

# Cabinet (Resources) Panel

## 28 July 2015

**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 Claire Darke  
Cllr Steve Evans  
Cllr Val Gibson  
Cllr Elias Mattu  
Cllr John Reynolds  
Cllr Sandra Samuels  
Cllr Paul Sweet

Quorum for this meeting is five Councillors.

### Information for the Public

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

**Contact** Linda Banbury, Democratic Support Officer  
**Tel/Email** 01902 555040 or [linda.banbury@wolverhampton.gov.uk](mailto:linda.banbury@wolverhampton.gov.uk)  
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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** (Pages 5 - 10)  
[To approve the minutes of the previous meeting as a correct record.]
- 4        **Matters arising**  
[To consider any matters arising from the minutes.]

### DECISION ITEMS (AMBER - DELEGATED TO THE CABINET)

- 5        **Information Governance Framework 2015-17** (Pages 11 - 30)  
[To approve the framework]
- 6        **External Funding Update** (Pages 31 - 38)  
[To receive an update on external funding opportunities and to provide necessary approvals to enable delivery of externally funded projects]
- 7        **Housing support and social inclusion services for people at risk of violence and abuse** (Pages 39 - 60)  
[To consider proposals for the delivery of housing support and social inclusion services and to agree to re-tender the contract]
- 8        **Statutory Food Service Plan 2015/16** (Pages 61 - 94)  
[To approve the draft plan and delegate authority to the Service Director for City Environment, in consultation with the Cabinet Member for City Environment, to approve the final version]
- 9        **Introduction of charging arrangements for employee and councillor parking**  
(Pages 95 - 100)  
[To approve the introduction of the scheme]
- 10       **Revenue Budget Monitoring Report 2015/16** (Pages 101 - 126)  
[To consider the likely revenue outturn position compared with the council's approved revenue budgets for 2015/16 and related targets]
- 11       **Schedule of Individual Executive Decisions** (Pages 127 - 132)  
[To note the summary of decisions approved by the appropriate Cabinet Member in consultation with the relevant employee]

- 12        **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 item of business as it involves the likely disclosure of exempt information falling within paragraph 3 of Schedule 12A to the Act relating to the financial or business affairs of any particular person (including the authority holding that information)]
- 13        **Procurement - award of contract for works, goods and services** (Pages 133 - 194)  
[To award contracts and delegate authority to execute the contracts in respect of the recommendations as required]
- 14        **Black Country Growth Deal - Cultural Capital Programme: Civic Halls improvement update and Grand Theatre grant** (Pages 195 - 200)  
[To issue a grant to Wolverhampton Grand Theatre for improvement work and to enter into an agreement relating to the total grant allocation]

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# Cabinet (Resources) Panel

## Minutes - 30 June 2015

### Attendance

#### Members of the Cabinet (Resources) Panel

Cllr Andrew Johnson (Chair)  
Cllr Peter Bilson  
Cllr Claire Darke  
Cllr Steve Evans  
Cllr Elias Mattu  
Cllr John Reynolds

#### Employees

Linda Banbury	Democratic Support Officer
Ian Fegan	Head of Communications
Tim Johnson	Strategic Director - Place
Kevin O'Keefe	Director of Governance
Mark Taylor	Director of Finance

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## Part 1 – items open to the press and public

*Item No.*    *Title*

- 1        **Apologies for absence**  
Apologies for absence were submitted on behalf of Councillors Val Gibson, Roger Lawrence, Sandra Samuels and Paul Sweet.
  
- 2        **Declarations of interest**  
There were no declarations of interest.
  
- 3        **Minutes of the previous meeting**  
Resolved:  
          That the minutes of the meeting held on 2 June 2015 be approved as a correct record.
  
- 4        **Matters arising**  
There were no matters arising.
  
- 5        **Future Space**  
Councillor Johnson presented the report, which outlined the issues and sought approval to effectively and efficiently tackle the risks faced by the Council and at the same time maximise the benefits from the investment in this proposed programme of work.  
Resolved:  
    a) That the proposal to undertake the 'do minimum' and least costly option for Civic Centre repairs and replacement works be approved.

- b) That the management and delivery of offices rationalisation and investment works (including the UTC relocation to the Civic Centre and Civic Centre car park repairs) be efficiently managed with a single overarching governance structure.
- c) That approval be sought from Council for an additional capital allocation of £390,197 for asset rationalisation and investment and an additional allocation of £716,382 for car park repairs.
- d) That funding in the sum of £266,000 be allocated from the efficiency reserve to meet the revenue programme management costs over the delivery period of the scheme.
- e) That funding in the sum of £612,00 be allocated from the regeneration reserve to fund the relocation of the UTC.
- f) That authority be delegated to the Cabinet Member for Resources, in consultation with the Director of Finance, in respect of the procurement route to be followed and award of contract within the approved budget.
- g) That continuation of preparatory work within the existing budget be approved.

6 **Internal communications strategy and plan-on-a-page**

Councillor Johnson presented the report, which outlined plans for improved internal communication and engagement as part of the council's wider Organisational and Development Strategy.

Resolved:

That the internal communication and engagement strategy and plan-on-a-page be approved.

7 **Media Protocol**

Councillor Johnson presented the report, which detailed the proposed protocol including the roles and responsibilities of councillors and employees in dealing with the media, a brief overview of how media relations are managed within the council and the professional support available from the corporate communications team and contact details.

Resolved:

That the city council's new media protocol be approved.

8 **Refreshed Council Appraisal Scheme**

Councillor Johnson presented the report, which sought approval of the new appraisal documentation that supports the council in achieving the new corporate plan objectives and the organisational development strategy.

Resolved:

That the new individual employee and team appraisal templates, guidance notes for managers and the refreshed appraisal policy be approved.

9 **Fixed Penalty Notices - Anti-Social Behaviour**

Councillor Steve Evans presented the report, which sought approval of proposals to set the fee for a Fixed Penalty Notice in in with other neighbouring local authorities.

Resolved:

That the fee for Fixed Penalty Notices issued for breach of a Community Protection Notice and a Public Protection Order, under the Anti-social Behaviour Crime and Policing Act 2014, be set at £80 in line with other neighbouring local authorities.

10 **Alternative Environmental Enforcement Trial**

Councillor Steve Evans presented the report, which outlined proposals to enter into a twelve month trial of a new environmental enforcement arrangement, in partnership with Kingdom Security Ltd.

Resolved:

- a) That the proposal for a twelve month trial of a new environmental enforcement arrangement, in partnership with Kingdom Security Limited and commencing 1 August 2015, be approved.
- b) That the waiving of the contract procedure rules to allow the trial arrangement to commence be endorsed.
- c) That the proposed service specification detailed in section 4 of the report be approved.
- d) That approval be given to an increase in the penalty charge in respect of the offences of dropping litter and smoking in a workplace from £50 to £75 and the removal of the early payment option for the smoking offence.
- e) That a change to the existing policy concerning the issuing of fixed penalties to young persons to allow the enforcement personnel to exercise discretion in the case of 16/17 year olds be endorsed.
- f) That authority be delegated to the Head of Regulatory Services to determine prosecution cases in respect of non-paid fixed penalties in line with existing agreed policy.
- g) That direct access to Council Tax data be approved, to assist Council enforcement staff in the tracing of offenders.
- h) That approval be given to a review of the implementation of the above arrangements after three months by the Service Director, City Environment, in conjunction with the Cabinet Member for City Environment and, if the review supports the on-going provision of the service, the commencement of a tendering process be undertaken in accordance with the Official Journal of the European Union (OJEU) rules.
- i) That authority be delegated to the Service Director for City Environment to award the contract to the successful tenderer.

11 **Schedule of Individual Executive Decisions**

Resolved:

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

12 **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 under paragraphs 1 and 3 relating to information in respect of any individual/information relating to the financial or business affairs of any particular person (including the authority holding that information).

13 **Procurement - award of contracts for works, goods and services**

The recommendations for the award of contracts for works, goods and services were introduced by the relevant Cabinet portfolio holders.

Resolved:

- a) That contracts for site investigation be awarded to Ground Investigation and Piling Limited of Devonshire House, Ettingshall Road, Wolverhampton and to Johnson Poole and Bloomer Brettell Lane, Brierley Hill for a duration of four years from 1 August 2015 to 31 July 2019 for an estimated total contract value of £500,000.
- b) That contracts for ground stabilisation be awarded to Forkers Limited, West Bromwich and to M & J Drilling Services Limited of for a duration of four years from 1 August 2015 to 31 July 2019 for an estimated total contract value of £400,000.
- c) That the contract for head teacher training be awarded to Edge Hill University, Lancashire for a duration of one year from 1 August 2015 to 31 July 2016 for a total contract value of £124,440.
- d) That approval be given to the use of the Birmingham City Council Landscape Construction contract for a period of four years from 2015 to 2019.
- e) That the contract for Connect 2 software for Children's Centres be awarded to Tribal Education Limited, Bristol for a duration of two years from 1 April 2015 to 31 March 2017 for a total contract value of £118,538.
- f) That authority be delegated to the Director of Governance to execute the contracts in respect of the above as required.

14 **Compton Park Access Road**

Councillor Bilson presented the report, which sought approval of the project to reconstruct the Compton Park access road, which is in the ownership of the Council, so that it may be adopted as a highway maintained at public expense in order to secure its management and maintenance going forward.

Resolved:

- a) That the scheme to reconstruct the Compton Park access road, including a new footway/cycleway, be approved at an estimated cost of £460,000 based on option 3 as set out in the report.
- b) That construction work be undertaken by contractors available to the council under existing framework arrangements.
- c) That authorisation be given to the appropriation of land occupied by the access road, including the new footway/cycleway, from Education to Highways.
- d) That authority be delegated to the Cabinet Member for City Assets, through an Individual Executive Decision Notice, to approve the finally agreed terms for a Funding and/or Highways Agreement, together with any ancillary legal agreements that may be required to facilitate the reconstruction and adoption of the Compton Park access road.

15 **Training and Development Programme to transform the leadership of Wolverhampton schools**

Councillor Darke presented the report, which detailed the work being undertaken by the Learning and Achievement Service area, in partnership with the LEP Board, to transform the leadership and management of schools within the City. The Panel



were advised that the word 'vulnerable' should be replaced by the word 'supported' in terms of the Head Teachers Support Programme.

Resolved:

That approval be given to the use of funding in the sum of £299,600 in 2015/16, from the Local Education Partnership, to tackle the issues outlined in the report.

16

**Refurbishment of the kitchen and bathroom blocks at Showell Road caravan site**

Councillor Bilson presented the report, which sought approval for the schedule of works to refurbish the kitchen and bathroom units at the Showell Road gypsy and traveller caravan site and approval for the investment.

Resolved:

- a) That the schedule of works for the refurbishment of the kitchen and bathroom blocks at the Showell Road caravan site be approved.
- b) That approval be given to expenditure of up to £330,000 from the Showell Road Reserve Fund to finance the refurbishment works.

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# Cabinet (Resources) Panel

## 28 July 2015

<b>Report title</b>	Information Governance Framework 2015 -17	
<b>Decision designation</b>	AMBER	
<b>Cabinet member with lead responsibility</b>	Councillor Paul Sweet Governance	
<b>Key decision</b>	No	
<b>In forward plan</b>	No	
<b>Wards affected</b>	All	
<b>Accountable director</b>	Kevin O'Keefe, Governance	
<b>Originating service</b>	Democracy	
<b>Accountable employee(s)</b>	Adam Hadley Tel Email	Group Manager – Democracy 01902 555043 Adam.hadley@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	SEB Executive Team Cabinet (Resources) Panel	19 May 2015 1 June 2015 28 July 2015

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### Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve the Information Governance Framework 2015-17.

## **1.0 Purpose**

1.1 The purpose of this report is to seek approval for the Council's Information Governance Framework 2015-17.

## **2.0 Background**

2.1 This report has been prepared as part of a wider set of reports which will cover the Council's Confident Capable Council agenda. Specifically, this report considers the following areas which fall within the IG umbrella:

- IG policies
- Freedom of Information (FOI)/ Environmental Information Regulations (EIR)
- Data protection
- Information sharing
- Information security
- Data quality
- Records management

## **3.0 Future Programme**

3.1 Details on the future IG Framework can be found in the appendix to this report.

## **4.0 Financial implications**

4.1 The Information Governance Framework is part of the Future Practice work stream. The C3 programme is intended to deliver transformation, improve efficiency and the increase the quality of services and will, therefore, directly contribute towards the delivery of the Medium Term Financial Strategy, including challenging savings requirements.

4.2 Non-compliance with information governance legislation can result in a fine from the Information Commissioner of up to £500,000.

[GE/27052015/Y]

## **5.0 Legal implications**

5.1 Information governance is underpinned by legislation predominantly:

- Data Protection Act 1998
- Freedom of Information Act 2000
- Environmental Information Regulations 2004

5.2 Compliance around information governance is overseen by the Information Commissioner.

5.3 We are required to comply with the Lord Chancellor's Code of Practice on the management of records.

[TS/26052015/K]

## **6.0 Equalities implications**

6.1 There are no equalities implications arising from this report.

## **7.0 Environmental implications**

7.1 There are no environmental implications arising from this report.

## **8.0 Human resources implications**

8.1 There are no human resource implications arising from this report.


## **9.0 Corporate landlord implications**

9.1 There are no corporate landlord implications arising from this report.

## **10.0 Schedule of background papers**

10.1 There are no background papers.

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# Information Governance Framework 2015-2017

## 1.0 Background 2013-2015

- 1.1 Over the past two years our Information Governance (IG) Framework has evolved from a simple framework covering Data Protection and Freedom of Information to a wider structure covering all six areas of Information Governance, including Information/Cyber Security, Information Sharing, Records Management and Data Quality.
- 1.2 Our existing Information Governance framework can be found at the following link: <http://www.wolverhampton.gov.uk/igov> along with our current suite of IG policies and procedures which are also detailed below:
- Quick Guide to Information Governance Policies
  - Data Protection Policy
  - Information Security Policy
  - Data Quality Policy
  - Transparency Policy
  - Confidentiality Audit Procedure
  - Information Governance Policy
  - Freedom of Information Policy
  - Records Management Policy
  - Information Protective Marking and Handling Policy
  - Information Risk Policy
  - Confidential Information Disposal Policy
- 1.3 We now have an established IG management structure; having in place key roles such as a Senior Information Risk Owner (SIRO), two Caldicott Guardians, the IG Board and a centralised IG Team, and as such covers the management of information governance at corporate, managerial and operational levels across the Council. Information Governance sits under the Cabinet Member for Governance.
- 1.4 Members of the IG Board have all received SIRO training which is compliant with the Information Governance toolkit. Both Caldicott Guardians are similarly trained to undertake their role and the training is also compliant with the standards required within the Information Governance toolkit.
- 1.5 The Information Governance Team itself has recently completed its restructure, and has made additional appointments to enhance the service and make the team robust enough to meet on-going demand. The new appointments include an Information Governance Manager, Records Manager, an IG Assistant and a temporary data protection/SAR officer – all of whom will have a positive impact on the team, specifically in relation to the processing of Subject Access Requests and Freedom of Information Requests. In turn, this will ensure that we have the necessary resources in place to enable us to continue to meet our legal requirements and performance targets in both functions for the next two years.



- 1.6 Performance in responding to Freedom of Information requests has also greatly improved during this period. In 2012/13 performance in responding to FOI requests was 56% and 2014/15 was 95%.
- 1.7 In 2015 we achieved level two in the Local Government Information Governance toolkit.
- 1.8 The approach and objectives below and in Appendix A outline the key areas of focus for IG over the next two years that will build on the Council's existing IG framework whilst supporting the delivery of the Corporate Plan and the Council's Confident, Capable Council agenda.

## **2.0 Implementing the information governance framework for 2015-17**

### **2.1 Policy**

To ensure that all Information Governance (IG) policies and procedures are regularly reviewed and updated to meet statutory requirements and be aligned with industry specific best practice.

This will be achieved by scheduling policy and procedure reviews throughout the year, in line with the IG work programme and the delivery of other key IG objectives for the year (as discussed later in this paper).

#### **In detail:**

- Review the existing IG policy and procedure repository to identify policies that are due to be updated.
- Schedule individual policy reviews throughout the year in accordance with the IG work programme.
- Undertake a gap analysis against the Council's IG framework to identify any gaps in policy and procedure.
- Document new policies and procedures for IG functions identified as part of the above gap analysis; once approved, support the rollout and implementation of the policies – linking in with the IG Communication plan and IG Training requirements.

### **2.2 Freedom of Information (FOI)/ Environmental Information Regulations (EIR):**

To enhance the current process for dealing with Freedom of Information and Environmental Information Regulations requests so that information is easier to access; duplication of information is reduced; time and cost savings are made through efficiencies in process and the quality and timeliness of information provided by the business is improved through wider staff awareness of both regimes.

This will be achieved through increased training and awareness of employees both internal and external to the Information Governance (IG) team; through the development

of procedural documents that meet best practice and legislative requirements; through a slicker more efficient request handling administration process and through a robust monitoring and review process which includes analysis of the publication scheme, disclosure log and internal reviews to identify trends and capacity for improvements.

**In detail:**

**Training and Awareness:** to ensure that employees internal and external to the IG team are appropriately trained to support the information request function:

- All IG team members will be formally trained in FOI & EIR to the level of qualification applicable for their role. This will ensure that requests are dealt with in line with legal requirements and best practice – thus making the process and responses more robust to scrutiny.
- Introduce the concept of “FOI champions” across the business to raise awareness of both regimes and to increase stakeholder engagement and buy-in.
- A FOI mentor or lead to be assigned who the team and the business can approach for support and guidance.

**Policy and Procedure:** to ensure that policy and procedures for dealing with FOI/EIR requests are documented, are up to date and fit for purpose:

- The current FOI/EIR policy to be reviewed and updated with any legislative changes as applicable.
- Map the current FOI/EIR request handling process against best practice guidelines and develop a FOI/EIR procedure document that outlines the process and covers business rules, decision trees for authorisation/approval/Public Interest Tests etc.

**Administration:** to introduce a slicker administration process to support the FOI/EIR request function:

- Develop a ‘request triage’ which will be facilitated by the IG Assistant whereby simple requests will be dealt with at first touch point into the team (such as where information is on data-share, disclosure log etc.) and more complex requests to be dealt with by IG Officers.
- FOI/EIR repository to be developed to store letter templates, example exemption responses, FOI contact/champion list once developed.
- FOI/EIR request log and interim spreadsheet to be reviewed and updated to ensure it is fit for purpose both operationally and for management information reporting purposes.

### **Monitoring and review:**

- The publication scheme to be monitored annually to see how it is operating and what improvements can be made.
- The disclosure log to be monitored annually to identify key trends, eliminate duplication and to assess how it is being utilised and the benefits it is delivering.
- Internal reviews are to be recorded and monitored to identify trends or gaps in process and to support the quality assurance process.
- Introduce a quality assurance/control framework within the team for request handling.
- Review the reporting mechanism to ensure that it meets stakeholder requirements and provides analysis on each area of the business.

## **2.3 Data Protection**

To ensure that the Council is meeting the key legislative requirements of the Data Protection Act – in particular to review and enhance the current Subject Access Request process to ensure that all requests are responded to correctly and on time; to ensure that the collection and use of information is fair and transparent and that the privacy rights of the public are not adversely affected through the procurement/upgrade of any system or any change in business or service delivery.

This will be achieved through increased training and awareness of staff both internal and external to the IG team to support the information request function; to champion the use of Privacy Impact Assessments to ensure that projects such as Future Spaces and CRM are supported and that privacy risks are identified, managed and mitigated; through the development of procedural documents that meet best practice and legislative requirements – including a review of the proposed EU Data Protection Regulation and the impact the changes could impose on the Council when the regulation is passed in 2015 and comes into force in 2017; through a more efficient request handling administration process and through a robust monitoring and review process which includes analysis of the request types, their size and complexity to identify peaks and troughs throughout the year and to enable capacity planning so that all requests can be dealt with, within the statutory timeframes.

### **In detail:**

**Training and awareness:** to ensure that staff internal and external to the team are appropriately trained on Data Protection to support the information request function and to champion the use of Privacy Impact Assessments (PIAs):

- IG team members will be trained in dealing with Subject Access Requests (SAR) and other information disclosure requests.
- To further develop and champion the use of the use of PIAs across the business to highlight privacy risks and issues at the earliest stage of any new project, process or system. This will include working closely with the Council's Programme Office.

- Review access points for SAR requests – including the data protection web-pages, use of e-forms, literature etc. and ensure that all access points are up to date and easily accessible.
- A Data Protection mentor or lead to be assigned who the team and the business can approach for support and guidance on Data Protection related matters – including privacy notices, PIAs and wider information disclosure requests.

**Policy and procedures:** To ensure that policy and procedures for dealing with data protection requests are documented, are up to date and fit for purpose. To develop a corporate PIA template with supporting guidance documentation:

- The current data protection policy to be reviewed and updated with any legislative changes as applicable. Horizon-scan the document in line with the proposed EU Data protection regulation.
- Map the current SAR request handling process against best practice guidelines and develop a SAR procedure document that describes the process in detail - from acknowledgement and validation, the use of exemptions and the methods of supplying information to the requester.
- Develop a user friendly PIA template with supporting guidance documentation that covers both initial screening and full assessment and includes business specific examples.
- Review the current PIA process within the Programme Office Toolkit and update in line with any enhancements made to the PIA process.

**Administration:** to introduce a slicker administration process to support the SAR function and improve current turnaround times for completion of requests.

- Develop a “request triage” which will be facilitated by the IG Assitant whereby simple validation can be carried out, requests acknowledged and information/files requested.
- Data Protection repository to be developed to store letter templates, example exemption responses, and Data Protection contact/champion list, once developed.
- Data Protection request log and interim spreadsheet to be reviewed and updated to ensure it is fit for purpose both operationally and for management information reporting purposes. All information and disclosure requests to be differentiated and recorded separately to enhance the reporting requirements.

**Monitoring and review:** to ensure that requests are handled correctly and within the statutory timeframes; identify peaks and troughs throughout the year to allow for capacity planning; to review the effectiveness of PIAs.

- Introduce Quality assurance/control framework within the team for request handling.
- Timescales for completing requests – analysis against size and complexity of each request and where it originates from (social care, HR etc.)
- Regularly review and monitor the payment handling procedure to identify improvements to the process.
- SAR backlog – RAG progress reporting to be developed within the team to highlight requests that are about to breach timescales and to incorporate contingencies.
- Complaints/Internal reviews are to be recorded and monitored to identify trends or gaps in process and to support the quality assurance process.
- Enhance the current reporting mechanism for the business to ensure that it meets stakeholder requirements and provides analysis on each area of the business.

