

Cabinet (Resources) Panel

24 July 2018

Time 5.30 pm **Public Meeting?** YES **Type of meeting** Executive

Venue Committee Room 3 - Civic Centre, St Peter's Square, Wolverhampton WV1 1SH

Membership

Chair Cllr Louise Miles (Lab)

Vice-chair Cllr Roger Lawrence (Lab)

Labour

Cllr Peter Bilson

Cllr Steve Evans

Cllr Val Gibson

Cllr Hazel Malcolm

Cllr Lynne Moran

Cllr John Reynolds

Cllr Sandra Samuels OBE

Cllr Paul Sweet

Quorum for this meeting is five Councillors.

Information for the Public

If you have any queries about this meeting, please contact the Democratic Services team:

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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

Item No. Title

- 1 **Apologies for absence**
- 2 **Declarations of interest**

MEETING BUSINESS ITEMS

- 3 **Minutes of the previous meeting** (Pages 5 - 10)
[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 (AMBER - DELEGATED TO THE CABINET (RESOURCES) PANEL)

- 5 **Revenue Budget Monitoring Quarter One 2018-2019** (Pages 11 - 58)
[To provide Cabinet (Resources) Panel with a projection of the likely revenue outturn position for the General Fund and Housing Revenue Accounts, compared with the Council's approved revenue budgets for 2018-2019.]
- 6 **Acceptable use of ICT Assets and Social Media** (Pages 59 - 82)
[To approve a revised policy that includes guidance to employees on the use of new technology, social media and personal use of mobile phones]
- 7 **Schedule of Individual Executive Decision Notices** (Pages 83 - 88)
[To note the summary of open and exempt individual executive decision notices approved by cabinet members following consultation with the relevant employees]
- 8 **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 involve the likely disclosure of exempt information on the grounds shown below.]

PART 2 - EXEMPT ITEMS, CLOSED TO PRESS AND PUBLIC

- 9 **i54 Western Extension** (Pages 89 - 112)
[To update Cabinet Resources Panel on the current position of i54 and the resulting outcomes and economic benefits.]
- Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)

- | | | |
|----|---|--|
| 10 | Land and Property transactions - Corporate Landlord (CRP 003) (Pages 113 - 122)

[To seek approval to declare surplus to Council requirements the assets.] | Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3) |
| 11 | Land and Property Transactions - Corporate Landlord (CRP 004) (Pages 123 - 132)

[To seek approval to enter into a settlement agreement] | Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3) |
| 12 | 24 July 2018 - Procurement - Award of Contracts for Works, Goods and Services (Pages 133 - 150)

[To approve the award of contracts.] | Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3) |

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Attendance

Members of the Cabinet (Resources) Panel

Cllr Louise Miles (Chair)
Cllr Roger Lawrence (Vice-Chair)
Cllr Peter Bilson
Cllr Steve Evans
Cllr Val Gibson
Cllr Hazel Malcolm
Cllr Lynne Moran
Cllr Sandra Samuels OBE
Cllr Paul Sweet

Employees

Dereck Francis	Democratic Services Officer
Tim Johnson	Deputy Managing Director/Strategic Director - Place
Claire Nye	Director of Finance

Part 1 – items open to the press and public

Item No. Title

- 1 **Apologies for absence**
Apologies for absence were submitted on behalf of Councillor John Reynolds.
- 2 **Declarations of interests**
Tim Johnson, Strategic Director for Place declared a non-pecuniary interest in item 12 (Progression of Housing Development Sites) in so far as he is a Director on the Board of WV Living.
- 3 **Minutes of the previous meeting - 22 May 2018**
Resolved:
That the minutes of the previous meeting held on 22 May 2018 be approved as a correct record and signed by the Chair.
- 4 **Matters arising**
There were no matters arising from the minutes of the previous meeting.
- 5 **Statutory Food Service Plan**
Councillor Steve Evans presented for approval the Council's draft Food Service Plan for 2018 and sought delegated authority to approve the final version of the plan. Approval was also requested to the introduction of a charge for both food hygiene

rating revisits and food hygiene consultancy work, at an hourly rate of £70 for a Senior Environmental Health Officer, to take effect from 1 July 2018 (or as soon as possible thereafter).

Resolved:

1. That the draft 2018 Food Service Plan as summarised in Appendix 1 to the report be approved.
2. That authority be delegated to the Cabinet Member for City Environment in consultation with the Head of Business Services to approve the final version of the Food Service Plan.
3. That the introduction of a charge for both Food Hygiene Rating Revisits and Food Hygiene Consultancy Work, at an hourly rate of £70 for a Senior Environmental Health Officer, to take effect from 1 July 2018 (or as soon as possible thereafter) be approved.
4. That the requirement to prepare a Food Service Plan be noted.
5. That the requirements set out in the action plan following the audit by the Food Standards Agency in September 2017 be noted.

6

Restoration of Pennfields and Tettenhall War Memorials

Councillor Roger Lawrence presented the report seeking approval for the Council to act as the accountable body for two local community groups, to facilitate the restoration of the war memorials. The repairs would be funded through external grants from the War Memorials Trust (WMT) and contributions raised by Bradmore War Memorial Fund and Tettenhall War Memorial Committee local community groups.

Resolved:

1. That the Council act as the accountable body on behalf of two local community interest groups, to facilitate the repair of the Pennfields and Tettenhall war memorials.
2. That the establishment of a capital budget of £20,000 for the repair of Pennfields war memorial, which is to be funded by an external grant from the War Memorials Trust and contributions raised by the Bradmore War Memorial Fund community group be approved.
3. That the establishment of a capital budget of £20,000 for the repair of Tettenhall war memorial, which is to be funded by an external grant from the War Memorials Trust and contributions raised by the Tettenhall War Memorial Committee community group be approved.

7

Schedule of Individual Executive Decision Notices

Resolved:

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

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 items of business as they involve the likely disclosure of exempt information falling within the paragraph 3 of Schedule 12A of the Act.

Part 2 - exempt items, closed to press and public

9 19 June 2018 - Procurement - Award of Contracts for Works, Goods and Services

The Panel considered proposals for the award of contracts for works, goods and services.

Resolved:

1. That authority be delegated to the Cabinet Member for City Assets and Housing, in consultation with the Strategic Director for Place, to approve the award of a contract for New Build Council Housing at Heath Town when the evaluation process is complete.
2. That authority be delegated to the Cabinet Member for City Environment, in consultation with the Strategic Director for Place, to approve the direct award of contracts for Residual Disposal (Landfill), Green Waste Processing and Recycling Processing when the negotiation process is complete.
3. That the contract for Electronic Records and Documents Management System be awarded to Idox plc of 2nd floor, 1310 Waterside, Arlington Business Park, Theale, RG7 4SA for a duration of three years with option to extend for a further four years from 1 April 2018 to 31 March 2025 for a total contract value of £735,000.
4. That authority be delegated to the Cabinet Member for Resources, in consultation with the Director of Finance, to approve the award of a contract for Financial Advice Consultants when the evaluation process is complete.
5. That authority be delegated to the Cabinet Member for Resources, in consultation with the Strategic Director for Place, to approve the award of a contract for Microsoft Developers when the evaluation process is complete.
6. That authority be delegated to the Cabinet Member for Adults, in consultation with the Strategic Director for People, to approve the award of contracts in each of the five lots for Statutory Advocacy Services when the evaluation process is complete.
7. That the Director of Governance be authorised to execute contracts in respect of the above as required.

10 Heath Town Residential Repairs - Private Leaseholder Update

Councillor Peter Bilson presented the report that provided an update on the buying back of leasehold properties purchased originally under 'Right to Buy' (RTB) on the Heath Town Estate which are due to have major works undertaken as part of the estate works. Approval was sought to the purchase of the leasehold for two properties on the estate where the purchase price had been agreed and to delegated authority to approve any further purchases of leasehold properties on the estate once a purchase price had been agreed.

Resolved:

1. That the purchase of the leasehold properties as listed on appendix 1 to the report where the purchase price has been agreed be approved.
2. That authority be delegated to the Cabinet Member for City Assets and Housing in consultation with the Service Director, City Housing to approve any further purchases of leasehold properties purchased under the Right to Buy (RTB) on the Heath Town Estate, subject to agreement of a purchase price.
3. That the progress made to buy back leasehold properties purchased originally under the Right to Buy (RTB) on the Heath Town Estate which are due to have major works undertaken as part of the estate refurbishment be noted.

11

Corporate Asset Management Fund - Approval of Schemes for 2018-2019

Councillor Peter Bilson sought approval to a programme of capital works to schools to ensure the asset portfolio meets statutory compliance requirements. Delegated authority was also requested to initiate works in relation to emergency/ priority works preventing building closure and asbestos related works.

Resolved:

1. That the proposed programme of works for 2018-2019 as set out in Appendix 1 to the report to be funded from the capital repairs and to ensure the asset portfolio meets statutory compliance requirements. be approved.
2. That authority be delegated to the Cabinet Member for City Assets and Housing in consultation with the Head of Corporate Landlord to initiate works in relation to emergency / priority works preventing building closure and asbestos related works; the nature of which would not allow sufficient time to gain normal Council approvals, then to be confirmed through an Individual Executive Decision Notice.
3. That the previously approved schemes, totalling £534,000, which were subject to a previous Individual Executive Decision Notice report approved on 10 April 2018 be noted.

12

Progression of Housing Development Sites

Councillor Peter Bilson presented the report that sought approval to require the Council to enter into an agreement with WV Living pursuant to section 111 of the Local Government Act 1972, requiring WV Living to enter into a section 106 obligation in respect of a number of sites, simultaneously with completion of the purchase of the sites from the City Council. The agreement constituted either an agreement or a unilateral undertaking for WV Living to fulfil all planning obligations including the delivery of the affordable housing.

Resolved:

1. That the Council enter into an agreement with WV Living pursuant to section 111 of the Local Government Act 1972, requiring WV Living to enter into a section 106 obligation in respect of the sites listed below, simultaneously with completion of the purchase of the sites from the City Council:

Former Merryhill House, Warstones Resource Centre, Nelson Mandela House, Woden Resource Centre and Oakley Road/Reedham Gardens sites.

2. That authority be delegated to the Cabinet Member for City Assets and Housing in conjunction with the Director of Governance to agree the Heads of Terms for the disposal of the sites listed above.

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CITY OF WOLVERHAMPTON COUNCIL	Cabinet (Resources) Panel 24 July 2018
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Report title	Revenue Budget Monitoring 2018-2019	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Louise Miles Resources	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All	
Accountable director	Claire Nye, Finance Director	
Originating service	Strategic Finance	
Accountable employee(s)	Alison Shannon Tel Email	Chief Accountant 01902 554561 Alison.Shannon@wolverhampton.gov.uk
Report to be/has been considered by	Strategic Executive Board	10 July 2018

Recommendations for decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve the use of £841,000 from the Regeneration Reserve to fund various development works and schemes as detailed at paragraph 4.2.2.
2. Approve the use of £39,000 from the Schools Arts Service Reserve to support additional projects in schools and other educational establishments as detailed at paragraph 4.2.3.
3. Approve the use of £5,000 from the Art Gallery Touring Exhibitions Reserve to support the costs of Touring Exhibitions as detailed at paragraph 4.2.4.
4. Approve the use of £125,000 from the Future Works Reserves to support Agresso System Development as detailed at paragraph 4.2.5.

5. Approved the use of £10,900 from the Local Strategic Partnership Reserve and £9,100 from the Efficiency reserve to support the costs of a Community Fund for the Crowdfund Wolves as detailed in paragraph 4.2.6.
6. Approve the delegation of decisions about individual allocations to Crowdfund Wolves projects to the Cabinet Member for City Economy in consultation with the Director of Regeneration.
7. Approve the write off of two Council Tax debts totalling £12,827.91 as detailed in Appendix 8.
8. Approve the write off of four sundry debts totalling £42,656.54 as detailed in Appendix 9.
9. Approve ten virements totalling £4.9 million, for transfers within directorates, as detailed in Appendix 7.
10. Approve the introduction of an annual charge of £35 for Garden Waste services and a concessionary charge of £17.50 for eligible residents in receipt of maximum Council Tax reduction as detailed in paragraph 9.1.
11. Approve that authority be jointly delegated to the Cabinet Member for City Environment and the Cabinet Member for Resources, in consultation with the Strategic Director of Place and the Director of Finance to set and implement charges for commercial trade waste services as detailed in paragraph 9.2.
12. Approve the introduction of WV Active Change (Weight management programme) chargeable to Members at £30 and Non-Members at £40 as detailed in paragraph 9.4.
13. Approve the introduction of free access and discounted membership, to WV Active, for Looked after Children and Care Leavers up to the age of 25 in a number of areas as detailed in paragraph 9.5.
14. Approve the use of £500,000 from the Budget Contingency Reserve to fund the academy conversion deficit as detailed at paragraph 6.4.1.

Recommendations for noting:

The Cabinet (Resources) Panel is asked to note:

1. The overall projected outturn for the General Fund for 2018-2019 is forecast to be an overspend in the region of £2.7 million.
2. That at this stage in the financial year it is difficult to forecast redundancy costs. However, based on recent years it is anticipated that the cost of redundancies can be met from reserves.

