterrent in place to prevent the Scheme from being abused.

Legal Implications:

The Borough Council has an obligation to investigate and prosecute appropriate cases where offenders have committed fraud.

Risk Management Implications:

The Borough Council employs a Fraud Investigation Officer to carry out investigations into Council Tax Reduction Scheme fraud and to attend Court as a witness where prosecutions are being made against offenders. One Legal carries out prosecutions on behalf of the Council. Not having an appropriate Policy in place would hamper the Council's ability to deal with offenders.

Performance Management Follow-up:

The number of and investigations and outcomes are monitored.

Environmental Implications:

None.

1.0 INTRODUCTION/BACKGROUND

1.1 As of 1 May 2015, the Borough Council is no longer required to investigate and prosecute Housing Benefit and Council Tax Benefit fraud. Those responsibilities are now being carried out but the Single Fraud Investigation Service and the Crown Prosecution Service. The Borough Council still has a responsibility to investigate Council Tax Reduction Scheme fraud (the replacement for Council Tax Benefit). There is a need to revisit the existing Prosecution Policy and to make appropriate changes.

2.0 CHANGES TO THE PROSECUTION POLICY

2.1 The existing Prosecution Policy needs to be reviewed and changes made to reflect the fact that the Borough Council is no longer investigating and prosecuting offenders of Housing Benefit and Council Tax Benefit fraud but it continues to have responsibility for investigating Council Tax Reduction Scheme offences and prosecuting offenders where it is appropriate to do so.

2.2 The proposed changes to the Policy are to take into account that the Borough Council no longer prosecutes Housing Benefit and Council Tax Benefit fraud and the responsibility for prosecuting Council Tax Reduction Scheme fraud. The Council's Audit Committee met on 30 September 2015 to review the Prosecution Policy and recommended that the proposed changes are adopted by the Executive as follows:

- For any reference made to Housing Benefit and Council Tax Benefit in the existing Policy to be removed and be replaced by Council Tax Reduction Scheme.
- To include Council Tax Reduction Scheme offences.
- To change the title of the Revenues and Benefits Manager to read the Revenues and Benefits Group Manager.
- To make changes to the section covering administrative penalties to reflect the Council Tax reduction penalty requirements. Deleting the section on collection of the penalty. This will be done via the most appropriate method.
- To include a section on other penalties where the Borough Council can impose a penalty of £70.00. This is for cases where it is determined:
 - that fraud has not been committed; and
 - the person has either been negligent in making an incorrect statement, or
 - has no reasonable excuse in failing to notify the Borough Council of a change in circumstances.

2.3 Appendix 1 shows the existing Prosecution Policy and Appendix 2 shows the proposed changes which are highlighted.

3.0 OTHER OPTIONS CONSIDERED

3.1 None.

4.0 CONSULTATION

4.1 Audit Committee review.

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

5.1 None.

6.0 RELEVANT GOVERNMENT POLICIES

6.1 The Government has a new policy and strategy in place for the investigation of benefit fraud which is now being carried out by the Single Fraud Investigation Service.

7.0 RESOURCE IMPLICATIONS (Human/Property)

7.1 Failure to investigate and prosecute Council Tax Reduction Scheme fraud would have a financial impact on the Borough Council. Money falsely claimed could be spent on other services.

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

8.1 Fraudulently claiming awards of Council Tax reduction is a criminal offence

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 None.

Background Papers: None.

Contact Officer: Richard Horton, Revenues and Benefits Group Manager
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Appendices:

1. Existing Prosecution Policy.
2. Proposed changes to the existing Prosecution Policy.

Prosecution Policy
For Housing Benefit and Council Tax
Benefit Fraud

General Enforcement Policy

The Council supports the judicious use of its statutory enforcement, including the prosecution of offenders as an effective means of ensuring that claimants of Housing and Council Tax Benefit comply with statutory requirements.

The Borough Solicitor to the Council is appointed as the Proper Officer of the Council who is authorised to prosecute and appear on the Council's behalf in proceedings to the Magistrates' Court against claimants to Housing Benefit, Council Tax Benefit and other benefits, where there is sufficient evidence of fraudulent claims.

Decision to Prosecute

1. The Council is likely to prosecute offence in the following circumstances:-

- a. Where the alleged offence involves a flagrant breach of the law.
- b. Where the overpayment exceeds £2,000
- c. Where there is a history of similar offences
- d. Where the offender refuses to accept a penalty or caution.

2. The Evidential Test

When circumstances have been identified which may warrant a prosecution all relevant evidence and information must be considered, to enable a consistent, fair and objection decision to be made.

Before a prosecution proceeds, the officer responsible for deciding on enforcement action must be satisfied that there is relevant, admissible, substantial and reliable evidence that an offence has been committed by an identifiable person. There must be a realistic prospect of conviction; a prima facie case is not enough. Where there is insufficient evidence to prosecute other types of formal action such as the administrative penalty or cautioning are not alternatives.

If the case does not pass the evidential test it must not go ahead.

3. The Public Interest Test

The public interest must be considered in each case where there is enough evidence to provide a realistic prospect of conviction. A prosecution will only commence once the case has passed both the evidential and public interest tests. The Council must balance factors for and against prosecution carefully and fairly. The following public interest criteria may be taken into account:-

- a. The relative seriousness of the offence.
- b. The offenders' previous history, including convictions and cautions.
- c. Any mitigating circumstance surrounding the alleged offence and any explanation offered by the offender.
- d. Whether there are grounds for believing the offence is likely to be continued or repeated.