## **2.4 Information Sharing:**

The focus this year will be to champion the use of Wolverhampton Information Sharing framework and the newly revised supporting documentation both internally within the Council and externally in the multi-agency environment to ensure that the framework is embedded and a clear, consistent approach to information sharing is being adopted. Specifically within the Council, a key objective is to target those teams within Place and Corporate directorates where the information sharing needs are yet to be scoped and to raise the profile of information sharing through a targeted communication mechanism. Similarly, from an external multi-agency aspect, the key driver for the this period is for partner agencies across the City to work together to analyse one another's level of confidence in information sharing, to share best practice, and to develop and implement a City-wide training and awareness portfolio which meet the needs identified. This in turn will support multi-agency initiatives such as the Wolverhampton MASH, Safeguarding Trigger Trees, phase two of the Families in Focus project, the Better Care Fund and other Health and Social Care integration projects.

### **In detail:**

Internal to the Council:

- To develop an ISP amnesty to identify what information sharing agreements are in existence across the Council and in what format to identify how closely teams and departments are working to the Wolverhampton framework and to identify gaps in knowledge and understanding.
- To raise the profile of information sharing by running a targeted communication campaign through the year; this will be supported by a series of workshops, drop-in sessions and surgeries for staff to participate in.
- To develop a repository for information sharing agreements that is accessible to all.

Multi-agency environment:

- Though the Wolverhampton Information Sharing Group, develop and roll out a targeted information sharing awareness campaign which includes drop-in sessions and surgeries that are run and hosted by each agency throughout the year.
- To support the above with the development of a multi-agency e-learning training module.

## **2.5 Information Security:**

To ensure that the Council is meeting the key legislative requirements of principle seven of the Data Protection Act and in particular, to review how we are meeting and sustaining requirements around information security and that our processes are fit for purpose. The key focus for this year is to undertake pattern and trend analysis, identify areas for improvement through action plans and the lessons learnt from information incidents and near misses. In addition, IG will work closely with HR and Audit to ensure that duplication of work is eliminated where both functions interact with IG investigations and that a clear, consistent approach is adopted.

**In detail:**

- Review the current information incident reporting tool to ensure that we have a process for recording and managing information incidents that are aligned with both the SIRI reporting tool and IG toolkit requirements.
- To link analysis on trends and patterns of IG incidents to inform training and communication requirements; working closely with Workforce Development and Communications when doing so.
- Document a procedure for investigating breaches where Audit and HR are involved which includes a decision gateway for progressing to disciplinary proceedings.
- To review the Cyber Essentials requirements against current policy and procedures and update as necessary.

## **2.6 Data Quality:**

To develop a strategy linked to the IG toolkit that ensures that we have the quality of data in place to meet statutory requirements for data protection and freedom of information and to encourage and facilitate multi-agency information sharing initiatives that require data extract, matching and analysis, such as the Better Care Fund and SEND projects.

### **In detail:**

- Process map data flows within the council, specifically to identify what systems are being used and where data is being inputted or imported. Link this to the Information Asset Register.
- Document a Data Quality strategy which includes
- The production and rollout of any supporting policy and procedure documentation
- The development and delivery of training and awareness raising around data quality and the impact it has on operational functions.
- Audit and monitoring of data quality – engaging with stakeholders and securing team ownership through data quality champions across the business.
- Undertake a gap analysis for a baseline position statement on Data Quality.

## **2.7 Training**

To ensure that all staff – new and existing – are aware of the IG framework and all of the functions underpinning it and that we can evidence compliance with the IG Toolkit requirements for the training and development of staff.

We will achieve this by working with workforce development to review the IG framework training modules to identify and fill gaps in current training, such as information sharing and data quality. The current e-learning mandatory training modules will be reviewed and updated and a robust and efficient mechanism for reporting on training take-up will be incorporated. In addition, IG awareness raising will be undertaken throughout the year through briefings, workshops and surgeries and where required, adhoc training will be delivered to support various areas of the business who are at risk of non-compliance. Training delivery will be monitored and reviewed so that there is evidence of learning, which can be linked to individual's PDPs and appraisals – this will in turn help support and develop the Council's IG maturity level and move us towards meeting level three of the IG Toolkit.

## **2.8 Records Management**

To review all existing Records Management policies and procedures and ensure these comply with the Lord Chancellor's Code of Practice on the management of records, best practice across Local Government, National Archives' recommendations, appropriate standards and statutory requirements. The project will include introducing new policies and procedures, where appropriate, to ensure legal compliance and meet business requirements. To provide Records Management knowledge and expertise to the Future Space and Civic Centre Storage Projects in order to reduce and better manage any on-site storage of paper records and free up office space. To ensure any recommendations around the future strategy for storing and maintaining the Council's records take into account the aims of the Future Space and storage projects.

Throughout the course of the project support will be given to those areas of the Council which hold large number of sensitive records such as Children's Social Care, Adults Social Care, Legal Services and Human Resources.

### **In detail**

This project will be achieved by the implementation of a Programme across the Council's records including the following elements:

- A review of the current published Records Management policy
- An Information Survey to identify the records created and held by the Council
- The identification of Records Management risks and the recommendation of mitigating actions
- The implementation of agreed procedures for tracking, safeguarding and disposing of records throughout their lifecycle
- Legally compliant Disposal Schedules agreed with business areas
- Stakeholder engagement and staff training to promote a culture of excellence in Records Management across the Council
- The development of a business case for back scanning of document
- Recommendations for future strategy on storage and maintenance



	High Level Statement & Measurement	Key Deliverables & Milestones				
		Q1 2015/16	Q2 2015/16	Q3 2015/16	Q4 2015/16	Q1 – Q4 2016/2017
<b>Policy</b>	<p>To ensure that all Information Governance (IG) policies and procedures are regularly reviewed and updated to meet statutory requirements and be aligned with industry specific best practice.</p> <p><b>Measurement:</b></p> <ul style="list-style-type: none"> <li>➤ All policies have been reviewed and updated accordingly by Q4 2015/16.</li> </ul>	<p>Individual reviews for existing IG policies scheduled for the year.</p>	<ul style="list-style-type: none"> <li>• Policy gap analysis started.</li> <li>• Gaps in policy and procedure identified.</li> </ul>			<p>Individual reviews for existing IG policies scheduled for the year.</p>
			<ul style="list-style-type: none"> <li>• New policies documented, approved and implemented</li> <li>• Existing policies updated and approved</li> <li>• Policy procedure and supporting documents documented, approved and implemented.</li> </ul>			
<b>Freedom of Information</b>	<p>To enhance the current process for dealing with Freedom of Information and Environmental Information Regulations requests so that information is easier to access; duplication of information is reduced; time and cost savings are made through efficiencies in process and the quality and timeliness of information provided by the business is improved through wider staff awareness of both regimes.</p> <p><b>Measurement:</b></p> <ul style="list-style-type: none"> <li>➤ FOIA/EIR requests handled within 95% (5% Tolerance).</li> <li>➤ IG team are trained in FOIA/EIR (BCS certification achieved, as applicable) by Q4 2015/2016.</li> <li>➤ Request handling process and procedure documented and fully operational.</li> <li>➤ <sup>ii</sup>% Decrease in the time spent chasing and collating information.</li> </ul>	<ul style="list-style-type: none"> <li>• BCS training in FOIA for IG. officers started.</li> <li>• FOI business champions identified.</li> <li>• Disclosure log base-lined.</li> <li>• Revised FOI/EIR request log and interim spreadsheet in place.</li> <li>• FOI/EIR response rate for Q1 reviewed &amp; analysed.</li> </ul>	<ul style="list-style-type: none"> <li>• IG Officers BCS qualified in FOIA.</li> <li>• IG Assistant trained in FOI basics.</li> <li>• FOI/EIR process mapped and baselined.</li> <li>• FOI/EIR procedures documented.</li> <li>• FOI/EIR Response triage started.</li> <li>• FOI/EIR response rate for Q2 reviewed &amp; analysed.</li> </ul>	<ul style="list-style-type: none"> <li>• Trend analysis undertaken on Internal Reviews.</li> <li>• FOI/EIR response rate for Q3 reviewed &amp; analysed.</li> </ul>	<ul style="list-style-type: none"> <li>• Publication Scheme reviewed and updated, as applicable.</li> <li>• Disclosure log reviewed, findings documented and recommendations made.</li> <li>• FOI/EIR response rate for Year End reviewed &amp; analysed.</li> </ul>	<ul style="list-style-type: none"> <li>• Disclosure log base-lined.</li> </ul>
			<p>Awareness raising sessions in place with teams across the business/ FOI Champions.</p>			

	High Level Statement & Measurement	Key Deliverables & Milestones					
		Q1 2015/16	Q2 2015/16	Q3 2015/16	Q4 2015/16	Q1 – Q4 2016/2017	
<b>Data Protection</b>	<p>To ensure that the Council is meeting the key legislative requirements of the Data Protection Act – in particular to review and enhance the current Subject Access Request process to ensure that all requests are responded to correctly and on time; to ensure that the collection and use of information is fair and transparent and that the privacy rights of the public are not adversely affected through the procurement/upgrade of any system or any change in business or service delivery.</p> <p><b>Measurement:</b></p> <ul style="list-style-type: none"> <li>➤ SAR requests handled within 80% (20% Tolerance)</li> <li>➤ All IG team are trained in handling SAR requests.</li> <li>➤ Request handling process and procedure documented and fully operational.</li> <li>➤ Upward trend in PIA take-up evidenced by Q4 2016/17 (cross referenced with Programme Office and base-line)</li> </ul>	<ul style="list-style-type: none"> <li>• IG Officers are SAR trained.</li> <li>• PIA templates and supporting documentation drafted.</li> <li>• <sup>iii</sup>PIA base-lined.</li> <li>• Revised SAR request log and interim spreadsheet in place.</li> <li>• SAR response rate for Q1 reviewed &amp; analysed.</li> </ul>	<ul style="list-style-type: none"> <li>• PIA templates approved and implemented.</li> <li>• Relevant IG Officers are trained in PIA facilitation.</li> <li>• SAR process mapped.</li> <li>• SAR procedures documented</li> <li>• SAR Response triage started.</li> <li>• SAR response rate for Q2 reviewed &amp; analysed.</li> </ul>	<ul style="list-style-type: none"> <li>• Privacy Notices reviewed and updated.</li> <li>• SAR template repository completed.</li> <li>• SAR response rate for Q3 reviewed &amp; analysed.</li> </ul>			
			PIA awareness raising sessions undertaken across the business.				
			PIAs undertaken by the business.				
<b>Information Sharing</b>	<p>To champion the use of Wolverhampton Information Sharing framework and the newly revised supporting documentation both internally within the Council and externally in the multi-agency environment to ensure that the framework is embedded and a clear,</p>	<ul style="list-style-type: none"> <li>• Approach to multi-agency training and awareness campaign agreed.</li> </ul>	<ul style="list-style-type: none"> <li>• Tier 1 Over Arching Agreement approved by Cabinet.</li> <li>• Internal ISP amnesty initiated.</li> </ul>	<ul style="list-style-type: none"> <li>• Multi-agency IS e-learning modules developed.</li> </ul>	<ul style="list-style-type: none"> <li>• Multi-agency e-learning modules launched.</li> <li>• Post multi-agency awareness campaign review undertaken.</li> </ul>	<ul style="list-style-type: none"> <li>• Tier 2 &amp; 3 IS agreements reviewed.</li> <li>• Tier 2 &amp; 3 agreement reviews scheduled for the year (as applicable)</li> </ul>	

	High Level Statement & Measurement	Key Deliverables & Milestones				
		Q1 2015/16	Q2 2015/16	Q3 2015/16	Q4 2015/16	Q1 – Q4 2016/2017
	<p>consistent approach to information sharing is being adopted.</p> <p><b>Measurement:</b></p> <ul style="list-style-type: none"> <li>➤ Information sharing e-learning module implemented by end of Q4 2015/16.</li> <li>➤ Upward trend in Multi-agency confidence levels evidenced by ivxxx Q4 2015/16</li> <li>➤ The use of Tier 2 &amp; 3 Information Sharing agreements has increased by XX%<sup>v</sup> at the end of Q4 2015/16</li> </ul>		<ul style="list-style-type: none"> <li>• Approach to internal awareness raising campaign agreed.</li> <li>• Repository of Tier 2 &amp; 3 IS agreements developed and live.</li> <li>• IS confidence levels base-lined (Multi-agency).</li> <li>• Multi-agency training and awareness campaign agreed.</li> </ul>		<ul style="list-style-type: none"> <li>• Multi-agency IS confidence levels base-lined and analysis conducted.</li> </ul>	<ul style="list-style-type: none"> <li>• Multi-agency Information Sharing objectives agreed for the year.</li> </ul>
		Information Sharing agreements developed (on-going)				
Information Security	<p>To ensure that the Council is meeting the key legislative requirements of principle seven of the Data Protection Act – in particular to review how we are meeting and sustaining requirements around information security and that our processes are fit for purpose.</p> <p><b>Measurement:</b></p> <ul style="list-style-type: none"> <li>➤ Key trends on data incidents identified and reduction targets set for 2016/17</li> <li>➤ Reportable incidents are reported within set SIRI and ICO reporting timeframes.</li> <li>➤ Improved incident reporting process and procedure in place.</li> </ul>	<p>Base-line trend analysis on previous reported data incidents collated and published.</p>	<ul style="list-style-type: none"> <li>• Information Incident reporting mechanism reviewed and improvements identified.</li> <li>• Trend analysis on data incidents undertaken for Q2</li> <li>• Consultation with Audit, HR and Legal initiated.</li> <li>• Consultation with Workforce Development and Communications initiated.</li> </ul>	<ul style="list-style-type: none"> <li>• Process defined and supporting procedure documents approved and rolled out.</li> <li>• Training and communication mechanism defined, approved and in place.</li> <li>• Trend analysis on data incidents undertaken for Q3</li> </ul>	<p>Trend analysis on data incidents undertaken for Q4 and Year end.</p>	<p>Reduction targets agreed for 2016/17 (for each data incident type/theme)</p>

	High Level Statement & Measurement	Key Deliverables & Milestones				
		Q1 2015/16	Q2 2015/16	Q3 2015/16	Q4 2015/16	Q1 – Q4 2016/2017
<b>Data Quality</b>  <b>Page 28</b>	<p>To develop a strategy linked to the IG toolkit that ensures that we have the quality of data in place to meet statutory requirements for data protection and freedom of information and to encourage and facilitate multi-agency information sharing initiatives that require data extract, matching and analysis, such as the Better Care Fund and SEND projects.</p> <p><b>Measurement:</b></p> <ul style="list-style-type: none"> <li>➤ NHS numbers being utilised within core systems (Carefirst/One/Tribal etc.) by Q4 2015/16.</li> <li>➤ Data flows process mapped by end of Q4 2016/17.</li> </ul>	<ul style="list-style-type: none"> <li>• N3 connection expanded for Social Care</li> </ul>	<ul style="list-style-type: none"> <li>• Data flow mapping strategy documented and agreed.</li> <li>• NHS number Batch Trace Facility with HSCIC in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Data Quality strategy drafted</li> <li>• Data flow process mapping initiated.</li> </ul>	<ul style="list-style-type: none"> <li>• Data Quality Champions identified across the business</li> <li>• Data Quality gap analysis initiated.</li> </ul>	<ul style="list-style-type: none"> <li>• Data quality work packets defined and initiated (training, monitoring and assurance, etc.)</li> <li>• Data flow processing mapping completed and linked to Information Asset Register.</li> </ul>
	<p>To ensure that all staff – new and existing – are aware of the IG framework and all of the functions underpinning it and that we can evidence compliance with the IG Toolkit requirements for the training and development of staff.</p> <p><b>Measurement:</b></p> <ul style="list-style-type: none"> <li>➤ Continued 100% take up of IG e-learning modules for new starters.</li> <li>➤ E-learning modules in place for all 6 elements of IG framework by Q4 2015/16.</li> </ul>	<ul style="list-style-type: none"> <li>• IG E-learning modules reviewed in line with IG Framework &amp; Toolkit</li> <li>• Gaps in training modules identified.</li> </ul>	<ul style="list-style-type: none"> <li>• Existing IG e-learning modules updated</li> <li>• New IG modules developed.</li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory training modules linked to Personal Development Plans and Annual Appraisals.</li> <li>• New IG e-learning modules are live.</li> </ul>	<p>IG Awareness raising and adhoc departmental training, workshops and surgeries delivered.</p> <p>On-going new starter training and existing refresher training delivered (e-learning modules).</p>	

	High Level Statement & Measurement	Key Deliverables & Milestones				
		Q1 2015/16	Q2 2015/16	Q3 2015/16	Q4 2015/16	Q1 – Q4 2016/2017
<b>Records Management</b>	<p>*To implement a Records Management Programme across all records created as a result of the Council’s business activities.</p> <p><b>Measurement:</b></p> <ul style="list-style-type: none"> <li>➤ Scoping of programme and the production of a Project Initiation Document</li> <li>➤ Review of current Records Management policy</li> <li>➤ Completion of an Information Survey</li> <li>➤ Creation of a Risk Register and identification of mitigating actions</li> <li>➤ Review of procedures for tracking, safeguarding and disposing of records</li> <li>➤ Production of Disposal Schedules</li> <li>➤ Production of Stakeholder guidance and staff training materials</li> <li>➤ Recommendations for future Records Management strategy</li> <li>➤ The development of a business case for back scanning of document</li> </ul> <p>*(Caveat – This project has just started and is currently being scoped. Some of the deliverables and milestones may be subject to change)</p>	Project documentation created	Records Management Survey completed	Risks and mitigating actions identified	Review of Records management policies and procedures	<p>Publication of Disposal Schedules</p> <p>Commencement of work on staff training materials and recommendations report.</p>

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- <sup>i</sup> Measurements for some objectives to be determined following a baseline process being undertaken.
  - <sup>ii</sup> Current process to be base-lined to identified time spent chasing information.
  - <sup>iii</sup> Base-line to be carried out on the number of PIAs currently in progress or completed at the end of Q1 2015/2016.
  - <sup>iv</sup> Measurement to be agreed
  - <sup>v</sup> Base-line to be carried out on the number of ISAs currently in place or completed at the end of Q1 2015/2016.

# Cabinet (Resources) Panel

## 28 July 2015

<b>Report title</b>	External Funding Update	
<b>Decision designation</b>	AMBER	
<b>Cabinet member with lead responsibility</b>	Councillor John Reynolds City Economy	
<b>Key decision</b>	No	
<b>In forward plan</b>	No	
<b>Wards affected</b>	All	
<b>Accountable director</b>	Keren Jones	
<b>Originating service</b>	City Economy	
<b>Accountable employee(s)</b>	Heather Clark Tel Email	Service Development Manager 01902 555614 Heather.clark2@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>		

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### Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Agree for Wolverhampton City Council to act as accountable body for and submit full bids for European Regional Development funding should our outline bids be successful.
2. Permission to establish budget for Local Development Order Incentive Fund.

## 1.0 Purpose

- 1.1 The purpose of the report is to provide an update on external funding opportunities, including an update on bids submitted and the project pipeline for European Structural funding, and seek necessary approvals to enable the delivery of externally funded projects.

## 2.0 Background

- 3.1 Cabinet (Resources) Panel received a report on 14 April 2015 giving an update on bidding activity and progress on externally funded projects. The intention is to provide ongoing quarterly funding updates, rather than reporting separately on each individual external funding opportunity. This report provides an update for the first quarter of the 2015/16 financial year. The report is organised around the themes in the Council's new Corporate Plan Framework.

## 4.0 Update on other External Funding Sources

- 4.1 Wolverhampton City Council is working both internally and with external partners to support the development of a strong project pipeline to maximise resources secured from external funding. The last report focused on bidding opportunities offered through European Union Structural and Investment Funds (ESIF) outlining strategically important projects and seeking approval for Wolverhampton City Council to lead on behalf of the Black Country. We have set out below projects submitted in response to that round. A further call for proposals is expected mid July.

### 4.2 Place – Stronger Economy

- 4.3 The following external funding bids have been supported by the City Council under the "Place" corporate priority. Bids to the European Regional Development Fund (ERDF), which contributes to the corporate priority an environment where new and existing businesses thrive, amount to a total project value of over £10 million. The bid to the European Social Fund (ESF), which contributes to the corporate priority people develop the skills to get and keep work, amount to a total project value of over £34 million across the Black Country.

#### City Assets: delivering effective core services that people want

Funding source	Description of Project(s) to be funded	Funding	Status and approvals required	Outcomes
DCLG	<b>Local Development Order (LDO) Incentive Fund</b> to support work to put in place local development orders for housing on brownfield sites which can accommodate upwards of 100 homes	£50,500	Funding secured	LDO's grant outline planning permission to encourage earlier development of our allocated housing sites



**City Economy: an environment where new and existing businesses thrive**

Funding source	Description of Project(s) to be funded	Funding	Status and approvals required	Outcomes
ERDF: Priority 3 SME competitiveness	Advice, Investment and Markets <b>AIM for the Black Country:</b> Specialist support for SMEs pooling business support across four local authorities, the University and Chamber of Commerce, enhanced with specialist consultancy and delivered via the Growth Hub	£2,141,395 ERDF  +50% partner match  Total: £4,282,790	Outline application submitted May.  Permission to submit full bid as Accountable body in September 2015	Increased growth for 720 SMEs; 6000 more SMEs engaged via Growth Hub; 60 more inward investments; 150 new products and markets; 1800 new jobs
ERDF: Priority 3 SME competitiveness	<b>Black Country Transformational GOLD</b> Growth Opportunities Local Delivery  Continuation of existing successful GOLD grant funding scheme for SMEs. Offering grants of up to £25,000 and/or loans for SME growth projects	£1,905,356 ERDF  + 70% match from SMEs and partners.  Total £5,969,282	Outline application submitted May.  Permission to submit full bid as Accountable body in September 2015	Increased growth rates (10%) for 180 SMEs over 3 years
Contemporary Arts Society	Funding to support collections development: 1. Collections Fund to acquire work by a young black artist to complement the HLF Black Art project. 2. Film/installation piece to show in the newly refurbished contemporary gallery	£20,000    £40,000	Permission to bid.  No match required other than staff time	Increase visitor numbers and footfall by improving cultural offer
URBACT III	<b>URBACT Action Planning Network Get into the swing of the City!</b>  Development of approaches, strategies and activities to support creative enterprises as a solution to unemployment.  Consortium led by Poznan City in Poland submitting Expression of	€100,000 total budget (Phase 1) and €200,000 (Phase 2)  Match £2,000 and staff time	Permission to join consortium as a partner in Expression of Interest  Host expert workshop	Enable draw down of up to £4m European resources allocated to local Growth Clusters as evidence base to support bids and creative industry projects.

