



Cabinet (Resources) Panel

11 November 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

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 Andrew Harvey
Tel/Email 01902 552752 or andrew.harvey@wolverhampton.gov.uk
Address Democratic Support, Civic Centre, 2nd floor, St Peter's Square,
Wolverhampton WV1 1RL

Copies of other agendas and reports are available from:

Website www.wolverhampton.moderngov.co.uk
Email democratic.support@wolverhampton.gov.uk
Tel 01902 555043

Please take note of the protocol for filming and recording of, and use of social media in, meetings, copies of which are displayed in the meeting room.

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** (Pages 1 - 6)
[To approve the minutes of the previous meeting as a correct record.]
- 4 **Matters arising**
[To consider any matters arising from the minutes.]
- 5 **Revenue Budget Monitoring 2014/15 - Quarter Two** (Pages 7 - 38)
[To approve the recommendations of the revenue budget report and approve the expenditure as set out in the report.]
- 6 **Technical Reforms of Council Tax - Review of Charges for Empty Properties and Second Homes** (Pages 39 - 46)
[To approve a revised local policy covering council tax charges levied on empty properties and second homes.]
- 7 **Council Tax- Introduction of Penalties for Non Return of Information** (Pages 47 - 50)
[To approve the introduction of penalty charges for non-return of information to support the assessment of council tax liabilities and recovery of council tax debt.]

INFORMATION ITEMS

- 8 **Schedule of Individual Executive decisions** (Pages 51 - 56)
[To note the summary of open and exempt individual executive decisions approved by the appropriate Cabinet Members following consultation with the relevant stakeholders.]

PART 2 - EXEMPT ITEMS, CLOSED TO THE PRESS AND PUBLIC

- 9 **Exclusion of the 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 falling within the paragraphs of Schedule 12A of the Act set out below:]

Item No.	Title	Applicable Paragraph
10	Strategic Procurement: Award of Contracts for Goods, Services and Work.	3
11	Improving Support for the Education of Gypsy, Roma, Traveller (GRT) and Newly Arriving Eastern European Roma (EER) Children	1
12	Review of the Feasibility of a Public WiFi Service	3

10 **Strategic Procurement - Award of Contracts for Goods, Services and Works. (Pages 57 - 76)**

[To agree the award of contracts as set out in the report, and delegate authority to the appropriate cabinet members.]

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

[To delegate authority to the Chief Legal Officer to execute contracts in respect of the above as required.]

11 **Improving Support for the Education of Gypsy, Roma, Traveller (GRT) and Newly Arriving Eastern European Roma (EER) Children (Pages 77 - 88)**

[To approve the proposal to improve the way in which the education and related needs of Gypsy, Roma and Traveller (GRT) and Eastern European Roma (EER) children are met following the ending of the 'West Midlands Consortium Services to Travelling Children, Schools and Families'. Furthermore to authorise officers to proceed with the restructure process so that the new service offer can begin as the current consortium arrangements end.]

Information relating to any individual. Para (1)

12 **Review of the Feasibility of a Public WiFi Service (Pages 89 - 96)**

[To endorse the proposal to carry out further investigation into the implications for the Council of letting concessions to mount microwave and "small cell" equipment on Council-owned street furniture and buildings.]

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



Cabinet (Resources) Panel

Minutes - 21 October 2014

Attendance

Members of the Cabinet (Resources) Panel

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

Employees

Ian Fegan	Head of Communications
Andrew Harvey	Graduate Management Trainee
Tony Ivko	Assistant Director - Older People and Personalisation
Tim Johnson	Strategic Director, Education and Enterprise
Kevin O'Keefe	Chief Legal Officer
Martyn Sargeant	Head of Democratic Services
Mark Taylor	Assistant Director, Finance
Bob Willis	Service Manager Network Management

Part 1 – items open to the press and public

Item No. *Title*

- 1 **Apologies for absence**
Apologies for Absence were received on behalf of Councillor Steve Evans.
- 2 **Declarations of interest**
There were no declarations of interest.
- 3 **Minutes of the previous meeting**
Resolved:
That the minutes of the meeting on 9 September be approved as a correct record.
- 4 **Matters arising**
There were no matters arising.
- 5 **Civil Enforcement of Bus Lanes and Bus Gates**
Councillor Peter Bilson moved the report and its recommendations to the panel in the absence of Councillor John Reynolds. The report proposed the implementation of Council run bus lane enforcement, to improve the movement of public transport around the city and set out penalties for those found illegally using bus lanes.

Councillor Bilson moved an amendment to recommendation 4. Following consultation with the Department for Transport (DfT) the penalty charge will be £60 (instead of £70). The charge for early payment (within 14 days) will be £30 (£35) and late payment charges will be £90 (£105).

Resolved:

- (1) To approve the proposals to implement civil enforcement of bus lanes and bus gates within Wolverhampton pursuant to the Transport Act 2000, Traffic Management Act 2004 and all other enabling powers.
- (2) To agree the use of approved devices (cameras) to enforce bus lanes and bus gate contraventions pursuant to the Transport Act 2000.
- (3) To grant dispensation from normal competition requirements under the procurement procedure rules and approve the appointment of Systems Engineering and Assessment Ltd to provide the bus lane and bus gate civil enforcement equipment and associated system requirements. This will deliver value for money due to essential compatibility with the parking enforcement system.
- (4) To agree the level of penalty charge proposed (£60) in relation to bus lane and bus gate contraventions. To incentivise prompt payment, an authority must incorporate into their penalty regime a 50% discount for penalty charge notices paid within 21 days of its service (£30). If the ticket served is not paid before the end of the relevant period (28 days) the local authority may serve a charge certificate and increase the charge by 50% (£90).
- (5) To approve the consultation recommendations and publicity proposals.
- (6) To appoint the Council's representative (Parking Services Manager) to become a member of the Bus Lane Adjudication Service Joint Committee.

6 External Funding Update

Councillor Bilson presented the report which sought Cabinet (Resources) Panel approval for the Council to act as an accountable body for the Growing Places Supporting Employment and Enterprise Development project. Moreover the report reaffirmed the need for the Council and its partners to work together to explore barriers to growth for small and medium businesses, details of which were listed in the report.

Resolved:

- (1) To agree that the Council act as an accountable body for Growing Places Supporting Employment and Enterprise Development Project, sign the funding agreement and approve a grant to the named delivery partner Access to Business to deliver the project.
- (2) To delegate authority to the Cabinet Member for Economic Regeneration and Prosperity, in consultation with the Strategic Director Education and Enterprise

and Assistant Director, Finance, to sign the service level agreement relating to the delivery of this project.

- (3) To agree to act as a partner with the University of Wolverhampton in the Environmental Management of Small and Medium Sized Enterprises (EMSME) project, in order to host a research placement for six months exploring barriers to green growth in small and medium sized enterprises.
- (4) To approve spending in relation to these externally funded projects and approve the establishment of separate budget codes for project revenue.

7 Special Educational Needs and Disabilities New Burdens Money

Councillor Gibson presented the report which outlined why this service has now come under Council control, and referred to the Councils obligation to implement the Children and Families Act 2014. Councillor Gibson informed Councillors that the Department for Education was very impressed with the Councils progress during their visit in January 2014. She also emphasised to the panel that table 3.3 in the report set out details of the expenditure.

Resolved:

To approve the expenditure of £200,000 in 2014/15 and £160,000 in 2015/16 to be funded from the Special Educational Needs and Disabilities implementation Grant to fund the Implementation of the Children and Families Act 2014 in relation to disabled children.

8 Funding Transfer from the NHS to Social Care 2014/15

Councillor Andrew Johnson moved the report in the absence of Councillor Steve Evans. Councillor Johnson moved an amendment to recommendation 2, stating that delegation should go to the Cabinet Member for Adults, not the Cabinet Member for Health and Wellbeing..

Councillors enquired as to whether this was pre-existing money or from a new fund. Tony Ivko informed the panel that this is not new money but is from pre-existing funds. Tony also suggested that the Council can expect more scrutiny than normal but in conjunction with the Clinical Commissioning Group (CCG), and both will take a joint report to the Health and Wellbeing board, as detailed in the report.

Resolved:

- (1) That the Council enters into an agreement under Section 256 of the NHS Act 2006 with NHS England to provide the sum of £6.3 million to the Council.
- (2) To delegate authority to the Cabinet Member for Health and Wellbeing and the Cabinet Member for Resources, in consultation with the Strategic Director of Community and Assistant Director Finance, to approve the detailed allocation of this funding to services.

9 **Schedule of Individual Executive Decisions**

Resolved:

To note the summary of open and exempt individual executive decision notices approved by the appropriate Cabinet Members following consultation with the relevant designated employees.

10 **Exclusion of press and public**

Resolved:

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

Item No.	Title	Applicable Paragraph
11	Schools Delegated Budgets Licensed Deficit Scheme	3
12	Public Health Contracting Strategy	3
13	Strategic Procurement: Award of Contracts for Goods, Services and Works	3

11 **Schools Delegated Budget Licensed Deficit Scheme**

Councillor Page introduced the report and brought to Councillor's attention - paragraphs 3.2 and 3.3 which highlighted the money available for schools budget deficits. Councillor Page also highlighted paragraph 3.7 which stated the position of schools that are currently converting to become academies and their deficit status.

