



Cabinet (Resources) Panel

6 May 2014

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

Membership

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

Labour

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

Conservative

Liberal Democrat

Quorum for this meeting is two Councillors.

Information for the Public

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

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

Copies of other agendas and reports are available from:

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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 **Declarations of interest**
- 3 **Minutes of the previous meeting (8 April 2014)** (Pages 1 - 12)
[To approve the minutes of the previous meeting as a correct record.]
- 4 **Matters arising**
[To consider any matters arising from the minutes.]

DECISION ITEMS

- 5 **Amendments to Small Works Assistance Grant Policy** (Pages 13 - 18)
[To approve the amendments to the existing Private Sector Small Works Assistance Grant Policy.]
- 6 **Highway Safety Inspections** (Pages 19 - 22)
[To approve the revisions to the current Highway Safety Inspection policy pending the outcome of consultation on the draft document and to approve the draft Highway Safety Inspection Plan for consultation with relevant stakeholders.]

INFORMATION ITEMS

- 7 **Schedule of Individual Executive Decisions** (Pages 23 - 30)
[To note the schedule of open and exempt individual executive decisions approved by Cabinet Members following consultation with the relevant employees.]
- 8 **Exclusion of press and public**
[To pass the following resolution:

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

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

<i>Item No.</i>	<i>Title</i>	<i>Grounds for Exemption</i>
DECISION ITEMS		
9	Corporate Procurement Award of Contracts for Works, Goods and Services [To agree the acceptance of the award and extension of Council contracts as required by the Council's Contract Procedure Rules.]	Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)
10	Structural repairs to the Civic Centre Car Park (Pages 31 - 38) [To confirm the preferred approach for the procurement of the repairs to the Civic Centre car park, taking into account the FutureSpaces programme and to approve an increase in the capital allocation for the works and an annual adjustment to the car park's revenue budget in reduced income.]	Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)
11	Corporate Asset Management Fund - Approval of Schemes for the Energy Efficiency Fund (Pages 39 - 42) [To approve, in principle, the development of two renewable energy schemes and to approve the negotiation of a cost for the extension of the existing photovoltaic panel installation at the Civic Centre and to delegate the approval of the detailed business case and acceptance of tenders to the Cabinet Member for Resources in consultation with the Assistant Director, City Services.]	Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)
INFORMATION ITEMS		
12	Employee establishment (Pages 43 - 76) [To note the schedule of changes approved by Cabinet Members and Directors.]	Information relating to any individual. Para (1)

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Cabinet (Resources) Panel

Minutes – 8 April 2014

Attendance

Members of the Cabinet (Resources) Panel

Cllr Andrew Johnson (Chair)
Cllr Peter Bilson
Cllr Steve Evans
Cllr Phillip Page
Cllr John Reynolds
Cllr Paul Sweet

Other attendees

Cllr Elias Mattu
Cllr Val Gibson

Employees

Sarah Norman	Strategic Director – Community
Alistair Merrick	Assistant Director – Delivery
Mark Taylor	Assistant Director, Finance - Delivery
Robert Baldwin	Head of Service – Property and Projects Team
Tessa Johnson	Graduate Management Trainee
Matt Vins	Graduate Management Trainee

Apologies were received from Cllr Roger Lawrence.

Part 1 – items open to the press and public

Item No. Title

MEETING BUSINESS ITEMS

- 2. Declarations of interests**
Cllr Bilson declared a disclosable non-pecuniary interest in respect of Item 12.
Cllr Johnson declared a disclosable non-pecuniary interest in respect of Item 18.
- 3. Minutes of the Previous Meeting (11 March 2014)**
Resolved:
That the minutes of the meeting held on 11 March 2014 be approved as a correct record and signed by the Chair.
- 4. Matters Arising**
There were no matters arising.

DECISION ITEMS (Amber – delegated to the Cabinet (Resources) Panel)

5. Empty Property Strategy – 171 Caledonia Road, Parkfields, Wolverhampton – Property Identified for Action

Cllr Bilson introduced the report, and highlighted the past success of compulsory purchases by the Council. He added that the property in question had been empty since 2009 and previous attempts to improve it had been unsuccessful. He asked for approval to progress the matter.

Resolved:

1. To note the property identified for action under the Empty Property Strategy.
2. To authorise Council employees to enter into formal negotiations to acquire the property by agreement.
3. To approve in principle, the use of compulsory purchase action if required.

6. Children's Centre financial allocations 2014/15

Cllr Gibson introduced the report, and highlighted the savings made by reducing administrative and management costs by increasing the area each centre covered. She also drew the panel's attention to the manner in which the funding was allocated, based upon the Income Deprivation Affecting Children Index and other data about the City.

Resolved:

1. To agree the allocations for Children's Centre locality budget for the financial year 2014/15.
2. To note the parameters for the allocations are on the basis of the number of children in the area, Income Deprivation Affecting Children Index (IDACI) and data drawn from health, employment, benefits claims, lone parents and number of child protection plans in the area.

7. Victim Services Funding 2013/14

Cllr Mattu introduced the report and emphasised that the funding was coming from a ring-fenced budget and therefore did not require any revenue contribution from the Council.

