

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

Membership

Chair Cllr Ian Brookfield (Lab)
Vice-Chair Cllr Stephen Simkins (Lab)

Labour

Cllr Obaida Ahmed
Cllr Paula Brookfield
Cllr Steve Evans
Cllr Bhupinder Gakhal
Cllr Dr Michael Hardacre
Cllr Jasbir Jaspal
Cllr Linda Leach
Cllr Beverley Momenabadi

Quorum for this meeting is three voting members.

Information for the Public

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

Contact Dereck Francis
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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*

MEETING BUSINESS ITEMS

- 1 **Apologies for absence**
- 2 **Declaration of interests**
- 3 **Minutes of the previous meeting** (Pages 3 - 8)
[For approval]

DECISION ITEMS (RED - FOR DECISION BY THE COUNCIL)

- 4 **Capital Programme 2021-2022 to 2025-2026 Quarter Two Review** (Pages 9 - 42)
[To approve the Capital Programme 2021-2022 to 2025-2026 Quarter Two Review]
- 5 **Treasury Management Activity Monitoring - Mid Year Review 2021-2022**
(Pages 43 - 66)
[To approve the Treasury Management Activity Monitoring - Mid Year Review 2021-2022]

DECISION ITEMS (AMBER - DELEGATED TO THE CABINET)

- 6 **Performance and Budget Monitoring 2021-2022** (Pages 67 - 134)
[To provide an integrated finance and performance update against the Relighting Our City priorities, and the Medium Term Financial Strategy]
- 7 **Relighting Our Council** (Pages 135 - 164)
[To approve a new approach to hybrid working to improve outcomes and best meet the needs of our city]
- 8 **Updating Regulation of Investigatory Powers Act (RIPA) Policy** (Pages 165 - 248)
[To approve an updated RIPA Covert Investigation Policy and corporate RIPA Operating Procedure]

CITY OF WOLVERHAMPTON COUNCIL	Meeting of the Cabinet Minutes - 20 October 2021
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Attendance

Members of the Cabinet

Cllr Ian Brookfield (Chair) (Virtually)
Cllr Stephen Simkins (Vice-Chair, in the Chair)
Cllr Obaida Ahmed
Cllr Steve Evans
Cllr Bhupinder Gakhal
Cllr Dr Michael Hardacre
Cllr Jasbir Jaspal
Cllr Linda Leach (Virtually)
Cllr Beverley Momenabadi (Virtually)

Employees

Tim Johnson	Chief Executive
Mark Taylor	Deputy Chief Executive
Ross Cook	Director of City Housing and Environment
John Denley	Director of Public Health
Charlotte Johns	Director of Strategy
Richard Lawrence	Director of Regeneration
Claire Nye	Director of Finance
David Pattison	Chief Operating Officer
Laura Phillips	Deputy Director of People and Change
Jaswinder Kaur	Democratic Services Manager
Dereck Francis	Democratic Services Officer

Part 1 – items open to the press and public

- | <i>Item No.</i> | <i>Title</i> |
|-----------------|---|
| 1 | Apologies for absence
Apologies for absence were submitted on behalf of Councillor Paula Brookfield. |
| 2 | Declaration of interests
No declarations of interests were made. |
| 3 | Minutes of the previous meeting
Resolved:
That the minutes of the previous meeting held on 8 September 2021 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 **Wolves at Work 18-24 - Youth Employment**

Councillor Stephen Simkins asked Cabinet to approve the recommendations contained in the report, 'Wolves at Work 18-24 - Youth Employment'.

Councillor Ian Brookfield reported on the proposal for the Council to lead on developing and resourcing a comprehensive programme of targeted intervention- Wolves at Work 18-24 - to support young people currently claiming benefits and aged 18-24 into sustainable employment, apprenticeships, education or training. The proposal was within the scope of Cabinet to approve. However, such was the magnitude and importance of the issue of youth employment in the City, it was proposed to take the proposals to Full Council for their endorsement.

Resolved:

That Cabinet approves (subject to the support and endorsement of Full Council on 3 November 2021):

1. The launch of a new Wolves at Work 18-24 Programme of targeted interventions which puts our young people at the centre of activity and urgently delivers the step change needed in our City to give unemployed young people opportunities for secure, sustainable employment, apprenticeships, education or training.
2. An initial £3 million budget, from a combination of the Recovery Reserve and Covid Emergency Grant, to deliver Wolves at Work 18-24 and galvanise a 'One City' approach to create opportunities for our young people.
3. The establishment of a £100,000 'City Ideas Fund', initially (funded from the £3 million available), for City employers and partners to bid for and put forward ideas that will get more young people into sustained employment, apprenticeships, education or training.
4. The delegation of authority to the Leader of the Council, in consultation with the Chief Executive and the Director of Finance, to approve:
 - a. Wolves at Work 18-24 targeted interventions and the allocation of the associated budget (from the £3 million available).
 - b. The scope and governance arrangements for the 'City Ideas Fund'.

That Cabinet notes that:

1. Delivering Wolves at Work 18-24 is the Council and City's number one priority and needs a coordinated and sustained response from the Council, City employers and partners, the West Midlands Combined Authority and Government Departments, as a result:
 - a. The Leader of the Council will be the Lead Cabinet Member.

- b. The Chief Executive will fulfil the role of Accountable Director, with day-to-day responsibility being delegated to the Deputy Chief Executive, who will fulfil the role of Senior Responsible Officer (SRO).
2. The Council is committed to holding a Wolves at Work 18-24 City Summit to bring together a range of key partners (local, regional and national) and employers to forge a 'One City' approach to tackling the underlying issues which transcend organisational boundaries.
3. The progress and impact of Wolves at Work 18-24 would be reported to Councillors as part of the established corporate performance and budget monitoring arrangements.
4. The existing Governance arrangements relating to youth unemployment within the Council and across the City, would be mapped and reviewed to ensure that they are making a positive contribution towards Wolves at Work 18-24.

6 **Draft Budget and Medium Term Financial Strategy 2022-2023 to 2023-2024**
Councillor Stephen Simkins asked Cabinet to approve the recommendations contained in the report, 'Draft Budget and Medium Term Financial Strategy (MTFS) 2022- 2023 to 2023-2024.

Councillor Ian Brookfield reported on the headlines within the update report on the draft Budget and MTFS and on proposed next steps that would be taken in order to address the financial pressures faced by the Council over the medium term.

Resolved:

1. That the updated draft budget strategy for 2022-2023 to 2023-2024 be approved.
2. That work continues to further develop proposals and further review the assumptions in the Medium Term Financial Strategy (MTFS), in order to ensure that a balanced budget can be set for 2022-2023 and future years.
3. That it be noted that the Draft Budget and Medium Term Financial strategy remains aligned to the Council's priorities. The Wolves at Work 18-24 –Youth Employment report on this same agenda demonstrates the alignment of budgets to priorities and seeks approval to lead on developing and resourcing a comprehensive programme of targeted intervention to support young people currently claiming benefits and aged between 18-24, into sustainable employment, apprenticeships, education and training.
4. That it be noted that the Council needs the Government to provide confirmation on future years funding as soon as possible, in order to ensure that the Council has a clear direction of funding available over the medium term.
5. That it be noted that, despite austerity since 2010, the Council has a strong track record of managing money well, planning ahead and delivering excellent services. The financial implications of the pandemic have significantly distorted the Draft Budget and Medium Term Financial Strategy.

6. That it be noted that, a number of assumptions have been made with regards to the level of resources that would be made available to the Council as detailed in the report. It is important to note that there continues to be considerable amount of uncertainty with regards to future income streams for local authorities over the forthcoming Spending Review period. At the point that further information is known it would be incorporated into future reports to Councillors. Any reduction in Government's allocation of funding to the Council would have a significant detrimental impact and further increase the budget deficit forecast over the medium term.
7. That it be noted that, due to external factors, budget assumptions remain subject to significant change, which could, therefore, result in alterations to the financial position facing the Council.
8. That it be noted that that the overall risk associated with the 2022-2023 draft budget and medium term strategy is assessed as Red.

- 7 **Revised Corporate Health and Safety Policy and Health and Safety Update**
Councillor Stephen Simkins asked Cabinet to approve the adoption of a revised Corporate Health and Safety Policy. It identified the key elements of the Council's health and safety management system and detailed the commitment the Council had for maintaining and improving the health, safety and welfare of its staff and others, including its customers, service users and residents who may be affected by the Council's activities.

Councillor Ian Brookfield added that the updated policy was nevermore needed than it is now, particularly in these current times. He extended his thanks to a group of Council employees who made sure areas are safe to work, informed people how to perform certain actions going through Covid, and without whom council services would not have been able to have continued over the last 18 months. The Council's Health and Safety team would also be looking at what is available for elected councillors to keep them safe and enable them to represent without fear.

Cabinet also extended its deepest sympathies to the family and friends of the late Sir David Amess MP who was killed at his constituency surgery.

Resolved:

1. That the adoption and implementation of the revised Corporate Health and Safety Policy be approved.
2. That the progress with regard to managing health and safety in the organisation be noted.

- 8 **Fleet Vehicle Telematics Policy and System**
Councillor Steve Evans presented the report on a proposal to introduce a new fleet telematics tracker policy to support the transformation and electrification of the Council's Fleet Services. The implementation and operation of a vehicle telematics system would support the Council in achieving its aims of providing a safe, efficient and environmentally friendly modern fleet.

Resolved:

1. That the telematics policy proposal to support the introduction of a telematics system be approved.

2. That the introduction of a telematics system to aid in fleet monitoring, driver behaviour, and the Council's climate change targets, subject to business case development be endorsed.
3. That it be noted that the report does not require approval for funding towards the telematics system. A business case would be developed in due course for subsequent budget approvals.

9 **Wolverhampton Health Inequalities Strategy 2021-2023**

Councillor Jasbir Jaspal presented, for endorsement, the Wolverhampton Health Inequalities Strategy developed by partners on the Health and Wellbeing Together Board. In recognition of the impact of Covid-19 on health inequalities in the city, the strategy aimed to guide a system response to proactively address these inequalities building on the strengthened working relationships fostered during the response to the pandemic.

Resolved:

That the Wolverhampton Health Inequalities Strategy for 2021-2023 be endorsed.

10 **Joint Black Country Regulators Operating Framework 2021**

Councillor Steve Evans presented for approval a revised Black Country Regulators Operating Framework and requested delegated authority to agree minor amendments to the Operating Framework following future bi-annual reviews.

The Regulatory Framework covered trading standards, environmental health, environmental crime, waste enforcement, highways enforcement and licencing unauthorised encampments. It ensured there was consistency of advice and treatment of business and residents across the four Local Authorities in the Black Country. The latest bi-annual review of the framework recommended that private sector housing be included in the scope of the framework.

Resolved:

1. That the revised Black Country Regulators Operating Framework 2021 be approved.
2. That authority be delegated to the Cabinet Member for City Environment and Climate Change, in consultation with Director of City Housing and Environment to agree minor amendments to the Black Country Regulators Operating Framework following future bi-annual reviews.
3. That it be noted that Wolverhampton's Private Sector Housing service are now included in the operating framework.

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CITY OF WOLVERHAMPTON COUNCIL	Cabinet 17 November 2021
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Report title	Capital Programme 2021-2022 to 2025-2026 Quarter Two Review	
Decision designation	RED	
Cabinet member with lead responsibility	Councillor Ian Brookfield Leader of the Council	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All Wards	
Accountable Director	Tim Johnson, Chief Executive	
Originating service	Strategic Finance	
Accountable employee	Claire Nye Tel Email	Director of Finance 01902 550478 Claire.Nye@wolverhampton.gov.uk
Report to be/has been considered by	Strategic Executive Board Council	1 November 2021 1 December 2021

Recommendations for decision:

That Cabinet recommend that Council approve:

1. The revised, medium term General Revenue Account capital programme of £298.1 million, an increase of £6.7 million from the previously approved programme, and the change in associated resources.

That Cabinet is recommended to:

1. Approve the virements for the General Revenue Account capital programme detailed at Appendix 4 to the report for;
 - i. existing projects totalling £4.3 million;
 - ii. new projects totalling £1.7 million.
2. Approve the virements for the Housing Revenue Account (HRA) capital programme detailed at Appendix 4 to the report for;
 - i. existing projects totalling £3.6 million.

Recommendations for noting:

The Cabinet is asked to note:

1. That there is an intentional 'over-programming' of projects to reflect the reality that some projects will inevitably be delayed due to unexpected circumstances or changes to priorities. Over-programming aims to ensure that, as far as possible, the resources available are fully utilised.
2. That the following capital projects are included in a bid for external European Regional Development Fund grant as part of the Wolverhampton Investment in Smart Energy programme. If successful, and subject to confirmation of grant funding, this could attract up to 40% of external funding that would reduce the amount of internal resources required to fund the Corporate Asset Management programme. Any realised changes in resources as a result of grant confirmation will be reflected in future monitoring reports for approval.
 - Aldersley Leisure Centre (Hockey Pitches) – External lighting to include electrical controls & lighting columns;
 - Bradley Resource Centre – Mechanical Plant upgrade;
 - Civic Centre – Flue replacement.

1.0 Purpose

- 1.1 To provide Cabinet with an update on the 2021-2022 financial performance of the General Revenue Account and Housing Revenue Account (HRA) capital programmes whilst also providing a revised forecast for 2021-2022 to 2025-2026 as at quarter two of 2021-2022.
- 1.2 To recommend revisions to the current approved capital programmes covering the period 2021-2022 to 2025-2026.

2.0 Executive summary

- 2.1 The General Revenue Account and HRA capital programmes are underpinned by Our Council Plan 2019-2024 with significant focus on working together to be a city of opportunity; focused on the following strategic outcomes:
 - Children and young people get the best possible start in life
 - Well skilled people working in an inclusive economy
 - More good jobs and investment in our city
 - Better homes for all
 - Strong, resilient and healthy communities
 - A vibrant, green city we can all be proud of.
- 2.2 The Council, alongside managing the emergency response to the pandemic, has undertaken extensive planning for recovery which was approved by Cabinet in September 2020. It engaged with around 2,500 people including residents, young people, the voluntary and community sector and other partners, employees, Councillors and businesses across the city. This engagement has shaped the Council's five-point recovery plan, 'Relighting Our City'.
- 2.3 Relighting Our City sets out the priorities which will guide the Council's approach as the organisation and the City starts to transition from the response to the recovery phase of the pandemic:
 - Support people who need us most
 - Create more opportunities for young people
 - Support our vital local businesses
 - Generate more jobs and learning opportunities
 - Stimulate vibrant high streets and communities.
- 2.4 Relighting Our City also references three cross cutting themes which cut across all of our recovery work, namely being climate focused, driven by digital and fair and inclusive in our approach.
- 2.5 The capital programme includes significant investment programmes that endeavour to create an environment where new and existing business thrive, people can develop the

skills they need to secure jobs and create neighbourhoods in which people are proud to live.

- 2.6 The capital programme reflects the priorities of the Strategic Asset Management Plan. Individual capital project delivery milestones and financial analysis is undertaken over the lifecycle of each project, by project managers in conjunction with Strategic Finance, and is updated in the Council's project management system. Regular project delivery updates are provided to Leadership teams and to the Project Assurance Group, enabling governance and challenge. In addition to this, a Capital Projects Member Reference Group provides enhanced project governance and challenge.
- 2.7 The Covid-19 pandemic has had a significant international, national and regional impact, and will continue to have, significant financial implications for the Council. The pandemic has understandably had an impact on the development of capital projects. Given the unprecedented circumstances, there has understandably been delays on some capital schemes due to Covid-19. To ensure that any potential costs are met, in June 2020, the Council approved budget provision for specific risks emerging from the Covid-19 global pandemic. The Council will continue to assess the potential implications of Covid-19 on its wider capital programme in terms of delivery timescales and increases in costs. The capital programme makes a significant contribution to the shaping of the City and on the economy of the City and therefore will contribute to the Council's plans for Relighting Our City.
- 2.8 On 21 July 2021, Council approved a General Revenue Account capital programme totalling £267.4 million for the period 2021-2022 to 2025-2026. Since then, further reports submitted to Councillors have been approved to increase this amount by £23.9 million to £291.3 million, funded from a mixture of internal and external resources, details of which can be found in Appendix 1 and are summarised below:
- The creation of a budget for the Brewers Yard (Phase 1) project funded through grant and prudential borrowing was approved by Council on 15 September 2021;
 - A budget increase was approved for the City Learning Quarter Phase 1 project, fully funded by grant from the West Midlands Combined Authority's Investment Programme;
 - A budget was approved for the Safer Streets capital programme, fully funded by grant from the Home Office.
- 2.9 In addition to this, a reallocation of resources from the Corporate Contingency to the Corporate Asset Management capital programme has been approved through an Individual Executive Decision Notice to facilitate works required to ensure that corporate priorities are addressed and met in an agile and timely manner. This is summarised at Appendix 1 to the report.

- 2.10 At the end of quarter two of the 2021-2022 financial year, expenditure for General Fund Revenue Account existing projects totals £36.4 million compared to the projected budget of £112.9 million.
- 2.11 This report considers specific changes to budgets. A full list of the proposed capital programme can be found in Appendix 1 to the report.
- 2.12 Table 1 shows the approved General Revenue Account capital programme budget compared with that proposed, along with the resources identified to finance the proposed change.

Table 1: Summary of the General Revenue Account capital programme

General Revenue Account capital programme	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	Total
	£000	£000	£000	£000	£000	£000
Budget						
Approved	141,360	102,218	34,331	12,365	1,068	291,342
Variations						
New projects	1,904	5,000	-	-	-	6,904
Existing projects	(30,334)	9,549	9,235	11,375	-	(175)
	(28,430)	14,549	9,235	11,375	-	6,729
Projected	112,930	116,767	43,566	23,740	1,068	298,071
Financing						
Approved						
Internal resources	91,305	41,280	20,918	9,847	1,068	164,418
External resources	50,055	60,938	13,413	2,518	-	126,924
	141,360	102,218	34,331	12,365	1,068	291,342
Variations						
Internal resources	(15,906)	16,156	(4,888)	9,375	-	4,737
External resources	(12,524)	(1,607)	14,123	2,000	-	1,992
	(28,430)	14,549	9,235	11,375	-	6,729
Projected						
Internal resources	75,399	57,436	16,030	19,222	1,068	169,155
External resources	37,531	59,331	27,536	4,518	-	128,916
Projected	112,930	116,767	43,566	23,740	1,068	298,071

- 2.13 This report recommends variations to the approved capital programme totalling an increase of £6.7 million, which brings the total revised programme to £298.1 million.
- 2.14 Details of all the projects that have contributed to the overall increase of £6.7 million in the General Revenue Account capital programme can be found in Appendices 1 and 2 to the report, however, the key projects that have contributed to the increase in the programme are as follows;
- An increase of £5.0 million is proposed for the Transformational projects capitalisation 2022-2023 programme. This will enable the Council to utilise capital receipt flexibility to fund revenue transformation projects in line with the 2022-2023

budget strategy outlined in the Draft Budget and Medium Term Financial Strategy 2022-2023 to 2023-2024, which was presented to Cabinet on 20 October 2021;

- Further to this, there is an increase of £1.4 million relating to the AIM for GOLD project within Regeneration, which is fully funded by grant from the European Community Structural Funds;
- Finally, an increase of £250,000 is proposed for the Prouds Lane Playing Field - Open Space Improvements project within the Parks Strategy and Open Spaces Capital Programme, funded by a contribution from Public Health.

- 2.15 On 17 July 2021, Council approved a revised HRA capital programme totalling £403.4 million for the period 2021-2022 to 2025-2026.
- 2.16 Of the approved £403.4 million HRA budget, £92.9 million relates to the 2021-2022 financial year. To reflect the most up to date forecast for the HRA projects available at the time of writing this report, re-profiling of the programme is proposed which results in the re-phasing of £30.8 million from 2021-2022 into future years. This change has no impact on the overall approved capital budget for HRA. Expenditure to the end of quarter two 2021-2022 for existing projects totals £18.6 million compared to the projected budget of £62.1 million.
- 2.17 Table 2 shows the approved HRA capital programme budget compared with that proposed, along with the resources identified to finance the proposed change.

Table 2: Summary of the HRA capital programme

Housing Revenue Account capital programme	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	Total
	£000	£000	£000	£000	£000	£000
Budget						
Approved	92,915	96,320	82,060	70,181	61,930	403,406
Variations						
Existing projects	(30,821)	(4,767)	8,480	12,040	15,068	-
	(30,821)	(4,767)	8,480	12,040	15,068	-
Projected	62,094	91,553	90,540	82,221	76,998	403,406
Financing						
Approved						
Internal resources	92,915	96,320	82,060	70,181	61,930	403,406
External resources	-	-	-	-	-	-
	92,915	96,320	82,060	70,181	61,930	403,406
Variations						
Internal resources	(31,141)	(4,767)	8,480	12,040	15,068	(320)
External resources	320	-	-	-	-	320
	(30,821)	(4,767)	8,480	12,040	15,068	-
Projected						
Internal resources	61,774	91,553	90,540	82,221	76,998	403,086
External resources	320	-	-	-	-	320
Projected	62,094	91,553	90,540	82,221	76,998	403,406

3.0 Existing projects

- 3.1 The changes proposed for existing projects within the General Revenue Account capital programme total a net increase of £6.7 million. A more detailed listing of the individual projects can be found in Appendices 1 and 2 to the report.
- 3.2 Proposed budget virements between existing projects within the General Revenue Account capital programme total £4.3 million, further details are provided in Appendix 4 to the report.
- 3.3 The following paragraphs provide commentary on the significant changes to budgets and an update on key projects.
- 3.4 The Civic Halls project continues to progress. Structural steel installation to Corporation Street and Mitre Fold are largely complete and the steel installation for new seating balcony in the Wulfrun is completed. Covid-19 measures are still in place and constantly being monitored to include material sourcing and sub-contractor resource levels. The Council have completed the Operator procurement; the contract with AEG was signed by both parties on 5 November 2021.
- 3.5 The Train Station has now achieved Practical Completion with Phase 2 of the build programme completed earlier this year. A programme of activity to handover the facility to Network Rail and West Midlands Trains and achieve 'Entry into Service' has now been concluded. With redevelopment of Phase 2 of the station now complete, work is underway on the establishment of the plaza space, Metro connection and cycle parking as the final components of the multi-modal transport interchange.
- 3.6 Planning consent was granted for the City Learning Quarter (CLQ) City Campus in late 2019. CLQ is one of the Council's top regeneration priorities being fundamental to the levelling up approach for the City. The Council is responsible for the project management of the CLQ programme including Phase 1, CoWTEchC (City of Wolverhampton College Technical Centre); in order to facilitate the coordinated and comprehensive delivery of the programme.

City Learning Quarter Phase 1, CoWTEchC has been awarded a grant of £7.75 million from the West Midlands Combined Authority (WMCA) that, together with secured Black Country LEP funding of £0.35 million, enables transition into the delivery phase; fully funded by public grants. Cabinet (Resources) Panel on 20 October 2021 approved the acceptance of WMCA grant with associated delegations to agree final terms and conditions.

The Government announced on 28 October 2021 that the City Learning Quarter has been awarded £20.0 million of Round 1 'Levelling Up Fund' to support the delivery of CLQ Phase 2, City Centre Campus. Dialogue is continuing with the Department of Education to explore further funding routes to secure the remaining funds required to deliver CLQ Phase 2.

- 3.7 In relation to the Westside project, the Council is continuing to work towards the re-phasing of the Westside project which involves reviewing the masterplan configuration and accelerating the hotel element following ongoing market engagement with possible hotel brands and operators. Work is ongoing to establish the Council's preferred procurement route; alongside appropriate holding and operational strategies; in order to develop a full and considered options appraisal leading to a business case and Cabinet report to be presented detailing the next steps.
- 3.8 The i54 Western Extension joint venture construction project with Staffordshire County Council reached practical completion in mid-August 2021 and the likely total costs of the development are now becoming more certain. Whilst the project is still incurring residual capital expenditure as it moves through the final completion and full plot occupation phases, latest estimates indicate that there will be a significant saving against budget.
- In addition, the joint venture has attracted further grant support, both of which will have a positive impact on the Council's budget requirements. A more detailed update of the impact of this on Wolverhampton's capital programme will be provided at quarter three.
- 3.9 The i9 development achieved practical completion on 4 August 2021. The building is now substantially let to the following tenants – LGPS Central Ltd; West Midlands Pension Fund and the Department for Levelling up, Housing and Communities. i9 is the first government department headquarters outside of London and will include a ministerial presence. The award-winning design achieves BREEAM (Building Research Establishment's Environmental Assessment Method) 'Excellent' and WiredScore 'Gold' accreditation and sets new benchmarks for office rents in the city.
- 3.10 The forecast for the HRA 2021-2022 capital programme as at quarter two totals £62.1 million, which is a reduction of £30.8 million from the quarter one forecast due to re-phasing of budgets. In general, across the whole programme, there is an impact from Covid-19 compliant working practices, but work programmes are also being impacted by delays to and lack of availability of material supplies. Additionally, there are supply chain issues with reduced availability of resources due to demand from the high volume of activity in the construction sector in the West Midlands.
- 3.11 More specifically, £11.0 million of the re-phasing relates to the ongoing work programmes to high rise estates, to replace mechanical and electrical infrastructure, fit sprinklers and improve fire safety. The complexity of the design work and the need to ensure that the work will comply with both current and expected future legislation has led to the design period being longer than anticipated.
- 3.12 In order to be prudent, there is an intentional 'over-programming' of projects to reflect the reality that some projects will inevitably be delayed due to unexpected circumstances or changes to priorities. Over-programming aims to ensure that, as far as possible, the resources available are fully utilised.

3.13 It is important to note that the capital projects at Aldersley Leisure Centre Hockey Pitches for external lighting to include electrical controls & lighting columns, Bradley Resource Centre for a mechanical plant upgrade and Civic Centre flue replacement are included in a bid for external European Regional Development Fund grant as part of the Wolverhampton Investment in Smart Energy programme. If successful, and subject to confirmation of grant funding, this could attract up to 40% of external funding that would reduce the amount of internal resources required to fund the Corporate Asset Management programme. Any realised changes in resources as a result of grant confirmation will be reflected in future monitoring reports for approval.

4.0 New projects and virements

4.1 Table 3 provides a summary of new projects requiring approval, covering the period 2021-2022 to 2025-2026, and identifying where additional funding is required and where the new expenditure can be met from existing resources. A detailed analysis of the individual projects included in this table can be found in Appendix 3 to the report.

Table 3: Summary of new projects requiring approval

Directorate	Forecast outturn	2021-2022 to 2025-2026		Virements from existing projects
		Additional internal resources required	Additional external resources required	
	£000	£000	£000	£000
General Revenue Account	6,904	5,003	203	1,698
Total	6,904	5,003	203	1,698

4.2 The new projects requiring approval are funded from a mixture of internal (£5.0 million) and external resources (£203,000), and virements totalling £1.7 million. A list of the virements can be found in Appendix 4 to the report.

4.3 Of the overall increase of £6.9 million for the General Revenue Account capital programme, an increase of £5.0 million relates to the Transformational projects capitalisation 2022-2023 programme. Due to the capital receipts flexibility being extended until 2024-2025, it is now proposed to utilise capital receipts to fund revenue transformation projects. This is in line with the 2022-2023 budget strategy outlined in the Draft Budget and Medium Term Financial Strategy 2022-2023 to 2023-2024, which was presented to Cabinet on 20 October 2021.

4.4 Of the £203,000 increase funded externally, £130,000 reflects developer contributions received towards the Parks Strategy and Open Spaces Capital Programme. Approval is now sought for three new projects to carry out improvements to Bantock Park and Peascroft Wood open space and to install play equipment on the open space at Coleman Avenue. An increase of £73,000 relates to new A41 Moxley Gyrotory project within the Transportation capital programme which is fully funded by grant from the West Midlands Combined Authority (WMCA).

- 4.5 New projects created through virements from existing projects relate to Education, Fleet, Corporate Asset Management, Disabled Facilities Grant and ICT capital programmes. A virement totalling £436,000 is required to support 13 new projects within the Schools Capital Maintenance programme to carry out various works across schools within the City. Further to this, a virement of £408,000 was requested to support nine new projects within the Corporate Asset Management capital programme, to enable the completion of priority works ensuring all Council assets are statutory compliant and fit for purpose. Virements totalling £403,000 are required for the purchase of vehicles and equipment within the Fleet capital programme, whilst a virement of £400,000 is proposed for new Disabled Facilities Grant (DFG) Capitalised Salaries project within the DFG capital programme. Finally, a virement of £51,000 is required to facilitate annual rolling Disaster Recovery 2021-2022 project within the ICT capital programme.
- 4.6 It also should be noted that there is a virement of £36,000 within the Children and Young People in Care capital programme. A reallocation of resources was approved through delegated authority to support extension works, this can be seen in Appendix 5 to the report.

5.0 Medium term capital programme financing

- 5.1 Table 4 details the approved financing for the capital programme for 2021-2022 to 2025-2026 and incorporates the requested approvals for projects included in this report.

Table 4: Approved and forecast capital financing 2021-2022 to 2025-2026

General Revenue Account capital programme	2021-2022 to 2025-2026			
	Approved budget £000	Recommended budget £000	Variance £000	Resource as % of expenditure
Expenditure	291,342	298,071	6,729	
Financing				
Internal resources				
Capital receipts	79,550	81,979	2,429	27.5%
Prudential borrowing	84,280	86,851	2,571	29.1%
Revenue contributions	588	325	(263)	0.1%
Reserves	-	-	-	0.0%
Subtotal	164,418	169,155	4,737	56.7%
External resources				
Grants & contributions	126,924	128,916	1,992	43.3%
Subtotal	126,924	128,916	1,992	43.3%
Total	291,342	298,071	6,729	100.0%

Housing Revenue Account capital programme	2021-2022 to 2025-2026			
	Approved budget £000	Recommended budget £000	Variance £000	Resource as % of expenditure
Expenditure	403,406	403,406	-	
Financing				
Internal resources				
Capital receipts	26,855	27,791	936	6.9%
Prudential borrowing	269,396	268,140	(1,256)	66.5%
Revenue contributions	10,615	10,615	-	2.6%
Reserves	96,540	96,540	-	23.9%
Subtotal	403,406	403,086	(320)	99.9%
External resources				
Grants & contributions	-	320	320	0.1%
Subtotal	-	320	320	0.1%
Total	403,406	403,406	-	100.0%

- 5.2 Capital receipts totalling £82.0 million have been assumed within the General Revenue Account capital programme over the medium term period 2021-2022 to 2025-2026 and can be seen in Table 5. This is an increase of £2.4 million when compared to the approved budget, which has arisen due to increased forecast from the sale of assets and re-phasing of receipts and capital requirements.

In order to be prudent, a detailed review of the schedule of asset disposals is undertaken to identify only those that are likely to be completed. The planned utilisation of capital receipts will reflect the need to balance the benefit for both the capital programme and the revenue budget and will form part of the ongoing Medium Term Financial Strategy.

- 5.3 Whilst the forecast of capital receipts is deemed prudent at this stage, it will continue to be monitored closely throughout the financial year in light of the impact of the Covid-19 pandemic. In the event that capital receipts assumptions change, updates will be provided in future reports to Councillors.

Table 5: Receipts assumed in the revised General Revenue Account capital programme

General Revenue Account	Projected					Total £000
	2021 - 2022 £000	2022 - 2023 £000	2023 - 2024 £000	2024 - 2025 £000	2025 - 2026 £000	
Capital programme receipts	32,200	18,900	13,000	13,000	4,900	82,000

- 5.4 It is the Council's strategy to use capital receipts to reduce the Council's need to borrow to fund the approved capital programme. Capital expenditure has a direct impact upon the Council's revenue budgets and therefore needs to be restricted to projects essential to the Council's priorities. Any proposals to increase the level of the capital programme are considered in accordance with the Capital Strategy.

6.0 Key budget risks

6.1 An analysis of the risks associated with the capital programme, along with the details of the risk control measures that are in place in order to manage and mitigate these risks as far as possible can be viewed online on the Council's website by following the link below:

[Capital Programme | City Of Wolverhampton Council](#)

6.2 The overall risk associated with the programme continuous to be quantified as amber.

7.0 Evaluation of alternative options

7.1 This report provides an update on progress of capital projects during 2021-2022 and anticipated budget requirement for future years. The evaluation of alternative project options is detailed in individual investment proposals.

8.0 Reasons for decisions

8.1 To seek Cabinet's recommendation to Council to approve the revised capital budgets. This will ensure that the capital programme budget reflects the latest forecasts and requirements.

9.0 Financial implications

9.1 The financial implications are discussed in the body of this report. The revenue implications of the new and existing projects seeking approval for additional or changes in resources for the General Fund Revenue Account are fully reflected in the treasury management budget forecasts included in the report 'Treasury Management Activity Monitoring – Mid Year Review 2021-2022' also on the agenda for approval at this meeting.

9.2 Table below represents new capital grant notifications received during quarter two 2021-2022:

Service	Funding body	Name of new grant	£000
Enterprise	Ministry of Housing, Communities & Local Government (MHCLG)	ERDF - AIM for GOLD	1,437
HRA	Department for Levelling Up, Housing and Communities (DLUHC)	Rough Sleeping Accommodation Programme	320
Transportation	West Midlands Combined authority (WMCA)	A4123 Corridor - A4150 Ring Road to A456 Hagley Road	225
Transportation	West Midlands Combined authority (WMCA)	A454 Wolverhampton to Neachells Lane, Phases 1,2 and 3	146
Transportation	West Midlands Combined authority (WMCA)	A41 Moxley Gytratory	73
Grand total grant notifications			2,201

[RJ/09112021/T]

10.0 Legal implications

10.1 Section 151 of the Local Government Act 1972 requires local authorities to make arrangements for the proper administration of their financial affairs.

10.2 The Local Government Act 1972 brought in the current regime for capital finance for local authorities. It reduced the level of central control over local authority borrowing and capital expenditure.

10.3 Each project mentioned in this report will have its own specific legal implications, raised and tailored in their respective reports.
[TC/09112021/B]

11.0 Equalities implications

11.1 There is a range of individual projects delivered through the Council's capital programme that have significant impacts on specific groups and equality implications should be considered when individual capital projects are being developed.

11.2 This requirement would also apply if there were to be any redirection of capital funding in year to ensure that the impact of any changes is considered.

12.0 All other implications

12.1 A wide range of projects delivered through the capital programme have significant environmental implications and are geared to promote improvements to the physical environment.

12.2 Projects funded and delivered through the Council's capital programme typically have significant impact on the Council's property portfolio. Corporate landlord implications must be considered and included in relevant documents and reports when individual capital projects and programmes are being developed.

12.3 There is a range of individual projects delivered through the Council's capital programme which could have health and wellbeing implications, these should be considered when individual capital projects are being developed.

12.4 The Covid-19 pandemic has had a significant international, national and regional impact, and will continue to have, significant financial implications for the Council. Covid-19 has had an impact on development projects internationally, nationally and regionally and also on projects within the City. Specific references are made where appropriate throughout the report.

13.0 Schedule of background papers

13.1 Council, 21 July 2021 - [Capital Budget Outturn 2020-2021 including Quarter One Capital Monitoring 2021-2022](#)

13.2 Cabinet (Resources) Panel, 28 July 2021 - [Safer Streets Grant Allocation](#)

13.3 Council, 15 September 2021 - [Brewers Yard \(Phase 1\) Culwell Street](#)

- 13.4 Individual Executive Decision Notice, 23 September 2021, exempt - Corporate Asset Management Fund – Approval to fund the mechanical flue replacement at the Civic Centre
- 13.5 Cabinet (Resources) Panel, 20 October 2021, exempt – [Progressing the City Learning Quarter](#)
- 13.6 Individual Executive Decision Notice – Allocation of funds within Specialist Provision Capital Fund

14.0 Appendices

- 14.1 Appendix 1: Detailed projected budget
- 14.2 Appendix 2: Detailed forecast change
- 14.3 Appendix 3: Projects requiring approval
- 14.4 Appendix 4: Virements for approval
- 14.5 Appendix 5: Virements to note

Detailed projected budget

Appendix 1

Division	Project	Projected budget					Total £000	Internal resources £000	External resources £000
		2021- 2022 £000	2022- 2023 £000	2023- 2024 £000	2024- 2025 £000	2025- 2026 £000			
General Revenue Account capital programme									
Finance	Corporate Contingency	2,053	12,104	2,485	-	-	16,642	(16,642)	-
	Transformation Development Efficiency Strategy - Transformational projects capitalisation 2122	5,000	-	-	-	-	5,000	(5,000)	-
	Transformation Development Efficiency Strategy - Transformational projects capitalisation 2223	-	5,000	-	-	-	5,000	(5,000)	-
	WV Living - Loans	2,000	13,000	10,000	4,900	-	29,900	(29,900)	-
	Equity Investment - Help To Own - The Marches	5,700	-	-	-	-	5,700	(5,700)	-
Strategy	ICT General Programme	30	-	-	-	-	30	(30)	-
	Security Enhancement (ICT Main Prog) 2021-2022	40	-	-	-	-	40	(40)	-
	Software Upgrades (ICT Main Prog) 2021-2022	142	-	-	-	-	142	(142)	-
	Infrastructure Upgrades (ICT Main Prog) 2021-2022	235	-	-	-	-	235	(235)	-
	Data Centres (ICT Main Prog) 2021-2022	70	-	-	-	-	70	(70)	-
	Future Developments 2021-2022	149	-	-	-	-	149	(149)	-
	IT Service Management 2021-2022	50	-	-	-	-	50	(50)	-
	Storage Refresh (ICT Main Prog) 2021-2022	405	-	-	-	-	405	(405)	-
	Storage Refresh (ICT Main Prog) 2022-2023	-	225	-	-	-	225	(225)	-
	Security Enhancement (ICT Main Prog) 2022-2023	-	40	-	-	-	40	(40)	-
	Software Upgrades (ICT Main Prog) 2022-2023	-	196	-	-	-	196	(196)	-
	Infrastructure Upgrades (ICT Main Prog) 2022-2023	-	200	-	-	-	200	(200)	-
	Data Centres (ICT Main Prog) 2022-2023	-	80	-	-	-	80	(80)	-
	Future Developments 2022-2023	-	100	-	-	-	100	(100)	-
	IT Service Management 2022-2023	-	30	-	-	-	30	(30)	-
	ICT Disaster Recovery	-	-	-	-	-	-	-	-
	Disaster Recovery 2021-2022	51	-	-	-	-	51	(51)	-
	ICT Desktop Refresh	-	-	-	-	-	-	-	-
	Desk top refresh 2021-2022	540	-	-	-	-	540	(540)	-
	Desk top refresh 2022-2023	-	300	-	-	-	300	(300)	-
	Service Led ICT Projects	50	-	-	-	-	50	(50)	-
	IDOX/GIS Cloud Migration	93	-	-	-	-	93	(93)	-
	Fleet management system	-	75	-	-	-	75	(75)	-
	Trade waste CRM	-	60	-	-	-	60	(60)	-
	Migrate Care First to Eclipse_Adults and Finance Module	341	327	402	-	-	1,070	(1,070)	-
	Digital Inclusion	200	250	50	-	-	500	(500)	-
	Full Fibre Network	3,730	-	-	-	-	3,730	(55)	(3,675)
City Assets	Corporate Asset Management	29	-	-	-	-	29	(29)	-
	Wolverhampton Art Gallery - external renovation	10	-	-	-	-	10	(10)	-
	Blakenhall Community Healthy Living Centre – roof works	467	-	-	-	-	467	(467)	-
	Fordhouses Industrial Estate – security hut refurbishment	24	-	-	-	-	24	(24)	-
	Claregate Youth Centre – FRA / electrical compliance works	5	-	-	-	-	5	(5)	-
	Duke St Bungalows - FRA priority works	22	-	-	-	-	22	(22)	-
	Haymarkets – internal / external renovation works	95	-	-	-	-	95	(95)	-
	Low Hill Community Centre - FRA priority works	11	-	-	-	-	11	(11)	-
	The Gorge - demolition of building	50	-	-	-	-	50	(50)	-
	Wolverhampton Art Gallery - FRA priority works	36	54	-	-	-	90	(90)	-
	Merridale Fire Station - YOT relocation	30	-	-	-	-	30	(30)	-
	Bantock House - FRA priority works	1	-	-	-	-	1	(1)	-
	Bert Williams - FRA priority works	1	-	-	-	-	1	(1)	-
	Grand Theatre - FRA priority works	3	100	-	-	-	103	(103)	-
	Lunt Community Centre - new hot water and heating system	97	-	-	-	-	97	(97)	-
	Mortuary at Alfred Squire Road - roof replacement	-	69	-	-	-	69	(69)	-
	Bingley Enterprise Centre - replace roof and insulate and replace 11 windows	80	-	-	-	-	80	(80)	-
	Culwell Street – electrical / Legionella works (Phase 1)	5	-	-	-	-	5	(5)	-
	East Park Library – roof replacement	6	-	-	-	-	6	(6)	-
	Hickman Avenue Depot – electrical works / emergency lighting	8	-	-	-	-	8	(8)	-
	Newhampton Centre For Arts - FRA / mechanical and engineering / building fabric / electrical / Legionella	8	-	-	-	-	8	(8)	-
	Tettenhall Library – roof works	2	-	-	-	-	2	(2)	-
	Whitmore Reans Children's Centre (SFH) - main entrance door replacement, intercom system, remove and replace rotten fencing posts	6	-	-	-	-	6	(6)	-
	Pendeford Library – Fire Alarm System	4	-	-	-	-	4	(4)	-
	Birch Street Car Park - FRA Works	8	-	-	-	-	8	(8)	-
	Culwell Street depot - new gas main and duct	23	-	-	-	-	23	(23)	-
	Fordhouse Road Ind. Estate - roof replacement	400	555	-	-	-	955	(955)	-
	Wolverhampton United Football Club - demolition of Clubhouse	134	-	-	-	-	134	(134)	-
	Bantock House – installation of new stair lift	5	-	-	-	-	5	(5)	-
	Bradley Resource Centre – internal refurbishment to bedrooms, bathroom and reception and new flooring	29	-	-	-	-	29	(29)	-
	Eastfield Community Centre – boiler replacement	7	-	-	-	-	7	(7)	-
	Ernest Bold Resource Centre - external lighting and new CCTV (option 1)	11	-	-	-	-	11	(11)	-
	Newhampton Arts Centre - external renovation works to building	33	-	-	-	-	33	(33)	-

