



25 February 2020

Committee	Executive
Date	Wednesday, 4 March 2020
Time of Meeting	2:00 pm
Venue	Tewkesbury Borough Council Offices, Severn Room

ALL MEMBERS OF THE COMMITTEE ARE REQUESTED TO ATTEND

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 (during office hours staff should proceed to their usual assembly point; outside of office hours proceed to the visitors' car park). 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.

3. DECLARATIONS OF INTEREST

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.



	Item	Page(s)
4. MINUTES	To approve the Minutes of the meeting held on 5 February 2020.	1 - 9
5. ITEMS FROM MEMBERS OF THE PUBLIC	To receive any questions, deputations or petitions submitted under Rule of Procedure 12. <i>(The deadline for public participation submissions for this meeting is 27 February 2020)</i>	
6. EXECUTIVE COMMITTEE FORWARD PLANS	To consider the Committee's current Forward Plan and the Forward Plan for 2020/21.	10 - 17
7. GROUNDS MAINTENANCE WORKING GROUP PROGRESS	That the recommendations set out in Paragraph 3 of the report be approved and that future monitoring of grounds maintenance be undertaken by the Depot Services Working Group	18 - 26
8. ONE LEGAL SHARED SERVICE DEVELOPMENT	To consider entering into an agreement and consequential arrangements to expand the One Legal Partnership.	27 - 31
9. REVISED SAFEGUARDING POLICY	To approve the revised Safeguarding Policy.	32 - 44
10. VISION 2050 BOARDS UPDATE	To update Members in respect of the progress of the Gloucestershire Vision 2050 Boards established by Leadership Gloucestershire and to confirm the Council's representation on the Boards	45 - 58
11. SEPARATE BUSINESS	The Chairman will move the adoption of the following resolution: That under Section 100(A)(4) Local Government Act 1972, the public be excluded for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.	
12. SEPARATE MINUTES	To approve the separate Minutes of the meeting of the Committee held on 5 February 2020.	59 - 60

DATE OF NEXT MEETING
WEDNESDAY, 1 APRIL 2020
COUNCILLORS CONSTITUTING COMMITTEE

Councillors: R A Bird (Chair), G F Blackwell, M Dean, L A Gerrard, M A Gore, E J MacTiernan, J R Mason (Vice-Chair), C Softley, R J Stanley, M G Sztymiak and R J E Vines

Substitution Arrangements

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

Recording of Meetings

In accordance with the Openness of Local Government Bodies Regulations 2014, 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, 5 February 2020 commencing at
2:00 pm**

Present:

Chair
Vice Chair

Councillor R A Bird
Councillor J R Mason

and Councillors:

G F Blackwell, M Dean, R D East (Substitute for M A Gore), L A Gerrard, E J MacTiernan,
C Softley, R J Stanley, M G Sztymiak and R J E Vines

also present:

Councillors K J Cromwell and D J Harwood

EX.75 ANNOUNCEMENTS

- 75.1 The evacuation procedure, as noted on the Agenda, was taken as read.
- 75.2 The Chair welcomed Councillors Cromwell and Harwood to the meeting. He advised that Councillor Cromwell was in attendance as Overview and Scrutiny Committee Chair for Item 14 – Trade Waste Services and Councillor Harwood was in attendance as an observer.
- 75.3 There was also a representative from the Counter Fraud Unit in attendance for Items 7 – Whistleblowing Policy and 8 – Prosecution of Housing and Tenancy Fraud on Behalf of Social Housing Providers.

EX.76 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

- 76.1 Apologies for absence were received from Councillor M A Gore. Councillor R D East would be acting as a substitute for the meeting.

EX.77 DECLARATIONS OF INTEREST

- 77.1 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.
- 77.2 There were no declarations of interest made on this occasion.

EX.78 MINUTES

- 78.1 The Minutes of the meeting held on 8 January 2020, copies of which had been circulated, were approved as a correct record and signed by the Chair.

EX.79 ITEMS FROM MEMBERS OF THE PUBLIC

79.1 There were no items from members of the public.

EX.80 EXECUTIVE COMMITTEE FORWARD PLAN

80.1 Attention was drawn to the Committee's Forward Plan, circulated at Pages No. 16-17. Members were asked to consider the Plan.

80.2 Accordingly, it was

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

EX.81 WHISTLEBLOWING POLICY

81.1 The report of the Head of Corporate Services, circulated at Pages No. 18-33, presented an updated Whistleblowing Policy which Members were asked to approve.

81.2 Members were advised that the revised Policy was very similar to the previous one but with a few minor amendments to reflect legislative changes. The Policy had been considered by the Audit and Governance Committee at its meeting on 22 January and had been recommended to the Executive Committee for approval.

81.3 In response to a query regarding how it would be distributed to staff, the Committee was advised that the Policy would be placed on the intranet and, in addition, all Officers had recently attended whistleblowing training.

81.4 Accordingly, it was

RESOLVED: That the Whistleblowing Policy be **APPROVED**.

EX.82 PROSECUTION OF HOUSING AND TENANCY FRAUD ON BEHALF OF SOCIAL HOUSING PROVIDERS

82.1 The report of the Head of Finance and Asset Management, circulated at Pages No. 34-37, set out an opportunity for the Council to utilise enforcement powers which were available to it in order to prevent, detect and prosecute housing and tenancy fraud on behalf of social housing providers. Members were asked to endorse the use of appropriate enforcement powers, and those powers set out in the Prevention of Social Housing Fraud Act 2013, and to support the prosecution, where appropriate, of housing and tenancy fraud offences committed in relation to properties owned by social housing providers within and outside of the Borough.

82.2 Members were advised that the Counter Fraud Unit currently provided counter fraud services to a number of social housing providers from across Gloucestershire to investigate tenancy fraud and the recommendation in the report would allow the legal team to prosecute both within the Borough and outside of it.

82.3 Accordingly, it was

- RESOLVED:**
1. That the use of appropriate enforcement powers and those powers set out in the Prevention of Social Housing Fraud Act 2013 (PoSHFA) be **ENDORSED**.
 2. That the prosecution (where appropriate) of housing and tenancy fraud offences committed in relation to properties owned by Social Housing Providers within and outside the Borough be supported.

EX.83 BUDGET 2020/21

- 83.1 The report of the Head of Finance and Asset Management, circulated at Pages No. 38-52, set out a proposed budget for 2020/21 which the Committee was asked to recommend to Council for approval.
- 83.2 The Head of Finance and Asset Management drew attention to a number of key points. He explained that the local government finance settlement would be rolled over for a further year with an uplift in funding in line with inflation - this would only generate an additional £31,000 given that the base funding level was so low. In terms of New Homes Bonus funding, for 2020/21 the Council would receive £3.73million from the Scheme; however, there was the potential that the funding may be withdrawn after that and this was of significant concern to the Council given the amount that was utilised to support the base budget. For 2020/21, the proposed use of New Homes Bonus included support to the base budget; planning appeals; climate emergency support; HGV driver training; collection of small electrical equipment; IT and digital development plan; Borough Elections; business rates intelligence; Community Funding Officer; Heritage Action Zone match funding; Economic Development and Tourism Officer; tourism study; Medium Term Financial Strategy reserve; investment fund; and pay award contingency. Referring to business rates retention, the Head of Finance and Asset Management explained that the government's intention had been to move the local authority sector as a whole to a 75% retention scheme from 1 April 2020; however, this had now been delayed for one year and the current 50% retention scheme would instead apply for 2020/21. It was estimated that the growth retained under the 50% scheme would increase by around £60,000 to £739,000. Referring to Council Tax, the Head of Finance and Asset Management advised that, given the level of deficit for 2020/21 and the medium term financial forecast of continued deficits, it was necessary to recommend an increase in Council Tax of £5 per year at Band D level – the equivalent of 4.19% - in order to balance next year's budget. The recommended increase should mean the Council remained within the bottom 10 precepting authorities. Referring to Paragraph 6.0 of the report - budget proposals – Members were advised that the projection within the Medium Term Financial Strategy had highlighted a potential deficit of £0.8million for 2020/21 and this had been reflected in the draft budget requirements put forward by service areas. Significant savings and increased income had been made to offset the deficit and this had resulted in the net cost of services only increasing by £183,777 (2.09%) for the next financial year. Particular attention was drawn to the estimates for 2020/21 which included an allowance for a 2% pay award – however, negotiations between Unions and the employers were yet to progress with Unions requesting a pay award significantly in excess of inflation; should agreement be reached which was in excess of 2%, a contingency within New Homes Bonus allowed coverage up to a level of 3%. The finance available to fund the net budget requirement included: revenue support grant; rural services delivery grant; business rates baseline; retained business rates; New Homes Bonus; collection fund surplus; minimum revenue provision; and net transfers to/(from) reserves. When this was all

taken into account the balance to be funded by Council Taxpayers for 2020/21 was £4,394,992.

- 83.3 During the discussion which ensued, a Member indicated that the increases detailed at Table 5 included some quite large increases in the areas of Corporate Services, Development Services and Community Services and he questioned what the increases related to. In response, the Head of Finance and Asset Management explained that they did not generally relate to an increase in staff but covered a variety of things e.g. the increase in Corporate Services was use of New Homes Bonus funding to support the ICT team and ICT infrastructure and Community Services included the increased costs to waste and recycling etc. Another Member questioned whether the money set aside for the ICT digital development plan, and the subsequent increase in ICT capacity, was enough for the Council's needs. In response, the Head of Finance and Asset Management explained that, compared to the overall need, the amount set aside was probably not really enough but the Council had a finite amount of money to allocate which had to be taken into consideration. Compared to other services the ICT section had a larger allocation for 2020/21.
- 83.4 Referring to Pages No. 45 and 46, a Member questioned why the costs of collecting recycled materials had increased and what the anticipated costs of the Council's Microsoft Office licences was expected to be. In response, the Head of Finance and Asset Management explained that the increased cost in dealing with recycled materials was due to the tonnage collected and increased contamination rates as well as the cost of the Waste Transfer Station. The Council had just begun to look at the recycling of paper and card as the market for those materials was limited currently which would have an impact on the Council's finances. In respect of Microsoft licensing, the ICT Manager advised that this was extremely complicated. The Council was currently reaching the end of its three year agreement and, as Microsoft now carried a lot of the market, the discounts it had given had now expired – the Council had been receiving a 65% discount but that was now more like 15-20% - in addition, the Council had an increased number of users in many service areas which added to the costs. Other options had been considered but the costs had been extremely prohibitive. Another Member questioned whether £70,000 from New Homes Bonus for Borough Elections was in proportion. In response, the Head of Finance and Asset Management explained that the New Homes Bonus funding was used to pay for the Borough Elections so if that funding ceased the Council needed to ensure it could still pay for its own elections. The £70,000 which was recommended made a good start to the funding of the next elections in 2023 which in 2019 had cost around £140,000. In terms of the emerging risk of the additional cost of recycling, a Member questioned how it was known that Tewkesbury Borough Council was the cause of the contamination. In response, the Head of Community Services explained that the loads were kept separate at the Waste Transfer Station and when it was run through the Materials Recovery Facility (MRF) at Avonmouth it was Tewkesbury Borough's waste which was contaminated.
- 83.5 Having considered the information provided, it was

RESOLVED: That it be **RECOMMENDED TO COUNCIL** that:

1. A net budget of £8,956,607 be **APPROVED**.
2. A Band D Council Tax of £124.36, an increase of £5.00 per annum, be **APPROVED**.
3. The use of New Homes Bonus, as proposed in Paragraph 3.5 of the report, be **AGREED**.