Councillors insisted that it would be a priority to see how the situation at Carlton Hills School developed.

Some Councillors asked how robust the monetary savings were at Carlton Hills School as there appeared to be a big swing from deficit to surplus. Mark Taylor reassured Councillors that the Council works closely with schools to ensure the deficit and budget data is correct and that they will continue to monitor and work closely with the schools in question.

Resolved:

- (1) To approve the new applications for the schools in deficit.
- (2) To agree to receive future updates on the licensed deficit scheme which will be reported to the Panel on a half yearly basis.
- (3) Note the assessment of the funding available to support the licensed deficit scheme for 2014/15 and future years.

- (4) Note the update regarding schools in an existing deficit position.

12 **Public Health - Contracting Strategy**

Councillor Johnson informed the panel that this report had been withdrawn and would be considered at a future meeting.

13 **Corporate Procurement - Award of Contracts for Works, Goods and Services**

Councillor Johnson presented the report on the award of Contracts for Works, Goods and Services.

Resolved:

- (1) To approve the formalisation of the current arrangements with Royal Wolverhampton Trust in a contract.
- (2) To delegate authority to the Cabinet Member for City Services, in consultation with the Assistant Director of Finance to approve the award of a contract for the supply of coated roadstone once the evaluation process is complete.
- (3) To delegate authority to the Cabinet Member for Resources, in consultation with the Assistant Director of Finance, to approve the award of contracts for both Lot 1 Core Banking Services and Lot 2 Merchant Acquiring Services.
- (4) To authorise the Chief Legal Officer to execute contracts in respect of the above as required.

This page is intentionally left blank



Cabinet (Resources) Panel

11 November 2014

Report title	Revenue Budget Monitoring 2014/15 – Quarter Two	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Roger Lawrence Leader of the Council	Councillor Andrew Johnson Resources
Key decision	Yes	
In forward plan	Yes	
Wards affected	All	
Accountable director	Keith Ireland, Managing Director Sarah Norman, Community Tim Johnson, Education and Enterprise	
Originating service	Strategic Financial Services	
Accountable employee(s)	Mark Taylor Tel Email	Assistant Director Finance 01902 556609 mark.taylor@wolverhampton.gov.uk
Report to be/has been considered by	Strategic Executive Board	23 October 2014

Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve the use of £100,000 from the Efficiency Reserve to fund: the final costs associated with the creation of the temporary staffing agency (£25,000), and to undertake a review of empty homes (£25,000).
2. Approve the use of £733,000 from the Regeneration Reserve to fund various regeneration priorities as detailed in table 9.

3. Approval is sought for the use of £400,000 from the Transformation Reserve to help achieve the reduction in the subsidy to Leisure Services. The initial priority areas for revenue investment include: external signage for all sites using the new brand image, internal directional signage for all facilities, staff uniforms using the new brand image and repairs and maintenance.
4. Approve the establishment of expenditure headings within the 2014/15 approved budget for grant funding streams obtained within the year (paragraphs 4.0 to 4.2).
5. Approve the write off of one Housing Benefit overpayment that exceeds £5,000, as detailed in paragraph 9.1.
6. Approve virements totalling £30,000 as detailed in paragraph 3.1.3.

Recommendations for noting:

The Cabinet (Resources) Panel is asked to note:

1. The projected outturn for the General Fund which is a net over spend of £3.3 million (1.32%) against the net budget requirement of £247.8 million, after taking account of the projected cost of redundancies which will be funded by calling on general balances.
2. That schools have submitted budget plans, approved by governing bodies, for the current financial year which forecast that they will use £7.1 million of reserves and that in total they will end the year with balances of approximately £8.9 million.

1.0 Purpose

- 1.1 The purpose of this report is to provide Cabinet with a projection of the likely revenue outturn position, compared with the Council's approved revenue budgets for 2014/15 and related targets, as at the end of quarter two of the financial period.

2.0 Summary

- 2.1 Overall a net over spend of £3.3 million (1.32%) is projected against the General Fund net budget requirement of £247.8 million, this is analysed in Table 1 below:

Table 1 – 2014/15 General Fund Revenue Budget Projected Outturn

	Net Controllable Budget 2014/15 £000	Projected Outturn 2014/15 £000	Projected Variation Over/(Under)	
			£000	%
Community Delivery	136,458	139,637	3,179	2.33%
Education and Enterprise	59,728	59,698	(30)	-0.05%
Office of the Chief Executive	13,106	13,229	123	0.94%
Corporate Budgets	2,594	2,594	-	0.00%
	35,865	31,465	(4,400)	-12.27%
Net Budget Requirement	247,751	246,623	(1,128)	-0.46%
Government Grant (General)	(161,741)	(161,741)	-	0.00%
Council Tax	(76,567)	(76,567)	-	0.00%
Collection Fund Deficit	700	700	-	0.00%
Total Resources	(237,608)	(237,608)	-	0.00%
Use of General Balances	(10,143)	(5,743)	4,400	43.38%
Net Budget (Surplus) / Deficit	-	3,272	3,272	1.32%

- 2.2 The Council continues to be faced with a challenging projected financial position over the medium term, and significant savings are required in order to achieve a robust financial position. An update to the Medium Term Financial Strategy presented to Cabinet on 22 October 2014, detailed the current projections and the remaining projected budget deficit, after savings identified to date, of £37 million. This projection was based upon the outturn position forecast in the Quarter One Revenue Budget Monitoring Report adjusted for the £2.5 million additional redundancy cost shown above in Corporate Budgets.
- 2.3 The budget shown in this report reflects the acceleration of existing and additional 2014/15 savings proposals equating to £1.7 million approved by Cabinet on 25 June. These savings will reduce the call on general fund reserves this financial year.

- 2.4 In order to support the savings programme in rebuilding general reserves it is proposed that expenditure during the remainder of 2014/15 be restricted to that which is essential to enable the Council to undertake its planned level of services.
- 2.5 Schools have submitted budget plans, approved by governing bodies, for the current financial year which show a reduction in end of year balances. They forecast that schools will use £7.1 million of reserves and that they will end the year with balances of approximately £8.9 million. Plans are currently being revised and an update will be reported to a future meeting of Cabinet (Resources) Panel.
- 2.6 An update on the General Fund budget risks is provided at section 9. Overall the risk for 2014/15 is currently assessed as amber.
- 2.7 It is important to note that projected redundancy costs of £7.5 million are included in the forecast outturn, and will be funded by a contribution from the Efficiency Reserve. The projected costs are subject to change dependent upon the actual redundancies approved by year end.
- 2.8 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 this panel. There is one virement that requires approval during this quarter, as detailed in paragraph 3.1.3.
- 2.9 The most significant factors contributing towards the projected overspend against the budget are reported on a service-by-service basis in section 3.

3.0 General Fund Revenue Budget Monitoring: Service Analysis

3.1 Community

3.1.1 A summary of the projected outturn against the Community 2014/15 revenue budget, as at the end of quarter two, is provided in the table below, whilst a detailed analysis is provided in Appendix A.

Table 3 – 2014/15 Revenue Budget Projected Outturn – Community

	Controllable Budget 2014/15 £000	Projected Outturn £000	Projected Variation	
			Over/(Under) £000	%
Older People & Personalisation	32,723	33,479	756	2.31%
Health, Wellbeing & Disabilities	48,136	48,104	(32)	-0.07%
Children, Young People & Families	51,857	54,188	2,331	4.50%
Public Health, Parks and Safeguarding	2,302	2,426	124	5.39%
Community Initiatives	1,440	1,440	-	0.00%
Community Total	136,458	139,637	3,179	2.33%

3.1.2 Overall a net overspend of £3.2 million (2.33%) is projected for the year. The main factors contributing towards the forecast overspend are:

- Older People & Personalisation** - There is a forecast overspend of £1.6 million across care purchasing budgets for older people, which in part has been offset by underspends due to staff vacancies across the assistant directorate.
- Health, Wellbeing & Disabilities** - There is a forecast overspend of £490,000 in care purchasing, due to increase in volume and complexity of young people in transition and adult demographic pressures. This overspend has been offset by staffing vacancies within the assistant directorate.

Work is continuing to develop and implement the Promoting Independence programme, which will reduce total expenditure on care packages and thereby offset the forecast over spend in both Older People and Health, Wellbeing and Disabilities.
- Children, Young People & Families** - There is a forecast net over spend of £2.3 million within the assistant directorate, which has arisen primarily as a result of a continued increase in the number of Looked After Children

placements equating to £3.0 million, in addition to increased costs associated with adoption and guardianship, and fostering allowances totalling £738,000. Additional income from the Clinical Commissioning Group and the Special Educational Needs service has helped to partly offset the overspend.