Detailed projected budget

Appendix 1

Division	Project	Projected budget					Total £000	Internal resources £000	External resources £000
		2021- 2022 £000	2022- 2023 £000	2023- 2024 £000	2024- 2025 £000	2025- 2026 £000			
General Revenue Account capital programme									
City Assets	West Park – replace boilers within conservatory	90	-	-	-	-	90	(90)	-
	Windmill Childrens Centre – electrical & fire alarm works	-	-	-	-	-	-	-	-
	Parkfields Centre - Plant room alteration and refurbishment	1,000	187	-	-	-	1,187	(1,187)	-
	76 Worcester Street – internal/external refurbishment	-	3	-	-	-	3	(3)	-
	Ashmore Park Community Hub – flooring replacement	-	40	-	-	-	40	(40)	-
	4 & 4A Salop Street – roof works, external refurbishment & window replacements	86	-	-	-	-	86	(86)	-
	Aldersley Leisure Centre (Hockey Pitches) – external lighting to include electrical controls & lighting columns	150	105	-	-	-	255	(255)	-
	Bushbury Crematorium – Fire Alarm System	40	-	-	-	-	40	(40)	-
	Central Baths - flooring to male / female showers	25	-	-	-	-	25	(25)	-
	Culwell Street (Portacabin) - roof replacement	15	-	-	-	-	15	(15)	-
	Newhampton Arts Centre (Studio) - external roof works	15	-	-	-	-	15	(15)	-
	Wednesfield offices (Alfred Squire Rd) - new air conditioning unit	11	-	-	-	-	11	(11)	-
	West Park (Bandstand) – refurbishment	22	-	-	-	-	22	(22)	-
	Wolverhampton Art Gallery - replace condenser unit	30	-	-	-	-	30	(30)	-
	Bingley Enterprise Centre - boiler / mechanical system replacement	140	-	-	-	-	140	(140)	-
	Civic Centre - mechanical flue replacement	115	-	-	-	-	115	(115)	-
	Bilston Town Hall – new fire alarm system	5	-	-	-	-	5	(5)	-
	Bradley Resource Centre – fire door replacement	10	-	-	-	-	10	(10)	-
	Bradley Resource Centre – mechanical plant upgrade	184	-	-	-	-	184	(184)	-
	Fowlers Park Playing Fields – flue and control panel	14	-	-	-	-	14	(14)	-
	Graiseley Healthy Living Centre – roof replacement	30	-	-	-	-	30	(30)	-
	Grand Theatre – fire door replacement	68	-	-	-	-	68	(68)	-
	Landport Industrial Estate – electrical works at units 9 and 10	4	-	-	-	-	4	(4)	-
	Wolverhampton Art Gallery – humidification unit	28	-	-	-	-	28	(28)	-
	Wolverhampton Art Gallery - replacement of AHU in basement	65	-	-	-	-	65	(65)	-
	Disposals Programme (Non-Strategic)	-	-	-	-	-	-	-	-
	Bilston Community Centre - demolition	2	-	-	-	-	2	(2)	-
	Public Sector Decarbonisation	-	-	-	-	-	-	-	-
	Molineux Archives - Solar PV and LED lighting	15	-	-	-	-	15	-	(15)
	Civic Centre - Air Handling units and LED lighting	116	-	-	-	-	116	(13)	(103)
	Wolverhampton Art Gallery - LED lighting	11	-	-	-	-	11	-	(11)
Magistrates Courts - LED lighting	11	-	-	-	-	11	-	(11)	
City Housing and Environment	Disabled Facilities Grants	-	-	-	-	-	-	-	-
	Mandatory Disabled Facilities Grants	1,100	-	-	-	-	1,100	-	(1,100)
	Small Adaptations Grants	850	-	-	-	-	850	-	(850)
	Stair Lift Maintenance	25	-	-	-	-	25	-	(25)
	Care & Repair Fees	100	-	-	-	-	100	-	(100)
	Social Care Minor Adaptations	39	-	-	-	-	39	-	(39)
	Discretionary Bathrooms Adaptations Grant	1,202	-	-	-	-	1,202	-	(1,202)
	Discretionary Top Up Grants	400	-	-	-	-	400	-	(400)
	Contribution assistance grants	50	-	-	-	-	50	-	(50)
	Dual residency grant	100	-	-	-	-	100	-	(100)
	Technology enabled care	50	-	-	-	-	50	-	(50)
	Living well grant	50	-	-	-	-	50	-	(50)
	Home Not Hospital	100	-	-	-	-	100	-	(100)
	Relocation grant	50	-	-	-	-	50	-	(50)
	Rehabilitation equipment 2021-2022	250	-	-	-	-	250	-	(250)
	DFG Capitalised Salaries	400	-	-	-	-	400	-	(400)
	Housing General Fund General Schemes - Small Works Assistance (SWA)	-	-	-	-	-	-	-	-
	Small Works Assistance	289	-	-	-	-	289	(289)	-
	Capitalised Salaries	80	-	-	-	-	80	(80)	-
	Housing General Fund General Schemes - Empty Properties Strategy	80	150	-	-	-	230	(230)	-
	Two and a half Clifford Street	80	-	-	-	-	80	(80)	-
	30 Victoria Road	80	-	-	-	-	80	(80)	-
	10 Lloyd Street - Build	3	-	-	-	-	3	(3)	-
	10 Lloyd Street - Land	17	-	-	-	-	17	(17)	-
	Affordable Warmth	101	-	-	-	-	101	-	(101)
	Maintenance of classified roads	-	-	-	-	-	-	-	-
	Transport Structural Maintenance - Street Lighting	375	-	-	-	-	375	(111)	(264)
	Response patching	200	-	-	-	-	200	-	(200)
	Specialist Surface Treatments	30	-	-	-	-	30	-	(30)
	Cannock Road - Phase II	270	-	-	-	-	270	(250)	(20)
	Replacement of non-compliant safety fencing	30	-	-	-	-	30	-	(30)
Development of the Highway Asset Management Plan and Strategy	13	62	-	-	-	75	(62)	(13)	
Griffiths Drive - resurface carriageways	110	-	-	-	-	110	(100)	(10)	
Bushbury Lane (Stafford Road to Shaw Lane) - resurface carriageways	225	-	-	-	-	225	(79)	(146)	

Detailed projected budget

Appendix 1

Division	Project	Projected budget					Total £000	Internal resources £000	External resources £000
		2021- 2022 £000	2022- 2023 £000	2023- 2024 £000	2024- 2025 £000	2025- 2026 £000			
General Revenue Account capital programme									
City Housing and Environment	Cross Street North - resurface carriageways	100	-	-	-	-	100	(100)	-
	Compton Road – (Clark Road to Avenue Road)	165	-	-	-	-	165	-	(165)
	Cambridge Street and Water Street	135	-	-	-	-	135	-	(135)
	Woodland Road / Coppice Road Junction – (All junction only)	45	-	-	-	-	45	-	(45)
	Inkerman Street	165	-	-	-	-	165	-	(165)
	Showell Circus	185	-	-	-	-	185	-	(185)
	Purbrook Road	-	150	-	-	-	150	(150)	-
	Broad Lane South / Stubby Lane Jct	110	-	-	-	-	110	-	(110)
	Codsall Road	127	-	-	-	-	127	(97)	(30)
	Stafford Street Reinstatement	50	-	-	-	-	50	-	(50)
	Highway Improvement Programme	-	-	-	-	-	-	-	-
	Integrated Transport - Advance Design	200	-	-	-	-	200	-	(200)
	Integrated Transport - Cannock Road / Cross St North	6	-	-	-	-	6	(6)	-
	UTC - Wireless Communications	85	-	-	-	-	85	-	(85)
	Ring Road & City Centre Signage	298	-	-	-	-	298	-	(298)
	Bus infrastructure improvements	-	30	-	-	-	30	(30)	-
	UTC Expansion ITS/CCTV/Driver Information/ANPR	165	-	-	-	-	165	-	(165)
	Lyndale Drive Culvert - Highways Improvement	40	-	-	-	-	40	(40)	-
	Willenhall Road Culvert - Highways Improvement	40	-	-	-	-	40	(40)	-
	UTC Expansion CCTV	125	-	-	-	-	125	-	(125)
	Vehicles (Procurement)	432	3,921	-	-	-	4,353	(4,353)	-
	Bowman's Harbour - Former Landfill Sites	-	-	-	-	-	-	-	-
	Bowman's Harbour Repository - Tech Investigation	41	-	-	-	-	41	(41)	-
	Parks Strategy and Open Space	-	175	-	-	-	175	(175)	-
	Heath Town Park	-	50	-	-	-	50	-	(50)
	Spring Road - (Taylor Road / Hilton PF)	-	34	-	-	-	34	(34)	-
	Fowlers Park	12	-	-	-	-	12	-	(12)
	Land North East of 72 Church Street, Bilston	3	-	-	-	-	3	-	(3)
	Tettenhall Paddling Pool	1	-	-	-	-	1	(1)	-
	Ward Street Neighbourhood Park	208	-	-	-	-	208	-	(208)
	Penk Rise - refurbishment of Open Space	10	-	-	-	-	10	-	(10)
	Bushbury Recreation Ground - open space improvements	109	-	-	-	-	109	-	(109)
	Kingsclere Walk - refurbishment of existing play area	-	55	-	-	-	55	-	(55)
	Northwood Park - refurbishment of existing play area	-	116	-	-	-	116	-	(116)
	Ashmore Park, Wednesfield - open space improvements	-	100	-	-	-	100	-	(100)
	Ward Street railway cutting – gas main diversion works for new open space	25	-	-	-	-	25	-	(25)
	Prouds Lane Open Space Improvements	10	112	-	-	-	122	-	(122)
	Wednesfield Link Open Space Improvements	-	72	-	-	-	72	-	(72)
	Smestow Valley Local Nature Reserve Open Space	-	16	-	-	-	16	-	(16)
	Oak Street Open Space - Woodland Planting	10	-	-	-	-	10	-	(10)
	Prouds Lane Playing Field - Open Space Improvements	-	275	-	-	-	275	(250)	(25)
	Wednesfield / Coleman Avenue Open Space - Play Area	57	-	-	-	-	57	-	(57)
	Bantock Park - Offsite Open Space Improvements	70	-	-	-	-	70	-	(70)
	Peascroft Wood - Open Space Improvements	3	-	-	-	-	3	-	(3)
	Black Country Blue Network Phase 2	-	-	-	-	-	-	-	-
	Ward Street Railway Cutting	524	348	128	-	-	1,000	-	(1,000)
	Pendeford Park Open Space	289	-	-	-	-	289	-	(289)
	Fowlers Park	339	-	-	-	-	339	-	(339)
	Walsall MBC Parks and Open Space	12	23	5	-	-	40	-	(40)
	Dudley MBC Open Space	90	135	27	-	-	252	-	(252)
	Severn Rivers Trust Cradley Projects	26	56	-	-	-	82	-	(82)
	Canal & Rivers Trust Coseley Canal	23	16	-	-	-	39	-	(39)
	Bereavement Services	-	-	-	-	-	-	-	-
	Bereavement Services Improvement Programme at Bushbury Crematorium site (drainage, pavements)	54	-	-	-	-	54	(54)	-
	Bushbury Crematorium	1,312	-	-	-	-	1,312	(1,312)	-
	Safety Programme	-	-	-	-	-	-	-	-
	Local Safety Schemes - TROs/ Signs&Guardrails / Road Ma	206	-	-	-	-	206	-	(206)
	Vehicle actuated speed warning signs	30	-	-	-	-	30	-	(30)
	Lunt Road - traffic calming and zebra crossing	100	-	-	-	-	100	(80)	(20)
	Arterial route – Stafford Road – areas at risk of accidents	120	-	-	-	-	120	(120)	-
	Newhampton Road East & West - local safety improvement	20	30	-	-	-	50	(50)	-
	Dixon Street	80	-	-	-	-	80	-	(80)
	Shaw Road/Hurst Road/Ettingshall Road	20	-	-	-	-	20	-	(20)
	Marston Road/Penn Road Junction	120	-	-	-	-	120	-	(120)
	Barnhurst Lane/Aldersley High School	50	-	-	-	-	50	(50)	-
	Ettingshall Road/Manor Road	100	-	-	-	-	100	-	(100)
	Network Development - Safer Routes to School	-	-	-	-	-	-	-	-
	School Gate Parking	20	-	-	-	-	20	-	(20)
	Warstones Road/Warstones Primary - installation of new crossing	30	-	-	-	-	30	(30)	-

Detailed projected budget

Appendix 1

Division	Project	Projected budget					Total £000	Internal resources £000	External resources £000
		2021- 2022 £000	2022- 2023 £000	2023- 2024 £000	2024- 2025 £000	2025- 2026 £000			
General Revenue Account capital programme									
City Housing and Environment	Active Travel Programme	-	-	-	-	-	-	-	-
	Cycling - Cycle Route Improvements	30	-	-	-	-	30	-	(30)
	Walking, Cycling and SRTS - Cycle Parking	20	-	-	-	-	20	(20)	-
	Wednesfield Road - footway widening and introducing shared cycle route	749	-	-	-	-	749	(27)	(722)
	St Peters Ring Road/ Waterloo Road Cycleway	110	-	-	-	-	110	-	(110)
	National Cycle Routes	440	-	-	-	-	440	-	(440)
	Ring Road 30 Mph and City Centre	180	-	-	-	-	180	-	(180)
	Accessing Growth Fund - Major Roads Network	40	-	-	-	-	40	-	(40)
	Black Country Ultra Low Emission Vehicle Programme – Dudley, Sandwell and Walsall share	19	-	-	-	-	19	-	(19)
	Black Country Ultra Low Emission Vehicle Programme – Wolverhampton	8	-	-	-	-	8	-	(8)
	A4123 Corridor - A4150 Ring Road to A456 Hagley Road	421	-	-	-	-	421	-	(421)
	A454 Wolverhampton to Neachells Lane, Phases 1,2 and 3	490	-	-	-	-	490	-	(490)
	A449 Stafford Road - M54J2 to A4150 Ring Road	141	-	-	-	-	141	-	(141)
	A449 Stafford Road North Only	399	-	-	-	-	399	-	(399)
	A41 Moxley Gyratory	73	-	-	-	-	73	-	(73)
	Street Lighting	-	-	-	-	-	-	-	-
	Street Lighting replacement programme (Invest to Save)	1,400	468	-	-	-	1,868	(1,868)	-
	Smart Intelligent Infrastructure Investment (ERDF)	2,426	1,000	-	-	-	3,426	(2,001)	(1,425)
	Disabled Access (rolling programme)	-	20	-	-	-	20	(20)	-
	Highway Structures (bridges, subways, retaining walls)	-	-	-	-	-	-	-	-
	Highway Structures - Council Assets - Strengthening	121	-	-	-	-	121	(21)	(100)
	Arthur Street Bridge	1,031	-	-	-	-	1,031	(201)	(830)
	Moathouse Lane Bridge	30	-	-	-	-	30	(30)	-
	Replacement Asphaltic Joints	30	-	-	-	-	30	-	(30)
	Maintenance of unclassified roads	-	-	-	-	-	-	-	-
	Carriageway Surfacing Treatment	697	-	-	-	-	697	(697)	-
	Dudley street Footways	40	-	-	-	-	40	(40)	-
	Waterhead Drive flood defence works	144	-	-	-	-	144	(20)	(124)
	Vicarage Road	20	-	-	-	-	20	-	(20)
	Public Rights of way improvements	-	25	-	-	-	25	(25)	-
	Church Hill - resurface footways	348	-	-	-	-	348	(348)	-
	Wright Avenue Estate	250	200	-	-	-	450	(450)	-
	Castlecroft Road – remove concrete crossings	-	130	-	-	-	130	(130)	-
	Future High Street Fund	225	2,796	2,101	701	-	5,823	(4,976)	(847)
	Victoria Street Public Realm (Westside Link Phase 1)	3,707	6,020	1,610	-	-	11,337	(487)	(10,850)
	Civic Halls Public Realm (Westside Link Phase 3)	2,551	1,649	-	-	-	4,200	(137)	(4,063)
	Security Enhancement works	-	-	-	-	-	-	-	-
	Improving Pedestrian Safety	12	-	-	-	-	12	(12)	-
	Waste & Recycling Strategy	-	-	-	-	-	-	-	-
	Garden waste bins 2020-2021	54	-	-	-	-	54	(54)	-
	Commercial Waste Services Bins 2020-2021	88	-	-	-	-	88	(88)	-
	Lighting up the City	28	10	-	-	-	38	(38)	-
	Smart and Accessible City	-	-	-	-	-	-	-	-
	Ultra Low Emission Bus (ULEB) Pantograph	143	-	-	-	-	143	-	(143)
	ORCS Bid Local Contribution	50	-	-	-	-	50	-	(50)
	Waste collection vehicles - Key Out System 2020-2021	25	-	-	-	-	25	(25)	-
	SupaTrak system and in-cab Garmin devices 2020-2021	19	-	-	-	-	19	(19)	-
	Traveller Transit Site	-	-	-	-	-	-	-	-
	Traveller Transit Site Phase 1	357	-	-	-	-	357	(357)	-
	Highways Maintenance Challenge Fund 2021	-	-	-	-	-	-	-	-
	Dunstall Road	133	-	-	-	-	133	-	(133)
	School Road	178	-	-	-	-	178	-	(178)
	Willenhall Road	5	-	-	-	-	5	-	(5)
	Ring Road Footways	96	-	-	-	-	96	-	(96)
	Residential Waste Bins	-	-	-	-	-	-	-	-
	Waste Domestic Bins	39	-	-	-	-	39	(39)	-
	Cylindrical 'Paladin' Bins	49	-	-	-	-	49	(49)	-
	Brewers Yard, Culwell Street Depot	-	-	-	-	-	-	-	-
	Culwell Street - demolition & remediation	100	-	-	1,597	602	2,299	(2,199)	(100)
	Wholesale market - demolition	-	871	-	-	-	871	-	(871)
	Wholesale market & Fleet Depot - new build	72	15	2,747	2,136	132	5,102	(2,268)	(2,834)
	Fleet Depot - new build	70	-	4,104	3,316	334	7,824	(1,529)	(6,295)
Regeneration	i54 Access and Infrastructure	-	-	-	296	-	296	(19)	(277)
	i54 Access and Infrastructure - i54 - Contingency / General Costs - WCC	28	92	39	-	-	159	(147)	(12)
	Targeted Disposals Programme	-	-	-	-	-	-	-	-
	Disposal of Heath Town Baths	3	-	-	-	-	3	(3)	-
	Targeted Disposals - Hoardings	-	36	-	-	-	36	(36)	-

Detailed projected budget

Appendix 1

Division	Project	Projected budget					Total £000	Internal resources £000	External resources £000
		2021- 2022 £000	2022- 2023 £000	2023- 2024 £000	2024- 2025 £000	2025- 2026 £000			
General Revenue Account capital programme									
Regeneration	South Side	-	-	-	-	-	-	-	-
	Burdett House Demolition	-	315	-	-	-	315	(315)	-
	Wolverhampton Interchange Office/Retail Accommodation	-	-	-	-	-	-	-	-
	i9 Office Development	13,000	-	-	-	-	13,000	(13,000)	-
	Wolverhampton Interchange Block 11	-	57	-	-	-	57	(57)	-
	Bilston Urban Village	1,118	-	-	-	-	1,118	(1,118)	-
	Black Country Growth Deal – Cultural Programme	-	-	-	-	-	-	-	-
	Civic Halls Improvements	22,480	-	-	-	-	22,480	(22,480)	-
	Interchange - Ph2 Train Station/MSCP/Metro Extension	3,673	2,017	-	-	-	5,690	(5,071)	(619)
	i54 Western Extension	4,871	15,895	-	-	-	20,766	(14,981)	(5,785)
	City Learning Quarter	930	18,300	19,868	10,794	-	49,892	(10,142)	(39,750)
	War Memorial Restoration	5	-	-	-	-	5	-	(5)
	Tettenhall War Memorial Restoration	4	-	-	-	-	4	-	(4)
	Development of Cultural Estate	-	-	-	-	-	-	-	-
	Development of Bantock House Complex	20	-	-	-	-	20	(20)	-
	Art Gallery Improvement Scheme	1,196	-	-	-	-	1,196	(872)	(324)
	Art Gallery Improvement Scheme - ACE Kickstart	135	-	-	-	-	135	-	(135)
	Strategic Land Acquisitions	-	310	-	-	-	310	(310)	-
	AIM for GOLD - ERDF	-	-	-	-	-	-	-	-
	AIM for GOLD - ERDF	826	1,437	-	-	-	2,263	-	(2,263)
Public Health	Sports Investment Strategy	-	174	-	-	-	174	(172)	(2)
	Barnhurst Land Pitches	3	-	-	-	-	3	(3)	-
	Synthetic Pitch at Our Lady & St Chad's School	114	-	-	-	-	114	(114)	-
	Peace Green sport facilities	3	-	-	-	-	3	(3)	-
	Leisure Centres Enhancement	-	-	-	-	-	-	-	-
	WV Active - Aldersley Leisure Village Enhancement	30	35	-	-	-	65	(65)	-
	WV Active Leisure Centres - Lockers	125	-	-	-	-	125	(125)	-
	Bowling provision	-	102	-	-	-	102	-	(102)
	Grants to other organisations	-	-	-	-	-	-	-	-
	NACRO Premises Refurbishment	8	-	-	-	-	8	-	(8)
	Safer Streets capital programme	60	-	-	-	-	60	-	(60)
Adult Services	Aiming High for Disabled Children	26	-	-	-	-	26	-	(26)
	Mander Centre Changing Places Toilet Facilities	26	-	-	-	-	26	-	(26)
Children's Services	Co-Location Programme	-	-	-	-	-	-	-	-
	Children's Transformation - Bingley	8	-	-	-	-	8	(8)	-
	Children and young people in care - extensions/vehicles	3	-	-	-	-	3	(3)	-
	Extension - Mr and Mrs R	36	-	-	-	-	36	(36)	-
Education and Skills	Wilkinson Primary School - New Build	-	-	-	-	-	-	-	-
	Wilkinson Primary School - New Build	8	-	-	-	-	8	(8)	-
	Primary Expansion Programme	-	9,472	-	-	-	9,472	-	(9,472)
	PEP Phase 3 - St Marys Catholic Primary School	12	-	-	-	-	12	-	(12)
	Loxdale Primary Phase 4	56	-	-	-	-	56	-	(56)
	Spring Vale Primary Phase 4	30	-	-	-	-	30	-	(30)
	Stowlawn Primary Phase 4	18	-	-	-	-	18	-	(18)
	St Bartholomew's Church of England Primary School - phase 4	899	800	-	-	-	1,699	-	(1,699)
	Hill Avenue Academy - phase 4	600	1,200	-	-	-	1,800	-	(1,800)
	Bilston Church of England Primary - caretaker house renovation	140	-	-	-	-	140	-	(140)
	Schools Devolved Formula Capital	370	371	-	-	-	741	-	(741)
	Prudential Loans	150	-	-	-	-	150	(150)	-
	Asbestos Removal	52	-	-	-	-	52	-	(52)
	Claregate Primary - asbestos removal for windows replacement	10	-	-	-	-	10	-	(10)
	Electrical Works	-	-	-	-	-	-	-	-
	Castlecroft Primary - rewiring inc. alarms and emergency lighting	96	-	-	-	-	96	-	(96)
	Low Hill Nursery - replacement door entry system	36	-	-	-	-	36	-	(36)
	Penn Hall Special - electrical upgrade	88	-	-	-	-	88	-	(88)
	Westacre Infants - replacment lighting	70	-	-	-	-	70	-	(70)
	Midpoint PRU - intruder alarm	43	-	-	-	-	43	-	(43)
	Bushbury Hill Primary - replacement lighting	30	-	-	-	-	30	-	(30)
	Contingency for Emergency Works	-	1,874	-	-	-	1,874	-	(1,874)
	Building Schools for Future ICT Infrastructure	85	-	-	-	-	85	(85)	-
	Post BSF ICT	97	-	-	-	-	97	(97)	-
	Post BSF infrastructure upgrades	155	-	-	-	-	155	(155)	-
	Capital Maintenance - Fire Safety	-	-	-	-	-	-	-	-
	The King's Church of England School - fire protection work	38	-	-	-	-	38	(38)	-
	Colton Hills Community School - fire protection work	20	-	-	-	-	20	(20)	-
	Tettenhall Wood Special - fire protection work	15	-	-	-	-	15	(15)	-

Detailed projected budget

Appendix 1

Division	Project	Projected budget					Total £000	Internal resources £000	External resources £000
		2021- 2022 £000	2022- 2023 £000	2023- 2024 £000	2024- 2025 £000	2025- 2026 £000			
General Revenue Account capital programme									
Education and Skills	Capital Maintenance - heating pipework upgrades	-	-	-	-	-	-	-	-
	Springdale Junior - replacement heating pipework	191	-	-	-	-	191	-	(191)
	Rakegate Primary - hot water system	30	-	-	-	-	30	-	(30)
	Dovecotes Primary - replacement boiler, pipework and	130	-	-	-	-	130	-	(130)
	Ashmore Park Nursery - replacement boiler	66	-	-	-	-	66	-	(66)
	Bushbury Nursery - replacement water heaters	5	-	-	-	-	5	-	(5)
	Colton Hills Secondary - replacement boilers	1	79	-	-	-	80	-	(80)
	Spring Vale Primary - replacement boilers	106	-	-	-	-	106	-	(106)
	Castlecroft Primary - replacement boiler flue	6	-	-	-	-	6	-	(6)
	Wodensfield Primary - boiler house flue	12	-	-	-	-	12	-	(12)
	Uplands Junior - replacement pipework	10	-	-	-	-	10	-	(10)
	Capital Maintenance - roof / ceilings replacements	-	-	-	-	-	-	-	-
	Christ Church, Church of England Infants (TW) - roof covering to link	10	-	-	-	-	10	-	(10)
	Green Park Special School - flat roof	13	-	-	-	-	13	-	(13)
	Spring Vale Primary - flat roof	63	-	-	-	-	63	-	(63)
	Merridale Primary - replacement roof covering phase 1	107	-	-	-	-	107	(10)	(97)
	Bantock Primary - replacement roof tiles phase 1	148	-	-	-	-	148	(23)	(125)
	Fallings Park Primary - replacement roof covering phase 1	70	-	-	-	-	70	(10)	(60)
	Ashmore Park Nursery - flat roofing	-	40	-	-	-	40	-	(40)
	Bilston Nursery - pitched roofing	8	-	-	-	-	8	-	(8)
	Colton Hills Secondary - flat roofing	95	-	-	-	-	95	-	(95)
	Graiseley Primary - pitched and flat roofing	115	-	-	-	-	115	(20)	(95)
	Stow Heath Primary - flat roofing	45	-	-	-	-	45	-	(45)
	Fallings Park Primary - replacement roof phase 2	50	-	-	-	-	50	-	(50)
	Merridale Primary - replacement roof phases 2 and 3	150	-	-	-	-	150	-	(150)
	Eastfield Primary - corridor roofing	8	-	-	-	-	8	-	(8)
	Castlecroft Primary - replacement roof to nursery play area	10	-	-	-	-	10	(3)	(7)
	Capital Maintenance - Structural Works	-	-	-	-	-	-	-	-
	Stow Heath Primary - flooring and damp proofing	50	-	-	-	-	50	-	(50)
	Christ Church, Church of England, Infant School - timber works to modular classroom	1	-	-	-	-	1	-	(1)
	Kings CE School Priority Remedial Works	140	750	-	-	-	890	(890)	-
	Wodensfield Primary - refurbish toilets	3	-	-	-	-	3	-	(3)
	Lanesfield Primary - refurbish toilets	42	-	-	-	-	42	(4)	(38)
	Orchard PRU - security fencing installation	2	-	-	-	-	2	-	(2)
	Castlecroft Primary - internal restructuring	15	-	-	-	-	15	-	(15)
	Dovecotes Primary - replace fascias	25	-	-	-	-	25	-	(25)
	Dovecotes Primary - replace floors	10	-	-	-	-	10	-	(10)
	Wodensfield Primary - replacement floor screed and ramps	10	-	-	-	-	10	-	(10)
	Rakegate Primary - firestopping works	30	-	-	-	-	30	-	(30)
	Midpoint PRU - fencing	15	-	-	-	-	15	-	(15)
	West Park Primary - replacement fascias and doors	13	-	-	-	-	13	-	(13)
	Colton Hills Secondary - replacement lift	100	-	-	-	-	100	-	(100)
	Capital Maintenance - Window Upgrade	-	-	-	-	-	-	-	-
	Claregate Primary - replacement hall windows	77	-	-	-	-	77	-	(77)
	Christ Church, Church of England Infant and Nursery - replacement doors and windows	15	-	-	-	-	15	-	(15)
	Midpoint PRU - replacement windows	13	-	-	-	-	13	-	(13)
	Westacre Infants - replacement hall windows	55	-	-	-	-	55	-	(55)
	Wodensfield Primary - replacement KS2 windows	15	-	-	-	-	15	-	(15)
	Wodensfield Primary - replacement windows and doors to KS1	20	-	-	-	-	20	-	(20)
	Christ Church, Church of England, Junior School - replacement doors	20	-	-	-	-	20	-	(20)
	Secondary School Expansion Programme	-	6,659	-	-	-	6,659	-	(6,659)
	Aldersley High	78	-	-	-	-	78	-	(78)
	St Edmund's Catholic Academy	1,684	600	-	-	-	2,284	-	(2,284)
	West Midlands University Technical College (UTC)	-	2,000	-	-	-	2,000	-	(2,000)
	Moreton Academy	700	1,500	-	-	-	2,200	-	(2,200)
	Schools improvements RCCO funded	-	-	-	-	-	-	-	-
	Orchard PRU improvements - Sports Barn	5	-	-	-	-	5	(5)	-
	SPCF Special Provision Capital Fund	-	422	-	-	-	422	-	(422)
	SPCF Penn Hall Special School SEN sensory gym	11	-	-	-	-	11	-	(11)
	SPCF Resource base St Michaels Church of England Primary	555	-	-	-	-	555	-	(555)
	SPCF Resource base St Martins Church of England Primary	50	-	-	-	-	50	-	(50)
	Broadmeadow Special School expansion Childrens Centre	40	-	-	-	-	40	-	(40)
	Healthy Pupil Capital Fund	-	-	-	-	-	-	-	-
	HPCF Special schools - sports & fitness	3	-	-	-	-	3	-	(3)
Total General Revenue Account - existing and new projects		112,930	116,767	43,566	23,740	1,068	298,071	(169,155)	(128,916)

Detailed projected budget

Appendix 1

Division	Project	Projected budget					Total	Internal resources	External resources
		2021-2022	2022-2023	2023-2024	2024-2025	2025-2026			
		£000	£000	£000	£000	£000	£000	£000	£000
Housing Revenue Account capital programme									
Housing Revenue Account	Decent Homes - Stock Improvements	-	-	-	-	-	-	-	-
	High Rise M&E Infrastructure Refurbishment	2,800	5,100	6,000	5,900	5,648	25,448	(25,448)	-
	Heath Town Refurbishment of Retained Properties	9,500	12,300	9,700	2,351	-	33,851	(33,851)	-
	Internal Decency Works	2,865	3,950	4,500	5,000	5,000	21,315	(21,315)	-
	Bushbury Improvement Programme	1,400	-	-	-	-	1,400	(1,400)	-
	Mid Rise Infrastructure	100	500	1,000	1,000	1,000	3,600	(3,600)	-
	Minor Works/Door Entry Rolling Programme	-	-	-	-	-	-	-	-
	Door Entry	370	370	370	370	370	1,850	(1,850)	-
	Pathway Improvement and Safety Programme	-	-	-	-	-	-	-	-
	Repairs - Pathways/Unadopted Roads	209	200	200	200	200	1,009	(1,009)	-
	External Improvement Programme	-	-	-	-	-	-	-	-
	External Improvement Works (Pre Decent Homes)	600	-	-	-	-	600	(600)	-
	Adaptations for People with Disabilities	1,400	1,000	1,000	1,000	1,000	5,400	(5,400)	-
	WH Service Sales Admin & Capitalised Salaries	-	-	-	-	-	-	-	-
	Sale of Council Houses Admin	60	60	60	60	60	300	(300)	-
	Wolverhampton Homes - Capitalised Salaries	1,650	1,700	1,700	1,700	1,700	8,450	(8,450)	-
	Housing services capitalised salaries	-	-	-	-	-	-	-	-
	Housing Services Capitalised Salaries	500	500	500	500	500	2,500	(2,500)	-
	Refurbishment of Voids	-	-	-	-	-	-	-	-
	Refurbishment of Voids to Decent Homes Standard	6,500	4,000	3,500	3,000	3,000	20,000	(20,000)	-
	Boiler Replacement Programme	-	-	-	-	-	-	-	-
	Boiler Replacement	853	680	680	680	680	3,573	(3,573)	-
	Heath Town	-	-	-	-	-	-	-	-
	Heath Town	563	-	-	-	-	563	(563)	-
	Tap Works site	-	-	-	-	-	-	-	-
	Tap works – Showell Road	30	-	-	-	-	30	(30)	-
	Structural works	-	-	-	-	-	-	-	-
	Structural works	1,200	1,000	1,000	1,000	900	5,100	(5,100)	-
	Remedial Works to non-traditional properties	-	-	-	1,860	2,200	4,060	(4,060)	-
	Jericho House	125	125	-	-	-	250	(250)	-
	Lift and DDA Improvements	-	-	-	-	-	-	-	-
	Lift Improvements	630	480	500	500	500	2,610	(2,610)	-
	Fire Safety Improvements	-	-	-	-	-	-	-	-
	High Rise Fire Safety Issues	2,305	3,340	4,100	4,100	3,810	17,655	(17,655)	-
	Fire Safety Improvements - Medium and Low Rise	1,400	2,400	3,400	3,400	3,100	13,700	(13,700)	-
	Roof Refurbishment Programme	-	-	-	-	-	-	-	-
	Roofing Refurbishment Programme - City wide	3,409	4,500	5,050	5,300	5,300	23,559	(23,559)	-
	Tower and Fort Works	-	-	-	-	-	-	-	-
	Tower and Fort Works Project	30	-	-	-	-	30	(30)	-
	New Build Programme	-	-	5,550	8,500	8,500	22,550	(22,550)	-
	Old Fallings Crescent	100	4,748	-	-	-	4,848	(4,848)	-
	Sustainable Estates Programme	-	-	-	-	-	-	-	-
	Sustainable Estates Programme	270	300	1,600	1,700	1,200	5,070	(5,070)	-
	Non Trad Surveys	-	-	-	-	-	-	-	-
	Non Traditional Surveys	142	50	50	200	250	692	(692)	-
	Small Sites 4	-	-	-	-	-	-	-	-
	Small Sites 4	21	-	-	-	-	21	(21)	-
	Commercial Conversions	-	-	-	-	-	-	-	-
	Bond House conversion to residential	320	4,180	-	-	-	4,500	(4,180)	(320)
	Burton Crescent	-	-	-	-	-	-	-	-
	Burton Crescent	269	-	-	-	-	269	(269)	-
	Heath Town New Build Programme	-	-	-	-	-	-	-	-
	Heath Town New Build Phase 1	5,000	4,500	-	-	-	9,500	(9,500)	-
	Heath Town New Build Phase 2	500	3,500	4,500	4,500	-	13,000	(13,000)	-
	Heath Town New Build Phase 3	500	6,000	3,500	-	-	10,000	(10,000)	-
	Heath Town Phase 3	-	-	-	-	-	-	-	-
	WVL Units	-	-	5,000	5,000	10,000	20,000	(20,000)	-
	WVL Units - Prouds Lane	573	-	-	-	-	573	(573)	-
	WVL Units - Wednesfield	3,655	-	-	-	-	3,655	(3,655)	-
	WVL Units - Former Residential care Home Sites	846	-	-	-	-	846	(846)	-
	Northcote	500	2,000	-	-	-	2,500	(2,500)	-
	Medium Sites	-	-	-	-	-	-	-	-
	Medium Sites	200	5,000	2,680	-	-	7,880	(7,880)	-
	High Rise Sprinkler Programme	-	-	-	-	-	-	-	-
	High Rise Sprinkler Programme	1,900	4,900	5,600	5,700	5,430	23,530	(23,530)	-
	High Rise External Works	-	-	4,800	4,700	2,650	12,150	(12,150)	-
	Reedham Gardens	-	-	-	-	-	-	-	-
	Reedham Gardens	929	3,000	-	-	-	3,929	(3,929)	-
	Additional Social Housing	-	-	-	-	-	-	-	-
	Additional Social Housing	2,672	2,000	2,000	2,000	2,000	10,672	(10,672)	-
	Small Sites Programme	-	-	-	-	-	-	-	-
	Bushbury Hill Community Housing	100	1,379	-	-	-	1,479	(1,479)	-
	Inkerman Street Community Housing	100	1,379	-	-	-	1,479	(1,479)	-
	Small Sites 5	2,000	3,412	-	-	-	5,412	(5,412)	-
	Estate Remodelling	-	2,000	12,000	12,000	12,000	38,000	(38,000)	-
	Estate remodelling - New Park Village	1,998	-	-	-	-	1,998	(1,998)	-
	City Wide Non traditional structural repairs	1,000	1,000	-	-	-	2,000	(2,000)	-
Total Housing Revenue Account - existing and new projects		62,094	91,553	90,540	82,221	76,998	403,406	(403,086)	(320)

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Detailed forecast change

Appendix 2

Division	Project	Approved budget £000	Proposed budget £000	Total change £000	Comments
General Revenue Account capital programme					
Finance	Corporate Contingency	17,121	16,642	(479)	The change in this budget reflects virements as detailed in Appendix 4.
	Capitalisation Directives	5,000	10,000	5,000	The change in this budget reflects revised budget requirement. Due to the use of capital receipts flexibility being extended until 2024-2025 it is proposed to utilise receipts to fund revenue transformation projects as per Draft Budget and Medium Term Financial Strategy 2022-2023 to 2023-2024 report to Councillors on 20 October 2021.
	WV Living	29,900	29,900	-	
	Other Equity Investments and Loans to Companies	5,700	5,700	-	
	ICT General Programme	2,043	1,992	(51)	The change in this budget reflects virement to support new project as detailed in Appendix 4.
Strategy	ICT Disaster Recovery	-	51	51	The change in this budget reflects new project for which approval is now sought in Appendix 3.
	ICT Desktop Refresh	840	840	-	
	Service Led ICT Projects	1,848	1,848	-	
	Full Fibre Network	3,730	3,730	-	
City Assets	Corporate Asset Management	4,121	4,910	789	The change in this budget reflects virements to support new and existing projects as detailed in Appendix 4.
	Energy Efficiency Measures	569	-	(569)	The change reflect the budget removal as project superseded by programme of works for Climate Change.
	Disposals Programme (Non-Strategic)	22	2	(20)	The change in this budget reflects virement as detailed in Appendix 4.
	Public Sector Decarbonisation	153	153	-	
City Housing and Environment	Disabled Facilities Grants	4,766	4,766	-	
	Housing General Fund General Schemes - Small Works Assistance (SWA)	289	289	-	
	Housing General Fund General Schemes - Capitalised Salaries	80	80	-	
	Housing General Fund General Schemes - Empty Properties Strategy	410	410	-	
	Housing General Schemes - Affordable Warmth	101	101	-	
	Maintenance of classified roads	2,547	2,547	-	
	Highway Improvement Programme	889	989	100	The change in budget reflects allocation of additional S106 contributions towards the programme.
	Vehicles (Procurement)	4,353	4,353	-	
	Bowman's Harbour - Former Landfill Sites	41	41	-	
	Parks Strategy and Open Space	1,143	1,523	380	The change in this budget reflects new projects funded from developer contributions for which approval is now sought in Appendix 3.
	Bereavement Services	1,366	1,366	-	
	Safety Programme	870	876	6	The change in this budget reflects virement as detailed in Appendix 4.
	Active Travel Programme	1,568	1,529	(39)	The change in this budget reflects virements as detailed in Appendix 4.
	Network Development - Safer Routes to School	50	50	-	
	Accessing Growth Fund - Major Roads Network	1,147	1,591	444	The change in this budget reflects virements as detailed in Appendix 4.
	Street Lighting	5,294	5,294	-	
	Disabled Access (rolling programme)	20	20	-	
	Highway Structures (bridges, subways, retaining walls)	1,212	1,212	-	
	Maintenance of unclassified roads	13,251	13,191	(60)	The change in this budget reflects virements as detailed in Appendix 4.
	Security Enhancement works	12	12	-	
	Waste & Recycling Strategy	222	142	(80)	The change in this budget reflects virements as detailed in Appendix 4.
	Lighting up the City	38	38	-	
	Smart and Accessible City	193	193	-	
	General Waste Service Improvement	44	44	-	
	Traveller Transit Site	357	357	-	
	Highways Maintenance Challenge Fund 2021	412	412	-	
	Residential Waste Bins	8	88	80	The change in this budget reflects virements as detailed in Appendix 4.
Future High Street Fund	10,023	10,023	-		
Black Country Blue Network Phase 2	2,041	2,041	-		
Brewers Yard, Culwell Street Depot	16,096	16,096	-		
Public Health	Sports Investment Strategy	292	294	2	The change in this budget reflects virement as detailed in Appendix 4.
	Leisure Centres Enhancement	190	190	-	
	Bowling provision	102	102	-	
	Cricket provision	2	-	(2)	The change in this budget reflects virement as detailed in Appendix 4.
	Grants to other organisations	8	8	-	
Regeneration	Streets capital programme	60	60	-	
	i54 Access and Infrastructure	455	455	-	
	Targeted Disposals Programme	39	39	-	
	South Side	315	315	-	
	Wolverhampton Interchange Office/Retail Accommodation	13,000	13,000	-	

Detailed forecast change

Appendix 2

Division	Project	Approved budget £000	Proposed budget £000	Total change £000	Comments
General Revenue Account capital programme					
Regeneration	Wolverhampton Interchange Block 11	57	57	-	
	Bilston Urban Village	1,118	1,118	-	
	Black Country Growth Deal – Cultural Programme	22,480	22,480	-	
	Interchange - Ph2 Train Station/MSCP/Metro Extension	5,690	5,690	-	
	i54 Western Extension	20,766	20,766	-	
	City Learning Quarter	49,892	49,892	-	
	War Memorial Restoration	19	9	(10)	The change in this budget is due to Pennfields War Memorial Restoration project now being completed.
	Development of Cultural Estate	1,351	1,351	-	
	Strategic Land Acquisitions	310	310	-	
AIM for GOLD - ERDF	826	2,263	1,437	The change in this budget reflects new grant allocation.	
Adult Services	Aiming High for Disabled Children	52	52	-	
Children's Services	Co-Location Programme	8	8	-	
	Children and young people in care - extensions/vehicles	39	39	-	
Education and Skills	Wilkinson Primary School - New Build	8	8	-	
	Primary Expansion Programme	13,227	13,227	-	
	Schools Devolved Formula Capital	741	741	-	
	Prudential Loans	150	150	-	
	Asbestos Removal	52	62	10	The change in this budget reflects new project for which approval is now sought in Appendix 3.
	Electrical Works	270	363	93	The change in this budget reflects virements to support new and existing projects as detailed in Appendix 4.
	Contingency for Emergency Works	2,791	1,874	(917)	The change in this budget reflects virements to support new and existing projects as detailed in Appendix 4.
	Building Schools for Future ICT Infrastructure	337	337	-	
	Capital Maintenance - Fire Safety	73	73	-	
	Capital Maintenance - Heating Pipework Upgrades	511	636	125	The change in this budget reflects virements to support new and existing projects as detailed in Appendix 4.
	Capital Maintenance - Roof / Ceilings Replacements	561	932	371	The change in this budget reflects virements to support new and existing projects as detailed in Appendix 4 and school contribution towards the project costs.
	Capital Maintenance - Structural Works	1,174	1,206	32	The change in this budget reflects new projects for which approval is now sought in Appendix 3.
	Capital Maintenance - Window Upgrade	173	215	42	The change in this budget reflects virements to support new and existing projects as detailed in Appendix 4.
	Secondary School Expansion Programme	13,227	13,221	(6)	The change in this budget reflects virement as detailed in Appendix 4.
	Schools improvements RCCO funded	5	5	-	
	SPCF Special Provision Capital Fund	1,078	1,078	-	
Healthy Pupil Capital Fund	3	3	-		
Total General Revenue Account capital programme - existing and new projects		291,342	298,071	6,729	