- e. Whether the court is likely to impose a very small or nominal penalty i.e. If the offender is likely to receive an absolute or conditional discharge it is not normally in the public interest to prosecute.
- f. The probable public benefit of a prosecution and the importance of the case.

4. The Decision To Prosecute

The decision to prosecute will be made subject to the Borough Solicitor being satisfied as to the evidence, and in conjunction with the Revenues & Benefits Manager who will decide whether to proceed.

Alternatives to Prosecution

The Borough Solicitor and the Revenues & Benefits Manager will consider other alternatives to prosecution which may be more appropriate or effective. Verbal or written warnings, administrative penalties or formal are all examples of alternatives to prosecution. Each case will be determined on its own facts taking into account all the relevant factors.

Informal Action

Informal action may be adopted where:-

- (a) The act or omission is not serious enough to warrant formal action.
- (b) Normally the overpayment should be less than £500.
- (c) Confidence in the offender is high.
- (d) Even where some of the above criteria are not met informal action may be more effective.

Formal Cautions

The use of formal cautions will be given consideration where informal action is not appropriate or there has been a serious breach of legislation and it would be appropriate to:-

- (a) deal quickly and simply with a less serious offence,
- (b) avoid unnecessary appearance in the Court,
- (c) reduce the chances of re-offending.

No conditions will be applied where a formal caution is administered.

A formal caution is a serious matter, it will be recorded, it will influence any decision whether or not to prosecute should there be a further offence and it may be cited in subsequent court proceedings.

Before a formal caution is given the following conditions must be met:-

- (a) There must be sufficient evidence of guilt in order to provide a realistic prospect of conviction.
- (b) The offender must admit the offence.
- (c) The offender must understand the significance of a caution and consent to such action.
- (d) A caution must be in the public interest.

The administration of any formal caution will be carried out strictly in accordance with procedures laid down by the Home Office.

Administrative Penalties

Offers of a penalty can be made where the overpayment is recoverable from a person under S75 or S76 of the Social Security Administration Act 1992.

There must be grounds to instituting criminal proceedings against the person for an offence relating to the overpayment upon which a payment is based.

Before an administrative penalty is offered the following conditions must be met:

- (a) The case is not so serious that it should be considered for prosecution at the outset.
- (b) The recoverable overpayment is not substantial. Normally the amount of overpayment should not exceed £2,000.
- (c) There is sufficient evidence to proceed with criminal proceedings against the person if they decline the penalty.
- (d) There are grounds to institute legal proceedings and the case should, in the opinion of the local authority, be suitable for recommendation of criminal proceedings.
- (e) A penalty interview must take place and the person agrees to pay the penalty.

The penalty is 30 per cent of the amount of the recoverable overpayment and is payable in addition to repayment of the overpayment and is recoverable by the same methods as those by which the overpayment is recoverable.

Prosecution Policy

For Council Tax Reduction Scheme

General Enforcement Policy

The Council supports the judicious use of its statutory enforcement, including the prosecution of offenders as an effective means of ensuring that claimants **of the council tax reduction scheme** comply with statutory requirements.

The Borough Solicitor to the Council is appointed as the Proper Officer of the Council who is authorised to prosecute and appear on the Council's behalf in proceedings to the Magistrates' Court against claimants to **council tax reduction scheme**, where there is sufficient evidence of fraudulent claims.

Decision to Prosecute

1. The Council is likely to prosecute a council tax reduction scheme offence in the following circumstances:-

- a. Where the alleged offence involves a flagrant breach of the law.
- b. Where the excess council tax reduction exceeds £2,000
- c. Where there is a history of similar offences
- d. Where the offender refuses to accept a council tax reduction scheme penalty or caution.

2. A council tax reduction scheme offence means:

- a. Making a false statement to obtain a council tax reduction
- b. Knowingly failing to give a prompt notification of a change in circumstances affecting council tax reduction.

3. The Evidential Test

When circumstances have been identified which may warrant a prosecution all relevant evidence and information must be considered, to enable a consistent, fair and objection decision to be made.

Before a prosecution proceeds, the officer responsible for deciding on enforcement action must be satisfied that there is relevant, admissible, substantial and reliable evidence that an offence has been committed by an identifiable person. There must be a realistic prospect of conviction; a prima facie case is not enough. Where there is insufficient evidence to prosecute other types of formal action such as the council tax reduction scheme penalty or cautioning are not alternatives.

If the case does not pass the evidential test it must not go ahead.

4. The Public Interest Test

The public interest must be considered in each case where there is enough evidence to provide a realistic prospect of conviction. A prosecution will only commence once the case has passed both the evidential and public interest tests. The Council must balance factors for and against prosecution carefully and fairly. The following public interest criteria may be taken into account:-

- a. The relative seriousness of the offence.
- b. The offenders' previous history, including convictions and cautions.

- c. Any mitigating circumstance surrounding the alleged offence and any explanation offered by the offender.
- d. Whether there are grounds for believing the offence is likely to be continued or repeated.
- e. Whether the court is likely to impose a very small or nominal penalty i.e. If the offender is likely to receive an absolute or conditional discharge it is not normally in the public interest to prosecute.
- f. The probable public benefit of a prosecution and the importance of the case.