4. The addition of £183,965 to the capital programme to fund new ICT requirements, as outlined in Paragraph 9.5 of the report, be **AGREED**.
5. The capital programme, as proposed in Appendix A to the report, be **AGREED**.

EX.84 FINANCIAL UPDATE - QUARTER THREE 2019/20

- 84.1 The report of the Head of Finance and Asset Management, circulated at Pages No. 53-63, provided the financial performance information for the third quarter of 2019/20. Members were asked to consider the information provided.
- 84.2 The Committee was advised that the report highlighted a quarter three surplus of £310,256 on the revenue budget which was pleasing. In terms of employee costs, a surplus of £148,351 was shown which was mainly generated through staff vacancies – services had managed vacancies during the period by utilising current staff to cover work in the short term and limiting, where possible, the use of agency staff. In addition, there were savings arising from the Chief Executive post following the Council's decision to grant flexible retirement; there was a deficit reported on supplies and services which related to European and Parliamentary Elections, this also affected the deficit position on payments to third parties, but the Council received grant income to cover those costs therefore the income surplus within Democratic Services matched off that expenditure. In addition, the Borough Election expenditure was also contained within Democratic Services and this was matched off through one-off funding from reserves and New Homes Bonus so, overall, Democratic Services was in a cost neutral position. Transfer payments was showing a deficit of £30,000 which related to expenditure on housing benefit and recovery of subsidy from the government – during the year, several significant overpayments relating to claimant error, which went back over several years, had been identified and this had reduced the subsidy that could be recovered from the government which had led to the deficit position. Notwithstanding this, the forecast full year deficit being reported was a significant improvement on the previously reported position and reflected the positive direction of travel over the last three or four months. The Council aimed to recover 100% of the debt from the claimant therefore in the long run the deficit on the housing benefit claim could be eradicated – unfortunately recovering significant overpayments could take time. Income was showing a net surplus of £354,763 which was being offset by a deficit of £105,000 on planning income at the end of December 2019. The expectation was that, by year-end, planning applications received may reduce the deficit to £77,000. There was also a deficit of £81,000 on the amount of recycling credits received due to the actual level of recyclate collected being less than was included in the budget. In addition, it had been identified that the budget did not include a sufficient allowance for non-recyclable material in the system therefore the recycling credits due had been overestimated.

- 84.3 Referring to the corporate codes, the Head of Finance and Asset Management explained that there was a significant budget deficit shown on investment properties which was due to the Council's inability to secure another commercial property during the year – this had meant that the income expected to be received in rent had not been achieved. There were currently two properties going through the due diligence process and it was hoped that at least one of those could be secured. The loss in rental income to date had been mitigated to a large extent by treasury management costs having been reduced through lower borrowing and no minimum revenue provision payment being made. Business rates was showing a surplus at December 2019 of £161,129, with the Gloucestershire pool's latest position showing a positive return, and it was expected that a windfall surplus of approximately £250,000 could be delivered by year-end.
- 84.4 Returning to the payments to third parties deficit of £214,973, the Head of Finance and Asset Management explained that the majority related to the delivery of the contract sum with Ubico which had increased to a deficit of £204,643 and a projected year-end overspend of £272,857. The information received from Ubico indicated that the corporate costs of the business had been overlooked previously and, having now been reviewed, the significant overspend could be broken down into four key categories: insufficient recovery rate at budget setting for 2019/20, previously agreed at 5.8% of contract sums; 2019/20 budget deficiencies for items such as ICT support and absence management systems; shareholder agreed increased costs such as the appointment costs of Non-Executive Directors and the Financial Director; and cost movements during the year such as support costs from Publica. As a result of the review, an additional £77,000 of costs relating to the corporate core of Ubico had been added to the Tewkesbury contract – all Ubico contracts had been affected by this issue. Following a meeting with Tewkesbury Borough Council Officers, senior management at Ubico had frozen all non-essential spending across the organisation and a value for money review of all elements of expenditure throughout the organisation had been commenced which may lead to reduced costs in future years. Ubico had given assurances that the budget for 2020/21 would not be increased as a result of the additional corporate costs and it would present cost reduction proposals to cover the additional expenditure. In addition, the Section 151 Officers of all shareholding Councils had agreed to support Ubico in a review of the corporate costs of the organisation. The Ubico representative advised that she was extremely disappointed with the current situation and the Director who had previously been reporting on the figures had given no indication of the significant problems which were faced. The work undertaken in partnership on the contract costs had been good but the corporate costs had not been interrogated in the same way. In terms of the Non-Executive Directors, the Ubico representative explained that a Board review had been undertaken with the new Board being based on skills making it more sustainable. The review had recommended the appointment of three Non-Executive Directors and the costs shown were for the recruitment of those posts. The retirement of the Commercial Director and subsequent appointment of a new Finance Director had not been anticipated at the budget-setting process which was the reason it was only being raised at this point. In terms of the additional £77,000 required from Tewkesbury Borough Council, the Head of Finance and Asset Management confirmed that the impact was different across the various partner authorities as it was based on an apportionment of the contract sum. Tewkesbury Borough's was currently 5.8% - although this depended on any overspend or underspend at year end – the apportionment was done at the beginning of the year. Going forward the Council would have a full picture of Ubico's finances with complete transparency and Officers were happy with the controls in place; it was felt that the appointment of the new Finance Director would also strengthen that position.

84.5 Accordingly, it was

RESOLVED: That the financial performance information for the third quarter of 2019/20 be **NOTED**.

EX.85 HOUSING STRATEGY MONITORING REPORT (YEAR 4)

- 85.1 The report of the Head of Community Services, circulated at Pages No. 64-92, presented the action plan for 2020/21 which formulated the actions to continue to meet the priorities of the Housing Strategy and provided a summary of the key activities which had been achieved in the third year of the strategy as well as the proposed activities for year four. Members were asked to support the Housing Strategy action plan for 2020/21.
- 85.2 The Head of Community Services explained that the Housing Strategy 2017-21 had been developed by an Overview and Scrutiny Working Group and adopted by the Council in January 2017. Annual action plans were agreed by Executive Committee with regular reporting to Overview and Scrutiny Committee for review of achievements and future challenges. The action plan priorities focused on developments in the service rather than service performance which was outlined in the performance tracking. The current year was the last of this Strategy so next year a new Strategy would be adopted; given the success of the current Strategy it was proposed that the new Strategy would be developed in a similar way using an Overview and Scrutiny Working Group.
- 85.3 During the discussion which ensued, a Member questioned what the average turnaround time was in social housing i.e. from the day a property became vacant to a new tenant moving in. In response, the Strategic Housing and Enabling Officer advised that there had been some improvement in that since the transfer to Bromford Housing but he would have to investigate this with Bromford and respond after the meeting. Generally speaking, the tenant gave one month's notice then the registered provider advertised the property and the new property would be ready to move into in six to eight weeks; however, some applicants could be waiting a while for upgrades to the property so the timing did vary. Another Member questioned whether it would be possible for Members to visit the new modular housing site at Staverton before it was inhabited; in response, the Head of Community Services indicated that this would be possible - Rooftop usually had an open day once a development was complete so that could offer some scope for a visit. Some Members had understood that modular homes were built in a factory and then were quickly erected on site so had not thought the process would take as long as it had in Staverton. In response, the Head of Community Services advised that there were different types of modular housing and Rooftop preferred to build onsite for reasons of cost and durability of properties. It should also be noted that, whilst modular housing was quicker to build, there was still the same amount of groundwork preparations to undertake as well as installation of supplies, e.g. power, sewage, water, which could take a lot of time depending on what was required. In terms of the Winchcombe site, this was currently in the planning stages.
- 85.4 Accordingly, it was
- RESOLVED:** That the Housing Strategy Action Plan for 2020/21 be **SUPPORTED**.

EX.86 ICT STRATEGY

- 86.1 The report of the Head of Corporate Services, circulated at Pages No. 93-107, attached the revised ICT strategy which Members were asked to approve.
- 86.2 Members were advised that to deliver the Council's properties and to support day to day operational activities, it was essential that the Council's ICT infrastructure was as effective and secure as possible. The Strategy set out four key themes to maximise the Council's ICT resources and an action plan indicated how those would be addressed: security – key actions included the implementation and testing of a new firewall through to cultural awareness of risks around phishing/scam emails; sustainability – a key action would be to develop a register of ICT assets and when they needed to be replaced; stability – key actions would include a review of disaster recovery plans through to preventative measures such as the review of existing systems to identify single points of failure and how they could be managed; and simplicity – a key action was to carry out an assessment and implement the equipment necessary for staff to work effectively and so they got the same experience regardless of location.
- 86.3 It was intended that the action plan would be refreshed annually throughout the lifetime of the Strategy to ensure it remained relevant and up-to-date. One of those actions was to establish an internal ICT Technical Board - made up of strategic officers from across the Council - to provide governance and technical assurance for ICT related projects as well as hardware and software procurement. Another role of the Board would be to monitor delivery of the action plan in addition to the six monthly reporting to Transform Working Group.
- 86.4 In response to a query regarding the achievability of the target dates within the action plan, the ICT Manager confirmed that he was fairly confident on the dates included which had been put together based on a forecast of those actions that the Council had to meet, security compliance and things the Council had chosen to implement.
- 86.5 Having considered the information provided, it was

RESOLVED: That the ICT Strategy be **APPROVED**.

EX.87 SEPARATE BUSINESS

- 87.1 The Chair proposed, and it was

RESOLVED That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely discussion of exempt information as defined in Part 1 of Schedule 12A of the Act.

EX.88 TRADE WASTE SERVICES

(Exempt –Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 –Information relating to the financial or business affairs of any particular person (including the authority holding that information))

- 88.1 Members considered the recommendations from the Overview and Scrutiny Committee in respect of the Council's trade waste service, along with the Officer's report, and agreed that a detailed business case on the pilot proposal, which built on the work already undertaken, be prepared with other third party options being presented for review by the Overview and Scrutiny Committee in order that a recommendation on the way forward could be made to the Executive Committee.

The meeting closed at 3:25 pm

EXECUTIVE COMMITTEE FORWARD PLAN 2019/20

REGULAR ITEM:

- Forward Plan – To note the forthcoming items.

Addition to 4 March 2020

- Revised Safeguarding Policy.
- City Region Board.

Committee Date: 8 April 2020 (changed to 1 April)

Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Performance Management Report – Quarter Three 2019/20.	To receive and respond to the findings of the Overview and Scrutiny Committee's review of the quarter three performance management information.	Head of Corporate Services.	No.
Council Plan 2016/20 Refresh (Annual).	To consider the Council Plan and make a recommendation to Council.	Head of Corporate Services.	No.
High Level Service Plan Summaries (Annual).	To consider the key activities of each service grouping during 2018/19.	Head of Corporate Services.	No.
Regulation of Investigatory Powers (RIPA).	To receive a recommendation from the Audit and Governance Committee.	Head of Corporate Services.	No.
Retained Business Rates Update	To receive an update.	Head of Finance and Asset Management.	No
Recycling Matters.	To bring to the attention of the Committee and to consider emerging issues affecting the Council's recycling service.	Head of Community Services.	No.