Detailed forecast change

Appendix 2

Division	Project	Approved budget £000	Proposed budget £000	Total change £000	Comments
Housing Revenue Account					
Housing Revenue Account	Decent Homes - Stock Improvements	87,164	85,614	(1,550)	The change in this budget reflects virements as detailed in Appendix 4.
	Minor Works/Door Entry Rolling Programme	1,850	1,850	-	
	Pathway Improvement and Safety Programme	1,009	1,009	-	
	External Improvement Programme	600	600	-	
	Adaptations for People with Disabilities	5,400	5,400	-	
	WH Service Sales Admin & Capitalised Salaries	8,900	8,750	(150)	The change in this budget reflects virements as detailed in Appendix 4.
	Housing services capitalised salaries	2,500	2,500	-	
	Refurbishment of Voids	17,070	20,000	2,930	The change in this budget reflects virements as detailed in Appendix 4.
	Boiler Replacement Programme	3,523	3,573	50	The change in this budget reflects virements as detailed in Appendix 4.
	Heath Town	563	563	-	
	Tap Works site	30	30	-	
	Structural works	9,430	9,410	(20)	The change in this budget reflects virements as detailed in Appendix 4.
	Lift and DDA Improvements	2,440	2,610	170	The change in this budget reflects virements as detailed in Appendix 4.
	Fire Safety Improvements	31,355	31,355	-	
	Roof Refurbishment Programme	23,559	23,559	-	
	Tower and Fort Works	30	30	-	
	New Build Programme	27,398	27,398	-	
	Sustainable Estates Programme	6,500	5,070	(1,430)	The change in this budget reflects virements as detailed in Appendix 4.
	Non Trad Surveys	692	692	-	
	Small Sites 4	21	21	-	
	Commercial Conversions	4,500	4,500	-	
	Burton Crescent	269	269	-	
	Heath Town New Build Programme	32,500	32,500	-	
	WVL Units	25,074	25,074	-	
	Northcote	2,500	2,500	-	
	Medium Sites	7,880	7,880	-	
	High Rise Sprinkler Programme	23,530	23,530	-	
	High Rise External Works	12,150	12,150	-	
	Reedham Gardens	3,929	3,929	-	
	Additional Social Housing	10,672	10,672	-	
Small Sites Programme	8,370	8,370	-		
Estate Remodelling	41,998	41,998	-		
Total Housing Revenue Account - existing projects		403,406	403,406	-	

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Projects requiring approval

Appendix 3

New projects created from virements and additional resources	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	Total	Virement	Additional resources		
	£000	£000	£000	£000	£000	£000		£000	Internal	External
A full set of virements can be found in Appendix 4										
General Revenue Account capital programme										
ICT Capital Programme										
Approval is sought for the following capital ICT rolling project:										
Disaster Recovery 2021-2022	51	-	-	-	-	51	51	-	-	-
Schools Capital Maintenance										
Approval is sought for capital maintenance works across the following schools:										
Claregate Primary - asbestos removal for windows replacement	10	-	-	-	-	10	10	-	-	-
Castlecroft Primary - replacement boiler flue	6	-	-	-	-	6	6	-	-	-
Wodensfield Primary - boiler house flue	12	-	-	-	-	12	12	-	-	-
Uplands Junior - replacement pipework	10	-	-	-	-	10	10	-	-	-
Fallings Park Primary - replacement roof phase 2	50	-	-	-	-	50	50	-	-	-
Merridale Primary - replacement roof phases 2 and 3	150	-	-	-	-	150	150	-	-	-
Eastfield Primary - corridor roofing	8	-	-	-	-	8	8	-	-	-
Castlecroft Primary - replacement roof to nursery play area	10	-	-	-	-	10	7	3	-	-
West Park Primary - replacement fascias and doors	13	-	-	-	-	13	13	-	-	-
Colton Hills Secondary - replacement lift	100	-	-	-	-	100	100	-	-	-
Wodensfield Primary - replacement windows and doors to KS1	20	-	-	-	-	20	20	-	-	-
Christ Church, Church of England, Junior School - replacement doors	20	-	-	-	-	20	20	-	-	-
Bushbury Hill Primary - replacement lighting	30	-	-	-	-	30	30	-	-	-
Disabled Facilities Grants										
Approval is sought for the following capital project created through the virement:										
DFG Capitalised Salaries	400	-	-	-	-	400	400	-	-	-
Vehicles (Procurement)										
Approval is sought for acquisition of the following vehicles and equipment within the Fleet capital programme:										
Purchase of Vehicles 2021-2022 (7 years)	48	-	-	-	-	48	48	-	-	-
Purchase of Vehicles 2021-2022 (6 years)	133	-	-	-	-	133	133	-	-	-
Purchase of Vehicles 2021-2022 (4 years) - Refuse Collection Vehicles	100	-	-	-	-	100	100	-	-	-
Purchase of Equipment 2021-2022 (6 years)	122	-	-	-	-	122	122	-	-	-
Parks Strategy and Open Spaces Capital Programme										
Approval is sought to carry out improvements to the following parks and open spaces fully funded from the developer contributions:										
Wednesfield / Coleman Avenue Open Space - Play Area	57	-	-	-	-	57	-	-	57	-
Bantock Park - Offsite Open Space Improvements	70	-	-	-	-	70	-	-	70	-
Peascroft Wood - Open Space Improvements	3	-	-	-	-	3	-	-	3	-
Accessing Growth Fund - Major Roads Network										
Approval is sought for the following Transportation project, fully funded by grant from the West Midlands Combined Authority:										
A41 Moxley Gyratory	73	-	-	-	-	73	-	-	73	-
Transformation Development Efficiency Strategy										
Approval is sought to utilise capital receipt flexibility to fund revenue transformation projects in line with the 2022-2023 budget strategy outlined in the Draft Budget and Medium Term Financial Strategy 2022-2023 to 2023-2024 which was presented to Cabinet on 20 October 2021:										
Transformational projects capitalisation 2022-2023	-	5,000	-	-	-	5,000	-	5,000	-	-

Projects requiring approval

Appendix 3

New projects created from virements and additional resources	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	Total	Virement	Additional resources	
A full set of virements can be found in Appendix 4	£000	£000	£000	£000	£000	£000	£000	Internal	External
								£000	£000
Corporate Asset Management									
Approval is sought for for the following capital projects to enable the completion of priority works ensuring all council assets are statutorily compliant and fit for purpose:									
Bilston Town Hall – new fire alarm system	5	-	-	-	-	5	5	-	-
Bradley Resource Centre – fire door replacement	10	-	-	-	-	10	10	-	-
Bradley Resource Centre – mechanical plant upgrade	184	-	-	-	-	184	184	-	-
Fowlers Park Playing Fields – flue and control panel	14	-	-	-	-	14	14	-	-
Graiseley Healthy Living Centre – roof replacement	30	-	-	-	-	30	30	-	-
Grand Theatre – fire door replacement	68	-	-	-	-	68	68	-	-
Landport Industrial Estate – electrical works at units 9 and 10	4	-	-	-	-	4	4	-	-
Wolverhampton Art Gallery – humidification unit	28	-	-	-	-	28	28	-	-
Wolverhampton Art Gallery - replacement of AHU in basement	65	-	-	-	-	65	65	-	-
Total General Revenue Account capital programme new projects	1,904	5,000	-	-	-	6,904	1,698	5,003	203
Financing									
Internal resources	865	5,000	-	-	-	5,865	862	5,003	-
External resources	1,039	-	-	-	-	1,039	836	-	203
Grand total financing	1,904	5,000	-	-	-	6,904	1,698	5,003	203

Virements for approval

Appendix 4

Capital project	Virement		Comments	
	Existing project £000	New project £000		
General Revenue Account				
Corporate Asset Management				
Provision for future programmes	(4)	-	Virements are proposed to reallocate resources from the Provision for future programmes to individual projects to cover residual costs upon completion of projects.	
Tettenhall Library – roof works	2	-		
Birch Street Car Park - FRA Works	2	-		
Corporate Contingency				
Provision for future programmes	(381)	-	Virements are proposed to reflect an allocation of the Corporate Contingency to enable the completion of priority works within the Corporate Asset Management capital programme ensuring all council assets are statutorily compliant and fit for purpose.	
Corporate Asset Management				
Blakenhall Community Healthy Living Centre – roof works	167	-		
Wolverhampton Art Gallery - FRA priority works	79	-		
Merridale Fire Station - YOT relocation	30	-		
Aldersley Leisure Centre (Hockey Pitches) – external lighting to include electrical controls & lighting columns	105	-		
Project to project virements				
Corporate Asset Management				
Merridale House - FRA priority works	(56)	-	Virements are proposed to reallocate resources to accommodate additional costs within the Corporate Asset Management capital programme.	
Civic Centre - FRA priority works	(9)	-		
East Park Library – roof replacement	(6)	-		
Bantock House - FRA priority works	(2)	-		
4 & 4A Salop Street – roof works, external refurbishment & window replacements	21	-		
Bingley Enterprise Centre - replace roof and insulate and replace 11 windows	15	-		
Fordhouses Industrial Estate – security hut refurbishment	14	-		
West Park – replace boilers within conservatory	10	-		
West Park (Bandstand) – refurbishment	7	-		
Claregate Youth Centre – FRA / electrical compliance works	5	-		
Low Hill Community Centre - FRA priority works	1	-		
Disposals Programme (Non-Strategic)				
Provision for future programmes	(20)	-		Virements are proposed to reallocate budgets that are no longer required to provision for future programmes.
Schools Capital Maintenance - Contingency for Emergency Works				
Provision for future programmes	(270)	-		
Schools Capital Maintenance - Structural Works				
Penn Hall Special - traffic control measures	(18)	-		
Penn Fields Special - void space protection measures	(2)	-		
Corporate Contingency				
Provision for future programmes	310	-		
Schools Capital Maintenance - Heating Pipework Upgrades				
Bushbury Nursery - replacement water heaters	(5)	-	Virements are proposed to reallocate resources within the Schools Capital Maintenance programme.	
Schools Capital Maintenance - Roof / Ceilings Replacements				
Green Park Special School - flat roof	(29)	-		
Fallings Park Primary - replacement roof covering phase 1	(10)	-		
Bilston Nursery - pitched roofing	(2)	-		
Bantock Primary - replacement roof tiles phase 1	55	-		
Colton Hills Secondary - flat roofing	15	-		
Schools Capital Maintenance - Structural Works				
Stow Heath Primary - toilets refurbishment	(46)	-		
Graiseley Primary - repoint brickwork	(20)	-		
Wodensfield Primary - refurbish toilets	(5)	-		
Stow Heath Primary - flooring and damp proofing	5	-		
Castlecroft Primary - internal restructuring	5	-		
Schools Capital Maintenance - Window Upgrade				
Midpoint PRU - replacement windows	(2)	-		
Braybrook PRU - replacement windows	(1)	-		
Christ Church, Church of England Infant and Nursery - replacement	5	-		
Schools Capital Maintenance - Electrical Works				
Stowheath Primary - rewiring and lighting	(35)	-		
Castlecroft Primary - rewiring inc. alarms and emergency lighting	31	-		
Penn Hall Special - electrical upgrade	28	-		
Low Hill Nursery - replacement door entry system	11	-		
Highways Maintenance Challenge Fund 2021				
Highways Maintenance Challenge Fund 2021 - School Road	(5)	-	Virements are proposed to reallocate resources across the projects within the Transportation capital programme to ensure that priorities are met and reflected.	
Highways Maintenance Challenge Fund 2021 - Willenhall Road	5	-		
Transport Structural Maintenance				
Stafford Street – (Inbound from Cannock Road Jct to Ring Road)	(180)	-		
Third Avenue – Roundabout Junction Fifth Avenue	(100)	-		
Specialist Surface Treatments	(27)	-		
Bushbury Lane (Stafford Road to Shaw Lane) - resurface carriageways	75	-		
Compton Road – (Clark Road to Avenue Road)	65	-		
Showell Circus	45	-		
Cambridge Street and Water Street	35	-		
Codsall Road	27	-		
Cannock Road - Phase II	20	-		
Inkerman Street	15	-		
Griffiths Drive - resurface carriageways	10	-		
Broad Lane South / Stubby Lane Jct	10	-		
Woodland Road / Coppice Road Junction – (All junction only)	5	-		

Virements for approval

Appendix 4

Capital project	Virement		Comments
	Existing project £000	New project £000	
General Revenue Account			
Waste & Recycling Strategy			
Commercial Waste Services Bins 2020-2021	(61)	-	Virements are proposed to utilise underspend within the Waste capital programme.
Skips for temporary waste collection site 2020-2021	(19)	-	
Residential Waste Bins			
Cylindrical 'Paladin' Bins 2020-2021	41	-	
Waste Domestic Bins 2020-2021	39	-	
Vehicles (Procurement)			
Purchase of Vehicles 2020-2021 (7 years)	(1,783)	-	Virements are proposed to relocate resources to Provision for future programmes within the Fleet Service Vehicles (Procurement) capital programme.
Purchase of Equipment 2021-2022 (7 years)	(75)	-	
Purchase of Equipment 2020-2021 (10 years)	(74)	-	
Purchase of Equipment 2020-2021 (7 years)	(64)	-	
Provision for future programmes	1,996	-	
Secondary School Expansion Programme			
St Edmund's Catholic Academy	(6)	-	A virement is proposed to reflect St Edmund's Catholic Academy's contribution towards crossing reconfiguration works outside the school that are being carried out within the Transportation capital programme.
Safety Programme			
Local Safety Schemes - TROs/ Signs&Guardrails / Road Markings	6	-	
War Memorial Restoration			
Bilston War Memorial Restoration	(9)	-	A virement is proposed to reallocate resources from the Bilston War Memorial Restoration project due to the project now being completed.
Provision for future programmes	5	-	
Tettenhall War Memorial Restoration	4	-	
City Learning Quarter			
CowTech	(674)	-	A virement is proposed to reallocate resources from the CowTech project due to grant award from the West Midlands Combined Authority.
Provision for future programmes	674	-	
Cricket provision			
Newbridge Playing Fields	(2)	-	A virement is proposed to reallocate unspent resources to the provision for future programmes within the Sports Investment Strategy capital programme.
Sports Investment Strategy			
Provision for future programmes	2	-	
Total General Revenue Account capital programme	(1,698)	1,698	

Capital project	Virement		Comments
	Existing project £000	New project £000	
Housing Revenue Account			
Project to project virements			
Decent Homes - Stock Improvements			
Internal Decency Works	(1,950)	-	Virements are proposed to utilise unspent resources across various capital projects within the HRA capital programme.
Bushbury Improvement Programme	400	-	
Boiler Replacement Programme			
Boiler Replacement Programme	50	-	
Sustainable Estates Programme			
Sustainable Estates Programme	(1,430)	-	
Refurbishment of Voids			
Refurbishment of Voids to Decent Homes Standard	2,930	-	
Studies & Capitalised Salaries			
Wolverhampton Homes - Capitalised Salaries	(150)	-	
Structural works			
Structural works	(20)	-	
Lift and DDA Improvements			
Lift Improvements	170	-	
Total Housing Revenue Account capital programme	-	-	
Grand total	(1,698)	1,698	

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Virement to note

Appendix 5

Capital project General Revenue Account	Virement to note Existing project £000	Comments
Children and young people in care - extensions/vehicles Provision for future programmes Extension Mr & Mrs R	(36) 36	Virement to support extension works was approved through delegated authority.
Total General Revenue Account virements to note	-	

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CITY OF WOLVERHAMPTON COUNCIL	Cabinet 17 November 2021
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Report title	Treasury Management Activity Monitoring - Mid Year Review 2021-2022	
Decision designation	RED	
Cabinet member with lead responsibility	Councillor Ian Brookfield Leader of the Council	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All Wards	
Accountable Director	Tim Johnson, Chief Executive	
Originating service	Strategic Finance	
Accountable employee	Claire Nye Tel Email	Director of Finance 01902 550478 Claire.Nye@wolverhampton.gov.uk
Report to be/has been considered by	Strategic Executive Board Council Our Council Scrutiny Panel	4 November 2021 1 December 2021 19 January 2022

Recommendations for decision:

That Cabinet recommend that Council is asked to note:

1. That a mid-year review of the Treasury Management Strategy Statement has been undertaken and the Council has operated within the limits and requirements approved in March 2021, however due to the reprofiling of some capital programmes the authorised limit and operational boundary for commercial activities for 2022-2023 is forecast to be slightly in excess of the best estimate included in the Treasury Management Strategy presented to Council on 3 March 2021. This will be reviewed as part of the 2022-2023 Treasury Management Strategy.
2. That revenue underspends of £899,000 for the General Revenue Account and £706,000 for the Housing Revenue Account (HRA) are forecast from treasury management activities in 2021-2022, arising as a result of re-phasing of the capital programme and lower interest rates forecast on borrowing.

Recommendation for noting:

The Cabinet is asked to note:

1. That there has been no change to the UK's credit rating and therefore the Director of Finance has not been required to use the delegated authority approved by Council on 17 July 2020 to amend the Annual Investment Strategy.

1.0 Purpose

- 1.1 The report provides a monitoring and progress report on treasury management activity for the second quarter of 2021-2022 as part of the mid-year review, in line with the Prudential Indicators approved by Council in March 2021.

2.0 Background

- 2.1 The treasury management activities of the Council are underpinned by The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management. For further information on the requirements of the Code please refer to the Treasury Management Strategy 2021-2022 report which can be accessed online on the Council's website by following the link:

<https://wolverhampton.moderngov.co.uk/ieListDocuments.aspx?CId=130&MId=14445&Ver=4>

- 2.2 Treasury management is defined as:

“The management of the local authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

- 2.3 The system of controls on local authority capital investment is based largely on self-regulation by local authorities themselves. At its heart is CIPFA's Prudential Code for Capital Finance.
- 2.4 Cabinet / Cabinet (Resources) Panel receive quarterly reports throughout the year to monitor performance against the strategy and Prudential Indicators that have previously been approved by Council.
- 2.5 The Council continues to use Link Group as its treasury management advisors throughout 2021-2022. Link provides market data and intelligence on which the Council can make decisions regarding all aspects of treasury management activities and in particular, managing the risks associated with investing surplus cash.
- 2.6 On 1 February 2021 CIPFA announced two consultations on proposed changes to the Treasury Management Code and the Prudential Code. This is to reflect the changing environment in treasury management and following recommendations from the Public Accounts Committee. Both consultations closed on 12 April 2021, CIPFA have reviewed the responses and on 21 September 2021 issued stage 2 consultation papers which includes draft revisions to the Codes and is seeking comments on the proposed changes. The closing date for this second round of consultation is 16 November 2021. The results are expected to be published towards the end of 2021-2022 and full adoption expected from 2022-2023. An update on the outcome of the consultations will be reported to Councillors in future Treasury Management reports.

- 2.7 The Council, alongside managing the emergency response to the pandemic, has undertaken extensive planning for recovery which was approved by Cabinet in September 2020. It engaged with around 2,500 people including residents, young people, the voluntary and community sector and other partners, employees, Councillors and businesses across the city. This engagement has shaped the Council's five-point recovery plan, 'Relighting Our City'.
- 2.8 Relighting Our City sets out the priorities which will guide the Council's approach as the organisation and the City starts to transition from the response to the recovery phase of the pandemic:
- Support people who need us most
 - Create more opportunities for young people
 - Support our vital local businesses
 - Generate more jobs and learning opportunities
 - Stimulate vibrant high streets and communities.
- 2.9 Relighting Our City also references three cross cutting themes which cut across all of our recovery work, namely being climate focused, driven by digital and fair and inclusive in our approach. The capital programme, partly funded through borrowing, makes a significant contribution to the shaping of the City and on the economy of the City and therefore will contribute to the Council's plans for Relighting Our City.

3.0 2021-2022

- 3.1 The forecast outturn for treasury management activities in 2021-2022 compared to budget is shown in Table 1.

Table 1 – Treasury management budget and forecast outturn 2021-2022

	Approved Budget £000	Forecast Outturn £000	Variance at Quarter two £000
General Revenue Account	37,555	36,656	(899)
Housing Revenue Account	10,823	10,117	(706)
Total	48,378	46,773	(1,605)

- 3.2 Overall, underspends of £899,000 for the General Revenue Account and £706,000 for the HRA are projected for the year 2021-2022.
- 3.3 In the main, the General Revenue Account underspend is due to a reduced borrowing need in year arising as a result of re-phasing of the capital programme and due to no borrowing being undertaken in 2020-2021.
- 3.4 Due to the uncertain economic climate caused by Covid-19, it is likely that the outturn forecast will be subject to change during the financial year.

- 3.5 The forecast underspend was considered more fully in context of the whole General Fund budget in the 'Draft Budget and the Medium Term Financial Strategy 2022-2023 to 2023-2024' report approved by Cabinet on 20 October 2021. The underspend will be kept under review over the remainder of 2021-2022 financial year.
- 3.6 The Council's strategy is to continue to use cash balances to finance capital expenditure rather than external borrowing. Borrowings are actively managed to achieve savings wherever possible.
- 3.7 Appendix 1 shows a comparison of the latest estimates of Prudential and Treasury Management Indicators over the medium term period with the equivalent figures which were approved by Council in March 2021. It can be seen that with regards 'PI 3 – Authorised limit for external debt' and 'PI 4 – Operational boundary for external debt' that although the overall level for these indicators are forecast to be under the approved limit for 2022-2023, the forecast for commercial activities is slightly in excess of the best estimates presented to Council in the Treasury Management Strategy on 3 March 2021. Both of these limits are self determined and set each budget setting cycle. This has occurred due to forecast rephasing of commercial activity between financial years within the overall approved capital programme. The rephasing of this activity is considered to be prudent in the opinion of the Director of Finance.

4.0 Borrowing forecasts for 2021-2022

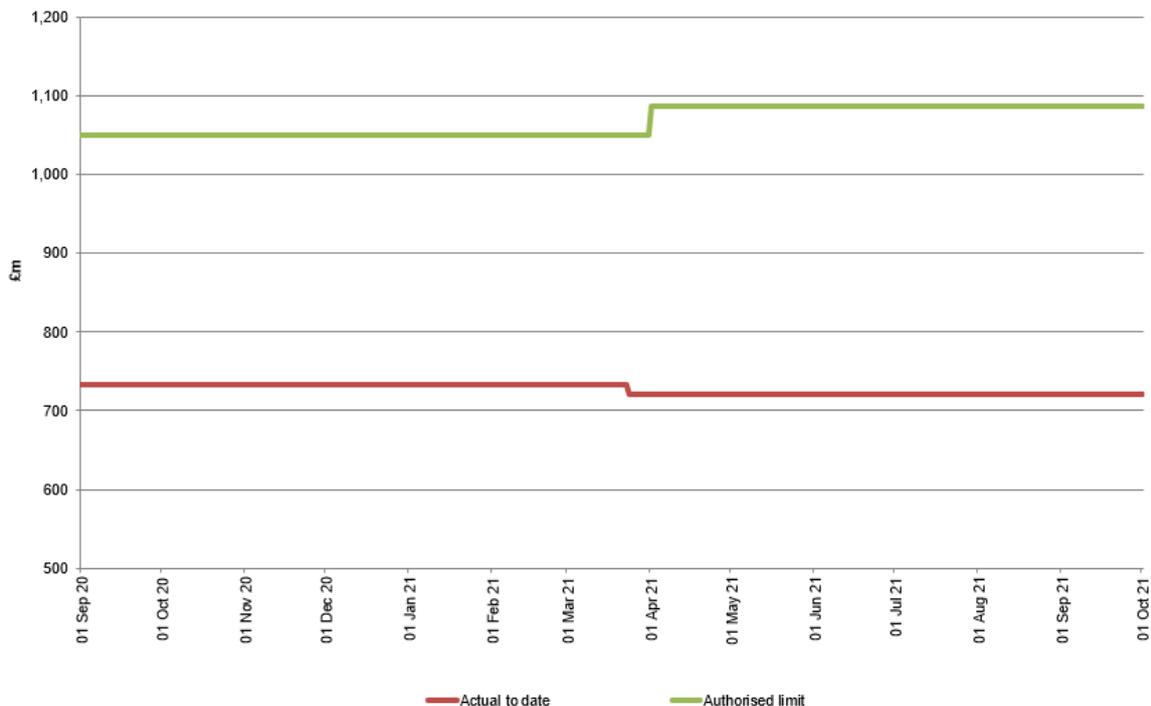
- 4.1 The main source of borrowing for local authorities is the Public Works Loan Board (PWLB). As previously reported, the lending terms of the PWLB changed during 2020-2021, they will no longer lend to local authorities that intend to buy commercial assets primarily for yield. The Council does not believe this restriction will affect its capital investment programme and its ability to access PWLB. However, as a result of scrutiny by the PWLB of loan applications made by local authorities, from 8 September 2021 the length between the application being made and the funds being released has increased from two days to five days.
- 4.2 The Council's need to borrow and the rates available continue to be monitored in order to achieve optimum results. The Council's medium term forecast is regularly updated to reflect actual borrowing that takes place along with any revisions to future anticipated borrowing.
- 4.3 Table 2 shows the average rate of interest payable in 2020-2021 and forecast for 2021-2022.

Table 2 – Average interest rate payable in 2020-2021 and 2021-2022

	2020-2021 Actual	2021-2022 Forecast
Average Interest Rate Payable	3.76%	3.79%

- 4.4 Each year it is usually necessary to raise new loans to finance capital expenditure and to replace existing maturing borrowing. The Council's policy is to prioritise the use of capital receipts to finance capital expenditure. Balances which are set aside to meet credit liabilities (i.e. to repay borrowing) are used to reduce the external borrowing requirement.
- 4.5 Decisions to take borrowing will be made by the Director of Finance when it is judged that rates are likely to be at their lowest levels, and probably about to rise according to market indications, and only when an inflow of funds is required to meet imminent cash flow commitments. This will keep overall surplus cash balances to a minimum, in line with the current strategy. Appendix 2 to this report shows the maturity profile of external borrowing.
- 4.6 As always, the Council needs to be mindful that the opportunity to secure short term efficiencies by postponing longer term borrowing requirements takes into account the risk of long term rates increasing in the future. Appendix 3 to this report includes the Link interest rate forecast for quarter two 2021-2022 which forecasts that interest rates across all periods will slowly increase up to March 2024. The Director of Finance will continue to keep actual and forecast rates under close review.
- 4.7 The Council's borrowing profile continues to operate within the overall limits previously approved by Council, as shown in Chart 1.

Chart 1 – Comparison of borrowing within approved borrowing limits over the previous 12 months



- 4.8 The level of borrowing at 30 September 2021 is £720.4 million, appendix 4 to the report shows a summary of this position. During quarter two no new loans or repayments have occurred and no existing borrowing is due to be repaid between quarters three to four.
- 4.9 In March 2021, Council approved a net borrowing requirement for 2021-2022 of £143.8 million. The forecast net borrowing requirement for 2021-2022 is £74.8 million, as shown in appendix 5, due to rephasing in the capital programme. This appendix also shows the details for the disclosure for certainty rate, which enables the Council to access discounted borrowing at 0.20% below normal PWLB rates.

5.0 Investment forecast for 2021-2022

- 5.1 The approach during the year is to continue to use cash balances to finance capital expenditure so as to keep cash balances low.
- 5.2 Table 3 shows the total amount of surplus funds invested as at 28 May 2021 and 30 September 2021.

Table 3 – Total amounts invested 2021-2022

	28 May 2021 £000	30 September 2021 £000
Business Reserve Accounts	267	767
Money Market Funds	20,900	59,775
Total invested	21,167	60,542
Average cash balance for the year to date	20,933	45,044

- 5.3 Money Market Funds and Business Reserve Accounts are the main investments used as these have high credit ratings and instant access.
- 5.4 The Council's cash flow balance for the second quarter of the current financial year has moved between a low of £28.8 million and a maximum of £71.4 million. The average cash balance for the quarter being £57.1 million.
- 5.5 Table 4 shows the budgeted average rate of interest receivable in 2021-2022 and the forecast for the year.

Table 4 – Average interest rate receivable in 2021-2022

	2021-2022 Budget	2021-2022 Forecast
Average Interest Rate Receivable	0.05%	0.01%

- 5.6 At the time the budget was set a prudent percentage was used for budgeting purposes, the Covid-19 pandemic has seen interest rates available for investments decrease

significantly. With the current uncertainties it is increasingly difficult to forecast future investment rates that could be achieved, in order to be prudent, a lower rate is forecast based on the rates achieved to the 30 September 2021. The impact of this reduction will be monitored throughout the year; however, this loss of income will be offset against the savings generated by avoiding the cost of borrowing, due to re-phasing in the capital programme.

- 5.7 As reported in previous monitoring reports to date, Fitch and Moody's (two of the three credit rating agencies) had downgraded the UK's sovereign rating from AA to AA-, or equivalent, due to the unprecedented impact of the Covid-19 pandemic on the economy. The Council's Annual Investment Strategy sets the minimum sovereign rating of AA with regard to the Council's investment lending list. As the other credit rating agency (Standard & Poors) had kept their UK sovereign rating equivalent to AA the Annual Investment Strategy did not require amendment. If they did also downgrade the UK's sovereign rating, the Council's bank account provider, National Westminster Bank plc, would no longer have met the current approved minimum sovereign rating. Therefore, to ensure that National Westminster Bank plc remained on the lending list, in the event that the UK sovereign rating was downgraded by Moody's and Standard & Poors, delegation was sought to enable the minimum sovereign rating to be lowered by the Director of Finance in a timely manner. This delegation hasn't been utilised to the date of this report, however, if Standard & Poors were to downgrade the rating, the Director of Finance will be required to use the delegated authority to lower the minimum sovereign rating in the Annual Investment Strategy.
- 5.8 While investment rates continue to be below long term borrowing rates, the Council can minimise its overall net treasury costs in the short term by continuing to avoid new external borrowing and by using internal cash balances to finance new capital expenditure or to replace maturing external borrowing (this is referred to as internal borrowing).
- 5.9 The Council manages its investments in-house and invests only in the institutions listed in the Council's approved lending list, which is reviewed each time a counterparty is subject to a credit rating amendment. The Council's strategy allows for investments for a range of periods from overnight to five years, depending on the Council's cash flows, its interest rate view and the interest rates on offer. However, in order to maintain sufficient liquidity whilst total investment levels are relatively low, investments have been placed for shorter durations.
- 5.10 The approved Treasury Management Code of Practice sets out the criteria to be used for creating and managing approved counterparty lists and limits. As a result of any changes to credit criteria, the Director of Finance is authorised to make changes to the list of approved counterparties. In the event that any of these counterparties fall below the Council's minimum lending criteria, activity in that account will temporarily cease and any balance withdrawn immediately. Appendix 6 to this report shows the Council's current specified investments lending list.

5.11 In quarter two 2021-2022 the Director of Finance has not been required to use her discretion to temporarily exceed any upper limits with approved counter-parties.

6.0 Evaluation of alternative options

6.1 As this is a monitoring report of treasury management activities undertaken in line with the approved Treasury Management Strategy for 2021-2022, there are no alternative options available.

7.0 Reasons for decisions

7.1 This report provides an update on treasury management activities undertaken in line with the approved Treasury Management Strategy for 2021-2022.

8.0 Financial implications

8.1 The financial implications are discussed in the body of this report.
[SH/03112021/O]

9.0 Legal implications

9.1 The Council's treasury management activity must be carried out in accordance with the requirements of the Local Government Act 2003. In addition, the Local Government and Housing Act 1989 sets out requirements for local authorities in respect of capital controls, borrowing and credit arrangements. The Council is also required to comply with the Local Authority (Capital Finance and Accounting) (England) (Amendment) Regulations 2008.

9.2 Treasury management relates to the management of the Council's cash flow, borrowing and cash investments. This involves seeking the best rates of interest for borrowing, earning interest on investments, whilst managing risk in making financial decisions and adopting proper accounting practice.

9.3 The area is heavily regulated. The Local Government and Housing Act 1989 regulates the operation of the Housing Revenue Account. The 'CIPFA Code of Practice for Treasury Management in the Public Services', contains treasury management indicators and advice on treasury management strategy. Investment strategy is regulated by 'MHCLG Guidance on Local Government Investments' issued initially in 2004 and reissued in 2010 and 2018. Part 2 of this Guidance is statutory guidance.
[TC/28102021/D]

10.0 Equalities implications

10.1 Whilst there are no direct equalities implications arising from treasury management activity, the Council's capital programme of individual projects can have significant impact on specific groups and equality implications. These implications are considered when the individual capital projects are being developed.

11.0 All other implications

- 11.1 Due to the Covid-19 pandemic, there has been re-phasing of the capital programme which reduces the borrowing need in year. This is to reflect new timescales for completing projects to take into account any social distancing measures which may be required or for any disruptions due to supply chains. In addition, the Council is monitoring its cash balances to see how the economic impact of Covid-19 is affecting the cash that it receives from local taxpayers. Any pressure in this area may have a negative impact on the Council's cash flow balances which may require borrowing to be undertaken sooner than planned to temporarily fund revenue costs.
- 11.2 As highlighted in previous monitoring reports, Covid-19 has impacted on the economy resulting in lower interest rates being available for investments. The impact on the treasury management budget of the reduced interest rates available for the Council's investments will be closely monitored.

12.0 Schedule of background papers

- 12.1 [Treasury Management Strategy 2021-2022](#), Report to Cabinet, 17 February 2021
- 12.2 [Treasury Management – Annual Report 2020-2021 and Activity Monitoring Quarter One 2021-2022](#), Report to Cabinet, 7 July 2021
- 12.3 [Draft Budget and Medium Term Financial Strategy 2022-2023 to 2023-2024](#), Report to Cabinet, 20 October 2021

13.0 Appendices

- 13.1 Appendix 1 – Prudential and Treasury Management Indicators
- 13.2 Appendix 2 – Borrowing maturity profile
- 13.3 Appendix 3 – Link interest rate forecasts
- 13.4 Appendix 4 – Borrowing type, borrowing and repayments
- 13.5 Appendix 5 – Disclosure for certainty rate
- 13.6 Appendix 6 – Lending list

Prudential Indicators (PI) required by The Prudential Code

PI for Prudence - Ensuring that external debt is sustainable and compliance with good professional practice are essential features of prudence.

PI 1 - Estimates and actual capital expenditure.

Full details of capital expenditure plans and funding can be found in the quarter two capital budget monitoring 2021-2022 report.

	Approved by Council 3 March 2021			As at 30 September 2021		
	2021-2022	2022-2023	2023-2024	2021-2022	2022-2023	2023-2024
	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	£000	£000	£000	£000	£000	£000
General *	173,116	32,264	13,003	112,930	116,767	43,566
HRA	95,287	86,260	84,280	62,094	91,553	90,540
	268,403	118,524	97,283	175,024	208,320	134,106
* Commercial activities / non-financial investments included in General figure. These relate to areas such as capital expenditure on investment properties and loans to third parties etc.	23,057	10,000	10,000	20,700	13,057	10,000

PI 2 - Estimates and actual capital financing requirement General and HRA.

The capital financing requirement measures the authority's underlying need to borrow for a capital purpose.

	Approved by Council 3 March 2021			As at 30 September 2021		
	2021-2022	2022-2023	2023-2024	2021-2022	2022-2023	2023-2024
	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	£000	£000	£000	£000	£000	£000
General *	754,006	728,584	706,460	699,920	718,373	697,488
HRA	316,385	357,387	396,495	284,252	331,103	376,582
	1,070,391	1,085,971	1,102,955	984,172	1,049,476	1,074,070
* Commercial activities / non-financial investments included in General figure. These relate to areas such as capital expenditure on investment properties and loans to third parties etc.	23,789	15,744	14,816	13,170	16,175	11,939
Movement in capital financing requirement represented by:						
New borrowing for capital expenditure	145,604	60,572	60,336	74,981	104,365	66,795
Less minimum revenue provision/voluntary minimum revenue provision	(34,474)	(44,992)	(43,352)	(32,892)	(39,061)	(42,201)
Movement in capital financing requirement	111,130	15,580	16,984	42,089	65,304	24,594

PI 3 - Authorised limit for external debt.

These limits apply to the total external debt gross of investments and separately identify borrowing from other long term liabilities such as finance leases including Private Finance Initiatives (PFI). This is a self determined level reviewed and set each budget setting cycle.

	As at 30 September 2021		
	2021-2022	2022-2023	2023-2024
	Limit	Limit	Limit
	£000	£000	£000
Borrowing	1,086,578	1,121,741	1,182,515
Other Long Term Liabilities	79,626	81,928	78,960
Total Authorised Limit	1,166,204	1,203,669	1,261,475
Forecast External Debt as at 30 September 2021	874,833	975,137	1,034,731
Variance (Under) / Over Authorised limit	(291,371)	(228,532)	(226,744)
Authorised limit for commercial activities / non-financial investments included in the above figures			
Authorised Limit	47,014	45,874	45,874
Forecast External Debt as at 30 September 2021	43,120	46,125	44,889
Variance (Under) / Over Authorised limit	(3,894)	251	(985)

Prudential Indicators (PI) required by The Prudential Code

PI 4 - Operational boundary for external debt.

This is based on the same estimates as the authorised limit but directly reflects the Director of Finance's estimate of the most likely, prudent but not worst case scenario, without the additional headroom included. This is a self determined level reviewed and set each budget setting cycle.

	As at 30 September 2021		
	2021-2022 Limit £000	2022-2023 Limit £000	2023-2024 Limit £000
Borrowing	1,050,255	1,107,444	1,167,501
Other Long Term Liabilities	79,626	79,928	76,960
Total Operational Boundary Limit	1,129,881	1,187,372	1,244,461
Forecast External Debt as at 30 September 2021	874,833	975,137	1,034,731
Variance (Under) / Over Operational Boundary Limit	(255,048)	(212,235)	(209,730)
Operational boundary for commercial activities / non-financial investments included in the above figures			
Total Operational Boundary Limit	45,874	45,874	45,874
Forecast External Debt as at 30 September 2021	43,120	46,125	44,889
Variance (Under) / Over Operational Boundary Limit	(2,754)	251	(985)

PI 5 - Gross debt and the capital financing requirement.

"In order to ensure that over the medium term debt will only be for a capital purpose, the local authority should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years".

	Approved by Council 3 March 2021			As at 30 September 2021		
	2021-2022 Forecast £000	2022-2023 Forecast £000	2023-2024 Forecast £000	2021-2022 Forecast £000	2022-2023 Forecast £000	2023-2024 Forecast £000
Forecast Capital Financing Requirement at end of Second Year	1,102,955	1,102,955	1,102,955	1,074,069	1,091,069	1,094,543
Gross Debt	1,004,740	1,044,320	1,061,304	874,833	975,137	1,034,731
Capital Financing Requirement Greater than Gross Debt	Yes	Yes	Yes	Yes	Yes	Yes

PI for Affordability - These indicators are used to ensure the total capital investment of the Council is within a sustainable limit and the impact of these decisions are considered with regard to acceptable council tax and housing rent levels.

PI 6 - Estimates and actual ratio of financing costs to net revenue stream.

This represents the cost of financing capital expenditure as a % of net revenue for both General and HRA.

	Approved by Council 3 March 2021			As at 30 September 2021		
	2021-2022 Forecast	2022-2023 Forecast	2023-2024 Forecast	2021-2022 Forecast	2022-2023 Forecast	2023-2024 Forecast
General *	14.5%	18.6%	16.5%	14.2%	16.4%	16.4%
HRA	29.3%	29.5%	30.1%	30.0%	30.3%	30.6%
* Commercial activities / non-financial investments included in General figure. These relate to areas such as capital expenditure on investment properties and loans to third parties etc.	1.0%	1.0%	0.9%	1.1%	1.1%	1.2%

Treasury Management Indicators (TMI) required by The Treasury Management Code

TMI 1 - Upper limits to the total of principal sums invested over 365 days.

This details the maximum amount which can be invested for up to 5 years (as per paragraph 1.5 of the Annual Investment Strategy). It has been determined that a maximum of 50% of total investments with a cap of £35.0 million could be prudently committed to long term investments should the Director of Finance decide it is appropriate to.

	Approved by Council 3 March 2021		
	2021-2022 Limit £000	2022-2023 Limit £000	2023-2024 Limit £000
Upper limit for more than 365 days	35,000	35,000	35,000
Actual and Forecast Invested at 30 September 2021	-	-	-
Variance (Under) / Over Limit	(35,000)	(35,000)	(35,000)

TMI 2 - Upper and lower limits to the maturity structure of its borrowing.

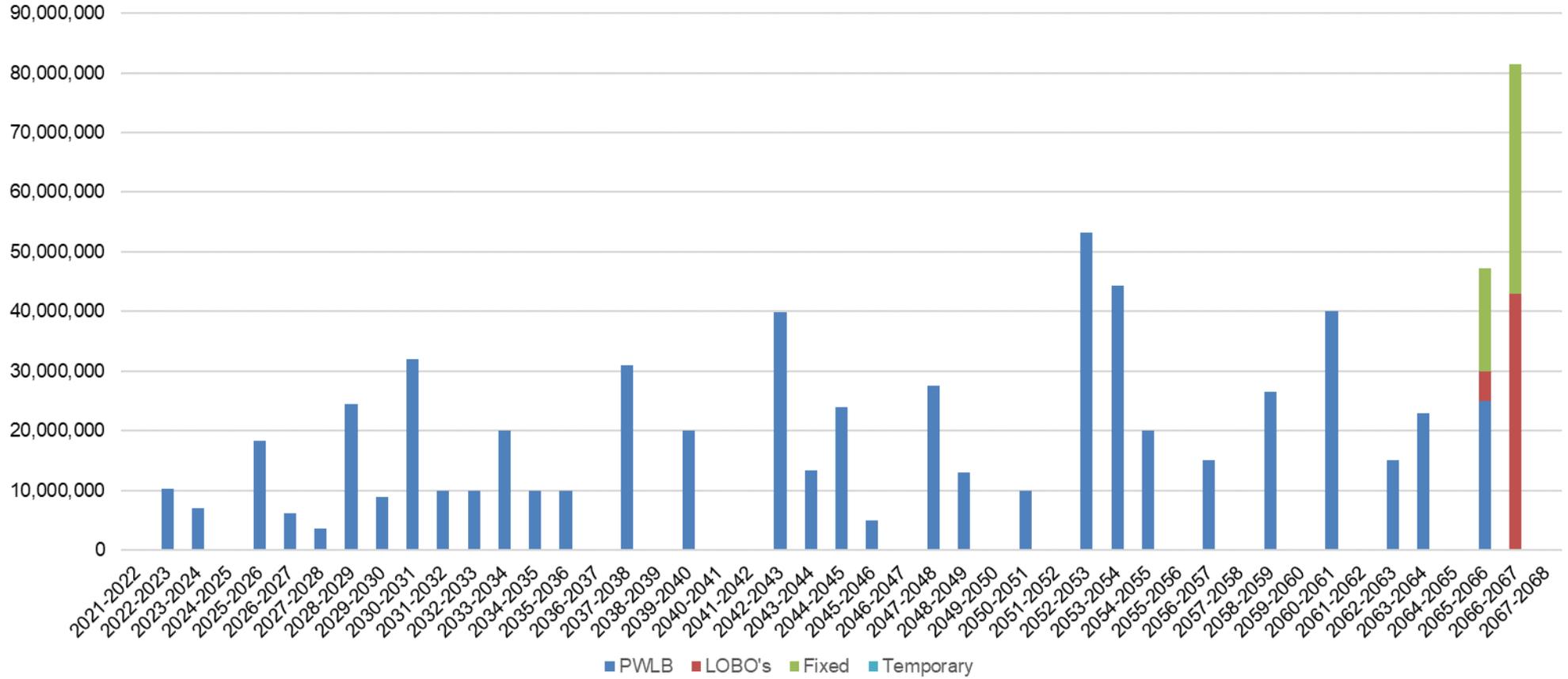
These limits relate to the % of fixed and variable rate debt maturing.

	Approved by Council 3 March 2021		As at 30 September 2021 2021-2022 Forecast Borrowing
	Upper Limit	Lower Limit	
Under 12 months	25%	0%	-
12 months and within 24 months	25%	0%	2.17%
24 months and within 5 years	40%	0%	2.63%
5 years and within 10 years	50%	0%	9.10%
10 years and within 20 years	50%	0%	13.96%
20 years and within 30 years	50%	0%	26.11%
30 years and within 40 years	50%	0%	25.04%
40 years and within 50 years	50%	0%	20.99%
50 years and within 60 years	50%	0%	-

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Borrowing Maturity Profile at 30 September 2021

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Link interest rate forecasts

The Council's treasury advisor, Link Group, provided the following forecasts on 29 September 2021 (PWLB rates are certainty rates, gilt yields plus 80bps):

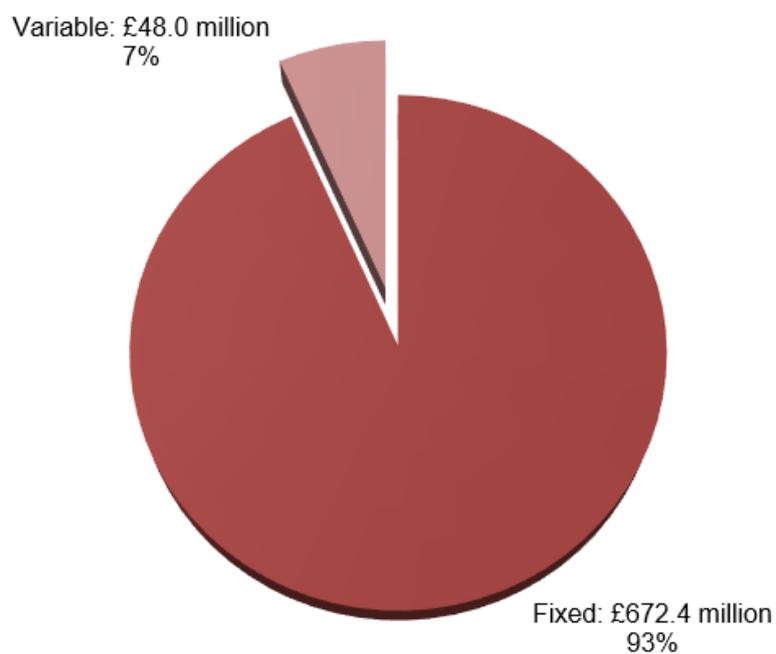
Link Group Interest Rate View		29.9.21								
	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24
BANK RATE	0.10	0.10	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.75
3 month ave earnings	0.10	0.10	0.20	0.20	0.30	0.40	0.50	0.50	0.60	0.70
6 month ave earnings	0.20	0.20	0.30	0.30	0.40	0.50	0.60	0.60	0.70	0.80
12 month ave earnings	0.30	0.40	0.50	0.50	0.50	0.60	0.70	0.80	0.90	1.00
5 yr PWLB	1.40	1.40	1.50	1.50	1.60	1.60	1.60	1.70	1.70	1.70
10 yr PWLB	1.80	1.80	1.90	1.90	2.00	2.00	2.00	2.10	2.10	2.10
25 yr PWLB	2.20	2.20	2.30	2.30	2.40	2.40	2.40	2.50	2.50	2.60
50 yr PWLB	2.00	2.00	2.10	2.20	2.20	2.20	2.20	2.30	2.30	2.40

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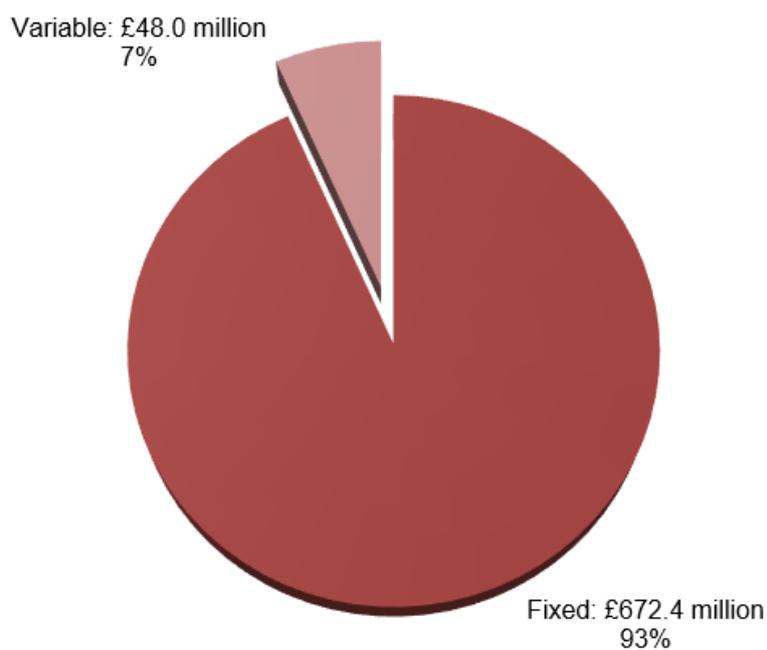
Borrowing: Graphical Summary

Borrowing by Type

As at 30 June 2021



As at 30 September 2021



Borrowing and Repayments in 2021-2022

	Start Date	Maturity Date	Amount £000	Length	Interest Rate	Full Year Interest £000
2021-2022 Borrowing						
PWLB Fixed Maturity:						
No activity in quarter 2						
Sub total for PWLB			-			-
Temporary Loans:						
No activity in quarter 2						
Sub total for Temporary Loans			-			-
Grand total borrowing						
			-			-

	Start Date	Maturity Date	Amount £000	Length	Interest Rate	Full Year Interest £000
2021-2022 Repayments						
PWLB Fixed Maturity:						
No activity in quarter 2						
Sub total for PWLB			-			-
Temporary Loans:						
No activity in quarter 2						
Sub total for Temporary Loans			-			-
Grand total repayments						
			-			-
Net movement						
			-			-

Disclosure for Certainty Rate

Certainty Rate						
This table details the information that is required to enable the Council to submit a return for 2021-2022						
	Approved by Council 3 March 2021			As at 30 September 2021		
	2021-2022 Forecast £000	2022-2023 Forecast £000	2023-2024 Forecast £000	2021-2022 Forecast £000	2022-2023 Forecast £000	2023-2024 Forecast £000
Net Borrowing Requirement:						
Borrowing to finance planned capital expenditure	145,292	57,189	60,057	74,669	100,982	66,516
Existing maturity loans to be replaced during the year	30,059	88,199	57,095	30,059	45,199	69,095
Less:						
Minimum Revenue Provision for debt repayment	(18,153)	(25,546)	(21,987)	(18,338)	(20,171)	(20,947)
Voluntary debt repayment	(13,397)	(16,365)	(18,118)	(11,630)	(15,809)	(18,007)
	(31,550)	(41,911)	(40,105)	(29,968)	(35,980)	(38,954)
Loans replaced less debt repayment	(1,491)	46,288	16,990	91	9,219	30,141
Net Advance Requirement	143,801	103,477	77,047	74,760	110,201	96,657

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Lending List

2021-2022 Specified Investments as at 30 September 2021

Institution	Country (Sovereign Rating)	Limit £000	Term Limit
Bank Netherlandse Gemeenten	Netherlands (AAA)	20,000	12 mths
DBS Bank Ltd	Singapore (AAA)	10,000	6 mths
HSBC Bank plc	UK (AA-)	5,000	3 mths
Landwirtschaftliche Rentenbank	Germany (AAA)	20,000	12 mths
National Bank of Abu Dhabi	Abu Dhabi (U.A.E) (AA)	5,000	3 mths
NRW.BANK	Germany (AAA)	20,000	12 mths
Oversea Chinese Banking Corporation Ltd	Singapore (AAA)	10,000	6 mths
United Overseas Bank Ltd	Singapore (AAA)	10,000	6 mths
Nationalised Banks			
Royal Bank of Scotland Group plc			
National Westminster Bank plc	UK (AA-)	10,000	3 mths
The Royal Bank of Scotland plc	UK (AA-)	10,000	3 mths
AAA Rated and Government Backed Securities			
Debt Management Office	UK (AA-)	20,000	30 mths
Money Market Funds			
	Fund Rating		
Invesco STIC Account	Fitch AAmmf	20,000	Instant Access
Aberdeen Liquidity Fund (LUX) Class 2	Fitch AAmmf	20,000	Instant Access
Federated Short-Term Sterling Prime Fund	Fitch AAmmf	20,000	Instant Access
Black Rock Sterling Liquidity Fund	Moody's Aaa-mf	20,000	Instant Access
Scottish Widows Sterling Liquidity Fund	Moody's Aaa-mf	20,000	Instant Access

Non-rated Institutions

County Councils, London Boroughs, Metropolitan Districts and Unitary Authorities - limits £6m and 12 months.
Shire District Councils, Fire and Civil Defence Authorities, Passenger Transport Authorities and Police
Authorities - limits £3m and 12 months.

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CITY OF WOLVERHAMPTON COUNCIL	Cabinet 17 November 2021
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Report title	Performance and Budget Monitoring 2021-2022	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Ian Brookfield Leader of the Council	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All Wards	
Accountable Director	Tim Johnson, Chief Executive	
Originating service	Strategic Finance	
Accountable employee	Claire Nye	Director of Finance
	Tel	01902 550478
	Email	Claire.Nye@wolverhampton.gov.uk
Report to be/has been considered by	Strategic Executive Board	1 November 2021

Recommendations for decision:

The Cabinet is recommended to:

1. Approve the establishment of supplementary expenditure budgets within the 2021-2022 approved budget as detailed in section 9.0 for grant funded expenditure.
2. Approve the use of £1.0 million from the Regeneration Reserve to fund various transformation work as detailed in paragraph 10.4.
3. Approve the use of £105,000 from the Budget Contingency Reserve to fund additional resource to ensure the Council delivers on the Fairness and Inclusion agenda as detailed at paragraph 10.5.
4. Approve the contribution of £200,000 to the Budget Contingency Reserve to support environmental works in 2021-2022 as detailed in paragraph 10.6.
5. Approve the use of £124,000 from the Recovery Reserve/ Covid Emergency grant to fund additional resources within Insight and Performance to support the work around jobs, skills and enterprise as detailed at paragraph 10.7.

6. Approve the write-off of three Council Tax debts totalling £17,693.83 as detailed in Appendix 9.
7. Approve the write-off of three Non-Domestic Rates (NDR) debts totalling £30,785.94 as detailed in Appendix 10.
8. Approve the write-off of two Housing Benefit debts totalling £12,814.21 as detailed in Appendix 11.
9. Approve the write-off of one Sundry Debt totalling £5,538.16 as detailed in Appendix 8.
10. Approve 60 virements totalling £28.9 million, for transfers within directorates, as detailed in Appendix 12.

Recommendations for noting:

The Cabinet is asked to note:

1. That the General Fund projected outturn for 2021-2022 is currently forecast to be an underspend of £235,000 (excluding the impact of Covid-19). This forecast underspend is after the transfer of £4 million into the Future Years Budget Strategy Reserve in accordance with the 2022-2023 budget strategy and £200,000 into the Budget Contingency Reserve to support environmental works.
2. That at this stage in the financial year it is difficult to forecast redundancy costs. However, as forecast in recent years it is anticipated that the cost of redundancies can be met from reserves.
3. That a £12.3 million surplus on the Housing Revenue Account (HRA) is projected compared with a budgeted surplus of £13.1 million as shown at Table 3 and in detail at Appendix 5. The projected reduction to the surplus of £841,000 will reduce redemption of debt by £841,000.
4. That council tax accounts totalling £487,356.90, as detailed in paragraph 11.2 and Appendix 7, have been approved for write-off by the Director of Finance in accordance with the Council's Financial Procedure Rules.
5. That 32 Non-Domestic Rates (NDR) debts totalling £259,737.68, as detailed in paragraph 11.2 and Appendix 7, have been approved for write-off by the Director of Finance in accordance with the Council's Financial Procedure Rules.
6. That 51 housing benefit overpayments totalling £27,061.75 as detailed in paragraph 11.2 and Appendix 7, have been approved for write-off by the Director of Finance in accordance with the Council's Financial Procedure Rules.
7. That 135 sundry debt accounts totalling £72,957.29, as detailed in paragraph 11.2 and Appendix 7, have been approved for write-off by the Director of Finance in accordance with the Council's Financial Procedure Rules.

1.0 Purpose

- 1.1 The purpose of this report is to provide Cabinet with an integrated finance and performance update against the Relighting Our City priorities.
- 1.2 This is the second report of the financial year detailing the likely outturn projection for 2021-2022.

2.0 Background

- 2.1 On 16 September 2020, Council approved the Relighting Our City recovery framework to guide the Council's approach as we emerge from the Covid-19 pandemic. Relighting Our City was launched as a 'living' document and a commitment made to regularly review and refresh the plan to ensure that it continues to reflect the priorities of local people and capture the fast-changing nature of the pandemic.
- 2.2 On 17 March 2021, Cabinet received an update on the Relighting Our City recovery plan, outlining what the Council, working alongside its partners has done against the priorities since the inception of the recovery commitment in September 2020. As well as reflecting on what had been achieved so far, the refreshed plan also provides an overview of future planned activity to support our commitment and the local economy to recover from the impact of the pandemic.
- 2.3 A new performance framework has been developed to reflect how the Council is performing against city new and changing priorities, as articulated in Relighting Our City. This performance framework will provide high-level city data on key priorities, benchmarking city performance against national and regional data, highlight the impact of targeted interventions, inform strategic decision-making in relation to provision and encourage scrutiny of those strategic decisions.
- 2.4 The City of Wolverhampton Council has built up a strong track record over many years of managing its finances well and consistently setting a balanced budget. Our approach to strategic financial management, aligning budgets to service priorities and improving services, and investing in transformation priorities, continues to put us in a strong financial position.
- 2.5 On 3 March 2021, the Council approved the net budget requirement for 2021-2022 of £258.5 million for General Fund services. This report details the forecast outturn projection for 2021-2022.
- 2.6 This report brings together performance against our Relighting Our City priorities and the financial performance for quarter 2. It is the second report of the financial year.

3.0 Performance Update

- 3.1 The Council continues to use a variety of means in which to assess the efficiency and effectiveness of operations against organisational strategic priorities and statutory requirements.

- 3.2 Critically it continues to manage resources effectively, consistently setting a balanced budget, and delivering against the Medium Term Financial Strategy, despite austerity.
- 3.3 External verification of performance is also undertaken through external audit of the council's accounts, and key inspections such as Ofsted and other regulatory bodies. Risks continue to be managed through the strategic risk register which is reported to Audit and Risk Committee on a regular basis.

Relighting Our City Performance

- 3.4 Relighting Our City sets out the priorities which will guide the Council's approach as the organisation and the city starts to transition from the response to the recovery phase of the pandemic. These priorities together with the associated key actions and activity form a framework for recovery.
- 3.5 Within the Relighting Our City recovery commitment plan there are five overarching priorities for recovery, supporting the delivery of our Council Plan vision for Wulfrunians to live longer, healthier, and more fulfilling lives:
- Support people who need us most
 - Create more opportunities for young people
 - Support our vital local businesses
 - Generate more jobs and learning opportunities
 - Stimulate vibrant high streets and communities
- 3.6 A performance framework has been created to monitor performance against these priorities and includes two different types of indicators, city indicators and impact indicators.
- 3.7 City indicators are high level indicators which although the council can influence, may not be able to directly affect. Data on these indicators is published nationally, to enable a comparison against regional, statistical, and national averages. Impact indicators demonstrate how council interventions are working to improve outcomes for residents against key priorities.
- 3.8 In the last report the Council published performance against City level indicators. This report sets out a summary of performance against impact indicators, relevant financial information, and key areas of activity. A dashboard of the performance against impact indicators is included at appendix 1.

Supporting people who need us most

- 3.9 The Council continues to provide support to those facing hardship, working with our partners to keep our city safe and build resilience to ensure all our communities can thrive.

- 3.10 Social care performance remains an area of strength in the city. The Council has seen a continuation of strong performance in both children's and adults social care in the recently completed statutory returns.
- 3.11 Keeping people independent at home remains a key objective for the Council with 60% of all residents open to Adult Social Care being supported in their own homes, this is an increasing number. Furthermore, the Council has seen an increase in performance in terms of reablement, with 77% of residents aged 65 or over remaining at home 91 days after discharge from hospital at quarter end. This is in line with national averages.
- 3.12 The Council has continued to work with partners to support the roll out of the Covid-19 vaccination at speed. At quarter end 70.1% of the adult population of Wolverhampton were vaccinated. Further to this, almost 93% of our residents aged 80 or above, 88% of our most clinically vulnerable residents and 95% of our care home residents are vaccinated ensuring protection to those most vulnerable.
- 3.13 The Council is also supporting keeping people safe through the supply of personal protective equipment (PPE), with over 5 million items being supplied through the pandemic, 700,000 in this financial year.
- 3.14 Reducing rough sleeping continues to be a priority to the Council with a 25% reduction in rough sleepers in the quarter.
- 3.15 The Council continues to support vulnerable residents to maximise their benefit entitlement to ease their financial hardships. 537 residents have been supported through the welfare rights helpline to a potential gain of over £2.5 million.
- 3.16 Regarding financial performance, as detailed in Appendix 2, current forecasts indicate that there is a pressure across Adult Social Care totalling £1.2 million, in particular across care purchasing budgets. This includes additional measures set out within the Council's winter plan to support Adults Social Care through the second half of the financial year, and additional funding to support the Home Care market through this period. There continues to be significant uncertainty over the short to medium term effects of the pandemic and work will continue to be undertaken to monitor and analyse the projected demand for Adult Social Care, and through working in partnership with health and care providers, create a health and social care market that meets the needs of residents and is of high quality. Alongside this, work is underway as part of the Transforming Adult Services programme to analyse demand and future projections to inform a redesign of the adult system with a view to managing demand over the long term.
- 3.17 Public Health and Wellbeing is forecasting to be within budget. However, it should be noted that the income received for WV Active significantly reduced due to the pandemic. Following the compulsory closures of the leisure centres, in line with government guidelines, memberships dropped from over 10,000 members in February 2020 to their lowest of 5,300 in December 2020. Throughout 2021, WV Active have managed to increase the membership across the three leisure centres by 3,000, taking the

membership to over 8,300. Whilst this is fantastic achievement, there still remains some uncertainty over the level of income that will be generated over the short to medium term.

3.18 Further financial analysis can be found in Appendix 2.

Creating more opportunities for young people

- 3.19 Our ambition is that children and young people have the best possible opportunities to fulfil their potential. As a result, we are investing to connect young people to opportunities, support our schools to improve standards, ensure education provision is inclusive whilst continuing to support our most vulnerable young people.
- 3.20 The city continues to see an increase in the percentage of schools rated good or outstanding by Ofsted, above national averages. Ensuring inclusivity in access to this high standard of education remains a key priority. At quarter end, 88% of children and young people from a BAME background are attending a good or outstanding school, this number is the same as for White British residents. Further to this, the Council continues to support children and young people with special educational needs to attend mainstream schools, 80% at quarter end.
- 3.21 The Council performs lower than national averages in ensuring education and health care plans for children with special educational needs and disability (SEND) are completed within 20 weeks. This performance remains similar to last quarter; however, a development plan is in place within the service to improve the timeliness of assessments and recording.
- 3.22 Through the summer the Council worked with partners to deliver a programme of activities for children and young people. In total 490 events were commissioned which were attended by 12,000 young people, over 5,000 of which were eligible for free school meals.
- 3.23 Children's Social care remains an area of strength for the authority with decreasing numbers of children open to the service against a backdrop of increasing numbers regionally and nationally.
- 3.24 Against decreasing numbers of Child Protection cases, the percentage that are repeat cases has increased in the quarter however is still below national and regional comparators.
- 3.25 Placement stability of our children in care remains an area of strength for the Council. Data for both short and long-term stability shows that placements are secure and compare favourably to regional and national comparators. When older young people leave care, the Council support them to find suitable accommodation. 94% of our care leavers are currently in suitable accommodation, substantially above national and regional averages.
- 3.26 Regarding financial performance, Children's Services is currently forecasting an underspend of £1.1 million, due to strong financial management and transformative

projects and programmes which have achieved significant and positive changes for children and young people living and learning in Wolverhampton. To date, Wolverhampton has not seen a significant demand on children's social care as a result of the pandemic, however, as with adult services, there continues to be significant uncertainty over the impact of Covid-19 on this service over the short to medium term. Work will continue to model the potential financial effects of the pandemic on the service. Further financial analysis is included at Appendix 2.

Generate more jobs and learning opportunities

- 3.27 The pandemic has increased barriers to employment for too many people in our city, and we will continue to work collaboratively with partners to support people into work, learning and re-skilling opportunities and create new jobs and opportunities in our city for our citizens.
- 3.28 Historically Wolverhampton has had higher unemployment claimant count rates than the national average, which have been exacerbated by the pandemic. The recent increases in claimant count in Wolverhampton is proportionate to that seen nationally. Young people have also been disproportionately impacted upon on.
- 3.29 Despite seeing small decreases in the number of people claiming unemployment benefits, Wolverhampton has seen its rank amongst English councils increase. At quarter end Wolverhampton had the 4th highest rate for overall unemployment.
- 3.30 Data for 16-17 year olds in education and employment shows Wolverhampton favourably against comparators however at quarter end Wolverhampton had the highest rate of 18-24 year olds claiming unemployment benefit in the country.
- 3.31 Tackling unemployment is a key priority for the Council with £3 million of funding being pledged to tackle youth unemployment in the city.
- 3.32 In the year to date, the Council has supported 503 people into work through Wolves at Work and Black Country Impact as well as safeguarded or created 1,331 jobs through inward investment.
- 3.33 The Council has also pledged to recruit 50 apprentices in the year, to support young people in starting their careers, 30 of which are in post with a further 16 in the recruitment process. Further to this the Council is supporting 7 graduate placements.
- 3.34 Regarding financial performance, the Regeneration directorate, which includes the Skills service, is projecting a breakeven position. Further analysis is shown at Appendix 2.

Grow our vital local businesses

- 3.35 Our local businesses are essential to a strong and resilient local economy but have been significantly impacted on by the pandemic. Building on the extensive Covid support mechanisms we have deployed which have included £60 million in grant funding through

2020-2021, we will continue to ensure there is an effective business support offer to meet the needs of local businesses, supporting growth, diversification and resilience.

- 3.36 Wolverhampton has over 8,000 businesses and a one year survival rate of 90% which is higher than the national average.
- 3.37 In the last quarter the Council supported 366 businesses through a combination of business support, tailored programmes and business reviews.
- 3.38 104 business were engaged with the Business Relight programme, a programme tailored to supporting business to relight post pandemic.
- 3.39 Through commissioned service 'Access to Business' 41 new start-ups are being supported.
- 3.40 Regarding financial performance, as mentioned above, the Regeneration directorate which includes Enterprise, is projecting a breakeven position. Further analysis is shown at Appendix 2.

Stimulate vibrant high streets and communities

- 3.41 In the wake of the pandemic it is more important than ever to deliver against our ambitious plans to transform and reimagine our city, conscious of the changes in how we work, live, travel and spend our leisure time. We continue to deliver our plans to be an events city building on our strong cultural offer and drive investment into our communities, particularly focussed on our council's climate change commitment to be next carbon neutral by 2028.
- 3.42 Due to the pandemic in 2020, there was a 42% reduction in city centre footfall in comparison to 2019. Just under 590,000 football supporters attended games at the Molineux through the 2018-2019 season (last full crowd season) compared to just 4,500 in 2020-2021 and many other examples of dramatic decreases in event attendance.
- 3.43 Data through Google Analytics shows increasing numbers of people returning to retail and recreational settings as we move through the pandemic. These settings have seen a 29% increase in mobility since the start of the financial year and now just -7% lower than January 2020.
- 3.44 Data shows an increase in people using supermarkets and pharmacies, a 6% increase since April 2021 and a 4% increase since January 2020.
- 3.45 However, there has been a 27% reduction in activity on public transport since January 2020 and only a 7% increase since April 2021. This is in line with activity levels seen in workplaces within the city.
- 3.46 The investment team has worked with 50 enquires of new investment into the city in the year to date.

3.47 Regarding financial performance, excluding the impact of Covid-19, City Housing and Environment overall are projecting a small overspend of £27,000. As reported at quarter 1, work has been ongoing to identify one-off or recurrent efficiencies across the directorate, with efficiencies now being projected within Customer Services, Environment Services, Markets and Public Protection. The service is reporting one-off efficiencies however, as with other income generating services, Parking Services and Licensing have seen a significant reduction in the level of income generated due to the pandemic. Indications at this point in the year are that efficiencies within the Waste service are forecast to fund the additional cost of seven day opening of the household waste recycling centres, this will continue to be monitored. Work will also continue to ensure that budgets are aligned to service priorities further to this it should be noted there continues to be uncertainty over the level of income that will be generated over the short to medium term. Further financial analysis is included in Appendix 2.

Our Council

- 3.48 To deliver against our key city priorities, the Council is continuing to become more efficient and effective through ongoing improvements in relation to assets, use of data, technology and digital, our people and money.
- 3.49 16% reduction in sickness absence (excluding Covid) during 2020-2021 compared to 2019-2020, a reduction of 4,645.93 days of absence.
- 3.50 The total number of days worked from home by employees whilst self-isolating in 2020-2021 was 3,028.93. This would have amounted to an additional 10% increase in sickness absence if those employees had been unable to work from home.
- 3.51 Reduced call abandonment rate in customer services (7.8% in September 2021 compared to 9.8% in September 2019), with work ongoing to reduce this further and activity to provide customer service support in the community such as blue badge surgeries.

4.0 Quarter Two 2021-2022 Budget Performance

- 4.1 On 3 March 2021, the Council approved the net budget requirement for 2021-2022 of £258.5 million for General Fund services.
- 4.2 Overall, the General Fund projected outturn for 2021-2022 is currently forecasting an underspend of £235,000. This forecast underspend is after the transfer of £4 million into the Future Years Budget Strategy Reserve in accordance with the 2022-2023 budget strategy, as approved by Cabinet on 20 October 2021, in the Draft Budget and Medium Term Financial Strategy 2022-2023 to 2023-2024 report, and £200,000 into Budget Contingency Reserve to support environmental works.

- 4.3 In line with the approved budget strategy, it is proposed that any underspends are in the first instance used to reduce the level of capital receipts to pay for revenue transformation. Further updates will be provided in the quarter three report to members.
- 4.4 Table 1 below summaries the projected outturn position for 2021-2022. Further detail on the most significant variances against the budget are reported on a service-by-service basis in Appendix 2.

Table 1 – 2021-2022 General Fund Revenue Budget Projected Outturn

	Net Controllable Budget 2021-2022	Projected Outturn 2021-2022	Projected Variation	
			Over/(Under)	
	£000	£000	£000	%
Adult Services	71,727	72,924	1,197	1.67%
Children's Services and Education	51,646	50,546	(1,100)	(2.13%)
Public Health and Wellbeing	2,994	2,872	(122)	(4.07%)
City Housing and Environment	31,825	31,852	27	0.08%
City Assets	10,505	10,080	(425)	(4.05%)
Regeneration	4,969	4,969	-	-
Chief Executive	187	187	-	-
Deputy Chief Executive	200	200	-	-
Finance	14,399	14,042	(357)	(2.48%)
Governance	11,974	11,696	(278)	(2.32%)
Strategy	8,631	8,199	(432)	(5.01%)
Communications and External Relations	898	818	(80)	(8.91%)
Corporate Budgets	48,542	49,877	1,335	2.75%
Net Budget Requirement	258,497	258,262	(235)	(0.09%)
Council Tax (including Adult Social Care Precept)	(112,251)	(112,251)	-	-
Enterprise Zone Business Rates	(1,530)	(1,530)	-	-
Top Up Grant	(26,702)	(26,702)	-	-
Business Rates (net of WMCA growth payment and Collection Fund deficit)	(67,477)	(67,477)	-	-
New Homes Bonus	(1,017)	(1,017)	-	-
Section 31 Grant - Business Rates Support	(11,468)	(11,468)	-	-
Corporate Resources - Collection Fund	4,183	4,183	-	-
Surplus/Deficit				
Additional Social Care Grant	(6,715)	(6,715)	-	-
Winter Pressures and Social Care Grants - Adult Social Care	(11,390)	(11,390)	-	-
Improved Better Care Fund	(14,323)	(14,323)	-	-
Contributions To/From Reserves	(1,100)	(1,100)	-	-
Covid-19 Emergency Grant Funding	(8,707)	(8,707)	-	-
Total Resources	(258,497)	(258,497)	-	-
Net Budget (Surplus) / Deficit	-	(235)	(235)	(0.09%)

5.0 Covid-19 Update

- 5.1 The Council has played a proactive, leading role in responding to the Covid-19 emergency. Some of the new initiatives implemented to support the City's residents and businesses may continue to require ongoing financial support. As the situation evolves, as will the Council's response and financial support in order to ensure recovery.
- 5.2 The Council response to the Covid-19 emergency has included:
- Over 5 million items of PPE supplied to local businesses and organisations
 - Over 70% of the population vaccinated including 93% of 80's, 88% of the most clinically vulnerable and 95% of care home residents
 - Creation of community champion roles to support community support through the pandemic
- 5.3 The Council has received a number of one-off grants to support the costs of the pandemic. The Council has carefully managed the allocation of grants; considering evidence when drawing up a response to the pandemic to ensure the right response is delivered at the right level to support our residents and businesses. The Budget Outturn report presented to Cabinet on 16 June 2021 reported that, to ensure that the Council could continue to deliver on our Relight priorities, and continue to respond to the pandemic during 2021-2022, unallocated Covid-19 Emergency general grant would be carried forward to support the ongoing challenges we face. In addition, at the end of 2019-2020, the Council established a Recovery Reserve totalling £3 million.
- 5.4 During 2020-2021 and for the first quarter of 2021-2022, the Council can claim compensation grant for loss of income from sales, fees and charges. As detailed in section 3 and Appendix 2, the Council is likely to continue to see losses in income across services such as WV Active and Parking services throughout the whole of 2021-2022 – beyond this grant compensation scheme.
- 5.5 The table below summarises the current projected additional costs, loss of income and the cost of recovery as a result of the pandemic. These additional costs are specifically around approved support in response to relight, including £3 million to deliver Wolves at Work 18-24, costs associated with different ways of working, increased demand due to the pandemic and loss of income from sales, fees and charges - some of these costs will go beyond 2021-2022. It is important to note due to the significant uncertainty, these estimates are subject to change. However, our current projections indicate that these cost pressures can be met from the existing Covid-19 Emergency General Grant, expected Sales, Fees and Charges compensation grant and the Recovery Reserve.

Table 2 – Forecast Financial Implications of Covid

	Forecast £000
Additional expenditure	5,802
Loss of Income	4,697
Total	10,499

5.6 In addition, the Council has received a number of grants with specific criteria such as grant funding to adult social care providers, housing support grant to support our most vulnerable families and residents, and funding to contain the outbreak. Expenditure against these grants is in line with the conditions of grant and are excluded from the table above. A full list of grants awarded to the Council to-date for 2021-2022 are shown in Appendix 3.

6.0 General Fund Budget Monitoring – Risk Management

6.1 The overall level of risk associated with the budget 2021-2022 is assessed as Amber. As detailed in paragraph 4.2 it is forecast that the Council will have an underspend of £235,000 in 2021-2022, after the forecast contribution to reserves. It is important to note however, that the Council has budget reduction reductions to deliver and income to achieve over the medium term, notwithstanding, the impact of the Covid-19 pandemic. The main areas of risk are summarised in the table at Appendix 4.

7.0 Housing Revenue Budget Monitoring

7.1 Table 3 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 £12.3 million, compared to a budgeted surplus of £13.1 million. The projected reduction to the surplus of £841,000 will reduce redemption of debt by £841,000.

Table 3 – Housing Revenue Account Projected Outturn 2021-2022

	Budget	Projected Outturn	Projected Variation
	£000	£000	£000
Total income	(97,829)	(96,360)	1,469
Total expenditure	68,529	68,601	72
Net cost of HRA services	(29,300)	(27,759)	1,541
Interest payments etc.	10,817	10,117	(700)
Contribution to capital financing	5,336	5,336	-
(Surplus)/deficit before transfers to/from reserves and provision for redemption of	(13,147)	(12,306)	841
<i>Allocation of (surplus)/deficit</i>	13,147	12,306	(841)
Provision for redemption of debt			
Balance for the year	-	-	-

- 7.2 Income from rents and service charges is forecast to be £1.5 million lower than budgeted. When setting the budget, assumptions were made about the loss of income due to empty properties, the level of loss is currently higher than anticipated. This is due to more void properties requiring major refurbishment, the need for Covid-19 safe working practices increasing turnaround times. There is also an impact from reprofiling of new build development schemes reducing the number of additional properties that had been forecast to be occupied in the first half of the year.
- 7.3 Expenditure on rents, rates and taxes is £479,000 higher than the budget, this includes some backdated council tax on empty properties, and properties being empty for longer and therefore incurring more council tax to the HRA as referred to in 7.2 above. Interest payments are anticipated to be £713,000 less than budgeted for, this is due to a reduction in forecast borrowing due to the reprofiling of the capital programme.
- 7.4 The provision for increase in bad debt is anticipated to be £500,000 less than budgeted for, based on current levels of arrears. Budget assumptions were prudent, due to the continued roll out of universal credit and unknown potential impact of Covid-19. The HRA receives no government funding towards the impact of Covid-19.
- 8.0 Revenue Budget Monitoring – Schools’ Budgets**
- 8.1 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. Actual end of year balances for 2020-2021 and the latest projected balances in those submitted budget plans for 2021-2022 are shown at Appendix 6.

9.0 Changes to Grant Funded Expenditure

- 9.1 It is not always possible to reflect all grant funded expenditure in the budget approved by Full Council prior to the start of the financial year. This is due to the late notification from grant awarding bodies of grant amounts, use of historic grants and proactive grant applications during the year.
- 9.2 Approval is sought from Cabinet to establish supplementary budgets within the 2021-2022 approved budget as set out in the table below, and in accordance with the grant terms and conditions. This will have no effect on the Council's net revenue and capital budgets as the expenditure is fully funded from the grant.

Table 4 - Grant Approvals sought from Cabinet

Grant Name	Description of the Activities this grant will fund	Awarding Body	Expenditure 2020-2021 £000
Community Discharge Grant	To facilitate timely discharges into the community to reduce the number of people with learning disabilities and/or autism who are inpatients.	The Secretary of State for Health and Social Care	609
Afghan Relocations and Assistance Policy (ARAP) relocation scheme	Supporting the co-ordination of Afghan refugees in the West Midlands. The 12 months funding will be split over two financial years.	Home Office UKV&I Resettlement, Asylum, Support and Integration	60
Controlling Migration Fund	Supporting the West Midlands to respond and mitigate the impact of migration on the region.	Department for Levelling Up, Housing & Communities	114
Covid – 19 Practical Support funding	Public health funding to tackle Covid-19 working to break the chains of transmission and protecting people.	Department of Health and Social Care	377
Clinically Extremely Vulnerable Support	To deliver outcomes outlined in the Shielding Framework.	Department of Levelling Up, Housing and Communities	516
Covid-19 Household Support Grant	Funding to provide support to vulnerable households.	Department of Works and Pensions	2,632
Delivery of local elections	To ensure local elections can be delivered in a Covid-19 secure manner.	Department of Levelling Up, Housing and Communities	69
Catch Up Premium	To support children and young people to catch up on missed learning caused by the pandemic.	Department for Education	529

Grant Name	Description of the Activities this grant will fund	Awarding Body	Expenditure 2020-2021 £000
Wellbeing for Education Reform Grant	To support the wellbeing for education return project which seeks to better equip education settings to support pupils and students.	Department for Education	32
School Recovery Premium	One off recovery premium to help schools deliver evidence-based approaches for supporting disadvantaged pupils.	Department for Education	512
National Tutoring Programme	Funding to provide targeted support through tuition partners, academic mentors and school-led tutoring to those children and young people who have been most affected by disruption to their education as a result of the pandemic.	Department for Education	243
Mass testing for Schools	To fund the additional costs of testing within schools.	Department for Education	191
Free school meals additional costs	Funding to provide support to schools meeting the free school meals and free meals criteria, helping to meet the additional costs of provision of pupils and students at home during the pandemic.	Department for Education	47
BCFT small grant programme	Funding for the purchase of software for schools.	National Health Service	15
Flexible Homelessness Support Grant	To provide support to the homelessness function in order to address increasing demand for homelessness services.	Ministry of Housing Communities and Local government	147

10.0 Reserves

- 10.1 Following a review of the reserve position during 2019-2020, the Council's General Fund balance was increased by £3.0 million to a total value of £13.0 million. In order to be prudent, the General Fund balance was also increased by the 2020-2021 positive variance against budget to an overall total of £13.7 million. This represents approximately 5% of the net budget for 2021-2022 and is in line with recommended best practice.
- 10.2 In addition to the General Fund balance, the Council also holds a number of earmarked reserves. Earmarked reserves balances that have been set aside by the Council to fund future estimated liabilities and planned expenditure at the end of 2020-2021 was £43.9 million. The Council is also required to hold a number of earmarked reserves due to

either specific criteria associated with funding, legal requirements or accounting practice. The total values of these types of earmarked reserves at the end of 2020-2021 was £77.5 million.

Transfers to / from Earmarked Reserves

- 10.3 Approval is sought for a number of transfers to/from earmarked reserves, as set out in the following paragraphs.

Regeneration Reserve

- 10.4 Approval is sought from this meeting for the use of £1.0 million from the Regeneration Reserve as set out in table below:

Service	Purpose	Amount £000
City Development	Funding is sought for professional consultancy fees to support regeneration projects across the City, including legal, specialist contracting advice and risk reporting and monitoring. As well as funding to support the costs associated with required project due diligence, such as feasibility studies; initial design and costings; this work supports project development and bringing forward appropriate business cases. Projects included are: Industrial sites; St Georges; Civic Halls, Brewers Yard; Fold Street; Westside hotel; Molineux; City Centre public realm.	733
City Development	To support the commercial understanding of key sites and/or developer proposals as well as preparing collateral for commercial property.	90
City Development	City Masterplan - Funding is requested for the initiation and implementation of a design commission, support for stake holder engagement, legal review of partnering agreements and infrastructure design and redevelopment and supplementary planning input to support in house planning team.	55
City Development	To support advisory costs on funding mechanisms for Westbury Square (linked to i9/i10/i11 Investment Case) and engagement of institutional funders. Funding is sought for specific financial advice to underpin business case development.	115
Corporate Asset Management	Funding is requested for Public Service Hub (Broad St Car Park), to secure One Public Estate (OPE) funding	26
Total		1,019

Budget Contingency Reserve

- 10.5 Approval is sought from this meeting for the use of £105,000 from the Budget Contingency Reserve to fund additional resource to ensure the Council delivers on the Fairness and Inclusion agenda, including additional project management on a number of matters including Rainbow City.
- 10.6 Approval is sought from this meeting to transfer £200,000 into the Budget Contingency Reserve to support environmental works during 2021-2022.

Recovery Reserve / Covid Emergency Grant

- 10.7 Approval is sought from this meeting for the use of £124,000 from the Recovery Reserve / Covid Emergency Grant to fund additional resources within Insight and Performance to support the work around jobs, skills and enterprise.

11.0 Debt Write offs

- 11.1 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.
- 11.2 This report seeks approval to a number of debt write offs in relation to Council Tax, Business Rates, Housing Benefits and Sundry Debts. The details of these write-offs are provided in Appendix 7.

12.0 Evaluation of alternative options

- 12.1 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. Contributions to and from reserves and the creation of supplementary budgets also require Cabinet approval. The write-offs, virements, use of reserves and creation of supplementary budgets detailed in this report which seek the approval of Cabinet are all considered prudent in the opinion of the Director of Finance.

13.0 Reasons for decisions

- 13.1 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. Contribution to and from reserves also requires the approval from Cabinet. The write-offs, virements and use of reserve requests detailed in this report which seek the approval of Cabinet are all considered to be prudent in the opinion of the Director of Finance and the Leader of the Council.

14.0 Financial implications

- 14.1 The financial implications are discussed in the body of the report.
[MH/09112021/A]

15.0 Legal implications

- 15.1 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/09112021/C]

16.0 Equalities implications

- 16.1 The method by which the Budget is developed is governed by Our Council Plan and Relighting Our City, which itself is guided by consultation and equality analysis. The development of various budget proposals include an initial equalities screening for each proposal and, where necessary, a full equalities analysis which will provide for an initial understanding of the equality impact of the draft proposals. All of this will enable Councillors to pay, “due regard” to the equalities impact of their budget decisions at that point in the budget development process. The resulting and final report to Cabinet and Council will contain a supporting equality analysis that will offer information across the whole range of proposals and in doing so will enable Councillors to discharge their duty under Section 49 of the Equality Act 2010.
- 16.2 Fairness and inclusion is a key cross cutting theme within Relighting Our City. As part of performance reporting, there is ongoing work to ensure that where possible data is collected and able to be analysed by protected characteristic, to ensure that the Council is meeting its responsibilities and commitments in relation to equality and diversity.

17.0 All other implications

- 17.1 The Covid-19 implications are detailed in the body of the report.