5. The Decision To Prosecute

The decision to prosecute will be made subject to the Borough Solicitor being satisfied as to the evidence, and in conjunction with the Revenues & Benefits Manager who will decide whether to proceed.

Alternatives to Prosecution

The Borough Solicitor and **the Group Head of** Revenues & Benefits Manager will consider other alternatives to prosecution which may be more appropriate or effective. Verbal or written warnings, council tax reduction scheme penalties, or formal cautions are all examples of alternatives to prosecution. Each case will be determined on its own facts taking into account all the relevant factors.

Informal Action

Informal action may be adopted where:-

- (a) The act or omission is not serious enough to warrant formal action.
- (b) Normally the **excess council tax reduction** should be less than £500.
- (c) Confidence in the offender is high.
- (d) Even where some of the above criteria are not met informal action may be more effective.

Formal Cautions

The use of formal cautions will be given consideration where informal action is not appropriate or there has been a serious breach of legislation and it would be appropriate to:-

- (a) deal quickly and simply with a less serious offence,
- (b) avoid unnecessary appearance in the Court,
- (c) reduce the chances of re-offending.

No conditions will be applied where a formal caution is administered.

A formal caution is a serious matter, it will be recorded, it will influence any decision whether or not to prosecute should there be a further offence and it may be cited in subsequent court proceedings.

Before a formal caution is given the following conditions must be met:-

- (a) There must be sufficient evidence of guilt in order to provide a realistic prospect of conviction.
- (b) The offender must admit the offence.
- (c) The offender must understand the significance of a caution and consent to such action.
- (d) A caution must be in the public interest.

The administration of any formal caution will be carried out strictly in accordance with procedures laid down by the Home Office.

Council Tax Reduction Scheme Penalties

Offers of a penalty can be made where the **excess council tax reduction** is recoverable from a person under **The Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013 (SI 2013/501)**.

There must be grounds to instituting criminal proceedings against the person for an offence relating to the **excess council tax reduction** upon which a payment is based.

Before an administrative penalty is offered the following conditions must be met:

- (a) The case is not so serious that it should be considered for prosecution at the outset.
- (b) The recoverable **excess council tax reduction** is not substantial. **The value of the penalty will fall between the following ranges: minimum value of £100 and should not exceed £1,000.**
- (c) There is sufficient evidence to proceed with criminal proceedings against the person if they decline the penalty.
- (d) There are grounds to institute legal proceedings and the case should, in the opinion of the local authority, be suitable for recommendation of criminal proceedings.
- (e) A penalty interview must take place and the person agrees to pay the penalty.

The **council tax reduction scheme penalty is 50 per cent** of the amount of the recoverable **excess council tax reduction** and is payable in addition to repayment of the **excess council tax reduction**.

Other Penalties

The Borough Council has legal authority to impose a fixed financial penalty of £70.00 in the following circumstances:

- **Where a person is negligent in making an incorrect statement to receive an award under the council tax reduction scheme, or**
- **Where a person, without reasonable excuse, fails to notify a change in circumstances which affects their claim under the council tax reduction scheme,**
- **Where it is determined that the person has not committed a criminal offence in receiving their award under the council tax reduction scheme.**

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	14 October 2015
Subject:	Gloucestershire Business Rates Pool
Report of:	Simon Dix, Finance and Asset Management Group Manager
Corporate Lead:	Rachel North, Deputy Chief Executive
Lead Member:	Councillor D J Waters, Lead Member for Finance and Asset Management
Number of Appendices:	None

Executive Summary:

Tewkesbury Borough Council has been a member of the Gloucestershire Business Rates Pool since the inception of the retained Business Rates scheme in April 2013. During the 2014/15 financial year, the Council suffered significant losses within this scheme mainly as a result of successful appeals by Virgin Media. This resulted in the Pool incurring a substantial deficit which was met by the individual authorities of Gloucestershire, including Tewkesbury.

The appeals list held by Tewkesbury contains a number of outstanding appeals by Virgin Media and a request has also been made by Virgin Media to have their individual assessments across the country combined into one single assessment. Both of these factors present an ongoing risk to the Council and the Pool and, in order to mitigate some of the risk, it is recommended that Tewkesbury Borough Council withdraw from the Pool until such time that the risk has been reduced significantly.

Recommendation:

That the Committee APPROVE the following:

- 1. the withdrawal of Tewkesbury Borough Council from the Gloucestershire Business Rates Pool for the financial year 2016/2017;**
- 2. delegated authority to the S151 Officer, in consultation with the Chief Executive and Lead Member for Finance and Asset Management, to manage, on an ongoing basis, the Council's position with regard to Pool membership;**
- 3. delegated authority to the S151 Officer, in consultation with the Chief Executive and Lead Member for Finance and Asset Management, the agreement of any amendments in relation to the existing pooling agreement as a result of the Council's withdrawal; and**
- 4. authorisation for the Borough Solicitor to enter into revised pooling agreements, on such terms as she considers appropriate, in consultation with the S151 Officer, Chief Executive and Lead Member for Finance and Asset Management.**

Reasons for Recommendation:

Withdrawal from the Gloucestershire Business Rates Pool on a temporary basis is recommended to protect both Tewkesbury Borough Council and the members of the Pool from the full effect of further successful appeals or single assessment requests of Virgin Media.