Resolved:

1. To approve delegation of the 2013/14 ring-fenced allocation from the Police and Crime Commissioner (PCC) to Safer Wolverhampton Partnership (SWP), which includes provision for carry forward of the resources into 2014/15.
2. To note that use of the grant is ringfenced for the purposes of building capacity within voluntary and community sector organisations which deliver services to victims of crime.

8A Sports Development and Investment Strategy

Cllr Johnson informed the panel that this was a late report and suggested it should be a decision item, rather than an information item as specified on the agenda.

Cllr Mattu introduced the report and spoke about the importance of inward investment for the city. The panel agreed that this was a good news story for Wolverhampton.

Resolved:

1. To agree that retrospective applications for funding to support the Wolverhampton Sport Development and Investment Strategy Capital Programmes future funding applications identified through the strategy be approved.
2. To approve entering into contracts with funders for successful funding applications that support the Wolverhampton Sport Development and Investment Strategy capital programmes.
3. To approve spend of £918,000 in relation to:
 - i. Sport England funding of £340,000 for the artificial grass pitch development at Our Lady and St Chad Catholic School and Sports College.
 - ii. The Football Foundation funding of £128,000 for the artificial grass pitch development at Our Lady and St Chad Catholic School and Sports College.
 - iii. The Football Foundation funding of £450,000 for pitch developments at Barnhurst Lane.
4. To approve delegated responsibility to the Cabinet Member for Leisure and Communities, in consultation with the Strategic Director, Community, to approve all funding applications identified through the Sport Development and Investment Strategy.

INFORMATION ITEMS

8. Schedule of Individual Executive Decisions

Resolved:

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

EXCLUSION OF PRESS AND PUBLIC

9. Exclusion of Press and Public

Resolved:

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

within the paragraphs of Schedule 12A of the Act set out below:

<i>Item No.</i>	<i>Title</i>	<i>Applicable paragraph</i>
10	Corporate Procurement Award of Contracts for Works, Goods and Services	3
11	Surplus Properties	3
12	Grant Application Grand Theatre	3
13	Grant Application Lighthouse Media	3
14	Grant Newhampton Arts	3
15	Refurbishment of Albert Road for the All Age Disability Team	3
16	Deeds of Variation to the Building Schools for the Future (BSF) ICT Agreement	3
17	Schools delegated budgets, licensed deficit scheme	3
18	Dedicated Schools grant 2014/15, schools delegated budget	3
19	Schools Capital programme 2014/15	3
20	Adoption Reform Grant	3
21	Improving the City Housing Offer: Strategic Construction Partnership	3
22	Revised Options for the future use of the Parkfields site	3
23	Compensation for removal of weekend enhancements	3
24	Changes to Employee Establishment	1

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

DECISION ITEMS (Amber – delegated to the Cabinet (Resources) Panel)

10. **Corporate Procurement Award of Contracts for Works, Goods and Services**
Resolved:
1. To authorise the award of a contract, using the existing Eastern Shires Procurement Organisation (ESPO) framework for the Supply of Vehicle Tyres and Tubes to Lodge Tyre Company of Birmingham, to commence 1 May 2014 for a period of two years including an option to extend for a further one year and to authorise the Chief Legal Officer to execute the contract.
 2. To authorise the award of a contract for the provision of interpreter, translation and transcription services to Thebigword Limited as a call-off against Lot 6 of the existing National Health Service – Shared Business Services framework agreement (NHS-SBS) to commence on 1 May 2014 and to expire on 30 October 2016, and to authorise the Chief Legal Officer. to execute the contract.
 3. To authorise the award of a contract for supply, installation and recycling of stairlifts to Stannah Stairlifts Services Limited of Andover Hampshire for a term of five years including an option to extend for a further two years, and to authorise the Chief Legal Officer to execute the contract.
 4. To authorise the approval for funding of community based short breaks services for disabled children for 2014/15 with a range of external providers under an extension to the current arrangements.
 5. To authorise the approval to provide planned and emergency home based respite care by extending the current contract with Agincare for a period of eight months (from 1 October 2014 to 31 May 2015) to avoid disruption and allow adequate time to undertake a combined service tender process for future requirements, and to authorise the Chief Legal Officer to execute the contract extension.
 6. To authorise the Cabinet Member for Resources, in consultation with the Strategic Director for Delivery, to approve the award of a contract for provision of a corporate lone worker system once the tender evaluation process is complete, and to authorise the Chief Legal Officer to execute the contract.
 7. To authorise the Cabinet Member for City Services, in consultation with the Strategic Director for Delivery, to approve the award of two contracts for Bailiff Street parking services once the tender evaluation process is complete, and to authorise the Chief Legal Officer to execute the contract.