Families R First continues to make progress. The number of Looked After Children has held steady since March with recent weeks showing more children leaving than entering care. Once this trend is clearer it will be possible to determine what the final overspend will be this year and what savings are achievable in 15/16, and therefore whether the current target needs to be revised.

- 3.1.3 In accordance with the Council's financial procedure 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 this panel. The panel are requested to approve a transfer of £30,000 to an Employee budget from an Other Controllable Expenditure heading within the Special Educational Needs (SEN) service. This virement will enable recruitment to a full-time SEN Officer post rather than the part-time SEN Officer post, which is currently held vacant in the establishment.

3.2 Delivery

- 3.2.1 A summary of the projected outturn against the Delivery 2014/15 revenue budget, as at the end of quarter two, is provided in the table below, whilst a detailed analysis is provided in Appendix B.

Table 4 – 2014/15 Revenue Budget Projected Outturn – Delivery

	Controllable Budget 2014/15	Projected Outturn	Projected Variation	
	£000	£000	Over/(Under) £000	%
Delivery Directorate	351	226	(125)	-35.61%
Audit Services	940	940	-	0.00%
Central Services	9,149	9,149	-	0.00%
Corporate Landlord	9,392	9,487	95	1.01%
Corporate Procurement Unit	707	707	-	0.00%
Environmental Services	22,846	22,846	-	0.00%
Financial Services	9,856	9,856	-	0.00%
Human Resources	3,993	3,993	-	0.00%
Legal Services	2,494	2,494	-	0.00%
Delivery Total	59,728	59,698	(30)	-0.05%

3.2.2 Overall a net underspend of £30,000 (-0.05%) is projected for the year. This is largely as a result of a projected underspend within the Delivery directorate due to a voluntary redundancy that has taken place. This underspend however, has partly been offset by an overspend within Corporate Landlord. The directorate will continue to identify all opportunities to deliver in year savings in order to assist with the Council's financial challenge.

3.3 Education and Enterprise

3.3.1 A summary of the projected outturn against the Education and Enterprise 2014/15 revenue budget, as at the end of quarter two, is provided in the table below, whilst a detailed analysis is provided in Appendix C.

Table 5 – 2014/15 Revenue Budget Projected Outturn – Education and Enterprise

	Controllable Budget 2014/15 £000	Projected Outturn £000	Projected Variation	
			Over/(Under) £000	%
Directorate	290	290	-	0.00%
Partnerships, Economy and Culture	6,882	6,882	-	0.00%
Regeneration	6,039	5,727	(312)	-5.17%
Learning & Achievement	(105)	330	435	-414.29%
Education & Enterprise Total	13,106	13,229	123	0.94%

3.3.2 Overall a net overspend of £123,000 (0.94%) is projected for the directorate which is a reduction from the overspend of £517,000 projected at Quarter One. This is largely as a result of overspends within the Learning and Achievement assistant directorate resulting from non-achievement of prior year savings within the School Planning & Resources service and the assistant directorate, in addition to the under achievement of income for the Standards & Vulnerable Pupils service. This overspend has in part been offset by underspends within Regeneration arising from vacant posts pending phased restructure arrangements.

3.3.3 Work is in progress to identify compensating savings that can be delivered during the financial year to address this projected overspend.

3.4 Office of the Chief Executive

- 3.4.1 A summary of the projected outturn against the Office of the Chief Executive 2014/15 revenue budget, as at the end of quarter two, is provided in the table below.

Table 6 – 2014/15 Revenue Budget Projected Outturn – Office of the Chief Executive

	Controllable Budget 2014/15	Projected Outturn	Projected Variation	
	£000	£000	Over/(Under) £000	%
Chief Executive	202	202	-	0.00%
Black Country Transport	29	29	-	0.00%
Communications and Marketing	874	874	-	0.00%
Corporate Policy	1,489	1,489	-	0.00%
Office of the Chief Executive Total	2,594	2,594	-	0.00%

- 3.4.2 There are no significant variances forecast for the year. The Directorate will continue to identify all opportunities to deliver in year savings in order to assist with the Council's financial challenge.

3.5 Corporate Budgets

- 3.5.1 A summary of the projected outturn against 2014/15 corporate revenue budgets, as at the end of quarter two, is shown in Appendix E.
- 3.5.2 Overall it is anticipated that the forecast spend will be in line with budget, with the exception of redundancy costs to be funded from general balances. The Council introduced a voluntary redundancy programme during late 2013 in order to identify budget savings. Given the anticipated reduction in staffing numbers arising from the implementation of savings proposals during 2014/15, it is projected that redundancy costs of £7.5 million will be incurred during the financial year. The total cost of redundancies will be funded by a contribution from the Efficiency Reserve, following a transfer of £7.5 million from General Balances to the Efficiency Reserve as detailed in table 8.
- 3.5.3 The final numbers are subject to change however, and a provision for those redundancies approved during 2014/15 but not paid until 2015/16 will need to be considered.

4.0 Changes to Grant Funded Expenditure

- 4.1 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 late notification from grant awarding bodies of grant amounts, and proactive grant applications during the year.
- 4.2 Approval is sought from the panel to establish expenditure headings within the 2014/15 approved budget as set out in the table below, and in accordance with each individual grant's terms and conditions. This will have no effect on the Council's net revenue budget as this is fully funded from grant.

Table 7 – Grants

Grant	Description of Expenditure	Awarding Body	Expenditure 2014/15 £000
Community			
Care Act Implemenation	To support the implemenation of the Care Act	Department of Health	125
Education and Enterprise			
European Regional Development Fund - Black Country Broadband Plan	Business support packages to enable Small/Medium Enterprises to capitalise on superfast broadband opportunities available to them.	Department for Communities and Local Government	250
Heritage Lottery Fund - Jewish Burial Sites	Securing Wolverhampton's Jewish Burial Site and establishing a trust for the ongoing maintenance of the site.	Heritage Lottery Fund	10
Heritage Lottery Fund - Townscape Heritage Initiative	Development of the full business case for a City Centre Townscape Heritage Initiative	Heritage Lottery Fund	40
TOTAL			425

5.0 Reserves and Balances

- 5.1 At the beginning of 2014/15 a balance of £27.0 million was held within the general fund reserve.
- 5.2 The following table sets out the projected level of general fund reserves at 31 March 2015:

Table 8 – Projected Uncommitted General Fund Reserves at 31 March 2015

	£000
Balance as at 1 April 2014	27,000
Budgeted Use of General Balances	(10,143)
In year Minimum Revenue Provision saving transferred into General Balances	4,400
Quarter Two Projected Overspend	(3,272)
Transfer to the Efficiency Reserve (to fund redundancy costs)	(7,500)
Projected Balance as at 31 March 2015	10,485

- 5.3 The projected outturn position as at quarter two of 2014/15 would result a closing position of £10.5 million in general fund reserves. The Council will continue to identify potential opportunities to deliver in year savings and therefore reduce the call on general fund reserves.
- 5.4 **Other Transfers to/from Earmarked Reserves**
- 5.4.1 Approval is sought from this meeting for a number of other transfers to/from earmarked reserves, as set out in the following paragraphs.
- 5.4.2 The Efficiency Reserve was established to fund pump priming and investment in new developments and initiatives whose main aim is to generate efficiencies and savings in the future, and may also result in redundancy costs.
- 5.4.3 Approval is sought from this meeting for the use of £25,000 from the Efficiency Reserve to fund the final costs associated with the creation of the temporary staffing agency.
- 5.4.4 Approval is also sought for the use of £75,000 from the Efficiency Reserve to undertake a review of empty homes to secure additional New Homes Bonus.
- 5.4.5 The Regeneration Reserve was specifically established to support important regeneration priorities within the city. Approval is sought from this meeting for the use of £733,000 from the Regeneration Reserve, to fund regeneration expenditure as outlined in the table 9 overleaf.

Table 9 – Regeneration Reserve

	(Use of/ Addition to Reserve £000	Balance £000
Balance as at 1 April		1,908
<u>Previously Approved</u>		
Cabinet Resources Panel - 29 July 2014		(658)
Cabinet - 23 July 2014 Southside Delivery Strategy		(170)
<u>Approval Sought from this Meeting</u>		
Match funding required to leverage £40,000 HLF funding for the development of bid to secure additional external funding.	(10)	
State aid and due diligence reports to assist businesses to apply for grant funding.	(30)	
Options for relocating Bilston Craft Gallery.	(10)	
Invest Black Country - To fund the Council's contribution towards the Invest Black Country project, whereby all 4 Black Country Councils are investing in joint inward investment programme.	(45)	
Regional Growth Fund (Growing Priorities Sectors) Contribution - Contribution towards administration and set up costs for Sandwell's Black Country wide bid for £11.0 million from the Regional Growth Fund.	(10)	
Civic Halls & Lighthouse Media Centre - support in advance of Improvement Programme.	(175)	
To fund i54 Western Extension Feasibility Study works.	(150)	
To support the cost of professional advice in relation to the Casino appraisal process.	(28)	
To support the re-decoration of the Grand Theatre.	(50)	
Westside Masterplanning and support for initial phase of development.	(225)	
		(733)
Forecast Balance as at 31 March 2015		347

5.4.6 The Transformation Reserve was specifically established to progress the Confident Capable Council Transformation Strategy and deliver efficiencies.