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Agenda Item 6

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Changes from previously published Plan shown in bold

PENDING ITEMS

Agenda Item	Overview of Agenda Item
Shopfronts Supplementary Planning Document (SPD).	To agree the document for the purposes of consultation.
Spring Gardens Regeneration Phase 1a report.	To agree the recommendation of the preferred option for the regeneration of Spring Gardens.
Parking Strategy Review – July 2020.	To consider the recommendations from Overview and Scrutiny Committee.
Parking Strategy Review – September 2020.	To consider the statutory responses to the Parking Strategy Review.

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EXECUTIVE COMMITTEE FORWARD PLAN 2020/21

REGULAR ITEM:

- Forward Plan – To note the forthcoming items.

Addition to 1 April 2020

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Committee Date: 10 June 2020

Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Financial Outturn Report (including Capital Financing and Earmarked Reserves) (Annual).	To consider the Council's financial outturn.	Head of Finance and Asset Management.	No.
Corporate Enforcement Policy.	To receive a recommendation from Overview & Scrutiny Committee.	Head of Corporate Services.	No.

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Committee Date: 8 July 2020

Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Performance Management Report – Quarter Four 2019/20.	To receive and respond to the findings of the Overview and Scrutiny Committee's review of the quarter four performance management information.	Head of Corporate Services.	No.
Parking Strategy Review	To consider the recommendations from the Overview and Scrutiny Committee.	Head of Finance and Asset Management.	No.

Committee Date: 26 August 2020			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Financial Update – Quarter One 2020/21.	To consider the quarterly budget position.	Head of Finance and Asset Management.	No.
Wormington Village Hall Grant Update	To receive an update on the discussions in respect of the Wormington Village Hall grant following the decision of Executive Committee on 8 January 2020.	Head of Finance and Asset Management / Deputy Chief Executive	No.
Money Laundering Policy.	To approve the Money Laundering Policy following a recommendation from the Audit and Governance Committee.	Head of Finance and Asset Management.	No.
Confidential Item: Irrecoverable Debts Write-Off Report (Quarterly).	To consider the write-off of irrecoverable debts.	Head of Corporate Services.	No.
(To be considered in private because of the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)).			

Committee Date: 7 October 2020			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Performance Management Report – Quarter One 2020/21.	To receive and respond to the findings of the Overview and Scrutiny Committee's review of the quarter one performance management information.	Head of Corporate Services.	No.
Parking Strategy Review.	To consider the statutory responses to the Parking Strategy Review.	Head of Finance and Asset Management.	No.

Committee Date: 18 November 2020			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Financial Update – Quarter Two 2020/21.	To consider the quarterly budget position.	Head of Finance and Asset Management.	No.
Confidential Item: Irrecoverable Debts Write-Off Report (Quarterly).	To consider the write-off of irrecoverable debts.	Head of Corporate Services.	No.
(To be considered in private because of the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)).			

Committee Date: 6 January 2021			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Performance Management Report – Quarter Two 2020/21.	To receive and respond to the findings of the Overview and Scrutiny Committee's review of the quarter two performance management information.	Head of Corporate Services.	No.
Medium Term Financial Strategy (Annual).	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.	Head of Finance and Asset Management.	No.
Housing Strategy Monitoring Report – Year One (Annual).	To approve the Housing Strategy Monitoring Report.	Housing Services Manager.	No.
Treasury and Capital Management (Annual)	To approve and recommend approval to Council, a range of statutorily required polices and strategies relating to treasury and capital management.	Head of Finance and Asset Management.	No.

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Committee Date: 3 February 2021

Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Budget 2021/22 (Annual).	To recommend a budget for 2021/22 to the Council.	Head of Finance and Asset Management.	No.
Financial Update - Quarter Three 2020/21.	To consider the quarterly budget position.	Head of Finance and Asset Management.	No.
Confidential Item: Irrecoverable Debts Write-Off Report (Quarterly).	To consider the write-off of irrecoverable debts.	Head of Corporate Services.	No.
(To be considered in private because of the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)).			

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Committee Date: 3 March 2021

Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required

Committee Date: 31 March 2021			
Agenda Item	Overview of Agenda Item	Lead Officer	Has agenda item previously been deferred? Details and date of deferment required
Performance Management Report – Quarter Three 2020/21.	To receive and respond to the findings of the Overview and Scrutiny Committee's review of the quarter three performance management information.	Head of Corporate Services.	No.
Council Plan 2020/24 Refresh (Annual).	To consider the Council Plan and make a recommendation to Council.	Head of Corporate Services.	No.
High Level Service Plan Summaries (Annual).	To consider the key activities of each service grouping during 2019/20.	Head of Corporate Services.	No.

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PENDING ITEMS

Agenda Item	Overview of Agenda Item
Shopfronts Supplementary Planning Document (SPD).	To agree the document for the purposes of consultation.
Spring Gardens Regeneration Phase 1a report.	To agree the recommendation of the preferred option for the regeneration of Spring Gardens.
Trade Waste Review.	Following recommendation from Overview and Scrutiny Committee.

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	4 March 2020
Subject:	Grounds Maintenance Working Group Progress
Report of:	Head of Community Services
Corporate Lead:	Deputy Chief Executive
Lead Member:	Lead Member for Clean and Green Environment
Number of Appendices:	Two

Executive Summary:

The Grounds Maintenance Working Group was established by the Executive Committee at its meeting on 6 March 2019 and the Terms of Reference for the Group are attached at Appendix 1.

The Working Group met on four occasions between September 2019 and January 2020 where a range of issues were considered as set out in the Work Plan, attached at Appendix 2, and a number of recommendations have been developed as a result of its work.

The Working Group considered that there is further work to be undertaken but recommends that, as there are synergies with the work of the Depot Services Working Group, this would be more effectively carried out by that group.

The report was considered at the meeting of the Overview and Scrutiny Committee on 11 February 2020 where the Committee agreed to recommend to the Executive Committee as set out below.

Recommendation:

That the recommendations set out in Paragraph 3 of the report be APPROVED and that future monitoring of grounds maintenance be undertaken by the Depot Services Working Group.

Reasons for Recommendation:

Significant progress has been made by the Grounds Maintenance Working Group since its inception resulting in a number of recommendations for improvements to the service. The Overview and Scrutiny Committee considered that, whilst there is a continuing role for Members to play in terms of monitoring grounds maintenance, this should be subsumed within the work of the Depot Services Working Group which has a wider remit to look at the Ubico contract more generally.

Resource Implications:

Whilst there are no direct resource implications arising from the report at this time, it should be noted that the Council has set aside reserves as contingency in order to ensure that the grounds maintenance service has access to them should the need arise.

It should also be noted that the Borough Council continues to subsidise the cutting of County Highways-owned land in 2019/20 at an estimated cost of £44,000. The sustainability of maintaining this position in the longer term will need to be considered in light of pressures on the grounds maintenance service and the significant deficit within the Medium Term Financial Strategy.

Legal Implications:

The Highways authority has a duty to maintain verges for safety reasons. The Borough Council, via its contractor Ubico, currently undertakes this work across Tewkesbury Borough. The Borough Council also undertakes this work on behalf of a number of Parish Councils. Whilst no specific duty falls to district Councils to cut grass, the level of which is at the discretion of the individual Council, it stands to reason that if an authority has a responsibility to keep its land free from litter and detritus then it needs to maintain the land to a sensible level in order to do this effectively.

Risk Management Implications:

Grass cutting is a high profile service and any service failings impact on the reputation of the Council.

Performance Management Follow-up:

It is proposed that monitoring of grounds maintenance will be carried out by the Depot Services Working Group going forward; however, performance will also continue to be considered as part of the Ubico performance report to Overview and Scrutiny Committee.

Environmental Implications:

Whilst some environmentalists would argue that a natural environment is better for insects and wildlife, it stands to reason that if the Council wishes to maintain a safe and attractive environment then a programme of grass cutting has a positive impact on the health and wellbeing of the population.

1.0 INTRODUCTION/BACKGROUND

- 1.1 At its meeting on 11 February 2020, the Overview and Scrutiny Committee considered a report on the future of grounds maintenance and was asked to make recommendations to the Executive Committee for approval with the subsequent monitoring of grounds maintenance being undertaken by the Depot Services Working Group.
- 1.2 Following an unacceptable level of complaints being received about grass cutting from members of the public in the early part of 2018, the Executive Committee expressed concern about the level and quality of grass cutting across the borough. In response, a Grass Cutting Improvement Plan was adopted by the Executive Committee with responsibility for monitoring given to the Overview and Scrutiny Committee.

- 1.3 The Overview and Scrutiny Committee subsequently established a small Grass Cutting Working Group to oversee the delivery of the Plan and presented its findings to the Overview and Scrutiny Committee on 12 February 2019. The report included a recommendation to establish a further Member Group, with effect from the new Council term with Terms of Reference as set out at Appendix 1.
- 1.4 The Overview and Scrutiny Committee received the second report of the Working Group on the 11 February 2020 and agreed the recommendations as set out in section 3 of this report.
- 1.5 The Overview and Scrutiny Committee agreed that there was further work to be undertaken with regard to grounds maintenance and took the view that, whilst the Grass Cutting Working Group had undertaken valuable work, there was a great deal of synergy with the Depot Services Working Group and that this latter group would be well placed to consider the next stages for the grounds maintenance service.

2.0 GROUNDS MAINTENANCE WORKING GROUP WORK PLAN

- 2.1 The Working Group agreed a Work Plan at its first meeting, attached at Appendix 2. The topics considered by the Group included:
 - A report into grounds maintenance and street cleansing carried out by external consultancy WYG;
 - Funding of the grounds maintenance service;
 - Consideration of wildflower planting as a means of reducing costs;
 - Levels of complaints for the current year;
 - The approach to Highways land which Tewkesbury Borough Council cuts on behalf of Gloucestershire County Council Highways;
 - Additional developments that had been adopted and were required to be cut; and
 - How the planning regime could assist in reducing the level of work for future developments.
- 2.2 As the first meeting of the group took place in August 2019 it was noted that Ubico was already well into the grass cutting season. There had been a considerable improvement on the previous year due to the work on re-routing rounds, additional funding for overtime / agency staff and the additional equipment that Ubico has purchased in preparation for the year.
- 2.3 At the second meeting of the Working Group Members considered the report that had been undertaken by WYG on whether Ubico was providing a value for money service. Members considered the outcome of the report which were as follows:

“grounds maintenance for Tewkesbury is just about satisfactory but grass is unkept in places. Weed growth also seems to be an issue.” and

“Ubico is providing good value – if greater quality is required then, in addition to the very good internal service review and improvement plan being put into place, the Council should consider investing more into the service in respect of money to fund additional labour resources”.
- 2.4 Members also queried that the level of resource highlighted in the report did not equate with the level of resource that was actually on the ground. It was clarified that the information from the report was from the date when the service transferred to Ubico and that the number of staff had differed due to some originally being part-time and replaced by the full-time equivalents.