18.0 Schedule of background papers

- 18.1 [2021-2022 Budget and Medium Term Financial Strategy 2021-2022 to 2023-2024](#), report to Cabinet on 17 February 2021 and Full Council on 3 March 2021
- 18.2 [Relighting Our City Recovery Commitment Refresh](#), report to Cabinet on 17 March 2021
- 18.3 [Budget Outturn 2020-2021](#), report to Cabinet on 16 June 2021
- 18.4 [Performance, Budget Monitoring and Budget Update 2021-2022](#), report to Cabinet on 28 July 2021

19.0 Appendices

- 19.1 Appendix 1 - Performance Update
- 19.2 Appendix 2 - Budget Monitoring
- 19.3 Appendix 3 - Covid Grants

- 19.4 Appendix 4 - General Fund Budget Risks 2021-2022
- 19.5 Appendix 5 - Housing Revenue Account
- 19.6 Appendix 6 - School Balances
- 19.7 Appendix 7 - Debt Write Offs
- 19.8 Appendix 8 - Sundry Debt Write Offs
- 19.9 Appendix 9 - Council Tax Write Offs
- 19.10 Appendix 10 - Non-Domestic Rates (NDR) Write Offs
- 19.11 Appendix 11 - Housing Benefit Write Offs
- 19.12 Appendix 12 - General Fund Budget Virements

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Q2 2021/22 PERFORMANCE UPDATE

SUPPORT PEOPLE WHO NEED US MOST

▲ **70.1%**

Residents received Covid-19 vaccination

▲ **88.4%**

Extremely clinically vulnerable residents vaccinated at quarter end

▲ **537**

Residents supported to maximise their benefits through the Welfare Rights helpline – year to date

▲ **8**

Rough Sleepers in the city – quarter end

▲ **77%**

People aged 65 or over who are still at home 91 days after discharge

▲ **60%**

People receiving a home based service from Adults Social Care

CREATE MORE OPPORTUNITIES FOR YOUNG PEOPLE

▲ **12,000**

Children and young people attending holiday events

▲ **88%**

Schools in city rated 'Good' or 'Outstanding' at quarter end

▲ **88%**

Children from a BAME background attending 'Good' or 'Outstanding' schools at quarter end

▲ **283**

Children open to social care per 10,000 population

▲ **19.4%**

Repeat Child Protection Enquiries within 12 months to children's social care

▲ **70.4%**

Long-term Placement Stability of children and young people in care

▲ **94%**

Suitability of accommodation for care leavers

▲ **34%**

Education and Health Care Plans completed within 20 weeks

GENERATE MORE JOBS AND LEARNING OPPORTUNITIES

▲ **9%**

Unemployment Claimant Rate for residents aged 16-64 (NOMIS)

▲ **12.8%**

Unemployment Claimant Rate for residents aged 18-24 (NOMIS)

▲ **1331**

Jobs created / safeguarded in the city through the Investment Team – year to date

▲ **503**

People supported into work through Black Country Impact and Wolves at Work – year to date

▲ **37**

Young people have started apprenticeships or graduate placements with the council – year to date

GROW OUR VITAL LOCAL BUSINESSES

▲ **90.27%**

Business that survive one year in Wolverhampton (Business Demography 2019)

▲ **366**

Wolverhampton based businesses supported in quarter (Total – business support, investment enquiries, signposting, event engagement)

▲ **104**

Wolverhampton based businesses supported through Business Relight Programme

▲ **41**

New businesses supported by commissioned service Access to Business

STIMULATE VIBRANT HIGH STREETS AND COMMUNITIES

▲ **29%**

Change in activity in city retail & recreational settings (Google Analytics – April 2021 – Sept 2021)

▲ **+6%**

Change in activity in city supermarkets & pharmacies (Google Analytics – April 2021 – Sept 2021)

▲ **+7%**

Change in activity in city public transport (Google Analytics – April 2021 – Sept 2021)

▲ **75%**

Network providers that have 5G capability in Wolverhampton

▲ **50**

Investment enquiries into City of Wolverhampton Council – year to date

▲ **21**

Rapid charging electric car points in the city

Quarter End = As at 30th September 2021 / Year to date = 1st April 2021 – 30th September 2021

KEY ▲ Performance improving ▲ Performance about the same ▲ Performance decreasing
 ■ Better than national average ■ Similar to national average ■ Below national average

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General Fund Revenue Budget Monitoring

Quarter Two 2021-2022 Budget Performance

Summary

On 3 March 2021, the Council approved the net budget requirement for 2021-2022 of £258.5 million for General Fund services.

Overall, the General Fund projected outturn for 2021-2022 is currently forecasting an underspend of £235,000. This forecast underspend is after the transfer of £4 million into the Future Years Budget Strategy Reserve as approved by Cabinet on 20 October 2021, in the Draft Budget and Medium Term Financial Strategy 2022-2023 to 2023-2024 report and £200,000 into the Budget Contingency Reserve to support environmental works.

In line with the approved budget strategy, it is proposed that any underspends are in the first instance used to reduce the level of capital receipts to pay for revenue transformation. Further updates will be provided in the quarter three report to members.

The tables below provide an analysis by directorate and service.

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
Adult Services					
Overall Adult Services is projecting an overspend of £1.2 million (1.67%), mainly as a result of pressures across care purchasing. This includes additional measures set out within the Council's winter plan to support Adult Social Care through the second half of the financial year, and additional funding to support the Home Care market through this period. There continues to be significant uncertainty over the short to medium term effects of the pandemic and work will continue to be undertaken to monitor and analyse the projected demand for Adult Social Care, and through working in partnership with health and care providers, create a health and social care market that meets the needs of residents and is of high quality. Further analysis is provided below.					
Adults Assessment and Care Management	5,349	5,349	-	-	
Adults Safeguarding	880	880	-	-	
Carer Support	760	712	(48)	(6.32%)	
Community Financial Support	1,567	1,567	-	-	
Community Support	547	544	(3)	(0.55%)	
Director of Adults services and Additional Monies	(7,305)	(7,424)	(119)	(1.63%)	An underspend is forecast as a result of unfilled staff vacancies.
Emergency Duty Team	-	-	-	-	
Independent Living Service	1,852	1,852	-	-	
Learning Disabilities Care Purchasing	24,714	25,012	298	1.21%	An overspend is forecast due to additional demand for care packages.
Learning Disability Provider	5,007	4,907	(100)	(2.00%)	An underspend is forecast as a result of unfilled staff vacancies.
Mental Health Assessment & Care Management	6,525	6,751	226	3.46%	An overspend is forecast due to additional demand for care packages.
Older People Care Purchasing	21,836	22,510	674	3.09%	An overspend is forecast due to additional demand for care packages, particularly in Home Care, and

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
					additional measures to support the Home Care market through the winter period.
Older People Provider Services	3,562	3,649	87	2.44%	
Physical Disabilities Care Purchasing	5,089	5,271	182	3.58%	An overspend is forecast due to additional demand for care packages.
Strategic Commissioning – Adults	1,344	1,344	-	-	
Total Adult Services	71,727	72,924	1,197	1.67%	

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
Children's and Education Services					
Overall Children's and Education Services is projecting and underspend of £1.1 million (-2.13%), due to the strong financial management and transformative projects and programmes which have achieved significant and positive changes for children and young people living and learning in Wolverhampton. To date, Wolverhampton has not seen a significant demand on children's social care as a result of the pandemic, however, there continues to be significant uncertainty over the impact of Covid-19 on this service over the short to medium term. Work will continue to model the potential financial effects of the pandemic on the service. Further analysis is provided below.					
Child Protection	-	-	-	-	
Children & Young People In Care	31,150	30,830	(320)	(1.03%)	The underspend against placements budget has continued to improve as a result of the robust oversight and management of demand across the service.
Director of Children's Services	824	821	(3)	(0.36%)	
Head of Children's Improvement	1,888	1,820	(68)	(3.60%)	
Headstart	-	-	-	-	
Regional Adoption Agency Consortium	-	-	-	-	
Safeguarding	683	630	(53)	(7.76%)	
Social Inclusion & Play Service	-	-	-	-	
Specialist Support	3,683	3,447	(236)	(6.41%)	A non-recurrent underspend mainly as a result of the closure of an internal care provision.

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
Strengthening Families	9,937	9,656	(281)	(2.83%)	An underspend is projected as a result of one-off staffing vacancies which are in part offset by agency costs. This forecast includes projected costs following the current recruitment drive, an update will be provided in quarter 3.
Youth Offending	969	822	(147)	(15.17%)	An underspend is projected as a result of unfilled staff vacancies.
Strategic Commissioning - Children's	1,513	1,513	-	-	
Central Education	(1,174)	(1,174)	-	-	
Director of Education	120	120	-	-	
Early Years	302	296	(6)	(1.99%)	
Inclusion Support	1,028	1,085	57	5.54%	
School Improvement	805	742	(63)	(7.83%)	
School Organisation	369	389	20	5.42%	
Schools	-	-	-	-	
Special Educational Needs	(451)	(451)	-	-	
Total Children's and Education Services	51,646	50,546	(1,100)	(2.13%)	

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
City Assets					
Overall, a net underspend of £425,000 (-4.05%) is projected for City Assets, mainly as a result of budget efficiencies within Catering, Cleaning, Corporate Asset Management and Facilities Management. Work has been undertaken to understand the potential requirements in relation to the maintenance programme in order to determine the amount required to complete urgent works this financial year, this report requests approval for a further virement of £858,000 to support these works. Further analysis is provided below.					
Catering	(121)	(152)	(31)	25.62%	
Cleaning	1,302	1,157	(145)	(11.14%)	An underspend is projected due to additional income anticipated as a result new schools cleaning contracts and continued staffing efficiencies due to building closures.
Corporate Asset Management	8,499	8,335	(164)	(1.93%)	An underspend is projected reflecting continued efficiencies anticipated as a result of ongoing asset rationalisation and reducing utilities expenditure.
Estates and Valuations	(4,242)	(4,161)	81	1.91%	
Facilities Management	1,428	1,262	(166)	(11.62%)	The projected underspend reflects anticipated in year budget efficiencies as a result of lower running costs for the Civic Centre.
Project and Works Team – Capital Programmes	135	135	-	-	
Project and Works Team – Maintenance Programme	3,504	3,504	-	-	Work continues to be undertaken to understand the potential requirements in relation to the maintenance programme in order to determine the amount required to complete urgent works

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
					within this financial year. This report requests a further virement of £858,000 from the corporate contingency to support the costs of these works.
Total City Assets	10,505	10,080	(425)	(4.05%)	

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
City Housing & Environment					
Overall, a net overspend of £27,000 (0.08%) is projected for City Housing and Environment. As reported at quarter 1, work has been ongoing to identify one-off or recurrent efficiencies across the directorate, with efficiencies now being projected within Customer Services, Environment Services, Markets and Public Projection. These efficiencies are being offset by the cost of establishing new events in the city that are anticipated to see higher returns in future years, increased usage of bed and breakfast accommodation within Housing, as well as pressure on parking services income and increased costs within the Coroners service.					
Bereavement Services	(2,059)	(2,074)	(15)	0.73%	
Black Country Transport	-	-	-	-	
City Events	433	672	239	55.20%	An overspend is forecast due to the costs of establishing new events in the city that are anticipated to see higher returns in future years. The forecast overspend is partly offset by increased income from Bilston Town Hall and Park Events
Coroners Service	223	326	103	46.19%	An overspend is forecast due to the cost of the Coroner and Pathology Service.
Customer Services	2,112	2,001	(111)	(5.26%)	An underspend is projected as a result of unfilled staff vacancies.
Director City Environment	211	263	52	24.64%	
Energy and Sustainability	119	119	-	-	
Environmental Services	6,750	6,618	(132)	(1.96%)	An underspend is projected mainly due to unfilled staff vacancies in the service pending a planned restructure and recruitment taking longer than anticipated.
Fleet Services	1,691	1,754	63	3.73%	

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
Highways Maintenance	1,573	1,573	-	-	
Housing	1,542	1,832	290	18.81%	An overspend is forecast as a result of additional demand for Bed and Breakfast accommodation, which is not fully covered from benefit income.
Landscaping	38	38	-	-	
Licensing	(13)	(62)	(49)	376.92%	
Markets	(467)	(603)	(136)	(29.12%)	An underspend is projected as a result of efficiencies on staffing costs, repairs and maintenance, marketing and additional income.
Operation & Maintenance of Existing Network	804	773	(31)	(3.86%)	
Parking Services	(2,907)	(2,813)	94	3.23%	
Public Protection	1,837	1,596	(241)	(13.12%)	An underspend is projected due to unfilled staff vacancies anticipating a restructure of the service, offset by an overspend on Environmental Crime due to reduced income from fines after lockdown.
Register Office	(56)	(36)	20	35.71%	
Street Lighting	2,967	2,901	(66)	(2.22%)	
Transportation	5,774	5,721	(53)	(0.92%)	
Waste Commercial Services	11,253	11,253	-	-	
Total City Housing and Environment	31,825	31,852	27	0.08%	

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
Communications and External Relations					
Overall, the projected underspend of £80,000 (-8.91%) for Communications and External Relations is mainly as a result of unfilled vacancies within the service.					
Communications	898	818	(80)	(8.91%)	
Total Communications and External Relations	898	818	(80)	(8.91%)	

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
Chief Executive					
Overall a breakeven position is forecast for the year against Chief Executive.					
Chief Executive	187	187	-	-	
Total Chief Executive	187	187	-	-	

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
Deputy Chief Executive					
Overall a breakeven position is forecast for the year against Deputy Chief Executive.					
Deputy Chief Executive	200	200	-	-	
Total Deputy Chief Executive	200	200	-	-	

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
Finance					
Overall an underspend totalling £357,000 (-2.48%) is forecast for the year against Finance, as a result of a reduction in enhanced pension costs and underspends arising as a result of in-year vacancies across Audit Services and Revenues & Benefits. This is offset in part by a forecast overspend within Procurement Services.					
Audit Services	1,794	1,631	(163)	(9.09%)	The underspend is forecast due to a mix of early retirements, a secondment and unfilled staff vacancies held across the Audit and Insurance Teams. A temporary appointment has since been made and a recruitment process is underway to fill an additional post. With this post the Audit team is now fully resourced in line with its latest structure.
Central Corporate Budgets	3,521	3,237	(284)	(8.07%)	An underspend is forecast due to a significant reduction in enhanced pension costs, combined with other lesser underspends against a range of corporate budgets.
Commercial Services	160	127	(33)	(20.63%)	
Finance Director	163	163	-	-	
Procurement Services	794	1,110	316	39.80%	An overspend is forecast for Procurement Services due to the continued reliance on agency staff as the service experiences difficulties in recruiting to permanent posts. This challenge is faced by all Procurement teams in the region.
Housing Benefit Payments & Subsidy	748	648	(100)	(13.37%)	Gross expenditure on housing benefits and associated housing subsidy grants are both

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
					expected to be in excess of £60 million. At this stage an underspend is forecast as net spend on temporary accommodation has fallen, outweighing an increase in supported accommodation costs. Expenditure levels can, however, change rapidly within this area and the forecast will be kept under constant review in the months leading up to Quarter 3.
Revenues & Benefits	2,705	2,595	(110)	(4.07%)	The underspend is forecast due to unfilled staff vacancies held across the service and an anticipated reduction in postal costs.
Strategic Finance	2,825	2,922	97	3.43%	
The Hub	1,689	1,609	(80)	(4.74%)	
Total Finance	14,399	14,042	(357)	(2.48%)	

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
Governance					
Overall a £278,000 (-2.32%) underspend is forecast for the year against Governance, which is mainly due to the timing of recruitment to vacancies across the directorate.					
Business Change	5,109	4,846	(263)	(5.15%)	The forecast underspend is due to vacancies and the timing of recruitment across the service.
Deputy Director of People and Change	125	125	-	-	
Director of Governance	147	147	-	-	
Governance Services	2,642	2,869	227	8.59%	The forecast underspends across various services within Governance will deliver the Governance efficiencies target for 2021-2022, held against this line.
Health and Safety	297	164	(133)	(44.78%)	The forecast underspend is due to the timing of recruitment following a restructure within the service.
Human Resources	1,568	1,678	110	7.02%	The planned budget reduction target for Human Resources is now at risk as resources that would have been focused on delivering efficiencies and the transformation programme have been prioritised to support and lead on a number of projects associated with the response to Covid-19 and Relight of Our Council/City.
Legal Services	1,886	1,667	(219)	(11.61%)	The forecast underspend is due to the timing of recruitment to posts within the service, in addition to a

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
					forecast underspend against the central external legal fees budget.
Ward Funds	200	200	-	-	
Total Governance	11,974	11,696	(278)	(2.32%)	

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
Public Health & Wellbeing					
Overall an underspend totalling £122,000 (-4.07%) is projected for the year against Public Health & Wellbeing which is mainly due to unfilled staff vacancies in Local Economy.					
Business Continuity & Emergency Planning	8	8	-	-	
Commissioning	-	-	-	-	
Community Safety & Community Cohesion	142	142	-	-	
Healthier Places Service	-	-	-	-	
Healthy Ageing	-	-	-	-	
Healthy Life Expectancy	-	-	-	-	
Leisure Services	1,331	1,331	-	-	
Public Health Business Management	-	-	-	-	
Starting and Developing Well	-	-	-	-	
Local Economy	1,513	1,391	(122)	(8.06%)	An underspend is projected as a result of unfilled staff vacancies.
System Leadership	-	-	-	-	
Total Public Health & Wellbeing	2,994	2,872	(122)	(4.07%)	

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
Regeneration					
Overall a breakeven position is forecast for the year against Regeneration.					
Adult Education	(304)	(304)	-	-	
City Development	535	691	156	29.16%	
City Planning	809	880	71	8.78%	
Director Regeneration	566	487	(79)	(13.96%)	
Enterprise	781	781	-	-	
Skills	1,679	1,652	(27)	(1.61%)	
Visitor Economy	903	782	(121)	(13.40%)	An underspend is projected as a result of additional income on archives, an underspend on art gallery overhead costs and staffing costs at tea rooms.
Total Regeneration	4,969	4,969	-	-	

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
Strategy					
Overall an underspend totalling £432,000 (-5.01%) is projected for the year against Strategy, mainly as a result of budget efficiencies within ICTS.					
ICTS	6,161	5,858	(303)	(4.92%)	An underspend is projected reflecting reduced Multi-Functional Device usage, part year staffing efficiencies as a result of a restructure which will complete during the year and continued increased income generation for the Printing service. These efficiencies are offset in part by anticipated pressures relating to licencing costs.
Insight and Performance	851	851	-	-	
Organisational Development	1,178	1,095	(83)	(7.05%)	
Policy and Strategy	212	156	(56)	(26.42%)	
Service Development	82	92	10	12.20%	
Strategy	147	147	-	-	
Total Strategy	8,631	8,199	(432)	(5.01%)	

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022 £000	Net Controllable Forecast 2021-2022 £000	Q2 Variance £000 %		Reason for Variance Q2
Corporate Accounts Overall an overspend totalling £1.3 million (2.75%) is forecast for the year, after contributing £4 million to reserves as part of 2022-2023 Budget Strategy.					
Corporate Adjustments	920	188	(732)	(79.57%)	It is currently projected that there will be an underspend against Corporate Budgets and Adjustments (As per Corporate Adjustments line below) totalling £1.7 million as a result of anticipated budget efficiencies against corporate contingencies, which also includes the provision for business rates expenditure increases for Council buildings.
Corporate Budgets	(5,701)	(6,659)	(958)	(16.80%)	It is proposed that any efficiencies identified against Corporate Budgets will, in the first instance be used to support the 2022-2023 budget strategy and reduce the level of capital receipts used to pay for revenue transformation in 2021-2022. This report seeks a further virement from the corporate contingency to City Assets to support the maintenance programme; approximately £400,000 remains in the corporate contingency after this virement.

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
Apprenticeship Levy	495	528	33	6.67%	
West Midlands Transport Levy	10,425	10,316	(109)	(1.05%)	An underspend is forecast against the West Midlands Transport Levy during 2021-2022.
Environment Agency Levy	76	76	-	-	
Birmingham Airport – Rent	(69)	(69)	-	-	
Treasury Management	37,555	36,656	(899)	(2.39%)	An underspend is forecast against the Treasury Management budget as a result of rephasing of the capital programme and lower interest rates forecast on borrowing.
Central Provision for Auto-enrolment and Pay Award costs	1,651	1,451	(200)	(12.11%)	It is anticipated that there will be an underspend against the Central Provision for Auto-enrolment in 2021-2022. At the time of writing national negotiations are ongoing in respect of the pay award for 2021-2022. The 2021-2022 budget includes provision within employee budgets for 1% pay award. However, it is anticipated that there is some provision within corporate budgets to accommodate an increase up to 2% without having to find offsetting budget reductions in year.
Covid-19 – Corporate	3,190	3,190	-	-	

General Fund Revenue Budget Monitoring

Service/Budget	Net Controllable Revised Budget 2021-2022	Net Controllable Forecast 2021-2022	Q2 Variance		Reason for Variance Q2
	£000	£000	£000	%	
Transfer to Reserve – Future Years Budget Strategy	-	4,000	4,000	-	In accordance with the 2022-2023 budget strategy presented to Cabinet on 20 October 2021, as a result of the forecast corporate budget efficiencies and forecast underspends across other directorates, it is proposed that £4 million be transferred into a specific reserve to support the 2022-2023 budget strategy.
Transfer to Reserve – Budget Contingency	-	200	200	-	In order to support environmental works during 2021-2022, it is proposed that £200,000 be transferred into the Budget Contingency Reserve.
	48,542	49,877	1,335	2.75%	

General Fund Revenue Budget Monitoring

Covid-19 Grants 2021-2022

The table below provides a list of one-off Covid-19 related grants for 2021-2022:

Grant	2021-2022 Allocation £000
General Grants	
Covid-19 Emergency Covid Grant	8,708
Sales, Fees and Charges*	931
Total general grants	9,639
Grants with specific conditions / criteria	
Council Tax Support Grant	3,298
Household Support Grant	2,632
Contained Outbreak Management Fund	2,247
Additional Restrictions Grant	1,383
Covid Local Support Grant	1,208
Community Testing Programme	1,041
Clinically Extremely Vulnerable Individuals	516
Practical Support funding	377
Business grant – admin grant	291
Welcome back fund	234
Delivery of local elections	69
Wellbeing for Education Reform Grant	32
Total grants with conditions / criteria	13,328
Grants to be passported to third parties	
Restart Business Grants	11,263
Adults Social Care Infection and Prevention and testing	5,415
Catch Up Premium	529
School recovery premium	512
National Tutoring Programme	243
Mass testing for Schools	191
Test and Trace**	672
Free school meals additional costs	47
Total grants passported to third parties	18,872
Total Covid-19 grants	41,839

*forecast allocation – subject to grant claim and approval

**covers period March 2021 to September 2021

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General Fund Budget Risks 2021-2022

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, and National Living Wage.	Amber
Service Demands	Risks that might materialise as a result of demands for statutory services outstretching the available resources. This particularly applies to adults and childrens social care.	Red
	Risks that might materialise as a result of demands for non-statutory services outstretching the available resources.	Amber
Identification of Budget Reductions	Risks that might materialise as a result of not identifying budget reductions due to limited opportunity to deliver efficiencies.	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 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	Risks that might materialise as a result of income being below budgeted levels, claw back of grant, or increased levels of bad debts.	Amber
	The risk of successful appeals against business rates.	
Third Parties	Risks that might materialise as a result of third parties and suppliers ceasing trading or withdrawing from the market.	Amber

General Fund Budget Risks 2021-2022

Risk	Description	Level of Risk
Government Policy	Risks that might materialise due to structural uncertainties including the impact of exiting the European Union.	Red
	Risks that might materialise as a result of changes to Government policy including changes in VAT and taxation rules.	Red
Covid 19	Risk that the financial implications of Covid 19 including the Council's recovery will exceed the grant allocations awarded by Government and place further financial pressures on the council financial position.	Red

Housing Revenue Account Revenue Outturn 2021-2022

	2021-2022 Budget £000	2021-2022 Forecast Outturn £000	2021-2022 Forecast Variance £000
Income			
Gross rents – dwellings	(91,021)	(89,725)	1,296
Gross rents – non dwellings	(544)	(656)	(112)
Charges to tenants for services and facilities	(6,264)	(5,979)	285
Total income	(97,829)	(96,360)	1,469
Expenditure			
Repairs and maintenance	26,457	26,440	(17)
Supervision and management	20,849	20,959	110
Rents, rates and taxes	400	879	479
Increase in provision for bad debts	2,000	1,500	(500)
Depreciation of fixed assets	18,823	18,823	-
Total expenditure	68,529	68,601	72
Net cost of HRA services	(29,300)	(27,759)	1,541
Interest payable	10,831	10,118	(713)
Interest and investment income	(14)	(1)	13
Contribution to capital financing	5,336	5,336	-
(Surplus)/deficit before transfers to/from reserves and provision for	(13,147)	(12,306)	841
Allocation of (surplus)/deficit			
Provision for redemption of debt	13,147	12,306	(841)
Balance for the year	-	-	-

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Schools' Budgets

1.0 Revenue Budget Monitoring – Schools' Budgets

- 1.1 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. Table 1 shows the schools' actual end of year balances for 2020-2021 and the latest projected balances in those submitted budget plans for 2021-2022.

Table 1 – Projected Movement on Schools' Balances 2021-2022

Sector	Balances as at 31 March 2021 Surplus / (Deficit) £000	Forecast Use of Balances in 2021-2022 Surplus / (Deficit) £000	Forecast Balances as at 31 March 2022 Surplus / (Deficit) £000
Secondary	285	275	560
Primary	7,767	(2,772)	4,995
Junior	281	6	287
Infant	413	(185)	228
Nursery	1,287	(666)	621
Special	2,155	(463)	1,692
Pupil Referral Units	1,017	(621)	396
Total	13,205	(4,426)	8,779

Schools with Surplus Balances

- 1.2 At the end of 2020-2021 maintained schools had balances of £13.2 million. 46 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).
- 1.3 All schools that have balances above these criteria are being requested to provide plans for their intended use. Local Authority Officers will scrutinise these plans may have meetings with the headteachers of these schools. A decision will then be made whether any of these schools will be moved forward into the arbitration process as detailed below and an update on this will be included in the 2021-2022 Revenue Budget Outturn report to Councillors.
- 1.4 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.

Schools' Budgets

Schools in a deficit balance position

- 1.5 As part of its overview of schools in deficit, a Schools at Financial Risk Board (SFR) chaired by the Head of Service for School Organisation, 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 current position of schools that had anticipated a deficit position at the end of 2021-2022 is as follows:

Table 2 – Schools with anticipated deficits in 2021-2022

Name	Actual Balance at end of 2020-2021 Surplus / (Deficit) £000	Anticipated Balance at end of 2021-2022 Surplus / (Deficit) £000	Status
The King's Church of England	(747)	(503)	Licensed deficit application has been received and approved. The school are currently in breach of their licensed deficit and enhanced work is continuing with the school to identify further cost reductions.
Lanesfield Primary	(22)	(35)	Awaiting school's completed licensed deficit application.
Phoenix Nursery	(22)	(73)	Awaiting school's completed licensed deficit application.
Braybrook Centre	75	(135)	A licensed deficit will be required if the deficit outturn is as forecast.

Debt Write Offs

- 1.1 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.

Sundry Debtors

- 1.2 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.
- 1.3 Overall, 136 debt write offs totalling £78,495.45 have been incurred. All but one valued at £5,538.16, which require approval of Cabinet (see Appendix 8), have been approved for write off by the Director of Finance in accordance with the Council's Financial Procedures Rules.

The Collection Fund

- 1.4 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.
- 1.5 **Council Tax** – Overall, 795 debt write offs totalling £505,050.73 have been incurred. All but three valued at £17,693.83 in total, which require approval of Cabinet (see Appendix 9), have been approved for write off by the Director of Finance in accordance with the Council's Financial Procedure Rules.
- 1.6 **Non-Domestic Rates (NDR)** – Overall, 35 debt write offs totalling £290,523.62 have been incurred. All but three valued at £30,785.94 in total, which require approval of Cabinet (see Appendix 10), have been approved for write off by the Director of Finance in accordance with the Council's Financial Procedure Rules.

Housing Benefits

- 1.7 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

Debt Write Offs

Government guidance where recovery would cause hardship, where the debtor has died or cannot be traced.

- 1.8 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.
- 1.9 Overall, 53 overpayments totalling £39,875.96 have been incurred. All but two valued at £12,814.21 in total, which require approval of Cabinet (see Appendix 11), have been approved for write off by the Director of Finance in accordance with the Council's Financial Procedure Rules.

Sundry Debts Write Off to be approved by Cabinet

Account Reference Number	Write-off Reason	Write off Amount £
16009569	Recovery Prohibited by Statute	5,538.16
	Total	5,538.16

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**Council Tax Write Offs to be approved by
Cabinet**

Account Ref	Write-off Reason	Write-Off Amount £
21990049304	Recovery Prohibited by Statute	5,702.74
61234528922	Recovery Prohibited by Statute	6,033.73
61234610201	Recovery Prohibited by Statute	5,957.36
	Total	17,693.83

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**Non-Domestic Rates (NDR) Write Offs to be approved by
Cabinet**

Account Ref	Write-off Reason	Write-Off Amount £
5110361	Unable to Trace	6,487.56
5110762	Recovery Prohibited By Statute	19,119.32
5115329	Unable to Trace	5,179.06
	Total	30,785.94

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Housing Benefit Write Off to be approved by Cabinet

Account Reference Number	Write-off Reason	Write off Amount £
136719	Recovery Prohibited by Statute	6,895.64
140832	Recovery Prohibited by Statute	5,918.57
	Total	12,814.21

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General Fund Budget Virements

From		To		£000	Reason for Virement
Division	Service	Division	Service		
Finance	Procurement Services	Finance	Procurement Services	25	Element of Corporate Procurement restructure funded by additional external income generation.
Children's Services	Safeguarding	Governance	Business Change	66	Transfer of budgets as part of the phased formation of the Business Support Unit.
Governance	Legal Services	Governance	Governance Services	99	Creation of new Equalities & Diversity posts funded by an increase in Legal Services external income generation.
Governance	Legal Services	Governance	Health & Safety	139	Creation of new Health & Safety posts funded by an increase in Legal Services external income generation.
Governance	Legal Services	Governance	Legal Services	123	Creation of new Legal Services posts funded by an increase in Legal Services external income generation.
Governance	Business Change	Governance	Governance Services	91	Transfer of posts within the Governance Division to reflect a management restructuring.
Children's Services	Strengthening Families	Strategy	Insight & Performance	85	Virement to reallocate Early Intervention Practitioners staffing and income budgets.
Corporate Accounts	Corporate Accounts	Strategy	Organisational Development	93	Virement to fund digital team resource supporting digital inclusion and the delivery of recovery commitment, aligning to Relighting our City agenda.
City Housing & Environment	Fleet Services	City Housing & Environment	Fleet Services	60	Increased staffing budget funded by budget efficiencies across other supplies and services budgets.

General Fund Budget Virements

From		To		£000	Reason for Virement
Division	Service	Division	Service		
Regeneration	City Planning	Regeneration	City Planning	70	Virement to reflect Local Heritage Grant – 2021-2022
City Environment & Housing	Public Protection	City Environment & Housing	City Events	66	Realignment of employee budgets
City Environment & Housing	Public Protection	City Environment & Housing	Public Protection	57	Realignment of employee budgets
City Housing & Environment	Bereavement Services	City Housing & Environment	Bereavement Services	53	Realignment of budgets within service
City Housing & Environment	Public Protection	City Housing & Environment	Public Protection	54	Realignment of budgets within service
Governance	Governance Services	Governance	Governance Services	79	Transfer of budgets to form new Councillor Enquiries Unit.
City Housing & Environment	Waste Services	Governance	Health and Safety	41	Transfer of budget from Waste Services for a Health & Safety Advisor.
City Environment & Housing	Housing	City Environment & Housing	Housing	181	Restructure in the homelessness services funded by grant
City Environment & Housing	Housing	City Environment & Housing	Housing	108	Restructure in the housing strategy funded by additional income.
Public Health & Wellbeing	Community Safety & Community Cohesion	Public Health & Wellbeing	Community Safety & Community Cohesion	727	Realignment of budget within service.
Public Health & Wellbeing	Community Safety & Community Cohesion	Public Health & Wellbeing	Community Safety & Community Cohesion	700	Virement to reflect Domestic Abuse Support Grant from Public Health England
City Environment & Housing	Bereavement Services	City Environment & Housing	Bereavement Services	67	Realignment of budgets within service.
Regeneration	Visitor Economy	Regeneration	Visitor Economy	334	Virements to reflect Arts Council England National Portfolio Organisations Exhibition budgets 2021-2022.
Regeneration	Enterprise	Regeneration	Director Regeneration	51	Virement to transfer employee budgets
Regeneration	Director Regeneration	Regeneration	Director Regeneration	51	Virement to transfer employee budgets within service.

General Fund Budget Virements

From		To		£000	Reason for Virement
Division	Service	Division	Service		
Strategy	ICTS	Strategy	ICTS	1,130	Realignment of employee budgets to reflect a restructure within service.
Strategy	ICTS	Strategy	ICTS	200	Virement to transfer multi-functional devices budget within service.
Children's Services	Specialist Support	Children's Services	Specialist Support	386	Realignment of operational budgets between teams within service.
Children's Services	Specialist Support	Children's Services	Children & Young People In Care	72	Realignment of employee budgets between service.
Children's Services	Specialist Support	Children's Services	Specialist Support	75	Realignment of employee budgets within service.
Adult Services	Director of Adults services and Additional Monies	Adult Services	Director of Adults services and Additional Monies	7,382	Realignment of budgets within service
Adult Services	Adults Assessment & Care Management West	Adult Services	Adults Assessment & Care Management West	161	Virement to reflect employee budgets expenditure funded by reserves.
Corporate Accounts	Corporate Accounts	City Assets	Corporate Asset Management	100	Transfer budget from Corporate Contingency to fund Fire Risk assessments
Children's Services	Head of Children's Improvement	Children's Services	Head of Children's Improvement	294	Realignment of budgets within service.
Adult Services	Adults Safeguarding	Adult Services	Adults Assessment and Care Management MASH	84	Realignment of employee budgets between services.
City Environment & Housing	Housing	City Environment & Housing	Housing	183	Realignment of employee budgets to reflect restructure within service.
Children's Services	Specialist Support and Safeguarding	Children's Services	Specialist Support	177	Realignment of employee budgets to reflect restructure between services.
Children's Services	Strengthening Families	Children's Services	Strengthening Families	344	Realignment of employee budgets to reflect restructure within service.
Children's Services	Head of Children's Improvement	Children's Services	Strengthening Families	162	Realignment of budgets to reflect restructure and adjustments to

General Fund Budget Virements

From		To		£000	Reason for Virement
Division	Service	Division	Service		
					contributions between services.
Strategic Director People	Strategic Commissioning	Strategic Director People	Strategic Commissioning	100	Virement to reflect income contribution.
Children's Services	Head of Children's Improvement	Children's Services	Head of Children's Improvement	538	Virement to reflect #YES programme budgets.
Children's Services	Children & Young People In Care	Children's Services	Specialist Support	33	Realignment of employee budgets between services.
Children's Services	Director of Children's Services	Children's Services	Specialist Support	50	Realignment of budgets to reflect uplift in contract.
Education and Skills	Inclusion Support	Education and Skills	Special Educational Needs	951	Realignment of between services.
Children's Services	Head of Children's Improvement	Children's Services	Head of Children's Improvement	80	Realignment of budgets to reflect reduced grant allocation.
Public Health & Wellbeing	Public Health Business Management	Public Health & Wellbeing	Public Health Business Management	67	Realignment of budgets within service.
Public Health & Wellbeing	Public Health Business Management	Public Health & Wellbeing	Public Health Business Management	187	Realignment of employee budgets to reflect restructure funded by Public Health grant.
Public Health & Wellbeing	Community Safety & Community Cohesion	Public Health & Wellbeing	Community Safety & Community Cohesion	233	Realignment of employee budgets to reflect restructure funded by Public Health grant.
Public Health & Wellbeing	Healthy Ageing	Public Health & Wellbeing	Healthy Ageing	97	Realignment of employee budgets to reflect restructure funded by Public Health grant.
Public Health & Wellbeing	Public Health Business Management	Public Health & Wellbeing	Public Health Business Management	187	Realignment of employee budgets to reflect restructure funded by Public Health grant.
Public Health & Wellbeing	Public Health Business Management	Public Health & Wellbeing	Starting and Developing Well	572	Realignment of budgets to reflect contract expenditure funded by Public Health grant.
Public Health & Wellbeing	Starting and Developing Well	Public Health & Wellbeing	Starting and Developing Well	7,196	Realignment of budgets within Public Health.

General Fund Budget Virements

From		To		£000	Reason for Virement
Division	Service	Division	Service		
Public Health & Wellbeing	Public Health Business Management	Public Health & Wellbeing	Community Safety & Community Cohesion	87	Realignment of budgets within Public Health.
Public Health & Wellbeing	Community Safety & Community Cohesion	Public Health & Wellbeing	Public Health Business Management	73	Realignment of employee budgets.
Adult Services	Mental Health Assessment & Care Management	Adult Services	Mental Health Assessment & Care Management	248	Realignment of care purchasing budgets within service.
Adult Services	Director of Adults services and Additional Monies	Adult Services	Mental Health Assessment & Care Management	398	Realignment of budgets to reflect increase in Clinical Commissioning Group contribution to social care.
Corporate Accounts	Corporate Accounts	Adult Services	Various	500	Realignment of Adult Services budgets
Adult Services	Various	Adult Services	Various	2,088	Realignment of Adult Services budgets
Adult Services	Strategic Commissioning - Adults	Adult Services	Learning Disability Provider	170	Realignment of budgets
Regeneration	Director Regeneration	Regeneration	Director Regeneration	40	Realignment of budget to fund staffing costs
Corporate Account	Corporate Accounts	City Assets	Project and Works Team – Maintenance Programme	858	Transfer of budget from Corporate Contingency to fund maintenance programme works.

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CITY OF WOLVERHAMPTON COUNCIL	Cabinet 17 November 2021
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Report title	Relighting Our Council	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Ian Brookfield Leader of the Council	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All Wards	
Accountable Director	Charlotte Johns, Director of Strategy	
Originating service	Strategy	
Accountable employee	Charlotte Johns	Director of Strategy
	Tel	01902 554240
	Email	charlotte.johns@wolverhampton.gov.uk
Report to be/has been considered by	Strategic Executive Board	14 October 2021
	Our Council Scrutiny Panel	2 November 2021

Recommendations for decision:

The Cabinet is recommended to:

1. Approve the Relighting Our Council vision and strategy, which sets out the high-level approach to develop a new flexible and agile operating model in order to best meet the needs of our city.
2. Approve the proposal to engage with the organisation and consult with the Trade Unions on the development of a fair, inclusive, and equitable 'Our employee/people offer'.
3. Approve the drawdown of £200,000 funding which has been previously set aside in the Transformation Reserve for the Our Assets Programme and the utilisation of other existing funding allocations to facilitate this strategy, as outlined in the financial implications.

Recommendations for noting:

The Cabinet is asked to note:

1. In line with this high level Relighting Our Council strategy, further work will be done to develop a new workspace strategy, new employee offer and Our People Strategy, new

staff sustainable travel policy and new digital strategy to ensure the delivery of better outcomes for local people.

2. The outcome of the pre-decision scrutiny undertaken by the Our Council Scrutiny Panel on 2 November, summarised at paragraph 2.4 and appendix 2.

1.0 Purpose

- 1.1 The purpose of this report is to set out the high-level approach to 'Relighting Our Council', which has been developed in consultation and engagement with staff and key stakeholders.

2.0 Background

- 2.1 On 17 March 2021, Cabinet approved the refreshed Relighting Our City recovery commitment, to guide the Council's approach as we emerge and recover from the Covid-19 pandemic. This includes key priorities, activity and actions developed from extensive consultation with a wide range of key stakeholders including local people, businesses, partners, and employees.
- 2.2 As part of this engagement, there was learning and reflection on how the Council operated throughout the pandemic, and how we could take this forward to ensure how we operate best supports the delivery of the outcomes we are seeking to deliver for our city.
- 2.3 First and foremost we are a public services organisation, and everything we do will be based on delivering the very best possible services for our city. In order to deliver our Relighting Our City and Council plan ambitions, there is a need to consider how we have a workforce enabled to deliver for the future, maximising the use of our assets, digital and other technologies. The Relighting Our Council strategy document at appendix 1 sets out our high-level approach to achieve this.
- 2.4 This item was considered as pre-decision scrutiny on 2 November by the Our Council Scrutiny Panel and will therefore not be available to call in once a decision is made by Cabinet. The Our Council Scrutiny Panel supported the principle of flexible working and the approach to developing a new flexible and agile operating model as outlined in the recommendations of this report and considered key issues in relation to productivity and ongoing performance reporting, HR and employment issues, asset implications including community asset transfers and ongoing reporting against the financial implications. A summary of the pre-decision scrutiny discussion is included at Appendix 2.

3.0 Relighting Our Council

- 3.1 There are a number of key benefits which we are seeking to achieve through developing a new way of working at the Council. Specifically, we want to improve productivity, efficiency and effectiveness to ensure value for money in how we deliver services for local people. Working in a new way, utilising digital and other technologies will also support the delivery of our climate change commitment, reducing carbon emissions related to work related travel and the resulting rationalised and more efficient buildings. We also want to improve staff health and wellbeing, supporting work-life balance so we can meet the objectives in the Our People Strategy to attract and retain the right employees with the right skills and experience to deliver for our city.

3.2 Our approach has been developed through regular, continued engagement with key stakeholders, including:

- Relighting our city engagement – over 2500 people
- Two life in lock down surveys – 1270 (May 2020) and 763 (November 2020) respondents
- Equalities forums – ongoing conversation with our four staff equality forums
- Operational Managers Network workshops – over 120 participants
- Health and wellbeing workshops – over 200 participants and 50 questionnaires
- Our Council Scrutiny Panel – November 2020 and October 2021
- Management survey – April – May 2021
- Leadership survey – September 2021
- Feedback from our city partners
- Ongoing trade union engagement

3.3 This engagement led to the development of guiding principles which will continue to shape our approach, which are:

- As a public services organisation, everything we do is - and will continue to be - focused on delivering Relighting Our City, improving outcomes, and providing high quality services for the City of Wolverhampton.
- As we have throughout the pandemic, we will continue to be led by public health guidance with the health, safety and wellbeing of our city and workforce the priority.
- Evolution not revolution – this is about an ongoing approach of responding and adapting how we operate as a council, to take forward the things we have learnt in the pandemic and will continue to learn and respond.
- Our approach is focussed on maintaining flexibility and agility, trust and accountability, positivity and productivity to best serve our city and residents.

3.4 The Council delivers a wide range of complex services and to support the development of a new way of working, we have assessed all job roles in our organisation to group them into three work styles – fixed, field and flexible. The scope for working in different ways will vary dependent upon the role, individual, team and service – however the principles of our approach mean that managers will be empowered to determine how best to meet business need and outcomes for local people.

3.5 This report sets out the high-level approach and principles for Relighting Our Council, and there are a number of key areas of work which we will continue to develop to deliver an operating model which best ensures the delivery of outcomes. This includes but is not limited to;

- Our people and workforce, including HR policies, employee terms and conditions, and culture change;
- How we use our assets and workspaces to ensure their use is optimised as well as facilitating the rationalisation of buildings and therefore improved value for money;
- The utilisation of digital and other technologies;

- Work to meet our climate change commitment to be net carbon neutral as a Council by 2028;
- Ensuring our approach is fair and inclusive.