5.4.7 A fundamental business review of Leisure Services has been undertaken which has covered operational performance and identified opportunities for increases in the generation of income. This will significantly reduce the current level of subsidy of £2 million. The new business approach has a focus on introducing a strong commercial

model in order to maximise the income potential of the business. To help achieve the reduction in subsidy capital and revenue investment will be required.

- 5.4.8 Approval is sought for the use of £400,000 from the Transformation Reserve to help achieve the reduction in the subsidy to Leisure Services. The initial priority areas for revenue investment include: external signage for all sites using the new brand image, internal directional signage for all facilities, staff uniforms using the new brand image and repairs and maintenance.

6.0 General Fund Transformation Programme

- 6.1 The total savings target value for the 205 individual proposals included in the 2014/15 to 2018/19 Medium Term Financial Strategy, which was approved by Council on 5 March 2014, was £66.7 million. Of this, £21.3 million is deliverable in the 2014/15 financial year, with the balance of £45.4 million falling due in the period 2015/16 to 2018/19.
- 6.2 The table below provides an overview of the Council's forecast performance against the current year's savings targets as at mid October 2014.

Table 10 – 2014/15 Savings Targets – Likelihood of Achievement

Savings Already "Banked"	Savings With a Higher Level of Confidence	Savings With a Medium Level of Confidence	Savings With a Lower Level of Confidence	Total Savings Target
£000	£000	£000	£000	£000
10,171	8,127	2,927	150	21,375
47.6%	38.0%	13.7%	0.7%	100.0%
No.	No.	No.	No.	No.
87	94	19	5	205

- 6.3 It is important to note that the monetary totals included in each column do not reflect an end of year forecast. They represent the total value of individual savings targets that have been assessed as falling within each column.
- 6.4 The detail behind the assessment is reflected in the budget forecasts included in this report. Where these give rise to variations greater than £100,000, they are separately disclosed in Appendices A-E.

7.0 General Fund Budget Monitoring – Risk Management

- 7.1 The overall level of risk associated with the budget 2014/15 is assessed as amber. The six main areas of risk are summarised in the table at Appendix F.

8.0 Revenue Budget Monitoring – Schools Budgets

- 8.1 Cabinet (Resources) Panel received a report on 9 September 2014 detailing the level of Schools Balances.
- 8.2 At the end of the 2013/14 financial year schools' revenue balances stood at £15.9 million. This is a reduction of £1.5 million on the previous year's position. However £1.3 million of this reduction relates to the transfer of reserves to schools that converted to academy status during 2013/14.
- 8.3 Cabinet (Resources) Panel received a report on the schools licenced deficit scheme on 21 October 2014. Schools have submitted budget plans, approved by governing bodies, for the current financial year which show a reduction in end of year balances. They forecast that schools will use £7.1 million of reserves and that they will end the year with balances of approximately £8.9 million. Plans are currently being revised and an update will be reported to a future meeting of Cabinet (Resources) Panel.

9.0 General Fund Corporate Income – Write-Offs

- 9.1 In accordance with the financial procedure rules, approval from Cabinet (Resources) Panel is required in relation to any write offs of overpaid benefit in excess of £5,000. During the period from April to mid-October, one case has been identified with a value of £5,018.44, and requires approval by this panel for write-off. Full details are provided at Appendix G. In general, overpaid benefit is written off in cases of hardship caused either by medical, personal or financial circumstances, where the debtor has died or where the debtor cannot be traced.
- 9.2 In addition, £1,116 of overpaid benefit debts have been approved for write-off by the Assistant Director Finance from April to mid-October (made up of individual debts not exceeding £5,000).

10.0 Financial Implications

- 10.1 The financial implications are discussed in the body of the report.
[MH/16102014/U]

11.0 Legal Implications

- 11.1 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 balance budget and monitor the financial position throughout the year.
[RB/30102014/I]

12.0 Equality Implications

- 12.1 Under the Equality Act 2010, the Council has a statutory duty to pay due regard to the impact of how it carries out its business on different groups of people. This is designed to help the Council identify the particular needs of different groups and reduce the likelihood of discrimination on the nine protected characteristics covered in the legislation are:
- Age;
 - Disability;
 - Gender reassignment;
 - Marriage and Civil Partnership;
 - Pregnancy and Maternity;
 - Race;
 - Religion or Belief;
 - Sex;
 - Sexual Orientation.
- 12.2 In relation to determining the overall revenue budget for the Council there is always a difficult balance to be struck in deciding the levels at which to invest, reduce expenditure and raise income set against the often competing needs of different groups within the Wolverhampton community.
- 12.3 In order to address these complex issues the Council operates an open and consultative approach to budget and Council tax determination. Year-on-year and medium term spending forecasts are provided to every household and business ratepayer within the city as part of the documentation which accompanies the Council tax demand.
- 12.4 Budget consultation meetings have been held with the education community, the business community, the voluntary sector, communities of interest and trade unions. The Council's budget consultation approach has also included online surveys and a telephone hotline in order to gain feedback on budget and service priorities.
- 12.5 In determining the budget for 2014/15 considerable focus has been placed on the development of savings proposals. All of these proposals have been subject to an equality analysis screening and where necessary a full equality analysis has been conducted.
- 12.6 The Council is facing a particularly challenging short and medium term financial environment in which savings must be generated and a tight control on spending maintained. This means that a greater focus than ever is necessary to ensure that core

equalities commitments are met. In determining the 2014/15 budget particular attention has been given to attempts to lessen any adverse impact of proposals on individuals and communities in most need.

- 12.7 In summary the Council's annual budget and medium term financial strategy supports a range of services designed to meet key equalities objectives. A cumulative equalities analysis has been conducted on the overall budget proposals, including the overall impact of job losses. This can be found on the Council's website via the following link: <http://www.wolverhampton.gov.uk/budgetsavings>
- 12.8 Councillors should also be aware that under the Equality Act 2010, they must comply with the Public Sector Equality Duty (PSED) when making budget decisions. What this means in practice is that Councillors must consciously think about the three aims of the public sector equality duty as part of the decision making process, the three aims are to have due regard to the need to:
- Eliminate discrimination, harassment and victimisation;
 - Advance equality of opportunity by removing or minimising disadvantages, meet differing needs and encouraging participation, and
 - Foster good relations between people from different groups.
- 12.9 The Act does not require the Council to treat everyone in the same way; sometimes different treatment is required, for example, by making reasonable adjustments to meet the needs of disabled people.
- 12.10 Consideration of equality issues must influence the decisions reached by public bodies including:
- How they act as employers;
 - How they develop, evaluate and review policy;
 - How they design, deliver and evaluate services, and
 - How they commission and procure from others.
- 12.11 The Brown Principles, established as a result of a legal case concerning Post Offices closures in 2008, provide an important checklist that should be considered when making decisions:
- Decision makers must be made aware of their duty to have due regard to the identified goals;
 - Due regard must be fulfilled before and at the time that a particular decision is being considered, not afterwards;
 - The duty must be exercised in substance, with rigour and with an open mind. It is not a question of ticking boxes;
 - The duty is cannot be delegated; it must be fulfilled by the organisation in question rather than through the use of an external body to do it to the organisation;
 - The duty is a continuing one, and
 - It is good practice to keep an adequate record showing that it has considered the identified needs.

13.0 Environmental Implications

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

14.0 Background Papers

2015/16 Budget and Medium Term Financial Strategy 2015/16 – 2018/19, report to Cabinet, 22 October 2014.

Schools Balances 2013/14, report to Cabinet (Resources) Panel, 9 September 2014.

Managing the Budget Cuts – The Next Phase, report to Cabinet, 25 June 2014.