- 2.5** At this meeting Members also noted that complaints had significantly reduced during the 2019 grass cutting season and that quality and timeliness of grass cutting had improved significantly.
- 2.6** At the third meeting in October 2019 Members considered the use of Section 106 monies to better support the grounds maintenance service. The Head of Finance and Asset Management was present at the meeting and confirmed that some Section 106 monies had been transferred into the Council's reserves fund and was being used to fund the additional contingency currently allocated to support the service. Members were informed that it is highly likely that this contingency funding would continue into the 2020/21 financial year.
- 2.7** Also present at this meeting was the Community Infrastructure Levy (CIL) Manager and a Legal Advisor. Members queried whether developers could be required to consider grounds maintenance as part of their planning submissions e.g. could they be required to use slow growing forms of grass or other types of planting to ensure that in future levels of work for the Council were minimised.
- 2.8** At this meeting Members received an update on the pilot that had been undertaken at Brook Close in Winchcombe where a small, discreet piece of Highways land had only been cut twice during the growing season and had been closely monitored for quality throughout the grass cutting season.
- 2.9** Finally, Members also discussed the potential for wildflower planting and discussed the benefits and disbenefits of this approach. One of the benefits was the potential for reducing grass cutting in future years, however one of the disbenefits discussed was that the area can often look much worse before it looks better.
- 2.10** At the final meeting of the Working Group in January, Members considered the performance information relating to the quality of grass cutting for the 2019 growing season. In all 94 areas had been inspected across the Borough with the following results:

Standard	Description	Number assessed at this level
A	A Grade (Good) No litter Grass cutting kept on top of Minimal clippings due to being cut regularly No weeds Flat ground Well maintained generally e.g. no holes in ground, seeded	26
B	B Grade (Acceptable) Minimal grass cuttings Minimal weeds Regularly cut No more than 2 pieces of litter	42

C	Grade C (Unacceptable) Grass longer More grass cuttings remain due to grass being too long when cut A few weeds Possibly uneven ground No more than 2 pieces of litter	20
D	Grade D (Poor) Grass is of an unacceptable length Weeds present A lot of grass clippings left after cut Overgrown around obstacles e.g. street signs, trees. Takes longer to cut Litter present in quantities	6

- 2.11** Members were also updated on the digitisation of maps and rounds for grass cutting which has been completed. This will now be updated on an annual basis to take consideration of land ownership changes and any new estates / land that are adopted.

3.0 SUMMARY OF RECOMMENDATIONS

- 3.1** The work undertaken by the Group has resulted in a number of recommendations which the Overview and Scrutiny Committee recommended be taken forward to the Executive Committee as follows:
- 3.2** Recommendation 1 – Ubico Schedule of Rates - Members considered the WYG report in quite some depth and noted the findings. One area of particular concern was that Ubico did not appear to have a schedule of rates for pricing work. It was agreed that Ubico should produce a comprehensive schedule of rates to ensure that it is pricing work correctly. The schedule of rates should be shared with the Council (Head of Community Services).
- 3.3** Recommendation 2 – Planning Policy - Members discussed with the Community Infrastructure Levy Manager and the Legal Advisor the option to include a requirement for developers to include innovative planting regimes which would reduce the level of work on these developments in future years and it is recommended that the Head of Development Services / Planning Policy Manager shall consider whether it is possible to include a requirement to consider innovative approaches to grounds maintenance, including different grass varieties, within planning policies around new public open space.
- 3.4** Recommendation 3 – Wildflower Planting - Members discussed whether the use of wildflower planting could reduce the need for grass cutting in future and it was decided that no further work on wildflower planting should be considered (other than EU funded schemes already being considered) until the current project at The Grange Field is complete and the impact evaluated.

- 3.5** Recommendation 4 – Maintenance of land on behalf of Gloucestershire County Highways - Based on the results of the trial undertaken at Brook Close, Winchcombe to reduce the number of cuts undertaken to two, it was felt that the trial should be extended to a further two pieces of grass verge. These have yet to be decided but possible areas have been identified in Alderton, Bishop's Cleeve, Buckland, Hucclecote, Gretton and Laverton. The reason for choosing these areas are because they are large areas of work for the teams and they do not have any other works in those areas, hence are travelling specifically to undertake this work. These pieces of land should be agreed by the relevant Ward Members and, where necessary, the Parish Council should be informed of the proposal.
- 3.6** Recommendation 5 – Grass Cutting Standards - Members considered the quality of grass cutting at various locations across the borough and noted that performance was adequate. The Working Group considered that the quality of cut on areas of land that were of the lowest rating (category D) should be raised and that a higher quality (either A or B) should be the target. As such, it is recommended that a new performance target should be set for Ubico to reduce the number of category C and D rated grass cutting quality measured.
- 3.7** Recommendation 6 – Potential for Hire Contract for Equipment/Sharing Across Ubico Partners – This should be progressed by asking Ubico to undertake a piece of work to provide a comparison in order to consider whether a hire contract would be an appropriate way forward.
- 3.8** Recommendation 7 - Officers should continue to work with partners to identify opportunities to deliver efficiencies by working more closely on grass cutting.
- 3.9** Recommendation 8 – Future grounds maintenance monitoring and improvement - The Working Group considered that, whilst there is a continuing role for Members to play in terms of monitoring grounds maintenance, this should be subsumed within the work of the Depot Services Working Group which has a wider remit to look at the Ubico contract generally.
- 4.0 OTHER OPTIONS CONSIDERED**
- 4.1** Not applicable.
- 5.0 CONSULTATION**
- 5.1** Not applicable
- 6.0 RELEVANT COUNCIL POLICIES/STRATEGIES**
- 6.1** Not applicable.
- 7.0 RELEVANT GOVERNMENT POLICIES**
- 7.1** Not applicable.
- 8.0 RESOURCE IMPLICATIONS (Human/Property)**
- 8.1** Not applicable.

- 9.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)**
- 9.1** Considered as part of the work of the Working Group.
- 10.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)**
- 10.1** Considered as part of the work of the Working Group.
- 11.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS**
- 11.1** Overview and Scrutiny Committee – 11 February 2020.

Background Papers: None.

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Appendices:

1 – Terms of Reference.
2 – Grass Cutting Working Group Work Plan.

Grounds Maintenance Member Group terms of reference

1. AIMS AND OBJECTIVES

To work with the Head of Community Services to oversee the delivery of the council's grounds maintenance service and to consider and develop a number of longer-term projects in relation to the service.

2. CONSTITUTION AND POWERS

- i. The group shall comprise four members of the Overview and Scrutiny Committee and the Lead Member for Clean and Green Environment.
- ii. The quorum of the working group shall be three members.
- iii. The group shall, at its first meeting, appoint a Chair; and Vice-Chair, if necessary.
- iv. Substitution arrangements will not apply.
- v. The Overview and Scrutiny Committee will review the Terms of Reference on an annual basis and make a recommendation to the Executive Committee as to whether there is a continuing role for the group.

3. FREQUENCY OF MEETINGS

The group will meet as and when required.

4. TERMS OF REFERENCE

- i. To oversee the delivery of the council's grounds maintenance service.
- ii. To consider and develop a number of potential longer-term projects including:
 - exploring the potential for introducing a hire contract for equipment;
 - sharing equipment across Ubico partners;
 - revising the council's approach in respect of maintaining Gloucestershire County Council land;
 - further digitalisation of maps and routes to include site hazards etc; and
 - working with partners, including parish councils and housing associations, to look for opportunities to optimise efficiency.

5. DELEGATED POWERS

To report to the Overview and Scrutiny Committee as and when required.

All issues that require a decision will be reported to the Executive Committee and/or Council.

	Action Plan for Working Group	Officers to attend	Date of Working Group
1.	Consider findings of White Young Green Report	HoCs / GMPO	5 Sept
2.	Consider wildflower meadow planting costs.		5 Sept
3.	Consider complaints from 2019.		5 Sept
4.	Consider information on additional land taken on by TBC and approximate costs (including Ubico schedule of rates).	HoCs / GMPO / CIL Mgr / Legal Advice/ HoFAM	25 October
5.	Revisit information on the service provided by Ubico for West Oxfordshire i.e. standard and funding.		25 October
6.	Discussion on how new developments can be planned to ensure that they are easy to maintain.		25 October
7.	Consider the approach to maintaining GCC highway land.	HoCs / GMPO	28 November
8.	Explore potential for a hire contract for equipment / sharing across Ubico partners.		28 November
9.	Identify what joint working can be done with partners e.g. Parish Councils/housing associations to optimise efficiency.		28 November
10.	Consider the benefits of further digitalisation of maps and routes e.g. to include site hazards.		28 November

Key

HoCS – Head of Community Services, CMPO – Grounds Maintenance Project Officer, CIL Mgr – Community Infrastructure Manager, Ho FAM – Head of Finance & Asset Management.

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	4 March 2020
Subject:	One Legal Shared Service Development
Report of:	Borough Solicitor
Corporate Lead:	Borough Solicitor
Lead Member:	Lead Member for Corporate Governance
Number of Appendices:	None

Executive Summary:

One Legal is the shared legal service which commenced in 2009 between Cheltenham and Tewkesbury Borough Councils with Gloucester City Council joining the partnership in April 2015. Tewkesbury Borough Council is the host authority for 'pay and rations' purposes. The Monitoring Officer role for Tewkesbury and Cheltenham Councils is shared, Gloucester having retained its Monitoring Officer in house.

On 3 October 2019 Stroud District Council resolved, subject to the approval of a detailed Business Case, to join One Legal by delegating its legal service functions to this Council as host authority. The Monitoring Officer role is expected to be retained by Stroud District Council.

The governance arrangements for One Legal include a Joint Monitoring and Liaison Group (JMLG) comprising Members and Officers from Tewkesbury Borough, Cheltenham Borough and Gloucester City Councils and that Group supports the recommendations in this report for the continuation and expansion of One Legal.

The Executive Committee is being asked to support the views of the Joint Monitoring and Liaison Group and to respond to the commitment made by Stroud District Council recommending that, subject to the approval of the Business Case by the Chief Executive, the expansion of the partnership as proposed in this report, be agreed.

Recommendation:

The Executive Committee is asked to RESOLVE to continue the One Legal shared service arrangement with Cheltenham Borough Council and Gloucester City Council and to RECOMMEND TO COUNCIL that, subject to the approval of a Business Case (including the financial case) by the Chief Executive in consultation with the Lead Member for Corporate Governance:

1. to approve the joining of Stroud District Council's legal service function with One Legal;
2. to accept the delegation of Stroud District Council's legal service functions in accordance with Section 101 of the Local Government Act 1972 and under Part 1A Chapter 2 Section 9EA of the Local Government Act 2000;
3. to accept the transfer of Stroud District Council staff under the principles of the Transfer of Undertakings (Protection of Employment) Regulations 2006 on 1 April 2020 or such other date as is agreed; and

- 4. to delegate authority to the Chief Executive in consultation with the Lead Member for Corporate Governance, to enter into a Section 101 Agreement, other legal documentation and to take all necessary steps to implement 1 – 3 above.**

Reasons for Recommendation:

By developing One Legal, all partner Councils will benefit from having a joint service that is efficient, resilient and cost effective.

Resource Implications:

Stroud Legal Services annual budget for legal services will be transferred to One Legal. There will be a full review of the financial arrangements by the partnership within the first two years of commencement.

