



# Cabinet (Resources) Panel

## 28 March 2017

**Time** 5.00 pm **Public Meeting?** YES **Type of meeting** Executive

**Venue** Committee Room 3 - 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 Milkinderpal Jaspal  
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** Dereck Francis, Democratic Services  
**Tel/Email** 01902 555835 or [dereck.francis@wolverhampton.gov.uk](mailto:dereck.francis@wolverhampton.gov.uk)  
**Address** Democratic Support, Civic Centre, 2<sup>nd</sup> floor, St Peter's Square,  
Wolverhampton WV1 1RL

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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.

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# 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 - 28 February 2017** (Pages 7 - 18)  
[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 PANEL)

- 5            **Recruitment and Selection Policy** (Pages 19 - 34)  
[To approve changes to the Recruitment and Selection Policy and Managers Guidance]
- 6            **Collection and Debt Strategy** (Pages 35 - 48)  
[To approve the draft collection and debt strategy]
- 7            **Relocation Policy Review** (Pages 49 - 64)  
[To provide feedback on suggested changes to the Council's current relocation scheme offered to new employees moving to Wolverhampton as a direct consequence of securing employment with the Council]
- 8            **Domiciliary Care Framework - Cost Rate Uplift**  
[To approve the proposed increase for Domiciliary Care, and Direct Payment cost rate, and to outline the methodology used to develop the new rate][**Report to follow**]
- 9            **Residential Care Fees - Cost Rate Increase** (Pages 65 - 70)  
[To approve the proposed increase for residential and nursing care rates paid by the City Council and to outline the methodology used to develop these new rates]
- 10           **Developing the Cultural Economy** (Pages 71 - 96)  
[To approve capital investment in the Art Gallery site within the city centre]
- 11           **External Funding Update - BEIS Benchmarking and Low Carbon ERDF Review** (Pages 97 - 100)  
[To agree that the Council act as the Accountable Body for projects to be funded by the Department of Business, Energy and Industrial Strategy]

- 12      **Acquisition of Privately Owned Empty Properties by Agreement or Compulsory Purchase: 32 Cadle Road, Low Hill - Property Identified for Action** (Pages 101 - 110)  
[To approve the acquisition of the property]
- 13      **Acquisition of Privately Owned Empty Properties by Agreement or Compulsory Purchase: Two and a Half Clifford Street, Whitmore Reans** (Pages 111 - 120)  
[To approve the acquisition of the property]
- 14      **Acquisition of Privately Owned Empty Properties by Agreement or Compulsory Purchase: Properties Adjacent to 11 Cyprus Street, Blakenhall** (Pages 121 - 130)  
[To approve the acquisition of the property]
- 15      **Bradley Arms Canal Towpath Improvement - Additional Grant Funding** (Pages 131 - 134)  
[To approve the allocation of further funding for the completion of the improvement scheme]
- 16      **The Charter for Sustainable British Steel** (Pages 135 - 140)  
[To approve that the Council become a signatory to the Charter for Sustainable British Steel]
- 17      **Schedule of Individual Executive Decision Notices** (Pages 141 - 144)  
[To note the summary of open and exempt individual executive decision notices as approved by the relevant cabinet members in consultation with the relevant employees]
- 18      **Exclusion of press and public**  
[To pass the following resolution:
- That in accordance with Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business as they involve the likely disclosure of exempt information on the grounds shown below.]

## **Part 2 - exempt items, closed to press and public**

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|----|---|--|
| 19 | <b>Print and Outgoing Mail Strategy</b><br>[To consider the outcome of the print and outgoing mail strategy][ <b>Report to follow</b> ]                 | Information relating to any individual.<br>Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (1, 3) |
| 20 | <b>Procurement - Award of Contracts for Works, Goods and Services</b> (Pages 145 - 170)<br>[To consider various delegations and the award of contracts] | Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)   |

- |    |   |  |
|----|---|--|
| 21 | <p><b>Consideration of a Request for Discretionary Disabled Facilities Grant (Pages 171 - 178)</b></p> <p>[To consider the applications for Discretionary Disabled Facilities Grant]</p>  | <p>Information relating to any individual.</p> <p>Information which is likely to reveal the identity of an individual.</p> <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (1, 2, 3)</p> |
| 22 | <p><b>Schools Capital Programme 2017/18 (Pages 179 - 186)</b></p> <p>[To approve detailed projects for schools condition allocation capital programme funding]</p>  | <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)</p>  |
| 23 | <p><b>City of Wolverhampton Consent to Restructuring of the Wolverhampton LEP and Associated Special Purpose (PFI) Vehicles (Pages 187 - 194)</b></p> <p>[To consent to the restructuring of the Wolverhampton Local Enterprise Partnership (LEP) and Associated Special Purpose (Private Finance Initiative) vehicles]</p> | <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)</p>  |
| 24 | <p><b>West Midlands Growth Company (Pages 195 - 216)</b></p> <p>[To approve recommendations relating to the Council's involvement in the Growth Company]</p>  | <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)</p>  |
| 25 | <p><b>Sale and Leaseback of Alfred Squire Road Offices (Pages 217 - 222)</b></p> <p>[To declare the offices surplus to requirements and approve their disposal]</p>   | <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)</p>  |
| 26 | <p><b>Declare Surplus and Approve Disposal of the Land at Compton Wharf, Bridgnorth Road (Pages 223 - 228)</b></p> <p>[To declare the freehold interests in the land surplus to requirements and to approve the disposal of the freehold interests]</p>   | <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)</p>  |
| 27 | <p><b>Disposal of Former Ettingshall Primary School Site and Land at Sweetbriar Road (Pages 229 - 234)</b></p> <p>[To approval the disposal of part of the former school site together with land at Sweetbriar Road for development as residential schemes]</p>   | <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)</p>  |



- |    |   |   |
|----|---|---|
| 28 | <p><b>Disposal of former Bilston Leisure Centre Site and Bilston Day Nursery</b> (Pages 235 - 242)</p> <p>[To approve disposal of the former Leisure Centre site and part of the site of the former nursery site for development as a residential scheme]</p> | <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)</p> |
| 29 | <p><b>Land Adjacent to Bilston Town Football Club</b> (Pages 243 - 248)</p> <p>[To approve the repurchase of the land adjacent to the Football Club]</p>  | <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)</p> |

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# Cabinet (Resources) Panel

## Minutes - 28 February 2017

### Attendance

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

Cllr Andrew Johnson (Chair)  
Cllr Roger Lawrence (Vice-Chair)  
Cllr Peter Bilson  
Cllr Claire Darke  
Cllr Steve Evans  
Cllr Val Gibson  
Cllr Milkinderpal Jaspal  
Cllr John Reynolds  
Cllr Sandra Samuels  
Cllr Paul Sweet

#### Employees

Kenny Aitchison	Service Manager Housing Strategy/Development
Alison Fowler	Disposals Programme Manager
Dereck Francis	Democratic Support Officer
Keith Ireland	Managing Director
Gwyn James	Head of Strategic Transportation
Keren Jones	Service Director - City Economy
Kevin O'Keefe	Director of Governance
Linda Sanders	Strategic Director - People
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**  
No apologies for absence were received.
- 2      **Declarations of interests**  
No declarations of interests were made.
- 3      **Minutes of the previous meeting - 7 February 2017**  
Resolved:  
That the minutes of the meeting held on 7 February 2017 be approved as a correct record and signed by the Chair.

4 **Matters arising**

There were no matters arising from the minutes of the previous meeting.

5 **Revenue Budget Monitoring 2016/17**

Cllr Andrew Johnson presented the report which provided a projection of the likely revenue outturn position for the General Fund and Housing Revenue Accounts, compared with the Council's approved revenue budgets for 2016/17.

Resolved:

1. That the use of £50,000 from the Public Health Early Intervention Team Reserve, specifically set aside from public health grant funding, to fund initial set up and salary costs for Beat the Street Wolverhampton be approved.
2. That the use of £563,000 from the Regeneration Reserve to fund various development works and schemes be approved.
3. That the use of £106,000 from the Local Strategic Partnership Reserve to support the work of the Skills Commission be approved.
4. That the write off of sixteen rechargeable repair accounts totalling £111,675 as detailed in Appendix I to the report be approved.
5. That the write off of four sundry debts totalling £27,832.77 as detailed in Appendix F to the report be approved.
6. That four virements totalling £2.1 million, for transfers within directorates, as detailed in Appendix G to the report be approved.
7. That expenditure budgets within the 2016/17 approved budget as detailed in section 4.2 of the report be set up for grant funded expenditure.
8. That it be noted that the projected outturn for the General Fund for 2016/17 is on target to achieve a net underspend against the budget.
9. That it be noted that projected redundancy costs, including the cost of pension strain, totalling £7.0 million are included in the forecast outturn. The projected costs are subject to change dependent upon the actual redundancies approved by year end. It is anticipated that forecast underspends against the Central Provision for Auto-enrolment and Pay Award costs, in addition to Capital Receipts flexibility announced by the Secretary of State, would offset the cost of redundancies.
10. That it be noted that the Director of Finance had approved the write off 1,073 former HRA tenant rent accounts for 2016/17 that are considered unrecoverable amounting to £760,000 at an average of £708 per account in accordance with the Council's Financial Procedure Rules. Debts from former tenants are written off when there is little prospect of the debt being collected. Wolverhampton Homes Board Resources Committee recommended the formal write off of debts totalling £374,000 on the 14 October 2016 and £386,000 on 20 January 2017.

11. That it be noted that the Director of Finance had approved the write off 1,891 former HRA tenant rechargeable repair accounts totalling £1.3 million covering the period 2010 to 2016 at an average of £695 in accordance with the Council's Financial Procedure Rules. No write off for rechargeable repairs had been undertaken since the recharge policy was relaunched in 2010.
12. That it be noted that 375 council tax accounts totalling £104,548.80 have been approved for write off by Director of Finance in accordance with the Council's Financial Procedure Rules.
13. That it be noted that 25 non-domestic rates accounts totalling £83,524.71 have been approved for write off by Director of Finance in accordance with the Council's Financial Procedure Rules.
14. That it be noted that 52 sundry debt accounts totalling £77,962.45 have been approved for write off by Director of Finance in accordance with the Council's Financial Procedure Rules.
15. That it be noted that 24 housing benefit overpayments totalling £7,714.34 have been approved for write off by the Director of Finance in accordance with the Council's Financial Procedure Rules.
16. That it be noted that a £18.3 million surplus on the Housing Revenue Account (HRA) is projected compared with a budgeted surplus of £15.3 million as shown at Table 8 and in detail at Appendix H to the report. The projected increased surplus of £3.0 million would be used to redeem debt in line with the HRA Business Plan.

6

### **Quarter Three Treasury Management Activity Monitoring**

Cllr Andrew Johnson presented the monitoring and progress report on treasury management activity for the third quarter of 2016/17, in line with the Prudential Indicators approved by Council in March 2016.

Resolved:

1. That the contents of the report and in particular that the Council is continuing to operate within the Prudential and Treasury Management Indicators approved by Council, and also within the requirements set out in the Council's approved Treasury Management Policy Statement for 2016/17 be noted.
2. That it be noted that savings of £1.2 million for the General Fund and £2.4 million for the Housing Revenue Account are forecast from treasury management activities in 2016/17.

7

### **Arterial Routes - Achieving a Consistent Approach to their Maintenance and Development**

Cllr Steve Evans sought approval to implement a programme of highway enhancement works regarding development and maintenance on the Key Route Network (KRN) and other associated routes of high traffic volume to improve the streetscape and status of the city.

Resolved:

1. That the arterial routes highway enhancement work programme to a value of £2.0 million over a two year period from 2017/18 to 2018/19 to enhance the status of the city and improve the streetscape be approved.
2. That the Cabinet Member for City Environment, in consultation with the Service Director City Environment, be authorised to approve through an Individual Executive Decision Notice (IEDN) the detailed programme of works for each route.

- 8 **Police and Crime Commissioner (PCC) Community Safety Allocation**  
Cllr Paul Sweet presented the report which requested approval to delegate the Police Grant Community Fund allocation 2017/18 from the Police and Crime Commissioner (PCC) to Safer Wolverhampton Partnership (SWP) in line with grant conditions, to aid delivery of agreed City-wide crime and community safety objectives. Allocation of the grant for 2017/18 was subject to PCC approval of a fully costed programme of delivery, the details of which were set out in the report.

Resolved:

That the delegation of the Police Grant Community Fund 2017/18 allocation from the Police and Crime Commissioner (PCC) to Safer Wolverhampton Partnership (SWP) for the purposes of delivering against the city's Community Safety and Harm Reduction Strategy 2017-20 be approved.

- 9 **Development of Bantock House Complex**  
Cllr John Reynolds request approval for capital investments at Bantock House Complex. The investment would generate additional income and footfall for the site.

Resolved:

1. That scheme details for the proposed development of Bantock House Complex and Gardens be approved on the basis the associated borrowing would be funded from additional income generated by the café.
2. That it be noted that a capital allocation of £350,000 had been sought as part of the Capital Programme report to Cabinet on 22 February 2017 and Council on 1 March 2017, subject to approval of this report.

- 10 **Exclusion of press and public**

Resolved:

That in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business as they involve the likely disclosure of exempt information falling within the paragraph 3 of Schedule 12A of the Act.

## **Part 2 - exempt items, closed to press and public**

- 11 **Re-Entry - Transitional Payment Plan**  
Cllr Andrew Johnson presented the report on a proposal to approve a transitional payment plan with Re-Entry totalling £336,000 for the period of May 2017 to

September 2018. This was following a change in invoicing arrangements in relation to salary payments made on their behalf by the Council.

Resolved:

That a transitional payment plan with Re-Entry totalling £336,000 for the period of May 2017 to September 2018 be approved.

12

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

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

Resolved:

1. That authority be delegated to the Cabinet Member for City Environment, in consultation with the Strategic Director for Place, to approve the award of a contract for five new compact road sweepers when the evaluation process is complete.
2. That authority be delegated to the Cabinet Member for City Environment, in consultation with the Strategic Director for Place, to approve the award of contracts for the Supply, Installation and Maintenance of Traffic Signals and Associated Equipment when the evaluation process is complete and to extend the current contracts for a period up to three months if required during mobilisation of the new contracts.
3. That authority be delegated to the Cabinet Member for City Environment, in consultation with the Strategic Director for Place to approve the award of a contract for the A449 Stafford Road Resurfacing Works to Tarmac Trading Limited of Portland House, Bickenhill Lane, Solihull, B37 7BQ when the negotiation process is complete.
4. That authority be delegated to the Cabinet Member for City Economy, in consultation with the Strategic Director for Place, to approve the award of a contract for the provision of a Library Management System when the evaluation process is complete.
5. That authority be delegated to the Cabinet Member for Resources, in consultation with the Director of Finance, to approve the award of a contract for Translation and Transcription Managed Services when the evaluation process is complete.
6. That exemption from compliance with Contract Procedure Rules due to national, single supply routes be approved for the following non-contracted spend:
  - i. Genito Urinary Medicine (GUM) and Contraceptive and Sexual Health (CaSH) services - Out of Area Charges
  - ii. Device and Drug Charges – Wolverhampton CCG
  - iii. Water Fluoridation – Public Health EnglandThis exemption is as a result of national legislation and would remain valid until a change in legislation occurs.

7. That the Director of Governance be authorised to execute contracts in respect of the above as required.

13

**Wolverhampton Interchange Programme - Supplemental Agreement**

Cllr John Reynolds requested approval to enter into Supplemental Agreement with the delivery partner for the Wolverhampton Interchange programme. The Programme was strategically important to the Strategic Economic Plan for the City and the wider Black Country. It would deliver a multi-modal transport hub comprising a new train station, multi-storey car park (MSCP) extension and an extended tram connecting to the railway station through a new stop at the bus station. It would also deliver 30,000 sq.m of office, retail and leisure floor space, £80 million of private sector funding and 2,000 jobs.

Resolved:

1. That the Council enter into a Supplemental Agreement with the delivery partners as detailed within the report and authority be delegated to the Cabinet Member for Governance in consultation with the Director of Governance for the execution of the Supplemental Agreement.
2. That authority be delegated to the Cabinet Members for City Economy and Resources in consultation with the Strategic Director Place and Director of Finance to authorise the Council paying the overage sum once determined to the Crown Commission Estate upon receipt of a claim from Neptune.
3. That the Council enter into collateral warranties in relation to the extension and refurbishment of the multi-storey car park and railway station.
4. That the Council enter into a Participation Deed with the Material Change consultees, and authority be delegated to the Director of Governance for the execution of the Participation Deed.

14

**Site Disposal to WV Living for the Delivery of Starter Homes**

Cllr Peter Bilson presented a report seeking approval to declare the Housing Revenue Account site at the rear of Reedham Gardens surplus to requirements and to dispose of the asset to WV Living for the purpose of developing new homes, including Starter Homes. The report also outlined progress made with the Starter Homes scheme for which the Council received an award of grant funding from the Homes and Communities Agency (HCA).

Resolved:

1. That the Housing Revenue Account (HRA) site at the rear of Reedham Gardens (site plan at Appendix 1 to the report) be declared surplus to requirements.
2. That the transfer of the freehold of the site to WV Living for the development of housing to include Starter Homes be approved, subject to a valuation of the site by the District Valuer and a further financial assessment to be reported to WV Living Board.



3. That authority be delegated to the Cabinet Member for Housing and City Assets in conjunction with the Director of Governance to agree the Heads of Terms for the disposal of the site.
4. That it be noted that Corporate Landlord Board agreed that the site at the rear of Reedham Gardens was surplus to requirements at its meeting of 21 September 2016, with a recommendation to dispose of this asset to WV Living, subject to valuation by the District Valuer and approval by Cabinet of the WV Living business case.
5. That it be noted that the site at the rear of Reedham Gardens is a Housing Revenue Account site and is classified as open space. It was included in a Council review of open space in February 2014, refreshed in January 2016. The site was categorised as low quality amenity space with potential for disposal. The Planning Authority had considered a change of use to residential, acceptable in planning policy terms subject to improvements to other local space. A contribution of around £55K would be required for this purpose.
6. That it be noted that WV Living considered the options for the delivery of Starter Homes for all four sites, and only one was considered acceptable at a Board meeting on 23 January 2017. Approval was given in principle for the acquisition of the site at the rear of Reedham Gardens for the development of Housing for Starter Homes, affordable and market sale, subject to certain considerations.
7. That the progress made to date with the Starter Homes project, the associated grant funding, and the timescales for delivery of this project arising from the grant conditions be noted.
8. That it be noted that if Cabinet (Resources) Panel approve the delivery of the Starter Homes scheme on just the one site at Reedham Gardens, the remaining three sites (see table 2.4 of the report) would be retained in the HRA and would be considered for small site development for Council housing.
9. That the name of the Accountable director referred to on the cover of the report be amended by the substitution of 'Lesley Roberts, City Housing' with Kevin O'Keefe, Governance'.

15

**Update on the Procurement of Residential Development of the Former Tower and Fort Works Site, Pelham Street/Ashland Street**

Cllr Peter Bilson outline the salient points of the report which consolidated and updated the recommendations of a number of Cabinet (Resources) Panel reports which had been produced and authorised over a number of years to provide clarity on the authority provided. The report also provided an update following the completion of the land sale process and sought approval of the full funding for the scheme.

Resolved:

1. That the sale of land at the former Tower and Fort Works, Pelham Street/Ashland Street site to Bouygues Development Thomas Vale Limited be approved and the Council enter into a Development Agreement along with associated agreements including deeds of covenant, collateral warranties and transfer relating to disposal of the Council's land and the provision of written consent to any assignments and such other ancillary agreements as may be deemed necessary to execute the sale be approved.
2. That the payment under the Development Agreement to Bouygues Development Thomas Vale Limited in the sum of £2.4 million in relation to the construction of 19 units of Council housing to be funded from the Housing Revenue Account (HRA) be approved.
3. That the transfer of the freehold interest of the land as shown on the plan (edged red) in tranches, minus that planned for 19 Council housing units and in accordance with the Development Agreement be approved.
4. That the expenditure of the public open space receipt of £80,000 from Bouygues Development Thomas Vale Limited to enable the Council to procure the enhancement of the children's playground at Merridale Street West recreational ground be approved.
5. That authority be delegated to the Cabinet Member for City Housing and Assets in consultation with the Director of Finance to appropriate the land for the council housing units from the general fund to the HRA.
6. That it be noted that the addition of one Council housing rent unit, as following further discussions with Highways and Planning, the new proposed site layout would bring a total number of 19 Council units.

16

**City North Gateway - A449, Junction 2 to Springfield Lane**

Cllr Steve Evans sought approval to take forward for consultation an initial draft design for a comprehensive network improvement along the A449, between junction 2 of the M54 and Springfield Lane. The design would address existing operational problems and accommodate future growth. Further detailed design, and ultimately construction would be subject to securing funding.

Resolved:

1. That the network improvement scheme along the A449, between junction 2 of the M54 and Springfield Lane be approved for public consultation.
2. That the appointment of Eurovia Infrastructure Ltd of Horsham for Early Contractor Involvement (ECI) under the Midlands Highway Alliance Medium Scheme Framework be approved.
3. That authority be delegated to the Cabinet Members for City Environment and Resources, in consultation with the Strategic Director for Place and Director of Finance to undertake negotiations for land acquisition or dedication by agreement for small areas of land affected by the scheme.

4. That the placement of orders, not exceeding £100,000 in total, for advance works including but not limited to alterations to statutory undertakers' equipment, subject to grant funding being secured be authorised.
5. That authority be delegated to the Director of Governance to enter into a funding agreement with the Black Country Local Enterprise Partnership in respect of the City North Gateway – A449, J2 to Springfield Lane scheme.
6. That authority be delegated to the Cabinet Member for City Environment, in consultation with the Strategic Director for Place, to approve the award of the works contract for a total estimated contract value of £4.5 million when the evaluation process is complete, subject to grant funding being secured.

17

**Wolverhampton Environment Centre (WEC), Westacre Crescent, Wolverhampton**

Cllr Peter Bilson sought approval to declare part of the Wolverhampton Environment Centre (WEC) site surplus to requirements and to dispose of the site for housing development by WV Living (subject to approval by their Board); to allocate funds for demolition and planning consent and to transfer the remainder of the site for future use and maintenance as part of Smestow Valley Local Nature Reserve.

Resolved:

1. That area (1) of the Wolverhampton Environment Centre (WEC) site (as shown in Appendix 1 to the report) be declared surplus to requirements.
2. That the remainder of the WEC site area (2) be designated as part of the Smestow Valley Local Nature Reserve, subject to statutory requirements, and the site be allocated for future maintenance as public open space by Environmental Services.
3. That the proposal to tender the demolition of the glasshouses on area (1) at an estimated cost of £175,000 be approved.
4. That the proposal to obtain Outline Planning consent for residential use for area (1) at an estimated cost of £6,000, to be funded from the disposals capital programme be approved.
5. That the necessary virements of unallocated resources within the disposals capital programme to create a budget of £175,000 for the demolition be approved.
6. That that the transfer of area (1) would be subject to a requirement that the purchaser would enter into a Section 106 agreement to pay £80,000 to meet the costs of maintenance for ten years of the remainder of the WEC site as part of Smestow Valley Local Nature Reserve.
7. That the disposal of the freehold of area (1) to WV Living at a market value to be determined by the District Valuer for the development of housing, be approved subject to approval by the WV Living Board; and authority be delegated to the Cabinet Member for Housing and City Assets in consultation

with the Director of Finance to approve the details associated with the disposal of the asset.

8. That the re designation of the land at Westacre Crescent, as shown yellow on Plan at Appendix 1 to General Fund Pubic Open Space from Housing Revenue Account, to be managed as open space be approved.
9. That it be noted that the Capital Budget Quarter Three Monitoring 2016/17 report to Council would seek approval to a budget allocation of £205,000 as match funding to draw down European Regional Development Fund (ERDF) Black Country Blue Network bid resources to improve the remainder of the site and incorporate it into Smestow Valley Local Nature Reserve (LNR).
10. That it be noted that the tender acceptance process for the demolition would be considered in the procurement report to Cabinet (Resources) Panel.
11. That it be noted that a further report would be submitted around the further improvements to Smestow Valley Local Nature Reserve as part of the opening of the remainder of the site following the land disposal once the capital receipt for the site is fully known.
12. That it be noted that a report would be submitted to WV Living Board as part of the approvals to agree the Section 111 Agreement and transfer the land to WV Living.

#### 18 **Heath Park Phase 3 Arts Block**

Cllr Clare Darke presented the report on a request by the CLPT to build an Arts Block on a section currently within the Private Finance Initiative (PFI) boundary. The report detailed progress that had occurred following the previous presentation to the Panel to reduce risk to the Council of allowing the request to be fulfilled.