3. That 734 council tax accounts totalling £257,806.65, as detailed in paragraph 7.4.1, have been approved by for write off by the Director of Finance in accordance with the Council's Financial Procedure Rules.
4. That 28 Non-Domestic Rates (NDR) debts totalling £30,580.50, as detailed in paragraph 7.4.2, have been approved by for write off by the Director of Finance in accordance with the Council's Financial Procedure Rules.
5. That 52 sundry debt accounts totalling £77,628.26, as detailed in paragraph 7.3, have been approved by for write off by the Director of Finance in accordance with the Council's Financial Procedure Rules.
6. That 16 housing benefit overpayments totalling £3,612.55, as detailed in paragraph 7.7, have been approved for write off by the Director of Finance in accordance with the Council's Financial Procedure Rules.
7. That three debts relating to Business Improvement District (BID) totalling £494.51, as detailed in paragraph 7.4.3, have been approved for write off by the Director of Finance in accordance with the Council's Financial Procedure Rules.
8. That a £15.3 million surplus on the Housing Revenue Account (HRA) is projected compared with a budgeted surplus of £15.2 million as shown at Table 9 and in detail at Appendix 6. The projected increased surplus of £157,000 will be used to redeem debt in line with the HRA Business Plan.

1.0 Purpose

- 1.1 The purpose of this report is to provide Cabinet (Resources) Panel with a projection of the likely revenue outturn position for the General Fund and Housing Revenue Accounts, compared with the Council's approved revenue budgets for 2018-2019.
- 1.2 This is the first report of this financial year detailing the likely outturn projection for 2018-2019.

2.0 Background

- 2.1 Overall, the General Fund projected outturn is currently forecast to overspend against the net budget, as analysed in Table 1.

Table 1 – 2018-2019 General Fund Revenue Budget Projected Outturn

	Net Controllable Budget 2018-2019 £000	Projected Outturn 2018-2019 £000	Projected Variation Over/(Under)	
			£000	%
People	119,546	121,463	1,917	1.60%
Corporate	51,763	50,844	(919)	-1.78%
Place	51,335	52,288	953	1.86%
Education	6,496	6,582	86	1.32%
Net Budget Requirement	229,140	231,177	2,037	0.89%
Council Tax (including Adult Social Care Precept)	(96,970)	(96,970)	-	0.00%
Enterprise Zone Business Rates	(1,958)	(1,958)	-	0.00%
Business Rates (net of WMCA growth payment)	(72,356)	(72,356)	-	0.00%
Business Rates Autumn Statement Compensation	(7,847)	(7,153)	694	-8.84%
Government Grant (General)	(48,283)	(48,283)	-	0.00%
Collection Fund Deficit	(1,726)	(1,726)	-	0.00%
Total Resources	(229,140)	(228,446)	694	-0.30%
Net Budget (Surplus) / Deficit	-	2,731	2,731	1.19%

- 2.2 It is currently forecast that the outturn position for 2018-2019 will be an overspend in the region of £2.7 million. This position is not untypical for this point in the financial year. The forecast overspend is largely attributable to demand led services, in particular Looked After Children. It is important to note that it is early in the financial year, and all services will be asked to deliver further in year savings in order to address the projected overspend.
- 2.3 The Council continues to be faced with a challenging projected financial position over the medium term, and significant budget reduction and income generation proposals are required in order to achieve a robust financial position. The Budget 2018-2019 and Medium Term Financial Strategy 2018-2019 to 2019-2020 approved by Full Council on 7

March 2018, identified that the Council would be faced with finding further budget reductions totalling £19.5 million for 2019-2020. The high-level budget strategy for 2019-2020, including directorate level budget reduction targets is currently being worked upon. It is important to note that the updated projected budget deficit assumes the achievement of prior year budget reduction and income generation proposals amounting to £28.3 million over the two-year period to 2019-2020. Over the last eight financial years the Council has identified budget reductions in excess of £200.0 million. This is the most significant financial challenge that the Council has ever faced.

- 2.4 A report was presented to Cabinet on 11 July 2018, which included a high level strategy for addressing this projected £19.5 million budget deficit for 2019-2020.
- 2.5 An update on the General Fund budget risks is provided at section 5.0. Overall the risk for 2018-2019 is currently assessed as Amber as the Council has significant budget reductions to deliver and income to achieve.
- 2.6 It is important to note that redundancy costs, including the cost of pension strain, are forecast to be in the region of £3.0 to £4.0 million for 2018-2019. It is anticipated that the use of reserves, will offset the cost of redundancies.
- 2.7 In accordance with the Council's financial procedures rules, all virements in excess of £50,000, or those that result in a transfer between Employees and Other Controllable Expenditure headings, require the approval at this meeting. There are ten virements that require approval in this report as detailed in Appendix 7.
- 2.8 The most significant factors contributing towards the projected net overspend against the budget are reported on a service-by-service basis in section 3.0.
- 2.9 The forecast outturn position for the Housing Revenue Account is a surplus of £15.3 million, compared to a budgeted surplus of £15.2 million. The projected additional surplus of £157,000 will be used to redeem debt to comply with the Council's approved HRA Business Plan.

3.0 General Fund Revenue Budget Monitoring: Service Analysis

3.1 People

3.1.1 A summary of the projected outturn against the People 2018-2019 revenue budget is provided in Table 2, whilst a detailed analysis is provided in Appendix 1.

Table 2 – 2018-2019 Revenue Budget Projected Outturn - People

	2018-2019 Controllable Budget £000	2018-2019 Forecast Outturn £000	Projected Variation Over/(Under)	
			£000	%
Strategic Director People including Commissioning	4,686	4,473	(213)	-4.55%
Adults Services	64,517	64,517	-	0.00%
Children & Young People	50,303	52,435	2,132	4.24%
Public Health & Wellbeing	40	38	(2)	-5.00%
People Total	119,546	121,463	1,917	1.60%

3.1.2 Overall a net overspend of £1.9 million (1.6%) is projected for the year. The main factors contributing towards this forecast overspend are:

1. **Strategic Director People including Strategic Commissioning** – There is a projected net underspend of £213,000 against these budgets mainly due to a forecast underspend within Strategic Commissioning totalling £207,000 as a result of a projected underspend on staff and contract costs.
2. **Adult Services** – A balanced budget is forecast which is achieved as a result of various factors including:
 - a. A forecast overspend within Learning Disabilities Care Purchasing totalling £443,000 due to a combination of cost pressures across care purchasing budgets arising as a result of increasing demand for support and challenges associated with the transformation programme.
 - b. A forecast overspend within the Mental Health Assessment and Care Management service totalling £272,000 as a result of new social care packages and joint funded packages with health.
 - c. A forecast overspend within Older People Care Purchasing totalling £250,000 as a result of increasing demand for support.

These forecast overspends are offset by projected underspends within the following services:

- d. The Carer Support service is projecting an underspend of £384,000 as a result of a one off forecast budget underspend on carer support spot purchasing.
 - e. The Adults Assessment and Care Management service is projecting an underspend of £273,000 as a result of additional income and efficiencies on general budgets.
 - f. The Older People Provider Services is projecting an underspend of £119,000 mainly as a result of one off staff vacancies and a reduction in non pay costs.
3. **Children & Young People** - There is a forecast overspend totalling £2.1 million for this service mainly due to forecast overspends within Looked After Children (LAC) totalling £2.1 million as a result of projected overspend against LAC placements budgets based on latest financial modelling. This is partially offset by efficiencies across staffing budgets and additional income from Home Office for unaccompanied asylum seeking children. Whilst Wolverhampton has seen a modest increase in the number of Looked After Children, we are continuing to buck the national trend, as many Councils continue to see Looked After Children numbers increase significantly. It is important to note that the Director of Children's Service's is confident that robust procedures are in place to ensure that only those children that need to come into care are brought into care.

3.2 Corporate

3.2.1 A summary of the projected outturn against the Corporate 2018-2019 revenue budget is provided in Table 3, whilst a detailed analysis is provided in Appendix 2.

Table 3 – 2018-2019 Revenue Budget Projected Outturn – Corporate

	2018-2019 Controllable Budget £000	2018-2019 Forecast Outturn £000	Projected Variation Over/(Under)	
			£000	%
Corporate Services	14,619	14,451	(168)	-1.15%
Governance	2,667	2,623	(44)	-1.65%
Managing Director including Corporate Business Support	5,454	5,169	(285)	-5.23%
Corporate Budgets	29,023	28,601	(422)	-1.45%
Corporate Total	51,763	50,844	(919)	-1.78%

3.2.2 Overall a net underspend of £919,000 (-1.78%) is projected for the year. The main factors contributing towards the projected underspend are:

1. **Corporate Services** – There is a projected net underspend of £168,000 for this service directorate as a result of underspends mainly within Audit Services totalling £67,000 due to unfilled staff vacancies held across the service and Central Corporate Budgets totalling £60,000 due to a reduction in the external audit fee.
2. **Managing Director** – There is a projected underspend totalling £285,000 mainly due to unfilled staff vacancies within both Corporate Business Support (£154,000) and within Corporate Communications (£109,000).
3. **Corporate Budgets** - Overall there is a projected underspend of approximately £422,000 against this budget as a result of planned net underspend on other corporate and transformational budgets and contingencies. It is important to note that redundancy costs, including the cost of pension strain, are forecast to be in the region of £3.0 to £4.0 million for 2018-2019. It is anticipated that the use of reserves, will offset the cost of redundancies.

3.3 Place

3.3.1 A summary of the projected outturn against the Place 2018-2019 revenue budget is provided in Table 4, whilst a detailed analysis is provided in Appendix 3.

Table 4 – 2018-2019 Revenue Budget Projected Outturn – Place

	2018-2019 Controllable Budget £000	2018-2019 Forecast Outturn £000	Projected Variation Over/(Under)	
			£000	%
Strategic Director	615	615	-	-0.02%
Land Property Investment Fund	-	-	-	0.00%
Regeneration	5,770	5,988	218	3.78%
Commercial Services	17,673	18,633	960	5.43%
Housing	1,508	1,400	(108)	-7.16%
Public Service Reform	3,727	3,629	(98)	-2.63%
City Environment	22,042	22,023	(19)	-0.09%
Place Total	51,335	52,288	953	1.86%

3.3.2 Overall, a net overspend of £953,000 (1.86%) is projected for the year. The main factors contributing towards this overspend are:

1. **Regeneration** – A £218,0000 overspend is forecast within this service directorate mainly due to a forecast overspend within Visitor Economy arising as a result of reduced income linked to the implementation of a restructure and holding costs associated with the closure of the Civic Halls (£310,000). The overspend is partly offset by underspends from a number of services within the Regeneration service directorate.
2. **Commercial Services** – Overall there is a net forecast overspend totalling £960,000 within this service directorate as a result of:
 - a. A forecast overspend within Catering Services totalling £652,000 due to loss of school business. A service review is currently being undertaken and it will continue to be monitored closely throughout the financial year.
 - b. A forecast overspend within the Capital Programme service totalling £135,000 due to a reduction in external income generation opportunities. An options appraisal of the delivery model for Projects and Works is currently being undertaken and implementation anticipated during the remainder of 2018-2019 financial year.

- c. A forecast overspend is projected within Facilities Management totalling £175,000 as a result of increased repairs to community centres and costs in relation to void properties prior to demolition or development.

3. **City Housing** – Overall there is a net projected underspend totalling £108,000 within this service directorate as a result of a number of unfilled vacant posts.

3.4 Education

- 3.4.1 A summary of the projected outturn against the Education 2018-2019 revenue budget is provided in Table 5, whilst a detailed analysis is provided in Appendix 4.

Table 5 – 2018-2019 Revenue Budget Projected Outturn - Education

	2018-2019 Controllable Budget £000	2018-2019 Forecast Outturn £000	Projected Variation Over/(Under)	
			£000	%
Education	6,496	6,582	86	1.32%
Education Total	6,496	6,582	86	1.32%

- 3.4.2 Overall a net overspend of £86,000 (1.32%) is projected for the year. The main factors contributing to this overspend are:

- The School Planning and Resources service are forecasting an overspend totalling £49,000 due to reduced income from traded services which is partially offset by reduced staffing levels.
- There has been a reduction in forecast income for the Central Education service based on schools converting to academies during 2018-2019.

4.0 Reserves and Balances

- 4.1.1 The General Fund Balance remains unchanged at £10.0 million.

- 4.1.2 In addition to the General Fund balance, the Council also holds a number of earmarked reserves. The total earmarked reserves balance including school balances at the end of 2017-2018 was £55.7 million.

4.2 Transfers to/from Earmarked Reserves

- 4.2.1 Approval is sought for a number of transfers to/from earmarked reserves, as set out in the following paragraphs. In the event that the use of capital receipts replaces previously approved earmarked reserve drawdowns as a result of the new capital receipts

flexibilities announced by central government, an update will be provided to Cabinet and Council.

4.2.2 Regeneration Reserve

Approval is sought from this meeting for the use of £841,000 from the Regeneration Reserve to fund expenditure as shown in Table 6. This would result in an unallocated balance of £671,000 for Regeneration Reserve.