Resource Implications:

The successful appeals made by Virgin Media in 2014/15 resulted in Tewkesbury Borough Council not meeting its income target from retained business rates of £250,000 and incurring immediate losses of £123,000. Losses in excess of this figure are met by a safety net payment. As a member of a Business Rates Pool, the safety net payment would come directly from the Pool as opposed to central government which would have been the case if the Council was not a member of a Pool.

The safety net payment of £3.95m resulted in business rate growth across Gloucestershire being lost and a sum of £2.1m being met from the revenue reserves of the seven authorities forming the Pool. As a member of the Pool, Tewkesbury therefore partly paid its own safety net payment with a contribution of £225,000.

Further losses of the magnitude suffered in 2014/15 cannot be ruled out with the complete loss of Virgin Media a possibility under the single assessment request. If Tewkesbury was to operate outside of the Pool, it would not be liable for part of any safety net payment with the full sum being met by central government. This option also protects the business rates retained by other authorities and allows for those sums to be invested for the benefits of Gloucestershire.

A reserve of £250,000 has been set aside by the Council to offset future losses but will require additional monies to give the Council confidence that potential losses in any one year can be met in full.

Legal Implications:

The arrangements for retained Business Rates are contained in Schedule 7A of the Local Government Finance Act 1988. The schedule sets out requirements for the DCLG to be formally informed of Pool membership by the end of October for the following financial year.

Risk Management Implications:

Risks in relation to the appeals position of the retained Business Rates scheme are reviewed on an ongoing basis. This risk is highlighted in the corporate risk register.

Performance Management Follow-up:

Tewkesbury's position with regard to the BRR scheme performance is monitored on a monthly basis and forms part of the management accounts reporting regime.

Environmental Implications:

None.

1.0 INTRODUCTION/BACKGROUND

- 1.1** The Local Government Finance Bill was introduced in December 2011 and set out the Government's intention to introduce a Business Rate Retention (BRR) scheme from 1 April 2013. Prior to this date, Councils simply acted as a collection agent for Government passing all business rates collected over to the government's central pool.
- 1.2** The BRR scheme enabled Councils to keep a share of the business rate growth in their area, promoting financial autonomy and giving Councils a greater stake in the economic future of their local area. The scheme also allowed individual authorities to voluntarily come together to form a Pool which meant that more business rates could be retained in an area as a result of lower levy rates associated with Pools.
- 1.3** In October 2012, Council agreed for Tewkesbury Borough Council to join the Gloucestershire Business Rates Pool along with the other five Districts and the County Council. Pool governance arrangements were put in place and the scheme commenced in the 2013/14 financial year. That year saw additional growth generated in businesses across Gloucestershire and as a result the Pool retained an extra £775,000 of business rates for the benefit of Gloucestershire as a whole.

2.0 2014/15 OUTTURN

- 2.1** The last financial year saw continued growth across the other five Districts producing an estimated £1.6m of retained growth for Gloucestershire. Despite Tewkesbury's underlying business rates position being positive, the impact of successful appeals by Virgin Media, as previously reported, resulted in substantial losses being incurred by Tewkesbury and having a significant impact on the Pool as a whole.
- 2.2** Tewkesbury's immediate losses totalled £373,000 and arose from the lost income stream of £250,000 and actual losses of £123,000. Total losses were far in excess of this amount but the BRR scheme allowed for individual authorities to only be liable for losses totalling 7.5% of their base figures with the losses in excess of this being met by a 'safety net payment.' For authorities operating independently the safety net payment would be met by the government but for Pool authorities the safety net would need to be met by the Pool unless the loss was so big that the overall Pool would need a safety net payment.
- 2.3** The safety net payment to be met from the Gloucestershire Pool totalled £3.95m and, although substantial, did not qualify for government support. The impact of the safety net payment was to eliminate the growth generated in the other Districts, the full utilisation of the Pools small reserve and the contribution of £2.1m of revenue balances from across all Gloucestershire authorities. Tewkesbury was therefore required to finance a further £225,000 to meet its own safety net payment.
- 2.4** A number of appeals submitted by Virgin Media in March 2015 in relation to their 2010 valuation assessment remain outstanding despite the success of other appeals submitted. In addition to this, Virgin Media have requested the Valuation Office Agency to consider granting a single assessment for all of their business rate assessments across the country, of which there are currently 68. If this is granted, the impact will be that at least 67 authorities, and possibly all, will lose their entire Virgin Media business rates with no alterations to the tariffs being proposed by the government until 2020. For Tewkesbury and the Pool this could mean losses of a similar size to those incurred in 2014/15.
- 2.5** Indications from the Valuation Office Agency suggest that it is unlikely that the single assessment of the outstanding appeals will be resolved in the near future, although impact in 2015/16 cannot be ruled out.