	Interest.			
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- 4.4 For the ERDF bids Wolverhampton is seeking to act as Accountable body. We have established systems and processes embedded in the authority to ensure robust project management and financial control. These systems are detailed in appendix 1.

**City Economy: people develop the skills to get and keep work**

Funding source	Description of Project(s) to be funded	Funding	Status and approvals required	Outcomes
ESF Youth Employment Initiative	Impact is a Black Country programme that addresses the barriers faced by unemployed individuals aged 16-29 years, supporting them to secure positive outcomes including employment, apprenticeships, training and further education	£34 million (ESF £17m YEI £17m)  Local match – WCC mainstream Connexions budget and Talent Match	Expression of Interest submitted May 2015.  Full bid submitted September 2015.  Dudley MBC accountable body	<ol style="list-style-type: none"> <li>1. Traineeship/ apprenticeship opportunities.</li> <li>2. Re-engage marginalised 15-18 years</li> <li>3. Address basic skills needs of NEETS</li> <li>4. Additional work experience and pre-employment training opportunities to 18-24 yr olds</li> <li>5. Support young lone parents</li> </ol>

- 4.5 Further ESF bidding opportunities will include programmes match funded by the Skills Funding Agency and Big Lottery. These programmes support the Place priority ‘people - developing the skills to get and keep work’ as part of stronger economy. In addition, they will contribute to the aim of the Skills and Employment Commission to ensure that Wolverhampton has the appropriately skilled workforce required to support the City’s economic growth and that Wolverhampton residents and young people have access to the right skills provision to give them the best chance of securing employment
- 4.6 The call for first stage applications for the Black Country’s Promoting Social Inclusion and Combatting Poverty has been launched by the Big Lottery as Building Better Opportunities. The opportunity amounts to the equivalent of £38 million of investment

over the next six years across the Black Country providing employment support for over 25's, tackling family poverty, targeted communities and financial and digital inclusion. The competition is open, therefore Wolverhampton Inclusion Board has produced a Wolverhampton offer in order to maximise benefit for Wolverhampton.

#### **4.0 Financial implications**

- 4.1 All outline bids submitted are allocated on a competitive basis and Councillors will be updated with progress should these be developed further.
- 4.2 Specifically this report seeks approval for the ERDF: AIM for Black Country and Transformational GOLD projects both representing continuation of existing project arrangements. Approval is also sought to establish revenue budgets for the Local Development Order Incentive Fund project which has successfully secured funding. Match funding for AIM for the Black Country is being identified from existing Growth Hub funding, existing staffing and the Enterprise and Skills budget. Match funding for Black Country Transformational GOLD has been identified from within Enterprise and Skills staffing and private sector match. Match funding for Urbact II is from existing Enterprise and Skills budget. WCC match for Impact project is from the Connexions revenue budget within Enterprise and Skills. [ES/02072015/F]

#### **5.0 Legal implications**

- 5.1 External funding opportunities are subject to grant agreements. Depending on the outcome of the bidding process, further reports will be bought seeking the necessary approvals to enter into the grant agreements. RB/01072015/I

#### **6.0 Equalities implications**

- 6.1 External funded projects must evidence positive equalities implications as part of the bidding process. Equalities and diversity are a standard question in all European funded bids.

#### **7.0 Environmental implications**

- 7.1 External funded projects must evidence positive sustainability implications.

#### **8.0 Human resources implications**

- 8.1 The cost of project management and additional staffing resources will be built into bids.

#### **10.0 Corporate landlord implications**

- 10.1 There are no corporate landlord implications to this report.

#### **11.0 Schedule of background papers**

- Cabinet (Resources) Panel 20 January 2015 update on external funding

- Cabinet (Resources) Panel 14 April 2015 update on external funding

## **Appendix 1: Project Management systems and processes for ERDF funded projects**

This project will sit within City Economy Service Group of the Place Directorate of Wolverhampton City Council as accountable body and be subject to Wolverhampton City Council's internal **project management** process using the online project management system Verto. The Central Project and Programme team will retain an overview of the project to ensure robust management and control systems.

The project will appoint an experienced ERDF project manager to provide overall project management support the Project Group to deliver the agreed outputs across the Black Country. The role will be responsible for contract managing delivery partners, line management of team members and assume overall responsibility for adherence to contract delivery requirements and producing claims in accordance with ERDF regulations. The role will also monitor actual spend and outputs against profile escalating any variations, risks and issues to the Senior Responsible Officer together with proposed actions to address.

**Governance:** a Project Board would continue to include representatives from all Black Country local authorities and key stakeholders, as part of the revised structures of the Black Country LEP, and the new emerging governance arrangements for the Growth Hub. This includes reporting mechanisms into the Heads of Regeneration meetings and the Black Country LEP sub group for Business Competitiveness.

Partner requirements are outlined in the Service Level Agreement (SLA). A legally binding "collaboration agreement" to ensure compliance with regulations outlined within the funding agreement, and set out the mechanism for shared risks.

**Outputs and results** are stated as part of the bid. The Project Manager would produce an outputs (benefits) realisation plan as part of the project management process including a profile of outputs/results that can be monitored against at quarterly intervals via the profile reports.

Evidence of outputs and results, in line with ERDF definitions and requirements, will be checked at regular contract meetings and prior to submission of claims. Reports will be submitted to the steering group showing spend and delivery of outputs against targets. Monitoring performance against profile allows us to identify an underperformance at an early stage and put in place actions to address. Any delivery partners/contractors will be required to retain evidence of outputs and results as part of their SLA/contract and retain this information in line with document retention.

To underpin these reporting mechanisms, an established management information system is well established for all ERDF projects, including monitoring spreadsheets and template reports, enabling the project manager and partner officers to capture evidence relating to not just output delivery, but also wider results and progress towards cross cutting themes.

Relevant and existing ERDF experienced project staff currently exists within the authority however there is recognition of the need to recruit externally in line with EU rules and regulations should additional capacity be required. We will fast-track this process to ensure the project can start as soon as possible following approval, note our timetable includes 2-3 months pre-start preparations following offer letter and before the official launch of the programme to beneficiaries.

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# Cabinet (Resources) Panel

## 28 July 2015

<b>Report title</b>	Housing support and social inclusion services for people at risk of violence and abuse	
<b>Decision designation</b>	AMBER	
<b>Cabinet member with lead responsibility</b>	Councillor Val Gibson Children and Young People	
<b>Key decision</b>	Yes	
<b>In forward plan</b>	No	
<b>Wards affected</b>	All	
<b>Accountable director</b>	Linda Sanders, Strategic Director, People	
<b>Originating service</b>	Children and Young People	
<b>Accountable employee(s)</b>	Jessica Timmins	Strategic Improvement and Development Officer – Housing Support and Social Inclusion, Children’s Commissioning
	Tel	01902 558267
	E-mail	Jessica.Timmins@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	People Leadership Team	13 July 2015

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### Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Agree that The Haven Wolverhampton’s voluntary sector grant of £175,000 per year is not re-invested when the grant contract ends on 31 March 2016, which will meet the Children’s Commissioning budget reduction requirement of £175,000 from 1 April 2016.
2. Agree that The Haven Wolverhampton’s £727,126 per year contract for the provision of housing support and social inclusion services be re-tendered in line with the contract expiry on 7 December 2016.

## 1.0 Purpose

1.1 The purpose of this report is to:

1.1.1 Seek approval of the proposal to achieve a housing support and social inclusion services budget reduction of £175,000 from 2016/17.

1.1.2 Seek approval to re-tender The Haven Wolverhampton's £727,126 per year contract for the provision of housing support and social inclusion services as the contract expires on 7 December 2016.

## 2.0 Background

2.1 On 17 March 2015, the Head of Finance for People presented a report to People Leadership Team (PLT) describing a budget pressure of £498,000 relating to housing support and social inclusion services contracts. PLT agreed that a task and finish group should be convened to address the budget pressure.

2.2 Housing support and social inclusion service contracts are held by three service areas: Children's Commissioning (People), Disability and Mental Health (People) and Education and Enterprise (Places). The task and finish group, with representation from all three service areas, agreed the following contributions that together total £498,000:

Service area	Contribution £000
Children's Commissioning	175
Disabilities and Mental Health	123
Education and Enterprise	200
<b>Total</b>	<b>498</b>

2.3 At its meeting on 13 July 2015, PLT supported the recommendation that Cabinet (Resources) Panel is asked for a decision on the proposal that The Haven Wolverhampton's voluntary sector grant of £175,000 per year will not be re-invested when the grant contract ends on 31 March 2016. This will enable the achievement of Children's Commissioning's £175,000 budget reduction target.

2.4 At its meeting on 13 July 2015, PLT supported the recommendation that Cabinet (Resources) Panel is asked for a decision on the proposal to re-tender The Haven Wolverhampton's £727,126 per year contract for the provision of housing support and social inclusion services to ensure continuity of services when the contract expires on 7 December 2016.

2.5 12 voluntary sector grant contracts, including The Haven Wolverhampton's, are held by voluntary sector organisations in Wolverhampton. All 12 contracts expire on 31 March 2016. A corporate approach is ensuring a review of the remaining voluntary sector grants.



### 3.0 Proposals regarding The Haven Wolverhampton

- 3.1 The Haven Wolverhampton holds a contract with the council for a voluntary sector grant of £175,000 per year. The contract time expires on 31 March 2016. There is no extension option. The grant funds one Benefits and Immigration Officer at an annual cost of £24,718. The remaining £150,282 contributes towards core staff salaries including that of the Chief Executive Officer and senior managers.
- 3.2 The Haven Wolverhampton also holds a £727,126 per year contract with the council for the provision of housing support and social inclusion services (emergency accommodation and floating support) for people at risk of violence and abuse. The contract expires on 7 December 2016 and has an extension clause of two years until 7 December 2018.
- 3.3 In light of the value of this contract together with the need to ensure it is targeting and supporting the most appropriate groups, a strategic review of the needs of people at risk of violence and abuse in Wolverhampton is planned to start during summer 2015. Following the review, an open competitive tender process will be carried out to commission a service model that best meets the need identified by the strategic review. It is expected that the tender process will begin in December 2015 with the commissioned services starting on 8 December 2016 to correspond with the end date of The Haven Wolverhampton's contract.
- 3.4 With effect from 1 April 2015, the annual value of The Haven Wolverhampton's housing support and social inclusion services contract was reduced by £302,931 per year (from £1,030,057 to £727,126) in line with the requirements of the council's Medium Term Financial Strategy 2015/16 – 2018/19. The reduction was achieved by reducing the capacity of accommodation based provision from 73 to 50 in line with proposals put forward by The Haven Wolverhampton.
- 3.5 The table below shows The Haven Wolverhampton's Statement of Financial Activities Year Ended 31 March 2014.

	Restricted Funds (£)	Unrestricted Funds (£)	Total Funds 2014 (£)	Total Funds 2013 (£)
<b>INCOMING RESOURCES</b>				
<b>Incoming resources from generated funds:</b>				
Voluntary income	70,549	10,302	80,851	174,192
Activities for	-	34,625	34,625	36,251

generating funds				
<b>Incoming resources from charitable activities:</b>				
Grants and contracts	597,514	1,053,511	1,651,025	1,705,300
Accommodation charges	-	703,700	703,700	737,536
<b>TOTAL INCOMING RESOURCES</b>	<b>668,063</b>	<b>1,802,138</b>	<b>2,470,201</b>	<b>2,653,279</b>
<b>RESOURCES EXPENDED</b>				
<b>Costs of generating funds</b>	-	118,901	118,901	217,704
<b>Charitable activities</b>	632,452	1,589,033	2,221,485	2,200,936
<b>Governance costs</b>	-	50,958	50,958	50,328
<b>TOTAL RESOURCES EXPENDED</b>	<b>632,452</b>	<b>1,758,892</b>	<b>2,391,344</b>	<b>2,468,968</b>
<b>Net incoming resources and net income and expenditure</b>	35,611	43,246	78,857	184,311
<b>Transfers between funds</b>	13,780	(13,780)	-	-
<b>Net movement in funds for the year</b>	49,391	29,466	78,857	184,311
<b>Funds brought forward</b>	222,030	1,239,816	1,461,846	1,277,535

<b>FUNDS CARRIED FORWARDS</b>	<b>271,421</b>	<b>1,269,282</b>	<b>1,540,703</b>	<b>1,461,846</b>
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3.6 The table below shows The Haven Wolverhampton's Balance Sheet as at 31 March 2014.

	2014		2013	
	£	£	£	£
<b>Tangible fixed assets</b>		1,046,601		1,093,090
<b>Current Assets:</b>				
Debtors	276,182		236,684	
Cash at bank and in hand	498,403		831,779	
<b>Creditors: due within one year</b>	(280,483)		(684,282)	
<b>Net Current Assets</b>		494,102		384,181
<b>Total Assets Less Current Liabilities</b>		1,540,703		1,477,271
<b>Creditors: due after more than one year</b>		-		(15,425)
		<b>1,540,703</b>		<b>1,461,846</b>
<b>Funds:</b>				
Unrestricted funds		1,269,282		1,239,816
Restricted funds		271,421		222,030
<b>TOTAL FUNDS</b>		<b>1,540,703</b>		<b>1,461,846</b>

3.7 Corporate Procurement has confirmed that the voluntary sector grant contract would need to be re-tendered in line with EU procurement regulations if the council wishes to continue to award the funding. Therefore The Haven Wolverhampton would have to be successful in the tender process in order to continue to receive the funding. To award the grant contract directly to The Haven Wolverhampton without following a tender process would be giving an unfair advantage to the organisation over any other when tendering for other contracts.

3.8 The Benefits and Immigration Officer provides support within The Haven Wolverhampton's refugees to women and children who are resident. Working directly with

255 residents per year, the post holder co-ordinates and oversees the application process for housing benefits and welfare benefits and provides up to date information, advice and assistance on related issues. Within other housing support and social inclusion services, this role is carried out by support workers. The Benefits and Immigration Officer also supports women with no recourse to public funds to secure immigration status (around seven women per year).

- 3.9 Alternative services are available should the post no longer exist. Citizens Advice Bureau (CAB) and the council's Housing Benefits and Welfare Rights teams are able to offer advice and assistance regarding housing benefits and welfare benefits. Via the Advice Agencies Consortium contract, CAB receives £74,064 per year from Public Health for the provision of advice services. CAB also holds a £358,200 per year contract with the council for the provision of advice including on immigration, housing and debt.
- 3.10 The Refugee and Migrant Centre (RMC) is able to offer support to people with and without recourse to public funds on all aspects of immigration, including securing immigration status. RMC holds a £99,711 per year contract with Education and Enterprise (funded by Public Health Transformational funding) to provide advice and guidance. In recognition of the specific needs of women from Black and minority ethnic groups, RMC holds a women only drop-in session every Tuesday. As the number of women seeking support from The Haven Wolverhampton's Benefits and Immigration Officer to secure immigration status is small (around seven per year), there will be little impact on the capacity of RMC if it provides the support instead.
- 3.11 In addition to the benefits and immigration service, the core staff members whose salaries are funded by the voluntary sector grant also manage the delivery of The Haven Wolverhampton's £727,126 per year contract for the provision of housing support and social inclusion services for people at risk of violence and abuse. The council's expectation is that The Haven Wolverhampton will restructure in a way that minimises impact on front line service delivery.
- 3.12 The Haven Wolverhampton had planned to become independent of public sector funding through the development of an income generating women's resource centre at 103 Salop Street in Westside 3. Due to the regeneration of Westside 3, the council has decided not to proceed with the asset transfer of 103 Salop Street although The Haven Wolverhampton is able to remain the leaseholder until January 2017 at the earliest. The council has identified alternative freehold properties and co-ordinated site visits but none have met with The Haven Wolverhampton's approval to date.
- 3.13 A meeting has been held with The Haven Wolverhampton to discuss its business plan for the end of the grant contract, with the risks to the delivery of the housing support and social inclusion service contract a key item for discussion. The Haven Wolverhampton plans to apply for replacement funding and has recently increased resource within its grant team, although acknowledges that there are few funders of core service costs and that there may not be enough time to secure sufficient funding before the grant contract ends. In the absence of sufficient replacement funding being secured, the council will

work with The Haven Wolverhampton to agree a restructure that minimises impact on front line service delivery.

- 3.14 The Haven Wolverhampton has expressed that to date, the public relationship between itself and the council has been well maintained through difficult times, including a re-tender process in 2012 and the £302,931 funding reduction which took effect on 1 April 2015. However, it is likely that the Haven Wolverhampton will raise media and political interest upon official notice of the end of its voluntary sector grant contract. To mitigate this risk, Children's Commissioning will continue to work positively and proactively with The Haven Wolverhampton, Councillors and Corporate Communications.

#### **4.0 Financial implications**

- 4.1 Housing support and social inclusion service contracts are held by three service areas: Children's Commissioning (People), Disability and Mental Health (People) and Education and Enterprise (Places). The following contributions from each service area that together total £498,000 have been agreed:

<b>Service area</b>	<b>Contribution £000</b>
Children's Commissioning	175
Disabilities and Mental Health	123
Education and Enterprise	200
<b>Total</b>	<b>498</b>

- 4.2 The recommendation to not re-invest The Haven Wolverhampton's voluntary sector grant when the grant contract expires on 31 March 2016 arises from the need for Children's Commissioning to contribute £175,000 to the total budget reduction target of £498,000.
- 4.3 This budget shortfall is in addition to the existing savings targets included in the council's Medium Term Financial Strategy 2015/16 – 2018/19.
- 4.4 The financial implications of re-modelling and re-commissioning housing support and social inclusion services for people at risk of violence and abuse will be reported according to the Council's governance processes when they are known.

[NM/13072015/B]

#### **5.0 Legal implications**

- 5.1 There are no legal implications arising from this report.

#### **6.0 Equalities implications**

- 6.1 Appendix 1 contains an equality analysis of the end of The Haven Wolverhampton's voluntary sector grant which reflects discussions held with Democratic Services.

- 6.2 The equality analysis shows that the adverse impact of the end of the Benefits and Immigration Service can be mitigated by re-providing the service through alternative, specialist services that are available in Wolverhampton.
- 6.3 The equality analysis considers the potential impact of The Haven Wolverhampton not being able to identify alternative funding for core staff costs and therefore posing potential risk to the housing support and social inclusion services contract it holds with the council. Mitigating actions taken/available include:
- 6.3.1 Discussions with The Haven Wolverhampton began in April 2015 regarding the end of their voluntary sector grant contract and its plans to ensure its continued financial viability post contract end. The council will continue to work closely with The Haven Wolverhampton, providing support as required.
- 6.3.2 The Haven Wolverhampton has increased the capacity of its Grants team in recognition of its need to secure alternative funding and reduce reliance on public sector funding.
- 6.3.3 The council will continue to provide support to The Haven Wolverhampton to identify and apply for alternative funding.
- 6.3.4 In the absence of replacement funding being secured in time, The Haven Wolverhampton has discussed re-structuring to reduce core costs.
- 6.3.5 In its 2013/14 Annual Review, The Haven Wolverhampton declared total funds of £1,540,703 of which £1,269,282 are unrestricted and £271,421 are restricted. These funds could be used for core staff costs for the nine months between 1 April 2016 when its voluntary sector grant contract ends and 7 December 2016 when its housing support and social inclusion services contract ends.
- 6.4 Further equality analyses will be carried out as part of the strategic review process to ensure that due consideration is given to protected characteristic groups when re-modelling and re-commissioning housing support and social inclusion services for people at risk of violence and abuse.

## **7.0 Environmental implications**

- 7.1 There are no environmental implications arising from this report.

## **8.0 Human resources implications**

- 8.1 There are no human resources implications arising from this report.

## **9.0 Corporate landlord implications**

- 9.1 As outlined in paragraph 3.12 the Council will continue to work with and assist The Haven in finding an alternative location from where they are currently based at 103 Salop Street.

## **10.0 Schedule of background papers**

- 10.1 (17 March 2015) People Leadership Team – Housing Support and Social Inclusion Contract Monitoring
- 10.2 (30 March 2015) People Leadership Team – Addressing the 2015/16 housing support and social inclusion services £498,000 budget pressure
- 10.3 (18 May 2015) People Leadership Team – Decommissioning Impact Assessment – Housing Support Contracts
- 10.4 (22 June 2015) People Leadership Team – Addressing the 2015/16 housing support and social inclusion services £498,000 budget pressure
- 10.5 (13 July 2015) People Leadership Team – The Haven Wolverhampton: Housing support and social inclusion services

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# Appendix 1

Stage 1- Initial Analysis Form

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## Equality Analysis - Stage One – Initial analysis of the end of The Haven Wolverhampton’s £175,000 per year voluntary sector grant

**What you are analysing? The Haven Wolverhampton’s voluntary sector grant of £175,000 per year time expires on 31 March 2016. The grant funds one Benefits and Immigration Officer post and a proportion of each of the salaries of the core staff members within The Haven Wolverhampton.**

Is it a; service  function  policy  procedure

Is it? A new service, function, policy or procedure

An existing service, function, policy or procedure

An amended or revised service/ function/ policy/ or procedure

<p>1. What are the main aims and objectives or purpose of the service, function, policy or procedure (proposal)? What needs or duties is it designed to meet?</p>	<p>The grant funds one Benefits and Immigration Officer post; the post holder provides information, advice and assistance on benefits and immigration related matters to women and children using The Haven Wolverhampton’s housing support and social inclusion accommodation based services. The remaining grant amount funds a proportion of each of the salaries of the core staff members within The Haven Wolverhampton.</p>
<p>2. Who is or will be affected by this proposal?</p>	<p>The Haven Wolverhampton staff including The Benefits and Immigration Officer, service users, alternative service providers.</p>

<p>3. Is the proposal affected by external drivers for change? (e.g. new or amended legislation, national policy, external inspections etc.)</p>	<p>The grant contract time expires on 31 March 2016.</p>
<p>4. Who is responsible for defining and implementing this proposal?</p>	<p>Strategic Improvement and Development Officer – Housing Support and Domestic Violence, Children’s Commissioning, Children and Young People, People, Wolverhampton City Council.</p>
<p>5. How does Wolverhampton City Council interact with other bodies or organisations in relation to the implementation of the proposal?</p>	<p>The Haven Wolverhampton holds a contract with the council for the grant, which specifies the council’s requirements. The Council has well developed working relationships with The Haven Wolverhampton and alternative service providers such as the Refugee and Migrant Centre and Citizens Advice Bureau, both of which hold contract(s) with the Council for funding.</p>
<p>6. What analyses, information or data relating to the proposal already exist?</p>	<p>A contract is in place between The Haven Wolverhampton and the council, which specifies the council’s requirements. The Haven Wolverhampton submits quarterly performance data.</p>

7. Is there any evidence of higher or lower take up under the proposal for any particular groups? (from formal monitoring or informal anecdotal evidence)	No.
8. Is there any evidence that the proposal may be directly or indirectly discriminatory?	No.
9. If the proposal is discriminatory, can it be justified?	Not applicable.
10. If the proposal is not discriminatory, is there any evidence that it has a differential impact?	As the Benefits and Immigration Officer supports women with immigration-related issues, including women with no recourse to public funds who are trying to secure immigration status, the end of the service will have a differential impact on race. Seven women were supported to secure immigration status in the year to 1 October 2014.
11. If there is a differential impact, is it likely to have an adverse impact on any group?	As the Benefits and Immigration Officer supports women with immigration-related issues including women with no recourse to public funds who are trying to secure immigration status, the end of the service will have an adverse impact on black and minority ethnic groups. Seven women were supported to secure immigration status in the year to 1 October 2014.