5 Year Budget and Medium Term Financial Strategy 2014/15 to 2018/19, report to Full Council, 5 March 2014.

5 Year Budget and Medium Term Financial Strategy 2014/15 to 2018/19, report to Full Council, 6 November 2013.

APPENDIX A

Revenue Budget Monitoring Quarter Two – Community

Service	2014/15 Controllable Budget £000	2014/15 Forecast Outturn £000	2014/15 Forecast Variance £000	2014/15 Forecast Variance at Q1 £000	Reason for Variation
Older People & Personalisation					
Directorate	99	99	-	-	
Assistant Director	146	150	4	100	
Carers Support	1,385	1,369	(16)	(100)	
ILS, Telecare & Adaptations	2,297	2,246	(51)	(67)	
Older People Assessment & Care Management	14,284	15,931	1,647	740	Overspend across care purchasing budgets for older people. Work is continuing to develop and implement the Promoting Independence programme, which will reduce total expenditure on care packages and thereby offset the forecast over spend in this area.
Older People Provider Management	9,462	9,030	(432)	(109)	Underspends due to staff vacancies across the service
Welfare Rights & Financial Assessment	1,728	1,711	(17)	(198)	
Housing	1,128	1,003	(125)	(125)	Underspend due to revised formula for apportioning costs of services shared by the General Fund and HRA
Community Centres	523	426	(97)	(100)	Underspend on staffing due to vacancies
Libraries	1,671	1,514	(157)	(59)	Early Achievement of 2015/16 savings target
Sub Total Older People & Personalisation	32,723	33,479	756	82	

APPENDIX A

Revenue Budget Monitoring Quarter Two – Community

Service	2014/15 Controllable Budget £000	2014/15 Forecast Outturn £000	2014/15 Forecast Variance £000	2014/15 Forecast Variance at Q1 £000	Reason for Variation
Health, Wellbeing & Disabilities					
Assistant Director	133	129	(4)	-	
Children's Disabilities Commissioning	64	83	19	(35)	
Disabilities In-House Provision	9,968	9,576	(392)	(134)	Underspends due to staff vacancies across the service
Emergency Duty Team	411	427	16	16	
Housing Support & Social Inclusion	4,771	4,771	-	-	
Mental Health Care Management	5,670	6,103	433	(114)	Over spend in care purchasing, due to increase in volume and complexity of young people in transition and adult demographic pressures. Work is continuing to develop and implement the Promoting Independence programme, which will reduce total expenditure on care packages and thereby offset the forecast over spend in this area.
Short Breaks	412	413	1	-	
Children With Disabilities	996	1,059	63	77	
Learning Disabilities Assessment & Care Management	19,174	18,991	(183)	719	Underspends on care purchasing budgets

APPENDIX A

Revenue Budget Monitoring Quarter Two – Community

Service	2014/15 Controllable Budget £000	2014/15 Forecast Outturn £000	2014/15 Forecast Variance £000	2014/15 Forecast Variance at Q1 £000	Reason for Variation
Physical Disabilities Assessment & Care Management	6,015	6,255	240	224	Over spend in care purchasing, due to increase in volume and complexity of young people in transition and adult demographic pressures. Work is continuing to develop and implement the Promoting Independence programme, which will reduce total expenditure on care packages and thereby offset the forecast over spend in this area.
Disabilities Commissioning	791	566	(225)	(474)	Higher than budgeted income from other organisations.
SEN	(269)	(269)	-	-	
Sub Total Health, Wellbeing & Disabilities	48,136	48,104	(32)	279	
Children, Young People & Families					
Assistant Director	537	533	(4)	-	
Children Centres	5,440	5,440	-	-	
Children in Need	6,533	7,523	990	200	£820,000 agency expenditure (over and above savings from staffing vacancies). Section 17 payments £120,000, Contact £30,000 and Volunteer Drivers £20,000 all of which are associated with increased caseloads and demands for services.
Children Commissioning	448	419	(29)	-	

APPENDIX A

Revenue Budget Monitoring Quarter Two - Community

Service	2014/15 Controllable Budget £000	2014/15 Forecast Outturn £000	2014/15 Forecast Variance £000	2014/15 Forecast Variance at Q1 £000	Reason for Variation
Looked-After Children	31,932	34,358	2,426	-	£43,000 underspend on staffing. Looked-After Children continued increase in placements £3.0 million. £602,000 increased costs associated with adoption and guardianship allowances and increased costs of £136,000 on fostering allowances. Additional external income from the CCG £77,00 and £50,000 from Special Education Needs budget to offset increased costs of Looked after Children. Forecast variance of £150,000 arising from new 'Staying Put' arrangements.
Social Inclusion & Play	3,238	2,605	(633)	-	Underspends due to staff vacancies across the service held pending a restructure.
Youth Offenders Team	1,270	1,040	(230)	(150)	Underspends due to staff vacancies across the service.
Business Support	1,119	1,118	(1)	(174)	
Youth	1,340	1,152	(188)	(73)	The budgets were set as provisional pending significant service reduction for 2014/15 with many staff leaving at the end of July 2014, following this saving may be earmarked to support further service transition and other service provision within the service.
Sub Total Children, Young People & Families	51,857	54,188	2,331	(197)	

APPENDIX A

Revenue Budget Monitoring Quarter Two – Community

Service	2014/15 Controllable Budget £000	2014/15 Forecast Outturn £000	2014/15 Forecast Variance £000	2014/15 Forecast Variance at Q1 £000	Reason for Variation
Public Health, Parks and Safeguarding					
Public Health Management	-	-	-	-	
Public Health Contracts	-	-	-	-	
Public Health Grant	-	-	-	-	
Sport & Leisure Trust			-	-	
Parks	362	360	(2)	(19)	
Safeguarding	1,940	2,066	126	(49)	Forecast cost pressure of £45,000 arising from additional DOLS assessments as a result of Supreme Court ruling, partially offset by use of £25,000 budget previously identified for consultancy costs. £106,000 pressure arising from the use of agency expenditure (over and above savings from staffing vacancies).
Sub Total Public Health, Parks and Safeguarding	2,302	2,426	124	(68)	
Community Initiatives	1,440	1,440	-	-	
Total Community Directorate	136,458	139,637	3,179	96	

APPENDIX B

Revenue Budget Monitoring Quarter Two – Delivery

Service	2014/15 Controllable Budget £000	2014/15 Forecast Outturn £000	2014/15 Forecast Variance £000	2014/15 Forecast Variance at Q1 £000	Reason for Variation
Delivery Directorate	351	226	(125)	-	An underspend is forecast due to a voluntary redundancy
Audit Services	940	940	-	-	
Central Services					
Assistant Director - Central Services	136	136	-	-	
Buisness Continuity & Emergency	130	130	-	-	
City Direct	1,404	1,404	-	-	
Democratic Services	1,898	1,898	-	-	
Health & Safety	290	290	-	-	
ICTS	5,291	5,291	-	-	
Corporate Landlord					
Catering	(913)	(913)	-	-	
Cleaning & Caretaking Service	7,288	7,288	-	-	
Community Centres (Corporate Landlord)	41	41	-	-	
Corporate Asset Management	327	382	55	-	
Engineering & Civic Centre	3,226	3,226	-	-	
Estates and Valuations	(1,231)	(1,191)	40	-	
Property Services	654	654	-	-	

APPENDIX B

Revenue Budget Monitoring Quarter Two – Delivery

Service	2014/15 Controllable Budget £000	2014/15 Forecast Outturn £000	2014/15 Forecast Variance £000	2014/15 Forecast Variance at Q1 £000	Reason for Variation
Corporate Procurement Unit	707	707	-	-	
Environmental Services					
Bereavement Services	(2,351)	(2,201)	150	-	Anticipated reduction in income due to less demand for bereavement services.
Coroners Services	323	323	-	-	
Environmental Maintenance	7,979	7,979	-	-	
Fleet Services	(983)	(1,133)	(150)	-	An underspend is anticipated due to higher than average levels of salvage.
Highways Maintenance	1,906	1,906	-	-	
Landscape	21	21	-	-	
Leisure Services	2,187	2,187	-	-	
Markets	(732)	(732)	-	-	
Parking Services	(555)	(555)	-	-	
Registration Services	(125)	(125)	-	-	
Street Lighting	1,663	1,663	-	-	
Waste and Recycling Service	13,513	13,513	-	-	

APPENDIX B

Revenue Budget Monitoring Quarter Two – Delivery

Service	2014/15 Controllable Budget £000	2014/15 Forecast Outturn £000	2014/15 Forecast Variance £000	2014/15 Forecast Variance at Q1 £000	Reason for Variation
Financial Services					
Corporate Financial Management	4,708	4,708	-	-	
Corporate Management	850	850	-	-	
Financial Services	(186)	(186)	-	-	
Housing Benefit Payments	(432)	(432)	-	-	
Revenues & Benefits	1,804	1,804	-	-	
Strategic Financial Services	2,122	2,122	-	-	
The Hub	990	990	-	-	
Human Resources	3,993	3,993	-	-	
Legal Services	2,494	2,494	-	-	
Total Delivery	59,728	59,698	(30)	-	

APPENDIX C

Revenue Budget Monitoring Quarter Two – Education and Enterprise

Service	2014/15 Controllable Budget £000	2014/15 Forecast Outturn £000	2014/15 Forecast Variance £000	2014/15 Forecast Variance at Q1 £000	Reason for Variation
Directorate	290	290	-	-	
Partnerships, Economy and					
Assistant Director	147	147	-	-	
Economic Partnerships and Investment	903	903	-	-	
Skills Development	1,420	1,420	-	-	
Neighbourhood Services	1,664	1,664	-	-	
Partnerships Operations and Development	38	38	-	-	
Community Safety	437	437	-	-	
Entertainments and Events	799	799	-	-	
Adult Education	(90)	(90)	-	-	
Culture, Arts and Heritage	1,564	1,564	-	-	
Sub Total Partnerships, Economy & Culture	6,882	6,882	-	-	
Regeneration					
Assistant Director	147	147	-	-	
Transportation	1,886	2,000	114	14	Temporary reduction in planned income
Physical Regeneration	442	442	-	54	
Housing	540	322	(218)	(104)	Vacant posts pending phased restructure arrangements