3.0 POOL MEMBERSHIP

- 3.1** The formation of the Pool for the current year was agreed in October 2014 and in advance of the knowledge of the impact of Virgin media. This means that Tewkesbury, along with the other five Districts and the County, will remain in the Pool until at least 31 March 2016. Membership of the Pool for the following financial year needs to be resolved by October 2015.
- 3.2** Given the continued risk posed by Virgin Media, it is suggested that Tewkesbury Borough Council withdraws from the Pool on a temporary basis with effect from 1 April 2016. In so doing, Tewkesbury would not be liable to cover any safety net payment in 2016/17 and any growth generated by the other Districts could be retained in Gloucestershire for the benefit of residents and businesses.
- 3.3** Tewkesbury's position will be monitored on an on-going basis so that its return to full Pool membership can be made at the earliest opportunity following the reduction in risk associated with Virgin Media.
- 3.4** It is also suggested that during the period of exclusion from the Pool, Tewkesbury remains fully committed to the vision of the Pool and plays an active role in supporting the Pool. Amendments to the Pool's governance may be required to achieve this and authority should be delegated to the S151 Officer to negotiate an appropriate position with Pool members.

4.0 CONSULTATION

- 4.1** All members of the Gloucestershire Business Rates Pool have been consulted on the optimum makeup of authorities in order to retain maximum benefit to Gloucestershire and mitigate risk where possible.

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

- 5.1** None.

6.0 RELEVANT GOVERNMENT POLICIES

- 6.1** None.

7.0 RESOURCE IMPLICATIONS (Human/Property)

- 7.1** None.

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

- 8.1** None.

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 Council decision to join Gloucestershire Business Rates Pool – 1 October 2012.

Background Papers: Business Rates Retention Scheme – Pooling – Council
1 October 2012.

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Appendices: None.

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	14 October 2015
Subject:	Tewkesbury Rugby Club Lease
Report of:	Simon Dix, Finance and Asset Management Group Manager
Corporate Lead:	Rachel North, Deputy Chief Executive
Lead Member:	Councillor D J Waters, Lead Member for Finance and Asset Management
Number of Appendices:	One

Executive Summary:

The purpose of this report is to ask Members to agree to the granting of a lease to Tewkesbury Rugby Club for an additional parcel of land off Despenser Road, as hatched on the appended plan. The purpose of this addition will be to provide a pitch for the Under 12 section of the Rugby Club.

Recommendation:

The Committee RESOLVES that:

- A. the parcel of land, hatched on the appended plan, is included within an additional lease to Tewkesbury Rugby Club, at market rent and for a term expiring no later than the expiry date of the Club's existing lease;**
- B. the Finance and Asset Management Group Manager be authorised, in consultation with the Lead Member for Finance and Asset Management, to negotiate the remainder of the heads of terms at market rent; and**
- C. the Borough Solicitor be authorised to complete the lease upon the heads of terms set out in this report, and additionally negotiated by the Finance and Asset Management Group Manager, and on such other terms as she considers necessary or advisable in consultation with the Finance and Asset Management Group Manager.**

Reasons for Recommendation:

The Rugby Club has to date invested substantially in improving the land and property included within the terms of the existing lease, and the grant of the new lease of the additional area would bring the land into use and facilitate additional sporting activities for the youth of Tewkesbury.

Resource Implications:

As landowner the Council has the financial responsibility for maintaining this area of land, and possible liability in the event of any incidents occurring on the land. If the land is included within a new lease then the general liabilities, including the responsibility for maintenance will pass to the Rugby Club. The Club has met the advertising costs incurred in order for the Council to comply with the statutory requirements of the Local Government Act 1972, Section 123 (2A). The Club has also met the costs of a full valuation to ensure that the Council has obtained the best open market rental value for the site in order to satisfy its statutory obligations.

Legal Implications:

The Council has a general obligation under S123 of the Local Government Act 1972 to ensure that it obtains best rent for any land it lets for a term of more than 7 years.

The Council has a further obligation under S123 (2A) of the Act to advertise any proposed disposal of public open space (as described in the report) and to consider objections to the proposed disposal. Whilst the Council's duty under this Section is to consider objections insofar as they relate to the loss of land used for public open space purposes (i.e. public recreation), the Council has a general duty to act reasonably so should bear in mind representations which do not directly relate to loss of public open space provision.

Risk Management Implications:

As landowner the Borough Council has a duty of care for activities carried out on it.

Performance Management Follow-up:

Should the report actions be approved then Asset Management will act as client on behalf of the Council by instructing One Legal to draft the new lease documents.

Environmental Implications:

Should the disposal be approved then the land would benefit from a greatly improved layout and enhanced maintenance by the Rugby Club.

1.0 TEWKESBURY RUGBY CLUB LEASE

- 1.1** The Club has recently approached the Council to request the lease of an additional adjacent land parcel, as shown hatched on the attached Appended Plan. The land occupies 0.34 hectares of public open space bordering Despenser Road. The Rugby Club's intention is to utilise this as a rugby pitch for their Under 12 players as presently there are not enough pitch facilities to accommodate their playing needs.
- 1.2** The land is large enough to accommodate one full-size rugby pitch, running parallel with Despenser Road, between the road and the dead ball line of the Club's first team pitch. It would allow two junior games to be played at the same time within the safe confines of the Club grounds. Youth rugby games involve no kicking and offer the opportunity for young players to develop their passing, catching and handling skills.