Legal Implications:

The development of One Legal to include Stroud District Council's legal service functions will mean the termination of the existing arrangement with Cheltenham Borough (CBC) and Gloucester City (GCC) Councils and entering into a new agreement with CBC, GCC and Stroud District Council in accordance with Sections 101(1) of the Local Government Act 1972 and under Part 1A Chapter 2 Section 9EA of the Local Government Act 2000 and pursuant to the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 ('the s101 Agreement').

The transfer of staff from Stroud District Council to this Council, as host authority will be in accordance with the Transfer of Undertakings (Protection from Employment) Regulations 2006 (TUPE Regulations).

Risk Management Implications:

This project forms part of the Council's Project management system. Risks have been identified and monitored by a Project Team set up, jointly with Stroud District Council, to oversee this project which includes the Borough Solicitor as its Project Sponsor.

Performance Management Follow-up:

The Business Case will set out performance management arrangements for all partner Councils. It is intended, however, that the current JMLG arrangement will continue to provide Member strategic overview and direction.

Environmental Implications:

None.

1.0 INTRODUCTION/BACKGROUND

- 1.1** In 2009, Cheltenham and Tewkesbury Borough Councils set up a shared legal service with Tewkesbury acting as the Host Authority for 'pay and rations' purposes. The Councils entered into an administrative / delegation arrangement through an agreement under sections 101(1) of the Local Government Act 1972 and under Part 1A Chapter 2 Section 9EA of the Local Government Act 2000 and pursuant to the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 ('the s101 Agreement'). The two authorities also share a Monitoring Officer.

- 1.2** On 1 April 2015, Gloucester City Council joined the shared legal service, with the Monitoring Officer role being retained in house. A new s101 Agreement was completed running for a period of 10 years from commencement with a break clause in year 5 giving partner authorities the opportunity to terminate at that time (1 April 2020) upon giving at least 12 months' notice. The break clause was not triggered in 2019.
- 1.3** Following discussions between representatives from Stroud District Council's Corporate Leadership team and One Legal, Stroud District Council's Strategy and Resource Committee resolved, at its meeting on 3 October 2019, that it would, subject to approval of a Business Case, join One Legal.
- 1.4** A project team was set up with representatives from One Legal / Tewkesbury Borough Council and Stroud District Council to produce a Business Case for consideration and approval by the existing One Legal partnership and Stroud District Council.
- 1.5** The responsibility for governance of One Legal rests with the Joint Monitoring and Liaison Group (JMLG) comprising two Members and a Client Officer from each authority. The JMLG monitors and reviews One Legal's performance and has actively encouraged opportunities which have arisen for work to be undertaken for other public authorities. The JMLG supports the expansion of the service which would help ensure resilience in the provision of legal services for all authorities involved and should provide One Legal with an opportunity to generate additional income.
- 1.6** JMLG also monitors the performance of One Legal against a number of performance indicators which are in place but currently under review.
- 1.7** The success of the shared service has been demonstrated by being invited to undertake work for a broad spectrum of local authority and other public bodies (such as Districts, Unitaries and wholly-owned local authority companies). This has resulted over the period of the s101 Agreement, in surpluses being delivered to the three partner Councils.

2.0 BUSINESS CASE

- 2.1** The Business Case for expansion of the partnership to include Stroud District Council's legal services is at an advanced stage. It is anticipated that the Business Case will be approved by all authorities by mid-March, to enable the expanded service to commence on 1 April 2020.
- 2.2** The Business Case also considers the key objectives of the expanded service which will include the following:-
 - to continue to provide an excellent legal service;
 - to add value and provide supportive influence when required, always identifying and embracing the corporate context;
 - to refresh and embed robust processes and procedures to ensure good communication including a case management system;
 - to refresh and enhance, in partnership with clients, specific core service standards against which service performance may be monitored;
 - to tailor the case and file management processes to meet clients' needs;
 - to enhance service resilience and ensuring that work is carried out at the appropriate level;
 - to provide staff attraction and retention opportunities, allowing progression by in-house training, shadowing and mentoring opportunities;

- to provide service efficiencies through use of a new case management system and streamlined operational practices, processes and procedures; and
 - to maintain and enhance One Legal's trusted reputation for undertaking work for a broad spectrum of local authorities and other public bodies.
- 2.3** It is intended the expanded shared service will be provided for a term of 10 years with a break clause giving an option to partner Councils to terminate the arrangement after 5 years, subject to giving 12 months' prior written notice. Other key provisions in the s101 Agreement will be:-
- Funding / financial / accounting / auditing arrangements.
 - Monitoring / reporting arrangements.
 - Procedure for settling disputes.
 - Termination implications / exit strategy.
 - Service standards and performance.

3.0 OTHER OPTIONS CONSIDERED

- 3.1** Terminating the current shared service is not considered to be a viable option given the good performance of One Legal for some 10 years and also the opportunity to expand.
- 3.2** If the opportunity is not taken to develop One Legal to include Stroud District Council's legal functions the additional benefits and opportunities for the partner Councils which are achievable through the expansion of the share service will not be realised.
- 3.3** A Company Model for the delivery of legal services across the four partner Councils is not considered to be a viable option at this stage or within the timescale for launching the new partnership because of the complex requirements of the Solicitors Regulatory Authority.

4.0 CONSULTATION

- 4.1** JMLG and senior officers at the partner Councils have been advised of this project and will be fully consulted as part of developing the business case.
- 4.2** Staff and Trade Unions have/will be consulted as appropriate and required.

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

- 5.1** The development of One Legal supports the Council Plan (2020-24), priority to, 'Use resources effectively and efficiently' and is part of its Business Transformation Programme.

6.0 RELEVANT GOVERNMENT POLICIES

- 6.1** Shared services are now generally promoted by government through an array of policies and documentation constantly evolving to capture the variety of service delivery models currently being considered by Councils.

7.0 RESOURCE IMPLICATIONS (Human/Property)

7.1 As set out in the recommendations, Stroud District Council's legal staff will transfer to this Council in accordance with the TUPE regulations, on their same pay and terms and conditions of employment. Stroud District Council is carrying out full consultation with individual employees before the transfer.

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 The development of the One Legal service supports the corporate objectives of achieving value for money.

10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

10.1 None.

Background Papers: None.

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Appendices: None.

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	4 March 2020
Subject:	Draft Safeguarding Policy
Report of:	Head of Community Services
Corporate Lead:	Deputy Chief Executive
Lead Member:	Lead Member for Community
Number of Appendices:	One

Executive Summary:

Tewkesbury Borough Council adopted its current Safeguarding Policy in November 2016. The policy should be reviewed periodically, in light of legislative changes or changes in working practices. This review is a periodic review to ensure that the policy remains fit for purpose.

Tewkesbury Borough Council is committed to working in partnership with others to safeguard children, young people and vulnerable adults from abuse, neglect and exploitation.

This policy aims to ensure that an overarching approach to safeguarding is embedded within all Council services and that all staff, Elected Members, those delivering contracts on behalf of the Council and volunteers understand their role and responsibilities in supporting residents to live a life free from abuse, exploitation and intimidation.

There are a number of minor changes to the policy such as the introduction of the concept of Adverse Childhood Experiences (ACE's).

The report also informs Members of changes that have occurred at a County-wide level in managing Children's safeguarding as a result of new statutory guidance introduced in 2018.

If approved, the final policy will be sent to the graphics team to finalise prior to publication.

The draft policy was considered at the meeting of the Overview and Scrutiny Committee on 11 February 2020 where the Committee made a number of grammatical / typographical amendments which have now been incorporated into the draft policy that is recommended to Executive Committee for adoption.

Recommendation:

That the revised Safeguarding Policy be ADOPTED.

Reasons for Recommendation:

The Council's Safeguarding Policy has been reviewed and revised to incorporate a number of changes to reflect best practice and now requires adoption.

Resource Implications:
None arising directly as a result of this report.
Legal Implications:
The Children Act 2004, the Care Act 2014 and Safeguarding Vulnerable Groups Act 2006 places duties on the Council to ensure its functions are discharged having regard to the need to safeguard and promote the welfare of children, young people and vulnerable adults.
Risk Management Implications:
The Council has a duty of care for the children, young people and vulnerable adults who take part in activities, or access services that it provides. The Council recognises that all children, young people and vulnerable adults have a right to be safe and to be protected from abuse and harm. By not having an up to date policy and associated training in place for staff, children, young people and vulnerable adults could be exposed to increased risk of abuse.
Performance Management Follow-up:
The Safeguarding Policy will be reviewed annually to ensure it remains fit for purpose and will be fully reviewed in the case of changes to legislation and / or practices or every three years in any circumstances.
Environmental Implications:
None arising directly as a result of this report.

1.0 INTRODUCTION/BACKGROUND

- 1.1 At its meeting on 11 February 2020, the Overview and Scrutiny Committee considered the draft Safeguarding Policy and recommended it to the Executive Committee for adoption with some grammatical and typographical amendments. The amended Policy is attached at Appendix 1 to the report.
- 1.2 The Children Act 2004, the Care Act 2014 and Safeguarding Vulnerable Groups Act 2006 places duties on the Council to ensure its functions are discharged having regard to the need to safeguard and promote the welfare of children and young people and vulnerable adults.
- 1.3 Safeguarding is everybody's business, all Members and employees, and other statutory partners have a duty to report all safeguarding concerns to relevant safeguarding authority.
- 1.4 The Council's current Safeguarding Policy was adopted in November 2016 and should be reviewed periodically and updated where necessary.

2.0 CHANGES TO THE POLICY

- 2.1 There are few significant changes to the policy, although it has undergone a refresh and now incorporates a recognition of Adverse Childhood Experiences (ACEs).
- 2.2 ACEs are specified traumatic events occurring before the age of 18. They can include direct experiences, such as sexual, physical or verbal abuse and emotional and physical neglect, and indirect experiences such as parental separation, substance misuse, mental illness, incarceration or domestic abuse.

2.3 Nearly half of people in England experience at least one ACE, with around 9% experiencing four or more ACEs. The more ACEs a person experiences, the higher the risk of poorer health and social outcomes later in life. People with six or more ACEs die on average 20 years younger than people with no ACEs.

2.4 The draft Policy has also been updated to take into account the fact that children and vulnerable people can be victims of online crime which is broader than simply cyber-bullying as reflected in the current policy.

3.0 WORKING TOGETHER

3.1 Whilst not directly affecting Tewkesbury Borough Council there have been other changes in the safeguarding arena which are brought to Members attention for their information only.

3.2 The Working Together to Safeguard Children (HM Government: July 2018) statutory guidance places a 'shared and equal duty' on NHS Gloucestershire Clinical Commissioning Group, Gloucestershire Constabulary and Gloucestershire County Council for children's safeguarding arrangements where, in the past, the local authority was the sole accountable body for local arrangements.

3.3 Gloucestershire's Safeguarding Partners view Working Together 2018 as an opportunity to realign the collective safeguarding arrangements. The ongoing development of Gloucestershire's wider multi-agency governance framework and local approaches toward the use of restorative practices and taking action on ACEs when working with children and families is well advanced.