APPENDIX C

Revenue Budget Monitoring Quarter Two – Education and Enterprise

Service	2014/15 Controllable Budget £000	2014/15 Forecast Outturn £000	2014/15 Forecast Variance £000	2014/15 Forecast Variance at Q1 £000	Reason for Variation
Performance and Service Support	10	224	214	222	Delay in Education & Enterprise administrative savings
Planning	880	798	(82)	(90)	Vacant posts pending phased restructure arrangements
Regulatory Services	2,134	1,794	(340)	(186)	Vacant posts pending phased restructure arrangements
Sub Total Regeneration	6,039	5,727	(312)	(90)	
Learning & Achievement					
Assistant Director	(197)	-	197	(8)	Restructure does deliver savings in 15/16 but residual staffing costs will lead to non-achievement of prior years savings
Standards & Vulnerable Pupils	838	958	120	437	Projected under achievement of income for Governors Support Team and residual staff costs outside of restructure
School Planning and Resources	4,350	4,468	118	265	Prior year saving for Learning Technologies has been partially offset by vacant posts and other SLA income within the service area
Employability Skills (Apprenticeship scheme)	248	248	-	(87)	
Net Schools Budgets	(5,344)	(5,344)	-	-	
Sub Total Learning & Achievement	(105)	330	435	607	
Total Education and Enterprise	13,106	13,229	123	517	

APPENDIX D

Revenue Budget Monitoring Quarter Two – Office of the Chief Executive

Service	2014/15 Controllable Budget £000	2014/15 Forecast Outturn £000	2014/15 Forecast Variance £000	2014/15 Forecast Variance at Q1 £000	Reason for Variation
Office of the Chief Executive					
Chief Executive	202	202	-	-	
Black Country Transport	29	29	-	-	
Communications and Marketing	874	874	-	-	
Corporate Policy	1,489	1,489	-	-	
Total Office of the Chief Executive	2,594	2,594	-	-	

APPENDIX E

Revenue Budget Monitoring Quarter Two – Corporate Budgets

Service	2014/15 Controllable Budget £000	2014/15 Forecast Outturn £000	2014/15 Forecast Variance £000	2014/15 Forecast Variance at Q1 £000	Reason for Variation
West Midlands Transport Authority Levy	12,600	12,600	-	-	
Environment Agency Levy	67	67	-	-	
Looked After Children Budgeted Contingency	-	-	-	-	
Provision for Bad Debts	375	375	-	-	
Interest Payable	10,921	10,921	-	-	
Provision for the Redemption of Debt	12,646	8,246	(4,400)	-	A change in the basis of calculating the Council's Minimum Revenue Provision (MRP) for the redemption of debt from straight line to annuity method, as approved by Cabinet on 22 October 2014, will result in savings in the short term. This will reduce the budgeted use of General Balances in year.
Treasury Management Fees	101	101	-	-	
Dividends and Interest Receivable	(188)	(188)	-	-	

APPENDIX E

Revenue Budget Monitoring Quarter Two – Corporate Budgets

Service	2014/15 Controllable Budget £000	2014/15 Forecast Outturn £000	2014/15 Forecast Variance £000	2014/15 Forecast Variance at Q1 £000	Reason for Variation
Birmingham Airport - Rent	(78)	(78)	-	-	
Contribution from Southside Reserve	(735)	(735)	-	-	
Central Provision for increased Pension Costs	2,091	2,091	-	-	
Cross-cutting Savings Proposals	(2,050)	(2,050)	-	-	
Redundancy Costs	-	7,500	7,500	5,000	Redundancy payments during 2014/15 arising as a result of the Voluntary Redundancy Programme and savings proposals.
Contribution from the Efficiency Reserve	-	(7,500)	(7,500)	(5,000)	Contribution from the Efficiency Reserve to fund the projected redundancy payments during 2014/15.
Other Corporate Budgets	115	115	-	-	
Total Corporate Budgets	35,865	31,465	(4,400)	-	

APPENDIX F

General Fund Budget Risks 2014/15

Risk	Description	Level of Risk
Financial and Budget Management	Risks that might materialise as a result of the impact of non-pay inflation and pay awards, staff vacancy factors, VAT rules, loss of ICTS facilities, treasury management activity and the impact of single status and budget management failure.	Amber
Transformation Programme	Risks that might materialise as a result of not identifying savings, not delivering the savings incorporated into the budget and not having sufficient sums available to fund the upfront and one-off costs associated with delivering savings and downsizing the workforce.	Amber
Income and Funding	Risks that might materialise as a result of income being below budgeted levels, claw back, reduction to government grant or increased levels of bad debts.	Amber
Service Demands	Risks that might materialise as a result of demands for services outstretching the available resources.	Amber
Third Parties	Risks that might materialise as a result of third parties and suppliers ceasing trading or withdrawing from the market.	Amber
Government Policy	Risks that might materialise as a result of changes to Government policy during the year e.g. changes in VAT	Amber

APPENDIX G

Corporate Income – Write-offs in excess of £5,000

Reference	Reason	Date Written Off	Amount
108003	Overpayment of benefit occurred as a result of claimant failing to declare changes in entitlement to tax credits between June 2012 and February 2014. The claimant's husband was diagnosed in 2012 with Prion's disease (a form of Creutzfeldt-Jakob disease) and passed away in May 2014. The failure to declare the changes were an omission caused by exceptional family stress at the time and permission is sought to waive recovery.	May 2014	£5,018.44

This page is intentionally left blank



Cabinet (Resources) Panel

11 November 2014

Report title	Technical Reforms of Council Tax – Review of Charges for Empty Properties and Second Homes	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Andrew Johnson Resources	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All	
Accountable director	Keith Ireland, Delivery	
Originating service	Revenues and Benefits	
Accountable employee(s)	Sue Martin Tel Email	Head of Revenues and Benefits 01902 554772 Sue.martin@wolverhampton.gov.uk
Report to be/has been considered by		

Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve a revised local policy covering council tax charges levied on empty properties and second homes.

The above recommendation makes reference to the revised local policy on charging council tax for empty properties and second homes which is included as appendix (i).

1.0 Purpose

- 1.1 This report seeks approval from Cabinet (Resources) Panel, for a revision to the local policy on council tax charges for empty properties and second homes. The proposed revision is to recognise difficulties in selling or letting properties as grounds to consider waiving the long term empty property premium.
- 1.2 The report also provides information about operation of the local policy since its introduction in April 2013.

2.0 Background

- 2.1 The Local Government Finance Act 2012 was passed on 31 October 2012 giving councils discretion to alter the amount of council tax payable on empty properties and second homes.
- 2.2 The options were considered by a scrutiny panel on 18 September 2012 and recommendations made to Cabinet (Resources) Panel. The scrutiny panel suggested that the scheme should be reviewed after a period of time.
- 2.3 On 23 January 2013 Cabinet approved a discretionary scheme for discounts and charges on empty properties to be implemented with effect from 1 April 2013, comprising the following elements:
 - A discount of 100% of the liability to be granted for the first 21 days in respect of any dwelling that is empty and unfurnished.
 - A premium equal to 50% of the liability to be charged on any property that has been left empty for two years or more (subject to statutory exemptions).
 - The discount awarded for any property which is furnished but not occupied by anyone as their 'sole or main residence' is revised from 25% to 0%.

3.0 Government guidance and appeals outcomes

- 3.1 Since the changes were introduced, the Department for Communities and Local Government (DCLG) issued guidance specifically in relation to the long term empty property premium. The Government had previously announced that it intended to amend the regulations so that Councils would not be permitted to charge the premium where a property is genuinely on the market for sale or letting. The announcement was rescinded and guidance was issued instead.
- 3.2 The guidance stated:

"The government expects billing authorities to consider the reasons why properties are unoccupied and unfurnished, including whether they are available for sale or rent, and decide whether they want such properties to be included in their determination. When considering the reasons an authority may want to take account of the following:

- On average, how long are properties in their area been available for sale or rent before completion/occupation;

- What is the average price/rent in the local area?"

3.3 The Government acknowledged that collecting the evidence suggested in the guidance would be administratively burdensome and application of the data subjective, hence the reason for not amending the legislation.

3.4 In April 2014, council tax appeals regarding charges on long term empty properties were considered by the President of the Valuation Tribunal Service. The President accepted that the only avenue available to challenge a council's policy decision was through an application for Judicial Review to the High Court. However, the President stated that Councillors should have the opportunity to consider the DCLG guidance issued in May 2013 when considering the policy to charge the long term empty property premium.

4.0 Support for customers experiencing difficulties in selling or letting their properties

4.1 It is acknowledged that some customers may experience particular difficulties in selling their properties. In December 2013, Cabinet (Resources) Panel agreed a Discretionary Discount Policy to assist customers experiencing hardship in exceptional circumstances. Any customers who are experiencing hardship as a result of charges levied on empty properties and second homes are encouraged to apply for this discount.

4.2 In response to the Government guidance it is proposed to revise the local policy on charging for empty properties and second homes to specifically recognise difficulties in selling or letting a property as grounds for waiving the long term empty property premium. The proposed revised policy is included as appendix (i). Decisions would however continue to be made in line with the discretionary discount policy.