8. To authorise the Cabinet Member for City Services, in consultation with the Strategic Director for Delivery, to approve the award of a contract for supply of manufactured vehicle spares and factored parts once the tender evaluation process is complete, and to authorise the Chief Legal Officer to execute the contract.
9. To authorise to the Cabinet Member for Economic Regeneration and Prosperity, in consultation with the Strategic Director for Education and Enterprise, to approve the award of a contract for the demolition of Tower Works and Fort Works once the tender evaluation process is complete, and to authorise the Chief Legal Officer to execute the contract.
10. To authorise the Cabinet Member for City Services, in consultation with the Strategic Director for Delivery, to approve the award of a framework contract for corporate security services including events security once the tender evaluation process is complete, and to authorise the Chief Legal Officer to execute the contract.

11. **Surplus Properties**

Resolved:

1. To declare land and property surplus to requirements and agree their disposal in accordance with the strategy set out in this paper specifically:-
 - a. To declare surplus to requirements various properties and to dispose of these properties on the open market by auction, tender or private treaty for an appropriate use.
 - b. To declare surplus to requirements various properties and to further investigate the potential for the community asset transfer of these assets failing which the properties will be disposed of or leased on the open market for an appropriate alternative use.
2. To delegate responsibility to agree terms for the disposal and/or leasing of the assets identified above to the Cabinet Member for Economic Regeneration and Prosperity, in consultation with the Strategic Director for Education and Enterprise.

12. **Grant Application Grand Theatre**

Cllr Mattu introduced the report and told the panel that the following grants had already been approved in the budget.

Resolved:

1. To approve a grant of £383,000 to the Grand Theatre for revenue support in 2014/15.
2. To delegate authority to the Council's Chief Legal Officer to execute the grant funding agreement

13. **Grant Application Lighthouse Media**

Cllr Mattu introduced the report and told the panel that the following grants had already been approved in the budget.

Resolved:

1. To approve a grant of £157,000 to the Light House Media Centre for revenue support in 2014/15 which consisted of an actual grant payment of £114,000 due to the £43,000 charged as rent.
2. To delegate authority to the Council's Chief Legal Officer to execute the grant funding agreement

14. **Grant Newhampton Arts**

Cllr Mattu introduced the report and told the panel that the following grants had already been approved in the budget.

Resolved:

1. To approve a grant of £25,000 to the Newhampton Arts Centre for revenue support in 2014/15.
2. To delegate authority to the Council's Chief Legal Officer to execute the grant funding agreement

15. **Refurbishment of Albert Road for the All Age Disability Team**

Cllr Evans introduced the report and discussed the savings made on parking and rent by centralising staff at the Albert Road property.

Resolved:

1. To approve the rationalisation of the Albert Road site to accommodate the relocation of the Disability Team employees from Pond Lane, Neville Garratt Centre and the Civic Centre.
2. To approve the virement of £48,000 from the 'Residue on Capital Investment in Community Capacity Scheme' to the 'Relocation of the Disabilities Team from Pond Lane to Albert Road' (scheme to be renamed as Albert Road Refurbishment) taking the revised allocation to £98,000.
3. To authorise delegation of authority to the Cabinet Member for Adult Services, in consultation with the Strategic Director, Community, to award the contract for the refurbishment of the Albert Road Site subject to the contract being within the agreed budgetary provision as agreed by the Cabinet (Resources) Panel.
4. To note that there is specific capital funding for the proposed works, the investment made will generate significant revenue savings and avoid incurring rental costs for the Pond Lane site.

16. **Deeds of Variation to the Building Schools for the Future (BSF) ICT agreement**

Resolved:

1. To approve that the Council enters into a Deed of Variation to the BSF ICT Services Contract (“the Contract”) made between (1) the Council and (2) Inspiredspaces Wolverhampton Limited (the Local Education Partnership (LEP)), dated 30 April 2010, in respect of the Building Schools for the Future ICT Contractual change notice - ANC 003 - which will remove the managed service element of the contract;
2. To approve the delegation of authority to the Cabinet Members for Schools Skills and Learning and Resources, in consultation with the Strategic Director for Education and Enterprise, the Assistant Director, Finance and the Chief Legal Officer to complete and finalise negotiations with the LEP up to the completion of the Deed of Variation for ANC 003 and ANC 004;
3. To approve that the Council enters into a Deed of Variation to the Contract in respect of a contractual change notice (“ANC 004”) in which the Council will consent to the replacement of Carillion Construction Limited as the LEP’s subcontractor with Carillion (AMBS) Limited and change to the Baseline Model Costs;
4. To approve that the Council enters into any new ancillary agreements to affect the replacement of Carillion Construction Limited with Carillion (AMBS) Limited as the LEP’s ICT Contractor.

17. **Schools’ delegated budgets, licensed deficit scheme**

Cllr Page introduced the report. He brought the Panel’s attention to the final recommendation and emphasised the need for an updated report regarding school underspend in the future.

Resolved:

1. To approve the new applications for the schools in deficit, namely the Castlecroft and Colton Hills schools.
2. To agree to receive future updates on the licensed deficit scheme which will be reported to the Cabinet (Resources) Panel on a bi-annual basis.
3. To note the assessment of the funding available to support the licensed deficit scheme for 2013/14 and future years.
4. To note the position regarding schools with existing licensed deficits, namely Wednesfield High School, that is not on track to recover the deficit in the agreed timescale and the actions to be taken, with an undertaking to report back to Cabinet and Cabinet (Resources) Panel in a further report.