Approval was sought for the Council to enter into a Deed of Variation to amend the PFI boundary at Heath Park to omit a discrete grassed area from the scheme and to Approval is also sought for the Council to incur costs on legal costs to be fully funded by the Academy to fulfil the deed of variation.

Resolved:

1. That the Council enter into a Deed of Variation to the Private Finance Initiative (PFI) Project Agreement for Heath Park and Deansfield Schools to redefine the PFI boundary at the Heath Park site, subject to the receipt of suitable assurances regarding costs incurred.
2. That the Council enter into any other contractual documents including but not limited to variations to the PFI Project Documents necessary to affect the Deed of Variation.
3. That the Council enter into contractual agreements with Central Learning Partnership Trust which would seek to pass any further liability connected to the Deed of Variation to the Academy Trust.

4. That the Council enter into an agreement with Central Learning Partnership Trust requiring the Academy Trust to pay the Council's costs in respect of the Deed of Variation and any other contractual documents.
5. That final approval of the Deed of Variation and the detail in recommendations 1-4 above be delegated to the Cabinet Member for Governance in consultation with Director of Governance.
6. That authority be delegated to the Director of Governance to execute all necessary contract documentation.
7. That an allocation in the capital programme of £150,000, fully funded by Heath Park Academy be approved and this funding by the Academy is to be integrated within legal documentation.
8. That it be noted that the Central Learning Partnership Trust had agreed in principle to meet all associated costs of the redefinition of the PFI boundary which would be followed by the development of the Heath Park Phase 3 Arts Block on that site.
9. That it be noted that the Academy are able to commission a Design and Build contract with the Local Education Partnership using the Council's OJEU Notice.
10. The risks set out in the report be noted.

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# Cabinet (Resources) Panel

## 28 March 2017

<b>Report title</b>	Recruitment and Selection Policy	
<b>Decision designation</b>	AMBER	
<b>Cabinet member with lead responsibility</b>	Cllr Milkinder Jaspal Governance	
<b>Key decision</b>	No	
<b>In forward plan</b>	No	
<b>Wards affected</b>	N/A	
<b>Accountable director</b>	Kevin O'Keefe, Director of Governance	
<b>Originating service</b>	Human Resources	
<b>Accountable employee(s)</b>	Denise Pearce Tel Email	Head of Human Resources 01902 554515 denise.pearce@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	Strategic Executive Board Joint Consultative Panel Equalities Advisory Group	14 March 2017 8 December 2016 14 March 2017

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### Recommendations for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve amendments to the Recruitment and Selection Policy to require that:
  - all interview panel members have undertaken unconscious bias training.
  - all interview panels have at least three-panel members and be gender diverse with any exceptions being agreed with the Head of Human Resources.
  - all interview panel members undertake refresh training on recruitment and selection every three years.

## 1.0 Purpose

- 1.1 To seek Cabinet (Resources) Panel support for the proposed changes to the Recruitment and Selection Policy and Managers Guidance to further support the Council's commitment to recruit, retain and develop employees from a wide range of backgrounds and ensure equality in employment practices.

## 2.0 Background

- 2.1 Although considerable work has been undertaken to develop a diverse workforce, particularly in relation to bringing in younger people through the graduate programme and the apprenticeship scheme, data from the equality monitoring reports indicates that there is an under-representation of black, Asian and minority ethnic (BAME) employees and those with disabilities. The workforce data below shows the profile of the workforce over the period 1 April 2015 to March 16.

	Council		W'ton (Working Age Population)	
	n	%	n	%
White	3270	71.87%	108,268	64%
BAME	1087	23.89%	60,643	36%
Unknown	193	4.24%		

Disability	Council		W'ton (Working Age Population)	
	n	%	n	%
Yes	87	1.91%	24,476	14.49%
No	4250	93.49%	144,435	85.51%
Unknown	209	4.60%		

- 2.2 To make the workforce more diverse so that Council employs the best people to undertake job roles, it has been identified that further steps need to be undertaken.
- 2.3 490 recruiting managers from all levels of the Council attended an unconscious bias workshop during February 2017 to support them to understand and challenge their biases and make them aware of how this can have a negative impact in the decision-making process. This negativity can impact an organisation and its culture and managers need to learn how to develop strategies to reduce the undesirable effects of unconscious biases. This awareness will help to make improvements in decisions being made in the recruitment and selection process and in relation to probation, capability, disciplinary and grievance processes.



### **3.0 Policy**

- 3.1 Following a business review of HR Advice at the end of 2015, the end to end recruitment and selection process was reviewed to streamline the process making it more efficient and effective by minimising the number of handoff between people and systems.
- 3.2 The Recruitment and selection policy and managers guide have been revised to incorporate the changes made to policy and process which include the following:
- Automated invite to interview in real time once a candidate is shortlisted for interview by the recruiting manager
  - Interview scheduling implemented allowing candidates to book an interview slot which is convenient to them
  - All pre-employment forms completed by the successful candidate online
  - Notification of appointment form built into TalentLink
  - Conditional and formal offer letter of appointment generated within TalentLink
  - Interview panel members being recorded within TalentLink
  - Managers guidance and checklist updated on how to undertake eligibility to work checks at interview and retain copies of documentation
  - Reference process updated: internal candidates in the same Directorate reference not required unless recruiting manager requests one; internal candidates moving to another Directorate required to provide one reference and external candidates who have been in the current position for at least three years only require one reference. All safeguarding and legal post will require external candidates to provide two references regardless of length of period in post.
  - Workshops have been delivered to recruiting managers on changes in process
  - Manager Self Service process designed and being piloted to allow managers to upload vacancy and advert details directly in TalentLink.
- 3.3 Point 8.5 of the Policy brings in the requirement to have at least three interview panel members and only in exceptional circumstances an interview panel of two members which must be agreed in advance with the Head of HR. All interview panel members must have undertaken Unconscious Bias training and undertaken recruitment and selection training which must be refreshed every three years.
- 3.4 Point 8.6 of the Policy requires recruiting managers to ensure that the interview panel is gender diverse and endeavour to make the Panel as diverse as possible in terms of the Protected Characteristics introduced by the Equality Act, and especially in terms of race.

### **4.0 Financial implications**

- 4.1 A significant number of recruiting managers received training throughout February. Further externally run workshops are planned to meet demand in the short term. The intention moving forwards is to provide in house training facilitated through a 'train the trainer' programme. The cost of all of this is anticipated to be in the region of £15,000 and will be funded from the £440,000 budget set aside for Corporate Training.  
[GE/15032017]

## **5.0 Legal implications**

- 5.1 The changes in policy further support the Council in its obligations under the Equality Act 2010.  
[TC/14032017/Q]

## **6.0 Equalities implications**

- 6.1 The changes in policy and procedure will support the City of Wolverhampton Council's commitment to eliminate discrimination and develop a diverse, inclusive workforce and reach the 'Achieving' and 'Excellent' status of the Equality Framework for Local Government.

## **7.0 Environmental implications**

- 7.1 There are no environmental implications as a consequence of this policy.

## **8.0 Human resources implications**

- 8.1 Consultation has been undertaken in accordance with HR procedures. The policy supports best practice in employment / Human Resources procedures.

## **9.0 Corporate landlord implications**

- 9.1 This report has no implications for the Council's property portfolio.

## **10.0 Schedule of background papers**

- 10.1 Recruitment Policy

# CITY OF WOLVERHAMPTON C O U N C I L

## Human Resources Policy Framework

### Recruitment and Selection Policy and Procedure

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<b>Approved by:</b>	<i>Cabinet Resources Panel (12.03.2013)</i>
<i>Published:</i>	<i>01.04.2013</i>
<i>Reviewed:</i>	<i>01.12.2016</i>
<i>Review date:</i>	<i>01.12.2017</i>

<b>CONSULTATION</b>		
The following officers and or bodies have been consulted on this policy:		
Officers and or Bodies	From	To
<b>HR</b>	15.01.2013	05.02.2013
<b>CDB</b>	12.12.2012	21.02.2013
<b>SEB</b>	12.12.2012	21.02.2013
<b>PGSS</b>	07.03.2013	
<b>SEB</b>	14.03.2017	
The following Trade Unions have been consulted on this policy		
	From	To
<b>Unison</b>	15.01.2013	31.01.2013
<b>GMB</b>	15.01.2013	31.01.2013
<b>Unite</b>	15.01.2013	31.01.2013
<b>JCP</b>	08.12.2016	

REVIEW LOG			
Date	Version	Comments/Review	Approved by
24.10.2012	0.1	JF	
07.12.2012	0.2	LH	
18.02.2013	0.3	HR moderation	
April 2013	1.0	Publication	
06.06.2013	1.1	Pay Strategy Board	CHRO
01.11.2014	1.2	HR – align with Agresso	
01.12.2016	1.3	Recruitment review	
16.01.2017	1.3	Disability and Age Forum	
16.01.2017	1.3	Race Religion and Belief Forum	
19.01.2017	1.3	LGBT Forum	
25.01.2017	1.3	Gender Maternity and Paternity Forum	

## EQUALITY ANALYSIS

An equality analysis has been carried out on this policy and procedure. Contact HR Advice for a copy. Contact HR on the [Customer Portal](#), by email on [HR.supportdesk@wolverhampton.gov.uk](mailto:HR.supportdesk@wolverhampton.gov.uk) or on 01902 55235 for HR advice.

## ADVICE

Contact HR on the [Customer Portal](#), by email on [HR.supportdesk@wolverhampton.gov.uk](mailto:HR.supportdesk@wolverhampton.gov.uk) or on 01902 55235 for HR advice.

## COMMENTS AND AMENDMENTS

Contact HR on the [Customer Portal](#), by email on [HR.supportdesk@wolverhampton.gov.uk](mailto:HR.supportdesk@wolverhampton.gov.uk) or on 01902 55235 to make any comments or suggest any feedback on this policy.

## DISTRIBUTION

This policy and procedure is placed on the HR intranet for managers and employees to view. Copies will be provided to recognised Trade Unions and managers electronically.

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## **1.0 Policy Statement**

- 1.1 City of Wolverhampton Council (the Council) recognises that its' employees are essential to achieving its strategic objectives and is committed to ensure that all employees within the Council are competent and confident.
- 1.2 The council is committed to ensuring that it recruits from the widest possible field and will appoint on the sole criterion of merit, except where race or sex is a genuine occupational qualification.
- 1.3 Recruitment and Selection has been defined as the process of securing employment of the right person, with the right skills at the right time. The process is governed by extensive legislation, particularly the laws relating to discrimination.
- 1.4 The council reserves the right to review this policy and procedure from time to time in line with statutory procedure and best practice.

## **2.0 Scope**

- 2.1 This policy and procedure applies to all employees of the Council, and shall be followed in respect of all recruitment of individual employees, including employees based in schools i.e. teaching assistants who are not in teaching roles.

## **3.0 Principles**

- 3.1 City of Wolverhampton Council is committed to the following principles, which underpin this policy:
  - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010 on any of the characteristics protected by law.
  - To develop a workforce that is reflects the local labour market and is representative of the citizens of Wolverhampton
  - Ensure that recruitment and selection is carried out in an open and transparent manner and that employees are appointed for their abilities and the role that they will carry out
  - Selection decisions will be carried out using pre-agreed objective criteria required to carry out the job.

## Process and Procedure

### 4.0 When to Recruit

- 4.1 In normal circumstances recruitment will take place when a vacancy or need for temporary cover arises. This occurs for a variety of reasons:
- An employee leaves an existing post
  - An employee decides to job share or reduce hours
  - An employee is sick for a long period
  - An employee takes maternity leave
  - A new post is created
- 4.2 The recruitment must begin as soon as the line manager of the post is notified of any of the above. In most cases, managers can anticipate vacancies and should allow time for a thorough and planned recruitment campaign. To initiate recruitment, the manager will need to send their request to the HR Support desk including the position number, JD/PS, advert details and interview details including panel members.
- 4.3 When a vacancy occurs it is important for the manager to review if there is a continued need for the job. If there is a continuing need the manager should consider whether to make changes to the job, for example, in duties, levels of responsibility, skill needs, location, reporting/management arrangements, car-user status.
- 4.4 If it is decided to make significant changes, a new Job description (JD) and Person Specification (PS) outlining the tasks and responsibilities of the job (see manager's guidance) must be drawn up.
- 4.5 The PS should describe the qualities required to perform in the job in terms of qualifications, skills, experience, personal characteristics and particular attributes needed. The qualities must be objective and care must be exercised not to specify unnecessary qualifications or attributes as these may indirectly discriminate against racial groups, members of one sex, people with disabilities, young or older people. Consideration should be given to how the qualities will be measured at selection stage.
- 4.6 The revised JD & PS must be submitted to HR, together with a structure chart for evaluation. This must be undertaken before advertising/recruitment starts.
- 4.7 During the pre-recruitment stage, managers should also plan the recruitment campaign, including details of advertisement, selection methods and dates and an outline induction for new employees.
- 4.8 The recruitment campaign should also include selection methods which may include assessment centres.

## **5.0 Recruitment/Advertisement**

- 5.1 All vacancies must be considered first for those employee's subject to redeployment. The first step in the recruitment/advertising process is to place the advert details onto the Council's redeployment website so that redeployees can be given first consideration. Only when redeployment is ruled out can the manager recruit from a wider field.
- 5.2 Vacancies should then be advertised internally within the Council via the electronic recruitment system. Posts will not be ringfenced.
- 5.3 If posts remain unfilled and need to be advertised externally, they will be advertised on the WMjobs regional recruitment portal. Only by exception will other media be used.
- 5.4 When planning the recruitment campaign managers should take care not to lengthen the process unduly. Good candidates can be lost.
- 5.5 Human Resources Advisors can help with design, drafting and publication of adverts.
- 5.6 Services are responsible for their own recruitment/advertising costs and budgetary management.

## **6.0 Selection**

- 6.1 Selection is a two-way process. The potential employer and the potential employee both make selection decisions. It is important therefore that applicants are dealt with fairly and courteously at every stage of the recruiting process.
- 6.2 From all applications received, managers should short-list the candidates who best match the person specification, as the aim of the selection is to predict how likely a person is to succeed in a particular job. This prediction will be more successful if it is based on a systematic approach that is fair, unbiased and objective.
- 6.3 HR can advise on the managers previously planned selection methods by suggesting the most appropriate and cost-effective methods for the post.
- 6.4 To be effective, interviews need to be carefully prepared.
- 6.5 Notes must be taken during the interview. These notes will help monitor the effectiveness and fairness of procedures and help if the reasons for appointing or not appointing a particular candidate are challenged.
- 6.5 All documents and notes must be kept for 12 months and then all but those relating to the appointee should be destroyed.



- 6.6 A sound appointment decision can be made if the candidate has been matched against the demands of the job using objective criteria and the person specification and then against other candidates.
- 6.7 Candidates should not be judged until after the final interview is over.
- 6.8 Selections decisions do not have to be made the same day of interviews but any unnecessary delay in communicating decisions could result in loss of the best candidates.
- 6.9 Verbal feedback to all unsuccessful candidates should be offered.
- 6.10 There should be a comprehensive induction programme planned for immediate implementation when the post is taken up.
- 6.11 Further supporting information can be located in the Recruitment and Selection Managers Guide.

## **7.0 Temporary Appointments**

- 7.1 Temporary appointments enable the Council to cover long-term absences, to complete specific projects and to cope with peaks in the volume of work.
- 7.2 As a general rule recruitment to temporary vacancies must be via normal advertising procedures. Wherever possible, temporary vacancies approved for advertisement should be advertised as secondment opportunities to current employees.
- 7.3 If a temporary post subsequently becomes permanent, it must be advertised following normal procedures (including Approval to Advertise). Short-term temporary post holders must **not** be automatically appointed, but may compete with other applicants via a normal recruitment and selection procedure.
- 7.4 Agency staff may be used in specific circumstances and where the above channels are not effective. The use of agency workers may be subject to Councillors and Director approval and must follow the Council's procurement protocols. Where it is decided to use an agency worker then please refer to the agency worker protocol.
- 7.5 If it is necessary to recruit agency staff, the recruiting manager must:
- comply with City of Wolverhampton Council's 'Code of Practice' on the appointment of agency staff and interim managers
  - complete an Approval to Appoint Form with the relevant authorisation
  - ensure agency staff are sourced only from one of the approved agencies (YOO Recruit in the first instance).

- 7.6 Further guidelines for short-term temporary appointments may be found in the agency workers guidance. Please note that they may be superseded by agreed ring-fenced procedures to avoid redundancy or by member- approved procedures from time to time when the budget situation requires.

## **8.0 Roles and Responsibilities**

### **Roles and Responsibilities of Employees**

- 8.1 All employees will be recruited to vacancies by the agreed processes adhered to following this policy and procedure.

### **Roles and Responsibilities of Managers**

- 8.2 Managers have a responsibility to ensure a structured, fair and equitable approach is taken in all steps of the recruitment and selection process. This will ensure that a means is provided to justify a recruitment decision particularly in the event of challenge.
- 8.3 Managers must ensure that this policy is applied within their own area. Any queries on the application or interpretation of this policy must be discussed with the Human Resources team.
- 8.4 Managers are required to adhere to the Equality Act 2010 and should ensure that recruitment and selection decisions are carried out based on objective criteria which do not disadvantage any of the characteristics protected by law.
- 8.5 There should be at least three panel members on an interview Panel (only in exceptional circumstances should there be two Panel members which must be agreed with the Head of HR in advance). All Panel members must have undertaken unconscious bias training and undertaken recruitment and selection training which has to be refreshed every three years.
- 8.6 Managers must ensure that an interview Panel is gender diverse and if possible be diverse in terms of other protected characteristics under the Equality Act 2010 especially in terms of race

### **Roles and Responsibilities of HR**

- 8.6 Human Resources team has the responsibility for ensuring the communication, maintenance, regular review and updating of this policy.
- 8.7 Human Resources are responsible for the monitoring of recruitment and selection decisions to ensure that Wolverhampton City Council's obligations under the Equality Act 2010 are adhered to.
- 8.8 The Human Resources team will support managers in managing issues arising from the implementation of this policy.

## **Role and Responsibility of Head of HR**

- 8.9 In consultation with the recognised Trade Unions, the Head of HR will exercise delegated authority for and be responsible for the on-going review and updating of this Policy to ensure compliance with changes in statutory requirements and operational delivery, including responsibility for identifying the appropriate process for the regular evaluation of the effectiveness of this policy. Any fundamental changes to this policy will be brought before the Resources Panel for approval.

## **Roles and Responsibilities of Trade Unions**

- 8.10 Any review and revisions of this policy will be undertaken by HR in consultation with the Council's recognised trade unions.

## **9.0 Monitoring and Review**

- 9.1 The Recruitment and Selection policy and procedure will be reviewed and updated annually and be available to managers and employees via the HR intranet.

## **10.0 Links to other Policies and Procedures**

- Equality and Diversity(Employment) policy
- Job Carving policy
- Redeployment policy
- Agency workers protocol

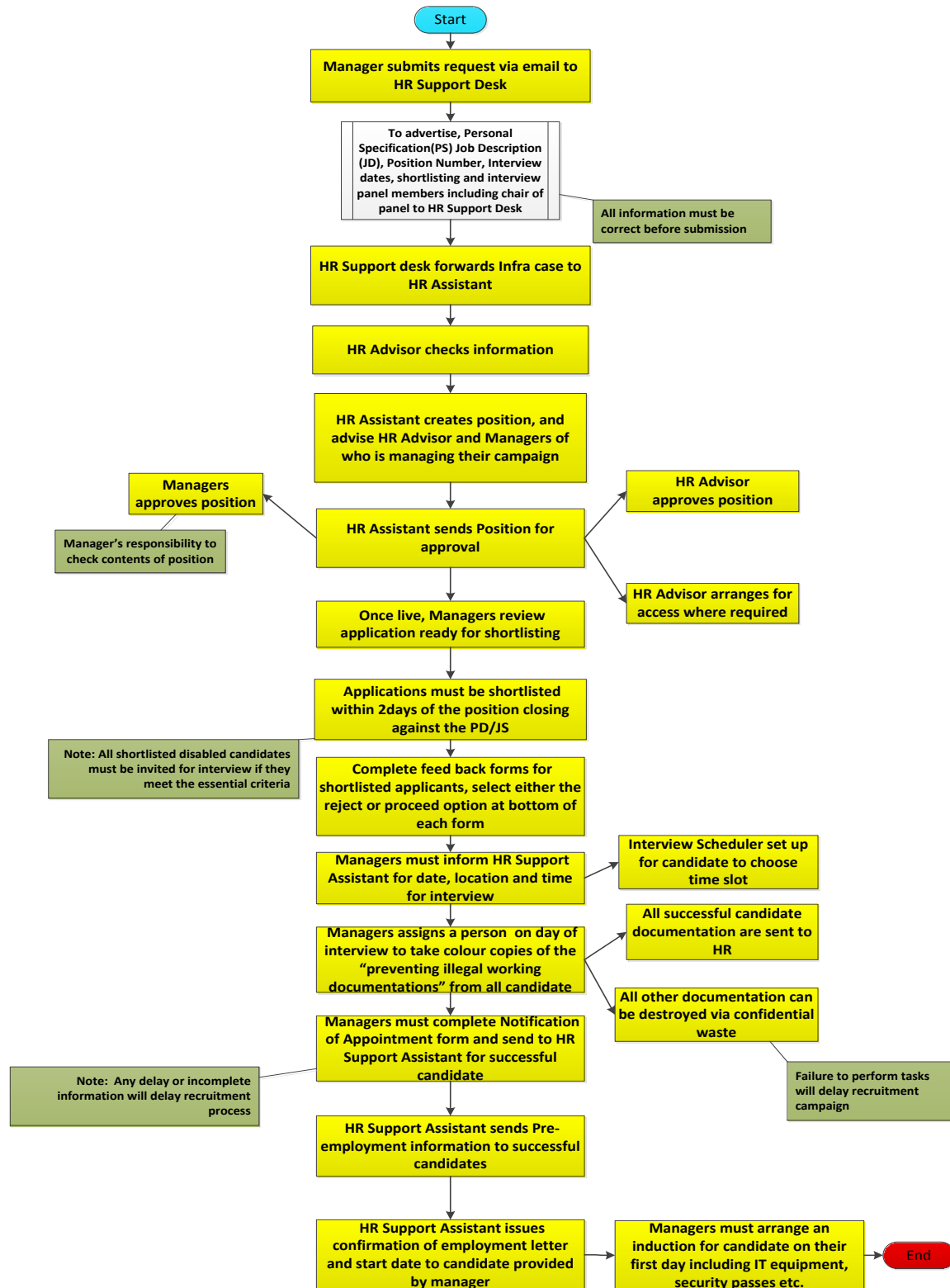
## **11.0 Equality**

- 11.1 An Equality Analysis has been carried out on this policy and procedure.
- 11.2 The Council has a duty to monitor the application of the policy in relation to protected characteristics under the Equality Act 2010. This is reported annually in the Council's Equality Monitoring Report.
- 11.3 If any aspect of the recruitment and selection procedures causes you difficulty on account of any disability that you may have, or if you need assistance because English is not your first language, you should raise this issue with HR, who will make appropriate arrangements.

# Recruitment and Selection Process Chart

## Appendix 1

### Recruitment



## **Glossary**

### **Agency Worker**

An agency worker is a worker employed by an agency and is used for a short period of time. Agencies also source interim consultants and self employed contractors on behalf of WCC.

### **Candidate**

An applicant who has been shortlisted for interview or assessment for a particular vacancy.

### **DBS**

Disclosure and Barring Service check – this applies to employees who are required to work with children and adults in a vulnerable situation.

### **Job Carving**

Job Carving is a way of splitting the duties of jobs to ensure the most suitable person carries out each task. It is a flexible way of managing a workforce, which allows managers to utilise their employee's skills in the most productive way whilst enabling people with a disability to make a valuable contribution to the work place.

### **Job Description**

A job description is a list that highlights general tasks, or functions, and responsibilities of a position.

### **Structure Change**

A structure change occurs when there is an identification of a change required to the approved staffing establishment and the appropriate process and authorisation requirements in accordance with:

- Re-structure or disestablishment of organisation unit(s)
- Re-title of organisation unit
- Establishment of new position
- Reclassification of position
- Deletion of a position
- Transfer of position between organisation units
- Modification of Position status/location

## **Redeployment**

Redeployment happens when an employee moves from one job position to another within the same organisation as a result of being unable to fulfil the requirements of their substantive post because of illness, disability or risk of redundancy.



# Cabinet (Resources) Panel

## 28 March 2017

<b>Report title</b>	Collection & Debt Strategy	
<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>	Mark Taylor, Director of Finance	
<b>Originating service</b>	Revenues and Benefits	
<b>Accountable employee(s)</b>	Sue Martin Tel Email	Head of Revenues and Benefits 01902 554772 <a href="mailto:sue.martin@wolverhampton.gov.uk">sue.martin@wolverhampton.gov.uk</a>
<b>Report has been considered by</b>	Strategic Executive Board Corporate Directorate Leadership Team	6 March 2017 27 February 2017

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### Recommendations for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve the draft collection and debt strategy.