3.4 If Members wish to know more about the new arrangements, they can find further information on the Gloucestershire County Council website

3.5 One further change which does impact on Tewkesbury Borough Council is in the way that partners i.e. District and Borough Councils demonstrate their compliance with their Safeguarding duties. Previously this was done by each body completing a Section 11 Audit. It is proposed that, in future, each agency will produce a safeguarding report relevant to their agency and that the relevant officer may be invited to an assurance panel to talk through their report. It is believed that this will be more meaningful than simply completing and submitting an audit.

4.0 OTHER OPTIONS CONSIDERED

4.1 Not applicable.

5.0 CONSULTATION

5.1 The draft policy has been shared and consulted on with the District Safeguarding Network

6.0 RELEVANT COUNCIL POLICIES/STRATEGIES

6.1 Not applicable.

7.0 RELEVANT GOVERNMENT POLICIES

7.1 Not applicable.

- 8.0 RESOURCE IMPLICATIONS (Human/Property)**
- 8.1 Not applicable.
- 9.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)**
- 9.1 Not applicable.
- 10.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)**
- 10.1 Not applicable.
- 11.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS**
- 11.1 Not applicable.

Background Papers: None.

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Appendices: 1 – Draft Safeguarding Policy.

Tewkesbury Borough Council Safeguarding Policy and Procedures.

Revised Draft - February 2019

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1.0 Policy Statement

- 1.1 Tewkesbury Borough Council is committed to working in partnership with others to safeguard children and vulnerable adults from all forms of abuse, neglect and exploitation.
- 1.2 This policy aims to ensure that an overarching approach to safeguarding is embedded within all Council services and that all staff, Elected Members, those delivering contracts on behalf of the Council and volunteers understand their role and responsibilities in supporting residents to live a life free from abuse, exploitation and intimidation.
- 1.3 Tewkesbury Borough Council will create an environment where everyone is encouraged to think of safeguarding as being their responsibility, understanding the need for them to play a full and active part in the delivery of the Council's response.
- 1.4 The Council will create an organisational culture where the reporting of abuse and exploitation is encouraged, and everyone feels supported to do so.
- 1.5 The Council believes that all individuals, regardless of age, disability, gender and gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation, should have the greatest possible control over their lives. They should be able to make informed decisions or be supported to make these decisions if unable to do so themselves, without fear of harm or abuse from others.
- 1.6 The Council will ensure that it complies with all relevant safeguarding legislation.

2.0 Lead Safeguarding Officer

- 2.1 The senior officer responsible for safeguarding is the Head of Community Services. On a day-to-day basis the detail of who to contact regarding safeguarding concerns is set out within this policy.

3.0 Information sharing

- 3.1 To keep children and vulnerable people safe from harm, professionals will share relevant information across geographical and professional boundaries as required.
- 3.2 When there is reason to believe that a child, young person or adult with care and support needs, may be suffering or may be at risk of suffering harm, we will always refer these concerns to the relevant authorities. Information about children, young people, families and adults at risk will be shared appropriately, and always in accordance with the Council's Information Management and Data Sharing Policy and the Gloucestershire Information Sharing Partnership Agreement, to enable organisations to respond quickly.

- 3.3 Information will also be shared in accordance with the Council's duty to supply information to the local Safeguarding Adults and Safeguarding Children Executive and Delivery Boards upon request, under the Care Act 2014 and the Children Acts 1989 and 2004, accordingly.

4.0 Safeguarding Children & Young People

- 4.1 Safeguarding and promoting the welfare of children and young people encompasses the protection and welfare of children under the age of 18 (including unborn babies). It also incorporates the additional aims of preventing the impairment of children's health and development; ensuring they grow up in circumstances consistent with the provision of safe and effective care, providing optimum life chances.

5.0 Safeguarding Vulnerable Adults

- 5.1 The purpose of adult safeguarding is to prevent harm and reduce the risk of abuse or neglect to adults with care and support needs. The statutory framework introduced under the Care Act applies to any person aged 18 or above who:
- has needs for care and support (regardless of the level of need and whether or not these needs are being met),
 - is experiencing, or is at risk of abuse or neglect, and
 - as a result of those needs, is unable to protect themselves against the abuse or neglect or the risk of it.
- 5.2 Adults with care and support needs should be supported in maintaining control over their lives and to make informed choices without coercion. Ill treatment and wilful neglect of a person who lacks capacity is a criminal offence under the Mental Capacity Act 2005.

6.0 Forms of safeguarding

6.1 Child sexual exploitation (CSE)

- 6.1.1 CSE is an illegal activity by people who have some form of power and control over children and use it to sexually abuse them. It involves forcing or enticing a child (under the age of 18) to take part in sexual activities whether or not the child is aware of what is happening. This includes exploitative situations, contexts and relationships where children (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of performing, and/or others performing on them, sexual activities. CSE can be a form of organised or complex abuse, involving a number of abusers and/or a number of children.

6.2 Adverse Childhood Experiences (ACEs)

- 5.2.1 ACEs are specified traumatic events occurring before the age of 18. They can include direct experiences, such as sexual, physical or verbal abuse and emotional and physical neglect, and indirect experiences such as parental separation, substance misuse, mental illness, incarceration or domestic abuse.
- 6.2.2 Nearly half of people in England experience at least one ACE, with around 9% experiencing four or more ACEs. The more ACEs a person experiences, the higher the risk of poorer health and social outcomes later in life. People with six or more ACEs die on average 20 years younger than people with no ACEs.

6.3 Domestic abuse

- 6.3.1 Domestic Abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

6.4 Honour based abuse, including female genital mutilation and forced marriage

- 6.4.1 Honour Based Abuse (HBA) is violence and abuse in the name of honour, covering a variety of behaviours (including crimes), mainly but not exclusively against females, where the person is being punished by their family and/or community for a perceived transgression against the 'honour' of the family or community, or is required to undergo certain activities or procedures in 'honour' of the family.
- 6.4.2 Female Genital Mutilation (FGM) is a collective term for illegal procedures which include the removal of part/all external female genitalia for cultural or other nontherapeutic reasons. The practice is not required by any religion. It is painful, medically unnecessary and has serious health consequences at the time it is carried out and in later life. The procedure is typically performed on girls of any age, but is also performed on new born girls and on young women before marriage/ pregnancy. A number of girls die as a direct result of the procedure, from blood loss or infection
- 6.4.3 A Forced Marriage (FM) "is a marriage conducted without the valid consent of both parties, where duress is a factor" ('A Choice by Right' HM Government 2000).

6.5 Radicalisation

- 6.5.1 As a national counter-terrorist strategy Prevent aims to stop people becoming involved in terrorist activity or supporting terrorism by working with individuals and communities to address issues before they become a criminal matter, and to stop people moving from extremism into terrorist-related activity.

6.5.2 Prevent is a strand of the Government's antiterrorism strategy led by the Home Office and focuses on working with individuals and communities who may be vulnerable to the threat of violent extremism and terrorism. Supporting vulnerable individuals and reducing the threat from violent extremism in local communities is priority for statutory partners and their partners.

6.6 Modern Slavery & Human Trafficking

6.6.1 Modern Slavery (and Human Trafficking) involves the recruitment, transportation, transfer, harbouring or receipt of people who, with the threat or use of force, coercion, abduction, abuse of power or deception are exploited for the purposes of prostitution, forced labour, slavery or other similar practices. Victims are trafficked all over the world, including in and around the UK, and even throughout the district.

6.7 E-Safety

6.7.1 Children and adults with care and support needs can be easy targets for online grooming with a view to exploiting them, sometimes even without their knowledge. The Council takes very seriously the potential for online abuse and exploitation and works with partner agencies to raise awareness of e-safety within its workforce and the community by training staff to understand and recognise the signs and symptoms and report concerns to the appropriate agencies.

6.8 Stalking

6.8.1 The protection of Freedoms Act 2012 defines "stalking" as an offence. There is however no legal definition, but examples include: following or spying on a person or forcing contact with the victim through any means including social media. Any of these examples carried out repeatedly or persistently can cause significant alarm or distress.

7.0 Roles & Responsibilities

- 7.1 Staff and Elected Members must ensure they familiarise and comply with the Council's Safeguarding Policy and associated procedural documents. They must participate in relevant training to recognise the varying forms of abuse and report any concerns.
- 7.2 It is the responsibility of staff and Elected Members to consider safeguarding implications in their decision-making processes, including the procurement of services.
- 7.3 All external organisations, including voluntary groups and contractors providing services to and on behalf of the Council are required to comply with the Council's Safeguarding Policy. Where appropriate they should have their own Safeguarding Policy and procedures in place, copies of which should be provided to the Council for reference.

- 7.4 Whilst safeguarding is the responsibility of all staff, Elected Members, those delivering contracts on behalf of the Council and volunteers, there are a number of safeguarding roles within the Council with specific responsibilities briefly set out below:

Designated Safeguarding Leads (Contact Points):	
Post Title	Telephone Number
Head of Community Services	TBC
Housing Services Manager	TBC
Environmental Health Manager	TBC
Community Safety & ASB Officer	TBC

8.0 Corporate Management Team

- 8.1 The council's Corporate Management Team will ensure that:

1. The council meets its legal obligations.
2. Where applicable the safeguarding of children, young people and vulnerable adults is considered in strategies, plans and services.
3. The best safeguarding practices are embedded and maintained across all services to ensure continuous improvement and compliance with national and local policies.
4. All safeguarding matters relating to safeguarding are expedited in a timely manner and treated seriously.
5. Staff are supported on all aspects of safeguarding and procedures are adhered to.
6. Safeguarding referrals are *regularly reviewed*
7. This policy and procedure, associated documentation and training plans are reviewed to ensure that they are fit for purpose.

- 8.2 The council's Heads of Service and Operational Managers will ensure that:

1. The Safeguarding Policy is adhered to across the organisation;
2. Staff complete and implement the appropriate safeguarding training;
3. Staff handling safeguarding issues are fully supported;
4. They take responsibility for the quality of safeguarding children, young people and vulnerable adults in their service area;

5. Staff and volunteers working with children, young people and vulnerable adults have employment checks appropriate to their role and legislative requirements.

9.0 Human Resources

- 9.1 The council's Human Resource Manager will ensure that:
 1. The relevant policies are in place, e.g. Whistle-blowing, Safer Recruitment and Disciplinary Procedures;
 2. Managers are supported in the use of the policies directly and indirectly associated with safeguarding;
 3. Support with the pre-employment checks (including through the Disclosure and Barring Service) is given to managers and staff, as appropriate;
 4. All staff are trained in safeguarding policies and procedures during induction;
 5. All staff training associated with safeguarding is up-dated on a regular basis.

10.0 Staff

- 10.1 Council staff will ensure that they:
 1. Treat all safeguarding matters seriously;
 2. Report all concerns as per the reporting procedure;
 3. Are aware of the council's safeguarding policies and procedures;
 4. Complete the safeguarding training relevant to their role.

11.0 Volunteers

- 11.1 Any volunteers operating either in their own right as individuals or as part of a larger organisation on behalf of the council working with children, young people and / or vulnerable adults will be required to undertake a Disclosure and Barring Service (DBS) check and will be made aware of the council's Safeguarding Policy as part of their overall induction.

12.0 Outcomes

- 12.1 The anticipated outcomes of this policy are:
 - demonstration of commitment at the most senior level, to safeguarding in this Council and Borough;
 - as far as is within the Council's control, influence and knowledge, to ensure that children and adults at risk are protected against abuse, neglect and/or exploitation;

- to embed the Council's approach and commitment to the safeguarding agenda;
- to have a clear line of accountability within the Council for safeguarding;
- to be fully compliant with all relevant legislation;
- to ensure that all staff and Elected Members are fully trained and aware of their responsibilities and the correct procedures to follow with regards to safeguarding.

DRAFT

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	4 March 2020
Subject:	Vision 2050 Boards Update
Report of:	Mike Dawson
Corporate Lead:	Mike Dawson
Lead Member:	Councillor Rob Bird
Number of Appendices:	One

Executive Summary:

This report updates Members in respect of the progress of the Gloucestershire Vision 2050 Boards established by Leadership Gloucestershire and confirms the Council's representation on the Boards.

Recommendation:

1. That the progress of the establishment of the Gloucestershire Vision 2050 Boards and the Council's membership of and participation in the City Region and Rural Ambitions Boards is noted.
2. That the Council's representatives at the City Region Board are the Leader of the Council and the Chief Executive and at the Rural Ambitions Board, the Leader and the Deputy Chief Executive. In the event of these nominated representatives being unable to attend they may make arrangements for an alternative representative to attend the meetings.
3. That a seminar is held for all Members to explain the inter-relationships and impact of the new regional bodies connected with growth and infrastructure.

Reasons for Recommendation:

To confirm the Council's engagement in the Leadership Gloucestershire Vision 2050 board structure.

Resource Implications:

None at this time. Funding arrangements to support the work of these Boards using the County Strategic Economic Development Fund (SEDF) will be considered by the Gloucestershire Economic Growth Joint Committee (GEGJC) on 18 March 2020.

Legal Implications:

None directly arising from this report.

Risk Management Implications:

Not participating in these partnership boards may result in the Council losing influence in work to consider the future development of the County and the Borough.

Performance Management Follow-up:

Further reports will be submitted as required.

Environmental Implications:

None at this time.

1.0 INTRODUCTION/BACKGROUND

- 1.1 The purpose of this report is to provide a summary update in respect of progress to establish the three area Boards proposed by Leadership Gloucestershire in response to the Gloucestershire Vision 2050 Concordat in October 2018. The report makes recommendations in respect of the Council's membership and engagement with two of the Boards.
- 1.2 The three Boards as originally proposed with their associated overarching aims are:
- 1.2.1 **Gloucestershire City Region Board**
To create a vision and guiding masterplan for the future development and economic success of the central area of the County.
- 1.2.2 **Severn Vale Board**
To consider infrastructure and connectivity in the south of the County, including the potential for a third Severn Crossing and responding to growth pressures arising south of Gloucestershire.
- 1.2.3 **Rural Ambitions Board**
To develop and work towards a vision for a vibrant rural economy which protects, enhances and builds upon the Gloucestershire rural assets and addresses issues such as rural transport, green space provision and connectivity.
- 1.3 In June/July 2019 Leadership Gloucestershire agreed the basis on which the three Boards would proceed together with the Terms of Reference for each Board. Copies of the three Terms of Reference are attached at Appendix 1 for information. All three Boards report back to Leadership Gloucestershire
- 1.4 It is important to note that the Boards are strategic partnerships only. They may commission actions and even coordinate funds allocated to the Board for specific purposes, but they have no decision-making power.

2.0 THE CURRENT POSITION

- 2.1 Each of the three Boards has held one meeting in the latter part of 2019. These meetings have focussed on administrative issues such as membership, Terms of Reference and next steps etc.
- 2.2 Tewkesbury Borough Council is not currently included in the membership of the Severn Vale Board as the business of this Board is growth in the south of Gloucestershire and exploration of a Severn Crossing between Stroud and the Forest of Dean Districts.

- 2.3** The City Region Board covers the areas of Cheltenham Borough, Gloucester City and Tewkesbury Borough Councils, i.e. the area of the Joint Core Strategy. It is important to note that the term ‘City Region’ is not about creating a new city or urban area. It is a government term which refers to an urban area and its surrounding rural hinterland which are linked and operate together for employment and business, infrastructure, green space and housing.
- 2.4** Currently the government is keen to support economic growth and success of City Regions and it is recognised that the use of the term will attract more attention and support from government departments and agencies to the advantage of the area and its communities.
- 2.5** The Rural Ambitions Board covers the rural districts of Gloucestershire but excludes the Borough of Cheltenham and the City of Gloucester. Its work will focus on issues and projects which are important to the rural communities of the County which require coordinated partnership actions
- 2.6** The Borough Council is included in the membership of both the City Region and Rural Ambitions Boards; given the potential importance of these Boards to the future development of the Borough and relationship of the Boards to Leadership Gloucestershire, the attendance at the Boards’ meetings is proposed to be the Leader and the Chief Executive for the City Region Board and the Leader and the Deputy Chief Executive for the Rural Ambitions Board
- 2.7** At its meeting on 19 December 2019, Leadership Gloucestershire agreed to recommend to the GEGJC at its meeting on 18 March 2020 that £750,000 should be set aside within the SEDF as a funding allocation for the Vision 2050 Boards
- 2.8** The Chief and Deputy Chief Executive currently have lead roles in the development of these Boards. Both Boards are in their early phases and may be subject to change. Members will be kept informed of progress.

3.0 NEW RELATED STRATEGIC BODIES

- 3.1** There are a number of strategic projects currently under development or underway which will have impacts upon Gloucestershire and Tewkesbury Borough. These include creation of Sub-National Transport Bodies and associated major transport plans and the new Western Gateway Powerhouse. The work of the City Region Board will clearly be influenced by the actions of these regional bodies. It is proposed that officers should arrange a seminar to advise Members in respect of their function and inter-relationship.

4.0 OTHER OPTIONS CONSIDERED

- 4.1** None.

5.0 CONSULTATION

- 5.1** None.

6.0 RELEVANT COUNCIL POLICIES/STRATEGIES

- 6.1** The Council Plan, the Joint Core Strategy and Borough Plan.

7.0 RELEVANT GOVERNMENT POLICIES

- 7.1** The City Region Board is in line with government policy in respect of City Regions and therefore the work of the board is to seek government support and funding for the successful growth of the area.

8.0 RESOURCE IMPLICATIONS (Human/Property)

- 8.1** None at this stage.

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

- 9.1** The work of the Boards will need to take sustainability issues and climate change response policies into account.

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

- 10.1** None.

11.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

- 11.1** None.

Background Papers: Gloucestershire Vision 2050 Concordat - October 2018.

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Appendices: City Region, Severn Vale and Rural Ambitions Boards - Terms of Reference.

The Gloucestershire City Region Board

Terms of Reference

1. Purpose

This Board is a high level multi-agency strategic growth partnership for central Gloucestershire.

2. Context

The Board is established by Leadership Gloucestershire as set out in the Gloucestershire Vision 2050 Concordat 2018. Leadership Gloucestershire will act as the sponsoring body for the board.

The Board will report progress periodically to Leadership Gloucestershire as required to ensure consistency with the delivery of other Vision 2050 actions.

These terms of reference require approval by member organisations as part of the wider Vision 2050 adoption. Future actions and priorities of the Board may also require adoption by member organisations.

The terms of reference will be subject to future review and amendment as required.

3. The Area Covered

The 'Central Gloucestershire City Region'/Growth Area is defined as the functional 'region' consisting of the administrative areas of Gloucester City, Cheltenham and Tewkesbury Boroughs.

This is a successful area with significant growth ambitions and although the communities and places within the area range from rural to urban there is significant interdependence. This calls for a city region type/ambitious (of) approach when considering future growth in order to secure the full engagement of government and other partners.

4. Membership

Member organisations are:

- Cheltenham Borough Council
- Gloucester City Council
- Gloucestershire County Council
- Tewkesbury Borough Council
- GFirst LEP
- Gloucestershire University
- Gloucestershire Clinical Commissioning Group
- BEIS – Cities and Local Growth
- Homes England
- Highways England
- Department for Transport

5. Aims

The Board will:

1. Develop a long term, strategic and dynamic vision for the future of Central Gloucestershire which supports the eight Ambitions of Gloucestershire Vision 2050.
2. Champion that shared vision with a single voice inside and outside Gloucestershire.
3. Lobby and bid for funding and support via government growth programmes to support the delivery of the Board's ambitions.
4. Promote the success of the region of central Gloucestershire to attract and inward investment.
5. Work closely with all sections of the Central Gloucestershire communities, businesses and agencies to engage them in the generation and delivery of the vision.
6. Build upon the inter-related strengths of the communities of Central Gloucestershire to fulfil the ambitions of each place and maintain their identities.
7. Work with partners to ensure the Central Gloucestershire vision can guide future strategic spatial and infrastructure plans.
8. Integrate the Central Gloucestershire Vision with all relevant place making strategies for the region.
9. Ensure the development of a Central Gloucestershire Vision complements other visioning and strategic planning development in the County.
10. Through the Central Gloucestershire Region/Area Vision - aim to create a special region of the county which has uniquely attractive offers as a place to live and a vibrant economy firmly based on modern industry built on the strengths of our communities.

6. The Vision and Associated Tasks

The main task of the City Region Board will be to develop the vision for the future of the region to 2050 and beyond. The Vision will be incorporated into a high level Masterplan. The Masterplan is not a spatial planning document, but it will set out the broad ambitious growth aims and priorities which can be used to guide the development of future spatial and strategic plans.

The Vison will:

- Incorporate and integrate economic, housing, infrastructure, education, health, cultural and environmental aims.
- Place emphasis on maximising the growth in cyber and digital businesses

and recognise the continued importance and significance of a mixed economy, building upon traditional Gloucestershire strengths such as advanced and aircraft engineering.

- Include and support current key strategic growth and infrastructure projects.

The Board will develop a work programme initially aimed at delivering the Vision and Masterplan. The initial Annual Work Programme will be completed by April 2020. Post April 2020 the Board will produce an Annual Work Programme which will incorporate the actions planned to deliver the aims of the Board.

The Board will seek agreement from partners and other sources to secure the funding required to support the work programme from April 2020 onwards. Funding may be sourced from one or more partners or other sources by agreement. The Board will establish appropriate arrangements through one or more of its member organisations for managing funds and if necessary staff support as required.

Once the Vision and Master plan is in place the Board will work to secure its delivery and inclusion in spatial and other strategic plans and keep progress under review.

The Board will actively promote the Vision and Masterplan and work to secure support and funding as required to deliver the aims set out. This work will be included in the Annual Work programme.

7. Governance Arrangements

Member organisations will have one representative each plus one officer in support. For local authorities this will normally be the Leader and Chief Executive of the Council. Substitutions are permitted if required.

The Board may invite partner organisations or relevant individuals to attend meetings and may appoint independent board members who have relevant expertise or interest. All invitees and or appointments are wholly at the board's discretion and will be reviewed at least annually.

The Board may elect to invite additional organisations to become member organisations on a fixed period or permanent basis.

The Board will elect a Chair and Vice Chair annually. The Board may elect to appoint a suitable person as an independent Chair.

The Board will seek to operate by general consensus and cannot make any decision which is binding upon any member organisation. All partnership agreements including those relating to staffing and finances will require the formal agreement of the member organisations affected.