3.6 Whilst this report sets out the high level approach to Relighting Our Council, a key part of how we will work is that if things do not work, or changes need to be made, we will do so, continually engaging with our employees and key stakeholders. Ongoing review of performance will be undertaken through the council's performance management framework including operational and city outcome data.

3.7 Initial performance data includes:

- 16% reduction in sickness absence (excluding Covid) during 2020/21 compared to 2019/20, a reduction of 4645.93 days of absence.
- The total number of days worked from home by employees whilst self-isolating in 2020-2021 was 3028.93. This would have amounted to an additional 10% increase in sickness absence if those employees had been unable to work from home.
- Reduced call abandonment rate in customer services (7.8% in September 2021 compared to 9.8% in September 2019), with work ongoing to reduce this further and activity to provide customer service support in the community such as blue badge surgeries.
- 23% increase in adult carer conversations in 2020/21 compared to 2019/20.
- Continued improvement in children's social care visits and reduction in social care cohorts.
- Google mobility metric data shows a general upward trend in retail and recreation activity and an increase in visits to places such as supermarkets and pharmacies to pre-pandemic levels.
- Approximately 26 tonnes of carbon per week saved from staff travel in the first lock down of 2020, demonstrating an opportunity to make longer term savings which will contribute to our climate change reduction.

3.8 **Our Assets**

3.9 Relighting Our Council will impact on how we use our asset estate, and the assets workstream will ensure:

- a rationalised property estate which delivers:
 - better outcomes for Wolverhampton residents, partners and communities, with the right Council land and property assets in the right place, and that they are being used in the right ways to benefit people in the City
 - improved value for money and reduced future liabilities

- a reduction in carbon emissions and a positive contribution towards our climate change commitment
 - the optimal use and availability of all Council assets to facilitate an accessible, quality working environment for colleagues to undertake their role as efficiently and effectively as possible, across the whole City to best suit their needs and working pattern. This will facilitate improved productivity, as well as enabling colleagues to be closer to communities and our customers.
- 3.10 Although all assets are within scope for review, the Civic Centre will continue to be our organisational headquarters. The review of the Civic Centre, along with all other retained assets, will focus on ensuring that the building and space provides a fit for purpose working environment, to support the new ways of working as well as a City Centre venue for customers and communities.
- 3.11 Work is also underway to maximise the use of, and opportunities available, from the space available within the Civic Centre. As Cabinet will be aware, we have already progressed, at pace, some of those opportunities by making space available to key partners within the Civic Centre, those being the Black Country Clinical Commissioning Group and the Department for Levelling Up, Housing and Communities (DLUHC). Not only does this present an opportunity to build on, and develop, working relationships with key partners, it increases footfall in the City and improves value for money through a combination of income and cost sharing.
- 3.12 Such opportunities will continue to be explored, although it is important to note that any further release of space to partners will only be agreed when we are confident that this will not impact on our vision for a rationalised estate and an accessible working environment for colleagues, that meets the need of our city, and is in line with the developing workspace strategy.
- 3.13 **Our Employee/People Offer**
- 3.14 Throughout engagement with employees, managers and trade unions a number of questions were raised about the potential impact of Relight our Council on:
- The flexible working model including home working arrangements
 - Removal of core hours
 - Impact on flexi leave/TOIL
 - Homeworking allowance
 - Mileage claims and travel time implications for employees travelling from home to the office
 - Sustainable travel including car parking

3.15 To address these questions, we propose:

- Where a change to terms and conditions of employment may be required, the council will consult using collective bargaining with recognised trade unions
- To consult with trade unions and engage employees and managers about the proposal to remove core hours with working hours being agreed between a manager and employee to best meet business needs and employee health and wellbeing.
- To engage with trade unions, employees and managers about how new ways of working may or may not impact on travel time, mileage claims and flexi/toil arrangements to ensure they are fair, inclusive and equitable amongst all workstyles.
- In relation to the homeworking allowance – employees have been able to claim tax relief through HMRC for the 2021/22 financial year. Nationally, as part of the pay claim for 2021/22 there have been negotiations around the introduction of an allowance for homeworking. Discussions are on-going but the council will continue to monitor these and implement any nationally agreed changes to terms and conditions and consider any local arrangements at that time.
- To conduct a benchmarking exercise against other Local Authorities to consider their operating models, new ways of working and impact to employee terms and conditions.

3.16 Human Resources, Organisational Development and the Equality, Diversity and Inclusion team will jointly engage with the workforce to coproduce a fair, inclusive and equitable employee/our people offer which will support the council to continue to attract candidates that have the right skills and experience to support our diverse community effectively.

3.17 Following the outcome of the engagement, the employee/our people offer will be subject to consultation with trade unions.

3.18 **Digital**

3.19 Throughout the pandemic, improving how we utilise technology has been a key aspect of how we have operated as a council to serve our city. We will continue to deploy kit, systems and technology to ensure that staff can work effectively, maximising efficiency.

4.0 **Evaluation of alternative options**

4.1 Option one would be to adopt the high level Relighting Our Council approach, to continue to ensure that the Council operates in a way that maximises outcomes for local people, learning from the experiences during the Covid-19 pandemic and adopting modern, best practice ways of working.

4.2 Option two would be to revert to pre-pandemic ways of operating as a Council, which would not maximise the benefits outlined in this report. The Covid-19 pandemic is not over, and in line with our principle of being led by Public Health guidance and ensuring the health, safety and wellbeing of our city and workforce, continue to operate Covid safe measures such as social distancing in our workspaces. During engagement with

employees, it has been identified that this approach may negatively impact on not only the health and well-being of our employees and/or improved productivity but also our ability to attract and retain talented employees.

5.0 Reasons for decisions

5.1 Cabinet is recommended to approve the Relighting Our Council strategy, in order to deliver the benefits associated with the approach – namely improved productivity and effectiveness, providing value for money, reducing our carbon emissions and improving employee health, wellbeing, recruitment and retention.

6.0 Financial implications

6.1 A key benefit of the approach is to provide value for money, and further work as outlined in relation to implementing the Relighting Our Council approach is anticipated to have a positive impact on the council's medium term financial strategy.

6.2 In order to deliver the revised Relighting Our Council programme plan associated resource costs totalling £311,000 are anticipated. These will enable the facilitation of the programme, providing additional capacity and expert capability, in a timely manner to support the delivery of the Council priorities. These costs are summarised against key workstreams and deliverables in table 1 below and can be accommodated within existing resource approvals and therefore there is no additional request for funds at this stage.

6.3 Table 1: Associated resource costs

Area	Resource costs £000
Relighting Our Council Programme coordination and performance	150
Our People	104
Sustainable Travel	57
Total resource costs	311

6.4 On 1 July 2020 the Cabinet Member for Resources, in consultation with the Director of Finance, in line with delegated authorities approved the allocation of £245,150 from the Transformation Reserve to the Our Assets programme providing resources to enable the acceleration of the programme following the Covid-19 outbreak and related restrictions.

6.5 With the Our Assets programme now forming a key workstream of the Relighting Our Council programme plan the remaining balance of £32,000 of the £245,150 allocation can be utilised and continue to support the delivery of key Council priorities. The same applies to the £200,000 transferred to reserve to fund future asset development and transformation work supporting the Our Assets programme. This was approved by Cabinet on 16 June 2021 as part of the Reserves, Provisions and Balances 2020-2021 report.

- 6.6 In addition to this, on 21 April 2021, as part of the Covid-19 Allocation of Grant Funding report, the Cabinet Member for Resources, in consultation with the Director of Finance approved the allocation of £170,000 to provide additional project and programmes support. Of this allocation a balance of £79,000 is available that can also be used to fund the resource costs associated with the Relighting Our Council Programme plan.
- 6.7 Table 2 below summarises the existing funding allocations, mentioned in paragraphs above, that will be used to accommodate the £311,000 associated resource costs.

Table 2: Existing funding allocations to be utilised

Funding element	Funding amount £000
Our Assets programme – remaining balance	32
Transformation reserve drawdown - Our Assets Programme	200
Covid-19 allocation of grant funding – project and programmes support – remaining balance	79
Total resource costs	311

- 6.8 This report seeks approval to draw down £200,000 of funding which has been previously set aside in the Transformation Reserve for the Our Assets Programme and the utilisation of other existing funding allocations to facilitate this strategy.
- 6.9 Further additional resources required for the delivery of the programme in order to facilitate actions, outline projects within key workstreams will be subject to further business cases, identifying investment and associated benefits (financial and non-financial) for decisions to be made on a case-by-case basis.
[TT/22102021/S]

7.0 Legal implications

- 7.1 Whilst the Relighting Our Council approach will involve working differently in the future, the Council will continue to deliver all statutory and legal requirements.
- 7.2 There are no specific legal implications arising from the high level Relighting Our Council strategy, however specific implications from further work to develop and implement the approach such as Human Resource implications for employees, will continue to be appropriately managed. The proposals of Relight our Council may involve some changes to employee terms and conditions of employment when the details are considered. However, this will be managed through appropriate engagement with employees, key stakeholders and trade unions and formal consultation.
[DP/25102021/B]

8.0 Equalities implications

- 8.1 An equalities analysis for Relighting Our Council and the development of the resource booking system for staff to book desks and meeting rooms, has been undertaken and mitigations to any negative impacts identified. The Council's four equalities staff forums have been involved in the consultation and engagement, and the Age and Disability Staff Forum integral to the testing and development of the resource booking system. Equalities, fairness and inclusion are a core value of the organisation and will continue to drive the approach.
- 8.2 Equality Forum groups will also have an integral role in shaping the fair, inclusive, and equitable 'our employee/people' offer.

9.0 All other implications

- 9.1 The Relighting Our Council approach is in direct response to the implications that have arisen from the Covid-19 Pandemic, and has implications across the Council, including climate change, Human Resources, Corporate Landlord, Health and Wellbeing which will continue to be considered and managed as part of the programme to further develop and implement a new way of working at the Council.
- 9.2 Regarding HR implications, forthcoming reports will include a new 'employee/our people offer' for all staff (after engagement and consultation), and a refreshed Our People strategy considering staff development, reward and recognition, staff attraction, recruitment and retention and health and wellbeing pledges. Specific policy updates will include a new sustainable staff travel policy and mileage claim system.
- 9.3 Regarding Corporate Landlord implications, forthcoming reports will include a new workspace strategy, as part of the Our Assets programme including maximising the use of our estate and continuing to let space to partners to improve outcomes and generate income.
- 9.4 Regarding digital and technology implications, forthcoming reports will include a new Digital Wolves strategy setting out how as a city and as a council we can harness the benefits for local people.
- 9.5 Regarding climate change, work will continue to contribute to the delivery against the climate change action plan to meet our commitment to be next carbon neutral as a Council by 2028, with regular progress reports to Cabinet.

10.0 Schedule of background papers

- 10.1 Our Council Scrutiny Panel – [Relighting Our Council](#) – 2 November 2021
- 10.2 Cabinet - [Reserve, Provisions and Balances 2020-2021](#) – 16 June 2021
- 10.3 IEDN – Covid-19 Allocation of Grant Funding - 21 April 2021
- 10.4 IEDN – Allocation of Transformation Reserve – 1 July 2020

11.0 Appendices

11.1 Appendix 1: Relighting Our Council Strategy Document

11.2 Appendix 2: Our Council Scrutiny Panel Summary of Pre-Decision Scrutiny Discussion –
2 November 2021

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Relighting Our Council



Out of darkness, cometh light...our city motto has never been more relevant.
We've been hit-hard by the pandemic, but we will reset, recover and relight.

The pandemic has hit our city hard, and the council working alongside its partners developed a recovery plan after extensive engagement to 'Relight Our City', setting out the overarching priorities for recovery.

However our learning from delivering services during the pandemic and recovery activity has also meant we need to review how we operate as a council. In order to deliver our ambitions for the city, the council needs to ensure it has a workforce enabled to deliver for the future, maximising the use of our assets, digital and other technologies.



This strategy has been developed through regular, continued engagement with key stakeholders, to consider how we 'relight our council' including:

- **Relighting our city engagement** – over 2500 people
- **2 life in lock down surveys** – 1270 (May 2020) and 763 (November 2020) respondents
- **Equalities forums** – ongoing conversation with our 4 staff equality forums
- **Operational Managers Network workshops** – over 120 participants
- **Health and wellbeing workshops** – over 200 participants and 50 questionnaires
- **Our Council Scrutiny Panel** – November 2020 and October 2021
- **Management survey** – April – May 2021
- **Leadership survey** – September 2021
- **Feedback from our city partners**
- **Ongoing trade union engagement**

What is driving our approach



“ We are first and foremost a public service organisation.

Everything we do will be based on delivering the very best possible services for our city.

”

Benefits

Through developing new models of working, we will improve productivity, efficiency and effectiveness of our council, to ensure value for money in how we deliver services in our city.

Effective use of digital technologies supports modern, agile ways of working that will enable us to design and deliver services that best meet the needs of our residents, businesses and communities.

Working in a more progressive, agile and flexible way will also support the delivery of our climate change commitment, reducing our carbon footprint from work related travel, saving time and money.

The new ways of working can also improve staff health and wellbeing, supporting an improved work-life balance and the recruitment and retention of employees with the skills and experience required to deliver high quality services for our city.

Principles

Throughout 2021, we co-produced the principles of how we will 'Relight Our Council' with employees:

- As a public services organisation, everything we do is - and will continue to be - focused on delivering Relighting Our City, improving outcomes and providing high quality services for the City of Wolverhampton.
- As we have throughout the pandemic, we will continue to be led by public health guidance with the health, safety and wellbeing of our city and workforce the priority.
- Evolution not revolution – this is about an ongoing approach of responding and adapting how we operate as a council, to take forward the things we have learnt in the pandemic, and will continue to learn and respond.
- Our approach is focussed on maintaining flexibility and agility, trust and accountability, positivity and productivity to best serve our city.

How we will work...

We will...

Continue to develop our culture as a council

Work differently going forward

Be collaborative and empower our workforce have trust and accountability, and be focussed on outcomes

Continue our focus on health and wellbeing as an ongoing core value and corporate priority

Reconsider all council job types and roles against 3 categories: those that work in a fixed location, those that work in the field, and those that are flexible in where they can physically work

Not return to pre-Covid full time office working for 'flexible' roles – our assumption is that the majority of their work will not be physically in the office

Continue to invest in digital technology and address digital inclusion

Review what building we use and how we use them, with the Civic Centre our organisational headquarters

Change our physical office spaces – having flexible team locations and improved spaces for collaboration, that meet the needs of all our workforce

Continue to develop our carbon reduction plans in the round

Continue to learn, adapt and co-produce on our approach, be thoughtful in what we do and how we do it

In order to...

Take our learning from the pandemic forward, responding to what our employees have told us, and retain productivity and positivity

Bring people, processes, connectivity and technology, time and place together to find the most appropriate and effective ways of working to carry out a particular task

Have a loyal, motivated and productive workforce that delivers for our city

Have a happy and healthy workforce that delivers for our city

Ensure our approach and values are inclusive, appreciating that there are different types of roles in our organisation and one size doesn't fit all

Trust our managers to make decisions to ensure outcomes are delivered and staff are supported

Continue to transform how we work and maximise efficiencies and improve outcomes for our city

Have the right asset portfolio to deliver our new operating model, saving money and improving efficiency

Ensure that the offices and accommodation needs of all roles and the tasks and functions that they undertake are met

Meet our carbon reduction commitment, factoring in how we will be working differently

Best meet the needs of local people and our workforce

Work Styles

The City of Wolverhampton Council has a wide range of roles and responsibilities and delivers services through a variety of operations and different job roles.

To support the development of our new working approach, we have assigned all job roles to one of three 'work styles':



Fixed

Signifies role is based at a fixed location.



Flexible

Signifies role is flexible on location throughout a working week, based on business need.



Field

Signifies role is predominantly based out in the community and has a minimum requirement for 'touch down' space.

The scope for flexible working both between and within these categories is dependent upon the role, the requirements for the service and team to best meet outcomes for local people, and the circumstances and requirements of staff. We know that 'one size doesn't fit all'; and will empower managers to determine how best to meet business need. Every employee will have a 'wellbeing conversation' to discuss with their manager what this means for them and their job role, including any reasonable adjustments that are required.

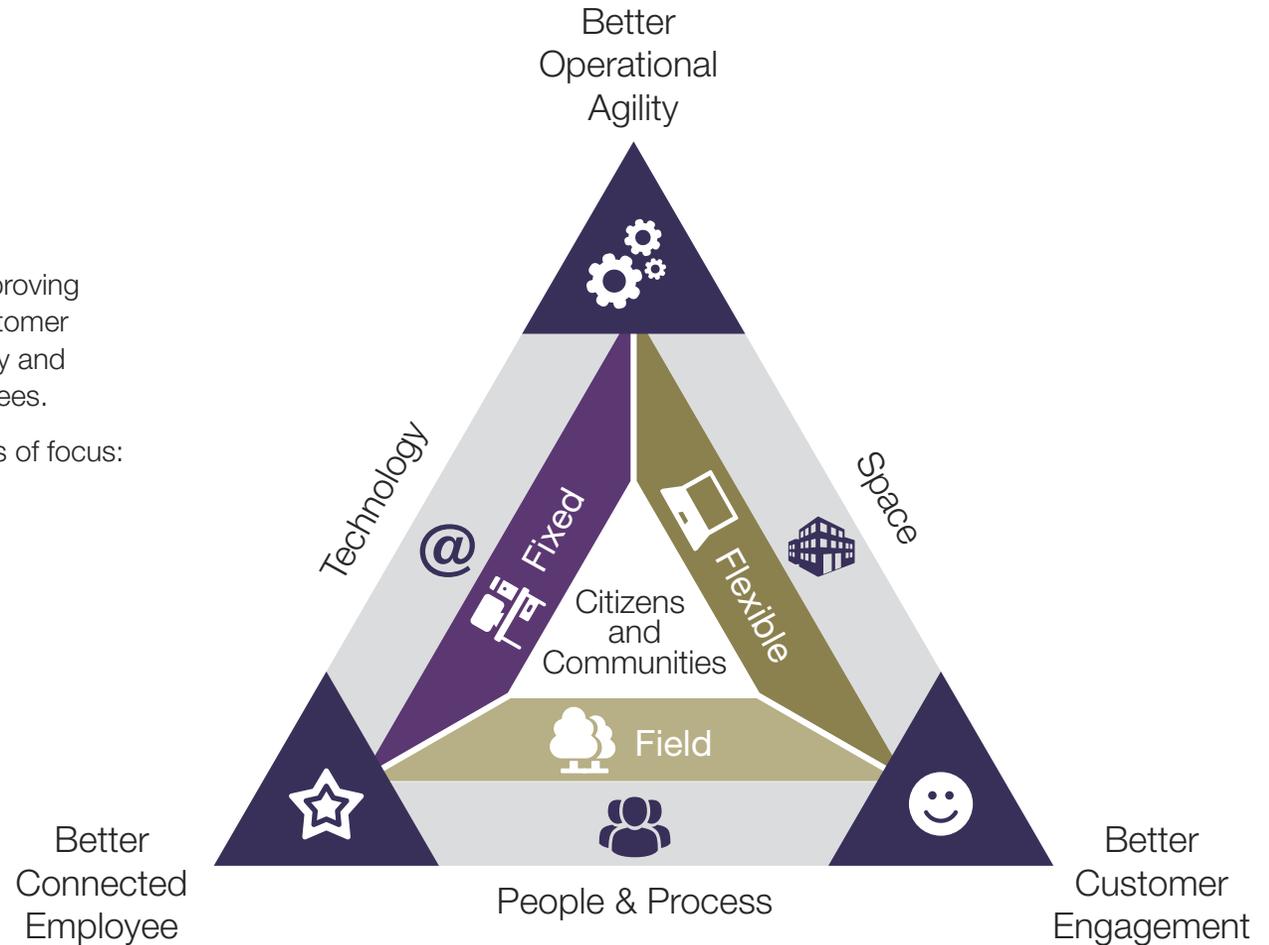
We will continue to use our framework of workstyles to develop our new approach to work, ensuring ongoing engagement and co-production with all employees and other key stakeholders.

Relighting Our Council Model

Our new working model focusses on improving outcomes for our city through better customer engagement, improving operational agility and improving the connectivity of our employees.

To deliver this, the following are key areas of focus:

- People and change
- Workspaces and assets
- Digital and technology
- Climate change
- Equalities, fairness and inclusion



People and Culture



Our passionate and hardworking workforce is our greatest asset, and our new approach to the way we work will ensure that people have the flexibility and agility in order to be productive, healthy and ultimately deliver the best outcomes for our city.

We want to retain and attract the best talent, support all of our workforce to develop and grow and develop our organisational culture to one that is inclusive, positive and collaborative.

This will be driven through our 'Our People' strategy, co-produced with our employees and with ongoing engagement with Trade Unions. Work has included the development of our whole organisation health and wellbeing pledges, a new approach to leadership and management and equality, diversity and inclusion action plans.

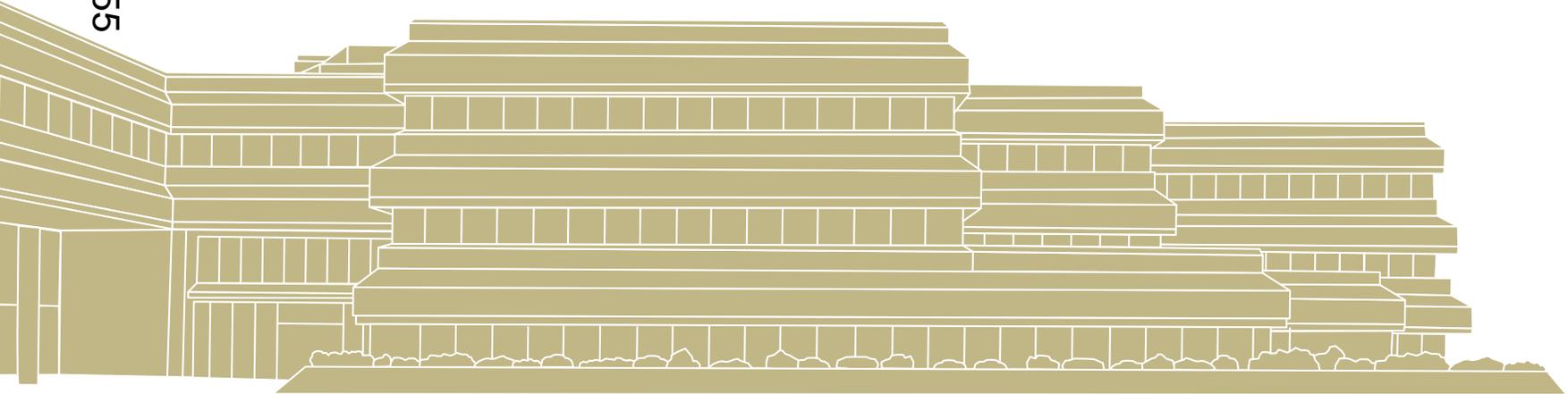
Workspaces

Our workspaces and building assets will continue to be reviewed and redesigned in line with our future requirements.

Our workspaces will be safe, inclusive and accessible and ensure that all workstyles have the space they need to deliver the best outcomes for local people. Modern office spaces will require flexibility to provide traditional desk spaces alongside quiet, confidential and collaborative spaces.

Changes to buildings will be rolled out in a phased programme across the assets estate, based on feedback from services and driven through the 'Our Assets' programme. Work has started at Civic Centre to trial new ways of working using our spaces, moving away from designated desks for every team, focussed on the activity and outcome required. This has included the development of a new resource booking system for staff to access individual desks, team desks and collaboration spaces.

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Digital and technology

Technology has been essential to the delivery of services in new and different ways during the pandemic, and we want to build on this learning to maximise how we use digital and other technologies to deliver better outcomes.

This involves ensuring all staff have the right kit, tools, systems and policies to work in more agile ways, and ensuring there is support for face to face activity as required. This includes the provision of hybrid meeting kit in offices, and ongoing digital transformation of services to improve efficiency and effectiveness whilst maintaining information security and safety. A new Digital Wolves strategy is in development and will further drive forward the approach.



Climate change



The council has made a commitment to be net carbon zero as a council by 2028, which will require bold decisions and significant change to achieve this important pledge for future generations.

We know that from our 'life in lockdown' surveys with employees, 26 tonnes of carbon a week were saved from staff not commuting into work, and there is an opportunity to realise ongoing reductions in our carbon emissions through our new approach to the way we work.

As part of relighting our council, a new sustainable travel policy for staff is in development to agree a new sustainable travel hierarchy and review our procedures for mileage claims and parking. Travel is only one aspect of how we can reduce our carbon emissions as a council – and the climate change working group are developing approaches to deliver our climate change commitment including staff toolkits to support use of green energy.

Equalities, Fairness and Inclusion

One of the core values of our organisation is that we are fair and inclusive. Ongoing engagement with our four staff equalities forums has been critical in developing our approach, and the Age and Disability Forum have been instrumental in developing and testing the resource booking system to ensure that it meets the needs of all employees and any reasonable adjustments that are required. Our approach to relighting our council will continue to ensure that equalities, fairness and inclusion are central to how we develop our organisational operating model.



Implementation and Review



This document sets out our high level approach to ‘Relighting Our Council’ and developing a new organisation operating model that is flexible and agile.

As part of the Our People portal, there are specific ‘Relighting Our Council’ resources, providing staff with additional guidance, tools, training and FAQs.

A key part of our approach is ongoing learning and review – if things do not work, we will change them. Ongoing engagement with staff through workshops, management and leadership teams and our equalities groups will continue to inform the development of our approach.

In order to ensure that benefits are realised, there will be an ongoing review of performance as part of the council’s performance management framework. Every Head of Service will continue to monitor operational performance for their services to ensure that first and foremost, we are meeting the needs of our city. Our approach to performance management will also include quarterly reports to Cabinet, bringing together performance, budget and risk. In addition to service performance metrics, there will be ongoing performance management of key indicators such as sickness absence, recruitment/retention and customer services.

CITY OF
WOLVERHAMPTON
COUNCIL

Appendix 2 - Pre-Decision Scrutiny: Relighting our Council

Our Council Scrutiny Panel - 2nd November 2021

Relighting Our Council – summary discussion

1. The panel supported the principle of flexible working and the approach to developing a new flexible and agile operating model.
2. Consideration was given to the tools and strategies that would be used to collect information and to help the council to understand what productivity and performance looked like for employees working remotely. The Panel understood that a key part of the approach was performance management and noted that some initial performance information was included in the report.
3. Consideration was given to productivity and performance at departmental level and whether information in relation to this was available to allow for comparison across the Council. The Panel understood that the initial performance data already provided would continue to be built on and requested that departmental and work pattern information be provided when available.
4. The panel welcomed the assurance that a key part of the approach would be to continuously assess how and if processes were working, through ongoing engagement with employees and key stakeholders, and that if something wasn't working, changes would be made.
5. The panel highlighted the reduction in the number of respondents who took part in the first life in lockdown survey compared to the second survey. The Panel were reassured, that in addition to the survey there had also been a range of employee engagement and consultation exercises, including continuous dialogue with employees, trade unions and other key stakeholders.
6. Consideration was given to the reduction in sickness absence and whether data from previous years could also be included to allow a better understanding of the direction of travel. The Panel were satisfied that HR were working on this issue and that this information would be included in future reports, along with information relating to the different categories of sickness absence.
7. Consideration was given to the definition of sickness absence and scenarios such as when employees were working remotely and continued to work even when they were sick. The Panel understood that if employees were sick, then they should not be working. The Panel received information on the range of initiatives and sources of information on offer to support employee's health and wellbeing, and that the current approach was a direct response to employee feedback in relation to working in a more agile and flexible way to support health and wellbeing.

8. Consideration was given to the reasons for reduced call abandoned rates in customer service and it was agreed to consider this in more detail at a future meeting.
9. The panel considered Council owned assets which had been identified for disposal. Information was shared about asset management and the panel were advised that the list of assets for sale was available on the Council's website and was updated monthly. It was confirmed that when a decision was made to sell an asset several different factors were considered including whether the asset would be of benefit to the community, in which case community and voluntary organisations were invited to submit a bid.
10. The panel considered the allocation and classification of job roles to one of the three 'work styles' – fixed, flexible and field, it was noted that no formal challenges had been received, and that any such challenges would follow an established HR process.
11. The panel considered the matter of the home working allowance and understood that this would be considered as part of the broader employee piece over the coming months. The issue of a homeworking allowance had been raised by the trade unions and the Council would continue to engage with them.
12. The Panel noted the full breakdown of financial implications included in the report and understood that there would be continued transparent reporting in relation to this moving forwards.
13. The panel noted that that there had been and continued to be ongoing engagement with trade unions in relation to proposed changes to current terms and conditions and that this would continue.
14. The panel discussed how managers were supporting members of their team who were working remotely and understood that key meetings such as professional conversations, health and wellbeing conversations and risk assessments were being used to make sure that employees, managers and supervisors felt they were being properly supported.
15. The panel discussed the insights gained from the employee survey in relation to recruitment, retention, and job satisfaction and how these insights would inform matters going forward. It was understood that recruitment and retention of staff would benefit from being able to work flexibly, which was a key issue in the job market. The impact of the proposed changes would be monitored, and the information used to provide a detailed understanding about recruitment and retention moving forward.
16. The panel considered feedback from partner organisations and were reassured in relation to the positive conversations with key partners that had taken place.

Reference was made to the work to let space to partners in the Civic Offices, the benefits of co-locating were highlighted and all feedback from partners had been positive.

17. The Panel welcomed the inclusion of a Menopause Policy which had been endorsed by the Council in 2019 and was a great example of the work of the Gender, Maternity and Paternity Staff Equality Forum which had worked with staff to bring the policy forward.

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CITY OF WOLVERHAMPTON COUNCIL	Cabinet 17 November 2021
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Report title	Updated Regulation of Investigatory Powers Act Policy	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Paula Brookfield Governance and Equalities	
Key decision	No	
In forward plan	Yes	
Wards affected	All Wards	
Accountable Director	David Pattison, Chief Operating Officer	
Originating service	Governance	
Accountable employee	Susan White Tel Email	Service Lead 01902 556064 Susan.White@Wolverhampton.gov.uk
Report to be/has been considered by	Cabinet Member Briefing	October 2021

Recommendation for decision:

The Cabinet is recommended to:

1. Approve the updated, corporate RIPA Covert Investigation Policy and corporate RIPA Operating Procedure.

Recommendation for noting:

The Cabinet is asked to note:

1. That the contents of this report and the steps taken to address comments made by the most recent inspection of the Council's arrangements in respect to RIPA regulated matters.

1.0 Purpose

- 1.1 To update Cabinet on the Council's current position on compliance with the Regulation of Investigatory Powers Act 2000 (RIPA) and the Investigatory Powers Act 2016 (IPA)

2.0 Overview

- 2.1 RIPA and IPA apply to the City of Wolverhampton Council and employees who conduct surveillance activities and/or obtain communications data for use in criminal investigations.
- 2.2 Independent oversight of the legislation and its use in public authorities historically came under the Office of Surveillance Commissioner for Directed Surveillance and Covert Human Intelligence Sources and Inspection of Communication Commissioners Office for Communications Data.
- 2.3 The IPA implemented changes to the oversight regime creating one body, the Investigatory Powers Commissioners Office (IPCO). Their purpose is to oversee how powers are used, taking account of public interest and ensuring investigations are conducted in accordance with the law. The commissioners collect statistics and conduct routine audits of the local authority.
- 2.4 Sir Brian Leveson replaced Sir Adrian Fulford as the Investigatory Powers Commissioner in October 2019. Before taking up this role, Sir Brian was President of the Queen's Bench Division and Head of Criminal Justice for England and Wales.
- 2.5 By conducting robust, evidence-based inspections of the use of investigatory powers, the Inspectorate ensures that those public bodies authorised to use investigatory powers are doing so lawfully and in line with best practice.

3.0 Background and context

IPCO inspection:

- 3.1 The Council was first inspected by IPCO in January 2019, via a desktop-based documentary inspection, the outcome was reported to the Chief Executive on 14/02/2019. The inspector reviewed the Council's previous inspection from 2015 and commented that the recommendation made during the last inspection had been discharged and observation points had also been considered in detail by the Council.
- 3.2 RIPA usage declined after the Protection from Freedoms Act 2012 implemented Judicial oversight and a 'criminal threshold' for undertaking Directed Surveillance. No authorised RIPA activity was undertaken between the inspection in 2015 and the desktop inspection in 2019.
- 3.3 Following the desktop inspection, the commissioner advised there was no need for a physical inspection at that stage, several observations/ recommendations were made:

1. The commissioner acknowledged that RIPA awareness training had been undertaken since the last inspection (2015), but advised there was a need for regular training and awareness to be developed and introduced throughout the Council to ensure those who may engage RIPA powers, remain “match fit”, however remote a possibility it may appear the powers need to be used.
 2. The Council had a scheduled audit of areas where covert activity could take place via social media. Due to the increasing use and accessibility of social media to offer initial investigative leads and assist with enforcement or other responsibilities, the commissioner commented the audit should be a regular occurrence.
 3. An amendment to the RIPA policy was suggested to update the authorisation period for juvenile CHIS, which was incorporated into the updated policy.
- 3.4 The commissioner reinforced the importance of regular, ongoing internal oversight of actual or potential use of RIPA powers, including the duty of the SRO to ensure resources are used in a controlled, auditable, and well understood manner.

4.0 Current review:

- 4.1 The RIPA policy was first approved by Cabinet in 2013, since the inspection in 2019, the policy and procedures have been fully reviewed and a comprehensive training program and e-learning module have been developed and rolled out to staff.
- 4.2 An annual review of the RIPA policy will be undertaken and presented to Cabinet, and quarterly reports on the Council’s use of RIPA will be presented to the Cabinet Member – Governance and Equalities.
- 4.3 Training has been developed and introduced throughout the Council. Staff were identified to undertake face to face training, which was completed by all staff who had been identified as potential users of RIPA techniques. An e-learning module was also developed and rolled out to a wider staff group to increase the Councils overall understanding of RIPA.

4.4 RIPA use since last inspection:

2019:

01 - CHIS authorisation to identify and make initial contact with businesses advertising potentially misdescribed or illegal services on social media. Source used covert social media accounts and telephone with the use of an alias.

02 - CHIS authorisation to have further dialogue with businesses initially contacted in [01] by social media, telephone. To meet face to face and engage the service advertised, use of video surveillance to record transactions and conversations.

2020:

01 - DS authorisation of surveillance operative to visit premises and attempt test purchases of illegal products. Including Video footage of any sale made to aid identification of the seller and modus operandi of the sale.

2021:

01- DS authorisation of surveillance operative to undertake surveillance of target premises and obtain intelligence/evidence of illegal activity and to make links to other premises suspected to be involved.

5.0 Reasons for decision(s)

5.1 To ensure that the Council meets its legal obligations under the RIPA and the IPA.

6.0 Financial implications

6.1 There are no financial implications associated with the recommendation in this report.
[GE/09112021/O]

7.0 Legal implications

7.1 The legal position is as set out in the report, it is critical that the Council complies with the legal obligations under the RIPA and the IPA and this report and associated documents ensures that it does do so.
[DP/09112021/A]

8.0 Equalities implications

8.1 Equalities implications have been carefully considered, the subject matter of this report relates to ensuring that the Council meets its legal obligations and these include the Equality Act 2010 and the report and associated documents will ensure that each of these legal obligations are met.

9.0 All other implications

9.1 The other implications that apply are those related to Information Governance and again these have been taken into account in the formulation of the documents.

10.0 Schedule of background papers

10.1 Previous Cabinet reports including the [original approval in 2013](#).

11.0 Appendices

11.1 Appendix 1: Covert Investigations Policy

Covert Investigations Policy

Regulation of Investigatory Powers Act 2000

Investigatory Powers Act 2016

Approved by:	Cabinet 19/06/2013
Published	19/06/2013 V4
Reviewed	12/02/2014 V4.1
Reviewed	19/03/2015 V4.2
Reviewed	01/06/2016 V4.3
Reviewed	01/04/2018 V4.3.1
Reviewed	09/01/2019 V4.4
Amended	25/02/2019 V4.5
Reviewed and Updated	21/01/2021 V4.6

Amendment Sheet

Date	Amendment Number	Amendment	Made by	Authorised by
14/01/2014	1	Addition of amendment sheet and subsequent amendments to index page numbers	SAW	SRO Nick Edwards 12/02/2014
14/01/2014	2	Item 2.2 Political oversight role to be discharged by Cabinet Member – City Services not Cabinet (Resources) Panel as of 11/09/2013	SAW	SRO Nick Edwards 12/02/2014
14/01/2014	3	Addition of Item 3.5 Management of non RIPA surveillance activities	SAW	SRO Nick Edwards 12/02/2014
14/01/2014	4	Correction of Appendix 3 Standards RIPA documentation version status	SAW	SRO Nick Edwards 12/02/2014
14/01/2014	5	Amendment to template WCCRIPA 2000(MCA): clarification of note 1 p2 and addition of 'reference number' p3	SAW	SRO Nick Edwards 12/02/2014
30/01/2015	6	Item 2.9 Replace reference to Cabinet (Resources) Panel with Cabinet Member City Services	SAW	SRO Kevin O'Keefe 19/03/2015
30/01/2015	7	Amended reference to BRDO Age Restricted Products and Services: A Code of Practice for Regulatory Delivery	SAW	SRO Kevin O'Keefe 19/03/2015
30/01/2015	8	Amendment to Authorising Officers, Senior Responsible Officer and SPoC.	SAW	SRO Kevin O'Keefe 19/03/2015
30/01/2015	9	Titles of Council Officers amended to reflect organisational changes eg. Chief Executive replaced with Managing Director, etc.	SAW	SRO Kevin O'Keefe 19/03/2015

Date	Amendment Number	Amendment	Made by	Authorised by
30/01/2015	10	Reference made to Councils Social Media in Investigations policy. Para 3.6	SAW	SRO Kevin O'Keefe 19/03/2015
30/01/2015	11	Amendments to reflect use of NAFN for Communications Data applications.	SAW	SRO Kevin O'Keefe 19/03/2015
30/01/2015	12	Amended references to Codes of Practice and OSC guidance and procedures document	SAW	SRO Kevin O'Keefe 19/03/2015
30/01/2015	13	Amendment to Appendix 3, reflecting changes to template documents for Communications	SAW	SRO Kevin O'Keefe 19/03/2015
01/06/2016	14	p11: Addition of 3.7 relating to Wolverhampton Homes and ASB team	SAW	SRO Kevin O'Keefe 01/06/2016
01/06/2016	15	Para 1.2: Amended definition of intrusive surveillance	SAW	SRO Kevin O'Keefe 01/06/2016
01/06/2016	16	Para 1.2: Amended definition of CHIS	SAW	SRO Kevin O'Keefe 01/06/2016
01/06/2016	17	Para 2.4.1: removal of reference to prevention of disorder	SAW	SRO Kevin O'Keefe 01/06/2016
01/06/2016	18	Para 3.3.2 Role of handler and controller separated	SAW	SRO Kevin O'Keefe 01/06/2016
01/06/2016	19	CHIS Review form title and content corrected	SAW	SRO Kevin O'Keefe 01/06/2016
01/06/2016	20	Changed all references to City of Wolverhampton Council and changed logo	SAW	SRO Kevin O'Keefe 01/06/2016
01/04/2018	21	Authorising Officers removed A.Jervis and S.Martin Amended job titles	SAW	SRO Kevin O'Keefe 01/04/2018
08/11/2018	22	Amendment to Head of Paid Service and addition of Authorising Officer C Howell	SAW	SRO Kevin O'Keefe 08/11/2018
09/01/2019	23	Review of policy and amendments following introduction of new Codes of Practice	SAW	SRO Kevin O'Keefe 09/01/2019
25/02/2019	24	Para 3.4 of Operating Procedure amended authorisation period for juvenile CHIS	SAW	SRO Kevin O'Keefe 25/02/2019
21/01/2021	25	Corporate Policy reviewed and updated	SAW	SRO David Pattison

Date	Amendment Number	Amendment	Made by	Authorised by

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Appendices

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- Appendix 2: RIPA/IPA Operating Procedure
- Appendix 3: RIPA Standard template documents
- Appendix 4: IPCO Error Report Form
- Appendix 5: Human Rights Act Policy
- Appendix 6: Social Media in Investigations Policy

A1: Corporate Policy Statement

The City Council is fully committed to operating its covert investigation activities in accordance with the Regulation of Investigatory Powers Act 2000, and the Investigatory Powers Act 2016. The legislation provides protection for the legitimate rights of citizens living or working in the City or visiting Wolverhampton. Whilst fully supporting these fundamental rights, the City Council will deliver effective enforcement services which protect the wider public interest by necessary and proportionate use of lawful covert investigation techniques.

A2: Political Endorsement

Political endorsement for the Policy has been given by Elected Member Forums:

Cabinet: 08/09/10

Sustainable Communities Scrutiny Panel: 12/10/10

Cabinet (Resources Panel): 02/11/10

Cabinet: 19/06/13

A3: Legislative Background

The Regulation of Investigatory Powers Act 2000 was introduced to provide a comprehensive and coherent framework within which public authority enforcement services could undertake covert investigations lawfully. The 2000 Act provides a regime within which enforcement services may undertake covert activities which infringe some of the 'qualified rights', such as the right to privacy, granted to individuals via the Human Rights Act 1998 (HRA). Infringement of such rights is only lawful where public authorities can show that it is necessary to protect the public interest and the level of infringement is proportionate to the public interest issue concerned. Compliance with the Regulation of Investigatory Powers Act and Investigatory Powers Act 2016 is designed to ensure that investigatory actions are HRA compliant.

Information obtained about individuals under the 2000 Act is subject to the controls and safeguards provided by the Data Protection Act 2018 in relation to the acquisition, processing and distribution of personal data. The 2018 Act provides exceptions to the non-disclosure of personal data where it is necessary for the investigation of criminal activities and such data should only be disclosed to organisations outside the Council in accordance with the 2018 Act and the Criminal Procedure & Investigations Act 1996.

The Investigatory Powers Act 2016 governs the use of powers that provide for the lawful acquisition of communications data.

Any monitoring of employees working activities by managers to ensure compliance with the Council's legal, financial and personnel procedures generally falls outside the 2000 Act. The Council as a telecommunications system provider is permitted under specific legislation to monitor use of telephone, email and Internet access systems provided to employees for use in transacting the Council's business.

1.0 Investigatory Practices

1.1 Regulation of Investigatory Powers Act 2000 - Directed Surveillance & Covert Human Intelligence Sources:

Directed Surveillance:

Directed surveillance is covert surveillance that is not intrusive and is carried out in relation to a specific investigation or operation in such a manner as is likely to result in the obtaining of private information about any person (other than by way of an immediate response to events or circumstances such that it is not reasonably practicable to seek authorisation under the 2000 Act);

Local Authorities **may** lawfully undertake covert surveillance that is directed at a particular target and may obtain private information about an individual or a business.