## **1. Purpose**

- 1.1. To seek approval from Cabinet (Resources) Panel to an integrated collection and debt strategy that will be followed in respect of all council tax, business rates and sundry debt and is included as appendix 1.

## **2. Background**

- 1.1. The City of Wolverhampton Council has a duty to ensure that all revenue owed is collected efficiently and effectively for the benefit of all Council taxpayers.
- 1.2. The creation of the recovery team, within the Revenues and Benefits service area, has led to a review of the approach taken corporately in the collection of amounts due to the authority and a review of the way debts are managed.

## **3. Key principles of the strategy**

- 1.3. This strategy responds to the rising level of indebtedness; the impact of welfare reform; and the increased pressure on the Council with reduced central government funding.
- 1.4. Citizens Advice and service teams across the Council have been consulted in developing the strategy.
- 1.5. It aims to minimise the uncertainty of payments and increase amounts paid, thereby reducing levels of arrears and bad debt provision.
- 1.6. It will promote efficient and accurate billing when payment is not available in advance of a service being provided, whilst promoting the most cost effective method of payment, direct debit.
- 1.7. Where payment is not forthcoming, there will be consistent principles followed when negotiating repayment; prompt action in seeking to recover amounts due and all enforcement options actively pursued.
- 1.8. Careful consideration will be given, and appropriate advice sought, where vulnerability and/or financial difficulties are identified, signposting to external advice agencies when required.
- 1.9. The impact and effectiveness of the strategy will be monitored through increased collection levels; reduced arrears and bad debt provision; lower levels of amounts written off; and reviewing any complaints received in respect of the approach followed and whether there are any equality related issues raised.



#### **4. Financial implications**

- 4.1 The City of Wolverhampton Council has a duty to ensure that all revenue owed is collected efficiently and effectively for the benefit of all council taxpayers. The Collection and Debt Strategy promotes a cost effective approach to the recovery of debts which aims to improve collection and recovery performance, ensuring that it is at the highest possible rate.
- 4.2 In the instance that debts are irrecoverable, debts will be written off in accordance with the Council's Financial Procedure rules.  
[MH/01032017/P]

#### **5. Legal implications**

- 1.1 Recovery of amounts owed to the Council will be pursued in accordance with the following legislation:
- Local Government Finance Act 1992 and associated regulations, with the collection empowered by the Council Tax (Administration & Enforcement) Regulations 1992.
  - Local Government Finance Act 1988, and the collection empowered by the National Non Domestic (Collection & Enforcement) (Local Lists) Regulations 1989.
  - Housing Benefit (General) Regulations 2006 and section 75(7) of the Social Security Administration Act 1992.
  - Care Act 2014.
- [AW/21022017/Y]

#### **6. Equalities implications**

- 1.1. A stage one initial equality analysis has been completed. No equality implications were identified and a full analysis is not required. Equalities considerations will be included in the monitoring of the policy to ensure that it is one that will be able to demonstrate that the approach taken is applied fairly and equally. In this way Councillors can be confident that the approach will meet the requirements of the Public Sector Equality Duty as established by the Equality Act.

#### **7. Environmental implications**

- 1.10. None.

#### **8. Human resources implications**

- 1.11. None.

**9. Corporate landlord implications**

- 1.12. Where leases are entered into with the council, i.e. leasing of council owned premises, these will make specific reference to the late or non-payment of invoices. The approach followed will be in accordance with the individual lease.

**10. Background papers**

- 10.1. None

**CITY OF  
WOLVERHAMPTON  
COUNCIL**

**Collection and Debt Strategy**

DRAFT

**What's in the strategy**

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Effective Revenue Collection .....	2
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Debt Recovery .....	4
Vulnerable People.....	5
Working with Advice Agencies .....	5
Options for recovery exhausted .....	6
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## **1.0 Introduction**

- 1.1. The City of Wolverhampton Council has a duty to ensure that all revenue owed is collected efficiently and effectively for the benefit of all council taxpayers. Whilst striving to continually improve collection and recovery performance, we recognise that some people do not pay their debts for a variety of reasons. This may include poverty or other financial hardship, which we will endeavour to balance against our duty to collect.
- 1.2. This strategy aligns to the corporate priority to be a confident, capable council, ensuring we have efficient processes for a customer service focussed organisation. In terms of collecting and recovering income our approach is to be firm but fair with our customers.
- 1.3. Whilst we will encourage customer contact and provide support where possible, we will also be proactive in our attempts to collect debts and take relevant enforcement action.

## **2.0 Purpose and principles of the Strategy**

- 2.1. The purpose of this strategy is:
  - to use cost effective and fair collection and recovery practices in the pursuance of all debts, ensuring that those with the means to pay do;
  - to have a single approach to managing multiple debts;
  - to provide a professional, consistent and timely approach to recovery action;
  - to fully consider our customers' circumstances and their ability to pay; so we can distinguish between the customer who won't pay and the customer who genuinely can't pay.
  - to improve the levels of income collected and reduce levels of arrears, bad debt provision and write offs.
  - to ensure that debts are managed in accordance with legislative provisions and best practice.
- 2.2. The principle of this strategy is to ensure:
  - we obtain advance payments for services to reduce invoices being raised;
  - we are more effective and responsive to our customers to avoid enforcement action being necessary;
  - we are approachable, so that customers will be more willing to make contact at an early stage when they first face difficulties;
  - we identify deliberate non-payers or customers who delay payment;
  - we enable customers to come to realistic payment agreements appropriate to their circumstances;
  - we only take enforcement action when it is appropriate and effective; and
  - we treat individuals consistently and fairly, regardless of age, sex, gender, disability and sexual orientation and to ensure that individual's rights under Data Protection and Human Rights legislation are protected.

### **3.0 Legislative Framework**

- 3.1. Council Tax is governed within the Local Government Finance Act 1992 and associated regulations, with the collection empowered by the Council Tax (Administration & Enforcement) Regulations 1992.
- 3.2. National Non Domestic Rates (Business Rates) is governed within the Local Government Finance Act 1988, and the collection empowered by the National Non Domestic (Collection & Enforcement) (Local Lists) Regulations 1989.
- 3.3. The administration and collection of Housing Benefits is covered by the Housing Benefit (General) Regulations 2006. The power to register an overpayment as a County Court Judgment is listed in section 75(7) of the Social Security Administration Act 1992.
- 3.4. Adult Social Care fees and charges are considered in accordance with the Care Act 2014.
- 3.5. All other debts owing to the Council, such as meals on wheels, Telecare, licensing, commercial rent and planning fees will be collected in accordance to the type of debt and whether any provision is detailed within their agreement with the Council. On certain debts, late payment fees may be added; interest may be charged and costs incurred. This will be in accordance with the council charging framework on late payments.

### **4.0 Effective Revenue Collection**

- 4.1. Where possible, payment should be obtained in advance of providing services or raising invoices for goods. This helps to minimise the uncertainty of payment and the need to recover amounts due.
- 4.2. Requests for payment are to be issued promptly and accurately, showing clearly why payment is required, when and how to pay, with the consequences of non-payment explained. Information will be available in an accessible format through different formats or through translation and interpretation services, for example British Sign Language.
- 4.3. We will promote entitlement to benefits, discounts, reductions and discretionary awards to ensure the correct amount is being charged and to alleviate debt.
- 4.4. We recognise the need to make it as easy as possible for our customers to pay their bills. In order to reduce costs direct debt will be promoted as the preferred method of payment, as the cheapest payment method to administer.
- 4.5. Action to recover unpaid amounts will commence promptly to avoid the build-up of arrears, especially when customers are deliberately delaying and not paying their debts.

- 4.6. Where customers are having difficulties in paying, they will be encouraged to contact us as early as possible. We will analyse the reasons for the difficulties and show understanding in our response. If having analysed the relevant issues, we find that our approach is putting a disabled customer at a disadvantage we will make all reasonable adjustments to remove this disadvantage.
- 4.7. Enquiries will be dealt with promptly and courteously.
- 4.8. We will be proactive in identifying vulnerable persons and customers experiencing financial difficulties. We will provide them with advice to assist them in meeting their financial obligation and signpost them to advice agencies where needed.
- 4.9. Where the customer is willing to provide information about their personal and financial circumstance we will take this into account in determining the enforcement action to be taken, and in agreeing any payment arrangement. The customer's previous history in paying sums due will also be considered, together with any equality related reasons so that Council debts are recovered fairly.

## **5.0 Arrangements for repayment**

- 5.1. Whilst all bills should be paid promptly as due, it is recognised that there can be genuine difficulty in making payments.
- 5.2. Consideration will be given to entering into an individual payment arrangement based on the customer's personal circumstances. As much financial information as possible will be sought in order to make the best assessment of their ability to pay and reach a realistic and sustainable payment arrangement.
- 5.3. We will seek to utilise different methods of communication to ensure that the most appropriate method is available and utilised.
- 5.4. In accordance with good debt management practice we will expect the customer to undertake to pay priority debts in preference to other debts. Priority debts are those that if not paid give the creditor the right to deprive the client of their home, liberty or essential goods and services.
- 5.5. The principles that will be followed in determining repayment arrangements are:
  - 1) We will seek repayment of all outstanding arrears immediately, and in all instances before the end of the financial year;
  - 2) Payment arrangements extending beyond the end of the financial year should only be made in exceptional circumstances following a detailed assessment of the customer's ability to pay;
  - 3) Repayment should commence promptly and the first payment of any payment arrangement should normally be payable within no more than one month of the agreement being reached;
  - 4) Where liability is on-going any arrangement will require payments to be over and above the on-going monthly liability, except in the most exceptional circumstances;

- 5) Where a payment arrangement is accepted at less than the rate at which liability is accruing, the arrangement should be for a maximum of three months, but may be extended further following review.
- 6) Repayment of current year debts should be given priority except where this would conflict with arrangements already in place for previous years' debts;
- 7) Payment arrangements should not normally be for less than could be obtained by other options available, such as: attachment of earnings or deductions from benefits, unless there are extenuating circumstances;
- 8) Payment arrangements in respect of local taxes and Business Improvement District (BID) levies should be made on the basis that we will progress enforcement action to the point of obtaining a liability order from the Magistrates' Court;
- 9) Payment arrangements should be refused where it is considered that entering into an arrangement may jeopardise the likelihood of recovering payment in full (e.g. if there is a risk the customer will be declared insolvent);
- 10) Payment arrangements may be refused where the customer appears to have sufficient assets which could be realised to pay the debt but the customer is unwilling to take steps to realise the assets.

5.6. It is recognised that customers may occasionally make unrealistic offers of payment that they cannot afford. Where we have reason to believe that an offer of repayment is unrealistic further information will be sought in order to agree an affordable rate of repayment.

5.7. Arrangements to pay arrears will be monitored on a regular basis so that consideration of changes in customer's circumstances can be considered with the aim of increasing the amounts being repaid.

## **6.0 Debt Recovery**

6.1. Prompt action will be taken when a payment becomes overdue to remind the customer of the requirement to make a payment, informing them of the consequences of not paying.

6.2. Where costs are incurred by us, the customer should be responsible for paying the full cost incurred to recover the amount.

6.3. Due to the volume of amounts payable, we will use automated processes to progress the recovery of sums due, other than a charge raised within the meaning of the Care Act 2014. When a customer contacts us in response to enforcement action we will consider each case individually.

6.4. We will establish timely and vigorous processes for the recovery of overdue sums and will start to recover unpaid debt promptly when a payment becomes overdue or an instalment plan or payment arrangement is not maintained. We will be stringent in recovering overdue amounts from persistent non-payers and late-payers.

6.5. In pursuing the payment of overdue sums, we may utilise any and all legal methods available. Enforcement actions used in each case will be on an escalating basis.



- 6.6. The use of enforcement agents will be in accordance with the code of practise and will take into account the Ministry of Justice – Taking Control of Goods: National Standards.
- 6.7. The following enforcement actions will be considered on an individual basis and will only be used when we feel that the proposed remedy is a fair and proportionate action bearing in mind the individual circumstances of the case:
- 1) An application to have the customer declared bankrupt or for other forms of insolvency;
  - 2) An application to register a charge against a property or to apply for the sale of a property against which a charge is registered;
  - 3) An application to have the customer committed to prison.

## **7.0 Vulnerable People**

- 7.1. We recognise that some members of the community may be considered vulnerable and, therefore, require additional support in dealing with their financial affairs.
- 7.2. Vulnerability does not mean that a person will not be required to pay amounts they are legally obliged to pay.
- 7.3. The cause of vulnerability may be temporary or may be permanent in nature and the degree of vulnerability will vary widely.
- 7.4. Whilst there are several characteristics which a person may have that others may automatically consider them to be vulnerable, each case should be considered on an individual basis taking into account all relevant factors.
- 7.5. We will inform the Council's People Directorate of any concerns regarding the customer's safety or welfare in accordance with the multi-agency policy & procedures for the protection of adults with care & support needs in the West Midlands.
- 7.6. We recognise that organisations communicate in ways that are difficult for some people to understand. This could either be through the terms used to describe the customer's circumstances and the Council's requirements; or by the way this information is presented (format or language). Where this is the case we will do all that is reasonable and lawful to remove these difficulties. In doing this we believe the Council will operate fairly and collect debts more efficiently.

## **8.0 Working with Advice Agencies**

- 8.1. We will seek to work in partnership with local advice agencies and refer people who appear to have complex benefit or money advice problems.
- 8.2. When we are taking legal action, we will include information about advice agencies and the services they offer.

- 8.3. When assessing a person's financial situation an income and expenditure form replicating the form used by the Citizens Advice will be used and expenditure declared will be measured against the standard financial statement. This will ensure a consistent approach is taken to assessing a person's financial circumstances using a widely recognised methodology.
- 8.4. Advice agencies will be provided with an email address and telephone number on which to contact the relevant service so that issues can be taken up and resolved quickly.
- 8.5. We will comply with the "Collection of council tax arrears good practice protocol" published by Citizens Advice in 2013 and will endeavour to meet subsequent iterations of the protocol.

## **9.0 Options for recovery exhausted**

- 9.1. Whilst we will make every effort to pursue outstanding debts, it is recognised that in some circumstances some amounts are not recoverable. Good practice dictates that where they are irrecoverable, prompt and regular write-off should be undertaken. This will be undertaken in accordance with the Council Constitution Financial Procedure rules and the approach to bad debt write offs.
- 9.2. When proposing that a debt is to be written off, demonstration that one or more of the following conditions have been met:
- Legal action is unlikely to be successful;
  - The debt is not recoverable for legal reasons e.g. statute barred debt;
  - The customer is deceased and there are no funds available within the estate;
  - There is no trace of the customer;
  - Legal recovery would cost more than the outstanding debt;
  - The customer is insolvent and there is little likelihood of a dividend;
  - The circumstances of a particular case makes recovery from an infirm or elderly customer unreasonable; or
  - The debt has been remitted by the Court.
- 9.3. We reserve the right to reinstate, within statutory deadlines, any debt where it becomes apparent the circumstances for write-off are no longer applicable, for example the customer is traced / funds become available.

## **10.0 Links to other policies**

- 10.1. Enforcement Agent code of practise
- 10.2. Charging policy – late payment fees
- 10.3. Multi-agency policy & procedures for the protection of adults with care & support needs in the West Midlands
- 10.4. Council Constitution Financial Procedure rules

10.5. Equal Opportunity Statement

10.6. City of Wolverhampton Council Interpretation, Translation and Transcription Guidelines

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## Cabinet (Resources) Panel

28 March 2017

<b>Report title</b>	Relocation Policy Review	
<b>Decision designation</b>	AMBER	
<b>Cabinet member with lead responsibility</b>	Councillor Milkinder Jaspal 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>	Human Resources	
<b>Accountable employee(s)</b>	Denise Pearce Tel Email	Head of Human Resources 01902 554515 Denise.Pearce@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	Strategic Executive Board Joint Consultative Panel Members	28 February 2017 09 March 2017

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### Recommendations for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve the suggested changes to the Council's current relocation scheme which is offered to new employees moving to Wolverhampton as a direct consequence of securing employment with the Council.

## **1.0 Purpose**

- 1.1 The purpose of this note is to outline suggested changes to the Council's current relocation scheme which is offered to new employees moving to Wolverhampton as a direct consequence of securing employment with the Council.

## **2.0 Background**

- 2.1 The relocation scheme is designed to reduce the stress linked to starting a new job and at the same time having to change living arrangements. It provides assistance to employees with the costs of moving home and paying for temporary accommodation and travel if they live outside of the area.

The scheme presently is rarely advertised and infrequently used. HR reviewed the scheme and, by using other councils' relocation schemes for benchmarking, suggested several changes. The aim is to make a scheme that is reasonable but attractive which will assist us to appoint to roles that are difficult to fill.

## **3.0 Progress, options, discussion, etc.**

- 3.1 Proposed changes, following the review:

### Conditions

1. Expenses are only payable where the scheme has been advertised with the post. Currently, all new employees moving to the area are eligible to benefit from the scheme, however, by limiting it to certain posts the Council will have better control over how the scheme is utilised. The scheme can be advertised with specific difficult-to-fill posts, thereby making them more desirable.
2. Employees must live a distance of at least 30 miles away, rather than 15 miles. This distance was decided upon by benchmarking with other councils' policies, which ranged between distances of 25 and 40 miles.
3. A limit of £8,000 is placed on the scheme. Currently, the scheme has no overall limit and employees can claim up to any amount. The amount was decided upon by benchmarking with other councils' policies.
4. The rate of repayment should the employee leave the Council within two years is simplified following the example of other councils. Currently, the employee is required to pay back the full value of the relocation allowances received minus 1/24 for each complete month worked up to the date employment ended. The repayment plan could be simplified into the following:

Period of service	Amount to be repaid (as % of total
-------------------	------------------------------------

	<b>expenses)</b>
Leaving 0-6 months from date of expenses paid	100%
Leaving 7-12 months from date of expenses paid	50%
Leaving 13-18 months from date of expenses paid	25%
Leaving 19-24 months from date of expenses paid	Reducing from 25% by one-sixth of 25% for each completed month up to 24 months

It is also made clear that repayment will not be required if the reason for termination of the employee's employment is redundancy, not including voluntary redundancy.

#### Temporary Lodging

5. The scheme offers travel and subsistence expenses for up to three weekends for the purpose of house hunting, rather than offering 3 days special leave. This is in-keeping with other councils' policies.
6. The scheme offers full reimbursement of expenses for temporary accommodation as part of the overall £8000 limit. Currently, the scheme only offers an allowance for lodging equal to £66.65 per week. This change is proposed to increase flexibility and convenience for the employee.
7. The period for which allowances for lodging are payable is reduced from 39 weeks to 26 weeks on account of benchmarking.

#### Allowance for travel from existing residence

8. The period for which allowances for travel from existing residence are payable is reduced from 39 weeks to 26 weeks on account of benchmarking.
9. Mileage expenses will be reimbursed based on appropriate rates, rather than offering reimbursement solely for rail fare.

#### Allowance for removal and storage

10. When obtaining quotes from removal and storage contractors as is the current practice, the employee is required to obtain at least one of these quotes from a firm which has an office or branch in Wolverhampton.

#### Loan Arrangements

11. The current arrangement that the Council will grant a loan equal to the expenditure incurred in any of the above areas in excess of the allowances, is removed. The research carried out showed no evidence of other councils offering such arrangement.

Other

12. A new policy statement is added to give a better introduction to the scope and purpose of the policy.

13. The relevant forms have been reformatted to reflect changes and improve ease of use.

14. Authorisation of payments is made the responsibility of the Head of Human Resources or a nominee.

#### **4.0 Financial implications**

4.1 The cost of each relocation package is up to a maximum of £8,000 per post. The costs will be met from the revenue budget of the recruiting service. It will be the responsibility of the recruiting manager to ensure that adequate budget is available to meet any relocation costs before the post is advertised.  
[CN/14032017/R]

#### **5.0 Legal implications**

5.1 There are no legal implications.  
[TS/17032017/R]

#### **6.0 Equalities implications**

6.1 An Equalities Analysis has been done for this policy.

#### **7.0 Environmental implications**

7.1 There are no environmental implications.

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

8.1 There are no Human Resources implications.

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

9.1 There are no corporate landlord implications.

#### **10.0 Schedule of background papers**

10.1 Relocation Allowances Scheme, 2007  
Strategic Executive Board (SEB) Briefing Note, 28/02/2017



# CITY OF WOLVERHAMPTON C O U N C I L

## Human Resources Policy Framework

### Relocation Policy

<b>Approved by:</b>	
Published:	
Review date:	

CONSULTATION		
The following officer and or bodies have been consulted on this policy:		
Officers and or Bodies	From	To
<b>SEB</b>	28/02/17	28/02/17
<b>HR</b>		
The following Trade Unions have been consulted on the policy		
	From	To
<b>Unison</b>		
<b>GMB</b>		
<b>Unite</b>		

REVIEW LOG			
Date	Version	Comments/Review	Approved by

ADVICE
Contact HR on 01902 552345 or email <a href="mailto:HR.supportdesk@wolverhampton.gov.uk">HR.supportdesk@wolverhampton.gov.uk</a> for HR advice. Contact Occupational Health on 01902 554059

FEEDBACK

Contact HR on 01902 552345 or email  
[HR.supportdesk@wolverhampton.gov.uk](mailto:HR.supportdesk@wolverhampton.gov.uk) to provide feedback on this policy.

## Development and Review of Human Resources Policies

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4.0	Allowance for travel from existing residence to Wolverhampton	4
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7.0	Allowance for travel from old home to new home	5
8.0	Incidental expenses incurred in removing residence	5
9.0	Tax Relief	5
10.0	Equality	6

## 1.0 Policy Statement

- 2.1 The employee must be appointed to a post for which relocation expenses were **advertised as being payable**, and the removal must be as a direct consequence of the appointment to the post.
- 2.2 The household must be removed from a location, which is at a distance of **thirty miles** or more miles measured from the centre of Wolverhampton. Removal must be to **within the City boundary**.
- 2.3 The maximum amount claimable under this scheme is **£8,000**.
- 2.4 An employee must remove household within **one year** of the date of appointment. If removal has not taken place at the end of that period of time, entitlement to the aforementioned allowances shall be lost and any monies which may have already been paid in respect of them shall become repayable to The City of Wolverhampton Council.
- 2.5 Employees will be offered relocation assistance only if they agree to repay some, or all, of the amount given by the organisation in the event that their employment terminates for whatever reason within two years from the date of payment of the relocation expenses. Those offered relocation assistance will be required to sign an agreement to this effect. The amount payable is reduced proportionally and is as follows:

Period of service	Amount to be repaid (as % of total expenses)
Leaving 0-6 months from date of expenses paid	100%
Leaving 7-12 months from date of expenses paid	50%
Leaving 13-18 months from date of expenses paid	25%
Leaving 19-24 months from date of expenses paid	Reducing from 25% by one-sixth of 25% for each completed month up to 24 months

Repayment will not, however, be required if the reason for termination of the employee's employment is redundancy. This does not include voluntary redundancy.

- 2.6 Claims must be made within **6 months** of the date of appointment.
- 2.7 All claims will be checked and payments authorised by the Head of Human Resources or a nominee.

### **3. Allowance for lodging and home visits**

- 3.1 The allowance is payable to new employees who are unable to establish a permanent place of residence near to the new place of employment immediately, and wish to take up temporary lodgings.
- 3.2 Temporary accommodation must be located within the City boundary. The employee must be able to show that he/she is maintaining a household at least **thirty miles** outside the City boundary.
- 3.3 Travel and subsistence expenses are payable for up to three weekends for the purpose of seeking permanent accommodation in Wolverhampton.
- 3.4 The allowance consists of the following elements:-
  - i) Temporary hotel, bed and breakfast or temporary rental accommodation will be allowed up to a maximum of 26 weeks.
  - ii) An allowance for home visits, equal to the cost of second-class return rail fare, to enable an employee to visit his/her family once every two weeks at the residence from which removal is to take place, or actual mileage expenses at appropriate rates.
- 3.5 The allowance is payable for a period **not exceeding 26 weeks**, counting from the commencement date. Proof of payment must be provided.

### **4. Allowance for travel from existing residence to Wolverhampton**

- 4.1 As an alternative to seeking temporary lodgings, an employee may elect to travel from his/her old home to the new place of work, pending removal to Wolverhampton. If this option is chosen, an allowance is payable to defray the additional cost of travelling.
- 4.2 The allowance is payable for a period **not exceeding 26 weeks**, counting from the commencement date, and is equal to the difference between the cost of travelling from home to the previous place of employment and the cost of travelling from home to Wolverhampton, based upon second-class rail fare and/or bus fares or actual mileage expenses at appropriate rates. Proof of second-class rail fare and / or bus fares should be provided.