<p>12. If there is an adverse impact, can that impact be justified?</p>	<p>Alternative, specialist services are available in Wolverhampton. As the number of women who require specialist support to secure immigration status is low (seven during the year to 1 October 2014), the capacity of alternative services is sufficient. The adverse impact identified is therefore entirely mitigated by the provision elsewhere of equally specialist services to this group of women.</p>
<p>13. What evidence have you used to make your judgment of discrimination and/or adverse impact?</p>	<p>The grant contract and performance reports.</p>
<p>14. If the discrimination/adverse impact cannot be justified, how do you intend to deal with it? Is there any alternative measure which would achieve the desired aim without the adverse impact identified?</p>	<p>Not applicable.</p>
<p>15. Does or could, the proposal contribute to a specific duty in equality law?</p> <ul style="list-style-type: none"> <li>• eliminate discrimination, harassment and victimisation</li> <li>• advance equality of opportunity between people from different groups</li> <li>• foster good relations between people from different groups.</li> </ul>	<p>No.</p>
<p>16. Are there any groups which might be expected to benefit from the intended outcomes but do not?</p>	<p>No.</p>
<p>17. Is the proposal intended to increase equality of opportunity by permitting or requiring action to redress disadvantages? If yes, is it lawful?</p>	<p>No.</p>
<p>18. Have you consulted as part of your analysis? Who have you consulted? What</p>	<p>A meeting to discuss the end of the grant contract</p>

methods did you use?	has been held with The Haven Wolverhampton.
19. Is there any public concern (in the media etc.) that the proposal is being operated in a discriminatory manner?	Not currently although this is a likely risk to the council.
20. Have there been any important demographic changes or trends locally? If so, are these anticipated or dealt with by the proposal?	Wolverhampton is a multi-cultural city, which in recent history has attracted large numbers of refugees and migrants, leading to changes in its demographic make-up. The Benefits and Immigration Officer provides information, advice and assistance on benefits and immigration related matters to women and children, including those who are trying to secure immigration status, who are using The Haven Wolverhampton's housing support and social inclusion accommodation based services. Alternative services are available that can support these women when the grant contract ends.
21. How is information about the proposal publicised?	The Haven Wolverhampton offers the service to all users of its housing support and social inclusion services. It is not available to non-service users.
22. How will you monitor in future?	Quarterly performance information will be

	submitted up until 31 March 2016 when the contract ends. The requirement to submit performance information ends when the grant contract ends.
23. Is there any other relevant information?	The Haven Wolverhampton plans to secure replacement funding. However, if it fails to do this, the delivery of their housing support and social inclusion service contract will be at risk. Please see the answers to the questions below for further detail.

## Is there a need for a full Equality Analysis?

Work through the following questions, recording evidence as appropriate. (These questions are the same as on the framework and flowchart (appendices 2 and 3), use whichever one you prefer.

1. Are there any concerns or evidence that the proposal affects or could affect people differently or that the needs of certain groups would not be met? (Consider all the equality strands – age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation;

### **Yes / No / Don't Know**

- If the answer is **No**, then there is **no need to carry out any further analysis**, record the basis for your answer and send this form to be signed off.
- If the answer is **Yes**, record your concerns and any evidence and **move on to question 2**.
- If the answer is **Don't Know**, record what evidence is needed to help you make a decision and **move on to question 2**

The Benefits and Immigration Officer provides immediate and on-going support within The Haven Wolverhampton's accommodation based services to women and children who are resident. The post holder coordinates the application processes for housing benefits and welfare

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benefits and provides up to date information, guidance and advice on housing benefit and welfare benefit related issues. The post holder also supports women with no recourse to public funds to secure immigration status. For this reason, the end of the service will impact more on black and minority ethnic groups. In the year to 1 October 2014, seven women were supported to secure immigration status.

In the event of replacement funding not being secured to cover the salary costs of core staff members, the financial viability of The Haven Wolverhampton would be at risk and so therefore would their ability to deliver the emergency accommodation and floating support service contract it holds with the council. This may give rise to an adverse impact on the 50 women and their dependents at any one time accessing emergency accommodation services and 85 people and their dependents at any one time accessing floating support services.

2. If the proposal affects or could affect people differently, does this mean that some groups of people would experience a less favourable service than others or that the needs of some groups would not be met?

**Yes / No / Don't Know**

- If the answer is **No**, then there is **no need to carry out any further analysis**, record the basis for your answer and send this form to be signed off.
- If the answer is **Yes**, record what the worse service involves and any evidence and **move on to question 3**.
- If the answer is **Don't Know**, record what evidence is needed to help you make a decision and **move on to question 3**

Alternative, specialist services are available in Wolverhampton. The Refugee and Migrant Centre specialises in supporting Black and minority ethnic groups and is able to support people with no recourse to public funds to secure immigration status. In recognition of the specific needs of women from Black and minority ethnic groups, the Refugee and Migrant Centre holds a women only drop-in session every Tuesday. As the number of women requiring support to secure immigration status is small (around seven per year), there will be little impact on the capacity of the Refugee and Migrant Centre.

Citizens Advice Bureau and the council's Welfare Rights and Housing Benefits teams are able to provide information advice and guidance to people requiring support with welfare benefit and housing benefit related issues. In the year to 1 October 2014, 204 women were provided with direct support from the Benefits and Immigration Officer.



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There is sufficient capacity within the alternative services available to meet this demand.

If The Haven Wolverhampton fails to deliver the housing support and social inclusion services contract it holds with the council due to the inability to identify replacement funding for core staff costs, the needs of 50 women and their dependents and at any one time accessing their emergency accommodation provision and 85 people and their dependents at any one time accessing their floating support provision would not be met unless mitigation was available. Mitigating actions taken/available include:

- The two contracts are held by The Haven Wolverhampton, one for its voluntary sector grant and one for the provision of housing support and social inclusion services, were awarded independently by different service areas within the council. They are not co-terminus.
- Discussions with The Haven Wolverhampton began in April 2015 regarding the end of their voluntary sector grant contract and its plans to ensure its continued financial viability post contract end. The council will continue to work closely with The Haven Wolverhampton, providing support as required.
- The Haven Wolverhampton has increased the capacity of its Grants team in recognition of its need to secure alternative funding and reduce reliance on public sector funding.
- The council will continue to provide support to The Haven Wolverhampton to identify and apply for alternative funding.
- In the absence of replacement funding being secured on time, The Haven Wolverhampton plans to re-structure to reduce core costs.
- In their 2013/14 Annual Review, The Haven Wolverhampton declared total funds of £1,540,703 of which £1,269,282 are unrestricted and £271,421 are restricted.

3. Can this less favourable service be justified on the grounds of advancing equality of opportunity?

**Yes / No / Don't Know**

- If the answer is **No**, record the basis for your analysis and **move on to question 4**.
- If the answer is **Yes**, the basis for your analysis should also be recorded, now **move on to question 4**.
- If the answer is **Don't Know**, record what evidence is needed to help you make a decision and **move on to question 4**.

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The expiry of the grant contract on 31 March 2016 will not confer an advanced equality of opportunity.

4. Can the proposal be amended so that no one experiences a worse service and the overall aims and objectives are still fulfilled?

**Yes / No / Don't Know**

- If the answer is **No**, unless the proposal can be justified on the grounds of advancing equality of opportunity, the proposal should be referred back
- If the answer is **Yes**, what amendments are required? When the necessary amendments have been identified, **move back to question 1**, to assess the likely impact of the amended proposal.
- If the answer is **Don't Know**, record what evidence is needed to help you make a decision and **move on to question 5**.

The grant contract will time expire on 31 March 2016. Alternative services are available in Wolverhampton for people with support needs related to benefits and immigration.

It should be noted that if the council decides it wishes to continue to award the £175,000 per year voluntary sector grant, an open tender process would need to be followed. Therefore the only way that The Haven Wolverhampton could continue to be the grant contract holder post 31 March 2016 would be if a) the council decides it can afford to continue to award the grant (rather than contribute it towards People Directorate's 2016/17 savings target in line with the council's Medium Term Financial Strategy)) and b) The Haven Wolverhampton submits a tender application and is successfully awarded the grant contract.

Please see the list of mitigating actions in the answer to question 1 above.

5. Should there now be a full analysis of the proposal? Consider the responses to all the previous questions to decide whether to carry out a more detailed review. If necessary, take advice from colleagues and other stakeholders before reaching a decision.

**Yes / No / Don't Know**

- If the answer is **No**, set a review date, agree what monitoring will be required and send this form to be signed off.
- If the answer is **Yes**, move onto the full analysis form.

- 
- If the answer is **Don't Know**, detail what information you need to make a judgement and outline how you will obtain this information with timescales

Review date: 31 April 2016 to enable time for the 2015/16 quarter 4 performance information regarding the Benefits and Immigration Service to be produced and analysed. The required equality monitoring information will be included in this performance information.

The ability of The Haven Wolverhampton to continue to deliver its housing support and social inclusion services contract will be reviewed on an on-going basis and formally in July 2015 at a meeting with The Haven Wolverhampton. If at any point a decision is made to re-provide all or part of the services, a full equality analysis will be carried out to ensure consideration of the impact of the changes on service users has been made.

**Officer(s) completing the analysis: Jessica Timmins**

**Job Title: Strategic Improvement and Development Officer**

**Tel: 01902 558267**

**Date: 1 June 2015**

**Upon completion of this form please record the date sent to:**

Authorising Officer: Carole Bourne

Date 1<sup>st</sup> sent: 2 June 2015

Date re-sent: 18 June 2015

Equality and Policy Officer: Stuart Malpass

Date 1<sup>st</sup> sent: 2 June 2015

Date met: 16 June 2015

Date re-sent: 18 June 2015

Date re-sent: 29 June 2015

Group Manager Corporate Administration:

Martyn Sargeant

Date met: 16 June 2015

Equality Project Group: (if appropriate)

Date sent:

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# Cabinet (Resources) Panel

28 July 2015

<b>Report title</b>	STATUTORY FOOD SERVICE PLAN 2015/16	
<b>Decision designation</b>	AMBER	
<b>Cabinet member with lead responsibility</b>	Councillor Steve Evans Cabinet Member for City Environment	
<b>Key decision</b>	Yes	
<b>In forward plan</b>	Yes	
<b>Wards affected</b>	All	
<b>Accountable director</b>	Nick Alderman Service Director for City Environment	
<b>Originating service</b>	Regulatory Services	
<b>Accountable employee(s)</b>	Andy Jervis	Head of Regulatory Services
	Tel	01902 551261
	Email	andy.jervis@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	None	

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## Recommendation(s) for action or decision:

The Cabinet is recommended to:

1. Approve the draft 2015/16 Statutory Food Service Plan attached as summarised in Appendix A
2. Authorise the Service Director for City Environment, in consultation with the Cabinet Member for City Environment, to approve the final version of the Statutory Food Service Plan for 2015/16

## Recommendation(s) for noting:

1. Note the requirement to prepare a Food Service Plan

2. Note the impact on the ability to deliver the statutory requirements of the plan of the resource reductions arising from the restructure of the service in 2014 and the measures in place to mitigate the impact of further vacancies.
3. Note the positive impact on food safety standards of the development of the food hygiene service following a systems thinking intervention, as set out in section 4.

## **1.0 Purpose**

- 1.1 To inform Cabinet of the legal requirement to produce a Statutory Food Service Plan.
- 1.2 To inform Cabinet of the implications of reduced resources following the restructure of the service and the consequent ability of the service to deliver statutory requirements required by the Food Standards Agency on behalf of central government.
- 1.3 To present, for Cabinet's consideration and approval, the draft Statutory Food Service Plan for 2015 - 2016.
- 1.4 To obtain authority for the Service Director for City Environment, in consultation with the Cabinet Member for City Environment, to approve the final version of the plan

## **2.0 Background**

- 2.1 Service delivery plans are recognised by central government as important expressions of a local authority's commitment to the development of their various services. They serve as a quality framework against which a service may be audited and provide a focus on resourcing and delivering aims and objectives. They also establish mechanisms for managing performance.
- 2.2 In January 2001 the Food Standards Agency produced the Framework Agreement on Local Authority Food Law Enforcement. It included the requirement to prepare a Statutory Food Service Plan and prescribed in detail which areas of the service should be covered by the plan. This is the fifteenth City of Wolverhampton Council Statutory Food Service Plan.
- 2.3 The Statutory Food Service Plan provides a framework upon which a scrutinising body, such as the Food Standards Agency (FSA) can conduct an official audit. It also sets out, within an overall commitment to quality and continual improvement, the general aims and objectives of the service, the scope and levels of the service and the means by which it is delivered. To this end, it also contains a breakdown of the financial and staffing resources available to deliver the service.
- 2.4 The main elements of the plan are summarised in appendix A. A full copy of the draft Statutory Food Service Plan 2015/16 can be found in Appendix B. A copy will be placed on the intranet when final approval is confirmed.
- 2.5 The plan describes how the service is discharged and details the numbers, types and priority ratings of the City's food premises, the frequencies of planned interventions, sampling programmes, health promotion activities, reactive work, including responding to food complaints, food hazard warnings and investigating cases of infectious disease.

### **3.0 Restructure of Regulatory Services**

- 3.1 In 2014 a significant restructure of Regulatory Services was undertaken. The restructure resulted in the Service losing one third of its staffing resource. In addition, as part of this process a significant number of experienced staff left the authority resulting in further vacancies that are currently being filled.
- 3.2 As a consequence of the resource reductions following the restructure and subsequent vacancies, the inspection and intervention regime prescribed by the Food Standards Agency will not be 100% deliverable. In an attempt to mitigate the implications of this, the remaining resource will need to be focussed upon the higher risk premises detailed in the programme.
- 3.3 Vacant posts have been advertised with the aim of being filled by September. In addition, Pay Strategy Board has approved the payment of overtime to existing staff to help address the backlogs which have built up.
- 3.4 This year the Service therefore aims to undertake; 100% of all food hygiene inspections of high risk premises (A's and B's) and 75% of all food hygiene inspections of medium risk premises (C's) within the City at a frequency which is in accordance with the inspection rating system set out within the Statutory Code of Practice made under the Food Safety Act 1990 and Food Safety and Hygiene (England) Regulations 2013.
- 3.5 The lower risk businesses will not all be visited at the required frequency and many will only be visited in response to a complaint or request for advice and / or support. In these cases, the nature of the complaint or enquiry as well as the type of food handled will be taken into account in prioritising the visit.

### **4.0 Development of the Food hygiene Service.**

- 4.1 All food safety interventions are based on the approach developed through the Systems Thinking intervention, of 2011/12. This approach enables officers to work closely with businesses via tailored interactions to assist businesses to provide safe food to their customers. Further details of the development of the food hygiene service can be found in the Cabinet report of the 5 December 2012.
- 4.2 To date, the benefits of this new approach have been:
- Increased understanding of food safety issues amongst food handlers and food business operators to assist them in providing safe food;
  - Increased willingness and confidence in food businesses to request advice and help to comply with appropriate legislation from visiting officers;
  - Increased time spent with businesses on site, by officers, advising on good practice and its implementation thus assisting in compliance with legislation;



- Providing assistance to businesses to the point where the officer is satisfied that the business has been helped to provide safe food and any risk associated with the business is suitably managed

4.3 The outcomes of the new approach are positive and illustrate the approach is effective in terms of improving food safety standards at the City's food establishments. The key outcomes are:-

- The number of 4 and 5 star rated food businesses has increased from around 25 in 2011 to 1300.
- The number of high risk food businesses in the city has fallen from 40 to 8
- The number of "Broadly Compliant" food businesses has increased from 85% to 88%
- The number of prosecutions initiated against non-compliant businesses has fallen from around 25 per annum to 1 or 2

## **5.0 Financial implications**

5.1 The overall resource provision required to deliver the requirements of the plan fall within the City Environment portfolio. For this reason the Cabinet Member for City Environment is a signatory of the approved plan.

5.2 The approved budget for Regulatory Services, which includes the provision of the Food Safety Service, for 2015/16 is £2.5 million. It should be recognised a wide range of other non-food related services are delivered within this budgetary provision (for example, health and safety, investigation and control of infectious disease, environmental protection, trading standards, licensing regulation, street scene and highways enforcement etc.). The level of resource available for the provision of food safety and food standards activities covered by the Statutory Plan is currently in the region of £500,000.

[TT/08072015/H]

## **6.0 Legal implications**

6.1 Powers to enable the Food Standards Agency to monitor and audit local authorities' enforcement action are contained in the Food Standards Act 1999. This was the statutory basis for the development of the Framework Agreement that was initially established in 2001 and which has been subsequently amended. The requirement for local authorities to develop and maintain annual Statutory Food Service Plans is considered to be an important part of the process to ensure national priorities and standards are addressed and delivered locally.

[Legal Code: TS/08072015/M]

## **7.0 Equalities implications**

- 7.1 Implementation of the Statutory Food Service Plan will have no adverse equality implications as the same levels of advice and support are provided to all food business proprietors from all sections of the community.
- 7.2 Certain sectors of the food trade are predominantly owned by one or other ethnic groups. In order to ensure a consistent and proportionate approach, all decisions are based solely on considerations of risk, public safety, evidence and public interest. All enforcement policies reflect this approach.

## **8.0 Environmental implications**

- 8.1 The report may have some indirect environmental implications in so far as it affects the working and commercial environment in Wolverhampton.

## **9.0 Human resources implications**

- 9.1 There are no direct human resource implications arising from this report.

## **10.0 Corporate landlord implications**

- 10.1 A number of food businesses operate from Council assets / properties. In some of these cases the Council will have duty holder responsibilities in ensuring the structure and facilities provided are compliant with food safety legislation. In these cases, the service concerned is advised of its responsibilities by the visiting officer.

## **11.0 Schedule of background papers**

- 11.1 Cabinet Report: December 2012: Development of the Food Hygiene Service

## Summary – Statutory Food Service Plan

The Service aims and objectives:

Through the effective and efficient use of the resources allocated, to ensure, so far as is reasonably practicable, the safety and quality of food prepared and sold in Wolverhampton are of the highest standard.

In achieving the Aims we will:

- Register, approve and licence, as appropriate, relevant food premises;
- Maintain appropriate food premises intervention regimes which comply with all requirements set out in legislation, statutory codes of practice and other official guidance;
- Respond to and investigate food safety and standards complaints, requests for information made by both business persons and private individuals and complaints of a public health nature, relating to food premises;
- Make appropriate responses to national food alerts identified by the FSA
- Support the Local Government Regulation (LGR) Primary and Home Authority Principle;
- Support the workings of the West Midlands Food Liaison Group, and the Central England Trading Standards Food Group;
- Complement and enhance the inspection, control and enforcement regime with a range of other services designed to promote food related health issues.
- Maintain appropriate food sampling regimes which comply with relevant statutory provisions, codes of practice and official guidance;
- Investigate reported cases and outbreaks of infectious disease and support the work of the HPA in this respect.
- Pursue an approach to enforcement which is helpful, consistent and proportionate and not likely to impose unnecessary burdens on the business owner.
- Ensure all actions and decisions taken by officers and Councillors are undertaken in an open and transparent fashion with due regard to the Council's policies on equality.
- Ensure that all investigations leading to legal proceedings are completed in accordance with the principles of natural justice and fairness.
- Ensure appropriate monitoring, reporting and response to the actual implementation and delivery of the agreed Service Plan.
- Update of the Outbreak Plan when deemed necessary.

The above is undertaken by appropriately qualified and experienced officers within the Commercial section of Regulatory Services. (See structure chart within the statutory plan). The overall budgetary provision for the Commercial part of the service is anticipated to be in the region of £1,100,000 for 2015/16. The services resourced through this budgetary provision include:-

- Food hygiene
- Food standards
- Infectious disease investigation and control
- Compositional and microbiological sampling
- Health and safety including accident investigations, stadia certification, etc.
- Public health (relating to commercial businesses, i.e. nuisance, noise, drainage, etc.)
- Licensing enforcement (vehicles and premises)
- Street scene regulation
- Trading Standards

Staff undertaking food safety work will implement the general principles contained in the BIS / BRDO 'Better Business for All' initiative, including:-

- Identify themselves by name and title, showing proof of ID.
- Be helpful and courteous.
- Provide a contact point and telephone number for future reference.
- Carry out their duties in a fair, equitable and consistent manner in accordance with the Council's Enforcement and Equal Opportunities Policies.
- Provide information and advice in plain language relating to food legislation which they enforce; should an officer identify a language/communication problem, they will bring it to the attention of their line manager for advice.
- Discuss specific compliance failures or problems with any proprietor experiencing difficulties.
- Minimise the cost of compliance by ensuring any action required is proportionate to the risk.
- Encourage businesses to seek advice/information.
- Provide information about the Council's complaints procedures and any official appeals procedures as appropriate.
- Issue a report where contraventions of food legislation are identified.
- Advise on future changes in relevant legislation and requirement/obligations on food business.

The mechanism of review and performance monitoring

All areas of Council Service are subject to service planning and performance management and review. This is managed through service plans, corporate strategies and financial planning arrangements etc.

Performance against performance indicators are subject to monthly reviews reported to the Service Director for City Environment. Similarly there is on-going monitoring of the deployment of financial resources against budgetary provision, again reviewed on a monthly basis.

The monitoring of performance against Service Plans is detailed in the plan and involves the Head of Service, Service Leads and employee groups. In addition, there is external review of performance through the statutory return to the Food Standards Agency.

This report is PUBLIC  
NOT PROTECTIVELY MARKED

Appendix B

**Wolverhampton City  
Council**

# **ENVIRONMENTAL HEALTH STATUTORY FOOD SERVICE PLAN**

**2015/16**

**Wolverhampton**  
City Council



## **Introduction**

Welcome to the 15th Statutory Food Service Plan for Wolverhampton City.

The Food Standards Agency (FSA) Framework Agreement was developed in close partnership with the Local Government Association (LGA). The framework agreement requires the annual production of the Statutory Food Service Plan.