4.3 Since the empty property premium was introduced, three applications for waiver of the charge have been made, two of which have been granted.

5.0 Impact of changes

5.1 The granting of 100% discount for 21 days when a property first becomes empty has largely affected landlords, giving them three weeks to grant new tenancies. During consultation on the original proposals, it was evident that the larger landlords, including Wolverhampton Homes, normally have waiting lists for tenancies. Feedback suggested that 21 days was considered to be reasonable. Many councils do not offer any discount.

5.2 The introduction of the long term empty premium has affected customers that generally own more than one property. In a minority of cases it could apply to a property that has been purchased but empty for some time and needing repair before moving in. It is expected however that the purchase price would reflect the condition of the property and ongoing costs.

5.3 There has been a slight reduction in the number of long term empty properties between 2013/14 and 2014/15 from 444 to 401 cases where the empty property premium has been charged.

- 5.4 Removal of the discount for empty furnished properties means that the same amount is charged whether a property is furnished and unoccupied, unfurnished and unoccupied or fully occupied. This is line with many other Councils and has affected customers with second homes.
- 5.5 Housing associations with charitable objectives are able to claim a 100% class B exemption for the first six months after a property was last occupied. Since the introduction of the local charging policy there has been an increase in applications for class B. It is estimated that in 2013/14 £107,000 of relief that would have been granted as an exemption under the old rules has instead been granted as a class B exemption.
- 5.6 The table below shows the current charging policy in neighbouring authorities:

	Empty property discount	Charge for furnished properties	Long term empty premium
Birmingham	None	100%	150% after 2 years
Coventry	100% for 14 days	100%	150% after 2 years
Dudley	None	100%	100% in 2013/14 150% in 2014/15 after 2 years
Sandwell	None	100%	150% after 2 years
Solihull	None	90% in 2013/14 100% in 2014/15	No premium
Walsall	100% for 3 months	100%	150% after 2 years
Wolverhampton	100% for 21 days	100%	150% after 2 years

6.0 Financial implications

- 6.1 The table below shows the amount of discount granted in 2013/14 compared with 2012/13.

2012/13	Value of discount or exemption £ 000	2013/14	Value of discount £ 000
Class A	263	21 Day discount	469
Class B	0	Class B	107
Class C	2,047		
Second Home Discount	169		
Total	2,480	Total	575

- 6.2 In addition to the £1.9 million extra collectable from reduced empty property discounts, a further £251,000 has been charged in long term empty premium. Overall this meant an additional £2.2 million of council tax to be collected in 2013/14.

- 6.3 The proposed inclusion within the local policy of difficulties selling or letting property as reason to consider waiving the empty property premium is not anticipated to have a significant impact on the amount of council tax to be collected.

[CF/27102014/Z]

7.0 Legal implications

- 7.1 The legal provision to charge council tax on empty properties and second homes is contained within the Local Government Finance Act 1992 (the 1992 Act) and associated regulations. The Local Government Finance Act 2012 amended Section 11B of the 1992 Act giving Councils the right to determine higher amounts for long term empty properties.
- 7.2 The guidance issued by DCLG in May 2013 and the outcome of appeals has been taken into account in the proposed policy.

[RB/30102014/Y]

8.0 Equalities implications

- 8.1 A stage one equality analysis has been completed, no adverse impacts were identified and a full analysis is not required.

9.0 Environmental implications

- 9.1 There has been a slight reduction in the number of long term empty properties although it is too early to say whether this is directly related to the long term empty premium.

10.0 Human resources implications

- 10.1 There are no human resources implications.

11.0 Corporate landlord implications

- 11.1 There are no corporate landlord implications.

12.0 Schedule of background papers

- 12.1 Council Tax – empty homes premium, guidance for properties for sale and letting issued by the Department for Communities and Local Government may 2013
- 12.2 Council tax discretionary discount policy
- 12.3 Equalities screening

Wolverhampton

City Council



Wolverhampton City Council

Council Tax Charges on Empty Properties and Second Homes Policy

- 1 Introduction**
- 2 Purpose and principles of the policy**
- 3 Charges to be levied**
- 4 Exceptions to the empty property premium**
- 5 Hardship**

1. Introduction

- 1.1 The Local Government Finance Act 1992 and associated regulations sets out the mechanism for levying council tax on domestic properties.
- 1.2 The regulations allow Councils some discretion in setting the level of council tax charged in respect of unoccupied properties and second homes.

2 Purpose and principles of the policy

- 2.1 The purpose of this policy is set out the charges to be levied in respect of empty unoccupied properties and second homes in relation to the Council's discretionary powers.
- 2.2 This policy also sets out guidelines to be applied when deciding whether an exception to applying the empty property premium may be considered.

3 Charges to be levied

- 3.1 With effect from 01 April 2013 the Council has resolved to charge council tax empty properties and second homes as follows:

Properties empty for 21 days or less	100% discount
Properties empty and unoccupied for 22 days or more	0% discount (full charge)
Furnished properties and second homes	0% discount (full charge)
Properties unoccupied for 2 years or more	150% charge (empty property premium)

- 3.2 Any periods of occupation of six weeks or less will be disregarded when considering how long a property has been empty. Periods of occupation for six weeks or less will not give rise to a further period of 21 days discount or start a new period of two years before charging the empty homes premium.

4 Exceptions to the empty property premium

- 4.1 The Council will consider waiving the premium for applicants who meet the qualifying criteria as specified in this policy.
- 4.2 The Council will treat all applications on their individual merits and, through these guidelines, will consider granting full or partial exemptions from the empty property premium in the following circumstances:
- Where the owner can clearly demonstrate continuous, ongoing and realistic efforts to sell or let their property over the last two years since it became empty
 - Where the owner is experiencing particular legal or technical issues which is preventing the sale or letting of the property
 - Where the owner is in negotiation with the Council with a genuine view to letting the property under the Council's scheme(s).

- 4.3 All applications for exceptions to be made to the empty property premium will be considered under the Council Tax Discretionary Discount Policy developed under Section 13a Local Government Finance Act 1992. Details of the policy are available on request.

5 Hardship

- 5.1 Any person who believes they are suffering financial hardship due to exceptional circumstances may make an application for relief from the charges under the Council Tax Discretionary Discount Policy under Sections 13a Local Government Finance Act 1992. Details of the policy are available on request.



Cabinet (Resources) Panel

11 November 2014

Report title	Council Tax- Introduction of Penalties for Non Return of Information	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Andrew Johnson Resources	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All	
Accountable director	Keith Ireland	
Originating service	Revenues and Benefits	
Accountable employee(s)	Sue Martin	Head of Revenues and Benefits
	Tel	01902 554772
	Email	Sue.martin@wolverhampton.gov.uk
Report to be/has been considered by		

Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve the introduction of penalty charges for non-return of information to support the assessment of council tax liabilities and recovery of council tax debt.

1.0 Purpose

- 1.1. This report is to inform Cabinet (Resources) Panel of the intention to consider penalty charges for non-return of information in connection with collection of council tax and to seek approval to issue penalties in appropriate circumstances.
- 1.2. In future years this will be included within the annual fees and charges report but has been brought as a separate item on this occasion to enable immediate implementation.

2.0 Background

- 2.1. The power to issue penalties for non-return of information is contained within the Local Government Finance Act 1992 and associated regulations. The authority to impose penalties is already delegated within the Constitution to the S151 Officer.

3.0 Circumstances under which penalties may be imposed

- 3.1. There are two main sets of circumstances whereby penalties may be imposed which involve different processes.
- 3.2. Failure to provide information for determining the person liable for council tax
 - 3.2.1. The Council can seek information from a number of sources with a view to determining who is liable for council tax. This can be from residents, owners or managing agents provided:
 - It is in their possession or control
 - The Council makes a written request
 - It is required only for the purpose of identifying the liable person for the dwelling.
 - 3.2.2. Under Schedule 3 of the Local Government Finance Act 1992, the Council may impose penalties on residents, owners or managing agents who are served with a notice for the purposes above. Where the person fails to supply the information, or knowingly gives information which is inaccurate, the Council may impose a civil penalty. The amount of the penalty is set in legislation and the current rate is £70.
 - 3.2.3. The Council may also impose penalties where a person has failed to advise that they are not entitled to a discount or exemption.
 - 3.2.4. Where a penalty has been imposed and the person fails again to supply the information the Council may impose a further penalty. As with the initial penalty the rate is set in legislation and the current rate is £280.
 - 3.2.5. In each case the penalty charge is payable directly to the Council and can be added to the council tax account.
 - 3.2.6. A small, but growing number of councils are considering imposing penalties where they have experienced difficulty in identifying the correct liable persons for council

tax, particularly where households containing more than one adult have been identified through single person discount reviews.

3.3. Failure to provide income details

3.3.1. Where the Council is in possession of a liability order for failure to pay council tax, the Council has to right to ask the customer for details of their employment and other income. It is a criminal offence not to supply the information without reasonable excuse or for a person to knowingly or recklessly supply false information. The matter can be referred back to the magistrates' court for a summary conviction and fine to be imposed.