### **5. Allowance for removal and storage**

- 5.1 A quotation must be obtained from each of three different removal contractors and, if items are to be stored, from each of three different storage contractors. If contractors can be found offering both a removal and storage service, two all-inclusive quotations may be obtained from these. One of the quotes must be from a firm which has an office or branch in Wolverhampton. The Council will only reimburse in respect of the lowest priced quotations. The element for storage of household effects will only be paid for a period not exceeding three months.

**6. Legal, estate agent and surveyor fees incurred in the sale and/or purchase of a house on removal to Wolverhampton.**

- 6.1 Legal, estate agent and surveyor fees will be reimbursed by the Council. The original invoices must show a VAT registration number as be presented to Human Resources.

**7. Allowance for travel from old home to new home**

- 7.1 The allowance is payable to cover the cost of travelling, at the rate of second-class single rail fare, or actual mileage expenses at appropriate rates, for an employee on the day of removal from the former place of residence to the new place of residence in Wolverhampton. Proof of second-class rail fare and / or bus fares should be provided.

**8. Incidental expenses incurred in removing residence**

- 8.1 An allowance is payable for incidental expenses incurred in removing residence. These expenses may include replacement and/or alteration of carpets and curtains, replacement and/or installation of gas/electrical appliances and fittings and connection of telephone, but exclude, for example, expenditure on new central heating systems, bathroom suites and fitted kitchens.

**9. Tax Relief**

- 9.1 In order to qualify for tax relief up to £8000 the relocation expenses must normally be incurred or the benefits provided before the end of the year of assessment following the one in which the employee starts the new job. The time limit may be extended by the Inland Revenue in exceptional circumstances, e.g. an employee has problems selling the old home.
- 9.2 Tax and National Insurance Contributions will be deducted at source for any re-location payments above £8000 or not claimed within the time limit detailed above. It should be noted that the £8000 limit is not an annual amount but covers the period in which allowances are claimed which may span over two tax years.

**10. Equality**

- 10.1 An Equality Analysis is available on this policy.

- 10.2 If any aspect of the relocation policy and procedure causes you difficulty on account of any disability that you may have, or if you need assistance because English is not your first language, you should raise this issue with HR, who will make appropriate arrangements.

Appendix 1

**City of Wolverhampton Council**

**Scheme of Relocation Allowances Agreement**

I \_\_\_\_\_ hereby confirm that I will be moving into the city boundary as a consequence of an offer of employment by the City of Wolverhampton Council.

My employment commenced on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ from which date I will undertake to remove household within one year in order to receive allowances for removal and storage, legal and estate agent fees, disturbance/re-settlement expenses and for travel to new home on the day of removal, otherwise my entitlement to these allowances shall be lost and any monies which may have been paid in respect of them shall be re-payable to the City of Wolverhampton Council.

If, having benefitted from the scheme, I leave the employment of the Council on my own volition within two years of the above commencement date I will repay the relevant amount outlined in the policy.

Signed	_____
Service Area	_____
Date	_____

Appendix 2

**City of Wolverhampton Council**

**Claim for lodging allowance**

Name: \_\_\_\_\_

Service area: \_\_\_\_\_

Pay Number: \_\_\_\_\_

Address of lodgings: \_\_\_\_\_

Address of residence: \_\_\_\_\_

I hereby claim reimbursement for lodging allowance and home visits in accordance with the authority's scheme for relocation allowances for the following period:

From \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ weeks

**Lodging**

Cost per week £ \_\_\_\_\_ Total cost £ \_\_\_\_\_

**Home Visits**

No of visits \_\_\_\_\_ Cost per visit £ \_\_\_\_\_ Total cost £ \_\_\_\_\_

**TOTAL CLAIM £ \_\_\_\_\_**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Authorised \_\_\_\_\_

Date \_\_\_\_\_



Appendix 3

**City of Wolverhampton Council**

**Claim for additional travel costs**

Name: \_\_\_\_\_

Service area: \_\_\_\_\_

Pay Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**This allowance is claimed as an alternative to temporary lodging.**

I hereby claim reimbursement for addition travel costs in accordance with the authority's scheme based on second class return rail fare and/or bus fares:

**Home → Wolverhampton → Home**

Rail £ \_\_\_\_\_ Bus £ \_\_\_\_\_ Total £ \_\_\_\_\_

Mileage  
From: \_\_\_\_\_ To: \_\_\_\_\_, No of Miles: \_\_\_\_\_, \_\_\_\_\_p/mile

**Home → Previous Employment → Home**

Cost per day £ \_\_\_\_\_

Excess claimed per day £ \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ = No of days claimed \_\_\_\_\_

**TOTAL CLAIM £ \_\_\_\_\_**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Authorised \_\_\_\_\_

Date \_\_\_\_\_

Appendix 4

**City of Wolverhampton Council**

**Claim for removal, storage, legal and estate agent expenses**

Name: \_\_\_\_\_

Service area: \_\_\_\_\_

Pay Number: \_\_\_\_\_

Previous address: \_\_\_\_\_  
\_\_\_\_\_

New address: \_\_\_\_\_  
\_\_\_\_\_

I hereby claim reimbursement for expenses incurred in accordance with the authority's scheme on removing my household from a location outside the city boundary to a location within the city boundary (receipts attached):

Removal expenses	£ _____
Storage expenses from _____ to _____	£ _____
Travel allowance on day of removal	£ _____
Legal fees	£ _____
Estate Agent fees	£ _____
Surveyors fees	£ _____
<b>TOTAL CLAIM</b>	<b>£ _____</b>

Signed _____	Date _____
Authorised _____	Date _____

**City of Wolverhampton Council**  
**Claim for disturbance/resettlement**

Name: \_\_\_\_\_

Service area: \_\_\_\_\_

Pay Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby claim reimbursement on incidental expenses incurred in removing residence in accordance with the authority's scheme of relocation allowances for the following items (receipts attached):

_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____

Sub Total                      £ \_\_\_\_\_

Amount Recovered                      £ \_\_\_\_\_

(Any resale value recovered from existing equipment will be offset against this claim)

**TOTAL CLAIM**                      £ \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Authorised \_\_\_\_\_ Date \_\_\_\_\_

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# Cabinet (Resources) Panel

## 28 March 2017

<b>Report title</b>	Residential Care Fees - cost rate increase	
<b>Decision designation</b>	AMBER	
<b>Cabinet member with lead responsibility</b>	Councillor Sandra Samuels Adults	
<b>Key decision</b>	Yes	
<b>In forward plan</b>	Yes	
<b>Wards affected</b>	All	
<b>Accountable director</b>	Linda Sanders – People	
<b>Originating service</b>	Commissioning	
<b>Accountable employee(s)</b>	Paul Smith Tel Email	Head of Commissioning 01902 555318 Paul.Smith@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	Strategic Executive Board People Leadership team	14 March 2017 9 March 2017

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### Recommendations for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve a revised cost rate for new and existing residential and nursing placements from 3 April 2017 in line with the increase in the National Living Wage (NLW) which becomes effective 1 April 2017 and the revised Retail Price Index (RPI) rate as of January 2017. The new proposed rates are:
  - Residential Care £404.04
  - Residential with dementia £454.44
  - Nursing Care £404.04
  - Nursing with dementia £454.44

## **1. Purpose**

- 1.1 The purpose of this report is to set out the proposed increase for residential and nursing care rates paid by the City Council and to outline the methodology used to develop these new rates.

## **2. Background**

- 2.1 Residential Care services deliver personal care and accommodation to people within a Care Quality Commission (CQC) registered setting.
- 2.2 During week commencing 05 February 2017 there were 584 individuals aged 65+ in receipt of a residential service and 272 individuals aged 65+ in a nursing home. In addition there were also 678 weeks short stay/respite care beds purchased in residential and 46 weeks purchased in nursing care.
- 2.3 The existing contracts are on a spot basis and this is essential as entry by residents into care homes is subject to legislation which allows individuals to enter a care home of their choosing "The Care and Support and Aftercare (Choice of Accommodation) Regulations 2014.
- 2.4 The Council requires a range of high quality residential and nursing beds within the city, but providers are incurring high vacancy levels for care workers and nursing staff.
- 2.5 A number of the Councils service users will require nursing care and will therefore be cared for in a registered nursing home. The Council does not fund the nursing element of an individual's care package. This is funded and paid directly by the NHS via the Free Nursing Care (FNC), currently £156.40 per week for 2016-17, this is excluded from the standard rates shown in the option tables below.
- 2.6 National intelligence and local provider forums tell us that the main challenges the market is experiencing are the recruitment and retention of staff into the care sector. There are several reasons for this, one of which is pay rates for care staff at, or just above National Living Wage (NLW)
- 2.7 Staffing represents on average 60% of costs for care providers and is therefore influenced by factors such as the current NLW and the ability of providers to recruit and retain staff at the hourly rates offered.
- 2.8 In addition, the RPI has recently increased to 1.6% (Office for National Statistics January 2017). This is the highest rate since July 2014 and adds additional expenses into the non-staff costs of a care home.

## **3.0 Methodology**

- 3.1 Benchmarking data has been reviewed from the Black Country area to support the process. The table below outlines the benchmarking data received which indicates that all three areas are paying increased rates for both residential and nursing care with dementia, and that there is only a small difference between their base residential and nursing rates.

65+ Residential Care	£
Sandwell	398.21
Walsall	405.00
Dudley	408.83
Wolverhampton	394.94

65+ Residential Care with Dementia	£
Sandwell	448.21
Walsall	450.00
Dudley	444.38
Wolverhampton	447.86

65+ Nursing Care	£
Sandwell	401.80
Walsall	412.45
Dudley	408.83
Wolverhampton	386.82

65+ Nursing Care with Dementia	£
Sandwell	408.91
Walsall	412.45
Dudley	444.38
Wolverhampton	386.82

- 3.2 Information received from the Regional Older Peoples Commissioning Network indicates that local authorities are considering fee increases between 0-4%, with the average being 2.5% which includes provision for the NLW and some increase for cost of living. The City of Wolverhampton Council increase in fees is also based on a methodology that considers both the increase in the NLW and the increase in Retail Price Index. (RPI).
- 3.3 The methodology reflects the city council's intentions to support people, where ever possible, to live independently in their own homes, so that only those people with the most significant needs and dementia are supported in residential and nursing care. The benchmarking data indicates that the current rates for nursing care in Wolverhampton are below the regional average.
- 3.4 The NLW is a compulsory wage of £7.20 in 2016 for workers aged 25 and over, it will rise by £0.30p on 01 April 2017 to £7.50 per hour.
- 3.5 The NLW is intended to recognise the dignity of work and the importance for individuals, families and society of people being able to earn a living.
- 3.6 In residential care where the standard fee rate is paid, a recognised industry standard is that residents receive an average of 22 hours of care per week. This is based on the home

being staffed 24 hours per day, 365 days per year at staffing ratios required to meet the needs of residents.

3.7 The proposal in relation to NLW is that all providers who are paid the standard rate will receive an increase equivalent to £0.30 per hour for 22 hours per resident per week which is £6.60.

3.8 An increase per care package per week will assist with:

- A sustainable care and support market;
- Retention and recruitment of high quality staff;
- A reduction in staff turnover;
- An increase in care worker morale and reliability;
- Reduced absenteeism;
- Productivity improvements;
- Reputational benefits;
- For the Council, it means more money being spent on local employees in the local economy.

3.9 The recommendation is therefore to

- Apply both the NLW and RPI increase to the residential care home standard rate
- Apply the NLW rate only to residential care for people with dementia as the rate is already enhanced
- Bring the rate for nursing care in-line with residential care and then apply both the NLW and RPI increase to the standard nursing home rates
- Bring the rate for nursing care in-line with residential care and then apply the NLW only to nursing home for people with dementia as the rate is already enhanced

Category	Current Weekly Rate 2016-17 £	Proposed Weekly Rate 2017-18 £	Proposed Increase 2017-18 £	% increase
Residential 65+	394.94	404.04	9.10	2.3
Residential with Dementia	447.86	454.44	6.58	1.47
Nursing	386.72	404.04	17.32	4.47
Nursing with Dementia	386.72	454.44	67.72	17.5

3.10 Where the fee for an individual placement is based on an assessment of need and individualised staffing levels, the annual increase will be determined following an open book review and social work review of the placement. These are likely to be specialist services for younger adults with more complex needs.



#### **4 Financial implications**

- 4.1 Older People residential and nursing costs are funded from Older People care purchasing which has a net controllable budget of £15.8 million in 2016-17.
- 4.2 The recommendation being considered represents an estimated increase in costs of £746,000.
- 4.3 The 2017-18 budget includes growth of £1.1 million. This growth is to support the increase in costs associated with the NLW across all care support plans. The estimated increase in residential care fees is £746,000. In addition, there is an estimated increase in domiciliary care costs of £243,000 and an estimated increase in costs on direct payments of £152,000 which are subject to a separate report. This is a total estimated increase of £1.1 million.  
[AJ/16032017/I]

#### **5.0 Legal implications**

- 5.1 The increase would ensure that providers are supported to meet their legal obligations to pay the increase in the NLW from 03 April 2017. The Care Act 2014 requires local authorities to support a sustainable local market. The implementation of a fee increase that supports local providers to meet the requirements of the NLW and cost of living increases falls within the remit of the Care Act 2014.  
[TC/06032017/U]

#### **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 from this proposal.

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

- 8.1 There are no human resources implications from this proposal.

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

- 9.1 There are no corporate landlord implications for the Council's property portfolio.

#### **10.0 Schedule of Background papers**

None

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## Cabinet (Resources) Panel

28 March 2017

<b>Report title</b>	Developing the Cultural Economy	
<b>Decision designation</b>	AMBER	
<b>Cabinet member with lead responsibility</b>	Councillor John Reynolds City Economy	
<b>Key decision</b>	Yes	
<b>In forward plan</b>	Yes	
<b>Wards affected</b>	All	
<b>Accountable director</b>	Keren Jones, City Economy	
<b>Originating service</b>	City Economy	
<b>Accountable employee(s)</b>	Marguerite Nugent Tel Email	Manager, Arts and Culture 01902 551998 Marguerite.nugent@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	Place Leadership team Strategic Executive Board	27 February 2017 14 March 2017

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### Recommendations for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve a staged delivery strategy for the proposed development of the central Art Gallery and provide permission to proceed with Phase 1 Option 3 which will include re-location of the café, improvements to the entrance of the building and refurbishment of the upstairs exhibitions spaces.
2. Approve a capital allocation of £750,000 towards the re-location of the café and improvements to the entrance financed through prudential borrowing.
3. Approve an additional capital budget of £65,000 for improvements to the upstairs exhibition spaces fully funded by a grant secured from DCF Wolfson Gallery Improvement Fund.

**Recommendations for noting:**

The Cabinet (Resources) Panel is asked to note:

That a capital allocation of £750,000 has been agreed as part of the Capital Programme report to Cabinet on 22 February 2017 and Council on 1 March 2017, subject to approval of this report.

## 1.0 Purpose

- 1.1 To approve capital investment in the Art Gallery site, one of the main city centre attractions, recognised nationally for its collections of Modern and Contemporary Art. The Gallery's position is further endorsed through its status as an Arts Council National Portfolio Organisation in receipt of regular funding from the Arts Council. The Gallery is particularly strong in British and American Pop Art, with a collection that is quite exceptional for a regional gallery. Historically this reputation has allowed the City of Wolverhampton Council to lever in funding from external sources not only for the Art Gallery, but also for the city's wider cultural offer.
- 1.2 The aim of the project is to:
- improve, and widen, the cultural experience for local residents and visitors to the city, as part of the overall regeneration of the city centre
  - increase the levels of commercial income generated at the Art Gallery through improved hospitality, venue hire and special ticketed exhibitions

## 2.0 Background

- 2.1 The strategic planning for culture report, completed by BOP Consulting in December 2016, identified key projects which would advance the cultural provision in the city and recommended which of these should be prioritised. Improvements to the Art Gallery were one of those highlighted along with the civic halls refurbishment. The scheme should also be seen in the context of other city centre regeneration projects and the investments in the Bantock House Museum site. When considered in this wider environment the economic case for investment in the cultural sites is strengthened further.
- 2.2 Increasingly culture and the creative industries have becoming an important part of any city economy. A good core cultural offer is integral to achieving a better retail, hospitality and leisure offer, as well as its contributing to the creative industries sector, which in Wolverhampton supports 2,642 employees.

## 3.0 The strategic and economic case for investment

- 3.1 The strategic and economic case for the project is twofold:
- **Contribution to regeneration, place making and tourism:** A good cultural offer plays an important part in attracting inward investment, financial investment and wider regeneration. A strong city centre offer includes a choice for the day and overnight visitor. Culture has a key role to play alongside retail, sport and leisure. It contributes to increased visitor numbers and spend. The City's Art Gallery and Museum is an important attraction that makes up part of the City's offer in the city's investment pitch. A stronger, more inclusive offer will draw more visitors into the city who are more likely to visit other venues and stay overnight, thus boosting the wider retail and hospitality sectors. The scheme will improve the façade of the Gallery, which could also have light installations projected onto it as part of city-wide initiatives such as the Connected Places - 'Lights and Leaves' project.

- **Wider social benefits:** Cultural venues make a significant contribution to local quality of life, local people's perception of the place, greater individual aspiration as well as special benefits and enrichment of the city's education offer. The Gallery supports this work by presenting a high programme of exhibitions and events with complementary learning programmes. The exhibition programme includes national touring shows through partnership with Tate, The National Portrait Gallery and the Natural History Museum, which normally people would need to travel to London to see. The programme engenders local pride by drawing on the rich history of Wolverhampton and the Black Country and its place in the wider world. Learning programmes encourage people to acquire new skills and delight in their creativity, particularly young people. The Gallery has 14 Service level Agreements with local schools and attracts many more one-off visits, indicating that this is a strand of the Art Gallery's work that has the potential to grow. A key part of the improvement programme is to develop the educational provision within the Art Gallery. In addition the Gallery supports practising artists/makers by providing high quality exhibition and selling spaces, commissions and affordable studios, advocacy and development.

#### 4.0 The financial and commercial case

- 4.1 In August 2016, the City Economy Service commissioned a feasibility study to identify how a capital investment in the Art Gallery could improve its offer and generate additional earned income. At the same time the Visitor Economy Service has been researching evidence of need for an improved offer by surveying customers and seeking external advice from peers. The public consultation on the opening hours at the cultural sites in October 2016 gave an insight into the types of product visitors wished to see in the Gallery. Visitors expressed a preference for local history and national touring shows. Increasing the temporary exhibitions space will allow the Gallery to programme national touring shows akin to the recent successful 'Wildlife Photographer of the Year', which made £12,000 gross income from ticket sales. Some of these exhibitions would be charged for and all have potential to generate further income through the sale of exhibition-related merchandise. The re-located café will allow us to offer extended opening hours for the café. Findings from the cafe survey last autumn indicated that people would be more likely to use the café if the hours were extended at the beginning and end of the day. The Visitor Economy Service is proposing a similar business model to Birmingham Museum and Art Gallery, who run the Edwardian tea room and also deliver corporate and evening events. Financial projections are based on advice from Birmingham Museum and Art gallery about the net profit that they make from their activity. The report into conferencing markets produced by Right Solution in 2015 recommended that refurbishment and up-grade of facilities to attract conferencing and banqueting offered the best return in investment for the city. The report also suggested that the Gallery with its unique setting and cultural offer would be the ideal venue for a welcome reception for conference delegates.
- 4.2 A feasibility study into the options for physical improvements to the Gallery, in order for it to improve its offer, was completed in November 2016 and three costed options, developed to RIBA stage 2 Concept Design Stage. These options considered three scenarios- **Option 1** a full scheme of internal and external works to be completed in one phase, **Option 2** relocation of a larger café only and **Option 3** re-location of the café,

internal and external works to be developed in phases, referred to in this report as **Phase 1** and **Phase 2**.

- 4.3 Operational knowledge and pro-bono advice from partners in retail and hospitality was used to calculate the financial return on investment for each option.
- 4.4 A hybrid of these options is being proposed, on the basis that the alterations that have the largest potential to generate income, namely the café, retail and exhibitions refurbishment should be prioritised. These elements would form phases 1 Improvements, and would be funded through £750,000 capital allocation, £65,000 from DCMS Wolfson Gallery Improvement Fund (secured) and £499,000 bid to the Arts Council Small Capital Grants Scheme (submitted 9<sup>th</sup> March 2017). The phased approach will allow us to implement a further phase of additional improvements to the basement and external area, if and when a larger grant from the Heritage Lottery Fund can be secured. However the elements that do not require additional external funding can be progressed without delay and with the current time frame we will start to see a return on investment by April 2018.
- 4.5 **Recommended option: phase 1:** Relocation of a larger café and key internal works has the potential to yield the following return on investment over five years:

Budget Heading	Net Additional Income 2018/19 £000	Net Additional Income 2019/20 £000	Net Additional Income 2020/21 £000	Net Additional Income 2021/22 £000	Net Additional Income 2022/23 £000
Café	34	41	42	44	49
Retail	0	1	1	2	3
Ticketed Exhibitions	11	12	13	14	15
Room Hire	19	19	20	21	21
Weddings and Functions	7	9	11	11	12
	<b>71</b>	<b>82</b>	<b>87</b>	<b>92</b>	<b>100</b>

- 4.6 Key components of the recommended option (**phase 1**) include:
- Improvements to the main entrance at the side, thus providing much better control over the rest of the building to maximise ticketing and hire of the ground floor and second floor spaces
  - Improvements to access for disabled visitors
  - Improvements to the ground floor contemporary gallery and gathering space to create a larger room for exhibitions and/or room hire.
  - An enlarged café providing 91 covers on the right hand side of the entrance, which can be accessed separately from the rest of the Gallery building. Openings provide access to small external terrace.
  - Improved more flexible exhibition space on the first floor which will help to attract more prestigious ticketed exhibitions and hired space income

- 4.7 If sufficient external funding is secured, key components of **phase 2** could include some or all of the following:
- Improved ground floor educational, learning and hire spaces which can be secured of from the rest of the building
  - A lower ground floor education room
  - Restoration of St Peter's Close to its full width
  - New external lighting
  - An amphitheatre
  - New levels in paving to provide a level access up to the main entrance
  - Outdoor café and seating area

## 5.0 Financial implications

- 5.1 The recommended delivery strategy for the Art Gallery Improvements is for the work to be delivered in two phases. The estimated costs of Option 3 are as follows:

	Cost £000
<b>Phase 1</b>	
Relocation of Café	750
Improvements to reception area and entrance and creation of gallery/ corporate space on ground floor	635
Improvements to exhibition space on first floor (funded by DCF Wolfson)	65
Refurbishment of digital space and improved interpretation on first floor	119
Fit out of new learning space on ground floor and equipment	55
<b>Phase 1 Sub Total</b>	<b>1,624</b>
<b>Phase 2</b>	
External Works including outdoor café	1,200
<b>Phase 2 Sub Total</b>	<b>1,200</b>
<b>Grand Total</b>	<b>2,824</b>

- 5.2 The first phase includes relocation of the café and improvements to the reception area estimated to cost £750,000. Cabinet on 22 February 2017 and Council on 1 March 2017 approved a capital allocation of £750,000, subject to approval of this report. A detailed business case has been prepared to show that additional net income could be generated from these improvements to cover borrowing costs of £46,000 per annum over a 25 year



term. It is estimated that after 5 years this investment could potentially generate net additional income of £69,000 per annum.

- 5.3 A grant of £65,000 has also been secured from DCF Wolfson Gallery Improvement Fund for improvements to the upstairs exhibitions spaces and this report seeks approval to this capital budget.
- 5.4 The remaining **Phase 1** works estimated to be £809,000 would need to be funded through additional external funding. As the Art Gallery is a National Portfolio Organisation in receipt of regular funding from the Arts Council for the programme, we have a good chance of success in applying for a capital grant from them. A bid for the new Arts Council Small Capital Grant scheme was submitted 9<sup>th</sup> March 2017 and we will know the outcome on the 1<sup>st</sup> July 2017. We have applied for £490,000 from this scheme. If successful we can start to draw down the grant from August 2017 and funding must be spent by March 2019. A further grant of £319,000 is being applied to from the Clore Duffield Foundation. We have submitted the first stage application and are awaiting the outcome of this. If we, are unsuccessful with these grant applications we will make a further application, up to a maximum of £634,000, to the Wolverhampton City Capital Funds. This would allow us to complete the key elements of the ground floor works namely the improvements to the entrance, reception and creation of gallery/ corporate hire space on ground floor.
- 5.5 For full implementation of Phase 1 the best case scenario secures £874,000 of grant with the remaining £750,000 funded through prudential borrowing at a cost of £47,000 per annum over 25 years. The worst case scenario would be that no further grants are secured and only the café and first floor exhibition space could be delivered. Under this scenario further prudential borrowing could sought to complete this phase. This would increase the borrowing to £1.6 million to be paid back over 25 years at a cost of £98,000 per annum. This additional borrowing could be covered through the additional net income of £100,000 that completion of this phase could generate after 5 years (see section 4.5). Progress with external funding applications will be monitored and any further requests for prudential borrowing will be subject to separate approval.
- 5.6 **Phase 2** works would require additional funding from the Heritage Lottery Fund through the Your Heritage strand. Bids are developed in 2 phases including a 12 month development phase followed by a longer implementation phase. There are four deadlines per year for this funding strand. We would be applying for a grant in the region of £1.2m to cover the remaining works. This would need to show outputs related to benefits to communities and heritage.