The plan has been reviewed in accordance with the FSA's Service Planning guidance for Food Law Enforcement and the guidance contained in the Food Law Code of Practice (England) and guidance. The FSA also requires the service plan be submitted for Member approval to ensure local transparency and accountability.

The Agreement applies to local enforcement of all food laws, and incorporates the latest guidance and standards on food law enforcement.

The Plan is not a stand-alone document; it is an integral part of the Council's service delivery programme. It stands alongside other service specific plans such as the Health and Safety Plan, provides details of the proposed service programme for 2015/16 and sits within the overall Performance Management arrangements for Regulatory Services. All of the Service Plans are aligned to the Council's corporate performance and financial planning frameworks.

A 'Systems Thinking' review commenced during 2011/12 to develop alternative means of interacting with food businesses to help them provide safe food to their customers and achieve compliance with food legislation. This review was completed during 2012/13 with all officers now following the new principles.

The aim of the new way of working is to use the most suitable method to increase business compliance, reduce risk and improve public health, along with recognition of the importance of the educational and advisory work undertaken by the local authority in addition to its regulatory role. The use of bespoke interventions permits focus on local needs and priorities.

In 2014 as a result of the authorities savings programme a significant restructure of Regulatory Services was undertaken. The restructure resulted in the Service losing one third of its staffing resource. During the restructure a number of experienced staff decided to leave the authority resulting in the Service having a number of vacant posts, which we are currently in the process of recruiting to.

As a consequence of the resource reductions following the restructure the inspection and intervention regime prescribed by the Food Standards Agency will not be 100% deliverable. In an attempt to mitigate the implications of this remaining resource will need to be focussed upon the higher risk premises detailed in the programme.

Should you have any comments or views with respect to this plan please forward these to the Head of Service; Andy Jervis, Civic Centre, St. Peter's Square, Wolverhampton, WV1 1DA



-----  
Councillor Steve Evans  
Cabinet Member for City  
Environment

-----  
Nick Alderman  
Service Director for City Environment

Date -----

Date -----

# WOLVERHAMPTON CITY COUNCIL STATUTORY FOOD SERVICE PLAN 2015/16

## Contents

<u>Section</u>		<u>Page</u>
<b>1.0</b>	<b>Service Aim and Objectives</b>	
1.1	• Aims	5
1.2	• Objectives	5
1.3	• Service Statement	6
1.4	• Links to Corporate Issues	7
1.5	• Approval and review Process	7
<b>2.0</b>	<b>Background Information</b>	
2.1	• Authority Profile	7
2.2	• The Means by Which the Service is Discharged	8
2.3	• Scope and Development of the Food Service	8
2.4	• Profile of Food Service - Food Hygiene	9
2.5	• Profile of Food Service - Feeding stuffs	10
2.6	• Black Country Regulatory and Compliance Policy	10
<b>3.0</b>	<b>Service Delivery</b>	
3.1	• What businesses can expect from the service	10
3.2	• Intervention Programme	11
3.3	• Priority Areas For Intervention and Targeted Action	14
3.4	• Complaints	14
3.5	• Primary and Home Authority Principle	15
3.6	• Advice to Business	16
3.7	• Sampling	16
3.8	• Infectious Disease Control	17
3.9	• Food Safety Incidents	18
3.10	• Liaison Arrangements	18
<b>4.0</b>	<b>Resources</b>	
4.1	• Financial Allocation	19
4.2	• Staffing Allocation	20
4.3	• Competency Plan	22
4.4	• Staff Development	22
<b>5.0</b>	<b>Quality Assessment</b>	<b>23</b>
<b>6.0</b>	<b>Performance Management and Review</b>	<b>23</b>

# WOLVERHAMPTON CITY COUNCIL STATUTORY FOOD SERVICE PLAN 2015/16

## **1.0 Service Aims and Objectives**

### **1.1 Aims**

Through the effective and efficient use of the resources allocated, to help food businesses provide safe food and ensure that the quality of food prepared and sold in Wolverhampton is of the highest standard.

### **1.2 Objectives**

In achieving the Aims we will:

- Register, approve and licence, as appropriate, relevant food premises;
- Maintain appropriate food premises intervention programmes which comply with all requirements set out in legislation.
- Respond to and investigate food safety and standards complaints, requests for information made by both business persons and private individuals and complaints of a public health nature, relating to food premises;
- Make appropriate responses to national food alerts identified by the FSA.
- Support the Better Regulation Delivery Office (BRDO) Primary and Home Authority Principle;
- Support the workings of the West Midlands Food Liaison Group, and the Central England Trading Standards Authorities Food Group
- Maintain appropriate food sampling regimes which comply with relevant statutory provisions and national guidance.
- Investigate reported cases and outbreaks of infectious disease and support the work of the HPA in this respect.
- Have regard to enforcement which is helpful, consistent and proportionate and does not impose unnecessary burden.
- Ensure all actions and decisions taken by employees and Councillors are undertaken in an open and transparent fashion with due regard to the Council's policies on equality.
- Ensure that all investigations leading to legal proceedings are completed in accordance with the principles of natural justice and fairness.

- Ensure appropriate monitoring, reporting and response to the actual implementation and delivery of the agreed Service Plan.
- Update the Foodborne Infection Outbreak Plan when deemed necessary.

### **1.3 Service Statement.**

As part of our commitment to quality service provision each service is required to produce a Service Statement. The Service Statement for the Regulatory Services (Commercial) service is detailed below:

#### **Our Service**

##### **Description of Service**

The Regulatory Services (Commercial) service enforces the law through a programme of interventions and investigations in respect of food and other commercial businesses. It provides information and advice to businesses, customers and other consumers.

This service is also responsible for health and safety, infectious disease control, licensing enforcement, 'street scene' enforcement matters and trading standards issues.

The Service receives approximately 3000 requests for service each year. In addition to dealing with requests and complaints we carry out programmed regulation of shops and businesses in Wolverhampton. Our services are responsible for ensuring you are treated fairly and your health and environment are protected.

#### **Our Council**

City Environment is one of three directorates responsible for delivering the Council's statutory duties. In discharging these duties we strive to contribute to the corporate customer service standards, the Council's core values and community priorities. Our service contributes to the Council's core values in many ways. Our service plans set the highest standards for us to work to. In our dealings with the public and trade we act in accordance with the principles of the Compliance Code ensuring equality and fairness to all combined with honesty, transparency and accountability.

The objectives of these services are protecting people and the environment and, through engaging stakeholders and colleagues in other agencies, we build partnerships. By protecting the social, economic and environmental conditions within the City and by minimising nuisance to neighbourhoods and protecting the health of people at work and play our service contributes to the Council's strategic goals of developing a stronger economy and stronger communities. By providing advice, support and training to the public and other Council services we also contribute to the strategic goal of encouraging a confident, capable and championing City.

## **1.4 Links to Corporate Issues**

In order to achieve continuous service improvement and strive for performance capable of achieving a sustainable future which reflects the political priorities and values of partners within Wolverhampton, it is important that the statutory service plan links itself visibly to the overall corporate objectives.

The Regulatory Services (Commercial) service produces two service delivery plans detailing the work of the service. They cover the work of the Food Hygiene and Standards Service and the Health and Safety Service.

These statutory service plans contribute to the overall service plan for the PLACE directorate by forming the foundation for the Work Programme for the service area.

## **1.5 Approval and Review Process**

The service plan is subject to approval and scrutiny by the Service Director for Place and the Cabinet Member for City Environment.

Progress with delivery of the Plan is monitored on a monthly basis by Regulatory Services Management Team. The directorate Performance Management Board also monitor performance against KPIs on a monthly basis.

## **2.0 Background Information**

### **2.1 Authority Profile** (Based on the 2011 Census)

The City of Wolverhampton has a population of 249,500 comprising approximately 123,400 males and 126,100 females. The ethnic breakdown of the population is:

- White British 64.5%
- White Non-British 3.5%
- Mixed 5.1%
- Asian 18.1%
- Black 6.9%
- "Other" ethnicity 1.9%

95,000 individuals, including self-employed, either live in or travel to Wolverhampton for paid employment, 73,180 of which are full time workers

104,200 local people are either in paid employment or looking for work. Wolverhampton is in the 6% most deprived areas in the country and the levels of deprivation in the City continue to rise. About 30.2% (15,000) children live in poverty and life expectancy for both men and women is lower than the England average.

## **2.2 The Means by which the Service is Discharged**

### **Organisational Structure**

The political structure of the Council is made up of a leader, Cabinet, Cabinet Panels, Scrutiny Panels and committees. The Cabinet is part of the Executive decision making process and is made up of ten Councillors and is chaired by the Leader of the Council. Each Cabinet Member has a specific area of responsibility, a portfolio. Decisions about the day to day running of Council services are taken by the Cabinet within the framework of the Council's Constitution, budget and plans approved by the Council.

Regulatory Services, which sits within the City Environment group of services in the Place directorate, falls under the remit of the Cabinet Member for City Environment along with Waste Services, Public Realm Services, and Bereavement Services.

In line with shared priorities developed between Central Government and the Local Government Association, Wolverhampton's priorities are;

- Stronger Economy
- Stronger Communities
- Stronger Organisation

## **2.3 Scope of the Food Service.**

Wolverhampton Council's Food Service undertakes:

- Programmed Interventions, which include full or part inspections, microbiological and compositional sampling of food, education and advisory visits to food businesses with respect to food hygiene and food standards.
- Operation of the National Food Hygiene Rating Scheme (NFHRS)
- Development and maintenance of an 'alternative enforcement strategy' for food businesses for both food hygiene and food standards
- Responses to food complaints,
  - Response to nuisance complaints and related issues in connection with food business,
  - Response to food alerts, warnings and other food incidents,
  - Response to, and determination of, licence applications in relation to food businesses
- Investigation of allegations of food fraud
- Promotion of food related health matters
- Commitment of resources to the LGR, Home Authority Principle, Local Better Regulatory Office and Primary Authority Partnership,
- Response to cases and outbreaks of actual and suspected food related infectious disease.
- Provision of advice and assistance to other local authorities and enforcement bodies
- Enforcement of the Health Act 2006, Licensing Act 2003 and Gambling Act 2005
- Statutory consultee role to planning applications

The Regulatory Services (Commercial) service is also responsible for discharging the authority's functions in relation to health and safety at work, infectious disease control, licensing issues and nuisance arising from waste, drainage and noise from food and licenced commercial premises.

Feeding stuffs enforcement is also delivered as part of a comprehensive Trading Standards Service (also within Regulatory Services) delivered via inspections, sampling and investigation of complaints.

### **Development of the Food Hygiene Service**

In 2011, utilising the Systems Thinking methodology, the Regulatory Services (Commercial) Service undertook to fundamentally review the delivery of its Food Safety Service, including the alternative intervention techniques, as well as the more traditional inspection regime. This review was keenly focussed upon the promotion of the services' relationship with the operators of local food businesses and ways in which the Council can help them provide safe food to the general public.

During 2012-13 a 'roll-in' process for the training of officers responsible for inspection of such businesses was undertaken. This has resulted in all officers now working in the newly adopted method.

There have been clear benefits from the adoption of the new approach:

- Food handlers and food businesses operators have an increased understanding of food safety issues, assisting them in providing safe food;
- Food businesses are more willing to request advice from visiting officers in order to help them comply with appropriate legislation;
- Officers spend an increased amount of time with businesses on site, advising on good practice and its implementation thus assisting in compliance with legislation;
- Officers are able to provide assistance to businesses to the point where the officer is satisfied that the business has been helped to provide safe food and any risk associated with the business is suitably managed

### **2.4 Profile of Food Service (As of 26/5/2015)**

Enforcement of regulations on food standards, safety and hygiene is primarily the responsibility of local authorities, however The Food Standards Agency (FSA) have responsibility for food hygiene enforcement in slaughterhouses, cutting premises, farmed and wild game facilities and co-located minced meat and meat products premises. Local Authorities retain responsibility for food standards enforcement within these premises.

The food premises profile for Wolverhampton is set out in the table below;

<b>PREM TYPE</b>	<b>Total number of premises</b>	<b><u>FSA ENFORCED</u></b>	<b><u>TOTAL</u></b>
Primary producer	3	1	<b>4</b>
Restaurant and caterers other	466	0	<b>466</b>
Mobile food unit	79	0	<b>79</b>
Importers and exporters	3	0	<b>1</b>
Retailers(other)	152	0	<b>152</b>
Hotel/guest house	19	0	<b>19</b>
Manufacturers and packers	51	12	<b>51</b>
Pub Club	209	0	<b>209</b>
Take-away	284	0	<b>284</b>
Small retailer	437	0	<b>437</b>
Supermarket/Hypermarket	64	0	<b>64</b>
Caring establishments	306	0	<b>306</b>
Schools/college	115	0	<b>115</b>
Distributors & transporters	34	3	<b>34</b>

The food premises data base of Wolverhampton is currently stored within an I.T. platform called IDOX

## **2.5 Profile of Food Service – Feedingstuffs.**

The authority have entered into a partnership with Staffordshire County Council, who have now assumed responsibility for undertaking enforcement compliance within this area.

42 premises undertake the sale of dry and canned pet foods, including potential breakdown from bulk.

## **2.6 Regulatory and Compliance Policy**

This is the overarching compliance policy document was approved by Cabinet in October 2014. It has regard to human rights issues and incorporates the principles contained in the Governments BIS / BRDO Regulators Code.

It is proposed that a Black Country Regulators Operating Framework, comprising Service Charter, Regulatory & Compliance Policy and Service Standards be adopted by all four Black Country authorities in the summer of 2015.

## **3.0 Service Delivery**

### **3.1 What businesses should expect when a member of staff undertakes an inspection**

Staff undertaking food safety work will:-



- Identify themselves by name and title, showing proof of ID if required and give contact details when necessary
- Be helpful and courteous
- Carry out their duties in a fair, equitable and consistent manner in accordance with the Council's Enforcement and Equal Opportunities Policies.
- Help food businesses in providing safe food for their customers. Discuss and assist in the compliance with legislation, applying a risk based and appropriate approach.
- Tailor the intervention to the business's needs, minimising the cost of compliance by ensuring any action required is proportionate to the risk.
- Encourage businesses to seek advice, information and encourage two way communication.
- Provide information about the Council's complaints procedures and any official appeals procedures as appropriate.
- Issue a report, where non-compliance with the relevant legislation is found.
- Advise on future changes in relevant legislation and requirement/obligations on food business.

### **3.2 Intervention Programmes**

In accordance with the FSA Food Law Code of Practice food premises in Wolverhampton are subject to an intervention in order to establish that food related activities carried out within the premises comply with food law.

The use of interventions was incorporated in UK law through the requirements made under EU Regulation 82/2004 Article 10 and further through the FSA Food Law Code of Practice. Interventions are defined as activities that are designed to monitor, support and increase food law compliance within a food establishment. They include but are not restricted to "official controls" and are carried out using a risk based approach, which is set out within the FSA Food Law Code of Practice.

There are currently two separate inspection programmes relating to food hygiene and food standards, however for the majority of businesses in Wolverhampton, food standards interventions are normally undertaken at the same time as food hygiene interventions. This is because, for most businesses, the issues of labelling, composition and quality are interlinked with those of the food hygiene and safety and are therefore dealt with during one intervention. However, for larger manufacturing businesses and cutting plants etc (where the Council does not enforce hygiene legislation) separate food standards interventions are arranged.

The adoption of this approach has meant that although all businesses are rated for food standards risk under FSA Food Law Code of Practice, the intervention programme is generally driven by the frequency of food hygiene intervention. The inevitable consequence is that some food standards interventions will be undertaken slightly early and some slightly late. In order to minimise the effect of this on statistical returns a general rule is followed whereby if a food standards intervention will be overdue at 31 March if not carried out at the same time as a food hygiene intervention, it should be done early rather than late.

Serious or significant food standards breaches will be followed up by appropriate intervention and when necessary formal action e.g. prosecution, simple caution etc.

Both programmes adhere to the premises rating schemes contained within the statutory Food Law Codes of Practice produced by the FSA. Using the number of premises in each risk band and the associated inspection frequency, it is possible to estimate the number of inspections due in any given period. The number of revisits is a function of the levels of compliance identified during an initial visit and any enforcement policy decisions.

The Intervention Programme is central to food law compliance, and Local Authorities must ensure that such a programme is appropriately resourced. Unfortunately due to the authorities savings programme the inspection and intervention regime prescribed by the Food Standards Agency will not be 100% deliverable. In an attempt to mitigate the implications of this, the remaining resource will need to be focussed upon the higher risk premises detailed in the programme.

### **Food Hygiene Intervention Programme for 2015 -16**

The table below outlines the visits identified for 2015/16. This includes those inspections not completed in the previous years inspection programme.

<b>Risk Rating</b>	<b>No. premises</b>	<b>Visit frequency</b>	<b>AES * contact</b>
A	0	6 months	-
B	6	1 year	-
C	362	18 months	-
D	497	2 years	-
AES (E)	360	3 years	0
UNRATED	209	Determine by next inspection	-
TOTAL	1434	-	0

\*(THE ABOVE FIGURES INCLUDE OVERDUE PREMISES, FROM THE PREVIOUS YEAR)

Category A premises are the highest risk premises and are subject to an intervention every 6 months, B's yearly, C's every 18 months and D's every two years. AES (Alternative Enforcement Strategy) premises are subject to an Alternative Enforcement Strategy every 3 years)

The AES provides a means of dealing with those premises deemed to be so low risk with respect to food hygiene issues that they can be dealt with other than by intervention from officers. Tailored questionnaires are used to assess premises suitability in being placed in

the AES. From the information provided by the business in the questionnaire officers will then assess the suitability of placing a business outside the routine inspection programme.

### **Food Standards Intervention Programme 2015/16.**

The table below outlines the visits identified for 2015/16. This includes those inspections not completed in the previous years inspection programme.

<b>Risk Rating</b>	<b>No premises</b>	<b>Inspection frequency</b>	<b>AES contact</b>
A	3	Yearly	-
B	299	2 years	-
C/AES *	438	5 years	-
UNRATED	209	Determined by next inspection	-
TOTAL	949		-

Category A premises are the highest risk premises and are subject to an intervention every 12 months and Category B's premises every 18 months. The FSA Food Law Code of Practice deems that Category C rated premises do not receive an intervention as they are so low risk they do not justify one. These should be subject to minimum contact via the AES at least once every 5 years in accordance with the FSA Food Code of Practice.

The information in relation to both the Food Standards and the Food Hygiene intervention programme forms part of the data submitted to the FSA on an annual basis. This annual return format, known as LAEM's (Local Authority Enforcement Monitoring) has now been adopted fully by the Authority. The conversion to this new system was carried out in 2009. The submission of this data is required by all countries within the EU. The figures are derived from information inputted between 1 April the previous year and 31 March in the current year.

### **Feeding Stuffs**

Given the premises profile, i.e. mainly retailers selling factory produced pet foods, inspection activity is targeted towards 42 premises selling a range of products possibly breaking from bulk. These premises are medium risk for programmed inspections, which has a 3 year inspection cycle. Inspection activity is targeted towards premises generating complaints.

### **3.3 Priority Areas for Intervention and Targeted Activities**

In 2014 as a result of the authorities savings programme a significant restructure of Regulatory Services was undertaken. The restructure resulted in the Service losing one third of its staffing resource including a significant number of experienced staff who left the authority.

As a consequence of the resource reductions following the restructure the inspection and intervention regime prescribed by the Food Standards Agency will not be 100% deliverable. In an attempt to mitigate the implications of this remaining resource will need to be focussed upon the higher risk premises detailed in the programme.

Identified enforcement priorities for further development for 2015/16 are set out below:

- To carry out 100% of all food hygiene inspections of high risk premises (A's and B's) and 75% of all food hygiene inspections of medium risk premises (C's) within the City.
- To carry out full food hygiene and food standards interventions of approved premises and other manufacturers.
- To provide suitable, relevant and informative guidance to businesses to assist their compliance with food labelling legislation, including recent allergen legislation.
- To ensure a satisfactory level of compliance with food standards issues in manufacturers and processors.
- To implement new legislation, Codes of Practice and service policy and procedures as required by law and when requiring update.
- Provide advice on, and enforcement of, General Food Regulations 2004 and Food Safety and Hygiene (England) Regulations 2013 and Regulation EU 852, 853/2004 and 178/2002.
- Should resources allow we will continue with the alternative enforcement programme for premises classed as lower risk for food hygiene and food standards inspections.

### **3.4 Food Complaints**

The Service endeavours to adopt a consistent approach to the receipt and investigation of food complaints, approximately 30 of which are received each year. In general, all food complaints made to the service will give rise to a detailed consideration of the exact circumstances of each case in order to determine whether it would be an appropriate use of resources to pursue the matter. A range of options is available: -

- Advise complainant to pursue directly with retailer or manufacturer.
- Accept complaint and refer to either 'Home' or 'Originating' Authority for information and/or investigation.
- Accept and investigate complaint in liaison with 'Home' 'Originating and/or 'Primary' Authorities with a view to further action.

All complaints will be dealt with in accordance with the Food Complaints Policy and Procedure, and where appropriate, complainants will be directed to the Service's 'Common Food Complaints' booklet.

All complainants are advised at the earliest opportunity of the course of action the Council intends to take. The vast majority of complaints fall into the second of the above categories. The Service will accept and investigate complaints if one or more of the following circumstances are apparent: -

- There is 'prima facie' evidence of an offence under the Food Safety Act 1990 or its subordinate Regulations and the nature of the offence gives rise to public health or safety concerns.
- The complaint represents a repeat of previous offences by the company/trader concerned and the circumstances of the case indicate the case would withstand legal scrutiny.

Wolverhampton Council is guided by LGR 'Guidance on Food Complaints' in its investigations. These are investigated by sampling and analysis if necessary. In addition to food complaints received each year, in the region of 600 complaints relating to conditions in or around food premises are also received. These complaints range from allegations of poor hygiene to major defects with drainage systems or rodent infestations etc. The vast majority of these complaints are investigated by a visit from an officer.

The maximum response time for complaints is 10 working days; however, these are driven by levels of associated risk and prioritised as such.

### **3.5 Home Authority and Primary Authority Principle**

Businesses operating in the United Kingdom (UK) need to comply with a wide range of legislation. Local authorities, which are responsible for enforcing most legislation, help businesses to comply by providing advice, guidance and information. Businesses usually build up a relationship with, and receive advice and information from, one local authority that is usually based where the business is.

For trading standards and food safety matters, the local government has developed a scheme where that authority, known as the Home Authority, is the local authority at the location of the business's decision-making base. The Home Authority Principle is a scheme to help businesses by providing contact points for advice and guidance in order to maintain high standards of public protection, encourage fair trade and develop a consistent approach to enforcement.