Intrusive Surveillance:

Intrusive surveillance is covert surveillance that is carried out in relation to anything taking place on residential premises or in any private vehicle (and that involves the presence of an individual on the premises or in the vehicle or is carried out by a means of a surveillance device).

The definition of surveillance as intrusive relates to the location of the surveillance, and not any other consideration of the nature of the information that is expected to be obtained.

City of Wolverhampton Council CANNOT undertake intrusive surveillance.

Covert Human Intelligence Sources (CHIS):

A person is a CHIS under 2000 Act if:

(a) they establish or maintain a personal or other relationship with a person for the covert purpose of facilitating the doing of anything falling within paragraph 26(8) b) or c);

(b) they covertly use such a relationship to obtain information or to provide access to any information to another person; or

(c) they covertly disclose information obtained by the use of such a relationship or as a consequence of the existence of such a relationship.

These may be Council officers or third parties acting under an officer's direction (tasked)

1.2 Investigatory Powers Act 2016 - Access to Communications Data

In accordance with section 73 of the Act, all local authorities wishing to acquire communications data under the Act must be party to a collaboration agreement. City of Wolverhampton Council is a member of the National Anti-Fraud Network and use NAFN's shared SPoC services.

All Communications Data held by a telecommunications operator, or obtainable from a telecommunication system, falls into two categories:

- **Entity Data:** This data is about entities or links between them and describes or identifies the entity but does not include information about individual events. Entities could be individuals, groups and objects (such as mobile phones, tablets and other communications devices).
- **Events Data:** Identifies or describes events in relation to a telecommunication system which consist of one or more entities engaging in an activity at a specific point, or points, in time.

Applicants are required to process all applications via NAFN and consult with NAFN SPoC officers throughout the application process. The accredited NAFN SPoCs will scrutinise applications independently and all applications submitted will require the approval of the local authority Approved Rank Officer. NAFN will provide advice to ensure the local authority acts in an informed and lawful manner.

Approval of authorisations is carried out by the Office for Communications Data Authorisations.

Section 11 of the 2016 act creates an offence for anyone within a public authority to knowingly or recklessly obtain communications data unlawfully.

2.0 Corporate Policy

2.1 Senior Responsible Officer (SRO)

The Chief Operating Officer to the City Council will act as the Council's Senior Responsible Officer and will be responsible for ensuring that the Council has procedures in place and operating effectively to ensure that the Council complies with its obligations under RIPA and IPA.

2.2 Senior Responsible Officer responsibilities

The Senior Responsible Officer shall be responsible for ensuring that the Council delivers the following functions under RIPA:

Inspections: Responding to requests for information from the Investigatory Powers Commissioners Office (IPCO). Implementing recommendations arising from inspection visits in a timely manner.

RIPA Management Arrangements: Maintaining an effective Central Record of authorisations and ensuring the integrity of RIPA management activities by compliance with the Act and Codes of Practice. Overseeing an Audit Plan to ensure activities are conducted and recorded in a consistent and timely manner across the authority utilising the Corporate Operating Procedure. Promoting RIPA awareness and compliance across all Council services.

RIPA Authorising Officers: Advising the Chief Executive on the appointment of RIPA Authorising Officers and ensuring they are of an appropriate standard. Ensuring that appropriate initial and update training is provided for all officers involved in RIPA regulated activities.

Political Oversight: To ensure effective delivery of the political oversight and involve Elected Members in an annual review of the corporate policy and a quarterly consideration, where necessary, of how effectively Council services have complied with the Policy in delivering RIPA regulated activities. This role will be discharged by the Cabinet Member Governance and the Governance and Ethics Committee.

The Senior Responsible Officer shall be responsible for ensuring that the Council delivers the following functions under IPA:

Integrity of the process in place within the public authority to acquire communications data

Compliance with Part 3 of the Act and with the relevant code of practice, including responsibility for novel or contentious cases

Oversight of the reporting of errors to the IPC and the identification of both the cause(s) of errors and the implementation of processes to minimise repetition of errors

Quality Assurance of applications submitted to OCDA by the public authority

Engagement with the IPC's inspectors when they conduct their inspections; and where necessary, oversight of the implementation of post-inspection action plans approved by the IPC.

2.3 RIPA Management in Directorates

Directors shall ensure that RIPA regulated activities are delivered by their officers in accordance with the Corporate Policy implementing the 2000 Act, relevant Home Office Codes of Practice and good practice guidance issued by the Home Office or Commissioners Office.

2.4 Authorising Officers

Authorising Officers for RIPA must satisfy the minimum rank requirements of Director, Head of Service, Service Manager or equivalent. The Senior Responsible Officer will ensure that a sufficient number of appropriately trained officers are appointed to act as Authorising Officers.

Where Confidential Information, including legally privileged information, is likely to be acquired or where a CHIS aged under 18 is to be authorised the authorisation must come from the Head of Paid Service (Chief Executive).

Confidential Information is defined in the Codes of Practice as details of a person's medical history, spiritual counselling or material subject to journalistic or Parliamentary privilege.

The principal duty of Authorising Officers is to ensure that the authorisation requested is necessary to address the issue concerned and that the level of intrusion is proportionate when balanced against the public interest in addressing the issue. Authorising Officers should not be directly involved in the activities that they are authorising. **Appendix 1** details the Council's RIPA and IPA prescribed officers.

2.5 Corporate Operating Procedure

All Authorising Officers and Applicants shall have regard to the Councils Corporate Operating Procedure which details the procedures to be used in **Appendix 2**.

2.6 Standard RIPA Forms

All RIPA activity must be authorised in writing by an Authorising Officer, using Standard Forms, any amendments to standard form templates must be approved by the Senior Responsible Officer. All standard forms are contained in **Appendix 3**.

2.7 Approval by the Magistrates Courts and the Office for Communications Data Authorisations

The Protection of Freedoms Act 2012 introduced a requirement that Directed Surveillance and CHIS authorisations cannot be implemented until the Authorising Officer's decision has been approved by an order issued by the Magistrates Court.

In addition, the renewal of an Authorisation also requires approval by the Court, the Court will consider what reviews have been undertaken in order to determine if the Authorisation should be renewed. The Authorising Officer will attend Court to obtain the order and will be delegated to make the application on behalf of City of Wolverhampton Council, under Section 223 of the Local Government Act 1972.

All applications for Communications Data are processed via NAFN, with notification being made to the 'Made Aware' officer, as detailed in Appendix 1. The decision to approve or reject lies with the Office for Communications Data Authorisations.

2.8 Corporate Control of RIPA Regulated Activities

A RIPA Co-ordinator shall be appointed and shall exercise effective oversight and quality control of the Central Record. They will be responsible directly to the Senior Responsible Officer. The RIPA Co-ordinator will identify when reviews, renewals and cancellations of authorisations are due and will ensure that the Corporate Central Record of Authorisations is updated promptly.

The RIPA Co-ordinator will be responsible for the issue of a sequential Unique Reference Number for each Authorisation. This shall be obtained by the Applicant from the RIPA Co-ordinator prior to an application being made to an Authorising Officer.

2.9 Corporate Central Record

The Home Office Codes of Practice require that each public authority have a single centrally retrievable record, known as the Central Record of Authorisations to provide an overview of its RIPA activities and assist the Commissioners in carrying out their duties of oversight when visiting the authority.

The Central Record is maintained by the RIPA Co-ordinator under the control of the Senior Responsible Officer. The content is generated by the prompt submission of original Authorisation, Review, Renewal and Cancellation documentation to the RIPA Co-ordinator.

All Services undertaking RIPA regulated activities must ensure that original forms are forwarded to the RIPA Co-ordinator, any copies retained should be held in a secure manner.

The Senior Responsible Officer will provide the Cabinet Member Governance with a Quarterly Report on Authorisations and a commentary on compliance with the Corporate Policy. An annual reports and review of this policy will be presented to the Governance and Ethics Committee.

The Council will retain records for a period of at least five years from the ending of an Authorisation.

2.10 Engagement with Commissioners

The Commissioners make periodic requests for information and undertake inspection visits to public authorities and the Council's response to such contacts will be managed by the Senior Responsible Officer.

2.11 Error Reporting

Errors in delivering RIPA activities are defined in the relevant Codes of Practice and shall be reported promptly to the Senior Responsible Officer. The Senior Responsible Officer shall ensure oversight of the reporting of errors to the Investigatory Powers Commissioner and the identification of both the cause(s) of errors and the implementation of processes to minimise repetition of errors.

Errors shall be notified to IPCO on the Error report Form, see **Appendix 4**.

3.0 Operational Considerations

3.1 Limits on Use of Directed Surveillance

Authorising Officers may **not** grant an authorisation for the carrying out of Directed Surveillance unless it is for the purpose of preventing or detecting a criminal offence and it meets additional conditions, namely that the offence under investigation is punishable on summary or indictment by a maximum term of at least 6 months of imprisonment or would constitute an offence under S146, S147 and S147A of the Licensing Act 2003 (namely the sale of alcohol to children, allowing the sale of alcohol to children and persistently selling alcohol to children) or S7 of the Children and Young Persons Act 1933 (sale of tobacco, etc to persons under 18).

3.2 Management of Directed Surveillance & CHIS Authorisations

The Corporate Operating Procedure provides common requirements for the management of Directed Surveillance and CHIS Authorisations including the process for Application, Review, Renewal and Cancellation of Authorisations and the requirement to undertake a CHIS risk assessment.

3.3 Management of Communications Data Access

Access to Communications Data from Communication Service Providers can only be undertaken by NAFN SPoC Officers who are registered with the Home Office. The Head of Audit acts as the 'Made Aware' officer and is listed in Appendix 1.

Local Authorities may only access entity and event data and **cannot** engage in interception of communications ie the content of Postal, Telephone or Email communications.

3.4 Management of surveillance of employee activity

Surveillance of employee's for compliance with Council procedures relating to time recording or use of Telephone, Email and Internet systems fall outside of RIPA and this Policy. They are governed by officer's terms of employment and HR rules.

Clearly any surveillance of officers suspected of conduct amounting to a disciplinary breach should be based on considerations of necessity and proportionality. Monitoring of the use made of Telephone, Email and Internet systems provided by the Council for business use by employees is permitted under the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000. These regulations allow the Council to monitor the usage of the Council's telecommunications systems by employees including the interception of the content of communications. This power is essential to ensure that the Council complies with its legal and contractual obligations to employees to avoid harassment at work and its financial obligations to ensure that employees do not use publicly funded facilities for personal use or gain.

3.5 Management of Covert Surveillance which does not meet the criminal threshold

Where covert surveillance is considered, which does not meet the criminal threshold under the Regulation of Investigatory Powers Act. Officers shall have regard to the Human Right Act 1998 and comply with the Councils Policy and Procedure for Surveillance under the Human Rights Act. See **Appendix 5**

3.6 Management of Overt Surveillance activity

Where overt surveillance is undertaken which is clearly outside the remit of RIPA, officers shall have regard to the Home Office Surveillance Camera Code of Practice [June 2013] and the Human Rights Act 1998.

Any use of camera surveillance by the City of Wolverhampton Council that may be deemed to be covert and covered by this Policy will require authorisation.

Use of Wolverhampton UTC is controlled via the UTC Procedural Manual and Code of Practice. Any use by the City of Wolverhampton Council that may be deemed to be covert surveillance covered by this Policy will require authorisation.

Any requests received from external agencies to redirect cameras owned by the City of Wolverhampton Council, shall be forwarded to the Senior Responsible Officer for consideration.

3.7 Management of Investigations involving Social Media

If an investigation involves the potential use of information available on Social Media sites, officers shall have regard to the Councils Social Media in Investigations Policy **Appendix 6**

3.8 Wolverhampton Homes – Anti-social Behaviour Team

The Council retains overall responsibility for any surveillance activities undertaken by third parties assuming the Council's functions, such as Wolverhampton Homes which is an Arm's Length Management Organisation [ALMO] managing the Councils housing stock, such activity will be covered by this Policy.

Any application for directed surveillance or use of a CHIS by organisations assuming the Council's functions must be approved by an Authorising Officer of the Council in the normal manner and all activity will be recorded in the Council's Central Record.

Appendix 1: RIPA and IPA prescribed officers

In accordance with The Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Source) Order 2010 [SI 2010:521] and The Investigatory Powers Act.

Senior Responsible Officer (SRO)

Chief Operating Officer to the City Council – David Pattison

RIPA Co-ordinator

Susan White

Authorising Officers:

Head of Paid Service: (Chief Executive) Tim Johnson

Commercial Regulation Manager: Chris Howell

Head of Communities: Lynsey Kelly

Communications Data: Approved Rank Officer

Head of Audit: Peter Farrow

SPOC Officers

NAFN SPoC

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Appendix 2: Corporate Operating Procedure

CITY OF WOLVERHAMPTON COUNCIL

Regulation of Investigatory Powers Act 2000

Investigatory Powers Act 2016

Corporate Operating Procedure

1.0 Background

- 1.1** Officers undertaking activities covered by this Operating Procedure shall have regard to the following: RIPA Home Office Codes of Practice, the Procedures and Guidance documents produced by the Office of Surveillance Commissioners Office and subsequently by the Investigatory Powers Commissioners Office, the Data Protection Act 2018, the Police and Criminal Evidence Act 1984 and the Criminal Procedure and Investigation Act 1996 and Codes of Practice issued thereunder.

2.0 Legal implications of RIPA 2000

- 2.1** This Operating Procedure details the operational delivery of RIPA 2000 and IPA 2016 activities by City of Wolverhampton Council officers and supports the Covert Investigations Policy. Activities carried out in accordance with this Operating Procedure are assumed to be in compliance with the Human Rights Act 1998.

2.2 Authorising Officers

Authorising Officers for RIPA controlled activities are listed in Appendix 1 of the Councils Covert Investigations Policy.

Where authorisation is likely to obtain confidential information, it **MUST** be authorised by the Chief Executive as Head of Paid Service.

2.3 Definitions

2.3.1 Communications Data

- The term 'communications data' includes the 'who', 'when', 'where', and 'how' of a communication but not the content i.e. what was said or written.
- It includes the way in which, and by what method, a person or thing communicates with another person or thing. It excludes anything within a communication including text, audio and video that reveals the meaning, other than inferred meaning, of the communication.

- It can include the address to which a letter is sent, the time and duration of a communication, the telephone number or email address of the originator and recipient, and the location of the device from which the communication was made. It covers electronic communications including internet access, internet telephony, instant messaging and the use of applications. It also includes postal services.
- Communications data is generated, held or obtained in the provision, delivery and maintenance of communications services – i.e. postal services or telecommunications services.

All communications data held by a telecommunications operator or obtainable from a telecommunication system falls into two categories:

- entity data – this data is about entities or links between them and describes or identifies the entity but does not include information about individual events. Entities could be individuals, groups and objects (such as mobile phones or other communications devices);
- events data – events data identifies or describes events in relation to a telecommunication system which consist of one or more entities engaging in an activity at a specific point, or points, in time.

The authorisation levels required to access communications data reflect the fact that the set of events data as a whole contains the more intrusive communications data, including information on who has been in communication with whom, a person's location when their mobile device connects to the network and internet connection records.

2.3.2 Covert Surveillance

Surveillance for the purposes of RIPA includes monitoring, observing or listening to persons their movements, conversations or other activities and communications. It may be conducted with or without the assistance of a surveillance device and includes the recording of any information obtained.

Surveillance is covert if, and only if, it is carried out in a manner calculated to ensure that any persons who are subject to the surveillance are unaware that it is or may be taking place. There are two types of covert surveillance:

- **Intrusive surveillance** is covert surveillance that is carried out in relation to anything taking place on residential premises or in any private vehicle (and that involves the presence of an individual on the premises or in the vehicle) or is carried out by a means of a surveillance device. The definition of surveillance as intrusive relates to the location of the surveillance, and not any other consideration of the nature of the information that is expected to be obtained.

Intrusive Surveillance is NOT available to Local Authorities.

- **Directed surveillance** is covert surveillance that is not intrusive but is carried out in relation to a specific investigation or operation in such a manner as is likely to result in the obtaining of private information about any person (other than by way of an immediate response to events or circumstances, such that it is not reasonably practicable to seek authorisation under RIPA).

2.3.3 Covert Human Intelligence Source

Under the 2000 Act, a person is a CHIS if:

- they establish or maintain a personal or other relationship with a person for the covert purpose of facilitating the doing of anything falling within paragraph 26(8)(b) or (c);
- they covertly use such a relationship to obtain information or to provide access to any information to another person; or
- they covertly disclose information obtained by the use of such a relationship or as a consequence of the existence of such a relationship.

2.3.4 Confidential Material

Confidential personal information (such as medical records or spiritual counselling), confidential journalistic material, confidential discussions between Members of Parliament and their constituents, or matters subject to legal privilege (which includes certain communications between professional legal advisers and their clients or persons representing the client)

2.4 Authorisation Criteria

Authorising Officers shall be aware of and have regard to the Covert Investigations Policy in carrying out their duties. Officers requesting authorisation **must** satisfy the Authorising Officer that the action is **proportionate** to the nature of the matter under investigation and is **necessary**, they must provide sufficient justification/intelligence to support the application.

- 2.4.1 Necessity:** The person granting an authorisation must believe that the activities to be authorised are **necessary** on one or more statutory ground. The only ground available to a Local Authority officer when authorising Directed Surveillance, a Covert Human Intelligence Source or access to Communications Data is:

For the prevention or detection of crime

Authorising Officers **shall** satisfy themselves that the activities proposed are **necessary and proportionate** before issuing an authorisation and **must**

explain the reasons for their belief in the Authorising Officers Comments section of the relevant authorisation form. A legal empowerment to act **does not** mean the action will be proportionate. A balance between the level of intrusion and the public interest must be **manifestly** demonstrated and support the activity's necessity.

An Authorising Officer may only grant an authorisation for the carrying out of Directed Surveillance for the purpose of preventing or detecting a criminal offence if it meets additional conditions, namely that the offence under investigation is punishable on summary or indictment by a maximum term of at least 6 months of imprisonment or would constitute an offence under S146, S147 and S147A of the Licensing Act 2003 (namely the sale of alcohol to children, allowing the sale of alcohol to children and persistently selling alcohol to children) or S7 of the Children and Young Persons Act 1933 (sale of tobacco, etc to persons under 18).

2.4.2 Proportionality: Involves balancing the seriousness of the intrusion into the privacy of the subject of the operation (or any other person who may be affected) against the need for the activity in investigative and operational terms.

The authorisation will not be proportionate if it is excessive in the overall circumstances of the case. The following elements of **proportionality** should therefore be considered:

- Balancing the size and scope of the proposed activity against the gravity and extent of the perceived crime or offence;
- Explaining how and why the methods to be adopted will cause the least possible intrusion on the subject and others;
- Considering whether the activity is an appropriate use of the legislation and a reasonable way, having considered all reasonable alternatives, of obtaining the necessary result;
- Evidencing, as far as reasonably practicable, what other methods had been considered and why they were not implemented.

2.5 Approval by Magistrates Courts

2.5.1 Sections 37 and 38 of the Protection of Freedoms Act 2012 require a local authority who wish to authorise the use of Directed Surveillance and use of a CHIS under RIPA to obtain an order approving the grant or renewal of an authorisation or notice from a JP (a District Judge or lay magistrate) before it can take effect. If the JP is satisfied that the statutory tests have been met and that the use of the technique is necessary and proportionate he/she will issue an order approving the grant or renewal for the use of the technique as described in the application.

2.5.2 Officers shall have regard to the Home Office Guidance to Local Authorities in England and Wales on the judicial approval process for RIPA and the crime threshold for Directed Surveillance.

3.0 Compliance Systems for RIPA 2000

3.1 Communications Data

Officers shall have regard to the Home Office Communications Data Code of Practice (November 2018).

3.1.1 Access to Communications Data

An applicant must complete the relevant Application for Communications Data form which is available on the NAFN portal. This **must be** submitted to NAFN and the Applicant must notify the designated 'approved rank officer', identified in Appendix 1 of the Corporate Policy, that the application is being made. The local authority senior responsible officer must be satisfied that the officer(s) verifying the application are of an appropriate rank and must inform NAFN of such nominations.

NAFN will be responsible for submitting the application to OCDA on behalf of the local authority.

A local authority may not make an application that requires the processing or disclosure of internet connection records for any purpose.

Under section 11 of the Investigatory Powers Act 2016, it is an offence for a person in a public authority knowingly or recklessly to obtain communications data from a telecommunications operator or postal operator without lawful authority.

3.1.2 Recording telephone conversations

The recording or monitoring of one or both ends of a telephone conversation by a surveillance device as part of an authorised directed surveillance operation will not constitute interception under Part 2 or Chapter 1 of Part 6 of the 2016 Act provided the process by which the product is obtained does not involve any modification of, or interference with, the telecommunication system or its operation and the surveillance is not intrusive as this is not available to a local authority.

3.1.3 Errors

There may be rare occasions when communications data is wrongly acquired or disclosed. In these cases, the public authority which made the error, or established that the error had been made, must report the error to the

authority's senior responsible officer and the IPC. In accordance with section 231 of the Act, when an error is reported to the IPC, the IPC may inform the affected individual, who may make a complaint to the IPT.

3.2 Directed Surveillance

Officers shall have regard to the Home Office Covert Surveillance and Property Interference Revised Code of Practice (August 2018) and guidance produced by the Investigatory Powers Commissioners Office, plus the City of Wolverhampton Councils Social Media in Investigations Policy.

3.2.1 Directed Surveillance undertaken

- for the purposes of a specific investigation or operation
- in such a manner as is likely to result in the obtaining of private information (includes private business information) about any person whether or not an identified target and
- otherwise than by way of an immediate response to events or circumstances the nature of which is such that it would not be practicable for an authorisation to be sought

WILL be deemed to be covert and require authorisation

The Investigating officer must obtain an Investigation Reference number for the application from their Service Lead/Manager and the applicant must obtain a Unique Reference Number from the RIPA Co-ordinator prior to each application being made.

Applicants must then complete and submit an Authorisation of Directed Surveillance form **[WCCRIPA 2000(3)]** to the Authorising Officer, providing sufficient detail to justify necessity and proportionality of the activities, unless:

- notification of surveillance for a **specified period** has been given to the target
- surveillance of activities is undertaken as part of an announced visit to the premises or is **clearly overt**.
- surveillance is of limited duration undertaken as a first response to a complaint or on an officer's own initiative and hence is not directed or is a response to arising events

NB The 'directing' of CCTV equipment to monitor a particular target location to address a known pattern of offending **must be authorised**.

3.2.2 Directed surveillance **must be authorised against a specific offence** which meets the criminal threshold (see 3.2.3 below), and the type and the timing of the deployment of the surveillance will always reflect this.

- 3.2.3** Local authorities can only authorise use of Directed Surveillance under RIPA to prevent or detect criminal offences that are either punishable, whether on summary conviction or indictment, by a maximum term of at least 6 months' imprisonment **or** are related to the underage sale of alcohol and tobacco. The offences relating to the latter are in article 7A of the 2010 Order.
- 3.2.4** Local authorities **cannot** authorise Directed Surveillance for the purpose of preventing disorder unless this involves a criminal offence(s) punishable (whether on summary conviction or indictment) by a maximum term of at least 6 months' imprisonment.
- 3.2.5** Local authorities may therefore continue to authorise use of Directed Surveillance in more serious cases as long as the other tests are met – i.e. that it is necessary and proportionate and where prior approval from a JP has been granted. Examples of cases where the offence being investigated attracts a maximum custodial sentence of six months or more could include more serious criminal damage, dangerous waste dumping and serious or serial benefit fraud.
- 3.2.6** Local authorities may also continue to authorise the use of Directed Surveillance for the purpose of preventing or detecting specified criminal offences relating to the underage sale of alcohol and tobacco where the necessity and proportionality test is met and prior approval from a JP has been granted.
- 3.2.7** A local authority **may not authorise** the use of Directed Surveillance under RIPA to investigate disorder that does not involve criminal offences or to investigate low-level offences where the maximum term of imprisonment is less than six months.
- 3.2.8** Once an Authorisation of Directed Surveillance form **[WCCRIPA 2000(3)]** has been completed and authorised, the Authorising Officer will need to obtain an order approving the grant of the authorisation from a JP (a District Judge or lay magistrate) before it can take effect. If the JP is satisfied that the statutory tests have been met and that the use of the technique is necessary and proportionate he/she will issue an order approving the grant for the use of the technique as described in the application form. An application for Judicial Approval Form **[WCCRIPA 2000(MCA)]** should be completed before a hearing is arranged with the court. All supporting documentation as detailed on the form must be taken to court.

When there is knowledge that **Confidential Material** is likely to be acquired then Authorisation **must** be sought from the Head of Paid Service (Chief Executive). Confidential Material includes material subject to legal privilege, material disclosing details of physical or mental health or spiritual counselling or material held in confidence for journalistic purposes.

- 3.2.9** The crime threshold applies only to the authorisation of **Directed Surveillance** by local authorities under RIPA, not to the authorisation of local

authority use of CHIS or their acquisition of Communications Data. The threshold came into effect on 1 November 2012.

3.2.10 The statutory RIPA Code of Practice on Covert Surveillance and Property Interference makes it clear that routine patrols, observation at trouble 'hotspots', immediate response to events and overt use of CCTV are all techniques which do not require RIPA authorisation.

3.3 Covert Human Intelligence Sources (CHIS)

Officers shall have regard to the Home Office Covert Human Intelligence Sources Revised Code of Practice (August 2018) and the OSC Procedures and Guidance (July 2016).

3.3.1 The use of Council Officers or third parties to obtain information from the subject of an investigation in a covert manner by the establishment or maintenance of a relationship with the subject and activities where a **significant** degree of 'relationship' arises may constitute use as a CHIS eg:

- Test purchasing of goods by officers
- Traders or consumers continued involvement in transactions relating to the supply of illegal goods to permit investigation of their production, importation or distribution

The following criteria **tend** to indicate that the activities require authorisation

- Arranged meetings to facilitate purchase e.g. by contact solicited by advertisement
- Visit to domestic or non-retail premises to facilitate purchase
- Degree of discussion surrounding purchase activity, particularly where officers utilise 'cover' stories as part of the discussion

3.3.2 An Authorisation of the Use or Conduct of a Covert Human Intelligence Source form **[WCCRIPA 2000(7)]** shall be completed and submitted to an authorising officer for consideration.

The Investigating officer must obtain an Investigation Reference number for the application from their Service Lead/Manager and the applicant must obtain a Unique Reference Number from the RIPA Co-ordinator prior to each application being made.

3.3.3 A '**Controller**' shall be identified for the CHIS

The role of controller will be undertaken by a 'covert operations manager' who shall be at least the level of Service Lead/Manager.

The 'controller' will be responsible for the management and supervision of the 'handler' and general oversight of the use of the CHIS including the proper assessment of any health & safety risks.

3.3.4 A ‘Handler’ shall be identified for the CHIS

The role of the handler will be undertaken by a person referred to as a ‘cover officer’, the handler will have day-to-day responsibility for:

- dealing with the CHIS on behalf of the authority concerned
- directing the day-to-day activities of the CHIS
- recording the information supplied by the CHIS; and
- monitoring the CHIS’s security and welfare.

3.3.5 Juvenile CHIS: Officers authorising a Juvenile CHIS (**Under 18**) shall ensure that there is no conflict of interest between the source and any relatives of the source and the target. Juveniles used to test purchase goods subject to age related sale controls shall be recruited in accordance with the BRDO Age Restricted Products and Services: A Code of Practice for Regulatory Delivery

In addition, OSC Procedures and Guidance (July 2016) [para 244] gives guidance in relation to test purchase of sales to juveniles.

‘When a young person pursuant to an arrangement with an officer of a public authority, carries out a test purchase at a shop, he is unlikely to be construed as a CHIS on a single transaction, but this would change if the juvenile revisits the same establishment in a way that encourages familiarity. If covert recording equipment is worn by the test purchaser, or an adult is observing the test purchase, it will be desirable to obtain an authorisation for directed surveillance because the ECHR has construed the manner in which a business is run as private information and such authorisation must identify the premises involved. In all cases a prior risk assessment is essential in relation to a young person’.

3.3.6 The authorisation for the use of a CHIS likely to obtain confidential information or the deployment of a juvenile or vulnerable person (by virtue of mental or other condition) as a CHIS requires authorisation by the most senior local authority officer – Head of Paid Service (Chief Executive) or, in his absence, the acting Head of Paid Service.

3.3.7 The Authorising Officer will need to obtain an order approving the grant of the authorisation from a JP (a District Judge or lay magistrate) before it can take effect. If the JP is satisfied that the statutory tests have been met and that the use of the technique is necessary and proportionate he/she will issue an order approving the grant for the use of the technique as described in the application. An application for Judicial Approval Form **[WCCRIPA 2000(MCA)]** should be completed and a hearing arranged with the court where all supporting documentation will be required.

3.3.8 Where the authority has utilised a CHIS, officers must have regard to the Source Records Regulations SI 2000/2725. Detailed records must be kept of the authorisation and use made of a CHIS.

3.3.9 Section 29(5) of the 2000 Act provides that an authorising officer must not grant an authorisation for the use or conduct of a CHIS unless they believe that there are arrangements in place for ensuring that there is at all times a person with the responsibility for maintaining a record of the use made of the

CHIS. The Regulation of Investigatory Powers (Source Records) Regulations 2000; SI No: 2725 detail the particulars that must be included in these records.

3.4 Time Limits

- 3.4.1** All authorisations **must be issued for the Statutory Time Limits** namely three months for directed surveillance authorisations and twelve months for a Covert Human Intelligence Source, or four months if the CHIS is 18 or less. These will take effect from the date the JP has approved the grant.

Applications for Communications Data will be processed by NAFN SPoC's who will provide all the necessary advice and guidance in relation to time limits to be applied.

3.5 Review of Authorisations

- 3.5.1** All authorisations shall have review frequencies set by the Authorising Officer on authorisation. Authorising Officers shall ensure review frequencies are met and that the Review of Authorisation form **[WCCRIPA 2000(4)]** for Directed Surveillance or **[WCCRIPA 2000(8)]** for CHIS are completed and authorised in a timely manner. Officers authorised to undertake activities shall report any change of circumstances affecting the authorisation to the Authorising Officer as soon as possible.

3.6 Renewal of Authorisations

- 3.6.1** Authorising Officers shall assess the outcomes of the previously authorised activity and shall only grant renewal of an authorisation where it continues to be necessary and proportionate. A Renewal of Authorisation form **[WCCRIPA 2000(5)]** for Directed Surveillance or **[WCCRIPA 2000(9)]** for CHIS shall be completed and authorised. Where investigating officers seek renewal of authorisations the full authorisation file shall be presented to the Authorising Officer. Officers authorised to undertake activities shall report any change of circumstances affecting the authorisation to the Authorising Officer as soon as possible.
- 3.6.2** The Authorising Officer will need to obtain an order approving the grant of the authorisation from a JP (a District Judge or lay magistrate) before it can take effect. If the JP is satisfied that the statutory tests have been met and that the use of the technique is necessary and proportionate he/she will issue an order approving the renewal for the use of the technique as described in the application. A further application for Judicial Approval Form **[WCCRIPA 2000(MCA)]** should be completed and a hearing arranged with the court where all supporting documentation will be required.

3.6.3 A renewal must be authorised prior to the expiry of the original authorisation but will run from the expiry date and time of the original authorisation. Authorisations may be renewed more than once if still considered necessary and proportionate and approved by the JP.

3.6.4 Applications for renewals should not be made until shortly before the original authorisation period is due to expire but local authorities must take account of factors which may delay the renewal process (e.g. intervening weekends or the availability of the relevant local authority Authorising Officer and a JP to consider the application).

3.7 Cancellation of Authorisations

3.7.1 Authorising Officers conducting reviews shall consider the continued necessity for the authorisation and cancel it if appropriate. Officers authorised to undertake activities shall report any change of circumstances affecting the authorisation to the Authorising Officer as soon as possible. A Cancellation of Authorisation form [**WCCRIPA 2000(6)**] for Directed Surveillance or [**WCCRIPA 2000(10)**] for CHIS shall be completed and authorised.

3.7.2 All authorised activity must cease when the authorisation is cancelled, the authorisation shall not be cancelled prior to the activity ceasing.

3.8 Errors

Where an error has occurred, or it is established that an error had been made, it must be reported to authority's senior responsible officer immediately. The SRO has oversight of the reporting of errors to the Investigatory Powers Commissioner and the identification of both the cause(s) of errors and the implementation of processes to minimise repetition of errors.

3.9 Urgent Authorisations

Local Authorities are no longer able to orally authorise the use of RIPA techniques, all authorisations must be made in writing and require approval by the Magistrates Court before they take effect.

4.0 Processing Authorisations/Applications under Parts I and II

4.1 Officers **shall** ensure an Investigation Reference Number (Service/Year/Investigation Number e.g. RS/15/01) is allocated to each investigation. These must be obtained from a Service Lead/Manager. An Operation Name is optional.

4.2 Officers shall consider producing an Operation Brief to support the authorisation particularly where:

- there are multiple targets, premises etc

- activities involve teams of officers operating over a considerable period of time
- where the activities authorised are complex.

4.3 Where an operation requires the authorisation of more than one type of activity **all appropriate forms** shall be completed and authorised, referenced by a common Investigation Reference Number.

5.0 Record of Authorised Activities

5.1 Once an Authorisation has been generated and prior to authorisation a Unique Reference Number must be obtained by the Applicant from the RIPA Co-ordinator, who shall promptly record the details on the Central Record of Authorisations.

5.2 Officers shall record full details of all activities carried out under a RIPA authorisation.

5.3 Officers shall avoid as far as possible recording details of activities carried out under an authorisation in different recording mediums. Where this is unavoidable one referencing document shall be maintained.

5.4 Where video or audio recordings are used as part of the surveillance subject to an authorisation a record must be maintained of the media used, when and where it is stored and any distribution of the material during the course of the investigation.

6.0 Maintenance of Authorisation Records

6.1 **All** original Authorisations shall be submitted to the RIPA Co-ordinator in Public Protection, within one week of being signed. These will be filed in a Central Record and be available for inspection by the Commissioners. The filing system is permanently secured.

6.2 Copies of authorisations may be held by Authorising Officers with supporting activity records in a service filing system.

6.3 All copies of Authorisations and activity records (including audio, video recordings, photographs, etc) shall be securely stored when not in use. All records and Authorisations shall be retained in accordance with the requirements of the Criminal Procedure and Investigation Act 1996 or 6 years from the conclusion of the Authorisation whichever is the longer. All media must be retained securely and disposed of in a timely manner with a documented audit trail.

- 6.4** All media used and information obtained during the course of the authorisation must be retained securely. A record should be made when any material is distributed during the course of the authorisation and subsequent investigation, with an auditable trail of distribution. Retention and disposal dates should be considered at the outset, all media and information should be securely disposed of in a timely manner, with a documented audit trail. Subject to all relevant legislative requirements.
- 6.5** The RIPA Co-ordinator shall ensure that the Senior Responsible Officer is kept informed of all Authorisations and any quality control issues that are identified.

7.0 Management of Authorisations

- 7.1** The Senior Responsible Officer shall be responsible for an Audit Plan to ensure all RIPA activities are audited yearly. The RIPA Co-ordinator shall be responsible for organising and delivering the Audit Plan as part of the process of compiling Annual Returns for the Investigatory Powers Commissioners Office. This will provide an Annual Review of the Councils RIPA Authorisation activity.
- 7.2** Audit results, non-conformances recorded and proposed preventive action shall be agreed with managers responsible for the operational units audited and reported to the Senior Responsible Officer as soon as practicable. Audit records shall be maintained for 5 years.
- 7.3** The RIPA Co-ordinator shall regularly review RIPA 2000 guidance and disseminate to Authorising Officers and potential applicants.
- 7.4** The RIPA Co-ordinator will maintain records of training attended.
- 7.5** The RIPA Co-ordinator shall maintain a controlled documents master list relating to RIPA system documents.

8.0 Referenced Documents

ACPO Good Practice Guide for Computer-Based Evidence
Covert Surveillance and Property Interference Revised Code of Practice (August 2018)
Covert Human Intelligence Sources Revised Code of Practice (August 2018)
Communications Data Code of Practice (November 2018)
OSC Procedures and Guidance (July 2016)
City of Wolverhampton Council Social Media in Investigations Policy
BRDO Age Restricted Products and Services: A Code of Practice for Regulatory Delivery (April 2014)

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Appendix 3: Standard RIPA Documents

Directed Surveillance and Covert Human Intelligence Source Templates		
Ref	Document	Version Status
WCCRIPA 2000(3)	Authorisation of Directed Surveillance	V1.3 21/06/2021
WCCRIPA 2000(4)	Review of Directed Surveillance Authorisation	V1.2 01/06/2016
WCCRIPA 2000(5)	Renewal of Directed Surveillance Authorisation	V1.2 01/06/2016
WCCRIPA 2000(6)	Cancellation of Directed Surveillance Authorisation	V1.2 01/06/2016
WCCRIPA 2000(7)	Authorisation of the Use or Conduct of a Covert Human Intelligence Source	V1.3 21/06/2021
WCCRIPA 2000(8)	Review of the Use or Conduct of a Covert Human Intelligence Source	V1.2 01/06/2016
WCCRIPA 2000(9)	Renewal of the Use or Conduct of a Covert Human Intelligence Source	V1.2 01/06/2016
WCCRIPA 2000(10)	Cancellation of the Use or Conduct of a Covert Human Intelligence Source	V1.2 01/06/2016
Magistrates Court Approval Template		
Ref	Document	Version Status
WCCRIPA 2000(MCA)	Application for Judicial Approval of DS and CHIS	V1.1 01/06/2016

All Communications Data Templates are available from the NAFN portal only

Unique Reference Number [URN]	
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REGULATION OF INVESTIGATORY POWERS ACT 2000 Part II

AUTHORISATION OF DIRECTED SURVEILLANCE

Public Authority	City of Wolverhampton Council, Civic Centre, St Peters Square, Wolverhampton
Name of Applicant	
Service / Department Address if different to above	
Investigating Officer (if different from Applicant)	
Investigation Reference Number / Name	

DETAILS OF APPLICATION

<p>1. Give rank or position of authorising officer in accordance with the Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 No. 521. NB. Chief Executive must authorise if authorisation will obtain confidential information</p>
<p>2. Describe the purpose of the specific operation or investigation.</p>
<p>3. Describe in detail the surveillance operation to be authorised and expected duration, including any premises, vehicles or equipment (eg: camera, recorder etc) that may be used.</p>
<p>4. The identities, where known, of those to be subject of the Directed Surveillance</p> <p>Name(s):</p> <p>Address(es):</p> <p>Date of Birth(s):</p> <p>Other information as appropriate:</p>

5. Explain the information that it is desired to obtain as a result of the Directed Surveillance.	
6. Grounds on which the Directed Surveillance is <u>Necessary</u> under Section 28(3) of RIPA [Code of Practice 5.1]	
<ul style="list-style-type: none"> • For the purpose of preventing or detecting crime <p>Include reference to the legislation you are acting under:</p>	
7. Explain <u>why</u> this Directed Surveillance is Necessary on the grounds you have identified [Code paragraph 4.4]	
8. Supply details of any potential collateral intrusion and why the intrusion is unavoidable. [Code paragraphs 4.11 to 4.16] Describe precautions you will take to minimise collateral intrusion and how any will be managed.	
9. Explain <u>why</u> this Directed Surveillance is proportionate to what it seeks to achieve. How intrusive might it be on the subject of surveillance or on others? And why is this intrusion outweighed by the need for surveillance in operational terms or can the evidence be obtained by any other means [Code paragraphs 4.5 to 4.10]	
10. Confidential Information [Code paragraphs 9.23 to 9.82] Indicate the likelihood of acquiring any confidential information	
11. Applicant and Service Lead / Manager details	
Applicants Name:	Service Lead/Manager Name:
Position:	Position:
Tel no:	Tel no:
Date:	Date:
Signature:	Signature:

Authorising Officer:

12. Authorising Officer's Statement of what Directed Surveillance has been authorised. [Spell out Who; What; Where; When; Why and HOW in this and the following box]

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13. Explain why you believe the Directed Surveillance is Necessary [Code paragraph 4.4] Explain why you believe the Directed Surveillance to be Proportionate to what is sought to be achieved by carrying it out [Code paragraphs 4.5 to 4.16]

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14. Authorising Officer's confirmation that the criminal offence or one of the criminal offences under investigation is or would be an offence punishable, whether on summary conviction or on indictment by a maximum term of at least 6 months of imprisonment, or it is an offence specified in SI 2012/1500.

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15. Authorisation

I hereby **authorise/ refuse** the operation as detailed above. This written authorisation will **cease** to have effect at the end of a period of **3 months** unless renewed (see separate form for renewals)

Name		Position	
Signature		Date granted*	Time Granted*
Review Frequency		Expiry Date	Expiry Time

**Remember, an authorisation must be granted for a 3 month period, ie 1700 hrs 1st April to 30th June, 23.59.*

16. Date of first review: [Code paragraph 4.34 to 4.39]

17. Programme for subsequent reviews of this authorisation [Code paragraphs 4.34]. Only complete this box if review dates after first review are known. If not, or inappropriate to set additional review dates, then leave blank.

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Urgent Authorisation: No longer available to a Local Authority

18. Confidential Information Authorisation: Is necessity and proportionality sufficient to justify acquisition of Confidential Information. [supply detail demonstrating compliance with Code paragraphs 9.23 to 9.82]

Signed		Dated	
Position			

NOTE: WHEN COMPLETED AND AUTHORISED THE ORIGINAL FORM MUST BE FORWARDED TO THE RIPA CO-ORDINATOR WITHIN ONE WEEK

WCCRIPA 2000(3)

V1.3 21/06/2021

Unique Reference Number [URN]	
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REGULATION OF INVESTIGATORY POWERS ACT 2000 Part II

REVIEW OF DIRECTED SURVEILLANCE AUTHORISATION

Public Authority (including address)	City of Wolverhampton Council, Civic Centre, St Peters Square, Wolverhampton		
Name of Applicant			
Service / Department Address if different to above			
Investigating Officer (if different from Applicant)			
Investigation Reference Number / Name			
Date of Authorisation or Last Renewal		Expiry date of Authorisation or Last Renewal	
Review Number			

DETAILS OF REVIEW

1. Review number and dates of any previous reviews	
Review Number	Date

2. Summary of the Investigation/operation to date, including what private information has been obtained and the value of the information so far obtained.

3. Detail the reasons why it is necessary to continue with the Directed Surveillance.

4. Explain how the proposed activity is still proportionate to what it seeks to achieve

5. Detail any incidents of collateral intrusion and the likelihood of any further incidents of collateral intrusions occurring.

6. Give details of any Confidential information acquired or accessed and the likelihood of acquiring confidential information.

7. Applicant's Details

Name (print)

Tel No:

Position:

Date:

Signature:

8. Authorising Officer's Comments, including whether or not the Directed Surveillance should continue.

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9. Authorising Officers Statement

I hereby agree that the Directed Surveillance investigation/operation as detailed above ***[Should Continue / Should Not continue]*** until the next review/renewal / ***[It should be cancelled immediately]***.