5. To note the position regarding outstanding deficit applications, namely Coppice High School and Woodthorne Primary, and the actions to be taken by the local authority. There is a commitment to continue to work with these schools to return to a surplus balance position.

18 **Dedicated Schools' Grant 2014/15, schools' delegated budget**

Resolved:

1. To agree the Budget Share allocations for 2014/15 as approved by Schools Forum on 27 February 2014.
2. To note the parameters of the local authority's Dedicated Schools' Grant (DSG) allocation for 2014/15 which was reported to, and approved by, Schools' Forum on 27 February 2014.

19 **Schools capital programme 2014/15**

Cllr Page introduced the report and emphasised the need for renovations at New Park school to make the property safe.

Resolved:

1. To approve the detailed projects for schools capital maintenance
2. To approve the capital investment regarding Universal Infant Free School Meals for building alterations to both kitchens and dining areas to be considered in the following schools as detailed below:
 - i. Bantock Primary
 - ii. Christ Church CE Infant
 - iii. Elston Hall Primary
 - iv. Manor Primary
 - v. Warstones Primary

All Wolverhampton schools with children in reception, year one and year two excluding academies, free schools and VA schools to receive support with both light and heavy kitchen equipment all as per facilities catering equipment audit.

Total £300,000

3. To note that the Voluntary Aided element of the allocation is still to be confirmed with Diocese.

Total £83,380

4. To authorise the Cabinet Member for Schools, Skills and Learning in consultation with the Strategic Director for Education and Enterprise, to accept suitable tenders for the works resulting from programmes shown in recommendations one and two where the cost is affordable within the

available budget identified.

5. To authorise the Cabinet Member for Schools, Skills and Learning in consultation with the Strategic Director for Education and Enterprise, to initiate works in relation to emergency works preventing a school closure, the nature of which would not allow sufficient time to gain normal Council approvals.
6. To authorise the Chief Legal Officer, to execute all contract documentation.
7. To note the resources available for implementing the 2014/15 capital programme.

20

Adoption Reform Grant

Cllr Gibson introduced the report. She told the panel that the central government grant was given in four instalments, on a quarterly basis. She emphasised that the grant would be used to speed up the process of adoption, meaning children would spend less time in foster care and subsequently generate savings.

Resolved:

1. To approve the proposed expenditure in order to utilise the 2014/15 Adoption Reform Grant (ARG) allocation.

21

Improving the City Housing Offer: Strategic Construction Partnership

Resolved:

1. To initiate a pilot project for the delivery of new build Council housing using the Council's strategic construction partners and the sites identified subject to the detailed budget approval through a subsequent report to Cabinet (Resources) Panel.
2. To agree that, following detailed site investigations and other pre-development reports, the following sites are developed by Wates Construction:
 - Redcotts Close, Fallings Park Ward
 - 5 & 7 Hughes Road, Bilston North Ward
 - Welbury Gardens, St Peter's Ward
3. To agree that, following detailed site investigations and other pre-development reports, the following site is developed by Bullock Construction:
 - Land at former 1-8 Sunset Place, Spring Vale Ward
4. To agree that the capital costs of the development are funded by Housing Revenue Account (HRA) capital, supported by Right to Buy receipts, subject to confirmation of full funding availability. Further detailed costings will be

sought from both SCP's and reported to Cabinet (Resources) Panel for approval.

5. To approve the draft 'Construction Specification and Design Criteria for new Council Dwellings', to set the appropriate standards for this new Council housing, as well as for the procurement and delivery of further new Council housing developments.
6. To agree that bids should be submitted for Homes and Community Agency (HCA) grant funding as appropriate, to support the development of further sites identified under the Housing Land Review.
7. To note that a project management structure, monitoring costings, value for money, and the standard of delivery, will support the development process and a consultation and communications plan will be implemented for each development.

22

Revised options for the future use of the Parkfields site

Cllr Johnson introduced the report and spoke about the revised option, to sell all the site except the pupil referral unit. He noted that the capital receipt may be reduced by the maintenance of the unit, particularly if the site was sold for residential buildings.

Resolved:

1. Not to progress with the use of part of the site as office accommodation.
2. Not to progress with the development of the proposed Community Hub on the Parkfields site.
3. Dispose of the Parkfields site with the exception of the Pupil Referral Unit (PRU), and that the disposal should also include the swimming pool and gymnasium.
4. To note that the ground conditions on the site will potentially impact on the capital receipt and possibly require the Council for a contribution to future remediation costs.
5. To note that the combined Pupil Referral Unit (PRU) and playing fields remain in their current use.
6. To note that should the soft market testing not confirm that one of the proposed options is deliverable that there will be a further report to Cabinet (Resources) Panel.

23

Compensation for removal of weekend enhancements

Cllr Sweet introduced the report and spoke about the speed of resolving Single Status claims. He confirmed that the funding would come from the Single Status

funding pot.