As part of the government's "Better Regulation" agenda, the Regulatory Enforcement and Sanctions Act 2008 has paved the way for an extension of the Home Authority scheme. The new scheme is known as "Primary Authority". Effectively, Primary Authority gives statutory backing to the Home Authority scheme and provides a series of additional benefits. It is currently administered by the Better Regulation Delivery Office (BRDO).

The Council is committed to supporting the Home and Primary Authority scheme in respect of both proactive and reactive food safety issues. Although the authority is home authority for a number of businesses we currently do not have Primary Authority responsibility for any businesses within Wolverhampton.

In maintaining our home authority partnerships, officers from the Service will:-

- respond to enquiries from other local authorities about, or concerning, the business or its operations or procedures
- act on behalf of other local authorities as the primary regulatory link to the business
- provide advice to the companies on the interpretation of legislation
- provide assistance to enforcing authorities in the conduct of investigations and encourage the businesses to offer reasonable assistance.

The authority will have regard to the Primary Authority Partnership Scheme and associated official guidance when considering formal legal action.

### **3.6 Advice to Businesses**

In order to compliment and enhance its enforcement functions the Service provides advice and information to businesses with the aim of assisting them to comply with their statutory obligations. Advice is available to those premises starting-up business and to those already trading. Advice includes compliance with legislation and nationally approved guidance.

Advice and information is provided both reactively and proactively on a planned basis in the form of advisory components of all interventions / visits and information provided by the council's website.

Apart from premises breaking feeding stuffs from bulk, advice to business with implications in relation to feeding stuffs is minimal, because retailers are selling sealed containers of long shelf life products.

### **3.7 Sampling**

The Services carries out food sampling on both a reactive and proactive basis.

Reactive sampling, for either microbiological examination or compositional analysis takes the following forms: -

- Sampling of foods subject to complaint
- Unplanned sampling carried out during an inspection
- Unprogrammed sampling associated with a food poisoning investigation
- Programmed sampling as determined by the sampling programme

Two sampling programmes are operated, one for microbiological examination and one for compositional analysis. These concentrate on businesses that will positively benefit from the taking of samples and the results and advice officers can offer to the business operator.

#### **Microbiological Sampling Programme:**

The microbiological sampling programme focuses on assisting food businesses to provide safe food to their customers.

Each sample is subject to 6 standard determinations:

- Aerobic Colony Count ( ACC)

- Enterobacteriaceae
- E.coli
- Salmonella
- Staphylococcus aureus
- Listeria

Each sample result is interpreted in accordance with the most recently published guidelines from the Health Protection Agency (HPA) issue Nov 2009.

The microbiological sampling programme incorporates both national surveys and those organised at a local level through the West Midlands Food Liaison Group.

### **Compositional Sampling Programme**

The compositional sampling programme consists of samples being subject to

- Presence /absence of certain constituents
- Whether food has been subject to certain processes
- Compliance with labelling requirements
- Composition of food, e.g. alcohol substitution, % lean meat, over-use of food colourings

The compositional programme incorporates both national and local surveys organised by CEnTSA and participates in such surveys subject to available resources.

Sampling and surveys are based on the Home Authority Principle and target manufacturing businesses, new and existing. Premises having unsatisfactory results will be subject to follow-up formal sampling.

### **Water Sampling**

In order to ensure compliance with the relevant regulations the service takes samples of water from all private water supplies.

### **Feeding stuffs Sampling**

Feeding stuffs sampling is limited to complaint investigation, as proprietary products should be sampled at source by the authorities acting as Home Authority for the producer. On average less than 5 samples per annum will be taken.

Documented sampling policies, procedures and programmes are reviewed on an annual basis.

## **3.8 Infectious Disease Control**

In conjunction with Public Health England (PHE), Wolverhampton Council investigates cases of actual or suspected food poisoning and food borne infectious disease. The response is determined by: -

- The nature of the (suspected) illness

- The number of cases
- The nature of the employment of affected individuals
- The previous record of implicated food businesses

Approximately 220 individual cases are notified to the service every year, a number of these may constitute outbreaks, where a number of cases are associated with the source of the food poisoning.

In all cases implicating known food hazards the standards contained in the document 'Food Handlers - Fitness to Work' are observed.

Under the Public Health (Control of Disease) Act 1984 and associated regulations, duly authorised officers are provided with wider, more flexible powers to deal with food related incidents or emergencies where infection or contamination presents, or could present a risk to human health. It also places a duty on GP's to notify the proper officer of the Council of food poisoning cases.

### **3.9 Food Safety Incidents**

All formal food alert warnings are investigated in line with the local interpretation of the recommended approach attached to each warning. The authority receives notification of each warning through the Food Standards Agency (FSA).

### **3.10 Liaison Arrangements**

Wolverhampton Council is committed to open, transparent and proportionate enforcement which is consistent with Government advice, guidance and national and regional interpretation of legislative requirements.

In addressing this the importance of collaboration and consultation locally and nationally is recognised. Regionally there are liaison groups at Chief Officer (Head of Service) level in respect of Environmental Health and Trading Standards Services.

The Service will also respond to consultation exercises from the Government, the Local Government Association and relevant professional bodies.

Officers from the Service also meet and liaise with the following organisations:

- The West Midlands Food Liaison Group
- Central England Trading Standards Authorities Group (CEntSA) - Quality Standards Sub Group
- The Health Protection Agency
- Public Health
- Wolverhampton NHS Trusts Liaison Group
- Wolverhampton Business Solutions Centre
- The Government Agency Intelligence Network
- The West Midlands Regulatory Services Partnership



With respect to liaison arrangements with trade representatives the service can organise periodic food focus groups or forums and attend and support local trade groups when required.

Recently, Wolverhampton became actively involved with the partnership between regulators, representatives from trade and industry, the Chamber of Commerce and the Black Country Consortium. The aim of the partnership is to improve local regulatory delivery to meet business needs. This partnership has produced the Black Country Regulators Operating Framework referred to in section 2.7 above.

### **Feeding stuffs**

Given the very low risk of contravention posed by the retail of feeding stuffs within the City, programmed promotional activities are not undertaken. Any need to warn of specific problems arising would be met by media release. In addition, complaints and any survey works organised by CEnTSA would be undertaken by officers.

## **4.0 Resources**

### **4.1 Financial Allocation**

As with all areas of service the allocation of resources is undertaken in accordance with the agreed Medium Term Financial Strategy for the Council.

Food enforcement work benefits from the overall senior management resource provided through the Place Directorate.

This area of activity also benefits from central support services recharged through internal service level agreements.

The overall budgetary provision for Regulatory Services which includes the provision of the Food Safety Service, for 2015/16 is £2.5 million. A wide range of other non-food related services are delivered within this budgetary provision. Provision for food hygiene and standards is currently £500,000 but as previously stated is subject to on-going review.

The services resourced through this budgetary provision are not confined to food related matters and include: -

- Food Hygiene
- Infectious Disease investigation and control
- Food Standards
- Sampling
- Health and Safety
- Public Health (relating to commercial businesses, i.e. nuisance, noise, damage, etc)

- Central Support Services
- Licensing Enforcement
- City Centre compliance and regulation
- Taxi enforcement
- Street Scene Compliance
- Student Training

As feeding stuffs enforcement activity is carried out as part of comprehensive Trading Standards duties it is not possible to accurately cost, but it will amount to less than 0.5% of the total budget for Trading Standards.

#### 4.2 **Staffing Allocation**

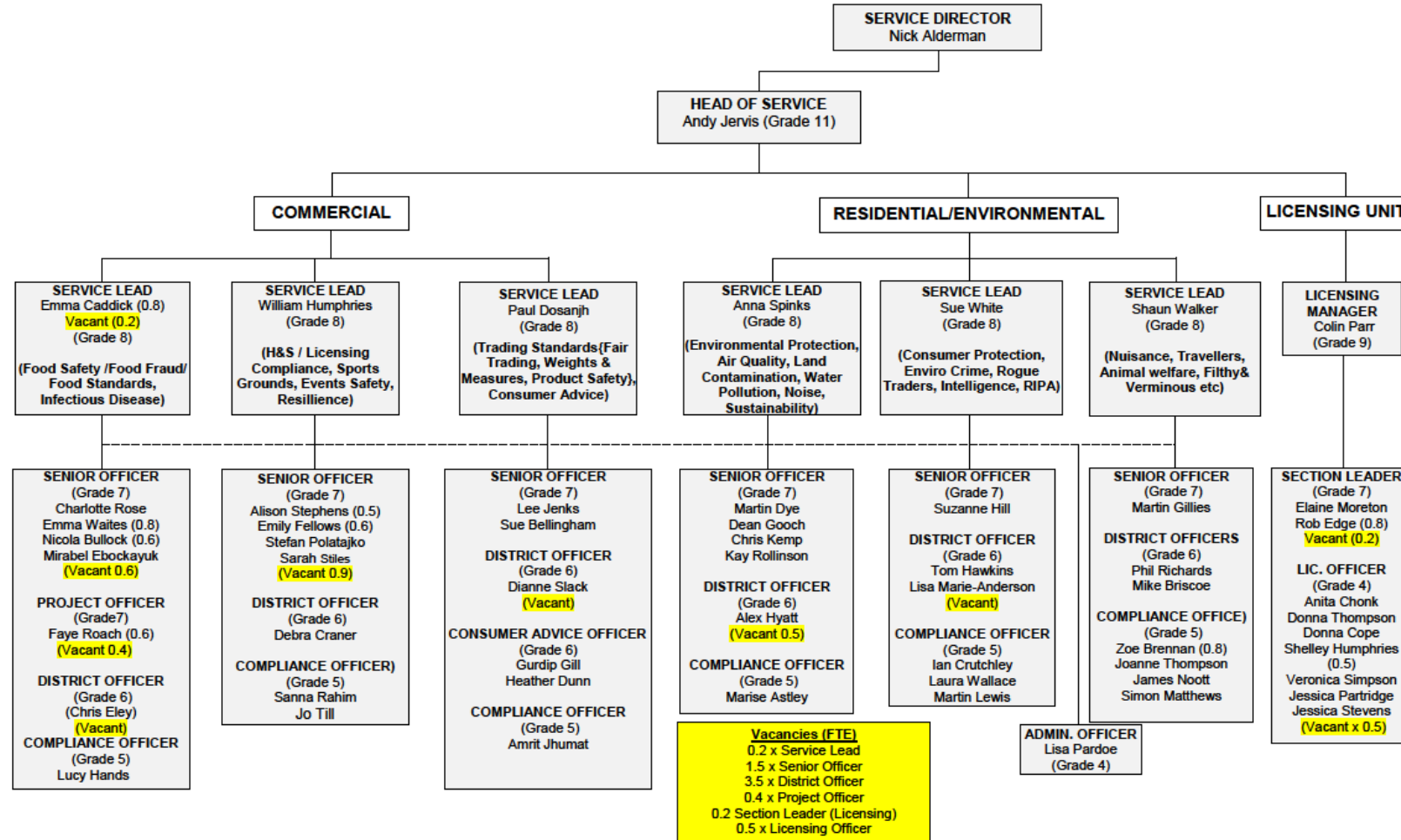
The strategic financial, human and service functions are undertaken through the Regulatory Services Management Team.

A detailed analysis of the proportion of the supervisory and operational time dedicated to food safety is contained in the following table, and the structure of Environmental Health (Commercial) shown below.

<b>Post</b>	<b>% Food Safety</b>	<b>FTE</b>
Section Leader North (x1) ##	75%	0.6
Section Leader South (x1)	10%	0.1
District/Senior EHO (x10)	75%	7.5
Enforcement Officer(Food)(x1)	50%	0.5
<b>Total Full Time Equivalent (FTE)</b>		<b>8.7</b>

## - This officer undertakes the authorities 'Food Lead' role.

**REGULATORY SERVICES (As at 01.06.15)**



### 4.3 **Competency**

The service operates to a strict regime of supervision and assessment prior to the delegation of responsibility to officers, which is in accordance with the relevant FSA Food Law Code of Practice.

Service Lead and Senior Officer posts, would normally be individuals with full delegated powers under the various statutes within the service's sphere of responsibility.

Officers with less than six months post qualification experience are subject to regular checking, monitoring and accompanied visits in accordance with the FSA Food Law Code of Practice and partake in regular intervention reflections with other officers.

All officers are subject to one formal monitoring visit per year. Prior to the delegation of powers to issue Hygiene Emergency Prohibition Notices (HEPN's) officers are required to pass an Assessment Panel interview.

### 4.4 **Staff Development**

As part of the Council's aim to provide services efficiently and effectively, an annual appraisal will take place with officers. As part of the appraisal process officers development needs will be examined to ensure they are trained to a level of competence appropriate to their work. The Food Law Code of Practice requires all officers involved in undertaking official controls to obtain a minimum of 20 hours CPD per year. 10 of which must be on core food matters directly related to the delivery of official controls. There are different ways officers will obtain this training. These include: -

- Internal and external training courses/events
- Cascade training delivered by officers who themselves have attended training
- Individual interviews
- Divisional meetings and briefings – used to disseminate information etc
- Attendance at ad hoc working groups
- "On the Job" training – as part of the delegation process
- Self-training – suitable journals and up to date information are provided
- Establishment of trainee/student placements
- Placement with other services or teams for training purposes and special projects

The service will ensure staff participate in any regional food standardisation exercise and in any organised in-house. There will also be opportunities for members of the division to attend one-off seminars on topical issues arising during the year. Staff attending these seminars are required to present a feedback session at the next available service meeting where it is deemed appropriate.

## 5.0 Quality Assessment

Various monitoring techniques are used in order to assess officer performance against set criteria, including the FSA 'Standard', the internal Work Programme and all other external standards established by various Codes of Practice and BIS/BRDO guidance etc: - for example

- Internal audit
- West Midlands Food Liaison Group/external audit
- Consultation mechanisms, e.g. Inspection Questionnaire, Food Focus Group
- Inspection monitoring
- Correspondence checking/file review
- Standardisation exercises
- Quarterly review of the Work Programme
- FSA audit

An annual review of requirements set out in the 'Standard' shall also form part of the Service Work Programme.

**NB: See also**

**'Monitoring System for the ensurance of Inspection Quality and Uniformity' Issue 4 April 2015.**

**'Competencies, Training Requirements, Levels of Authority etc.' Issue 4 March 2015.**

## 6.0 Performance Management and Review

All areas of Council Service are subject to service planning and performance measurement and review. This is managed through work programmes, service plans, corporate strategies and financial planning etc.

Performance against performance indicators are subject to monthly reviews reported to the Assistant Director for Regeneration. Similarly there is on-going monitoring of the deployment of financial resources against budgetary provision, again reviewed on a monthly basis.

The monitoring of performance against Service Plans and Work Programmes has been discussed earlier in this document; it involves Service Directors, Head of Service, Service Managers and employee groups.

In addition, there is external review of performance through the Audit Commission, External Audit and statutory returns such as those to the Food Standards Agency (FSA).

Any areas for improvement identified as requiring action will be detailed as part of the review process. These will be addressed by the Regulatory Services Management Team as part of the review process and action taken shall range from immediate action to inclusion in the Service Plan for future years.

**Regulatory and Investigatory Powers Act.**

The service has fully implemented the requirements for the authorisation of officers and surveillance in the required circumstances.

# Cabinet (Resources) Panel

## 28 July 2015

<b>Report title</b>	Introduction of charging arrangements for employee and Councillor parking	
<b>Decision designation</b>	AMBER	
<b>Cabinet member with lead responsibility</b>	Councillor Steve Evans City Environment	
<b>Key decision</b>	No	
<b>In forward plan</b>	No	
<b>Wards affected</b>	All	
<b>Accountable director</b>	Nick Alderman – City Environment	
<b>Originating service</b>	Parking Services, City Services	
<b>Accountable employee(s)</b>	Denise Eccleston	Parking Services Manager
	Tel	01902 550301
	Email	<a href="mailto:denise.eccleston@wolverhampton.gov.uk">denise.eccleston@wolverhampton.gov.uk</a>
	Steve Woodward	Head of Public Realm Services
	Tel	01902 554260
	Email	<a href="mailto:steve.woodward@wolverhampton.gov.uk">steve.woodward@wolverhampton.gov.uk</a>
<b>Report has been considered by</b>	Executive Team	20 July 2015
	Strategic Executive Board	7 July 2015

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### Recommendation for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve the introduction of employee parking charges at all Council car parks that are currently free of charge.
2. Approve revised employee business need criteria.
3. Approve that business use criteria can be amended for specific cases in exceptional business circumstances with the approval of Strategic Executive Board.

4. Approve that employee parking charges be adjusted in future in line with changes to public car parking charges on the Council's car parks made as part of the Council's annual review of fees and charges.
5. Approve the introduction of a standard Councillor parking charge of £200 per year for access to all Council car parks when on Council business with a discount of 25% for those who require less frequent access to city car parking facilities.

## **1.0 Purpose**

- 1.1 The proposal to introduce charging arrangements for employee and Councillor parking as outlined in this report will meet the existing agreed savings proposal of £300,000.
- 1.2 The demand for parking from Council employees restricts the availability of parking for visitors and businesses within the City centre, which in the longer term could have a negative impact on the regeneration aspirations for Wolverhampton. However, charging employees for parking would achieve real income for the Council that could be used to maintain car parks, improve security and increase premium parking availability for customers.
- 1.3 There are national, regional and local policies supported by the Council to reduce congestion, improve air quality, tackle health problems and reduce carbon footprints. This will only be achieved if there are also efforts to ensure that the council has similar employee parking arrangements to other city centre businesses in terms of travel to and from work.

## **2.0 Background**

- 2.1 A number of employees benefit from the provision of free parking, either due to meeting business use requirements or for historic reasons. A review and audit of parking arrangements has taken place. As of 1 April 2015, the current records show:
  - 22 employees park in the Civic Centre (three month usage reviews);
  - 65 employees park on St Peter's car park (three month usage reviews);
  - 24 medical passes are in use (Human Resources/occupational health process);
  - 373 passes are in use on other car parks;
  - 45 employees have chosen to pay to park through their salaries and three have opted to pay through seasonal arrangements.
- 2.2 Employees currently parking free of charge in the Civic and St Peter's car parks are required to meet business use criteria set by Strategic Executive Board.
- 2.3 The Civic Centre and St Peter's are clearly the most popular locations. Employees who currently pay to park in the Civic Centre who were entitled to free parking previously but did not meet the business use criteria, are charged at £59 per month. The barrier at C-level has been removed and the area has been opened to general parking so those who



choose to park in the Civic and pay under standard seasonal arrangements would be able to park anywhere.

- 2.4 Other Council employees in the city centre are required to make their own arrangements for parking and pay commercial parking charges as necessary.

### **3.0 Proposals**

- 3.1 All employees pay for their parking and the current concessionary free parking arrangements cease.
- 3.2 The criteria for business use be increased from its current level of exceeding four times weekly to eight times weekly, to ensure that this premium parking space is available to the services with most business need.
- 3.3 The business use criteria can be amended for specific cases in exceptional business circumstances with the approval of Strategic Executive Board.
- 3.4 A reduced charge of £200 per year be paid by employees that meet the new business use criteria (in line with that proposed for Councillors at paragraph 3.5 below). This equates to 79p per day on a full time basis.
- 3.5 Employees benefiting from the concessionary business use parking charge (with the exception of the members of the Strategic Executive Board and those with mobility assessed parking requirements) currently parking in the Civic Centre car park move to St Peter's car park and that the Council further promotes the Civic Centre car park as a public car park.
- 3.6 A charge of £200 per year will be paid by Councillors for parking on the ceremonial car park. When displayed this permit also allows parking on any Council car park throughout the City when on Council business. This equates to £3.84 per week. A reduction of 25% will apply to Councillors who wish to be part of the scheme but require access to parking facilities fewer than six times per month. This reduced rate amounts to £2.88 per week.
- 3.7 Employees not meeting the criteria for business use will benefit from access to subsidised charges dependent on the proximity of the parking facility to the city centre, in order to encourage employees to walk a little distance to their place of work. An additional discount of 20% will apply to employees affected on grade 4 or below and 10% to employees on grade 5 for all car parks except the Civic Centre (seasonal arrangements only) and Church Lane/Oxford Street (minimum charge £1 per day).

The rates below are proposed:

	<b>Cost options</b>	<b>Cost 5 days per week (inc VAT)</b>	<b>Cost per day - average of 21 working days per month</b>
Civic Centre	Seasonal arrangements only - limited availability	£252 per qtr £907.20 (inc 10% reduction if paid in advance)	£4.00 per day £3.60 per day
St Peter's	Subsidised	£59 per month	£2.80 per day
Faulkland St	Subsidised	£50 per month	£2.38 per day
Molineux	Subsidised	£50 per month	£2.38 per day
Peel St	Subsidised	£40 per month	£1.90 per day
School St	Subsidised	£30 per month	£1.42 per day
Church Lane	Subsidised	£21 per month	£1.00 per day
Oxford St	Subsidised	£21 per month	£1.00 per day

- 3.8 Rates will be reduced for part time staff pro-rata the number of days on which they work.
- 3.9 It is proposed that the subsidised employee parking charges be adjusted in future in line with changes to public car parking charges on the Council's car parks made as part of the Council's annual review of fees and charges. Changes to discounted employee charges would take effect from 1 April each year. This will ensure that the subsidised charges for employee parking remain aligned with the Council's overall parking strategy and with public parking rates.
- 3.10 Employees and Councillors can pay for parking via a number of payment options. The annual cost for parking can be paid over a 12 month period and deducted from salary. Alternatively the full annual cost can be paid in advance by cash, cheque or debit card, benefitting from a further 10% discount.
- 3.11 A new Parkeon barrier system will be installed at the ceremonial car park that will link it to the Civic and St Peter's car parks. Facilities Management staff can still retain control of the barrier with an intercom for visitors but Councillors would also have the option to park on St Peter's as an overflow if necessary using the same barrier card. The new barrier system would also provide management and usage data. The equipment for the new barrier system is already in storage and it is expected that costs for the civil works could be covered within existing budgets.
- 3.12 Employee parking permits are for business use so unless other hours of work are specified will apply Monday to Friday only. Councillor parking permits will be unlimited but are also for business use only.
- 3.13 Consultation with staff and trade unions is required before any arrangements for employees paying for parking are introduced. The proposal would initially offer paid for parking as an alternative to free parking only to those employees currently in receipt of a car parking space. Consultation will commence immediately both collectively via the trade unions and individually through letters to affected employees with a view to giving notice of implementation for October 2015.