Name (Print)		Position	
Signature		Date	
10. Date of Next Review			

NOTE: WHEN COMPLETED AND AUTHORISED THE ORIGINAL FORM MUST BE FORWARDED TO THE RIPA CO-ORDINATOR WITHIN ONE WEEK

Unique Reference Number [URN]	
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REGULATION OF INVESTIGATORY POWERS ACT 2000 Part II

RENEWAL OF DIRECTED SURVEILLANCE AUTHORISATION

Public Authority (including address)	City of Wolverhampton Council, Civic Centre, St Peters Square, Wolverhampton
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Name of Applicant	
Service / Department Address if different to above	
Investigating Officer (if different from Applicant)	
Investigation Reference Number / Name	
Renewal Number	

DETAILS OF RENEWAL

1. Renewal number and dates of any previous renewal	
Renewal Number	Date

2. Detail any significant changes to the information as listed in the original authorisation as it applies at the time of the renewal.

3. Detail the reasons why it is necessary to continue with the Directed Surveillance.

--

4. Detail why the Directed Surveillance is still proportionate to what it seeks to achieve.

--

5. Detail any incidents of collateral intrusion and the likelihood of any further incidents of collateral intrusions occurring.

--

6. Give details of the results of the regular reviews of the investigation or operation.

--

7. Applicant's Details

Name (print)	Tel No:
Position:	Date:
Signature:	

8. Authorising Officer's Comments

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9. Authorising Officers Statement			
I hereby authorise the RENEWAL of the Directed Surveillance investigation/operation as detailed above. The renewal of this authorisation will last for 3 months. This authorisation will be reviewed frequently to assess the need for the authorisation to continue.			
Name (Print)		Position	
Signature		Date	
Renewal from: Time		Renewal from Date	
Date of First Review			
Date of subsequent reviews if known			

NOTE: WHEN COMPLETED AND AUTHORISED THE ORIGINAL FORM MUST BE FORWARDED TO THE RIPA CO-ORDINATOR WITHIN ONE WEEK

WCCRIPA 2000(5)

V1.2 01/06/2016

Unique Reference Number [URN]	
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**REGULATION OF INVESTIGATORY POWERS ACT 2000 Part II
CANCELLATION OF DIRECTED SURVEILLANCE AUTHORISATION**

Public Authority (including address)	City of Wolverhampton Council, Civic Centre, St Peters Square, Wolverhampton
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Name of Applicant	
Service / Department Address if different to above	
Investigation Reference Number / Name	

DETAILS OF CANCELLATION

1. Explain the reason(s) for the cancellation of the authorisation

2. Explain the value of Directed Surveillance in the operation.

3. Authorising Officer's Statement			
I hereby authorise the cancellation of the Directed Surveillance investigation/operation as detailed above.			
Name (Print)		Position	
Signature		Date	

4. The Time and Date of when the authorising officer instructed the surveillance to cease.

Date:

Time:

5. Authorisation cancelled.

Date:

Time:

NOTE: WHEN COMPLETED AND AUTHORISED THE ORIGINAL FORM MUST BE FORWARDED TO THE RIPA CO-ORDINATOR WITHIN ONE WEEK

WCCRIPA 2000(6)

V1.2 01/06/2016

Unique Reference Number [URN]	
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REGULATION OF INVESTIGATORY POWERS ACT 2000 Part II

**AUTHORISATION OF THE USE OR CONDUCT OF A COVERT
HUMAN INTELLIGENCE SOURCE**

Public Authority	City of Wolverhampton Council, Civic Centre, St Peters Square, Wolverhampton.
Investigation Reference Number / Name	
Name of Applicant	
Service / Department Address if different to above	
How will the source be referred to (i.e. what will be his/her pseudonym or reference number)?	
What is the name, rank or position of the person within the relevant investigating authority who will have day to day responsibility for dealing with the source, including the source's security and welfare (often referred to as the Handler)?	
What is the name, rank or position of another person within the relevant investigating authority who will have general oversight of the use made of the source (often referred to as the Controller)?	
Who will be responsible for retaining (in secure, strictly controlled conditions, with need-to-know access) the source's true identity, a record of the use made of the source and the particulars required under	

RIP (Source Records)
Regulations 2000 (SI
2000/2725)?

DETAILS OF APPLICATION

1. Give rank or position of authorising officer in accordance with the Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 No. 521. NB. Chief Executive must authorise if authorisation will obtain confidential information

2. Describe the purpose of the specific operation or investigation.

3. Describe in detail the purpose for which the source will be tasked or used. [Code paragraph 3.25-3.27]

4. Describe in detail the proposed covert conduct of the source or how the source is to be used.

5. Identify on which grounds the conduct or the use of the source is necessary under Section 29(3) of RIPA. (SI 2010 No.521).

- For the purpose of preventing or detecting crime

Include reference to the legislation you are acting under:

6. Explain why this conduct or use of the source is necessary on the grounds you have identified [Code paragraph 3.2].

7. Supply details of any potential collateral intrusion and why the intrusion is unavoidable [Code paragraphs 3.9 to 3.12]. Describe the precautions you will take to minimise collateral intrusion and how any will be managed.

8. Is there any particular sensitivity in the local community where the source is to be used? Are similar activities being undertaken by other public authorities that could impact on the deployment of the source [Code paragraphs 3.18 to 3.19].

9. Provide an assessment of the risk to the source in carrying out the proposed conduct [Code paragraph 6.13 to 6.15].

**10. Explain why this conduct or use of the source is proportionate to what it seeks to achieve.
How intrusive might it be on the subject(s) of surveillance or on others?
How is this intrusion outweighed by the need for a source in operational terms?
Could the evidence be obtained by any other means [Code paragraphs 3.3 to 3.5].**

**11. Confidential information [Code section 8 - Safeguards]
Indicate the likelihood of acquiring any confidential information.**

References for any other linked authorisations:

12. Applicant and Service Lead/Manager details

Applicants Name (Print)	Service Lead / Manager Name (Print)
Position:	Position:
Tel no:	Tel no:
Date:	Date:
Signature:	Signature:

Authorising Officer:

13. Authorising Officer's statement of what conduct /use has been authorised. [Who, What, Where, When, Why and How]					
14. Explain <u>why</u> you believe the conduct or use of the source is <u>necessary</u> [Code paragraph 3.2] AND Explain <u>why</u> you believe the conduct or use of the source to be <u>proportionate</u> to what is sought to be achieved by their engagement [Code paragraphs 3.3 to 3.5].					
15. Authorisation					
I hereby authorise/ refuse the operation as detailed above. This written authorisation will cease to have effect at the end of a period of 12 months unless renewed or 4 months where a juvenile CHIS is less than 18 (see separate form for renewals)					
Name		Position			
Signature		Date granted*		Time granted*	
Review Frequency		Expiry Date		Expiry Time	
* Remember, an authorisation must be granted for a 12 month period, i.e. 1700 hrs 4 th June 2012 to 2359 hrs 3 June 2013					
16. Date of first review:					
17. Programme for subsequent reviews of this authorisation [Code paragraphs 5.20 and 8.9 to 8.11]. Only complete this box if review dates after first review are known. If not, or inappropriate to set additional review dates, then leave blank.					

Urgent Authorisation: No longer available to a Local Authority

18. Confidential Information Authorisation: Is necessity and proportionality sufficient to justify acquisition of Confidential Information [supply details to demonstrate compliance with Code section 8 - Safeguards]

Signed		Dated	
Position			

NOTE: WHEN COMPLETED AND AUTHORISED THE ORIGINAL FORM MUST BE FORWARDED TO THE RIPA CO-ORDINATOR WITHIN ONE WEEK

WCCRIPA 2000(7)

V1.3 21/06/2021

REGULATION OF INVESTIGATORY POWERS ACT 2000 Part I

**RISK ASSESSMENT FOR USE OR CONDUCT OF A COVERT
HUMAN INTELLIGENCE SOURCE (CHIS)
[Code paragraphs 6.13]**

Operation Name*	Reference 2*
------------------------	--------------

* *Optional only*

Source True Identity	Source Cover Identity
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Age (if under 18)	Position (if an Officer)	
Controller (Service Lead/Manager)	Service	

Assessment of risk posed to CHIS by participation in use or conduct tasked.
--

Action Plan to limit risk to acceptable level.

Agreement of CHIS to participation.		
I agree that the objectives of the Operation and the Risk Assessment have been explained to me, that I am happy to act as a source in this operation and that I will undertake that role in accordance with the Risk Assessment Action Plan.		
Name	Signed	Date

Source Under 18, Agreement of Parent or Guardian to Participation.		
Being the Parent/Guardian of		
I agree to their participation in the Operation as a source and agree that the objectives of the Operation and the Risk Assessment have been explained to me.		
Name	Signed	Date

Officer Conducting Risk Assessment					
Name		Signed		Date	

Service Lead/Manager Authorisation of Risk Assessment					
Name		Signed		Date	

Service Lead/Manager Comments

Unique Reference Number [URN]	
-------------------------------	--

REGULATION OF INVESTIGATORY POWERS ACT 2000 Part II
REVIEW OF COVERT HUMAN INTELLIGENCE SOURCE AUTHORISATION

Public Authority (including address)	City of Wolverhampton Council, Civic Centre, St Peters Square, Wolverhampton
---	--

Name of Applicant	
Service / Department Address if different to above	
Investigating Officer (if different from Applicant)	
Investigation Reference Number / Name	
Pseudonym or reference number of source	
Date of Authorisation or Last Renewal	Expiry date of Authorisation or Last Renewal
Review Number	

DETAILS OF REVIEW

1. Review number and dates of any previous reviews	
Review Number	Date

2. Summary of the Investigation/operation to date, including what information has been obtained and the value of the information so far obtained.
3. Detail the reasons why it is <u>necessary</u> to continue using a Covert Human Intelligence Source.

--

4. Explain how the proposed activity is still proportionate to what it seeks to achieve

--

5. Detail any incidents of collateral intrusion and the likelihood of any further incidents of collateral intrusions occurring.

--

6. Give details of any Confidential information acquired or accessed and the likelihood of acquiring confidential information.

--

7. Applicant's Details

Name (print)	Tel No:
Position:	Date:
Signature:	

8. Authorising Officer's Comments, including whether or not the use or conduct of the source should continue

--

9. Authorising Officers Statement

I hereby agree that the conduct or use of the source as detailed above **[Should Continue / Should Not continue]** until the next review/renewal **[It should be cancelled immediately]**.

Name (Print)		Position	
Signature		Date	
10. Date of Next Review			

NOTE: WHEN COMPLETED AND AUTHORISED THE ORIGINAL FORM MUST BE FORWARDED TO THE RIPA CO-ORDINATOR WITHIN ONE WEEK

Unique Reference Number [URN]	
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REGULATION OF INVESTIGATORY POWERS ACT 2000 Part II
RENEWAL OF COVERT HUMAN INTELLIGENCE SOURCE AUTHORISATION

Public Authority (including address)	City of Wolverhampton Council, Civic Centre, St Peters Square, Wolverhampton
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Name of Applicant	
Service / Department Address if different to above	
Investigating Officer (if different from Applicant)	
Pseudonym or reference number of source	
Investigation Reference Number / Name	
Renewal Number	

DETAILS OF RENEWAL

1. Renewal number and dates of any previous renewal	
Renewal Number	Date

2. Detail any significant changes to the information as listed in the original authorisation as it applies at the time of the renewal.
3. Detail why it is necessary to continue with the authorisation, including details of any tasking given to the source.

--

4. Detail why the use or conduct of the source is still proportionate to what it seeks to achieve.

--

5. Detail the use made of the source in the period since the grant of authorisation or, as the case may be, latest renewal of the authorisation.

--

6. List the tasks given to the source during that period and the information obtained from the conduct or use of the source.

--

7. Detail the results of regular reviews of the use of the source.

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8. Give details of the review of the risk assessment on the security and welfare of using the source.

--

9. Applicant's Details

Name (print)	Tel No:
Position:	Date:
Signature:	

10. Authorising Officer's Comments.

11. Authorising Officers Statement			
I hereby authorise the RENEWAL of the conduct or use of the source as detailed above. The renewal of this authorisation will last for 3 months. This authorisation will be reviewed frequently to assess the need for the authorisation to continue.			
Name (Print)		Position	
Signature		Date	
Renewal from Time		Renewal from Date	
Date of First Review		End Date and Time	
Date of subsequent reviews if known			

NOTE: WHEN COMPLETED AND AUTHORISED THE ORIGINAL FORM MUST BE FORWARDED TO THE RIPA CO-ORDINATOR WITHIN ONE WEEK

Unique Reference Number [URN]	
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REGULATION OF INVESTIGATORY POWERS ACT 2000 Part II
CANCELLATION OF AUTHORISATION FOR THE USE OR CONDUCT OF
A COVERT HUMAN INTELLIGENCE SOURCE

Public Authority (including address)	City of Wolverhampton Council, Civic Centre, St Peters Square, Wolverhampton
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Name of Applicant	
Service / Department Address if different to above	
Pseudonym or reference number of Source	
Investigation Reference Number / Name	

DETAILS OF CANCELLATION

1. Explain the reason(s) for the cancellation of the authorisation

2. Explain the value of the source in the operation.

3. Authorising Officer's Statement
I hereby authorise the cancellation of the conduct or use of the source as detailed above.

Name (Print)		Position	
Signature		Date	

4. The Time and Date of when the authorising officer instructed the use of the source to cease.			
Date:		Time:	

NOTE: WHEN COMPLETED AND AUTHORISED THE ORIGINAL FORM MUST BE FORWARDED TO THE RIPA CO-ORDINATOR WITHIN ONE WEEK

**Application for judicial approval for authorisation to obtain or disclose
Communications Data, to use a Covert Human Intelligence Source or to Conduct
Directed Surveillance.**

**Regulation of Investigatory Powers Act 2000 sections 23A, 23B, 32A, 32B.
Criminal Procedure Rules 2012: Rule 6.27 & 6.28**

Local Authority	City of Wolverhampton Council
Department	
Offence under investigation (inc Statute / SI and Section) [Note 1]	
Address of premises or identity of subject	

Covert technique requested: (tick one and specify details)

Communications Data	<input type="checkbox"/>
Covert Human Intelligence Source	<input type="checkbox"/>
Directed Surveillance	<input type="checkbox"/>

Summary of details:

This application should be read in conjunction with the attached RIPA Authorisation / RIPA Application or Notice bearing the Investigation Reference Number given below:

Investigation Reference Number	
Investigating Officer	
Authorising Officer/Designated Person Name and Rank [Note 2]	
Officer(s) appearing before JP	
Address of applicant department	
Contact telephone number	
Contact email address (optional)	
Number of pages	

[Note 1: Where the Application relates to Directed Surveillance details must be given of the Offence section and custodial penalty of at least 6 months, or the specified offence]

[Note 2: Authorising Officers / Designated Persons meet the statutory rank qualification of Director, Head of Service or Service Manager and have been delegated to make Applications on behalf of City of Wolverhampton Council under Section 223 Local Government Act 1972. (Delegation attached)]

The Applicant states to the best of his/her knowledge and belief:

- **The application discloses all the information that is material to what the Court must decide, and**
- **The content of the application is true**
- **To inform the respondent of the Application would prejudice the Investigation**
- **The Application needs to be heard in private**

Signed:	
Name:	
Rank:	
Dated:	

Order made on an application for judicial approval for authorisation to obtain or disclose Communications Data, to use a Covert Human Intelligence Source or to conduct Directed Surveillance.

Regulation of Investigatory Powers Act 2000 sections 23A, 23B, 32A, 32B.
Criminal Procedure Rules 2012: Rule 6.27 & 6.28

Magistrates' Court:.....

Having considered the application, reference number, I (tick one):

- am satisfied that there are reasonable grounds for believing that the requirements of the Act were satisfied and remain satisfied, and that the relevant conditions are satisfied and I therefore approve the grant or renewal of the authorisation/notice.
- refuse to approve the grant or renewal of the authorisation/notice.
- refuse to approve the grant or renewal and quash the authorisation/notice.

Notes

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Reasons

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Signed

Date

Time:

Full name:

Address of magistrates' court:

.....

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IPCO

Investigatory Powers
Commissioner's Office

Public Authority Reportable Error Form

Please complete all of the blue boxes (the boxes are expandable)

Public Authority Details:			
Name of Public Authority			
Unique Reference Number (URN)			
Date Error reported to SRO			
Date Error reported to IPCO			
SPoC Details:		SRO Details:	
Name		Name	
Telephone No.		Telephone No.	
Email		Email	
Details of Error:			
Time & date of DP authorisation / notice			
Statutory Purpose the data was applied under <i>e.g. 22(2)(b), 22(2)(g) etc</i>			
Description of the data wrongly acquired <i>(including the communications address, type of data, time period etc)</i>			
Description of Error:			
Date error was discovered <i>If error is reported more than 5 working days after being discovered please explain why</i>			
Nature of error <i>e.g. wrong number, incorrect time period</i>			
Who discovered the error? <i>e.g. applicant, SPoC, CSP</i>			
Cause of the error <i>e.g. manual transposition, incorrect information provided by witness</i>			
By whom? <i>e.g. applicant, DP, SPoC, CSP</i>			
Describe the data wrongly acquired as a result of this error <i>e.g. subscriber data relating to a person not connected to the investigation, excess data relevant to the investigation</i>			
Has the wrongly acquired data been destroyed or retained? <i>Please refer to CoP 6.24 (Destruction) & 6.26-6.28 (Excess Data)</i>			

IPCO

Investigatory Powers Commissioner's Office

CSP Details: <i>(to be completed where error was caused by CSP)</i>	
CSP name	
Date CSP advised	
How CSP was advised? <i>Provide name of any staff member it was reported to & if reported by email please attach a copy to this report</i>	

It is imperative that any error determined to have emanated from a CSP is reported to the CSP immediately. Any delay could impact on other disclosures.

Impact of Error:	
Was any action taken based upon the wrongly acquired data e.g. incorrect address visited, incorrect person arrested, property seized? <i>If yes, describe fully the action and outcome on those involved</i>	
If yes to the above - please confirm that the affected person(s) have been informed about their right to seek remedy via the Investigatory Powers Tribunal?	
Was an investigation / incident impeded as a consequence of receiving incorrect data? <i>If yes, describe what the impediment e.g. delayed welfare check, erroneous enquiry to eliminate</i>	

Measures Taken to Prevent Recurrence:	
What steps have been, or will be taken to ensure that a similar error does not recur? <i>Where human error - have any measures other than requiring an individual to take more care been considered? If yes please provide details</i>	

Any other comments or information:	
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Please submit error reports within 5 working days of the error being discovered (Paragraph 6.19 CoP), ensuring you provide all known details. If you cannot complete the form fully within this time period (i.e. because the error is particularly complex) then please submit the form with the details known, providing a timescale within which the form will be completed in full.

This form must be emailed to info@IPCO.gsi.gov.uk and **must** be copied to the **Senior Responsible Officer (SRO)** at the same time.

If required please contact the IPCO Secretariat for assistance in completing this form.

Surveillance under the Human Rights Act 1998 Policy and Procedure

Surveillance under the Human Rights Act 1998 Policy Statement

Where the City of Wolverhampton Council conducts investigations, which involve the potential surveillance or monitoring of an employee, a Human Rights Act (HRA) authorisation is raised. The HRA process follows the key principles of the Data Protection Act and RIPA, including considerations of necessity and proportionality. This enables management to demonstrate that their actions do not infringe the human rights of employees or others.

Legislative Background

The infringement of rights under the Human Rights Act 1998 (HRA), particularly those rights conferred by Article 8 regarding privacy is only lawful where public authorities can show that it is necessary to protect the public interest and the level of infringement is proportionate to the public interest issue concerned. The Regulation of Investigatory Powers Act (RIPA) 2000 provides a framework within which public authority enforcement services can undertake covert investigations lawfully.

The Covert Surveillance and Property Interference Code of Practice paragraph 3.35 identifies that surveillance involving the 'ordinary functions' which are undertaken by all authorities, for example, employment and contractual arrangements do not require RIPA authorisation. These "ordinary functions" are covered by the Data Protection Act 2018 and the Information Commissioner's Employment Practices Code.

RIPA only applies to 'Core Functions' which are particular to a specific authority. These generally include activities undertaken under particular statutory powers, specifically those involving serious crimes the Council has powers to investigate and prosecute where on conviction an individual would be liable for a custodial sentence of 6 months or more.

The Council as a telecommunications system provider is also permitted under the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 to monitor the use of telephone, email and Internet access systems provided to employees for use in transacting the Council's business.

Human Rights Act Authorisations

The monitoring of employees working activities by managers to ensure compliance with the Council's legal, financial and personnel procedures generally falls outside the requirements of RIPA 2000 but is more properly to be considered in line with the provisions of the Data Protection Act 1998 (DPA) and the related Information Commissioners (ICO) Employment Practices Code; Part 3 Monitoring at Work.

This is because such monitoring activities, involving the collection of Personal Data are normal functions of management. They are governed by the terms of employment and Human Resources rules and can be justified by reference to conditions for processing contained at Schedules 2 & 3 of the DPA.

This includes investigations conducted on behalf of managers, for example, by services areas such as Audit Services. In the event that external investigators are commissioned by the Council to undertake such work, this activity will be defined in suitable contractual relationships and any surveillance undertaken will need to be authorised in line with this procedure.

Where the Council conducts investigations, which involve the potential surveillance or monitoring of an employee an HRA authorisation is raised. The HRA authorisation follows the key principles of RIPA, including considerations of necessity and proportionality. This enables management to demonstrate that their actions do not infringe the human rights of employees and provides a defensible justification of those actions if challenged subsequently

Engagement with IPCO

Independent oversight of RIPA legislation and its use in public authorities historically came under the Office of Surveillance Commissioner for Directed Surveillance and Covert Human Intelligence Sources and Inspection of Communication Commissioners Office for Communications Data.

The Investigatory Powers Act implemented changes to the oversight regime creating one body, the Investigatory Powers Commissioners Office (IPCO). Their purpose is to oversee how powers are used, taking account of public interest and ensuring investigations are conducted in accordance with the law. The commissioners collect statistics and conduct routine audits of the local authority.

Surveillance under the Human Rights Act 1998 Procedure

Authorising Officers

Authorising Officers for HRA applications are the Head of Audit Services, Director of Finance (Section 151 Officer) and Chief Operating Officer / Monitoring Officer. Details are listed below.

The principal duty of Authorising Officers is to ensure that the authorisation requested is necessary to address the issue concerned and that the level of intrusion is proportionate when balanced against the public interest in addressing the issue. Authorising Officers should not be directly involved in the activities that they are authorising.

HRA Co-ordinator

A HRA Co-ordinator (identified below) shall exercise effective oversight and quality control of the Central HRA Record. They will be responsible directly to the Head of Audit Services. The HRA Co-ordinator will identify when reviews, renewals and cancellations of authorisations are due and will ensure that the Central HRA Record of Authorisations is updated promptly.

The HRA Co-ordinator will be responsible for the issue of a sequential Unique Reference Number for each Authorisation. This shall be obtained by the Applicant from the HRA Co-ordinator prior to an application being made to an Authorising Officer.

Standard HRA Forms

All HRA activity must be authorised in writing by an Authorising Officer, using Standard Forms.

Central HRA Record

A Central HRA Record of Authorisations, Reviews, Renewals and Cancellations is maintained by Audit Services. These records are retained for a period of at least three years from the end of an Authorisation.

Management of surveillance of employee activity

Management surveillance of officers suspected of conduct amounting to a disciplinary breach should be based on considerations of necessity and proportionality. No surveillance activities of

this type are to be undertaken before authorization has been gained for that particular activity to proceed.

Monitoring of the use made of Telephone, Email and Internet systems provided by the Council for business use by employees is permitted under the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000.

These regulations allow the Council to monitor the usage of the Council's telecommunications systems by employees including the interception of the content of communications. This power is essential to ensure that the Council complies with its legal and contractual obligations to employees to avoid harassment at work and its financial obligations to ensure that employees do not use publicly funded facilities for personal use or gain.

Authorisation Criteria

Officers requesting authorisation must satisfy the Authorising Officer that the action is proportionate to the nature of the matter under investigation and is necessary to achieve a legitimate aim, they must provide sufficient justification and intelligence to support the application.

Officers must also indicate why it is judged that in each case other non-surveillance activities could not achieve the same result, thus justifying further the use of surveillance

Authorising Officers **shall** satisfy themselves that the activities proposed are **necessary and proportionate** before issuing an authorisation and **must** explain the reasons for their belief in the Authorising Officers Comments section of the relevant authorisation form.

A balance between the level of intrusion and the public interest must be **manifestly** demonstrated and support the activity's necessity.

Proportionality: this involves balancing the seriousness of the intrusion into the privacy of the subject of the operation (or any other person who may be affected) against the need for the activity in investigative and operational terms.

The authorisation will not be proportionate if it is excessive in the overall circumstances of the case. The following elements of **proportionality** should therefore be considered:

- Balancing the size and scope of the proposed activity against the gravity and extent of the perceived offence;
- Explaining how and why the methods to be adopted will cause the least possible intrusion on the subject and others who may not be the subject of proposed surveillance;
- Considering whether the activity is a reasonable way, having considered all reasonable alternatives to conducting surveillance, of obtaining the necessary result;

Evidencing, as far as reasonably practicable, what other methods had been considered and why they were not implemented.

Duration of Authorisations

All authorisations granted will be valid for three months. The authorisation will be valid from the date the authorising officer has approved the application.

Review of Authorisations

All authorisations shall have review frequencies set by the Authorising Officer on authorisation.

The HRA Co-ordinator shall ensure review frequencies are met and that the Review and Renewal of Authorisation form is completed and authorised in a timely manner.

Officers authorised to undertake activities shall report any change of circumstances affecting the authorisation to the Authorising Officer as soon as possible.

Renewal of Authorisations

Authorising Officers shall assess the outcomes of the previously authorised activity and shall only grant renewal of an authorisation where it continues to be necessary and proportionate. A Review and Renewal of Authorisation form shall be completed and authorised.

Where investigating officers seek renewal of authorisations the full authorisation file shall be presented to the Authorising Officer.

Officers authorised to undertake activities shall report any change of circumstances affecting the authorisation to the Authorising Officer as soon as possible.

A renewal must be authorised prior to the expiry of the original authorisation but will run from the expiry date and time of the original authorisation. Authorisations may be renewed more than once if still considered necessary and proportionate and approved by the Authorising Officer.

Cancellation of Authorisations

Authorising Officers conducting reviews shall consider the continued necessity for the authorisation and cancel it if appropriate. Officers authorised to undertake activities shall report any change of circumstances affecting the authorisation to the Authorising Officer as soon as possible. A Cancellation of Authorisation form shall be completed and authorised.

Once a particular authorization has been cancelled, no further surveillance is to be undertaken in that matter.

If further work is required, a new request for authorization must be made and approved.

Maintenance of Authorisation Records

Original Authorisations shall be typed using the HRA templates held by Audit Services.

- All original Authorisations shall be submitted to the HRA Co-ordinator in Audit Services, within one week of being signed. These will be filed in a Central HRA Record and be available for inspection by authorising officers, inspectors and others with a legitimate need to know.
- All records and Authorisations shall be retained for 3 years from the conclusion of the Authorisation.
- The HRA Co-ordinator shall ensure that the Head of Audit Services is kept informed of all Authorisations and any quality control issues that are identified.

Surveillance under the Human Rights Act 1998 Documents

- Initial Human Rights Act Authorisation Form - Appendix 1
- Review and Renewal of Human Rights Act Authorisation Form – Appendix 2
- Cancellation of Human Rights Act Authorisation Form – Appendix 3

Details of Authorising Officers

Peter Farrow - Head of Audit Services

Tel: (01902) 554460

e-mail: peter.farrow@wolverhampton.gov.uk

Claire Nye – Director of Finance (S151 Officer)

Tel: (01902) 550478

e-mail: claire.nye@wolverhampton.gov.uk

David Pattison – Chief Operating Officer/Monitoring Officer

Tel: (01902) 553840

e-mail: David.Pattison@wolverhampton.gov.uk

Details of HRA Co-ordinator

Mark Wilkes – Client Lead Auditor

Tel: (01902) 554462

e-mail: mark.wilkes@wolverhampton.gov.uk

Appendix 1

CITY OF
WOLVERHAMPTON
COUNCIL

Unique Number	Reference	
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INITIAL AUTHORISATION OF SURVEILLANCE

HUMAN RIGHTS ACT 1998

Public Authority	City of Wolverhampton Council, Civic Centre, St Peters Square, Wolverhampton		
Name of Applicant		Service	
Investigating Officer (if different from applicant)			
Investigation Reference Number / Name			

Details of application

<p>1. The level of authority required by the Human Rights Act 1998 to authorise surveillance</p> <p>The Head of Audit Services or the Section 151 Officer will normally be an appropriate level of authority for observations relating to work undertaken in Audit Services.</p>
<p>2. Describe the purpose of the specific operation or investigation; include details of premises, vehicles and equipment that may be used.</p>
<p>3. The identities, where known, of those to be subject of the Surveillance</p> <p>Name(s):</p> <p>Address(es):</p> <p>Date of Birth:</p> <p>Other information as appropriate:</p>
<p>4. Explain the information that it is desired to obtain as a result of the Surveillance.</p>
<p>5. Explain why this Surveillance is <u>Necessary</u></p>
<p>6. Explain why the surveillance is <u>Proportionate</u> to what it seeks to achieve.</p>
<p>7. Overview of the investigation's objectives: Explain why the information could not be obtained in any other way. Attach Operation Brief if surveillance details known.</p>
<p>8. Collateral intrusion: INDICATE ANY POTENTIAL FOR COLLATERAL INTRUSION ON PERSONS OTHER THAN THOSE TARGETED AND STATE HOW IT WILL BE MINIMISED:</p>

9. Health & Safety Risk Assessment

--

10. Applicant's Details

Applicants Name:

Position:

Telephone Number:

Date:

Signature:

Authorising Officer:

11. Authorising Officer's Statement of what Surveillance has been authorised. State why authorised activity is necessary and proportionate. If application is refused state grounds for refusal.

--

12. Authorisation

I hereby **authorise / refuse** the operation as detailed above. This written authorisation will **cease** to have effect at the end of a period of 3 months unless renewed (see separate form for renewals).

Name		Position			
Signature		Date Granted		Time Granted	
Review Frequency		Expiry Date		Expiry Time	
Date of first review:					

Appendix 2

CITY OF
WOLVERHAMPTON
COUNCIL

Unique Reference Number	
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REVIEW AND RENEWAL OF SURVEILLANCE AUTHORISATION

HUMAN RIGHTS ACT 1998

Public Authority	City of Wolverhampton Council, Civic Centre, St Peters Square, Wolverhampton		
Name of Applicant		Service	
Investigating Officer (if different from applicant)			
Investigation Reference Number / Name			
Date of Authorisation or Last Renewal		Expiry date of Authorisation or Last Renewal	
Review Number			

Details of Review

1. Review number and dates of any previous reviews	
Review Number	Date
2. Summary of investigation / operation to date, including the results of previous reviews, what private information has been obtained and the value of the information so far obtained:	
3. Detail any significant changes to the information as listed in the original authorisation as it applies at the time of the renewal.	
4. Detail the reasons why it is <u>necessary</u> to continue with the Surveillance.	
5. Details why the Surveillance is still <u>proportionate</u> to what it seeks to achieve.	
6. Detail any incidents of collateral intrusion and the likelihood of any further incidents of collateral intrusions occurring.	

7. Give details of any Confidential information acquired or accessed and the likelihood of acquiring confidential information.
8. Applicant's Details
Applicants Name:
Position:
Telephone Number:
Date:
Signature:

Authorising Officer:

9. Authorising Officer's Comments, including whether or not the Surveillance should continue.																
10. Authorising Officers Statement																
I hereby agree that the Surveillance investigation / operation as detailed above <i>*[Should Continue / Should Not Continue]</i> until the <i>*[next review / renewal / It should be cancelled immediately]</i> .																
I hereby <i>*[Authorise / Do Not Authorise]</i> the RENEWAL of the Directed Surveillance investigation/operation as detailed above. The renewal of this authorisation will last for 3 months. This authorisation will be reviewed frequently to assess the need for the authorisation to continue.																
*Delete as applicable																
<table border="1"> <tr> <td>Name</td> <td></td> <td>Position</td> <td></td> </tr> <tr> <td>Signature</td> <td></td> <td>Date</td> <td></td> </tr> <tr> <td>Renewal from Date</td> <td></td> <td>Renewal from Time</td> <td></td> </tr> <tr> <td>Date of next review:</td> <td colspan="3"></td> </tr> </table>	Name		Position		Signature		Date		Renewal from Date		Renewal from Time		Date of next review:			
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Date of next review:																

Appendix 3

CITY OF
WOLVERHAMPTON
COUNCIL

Unique Reference Number	
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CANCELLATION OF SURVEILLANCE AUTHORISATION

HUMAN RIGHTS ACT 1998

Public Authority	City of Wolverhampton Council, Civic Centre, St Peters Square, Wolverhampton		
Name of Applicant		Service	
Investigating Officer (if different from applicant)			
Investigation Reference Number / Name			

Details of Cancellation

1. Explain the reason(s) for the cancellation of the authorisation
2. Explain the value of the Surveillance in operation.

Authorising Officer:

3. Authorising Officers Statement			
I hereby authorise the cancellation of the Surveillance investigation / operation as detailed above.			
Name		Position	
Signature		Date	
Cancellation from Date		Cancellation from Time	

Social Media in Investigations policy

wolverhampton.gov.uk

Social Media in Investigations Policy

Introduction

Social media has become a significant means of communication. Many kinds of information are shared in this way ranging from sensitive personal details, photos, videos and comments to demonstrably open “published” items like jokes and announcements. Social media systems have security settings that allow individuals some control over who can see information they have posted online. Most accounts, however, are left “public” or with only limited restrictions leaving them open to view and to surveillance.

The Investigatory Powers Commissioner (IPC) oversees the use of covert surveillance by designated public authorities based in the UK so that the conduct of covert activities by public authorities is human rights compliant.

Covert Surveillance and Property Interference Revised Code of Practice (August 2018) includes specific advice relating to private information and social media surveillance. (See Appendix 1) and refer to the full code of practice.

The Council is committed to ensuring that all access by its staff to social media for the purpose of investigation is appropriate, proportionate and complies with the legal framework outlined below.

Legislation

Regulation of Investigatory Powers Act 2000, Part II (RIPA): covers directed surveillance, covert human intelligence sources and the use of communications data.

Protection of Freedoms Act 2012 (PoFA): Introduced approval by magistrates and restricts directed surveillance to investigations into offences that carry a minimum six-month sentence known as the crime threshold (with the exception of underage alcohol and tobacco sales).

Policy

All investigating officers when considering access to social media will check:

1. Are offences criminal and do they attract a minimum sentence of 6 months?
2. After initial viewing and assessment of the social media is the investigation likely to be advanced by repeat viewing of the site?
3. If the answer to 1 and 2 above is Yes, then the policy and procedures of CWC Regulation of Investigatory Powers Act Policy should be followed and an

application made to the authorising officer. If the investigator has any doubts they should apply anyway.

4. If the answer to 1 above is No, then RIPA cannot be used as local authorities may only use directed surveillance for the prevention and detection of crime. Repeatedly viewing an individual's social media site could infringe their Human Rights and must be avoided.
5. If the answer to 2 above is No there is no need to re-access the social media site and investigation can continue without use of the site.
6. If during the conduct of an investigation the nature of the offence changes to surpass the crime threshold or fall below it, this policy should be consulted and followed afresh.
7. If authorisation is granted and approved, ICTS must be approached to enable access for an appropriate period and terminated on its expiry. Officers in Trading Standards can assist with technical advice
8. Officers of the Council must not create false personae accounts in order to disguise their online enquires, unless authorised to do so under RIPA.
9. This policy applies to officer's personal social media accounts when used for an investigation. They must not be used to circumvent this policy.
10. All officers should be aware that social media companies record access to their sites and retain the data. Exposure of inappropriate access may lead to disciplinary action as well as reputational damage to the Council.

Appendix 1

Covert Surveillance and Property Interference

Revised Code of Practice (August 2018) states:

Private Information

3.3 The 2000 Act states that private information includes any information relating to a person's private or family life. As a result, private information is capable of including any aspect of a person's private or personal relationship with others, such as family and professional or business relationships. Information which is non-private may include publicly available information such as books, newspapers, journals, TV and radio broadcasts, newswires, web sites, mapping imagery, academic articles, conference proceedings, business reports, and more.

Such information may also include commercially available data where a fee may be charged, and any data which is available on request or made available at a meeting to a member of the public. Non-private data will also include the attributes of inanimate objects such as the class to which a cargo ship belongs.

3.4 Whilst a person may have a reduced expectation of privacy when in a public place, covert surveillance of that person's activities in public may still result in the obtaining of private information. This is likely to be the case where that person has a reasonable

expectation of privacy even though acting in public and where a record is being made by a public authority of that person's activities for future consideration or analysis.

Surveillance of publicly accessible areas of the internet should be treated in a similar way, recognising that there may be an expectation of privacy over information which is on the internet, particularly where accessing information on social media websites.

3.6 Private information may include personal data, such as names, telephone numbers and address details. Where such information is acquired by means of covert surveillance of a person having a reasonable expectation of privacy, a directed surveillance authorisation is appropriate¹³.

Online covert activity

3.10 The growth of the internet, and the extent of the information that is now available online, presents new opportunities for public authorities to view or gather information which may assist them in preventing or detecting crime or carrying out other statutory functions, as well as in understanding and engaging with the public they serve. It is important that public authorities are able to make full and lawful use of this information for their statutory purposes. Much of it can be accessed without the need for RIPA authorisation; use of the internet prior to an investigation should not normally engage privacy considerations. But if the study of an individual's online presence becomes persistent, or where material obtained from any check is to be extracted and recorded and may engage privacy considerations, RIPA authorisations may need to be considered. The following guidance is intended to assist public authorities in identifying when such authorisations may be appropriate.

3.11 The internet may be used for intelligence gathering and/or as a surveillance tool. Where online monitoring or investigation is conducted covertly for the purpose of a specific investigation or operation and is likely to result in the obtaining of private information about a person or group, an authorisation for directed surveillance should be considered, as set out elsewhere in this code. Where a person acting on behalf of a public authority is intending to engage with others online without disclosing his or her identity, a CHIS authorisation may be needed (paragraphs 4.10 to 4.16 of the Covert Human Intelligence Sources code of practice provide detail on where a CHIS authorisation may be available for online activity).

3.12 In deciding whether online surveillance should be regarded as covert, consideration should be given to the likelihood of the subject(s) knowing that the surveillance is or may be taking place. Use of the internet itself may be considered as adopting a surveillance technique calculated to ensure that the subject is unaware of it, even if no further steps are taken to conceal the activity. Conversely, where a public authority has taken reasonable steps to inform the public or particular individuals that the surveillance is or may be taking place, the activity may be regarded as overt and a directed surveillance authorisation will not normally be available.

3.13 As set out in paragraph 3.14 below, depending on the nature of the online platform, there may be a reduced expectation of privacy where information relating to a person or group of people is made openly available within the public domain, however in some circumstances privacy implications still apply. This is because the intention when making

such information available was not for it to be used for a covert purpose such as investigative activity. This is regardless of whether a user of a website or social media platform has sought to protect such information by restricting its access by activating privacy settings.

3.14 Where information about an individual is placed on a publicly accessible database, for example the telephone directory or Companies House, which is commonly used and known to be accessible to all, they are unlikely to have any reasonable expectation of privacy over the monitoring by public authorities of that information. Individuals who post information on social media networks and other websites whose purpose is to communicate messages to a wide audience are also less likely to hold a reasonable expectation of privacy in relation to that information.

3.15 Whether a public authority interferes with a person's private life includes a consideration of the nature of the public authority's activity in relation to that information. Simple reconnaissance of such sites (i.e. preliminary examination with a view to establishing whether the site or its contents are of interest) is unlikely to interfere with a person's reasonably held expectation of privacy and therefore is not likely to require a directed surveillance authorisation. But where a public authority is systematically collecting and recording information about a particular person or group, a directed surveillance authorisation should be considered. These considerations apply regardless of when the information was shared online. See also paragraph 3.6.

Example 1: *A police officer undertakes a simple internet search on a name, address or telephone number to find out whether a subject of interest has an online presence. This is unlikely to need an authorisation. However, if having found an individual's social media profile or identity, it is decided to monitor it or extract information from it for retention in a record because it is relevant to an investigation or operation, authorisation should then be considered.*

Example 2: *A customs officer makes an initial examination of an individual's online profile to establish whether they are of relevance to an investigation. This is unlikely to need an authorisation. However, if during that visit it is intended to extract and record information to establish a profile including information such as identity, pattern of life, habits, intentions or associations, it may be advisable to have in place an authorisation even for that single visit. (As set out in the following paragraph, the purpose of the visit may be relevant as to whether an authorisation should be sought.)*

Example 3: *A public authority undertakes general monitoring of the internet in circumstances where it is not part of a specific, ongoing investigation or operation to identify themes, trends, possible indicators of criminality or other factors that may influence operational strategies or deployments. This activity does not require RIPA authorisation. However, when this activity leads to the discovery of previously unknown subjects of interest, once it is decided to monitor those individuals as part of an ongoing operation or investigation, authorisation should be considered.*

3.16 In order to determine whether a directed surveillance authorisation should be sought for accessing information on a website as part of a covert investigation or operation, it is necessary to look at the intended purpose and scope of the online activity it is proposed to undertake.

Factors that should be considered in establishing whether a directed surveillance authorisation is required include:

- Whether the investigation or research is directed towards an individual or organisation;
- Whether it is likely to result in obtaining private information about a person or group of people (taking account of the guidance at paragraph 3.6 above);
- Whether it is likely to involve visiting internet sites to build up an intelligence picture or profile;
- Whether the information obtained will be recorded and retained;
- Whether the information is likely to provide an observer with a pattern of lifestyle;
- Whether the information is being combined with other sources of information or intelligence, which amounts to information relating to a person's private life;
- Whether the investigation or research is part of an ongoing piece of work involving repeated viewing of the subject(s);
- Whether it is likely to involve identifying and recording information about third parties, such as friends and family members of the subject of interest, or information posted by third parties, that may include private information and therefore constitute collateral intrusion into the privacy of these third parties.

3.17 Internet searches carried out by a third party on behalf of a public authority, or with the use of a search tool, may still require a directed surveillance authorisation.

Example: *Researchers within a public authority using automated monitoring tools to search for common terminology used online for illegal purposes will not normally require a directed surveillance authorisation. Similarly, general analysis of data by public authorities either directly or through a third party for predictive purposes (e.g. identifying crime hotspots or analysing trends) is not usually directed surveillance. In such cases, the focus on individuals or groups is likely to be sufficiently cursory that it would not meet the definition of surveillance. But officers should be aware of the possibility that the broad thematic research may evolve, and that authorisation may be appropriate at the point where it begins to focus on specific individuals or groups. If specific names or other identifiers of an individual or group are applied to the search or analysis, an authorisation should be considered.*