- 1.3** The Rugby Club has advised that pedestrian access to the pitch will be either from Despenser Road or from within the site, and any additional parking created would be accommodated within the Club's main car park. These access arrangements could be controlled by the terms of the lease to avoid any local concerns during times of flooding around Gander Lane.
- 1.4** The Junior Rugby section of Tewkesbury Rugby Club has grown from 60 young players in 2008 to 250 young players who have currently registered during 2015. This figure and interest in the sport is expected to rise significantly as part of the legacy of England and Wales hosting the Rugby World Cup 2015. This growth in participation has already seen development of the Club's ladies and girl's rugby section with the provision of four teams (senior, under 18's, under 15's and under 13's). The Club has is also represented by seven players in the South West squad and one in the England development squad.
- 1.5** The Council has recently invested £70,000, as part of a wider Capital Grant Project Application, to support the provision of a new self-contained changing facility. This has allowed the Club to extend its activities and use of facilities for its own range of sports and ages groups, in addition to supporting other local community events and sports clubs. Tewkesbury Running Club which is based at the site, and football teams using the Vineyards pitch, will all benefit from this new facility. The Rugby Club, with its team of volunteers, also host and support the annual Tewkesbury Half Marathon and the newly established Tewkesbury Parkrun each Saturday.
- 1.6** The Council is currently responsible for the maintenance of this public open space and two grass cuts are carried out each year. The open space is used for outdoor recreational purposes by the local community. There have been no recently reported incidents of anti-social behaviour on this land.

2.0 OTHER OPTIONS CONSIDERED

- 2.1** The Council has considered whether the land might be suitable for future development. However the land is located within Flood Zone 2 of the Environment Agency's Flood Map for Planning (Rivers and Sea). This restricts any potential development opportunities available to the Council. By agreeing to include the additional land parcel within a lease to the Rugby Club, the Council is increasing the benefit of outdoor sporting activities to the young community.
- 2.2** Tewkesbury Rugby Club has considered if land at the Vineyards could provide a suitable alternative for their youth rugby needs. However this has raised a safeguarding issue for the Club regarding the safety of children accessing these 'off-site' facilities. If the land off Despenser Road was leased to the Club then it would allow young players to access and use the Club facilities within the safe confines of the grounds and under the guidance of two coaches.
- 2.3** Tewkesbury Rugby Club has considered retaining and continuing with the land available under the terms of the current lease. However the Club considers that this is now insufficient to meet the development needs and aspirations of its junior rugby section.

3.0 CONSULTATION

- 3.1** The land that Tewkesbury Rugby Club has requested a lease on is categorised as Public Open Space. In this respect the Council has complied with its statutory duty (under the Local Government Act 1972) by advertising its intention to dispose of land consisting or forming part of an open space in the local press on two occasions for two consecutive weeks. Tewkesbury Town Council has also received a copy of the intention notice.

3.2 There is a statutory obligation under the same Act to consider any objections received. Following the advertisement the Council has received a written letter of objection from a Despenser Road resident accompanied by 37 signatures and an email of reservations and suggestions from a Despenser Road resident. The objections can be summarised as follows:

- Financial effect on property and road.
- Damage to cars from flying balls.
- Possible unsightly fencing.
- Excessive noise on training days and match days.
- When the Vineyards entrance is flooded a volume of Club cars park on Despenser Road.
- The Club already has an accessible pitch on the Vineyards.
- The Council is trying to dispose of land to avoid the upkeep of grass cutting.
- Lack of publicity on Club's entrance gates.
- When parking occurs in residents spaces and on this land, individuals (who the objection writer believes to be Club members) have been seen urinating there.
- Consideration requested for the parking needs of the 13 Despenser Road houses facing the land e.g. painting house numbers on permanently allocated spaces or a drop down bollard system.
- Request for suitable and safe fencing which is not an eye-sore.
- Request for a meeting with residents as no notices of the proposed disposal have been displayed at the Rugby Club.

3.3 The Council's response can be summarised as follows:

- The use of the land would be for junior rugby games only which involves no ball kicking, only passing and handling skills. This would negate any concerns regarding damage to cars from flying balls.
- If, in the event it was considered that fencing would be required, the terms of the lease would stipulate that the correct planning, design and safety processes are followed.
- It should be noted that the Council does not own the existing parking spaces on Despenser Road, so has no control over their marking or the placing of bollards on them.
- As stated in this report, any additional parking created would be accommodated within the Club's main car park and access arrangements would be controlled by the terms of the lease to avoid any local concerns during times of flooding around Gander Lane.
- The use of the pitches at the Vineyards has already been considered by the Club and has raised a safeguarding issue for its young players.
- Tewkesbury Rugby Club will arrange a meeting to listen to any concerns from local residents.

4.0 RELEVANT COUNCIL POLICIES/STRATEGIES

4.1 The Tewkesbury Local Plan to 2011 Policy Number EVT5 specifies that, within areas of High Flood Risk and Low Medium Flood Risk, proposals for development must be accompanied by a Flood Risk Assessment.

5.0 RELEVANT GOVERNMENT POLICIES

5.1 As stated the land is located within Flood Zone 2. (Environment Agency's Flood Map for Planning (Rivers and Sea). The Environment Agency assesses this zone as having a one in 1000 chance of flooding each year (Medium to Low Risk).

The government's National Planning Policy Framework (NPPF) specifies that inappropriate development in areas at risk of flooding should be avoided.

