



Cabinet (Resources) Panel

17 June 2014

Time 5.00 pm **Public Meeting?** YES **Type of meeting** Executive
Venue Committee Room 4 - Civic Centre, St Peter's Square, Wolverhampton WV1 1SH

Membership

Chair Cllr Andrew Johnson (Lab)
Vice-chair Cllr Roger Lawrence (Lab)

Labour

Cllr Peter Bilson
Cllr Steve Evans
Cllr Phil Page
Cllr John Reynolds
Cllr Paul Sweet

Conservative

Liberal Democrat

Quorum for this meeting is two Councillors.

Information for the Public

If you have any queries about this meeting, please contact the democratic support team:

Contact Tessa Johnson
Tel/Email 01902 554003 or tessa.johnson@wolverhampton.gov.uk
Address Democratic Support, Civic Centre, 2nd floor, St Peter's Square,
Wolverhampton WV1 1RL

Copies of other agendas and reports are available from:

Website <http://wolverhampton.cmis.uk.com/decisionmaking>
Email democratic.support@wolverhampton.gov.uk
Tel 01902 555043

Some items are discussed in private because of their confidential or commercial nature. These reports are not available to the public.

Agenda

Part 1 – items open to the press and public

- | <i>Item No.</i> | <i>Title</i> |
|-----------------|---|
| 1 | Apologies for absence |
| 2 | Declarations of interest |
| 3 | Minutes of the previous meeting (Pages 1 - 4)
[To approve the minutes of the previous meeting as a correct record.] |
| 4 | Matters arising
[To consider any matters arising from the minutes.] |

DECISION ITEMS

- | | |
|---|--|
| 5 | Black Country Local Broadband Plan (Pages 5 - 8)
[To approve entering into collaboration agreements to enable delivery of the Black Country Local Broadband Plan and delegate authority to the Chief Legal Officer to execute the final collaboration agreement, and to approve entering into collaboration agreements to enable delivery of future Black Country externally funded projects and delegate authority to the Chief Legal Officer to execute final collaboration agreements.] |
| 6 | Wolverhampton Urban Traffic Control service level agreement: Dudley Metropolitan Borough Council 2014-17 (Pages 9 - 12)
[To approve the extension of the Service Level Agreement (SLA) for the provision of Urban Traffic Control (UTC) services to Dudley Metropolitan Borough Council (DMBC) until 31 March 2015.] |
| 7 | Home to School Transport for SEN pupils 2014/15 (Pages 13 - 16)
[To delegate authority to the Cabinet Member for Schools, Skills and Learning, in consultation with the Strategic Director for Education and Enterprise, to accept tenders for the provision of Hired School Transport for the 2014/15 academic year.] |
| 8 | Corporate Condolence Protocol (Pages 17 - 26)
[To approve the corporate condolence protocol to be implemented as required.] |

INFORMATION ITEMS

- | | |
|---|---|
| 9 | Schedule of Individual Executive Decisions (Pages 27 - 34)
[To note the summary of open and exempt individual executive decisions approved by the appropriate Cabinet Members following consultation with the relevant designated employees.] |
|---|---|

10 **Exclusion of press and public**
[To pass the following resolution:

That in accordance with Section 100A (4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business as they include the likely disclosure of exempt information on the grounds shown below.]

PART 2- ITEMS CLOSED TO THE PRESS AND PUBLIC

DECISION ITEMS

11 **Corporate Asset Management Fund - Approval of Schemes 2014-15** (Pages 35 - 46)

[To approve the list of schemes to be funded from the Statutory Compliance Measures Fund and to approve the list of schemes to be funded from the Minor Works Programme for Adults & Children's Social Care Fund.]

Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)

12 **Blocks 10 and 11, Wolverhampton Interchange** (Pages 47 - 56)

[To agree an addendum to the minutes of the meeting of 17 December 2013, to retrospectively approve exchanging a contract with Neptune Projects Limited to purchase the long leasehold interest in Block 11, the bus station and the Queen's Building.]

Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)

13 **Information, advice and guidance: Connexions contract proposals** (Pages 57 - 76)

[To review the options to deliver the Information, Advice and Guidance service in Wolverhampton from April 2015.]

Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)

14 **Procurement - award of contracts for works, goods and services** (Pages 77 - 92)

[To agree the acceptance of the award and extension of Council contracts as required by the Council's Contract Procedure Rules.]

Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)

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Cabinet (Resources) Panel

Minutes - 6 May 2014

Attendance

Members of the Cabinet (Resources) Panel

Cllr Andrew Johnson (Chair)
Cllr Roger Lawrence (Vice-Chair)
Cllr Peter Bilson
Cllr Steve Evans
Cllr Phil Page
Cllr John Reynolds
Cllr Paul Sweet

Employees

Keith Ireland	Strategic Director, Delivery
Alistair Merrick	Assistant Director, Central Services, Delivery
Tim Johnson	Strategic Director, Education and Enterprise
Nick Alderman	Chief Accountant
Robert Baldwin	Head of Legal Services
Martyn Sargeant	Head of Democratic Services
Tessa Johnson	Graduate Management Trainee

Part 1 – items open to the press and public

Item No. *Title*

- 1. Apologies for absence**
There were no apologies for absence.
- 2. Declarations of interest**
There were no declarations of interest.
- 3. Minutes of the previous meeting (8 April 2014)**
Resolved:
That the minutes of the meeting held on 8 April 2014 be approved as a correct record and signed by the Chair.
- 4. Matters arising**
There were no matters arising.
- 5. Amendments to Small Works Assistance Grant Policy**
Councillor Bilson presented the report, which would increase the maximum grant to £10,000 per property. He added that most applications are for a higher amount than the current limit of £5,000. Councillor Bilson added that the grant targeted properties in tax bands A, B and C.

Resolved:

1. To approve the amendments to the existing Private Sector Housing, small works assistance grants policy under the Regulatory Reform (Housing Assistance)(England and Wales) Order 2002 by increasing the upper limit for the award of Small Works Assistance Grant from £5,000 to £10,000
2. To approve the amendments to the affordable warmth grant assistance, to require that an applicant's property must be in Council Tax Band A, B or C to improve the targeting of funding to assist the most vulnerable private sector households in the City.

6. **Highway Safety Inspections**

Councillor Bilson introduced the report. He outlined the three recommendations and asked for the revision to the current policy to be approved and for a further report to be received by the Panel in due cause.

Resolved:

1. To approve the revisions to the current highway safety inspection policy pending the outcome of consultation on the draft document.
2. To approve the draft highway safety inspection plan for consultation with relevant stakeholders.
3. To receive a further report to approve the highway safety inspection plan on completion of the consultation.

7. **Schedule of Individual Executive Decisions**

Resolved:

To note the summary of Individual Executive Decisions approved by the appropriate Cabinet Member or Cabinet Members, following consultation with the relevant designated employees.

8. **Exclusion of press and public**

Resolved:

That in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item(s) of business as they involve the likely disclosure of exempt information falling within the paragraphs of Schedule 12A of the Act set out below:

<i>Item no.</i>	<i>Title</i>	<i>Applicable paragraph</i>
9	Corporate Procurement Award of Contracts for Works, Goods and Services	3
10	Structural Repairs to the Civic Centre car park	3

11	Corporate Asset Management Fund – Approval of schemes for the Energy Efficiency Fund	3
12	Employee Establishment	1

Part 2 - exempt items, closed to the press and public

9. **Corporate Procurement - Award of Contracts for Goods, Works and Services**
Councillor Johnson presented the report to the panel.

Resolved:

1. To award a contract for mail and parcel services, for all three Lots, to Pony Express (UK) Ltd of Willenhall for a term of two years, plus an option to extend for an additional year and to authorise the Chief Legal Officer to execute the contract.
2. To award the two contracts for the supply of coated roadstone: a main contract to Midland Quarry Products of Leicester, which has a depot at Ettingshall, Wolverhampton and, in addition, a back-up contract to Aggregate Industries Express Asphalt of Leicester, with a depot at Willenhall.
3. To award the contract for community based short breaks for disabled children and young people to Progress Children's Services Limited of 127 Millfields Road, Bilston, Wolverhampton, WV4 6JG and to authorise the Chief Legal Officer to execute the contract.
4. To approve the formalisation of the contractual arrangement with Dudley Metropolitan Borough Council for the provision of very sheltered housing services for a period of three years.

10. **Structural repairs to the Civic Centre Car Park**
Councillor Johnson presented the report. He asked for approval to change the recommendations from those contained in the report, to allow for a further briefing to be given before the decision is made.

Resolved:

1. To delegate responsibility to agree the procurement arrangements for appointing a contractor to carry out structural repairs to the Civic Centre car park to the Cabinet Member for Resources in consultation with the Strategic Director for Delivery.

2. To note the non-structural remedial works excluded from the proposed work programme that will need to be funded in the medium term.

11. **Corporate Asset Management Fund - Approval of Schemes for the Energy Efficiency Fund**

Councillor Johnson introduced the report and asked for the approval in principle to the extension of renewable energy schemes.

Resolved:

1. To approve in principle, the development of two renewable energy schemes.
2. To approve the negotiation of a cost for the extension of the existing photovoltaic panel installation at the Civic Centre, based on the recently approved Mark Group Ltd tendered rates.
3. To delegate the approval of the detailed business case and acceptance of tenders to the Cabinet Member for Resources in consultation with the Assistant Director, City Services.

12. **Employee establishment**

Resolved:

To note changes made to the employee establishment.



Cabinet (Resources) Panel

17 June 2014

Report title	Black Country Local Broadband Plan: Collaboration Agreement	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Peter Bilson Economic Regeneration and Prosperity	
Key decision	No	
In forward plan	No	
Wards affected	All	
Accountable director	Tim Johnson, Education and Enterprise	
Originating service	Economic Partnerships and Investment	
Accountable employee(s)	Heather Clark	Strategic Projects and Funding Manager
	Tel	01902 555614
	Email	Heather.clark2@wolverhampton.gov.uk
Report to be/has been considered by	Education & Enterprise Leadership Group 3 April 2014	

Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve entering into collaboration agreements to enable delivery of the Black Country Local Broadband Plan and delegate authority to the Chief Legal Officer to execute the final collaboration agreement.
2. Approve entering into collaboration agreements to enable delivery of future Black Country externally funded projects and delegate authority to the Chief Legal Officer to execute final collaboration agreements.

2 Purpose

- 2.1 The purpose of the report is to brief members on opportunities offered through the Black Country Local Broadband Plan and enter into collaboration agreement for this project and seek delegated authority to enter into these agreements in future.

3 Background

- 3.1 Increasingly economic development and regeneration funding has to be accessed via the Black Country Local Economic Partnership (LEP). Cabinet (Resources) Panel agreed in a report on 26 November 2013 that the Cabinet Member for Economic Regeneration and Prosperity in conjunction with the Strategic Director Education and Enterprise be authorised to approve the terms of the collaboration agreements in conjunction with other Black Country Local Authorities and Black Country Consortium.
- 3.2 Broadband is a key Government priority, in recognition that that fast, reliable broadband internet access is essential for homes throughout the country to benefit from online services and for UK businesses to compete globally. The Black Country have been successful in bidding for Broadband Delivery UK (BDUK) funding to achieve the Government's goal that everyone in the UK able to access broadband speeds of at least 2 megabits (Mbps) per second and 95% of the UK receiving far greater speeds (at least 24 Mbps) by 2017. BDUK is responsible for managing the Broadband Programme and supporting local authorities to enter into delivery contracts with suppliers through their procurement framework. The Black Country Broadband project is under the third scheme targeting white New Generation Access (NGA) areas in villages, towns and urban fringes.

4 Black Country Local Broadband Plan

- 4.1 Black Country Local Enterprise Partnership (LEP) in partnership with the four Black Country Local Authorities developed a Black Country Local Broadband Plan which was successful in attracting resources from BDUK. The Black Country is planning to draw down £3 million of BDUK resources with match from Growing Places to form a £6 million pot of resource to fund broadband infrastructure work across the Black Country. The primary objectives of the Black Country LEP Broadband Plan are to:
- Maximise existing and new generation broadband technology to provide and promote excellent council services.
 - Work with partners to stimulate the uptake of broadband by residents and businesses as a key element in reducing digital exclusion.
 - Provide the opportunities for businesses, voluntary sector and communities to develop and grow through the opportunities that superfast broadband can offer.

- 4.2 Despite all Wolverhampton exchanges being enabled for superfast broadband, Wolverhampton still has areas that are unable to access superfast broadband. Some areas have no NGA operators and these are predominantly business areas and include the city centre, parts of Stafford Road technology corridor, Wednesfield and Bilston.
- 4.3 Unfortunately the final third of BDUK funding covering villages, towns and urban fringes does not cover urban areas defined as areas invited to bid for Super Connected Cities Plan resources, therefore we are unable to include Wolverhampton city centre in the scope of the project due to state aid rules.
- 4.4 Sandwell MBC are acting as Accountable Body status for the capital programme funded through BDUK and are looking for the other three Black Country local authorities to enter into a collaboration agreement. The purpose of the collaboration agreement is to share the risk of any potential grant clawback against the project delivery lead with the other Black Country Local Authorities. Procurement of the capital elements through BDUK framework agreement is due to be completed by June 2014.
- 4.5 Participation in the collaboration agreement will allow Wolverhampton to benefit from funding for capital investment in fibre broadband infrastructure. This will lead to an increase in broadband speeds in strategic growth corridors and associated impact on economic growth from business benefits.
- 4.6 Wolverhampton City Council are leading on developing the demand stimulation plan which is a requirement of drawing down BDUK resource centred around business and resident demand. Business demand is being driven through the Black Country Growth Hub and Black Country Broadband Business Support project for which the Council is accountable body. The approach for residents is building on Wolverhampton's approach to digital inclusion.

5 Risk assessment

- 5.1 The purpose of the collaboration agreement is to share the risk of any potential grant clawback with the other Black Country Local Authorities. In addition, to minimise risks associated with RGF projects in line with the collaboration agreements, Dudley have its own rigorous risk management process. Sandwell MBC has extensive experience in managing external funded projects including experience of the rigorous audit procedures and very specific and inflexible regulations which are enforced to extract clawback. This very experience ensures a cautious and thorough examination of the collaboration agreements, as well as a robust approach to project management systems and processes.

6 Financial implications

- 6.1 The Black Country has secured £3 million of BDUK resources with match anticipated from Growing Places to form a £6 million pot of resource to fund broadband infrastructure work across the Black Country. There are no direct financial implications in terms of match funding to Wolverhampton City Council since match funding to draw down BDUK

resources has been identified from Growing Places and no cash match is sought from local authorities. Sandwell MBC, as accountable body for the project, will be accountable for any risks of losses including grant clawback or withdrawal. They are seeking to share this risk with the other Black Country authorities on an equal shares basis. Since the total potential grant available for the project is £9 million, the maximum exposure to Wolverhampton would be £2.3 million. Approval processes and other procedural actions will be put in place by the four partner authorities to mitigate the risks associated with this agreement. Failure to sign up and become a delivery partner could result in a significant loss of income to the city. [ES/10042014/U]

7 Legal implications

- 7.1 Councils have authority to enter into Collaboration Agreements by virtue of Section 1 of the Localism Act 2011, which empowers Local Authorities to do anything that individuals may generally do. These Agreements and the proposals also accord with the sustainable communities strategy contained in Section 4 of the Local Government Act 2000.
- 7.2 Collaboration Agreements set a framework and governance structure for joint working between the parties to enable the delivery of the programmes and ensures commitment to the process and a shared responsibility between Black Country authorities, thereby mitigating risk for the respective accountable body. Therefore a representative of the Chief Legal Officer will be required to participate in the development of each agreement to ensure deliverability and minimise risk for Wolverhampton. JH/08042014/W

8 Equalities implications

- 8.1 Part of the requirements to draw down BDUK capital resources is a demand stimulation plan. Digital inclusion is a particular focus of the resident part of the demand stimulation programme, therefore we would expect this project to have positive equalities implications due to the focus on disadvantaged groups.

9 Environmental implications

- 9.1 Broadband infrastructure enables different ways of working which can have positive environmental impact including home working.

10 Schedule of background papers

None



Cabinet (Resources) Panel

17 June 2014

Report title	Dudley Metropolitan Borough Council: Provision of Urban Traffic Control – Extension to the Service Level Agreement until the 31 March 2015.	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Peter Bilson Economic Regeneration and Prosperity	
Key decision	No	
In forward plan	Yes	
Wards affected	All	
Accountable director	Tim Johnson, Education and Enterprise	
Originating service	Transportation	
Accountable employee(s)	Bob Willis	Service Manager, Network Management
	Tel	01902 555790
	Email	bob.willis@wolverhampton.gov.uk
Report to be/has been considered by	N/A	

Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve the extension of the Service Level Agreement (SLA) for the provision of Urban Traffic Control (UTC) services to Dudley Metropolitan Borough Council (DMBC) until 31 March 2015.

1.0 Purpose

- 1.1 To seek approval to renew the SLA with DMBC in relation to the provision of UTC services until 31 March 2015, following the outcome of negotiations with DMBC.

2.0 Background

2.1 UTC services have been provided by Wolverhampton City Council to DMBC since 1986. The services provided are primarily for traffic signals and closed circuit television cameras (CCTV) within the Dudley Metropolitan Borough area for traffic management purposes.

2.2 The equipment, owned by DMBC, consists of 85 traffic signalled controlled junctions, 28 pedestrian crossings and 24 CCTV cameras. The equipment is connected to the UTC computer system and the associated CCTV system located at Heantun House.

2.3 The main services and functions within the SLA include:

- The operation and maintenance of the UTC and CCTV systems
- The monitoring of traffic conditions by CCTV and direct on-street observations
- The operation of traffic control fixed time and SCOOT systems by automatic control
- The monitoring and identification of system faults
- The monitoring and updating of traffic signal plans
- Maintenance of the UTC computer database
- Updates and modifications to the existing system
- Monitoring and routine inspection of transmission equipment
- The management of third party equipment maintenance contracts
- Administration of the joint traffic signal maintenance contract

2.4 Following the SLA renewal negotiations, DMBC requested an extension to the current SLA to allow them time to review the provision of services they require. The current income for providing this service is £165,970, this price will be fixed for this additional period.

3.0 Financial implications

3.1 The 2013/14 income for the provision of UTC services was £165,970. This will be held until the 31 March 2015 and is the income built into the 2014/15 approved revenue budgets for Transportation. [JR/28052014/B]

4.0 Legal implications

4.1 This supports the duty under the 'Traffic Management Act 2004' to facilitate the expeditious movement of traffic on road networks for which another authority is responsible. [TS/28052014/F]

5.0 Equalities implications

- 5.1 The SLA contributes towards providing a safe road network for all social groups including pedestrians and motorists.

6.0 Environmental implications

- 6.1 The effective and efficient operation of traffic signals contributes towards improving road safety and reduces traffic congestion. This benefits local communities and the environment.

7.0 Human resources implications

- 7.1 The SLA forms part of the routine duties and tasks of UTC staff.

8.0 Schedule of background papers

- 8.1 Willis, B. (2012) Cabinet Resources Panel: 'Service level agreement to provide urban traffic control services to Dudley Metropolitan Borough Council for the period 1 April to 31 March 2014'

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Cabinet (Resources) Panel

17 June 2014

Report title	Provision of Hired School Transport, Academic Year 2014/15	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor P Page Schools, Skills and Learning	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All	
Accountable director	Tim Johnson, Education and Enterprise	
Originating service	Pupil Services	
Accountable employee(s)	Bill Hague Tel Email	Strategic Lead 01902 556943 bill.hague@wolverhampton.gov.uk
Report to be/has been considered by		

Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

Delegate authority to the Cabinet Member for Schools, Skills and Learning, in consultation with the Strategic Director for Education and Enterprise, to accept tenders for the provision of Hired School Transport for the 2014/15 academic year.

1.0 Purpose

- 1.1 To seek authority for the Strategic Director for Education and Enterprise in consultation with the Cabinet Member for Schools, Skills and Learning to accept tenders for the provision of Hired School Transport for the 2014/15 academic year in accordance with the arrangements set out in section two and where the contract values are contained within the budget provision detailed in section three of the report.

2.0 Background

- 2.1 Transport is required each year in order to provide home to school transport facilities for children with special educational needs.
- 2.2 In compliance with the contract procedure rules, an annual tendering procedure is applied to known available routes that will operate during the 2014/15 academic year.
- 2.3 Public Notices are placed in local newspapers inviting contractors to submit tenders. Once the closing date has been reached, the tenders are considered by employees of the Corporate Procurement Team in liaison with employees of the Education & Enterprise Directorate and the Licensing Section.
- 2.4 Tenders are invited between May and July each year once employees have confirmation of pupils' school placements for the new academic year.
- 2.5 The Cabinet (Resources) Panel is advised of the proposed contracts to be offered to companies, and plenary powers are requested from the Council to accept tenders. Once Councillors' approval is given to accept the tenders, the relevant companies are offered contracts to commence at the start of the new academic year.
- 2.6 This ensures the necessary contracts are in place in time for the beginning of the new academic year.

3.0 Financial implications

- 3.1 There is provision of £2,084 million in the 2014/15 Education and Enterprise revenue budgets for home to school transport in respect of special schools and resource bases
- 3.2 This report has direct financial implications in that it deals with the deployment of financial resources for the Authority's statutory duties/powers to provide home to school transport.
- 3.3 It is likely that the overall financial provision for home to school transport will be fully utilised by the end of the financial year.
[CF/28052014/N]

4.0 Legal implications

- 4.1 The Education and Inspections Act 2006 places a statutory duty on local authorities to ensure that suitable travel arrangements are made, where necessary, to facilitate a child's attendance at school.
[AS/28052014/Q]

5.0 Equalities implications

- 5.1 This report has implications for the Authority's policy in that it concerns the deployment of limited resources for the benefit of children who are disabled and/or have special educational needs. Equalities considerations will be systematically considered throughout the tendering process and via contract management. As a result of this Councillors can be confident that the authority will have "due regard" to the requirements of the Public Sector Equality and Duty and Equality Act 2010. This report itself has no direct equality implications.

6.0 Environmental implications

- 6.1 This report has no direct implications for the Authority's environmental protection policies.

7.0 Human Resource Implications

There are no human resource implications contained within this report.

8.0 Corporate Landlord Implications

There are no corporate landlord implications contained within this report.

9.0 Schedule of background papers

None.

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Cabinet (Resources) Panel

17 June 2014

Report title	Corporate Condolence Protocol
Cabinet member with lead responsibility	Councillor Paul Sweet
Key decision	No
In forward plan	No
Wards affected	All
Accountable director	Keith Ireland, Delivery
Originating service	Office of the Chief Executive
Accountable employee(s)	Tessa Johnson Graduate Management Trainee Tel 01902 554003 Email Tessa.johnson@wolverhampton.gov.uk
Report to be/has been considered by	

Recommendation(s) for action or decision:

Cabinet Resources Panel is recommended to:

1. Approve the corporate condolence protocol to be implemented when required.

1.0 Purpose

- 1.1 This report outlines the corporate condolence protocol (attached as Appendix A) which has been created to ensure a consistent and efficient response to the deaths of significant public figures or members of the Royal Family. The protocol enables a coordinated response from a number of service areas, including communications, human resources and facilities. The protocol will be maintained by each service area and followed automatically when a notable figure dies.
- 1.2 Ensuring there are condolence books already purchased and measures already put in place will enable a fast and smooth response from the Council.

2.0 Background

- 2.1 The Communications team has previously been responsible for condolence procedures, but there was no set protocol to follow to ensure consistency.
- 2.2 The protocol was written in light of recent deaths of notable figures such as Nelson Mandela, to ensure that in the future there would be an automatic and fast response. It is particularly important to be in place in case of the death of Her Majesty or another major Royal.

3.0 Discussion

- 3.1 This report was considered by Delivery Directorate Leadership Team (DDLTL) on 1 April 2014 and Strategic Executive Board (SEB) on 20 May 2014 and subsequent amendments were made. It has been reviewed by Human Resources to ascertain there are no significant HR implications.
- 3.2 Colleagues from Facilities and Communications have also reviewed and commented upon the protocol.
- 3.3 The use of an online condolence book was suggested, which may be established in due course. However, this protocol establishes the most basic requirements as a starting point.

4.0 Financial implications

- 4.1 There will be a small cost associated with purchasing condolence books, but this can be funded from existing Communications team revenue budgets. [GE/02062014/M]

5.0 Legal implications

- 5.1 There are no legal implications associated with this report. [RB/02062014/K]

6.0 Equalities implications

- 6.1 There are no equalities implications associated with this report.

7.0 Environmental implications

7.1 There are no environmental implications associated with this report.

8.0 Human resources implications

8.1 There may be human resources implications in the case of the death of the Monarch as the day of the state funeral would most likely be granted as an additional bank holiday. This would be dealt with at the time by the Chief Human Resources Officer and carried out in a similar manner to the additional bank holiday for the Royal Wedding.

9.0 Corporate landlord implications

9.1 There are no corporate landlord implications.

10.0 Schedule of background papers

10.1 N/A

Appendix A

Corporate Condolence Protocol: local person of note or non-Royal

This protocol should be followed in the case of the death of a local significant public figure, or of a national significant public figure who is not a major Royal.

Communications

Action	Additional Information	Person Responsible
Inform Chief Executive and Leader and implement condolence protocol		Head of Communications, or an 'on call' Communications Officer
Add article from the Mayor to website home page	This will signpost the details of the book of condolence.	Communications Officer Mayor
Publish press release from above onto City People and inform employees of any procedures e.g. minute silence.		Communications Officer Mayor
Minutes/ two minutes silence	In the case of a significant public figure who is not a member of the immediate Royal family, monitor media to ascertain whether and when a silence would be appropriate.	Communications Officer

Flag Flying

Action	Additional Information	Person Responsible
In The Director of Delivery will decide when to fly the flag at half-mast.	The union flag should be flown at half-mast from the main flag pole. The council flag may be flown from another pole, at half-mast, but must be lower than the union flag. When raising the flag, it must be first raised to the	Director of Delivery Implemented by keepers via Facilities Management

	top of the flag pole for a few seconds and then lowered to the position of half-mast (which is not halfway down the pole, but rather one third down.)	
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Book of Condolence

Action	Additional Information	Person Responsible
Table to be prepared	The table will be placed between the two pods in the main concourse, ground floor, with a chair.	Keepers via Facilities Management
The book of condolence is to be opened on the first working day.	Spare condolence books will be kept by communications. A loose leaf binder will be used.	The Mayor will sign the book first, with a section reserved at the front of the book for the Leader and Chief Executive to sign.
Notice placed on noticeboards and at reception	Template for notices and tent cards below	Communications Officer
The book of condolence will be closed when appropriate and an individual bookplate written and placed in the front. The book is then placed in the Wolverhampton archives. When appropriate, alternatively the book can be presented to the person's family.		Head of Communications

Actions for non-Royal persons of note

Communications

- Purchase books of condolence to be kept in storage:
 - [Loose leaf book](#) for non-Royal person of note.
- Loose leaf pages to be designed and printed in house by the Studio in advance

Keepers

- Instructions for layout of table to be maintained
- Flag flying policy to be maintained.

Corporate Condolence Protocol: Royal Family

To be followed in the case of the death of the monarch or other members of the immediate Royal family

Communications

Action	Additional Information	Person Responsible
Inform Chief Executive and Leader and implement condolence protocol		Head of Communications, or an 'on call' Communications Officer
Add article from the Mayor to website home page using pre-prepared press release.	Pre-prepared press releases are kept by the corporate communications team and attached below and can be personalised by the Mayor. This will signpost the details of the book of condolence. This should happen even on a weekend/holiday.	Communications Officer Mayor
Publish press release from above onto City People and inform employees of any procedures e.g. minute silence.	Pre-prepared press releases are kept by the corporate communications team and can be personalised by the Mayor. This will signpost the details of the book of condolence. This should happen even on a weekend/holiday.	Communications Officer Mayor
Minutes/ two minutes silence	Receive guidance from the Palace as to when silence will be held. For Her Majesty Queen Elizabeth, Queen Mother, two	Communications Officer

	minutes silence were held during her funeral.	
<p>In the case of the death of the sovereign. Announce closures of schools and services via internal and external communication.</p>	<p>The day of the state funeral could be a national holiday.</p> <p>This would most likely be awarded as an additional national holiday day to all staff in a similar way to the bank holiday of the Royal Wedding.</p> <p>The same services which usually remain open on a bank holiday would do so.</p>	<p>Communications Officer to announce the national holiday, working alongside HR</p> <p>Head of Human Resources to agree national holiday</p>
<p>In the case of the death of the sovereign. On Proclamation Day (when the new monarch is announced) the new monarch is immediately named at Accession Council in Westminster.</p>	<p>Communications Officer should respond to guidelines issued at the time by the Palace.</p> <p>These will most likely stipulate the declaration of the new monarch at the city hall which should be read by the mayor or chief executive. The mayor should be present.</p>	

Flag Flying

Action	Additional Information	Person Responsible
<p>In case of the death of the Sovereign the flag should be flown at half-mast as soon as possible, even on a public holiday or weekend, until after the funeral (except on Proclamation Day).</p> <p>In the case of the death of a member of the royal family, the funeral of a prime minister or ex-prime minister or the funeral of</p>	<p>The union flag should be flown at half-mast from the main flag pole. The council flag may be flown from another pole, at half-mast, but must be lower than the union flag.</p> <p>When raising the flag, it must be first raised to the top of the flag pole for a few seconds and then lowered to the position of half-mast (which is not</p>	<p>Keepers via Facilities Management</p>

foreign prime minister, the sovereign may instruct the flag to be flown at half-mast.	halfway down the pole, but rather one third down.)	
In case of the death of the sovereign the flag must be raised to full-mast on Proclamation Day (when the new monarch is announced).	It must be raised to full mast at 11am until sunset, after which it must be lowered to half-mast until after the funeral.	Keepers via Facilities Management

Book of Condolence

Action	Additional Information	Person Responsible
Table to be prepared	<p>The table will be placed between the two pods in the main concourse, ground floor, with a chair.</p> <p>A framed photograph should be placed next to it.</p> <p>Photographs are to be kept by communications.</p>	Keepers via Facilities Management
The book of condolence is to be opened on the first working day.	<p>Spare condolence books will be kept by communications.</p> <p>For immediate royals, a bound leather book will be used.</p>	The Mayor will sign the book first, with a section reserved at the front of the book for the Leader and Chief Executive to sign.
Notice placed on noticeboards and at reception	Template for notices and tent cards below	Communications Officer
<p>The book of condolence will be closed when appropriate and an individual bookplate written and placed in the front.</p> <p>The book is then placed in the Wolverhampton archives. If desired, a letter of sympathy may be</p>		Head of Communications

written to Buckingham Palace (or relevant body) highlighting the existence of such a book of condolence, to provide a cross reference.		
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Actions for Royal protocol Communications

- Templates of communications in the case of the death of a major royal to be drafted and kept by the corporate communications team, to be personalised by the Mayor.
- Photographs of HM the Queen and HRH Prince Philip to be printed and framed
- Templates of tent cards and bookplates to be designed by the Studio, to be ordered at short notice with the appropriate name inserted
- Purchase books of condolence to be kept in storage:
 - [Leather condolence books x 2](#) (for HRH the Queen and HRM Prince Philip)
- External calligrapher to write generic message on the top of pages of gold edged books

Keepers

- Instructions for layout of table to be maintained
- Flag flying policy to be maintained

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Cabinet (Resources) Panel

17 June 2014

Report title Schedule of Individual Executive Decisions

Decision designation AMBER

Cabinet member with lead responsibility All

Key decision No

In forward plan No

Wards affected All

Accountable director Keith Ireland, Delivery

Originating service Democratic Services

Accountable employee(s) Tessa Johnson Graduate Management Trainee
Tel 01902 554003
Email Tessa.johnson@wolverhampton.gov.uk

Report to be/has been considered by N/A

Recommendations for noting:

The Cabinet (Resources) Panel is asked to note:

The summary of open and exempt individual executive decisions approved by the appropriate Cabinet Members following consultation with the relevant designated employees.

Schedule of Green Decisions

Part 1 – Open Items

Originating Directorate	Title and Summary of Decision	Accountable Senior Manager	Accountable Cabinet Member	Date Approved	Contact Officer
1. Office of the Chief Executive					
2. Community	<p>(a) Refurbishment of Albert Road Site to Relocate and Centralise the All Age Disability Team – Award of Contract</p> <p>i) That the Cabinet Member for Adult Services, in consultation with the Strategic Director of Community award the contract for the refurbishment of the Albert Road site.</p> <p>ii) That the contract be awarded to the lowest tenderer in accordance with the quotation received for £79,946.</p>	Strategic Director, Community	Councillor Steve Evans	29 April 2014	Suzanne Smith 01902 555377
3. Delivery	<p>(a) Corporate Asset Management Fund – Approval of Schemes for the Energy Efficiency Fund</p> <p>That the Cabinet Member for Resources, in consultation with the Assistant Director, City Services, approves the energy efficiency projects included in the report.</p>	Strategic Director, Delivery	Councillor Andrew Johnson	30 April 2014	David Webb 01902 555540
4. Education and Enterprise	<p>(a) Black Country Growth Hub – Allocation of pump priming grants</p> <p>That the Cabinet Member for Economic Regeneration and Prosperity, in consultation</p>	Strategic Director, Education and Enterprise	Councillor Peter Bilson	11 April 2014	Corin Crane 01902 550166

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Originating Directorate	Title and Summary of Decision	Accountable Senior Manager	Accountable Cabinet Member	Date Approved	Contact Officer
	with the Strategic Director Education and Enterprise agrees pump priming grants to third parties to deliver Black Country Growth Hub products.				
Page 29	<p>(b) Green Digital Charter/NiCE Project Training Event That the Cabinet Member for Economic Regeneration and Enterprise, in consultation with the Strategic Director for Education and Enterprise, gives approval to attend the Green Digital Charter/NiCE Project Training event in Brussels on 21 May 2014</p>	Strategic Director, Education and Enterprise	Councillor Peter Bilson	19 May 2014	Mark Godson 01902 554045
	<p>(c) Approval of Black Country Consortium subscription That the Cabinet Member for Economic Regeneration and Prosperity, in consultation with the Strategic Director, Education and Enterprise, approve Wolverhampton City Council's subscription to the Black Country Consortium from within existing budget allocations.</p>	Strategic Director, Education and Enterprise	Councillor Peter Bilson	13 May 2014	Heather Clark 01902 555614
	<p>(d) Provision of properties for the Looked After Children Transitions Housing Support Service That the Cabinet Member for Economic Regeneration and Prosperity, in consultation with the Director for Education and Enterprise,</p>	Strategic Director, Education and Enterprise	Councillor Peter Bilson	3 June 2014	Kenny Aitchison 01902 554841

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Originating Directorate	Title and Summary of Decision	Accountable Senior Manager	Accountable Cabinet Member	Date Approved	Contact Officer
	approve the allocation of four studio flats to Community Directorate for use by the Looked After Children Transitions Housing Support Service				

Part 2 – Exempt Items

Originating Service	Title and Summary of Decision	Designated Director/Officer	Cabinet Member Consulted	Date Approved	Contact Officer
1. Office of the Chief Executive					
2. Community					
3. Delivery Page 31	<p>(a) Interim Head of Schools' HR Temporary Appointment That the Cabinet Member for Governance and Performance, in consultation with the Strategic Director, Delivery and the Chief Human Resources Officer approves the temporary interim appointment of Head of Schools' HR for a period of up to six months to provide a services to those schools which have remained loyal to Wolverhampton City Council and whilst Schools' HR is rebuilt and integrated into the Corporate HR function. The post holder will report to the Chief HR Officer.</p>	Strategic Director, Delivery	Councillor Paul Sweet	16 April 2014	Sue Davies 01902 554056
4. Education and Enterprise	<p>(a) Demolition of Tower and Fort Works That the Cabinet Member for Economic Regeneration and Prosperity, in consultation with the Strategic Director for Education and Enterprise, approves the award of a contract to undertake the demolition of Tower and Fort Works to City Demolition Contractors</p>	Strategic Director, Education and Enterprise	Councillor Peter Bilson	19 May 2014	Tok Olateju 01902 555573

Originating Service	Title and Summary of Decision	Designated Director/Officer	Cabinet Member Consulted	Date Approved	Contact Officer
	(Birmingham) Limited.				
Page 32	<p>(b) Regularising two former service tenancies at Groundsman's Cottage and Highfields Farmhouse That the Cabinet Member for Economic Regeneration and Prosperity, in consultation with the Strategic Director of Education and Enterprise, approves the following actions to regularize the management of the Groundsman's Cottage and Highfields Farmhouse</p>	Strategic Director, Education and Enterprise	Councillor Peter Bilson	27 May 2014	Jane Trethewey 01902 555583
	<p>(c) Black Country GOLD That the Cabinet Member for Economic Regeneration and Prosperity, in consultation with the Strategic Director of Education and Enterprise, approves the issuance of Black Country GOLD Grant to Next Generation Frames.</p>	Strategic Director, Education and Enterprise	Councillor Peter Bilson	27 May 2014	Jay Patel 01902 554955
	<p>(d) Black Country GOLD That the Cabinet Member for Economic Regeneration and Prosperity, in consultation with the Strategic Director of Education and Enterprise, approves the issuance of Black Country GOLD Grant to Burke Brothers Moving Group, CPN systems, Heads Up Compliance, Paint 360 and Redbox</p>	Strategic Director, Education and Enterprise	Councillor Peter Bilson	14 May 2014	Jay Patel 01902 554955
	<p>(e) Black Country GOLD That the Cabinet Member for Economic Regeneration and Prosperity, in consultation with the Strategic</p>	Strategic Director, Education and	Councillor Peter Bilson	13 May 2014	Jay Patel 01902 554955

Originating Service	Title and Summary of Decision	Designated Director/Officer	Cabinet Member Consulted	Date Approved	Contact Officer
	Director of Education and Enterprise, approves the issuance of Black Country GOLD Grant to Walsall Box Company	Enterprise			
	(f) Land and Property Transactions To approve the completion of transactions summarised in the report.	Strategic Director, Education and Enterprise	Councillor Peter Bilson	27 May 2014	David Harris 01902 555576

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