[ES/09032017/Q]

## 6.0 The project management case

The project will be managed by Project & Works within Corporate Landlord. Please see the governance diagram below.

The key milestones would be as follows:

Assume Cabinet Approval beginning March 2017:

- Royal Institute of British Architects (RIBA) Stage 1 feasibility completed December 2016
- RIBA Stage 2 and 3 Concept Design – completed 31 March 2017
- Planning & Listed Building Application – submitted 31 March 2017
- Planning & Listed Building Approval – 30 June 2017
- Submission of Building Regs -30 June 2017
- Tender Period Start – 1 June 2017
- Tender Period Finish – 1 July 2017
- Check Tender & Design Approvals – 1 August 2017
- Cabinet Approval – 1 September 2017
- Contract Signed – mid September 2017
- Construction Start on Site – mid – October 2017
- Construction Completion – April 2018

A project governance document is included as **Appendix A**. Design Plans are included as **Appendix B**

## **7.0 Legal implications**

- 7.1 The Art Gallery is a Grade 2 listed building and consequently subject to planning rules and regulations for listed buildings. Historic England have been consulted at the early stages of the project. An initial meeting took place with Historic England on the 31 January 2017 to discuss the plans and conversations are on-going.
- 7.2 If any works or services are to be procured in connection with this project, the procurement will need to be conducted in accordance with the Council's Contract Procedure Rules and relevant legislation.  
[TS/16032017/U]

## **8.0 Equalities implications**

- 8.1 The proposals have considered equalities issues throughout their development and will make the site more accessible to visitors with disabilities. The current accessible entrance will become the main entrance and therefore the main point for all visitors to access the building. This sends out a strong and modern integrationist message to disabled people. Coupled with the ground floor location of the café, easier for those with disabilities to access. The gallery as a whole will have a stronger ability to attract disabled visitors with their families and friends and also support the council's wider ambition to promote independence for disabled people and increase income generation. There are no negative implications to the proposals set out and future works described in this report, conditional on other funding sources being found, will also see key access improvements implemented. Councillors can be confident that these and wider equalities issues have been, are and will continue to be central to the approach described here.

## **9.0 Environmental implications**

- 9.1 This is an environmental improvement project for a Grade 2 listed building and the resulting design and delivery will improve the energy efficiency of the building, particularly the proposed alterations to the entrance and reception area.

## **10.0 Human resources implications**

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

## **11.0 Corporate landlord implications**

- 11.1 The site is owned by the Council and the capital investment works proposed in this report would enhance and future proof the asset. As a result of these changes there will be implications to the on-going repairs and maintenance regimes over the lifecycle of the building. These will be assessed as part of the implementation works that are being undertaken by Project and Works, Corporate Landlord and any budget management implications will be identified.

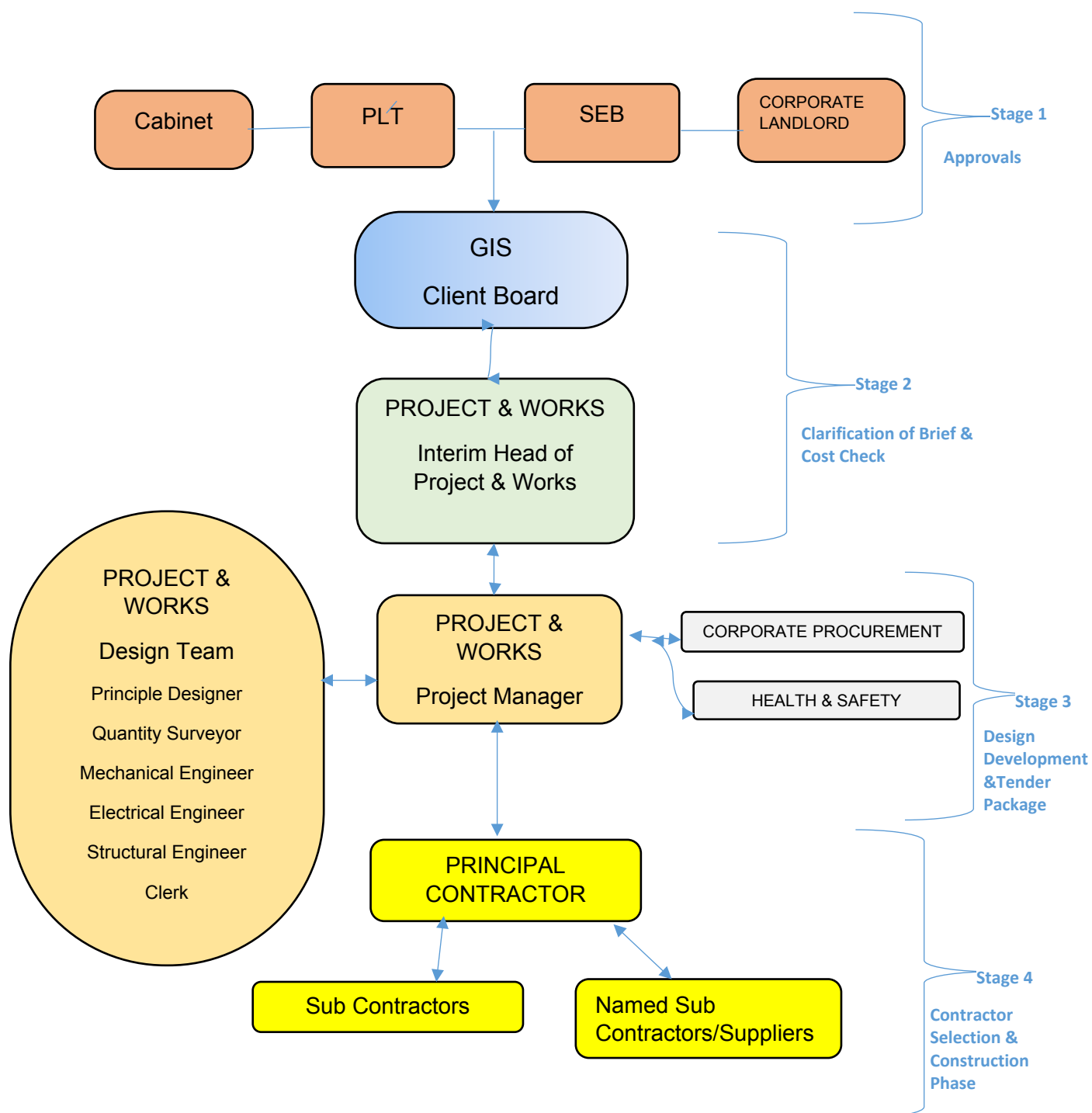
## **12.0 Schedule of background papers**

- 12.1 There are no background papers.

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# CITY OF WOLVERHAMPTON COUNCIL

## PROJECT GOVERNANCE



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# A0

GF PLAN AS  
EXISTING

Page 83



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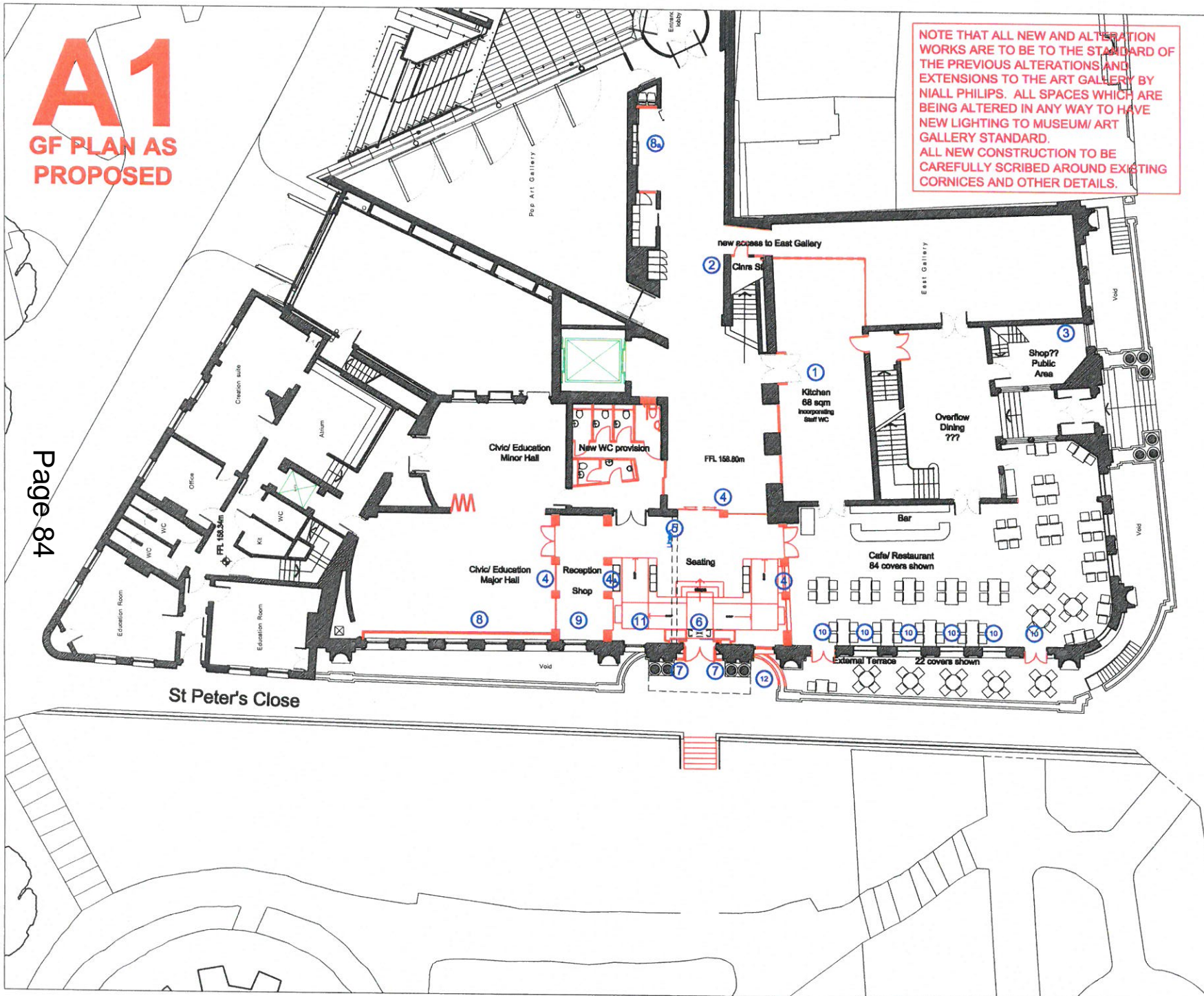
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DRAWING TITLE	Refurbishment
DATE	January 2017
SCALE	1:200 @ A3
STATUS	PRELIMINARY
JOB NO	RT16051
DRAWING NO	REVISION P6



# A1

## GF PLAN AS PROPOSED

Page 84



NOTE THAT ALL NEW AND ALTERATION WORKS ARE TO BE TO THE STANDARD OF THE PREVIOUS ALTERATIONS AND EXTENSIONS TO THE ART GALLERY BY NIAL PHILIPS. ALL SPACES WHICH ARE BEING ALTERED IN ANY WAY TO HAVE NEW LIGHTING TO MUSEUM/ART GALLERY STANDARD. ALL NEW CONSTRUCTION TO BE CAREFULLY SCRIBED AROUND EXISTING CORNICES AND OTHER DETAILS.

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- Revisions
- 1 The kitchen is to be located in the present East Gallery.
  - 2 Cleaners store where the stairs down to the basement have been removed.
  - 3 The existing staff room is now designated as a "Shop - Public Area".
  - 4 New openings from the entrance hall to the Atrium, Restaurant and the Civic/ Exhibition Hall. Height of openings and doors 3.6 metres
  - 4a New open arcade of columns.
  - 5 Remove original wall with new steel beam in downstand. Leave ceiling cornices intact. (Note there is no wall above and never has been).
  - 6 The existing external wooden doors are to be fully refurbished and increased in height to take up the distance where the floor level is lowered, and to be rehung to open outwards. Immediately inside these doors new fully glazed sliding doors are to be installed with a heat curtain. Internal ramps with polished plaster side walls 900mm high.
  - 7 The stonework to the column bases will have to be restored with new shaped stonework where the external levels are being lowered. See Drawing 10.
  - 8 Remove ceilings in Civic Education Major Hall, and restore original ceiling. New partition wall 2.8 metres high. Windows above to have automatic blackout blinds. Reroute air handling ducts.
  - 8a Remove existing reception desk and fittings and make good as recess for display etc with new lighting in soffit.
  - 9 New reception desk to be located in Entrance Hall (furniture item).
  - 10 The cills of these windows are to be cut down to floor level and new windows and doors inserted. Stone reveals to be made good and tooled to distinguish them from the existing reveals above.
  - 11 New timber ramps and seating.
  - 12 New stone wall and coping to match existing opposite.

REVISION DATE/DRAWN

PROJECT: Wolverhampton Art Gallery  
Refurbishment

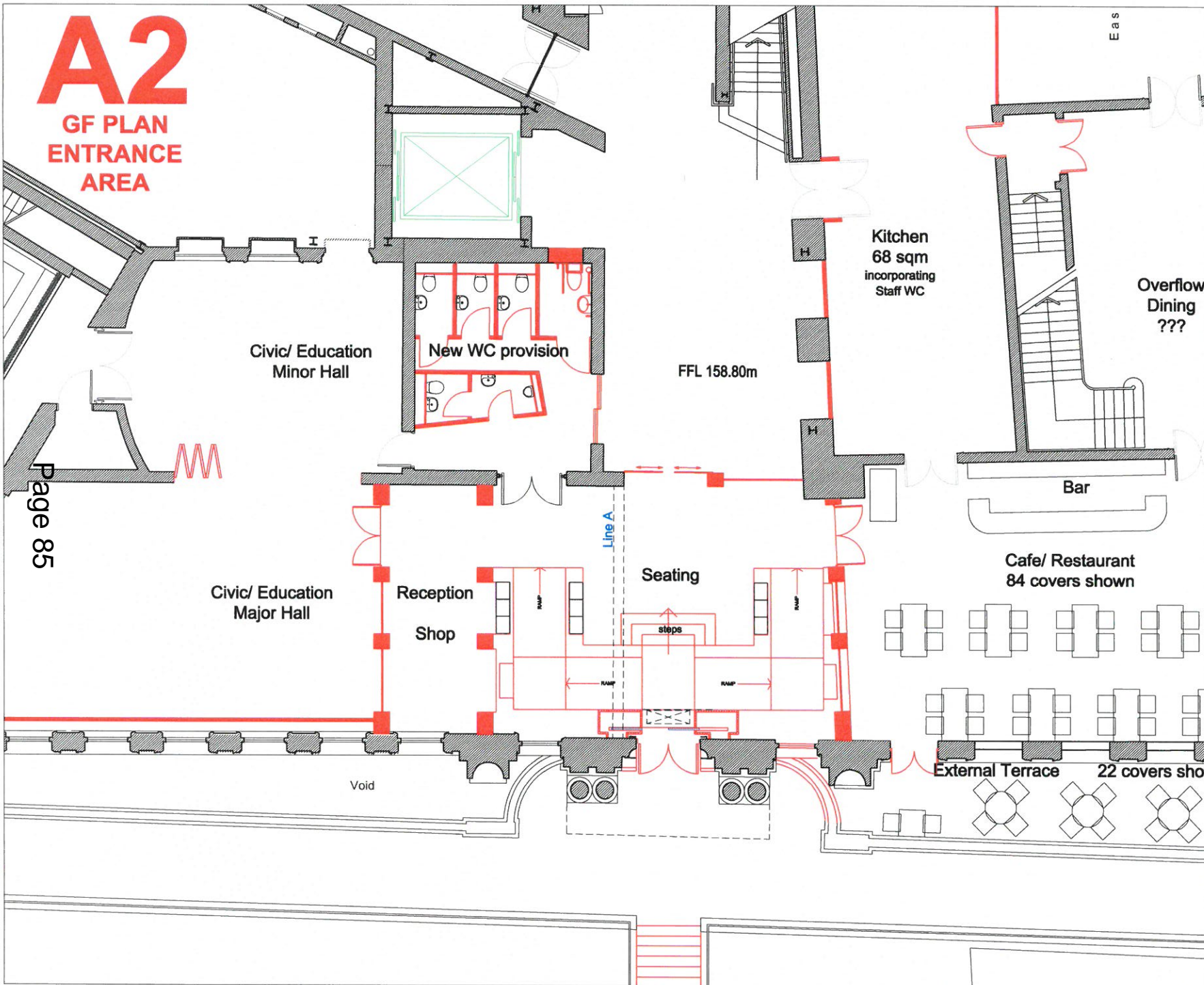
DRAWING TITLE: As Proposed  
Ground Floor Plan

DATE: January 2017  
SCALE: 1:200 @ A3  
STATUS: PRELIMINARY  
JOB NO: RT16051  
DRAWING NO: REVISION: P6



# A2

GF PLAN  
ENTRANCE  
AREA



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Page 85

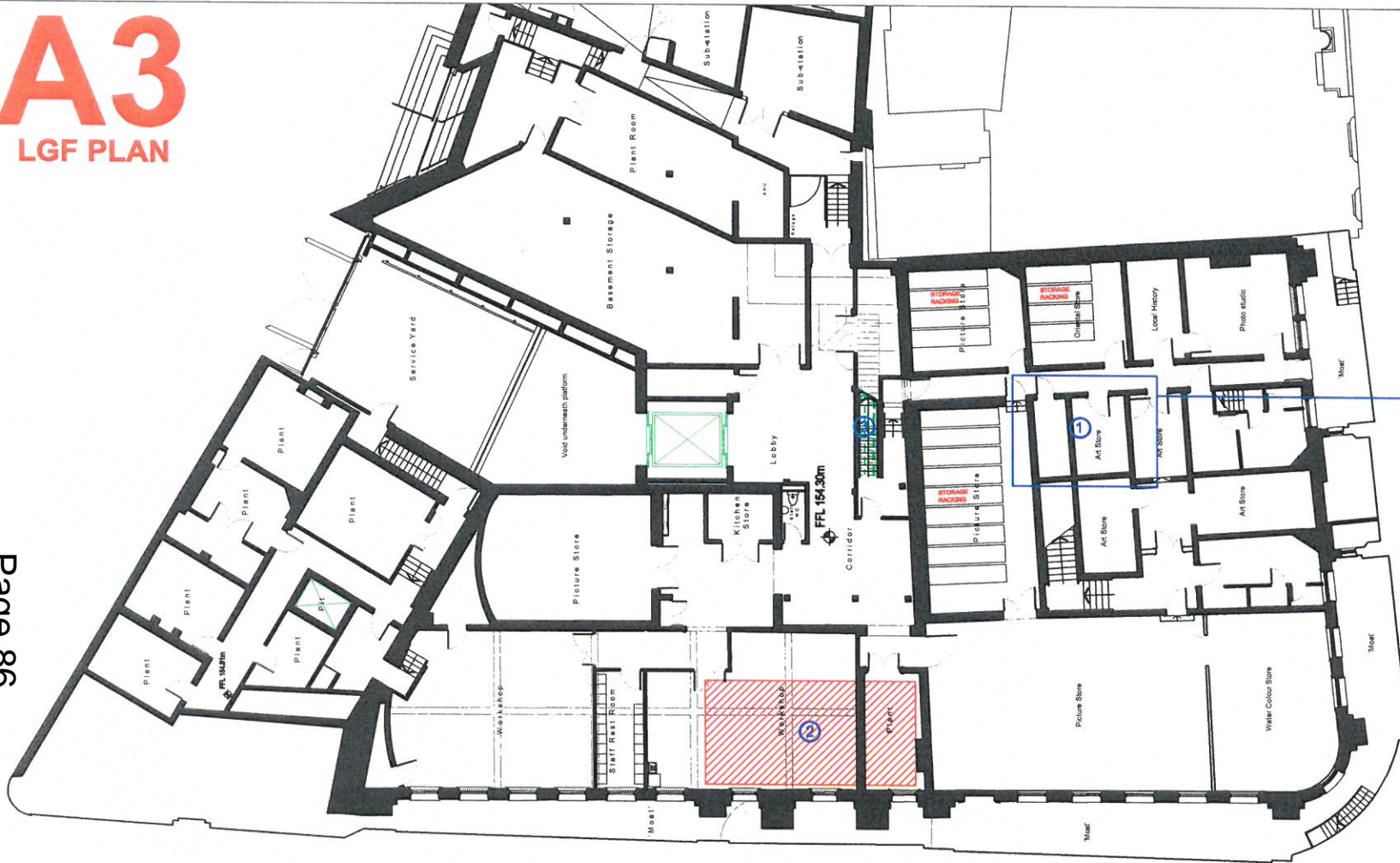
REVISION	DATE/DRAWN
1	2017/01/17
PROJECT: Wolverhampton Art Gallery Refurbishment	
DRAWING TITLE: As Proposed Ground Floor Plan	
DATE: January 2017	DRAWN: RSy
SCALE: 1:100 @ A3	CHECK:
STATUS: PRELIMINARY	
JOB NO: RT16051	
DRAWING NO:	REVISION: P6

Rock Townsend

# A3

## LGF PLAN

Page 86



NEW DRAINAGE FROM KITCHEN ABOVE AND WC TO BE CONNECTED TO SEWER  
Location of drains below the floor are as yet unknown. Existing WCs at this level are now shown.

- 1 Suggested location for the Beer Cellar - allow for cooling.
- 2 Scheme A Additional area where the floor above will be removed to accommodate new ramps etc.
- 3 Stairs removed.

REVISION	DATE/DRAWN

PROJECT	Wolverhampton Art Gallery Refurbishment
DRAWING TITLE	As Proposed Lower Ground Floor Plan
DATE	January 2017
SCALE	1:200 @A3
STATUS	PRELIMINARY
JOB NO.	RT16051
DRAWING NO.	REVISION P6

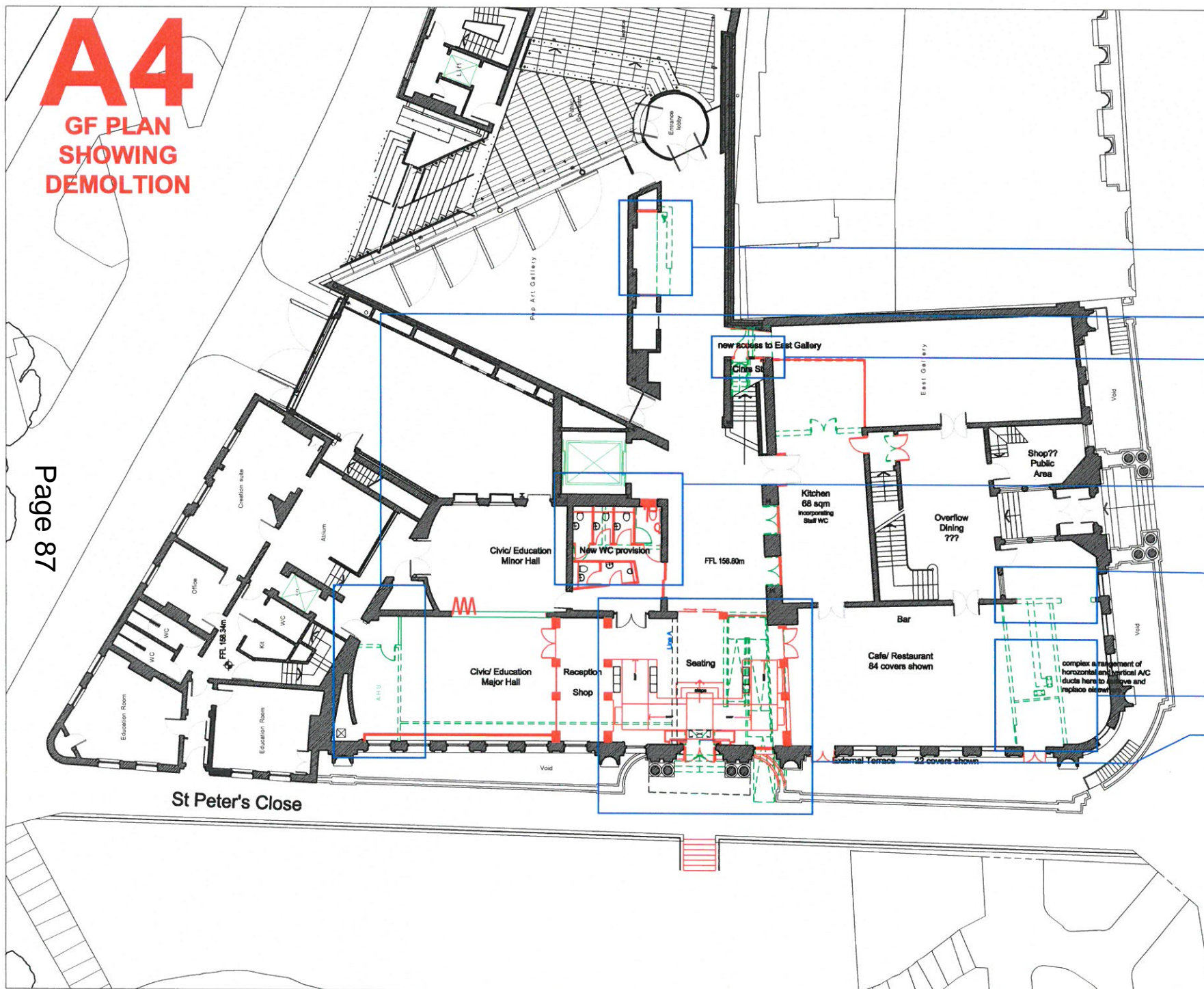
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# A4

## GF PLAN SHOWING DEMOLITION

Page 87



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### DEMOLITIONS

Remove reception desk and make good.

Remove modern insertions in Major Hall.

To provide access to the East Gallery, the stair down to the basement will have to be removed.

Demolish toilets and construct new facilities to meet needs of restaurant.

New opening in wall 2.3 metres high

Walls (not original) to be removed here. There are a few vertical and horizontal air handling ducts which will have to be relocated

Removal of switchback ramp, and solid walls to the adjacent spaces opens up the entrance hall, making it light and welcoming.

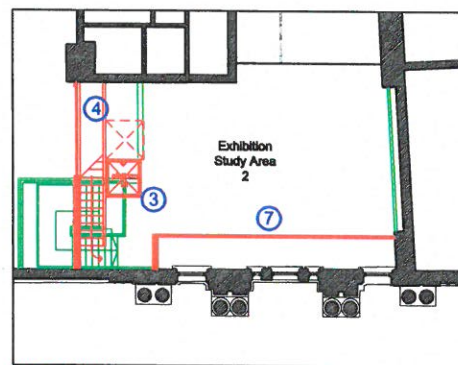
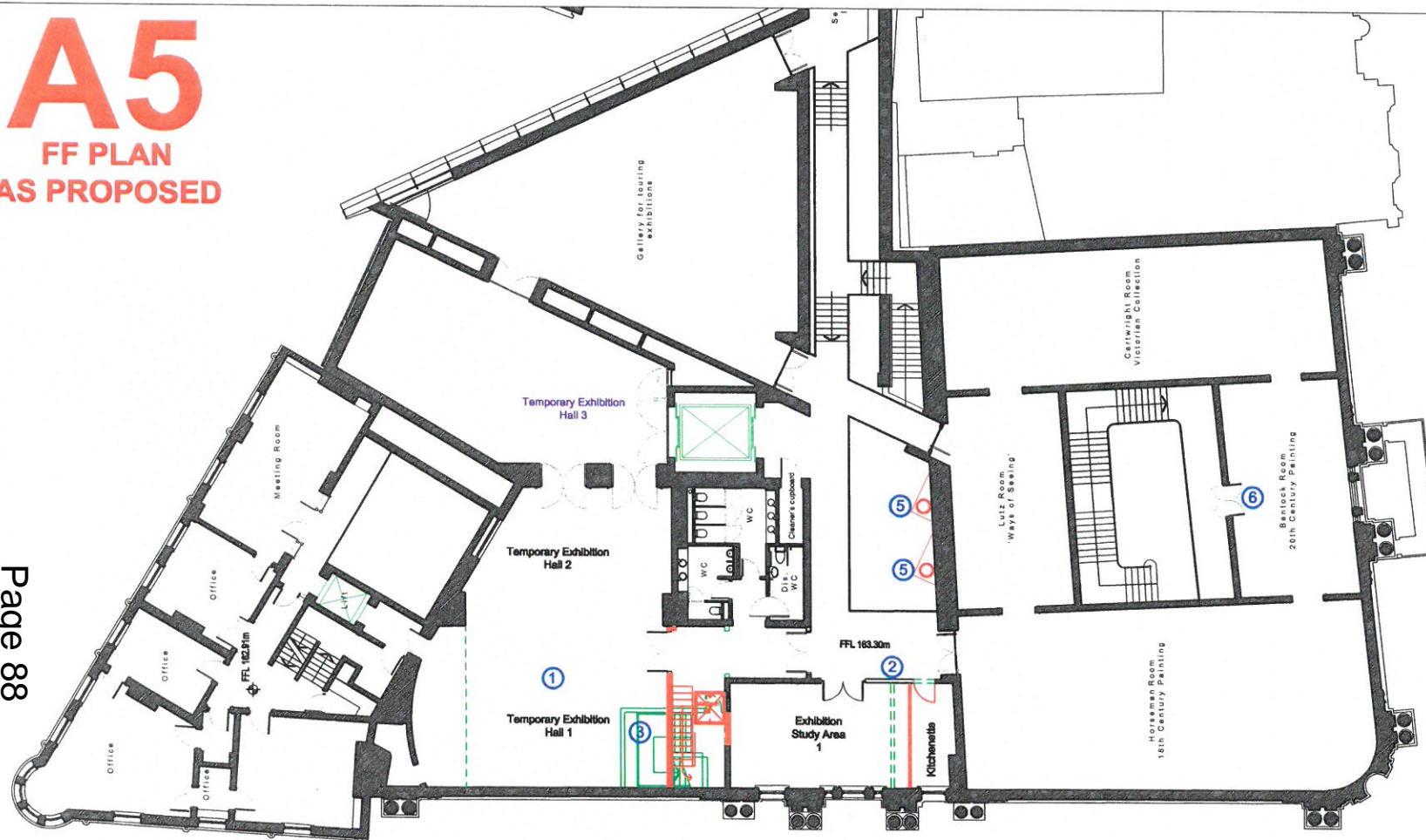
REVISION DATE/DRAWN

PROJECT	Wolverhampton Art Gallery
Refurbishment	
DRAWING TITLE	Ground Floor Plan
As Proposed	
showing demolitions	
DATE	January 2017
SCALE	1:200 @A3
STATUS	PRELIMINARY
JOB NO	RT16051
DRAWING NO	REVISION P6

# A5

## FF PLAN AS PROPOSED

Page 88



MEZZANINE

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The Temporary Exhibition Galleries are to be refurbished with Level A security (as the rest of the Gallery).

1 The rooflights in Hall 1 are to be replaced with ones identical to those already installed in Hall 2, and the leaks in the roof are to be fixed.

2 The existing Cafeteria and all fittings are to be removed. A small kitchenette is to be created with some equipment retained.

3 The existing stair up to the Mezzanine is to be removed and a new smaller staircase constructed together with a Part M compliant Platform Lift.

4 The Stained Glass Screen is to be carefully removed, and stored off site.

5 New flues from the kitchen are to be encased in wedge shaped polished plaster casings and taken up through the atrium and out through the roof.

6 Fire shutter fixed over doors. Allow for special treatment in sympathy with listed building fabric.

7 Glass balustrade to mezzanine to be removed, and new wall constructed on same line panelled in horizontal timber as existing return and with glazed panels as shown. Wall to be taken up to existing ceiling to make mezzanine soundproof from below.

REVISION DATE/DRAWN

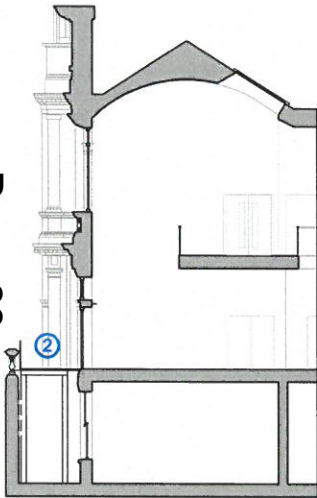
PROJECT	Wolverhampton Art Gallery	Rock Townsend
DRAWING TITLE	Refurbishment	
As Proposed		
showing demolitions		
DATE	January 2017	
SCALE	1:200 @ A3	CHECK
STATUS	PRELIMINARY	
JOB NO.	RT16051	
DRAWING NO.		REVISION P6



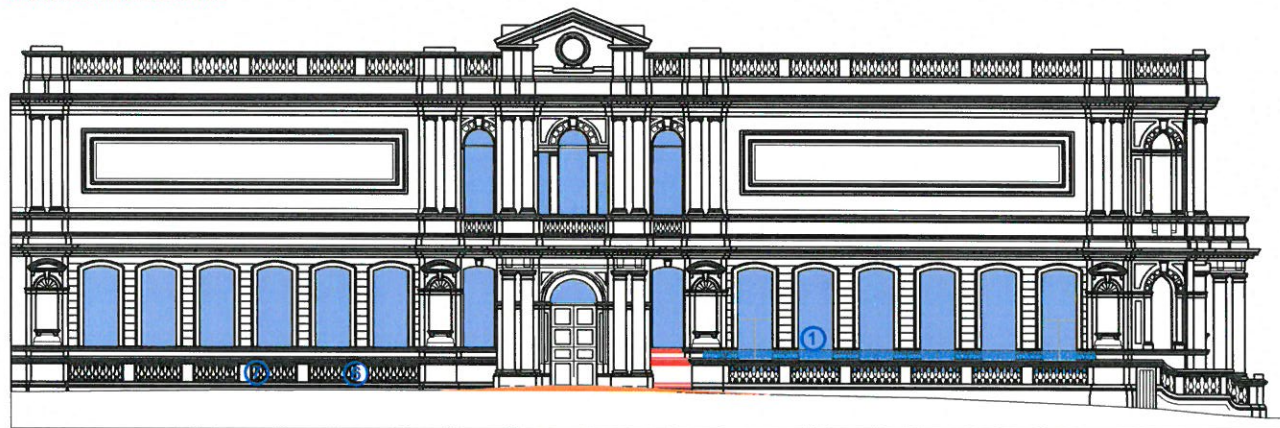
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## FRONT ELEVATION

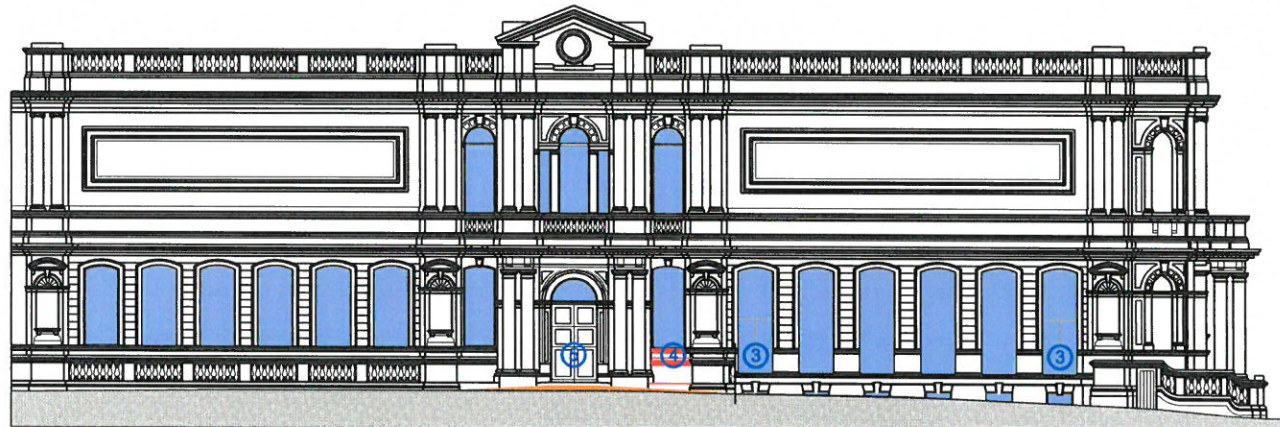
Page 89



ELEVATION AS EXISTING



ELEVATION AS PROPOSED



ELEVATION AS PROPOSED  
OMITTING BALUSTRADE

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The restaurant/ bar is now at the front of the Art Gallery, and there are further proposed alterations to the facade as outlined below.

- 1 Erect an external terrace accessed from the restaurant. This will be at the same level as the restaurant providing full access. The balustrade of this terrace will be frameless glass.
- 2 The terrace itself will be steel framed supported on "goalposts" and will not touch the building. A translucent glass floor will allow light into the well below and the rooms that open on to it. The structure will be steel hollow sections with welded joints - designed to be seen (future development).
- 3 To gain access from the restaurant it will be necessary to have two doorways. Rather than lower the cills of only two of the windows, it is proposed to lower all the cills. This will we believe be more visually satisfactory, and also increase the visibility of the restaurant / bar from the street.
- 4 The existing "access" door will be removed and the window, stone cill and curved wall and coping reinstated.
- 5 The existing wooden front doors will be adapted - lengthened to the new lower floor level.
- 6 New stone window cill and wall where existing door is removed. New curved balustrade and coping to match the existing wall on the other side of the entrance.
- 7 Note that the new raised ground level does not touch the stone detailing around the column bases.

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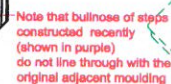
PROJECT	Wolverhampton Art Gallery
REFURBISHMENT	
DRAWING TITLE	Front Elevation
As Proposed	
DATE	January 2017
SCALE	1:200 @ A3
STATUS	PRELIMINARY
JOB NO.	RT16051
DRAWING NO.	
REVISION	P6



## Page 90



ENTRANCE DETAIL  
AS EXISTING

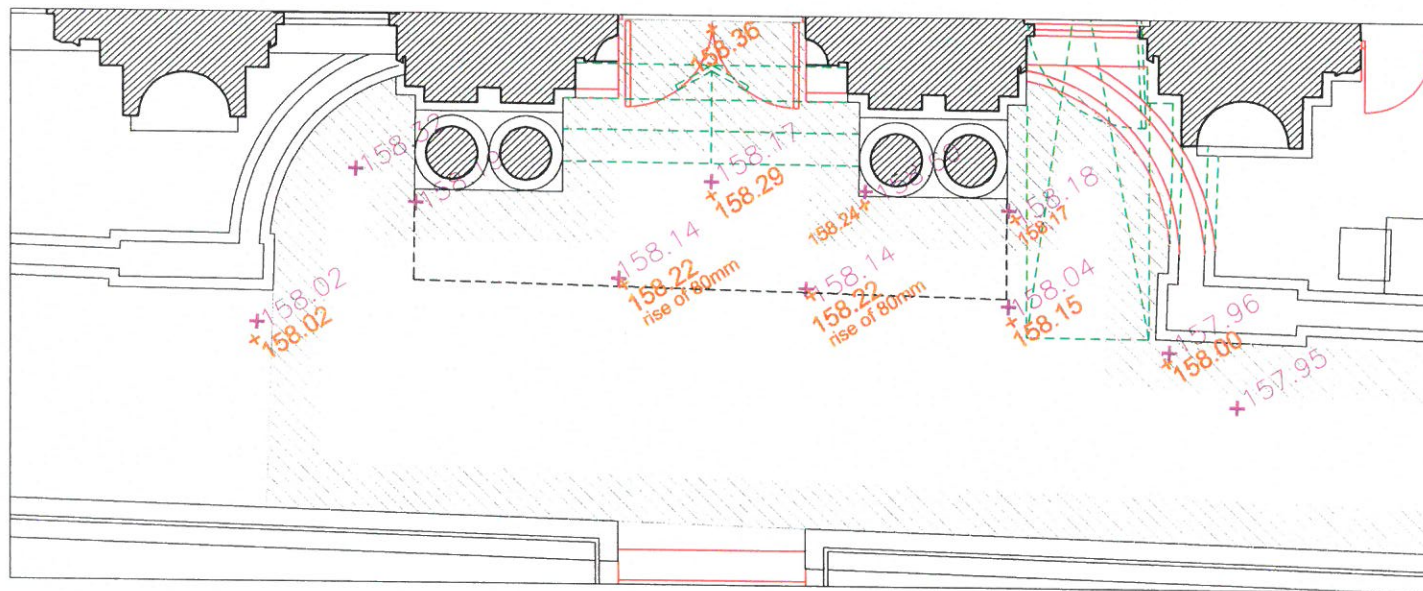


- New bullnose continuation of moulding as on original steps

- 1 Heat curtain over sliding glass doors
- 2 New lowered floor shown in red
- 3 The mezzanine to be acoustically separated from the floor below with a new timber boarded wall with windows

REVISION	DATE/ISSUE	
1.00	18.02.2003	1.0
PROJECT Wolverhampton Art Gallery Refurbishment		
DRAWING TITLE		
As Proposed		
DATE	January 2017	DRAWN RSy
SCALE	1:200@A3	CHECK
STATUS	OPTIONS	
JOB NO.	RT16051	
DRAWING NO.	REVISION	P4

## Page 91



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**Hatched area is perimeter of zone where levels need to be raised in order keep the slope at less than 1:20, and hence avoid having a ramp, rails etc at the entrance.**

**Note that the maximum rise in level is 80mm.**

**This will not affect any of the existing balustrade walls or the wall to the park opposite.**

Existing Levels  
Proposed Levels

REVISION

DATE/DRAWN

PROJECT Wolverhampton Art Gallery  
Refurbishment

DRAWING TITLE Proposed levels at Entrance

DATE January 2017 DRAWN RSY

SCALE 1:50@A3 CHECK

STATUS PRELIMINARY

JOB NO. RT16051

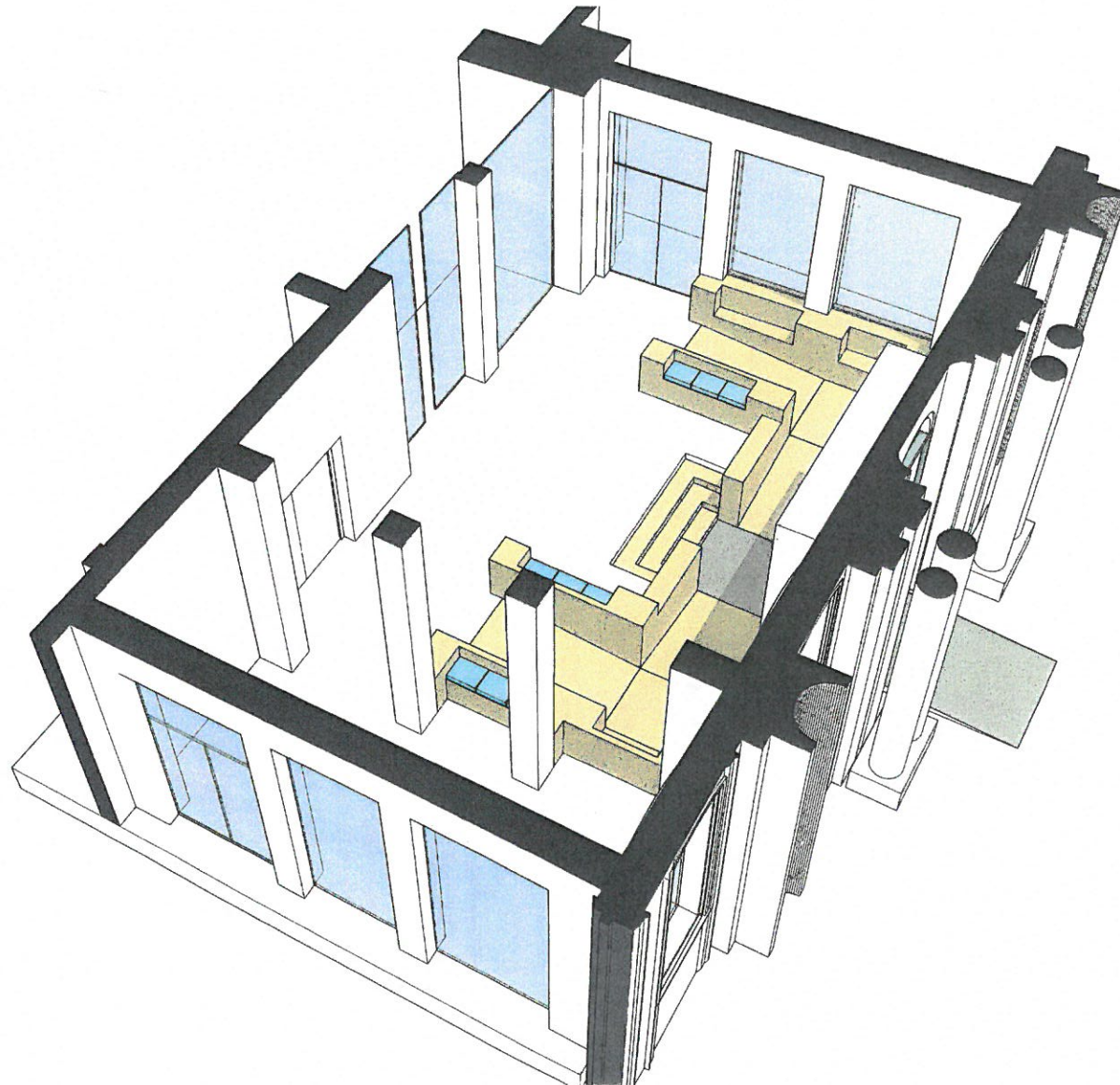
DRAWING NO. REVISION P6

Rock Townsend

THE ROCK TOWNSEND ARCHITECTS  
11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734,



**Wolverhampton Art Gallery**  
Option A  
View 4



**Rock Townsend**

Architecture & Design

The Old School  
Exton Street  
London SE1 8UE  
020 7261 9577  
studio@rocktownsend.co.uk

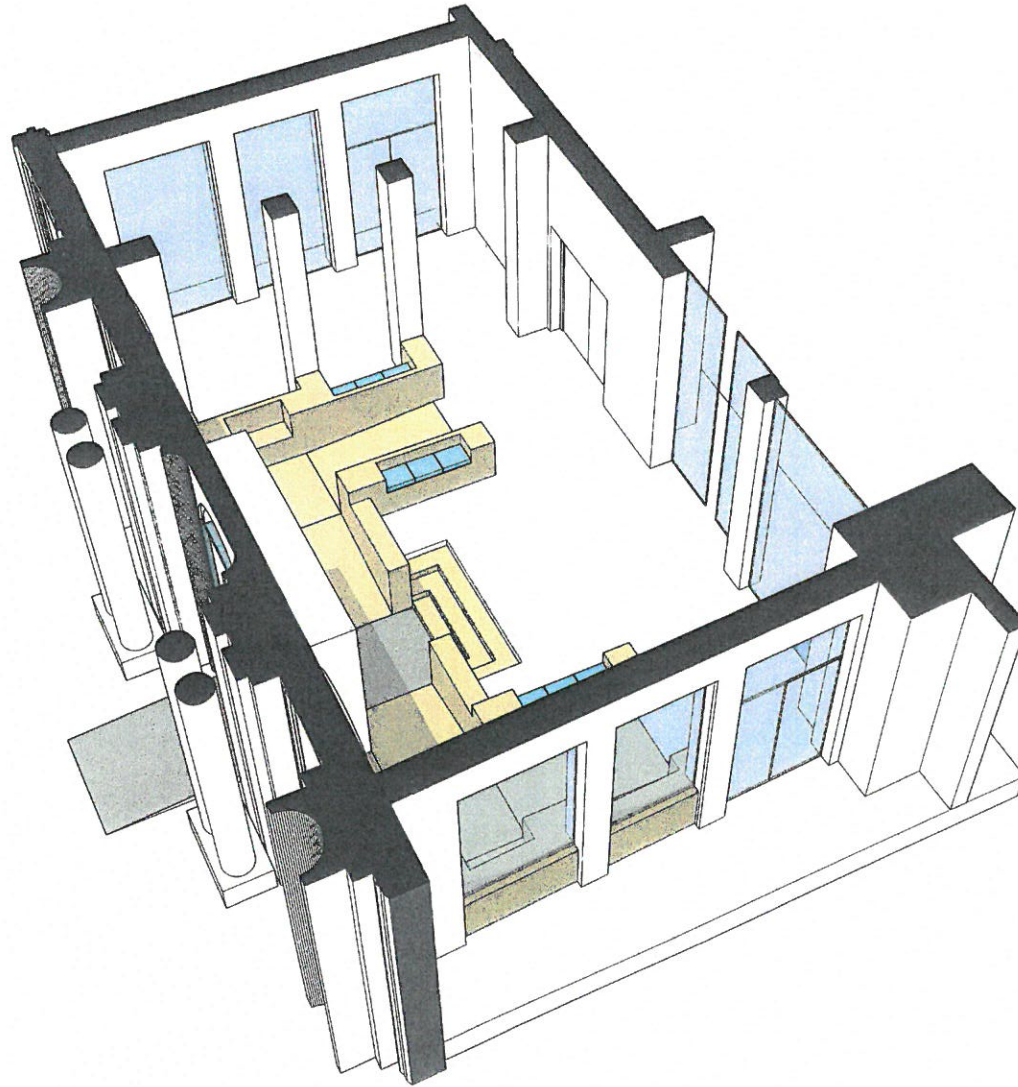
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## Wolverhampton Art Gallery