Table 6 – Allocations from Regeneration Reserve

Service	Amount Allocated £	Details
City Development	61,000	Westside/Southside - Completion of Marketing Offer & Planning Guidelines work.
City Development	125,000	Bilston Urban Village (BUV)/Bilston Town Centre - Town Centre Regeneration Framework, Bilston Urban Village (BUV) East Development Strategy, development & holding costs associated wider site & Bankfield acquisition.
City Development	33,000	Bilston Urban Village - Litigation - Expert Witness (Faithful & Gould) & Counsel advice, support from external Project Manager.
City Development	134,000	Eastern Gateway - retention of Project Manager, to co-ordinate various work streams.
Strategic Organisation Development	6,200	European Regional Development Fund (ERDF) Bid Development.
Skills	137,500	Workbox - System Development including reporting tools & web development.
Street Lighting	120,000	Lighting up the City Phase One.
Corporate Asset Management	50,000	Public Service Hub.
Corporate Asset Management	3,600	Health & Social Care Hub Feasibility.
City Development	40,000	Canalside - Strategy & Delivery Framework development.
Transport	61,700	City North (A449) and City East (A454) Gateway Transport schemes - Major Scheme Development.
City Development	3,000	Bilston Public Realm - Feasibility work to investigate case for usage of High Street Link events space.
City Development	16,000	Southside building holding costs.
City Development	50,000	Art Gallery regeneration scheme.

4.2.3 Schools Arts Service Reserve

Approval is sought for the use of £39,000 from the Schools Arts Service Reserve to support additional projects in schools and other educational establishments.

4.2.4 Art Gallery Touring Exhibition reserve

Approval is sought for the use of £5,000 from the Art Gallery Touring Exhibitions reserve to support the costs of Touring Exhibitions.

4.2.5 Future Works Reserve

Approval is sought for the use of £125,000 from the Future Works Reserve to support Agresso System Development.

4.2.6 Local Strategic Partnership and Efficiency Reserve

Approval is sought for the use of £10,900 from the Local Strategic Partnership Reserve and £9,100 from the Efficiency reserve to support the costs of a Community Fund for Crowdfund Wolves. Approval is also sought for delegation of decisions about individual allocations to Crowdfund Wolves projects to the Cabinet Member for City Economy in consultation with the Director of Regeneration.

5.0 General Fund Budget Monitoring – Risk Management

- 5.1 The overall level of risk associated with the budget 2018-2019 is assessed as Amber, it is important to note, however, that the Council has significant budget reductions to deliver and income to achieve. The main areas of risk are summarised in the table at Appendix 5.

6.0 Revenue Budget Monitoring – Schools' Budgets

- 6.1 Maintained schools are required to submit budget plans detailing their expected income and planned spending levels at two points in the year 31 May and 31 October. Returns submitted on 31 May estimated that overall balances would reduce by £5.0 million to £1.8 million as shown in Table 7.

Table 7 – Projected Movement on Schools’ Balances 2018-2019

Sector	Balances as at 31 March 2018 £m	Forecast Use of Balances in 2018-2019 £m	Forecast Balances as at 31 March 2019 £m
Secondary	(2.1)	0.8	(1.3)
Primary	3.9	(1.3)	2.6
Junior	0.6	(0.5)	0.1
Infant	0.1	(0.1)	-
Nursery	1.1	(1.0)	0.1
Special	1.0	(0.8)	0.2
Pupil Referral Units	2.2	(2.1)	0.1
Total	6.8	(5.0)	1.8

6.2 Schools with Surplus Balances

- 6.2.1 At the end of 2017-2018 maintained schools had balances of £6.8 million. 26 schools were identified as having balances above recognised thresholds detailed in the local scheme (5% for secondary schools and 8% for primary, special and nursery schools). Schools are expected to report their intended use of surplus balances for review and challenge, to determine any need for further action. The report is a 2 phased process – the first of which is due before the summer holidays.
- 6.2.2 The Scheme for Financing Schools establishes an arbitration process to review the Authority’s decision and determine if, and to what level, any excess balances should be recovered. To date, a total of £119,700 has been clawed back from schools holding excess surplus balances. Officers met with schools to challenge the 2016-2017 excess surplus balances, and having considered the cases put forward by individual schools, there were no recommendations for the arbitration panel in March 2018, and no further funds have been clawed back from schools.
- 6.2.3 Following a bidding process in 2017-2018, £60,957 was awarded to support school improvement plans. As no further clawbacks were made in 2017-2018, the use of the remaining balance was considered by Schools Forum at its meeting in July 2018. It was recommended by Schools’ Forum that the remaining funds be utilised to assist Special schools to increase their provisions to avoid the need to send additional children to placements out of city, thus reducing the continued burden on the Out of City Special Educational budget.

6.3 Schools in a deficit balance position.

6.3.1 As part of its overview of schools in deficit, a Schools under Notice of Concern Board (SuNC) chaired by the Director of Education reviews the financial information from schools in deficit to evaluate the financial position of the schools. The chair of Schools Forum is also a member of the board. The position currently on schools that had anticipated a deficit position at the end of 2017-2018 is as follows:

Table 8 – Schools with anticipated deficits in 2017-2018

Name	(Deficit)/Surplus Balance at the end of 2016-2017 £	Anticipated balance at end of 2017-2018 £	(Deficit)/Surplus Actual Balance at end of 2017-2018 £	Status
Coppice	(227,736)	(326,578)	(430,249)	School with approved licensed deficit and a plan to recover the deficit within a 3-year time frame. The school converted to an Academy under the sponsored route on 01 June 2018, and final balances are currently being agreed.
St Matthias	(873,043)	(538,009)	(1,243,939)	A deficit recovery plan and application are under discussion with the school.
The King's Church of England	(43,102)	(187,622)	(449,536)	Licensed deficit application has been received and approved. This will continue to be reviewed against progress on a regular basis.
Woodthorne Primary	(210,021)	(79,273)	(78,689)	The school are expected to convert to an Academy in September 2018 under the conversion route. Any remaining deficit at the point of conversion, would transfer to the Academy Trust.
Woodfield Junior	(112,730)	(165,203)	(170,543)	School had an approved licensed deficit and a plan to recover the deficit by March 2017. Following their conversion to Academy status in September 2017,

Name	(Deficit)/Surplus Balance at the end of 2016-2017 £	Anticipated balance at end of 2017-2018 £	(Deficit)/Surplus Actual Balance at end of 2017-2018 £	Status
				their final balance has now been agreed.
Woodfield Infant	(104,006)	(225,703)	(225,781)	Converted to Academy September 2017, and final balance has been agreed.
Claregate Primary	(46,271)	(38,079)	9,270	The school is no longer operating with a deficit balance.
Wodensfield Primary	10,450	(13,005)	14,516	The outturn was better than forecast – remaining with a surplus balance
Westacre Infant	115,061	(31,185)	95,675	The outturn was better than forecast – remaining with a surplus balance

6.4 Deficits Following Sponsored Academy Conversion

- 6.4.1 The schools surplus or deficit balance on conversion to academy status usually transfers at the same time. However, where the conversion is directed by Department for Education (DfE) through a sponsorship arrangement any deficit remains with the local authority. Such costs must be met from the Authority's General Fund, and at Quarter One, it is anticipated that these costs will be in the region of £500,000 in this financial year. Cabinet (Resources) Panel approval is therefore sought to fund the academy conversion deficit from the Budget Contingency Reserve.

The Local Government Association (LGA) has stated that this policy is unfair on local authorities. However, DfE have said that academies are a vital part of the plan for transforming education and that the accumulated deficits for sponsored academies must be met by local authorities.

7.0 Debt Write Offs

- 7.1 Debts are only written off as a last resort, when all feasible recovery action has been exhausted. If the situation surrounding an individual case changes in the future, steps would be taken to pursue the debt, despite the debt having been written off.
- 7.2 **Sundry Debtors** - Income is due to the Council for a wide range of services provided to individuals and businesses. To reflect the fact that, despite the Council's best efforts, not all of this income will actually be collected, the Council makes provision for bad and doubtful debts, which it charges directly to the General Fund.

- 7.3 Overall, 56 debt write offs totalling £120,284.80 have been incurred. All but four valued at £42,656.54 in total, which require the approval of this Panel (see Appendix 9), have been approved for write off by the Director of Finance in accordance with the Council's Financial Procedures Rules.
- 7.4 **The Collection Fund** - The City of Wolverhampton Council acts as billing and collecting authority for council tax and non-domestic rates income. The Council administers a separate Collection Fund account for this purpose. The Collection Fund accounts for the receipt of council tax and business rates (non-domestic rates) income and payments to precepting authorities such as the Fire Authority and the Police. Within this account, provisions are made for bad and doubtful debts and any write offs are charged to the council tax or business rates provision as appropriate.
- 7.4.1 **Council Tax** – Overall, 736 debt write offs totalling £270,634.56 have been incurred. All but two valued at £12,827.91 in total, which require the approval of Cabinet (Resources) Panel (see Appendix 8), have been approved for write off by the Director of Finance in accordance with the Council's Financial Procedure Rules.
- 7.4.2 **Non-Domestic Rates (NDR)** – Overall, 28 debt write off totalling £30,580.50 have been incurred. All have been approved for write off by the Director of Finance in accordance with the Council's Financial Procedures Rules.
- 7.4.3 In addition to this, the Director of Finance has approved the write off 3 debts relating to the Business Improvement District (BID) totalling £494.51, in accordance with the Council's Financial Procedure Rules.
- 7.5 **Housing Benefits** - Housing benefit overpayments occur when rent rebate or rent allowance awards exceed a recalculated entitlement. Whilst the Council aims to limit the incidence of overpayments they may occur for a number of reasons including as a result of fraud or error. In general, overpaid benefit is written off in line with Government guidance where recovery would cause hardship, where the debtor has died or cannot be traced.
- 7.6 The Council receives Government subsidy in respect of overpaid housing benefit at rates of between 40% and 100% according to the circumstances in which the overpayment arose. The unsubsidised element of any overpayment is charged to the General Fund.
- 7.7 Overall, 16 overpayments totalling £3,612.55 have been incurred. All have been approved for write off by the Director of Finance in accordance with the Council's Financial Procedures Rules.
- 8.0 Housing Revenue Budget Monitoring**
- 8.1 The table below shows the latest forecast revenue outturn against budget for the Housing Revenue account (HRA). The forecast outturn position for the year is a surplus of £15.3 million, compared to a budgeted surplus of £15.2 million. The projected additional surplus of £157,000 will be used to redeem debt to comply with the Council's approved HRA Business Plan.

Table 9 – Housing Revenue Account Projected Outturn 2018-2019

	Budget £000	Projected Outturn £000	Projected Variation £000
Total income	(96,452)	(95,600)	852
Total expenditure	70,872	69,624	(1,248)
Net cost of HRA services	(25,580)	(25,976)	(396)
Interest payments etc.	10,394	10,633	239
(Surplus)/deficit before transfers to/from reserves and provision for redemption of debt	(15,186)	(15,343)	(157)
<i>Allocation of (surplus)/deficit</i>	15,186	15,343	157
Provision for redemption of debt			
Balance for the year	-	-	-

8.2 Rental income from dwellings and service charges is forecast to be lower than budgeted by £851,000, due to higher than anticipated right to buy sales.

8.3 The provision for bad debt is forecast to underspend by £1.3 million. This is because the delays to the implementation of Universal Credit have meant that the prudent budget provision of £2.3 million was higher than required.

9.0 Fees and Charges

9.1 On 22 February 2017 Cabinet approved the Review of Waste & Recycling service report which included the introduction of a charge for the garden waste service, this was reaffirmed as part of the Waste & Recycling services report to Cabinet (Resources) Panel on 20 March 2018. Approval is therefore sought to approve the introduction of an annual charge of £35 for Garden Waste services and a concessionary charge of £17.50 for eligible residents in receipt of maximum Council Tax reduction.

9.2 The Waste and Recycling services report to Cabinet (Resources) Panel on 20 March 2018 made reference to the transfer of the trade waste service to the Council from current contractor Amey PLC. The Council will introduce a commercial rate for the tonnage collected by the trade waste service and approval is therefore sought to the joint delegation of authority to the Cabinet Member for City Environment and the Cabinet Member for Resources, in consultation with the Strategic Director of Place and the Director of Finance to set and implement charges for commercial trade waste services.

9.3 Implementation of these charges will align to the introduction of the new Garden Waste and Trade Waste Service and are required in order to achieve the £2.5 million approved budget reductions and income generation targets assumed in the Medium Term Financial Strategy associated with the transformation of the Waste and Recycling service.

- 9.4 Approval is sought to introduce a new charge of £30 for Members and £40 for Non-members for WV Active Change (Weight management programme). Sessions will discuss healthy weight options and engage participants in light activity.
- 9.5 In April 2018, Cabinet approved the Corporate Parenting Strategy 2018 to 2021 for the City of Wolverhampton Council, demonstrating a commitment to raising the expectations, aspirations and understanding of looked after children and care leavers. To complement and further illustrate the Council's commitment to its corporate parenting responsibility the provision of free access, to WV Active, for Looked after Children and Care Leavers up to the age of 25 is proposed. Approval is therefore sought to the introduction of the following;
- a. Free WV Active gold membership for Care Leavers (CL) up to 25 years of age, plus a guest.
 - b. Free lifeguard training for Looked After Children (LAC) and Care Leavers up to the age of 25 to achieve a National Pool Lifeguard Qualification (NPLQ) and any additional relevant training and/or work experience delivered by WV Active.
 - c. Free appropriate membership and activities for Looked After Children.
 - d. Free swimming lessons on a one to one basis for Looked After Children and Care Leavers up to 25 years of age.
 - e. That the role of foster carers and Shared Lives Carers being eligible for a discounted WV Active membership as a corporate customer.
- 9.6 It is considered proposal to offer the free services listed above can be accommodated within existing budgets for WV Active. There are currently 641 Looked after Children, 426 Care leavers up to the age of 25, 202 Foster carers and 25 Shared Lives Carers. The potential maximum annual value of services proposed above is £600 for Looked After Children and £750 for care leavers, however with current service budget capacity it is not anticipated that this will have a negative impact on existing WV Active revenue budgets.

10.0 Evaluation of alternative options

- 10.1 The write-offs, virements and use of reserve requests requiring the approval of Cabinet (Resources) Panel are all considered to be prudent in the opinion of the Director of Finance and the Cabinet Member for Resources.

11.0 Reason for decision(s)

- 11.1 In accordance with the Council's financial procedures rules, all virements in excess of £50,000, or those that result in a transfer between Employees and Other Controllable Expenditure headings, require the approval of Cabinet (Resources) Panel. Contribution to and from reserves also requires the approval from Cabinet (Resources) Panel. The write-offs, virements and use of reserve requests detailed in this report which seek the

approval of Cabinet (Resources) Panel are all considered to be prudent in the opinion of the Director of Finance and the Cabinet Member for Resources.

12.0 Financial Implications

- 12.1 The financial implications are discussed in the body of the report.
[MH/16072018/Z]

13.0 Legal Implications

- 13.1 Section 151 of the Local Government Act 1972 requires local authorities to make arrangements for the proper administration of their financial affairs. It is a legal requirement under s25 of the Local Government Act 2003 to set a balanced budget and monitor the financial position throughout the year.
[TC/13072018/I]

14.0 Equality Implications

- 14.1 This report provides details of the projected outturn for 2018-2019. The necessary equalities analysis will form part of the 2019-2020 budget setting process.

15.0 Environmental Implications

- 15.1 A range of services focused upon the Council's environmental policies is supported through revenue budgets reviewed in this report. Changes in levels of funding will be considered as such changes are proposed.

16.0 Background Papers

- 16.1 2018-2019 Budget and Medium Term Financial Strategy 2018-2019 to 2019-2020, report to Cabinet, 20 February 2018.
- 16.2 Budget 2018-2019 and Medium Term Financial Strategy 2018-2019 to 2019-2020, report to Full Council, 7 March 2018.
- 16.3 Reserves, Provisions and Balances 2017-2018, report to Cabinet, 11 July 2018.
- 16.4 Revenue Budget Outturn 2017-2018, report to Cabinet, 11 July 2018.
- 16.5 Waste and Recycling Service, report to Cabinet (Resources) Panel, 20 March 2018.
- 16.6 Review of Waste and Recycling Service, report to Cabinet, 22 February 2017.

17.0 Appendices

- 17.1 Appendix 1 – Revenue Budget Monitoring - People
- 17.2 Appendix 2 – Revenue Budget Monitoring – Corporate

- 17.3 Appendix 3 – Revenue Budget Monitoring – Place
- 17.4 Appendix 4 – Revenue Budget Monitoring – Education
- 17.5 Appendix 5 – General Fund Budget Risks 2018-2019
- 17.6 Appendix 6 – Housing Revenue Account Budget Monitoring
- 17.7 Appendix 7 – General Fund Budget Virements
- 17.8 Appendix 8 – Council Tax Write Offs
- 17.9 Appendix 9 – Sundry Debts Write Offs

Revenue Budget Monitoring – People

Service/Budget	Net Controllable Revised Budget 2018-2019 £000	Net Controllable Forecast 2018-2019 £000	Net Controllable Variance (Forecast v Budget) Q1 £000	Reason for Variance Q1
Strategic Director People including Commissioning				
Strategic Commissioning	4,446	4,239	(207)	Projected underspend on Staffing due to vacancies and efficiencies on contract budgets.
Strategic Director People	240	234	(6)	
Total Strategic Director People	4,686	4,473	(213)	

Revenue Budget Monitoring – People

Service/Budget	Net Controllable Revised Budget 2018-2019 £000	Net Controllable Forecast 2018-2019 £000	Net Controllable Variance (Forecast v Budget) Q1 £000	Reason for Variance Q1
Adult Services				
Adults Assessment and Care Management	1,047	774	(273)	Projected underspend based on additional income along with efficiencies across general budgets.
Better Care Fund	-	-	-	
Business Support	40	40	-	
Carer Support	1,228	844	(384)	A forecast underspend as a result of one-off savings on carer support spot purchasing.
Community Financial Support	1,606	1,604	(2)	
Community Support	899	899	-	
Emergency Duty Team	477	502	25	
Independent Living Service	2,483	2,457	(26)	
Learning Disabilities Care Purchasing	18,283	18,726	443	Projected overspend across care purchasing budgets due to increasing demand for support and challenges associated with the transformation programme.
Learning Disability Provider	4,712	4,664	(48)	
Mental Health Assessment & Care Management	3,962	4,234	272	Projected overspend due to new social care packages and jointly funded packages with health.
Older People Care Purchasing	18,723	18,973	250	Projected overspend across care purchasing budgets.
Older People Provider Services	4,036	3,917	(119)	One off staffing vacancies of £99,000 and £20,000 non-pay costs.
Physical Disabilities Care Purchasing	4,411	4,315	(96)	
Quality Assurance and Policies	351	371	20	
Service Director Adults plus additional monies	2,259	2,197	(62)	
Total Strategic Director People	64,517	64,517	-	

Service/Budget	Net Controllable Revised Budget 2018-2019 £000	Net Controllable Forecast 2018-2019 £000	Net Controllable Variance (Forecast v Budget) Q1 £000	Reason for Variance Q1
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Revenue Budget Monitoring – People

Children & Young People				
Child Protection	9,620	9,597	(23)	
Early Intervention	4,310	4,375	65	Projected overspend based on forecasted reduction in income generated from the Play Service which is partially offset by staffing vacancies.
Headstart	-	-	-	
Inclusion Support	550	556	6	
Looked After Children	27,886	30,004	2,118	Projected overspend against LAC placements budgets based on latest financial modelling. This is partially offset by efficiencies across staffing budgets and additional income from Home Office for unaccompanied asylum seeking children. Whilst Wolverhampton has seen a modest increase in the number of Looked After Children, we are continuing to buck the national trend, as many Councils continue to see Looked After Children numbers increase significantly. It is important to note the Director of Children's Service's is confident that robust procedures are in place to ensure that only those children that need to come into care are brought into care.
Safeguarding	2,903	2,887	(16)	
Service Director Children & Young People	1,223	1,219	(4)	
Specialist Support	2,644	2,630	(14)	
Youth Offending	1,167	1,167	-	
Total Children & Young People	50,303	52,435	2,132	

Revenue Budget Monitoring – People

Service/Budget	Net Controllable Revised Budget 2018-2019 £000	Net Controllable Forecast 2018-2019 £000	Net Controllable Variance (Forecast v Budget) Q1 £000	Reason for Variance Q1
Public Health & Wellbeing				
Business Continuity & Emergency Planning	9	9	-	
Commissioning	-	-	-	
Community Safety	31	29	(2)	
Contracts	-	-	-	
Health Protection & NHS Facing	-	-	-	
Healthier Places Service	-	-	-	
Healthy Ageing	-	-	-	
Healthy Life Expectancy	-	-	-	
Intelligence & Evidence	-	-	-	
Management and Administration	-	-	-	
Public Health Business Management	-	-	-	
Service Director Public Health & Wellbeing	-	-	-	
Sports Development	-	-	-	
Starting and Developing Well	-	-	-	
System Leadership	-	-	-	
Transformation - Public Health	-	-	-	
Total Public Health & Well Being	40	38	(2)	
Total People	119,546	121,463	1,917	

Revenue Budget Monitoring – Corporate

Service/Budget	Net Controllable Revised Budget 2018-2019 £000	Net Controllable Forecast 2018-2019 £000	Net Controllable Variance (Forecast v Budget) Q1 £000	Reason for Variance Q1
Corporate Services				
Audit Services	1,849	1,782	(67)	The underspend is forecast due to unfilled staff vacancies held across the service.
Central Corporate Budgets	4,512	4,452	(60)	An underspend is forecast due to a reduction in external audit fees.
Finance Director	151	151	-	
Leisure Services	1,310	1,310	-	
Revenues & Benefits	2,605	2,591	(14)	
Service Improvement	91	91	-	
Strategic Finance	2,489	2,462	(27)	
The Hub	1,612	1,612	-	
Total Corporate Services	14,619	14,451	(168)	

Revenue Budget Monitoring – Corporate

Service/Budget	Net Controllable Revised Budget 2018-2019 £000	Net Controllable Forecast 2018-2019 £000	Net Controllable Variance (Forecast v Budget) Q1 £000	Reason for Variance Q1
Governance				
Director of Governance	197	197	-	
Governance Services	313	269	(44)	
Legal Services	2,157	2,157	-	
Total Governance	2,667	2,623	(44)	

Revenue Budget Monitoring – Corporate

Service/Budget	Net Controllable Revised Budget 2018-2019 £000	Net Controllable Forecast 2018-2019 £000	Net Controllable Variance (Forecast v Budget) Q1 £000	Reason for Variance Q1
Managing Director				
Corporate Business Support	1,496	1,342	(154)	The underspend is forecast due to unfilled staff vacancies held across the service.
Corporate Communications	2,022	1,913	(109)	The underspend is forecast due to unfilled staff vacancies held across the service.
Human Resources	1,720	1,720	-	
Managing Director	216	194	(22)	
Total Managing Director	5,454	5,169	(285)	

Revenue Budget Monitoring – Corporate

Service/Budget	Net Controllable Revised Budget 2018-2019 £000	Net Controllable Forecast 2018-2019 £000	Net Controllable Variance (Forecast v Budget) Q1 £000	Reason For Variance Q1
Corporate Budgets				
Treasury Management Budgets	25,233	25,233	-	
Central Provision for Auto-enrolment and Pay Award Costs	(5,442)	(5,442)	-	
West Midlands Transport Levy	10,276	10,276	-	
Environment Agency Levy	71	71	-	
Birmingham Airport - Rent	(69)	(69)	-	
Capital Receipts Flexibility - Redundancy Costs	-	-	-	
Apprenticeship Levy	540	540	-	
Other Corporate / Transformation Budgets and Contingencies	(565)	(987)	(422)	Planned underspend in order to help offset overspends within other directorates.
Cross-cutting savings proposals	(1,115)	(1,115)	-	
Corporate Adjustments	144	144	-	
Contribution from the Budget Contingency Reserve re special dividend from Birmingham Airport	(50)	(50)	-	
Total Corporate Budgets	29,023	28,601	(422)	
Total Corporate	51,763	50,844	(919)	

Revenue Budget Monitoring - Place

Service/Budget	Net Controllable Revised Budget 2018-2019 £000	Net Controllable Forecast 2018-2019 £000	Net Controllable Variance (Forecast v Budget) Q1 £000	Reason For Variance Q1
Strategic Director Place				
Strategic Director Place	615	615	-	
Total Strategic Director Place	615	615	-	

Revenue Budget Monitoring - Place

Service/Budget	Net Controllable Revised Budget 2018-2019 £000	Net Controllable Forecast 2018-2019 £000	Net Controllable Variance (Forecast v Budget) Q1 £000	Reason For Variance Q1
Land Property Investment Fund				
Land and Property Investment Support	-	-	-	
Total Strategic Director Place	-	-	-	

Revenue Budget Monitoring - Place

Service/Budget	Net Controllable Revised Budget 2018-2019 £000	Net Controllable Forecast 2018-2019 £000	Net Controllable Variance (Forecast v Budget) Q1 £000	Reason for Variance Q1
Regeneration				
City Development	647	627	(20)	
Enterprise	938	938	-	
Local Strategic Partnership	-	-	-	
Planning	985	908	(77)	
Director Regeneration	147	159	12	
Service Director City Economy	(36)	15	51	
Strategic Organisation Development	1,873	1,815	(58)	
Visitor Economy	1,216	1,526	310	An overspend is forecast due to reduced income linked to the implementation of a restructure and holding costs associated with the Civic Halls closure.
Total Regeneration	5,770	5,988	218	