- 3.14 The option of opening up paid for employee parking in Council car parks to all employees will be considered for implementation in 2016/17, at which point it would be proposed to add employee parking charges to the salary sacrifice schemes available.
- 3.15 Examples of car park tariffs levied in the City centre by private car park operators are detailed in the following table

<b>Private Car Park Operator</b>	<b>All Day Charge</b>
Excel Parking Temple St (Netto)	£12.00
Beatties Car Park	£7.00
Mander Centre Car Park	£6.50
Wulfrun Centre NCP	£3.50
Summer Row/Temple St (24 hour) NCP	£3.20

- 3.16 Some authorities already have staff and Councillor parking arrangements and others are considering or implementing such arrangements. Regional examples are given below:

<b>Council</b>	<b>Daily</b>	<b>Monthly</b>	<b>Annual</b>	<b>Notes</b>
Sandwell Council Office, West Bromwich Town	£4.00	£39.00	£390.00	Salary Sacrifice Scheme offered however no refunds given
Sandwell Council Office, West Bromwich, Outer areas	£0.84	£17.50	£175.00	Salary Sacrifice Scheme offered however no refunds given
Solihull, Long Stay Car Park (5 min walk from town centre)	£3.17	£66.66	£799.92	No discount offered to other staff, parking charges are calculated on normal rates however offered as a Salary Sacrifice Scheme, must give a month's notice.
Coventry City Council, Council employees (non- essential users)				No concessions offered
Dudley Council, Council employees (non-essential users)	£3.50		£460.00	Salary Sacrifice Scheme offered, Refund available for full remaining months on straight pro rata basis.
Walsall Council (Staff parking on staff designated car parks)		£35.00		£22.00 per mth for employees working less than 18.5 hours

Walsall Council, Civic Centre Underground car park – Directors and Senior Staff		£51.00		Reduced to £25.50 if car share
Walsall Council (Staff parking on Town centre public car parks)		£40.00		Business Permit

#### **4.0 Financial implications.**

- 4.1 A number of employees have now left the authority and it is estimated that at the current level of employee and Councillor parking permits, this proposal would achieve additional income of £265,864 per year. It is predicted that when discounted parking arrangements are available to all staff, in excess of £300,000 in real income will be achieved.  
[MF/15062015/S]

#### **5.0 Legal implications**

- 5.1 It is not considered that there are any legal implications to this report.  
[RB/08062015/J]

#### **6.0 Equalities implications**

- 6.1 An equality analysis has been completed in respect of this report and no adverse impacts have been identified for any particular group.

#### **7.0 Environmental implications**

- 7.1 Parking policy is a key element of the Council's overall transport strategy for which environmental considerations are an integral element.

#### **8.0 Human resources implications**

- 8.1 Consultation and notice of the proposed changes will be carried out in line with the Council's policies. It is proposed that employee parking charges are included as a salary sacrifice option for 2016/17 if discounted parking arrangements are made available to all employees.

#### **9.0 Corporate landlord implications**

- 9.1 It is not considered that there are any implications for the Council's property portfolio.

# Cabinet (Resources) Panel

## 28 July 2015

<b>Report title</b>	Revenue Budget Monitoring 2015/16	
<b>Decision designation</b>	AMBER	
<b>Cabinet member with lead responsibility</b>	Councillor Andrew Johnson Resources	
<b>Key decision</b>	Yes	
<b>In forward plan</b>	Yes	
<b>Wards affected</b>	All	
<b>Accountable director</b>	Keith Ireland, Managing Director	
<b>Originating service</b>	Finance	
<b>Accountable employee(s)</b>	Mark Taylor	Director of Finance
	Tel	01902 556609
	Email	<a href="mailto:mark.taylor@wolverhampton.gov.uk">mark.taylor@wolverhampton.gov.uk</a>
<b>Report to be/has been considered by</b>	Confident Capable Council Scrutiny Panel	7 October 2015

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### Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve that Better Care Fund pressures totalling £1.3 million, included within the 2015/16 projected outturn, are funded corporately if the People directorate are not able to deliver compensating savings during the year. Adult Services will aim to identify savings totalling £1.3 million during 2015/16 to meet the Better Care Fund pressures during the year and future years.
2. Approve the use of £114,000 from the Regeneration Reserve to fund various regeneration priorities as detailed in Table 5.
3. Approve the write off of one sundry debt totalling £17,601.01, as a result of a deceased debtor, as detailed in Appendix F.

4. Approve one virement totalling £140,000, for a transfer within a service directorate, as detailed in Appendix G.
5. Approve an increase in the council tax balance at which the full court summons fees are charged from £200 to £250.
6. Approve a court summons fee of £58 in respect of action taken to recover the Business Improvement District levy.

**Recommendations for noting:**

The Cabinet (Resources) Panel is asked to note:

1. The projected outturn for the General Fund is a net underspend of £17,000 (-0.01%) against the General Fund net budget requirement of £224.9 million. This, combined with the receipt of an additional New Homes Bonus adjustment grant totalling £233,000 in 2015/16, which was not budgeted for due to the uncertainty surrounding government funding, will result in a projected overall net underspend of £250,000 for the year.
2. That due to the significant underspends against the General Fund budget which were achieved during 2014/15, a comprehensive review of all service areas, which is being led by Finance, is currently being undertaken to challenge all areas of underspend and identify any recurring savings which may contribute towards the savings strategy for 2016/17, as reported to Cabinet on 22 July 2015. The results of this review will be reported to Cabinet in October 2015 as part of the Draft Budget and Medium Term Financial Strategy report, and any savings identified will be removed from budgets during 2015/16.
3. That projected redundancy costs, including the cost of strain, totalling £5.0 million are included in the forecast outturn, and will be funded by a contribution from the Budget Strategy Reserve. The projected costs are subject to change dependent upon the actual redundancies approved by year end.
4. That instead of spreading the cost of pension strain over a period of up to three years, all sums due to the West Midlands Pension Fund relating to pension strain have been fully accounted for in 2014/15, in order to secure savings against the Council's pension liabilities, as reported to Cabinet on 22 July 2015.

## 1.0 Purpose

1.1 The purpose of this report is to provide Cabinet (Resources) Panel with a projection of the likely revenue outturn position, compared with the Council's approved revenue budgets for 2015/16 and related targets.

## 2.0 Summary

2.1 A net underspend of £17,000 (-0.01%) is projected against the General Fund net budget requirement of £224.9 million, as analysed in Table 1 below. This combined with the receipt of an additional New Homes Bonus adjustment grant totalling £233,000 in 2015/16, which was not budgeted for due to the uncertainty surrounding government funding, will result in a projected overall net underspend of £250,000 for the year.

**Table 1 – 2015/16 General Fund Revenue Budget Projected Outturn**

	Net Controllable Budget 2015/16 £000	Projected Outturn 2015/16 £000	Projected Variation Over/(Under)	
			£000	%
People	122,368	126,063	3,695	3.02%
Corporate	57,779	54,396	(3,383)	-5.86%
Place	44,028	43,356	(672)	-1.53%
Education	700	1,043	343	49.00%
<b>Net Budget Requirement</b>	<b>224,875</b>	<b>224,858</b>	<b>(17)</b>	<b>-0.01%</b>
Government Grant (General)	(142,883)	(143,116)	(233)	-0.16%
Council Tax	(80,951)	(80,951)	-	0.00%
Collection Fund Surplus	(1,041)	(1,041)	-	0.00%
<b>Total Resources</b>	<b>(224,875)</b>	<b>(225,108)</b>	<b>(233)</b>	<b>-0.10%</b>
<b>Net Budget (Surplus) / Deficit</b>	<b>-</b>	<b>(250)</b>	<b>(250)</b>	<b>-0.11%</b>

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. The Budget 2015/16 and Medium Term Financial Strategy 2015/16 to 2018/19 approved by Full Council on 4 March 2015 identified that the Council is now faced with finding further savings totalling £46.3 million over the next four years. It is important to note that the updated projected budget deficit assumes the achievement of prior year savings proposals amounting to £46.0 million over the four year period to 2018/19.

2.3 As reported to Cabinet on 22 July 2015, during the first three months of 2015/16 detailed work has been in progress across all areas of the Council to identify savings to deliver the approved strategy of identifying £22.0 million of savings for 2016/17. The detailed work that has taken place to date has resulted in the identification of savings targets totalling £16.9 million for 2016/17.

- 2.4 Furthermore, due to the significant underspends against the General Fund budget which were achieved during 2014/15, a comprehensive review of all service areas, which is being led by Finance, is currently being undertaken to challenge all areas of underspend and identify any recurring savings which may contribute towards the savings strategy for 2016/17, as reported to Cabinet in the Revenue Outturn 2014/15 report on 22 July 2015. The results of this review will be reported to Cabinet in October 2015 as part of the Draft Budget and Medium Term Financial Strategy report.
- 2.5 An update on the General Fund budget risks is provided at section 5. Overall the risk for 2015/16 is currently assessed as red.
- 2.6 It is important to note that projected redundancy costs of £5.0 million, including the cost of strain, are included in the forecast outturn, and will be funded by a contribution from the Budget Strategy Reserve. The projected costs are subject to change dependent upon the actual redundancies approved by year end.
- 2.7 In accordance with the Council's financial procedures rules, all virements in excess of £50,000, or those that result in a transfer between Employees and Other Controllable Expenditure headings, require the approval of this panel. There is one virement that requires approval during this quarter, as detailed in Appendix G.
- 2.8 The most significant factors contributing towards the projected net underspend 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 People

3.1.1 A summary of the projected outturn against the People 2015/16 revenue budget is provided in the table below, whilst a detailed analysis is provided in Appendix A.

**Table 2 – 2015/16 Revenue Budget Projected Outturn – People**

	Controllable Budget 2015/16	Projected Outturn	Projected Variation	
	£000	£000	Over/(Under) £000	%
Older People	27,443	29,513	2,070	7.54%
Disability & Mental Health	40,085	40,853	768	1.92%
Children & Young People	52,080	52,931	851	1.63%
Public Health & Wellbeing	2,760	2,766	6	0.22%
<b>People Total</b>	<b>122,368</b>	<b>126,063</b>	<b>3,695</b>	<b>3.02%</b>

3.1.2 Overall a net overspend of £3.7 million (3.02%) is projected for the year. The main factors contributing towards the forecast overspend are:

1. **Older People** - There is a forecast over spend of £2.5 million across care purchasing budgets for older people particularly in residential, nursing and domiciliary care, partly arising as a result of the Better Care Fund pressures. It is proposed that those pressures will be funded corporately if the People directorate are not able to deliver compensating savings during the year. This overspend has in part been offset by the early achievement of 2015/16 savings proposals within the Older People Provider Management service.
2. **Disability & Mental Health** - There is a forecast over spend of £480,000 in care purchasing, due to the increase in volume and complexity of young people in transition and adult demographic pressures, in addition to a £200,000 overspend within Special Educational on Out of City placements.
3. **Children & Young People** - There is a forecast net over spend of £851,000 within the service directorate, which has arisen primarily as a result of a £623,000 overspend within the Looked After Children service, in addition to an overspend within the Children in Need service as a result of Section 17 payments totalling £233,000, and on volunteer drivers and client transport totalling £103,000; all of which are associated with increased caseloads and demands for service.

3.1.3 It is important to note that it is early in the financial year, and the People directorate will seek to manage budget issues within their budget during the year.

## 3.2 Corporate

3.2.1 A summary of the projected outturn against the Corporate 2015/16 revenue budget is provided in the table below, whilst a detailed analysis is provided in Appendix B.

**Table 3 – 2015/16 Revenue Budget Projected Outturn – Corporate**

	Controllable Budget 2015/16	Projected Outturn	Projected Variation	
	£000	£000	Over/(Under) £000	%
Managing Director	244	244	-	0.00%
Finance	10,024	9,964	(60)	-0.60%
Governance	6,944	6,978	34	0.49%
Transformation	11,165	11,165	-	0.00%
Corporate Budgets	29,402	26,045	(3,357)	-11.42%
<b>Corporate Total</b>	<b>57,779</b>	<b>54,396</b>	<b>(3,383)</b>	<b>-5.86%</b>

3.2.2 Overall a net underspend of £3.4 million (-5.86%) is projected for the year. The main factors contributing towards the forecast overspend are:

1. **Treasury Management Budgets** – There is a forecast net underspend of £1.8 million against the Treasury Management budget mainly due to the proactive management of borrowing in order to secure advantageous interest rates.
2. **Central Provision for Pension Costs** – There is a forecast net underspend of £1.6 million against the central provision for pension costs budgets arising as a result of fully accounting for all sums due to the West Midlands Pension Fund relating to pension strain in 2014/15, instead of spreading the cost of pension strain over a period of up to three years, as reported to Cabinet on 22 July 2015 in the Revenue Outturn 2014/15 report.

3.2.3 Projected redundancy costs of £5.0 million, including the cost of strain, are included in the forecast outturn for Corporate, and will be funded by a contribution from the Budget Strategy Reserve. The projected costs are subject to change dependent upon the actual redundancies approved by year end.

### 3.3 Place

3.3.1 A summary of the projected outturn against the Place 2015/16 revenue budget is provided in the table below, whilst a detailed analysis is provided in Appendix C.

**Table 4 – 2015/16 Revenue Budget Projected Outturn – Place**

	Controllable Budget 2015/16	Projected Outturn	Projected Variation	
	£000	£000	Over/(Under) £000	%
Directorate	273	273	-	0.00%
City Economy	5,973	5,973	-	0.00%
City Assets	12,421	12,371	(50)	-0.40%
City Environment	25,361	24,739	(622)	-2.45%
<b>Place Total</b>	<b>44,028</b>	<b>43,356</b>	<b>(672)</b>	<b>-1.53%</b>

3.3.2 Overall a net underspend of £672,000 (-1.53%) is projected for the year. This is largely as a result of a projected underspend within the City Environment service directorate due to renegotiation of contracts within the Environmental Maintenance service, in addition to the capitalisation of expenditure relating to surface dressing within Street Lighting. This underspend has in part been offset by an overspend within the Waste and Recycling service due to the deferral of depot rationalisation.

### 3.4 Education

3.4.1 A detailed analysis of the projected outturn against the Education 2015/16 revenue budget is provided in Appendix D.

3.4.2 Overall a net over spend of £343,000 (49.00%) is projected for the year. This is largely as a result of overspends within the Education service directorate as a result of savings targets that are still to be identified.

### 4.0 Reserves and Balances

4.1 At the beginning of 2015/16 a balance of £10.0 million was held within the General Fund balance. As part of the 2014/15 outturn, Cabinet approved that the balance in excess of £10.0 million in the General Fund balance was transferred into specific reserves to fund future invest to save projects and redundancies, with the emphasis therefore placed on identifying budget savings towards the projected budget deficit over the medium term.

4.2 This report projects at this stage that there will be a small net underspend for the Council during 2015/16. However, in those areas where an overspend is currently projected,

budget managers will seek to identify and manage underspends during the year to ensure that services outturn within budget.

#### 4.3 **Other Transfers to/from Earmarked Reserves**

4.3.1 Approval is sought from this meeting for a number of other transfers to/from earmarked reserves, as set out in the following paragraphs.

##### **Regeneration Reserve**

4.3.2 The Regeneration Reserve was specifically established to support important regeneration priorities within the city.

4.3.3 Approval is sought from this meeting for the use of £114,000 from the Regeneration Reserve, to fund regeneration expenditure as outlined in the table below.

**Table 5 – Regeneration Reserve**

	<b>Use of/ (Addition to) Reserve £000</b>	<b>Balance £000</b>
<b>Balance at 1 April 2015</b>		<b>2,000</b>
<b>Previous approvals yet to be committed</b>		
Civic Halls/Cultural Venues Commercialisation – Match funding for Marketing Birmingham grant of £50,000 to identify opportunities for greater commercialisation of city economy facilities	50	
Black Country Pipeline Projects - With the aim of accelerating and increasing the move towards a Combined Authority, each Authority has agreed to contribute funding to support the development of pipeline projects. It is hoped that this will improve the ability of the Black Country to secure investment from the Local Growth Fund.	50	
Bantock Signage - To fund improvements to CCTV and signage at Bantock Park and House to continue to provide an improved customer service	8	
Southside/Westside Masterplanning - professional advice on planning and marketing as well as the additional Site Investigation information required to accompany the marketing of the sites	383	
UTC relocation – To relocate the UTC from Heantun House to the Civic Centre per Report on Future Space – Cabinet (Resources) Panel 30 June 2015	612	<b>897</b>
<b>New Approvals Sought at this Meeting</b>		
Planning backfill – To meet the costs of additional planning resources required to cover the secondment of a senior planning officer undertaking Combined Authority activities	40	
Eye Hospital Feasibility – To jointly fund a one off study on the feasibility of redeveloping the Eye Hospital	4	
Heath Town Baths - to undertake a Strategic Market Assessment and Development Appraisal to bring the Building back into beneficial use	20	
Bilston Urban Village – Options Study to Support a CPO for development land	40	
Bilston Arts Centre - An options appraisal to assess the potential for a new-build arts venue in Bilston Town Centre	10	
<b>Total New Approvals</b>		<b>114</b>
<b>Current Balance on the Reserve</b>		<b>783</b>

**5.0 Fees and Charges**

### **Court Summons Fees**

- 5.1 On 9 December 2014 Cabinet (Resources) Panel approved a schedule of fees and charges which included court summons fees in respect of action to recover council tax. At that time the fees were approved as follows:

Council Tax: If balance is greater than £200	£85.00
Council Tax: If balance is less than £200	£15.00

- 5.2 The full cost of recovery action is not passed on where there is a small balance, to support families on lower incomes. In the majority of cases this affects families receiving council tax reduction who now have some council tax to pay.
- 5.3 As a result of changes to the local council tax reduction scheme in 2015/16 the minimum amount payable for a family in a band A property receiving full council tax reduction is £224.57.
- 5.4 It is therefore recommended that the reduced summons fee should be charged for outstanding balances of up to £250.

### **Business Improvement District Levy**

- 5.5 The Council administers and collects the levy on behalf of the Wolverhampton City Centre Business Improvement District (BID) and will do so for any future BIDs that are created.
- 5.6 The City Centre BID levy is calculated according to rateable value with the lowest annual charge being £150 for properties with a rateable value of up to £24,999. Half of the properties within the BID are charged at the lowest rate.
- 5.7 Action to recover arrears of the levy follows the same route as for business rates, using the Magistrates Court.
- 5.8 The Council is entitled to charge a fee to cover the cost of taking court action.
- 5.9 It is therefore recommended that a fee of £58.00 is charged. This is lower than the fee charged for business rates and reflects the fact that less staff time will be required to bring a case to Court.

## **6.0 General Fund Budget Monitoring – Risk Management**

- 6.1 The overall level of risk associated with the budget 2015/16 is assessed as red. The six main areas of risk are summarised in the table at Appendix E.
- 6.2 A comprehensive review of all approved savings proposals deliverable in 2015/16 and over the medium term is currently being undertaken, with full details to be reported to Cabinet (Resources) Panel in November 2015.

## 7.0 Revenue Budget Monitoring – Schools Budgets

7.1 Schools received budget settlements for 2015/16 on the 27 February 2015, 2015/16 will continue to be a challenging one particularly for those schools that will again lose funding as a result of funding reform, although the most significant losses in schools for 2015/16 have been as a result of pupil number reductions.

### Dedicated Schools Grant

7.2 For 2015/16 the overall schools budget as funded by the Dedicated Schools Grant (DSG) was again protected at “cash flat per pupil”, meaning that every local authority has received the same per pupil amount as it did in 2014/15. However in real terms, given current levels of inflation and pay related costs increases this represents a reduction in real terms for schools.

### Pupil Premium

7.3 In addition to the schools budget, funding continues to be available to schools in England through the Pupil Premium. In 2015/16 this will fund schools at;

	£
Primary (FSM eligible pupil)	1,320
Secondary (FSM eligible pupil)	935
Service Child	300
Looked after Child	1,900

7.4 Indicative allocations for the city suggest the Local Authority will attract £16.9 million for 2015/16 and this sum is consistent with the previous financial year.

### Post 16 Funding

7.5 Funding for 16-19 provision, is channelled through The Education Funding Agency, funding per pupil will again be at the same level as the previous financial year. For those schools still in local authority control the funding settlement through this route will be £4.6 million in 2015/16 a reduction of £0.1 million on the previous financial year.

### Balances 2014/15

7.6 Schools ended the previous financial year with revenue balances of £15.721 million this represented 10% of the funding and income available to schools during 2014/15. As schools are able to carry forward balances these resources will be available for them to use during 2015/16. There are a significant number of schools that have balances that are considered as surplus. The Authority will again be challenging these schools regarding the levels of balances held to ensure there are suitable plans for the use of those resources.

7.7 Although schools have, to date, been largely protected from the cuts other public services have faced, they and their governing bodies are mindful of the following

pressures that they will face whilst working within the constraints of the “cash flat per pupil” increase for the foreseeable future:

- General inflation for supplies and services.
- Future pay increases following the current public sector pay freeze and increases in employer contributions for pensions.

7.8 At the time of writing a significant number of budget plans remain outstanding from schools so it is not possible to provide a comprehensive view on the anticipated use of balances over 2015/16. A further update will be reported to Cabinet (Resources) Panel as part of revenue monitoring for quarter two.

## **8.0 General Fund Corporate Income – Write-Offs**

8.1 **Sundry Debtors** - Income is due to the council for a wide range of services provided to individuals and businesses. To reflect the fact that, despite the council’s best efforts, not all of this income will actually be collected, the council makes provision for bad and doubtful debts, which it charges directly to the General Fund.

8.2 Overall debt write offs totalling £37,857.11 have been incurred during quarter one of 2015/16. Of those, there was one write off greater than £5,000, totalling £17,601.01 which requires approval by the Panel, as detailed at Appendix F.

## **9.0 Financial Implications**

9.1 The financial implications are discussed in the body of the report.  
[MH/17072015/T]

## **10.0 Legal Implications**

10.1 Section 151 of the Local Government Act 1972 requires local authorities to make arrangements for the proper administration of their financial affairs. It is a legal requirement under s25 of the Local Government Act 2003 to set a balanced budget and monitor the financial position throughout the year.  
[TS/20072015/F]

## **11.0 Equality Implications**

11.1 This report provides details of the projected outturn for 2015/16. The necessary equalities analyses were carried out as part of the preparations for setting the 2015/16 budgets, and will similarly form part of the requisite pre-work for 2016/17.

## **12.0 Environmental Implications**



12.1 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.

### **13.0 Background Papers**

Revenue Outturn 2014/15, report to Cabinet, 22 July 2015.

Reserves, Provisions and Balances, report to Cabinet, 22 July 2015.

Draft Budget and Medium Term Financial Strategy 2016/17 – 2018/19, report to Cabinet, 22 July 2015.

Budget 2015/16 and Medium Term Financial Strategy 2015/16 to 2018/19, report to Full Council, 4 March 2015.

Revenue Budget Monitoring – People

Service	2015/16 Controllable Budget £000	2015/16 Forecast Outturn £000	2015/16 Forecast Variance £000	Reason for Variation
<b>Older People</b>				
Directorate	230	372	142	Overspend on salary costs of £142,000
Service Director	159	159	-	
Carers Support	1,404	1,404	-	
ILS, Telecare & Adaptations	2,372	2,372	-	
Older People Assessment & Care Management	10,423	12,923	2,500	Overspend across care purchasing budgets for older people, particularly residential and nursing and domiciliary care.
Older People Provider Management	8,575	8,073	(502)	Early achievement of savings across the service
Welfare Rights & Financial Assessment	1,673	1,603	(70)	
Housing	985	985	-	
Community Recreation	267	267	-	
Library Service	1,355	1,355	-	
<b>Sub Total Older People</b>	<b>27,443</b>	<b>29,513</b>	<b>2,070</b>	

Revenue Budget Monitoring – People

Service	2015/16 Controllable Budget £000	2015/16 Forecast Outturn £000	2015/16 Forecast Variance £000	Reason for Variation
<b>Disability &amp; Mental Health</b>				
Service Director	138	138	-	
Children's Disabilities Commissioning	71	71	-	
Disabilities In-House Provision	7,275	7,275	-	
Emergency Duty Team	419	419	-	
Housing Support & Social Inclusion	943	943	-	
Mental Health Care Management	5,476	5,476	-	
Short Breaks	374	410	36	
Children With Disabilities	1,027	1,079	52	
Learning Disabilities Assessment & Care Management	18,063	18,543	480	Overspends on care purchasing budgets due to increased volume and complexity of young people in transition and adult demographic growth pressures
Physical Disabilities Assessment & Care Management	5,200	5,200	-	
All Age Disability & Joint Commissioning Young Adults	1,196	1,196	-	
SEN	(97)	103	200	Overspend on Out of City placements
<b>Sub Total Disability &amp; Mental Health</b>	<b>40,085</b>	<b>40,853</b>	<b>768</b>	

Revenue Budget Monitoring – People

Service	2015/16 Controllable Budget £000	2015/16 Forecast Outturn £000	2015/16 Forecast Variance £000	Reason for Variation
<b>Children &amp; Young People</b>				
Service Director	368	368	-	
Children Centres	4,833	4,833	-	
Children in Need	7,700	8,078	378	Overspend on Section 17 payments of £233,000, and on volunteer drivers and client transport of £103,000; all of which are associated with increased caseloads and demands for service.
Children Commissioning	1,752	1,752	-	
Looked-After Children	33,129	33,752	623	Children's transformation work continues to impact upon the forecast outturn for Out of City Placements, this is partially offset by £231,000 increased costs on LAC Transitions linked to client allowances and £198,000 increased costs for Remand/Secure Accommodation over and above the funding allocation from the Youth Justice Board.
Social Inclusion & Play	1,775	1,775	-	
Psychology	674	674	-	
Youth Offenders Team	1,314	1,164	(150)	Savings on staffing costs which will contribute towards 2016/17 savings target.
Business Support	151	151	-	
Youth	384	384	-	
<b>Sub Total Children &amp; Young People</b>	<b>52,080</b>	<b>52,931</b>	<b>851</b>	

Revenue Budget Monitoring - People

Service	2015/16 Controllable Budget £000	2015/16 Forecast Outturn £000	2015/16 Forecast Variance £000	Reason for Variation
<b>Public Health &amp; Wellbeing</b>				
Public Health - Service Director	-	-	-	
Public Health - Support Costs	-	-	-	
Public Health - Healthier Places	67	67	-	
Sport & Leisure Trust	-	-	-	
Public Health - Commissioning	-	-	-	
Public Health - Contracts	-	-	-	
Public Health - Health Protection & NHS Facing	-	-	-	
Public Health - Intelligence & Evidence	-	-	-	
Public Health - Sports Development	-	-	-	
Public Health - Transformation	-	-	-	
Business Continuity & Emergency Planning	143	149	6	
Community Safety	440	440	-	
Safeguarding	2,110	2,110	-	
<b>Sub Total Public Health &amp; Wellbeing</b>	<b>2,760</b>	<b>2,766</b>	<b>6</b>	
<b>Total People Directorate</b>	<b>122,368</b>	<b>126,063</b>	<b>3,695</b>	

Revenue Budget Monitoring – Corporate

Service	2015/16 Controllable Budget £000	2015/16 Forecast Outturn £000	2015/16 Forecast Variance £000	Reason for Variation
<b>Managing Director</b>	<b>244</b>	244	-	
<b>Finance</b>				
Director of Finance	<b>155</b>	155	-	
Audit Services	<b>1,469</b>	1,469	-	
Corporate Financial Management	<b>3,632</b>	3,632	-	
Corporate Management	<b>843</b>	783	(60)	
Revenues and Benefits	<b>2,032</b>	2,032	-	
Housing Benefits Payments	<b>(432)</b>	(432)	-	
Strategic Finance	<b>1,839</b>	1,839	-	
The Hub	<b>(157)</b>	(157)	-	
Corporate Procurement	<b>643</b>	643	-	
<b>Sub Total Finance</b>	<b>10,024</b>	<b>9,964</b>	<b>(60)</b>	

Revenue Budget Monitoring – Corporate

Service	2015/16 Controllable Budget £000	2015/16 Forecast Outturn £000	2015/16 Forecast Variance £000	Reason for Variation
<b>Governance</b>				
Director of Governance	86	86	-	
Corporate Administration	756	790	34	
Democracy	1,793	1,793	-	
HR Advice	2,150	2,150	-	
Legal Services	2,159	2,159	-	
<b>Sub Total Governance</b>	<b>6,944</b>	<b>6,978</b>	<b>34</b>	
<b>Transformation</b>				
Communications and Marketing	522	522	-	
Customer Services	2,188	2,188	-	
ICTS	5,015	5,015	-	
Transformation	3,440	3,440	-	
<b>Sub Total Transformation</b>	<b>11,165</b>	<b>11,165</b>	<b>-</b>	

Revenue Budget Monitoring – Corporate

Service	2015/16 Controllable Budget £000	2015/16 Forecast Outturn £000	2015/16 Forecast Variance £000	Reason for Variation
<b>Corporate Budgets</b>				
West Midlands Transport Authority Levy	11,877	11,877	-	
Environment Agency Levy	67	67	-	
Provision for Bad Debts	200	200	-	
Treasury Management Budgets	15,655	13,889	(1,766)	Projected underspend as a result of proactive management of borrowing in order to secure advantageous interest rates.
Birmingham Airport - Rent	(69)	(69)	-	
Central Provision for increased Pension Costs	1,591	-	(1,591)	Projected underspend against the central provision for increased pension costs arising as a result of clearing pension strain liabilities in 2014/15.
Cross-cutting Savings Proposals	(1,350)	(1,350)	-	Cross cutting savings held corporately to be distributed during the year in accordance with existing delegations in the Constitution.
Other Corporate /Transformation Budgets and Contingencies	1,431	1,431	-	
Redundancy Costs	-	5,000	5,000	Redundancy payments during 2015/16 arising as a result of the Voluntary Redundancy Programme and savings proposals.
Contribution from the Budget Strategy Reserve	-	(5,000)	(5,000)	Contribution from the Budget Strategy Reserve to fund the projected redundancy payments during 2015/16.
<b>Sub Total Corporate Budgets</b>	<b>29,402</b>	<b>26,045</b>	<b>(3,357)</b>	
<b>Total Corporate</b>	<b>57,779</b>	<b>54,396</b>	<b>(3,383)</b>	



Revenue Budget Monitoring – Place

Service	2015/16 Controllable Budget £000	2015/16 Forecast Outturn £000	2014/15 Forecast Variance £000	Reason for Variation
<b>Strategic Director Place</b>	<b>273</b>	273	-	
<b>City Economy</b>				
Service Director	178	178	-	
Enterprise & Skills	2,067	2,067	-	
Inclusion & Employment	1,500	1,560	60	Savings shortfall on Neighbourhood Wardens
City Development	400	400	-	
Visitor Economy	776	776	-	
Adult Education	(244)	(244)	-	
Culture, Arts and Heritage	1,296	1,236	(60)	Additional savings on restructure above estimate.
<b>Sub Total City Economy</b>	<b>5,973</b>	<b>5,973</b>	-	
<b>City Assets</b>				
Service Director	123	123	-	
Transportation	1,615	1,565	(50)	Saving on surface water management.
Housing	1,969	1,969	-	
Planning	780	780	-	
Catering Services	(986)	(986)	-	

Revenue Budget Monitoring – Place

Service	2015/16 Controllable Budget £000	2015/16 Forecast Outturn £000	2014/15 Forecast Variance £000	Reason for Variation
Cleaning and Caretaking Services	2,065	2,065	-	
Community Centres	170	170	-	
Corporate Asset Management	579	579	-	
Engineering & Civic Centre	3,123	3,123	-	
Estates And Valuations	(1,327)	(1,327)	-	
Property Services (Including Utilities)	4,310	4,310	-	
<b>Sub Total City Assets</b>	<b>12,421</b>	<b>12,371</b>	<b>(50)</b>	
<b>City Environment</b>				
Service Director	124	124	-	
Bereavement Services	(2,140)	(2,140)	-	
Environmental Maintenance	7,969	7,815	(154)	Negotiated saving on West area contract.
Regulatory Services	1,765	1,765	-	
Fleet Services	(1,074)	(1,074)	-	
Highways Maintenance	1,750	1,750	-	
Landscape	-	-	-	
Leisure Services	2,000	2,000	-	
Markets	(621)	(621)	-	
Parking Services	(954)	(954)	-	
Street Lighting	3,439	2,771	(668)	Capitalisation of expenditure in relation to surface dressing.
Waste and Recycling Service	13,103	13,303	200	Deferral of depot rationalisation.
<b>Sub Total City Environment</b>	<b>25,361</b>	<b>24,739</b>	<b>(622)</b>	
<b>Total Place</b>	<b>44,028</b>	<b>43,356</b>	<b>(672)</b>	

Revenue Budget Monitoring – Education

Service	2015/16 Controllable Budget £000	2015/16 Forecast Outturn £000	2014/15 Forecast Variance £000	Reason for Variation
<b>Education</b>				
Director of Education	(288)	150	438	Savings within the service to be identified.
Schools	(3,904)	(3,904)	-	
Standards and Vulnerable Pupils	892	886	(6)	
School Planning & Resources	4,000	3,911	(89)	
<b>Total Education</b>	<b>700</b>	<b>1,043</b>	<b>343</b>	

**General Fund Budget Risks 2015/16**

<b>Risk</b>	<b>Description</b>	<b>Level of Risk</b>
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 Equal Pay 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.	Red
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.	Red
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 including changes in VAT and personal taxation rules and, in particular, from the Care Bill.	Red

**APPENDIX F**

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

<b>Account</b>	<b>Reason</b>	<b>Date written off</b>	<b>Amount of write off £</b>
<b>Sundry Debtors</b>			
Care charges	Debtor deceased	Apr 2015	17,601.01
			<b>17,601.01</b>

**APPENDIX G**

**Virements**

From		To		£000	Reason for Virement
Directorate	Service	Directorate	Service		
Place	Fleet services	Place	Bereavement services	140	Shortfall on Bereavement Services income due to reductions in burials compared to cremations.



# Cabinet (Resources) Panel

## 28 July 2015

<b>Report title</b>	Schedule of Individual Executive Decision Notices	
<b>Decision designation</b>	AMBER	
<b>Cabinet member with lead responsibility</b>	All	
<b>Key decision</b>	No	
<b>In forward plan</b>	No	
<b>Wards affected</b>	All	
<b>Accountable director</b>	Kevin O'Keefe, Governance	
<b>Originating service</b>	Democratic Support	
<b>Accountable employee(s)</b>	Laura Gilyead Tel Email	Graduate Management Trainee 01902 553219 Laura.gilyead@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	N/A	

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### 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 Decision Notices

### Part 1 – Open Items

#### 1. Corporate

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Claire Darke	Director of Education	18 June 2015	Emma Balchin, 01902 555269
<b>Title and Summary of Decision</b>			
<b>Instrument of Government</b> That the Cabinet Member for Education, in consultation with the Director of Education, approves the proposed Instrument of Government for Villiers Primary School.			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Claire Darke	Director of Education	6 July 2015	Emma Balchin, 01902 555269
<b>Title and Summary of Decision</b>			
<b>Instrument of Government</b> That the Cabinet Member for Education, in consultation with the Director of Education, approves the proposed Instrument of Government for Penn Hall School.			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Claire Darke	Director of Education	6 July 2015	Emma Balchin, 01902 555269
<b>Title and Summary of Decision</b>			
<b>Instrument of Government</b> That the Cabinet Member for Education, in consultation with the Director of Education, approves the proposed Instrument of Government for Tettenhall Wood School.			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Claire Darke	Director of Education	6 July 2015	Emma Balchin, 01902 555269
<b>Title and Summary of Decision</b>			
<b>Instrument of Government</b> That the Cabinet Member for Education, in consultation with the Director of Education, approves the proposed Instrument of Government for D'Eyncourt Primary School.			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Claire Darke	Director of Education	6 July 2015	Emma Balchin, 01902 555269
<b>Title and Summary of Decision</b>			
<b>Instrument of Government</b> That the Cabinet Member for Education, in consultation with the Director of Education, approves the proposed Instrument of Government for Manor Primary School.			



## 2. People

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Val Gibson	Service Director, Children and Young People	26 June 2015	Jessica Timmins 01902 558267
<b>Title and Summary of Decision</b>			
<p><b>Addressing the 2015/16 Housing Support and Social Inclusion Services Budget Pressure</b> That the Cabinet Member for Children and Young People, in consultation with the Service Director, Children and Young People:</p> <ol style="list-style-type: none"> <li>1. Agrees to de-commission the floating support service for young people provided by YMCA Black Country Group to achieve a full year saving of £31,517 in 2016/17, with a part year effect in 2015/16 of £15,759.</li> <li>2. Agrees to de-commission the floating support service for young families provided by Bromford to achieve a full year saving of £72,784 in 2016/17, with a part year effect in 2015/16 of £36,392.</li> <li>3. Agrees that a non-recurring contribution of £22,000 that is unallocated in the Children's Commissioning budget will contribute towards the budget pressure.</li> <li>4. Agrees that a non-recurring contribution of £60,000 that is unspent in the Children's Commissioning budget due to the Head of Service – Children's Commissioning post being vacant and alternative management arrangements being in place will contribute towards the budget pressure.</li> <li>5. Agrees that a non-recurring contribution of £40,849 from the Service Director for Children and Young People's budget will contribute towards the budget pressure.</li> </ol>			

## 3. Place

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor John Reynolds	Service Director, City Economy	19 June 2015	Jim Cunningham, 01902 550166
<b>Title and Summary of Decision</b>			
<p><b>Black Country Growth Hub – Allocation of Grant</b> That the Cabinet Member for City Economy, in consultation with the Service Director, City Economy, approves business support grants and authorizes the completion of all necessary legal documentation accordingly.</p>			
<b>Title and Summary of Decision</b>			
<p><b>Former Braybrook Centre, Exmoor Green off Bellamy Lane</b> That the Cabinet Member for City Assets, in consultation with the Service Director, City Assets, authorizes the Director of Governance to enter into an agreement with the developer under Section 278 of the Highways Act 1980 in order to undertake works on an existing public highway at the former Braybrook Centre site, Exmoor Green off Bellamy Lane.</p>			
<b>Title and Summary of Decision</b>			
<p><b>Former Braybrook Centre, Exmoor Green off Bellamy Lane</b> That the Cabinet Member for City Assets, in consultation with the Service Director, City Assets, authorizes the Director of Governance to enter into an agreement with the developer under Section 278 of the Highways Act 1980 in order to undertake works on an existing public highway at the former Braybrook Centre site, Exmoor Green off Bellamy Lane.</p>			
<b>Title and Summary of Decision</b>			
<p><b>Former Braybrook Centre, Exmoor Green off Bellamy Lane</b> That the Cabinet Member for City Assets, in consultation with the Service Director, City Assets, authorizes the Director of Governance to enter into an agreement with the developer under Section 278 of the Highways Act 1980 in order to undertake works on an existing public highway at the former Braybrook Centre site, Exmoor Green off Bellamy Lane.</p>			

<b>Compton Park – Compton Park West – Residential Development Phase Two</b> That the Cabinet Member for City Assets, in consultation with the Service Director, City Assets, authorizes the Director of Governance to enter into an agreement with the developer under Section 38 of the Highways Act 1980 in respect of Phase Two of the new access roads at Compton Park.			
<b>Decision maker</b>	<b>In consultation with</b>	<b>Date Approved</b>	<b>Contact Officer</b>
Councillor Peter Bilson	Service Director, City Assets	19 June 2015	Gwyn James, 01902 555755
<b>Title and Summary of Decision</b>			
<b>Former Bushbury Arms Public House, Jenks Avenue</b> That the Cabinet Member for City Assets, in consultation with the Service Director, City Assets, authorizes the Director of Governance 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 Bushbury Arms, Jenks Avenue.			
<b>Decision maker</b>	<b>In consultation with</b>	<b>Date Approved</b>	<b>Contact Officer</b>
Councillor John Reynolds	Service Director, City Economy	23 June 2015	Jim Cunningham, 01902 550166
<b>Title and Summary of Decision</b>			
<b>Black Country Growth Hub – Allocation of Grant</b> That the Cabinet Member for City Economy, in consultation with the Service Director, City Economy, approves the service decision for the businesses to continue to evidence expenditure in respect of the projects.			

## Part 2 – Exempt Items

### 1. Corporate

<b>Decision maker</b>	<b>In consultation with</b>	<b>Date Approved</b>	<b>Contact Officer</b>
Councillor Claire Darke	Directors of Education and Finance	16 June 2015	Marc Webb, 01902 551368
<b>Title and Summary of Decision</b>			
<b>Acceptance of Tender for Manor Primary School: Primary Expansion Programme 2015</b> That the Cabinet Member for Education, in consultation with the Directors of Education and Finance, accepts the preferred tender at Manor Primary School for the primary expansion programme 2015.			
<b>Decision maker</b>	<b>In consultation with</b>	<b>Date Approved</b>	<b>Contact Officer</b>
Councillor Claire Darke	Director of Education	15 June 2015	Marc Webb, 01902 551368
<b>Title and Summary of Decision</b>			
<b>Acceptance of Tenders for Bantock Primary School: Dining Area/Kitchen and Garage extension</b> That the Cabinet Member for Education, in consultation with the Director of Education, accepts the preferred tender for the Bantock Primary School Dining Area/Kitchen and Garage extension.			
<b>Decision maker</b>	<b>In consultation with</b>	<b>Date Approved</b>	<b>Contact Officer</b>
Councillor Claire	Directors of Education	29 June 2015	Marc Webb,

Darke	and Finance		01902 551368
<b>Title and Summary of Decision</b>			
<b>Acceptance of Tenders for West Park Primary School: Primary Expansion Programme 2015</b> That the Cabinet Member for Education, in consultation with the Director of Education and the Director of Finance, accepts the preferred tender at West Park Primary School for the primary expansion programme 2015.			
<b>Decision maker</b>			
Councillor Claire Darke	Directors of Education and Finance	Date Approved	Contact Officer
		6 July 2015	Marc Webb, 01902 551368
<b>Title and Summary of Decision</b>			
<b>Acceptance of Tenders for St Mary's Catholic Primary School: Primary Expansion Programme 2015</b> That the Cabinet Member for Education, in consultation with the Director of Education and the Director of Finance, accepts the preferred tender at St Mary's Catholic Primary School for the primary expansion programme 2015.			
<b>Decision maker</b>			
Councillor Claire Darke	Directors of Education and Finance	Date Approved	Contact Officer
		6 July 2015	Marc Webb, 01902 551368
<b>Title and Summary of Decision</b>			
<b>Acceptance of Tenders for Westacre Infant School: Primary Expansion Programme 2015</b> That the Cabinet Member for Education, in consultation with the Director of Education and the Director of Finance, accepts the preferred tender at Westacre Infant School for the primary expansion programme 2015.			
<b>Decision maker</b>			
Councillor Claire Darke	Directors of Education	Date Approved	Contact Officer
		15 July 2015	Marc Webb, 01902 551368
<b>Title and Summary of Decision</b>			
<b>Acceptance of Tenders for Kingston Pupil Referral Unit and New Park Special School: Fire Alarm</b> That the Cabinet Member for Education, in consultation with the Director of Education, accepts the preferred tender at Kingston Pupil Referral Unit and New Park Special School.			
<b>Decision maker</b>			
Councillor Claire Darke	Directors of Education and Finance	Date Approved	Contact Officer
		15 July 2015	Marc Webb, 01902 551368
<b>Title and Summary of Decision</b>			
<b>Acceptance of Tenders for Stowlawn Primary School: Primary Expansion Programme 2015</b> That the Cabinet Member for Education, in consultation with the Director of Education and the Director of Finance, accepts the preferred tender at Stowlawn Primary School for the primary expansion programme 2015.			

## 2. People

<b>Decision maker</b>	<b>In consultation with</b>	<b>Date Approved</b>	<b>Contact Officer</b>
Councillor Val Gibson	Strategic Director, People	16 June 2015	Emma Bennett, 01902 551449

<b>Title and Summary of Decision</b>			
<b>Termination of West Midlands Consortium Services to Travelling Children, Schools and Families</b> That the Cabinet Member for Children and Young People, in consultation with the Strategic Director, People, agrees to the final terms of the Agreement to terminate the West Midlands Consortium Services to Travelling Children with Birmingham City Council and Staffordshire County Council and authorizes the Director of Governance and Solicitor to the Council to complete the Agreement along with any necessary ancillary arrangements.			
<b>Decision maker</b>	<b>In consultation with</b>	<b>Date Approved</b>	<b>Contact Officer</b>
Councillor Val Gibson	Strategic Director, People	14 July 2015	Emma Bennett, 01902 551449
<b>Title and Summary of Decision</b>			
<b>Award of Contract for Children and Young People Service Transformation Consultancy</b> That the Cabinet Member for Children and Young People, in consultation with the Strategic Director, People, awards the contract for Children and Young People Service Transformation Consultancy for a duration of up to nine months from 20 July 2015.			

### 3. Place

<b>Decision maker</b>	<b>In consultation with</b>	<b>Date Approved</b>	<b>Contact Officer</b>
Councillor John Reynolds	Service Director, City Economy	19 June 2015	Kevin Moore, 01902 555570
<b>Title and Summary of Decision</b>			
<b>I54 Grant of option for the disposal of sites D, E and F</b> That the Cabinet Member for City Economy, in consultation with the Service Director, City Economy, approves the grant of an option by Staffordshire County Council to purchase sites D, E and F at i54.			

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