6.0 RESOURCE IMPLICATIONS (Human/Property)

6.1 The lease of this land parcel will eliminate the need for Council resources to be spent on the future management and maintenance of the land.

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

7.1 The lease of the land to the Rugby Club will help to provide for an improved environment and facilitate more sustainable outdoor rugby playing facilities. The larger land parcel will be used to increase youth playing opportunities, supporting England's World Cup Legacy, while promoting social interaction and outdoor activity for the young people of Tewkesbury. The Council would work with the Rugby Club to support increased participation to reduce anti-social behaviour within the wider community and this would be referenced within the lease.

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

8.1 The Council has a statutory obligation under Section 123 of the Local Government Act 1972 to ensure that it obtains best price (value for money) for any land it sells or leases for periods of longer than seven years. A full valuation of the open market value of the additional land parcel has therefore been carried out to determine this.

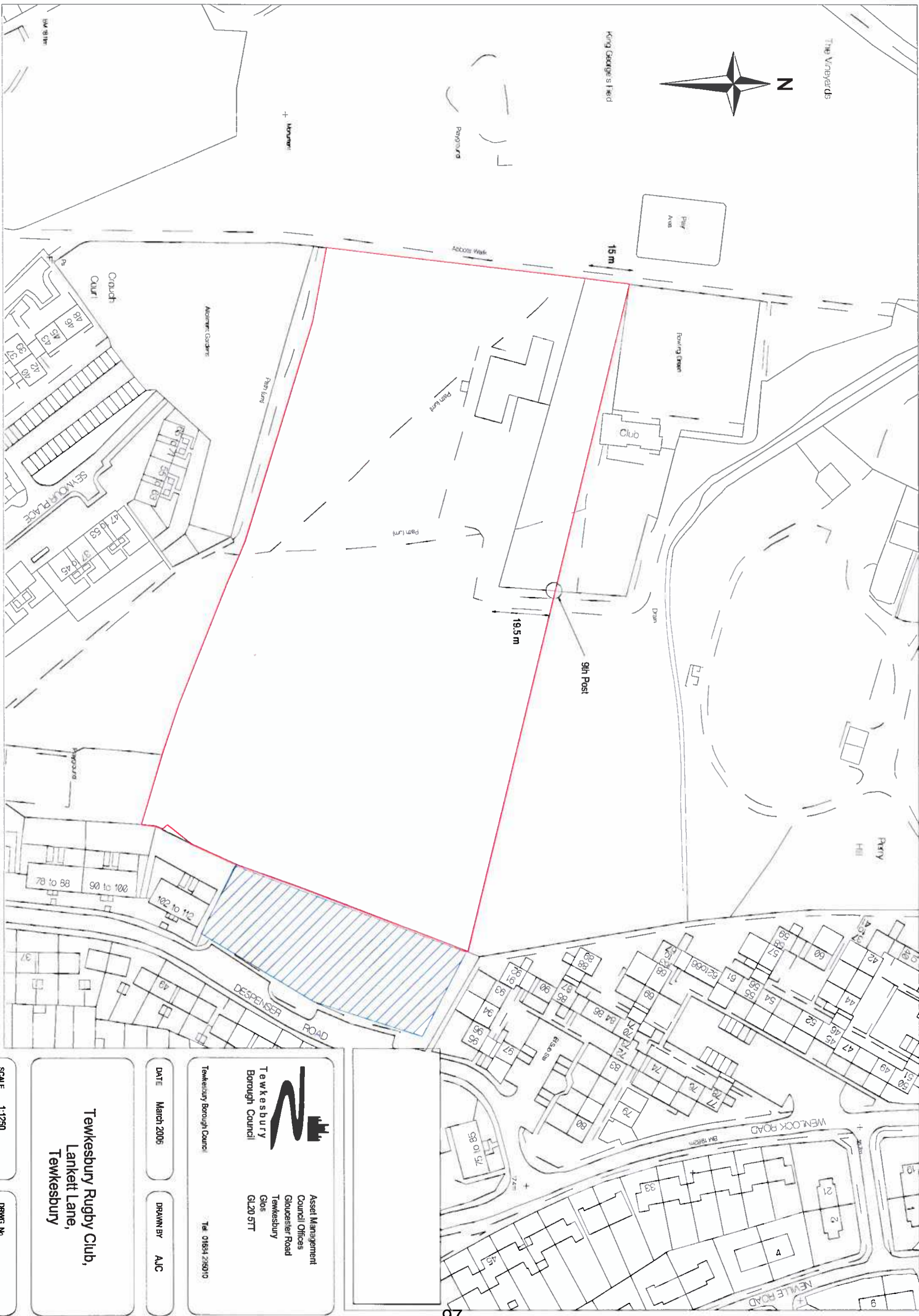
9.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

9.1 None.

Background Papers: None.

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Appendices: 1. Plan - Tewkesbury Rugby Club and adjoining land parcel.




SCALE 1:1250

DRWG. No.

DATE March 2006

DRAWN BY A.J.C

Tewkesbury Rugby Club,
Lankett Lane,
Tewkesbury



Tewkesbury Borough Council

Asset Management
Council Offices
Gloucester Road
Tewkesbury
Glos
GL20 5TT

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TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	14 October 2015
Subject:	Establishment of Boundary Review Working Group
Report of:	Lin O'Brien, Democratic Services Group Manager
Corporate Lead:	Sara Freckleton, Borough Solicitor
Lead Member:	Councillor R J E Vines, Leader of the Council
Number of Appendices:	One

<p>Executive Summary:</p> <p>The Local Government Boundary Commission for England (LGBCE) has now advised of its intention to commence a review of Borough Electoral Wards in August 2016. In order for the Council to be proactive in its response it is suggested that a Boundary Review Working Group be established.</p>
<p>Recommendation:</p> <p>To approve the setting up of a Boundary Review Working Group in line with the Terms of Reference attached at Appendix 1 to the report.</p>
<p>Reasons for Recommendation:</p> <p>To allow the Council to formulate its expectations in terms of the review of the Council's electoral arrangements.</p>

<p>Resource Implications:</p> <p>Officer resources will be required to support the Group in its work.</p>
<p>Legal Implications:</p> <p>None arising directly from this report.</p>
<p>Risk Management Implications:</p> <p>None.</p>
<p>Performance Management Follow-up:</p> <p>If agreed, the Working Group will be established as identified within the Terms of Reference and meeting dates scheduled for the New Year.</p>
<p>Environmental Implications:</p> <p>Not applicable.</p>

1.0 INTRODUCTION/BACKGROUND

- 1.1** In March 2013, the Council received a letter from the LGBCE concerning a review of the Borough Electoral Wards being included in the Commission's 2014/15 Work Programme. The matter was referred to the Executive Committee in April and a response was sent to the Commission suggesting that the Council would prefer to be included in the 2015/16 Work Programme which would give the new Council the opportunity to play a major part in the review; allow the position in relation to electoral imbalances to be clearer; assess the impact of Individual Electoral Registration (IER); and allow for more certainty on the impact of current and future development. Any review commencing in 2014/15 would not be completed in time for implementation in 2015 and would therefore not take effect until 2019.
- 1.2** In response the Commission initially stated that, although the Council's comments were considered it had determined that a review of the Council's electoral arrangements would take place in 2014/15. Subsequently the Commission indicated that, in reviewing its Work Programme and given that the next available election at which the electoral review could be implemented was 2019, it was reasonable to postpone the start of the review until after the General Election in May 2015.
- 1.3** The Council has now been advised that its review is scheduled to commence in August 2016 with completion towards the end of 2017.

2.0 THE WAY FORWARD

- 2.1** At the meeting of Exec/CLT on 21 August 2015, Members received a note prepared by the Deputy Chief Executive containing feedback from a presentation that she and Councillor Dean had attended, given by the Chairman of the Boundary Commission and the Chief Executive of Wealden District Council at the LGA Conference. This note identified the need for the Council to be proactive and not wait until the review commenced to start work on the electoral arrangements required by the Council in order to deliver on future expectations. Members were advised that there would be a six month lead in to the review but were keen to establish a Working Group to examine what was required. Members were also informed that the Commission would base its work around the electorate contained within the revised Electoral Register to be published on 1 December 2015, updated monthly, and five year projections of Ward electorates.
- 2.2** Bearing in mind this timescale, and the fact that the Commission is likely to want to meet with the Council in March/April 2016, it is suggested that a Working Group be established as set out in Appendix 1 to begin meeting in the New Year.

3.0 OTHER OPTIONS CONSIDERED

- 3.1** None.

4.0 CONSULTATION

- 4.1** None required at this stage.

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

- 5.1** No applicable.

6.0 RELEVANT GOVERNMENT POLICIES

6.1 Not applicable.

7.0 RESOURCE IMPLICATIONS (Human/Property)

7.1 None at this stage.

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

8.1 Not applicable.

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

9.1 Not applicable.

10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

10.1 Not applicable.

Background Papers: None.

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Appendices: 1. Proposed Terms of Reference for the Boundary Review Working Group.

Boundary Review Working Group – Terms of Reference

1. AIMS AND OBJECTIVES

To review the future electoral requirements of the Council taking into account the continuing reduction in funding, the impact on service delivery and the decision-making process.

2. CONSTITUTION AND POWERS

- (i) The Group shall comprise nine Members of the Council (political composition to be determined by the Leader and Deputy Leader of the Council following which nominations will be made by Group Leaders as appropriate).
- (ii) The Group shall complete its task upon the Local Government Boundary Commission for England (LGBCE) publishing its final proposals for the Borough Ward electoral arrangements for Tewkesbury Borough Council.
- (iii) The Group shall, at its first meeting, appoint a Chairman and Vice-Chairman.
- (iv) The quorum of the Group shall be three Members.
- (v) Substitution arrangements will not apply.

3. TERMS OF REFERENCE

- (a) To formulate and recommend to Council proposed submissions to the LGBCE relating to Council size and the electoral warding arrangements.
- (b) To facilitate, coordinate, involve and consult all Borough Councillors, Parish Councils and community organisations in the review process to ensure effective consultation and participation in the Council's submissions.
- (c) To advise Council on the LGBCE's draft and final recommendations during the review process.
- (d) To coordinate the Council's responses to the LGBCE's review of Tewkesbury Borough Council's electoral arrangements.

4. DELEGATED POWERS

Electoral Reviews are a matter specifically reserved to the Council in the Council's Constitution.