Revenue Budget Monitoring - Place

Service/Budget	Net Controllable Revised Budget 2018-2019 £000	Net Controllable Forecast 2018-2018 £000	Net Controllable Variance (Forecast v Budget) Q1 £000	Reason For Variance Q1
Commercial Services				
Capital Programme	(70)	65	135	An overspend is forecast due to a reduction in external income generation opportunities. An options appraisal of the delivery model for Projects and Works is currently being undertaken and implementation anticipated during the remainder of 2018-2019.
Catering	(1,055)	(403)	652	An overspend is forecast due to loss of schools business. A service review is currently being undertaken and it will continue to be monitored closely throughout the financial year.
Cleaning	1,335	1,365	30	
Corporate Asset Management	7,897	7,825	(72)	
Corporate Landlord Support	514	514	-	
Estates and Valuations	(3,989)	(3,942)	47	
Facilities Management	824	999	175	An overspend is forecast as a result of increased repairs to Community Centres and costs in excess of the budget in relation to void properties prior to demolition or redevelopment.
Head of Corporate Landlord	110	110	-	
ICTS	5,702	5,702	-	
Commercial Services	688	688	-	
Customer Services	3,329	3,329	-	
Digital Transformation Programme	400	394	(6)	
Maintenance Programme	1,988	1,987	(1)	
Total Commercial Services	17,673	18,633	960	

Revenue Budget Monitoring - Place

Service/Budget	Net Controllable Revised Budget 2018-2019 £000	Net Controllable Forecast 2018-2019 £000	Net Controllable Variance (Forecast v Budget) Q1 £000	Reason For Variance Q1
City Housing				
Housing	1,508	1,400	(108)	A salaries underspend is forecast as a result of vacant posts.
Total City Housing	1,508	1,400	(108)	

Revenue Budget Monitoring - Place

Service/Budget	Net Controllable Revised Budget 2018-2019 £000	Net Controllable Forecast 2018-2019 £000	Net Controllable Variance (Forecast v Budget) Q1 £000	Reason For Variance Q1
Public Service Reform				
Public Service Reform	3,727	3,629	(98)	
Total Public Service Reform	3,727	3,629	(98)	

Revenue Budget Monitoring - Place

Service/Budget	Net Controllable Revised Budget 2018-2019 £000	Net Controllable Forecast 2018-2019 £000	Net Controllable Variance (Forecast v Budget) Q1 £000	Reason for Variance Q1
City Environment				
Bereavement Services	(1,903)	(1,903)	-	
Black Country Transport	34	34	-	
Environmental Maintenance	5,959	5,959	-	
Fleet Services	218	218	-	
Highways Maintenance	1,653	1,653	-	
Landscape	32	32	-	
Licensing	-	-	-	
Markets	(671)	(690)	(19)	
Operation & Maintenance of Existing Network	1,018	1,018	-	Early indications have shown that there is a potential pressure within this area, but it will be monitored closely throughout the financial year.
Parking Services	(3,453)	(3,453)	-	Early indications have shown that there is a potential pressure within this area, but it will be monitored closely throughout the financial year. Consideration to the use of appropriate earmarked reserves to offset parking pressures will be given to mitigate this.
Public Protection	1,890	1,890	-	
Service Director City Environment	189	189	-	
Street Lighting	2,638	2,638	-	
Transportation	686	686	-	
Waste and Recycling Service	13,752	13,752	-	
Total City Environment	22,042	22,023	(19)	
Total Place	51,335	52,288	952	

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Revenue Budget Monitoring - Education

Service/Budget	Net Controllable Revised Budget 2018-2019 £000	Net Controllable Forecast 2018-2019 £000	Net Controllable Variance (Forecast v Budget) Q1 £000	Reason for Variance Q1
Director of Education				
Adult Education	(150)	(149)	1	
Director of Education	246	246	-	
Early Years	287	287	-	
School Planning & Resources	446	495	49	The forecast overspend has arisen as a result of a reduced income from Traded services being offset by reduced staffing levels.
Central Education	(1,630)	(1,543)	87	The forecast overspend has arisen as a result of a reduced income based on schools converting to Academies during 2018-2019.
Schools	-	-	-	
Skills	2,527	2,476	(51)	
Special Educational Needs	3,723	3,723	-	
Standards and Vulnerable Pupils	1,047	1,047	-	
Total Director of Education	6,496	6,582	87	

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General Fund Budget Risks 2018-2019

Risk	Description	Level of Risk
Medium Term Forecasting	Risks that might materialise as a result of the impact of non-pay inflation and pay awards, uptake of pension auto enrolment, Equal Pay and National Living Wage	Amber
Budget Management	Risks that might materialise as a result of the robustness of financial planning and management, in addition to the consideration made with regards to the loss of key personnel or loss of ICTS facilities	Green
Transformation Programme	Risks that might materialise as a result of not identifying budget reductions, not delivering the reductions incorporated into the budget and not having sufficient sums available to fund the upfront and one-off costs associated with delivering budget reductions and downsizing the workforce.	Amber
Reduction in Income and Funding	<p>Risks that might materialise as a result of the Final Local Government Finance Settlement.</p> <p>Risks that might materialise as a result of income being below budgeted levels, claw back, reduction to government grant or increased levels of bad debts.</p> <p>The risk of successful appeals against business rates.</p>	Amber
Service Demands	Risks that might materialise as a result of demands for services outstretching the available resources.	Amber
Third Parties	Risks that might materialise as a result of third parties and suppliers ceasing trading or withdrawing from the market.	Amber
Grant Clawback	Risk that might materialise as a result of a review of definitions of eligible expenditure by Central Government which could initiate possible clawback against European Grants received by the Council.	Amber
Government Policy	Risks that might materialise as a result of changes to Government policy including changes in VAT and taxation rules, the impact of exiting the European Union and, in particular, from the Care Bill.	Red

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Housing Revenue Account Budget Monitoring

	2018-2019 Budget £000	2018-2019 Forecast Outturn £000	2018-2018 Forecast Variance £000
Income			
Gross rents – dwellings	(89,690)	(88,845)	845
Gross rents – non dwellings	(797)	(878)	(81)
Charges to tenants for services and facilities	(5,965)	(5,877)	88
Total income	(96,452)	(95,600)	852
Expenditure			
Repairs and maintenance	26,054	26,054	-
Supervision and management	20,066	20,067	1
Rents, rates and taxes	446	447	1
Increase in provision for bad debts	2,250	1,000	(1,250)
Depreciation of fixed assets	22,056	22,056	-
Total expenditure	70,872	69,624	(1,248)
Net cost of HRA services	(25,580)	(25,976)	(396)
Interest payable	10,431	10,681	250
Interest and investment income	(37)	(48)	(11)
(Surplus)/deficit before transfers to/from reserves and provision	(15,186)	(15,343)	(157)
Allocation of (surplus)/deficit			
Provision for redemption of debt	15,186	15,343	157
Balance for the year	-	-	-

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General Fund Budget Virements

From		To		£000	Reason for Virement
Directorate	Service	Directorate	Service		
People	Early Intervention	Corporate	Corporate Accounts	58	Virements linked to restructure.
People	Youth Offending	Corporate	Corporate Accounts	92	Virements linked to restructure.
People	Older People Care Purchasing	People	Learning Disabilities Care Purchasing	750	Reallocation of budget to reflect change in demand.
People	Service Director Adults	People	Learning Disabilities Care Purchasing	2,300	Reallocation of budget to reflect change in demand.
People	Service Director Adults	People	Learning Disability Provider	132	Reallocation of budget to reflect change in demand.
Place	Visitor Economy	Place	Visitor Economy	530	Creation of new income and expenditure budgets for Darts/Comedy Event at Aldersley.
Place	ICTS	Place	Customer Services	129	Transfer of employees (ICT Service Desk) between services.
Place	Licensing	Place	Licensing	645	Increase in employee budget matched by Licensing income (expansion in Licensing services).
Place	Parking Services	Place	Parking Services	150	Reallocation of £150,000 budget reduction target between cost centres within the Service.
Corporate	Central Corporate Budgets	Place	Public Service Reform	95	Transfer of budget for IT system development.

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Council Tax Write Offs

Account Ref	Write-off Reason	Write-Off Amount £
6010109101	Deceased	5,572.36
13510062308	Deceased	7,255.55
	Total	12,827.91

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Sundry Debts Write Offs

Account	Write-off reason	Write-off amount
16003766	Deceased	£ 12,561.06
16019321	Deceased	£ 11,056.09
16019759	Uneconomical to Pursue	£ 9,097.43
16040509	Uneconomical to Pursue	£ 9,941.96
	Total	£ 42,656.54

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CITY OF WOLVERHAMPTON COUNCIL	Cabinet (Resources) Panel 22 May 2018
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Report title	Acceptable Use of ICT Assets and Social Media	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Val Gibson Governance	
Corporate Plan priority	Confident Capable Council	
Key decision	No	
In forward plan	Yes	
Wards affected	All wards	
Accountable Director	Kevin O'Keefe, Acting Director of Paid Services	
Originating service	Human Resources	
Accountable employee	Baljit Kaur Basatia Tel Email	HR Business Partner 01902 555405 baljit.basatia@wolverhampton.gov.uk
Report to be/has been considered by	Directorate Leadership Team Strategic Executive Board	29 May 2018 5 June 2018

Recommendations for decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve the new policy Acceptable use of ICT Assets and Social media.
2. Approve employee use of ICT equipment and Internet, including social media platforms, in non-working time.

1.0 Purpose

- 1.1 The new Policy brings together existing policies on the 'Personal Use of Computer Equipment' and the 'ICT Security Policy'. It also provides clarity on the use of mobile phones in the workplace.

2.0 Background

- 2.1 A working party comprising of ICT, Human Resources, Information Governance and Health and Safety was established to review existing policies.
- 2.2 The policies reviewed were, 'Personal use of Council Computer Equipment' and the 'ICT Security Policy'.
- 2.3 The development of modern working practices through the digital transformation programme and the promotion of agile working, which is now to be replaced by SMART working, means that the review of the Policy needed to consider these changes. Employees will be able to maximise their performance and productivity at the same time as maintaining a work life balance and being more responsive to customer needs with these changes to working practices.
- 2.4 The acronym SMART refers to: **S**upported through policies, **M**easured by outputs, **A**ware of changes in the ways of work, **R**esponsive to customer need and **T**rained to use technology or policies.
- 2.5 The new ways of working required a review of existing policies to ensure that they were fit for purpose in the modern workplace. The review identified gaps in the existing policies in relation to the use of new technology.

3.0 Progress

- 3.1 Working group participants ensured that the reviewed policy complied with Information Governance, Health and Safety and Human Resources policies. The review coincided with the introduction of SMART working protocols.
- 3.2 In addition to considering modern working practices, the working group also considered work life balance for employees and giving employees the opportunity to use technology during non-working periods.
- 3.3 The policy has been reviewed by the trade union Joint Consultative Panel. UNISON has been supportive of the changes and clarifications provided but raised their concerns about the difficulties in accurately monitoring the use of ICT assets during non-working times and in defining, for employees the times of use.
- 3.4 The policy has been circulated to members of the equality forums namely: Race, Religion or Belief; Disability and Age; Lesbian, Gay, Bisexual and Transgender and Gender, Maternity and Paternity, for comment and appropriate suggested changes have been incorporated.

- 3.5 The revised combined policy now incorporates new technologies i.e. Tablets, Smart Phones, Skype, Tethering to mobile 'hot spots'.

4.0 Evaluation of alternative options

- 4.1 Consideration was given to leaving the two policies independent of each other, but this option was rejected as having two policy documents creates confusion for employees. Having all information in one place makes it accessible and easier to use.
- 4.2 Consideration was given to employees not being able to use ICT equipment and access the internet in non-working time. This was rejected as the Council is moving towards implementing modern working practices, with performance being managed by outputs. This change requires employees working from home or away from the 'office' and a level of trust is required from managers.

5.0 Reasons for decision(s):

- 5.1 The reasons for the decision are:
- a) Combining two policies into one makes it easier for employee to access information and not fall foul of non-compliance with Policy.
 - b) Future proofing the Policy for modern working practices improves productivity, flexibility, reduces cost and improves work life balance.
 - c) Allowing employees to use ICT equipment and access the internet in non-working time maximises the use of technology enhancing skills and engages employees as they feel trusted. The policy provides guidance on internet sites and services they will not be able to access as the Council uses commercial 'web site reputation' services to determine sites that should be blocked. Security warnings are also given when trying to access certain sites and the policy makes it clear that employees should not take any further action until they have sought advice from ICT. Employees are advised that they cannot access webmail services such as Google Mail, Hotmail and Yahoo using Council equipment.
 - d) Modern working practices requires managers to trust their employees when they are working from home or away from the 'office', with performance being managed by outputs. Denying employee's the opportunity to use ICT equipment and the Internet in non-working time send out the wrong message and will not support the change in behaviours required to achieve the Council goal of having a more flexible workforce, increased productivity, reduced costs associated with office space and reduction in the carbon footprint by travelling to and from work and meetings. Having a flexible approach to working also helps to attract new recruits, retain employees and provides for an improved work life balance.
 - e) The General Data Protection Regulations (GDPR) which came into force on 25 May 2018 extends the rights of employees and residents regarding their personal data.

Employees are advised not to use their Council e-mail address if registering for Services or buying personal goods online.

- f) Employees are advised that the Council will not be responsible for any losses they incur whilst using ICT equipment and the Internet for personal use e.g. on-line banking, shopping.

6.0 Financial implications

- 6.1 There are no financial implications arising as a result of implementing this policy.
[MH/25042018/P]

7.0 Legal implications

- 7.1 There are no legal implications. Information Governance and Human Resources policies meet legal requirements surrounding information risk and the appropriate use of ICT assets.
[JB/25042018/V]

8.0 Equalities implications

- 8.1 An equality analysis has been carried out which indicates that employees in grades two to three, who are mostly in manual occupations, having little or no access to ICT assets and policies. The analysis recommends that the Policy be explained to employees through tool box talks, one to ones and supervisory meetings. To upskill employees a standalone ICT facility could be made available for teams and hard copy of documentation could be provided to partially sighted employees. Completion of timesheets and Outlook calendars important for employees who have easy access to ICT assets and can work in a SMART manner, so that non-working times can be easily identified by managers.

9.0 Environmental implications

- 9.1 ICT assets reduce the need to travel to and from meetings helping the Council reduce its carbon footprint e.g. employees can skype into meetings and hold virtual meetings with partner organisations. Employees can work at sites which are the most appropriate in improving efficiency and productivity e.g. working from home and working off site following a meeting instead of coming back to their place of work.

10.0 Human resources implications

- 10.1 The activities of employees will need to be monitored by managers and ICT security to ensure that the Council's ICT assets are only being used in the manner prescribed by the Policy.
- 10.2 Monitor and review the implementation of the Policy in respect of disciplinary and grievance cases. This is to ensure that the Policy is being implemented in a fair and equitable manner and that it is not resulting in a greater misuse of ICT equipment.

10.3 Communication on the revision of the policy through Core Brief and articles in City People to raise awareness of changes.

10.4 Delivery of briefing sessions for managers on how the revised policy is to be implemented.

11.0 Corporate landlord implications

11.1 There are no implications for Corporate Landlord.

12.0 Schedule of background papers

12.1 Personal Use of Computer Equipment and the ICT Security Policy.

13.0 Appendices

13.1 Appendix 1 – Acceptable use of ICT Assets and Social Media.

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Acceptable use of ICT Assets and Social media

April 2018

Appendix 1



**Stronger
Economy**



**Stronger
Communities**



**Stronger
Organisation**

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1. Policy Statement

- 1.1 Any individual using ICT devices, assets and services to carry out Council business is deemed to have accepted this policy and is bound by it. Any breaches of this policy may lead to disciplinary action being taken.
- 1.2 The purpose of this policy is to ensure that:
- All users of the City of Wolverhampton Council's ICT assets are clear about what is acceptable and unacceptable usage of Council ICT assets.
 - All employees are clear about what is acceptable and unacceptable usage of personal ICT devices during working hours.
 - All employees are clear that ICT assets and the internet, with exception can be used for private use in non-working hours.
 - All employees are clear about what is acceptable and unacceptable usage of social media.
 - All employees are clear about how user activity is monitored to enable adherence to this policy.
 - All employees are clear about the consequences of breaching this policy; and managers understand the process to manage breaches of this policy.
- 1.3 This policy does not include information on how to manage the risks associated with keeping data secure. Guidance on information security is provided in policies made available through the Information Governance framework, which can be accessed from the following link.
- www.wolverhampton.gov.uk/igov
- 1.4 Reference is made to the risk of information leakage throughout this policy. Information leakage happens whenever a system or service that is designed to be closed to unauthorised parties reveals some information unintentionally to unauthorised parties nonetheless.

2. Scope

- 2.1 This policy applies to all City of Wolverhampton Council employees and persons representing the Council, including sub-contractors, consultants, Trade Union representatives, elected members and employees based in schools.
- 2.2 This policy applies to all aspects of ICT use, whether undertaken in a Council location or elsewhere, including the use of any separate standalone systems provided by the Council (or its ICT providers), or used to conduct business on behalf of the City of Wolverhampton Council. If, in any circumstances, privately owned ICT devices (commonly referred to as BYOD – Bring Your Own Device) and facilities are used when any of the above identified groups undertake business on behalf of the City of Wolverhampton Council, then their usage must conform to this policy.

3. Use of ICT assets

3.1 The term 'ICT assets' includes but is not limited to' all computing devices, such as (tablets, laptops, smartwatches, Ipads, PCs), telephones (land-lines and mobile phones), printing, scanning and photocopying devices (including multi-functional devices). It also refers to data storage, Information Systems, all software, networks, internet access and email systems.

3.2 Personal use of Council ICT assets

3.2.1 Access to social media and the use of work based facilities for personal business a privilege and not a right. This privilege is to be used responsibly. If not, used responsibly, the council, members of the public and employees will be put at risk.

3.2.2 Individuals may be held liable for the consequences of any misuse, even if this is accidental.

3.2.3 All ICT assets supplied by the City of Wolverhampton Council remain the property of the Council and are provided to conduct Council business.

3.2.4 You may make use of the Council's ICT assets for personal use and of the Internet in non-working hours.

3.2.5 When you are logged on to the Council's network there a few basic things that you are routinely prevented from doing:

- Accessing Council software and information that you are not authorised to use.
- Accessing certain kinds of internet sites and services such as:
 - i) Those believed to contain inappropriate material. This includes Pornography, Gambling, Criminal Activity, Militancy and Extremist, Controlled Substances.
 - ii) Those believed to pose a serious threat to the security of the Council's network, data and systems. This includes Webmail, Hacking, Phishing and Fraud.
 - iii) Those believed to use technologies that can hamper the performance of the Council's network and systems and prevent colleagues from carrying out their duties effectively.

3.2.6 The Council uses commercial 'web site reputation' services to decide which Internet sites should be blocked. Examples at point 3.2.5 are not an exhaustive list and the nature of the Internet makes it impossible to cater for every eventuality. Therefore, contact the ICT Service Desk if:

- You are unable to access something that you think you should be able to access.
 - You find that you are able to access an inappropriate site.
 - You receive a security warning when trying to access a site. In this instance do not take further action until you have been advised by ICT.
- 3.2.7 You may use Council equipment for personal activities only if the device is attached to the corporate network. Personal content must not be stored on Council equipment or networks at any time. You should not use council supplied smartphones or laptop dongles to access the Internet unless it is for Council business. These devices connect through commercial mobile networks and the Council has to pay for the amount of data transmitted.
- 3.2.8 The Council will not be responsible for any losses incurred whilst using the Internet for personal use. This may be as a result of online banking, shopping or any other payment transactions.
- 3.2.9 Access to webmail services such as Google Mail, Hotmail and Yahoo is not allowed as viruses and malware are often transmitted as attachments to e-mail messages. In normal e-mail, these are picked up by the Council's anti virus systems before they reach your inbox. Webmail attachments cannot be scanned and they pose a very serious threat to the Council's systems.
- 3.2.10 You are allowed to use your Council e-mail address for very moderate personal activities and work related social communications. There is no guarantee however that these e-mails will remain private.
- 3.2.11 Do not use your council e-mail address if you register for Services or buy personal goods online. You may use your Council e-mail address to register for professional services such as news alerts relevant to Council business and professional forums and for membership of professional bodies.
- 3.2.12 Avoid using the same online accounts for both personal and professional activities. This can cause problems where a site – for example, Facebook requires you to register as an identifiable person, rather than sharing a business identity. Communications Team can offer advice on this if required.
- 3.2.13 Using computer facilities to download copyright material such as films, television programs and music tracks is not allowed unless the material is to be used as part of your work and you have the permission to do so. You must ensure that this material remains secure and is deleted from ICT systems once it is no longer required.
- 3.2.14 Communication facilities such as telephones, email, skype and social media accounts are provided for Council business. However, it is recognised that there are occasions when it is necessary to make or receive personal messages during the working day in an emergency situation, for example,

about a child care/ domestic emergency. Personal communications must be kept to a minimum.

- 3.2.15 Computer software is not permitted to be removed or copied from Council premises for personal use.
- 3.2.16 Photocopier, printers and scanners are provided for Council business only. They must not be used for personal use.
- 3.2.17 If work information is required to be saved to a memory stick then the stick should be obtained from ICT, who will advise on its's use.

3.3 **Computing devices**

- 3.3.1 When working in an agile manner, (in accordance with the SMART working protocol) ensure that you are aware of your surroundings and assess the risk of accessing the information you need to access (aligned to the Council's Information Governance policies); and, the security of your device.
- 3.3.2 Devices must not be left unattended and must not be vandalised (including writing on or defacing equipment).
- 3.3.3 All reasonable steps must be taken to secure devices. If not, then individuals may be held responsible for replacement costs where neglect can be shown causing damage, loss or theft.
- 3.3.4 The loss or theft of a device (to include personal devices used for Council business) must be reported to the police as soon as possible (within 24hrs). Obtain a crime number or lost property number and note the Police Station reported to, telephone number and the station officer's name. Inform ICT immediately ICT.ServiceDesk@wolverhampton.gov.uk or by calling 01902 (55) 8000 as soon as possible.
- 3.3.5 The procurement and installation of hardware over and above the hardware assigned to you by your manager in conjunction with ICT is not permitted without prior consultation with business managers and ICT.
- 3.3.6 ICT keep software equipment up to date by regularly using patch devices to ensure that security standards are maintained.

3.4 **Mobile devices**

- 3.4.1 In line with legislation, drivers of any vehicle must not use a hand-held mobile phone or similar handheld device whilst in control of the vehicle. This includes periods when the vehicle is stationary. In line with legislation, "hands free" usage is permitted, but only if the driver is not distracted and in control of the vehicle.
- 3.4.2 The use of mobile devices must not introduce risk to yourselves or others. Ensure that you are aware of your surroundings and assess the risk of

using a mobile, including the risk of using head-phones. Please also refer to the health and safety mobile phone policy; which can be accessed from link below.

<http://portal/corporate/healthandsafety/Documents/Mobile%20Phone%20Safety%20Arrangements.doc>

- 3.4.3 Data held on mobile devices, including multi-media, must comply with Information Governance and business specific policies.
- 3.4.4 In the event of a Council provided mobile being lost or stolen beyond the hours of 08:00 – 18:00 Monday – Friday, please advise Vodafone direct on 07836 191 191. If you have had to call Vodafone direct, please ensure you contact ICT to advise them of your actions or ICT in normal office hours as soon as practicable.
- 3.4.5 Premium rate calls are not permitted from Council owned mobile telephony devices.
- 3.4.6 Mobile device and sim cards must only be used in conjunction with the device or sim they were purchased for use with. Removal or exchanging devices and sims will affect the warranty which may result in limited or no support from our 3rd party supplier for faults or for barring/suspending of devices following loss or theft.
- 3.5 **Personal mobile devices**
 - 3.5.1 The term 'personal ICT devices' includes, but is not limited to' all computing devices that are not managed by the City of Wolverhampton Council ICT service, to include tablets, laptops, mobile phones and memory sticks/cards.
 - 3.5.2 With discretion of the manager, reasonable use of a personal mobile phone is permitted for making or receiving calls/messages in the event of an emergency or for exceptional reasons. Phones must be set to 'silent mode' during work hours and any usage must not disturb colleagues. If a local arrangement is in place which requires that mobile phones cannot be on show, then that agreement needs to be complied with.
 - 3.5.3 In cases where a manager considers that an employee is making or receiving an unreasonable amount of personal calls or text messages during working hours, they are permitted to reasonably request that the employee turns off their phone/ device during working hours. This includes using the phone/device for any non-work reason.
 - 3.5.4 No Council data (to include multi-media) must be created, stored or saved on personal devices including memory expansion cards (e.g. SD cards, MicroSD cards, etc.) in line with Information Governance policies.
 - 3.5.5 No attempt must be made to connect your personal device (for example by cable, Bluetooth, USB or wireless) to any networked laptop or desktop PC

for data sharing purposes, as this creates a risk to the security of the Council network; and also creates an information leakage risk.

- 3.5.6 Personal mobile devices can be used as a mobile 'hot spot', by tethering to Council devices to enable access to Council services when working in an agile fashion. However, if any costs are incurred by your mobile provider, these must be paid by the employee, not the Council.
- 3.5.7 Council content made available on personal mobile devices, must only be accessed through secure channels provided by ICT. In instances such as these, ICT will need to install a secure mobile device management solution on personal devices. In the event of loss or theft, Council content will be remotely wiped. Whilst ICT will take every precaution to prevent the employee's personal data from being lost in the event it must remote wipe a device, it is the employee's responsibility to take additional precautions, such as backing up email, contacts, etc.

3.6 Systems, software and applications

- 3.6.1 Systems, software and application licensing agreements must be abided by. These are held by ICT Services and Business owners. When software is purchased by the Business, they provide a copy of the license to ICT to add to the inventory. Licensing referring to devices and applications i.e. Office 365 are managed by ICT. If an account or device is deleted the license is removed.
- 3.6.2 In line with national security standards, all systems, software and applications accessed from Council devices needs to be licensed and supported so that they are kept up to date with any security updates. It also needs to adhere to secure data storage standards. This means that any system, software or application needs to be assessed before it can be added to the network, device or the 'app store' by ICT.
- 3.6.3 Loading or copying licensed software across the network to other computers requires prior approval from business managers and ICT.
- 3.6.4 Hacking is the unauthorised access to or control over computer network security systems for some illicit purpose. "Hacking" into any program or data files, breaking license numbered applications or attempting to subvert or circumvent system, application and network security measures is not permitted.
- 3.6.5 The procurement and installation of additional systems, software and applications over and above those programs assigned to you by your manager in conjunction with ICT is not permitted without prior consultation with business managers and ICT.
- 3.6.6 To prevent information leakage, Council content made available through web-browsers or Council applications must not be saved on personal devices, or shared through personal applications, in line with Information Governance policies.