Resolved:

1. To approve the approach that has been adopted to compensate employees in receipt of enhanced payments for weekend working following implementation of the Single Status collective agreement.
2. To note the completion of the project to compensate employees in receipt of enhanced payments for weekend working.

INFORMATION ITEMS

24 Changes to Employee Establishment

Resolved:

To note changes made to the employee establishment.



Cabinet (Resources) Panel

06 May 2014

Report title	Amendments to Small Works Assistance Grants Policy	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Peter Bilson Economic Regeneration and Prosperity	
Key decision	No	
In forward plan	Yes	
Wards affected	All	
Accountable director	Tim Johnson, Education and Enterprise	
Originating service	Housing	
Accountable employee(s)	Lisa Morgan	Housing Improvement Officer
	Tel	01902 554746
	Email	Lisa.morgan@wolverhampton.gov.uk
Report to be/has been considered by		

Recommendation(s) for action or decision:

Cabinet (Resources) Panel is recommended to:

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

1.0 Purpose

- 1.1 To approve the amendments to the existing Private Sector Housing, small works assistance grants policy under the Regulatory Reform (Housing Assistance)(England and Wales) Order 2002 by increasing the upper limit for the award of small works assistance grant from £5,000 to £10,000. As per the existing policy, small works assistance grants will remain repayable on demolition, sale or change of ownership, through a charge being added to the property and only one award of assistance will be made per property/applicant.
- 1.2 To approve the amendments to the affordable warmth grant assistance, to require that an applicant's property must be in Council Tax Band A, B or C to improve the targeting of funding to assist the most vulnerable private sector households in the City.

2.0 Background

- 2.1 At its meeting of 5 December 2012, Cabinet approved the delivery of private sector housing assistance measures through an "in house" Home Improvement Service. The housing assistance policy provides for repayable emergency small works assistance grants to assist vulnerable homeowners to deal with housing matters which potentially compromise their health and safety and well-being.
- 2.2 The small works assistance grants scheme targets owner occupier households with limited income. Eligible works are those of an urgent nature considered to be dangerous or prejudicial to health and includes (but not limited to) electrical and gas safety as well as security improvements.
- 2.3 Currently, small works assistance grants are available across the City through the Wolverhampton Home Improvement Service (WHIS) via the Handyperson Scheme, to owner-occupiers over 60 years of age who are in receipt of specific means tested benefits. A maximum grant of £5,000 per application is available for works where there is immediate risk to the householder. The grant is payable for works to address situations which are considered to be dangerous (category 1 hazards under the Housing Health and Safety Rating System) or likely to be "Prejudicial to the Health" of the occupants. These defects should be of an "acute" nature rather than indicative of a "chronic" long-standing or gradual degenerative condition. The exception to this may be in circumstances where long standing rot /infestation or disrepair would lead to imminent risk of collapse of a part of the structure.
- 2.4 The Housing Capital Programme approved by Council on 1 March 2012 included a budget of £1.0 million per annum for five years for the Private Sector Housing Assistance Programme including small works assistance from 2012/13 which is split equally between the small works assistance grants and the affordable warmth grants programmes.

2.5 The affordable warmth assistance programme provides energy efficiency measures for vulnerable people on a low income and at risk of chronic cold/damp related illnesses. Appropriate heating and insulation works are carried out subject to a maximum grant of £5,000. The approximate average grant is £2,700. The grant is City wide and only available to qualifying private sector households. For residents to qualify, they must be on specific income related benefits and suffer from a serious cold or damp related illness.

3.0 Proposals

3.1 Early feedback from WHIS has identified that since the original policy was introduced in July 2003 there has been no uplift in the maximum award of grant available to take into account increasing building costs. Early indication from grants delivered between November 2013 to March 2014 is that 40% applications for assistance are in excess of the maximum £5,000 award and therefore have to be considered through an Individual Executive Decision Notice which adds to the bureaucracy involved in administering the programme and delays in undertaking essential works.

3.2 It is proposed therefore that the maximum award for small works assistance grant is increased from £5,000 to £10,000. As per the existing policy, small works assistance grants will remain repayable on demolition, sale or change of ownership, through a charge being added to the property and only one award of assistance will be made per property/applicant. Progress on expenditure and assistance delivered will be monitored monthly through the WHIS reporting mechanism as part of the Housing Strategy Delivery Plan.

3.3 In order to avoid situations where grants are awarded to applicants residing in relatively high value properties and who are deemed to be equity rich and therefore are likely to be able to finance the measures by other means, it is proposed that the affordable warmth assistance, is amended to require that the applicants property must be in Council Tax Band A, B or C. Applicants residing in properties in a higher band will only receive assistance in exceptional circumstances which will be subject to an Individual Executive Decision Notice to consider the Council's discretion to award assistance outside of the normal criteria.

4.0 Financial implications

4.1 The full amount of small works assistance grants up to the value of £10,000 will remain repayable on demolition, sale or change of ownership, through a charge being added to the property.