The Board recognises that there are many key stakeholders who will need to be fully engaged in its work. The Board will establish methods to secure the full engagement of these stakeholders who include:

- Young people and schools
- Businesses
- Developers

- Parish Councils
- Community Organisations
- Other Gloucestershire Districts and Vision 2050 Boards

The Board will establish sub-groups/task groups as required.

Exclusions:

- The Board will not take responsibility for strategic spatial planning, development management decision making or local transport planning which will remain the responsibility of the local planning and transport authorities.
- The Board will not replace the Joint Core Strategy governance arrangements which will remain as established.
- The Board will operate as a partnership and will not be an independent legal entity and will not have devolved decision making powers.
- Administration, fund holding and staff provision cannot be held by the Board and will be allocated to one or more partner bodies and jointly funded.

The Rural Ambitions Board

Terms of Reference

1.0 Purpose

This Board is a high level multi-agency strategic partnership, with an emphasis on promoting a collective rural vision for the county.

2.0 Context

The Board is established by Leadership Gloucestershire as set out in the Gloucestershire Vision 2050 Concordat 2018. Leadership Gloucestershire will act as the sponsoring body for the Board.

The Board will report progress periodically to Leadership Gloucestershire as required, to ensure consistency with the delivery of other Vision 2050 actions.

These terms of reference require approval by member organisations as part of the wider Vision 2050 adoption. Future actions and priorities of the Board may also require adoption by member organisations.

The terms of reference will be subject to future review and amendment as required.

3.0 Area Covered

The rural ambitions board will focus upon the more rural geographical area of the Cotswolds, Forest of Dean, Stroud and Tewkesbury. For practical reasons this will include the four councils with administrative responsibility for these areas.

4.0 Membership

Member organisations are:

- Cotswold District Council
- Forest of Dean District Council
- Gloucestershire County Council
- Stroud District Council
- Tewkesbury Borough Council
- Cotswold Water Park Trust
- Royal Agricultural University (RAU)
- GFirst LEP
- Hartpury College
- Local Nature Partnership
- Health & Wellbeing Board
- Cleeve Common Conservators
- Cotswold Conservation Board

5.0 Aims

The Board will:-

1. Define an ambitious countywide ‘alternative vision’ for rural communities, challenging the status-quo and seeking to define what ‘good rural economic growth’ looks like. Through the vision enhance the marketing, promotion and celebration of the Cotswolds, Forest of Dean and Severn Vale.
2. Create a positive vision of a vibrant rural economy, which allows market towns to flourish, maintain stable communities and businesses to maximise their contribution to Gloucestershire.
3. Develop a sector-based countywide rural ambitions delivery strategy to support the growth of this sector, economy and supply chain.
4. Support the Central Gloucestershire Regional Board in the delivery of its aims and objectives as they relate to the rural economy in bringing forward sufficient new homes to create vibrant communities.
5. Identify and enhance the potential of Agritech and associated rural businesses to maximise business contributions to the rural economy.
6. Identify strengths and recognise weaknesses within rural communities and develop ways to maximise inclusive growth and prosperity.
7. Collaborate with local authorities and stakeholders to advise on rural issues within the county.
8. Drive the digital infrastructure agenda to transform rural economies and communities.
9. Ensure close alignment is maintained through the relevant land based educational establishments, to help raise awareness in the rural community of project strategies, embracing new evolving technology and innovations matched to the skills agenda.
10. Consider and make recommendations about appropriate governance structures and bodies relating to proposed changes to existing and potential Areas of Outstanding Natural Beauty.

6.0 Vision and associated tasks

The main task of the Rural Ambitions Board will be to develop a contemporary rural vision for Gloucestershire to 2050 and beyond, under the strategic direction of the 2050 programme.

The Rural Ambitions Board will seek to deliver this mandate, as it relates to rural communities and the rural economy, promoting sustainable rural development, whilst enhancing access and enjoyment of the countryside. The vision will be structured around a balance of sustainable development and growth and enhancement of the rural environment.

The Board will develop a work programme initially aimed at delivering the Vision and a work plan. The initial annual work programme will be completed by May 2020.

The Board will seek agreement from partners and other sources to secure the funding required to support the work programme from April 2020 onwards. Funding may be sourced from one or more partners or other sources by agreement. The Board will establish appropriate arrangements through one or more of its member organisations for managing funds and if necessary, staff support, as required.

The Board will actively promote the rural vision and work to secure support and funding as required to deliver the aims set out. This work will be included in the annual work programme

7.0 Governance Arrangements

Member organisations will have one representative each plus one officer in support. For local authorities this will normally be the Leader of the Council or Portfolio Holder and Chief Executive or Strategic Director (or equivalent). Substitutions are permitted if required.

The Board may invite partner organisations or relevant individuals to attend meetings and may appoint independent board members who have relevant expertise or interest. All invitees and or appointments are wholly at the board's discretion and will be reviewed at least annually.

The Board may elect to invite additional organisations to become member organisations on a fixed period or permanent basis.

The Board will elect a Chair and Vice Chair annually. The Board may elect to appoint a suitable person as an independent Chair.

The Board will seek to operate by general consensus and cannot make any decision which is binding upon any member organisation. All partnership agreements including those relating to staffing and finances will require the formal agreement of the member organisations affected.

The Board recognises that there are many key stakeholders who will need to be fully engaged in its work. The Board will establish methods to secure the full engagement of these stakeholders which will include:-

- Young people and schools
- Businesses including the agricultural sector
- Developers
- Parish Councils
- Community Organisations
- Other Gloucestershire Districts and Vision 2050 Boards

The Board will establish sub-groups/task groups as required.

Exclusions:

- The Board will not take responsibility for any strategic spatial planning, development management decision making or local transport planning, which will remain the responsibility of the local planning and transport authorities.
- The Board will not duplicate the aims and objectives of existing groups, organisations or Trusts responsible for delivering rural enhancement.
- The Board will operate as a partnership and will not be an independent legal entity and will not have devolved decision-making powers.
- Administration, fund holding and staff provision cannot be held by the Board and will be allocated to one or more partner bodies and jointly funded.

The Severn Vale Board

Terms of Reference

1. Purpose

This Board is a high level multi-agency strategic partnership focussing on infrastructure and connectivity for Gloucestershire.

2. The Area Covered

The Severn Vale Board area extends from the southern fringe of Gloucester incorporating the administrative areas of Stroud and Forest of Dean District Councils on the east and west sides of the River Severn.

This area is key to connecting Gloucestershire with Bristol and Cardiff and other centres along the M4 and M5 motorways and rail network

3. Context

The Board is established by Leadership Gloucestershire as set out in the Gloucestershire Vision 2050 Concordat 2018. In its formation it has also had regard to the later emergence of the Gt Western Powerhouse and the climate emergency declarations of the local authorities in Gloucestershire. Leadership Gloucestershire will act as the sponsoring body for the board.

The Board will report progress periodically to Leadership Gloucestershire as required to ensure consistency with the delivery of other Vision 2050 actions.

These terms of reference require approval by member organisations as part of the wider Vision 2050 adoption. Future actions and priorities of the Board may also require adoption by member organisations.

The terms of reference will be subject to future review and amendment as required.

4. Membership

Member organisations are:

- Stroud District Council
- Forest of Dean District Council
- Gloucestershire County Council
- Stroud Local Strategic Partnership
- Forest of Dean Economic Partnership and Bridges and Borders Sub Group
- GFirst LEP
- Transport representatives (as required including Network Rail, Highways England, Welsh Government, Transport for Wales)
- South Gloucestershire and Stroud College (SGS)
- Gloucestershire College
- Monmouthshire County Council
- OPCC
- Health

5. Aims

The Board will:

1. Develop a long term, strategic vision for the future of the Severn Vale which supports the eight Ambitions of Gloucestershire Vision 2050 and recognises climate emergency.
2. Champion that shared vision inside and outside Gloucestershire.
3. Lobby and bid for funding and support via government growth and funding programmes to support the delivery of the Board's ambitions.
4. Identify and promote infrastructure and wider connectivity requirements to ensure that Gloucestershire is able to attract inward investment and support its growth ambitions.
5. Work closely with the Severn Vale communities, businesses and agencies to engage them in the generation and delivery of the vision.
6. Work with partners to ensure the Severn Vale vision can guide future strategic spatial and infrastructure plans.
7. Integrate the Severn Vale Vision to ensure it supports all relevant place making strategies for the wider area.
8. Ensure the development of a Severn Vale Vision complements other visioning and strategic planning development.

6. The Vision and Associated Tasks

The Severn Vale Board will promote this part of the county not just as a destination in its own right but also a new gateway to South Wales, the West of England, and the West Midlands. Key to achieving this is engagement with the emerging 'Great Western Powerhouse'.

Work will examine the critical infrastructure necessary to achieve the physical and digital connectivity required to support the County's growth ambitions and take advantage of the opportunities provided by the Great Western Powerhouse and new working relationships with neighbouring authorities.

There will be examination of the potential for a new crossing of the Severn River with specific emphasis on rail, cycle and footpath links, making links to the metro systems around Bristol and South Wales and providing resilience to the national rail network.

The Board will develop a work programme initially aimed at delivering the Vision. The initial Annual Work Programme will be completed by April 2020. Post April 2020 the Board will produce an Annual Work Programme which will incorporate the actions planned to deliver the aims of the Board.

The Board will seek agreement from partners and other sources to secure the funding required to support the work programme from April 2020 onwards. Funding may be sourced from one or more partners or other sources by agreement. The Board will establish appropriate arrangements through one or more of its member organisations for managing funds and if necessary staff support as required.

Once the Vision is in place the Board will work to secure its delivery and inclusion in spatial and other strategic plans and keep progress under review.

The Board will actively promote the Vision and work to secure support and funding as required to deliver the aims set out. This work will be included

in the Annual Work programme.

7. Governance Arrangements

Member organisations will have one representative each plus one officer in support. For local authorities this will normally be the Lead Member and a Senior Officer of the Council. Substitutions are permitted if required.

The Board may invite partner organisations or relevant individuals to attend meetings and may appoint independent board members who have relevant expertise or interest. All invitees and or appointments are wholly at the board's discretion and will be reviewed at least annually.

The Board may elect to invite additional organisations to become member organisations on a fixed period or permanent basis.

The Board will elect a Chair and Vice Chair annually. The Board may elect to appoint a suitable person as an independent Chair.

The Board will seek to operate by general consensus and cannot make any decision which is binding upon any member organisation. All partnership agreements including those relating to staffing and finances will require the formal agreement of the member organisations affected.

The Board recognises that there are many key stakeholders who will need to be fully engaged in its work. The Board will establish methods to secure the engagement of these stakeholders who include:

- Young people and schools
- Universities
- Businesses
- Developers
- Parish Councils
- Community Organisations
- Other Gloucestershire Districts and Vision 2050 Boards

The Board may establish sub-groups/task groups as required.

Exclusions:

- The Board will not take responsibility for strategic spatial planning, development management decision making or local transport planning which will remain the responsibility of the local planning and transport authorities.
- The Board will operate as a partnership and will not be an independent legal entity and will not have devolved decision making powers.
- Administration, fund holding and staff provision cannot be held by the Board and will be allocated to one or more partner bodies and jointly funded.

Agenda Item 12

Document is Restricted