3.6.7 To prevent information leakage on a shared device, for example a family computer, you must only access Council content made available through web-browsers or Council applications using an account that is not accessible by any other person. This is because logon credentials can be saved locally resulting in an automatic login to Council information.

3.6.8 Skype

- To prevent information leakage, document attachments and screenshots with Council content on them must not be shared in Skype discussions or meetings, in line with Information Governance policies.

3.6.9 Microsoft Office 365

- Office 365 functionality can be accessed through a web-browser from personal devices, to include emails and documents.
- To prevent information leakage, Council Office 365 content must not be saved on personal devices, or shared through personal applications, in line with Information Governance policies.
- To prevent information leakage on a shared device, for example a family computer, you must only access Council Office 365 content using an account that is not accessible by any other person. This is because logon credentials can be saved locally resulting in an automatic login to Council information.

3.6.10 Mobile applications

- Where mobile applications used for Council business are made available for use on personal devices, Council content made available through these applications must not be saved on personal devices, or shared through personal applications in line with Information Governance policies.
- To prevent information leakage on a shared device, for example a family computer, you must only access Council application content using an account that is not accessible by any other person. This is because logon credentials can be saved locally resulting in an automatic login to Council information.

3.7 **Network usage, to include WiFi, data cables and mobile ‘hot spots’.**

3.7.1 Council provided networks:

- ICT provides WiFi and fixed (services accessed over a data cable) networks to different user groups, to include Council employees (corporate network) and members of the public (public network) to access Council services.
- Only authorised devices can be connected to the corporate network,

aligned with Information Governance policies.

- Public network services are provided for members of the public, partner and third parties to access the internet and any other services provided over this network, for example printers.

3.7.2 Third party networks

- Council ICT services can only be accessed over public and private networks when using the secure, remote access services provide by ICT, aligned with Information Governance policies.
- If accessing Council services from shared, public devices, ensure that any cache/ history is cleared to prevent information leakage. (clear search history)
- When working in an agile manner, using third party networks, ensure that you are aware of your surroundings when accessing the information you need to access (aligned to Information Governance policies); and also the security of your device.

3.7.3 Tethering to mobile ‘hot spots’

- Personal or Council provisioned mobile devices can be used as a mobile ‘hot spot’, tethering to Council devices to enable access to Council services when working in an agile manner.
- If using your mobile phone as a mobile ‘hot spot’ (either personal or provided by the Council), ensure that you are aware of your surroundings when accessing the information you need to access (aligned to Information Governance policies); and also the security of your device.
- Tethering increases the regularity with which you need to recharge your battery and also increases data usage (and associated cost) so must not be used to meet every day working requirements.

3.8 Internet usage

3.8.1 Using Wifi at Home

ICT do not provide WiFi connectivity to home location. If you wish to use your device at home then you will need to use this with your own WiFi connectivity. Alternatively, you can use your personal mobile or council provided mobile as a mobile hotspot but this has an impact on data usage. This has a cost associated and so should not be used as a method of connectivity to meet every day working requirements.

ICT aims to ensure appropriate access to and use of the Council’s internet facility to mitigate the following risks:

- Viruses and other malicious software. (malware)
- Service disruption.
- Potential legal action and/ or fines against the Council or individual(s).
- Damage to the Council's reputation.
- Inappropriate use of Council resources.

3.8.2 The Council uses commercial “web site reputation” services to decide which Internet sites must be blocked. Reputation services monitor web sites and categorize them according to their content (e.g. “government”, “sport”, “shopping”, etc.). ICT blocks access to specific categories. The Web is such a big and dynamic place that sites can be put into the wrong category by the reputation service. Individual sites may be unblocked by request regardless of their category. The nature of the Internet makes it impossible for such services to be perfect. Therefore, contact the ICT Service Desk (<http://portal/corporate/ict/selfhelp/Pages/home.aspx>) if:

- You are unable to access something that you think you must be able to access.
- You find that you are able to access an inappropriate site.
- You receive security warnings when trying to access a site.

Access to sites that are blocked will be referred to Business Managers for approval.

3.8.3 Guidelines

- Do not use the browser's facilities to store personal logon ids and passwords, or to pre-fill online forms.
- Do not tick options to “keep me logged in” at web sites where you have personal accounts. These options are often ticked by default when you go to the web sites, so you may need to un-tick them.

3.9 Unacceptable use of ICT assets and resources

- 3.9.1 Using the internet, email or other communication channels to send messages which give the impression that you are representing, giving opinions or otherwise making statements on behalf of the Council unless expressly authorised to do so.
- 3.9.2 Using the internet, email or other communication channels to send defamatory, threatening, racially and/ or sexually harassing or obscene messages to other employees or external parties.
- 3.9.3 Using ICT assets and resources to download or distribute illegal software, pornographic, violent, racial or harassing material.
- 3.9.4 Using ICT assets and resources for unlawful or immoral purposes, or to assist with such purposes.

- 3.9.5 Overloading computer facilities with excessive data or known time-intensive procedures. You and your managers will be contacted by ICT if you have excessive data in your personal messaging or file stores. In emergencies, if the volume of your data or the actions you are performing compromises Council services, ICT may delete data or intervene without your consent.
- 3.9.6 Carrying out activities that unreasonably waste ICT resources (to include employee resources) or activities that unreasonably serve to deny ICT services to authorised users. i.e. putting in place unnecessary obstacles to hinder delivery of any ICT Services.
- 3.9.7 Carrying out activities that conflict with a user's obligations to the Council, to include the delivery of Council services and adherence to core values.
- 3.9.8 Attempting to connect unauthorised devices to Council networks.
- 3.9.9 Carrying out activities using ICT assets and Social Media that are in breach of Information Governance policies.

4. Use of Social Media

- 4.1.1 Any use of Social media applications for progressing work related tasks has to be in line with Information Governance policies. The respective Head of Service and Corporate Communications Team need to be made aware of its use.
- 4.1.2 Social media applications include, but are not limited to:
- Social networking sites e.g. Facebook, Instagram, LinkedIn.
 - Video and photo sharing websites e.g. Flickr, YouTube.
 - Micro-blogging sites e.g. Twitter.
 - Weblogs, including corporate blogs, personal blogs or blogs hosted by on-line media publications.
 - Forums and discussion boards such as Yammer, Yahoo! Groups or Google Groups.
 - Online Encyclopaedias such as Wikipedia.

Any other websites that allow individual users or companies to use simple publishing tools. Social media applications are not limited to websites and this policy applies to any other electronic application (such as mobile phone based, or hand held device based applications) which provides for the sharing of information to user groups or the public at large. Online communications may include posting or publishing information via Social Media Applications, uploading and/ or sharing photos or images, direct messaging, status "updates" or any other form of interaction and/ or communication facilitated by social media.

4.2 **Personal social media accounts – guidelines**

4.2.1 Revealing or implying a place of employment potentially increases exposure to both the individual and the Council. Individuals are responsible and accountable for information that they post and put forward and must monitor their posts accordingly. Employees, particularly those who work closely with Service users are expected to maintain a professional image at all times.

4.2.2 Disparaging or adverse comments about the Council, employees, contractors or colleagues must not be made. Under no circumstances should employees share confidential information arising from their employment with the council.

4.2.3 Material posted by others with inappropriate or disparaging content and information stored or posted by others (including non-employees) in the social media environment may also damage the Council's reputation. If you become aware of any such material which may damage the Council or its reputation, you must immediately notify the Council's Communications team.

Work email addresses must not be used to set up personal social media accounts. Do not use your Council email address if you register for services or buy personal goods online. You may use your Council email address to register for professional services, such as appropriate news alerts and professional forums and membership of professional bodies.

4.2.4 Avoid using the same online accounts for both personal and professional activities. Employees and volunteers must ensure that social media interactions are professional, appropriate and in line with Council safeguarding policies (e.g. is it appropriate to accept or send friend requests).

4.2.5 Access to webmail services such as Google Mail, Hotmail and Yahoo is not permitted from Council devices. This is due to the risk of information leakage from the Council network, aligned to Information Governance policies.

4.2.6 **External File Sharing –**

Employees should not upload Council documents to external file-sharing or collaboration services unless:

- Employees understand the terms and conditions of using the service, including how your information is used by the service provider and the legal liabilities for disclosure of information in compliance with the General Data Protection Regulations.
- Employees are completely confident that the material you are uploading is appropriate for release to the public domain, even if releasing it is not your intention.

- Employees know which country the information would be stored in, and the location is compliant with relevant UK and EU legislation
- Employees know that you can permanently delete the material from the service.

4.2.7 Yammer, LinkedIn and similar services are aimed at professionals. Employees must treat these services with as much caution as other “free” services. In particular, be aware that such services often try to copy your contacts list from Outlook or your phone, in which case information may be disclosed about other people.

4.3 City of Wolverhampton Council social media accounts – Principles of use

4.3.1 All use of Council social media accounts must be in accordance with the council’s objectives and values, its Code of Conduct for Employees, the Email, Information Governance, Equal Opportunities and Dignity at Work policies and procedures.

4.3.2 Employees must not set up any council social media accounts without the prior engagement and agreement of the Corporate Communications Team and approval from their appropriate Head of Service.

4.3.3 Employees with responsibility for council social media accounts, known as account moderators, must inform the Corporate Communications Team of any changes to account passwords or account moderation.

4.3.4 Account moderators must only engage with appropriate accounts linked to the council’s day to day business and not personal interest such as football clubs and celebrity accounts.

4.3.5 All council accounts must have clear council branding, approved by the Corporate Communications Team.

4.3.6 Account moderators who publish on council social media accounts are indemnified for posts published as long as they have received instructions or information and acted in good faith. The moderator needs to ensure the accuracy of the information or to ensure that the person asking for the information to be published is authorized to do so.

4.3.7 Account moderators must act in accordance with the council’s Data Protection and Information Security policies.

4.3.8 Account moderators must act professionally at all times in council social media accounts. All posts must be in line with the council’s values and the [Employee Code of Conduct](#).

4.3.9 Content copied from elsewhere, for which the council does not own the copyright, must not be published.

4.3.10 Account moderators must not publish the same or similar content repeatedly or in bulk, this can also be called “spamming”.

- 4.3.11 Council social media accounts must not be used at any time for political purposes or political party campaigning.
- 4.3.12 Account moderators must regularly review the council accounts they are responsible for. Any inappropriate content must be removed immediately and the Account Moderator must report the content to their line manager, Corporate Communications and directly with the social media site or application.
- 4.3.13 Accounts moderators must not post promotional content for commercial organisations or endorse external organisations, unless it has been approved by the appropriate Head of Service and Corporate Communications have been consulted.
- 4.3.14 Account moderators must not use the same passwords for social media accounts that are used to access council computers or devices.
- 4.3.15 Account moderators must not follow links or download software on social media pages posted by individuals or organizations that you do not know.
- 4.3.16 If any content on any social media web page looks suspicious in any way, account moderators must close their browser and must not return to that page.
- 4.3.17 Accounts, moderators must configure social media accounts to encrypt sessions whenever possible. Facebook, Twitter and other support encryption as an option. This is extremely important for roaming users who connect via public Wi-Fi networks.
- 4.3.18 If a device that is used to access council social media accounts is lost or stolen, Corporate Communications must be notified immediately so that passwords can be changed.
- 4.3.19 Roles and responsibilities
- Line managers are responsible for ensuring that account moderators and any social media accounts within their control are monitored effectively and operate within this policy and code of practice. All managers are responsible for ensuring that those in their teams understand this policy and abide by it, and for giving guidance on the appropriate use of social media sites in the workplace. Line managers must also inform Corporate Communications about any changes to the management of accounts including change of account moderators and passwords.
 - Account moderators are responsible for the effective operation of council social media accounts in line with the policy and code of practice, following approval and support from Corporate Communications. On receiving access to social media all account moderators will be asked to sign a declaration and affirm their acceptance of the Social Media Policy and principles set out in the

Social Media Code of Practice and will be regularly reminded of the consequences of failing to uphold them. Failure to acknowledge acceptance of these principles will result in access to social media facilities being denied.

- Corporate Communications are responsible for approving Council social media accounts and will maintain a record of all accounts, their moderators and passwords.
They will also support the initial development of council accounts and monitor accounts using a social media monitoring application and will be responsible for advising on the appropriate use of the social media.

5. Policy monitoring and privacy

5.1 From September 2017 ICT have made changes to strengthen the authority's network passwords.

The following rules are now in place:

- Passwords must not contain words or common phrases from the Oxford Dictionary.
- Passwords must not contain the current year date – 2017.
- Passwords must not contain part of words, for example: Laptop. This would not be acceptable and would have to be changed to L@pt0p or similar, as lap and top are both words.