Option A

View 3



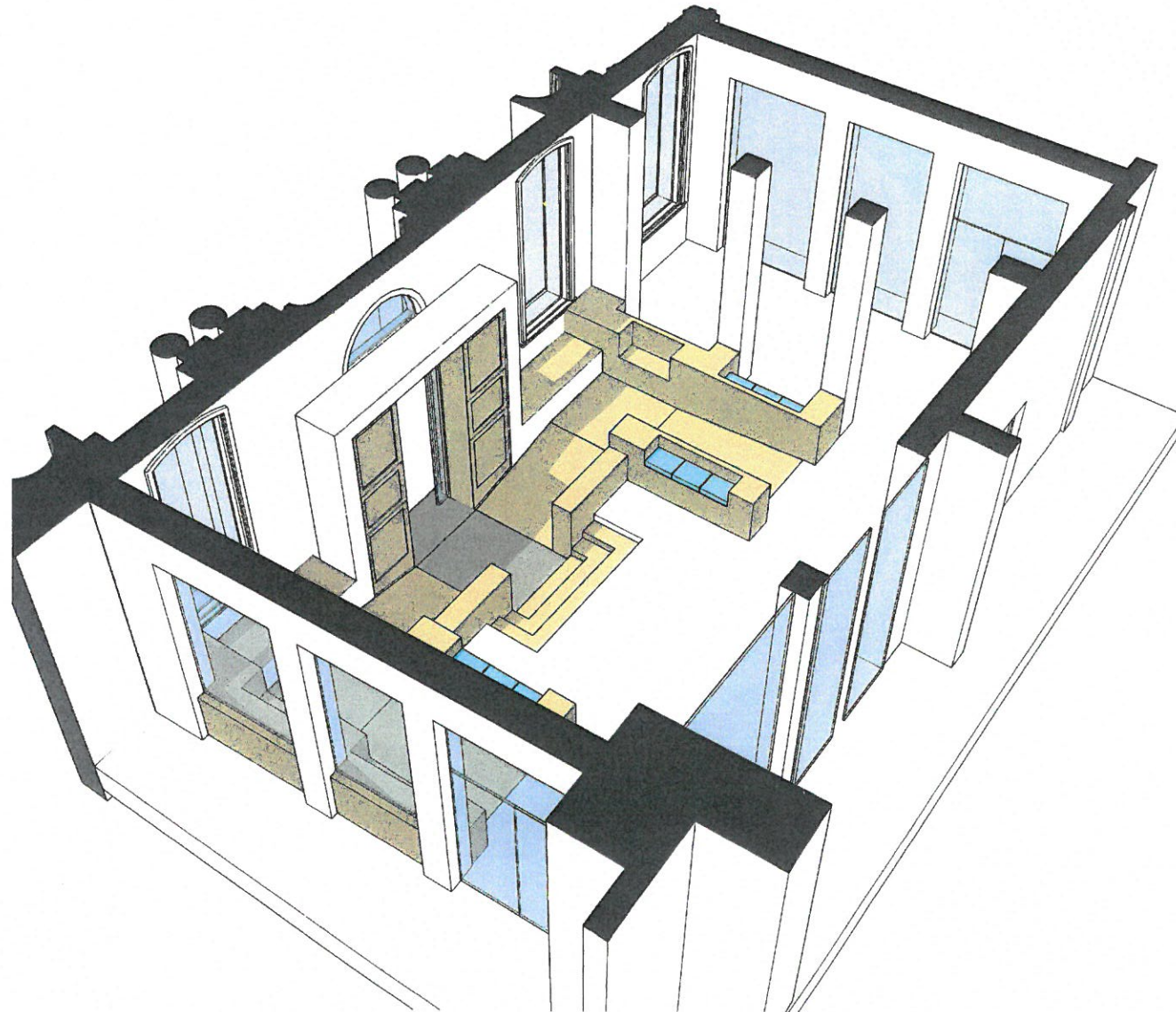
### Rock Townsend

Architecture & Design

The Old School  
Exton Street  
London SE1 8UE  
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**Wolverhampton Art Gallery**  
Option A  
View 2



**Rock Townsend**

Architecture & Design

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## Wolverhampton Art Gallery

Option A

View 1



### Rock Townsend

Architecture & Design

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# Cabinet (Resources) Panel

## 28 March 2017

<b>Report title</b>	External Funding Update – BEIS Benchmarking and Low Carbon ERDF Review	
<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, City Economy	
<b>Originating service</b>	Planning	
<b>Accountable employee(s)</b>	Ric Bravery Tel Email	Sustainability Officer 01902 552177 Ric.Bravery@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	Place Leadership Team Strategic Executive Board	6 June 2017 14 March 2017

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### Recommendations for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Agree in principle that the City of Wolverhampton Council acts as accountable body for the Department of Business, Energy and Industrial Strategy (BEIS) Local Enterprise Partnership (LEP) and City Region benchmarking and European Regional Development Fund (ERDF) low carbon and energy review.
2. Approve grant funded revenue budgets totalling £95,000 to undertake this work.
3. Delegate authority to the Cabinet Member for City Economy in consultation with the Strategic Director for Place, to approve any agreements or contracts required to formally agree to manage the project, should they consider them satisfactory.

## **1.0 Purpose**

- 1.1 To provide an overview of two pieces of work to be grant funded by the Department of Business, Energy and Industrial Strategy (BEIS) and to agree that the City of Wolverhampton Council act as Accountable Body for the work.

## **2.0 Background**

- 2.1 The City of Wolverhampton Council is proactively driving the sustainability and low carbon agenda on behalf of the Black Country Local Enterprise Partnership (LEP), supporting the development of European Regional Development Fund (ERDF) low carbon outline applications and implementing its own Sustainability Strategy and Implementation Plan which aims to:

- Provide effective support to deliver a green economy and achieve sustainable economic development
- Address the causes and effects of climate change and support the move to renewable & low carbon energy
- Promote social inclusion and equal opportunities
- Protect and enhancing the natural and built environment

## **3.0 BEIS benchmarking and ERDF Review**

- 3.1 The Department of Business, Energy and Industrial Strategy (BEIS) wish to fund two pieces of work commissioned by a Local Authority as accountable body (under Section 31 of the Local Government act which enables Ministers to pay grants to local authorities towards expenditure incurred or to be incurred by them) as set out below:

- 1) LEP and City Region Benchmarking & National Event (£25,000) – an update and extension of previous work undertaken in 2016 by Sustainability West Midlands including the holding of a national dissemination event.
- 2) ERDF Review and Regional Workshops– a national economic review and analysis of delivery of ERDF activity on low carbon and energy. This will involve working with BEIS and all LEPs, exploring the economic advantages of ring-fencing funding for these areas, and holding a series of regional workshops.

- 3.2 BEIS have approached the City of Wolverhampton Council to act as Accountable Body for the work. It would receive funding to resource the commissioning of this work, manage the resulting contracts and work closely with BEIS to ensure outputs are achieved.

- 3.3 It is a recognition of the Council's work in promoting the low carbon agenda that it has been asked to manage this high profile national initiative on behalf of BEIS and an excellent opportunity to enhance the Council's reputation in this area. The Council has been offered an additional £10,000 to help cover the costs of commissioning, managing the contracts and monitoring and would therefore be able to recover its costs in managing the contract.

- 3.4 To meet their own budgetary requirements, BEIS proposes to pay the Council the £95,000 in advance of Cabinet (Resources) Panel with the understanding that the sum will be repaid should this report not be agreed.

#### **4.0 Financial implications**

- 4.1 BEIS are to provide the City of Wolverhampton Council with a grant of £85,000 to fund the two pieces of work plus an additional £10,000 to cover the costs of commissioning, managing the contracts and monitoring. Approval is therefore sought to establish a £95,000 revenue budget within Planning to cover this work.  
[ES/09032017/E]

#### **5.0 Legal implications**

- 5.1 The Department of Business, Energy and Industrial Strategy (BEIS) are requesting the City of Wolverhampton Council to act as accountable body under Section 31 of the Local Government Act which enables Ministers to pay grants to local authorities towards expenditure incurred or to be incurred by them.
- 5.2 The Council has yet to have sight of any Memorandum of Understanding or other agreements which it may be requested to sign by BEIS; therefore delegated authority is sought to formally agree to the project and sign any agreements, subject to them being considered satisfactory. Legal advice would be needed in respect of any contracts or agreements. [TS/08032017/V]

#### **6.0 Equalities implications**

- 6.1 Wolverhampton's Sustainability Strategy and Implementation Plan includes a specific priority around promoting social inclusion and equal opportunities. An equalities impact assessment was undertaken when it was developed.

#### **7.0 Environmental implications**

- 7.1 This project will have positive environmental implications given its focus on low carbon and sustainability.

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

- 8.1 There are no human resource implications.

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

- 9.1 There are no corporate landlord implications.

#### **10.0 Schedule of background papers**

- 10.1 None.

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## Cabinet (Resources) Panel

28 March 2017

<b>Report title</b>	Acquisition of Privately Owned Empty Properties by agreement or Compulsory Purchase:  32 Cadle Road, Low Hill. WV10 9SJ – Property Identified for Action.	
<b>Decision designation</b>	AMBER	
<b>Cabinet member with lead responsibility</b>	Councillor Peter Bilson City Housing and Assets	
<b>Key decision</b>	No	
<b>In forward plan</b>	No	
<b>Wards affected</b>	Park	
<b>Accountable director</b>	Lesley Roberts, Strategic Director, City Housing	
<b>Originating service</b>	Private Sector Housing	
<b>Accountable employee(s)</b>	Richard Long Tel Email	Housing Improvement Officer 01902 555705 Richard.long@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	Not applicable	

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### Recommendations for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Authorise the Strategic Director, City Housing to negotiate terms for the acquisition of the property, and, in default of that acquisition, give authority for a compulsory purchase order (CPO) to be made under Part II Section 17 Housing Act 1985 in respect of the property.
2. Approve expenditure for the potential acquisition of the property, with subsequent capital receipts being recycled within this programme.

3. In the event that the property is improved and re-occupied to the satisfaction of the Service Director for City Housing, authorise withdrawal of the property from the CPO.
4. Following any acquisition, authorise the Strategic Director, City Housing to dispose of the property on the open market on condition that the property is refurbished and re-occupied within 6 or 12 months (as appropriate to the scale of the works).
5. Authorise the Director of Governance to:
  - a) Take all reasonable steps as soon as it is reasonably practical to secure the making, confirmation and implementation of the CPO including the publication and service of all Notices and the presentation of the Council's case at any Public Inquiry.
  - b) Approve agreements with the owners of the property setting out the terms for the withdrawal of objections to the CPO, and/or making arrangements for re-housing or relocation of any occupiers.
  - c) Approve the making of a General Vesting Declaration (the property is brought into Council ownership via this process).
  - d) Approve the disposal of the whole and/ or parts of the property by auction, tender or private treaty.

## **1.0 Purpose**

- 1.1 The purpose of this report is to request the Panel to authorise the acquisition of 32 Cadle Road, Low Hill. WV10 9SJ. by negotiation or by the making of a Compulsory Purchase Order under Section 17 of Part II of the Housing Act 1985 (CPO). Should it be possible to reach agreement on a mutually acceptable undertaking, agree to the withdrawal of the property from the CPO.
- 1.2 This decision is in support of City of Wolverhampton Council Empty Properties Strategy which aims to bring long term empty properties back into use.
- 1.3 The reoccupation of empty properties brings in additional income to the City Council via the New Homes Bonus paid to Local Authorities as a result of increased housing supply.

## **2.0 Background**

- 2.1 The property, highlighted on the attached plan, is a three bedroom semi-detached property that has been empty for a considerable period. Complaints regarding the condition of the property were first received in April 2011.
- 2.2 A Notice under section 215 of the Town and Country Planning Act 1990 was served on 32 Cadle Road in order to remove the detrimental effect the condition of the property/ land is having on the amenity of the area. Some work was carried out at the property, however, the Notice has not been fully complied with.
- 2.3 Attempts to resolve the situation informally including offers by the Council to acquire the property have not resolved the situation or brought about a voluntary solution; it is now considered necessary to continue with formal action under the Empty Property Strategy.
- 2.4 The principle of establishing a revolving fund to drive forward the Private Sector Empty Property Strategy was approved by Cabinet on 11 January 2006. The revolving fund provides for properties that are consistent with the strategy to be acquired under compulsory purchase powers, marketed for sale and brought back into residential occupation. The arrangements proposed for the property identified are consistent with that strategy. Should the Compulsory Purchase Order be confirmed in favour of the council, the council would seek to dispose of the property by auction. The property would be sold with the condition that the property is brought back to a required standard of repair within a specified time limit.

## **3.0 Proposals**

- 3.1 Where it is necessary to make a Compulsory Purchase Order and this is subsequently confirmed in favour of the Council, the Council would seek to

dispose of the property by tender, auction or private treaty. The property would be sold with the condition that the property is brought back to a required standard of repair within a specified time limit. This will also apply to any negotiated acquisitions.

#### **4.0 Financial implications**

- 4.1 In the event of an acquisition the costs can be met from the £540,000 capital budget for the Empty property strategy approved by Council on 20 July 2016. The subsequent sale of the property would result in a capital receipt, ring-fenced to finance future purchases through the Empty property strategy. Any non-capital costs incurred between purchase and sale, for example security measures, must be met from current private sector housing budgets.
- 4.2 The owner of the property has been served with a Section 215 Notice of the Town and Country Planning Act 1990 to tidy the land/ buildings. This has not been complied with and it will therefore not be necessary to pay the additional statutory 7.5% compensation payment.
- 4.3 Bringing empty properties back into use attracts New Homes Bonus to the City Council and could result in additional council tax revenue.  
[JM/15/02/2017/A] ]

#### **5.0 Legal implications**

- 5.1 Section 17 of the Housing Act 1985 empowers local housing authorities to compulsorily acquire land houses or other properties for the provision of housing accommodation. However, the acquisition must achieve a qualitative or quantitative housing gain. In order to make a Compulsory Purchase Order under this power and achieve successful confirmation, the Council will need to show compliance with the requirements of the relevant statutory provision and circular 06/2004 Compulsory Purchase and the Crichel Down Rules. Where there are objections to a Compulsory Purchase Order the matter may go forward to a public inquiry and specialist Counsel may need to be engaged to present the Council's case.
- 4.2 Article 1 of Protocol 1 of the Human Rights Act 1988 guarantees peaceful enjoyment of possessions and would be engaged by the making of a CPO. However, the contents of this report and the actions recommended are considered to be proportional and compatible with the Human Rights Act 1988, particularly bearing in mind the above checks and balances on the Local Authority's power.  
[RB/02032017/N]

#### **6.0 Equalities implications**

- 6.1 Equalities implications have been considered throughout the process and in assessing the outcome. An Equality Analysis has been completed and this does not indicate any adverse implications. Bringing an empty property back into use will improve the visual amenity of the area and can make the area

more welcoming to some groups covered by the Equality Act 2010, in doing so this will promote participation in public life.

## **7.0 Environmental implications**

- 7.1 Long term empty properties can have a detrimental impact on neighbourhood sustainability and cause environmental blight. Bringing the property back into residential use will improve the appearance of the neighbourhood, enhance property conditions and contribute to the regeneration of the City, meeting the Council's strategic objectives.

## **8. Human resources implications**

- 8.1 There are no human resources implications.

## **9.0 Corporate landlord implications**

- 9.1 Where applicable, corporate landlord will be required to produce valuations and arrange for the appropriate disposal of the property by auction or private treaty.

## **10.0 Schedule of background papers**

- An Action Plan to Deliver the Empty Property Strategy 11/01/06
- Private Sector Empty Property Strategy 2010-2015
- Wolverhampton Housing Needs Survey 2007

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① AREA COLOURED PINK = 250.9m<sup>2</sup> OR THEREABOUTS

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date	February 2017
scales	1:500
drawn by	AJP
dwg. no.	\\Cadle Road 32.dwg

THE MAP REFERRED TO IN  
THE CITY OF WOLVERHAMPTON COUNCIL  
(32 Cadle Road)  
**Page 107**  
COMPULSORY PURCHASE ORDER 2017

**The City of Wolverhampton Council**

Strategic Director – Place  
Civic Centre, St. Peter's Square, Wolverhampton  
Tel. (01902) 556555

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32 Cadle Road, Low Hill, WV10 9SJ



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## Cabinet (Resources) Panel

28 March 2017

<b>Report title</b>	Acquisition of Privately Owned Empty Properties by agreement or Compulsory Purchase: Two and a Half Clifford Street, Whitmore Reans. WV6 0AB	
<b>Decision designation</b>	AMBER	
<b>Cabinet member with lead responsibility</b>	Councillor Peter Bilson City Housing and Assets	
<b>Key decision</b>	No	
<b>In forward plan</b>	No	
<b>Wards affected</b>	Park	
<b>Accountable director</b>	Lesley Roberts, Strategic Director, City Housing	
<b>Originating service</b>	Private Sector Housing	
<b>Accountable employee(s)</b>	Richard Long Tel Email	Housing Improvement Officer 01902 555705 Richard.long@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	Not applicable	

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### Recommendations for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Authorise the Strategic Director, City Housing to negotiate terms for the acquisition of the property, and, in default of that acquisition, give authority for a compulsory purchase order (CPO) to be made under Part II Section 17 Housing Act 1985 in respect of the property.
2. Approve expenditure for the potential acquisition of the property, with subsequent capital receipts being recycled within this programme.

3. In the event that the property is improved and re-occupied to the satisfaction of the Service Director for City Housing, authorise withdrawal of the property from the CPO.
4. Following any acquisition, authorise the Strategic Director, City Housing to dispose of the property on the open market on condition that the property is refurbished and re-occupied within six or 12 months (as appropriate to the scale of the works).
5. Authorise the Director of Governance to:
  - a) Take all reasonable steps as soon as it is reasonably practical to secure the making, confirmation and implementation of the CPO including the publication and service of all Notices and the presentation of the Council's case at any Public Inquiry.
  - b) Approve agreements with the owners of the property setting out the terms for the withdrawal of objections to the CPO, and/or making arrangements for re-housing or relocation of any occupiers.
  - c) Approve the making of a General Vesting Declaration (the property is brought into Council ownership via this process).
  - d) Approve the disposal of the whole and/ or parts of the property by auction, tender or private treaty.

## **1.0 Purpose**

- 1.1 The purpose of this report is to request the Panel to authorise the acquisition of Two and a Half Clifford Street, Whitmore Reans. WV6 0AB, by negotiation or by the making of a Compulsory Purchase Order under Section 17 of Part II of the Housing Act 1985 (CPO). Should it be possible to reach agreement on a mutually acceptable undertaking, agree to the withdrawal of the property from the CPO.
- 1.2 This decision is in support of City of Wolverhampton Council Empty Properties Strategy which aims to bring long term empty properties back into use.
- 1.3 The reoccupation of empty properties brings in additional income to the City Council via the New Homes Bonus paid to Local Authorities as a result of increased housing supply.

## **2.0 Background**

- 2.1 The property highlighted on the attached plan contains four flats and a window manufacturing yard/ office. Complaints regarding the property were first received in May 2005. Complaints include fly tipping, inadequate housing standards and the general condition of the property.
- 2.2 A Notice under section 215 of the Town and Country Planning Act 1990 was served on the owner of the land in January 2015 in order to remove the detrimental effect the condition of the property/ land is having on the amenity of the area. Some works were carried out. However, the Notice has not been fully complied with.
- 2.3 Occupation of the property is prohibited under the Housing Act 2004 and the owner is also subject to further enforcement in the form of a Community Protection Notice relating to housing management standards.
- 2.4 Attempts to resolve the situation informally including protracted discussions and offers by the Council to acquire the property have not resolved the situation or brought about a voluntary solution; it is now considered necessary to continue with formal action under the Empty Property Strategy.
- 2.5 The principle of establishing a revolving fund to drive forward the Private Sector Empty Property Strategy was approved by Cabinet on 11 January 2006. The revolving fund provides for properties that are consistent with the strategy to be acquired under compulsory purchase powers, marketed for sale and brought back into residential occupation. The arrangements proposed for the property at Two and a Half Clifford Street are consistent with that strategy. Should the Compulsory Purchase Order be confirmed in favour of the council, the council would seek to dispose of the property by auction. The property would be sold with the condition that the property is brought back to a required standard of repair within a specified time limit.

### **3.0 Proposals**

- 3.1 Where it is necessary to make a Compulsory Purchase Order and this is subsequently confirmed in favour of the Council, the Council would seek to dispose of the property by tender, auction or private treaty. The property would be sold with the condition that the property is brought back to a required standard of repair within a specified time limit. This will also apply to any negotiated acquisitions.

### **4.0 Financial implications**

- 4.1 In the event of an acquisition the costs can be met from the £540,000 capital budget for the Empty property strategy approved by Council on 20 July 2016. The subsequent sale of the property would result in a capital receipt, ring-fenced to finance future purchases through the Empty property strategy. Any non-capital costs incurred between purchase and sale, for example security measures, must be met from current private sector housing budgets.
- 4.2 The owner of the property has been served with a Section 215 Notice of the Town and Country Planning Act 1990 to tidy the land/ buildings. This has not been complied with and it will therefore not be necessary to pay the additional statutory 7.5% compensation payment.
- 4.3 Bringing empty properties back into use attracts New Homes Bonus to the City Council and could result in additional council tax revenue.  
[JM/15022017/A]

### **5.0 Legal implications**

- 5.1 Section 17 of the Housing Act 1985 empowers local housing authorities to compulsorily acquire land houses or other properties for the provision of housing accommodation. However the acquisition must achieve a qualitative or quantitative housing gain. In order to make a Compulsory Purchase Order under this power and achieve successful confirmation, the Council will need to show compliance with the requirements of the relevant statutory provision and circular 06/2004 Compulsory Purchase and the Crichel Down Rules. Where there are objections to a Compulsory Purchase Order the matter may go forward to a public inquiry and specialist Counsel may need to be engaged to present the Council's case.
- 5.2 Article 1 of Protocol 1 of the Human Rights Act 1988 guarantees peaceful enjoyment of possessions and would be engaged by the making of a CPO. However, the contents of this report and the actions recommended are considered to be proportional and compatible with the Human Rights Act 1988, particularly bearing in mind the above checks and balances on the Local Authority's power.  
[RB/02032017/L]

### **6.0 Equalities implications**

- 6.1 Equalities implications have been considered throughout the process and in assessing the outcome. An Equality Analysis has been completed and this does not indicate any adverse implications. Bringing an empty property back into use will

improve the visual amenity of the area and can make the area more welcoming to some groups covered by the Equality Act 2010, in doing so this will promote participation in public life.

## **7.0 Environmental implications**

- 7.1 Long term empty properties can have a detrimental impact on neighbourhood sustainability and cause environmental blight. Bringing the property back into residential use will improve the appearance of the neighbourhood, enhance property conditions and contribute to the regeneration of the City, meeting the Council's strategic objectives.

## **8. Human resources implications**

- 8.1 There are no human resources implications.