4.2 Affordable warmth grant remains a non repayable grant, up to a maximum value of £5,000 per award.

4.3 At present there is a budget in the approved housing capital programme of £500,000 per annum for repayable small works grants and £500,000 per annum for affordable warmth grants from 2014/15 for three years. However, these budgets are currently under review.
[CF/30032014/B]

5.0 Legal implications

- 5.1 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 confers a power on local authorities to improve living conditions in their area. It provides the assistance can be given for a range of matters including repairing living accommodation and the adaptation or improvement of living accommodation. Housing Assistance can be provided in any form i.e. grant or loan and can be made subject to conditions. This power to provide assistance can only be exercised once a policy has been adopted and published. Thereafter the local authority can only provide assistance in accordance with that policy. The recommendations within this report are consistent with the Councils strategic objectives in operating the Housing Assistance Policy.

[JH/01042014/I]

6.0 Equalities implications

- 6.1 This report has equal opportunities implications in that it seeks to provide funding to vulnerable households living in substandard private sector accommodation. It seeks to target resources towards financially disadvantaged or “vulnerable” households living in non-decent homes and assists the achievement of addressing the strategic housing target of increasing the number of vulnerable households living in privately owned homes which meet the decent homes standard.
- 6.2 An initial screening was completed of this new policy and this shows that a full analysis is not required. Equalities monitoring is in place and this will allow for the process of allocating support to pay “due regard” to Public Sector Equality Duty.

7.0 Environmental implications

- 7.1 Small works assistance grants enables Housing Services to improve the standard of housing in the City, reduce inequalities and potentially reduce carbon emissions in line with the Council’s sustainability strategy; in turn this will improve the function, amenity and visual impact of the City neighbourhoods.

8.0 Human resources implications

- 8.1 Administration of the grants received will be contained within existing resources from Housing Services

9.0 Corporate landlord implications

- 9.1 Small works assistance grants are delivered to owner occupiers only and have no corporate landlord implications.

10.0 Schedule of background papers

- 10.1 Housing Assistance in Wolverhampton 11th April 2012
Cabinet report, Delivery of Housing Assistance Policies, 5th December 2012.
Cabinet Resources Panel – 31 January 2012
Regenerating Wolverhampton Cabinet Team – 26/04/2004
Cabinet – 14/07/2010, 28/09/2010, 23/03/11
The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002
Housing Renewal Guidance – ODPM Circular 05/2003

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Cabinet (Resources) Panel

6 May 2014

Report title	Highway Safety Inspection Policy 2014	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Peter Bilson Economic Regeneration and Prosperity	
Key decision	No	
In forward plan	Yes	
Wards affected	All	
Accountable director	Tim Johnson, Education and Enterprise	
Originating service	Transportation Services	
Accountable employee(s)	Bob Willis	Service Manager
	Tel	01902 551807
	Email	bob.willis@wolverhampton.gov.uk
Report to be/has been considered by	n/a	

Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

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

1.0 Purpose

- 1.1 To seek approval to an interim highway safety inspection policy, pending the outcome of the consultation and finalisation of the draft highway safety inspection guide. The changes to the current policy will support the Council in meeting its statutory duty to maintain the highway as defined under Section 41, Highways Act 1980.
- 1.2 The draft guide will form the basis of a future policy for the provision of highway safety inspections for use on all adopted and publically maintainable highways within the City and other similar sites as required. The draft guide will be used as the basis of a consultation with relevant stakeholders, to ensure that the competing needs are adequately addressed and to provide the Council with a robust defence against claims.

2.0 Background

- 2.1 The Council, as the local highway authority, has a statutory duty under Section 41, Highways Act 1980 to maintain the highway at public expense in a safe and serviceable manner for all road users. Failure to discharge this duty can lead to claims against the Council for compensation resulting from damage or injury due to a failure to maintain the highway.
- 2.2 To support the Council in undertaking this duty, Section 58, Highways Act 1980 provides the highway authority with a “special defence” in respect of an action against it for damages for non-repair of the highway. This special defence requires the highway authority to prove that it has taken reasonable care. Part of the defence rests upon whether the highway authority knew, or could reasonably have been expected to know, that the condition of the part of the highway to which the action relates was likely to cause danger to users of the highway.
- 2.3 The document “Well-maintained Highways - Code of Practice for Highway Maintenance Management” (CoP) is part of a suite of documents available to a local highway authority to assist with the development of policy and strategy for managing highway infrastructure. The CoP includes recommendations and guidance on how an authority can meet the requirements of the Section 58 defence. This can be done by undertaking inspections in a regular systematic manner and in accordance with an approved policy.
- 2.4 The current guidance used to support the delivery of the highway safety inspection programme was published as part of the specification for the Wolverhampton City Council Highway Maintenance Term Contract in 2004. This document includes details for defect categorisation based on the degree of risk presented to road users. It also includes the frequency of inspection for each site which is based on factors such as the road classification and local knowledge of the highway, etc.
- 2.5 The current practice ensures that all sites included within the programme of inspections are inspected as part of either a monthly, quarterly or six-monthly routine, subject to available resources. This regime means that some sites are inspected more frequently than required when compared to the guidance provided in the CoP. The draft guide seeks to review and revise the inspection network and frequency of inspections for each site, bringing the inspection cycle into line with official guidance.

- 2.6 The revisions to current practice are needed to incorporate changes to the method of data collection, provide more supporting documentation and to ensure that the data collected as part of the survey is fully utilised in the management of the highway network. Staffing and resources are increasingly limited but these changes will ensure the inspections continue to provide a robust defence against third party claims. Inspections will also be delivered in a more cost effective and efficient manner than currently.
- 2.7 The interim policy will adopt a 'clean sheet' survey for each inspection. Defects identified during previous inspections will no longer be reviewed and re-inspected during a subsequent inspection. When a defect is found it will be recorded as a new defect. Although some duplication will occur, this should only affect Category 2 type defects (see paragraph 2.9). In order to minimise duplication, the use of inspection sheets will be reduced to only record items which need to be reported to third parties for further action, for example minor defects to utility apparatus, vegetation from a front garden overhanging the footway, etc. The interim policy will also revise the planned inspection frequency to change those sites inspected on a six monthly cycle to be inspected annually.
- 2.8 The draft guide will continue to provide for inspections in accordance with the recommended frequency given in the CoP, with every site subject to an annual 'walked' inspection. Each highway site on the network is given a hierarchy classification for both the footway and carriageway elements. Although the footway hierarchy will be used to establish the overall inspection priority, it is recognised that additional inspections may be required for the carriageway.
- 2.9 The current guidance categorises defects in the highway in the following manner. Each of these has a different level of response for repairs:
- Category 1A (Cat 1A) defects (response for repair or to make safe is within 2 hours).
 - Category 1B (Cat 1B) defects (response for repair or to make safe is within 24 hours/next working day).
 - Category 2 (Cat 2) defects (response is to monitor or repair within planned programmes of work).
- 2.10 The inspector assesses the risk a defect presents to road users based upon the site location, hierarchy, likelihood of predictable deterioration and the requirement for a permanent or temporary repair. Other factors will also be taken into account, for example, the defect's position, the nature of the site and its likely level of use. The Highway Safety Inspectors will continue to exercise their judgment and discretion in deciding whether to record an individual defect and how to categorise it.
- 2.11 The interim policy will focus on Cat 1A and Cat 1B defects. Some Cat 2 defects will continue to be recorded and a simple condition assessment applied to the footway and carriageway features. The assessment will mitigate the potential loss of data that may arise from limiting the use of the Cat 2 defect.

3.0 Financial implications

- 3.1 This report has no immediate direct financial implications. The changes to policy proposed as an interim measure will assist with the delivery of the service in a more cost effective way and reduce the Council's exposure to third party claims. The draft guide may have implications that need to be considered as part of the consultation.

[ES/24042014/M]

4.0 Legal implications

- 4.1 Delivery of the highway safety inspection programme will be in accordance with the recommendations contained in the CoP.

[AS/17042014/P]

5.0 Equalities implications

- 5.1 This report has no direct equalities implications, but the revised guide will be subject to an equalities analysis screening.

6.0 Environmental implications

- 6.1 Ensuring a robust inspection regime for the public highway is in place has clear environmental benefits in ensuring good maintenance and safety standards.

7.0 Human resources implications

- 7.1 The current policy revised as part of the report will be managed within existing resources and budgets.

8.0 Corporate landlord implications

- 8.1 None

9.0 Schedule of background papers

- 9.1 Wolverhampton City Council Highway Maintenance Term Contract in 2004: Appendix 1/29 Safety Inspections, Special Conditions
- 9.2 Draft Highway Safety Inspection Guide



Cabinet (Resources) Panel

6 May 2014

Report title	Schedule of Individual Executive Decisions	
Decision designation	AMBER	
Cabinet member with lead responsibility	All	
Key decision	No	
In forward plan	No	
Wards affected	All	
Accountable director	Keith Ireland, Delivery	
Originating service	Democratic Services	
Accountable employee(s)	Tessa Johnson	Graduate Management Trainee
	Tel	01902 554003
	Email	Tessa.johnson@wolverhampton.gov.uk
Report to be/has been considered by	N/A	

Recommendations for noting:

The Cabinet (Resources) Panel is asked to note:

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

Schedule of Green Decisions

Part 1 – Open Items

Originating Service	Title and Summary of Decision	Designated Director/Officer	Cabinet Member Consulted	Date Approved	Contact Officer
1. Office of the Chief Executive					
2. Community					
3. Delivery Page 24	<p>(a) Discretionary Rate Relief Retail Discount and New Build Empty Property Policies That the Cabinet Member for Resources, in consultation with the Strategic Director, Delivery:</p> <ul style="list-style-type: none"> i) Approves the local policy for awarding discretionary rate relief (retail discount) to retail premises ii) Approves the local policy for awarding discretionary rate relief (new build empty property) to commercial premises 	Strategic Director of Delivery	Councillor Andrew Johnson	4 April 2014	Sue Martin 01902 554772
	<p>(b) Corporate Asset Management Fund – Approval of Schemes for the Energy Efficiency Fund That the Cabinet Member for Resources, in consultation with the Assistant Director, City Services approves the energy efficiency projects listed</p>	Strategic Director of Delivery	Councillor Andrew Johnson	17 April 2014	David Webb 01902 555540

Originating Service	Title and Summary of Decision	Designated Director/Officer	Cabinet Member Consulted	Date Approved	Contact Officer
	<p>(c) Discretionary Rate Relief (Retail Reoccupation Relief) Policy That the Cabinet Member for Resources, in consultation with the Strategic Director, Delivery approves the local policy for awarding discretionary rate relief to reoccupied retail premises that have been empty for twelve months or more.</p>	Strategic Director of Delivery	Councillor Andrew Johnson	17 April 2014	Sue Martin 01902 554772
Page 25	<p>(d) Final Council Tax Base 2014/15 That the Cabinet Member for Resources, in consultation with the Assistant Director, Finance amends the Collection Fund Council Tax Base for 2014/15 to 57,029.97 Band D equivalents from 56,299.12 Band D equivalents as previously reported to Cabinet on 22 January 2014.</p>	Strategic Director of Delivery	Councillor Andrew Johnson	31 January 2014	Mark Taylor 01902 556609
4. Education and Enterprise	<p>(a) European Visit – Grundtvig Lifelong Learning Programme That the Cabinet Member for Schools, Skills and Learning, in consultation with the Strategic Direction, Education and Enterprise, approves the use of the acquired funding from the Grundtvig Lifelong Learning Programme and European Social Funding, totalling £1686 (€2055) in the financial year 2014/15 for the ‘Understand yourself, understand your learners’</p>	Strategic Director of Education and Enterprise	Councillor Phil Page	31 March 2014	Paul Doherty 01902 558087

Originating Service	Title and Summary of Decision	Designated Director/Officer	Cabinet Member Consulted	Date Approved	Contact Officer
	course taking place in Sicily.				
	<p>(b) Independent Support That the Cabinet Member for Schools, Skills and Learning, in consultation with the Strategic Director for Education and Enterprise, approves that the £25,000 awarded from this contract for Disabled Children be ring fenced within the Parent Partnership Services.</p>	Strategic Director, Education and Enterprise	Councillor Phil Page	23 April 2014	Lucy Harris 01902 556945

Part 2 – Exempt Items

Originating Service	Title and Summary of Decision	Designated Director/Officer	Cabinet Member Consulted	Date Approved	Contact Officer
1. Office of the Chief Executive					
2. Community					
3. Delivery Page 27	(a) Proposal to use framework contract for supplies including cleaning materials, catering disposables and polythene sacks That the Cabinet Member for City Services, in consultation with the Strategic Director for Delivery authorizes the award of a contract to Nobisco Limited of Birmingham, as a call from the Birmingham City Council framework, for the supply of cleaning materials, catering disposables and polythene sacks. The contract will commence on 1 April 2014 until 31 March 2018.	Strategic Director of Delivery	Councillor John Reynolds	2 April 2014	Chris East 01902 555227
	(b) Appointment of the Interim Programme Manager for the Disposal Programme That the Cabinet Member for Resources, in consultation with the Strategic Director for Delivery, approves the appointment of the proposed interim programme manager.	Strategic Director of Delivery	Councillor Andrew Johnson	11 April 2014	Alistair Merrick 01902 555216

Originating Service	Title and Summary of Decision	Designated Director/Officer	Cabinet Member Consulted	Date Approved	Contact Officer
Page 28	<p>(c) Renewable Energy Installations – Acceptance of Tenders and Approval to Proceed That the Cabinet Member for Resources, in consultation with the Strategic Director for Deliver, approve</p> <ul style="list-style-type: none"> i) The award of a contract for the supply and installation of photovoltaic panels at various sites to Mark Group Ltd ii) The award of contracts for the installation of biomass boilers detailed in the report iii) The proposed programmes of work for the installation of photovoltaic panels and biomass boilers at various sites and the variation to the renewable energy budget within the approved capital programme to increase the available budget for photovoltaic panel installations. iv) The negotiation of a cost for the installation of photovoltaic panels at Central Baths, based on Mark Group Ltd tendered rates. 				
4. Education and Enterprise	<p>(a) Facilities Management – Deed of Termination without Prejudice Interim Payment That the Cabinet Members for Schools, Skills and Learning and Resources, in consultation</p>	Strategic Director of Education and Enterprise	Councillor Andrew Johnson Councillor Phil Page	11 April 2014	Nicola Boyes 01902 550566

Originating Service	Title and Summary of Decision	Designated Director/Officer	Cabinet Member Consulted	Date Approved	Contact Officer
	with the Strategic Director, Education and Enterprise, the Assistant Director Finance and the Chief Legal Officer approve the Without Prejudice interim payment.				
	(b) Mortgage Rescue – 300 Aldersley Road That the Cabinet Member for Economic Regeneration and Prosperity, in consultation with the Director of Education and Enterprise, approves the acquisition of 300 Aldersley Road through the Mortgage Rescue Scheme.	Strategic Director of Education and Enterprise	Cllr Peter Bilson	17 April 2014	David Harris 01902 555576

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