5.2 Below are best practices ICT strongly encourage all employees to follow:

- Do not share your password with any other person.
- Never use the same password for work accounts that you use for personal accounts.
- Never use the 'remember password' option on shared computers, laptops and tablets.
- Do not store passwords electronically unless there is encryption.
- Your password should not contain personal information such as name, company name, street name, date of birth etc.

5.3 Investigating or detecting unauthorised use of the Council's ICT: all email, Skype, internet use, telephone calls and other ICT usage is logged and may be subject to automated monitoring. Monitoring may be carried out in compliance with applicable obligations under the Data Protection Act 1998 (and in compliance with the General Data Protection Regulations (EU) 2016/679) and where this is permitted under the Regulation of

Investigatory Powers Act 2000 (and associated regulations) for the purposes of:

- Preventing or detecting criminal activities.
- Investigating or detecting unauthorised use of the Council's ICT facilities.
- Ascertaining compliance with regulatory or self-regulatory practices or procedures and standards.
- Ensuring effective system operation.

5.4 Individual emails, skype conversations or file stores may need to be accessed by an ICT or business manager, following authorisation by a senior manager, to ensure Council services can continue in the event of absence or investigation.

5.5 ICT has the right to audit, retract, monitor or report on the usage of ICT resources to assure compliance with this policy within the parameters of current Privacy laws.

5.6 Any ICT activity may be recorded passively. This is data that ICT systems routinely accumulate as a by-product of any action or event, in logs, caches, web histories, browser cookies, most-recently-used lists, search indexes, audit records, and so on. The corporate ICT infrastructure also logs things that are happening to maintain performance and diagnose problems.

5.7 When you leave the employment of the Council, all data stored in your Council ICT account (including emails and documents) may be made available to your line manager and possibly to other Council employees in line with Information Governance policies.

6. Policy exceptions

6.1.1 Where, for operational reasons, an exception to this policy is required a request must be submitted through the ICT Service Desk. (<http://portal/corporate/ict/selfhelp/Pages/home.aspx>). The request and associated risk will be reviewed by both business and ICT managers before approval.

7 Managing policy breaches

7.1.1 Any breaches of this policy may result in disciplinary action being initiated.

- 7.1.2 Where there is evidence of a criminal offence, the issue will be reported to the Police (or relevant statutory body) for their action. The Council will co-operate with and disclose copies of any data stored, appropriate logs and any hardware used (relevant to the investigation) to the Police (or relevant statutory body) and other appropriate external agencies in the investigation of alleged offences, in line with current legislation.

8. Links to other Policies and Procedures

- 8.1 This policy must be read in conjunction with: Information Governance policies: www.wolverhampton.gov.uk/igov

Health and Safety mobile phone policy:

<http://portal/corporate/healthandsafety/Documents/Mobile%20Phone%20Safety%20Arrangements.doc>

9. Responsibilities

9.1 Employees

- 9.1.1 Employees are expected to read and understand this policy and to speak to their manager before using any computer equipment or services if there is anything that they are not sure about.

9.2 Managers

- 9.2.1 Managers have a responsibility to ensure that their employees are aware of this Policy, understand it, accept its provisions and abide by it, and that sanctions can be imposed for breaches of policy. This may lead to disciplinary action being taken against the employee.
- 9.2.2 Managers must advise employees on acceptable use if they have queries.
- 9.2.3 Managers should ensure that all IT equipment issued to employees is listed as an asset on a register – personal details. ICT also keep a master list of all ICT assets distributed to employees.

CITY OF WOLVERHAMPTON COUNCIL	Cabinet (Resources) Panel 24 July 2018
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Report title	Schedule of Individual Executive Decision Notices	
Decision designation	AMBER	
Cabinet member with lead responsibility	All	
Key decision	No	
In forward plan	No	
Wards affected	All	
Accountable director	Kevin O’Keefe, Governance	
Originating service	Democratic Support	
Accountable employee(s)	Dereck Francis Tel Email	Democratic Services Officer 01902 555835 dereck.francis@wolverhampton.gov.uk
Report to be/has been considered by	N/A	

Recommendation 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 employees.

Schedule of Individual Executive Decision Notices

Part 1 – Open Items

1. Corporate

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Lynne Moran	Director of Education	7 and 15 June 2018	Rebecca Fletcher 01902 550966
Title and summary of decision			
Instrument of Government Approved proposed instruments of Government for: <ul style="list-style-type: none"> Ashmore Park and Phoenix Nursery School Federation. Eastfield Primary School. The Federated Governing Board of Christ Church Infant and Nursery School and Christ Church Junior School. 			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Lynne Moran	Director of Education	14 June 2018	Adrian Leach 01902 553927
Title and summary of decision			
Draft School Accessibility Strategy 1. Approved the draft School Accessibility Strategy 2018-2020 to go forward for consultation. 2. Approved the associated action plan.			

2. People

None

3. Place

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Peter Bilson	Director of Regeneration	19 June 2018	Robert Harrington 01902 323274
Title and summary of decision			
Black Country Transformational Growth Opportunities Local Delivery (GOLD) project In accordance with recommendations from the Investment Decision Group, approved the payments of grants totalling £142,670 (£126,698 capital and £15,972 revenue) to ten small and medium sized enterprises under Black Country Transformational GOLD project. The grants will attract match funding from the businesses of £443,496 and will therefore enable projects to take place with a total value of £586,166. The projects have the potential to create 18 new jobs.			

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Steve Evans	Service Director: City Environment	15 June 2018	Amanda Millard 01902 551779
Title and summary of decision			
Transportation Network – Miscellaneous Traffic Regulation Orders			
<ol style="list-style-type: none"> 1. Approved the recommended action to implement waiting and loading restrictions to parts of Leicester Street as shown on plan T4/3486 appended to the report. 2. Approved the recommended action to implement waiting and loading restrictions to parts of Barnhurst Lane as shown on plan T4/3905 appended to the report. 3. Approved the recommended action to implement waiting restrictions to parts of Oxley Moor Road as shown on plan T4/3719A appended to the report. 4. Approved the recommended action to implement waiting and loading restrictions to parts of Staveley Road as shown on plan T4/3748A appended to the report. 5. Approved the recommended action to prohibit stopping outside schools at Claremont Road (plan T4/3556); Ashley Street (plan T4/3497); Aston Street and Bingley Street (plan T4/3492); Bee Lane (plan T4/3811); Boundary Way (plan T4/3814); Caledonia Road (plan T4/3508); Chester Avenue (T4/3504); Dunstall Avenue (plan T4/3506); Ecclestone Road (plan T4/3527); Emsworth Crescent (plan T4/3511); Fairview Road (plan T4/3812); Graiseley Hill (plan T4/3528); Greenacres Avenue (plan T4/3500); Highlands Road (plan T4/3495); Holland Road, Central Avenue and Cumberland Road (plan T4/3512); Hordern Road (plan T4/3522); Kenilworth Crescent and Moreton Avenue (plan T4/3507); Lichfield Road (plan T4/3521); Lower Street (plan T4/3498); Marsh Lane (T4/3518); Merridale Lane and Compton Road (plan T4/3616); Moor Street South; Old Fallings Lane (plan T4/3519); Paget Road (plan T4/3537); Park Street South (plan T4/3510A); Regis Road (plan T4/3520); Underhill Lane (plan T4/3813); Bushbury Lane (plan T4/3499). 6. Approved the recommended action to implement waiting and loading restrictions to parts of Stubby Lane, Ratcliffe Road and Perry Hall Road as shown on plan T4/3817 appended to the report. 7. Approved the recommended action to implement waiting and loading restrictions to parts of Burton Road and Wednesfield Road as shown on plan T4/3720 appended to the report. 8. Approved the recommended action to overrule an objection to waiting and loading restrictions to parts of Carlton Avenue, Mill Lane and Mullett Road in response to a comment received during the formal public consultation and implement as shown on plan T4/3890 appended to the report. 9. Approved the proposed revocation (in part) of existing TROs (Traffic Regulation Orders) in Leicester Street, Staveley Road, Ashley Street; Birches Barn Road; Bromley Street; Ferguson Street; Old Fallings Lane; Russell Close; where necessary to allow the implementation of the new TROs. 10. Authorised the Director of Governance to implement the relevant traffic regulation orders. 			

Part 2 – Exempt Items

1. Corporate

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Lynne Moran	Director of Education	29 May 2018	Bill Hague 01902 556943
Title and summary of decision			
Award of Contract – Extension of Springdale Primary School Awarded the contract for the Extension of Spring Vale School to Keir Construction Ltd of Sandy for a total contract value of £3,604,314.			

2. People

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Sandra Samuels OBE and Councillor Louise Miles	Director of Adults Services	11 July 2018	Sarah Smith 01902 555318
Title and summary of decision			
Care and Support Provider Fee Review – Sleeping Nights Confirmed the hourly rates from 2 April 2018 for providers of supported living and direct payments.			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Sandra Samuels OBE	Strategic Director for People	20 June 2018	Sarah Smith 01902 555318
Title and summary of decision			
Award of Contract for Community Activities for Adults Awarded the framework contracts for Community Activities for adults to the organisations shown below for a duration of up to two years and eight months from 30 April 2018 to 11 December 2020 (including extension options). The value of the entire framework across all 17 framework providers for the remainder of the contract duration is £1.2 million. <ol style="list-style-type: none"> 1. Ethnic Minority Council 2. Ideal for All Limited 3. Midland Heart Limited 4. TLC College 5. VR Game Zone Ltd 6. Workers Educational Association (WEA) 			

3. Place

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Peter Bilson	Head of Corporate Landlord	15 March 2018	Julia Nock 01902 550316
Title and summary of decision			
Land and Property Transactions – Corporate Landlord Approved the completion of the transaction listed below and their terms:			
Leases, Easements, Notices, Surrenders and other Deeds			
<ol style="list-style-type: none"> 1. Deed of grant at the new location for Wolverhampton Markets, Temple Street (former Netto site). 2. Deed of Waiver in respect of Landlord's rights to seize assets at Former Edward Vaughan Stamping Works, Horseley Fields 			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Peter Bilson	Head of Corporate Landlord	23 May 2018	Julia Nock 01902 550316
Title and summary of decision			
Land and Property Transaction (IEDN 001) Approved the completion of the transactions listed below and their terms			
Leases, Easements, Notices, Surrenders and other Deeds:			
<ol style="list-style-type: none"> 1. Proposed underground cable at rear of 93 Bushbury Road. 2. Plots 1-6 Adj 17 Newman Road Wolverhampton WV10 8SF. 3. Land at Parker Road/Anslow Gardens/Clare Avenue. 4. Plots 1-3 rear of 58/60 Peach Road, WV12 5UW. 5. Plots 47 & 48 Former Danesmore, School, Park Way, WV11 2NA. 6. Penn Road Allotment Site, Wolverhampton. 			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Peter Bilson	Head of Corporate Landlord	14 June 2018	Julia Nock 01902 550316
Title and summary of decision			
Land and Property Transaction (IEDN 002) Approved the completion of the transactions listed below and their terms:			
Disposals			
<ol style="list-style-type: none"> 1. Land fronting 58 Clare Crescent, Springvale. 2. Land at Hilton Street, Heath Town. 3. Land rear of 2 Elmsdale, Wightwick. 			
Leases, Easements, Notices, Surrenders and other Deeds			
<ol style="list-style-type: none"> 1. Lease of Gas Governor land at Jeremy Road, Blakenhall. 2. Grant of easement to Western Power at Merridale Road, Graiseley. 			

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Peter Bilson	Head of Corporate Landlord	10 July 2018	Julia Nock 01902 550316
Title and summary of decision			
Land and Property Transaction – Corporate Landlord (IEDN 005) Approved the completion of the following transaction relating to a disposal and the terms: <ol style="list-style-type: none"> 1. Removal of restrictive covenant - Former Sons of Rest Premises, Hackett Close, Wolverhampton 			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor John Reynolds	Director of Regeneration	9 July 2018	Crissie Rushton 01902 552050
Title and summary of decision			
Entering a Professional Licensing Agreement with Wolverhampton Racecourse Authorised the Director of Governance to sign the 'License to occupy on a short term basis' so that the Council can operate commercially in partnership with Wolverhampton Racecourse.			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor John Reynolds	Director of Regeneration	9 July 2018	Kevin Moore 01902 555570
Title and summary of decision			
i54 Western Extension – Planning Application Submission <ol style="list-style-type: none"> 1. Approved the submission of an outline planning application for the development of the Council's land and provision of an access road. 2. Approved the submission of an application for the diversion of the bridleway across the site. 			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Steve Evans	Service Director City Environment	15 June 2018	John Charles 01902 555552
Title and summary of decision			
Procurement of Variable Traffic Contract Awarded the contract for the Maintenance and Installation of Variable Traffic Signs to Swarco Traffic Ltd of Yorkshire for a duration of five years from 16 April 2018 until the 31 March 2023.			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Steve Evans	Director of Governance and Service Director City Environment	23 June 2018	Adam Sheen 01902 554926
Title and summary of decision			
Issuing Injunctive Proceedings to Restrain Unauthorised Encampments Authorised the commencement of legal proceedings in the High Court of Justice namely an application to the High Court inviting the Court to grant an injunction to restrain unauthorised encampments at 60 sites within the City of Wolverhampton Council area.			

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