## **9.0 Corporate landlord implications**

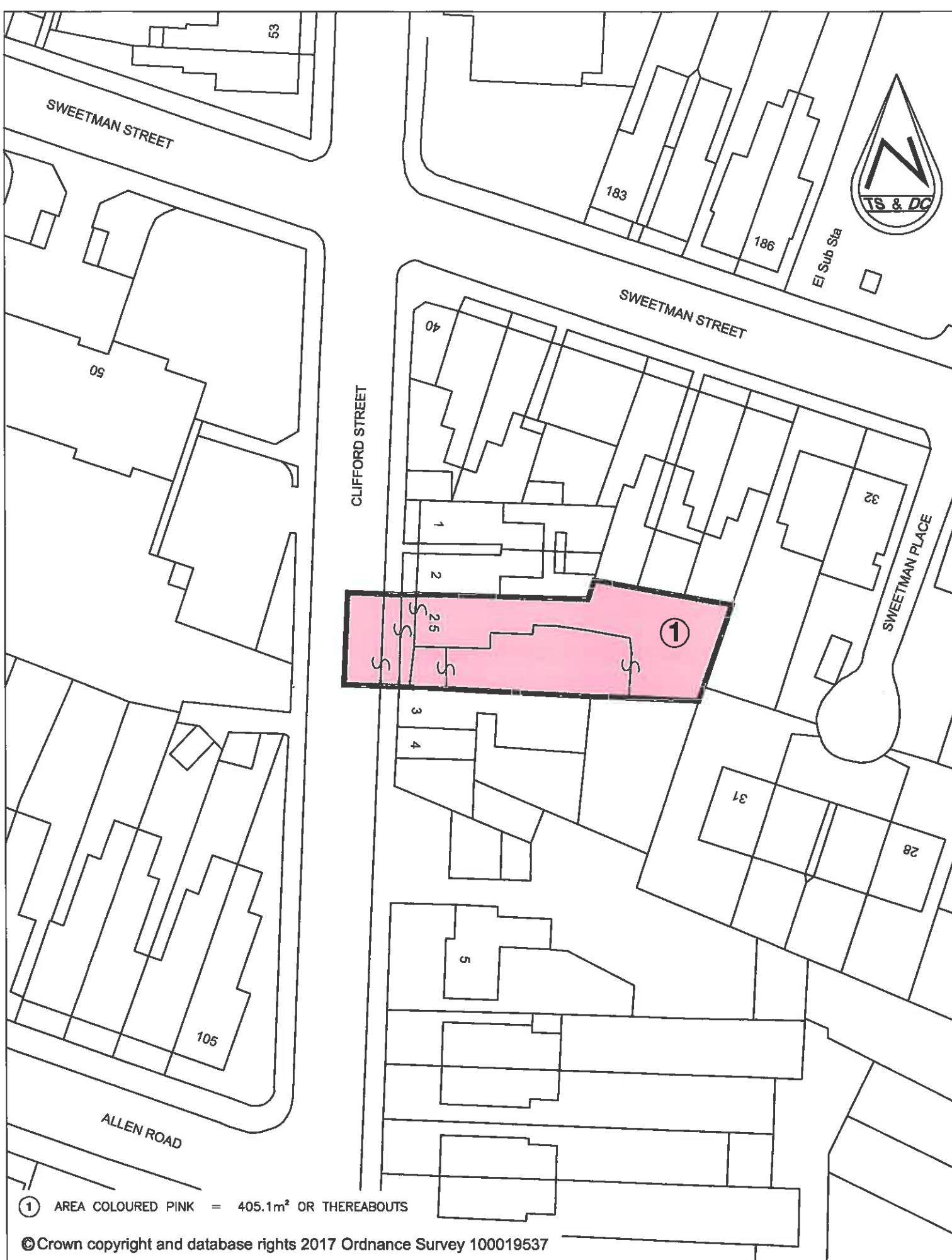
- 9.1 Where applicable, corporate landlord will be required to produce valuations and arrange for the appropriate disposal of the property by auction or private treaty.

## **10.0 Schedule of background papers**

- An Action Plan to Deliver the Empty Property Strategy 11/01/06
- Private Sector Empty Property Strategy 2010-2015
- Wolverhampton Housing Needs Survey 2007

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1 AREA COLOURED PINK = 405.1m<sup>2</sup> OR THEREABOUTS

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date February 2017

scales 1:500

drawn by AJP

desig. no. 12B Clifford Street.dwg

THE MAP REFERRED TO IN  
THE CITY OF WOLVERHAMPTON COUNCIL  
(2B Clifford Street)  
**Page 117**  
COMPULSORY PURCHASE ORDER 2017

**City of Wolverhampton Council**

Strategic Director – Place  
Civic Centre, St. Peter's Square, Wolverhampton  
Tel. (01902) 556556

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Two and a Half Clifford Street, Wolverhampton, WV6 0AB



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## Cabinet (Resources) Panel

28 March 2017

<b>Report title</b>	Acquisition of Privately Owned Empty Properties by agreement or Compulsory Purchase:  Properties Adjacent to 11 Cyprus Street, Blakenhall (Title WM757642)	
<b>Decision designation</b>	AMBER	
<b>Cabinet member with lead responsibility</b>	Councillor Peter Bilson City Housing and Assets	
<b>Key decision</b>	No	
<b>In forward plan</b>	No	
<b>Wards affected</b>	Park	
<b>Accountable director</b>	Lesley Roberts, Strategic Director, City Housing	
<b>Originating service</b>	Private Sector Housing	
<b>Accountable employee(s)</b>	Richard Long Tel Email	Housing Improvement Officer 01902 555705 Richard.long@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	Not applicable	

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### Recommendations for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Authorise the Strategic Director, City Housing to negotiate terms for the acquisition of the property, and, in default of that acquisition, give authority for a compulsory purchase order (CPO) to be made under Part II Section 17 Housing Act 1985 in respect of the property.
2. Approve expenditure for the potential acquisition of the property, with subsequent capital receipts being recycled within this programme.

3. In the event that the property is improved and re-occupied to the satisfaction of the Service Director for City Housing, authorise withdrawal of the property from the CPO.
4. Following any acquisition, authorise the Strategic Director, City Housing to dispose of the property on the open market on condition that the property is refurbished and re-occupied within six or 12 months (as appropriate to the scale of the works).
5. Authorise the Director of Governance to –
  - a) Take all reasonable steps as soon as it is reasonably practical to secure the making, confirmation and implementation of the CPO including the publication and service of all Notices and the presentation of the Council's case at any Public Inquiry.
  - b) Approve agreements with the owners of the property setting out the terms for the withdrawal of objections to the CPO, and/or making arrangements for re-housing or relocation of any occupiers.
  - c) Approve the making of a General Vesting Declaration (the property is brought into Council ownership via this process).
  - d) Approve the disposal of the whole and/ or parts of the property by auction, tender or private treaty.

## **1.0 Purpose**

- 1.1 The purpose of this report is to request the Panel to authorise the acquisition of properties adjacent to 11 Cyprus Street, Blakenhall, by negotiation or by the making of a Compulsory Purchase Order under Section 17 of Part II of the Housing Act 1985 (CPO). Should it be possible to reach agreement on a mutually acceptable undertaking, agree to the withdrawal of the property from the CPO.
- 1.2 This decision is in support of City of Wolverhampton Council Empty Properties Strategy which aims to bring long term empty properties back into use.
- 1.3 The reoccupation of empty properties brings in additional income to the City Council via the New Homes Bonus paid to Local Authorities as a result of increased housing supply.

## **2.0 Background**

- 2.1 The properties highlighted on the attached plan are a pair of semi-detached houses that have been partially completed. Complaints regarding the property were first received in April 2007 and contact with the owner resulted in some works progressing in 2010 (windows and doors were fitted). However, no works have progressed since that time, the site is overgrown and unauthorised access continues at the site.
- 2.2 A Notice under section 215 of the Town and Country Planning Act 1990 was served on the owner of the land in 2014 in order to remove the detrimental effect the condition of the property/ land is having on the amenity of the area. The Notice has not been complied with.
- 2.3 Attempts to resolve the situation informally including offers by the Council to acquire the property have not resolved the situation or brought about a voluntary solution; it is now considered necessary to continue with formal action under the Empty Property Strategy.
- 2.4 The principle of establishing a revolving fund to drive forward the Private Sector Empty Property Strategy was approved by Cabinet on 11 January 2006. The revolving fund provides for properties that are consistent with the strategy to be acquired under compulsory purchase powers, marketed for sale and brought back into residential occupation. The arrangements proposed for the identified properties are consistent with that strategy. Should the Compulsory Purchase Order be confirmed in favour of the council, the council would seek to dispose of the property by auction. The property would be sold with the condition that the property is brought back to a required standard of repair within a specified time limit.

## **3.0 Proposals**

- 3.1 Where it is necessary to make a Compulsory Purchase Order and this is subsequently confirmed in favour of the Council, the Council would seek to dispose of the property by tender, auction or private treaty. The property would be sold with the condition that the property is brought back to a required standard of repair within a specified time limit. This will also apply to any negotiated acquisitions.

## **4.0 Financial implications**

- 4.1 In the event of an acquisition the costs can be met from the £540,000 capital budget for the Empty property strategy approved by Council on 20 July 2016. The subsequent sale of the property would result in a capital receipt, ring-fenced to finance future purchases through the Empty property strategy. Any non-capital costs incurred between purchase and sale, for example security measures, must be met from current private sector housing budgets.
- 4.2 The owner of the property has been served with a Section 215 Notice of the Town and Country Planning Act 1990 to tidy the land/ buildings. This has not been complied with and it will therefore not be necessary to pay the additional statutory 7.5% compensation payment.
- 4.3 Bringing empty properties back into use attracts New Homes Bonus to the City Council and could result in additional council tax revenue.  
[RB/02032017]

## **5.0 Legal implications**

- 5.1 Section 17 of the Housing Act 1985 empowers local housing authorities to compulsorily acquire land houses or other properties for the provision of housing accommodation. However, the acquisition must achieve a qualitative or quantitative housing gain. In order to make a Compulsory Purchase Order under this power and achieve successful confirmation, the Council will need to show compliance with the requirements of the relevant statutory provision and circular 06/2004 Compulsory Purchase and the Crichel Down Rules. Where there are objections to a Compulsory Purchase Order the matter may go forward to a public inquiry and specialist Counsel may need to be engaged to present the Council's case.
- 5.2 Article 1 of Protocol 1 of the Human Rights Act 1988 guarantees peaceful enjoyment of possessions and would be engaged by the making of a CPO. However, the contents of this report and the actions recommended are considered to be proportional and compatible with the Human Rights Act 1988, particularly bearing in mind the above checks and balances on the Local Authority's power.  
[JM/15/02/2017/A] ]

## **6.0 Equalities implications**

- 6.1 Equalities implications have been considered throughout the process and in assessing the outcome. An Equality Analysis has been completed and this does not indicate any adverse implications. Bringing an empty property back into use will improve the visual amenity of the area and can make the area more welcoming to some groups covered by the Equality Act 2010, in doing so this will promote participation in public life.

## **7.0 Environmental implications**

- 7.1 Long term empty properties can have a detrimental impact on neighbourhood sustainability and cause environmental blight. Bringing the property back into residential



use will improve the appearance of the neighbourhood, enhance property conditions and contribute to the regeneration of the City, meeting the Council's strategic objectives.

## **8. Human resources implications**

**8.1** There are no human resources implications.

## **9.0 Corporate landlord implications**

**9.1** Where applicable, corporate landlord will be required to produce valuations and arrange for the appropriate disposal of the property by auction or private treaty.

## **10.0 Schedule of background papers**

- An Action Plan to Deliver the Empty Property Strategy 11/01/06;
- Private Sector Empty Property Strategy 2010-2015;
- Wolverhampton Housing Needs Survey 2007;

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CYPRUS STREET

BROMWYND CLOSE

UPPER VILLIERS STREET

- ① AREA COLOURED PINK = 247.8m<sup>2</sup> OR THEREABOUTS
- ② AREA COLOURED PINK = 256.3m<sup>2</sup> OR THEREABOUTS
- TOTAL AREA COLOURED PINK = 504.1m<sup>2</sup> OR THEREABOUTS

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date	February 2017
scale	1:500
drawn by	AJP
dwg. no.	\\Cyprus Street Adj 11.dwg

THE MAP REFERRED TO IN  
THE CITY OF WOLVERHAMPTON COUNCIL  
(Properties Adjacent to 11 Cyprus Street)  
**Page 127**  
COMPULSORY PURCHASE ORDER 2017

**City of Wolverhampton Council**

Strategic Director - Place  
Civic Centre, St. Peter's Square, Wolverhampton  
Tel. (01902) 556556

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## Properties Adjacent to 11 Cyprus Street, Wolverhampton



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## Cabinet (Resources) Panel

28 March 2017

<b>Report title</b>	Bradley Arm Canal Towpath Improvement – additional grant funding	
<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>	Bilston East, Springvale	
<b>Accountable director</b>	Ross Cook, City Environment	
<b>Originating service</b>	Transportation	
<b>Accountable employee(s)</b>	Gwyn James Tel Email	Head of Service - Transportation 01902 555755 Gwyn.james@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	None	

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### Recommendations for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve the allocation of further grant funding up to £85,000 for the completion of the Bradley Arm Canal towpath improvement scheme.

## **1.0 Purpose**

- 1.1 In January 2017 a project to improve the surface of the Bradley Arm Canal towpath from its junction with the Birmingham Mainline Canal to Highfields Road was approved. Following commencement of works the cost of the project has been reassessed and is now anticipated to exceed the agreed budget by up to £85,000. This report seeks approval to increase the agreed budget by £85,000 to ensure the project can be completed.

## **2.0 Background**

- 2.1 The Managing Short Trips (MST) programme is a partnership with Transport for West Midlands and the other three Black Country Authorities. Through this partnership a successful bid for resources was made via the Black Country Local Enterprise Partnership (LEP) from the Local Growth Fund, enabling transport projects to be delivered to improve access to employment and economic regeneration.

## **3.0 Bradley Arm Canal Towpath Scheme**

- 3.1 The Bradley Arm Canal towpath has been identified for improvement as it connects to recent works on and around the Birmingham Mainline Canal creating links to Coseley Rail Station and Wolverhampton city centre. It is also a timely scheme to deliver in view of the on-going development of Bilston Urban Village.
- 3.2 This scheme involves provision of an all-weather surface for a distance of 890 metres from the junction of the Birmingham Mainline Canal to the Highfields Road Bridge. The work is being procured and managed by the Canal & River Trust (CRT) on behalf of the Council.
- 3.3 Since work began last month, additional costs of approximately £85,000 have been identified due to the need to provide support to an embankment adjacent to the canal. This problem only became apparent during the course of construction.
- 3.4 The Black Country Local Enterprise Partnership (LEP) has agreed to fund the additional costs, which will be passported through to CRT by the Council. However, since the project is included in City of Wolverhampton Council's capital programme it is necessary to obtain approval to the increase in budget through the Council's own financial procedures.

## **4.0 Financial implications**

- 4.1 The original allocation of £207,000 in the Managing Short Trips programme for the payment of grant to the Canal and River Trust to carry out Bradley Arm Canal towpath improvements has been increased to £292,000 to allow for the revised costing. This represents an increase of £85,000 on the budget which is included under the Transportation element of the approved capital programme. It is wholly funded by grant from the Local Growth Fund via the Black Country LEP.[TK/10032017/N]



## **5.0 Legal implications**

- 5.1 Conditions relating to deployment of the Local Growth Fund require the City of Wolverhampton Council to act as intermediary between the West Midlands Combined Authority and the Canal & River Trust Authority. The proper fulfilment of this role requires any necessary legal agreements to be entered into between Wolverhampton City Council and the West Midlands Combined Authority, and between Wolverhampton City Council and the Canal & River Trust Authority.  
[ TS/09032017/Q]

## **6.0 Equalities implications**

- 6.1 The works detailed in this report aim to increase low-cost options for travel, in particular, access to employment. The equality benefit of this has to be balanced against the impact on mobility and sensory impaired people of accommodating cyclists within traditionally pedestrian areas. The works have therefore been subjected to a Stage 1 Equality Analysis.

## **7.0 Environmental implications**

- 7.1 The developments identified in this report will enhance the walking and cycling infrastructure, increasing opportunities for travel by environmentally benign modes. This will have a positive effect on air pollution and noise arising from motor traffic. The proposals for Springfield Campus will result in conversion of a motor vehicle-dominated environment to a pedestrian- and cycling-friendly environment.

## **8.0 Human resources implications**

- 8.1 This report has no Human Resources implications

## **9.0 Corporate landlord implications**

- 9.1 This report has no Corporate Landlord implications

## **10.0 Schedule of background papers**

- 10.1 IEDN 16/01/17 Bradley Arm Canal Towpath Improvement

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# Cabinet (Resources) Panel

## 28 March 2017

<b>Report title</b>	The Charter for Sustainable British Steel	
<b>Decision designation</b>	AMBER	
<b>Cabinet member with lead responsibility</b>	Councillor Roger Lawrence Leader of the Council	
<b>Key decision</b>	No	
<b>In forward plan</b>	No	
<b>Wards affected</b>	All	
<b>Accountable director</b>	Mark Taylor, Director of Finance	
<b>Originating service</b>	Procurement	
<b>Accountable employee(s)</b>	Andy Moran Tel Email	Service Director Commercial Services 01902 554132 andy.moran@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>		

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### Recommendations for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve the Council becoming a signatory to the Charter for Sustainable British Steel.

## **1.0 Purpose**

- 1.1 This report seeks approval for the Council to become a signatory to the Charter for Sustainable British Steel.

## **2.0 Background**

- 2.1 The Council has been approached by North Lincolnshire Council (see Appendix 1) to become a signatory to the Charter for Sustainable British Steel. This Charter has been developed by the UK Steel trade association EEF.
- 2.2 The Charter supports the responsible sourcing of steel reinforcement that meets the Building Research Establishment (BRE) standard BES 6001.

## **3.0 Charter Pledges**

- 3.1 Signatories of this Charter pledge to purchase carbon steel reinforcement for concrete only from vendors that adhere to the Framework Standard for Responsible Sourcing (BES 6001), as recognised by BRE as an associated independent third-party certification scheme. The Council will include this requirement where appropriate in its specifications for construction and highways contracts.

- 3.2 Signatories of this charter recognise that:

I. The manufacture of British steel products makes a significant contribution to the British economy. Exports of British steel were worth £4.9bn in 2013 and contributed £2.4bn to the UK's balance of trade. The sector's overall contribution to the UK economy is worth around £9.5bn a year.

II. The British steel industry employs approximately 20,000 people and additionally supports domestic businesses and employees in the supply chain, with the associated knock on benefits for the national economy generated by tax revenues.

III. British steel is a quality product manufactured with high production values.

IV. BES 6001 certification means the steel has been manufactured in a sustainable and responsibly sourced manner and can be traced back to its raw materials.

V. Using steel manufactured to BES 6001 standards supports public and private bodies to reach sustainability targets.

VI. There are significant benefits that arise when money invested in public and private projects is recirculated within the British economy, via the purchase of domestically produced products.

VII. British businesses and organisations have a duty to lead the way in supporting sustainable, British steel.

#### **4.0 Financial implications**

- 4.1 As a result of becoming a signatory to the Charter for Sustainable British Steel, the Council pledges to purchase carbon steel reinforcement for concrete only from vendors that adhere to the Framework Standard for Responsible Sourcing.  
[MH/20032017/B]

#### **5.0 Legal implications**

- 5.1 In accordance with the Public Contracts Regulations the Council can take into account the environmental and social implications of production of products.  
[TS/15032017/W]

#### **6.0 Equalities implications**

- 6.1 None.

#### **7.0 Environmental implications**

- 7.1 The BRE standard BES 6001 has been published to enable construction product manufacturers to ensure and then prove that their products have been made with constituent materials that have been responsibly sourced. The standard describes a framework for the organisational governance, supply chain management and environmental and social aspects that must be addressed in order to ensure the responsible sourcing of construction products.

#### **8.0 Human Resources Implications**

- 8.1 None

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

- 9.1 None.

#### **10.0 Schedule of background papers**

- 10.1 None.

#### **11.0 Recommendation**

- 11.1 Cabinet (Resources) Panel approves the Council becoming a signatory to the Charter for Sustainable British Steel.

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**Leader of the Council**  
**Cabinet Member for Business, Innovation, Employment and Skills**  
**Brigg and Wold Ward Councillor**

**Councillor Rob Waltham**

Home: 01652 652021  
Office: 01724 297556  
Mobile: 07977 987903

Email: [rob.waltham@northlincs.gov.uk](mailto:rob.waltham@northlincs.gov.uk)



[www.northlincs.gov.uk](http://www.northlincs.gov.uk)

Conservative Group Office  
Civic Centre  
Ashby Road  
SCUNTHORPE  
DN16 1AB

01724 297556

1 March 2017

For the attention of the  
Leader of the Council

***By email***

Dear Leader

**Charter for Sustainable British Steel**

I am writing to ask that you pledge your support for our vital steel industry and its wider supply chain by joining North Lincolnshire Council and a host of public and private sector organisations in becoming a signatory to the Charter for Sustainable British Steel.

The steel industry contributes around £9.5bn to the UK economy, employing over 20,000 people directly and many more in the wider supply chain.

By signing the charter you will be helping to level the playing field for the industry by voluntarily committing to purchasing quality steel for construction projects that meets responsible sustainability standards. A copy of the charter is enclosed with this letter.

For more information and to make the pledge, visit [Steel Charter](#).

Yours faithfully

A handwritten signature in blue ink, appearing to read "Rob Waltham", is written over a faint, larger version of the same signature.

**Councillor Rob Waltham**  
**Leader of the Council**

## **CHARTER FOR SUSTAINABLE BRITISH STEEL**

### **Purpose**

This Charter is a UK Steel initiative and seeks to promote the use of sustainable British steel in construction projects.

### **The Pledge**

Signatories of this Charter pledge to purchase carbon steel reinforcement for concrete only from vendors that adhere to the Framework Standard for Responsible Sourcing (BES 6001), as recognised by BRE as an associated independent third-party certification scheme.

### **Background**

Signatories of this charter recognise that:

I. The manufacture of British steel products makes a significant contribution to the British economy. Exports of British steel were worth £4.9bn in 2013 and contributed £2.4bn to the UK's balance of trade. The sector's overall contribution to the UK economy is worth around £9.5bn a year.

II. The British steel industry employs approximately 20,000 people and additionally supports domestic businesses and employees in the supply chain, with the associated knock on benefits for the national economy generated by tax revenues.

III. British steel is a quality product manufactured with high production values.

IV. BES 6001 certification means the steel has been manufactured in a sustainable and responsibly sourced manner and can be traced back to its raw materials.

V. Using steel manufactured to BES 6001 standards supports public and private bodies to reach sustainability targets.

VI. There are significant benefits that arise when money invested in public and private projects is recirculated within the British economy, via the purchase of domestically produced products.

VII. British businesses and organisations have a duty to lead the way in supporting sustainable, British steel.





## Cabinet (Resources) Panel

28 March 2017

<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>	Dereck Francis Tel Email	Democratic Services Officer 01902 555835 dereck.francis@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	N/A	

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### Recommendations for noting:

1. 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 Roger Lawrence and Councillor Sandra Samuels	Strategic Director, People	29 January 2017	David Watts 01902 555310
<b>Title and summary of decision</b>			
<b>Better Care Fund Revision to the Section 75 Agreement</b> Agreed to the variation to the Better Care Fund Section 75 Agreement and authorised the Solicitor to the Council to complete the variation to the Agreement along with any necessary ancillary agreements arising from the main agreement.			

#### 2. People

None

#### 3. Place

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Steve Evans	Service Director, City Environment	20 January 2017	Keith Rogers 01902 552855
<b>Title and decision summary</b>			
<b>Proposed extinguishment of Public Footpath FP414, Ferguson Street to Russell Close, Wednesfield North, Section 257 Town and Country Planning Act</b> 1. Approved the recommendation to extinguish Public Footpath FP414 Ferguson Street to Russell Close, Wednesfield North. 2. Authorised the Director of Governance to make the Extinguishment Order. 3. Authorised the Director of Governance to make a Legal Event Modification Order to amend the Wolverhampton Rights of Way Definitive Map, if required.			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Steve Evans	Service Director, City Environment	17 February 2017	Nick Broomhall 01902 555723
<b>Title and decision summary</b>			
<b>Bailey Street and Sun Street – Traffic Regulation Order</b> 1. Approved the recommended action to implement waiting restrictions to parts of Bailey Street and Sun Street as shown on the plan T4/3664C appended to the report. 2. Authorised the Director of Governance to implement the traffic regulation order.			

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Steve Evans	Service Director, City Environment	3 March 2017	Marianne Page 01902 551798
<b>Title and decision summary</b>			
<b>A4123 Birmingham New Road Development Grant Agreement</b> Authorised the Director of Governance to enter into a grant agreement with Walsall MBC for £150,000 of transportation development funding, to develop the A4123 Birmingham New Road transport corridor through Wolverhampton, Dudley and Sandwell.			

## Part 2 – Exempt Items

### 1. Corporate

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Peter Bilson	Director of Governance	March 2017	Alison Fowler 01902 554823
<b>Title and decision summary</b>			
<b>Award of Contract Architectural Service</b> Awarded the contract for Architectural Services of RIBA Stages 0-3 to BM3 for the former Danesmore School former Prouds Lane Leisure Centre and Sweetbriar in the sum of £98,000 along with Architype for the former Wednesfield High School in the sum of £78, 750.			
Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Milkinder Jaspal	Director of Finance	14 February 2017	Andy Moran
<b>Title and decision summary</b>			
<b>Approval of Early Retirement</b> Approved the early retirement of an employee within the Procurement Team on 31 March 2017.			

### 2. People

None

### 3. Place

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Peter Bilson	Strategic Director of City Housing	21 February 2017	Steve North 01902 555782
<b>Title and summary of decision</b>			
<b>Future Small Site Council Housing Development Phase 4</b> Approved the next nine sites to be investigated for the Housing Revenue Account small sites development programme, subject to a further report to the Cabinet (Resources) Panel to approve capital funding for the future developments.			

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