3.3.2. This method is used by some councils, principally to obtain employment details in order to collect unpaid council tax by way of attachment of earnings orders.

3.3.3. The fines would be collected by the magistrates and paid over to the council.

4.0 Financial implications

4.1. It is difficult to predict the level of revenue that may be raised through the imposition of penalties or the collection rate that would be achieved. The primary objective of using these measures however is to either ensure the correct person is being billed for the correct amount or to aid recovery where the bill payer is in paid employment.

[CF/27102014/K]

5.0 Legal implications

5.1. The power to impose penalties is contained within the Local Government Finance Act 1992 and associated regulations.

5.2. Where this leads to a summary conviction and the imposition of a fine, the magistrates will determine the level of the fine using the standard scale contained within the Criminal Justice Act 1982.

[RB/27102014/D]

6.0 Equalities implications

6.1. A stage one equality analysis has been completed, no adverse impacts were identified and a full analysis is not required. Equalities considerations will be included in the monitoring of the policy to ensure that it is one that will be able to demonstrate that penalties are imposed fairly and appropriately. In this way councillors can be confident that the approach will meet the requirements of the Public Sector Equality Duty as established by the Equality Act.

7.0 Environmental implications

7.1. There are no environmental implications.

8.0 Human resources implications

8.1. There are no human resources implications.

9.0 Corporate landlord implications

9.1. There are no corporate landlord implications.

10.0 Schedule of background papers

10.1. Local Government Finance Act 1992

10.2 Equalities screening



Cabinet (Resources) Panel

21 October 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)	Laura Gilyead Tel Email	Graduate Management Trainee 01902 553219 Laura.gilyead@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 employees.

Schedule of Individual Executive Decisions

Part 1 – Open Items

1. Office of the Chief Executive

Title and Summary of Decision			
Decision maker	In consultation with	Date Approved	Contact Officer

2. Community

Title and Summary of Decision			
Decision maker	In consultation with	Date Approved	Contact Officer

3. Delivery

Title and Summary of Decision			
Decision maker	In consultation with	Date Approved	Contact Officer

4. Education and Enterprise

Title and Summary of Decision			
<p>(a) Various Bridge Traffic Regulation Order – Weight Restriction Proposals That the Cabinet Member for Economic Regeneration and Prosperity, in consultation with the Strategic Director for Education and Enterprise:</p> <ol style="list-style-type: none"> Approves the following Traffic Regulation Orders (TROs) be advertised: <ol style="list-style-type: none"> 3 tonnes weight restriction – Tettenhall Old Bridge, 7.5 tonnes weight restriction – Lane Street Bridge, 18 tonnes weight restriction – Castlecroft Bridge, Deepfield Bridge, Wightwick Bridge, Wightwick County Bridge. Approves the advertisement of the revocation of all existing TROs which refer to weight restrictions for the following bridges: Arthur Street Bridge, Banks Bridge, Bradley Lane Bridge, George Street Bridge, Highfields Road Bridge, Sidwick Crescent Bridge, Sutherland Avenue Bridge, and The Crescent Bridge. Authorises the Interim Chief Legal Officer and Solicitor to the Council to advertise the above Orders under the Road Traffic Regulation Act 1984 and, subject to there being no unresolved objections, to subsequently implement the orders. 			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Peter Bilson	Strategic Director, Education and Enterprise	13 October 2014	Bob Willis, 01902 555790
Title and Summary of Decision			
<p>(b) Transportation network – miscellaneous issues That the Cabinet Member for Economic</p>			

Regeneration and Prosperity, in consultation with the Strategic Director Education and Enterprise:

1. Approves the implementation of the following Traffic Regulation Orders (TROs) subject to there being no unresolved objections following the formal advertisement of these restrictions:
 - Great Brickkiln Street – Waiting Restrictions.
 - Mountford Lane – Waiting Restrictions.
 - Stafford Road service road – Waiting Restrictions.
 - Finchfield Road West – Waiting Restrictions.
 - Park Road East and West – Waiting Restrictions.
 - Ryefield – Waiting Restrictions.
2. Approves the implementation of the following schemes subject to there being no unresolved objections following consultation:
 - Penn Road/Buttons Farm Road – Pedestrian Crossing Scheme.
 - Finchfield Road West – Pedestrian Crossing Scheme.
 - Larches Lane/Haden Hill – Traffic Management Scheme.
 - Westminster Avenue/Sutherland Road – Cycle Infrastructure Scheme.
3. Approves the recommended amendment to the Environmental Weight Limit policy to allow additional criteria to address the usage of inappropriate roads for through HGV traffic.
4. Authorises the introduction of the TROs referred to in (1) and (2) on a date to be agreed between the Strategic Directors for Delivery and Education and Enterprise.

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Peter Bilson	Strategic Director, Education and Enterprise	13 October 2014	Gwyn James, 01902 555755

Title and Summary of Decision

(c) Proposed diversion of Public Football FP317 (part), Codsall Road to Burland Avenue, Tettenhall Regis, Section 119, Highways Act 1980 That the Cabinet Member for Economy, Regeneration and Prosperity, in consultation with the Strategic Director, Education and Enterprise:

1. Approves the Diversion Order for part of Public Footpath FP317 as shown on appendix A.
2. Authorises the Chief Legal Officer, to make the Diversion Order.
3. Agrees that upon confirmation of the Diversion Order, a Legal Event Modification Order is made to enable the new route of Public Footpath FP317 to be shown on the Wolverhampton Public Rights of Way Definitive Map, if required.

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Peter Bilson	Strategic Director, Education and Enterprise	13 October 2014	Gwyn James, 01902 555755

Title and Summary of Decision

(d) Wolverhampton City Centre Public Realm Enhancements Various Amended Traffic Regulation Orders That the Cabinet Member for Economic Regeneration and Prosperity, in consultation with the Strategic Director for Education and Enterprise,

1. Approves the following Traffic Regulation Orders: (a) Pedestrian Zones – Princess Street; (b) Waiting and loading restrictions – Berry Street, Bilston Street, Castle Street, Castle Yard, Garrick Street, Market Street, Princess Street; (c) Bus lanes – Garrick Street, Market Street.
2. Approves the proposal to install cycle lanes/contraflow cycle lanes at Garrick Street and Market Street.
3. Approves the amendment/revocation of all existing waiting and loading restrictions insofar as they relate to the new waiting and loading restrictions in Berry Street, Bilston Street, Castle

Street, Castle Yard, Garrick Street, Market Street, Princess Street.			
4. Approves the revocation of all existing TROs which refer to bus and cycle lanes insofar as they relate to Garrick Street and Market Street.			
5. Authorises the Chief Legal Officer to advertise the above Orders under the Road Traffic Regulation Act 1984 and, subject to there being no unresolved objections, to subsequently implement the orders.			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Peter Bilson	Strategic Director, Education and Enterprise	20 October 2014	Ian Hipkiss, 01902 554241
Title and Summary of Decision			
(e) City Investment Fund – Wiggle That the Cabinet Member for Economic Regeneration and Prosperity, in consultation with the Strategic Director for Education and Enterprise approve a grant of £158,239 to Wiggle from the City Investment Fund.			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Peter Bilson	Strategic Director, Education and Enterprise	21 October 2014	Jim Cunningham, 01902 550166
Title and Summary of Decision			
(f) Former Hare and Hounds site, Stowheath Lane – Agreement under Section 38 and 278 of the Highways Act 1980. That the Cabinet Member for Economic Regeneration and Prosperity, in consultation with the Strategic Director for Education and Enterprise, delegates authority to the Chief Legal Officer to enter into an agreement with the developer under Section 38 and 278 of the Highways Act 1980, in respect of the new access road at the former Hare and Hounds public house, Stowheath Lane.			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Peter Bilson	Strategic Director, Education and Enterprise	20 October 2014	Gwyn James, 01902 555755

Part 2 – Exempt Items

1. Office of the Chief Executive

Title and Summary of Decision			
Decision maker	In consultation with	Date Approved	Contact Officer

2. Community

Title and Summary of Decision			
Decision maker	In consultation with	Date Approved	Contact Officer

3. Delivery

Title and Summary of Decision			
(a) Provision of Corporate Security Services including Events Security That the Cabinet Member for City Services, in consultation with the Strategic Director for Delivery, award contracts to three corporate security services.			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor John Reynolds	Strategic Director, Delivery	13 October 2014	Chris East, 01902 555227

4. Education and Enterprise

Title and Summary of Decision			
Low Hill Residential Repairs (pods) – Private Property Acquisitions That the Cabinet Member for Economic Regeneration and Prosperity, in consultation with the Strategic Director for Education and Enterprise, approves the completion of the purchase of privately owned conjoined properties as negotiated and agreed during the consultation process of the Low Hill Residential Repairs (Owner Occupier) programme.			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Peter Bilson	Strategic Director, Education and Enterprise	20 October 2014	Karen Beasley, 01902 554893

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank