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EXECUTIVE CABINET

Day: Wednesday
Date: 28 November 2018
Time: 2.00 pm or on the rise of Strategic Commissioning Board
Place: Lesser Hall 2 - Dukinfield Town Hall

Item No.	AGENDA	Page No
1.	APOLOGIES FOR ABSENCE To receive any apologies for the meeting from Members of the Executive Cabinet.	
2.	URGENT ITEMS OF BUSINESS To determine whether there are any additional items of business which, by reason of special circumstances, the Chair decides should be considered at the meeting as a matter of urgency.	
3.	ITEMS FOR EXCLUSION OF PUBLIC AND PRESS To determine any items on the agenda, if any, where the public are to be excluded from the meeting	
4.	DECLARATIONS OF INTEREST To receive any declarations of interest from Members of Executive Cabinet.	
5.	MINUTES	
a)	EXECUTIVE CABINET To consider the minutes of the Executive Cabinet meeting held on 24 October 2018.	1 - 6
b)	STRATEGIC COMMISSIONING BOARD To receive the minutes of the Strategic Commissioning Board held on 19 September 2018.	7 - 12
c)	ENFORCEMENT COORDINATION PANEL To receive the minutes of the Enforcement Coordination Panel meeting held on 24 October 2018.	13 - 18
6.	TO RECEIVE ANY RECOMMENDATIONS MADE BY THE STRATEGIC COMMISSIONING BOARD (SCB) Previously considered at the meeting held at 1pm on 28 November 2018:	
a)	STRATEGIC COMMISSION AND NHS TAMESIDE & GLOSSOP	19 - 96

From: Democratic Services Unit – any further information may be obtained from the reporting officer or from Robert Landon, Head of Democratic Services, to whom any apologies for absence should be notified.

Item No.	AGENDA	Page No
	INTEGRATED CARE FOUNDATION TRUST – CONSOLIDATED 2018/19 REVENUE MONITORING STATEMENT AT 30 SEPTEMBER 2018 AND FORECAST TO 31 MARCH 2019	
	To consider the attached report of the Deputy Executive Leader / Director of Finance.	
b)	TAMESIDE EMPLOYMENT FUND	97 - 106
	To consider the report of the Executive Member for Economic Growth, Employment and Housing / Director of Children’s Services	
c)	HOUSING FINANCIAL ASSISTANCE POLICY 2018 - 2023	107 - 156
	To consider the report of the Executive Leader / Director of Adult Services / Interim Director of Growth	
d)	SOCIAL VALUE IN COMMISSIONED CONTRACTS GUIDANCE	157 - 170
	To consider the report of the Deputy Executive Leader / Interim Director of Growth	
7.	CORPORATE RESOURCES ITEMS	
a)	CAPITAL MONITORING PERIOD 6 2018/19	171 - 200
	To consider the attached report of the Deputy Executive Leader / Director of Finance.	
b)	COUNCIL TAX DISCOUNT FOR CARE LEAVERS AGED FROM 21 AND UP TO AGE 25 YEARS OLD	201 - 222
	To consider the report of the Deputy Executive Leader / Assistant Director - Exchequer	
c)	LOCAL GOVERNMENT PENSION SCHEME EMPLOYER DISCRETIONS	223 - 252
	To consider the attached report of the Deputy Executive Leader / Assistant Director (People and Workforce Development)	
8.	STRATEGY & POLICY ITEMS	
a)	UPDATE TO HIGHWAYS RISK MANAGEMENT POLICY DOCUMENT	253 - 276
	To consider the attached report of the Executive Member for Neighbourhood Services / Assistant Director of Operations and Neighbourhoods	
9.	SERVICE UPDATES	
a)	REGIONAL ADOPTION AGENCY	277 - 288
	To consider the attached report of the Executive Member for Children’s Services / Director of Children’s Services.	
b)	ANIMAL WELFARE REGULATION 2018	289 - 298
	To consider the report of the Executive Member for Neighbourhood Services / Assistant Director of Operations and Neighbourhoods	

From: Democratic Services Unit – any further information may be obtained from the reporting officer or from Robert Landon, Head of Democratic Services, to whom any apologies for absence should be notified.

Item No.	AGENDA	Page No
c)	CASH BOX CREDIT UNION - ANNUAL UPDATE To consider the report of the Deputy Executive Leader / Assistant Director of Digital Services	299 - 306

From: Democratic Services Unit – any further information may be obtained from the reporting officer or from Robert Landon, Head of Democratic Services, to whom any apologies for absence should be notified.

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EXECUTIVE CABINET

24 October 2018

Present:	Councillors Warrington (in the Chair) Councillors Fairfoull, Gwynne, Kitchen, Bray, Feeley and Ryan	
In Attendance:	Sandra Stewart Kathy Roe Steph Butterworth David Moore Jeanelle De Gruchy Ian Saxon Sandra Whitehead Emma Varnam	Director of Governance & Pensions Director of Finance Director of Adult's Services Director of Growth Director of Population Health Director of Operations & Neighbourhoods Assistant Director (Adult Services) Assistant Director (Operations and Neighbourhoods)
Apologies:	Councillor Cooney	
In attendance:	Alan Dow	Chair of NHS CCG Tameside & Glossop

28. DECLARATIONS OF INTEREST

There were no declarations of interest.

29. MINUTES

a) Meeting of Executive Cabinet

Consideration was given to the Minutes of the Meeting of Executive Cabinet held on 19 September 2018

RESOLVED

That the Minutes of the Meeting of Executive Cabinet held on 19 September 2018 be approved and signed by the Chair as a correct record.

b) Strategic Commissioning Board

Consideration was given to the Minutes of the Strategic Commissioning Board held on 19 September 2018.

RESOLVED

That the Minutes of the Strategic Commissioning Board held on 19 September 2018 be received.

30. REVENUE MONITORING REPORT

Consideration was given to a report of the Executive Member (Performance and Finance) / Director Finance providing a consolidated forecast for the Strategic Commission and NHS Tameside and Glossop Integrated Care Foundation Trust (ICFT) for the current financial year.

It was reported that the Strategic Commission is currently forecasting that expenditure for the Integrated Commissioning Fund will exceed budget by £3.916 million by the end of 2018/19 due to a combination of non-delivery savings and cost pressures.

It was reported that there is a clear urgency to implement associated strategies to ensure the projected funding gap in the current financial year is addressed and closed on a recurrent basis across the whole economy. The Medium Term Financial Plan for the period 2019/20 to 2023/24 identifies significant savings requirements for future years. If budget pressures in service areas in 2018/19 are sustained, this will inevitably lead to an increase in the level of savings required in future years to balance the budget.

Executive Cabinet were informed that the Strategic Commissioning Board had previously considered the report and supported the recommendations.

No alternatives were considered as not reporting on financial performance could put at risk the achievement of the Council's Medium Term Financial Plan. Effective budget management was critical to ensuring that financial resources were spent in line with the agreed budgets.

RESOLVED

- (i) **That the significant level of savings required during 2018/19 to deliver a balanced recurrent economy budget together with the related risks, which are contributing to the overall adverse forecast, be noted.**
- (ii) **That the significant cost pressures facing the Strategic Commission, particularly in respect of Continuing Healthcare, Children's Social Care and Growth, be noted.**

31. PROPOSAL FOR A FORM OF INDEMNITY TO BE GRANTED TO MEMBERS AND OFFICERS

Consideration was given to a report of the Director of Governance and Pensions, seeking support to refresh the existing indemnity and adopt a revised form of indemnity to be granted to Members and Officers of Tameside MBC.

The Local Government (Indemnity of Members and Officers) Order 2004 allows local authorities to provide an indemnity to protect Members and Officers when acting on behalf of the authority, which goes beyond the long-standing indemnity provisions that are in place. Given the wide range of council activities, the complexity of issues Councillors and Officers' face, and the demands made on their time, it was considered appropriate for the Council to provide an indemnity where a Councillor / Officer inadvertently acts outside the powers given, whilst believing s/he is acting in the interests of the Council. The existing indemnity has been in place since 1999 and it was considered appropriate that it be refreshed.

Members could determine to not approve the indemnity but this would leave both Members and Officers without protection against personal liability for the matters covered by the Order.

RESOLVED

That Council be recommended to approve to refresh the existing indemnity and adopt a form of indemnity as detailed in appendix of the submitted report.

32. LED STREET LIGHTING

Consideration was given to a report of the Executive Member for Neighbourhood Services / Assistant Director of Operations & Neighbourhoods, which sought approval for a wholesale LED lantern replacement programme should be considered for the remaining main road traffic routes over two years at a cost of £3.6M that would deliver revenue savings of £274,375 per year based on current prices.

It was estimated that an initial capital outlay of £3.6M on the main roads would payback over a period of 13 years. The LED lanterns installed would be expected to be operational for a total of 25 years under the manufacturer's guarantee.

The report identified alternative options including to continue with existing cyclic bulk change and clean and general maintenance of main road columns. However, there would be a gradual deterioration of the lighting provision across the main road network and energy savings would not be achieved.

RESOLVED

That the outlay of £3.6M be approved for a two year programme for the replacement of LED lanterns on main traffic routes.

33. REPLACEMENT OF CREMATORS AND MERCURY ABATEMENT FILTRATION PLANT AND HEAT RECOVERY FACILITIES

Consideration was given to a report of the Executive Member for Neighbourhoods Services / Assistant Director of Operations and Neighbourhoods, which sought approval for the replacement of the cremators, mercury abatement and all auxiliary equipment at Dukinfield Crematorium in order to meet statutory requirements.

The proposed works to replace the cremators, abatement equipment and heat recovery equipment at Dukinfield Crematorium were considered essential in order to be able to continue to provide a cremation service for the residents of the borough, to ensure staff were working in a safe environment, to meet the Council's statutory obligations with regard to the Environmental Protection Act and the Cremation Regulations, to improve air quality in the Borough and control the emissions of harmful pollutants in the environment and to adhere to the Council's Environmental Health regulators permit. The project would also allow the Council to continue receiving a significant, income stream; provide an improved facility and asset and could potentially support local business.

Members could determine to only install two cremators however, this would put a pressure on meeting the demands of funerals should there be any down time on one of the cremators. There was not considered to be sufficient space to install four cremators.

RESOLVED

- (i) That the proposed works to replace the 3 cremators at Dukinfield Crematorium, install a new heat recovery system and auxiliary equipment and to carry out minor building works as required including with the 100% mercury abatement or partial abatement as considered to be required be approved from Capital allocation.**
- (ii) That a lifecycle fund is created from income collected for service delivery to enable the cremators to be replaced at the end of their life without it being an unplanned call on the capital programme.**

34. REPAIR AND RESTORATION OF CEMETERY BOUNDARY WALLS

Consideration was given to a report of the Executive Member for Neighbourhoods Services / Assistant Director of Operations and Neighbourhoods, which sought approval an increase of £0.060m from the Capital programme to repair cemetery boundary walls that has been identified following an inspection by structural engineers.

A total of £0.200m was earmarked in the Capital programme in October 2017 for the Repair and Restoration of Cemetery Boundary Walls. Subsequently all of the Council's eight cemeteries had been inspected by structural engineers and a detailed analysis of the work required had been

obtained. The analysis identified high and medium risk concerns at Ashton, Dukinfield, Hyde, Mossley and Mottram Cemeteries as well as limited masonry work on identified defects on alternative boundary protection such as metal railings and fencing at Audenshaw, Denton and Droylsden Cemeteries.

Members could identify specific schemes to support or determine to not approve the additional Capital spend however, this could jeopardising the safety of residents and aesthetics of the cemetery.

RESOLVED

That the additional Capital spend to repair cemetery boundary walls be approved.

35. REPLACEMENT OF COUNCIL FLEET VEHICLES

Consideration was given to a report of the Executive Member for Neighbourhoods Services / Assistant Director of Operations and Neighbourhoods, which sought approval for the replacement of sixteen vehicles within the Council's fleet.

It was reported that following a programme of vehicle replacement there remained sixteen vehicles that required replacing on the grounds that they had been kept on fleet for an additional 1-2 years past their original replacement due dates due to condition and mileage. Two of the vehicles were provided under contract hire arrangements due to expire July 2018.

In light of the government's statement to ban the sale of diesel cars from 2040 and the current failings of UK cities to meet its air quality targets, it was considered prudent for the Council to consider these requirements within its fleet replacement programme. The Greater Manchester Combined Authority (GMCA) together with the Greater Manchester Mayor had produced an Air Quality Action Plan as part of the GM Strategy in order to meet Air Quality targets, to which the Council was required to be a participant. As such all Services within the Council would consider the use of electric vehicles to meet the requirements.

The report set out detailed alternative options for replacing vehicles within the fleet, however, alternatives were not considered to provide the same level of value for money nor the environmental benefits for the Borough.

RESOLVED

- (i) That the procurement of fourteen vehicles via a competitive EU tendering process, replacing nine diesel engine small vans with Ultra Low Emission Vehicles electric vans, be approved.**
- (ii) The procurement of the necessary electric charging facilities as part of the fleet replacement exercise be approved.**
- (iii) That the 14 vehicles be purchased via an ear-marked reserve, and to tender for a new contract hire arrangement for the 2 vehicles remaining.**
- (iv) A further report detailing a Medium Term Strategic Fleet Replacement Strategy be brought to a future meeting of Executive Cabinet.**

36. ENGINEERING CAPITAL PROGRAMME 2018/19 UPDATE

Consideration was given to a report of the Executive Member for Neighbourhoods Services / Assistant Director of Operations and Neighbourhoods, which sought approval to the virement of existing Growth Deal grants from Engineering Schemes to a single Vision Tameside scheme.

The schemes within the 2018/19 Engineering Capital Programme sought to provide an improved and sustainable highway related asset for the residents and businesses of Tameside, thereby contributing to a safe environment, continuing economic regeneration and contributing to a low

carbon economy; key priorities within the 2012-22 Tameside Sustainable Community Strategy. The proposed funding allocation supported the Council's Corporate Plan priorities around the Sustainable Community Strategy. It also supported the objectives of the Greater Manchester Local Transport Plan and associated strategies, thereby underpinning its aims and objectives at a regional and local level, including walking and cycling strategies, reducing congestion and improving air quality.

RESOLVED

That the virement of existing Growth Deal grants from Engineering Schemes to a single Vision Tameside scheme, be approved.

37. CORPORATE PARENTING UPDATE

Consideration was given to a report of the Executive Member for Children's Services / Assistant Director of Children's Services updating Members on improvements and progress in strengthening Corporate Parenting arrangements.

RESOLVED

That the report be noted.

Chair

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STRATEGIC COMMISSIONING BOARD

24 October 2018

Commenced: 1.00 pm

Terminated: 2.30 pm

Present: Dr Alan Dow (Chair) – NHS Tameside and Glossop CCG
Councillor Brenda Warrington – Tameside MBC
Councillor Bill Fairfoull – Tameside MBC
Councillor Warren Bray – Tameside MBC
Councillor Leanne Feeley – Tameside MBC
Councillor Allison Gwynne – Tameside MBC
Councillor Oliver Ryan – Tameside MBC
Dr Jamie Douglas – NHS Tameside and Glossop CCG
Dr Vinny Khunger – NHS Tameside and Glossop CCG
Dr Ashwin Ramachandra – NHS Tameside and Glossop CCG
Carol Prowse – NHS Tameside and Glossop CCG

In Attendance: Kathy Roe – Director of Finance
Sandra Stewart – Director of Governance and Pensions
Stephanie Butterworth – Director of Adult Services
Jessica Williams – Interim Director of Commissioning
Dr Kate Hebden – NHS Tameside and Glossop CCG
Lynne Jackson – Quality Lead Manager
Janna Rigby – Head of Primary Care
Ali Rehman – Head of Business Intelligence and Performance
Gideon Smith – Consultant Public Health Medicine

Apologies for Absence: Councillor Gerald Cooney
Councillor Jean Wharmby
Steven Pleasant – Tameside MBC Chief Executive and Accountable Officer for NHS Tameside and Glossop CCG

55 DECLARATIONS OF INTEREST

Declarations of interest were submitted as follows:

Members	Subject Matter	Type of Interest	Nature of Interest
Dr Alan Dow	Item 6(b) – Primary Care Access Service: Procurement	Personal	Potential perceived conflict of interest therefore did not take part to avoid challenge to process.
Dr Vinny Khunger	Item 6(b) – Primary Care Access Service: Procurement	Prejudicial	Salaried GP for Go-to-Doc Ltd and also clinical lead for primary care for Go-to-Doc Ltd.

* Drs Dow and Khunger left the room during consideration of this item and took no part in the decision thereon.

56 MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous meeting held on 19 September 2018 were approved as a correct record.

57 FINANCIAL POSITION OF THE INTEGRATED COMMISSIONING FUND

Consideration was given to a report of the Director of Finance providing an overview on the financial position of the Tameside and Glossop economy in 2018/19 at 31 August 2018 with a forecast projection to 31 March 2019 including the details of the Integrated Commissioning Fund for all Council services and the Clinical Commissioning Group with a total net revenue budget value for 2018/19 of £582.2 million. The report also included details of the financial position of the Tameside and Glossop Integrated Care NHS Foundation Trust.

The Strategic Commission was currently forecasting that expenditure for the Integrated Commissioning Fund would exceed budget by £3.916 million by the end of 2018/19 due to a combination of non-delivery savings and cost pressures in some areas, particularly in respect of Continuing Healthcare, Children's Social Care and the Growth directorate. These pressures were being partially offset by additional income in corporate and contingency which might not be available in future years. A summary of the financial position of the Integrated Commissioning Fund analysed by service was provided in Appendix 1 to the report and further narrative on key variances summarised in sections 3 and 4.

The Director of Finance emphasised that there was a clear urgency to implement associated strategies to ensure the projected funding gap in the current financial year was addressed and closed on a recurrent basis across the whole economy. The Medium Term Financial Plan for the period 2019/20 to 2023/24 identified significant savings requirements for future years.

To start to address the gap the Strategic Commission had generated 114 savings proposals and of these ideas 56 had a value totalling £8.42 million. The remainder of the schemes needed to be developed further including some larger schemes focusing on End of Life / Palliative Care and Frailty to understand the potential savings.

RESOLVED

- (i) That the significant level of savings required during 2018/19 to deliver a balanced recurrent economy budget together with the related risks contributing to the overall adverse forecast be acknowledged.**
- (ii) That the significant cost pressures facing the Strategic Commission, particularly in respect of Continuing Healthcare, Children's Social Care and Growth be acknowledged.**

58 QUALITY ASSURANCE

Consideration was given to a report of the Director of Safeguarding outlining the robust quality assurance mechanisms in place monitoring the quality of commissioned services including data, issues of concern / remedy, good practice including patient stories and surveys and horizon scanning relating to the following:

- Tameside and Glossop Integrated Care NHS Foundation Trust;
- Mental Health (Pennine Care NHS Foundation Trust);
- Public Health;
- Off the record (children and young people's counselling service);
- Primary Care;
- Care and Nursing Homes;
- Support in the Community;
- Associate and Smaller Value Contracts.

Particular reference was made to concerns in relation to staffing capacity within the Integrated Care Foundation Trust community services. The Integrated Care Foundation Trust was currently undertaking a review of community services and been asked to present the findings of the review

alongside assurance that they had capacity to provide good quality community services at the November Quality and Performance Contract meeting. An update would be provided at a future meeting of the Strategic Commissioning Board.

In response to assurances sought by Members of the Board regarding residents in care and nursing homes rated inadequate by the Care Quality Commission, the Director of Adult Services advised that there were currently four residential homes rated inadequate within the Tameside and Glossop locality. The Local Authority or Clinical Commissioning Group through Continuing Healthcare would not make any new placements to a home rated inadequate and would work in partnership with the care home to establish a safe and effective service for residents to ensure long term sustainable improvement. However, in cases where a home closed, the commissioners would work with residents and their families to move residents to suitable alternative accommodation. The support being provided to homes by the Quality Improvement Team was also highlighted.

It was noted that Willowbank Residential Care Home in Glossop had been rated as outstanding on the 16 August 2018.

RESOLVED

That the content of the update report be noted.

59 PERFORMANCE UPDATE

Consideration was given to a report of the Assistant Director (Policy, Performance and Communications) providing the Strategic Commissioning Board with a Health and Care performance update at August 2018. The Health and Social Care dashboard was attached at Appendix 1 to the report and the measures for exception reporting and those on watch were highlighted as follows.

EXCEPTIONS (areas of concern)	3	Referral to Treatment – 18 weeks
ON WATCH (monitored)	7	Cancer 31 day wait
	11	Cancer 62 day wait from referral to treatment
	47	65+ at home 91 days

It was worth acknowledging that Tameside and Glossop was down to one measure for exception reporting and in achieving the target of 95% four hour wait at A&E in August was the best performance in Greater Manchester.

In relation to other intelligence / horizon scanning, the following areas were discussed:

- 52 week waiters;
- A&E – Manchester University Hospital NHS Foundation Trust;
- Elective waiting lists;
- GP Referrals.

RESOLVED

That the content of the report be noted.

60 TENDER FOR CONTRACT TO EVALUATE TAMESIDE AND GLOSSOP GREATER MANCHESTER FUNDED TRANSFORMATION SCHEMES

The Interim Director of Commissioning presented a report summarising the procurement approach and evaluation of tenders received for a contract to evaluate the Greater Manchester funded transformation schemes within the Tameside and Glossop Care Together Programme. The Care

Together Programme was Tameside and Glossop's approach to health and social care transformation and the economy received £23.4 million in funding from the Greater Manchester Health and Social Care Partnership to deliver a series of transformation schemes.

The expected returns of the investment, both qualitative and financial, were detailed in the Investment Agreement attached at Appendix A. The Care Together Partnership required an independent evaluation partner to assess the success and achievement of the programme. The total budget allowed for this contract was £200,000.

The evaluation aimed to provide an objective assessment of the impact of Tameside and Glossop's transformation programmes and would take account of some of the challenges involved in measuring an interdependent set of activities, many of which were designed to affect similar population groups. An evaluation methodology and framework would be developed in a collaborative manner between the selected evaluation partner and the Care Together Programme.

It was explained that an open tender exercise was undertaken using the Northwest Procurement Portal and the tender was launched on 11 August 2018 with a closing date of 7 September 2018. The award and evaluation criteria were detailed in Appendix C to the report. The two providers with the highest scoring submissions were invited to deliver a presentation of their proposal, which was used to moderate the provisional scoring of their written submission. The presentation confirmed that the preferred evaluation partner would be CLAHRC University of Manchester and Appendix B contained a full summary of the evaluation scores.

It was noted that the Council had recently entered into a strategic shared procurement service with STAR procurement, as a fourth and equal member with Stockport, Trafford and Rochdale Councils. However, this tender had not been considered in STAR procurement as the process had commenced ahead of the formal shared service arrangement.

RESOLVED

- (i) That a full and fair review of the potential partners had been conducted.**
- (ii) That CLAHRC University of Manchester be appointed as the evaluation partner for the Greater Manchester funded transformation schemes.**

Drs Dow and Khunger left the meeting for consideration of the following item.

(Councillor Brenda Warrington in the Chair)

61 PRIMARY CARE ACCESS SERVICE PROCUREMENT: EVALUATION OUTCOME

The Interim Director of Commissioning introduced a report reminding the Strategic Commissioning Board of the rationale for the procurement for a Primary Care Access Service and advising of the outcome of the tender evaluations in order to award the contract for the Primary Care Access Service with effect from 26 November 2018.

Dr Kate Hebden, GP and Governing Body Clinical Lead for Primary Care, continued by explaining the four different contracts providing aspects of urgent care:

- Walk In Centre;
- Extended Hours;
- Alternative to Transfer;
- Out of Hours.

Following 12 week public consultation, the Strategic Commissioning Board in March 2018 decided to relocate the Walk In Centre alongside A&E to ease access, create additional capacity, reduce duplication and implement national mandate. Due to the contract end dates approaching for the

other three contracts, the Strategic Commission had procured a new Primary Care Access Service incorporating all three services into one. This would provide improve quality and reduce administration costs and development of the Primary Care Access Service would deliver the consultation preferred option of 5 neighbourhood delivery hubs. Quality of provision and patient experience were key elements of the service model and the service specification detailed a set of local outcomes attached to the report at Appendix A.

The procurement process was completed in accordance with the timescale and objectives set out within the Procurement and Evaluation Strategy approved by the Strategic Commissioning Board on 20 June 2018. The evaluation weightings were set at 75% quality and 25% finance to ensure that the bid demonstrating the highest level of quality would achieve the highest overall score. Reference was made to the evaluation panel, the question allocation and final evaluation scores for the two bidders shown at Appendix B and C to the report.

Following deferment of the decision in August 2018 to understand the risks arising from this procurement in greater depth and the need to ensure safe, effective and consistent service offer, contract extensions to current providers had been issued until 31 March 2019. However, it was the recommendation of the Commissioning Team, supported by the North of England Commissioning Support Unit, who had been commissioned to ensure a lawful and robust process throughout, that the Primary Care Access Service be implemented according to the original mobilisation period as stated in the report. Notice could be served on the issued contract extensions to align contract end dates accordingly.

At this stage of the discussions the Strategic Commissioning Board expediently agreed to exclude the press and public to consider the names of bidders which were not in the public domain as it was felt necessary for the Board to understand this from an assurance point of view as to handover transition and implementation with particular regard to health and safety of patients. It was therefore:

RESOLVED

That under Section 11A of the Local Government Act 1972 the public be excluded for the discussion relating to the bidders on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Local Government Act 1972. Information relating to the financial or business affairs of the parties (including the Council) had been provided to the Council in commercial confidence and its release into the public domain could result in adverse implications for the parties involved.

Members of the public and press were invited to return to the meeting and it was –

RESOLVED

- (i) That the outcome to award a contract with effect from 26 November 2018 to Bidder 1 for the Primary Care Access Service be approved as the submission was the most advantageous tender received.**
- (ii) That the contract value of the successful bidder's submission was £22,910,498 (net present value) over a maximum duration of 10 years (5 years plus a 60 month (5 years) option year extension).**
- (iii) The publication of the contract award notice following the 10 day standstill period without challenge to allow contract award on 6 November 2018 be approved.**
- (iv) The risks and mitigations highlighted in the report be approved.**
- (v) Approval of the contract performance management process to include formal annual review alongside regular performance management in acknowledgement of the contract value and potential duration of the contract.**
- (vi) The request for approvals and / or copy of minutes to be forwarded via email to the North of England Commissioning Support Unit (NECS) be noted.**

62 URGENT ITEMS

The Chair advised that there were no urgent items for consideration at this meeting.

63 DATE OF NEXT MEETING

It was noted that the next meeting of the Strategic Commissioning Board would take place on Wednesday 28 November 2018.

CHAIR

ENFORCEMENT CO-ORDINATION PANEL

24 October 2018

Commenced: 10.00 am

Terminated: 11.40 am

Present: Councillors Bowerman, J Fitzpatrick, Gwynne and Robinson

In Attendance:

Aileen Johnson	Head of Legal Services
Sharon Smith	Head of Public Protection
Khush Ahmed	Environmental Services Manager
Tracy Gallimore	Environmental Services Manager
Kevin Garside	Integrated Neighbourhood Services Manager
Stephen Penning	Senior Planning Enforcement Officer
Mike Pavasovic	Marketing and Communications Officer

Apologies for Absence: Councillors Quinn (Chair) and D Lane

Election of Chair

RESOLVED:

That in the absence of the Chair, Councillor Gwynne be appointed Chair for the duration of the meeting.

Councillor Gwynne in the Chair.

10. MINUTES

The Minutes of the previous meeting of the Enforcement Co-ordination Panel held on 18 July 2018 were approved as a correct record.

11. ENFORCEMENT ACTIVITY UPDATE - STATISTICAL SUMMARY

The Assistant Director of Operations and Neighbourhoods submitted a report, which gave an update on the Single Regulatory Service and information on enforcement activities undertaken by the service during the period 1 July to 30 September 2018.

The Environmental Services Manager reported that during the period the service had received 1087 requests, the majority of which related to accumulation of refuse and noise. The team had visited 521 fly-tipping complaints and 56 Fixed Penalty Notices had been issued for littering offences, which had a potential income of £4,480.

It was reported that there had been 118 reports of abandoned vehicles, 55 scaffolding permits had been issued and 363 skip permits. Information was provided on the monthly income that was generated from issuing scaffolding and skip permits, which remained consistent. Statistical information was given with regard to Penalty Charge Notices issued in Pay and Display Car Parks, On-Street Car Parking and bus lane enforcement.

With regard to new roads and street works activities, it was reported that the number of utility openings had increased to 1248 and there had been 119 defects. There had been an increase in the number of banner permits issued and 5 illegal banners had been removed.

In relation to Days of Action, the Panel were informed that Recycle Week had taken place from 24 September until 30 September, during which Dukinfield Town Hall was lit green every evening in support. An event was held at Ashton Market Hall on 25 September where caddy liners and leaflets were distributed to local residents

With regard to bus lane enforcement, Members enquired about the cumulative total of income that was received from the Penalty Charge Notices that had been issued, it was confirmed that a steady income was received per month and the quarterly totals were detailed in the graph within the report. In response to a question on skips, it was confirmed that permits had a 28 day duration.

RESOLVED:

That the content of the report be noted.

12. ENFORCEMENT ACTIVITY UPDATE - ENVIRONMENTAL ENFORCEMENT

The Assistant Director of Operations and Neighbourhoods submitted a report summarising the key enforcement activities undertaken by the Environmental Enforcement Team during the period 1 July to 30 September 2018.

The Regulatory Services Manager reported that nine Hygiene Improvement Notices had been served during the quarter relating to poor structure at a food business, a requirement for an adequate Documented Food Safety System, a requirement for food handlers to be adequately trained in Food Safety Level 2 and a requirement for adequate information on allergens in food.

It was reported that following a planned inspection at a Stalybridge takeaway a live mouse infestation was found and the business voluntarily closed down while the infestation was dealt with. The business was re-visited and following an inspection allowed to reopen. It achieved a 1 rating under the Food Hygiene Rating Scheme and was issued with 2 Hygiene Improvement Notices for a Food Safety Management System and further structural repairs.

The Panel were informed that The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 came into force on 1 October 2018, which resulted in a number of changes including the introduction of new guidance. The main changes were highlighted and it was confirmed that work was ongoing with AGMA to ensure a consistent approach across the Greater Manchester Local Authorities. Businesses had been contacted to explain how the new regulations would affect them and a series of successful workshops had been held with more sessions planned for the coming months.

It was explained that under the Food Information Regulations 2014 all food business operators needed to declare whether any of the 14 identified allergenic ingredients were used in their non-prepacked or loose foods sold or provided on their premises. A matrix showing all allergens was required as part of the Food Safety Management System alongside businesses displaying that information on allergens was available to consumers. Business Compliance officers had carried out joint visits to identify compliance with allergen requirements and discovered that some businesses were not compliant and 5 Improvement Notices were served under the Food Information Regulations.

Officers had worked with Greater Manchester Police on Operation Challenger to inspect off licences, residential flats and car wash businesses for issues around immigration and modern day slavery. Arrests were made at a Newsagent in Denton for suspected illegal immigrants and a large quantity of alcohol and a number of illegal fidget spinners were seized with the alcohol licence temporarily suspended. Serious licensing issues were discovered at a Newsagent in Ashton with non-compliance against a variety of the licence conditions. The alcohol licence was suspended and the business remained closed. Two flats were inspected and action was taken to ensure the properties complied with Houses in Multiple Occupation standards.

The Panel were told that Business Compliance officers had been alerted by the Port of Felixstowe that a company in Droylsden had attempted to import 800 bicycles from China that had no manufacturer's details or serial numbers and insufficient assembly instructions. This was an offence under consumer safety legislation and did not comply with British or European safety standards. Test reports were carried out, the correct paperwork was obtained and a traceability system was devised and fitted to each bicycle. Following this work the bicycles were deemed fit for sale and were released.

Officers had visited five licensed premises following a series of complaints and intelligence around underage sales of restricted products and the sale of illicit goods. All premises were advised on licensing matters and illicit alcohol and tobacco was discovered at some of the premises. Enquires were progressing and it was believed that one of the traders would face prosecution.

With regard to the Food Hygiene Rating Scheme Members enquired if businesses had to display their rating. It was confirmed that this was not compulsory but the details were available on the Food Standards Agency website.

RESOLVED:

That the content of the report be noted.

13. ENFORCEMENT ACTIVITY UPDATE - ENVIRONMENTAL PROTECTION, HOUSING & PLANNING ENFORCEMENT

The Assistant Director of Operations and Neighbourhoods submitted a report summarising the key enforcement activities undertaken by the Environmental Enforcement Team during the period 1 July to 30 September 2018.

The Head of Public Protection provided an update on the illegal landfill site that had been discovered following a number of complaints regarding noxious odours. The Environment Agency, as the primary enforcement body, and the Council, had both served legal notices on the land owner and occupier of the site. It was reported that additional waste had been deposited at the site and the local MP had held a residents meeting with the agencies to discuss the situation. The Environment Agency was continuing with its investigation and leading on the illegal waste and the Council were dealing with the odour issues. Environment Agency officers had been present at the site to prevent any further waste crime activity and the landowner had engaged a contractor to remove the waste.

In relation to Local Air Quality Management, an initial Strategic Outline Case had been submitted to the government for approval, which outlined a list of potential measures that would be considered to improve air quality across Greater Manchester. Work had been ongoing to further refine the list and develop an Outline Business Case that would be submitted to the government by 31 December 2018. A public consultation would then commence and a Full Business Case submitted to DEFRA.

The Panel were informed that following a complaint from a tenant with regards to dampness in their rented property, Housing Standards officers visited the property and discovered extensive damp problems. An emergency prohibition order was served and the landlord requested this be changed to an improvement notice. This request was refused as officers felt the property was uninhabitable and would remain so until the necessary works had been completed. The owners of the property appealed the notice, however, work on the property was satisfactorily completed prior to the hearing meaning officers could revoke the prohibition notice.

It was reported that there had been legislative changes to the licensing of Houses in Multiple Occupation, which came into effect on 1 October 2018. It was the onus of the landlord to ensure compliance with any relevant legislation however the Council had taken steps to alert landlords to the changes by using social media and the website. It was anticipated that the changes would

mean more properties would need a licence from the Council and to date over 30 new licence applications had been received.

In relation to Planning Enforcement, there had been 118 requests for service during the period 1 July until 30 September 2018 and two formal notices were issued. Information on all outstanding formal notices was appended to the report and an update was given on each enforcement case. The new Senior Planning Enforcement Officer was in post and had begun to work with the Regulatory Compliance Officers on new cases and had also made good progress on the backlog of outstanding complaints. A triage system would be put in place whereby officers would assess all new cases reported to the Council, deal with lower level complaints and refer more technical cases to the Senior Planning Enforcement Officer.

RESOLVED:

That the content of the report be noted.

14. ENFORCEMENT ACTIVITY UPDATE - LICENSING

The Assistant Director of Operations and Neighbourhoods submitted a report, which provided an update on the key enforcement activities undertaken by Licensing during the period 1 July to 30 September 2018.

The Head of Public Protection notified the Panel that Licensing officers had visited a Public House in Denton following an increase in the number of incidents that had been reported to the Police. Officers discovered a number of licensing condition breaches and, due to the level of non-compliance, served a closure notice under Section 19 of the Criminal Justice and Police Act 2001. The Premises Licence Holder submitted an application to change the Designated Premises Supervisor and officers conducted a follow up visit and found the premises to be compliant with the conditions of the licence therefore the closure notice was lifted.

The Panel were informed that Licensing officers had conducted a joint visit with Greater Manchester Police at a premises in Denton following an allegation of afterhours drinking and drug taking at the premises. During the visit a number of licensing condition breaches were discovered. Following discussions with the licensee, the Designated Premises Supervisor was removed and the premises were closed and would remain closed until an application to change the Designated Premises Supervisor was submitted.

It was reported that a multi-agency visit, as part of Operation Ferret, was conducted at a supermarket in Ashton. A number of breaches were discovered and the sale of alcohol was suspended. The premises demonstrated that it was compliant to the conditions of its licence during follow up visits therefore the suspension was lifted. A multi-agency operation took place on 13 July 2018 where 66 licensed premises were visited to check for compliance and identify any public safety issues. The majority of premises were well managed and broadly compliant and a small number required a revisit for a full compliance check.

The Speakers Panel (Liquor Licensing) met on 17 July 2018 to consider a new premises licence application for Acre Street Mini Market, Denton. The premises were previously licensed however following a history of non-compliance the licence had been revoked by the Panel on 27 September 2017. Representations were submitted against the application from Tameside MBC Licensing, Tameside MBC Trading Standards and Greater Manchester Police in their role as a responsible authority. After hearing all the evidence the Panel determined to refuse the application.

In relation to Licensing matters, the Panel were informed that Speakers Panel (Licensing) met on 31 July 2018 to review a hackney carriage and private hire driver's licence. After hearing all of the evidence the Panel determined that the licence be revoked. Following the revocation, the driver appealed the decision and the case was scheduled to be heard at the Magistrates Court.

It was reported that on 7 September 2018 Manchester Crown Court upheld the decision taken by the Council on 28 February 2018 to revoke a hackney carriage driver's licence and dismissed the appeal.

The Panel were told that licensing officers had carried out a taxi spot check operation in partnership with Greater Manchester Police's Safer Roads Targeting Team. Roadside checks were carried out on private hire and hackney carriage vehicles to check their roadworthiness. 12 vehicles were referred for a further detailed inspection at the Council Workshop and 2 plates were suspended.

RESOLVED:

That the content of the report be noted.

15. ENFORCEMENT ACTIVITY UPDATE - NEIGHBOURHOOD SERVICES

The Assistant Director of Operations and Neighbourhoods submitted a report, which provided an overview of the activities of Neighbourhood Services throughout the period 1 July to 30 September 2018.

The Integrated Neighbourhood Services Manager told the Panel that the Council had recently employed two anti-social behaviour officers following a rise in anti-social behaviour in town centres across Tameside. It was a priority of the Council to reduce the number of incidents across the borough and work was ongoing in all town centres with a particular emphasis on Hyde, Denton, Stalybridge and Ashton. Officers had carried out reassurance visits with business owners who were actively assisting and cooperating with investigations by reporting incidents of crime and anti-social behaviour to the Police. The Panel was provided with an update on activity in Denton, Dukinfield, Droylsden, Audenshaw and St Peters.

With regard to Integrated Neighbourhood Working, it was explained that there were two hubs at both Ashton and Hyde police stations where ten Neighbourhood Services officers were based. The hubs identified families and individuals who were not coping with daily life and who were putting pressure onto front-line services. They directed residents to services and organisations that could improve their quality of life and help to prevent the deterioration of their personal situations. Officers also assessed cases where residents were suffering from mental health issues and substance misuse. Following an investigative process partners in the hubs agreed a package of care and involved any relevant organisations to provide an appropriate level of support.

The Panel were informed that the CCTV team dealt with a wide range of issues and supported the work of a number of agencies. During September CCTV operators assisted the Police with the detention of three perpetrators who had committed a robbery in Ashton. They also assisted Police after a member of the public was seen sitting on a bridge insisting they were going to jump. In order to operate effectively and lawfully, staff in the CCTV control room were kept updated with legislation changes through the Tameside CCTV Code of Practice, a copy of which was appended to the report. A copy was also available on the Council website.

RESOLVED:

That the content of the report be noted.

16. DATES OF FUTURE MEETINGS

RESOLVED:

That the dates of future meetings of the Enforcement Co-ordination Panel be held as follows, commencing at 10.30am:-

23 January 2019

17 April 2019

17. URGENT ITEMS

There were no urgent items.

Report To:	EXECUTIVE CABINET
Date:	29 November 2018
Executive Member / Reporting Officer:	Cllr Fairfoull – Deputy Executive Leader Kathy Roe – Director of Finance Tom Wilkinson – Assistant Director of Finance Sarah Dobson, Assistant Director (Policy, Performance and Communications)
Subject:	STRATEGIC COMMISSION AND NHS TAMESIDE AND GLOSSOP INTEGRATED CARE FOUNDATION TRUST – CONSOLIDATED 2018/19 REVENUE MONITORING STATEMENT AT 30 SEPTEMBER 2018 AND FORECAST TO 31 MARCH 2019
Report Summary:	<p>As at 30 September 2018 the Integrated Commissioning Fund is forecasting to spend £583.1m against an approved budget of £580.4m, an over spend of £2.7m. Further detail on the economy wide position is included at Appendix 1. This forecast is a significantly improved position from the previous month but masks significant and increased pressures in a number of areas, including Children’s Services which is now forecasting expenditure to be £6.7m in excess of budget. Further detail produced by policy is included at Appendix 2.</p> <p>The improved position is due mainly to the release of corporate contingency budgets (to offset increased pressures in Children’s Services), additional grant income in respect of business rate reliefs, and underspends in Governance. Overspends remain in Continuing Healthcare, Operations & Neighbourhoods and Growth as highlighted in previous reports. Further detailed analysis of budget performance and progress against savings is included in Appendix 3.</p> <p>It also provides an update on the position regarding the Schools PFI and positive steps that have been taken to address the excess PFI reserve held by the Council, which following an in depth independently verified review, has been distributed back to schools, and thereby eliminating the deficits of 5 out of the 6 PFI schools which were in deficit. This is outlined in Appendix 4.</p> <p>The Council’s Collection Fund update for month 6 is detailed in Appendix 5. The forecast position at month 6 is a £0.1m deficit on Council Tax and £1.2m surplus on Non-Domestic Rates (NDR).</p> <p>Appendices 6 and 7 details the Council’s irrecoverable debts over £3,000 that have been written off. Appendix 6 is for the period 1 April 2018 to 30 June 2018 and Appendix 7 is for the period 1 July 2018 to 30 September 2018.</p>
Recommendations:	<ol style="list-style-type: none">1. That the significant level of savings required during 2018/19 to deliver a balanced recurrent economy budget together with the related risks which are contributing to the overall adverse forecast, be noted.2. That the significant cost pressures facing the Strategic

Commission, particularly in respect of Continuing Healthcare, Children's Social Care and Operations & Neighbourhoods, and Growth, be noted.

3. That the outcome of the PFI accounting review summarised in section 3 and Appendix 4, be noted.

Links to Community Strategy:

Budget is allocated in accordance with the Community Strategy

Policy Implications:

Budget is allocated in accordance with Council Policy

**Financial Implications:
(Authorised by the Section 151 Officer & Chief Finance Officer)**

This report provides the 2018/19 consolidated financial position statement at 30 September 2018 for the Strategic Commission and ICFT partner organisations. For the year to 31 March 2019 the report forecasts that service expenditure will exceed the approved budget in a number of areas, due to a combination of cost pressures and non-delivery of savings. These pressures are being partially offset by additional income in corporate and contingency which may not be available in future years.

The report emphasises that there is a clear urgency to implement associated strategies to ensure the projected funding gap in the current financial year is addressed and closed on a recurrent basis across the whole economy. The Medium Term Financial Plan for the period 2019/20 to 2023/24 identifies significant savings requirements for future years. If budget pressures in service areas in 2018/19 are sustained, this will inevitably lead to an increase in the level of savings required in future years to balance the budget.

It should be noted that the Integrated Commissioning Fund (ICF) for the Strategic Commission is bound by the terms within the Section 75 and associated Financial Framework agreements.

**Legal Implications:
(Authorised by the Borough Solicitor)**

There is a statutory duty to ensure the Council sets a balanced budget and that it is monitored to ensure statutory commitments are met. There are a number of areas that require a clear strategy to ensure in the face of demand they achieve this.

Risk Management:

Associated details are specified within the presentation.

Failure to properly manage and monitor the Strategic Commission's budgets will lead to service failure and a loss of public confidence. Expenditure in excess of budgeted resources is likely to result in a call on Council reserves, which will reduce the resources available for future investment. The use and reliance on one off measures to balance the budget is not sustainable and makes it more difficult in future years to recover the budget position.

Background Papers:

Background papers relating to this report can be inspected by contacting :

Tom Wilkinson, Assistant Director of Finance, Tameside Metropolitan Borough Council




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e-mail: tom.wilkinson@tameside.gov.uk

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 Telephone:0161 342 5626

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David Warhurst, Associate Director Of Finance, Tameside and Glossop Integrated Care NHS Foundation Trust

 Telephone:0161 922 4624

 e-mail: David.Warhurst@tgh.nhs.uk

1. BACKGROUND

- 1.1 This report aims to provide an overview on the financial position of the Tameside and Glossop economy in 2018/19 at the 30 September 2018 with a forecast projection to 31 March 2019. Supporting details for the whole economy are provided in **Appendix 1**.
- 1.2 The report includes the details of the Integrated Commissioning Fund (ICF) for all Council services and the Clinical Commissioning Group. The total net revenue budget value of the ICF for 2018/19 is currently £580.4 million.
- 1.3 It should be noted that the report also includes details of the financial position of the Tameside and Glossop Integrated Care NHS Foundation Trust. This is to ensure members have an awareness of the overall Tameside and Glossop economy position. Reference to Glossop solely relates to health service expenditure as Council services for Glossop are the responsibility of Derbyshire County Council.
- 1.4 Please note that any reference throughout this report to the Tameside and Glossop economy refers to the three partner organisations namely:
- Tameside and Glossop Integrated Care NHS Foundation Trust (ICFT)
 - NHS Tameside and Glossop CCG (CCG)
 - Tameside Metropolitan Borough Council (TMBC)

2. FINANCIAL SUMMARY

- 2.1 As at 30 September 2018 the Integrated Commissioning Fund is forecasting to spend £583.1m against an approved budget of £580.4m, **an over spend of £2.7m**. This forecast is a significantly improved position from the previous month but masks significant and increased pressures in a number of areas, including **Children's Services which is now forecasting expenditure to be £6.7m in excess of budget**.
- 2.2 The improved position is due mainly to the release of corporate contingency budgets (to offset increased pressures in Children's Services), additional grant income in respect of business rate reliefs, and underspends in Governance. Overspends remain in Continuing Healthcare, Operations & Neighbourhoods and Growth as highlighted in previous reports.
- 2.3 The attached Month 6 Integrated Finance report provides an overview of the financial position across the economy as a whole. **Appendix 2** is a deep dive into Children's Services. **Appendix 3** provides detailed analysis for all service areas in the Strategic Commission.

3. PFI SCHOOL'S ACCOUNTING REVIEW

- 1.1 **Appendix 4** to this report sets out the findings and outcomes from a review of the PFI School's Accounting. The review has been undertaken by Financial Management and reviewed and verified by an independent external consultant and been discussed with External Audit.
- 1.2 The Financial Management team's accounting review of PFI contracts covered a number of areas including, the contractual payments to the LEP, the contributions made by schools, the financial assumptions of the financial modeling to date and the reserve accounts held as part of the operation of the schemes.
- 1.3 The review carried out by Financial Management looked at all of the accounting transactions for the 3 types of contract. It covered all actual financial transactions made against those expected in the financial model, including;
- Checking all historical payments to the service providers;

- A review of the RPIx factors in the past and updating those modeling forward;
- Checking the actual lettings to those projected;
- Updating the interest actually received against those projected in the model;
- The director fees. (BSF model only);
- Investment income received. (BSF model only);
- Review of all the penalty deductions and contract variation notices and charges to schools;
- Other contributions to the reserves.

1.4 The review found that there were some areas of the model that needed to be updated to reflect the actual figures, there had also been some errors in charging schools. The RPIx point has been incorrectly applied in some instances. The PAN for one school needed to be corrected and one school had been incorrectly charged for utility costs which are part of the contract. These corrections have been made and resolved with the schools concerned.

1.5 A large element of the review was in relation to the BSF PFI reserve. When originally modeled, this reserve did not include the Council's share of the income generated from its later investment in the PFI project companies. This investment was taken as a proactive step by the Council, and is not a routine element of PFI schemes. There have been a number of year's returns on this investment and it has realised much higher returns than originally anticipated.

1.6 Without the investment income from the project companies, and the top slice of DSG these schemes would be unaffordable. However, the additional contributions mean that the projections for the level of reserves to the end of the contracts, i.e. in 25 years' time, would have resulted in a significant surplus. The model at financial close was based on a small surplus of £100k being left at the end of the contracts in the reserve for winding up costs.

1.7 The forecast surplus position has meant that some of these balances can be returned to all schools and academies in Tameside.

4. COLLECTION FUND MONITORING AND IRRECOVERABLE DEBTS

4.1 The Collection Fund is a statement that reflects the statutory obligation of the Council as the billing authority to maintain a separate Collection Fund. The Collection Fund statement shows the Council's transactions in relation to the collection from taxpayers of Council Tax and Non-Domestic Rates (NDR) and its distribution to the relevant preceptors and Central Government

4.2 **Appendix 5** to this report provides a summary of the Council's month 6 Collection Fund monitoring. The forecast position at month 6 is a £0.1m deficit on Council Tax and £1.2m surplus on NDR.

4.3 **Appendices 6 and 7** list the council's irrecoverable debts over £3,000 that have been written off for the periods 1 April 2018 to 30 June 2018 and 1 July 2018 to 30 September 2018 respectively.

5. RECOMMENDATIONS

5.1 As stated on the front cover of the report.

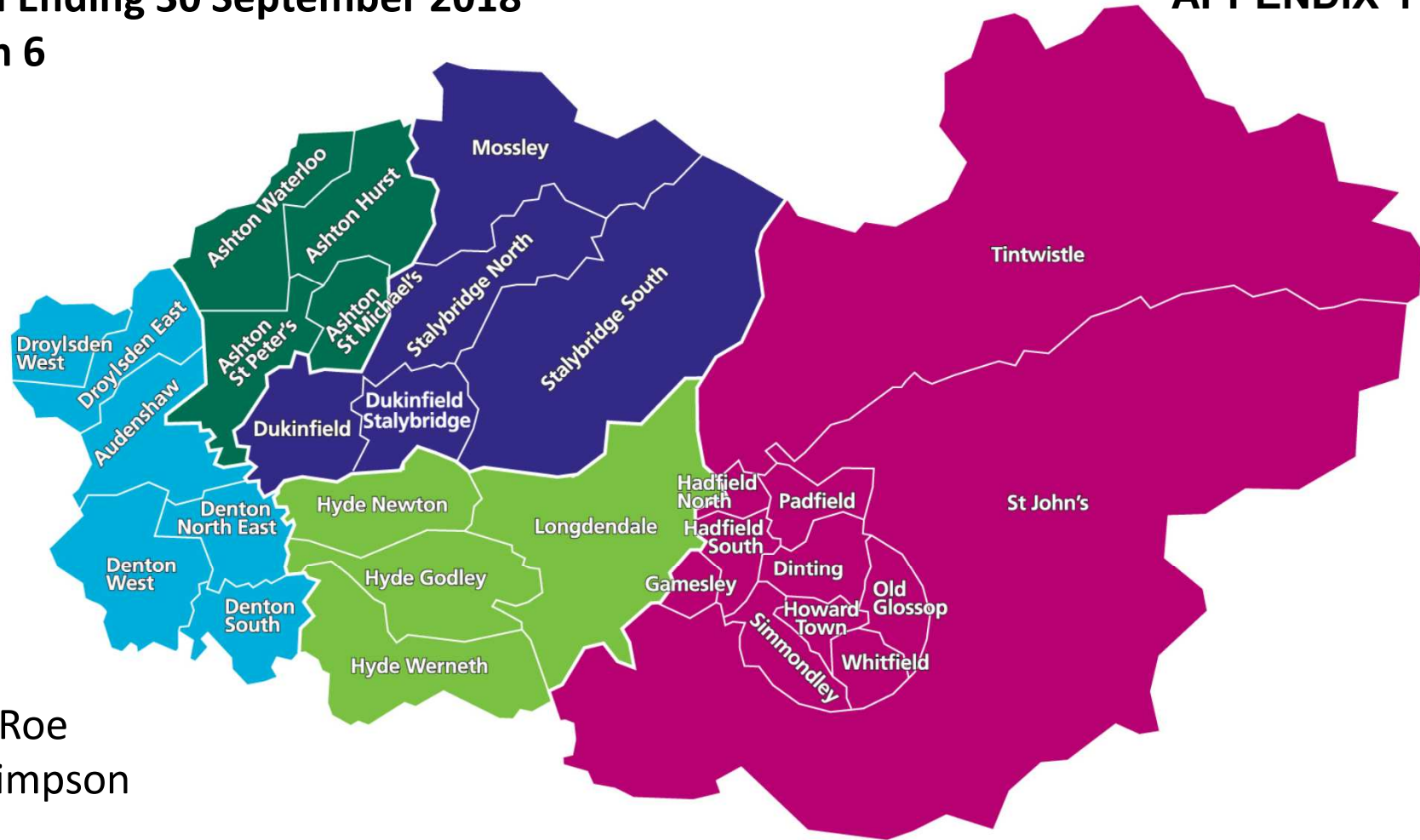
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Tameside and Glossop Integrated Financial Position

financial monitoring statements

Period Ending 30 September 2018
Month 6

APPENDIX 1



Page 25

Kathy Roe
Sam Simpson

Period Ending 30 September 2018

Contents:

Integrated Financial Position Summary Report

Economy Wide Financial Position	3
Tameside and Glossop Integrated Commissioning Fund	4
Integrated Care Foundation Trust	7
Targeted/Trust Efficiency Plan	8

Appendix 2 – Children’s Social Care

Appendix 3 – Detailed Service Budget Analysis

Tameside & Glossop Integrated Economy Wide Financial Position

£6.7m

Children's Services

Unprecedented levels of demand in Children's Social Care continue and place significant pressures on staff and resources. **Placement costs are the main driver of the forecast £6.7m in excess of approved budget.**

Message from the DOFs

At the half way point in the financial year, the economy wide financial position has improved but the overall picture remains mixed with significant challenges in some areas.

A combination of additional income, delivery of further savings and the release of contingencies has resulted in an improvement in the forecast outturn position. However, this improved overall position masks continuing pressures due to the non delivery of savings in some areas, and a further significant deterioration in Children's Services where the forecast overspend has increased from £3.1m to £6.7m in excess of approved budget. A detailed deep dive into Children's Social Care is included at Appendix 2.

Alongside delivery of in year savings, the focus continues to be on the identification of savings to deliver a balanced position for 2019/20 and beyond. Proposed savings are being subject to scrutiny at the 'Star Chambers' during October, with a draft plan for 2019/20 due by December.

£2.2m

Strategic Commission Forecast

Overall forecast outturn for the Strategic Commission has improved by £2.2m. This is due to delivery of savings, additional grant income and release of contingencies.

Page 27

This report covers all spend at Tameside & Glossop Clinical Commissioning Group (CCG), Tameside Metropolitan Borough Council (TMBC) and Tameside & Glossop Integrated Care Foundation Trust (ICFT). It does not capture any Local Authority spend from Derbyshire County Council or High Peak Borough Council for the residents of Glossop.

Forecast Position £000's	Forecast Position			Variance	
	Budget	Forecast	Variance	Previous Month	Movement in Month
CCG Expenditure	393,935	395,305	-1,370	-1,546	176
TMBC Expenditure	186,514	187,834	-1,320	-2,370	1,050
Integrated Commissioning Fund	580,449	583,139	-2,691	-3,916	1,225
ICFT - post PSF Agreed Deficit	-19,149	-19,149	0	0	0
Economy Wide In Year Deficit	-19,149	-21,840	-2,691	0	0

Tameside & Glossop Integrated Commissioning Fund

As at 30 September 2018 the Integrated Commissioning Fund is forecasting to spend £583.1m against an approved budget of £580.4m, an **overspend of £2.7m**. This forecast is a significantly improved position from the previous month but masks significant and increased pressures in a number of areas, including **Children's Services** which is **now forecasting expenditure to be £6.7m in excess of budget**. The improved position is due mainly to the release of corporate contingency budgets (to offset increased pressures in Children's Services), additional grant income in respect of business rate reliefs, and underspends in Governance. Overspends remain in Continuing Healthcare, Operations & Neighbourhoods and Growth as highlighted in previous reports.

Forecast Position £000's	Forecast Position					Net Variance	
	Expenditure Budget	Income Budget	Net Budget	Net Forecast	Net Variance	Previous Month	Movement in Month
Acute	204,645	0	204,645	204,529	116	-613	729
Mental Health	32,373	0	32,373	33,006	-633	-107	-526
Primary Care	84,077	0	84,077	83,856	221	29	192
Continuing Care	14,377	0	14,377	17,144	-2,767	-2,915	148
Community	29,844	0	29,844	30,149	-305	-305	0
Other CCG	23,410	0	23,410	20,042	3,367	3,911	-544
CCG TEP Shortfall (QIPP)	0	0	0	1,370	-1,370	-1,546	176
CCG Running Costs	5,209	0	5,209	5,209	0	0	0
Adults	82,653	-42,172	40,480	40,306	174	-22	196
Children's Services	78,200	-28,871	49,330	56,063	-6,733	-3,074	-3,659
Individual Schools Budgets	127,944	-127,944	0	0	0	0	0
Population Health	16,353	-121	16,232	16,171	61	41	20
Operations and Neighbourhoods	88,936	-32,081	56,855	59,001	-2,146	-1,744	-402
Growth	30,023	-28,641	1,382	2,277	-894	-902	8
Governance	88,643	-79,889	8,754	7,711	1,043	0	1,043
Finance & IT	6,103	-1,550	4,553	4,306	248	-113	361
Quality and Safeguarding	367	-288	79	73	6	-6	12
Capital and Financing	10,998	-1,360	9,638	8,058	1,580	1,402	178
Contingency	4,163	-6,823	-2,660	-6,714	4,054	728	3,326
Corporate Costs	8,726	-6,857	1,870	583	1,287	1,320	-33
Integrated Commissioning Fund	937,045	-356,596	580,449	583,139	-2,691	-3,916	1,225

Tameside & Glossop Integrated Commissioning Fund

Forecast Position £000's	Forecast Position					Net Variance	
	Expenditure Budget	Income Budget	Net Budget	Net Forecast	Net Variance	Previous Month	Movement in Month
CCG Expenditure	393,935	0	393,935	395,305	-1,370	-1,546	176
TMBC Expenditure	543,110	-356,596	186,514	187,834	-1,320	-2,370	1,050
Integrated Commissioning Fund	937,045	-356,596	580,449	583,139	-2,691	-3,916	1,225
A: Section 75 Services	372,391	-106,563	265,829	268,252	-2,423	-3,097	674
B: Aligned Services	414,705	-173,612	241,093	241,131	-38	-1,839	1,801
C: In Collaboration Services	149,949	-76,421	73,527	73,759	-232	1,020	-1,252
Integrated Commissioning Fund	937,045	-356,596	580,449	583,139	-2,691	-3,916	1,225

Continuing Care

This remains a significant financial risk but a financial recovery plan is now in place, with detailed updates presented at Finance & QIPP Assurance Group on a quarterly basis.

Whilst still forecasting an **overspend of £2,767k**, the historic growth rates have slowed and we are starting to make inroads into the pressures, including marked reduction in the number of fast track patients.

Contingency

The Corporate Contingency budget includes an annual provision for risks and unforeseen costs. This contingency budget has been released in period 6 to partially offset the significant pressures in Children's services.

Also reflected within the forecast **underspend of £4m** for Contingency is additional grant monies for Business rate reliefs which are in excess of that forecast when the budget was set.

Governance

The forecast outturn for Governance is now showing an **underspend against budget of just over £1m**. This is due to a number of factors including budget savings which have already been identified as savings for 2019/20, and underspends on staffing costs across the service.

A service review/redesign currently in progress is likely to result in some cost pressures for future years.

Children's Services

Children's Social Care continues to present the single greatest financial risk for 2018/19, and is the most significant risk area for the medium term financial sustainability of the Council.

The forecast outturn position of **£6.7m in excess of budget** has significantly deteriorated since the last period as forecast reductions in placements numbers and costs are not yet being achieved. **Further analysis is included at Appendix 2.**

Tameside & Glossop Integrated Commissioning Fund

Forecast Position £000's	YTD Position			Forecast Position			Variance	
	Budget	Actual	Variance	Budget	Forecast	Variance	Previous Month	Movement in Month
Acute	101,003	102,065	-1,062	204,645	204,529	116	-613	729
Mental Health	16,068	16,471	-403	32,373	33,006	-633	-107	-526
Primary Care	40,815	40,645	171	84,077	83,856	221	29	192
Continuing Care	6,863	7,772	-909	14,377	17,144	-2,767	-2,915	148
Community	14,922	14,845	77	29,844	30,149	-305	-305	0
Other CCG	16,063	13,923	2,140	23,410	20,042	3,367	3,911	-544
CCG TEP Shortfall (QIPP)	0	0	0	0	1,370	-1,370	-1,546	176
CCG Running Costs	1,954	1,947	7	5,209	5,209	0	0	0
Adults	20,240	20,541	-301	40,480	40,306	174	-22	196
Children's Services	27,665	30,707	-3,042	49,330	56,063	-6,733	-3,074	-3,659
Population Health	10,116	10,274	-158	16,232	16,171	61	41	20
Operations and Neighbourhoods	30,428	31,469	-1,041	56,855	59,001	-2,146	-1,744	-402
Growth	691	1,017	-325	1,382	2,277	-894	-902	8
Governance	4,377	3,999	378	8,754	7,711	1,043	0	1,043
Finance & IT	2,277	2,163	114	4,553	4,306	248	-113	361
Quality and Safeguarding	39	-25	65	79	73	6	-6	12
Capital and Financing	0	0	0	9,638	8,058	1,580	1,402	178
Contingency	-1,330	-498	-831	-2,660	-6,714	4,054	728	3,326
Corporate Costs	935	-1,646	2,581	1,870	583	1,287	1,320	-33
Integrated Commissioning Fund	293,126	295,668	-2,542	580,449	583,139	-2,691	-3,916	1,225
CCG Expenditure	197,689	197,669	20	393,935	395,305	-1,370	-1,546	176
TMBC Expenditure	95,438	98,000	-2,562	186,514	187,834	-1,320	-2,370	1,050
Integrated Commissioning Fund	293,126	295,668	-2,542	580,449	583,139	-2,691	-3,916	1,225
A: Section 75 Services	136,504	135,696	807	265,829	268,252	-2,423	-3,097	674
B: Aligned Services	124,714	122,672	2,042	241,093	241,131	-38	-1,839	1,801
C: In Collaboration Services	31,908	37,300	-5,392	73,527	73,759	-232	1,020	-1,252
Integrated Commissioning Fund	293,126	295,668	-2,542	580,449	583,139	-2,691	-3,916	1,225

The CCG surplus has increased from £9.3m to 12.3m as approved by the Strategic Commissioning Board in September 2018. This will enable draw down of £6m of cumulative surplus in 2019/20, Improving the economy wide financial position in future years

Tameside Integrated Care Foundation Trust Financial Position

SUMMARY



- For the financial period to the **31st September 2018**, the Trust has reported a net deficit of c.£12.1m (Post PSF), which is c.£162k better than plan. The in month position for September reported a £1.7m deficit, £32k worse than plan.
- The Trust delivered c.£846k of savings in month, this is an underachievement against target by c.£248k in month, cumulatively the Trust is reporting an overachievement against plan of c£0.7m
- To date the Trust has spent c.£4.0m on Agency spend, against a plan of £4.7m; based on this run rate, spend should be within the agency cap of £9.5m.

KEY RISKS

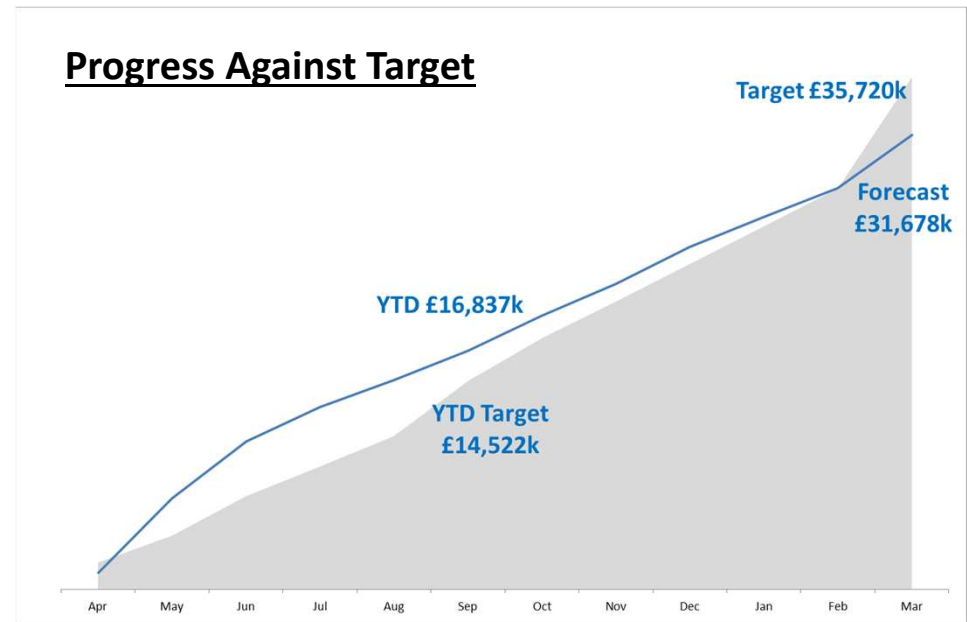
- Control Total** – The Trust now has an agreed control for 2018/19 of **c£19.1m**, this assumes the Trust will be in receipt of the full Provider Sustainability fund.
- Provider Sustainability Fund** - The Trust must achieve its financial plan at the end of each quarter to achieve 70% of the PSF, the remainder is predicated on achievement of the A&E target, The Q2 target is 93.45% - NHSI have confirmed that the Trust will not receive the 30% PSF if it fails the A&E target. This will result in the Trust needing to borrow more cash nationally at a rate of 1.5%.
- TEP** – The Trust is currently forecasting an underachievement against its in year TEP delivery of **c£1.5m** and recurrently of **c£1.8m. Failure to achieve TEP will result in the Trust not achieving its plan.** Work is on-going with Theme groups to develop high risk schemes and generate hopper ideas to improve this forecast position.

Financial Performance Metric	Month 6			YTD			Outturn
	Plan £000s	Actual £000s	Variance £000s	Plan £000s	Actual £000s	Variance £000s	Plan £000s
Normalised Surplus/(deficit) before PSF	(1,947)	(1,979)	(33)	(13,756)	(13,594)	162	(23,370)
Provider Sustainability Fund (PSF)	281	281	0	1,476	1,476	0	4,221
Surplus/(Deficit) post PSF	(1,666)	(1,698)	(33)	(12,280)	(12,118)	162	(19,149)
Capital Expenditure	325	8	(317)	1,509	705	(804)	5,027
Cash and Cash Equivalents	1,220	1,582	362				1,220
Trust Efficiency Savings	1,095	846	(248)	4,726	5,382	655	13,000
Use of Resources Metric	3	3		3	3		3

TEP – Targeted/Trust Efficiency Plan

Organisation	High Risk	Medium Risk	Low Risk	Savings Posted	Total	Opening Target	Post Bias Expected Saving	Post Bias Variance
CCG	45	3,168	6,023	10,818	20,054	19,800	18,430	(1,370)
TMBC	547	280	1,028	456	2,311	3,119	1,679	(1,440)
Strategic Commissioner	592	3,448	7,051	11,274	22,365	22,919	20,108	(2,811)
ICFT	1,316	1,346	4,842	5,382	12,885	12,801	11,569	(1,233)
Economy Total	1,908	4,793	11,893	16,655	35,250	35,720	31,677	(4,043)

- The economy wide savings target for 2018/19 is £35,720k:
 - Commissioner £22,919k (£19,800k CCG & £3,119k TMBC)
 - Provider £12,801k
- Against this target, £16,655k of savings have been realised in the first six months, 47% of the required savings.
- Expected savings by the end of the year are £31,677k, a shortfall of £4,043k against target and a small improvement on the position reported last month.
- More work is required to identify new schemes and turn red and amber schemes green.
- The scale of the financial gap in future years mean there must be a continued focus on identifying schemes for 2019/20 and beyond.



TEP – Targeted/Trust Efficiency Plan



£198k

CCG

Overall expected savings have improved slightly from the previous month. This includes an improved savings forecast on GP prescribing where, despite pressures on Category M drugs, significant savings are being realised by medicines management.



£74k

TMBC

Savings previously rated as high risk in Growth and Operations & Neighbourhoods have now been removed from the TEP as they will not be achieved. Red rated savings in Adults and Governance are being offset by budget underspends in other areas within the service.

Page 33

Org	Theme	High Risk	Medium Risk	Low Risk	Savings Posted	Total	Opening Target	Post Bias Expected Saving	Post Bias Variance
CCG	Emerging Pipeline Schemes	0	0	0	0	0	3,239	0	(3,239)
	GP Prescribing	20	1,222	500	1,143	2,885	2,000	2,256	256
	Individualised Commissioning Recovery Plan	25	0	440	254	718	1,326	696	(630)
	Other Established Schemes	0	1,246	372	1,941	3,560	4,283	2,937	(1,346)
	Tameside ICFT	0	0	1,240	1,240	2,480	2,480	2,480	0
	Technical Financial Adjustments	0	700	3,471	6,240	10,411	6,472	10,061	3,589
CCG Total		45	3,168	6,023	10,818	20,054	19,800	18,430	(1,370)
TMBC	Adults	318	0	379	0	697	697	411	(286)
	Growth	0	25	340	0	365	245	353	(546)
	Finance & IT	50	0	0	122	172	172	127	(45)
	Governance	129	0	0	25	154	154	38	(116)
	Childrens (Learning)	0	0	90	0	90	90	90	0
	Operations & Neighbourhoods	50	255	0	0	305	1,233	133	(448)
	Pop. Health	0	0	219	309	528	528	528	0
TMBC Total		547	280	1,028	456	2,311	3,119	1,679	(1,440)
Strategic Commissioner Total		592	3,448	7,051	11,274	22,365	22,919	20,108	(2,811)

TEP – Targeted/Trust Efficiency Plan



£951k

ICFT

Overall expected savings have deteriorated from the previous month and The Trust is currently forecasting an underachievement against its in year TEP delivery of **£1.5m** and recurrently of **£1.8m**. **Failure to achieve TEP will result in the Trust not achieving its plan.** Work is on-going with Theme groups to develop high risk schemes and generate hopper ideas to improve this forecast position.

Page 34

Org	Theme	High Risk	Medium Risk	Low Risk	Savings Posted	Total	Opening Target	Post Bias Expected Saving	Post Bias Variance
ICFT	Community	0	68	269	0	336	10	336	326
	Corporate	0	0	410	661	1,072	1,300	1,072	(228)
	Demand Management	435	39	404	447	1,325	1,621	890	(731)
	Estates	29	10	184	171	394	550	365	(185)
	Finance Improvement Team	100	120	486	750	1,456	1,067	1,356	289
	Medical Staffing	391	119	17	52	579	1,103	188	(914)
	Nursing	151	104	400	588	1,244	1,250	1,093	(157)
	Paperlite	105	50	26	55	235	250	130	(120)
	Pharmacy	0	250	249	63	562	450	562	112
	Procurement	105	411	84	53	653	752	547	(204)
	Transformation Schemes	0	0	1,500	1,500	3,000	3,100	3,000	(100)
	Technical Target	0	175	88	87	350	0	350	350
	Vacancy Factor	0	0	726	953	1,679	1,350	1,679	329
ICFT Total		1,316	1,346	4,842	5,382	12,885	12,801	11,569	(1,233)

Children's Social Care

Contents:

Children's Social Care Deep Dive

Introduction	2
Looked After Children	4
Priority One : Good standards for every child and family	6
Priority Two: Improving practice by recruiting and retaining people who will deliver	8
Priority Three: Improving Practice through better Leadership and Management	10
Priority Four: Improving practice through caseloads which enable high practice standards	12
Priority Five: Improving Safeguarding Practice	14
Priority Six: Improving practice to children looked after and care leavers	16
Financial Context	20

INTRODUCTION

The new interim leadership of Children's Social Care has now had over six months driving the new Improvement Plan following the lack of progress through 2017. This is now leading to steady improvement, although not yet delivering consistently adequate or good standards of service in all areas.

The directorate has welcomed external scrutiny, support and challenge from Stockport MBC as Improvement Partner, from the DfE Intervention Advisor, from Ofsted, and from peer consultation with other local authorities who have driven successful improvement plans. This has provided assurance both in terms of setting the right priorities and the strategies that are the focus of our improvement, and in terms of the honesty and accuracy of our self-assessment and quality assurance.

Quality audits show an improving and more consistent standard of casework. Performance indicators show that the basics are improving. Partners are making fewer referrals, risk is being managed, however more confidence is required to ensure referrals, Children In Need and Child Protection numbers also reduce. The Council has sustained its investment to ensure that there has been additional casework and improvement capacity. The whole service has co-developed and articulated "The Heart of Practice" as the Tameside way of doing things, with Signs of Safety at the core of the new practice framework. The directorate is also rolling out the development programmes for practitioners, supervisors and first line managers that will provide support to deliver the quality and standards that are expected.

At this stage the primary challenges lie in workforce issues to ensure the right staff are in place to drive delivery. In particular the long term challenges over Social Worker and first line manager recruitment and retention, and a more recent acute shortage of supply of locum Social Workers across the region.

Tameside is now at a key juncture in the improvement journey where focus can be applied to core compliance and an effective relationship based practice. Careful planning is now being realised through the implementation of a Tameside Model of Practice ("Heart of Practice") centred upon Signs of Safety as the core practice framework, which is being rolled out through a set of stepped development programmes for frontline practitioners, supervisors and senior managers. This is also being underpinned through a set of reinforcing measures including structured observations of practice by supervisors, through reinforcing the model of quality audit as a coaching and learning process carried out with practitioners, and six monthly Practice Weeks where the senior management team spend a week alongside practitioners observing and coaching.

The Quality Assurance Framework initiated in January 2018 is now well established and provides a clear line of sight to the quality of casework and where this is improving alongside where there is further work to do. Quality audits show that whilst the large majority of casework meets standards that are either Requires Improvement or Good, some casework remains Inadequate, although a relentless focus upon driving up standards does mean that this is steadily reducing. Social Workers consistently demonstrate that they know their children well, and have effective relationships both with them and with their carers. Auditing is demonstrating significant improvements in obtaining children's views, in the quality of plans, the engagement of fathers and extended family members, and responding to and reducing risk. There is a continued drive to improve the specific areas of practice that remain weak.

Children's Social Care

INTRODUCTION

There has been hard work with the full range of key partners across the borough to improve the quality of partnership working. There was a particular focus around two major partnership conferences in April and June, where proposals for a more effective joint approach to Early Help for families delivered through a neighbourhood model were jointly developed. In addition senior leaders from Children's Social Care, Police and Health have been brought together in a Task & Finish Group to drive improvements in joint work on the child protection process.

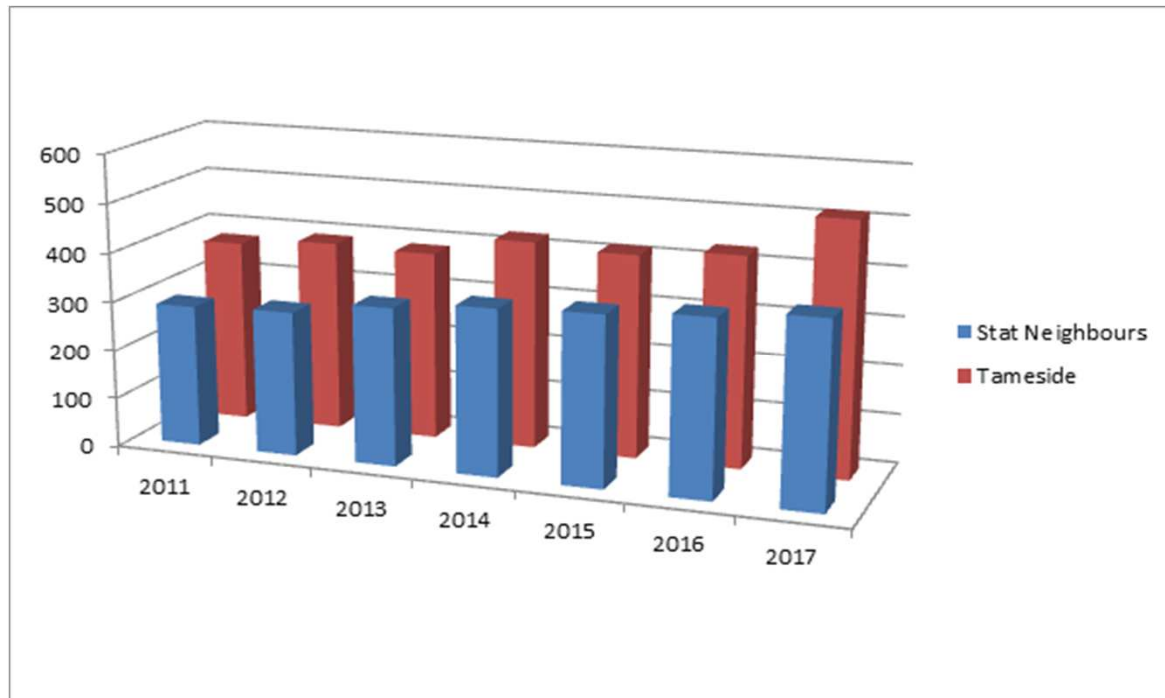
Tameside has preferred to work with one key external partner in driving improvement, and the work with Stockport MBC is continuing to deepen and is focused upon our key priorities of social worker recruitment and retention, first line manager development and learning, and our Edge of Care work.

The permanent Director of Children's Services is now in place to take Tameside's sustained improvement forwards, and further permanent recruitment has been successful for the Assistant Executive Director, Head of Service for Child Protection and Head of Service for Looked After Children who will all start in November. Building the permanent leadership team will help to deepen and embed the culture of a high performing service.

Looked After Children Population – Tameside Compared to Statistical Neighbours

Looked after children (LAC) population for the North West is the highest recorded for the last twenty years in 2017

LAC populations have been growing year on year for nearly a decade across the North West and Nationally

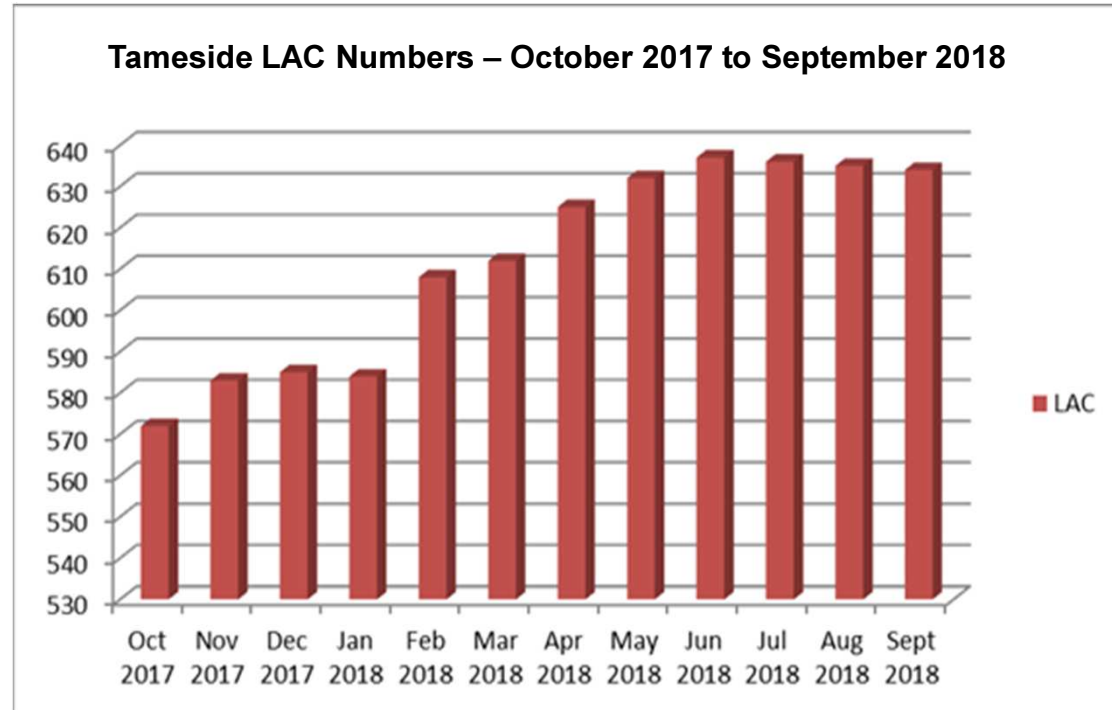


Children's Social Care

LOOKED AFTER CHILDREN

In common with the rest of the service, there was little indication of progress during 2017 in driving improvement of our services for our Looked After Children (LAC). There was a need to significantly strengthen the leadership and management of the service, and a new Head of Service role and an interim dedicated Service Manager role were created to address this in the early part of 2018.

As their scrutiny of the service came to bear, and our quality auditing programme was given a particular focus upon Looked After Children, it became clearer that there were significant weaknesses in certain areas of our Looked After Children's Service. The relentless drive to meet core standards has been followed by a turbulent period in the staffing of the LAC service.

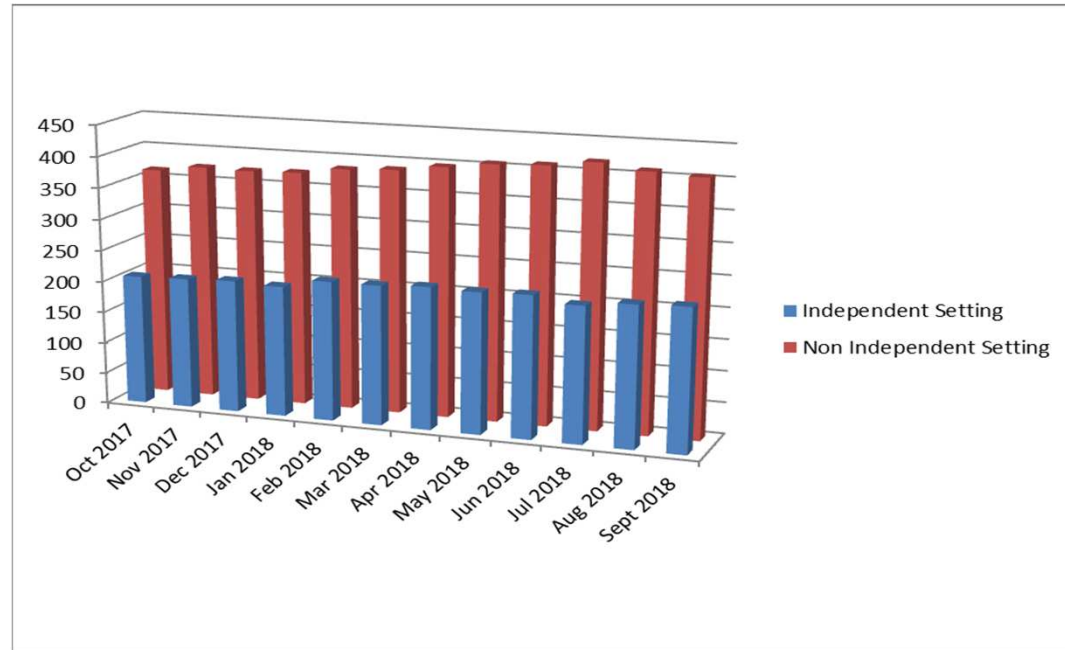


The quality auditing work of LAC casework has been complemented by a significant amount of case auditing carried out by Heads of Service and Service Managers from Stockport, and this has provided assurance as their findings have mirrored those of our own audits. The key areas that require improvement relate to: supervision and management oversight; the quality of care planning and drift/delay; the consistency of up to date assessments of need; and life story work. The areas of strength relate to Social Workers knowing their children well, consistent articulation of the voice of the child, and the improving quality of plans. Management oversight needs to be strengthened not just within the core of our casework, but also through the roles of the Independent Reviewing Officers, and in respect of particular areas of practice including those children reported missing and the oversight of permanency planning.

Children's Social Care

LOOKED AFTER CHILDREN

Corporate Parenting work has been significantly strengthened, helped by new leadership of the Corporate Parenting Board and the impact of the new Participation Worker. The Children In Care Council has been revitalised, and the strength and passion of their voices have been a key driver in taking action to improve our service. Both quick wins and longer term objectives are being prioritised as a result. Elected members and corporate leaders are now taking actions to demonstrate their commitment to corporate parenting in a way that was not previously evident. There has been significant improvement in the performance of the Virtual School and Looked After Children are now receiving the Personal Education Plans that ensure their particular needs are prioritised in school to help them meet their potential. Work has also progressed in partnership with CAMHS to ensure that there Looked After Children in Tameside consistently receive a timely response when they need it.



Tameside LAC, Independent & Non Independent Settings (October 2017 to September 2018)

The context remains a very challenging one following a continuing significant increase in LAC numbers, as a consequence of greater rigour of intervention for children at risk of abuse and neglect, and of dealing with the significant legacy of previous years' poor practice. But at this point, practice has remained too risk averse and we need to strengthen the effectiveness of our interventions to manage risk and effect change in families without the need for children to come into or remain in care. Tameside has developed a specific strategy to address this and ensure that more children can be supported to remain within their families' care, including our investment in the Edge of Care Service and expanded capacity for Family Group Conferencing.

Vigilance has remained in ensuring that children are effectively safeguarded. The consistent effectiveness of practice and systems has been assured through our extensive auditing programme, and the external scrutiny from Stockport as well as Ofsted monitoring visits. Identified performance issues are now actively addressed.

Children's Social Care

Priority One : Good standards for every child and family

Key Data Measures:

- 84% of C&F Assessments completed within 45 days
- 85% ICPCs held within 15 days
- 97% CP Reviews held within timescales
- 0.9% CP Plans over two years
- 98% of statutory CP visits and 80% of LAC visits carried out within timescales
- 72% of Looked After Children have had a dental check-up within the past 12 months
- 91% of looked After Children have had an up to date health Assessment within the past 12 months.
- 97% of Looked After Children have an up to date PEP.
- 85% LAC plans reviewed within timescales.
- 84% Care Leavers have an updated Pathway Plan.

Key Qualitative Findings:

- The quality of casework is improving – most significantly, the proportion of inadequate casework is steadily reducing. Audit findings have progressed from 80% of casework that is Requires Improvement or better now rising to 88%.
- There is a significant improvement in obtaining children's views, and recording of this activity and use of children's views in their plans are both improving.
- Significant improvement in the quality of plans.
- Significant improvement in the engagement with fathers and extended family members.
- Significant improvements in responding to and reducing risk.
- The primary qualitative concern is over supervision, in particular in the LAC Service, and this should be the main focus of improvement work in the next six months.
- Feedback from partner agencies suggests that there is now more consistency in the application of thresholds

Children's Social Care

Priority One : Good standards for every child and family

Conclusions

- Core compliance with basic standards and processes continues to improve, however Social Work recording remains too variable, and management decision making is too often poorly recorded.
- Decision making in the Hub is more robust now that there is more of a focus upon gathering information from partner agencies.
- Our quality audit work is beginning to have an impact in driving improved practice.
- There are some early signs of the positive impact of the introduction of Signs of Safety at the heart of Tameside's practice framework.
- There are examples of good and exceptional practice, but these are currently too infrequent, and there is a need to build the percentage of good casework as well as reducing and eliminating that which is inadequate.

Next Stages :

- Our Quality Assurance Framework will continue to develop and we have begun to be able to report a more mature and triangulated picture of current strengths and weaknesses, by bringing together feedback from children and parents, what the data is telling us, and our quality assurance findings from audits and learning reviews.
- We continue to develop our model of auditing as a learning activity, led and modelled by our Practice Improvement Managers and complemented by testing some new approaches with Stockport.
- Team Managers will be expected to set their team priorities for improvement at the monthly Performance Clinics.
- Improving IRO rigour and impact through: Greater focus on the IRO footprint driving children's plans and being reflected in the child's care record.
- Increased use of formal escalation if plans have not been progressed in a timely way.
- Improved management oversight include sampling and observations

Children's Social Care

Priority Two: Improving practice by recruiting and retaining people who will deliver

Key Data Measures:

- Tameside has invested in more Social Workers – numbers of positions have risen from 86 fte in September 2016 to 114 fte in March 2017 to 128 fte in November 2017 to 145 fte in June 2018
- Turnover remains low amongst permanent Social Workers.
- Turnover amongst locum Social Workers remains high and recruitment difficult (which is both a regional and national issue)
- Recruitment of permanent Social Work staff remains extremely difficult, resulting in the number of locum Social Workers in certain areas of service delivery being too high
- Numbers of children experiencing change of Social Worker remains too high at this point.

Key Qualitative Findings:

- Findings from exit interviews have been collated and show a fairly typical profile of those moving on for positive reasons such as promotion or relocation; those leaving because of unhappiness with their direct line manager; and a basket of a range of other issues.
- Findings from induction interviews have provided a mostly positive picture of the initial experience of working in Tameside, and in particular of the support received from their immediate line manager.
- Feedback from our ASYE's is positive about their experience in Tameside, and this reputation has begun to spread across Greater Manchester.

Conclusions:

- It is widely recognised that an Inadequate judgement makes recruitment and retention of Social Workers more difficult, and that is certainly Tameside's experience as the only Inadequate authority within Greater Manchester. These long-standing challenges have more recently been exacerbated by a severe shortage in the supply of Locum Social Workers.
- Some teams have been particularly affected by the combination of turnover and a shortage of recruit, and this has led to short-term and localised rises in caseloads.
- The work in developing our offer to Social Work recruits, and in particular our first joint recruitment campaign with Stockport, is beginning to produce results – with 13 permanent appointments from our May and June rounds..
- We are building upon our effective ASYE programme, for existing staff with a second year of practice programme.
- The Social Work workforce has grown and is steadily stabilising, but too many children and families experience changes of Social Worker

Children's Social Care

Priority Two: Improving practice by recruiting and retaining people who will deliver

Next Stages :

- Developing the Tameside “Heart of Practice” to retain Social Workers with an emphasis upon caseloads, supervision, CPD and career pathways.
- Developing our collaborative Social work recruitment campaign in partnership with Stockport with a second joint round in September 2018.
- Supporting the development of the Greater Manchester Social Work apprenticeship route for a cohort of our non-qualified workers to become Social Workers.
- Frontline Social Work programme commences September 2018 with one unit of four students in Tameside; and we have nominated four Team Managers for the Firstline Programme.
- Application for the next national round of Step Up to Social Work.
- Tameside leading on the Greater Manchester SW “Recruitment Squad” initiative looking to build workforce stability at a GM regional level.
- Developing the Second Year in Social Work supported practice programme.
- Appointment of some newly qualified Social Workers to the role of Family intervention worker with a view to potential future SW appointment.
- Management/Leadership Programme developed in collaboration with Stockport will commence in September 2018 for 24 first line managers.
- Development of an overall “Tameside offer” to support both recruitment and retention of social work staff.

Children's Social Care

Priority Three: Improving Practice through better Leadership and Management

Key Data Measures:

- Data is reported daily, weekly and monthly depending upon the indicator, and there is a whole service data booklet produced each month.
- Use of CHAT as an analytical tool to complement our data scorecard.
- Senior managers meet on a monthly basis to review performance and the improvement scorecard, this meeting is chaired by the AED.
- There has been an increased use of trackers to address key performance issues.
- Tameside's performance team produces deep dive analyses.

Key Qualitative Issues:

- Investment in the development of practitioners and managers is clear. A core initial training programme has been developed taking team managers and social workers through the "Foundations of Good Practice".
- Observations of and by managers and supervisors is being increased as a core part of routine learning and development.
- Feedback is being more systematically gathered and analysed to inform strategic planning and service improvement - from children, young people and families; from staff; and from partners.
- There has been a significant improvement in the response to formal complaints.
- The Improvement Partnership with Stockport is developing and deepening in its scope.
- The Improvement Plan continues to be refined and actions effectively completed. The focus of the priorities in the plan continues to narrow – in the past six months the number of actions has reduced from 53 to 24.

Children's Social Care

Priority Three: Improving Practice through better Leadership and Management

Conclusions:

- The Improvement Plan is being effectively deployed and the strategic priorities are the right ones.
- Strategic Partnership Working is much strengthened – both for Corporate Parenting and for the wider approach to children and families through a shared neighbourhood model of working with families.
- “The Heart of Practice” articulates the Tameside model of practice and the ways in which we will support practitioners and supervisors to deliver effective strengths-based, relationship-based practice. The implementation of Signs of Safety lies at the core of this practice framework. Tameside now has a practice framework.
- Performance of first line and middle managers continues to be a focus as we raise expectations and support managers to meet them and with new appointments we continue to strengthen our permanent management team.

Next Stages :

- The Management development programme in partnership with Stockport has been designed and will commence in September, with places for 24 Team Managers and Practice Managers
- Planning the transition from a predominantly interim leadership team to the new permanent leadership team, with a particular focus upon avoiding any slowing of the momentum of improvement.
- Continuing to refine the Improvement Plan to ensure it is focused upon delivering effective service improvement.
- Continuing to develop our Improvement Partnership with Stockport.
- Looking for more ways to ensure that Tameside acts as an effective corporate parent in particular in response to the issues identified by our Looked After Children and care leavers.
- Initiating the Children's Neighbourhood Model from September 2018 with a particular emphasis upon delivering more effective Early Help to families.

Children's Social Care

Priority Four: Improving practice through caseloads which enable high practice standards

Key Data Measures:

- Average caseloads have continued to reduce overall: For all teams from 21.6 children in March 2017 to 18.5 in September 17.6 in December and 16.4 in April 2018 to 16.1 in June 2018 and following a subsequent rise are again at 16 as of October 2018. (N.B. The average contains a range and for some Social Workers in some service areas caseloads remain to high).
- In order to reduce caseloads and improve the quality of interventions agreement was given to increase social work capacity as detailed earlier in this report, but difficulties in recruitment to permanent positions and with the appointment of agency staff has led to vacancies and a subsequent impact on caseloads in certain areas of service delivery.
- Reduction in contacts.
- Reduction in referrals and increase in Early Help.
- Reduction in Child in Need.
- Reduction in Child Protection.
- Stabilising of LAC numbers, steady for the past four/five months after previous long term upward trend.

Key Qualitative Issues:

- Social Workers in the large majority of teams report that caseloads are now far more manageable.
- Partners are very positive about the steps we have taken to strengthen early help pathways and work towards a neighbourhood partnership model.
- Schools continue to be very positive about the introduction of the CAF Advisor roles, which will be enhanced by further capacity to deliver the neighbourhood model.
- Management grip has been strengthened to ensure that only those children who are Children In Need remain open to Social Workers, and step down processes are effective.
- Child Protection numbers have come down.

Children's Social Care

Priority Four: Improving practice through caseloads which enable high practice standards

Conclusions:

- Overall caseload trends are downward although its continuation is dependent on our ability to recruit and retain Social Workers.
- We have worked effectively with partner agencies to achieve a significant reduction in referrals.
- We have built more effective pathways to early help so that more families are receiving an early help response.
- We are managing CIN and CP casework more robustly and so the levels of demand are reducing towards the levels of statistical neighbours
- The Strengthening Families Strategy has been developed to ensure that Tameside are only looking after the children and young people it needs to look after and this is beginning to take effect.
- Legal Gateway Panel process has been effectively revised to a new Legal and Resource Panel process.

Next Stages :

- Expanding the capacity for Early Help support through Public Health investment in youth support and Homestart.
- Increasing the access to the Early Help pathway through each of the four neighbourhoods from September 2018.
- Continuing the drive for increased management grip upon CIN and CP work to reach the levels of statistical neighbours.
- Following through upon the Successful Families Strategy to reduce the numbers of children needing to remain in care.
- Scoping the introduction of a No Wrong Door service model for our residential and edge of care provision.

Children's Social Care

Priority Five: Improving Safeguarding Practice

Key Data Measures:

- Child Protection numbers peaked in February 2018, but have now significantly reduced .
- The % of children subject to a Protection Plan for a second time is relatively low.
- The % of children subject to a Plan for more than two years is low.
- The % of ICPC held within 15 days is in line with statistical neighbours.

Key Qualitative Findings:

- Auditing has found variability in the recording of decision making.
- Multi-agency working requires strengthening.
- The quality of Protection Plans is variable.
- Our integrated service for children at risk of Child Sexual Exploitation has continued to develop and recently provided assurance to the LSCB over their work.
- A peer review of the Hub and Duty teams by colleagues from Stockport and Salford in September 2018 concluded that whilst there remained areas which required further development and improvement, no work either observed or sampled was found to be inadequate .

Conclusions:

- Initial responses in the hub are predominately sound and the quality of decision making is much improved.
- Core safeguarding practice is improving with evidence of improved adherence to policy and procedure.
- There is a clear and effective system for Step up and Step down of cases.
- At this point, there is still too much variability in the quality of plans.
- There are developments in place to ensure that missing and CSE data can be taken from our recording systems to ensure tracking is more robust.
- The Youth Offending Service continues to deliver an effective service and ensure that more early intervention is offered and the numbers of young people requiring a statutory response is continuing to reduce.

Children's Social Care

Priority Five: Improving Safeguarding Practice

Next Stages :

- Focus upon Core Standards will be persistent and relentless to sustain the current improvements.
- This focus will be supported through:
 - Consistent auditing with Social Workers and Supervisors, including dip sampling by Service Managers.
- Deployment of Practice Improvement Manager roles to work within teams, alongside SWs and Managers to quality assure, coach and check on the follow up to case audits.
- Specific focus on Strategy Discussions and S47 enquiries:
 - Team Managers or Practice Managers to chair all Strategy Meetings.
 - Dip sampling by Service Managers
 - Business Support to minute Strategy Meetings and circulate
 - Use of a new template to reinforce practice standards
- Specific focus on Protection Plans: All Outline Child Protection Plans are now sent for review to the Conference and Review Manager with lead for Child Protection.
- Restructure of the IRO service to develop specialist Child Protection Chair roles.
- Implementation of the Signs of Safety conference model.
- Missing and CSE Panel held fortnightly with representatives from Early Help, Children's Social Care, Education, Health and Police to ensure robust planning for children at high risk, these panels will be merged and further developed to ensure there are separate strategic and operational groups.
- Planning with Police and other partners to introduce a full Multi-Agency Safeguarding Hub for Tameside.

Children's Social Care

Priority Six: Improving practice to children looked after and care leavers

Key Data Measures:

- LAC numbers have now stabilised at around 636 for the past four/five months following a sustained period of increase, but remain well above statistical neighbours.
- 50% of care leavers are NEET– in line with statistical neighbours.
- 84% of care leavers now have Pathway Plans (April 2018) – an improvement on the level of 35% at inspection in 2016.
- Tameside's adoption performance remains strong.
- 97% of LAC have a Personal Education Plan – an improvement on the level of 72% at inspection in 2016.
- 50% of LAC have an Initial Health Assessment that is within timescales – an improvement on the level of 25% at inspection in 2016 - although still an area identified for improvement.
- 72% of LAC have an up to date Dental Check – performance here is dipping although this has been identified as primarily due to recording issues.
- 3+ moves – performance is stable.
- 87% of LAC Reviews are being held on time.
- CAMHS performance data shows that all LAC are seen within the four week timescale after assessment.

Key Qualitative Issues:

- Quality auditing shows improvement in LAC casework; from 80% of casework that is Requires Improvement or better now rising to 87%.
- The key areas that require improvement relate to: supervision and management oversight; the quality of care planning and drift/delay; the consistency of up to date assessments of need; and life story work. The areas of strength relate to Social Workers knowing their children well, consistent articulation of the voice of the child, and the improving quality of plans.
- We have a clearer understanding of our LAC and Care Leaving Population, and management oversight of each cohort of LAC is being strengthened although this work is not yet complete.
- Working with LAC, we are doing well in ascertaining their voice, wishes and feelings, where no inadequate practice evidenced in the audits.

Children's Social Care

Priority Six: Improving practice to children looked after and care leavers

Conclusions:

- The LAC Team and our drive to improve standards has been held back in the short term by a shortage of Social Work capacity, and by turnover of the managers of the service. Such turbulence has been a consequence of the requirement for a stronger culture of effective practice and supervision. Whilst this has produced short-term challenges, in the longer term it enables us to improve management, supervision and social worker performance in order to achieve the changes of culture and practice required.
- We have made rapid strides in strengthening our Corporate Parenting to deliver a revised Strategy. And we have made rapid strides in parallel in securing children and young people's participation and sharing of their views about the service and what needs to improve.
- Healthy young Minds Tameside and Glossop revised its care pathway in April 2018. The pathway is informed by a number of psychological theories to ensure that the service supports children and young people and their networks at the various stages of their emotional development and needs.
- It is recognised that historically Tameside has underinvested in foster carers. A number of measures have been implemented to ensure that foster carers feel valued and appropriately supported. This includes increasing the management and social work capacity, re-establishing support groups, re-evaluating training and planning an annual recognition event. A full service review is currently underway.
- There had previously been insufficient evidence that IROs drive care plans for children effectively enough, but there is now increasing evidence of IROs acting as effective champions for children and their care plans.
- More children should be cared for within their family networks and more children should move into permanent care through use of Special Guardianship Orders.
- There are too many children on care orders at home.
- Too few care leavers are engaged in education, employment or training – although comparable to statistical neighbours.
- We need to develop our strategic placement commissioning so that we ensure we have the right placements to meet our children's needs

Children's Social Care

Priority Six: Improving practice to children looked after and care leavers

Next Stages :

Focus upon core standards will be persistent and relentless. The focus upon improving supervision will include:

- A new supervision template
- Managers using a tracker to ensure supervision is taking place
- Investment in supervisors' development through the Foundations Training and then Management Development Programmes.
- Introduction of observations of supervision.

Work with Social Workers will focus upon supporting them to deliver to clear expectations over the areas of practice requiring improvement. This support will be delivered through:

- Supervision that is reliable and of higher quality.
- A coaching and learning model of case auditing.
- Weekly team meetings with a focus upon improvement priorities.
- The formal training and development opportunities being rolled out.

The focus upon management oversight will include the revised IRO service with roles dedicated to LAC and driving care plan; a revised approach to the management of missing LAC; and further work to improve the tracking of discrete cohorts of LAC including in respect of permanency planning.

We will maintain the increased capacity to work with children in care, care leavers and their carers; ensuring that Social Workers capture their views and drive the work of the Corporate Parenting Board in meeting their needs.

Children's Social Care

Priority Six: Improving practice to children looked after and care leavers

Next Stages (continued) :

The focus upon Pathway Plans is moving from compliance to quality.

- We are reviewing our in-house residential and fostering provision in order to improve their effectiveness and ability to meet our children's needs.
- We are scoping opportunities for more integrated service approaches for our LAC, both through better service integration and through placement integration, including residential and fostering provision and wrap around multi-agency support.
- We will be monitoring the effectiveness of the Regional Adoption Agency for Tameside's children
- We have recently increased capacity within the placement commissioning team to strengthen procurement & commissioning processes alongside developing more robust monitoring systems in order to ensure efficient uses of resources & driving improvement in quality and placements.
- The residential provider forum has been re-launched and has been received positively. The forum is a useful vehicle in developing positive relationships and the potential for collaboration; it strengthens opportunities for Tameside children to be looked after within their own locality.
- Internal children's home capacity is planned to increase.

FINANCIAL CONTEXT

The Council has allocated significant additional investment to the directorate budget provision over recent years to support the necessary service improvements.

A recurrent £ 4 million was approved in 2016/17, with a further recurrent sum of £ 6 million approved in 2017/18.

In addition a non-recurrent sum of £ 6 million over four financial years was approved in 2017/18 followed by a further non-recurrent investment of £ 18 million in 2018/19 over three financial years.

However despite this additional investment, the net expenditure at outturn exceeded the budget allocation for the respective year; £ 2.8 million in 2016/17 and £ 8.6 million in 2017/18.

2018/19

The projected net expenditure at outturn in the current financial year is again expected to significantly exceed the budget allocation.

The forecast at period 6 is a variation of £ 6.5 million. This is an increase of £ 3.6 million to the sum reported at period 5.

The increase in the projected variation since the previous reporting period is primarily related to placements expenditure due to the following factors :

- Period 5 was based on a “cohort” projection methodology to estimate the projected expenditure of the placements cohort at the period end. Cohort projections account for potential end dates. Projections have now been revised to reflect a more cautious “ traditional” projection which is based on each individual child’s cost for the year. This method tracks movements of placement activity, i.e. if the child changes placements the cost is recalculated for the year. The main difference is the projection doesn’t include end dates unless a placement has ended. It therefore assumes that the number of external placements and unit costs remain stable throughout the remainder of the year.
- There have been a greater number of new independent sector placements made than have ended.
- There has been an increase in the overall independent sector placement unit price.
- The age profile of the looked after population is showing an increase towards the early mid teens, the age group which is most likely to require the most expensive residential type accommodation.
- There is a higher LAC population per 10,000 in Tameside than statistical neighbourhoods and Greater Manchester. There is also a greater reliance on residential placements in Tameside when compared to statistical neighbourhoods.
- There is shortage of available non independent and independent fostering agency (IFA) placements

Children's Social Care

FINANCIAL CONTEXT

Table 1

	Period 3 £	Period 6 £	Increase %
Average weekly cost of independent sector residential	3,682	3,970	8
Average weekly cost of external foster care	764	772	1

Table 1 provides the comparison details for periods 3 and 6 of the average weekly cost for an independent sector residential placement compared to an independent sector fostering placement and the increase in average rate during these 3 months.

Chart 1

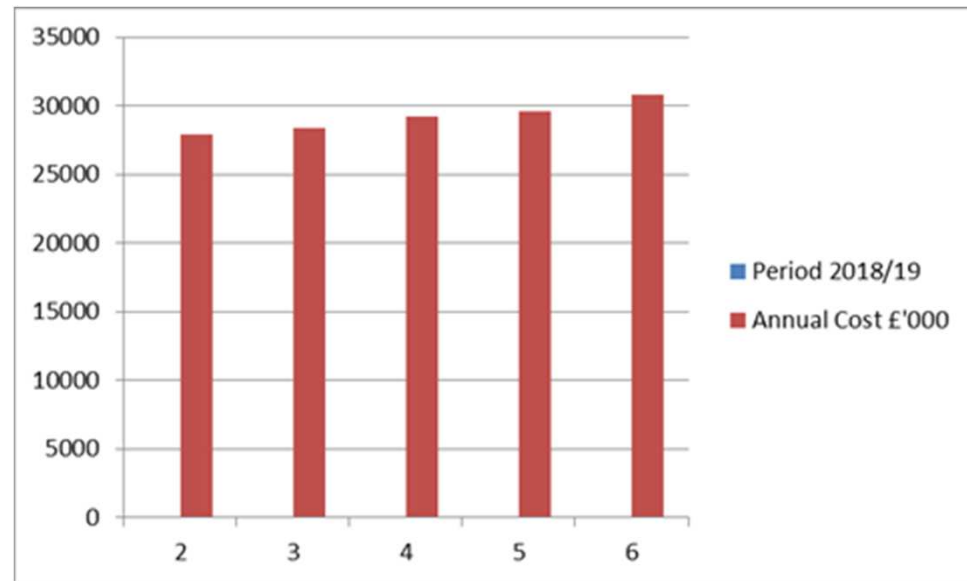


Chart 1 provides contextual details of the annual cost of all placements at each period end in the current financial year. Whilst LAC numbers have broadly stabilised in the current financial year, the annualised cost continues to increase each period.

FINANCIAL CONTEXT

Key Priorities During The Remainder of 2018/19

- Revision to the Council's Medium Term Financial Planning assumptions 2019/20 to 2023/24
- The implementation and further development of the Looked After Children reduction strategy.

This will include :

- The further development of the Gateway and Placement panel to improve decision making, consistency of practice and reduce the number of children coming into care
- A review of all Looked After Children accommodated under Section 20.
- The further development and embedding of the Edge of Care service working alongside the Looked After services including a focus on those children who with additional support may be able to either step down from residential to fostering placements or potentially return to the care of family or friends.
- Ensure that all Looked After Care plans are current and that the Independent Reviewing Officers challenge is robust and effective
- Weekly monitoring of care packages and plan of children in external residential and high cost foster care placements.
- Ensure that there is active planning in place, to ensure where appropriate there is a plan for exit and strategy implemented to ensure that children do not remain in these placements longer than necessary.
- Track/monitor and review the care plans of children who have been placed in residential care for a period of six months or more.
- Both locally and working alongside Greater Manchester colleagues seek to more effectively develop placement sufficiency across fostering, residential and supported accommodation

Strategic Commissioner Detailed Analysis

Contents:

Overview of Progress Against Savings	2 – 5
Local Authority Savings Progress	2
CCG Recovery Plan & TEP Update	3 – 5
Local Authority Budget Monitoring	6 – 17
Adults Services	6
Children’s Services – Children’s Social Care	7
Children’s Services – Education	8
Population Health	9
Quality and Safeguarding	9
Operations and Neighbourhoods	10 - 11
Growth	12 – 13
Governance	14 – 15
Finance and IT	16
Capital Financing, Contingency and Corporate Cost	17
Capital Expenditure	18 – 19
CCG Budget Monitoring	20 – 26
Acute	20
Mental Health	21
Primary Care	22
Continuing Care	23
Community	24
Other	25
CCG Running Costs	26

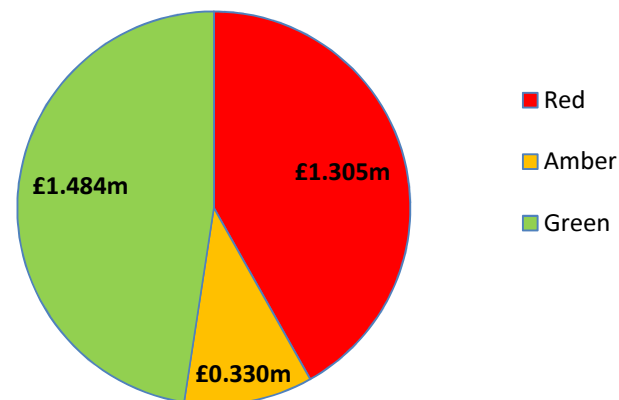
Local Authority Savings Progress

SAVINGS PROGRESS - HEADLINES

The 2018/19 budget included £3,119m of savings to be delivered by management during the financial year. As at the end of period 6 a significant number of risks to the delivery of savings have been identified, resulting in a number of budget pressures.

- **£1.484m** (48%) of the savings target is rated '**green**' and has been delivered or is on track for delivery in the year.
- **£0.330m** (11%) of the savings target is rated '**amber**' with some risks or delays to delivery identified.
- **£1.305m** (42%) of the savings target is rated '**red**' due to significant risks or delays which means some or all of the savings amount is not expected to be delivered in year. This is resulting in budget pressures in a number of service areas.
- Adults savings are at risk of delay or non-delivery in a number of areas, although other savings are being identified elsewhere in the service to offset these pressures.
- Within Operations and Neighbourhoods the new Car parking provision at Darnton Road was expected to generate additional income of £0.500m per annum. Delays in the construction of the spaces has resulted in the non delivery of the saving in 2018/19 of £0.275m. Also included within 'red' rated savings are forecast savings from the re-provision of the Additional Services contract with the Local Education Partnership (LEP) which has been extended as a result of the collapse of Carillion.
- Growth savings of £0.220m will not be delivered in 2018/19. This mainly relates to additional income from the purchase of the Plantation Industrial Estate which is no longer proceeding.

Savings 18/19



SAVINGS	RED	AMBER	GREEN	TOTAL
Adults	318	0	379	697
Childrens (Learning)	0	0	90	90
Population Health	0	0	528	528
Operations and Neighbourhoods	588	305	340	1,233
Growth	220	25	0	245
Governance	129	0	25	154
Finance & IT	50	0	0	50
Corporate	0	0	122	122
Total	1,305	330	1,484	3,119

CCG Recovery Plan & TEP Update: September 2018 (M6)

- The CCG has a Targeted Efficiency Plan (TEP, also known as QIPP) target for 18/19 of £19,800k.
- In our submitted plans, the CCG has reported that financial control totals will be met. However we have also reported a net risk against achieving this.
- Because of the size of the QIPP target and the reported risk against our overall financial position, an improvement plan has been requested by GMHSCP. These slides update on our progress against this plan.
- In the M6 position, a net risk of £1,400k has been reported, an improvement of £100k since last month. On slide 5 there is a chart showing historically reported risk and a trajectory showing how we expect risk to reduce to the end of the year
- Through our wider Integrated Commissioning Fund (ICF), the CCG has entered into a risk share agreement with TMBC for 18/19. While there is scope to use this to balance the CCG position on a non recurrent basis, any increase in council contribution in 18/19 would result in an increase in the CCG contribution in future years.
- As such, it is not appropriate to use the ICF risk share as justification to reduce reported net risk in 18/19 - an approach would ignore the true underlying position.
- Using the flexibility of the ICF we have increased our 18/19 surplus by £3m, to enable drawdown of cumulative surplus in 19/20. Accessing this money from the ICF does not change the CCGs underlying position or risk this year. As such we intend to continue reporting net risk on our non ISFE return and will update this recovery plan on a monthly basis using evidence from QIPP.

- That said, we are currently waiting on confirmation of information that would further improve the CCG position. As such we are optimistic that net risk will reduce to less than £1m in M7.
- Key to reducing the CCGs financial risk is achievement of the £19,800k TEP target. The table below summarises expected achievement at M6, together with a comparison to the position reported last month:

Planned Savings (before application of optimism bias)

	Recurrent	Non Recurrent	Total	Prior Month	Movement
High Risk	45,000	0	45,000	1,530,552	-1,485,552
Medium Risk	1,721,500	1,446,212	3,167,712	3,721,521	-553,809
Low Risk	2,464,341	3,559,000	6,023,341	6,592,485	-569,144
Saving Poste	3,749,196	7,068,665	10,817,861	9,625,654	1,192,207
Total	7,980,037	12,073,877	20,053,914	21,470,211	-1,416,297

Expected Savings (after application of optimism bias)

	Recurrent	Non Recurrent	Total	Prior Month	Movement
High Risk	4,500	0	4,500	153,055	-148,555
Medium Risk	860,750	723,106	1,583,856	1,860,761	-276,905
Low Risk	2,464,341	3,559,000	6,023,341	6,592,485	-569,144
Saving Poste	3,749,196	7,068,665	10,817,861	9,625,654	1,192,207
Total	7,078,787	11,350,771	18,429,558	18,231,954	197,604

QIPP Target	19,800,000	19,800,000	0
Savings Still to Find	1,370,442	1,568,046	197,604

Value of savings about which we are certain (i.e. blue & green schemes) 16,841,202

- Against an annual CCG target of £19,800k, £10,818k (55%) of the required savings have been banked in the first six months of the year.
- In addition to this there is a further £6,023k, which we are completely confident of realising in future months. This leaves savings of £3,945k still to find.
- After application of optimism bias, we anticipate making further savings of £1,588k from schemes currently rated as amber or red. Reducing the TEP gap to £1,370k.
- £7,079k (36%) of the expected savings will be delivered on a recurrent basis, contributing toward closing the recurrent economy wide gap.
- Before optimism bias the overall the value of planned savings has reduced by £1,416k since last month. But despite this overall reduction, our post optimism TEP position has actually improved by £198k. There is a chart on slide 5 which shows how the post optimism gap has moved over the year.
- The main drivers of the movement to expected savings are:
 - **+£247k Prescribing.** Despite pressures on Cat M drugs, we continue to make good progress in this area. Most notably around repeat ordering protocols, Rosuvastatin and Rebates. Further improvements are likely in future months, once there is more clarity around impact of M8 price changes.
 - **-103k Emerging Pipeline Schemes.** At the start of the year we had a target of £2,150k relating to high risk and potentially contentious schemes. None of these schemes have yet been implemented and they will all be subject to further consideration as part of the Star Chamber process. Realistically any actions from the Star Chamber will not impact on budgets until 2019/20, Therefore we have reduced the in-year forecast for emerging schemes to zero.

-87k Primary Care Access Service. Paper to October SCB recommends that the contract is awarded with effect from 1st April 2019. As such the 2018/19 targeted savings will not be realised, but this is an in-year issue only and does not affect expected recurrent savings on £520k on a recurrent basis.

+147k Budget Management. Additional savings on programme staffing and carers funding have allowed savings of £159k to be posted in August. Change in expected saving muted slightly, as realisation of further savings was already built into the forecast.

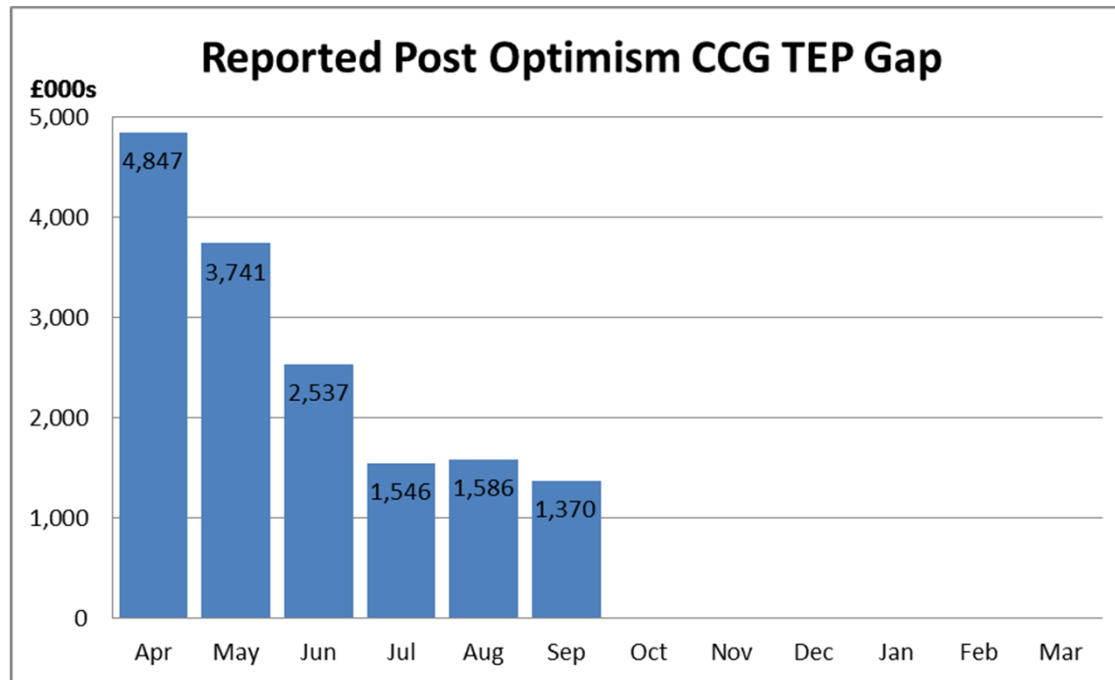
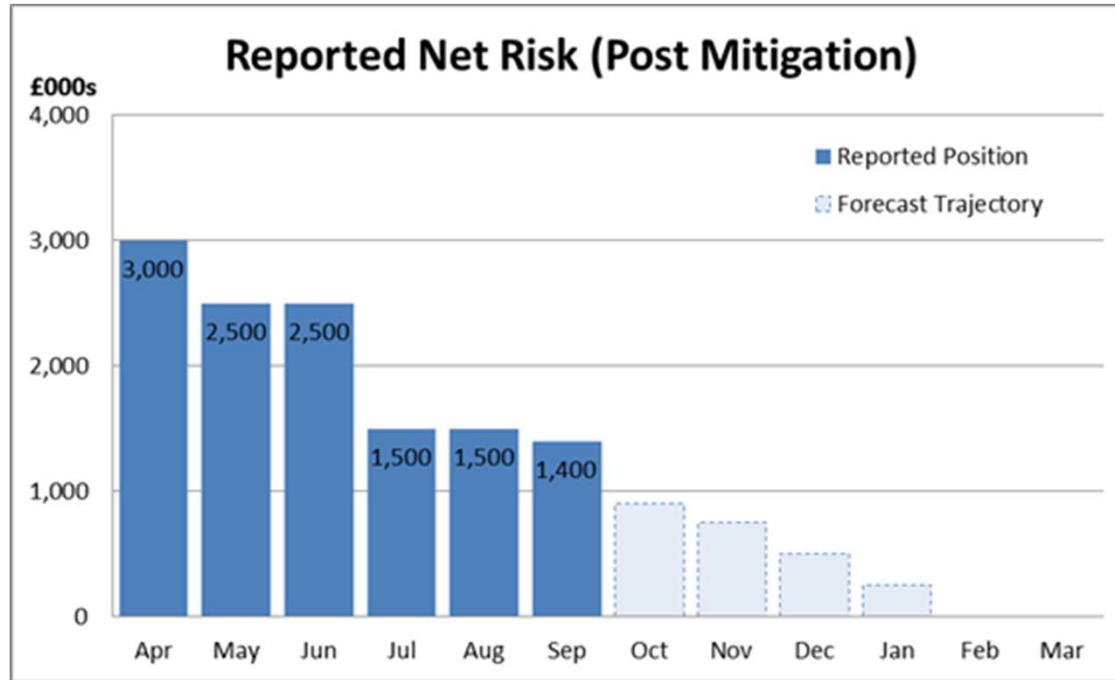
+100k Running Costs. £1.1m of savings have been realised in first half of the year. Based on a continuation of trend established over recent months, we will comfortably exceed the M5 forecast of £1.2m. Therefore increase expected savings by £100k.

+42k Individualised Commissioning Recovery Plan. Risk against Broadcare has changed from amber to green in recognition of a reduction in the growth rate for CHC patients.

-150k Mental Health Slippage. Risk around safer staffing and IG beds means that the previously forecast slippage is unlikely to be achieved in full.

We will continue to closely monitor our TEP schemes, with an aspiration to close the residual gap by converting amber and red schemes to green identifying new savings opportunities.

- In recognition that current plans do not fully address the gap going forward, the strategic commissioner has initiated a 'Star Chamber' process. 23 CCG schemes will be considered in October which will aim to reduce the recurrent gap in 2019/20 and beyond..



Adults Services

A

Adults	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast Outturn £000's	Variance £000's
Adults Senior Management	544	0	544	266	467	77
Joint Commissioning & Performance	947	(132)	815	271	785	30
Improved Better Care Fund	3,299	(3,299)	0	(1,653)	0	0
Long Term Support	70,599	(37,592)	33,007	18,523	32,623	384
Mental Health	3,259	(288)	2,971	1,546	3,148	(177)
Urgent Integrated Care	4,013	(869)	3,144	1,587	3,283	(139)
TOTAL	82,660	(42,180)	40,480	20,541	40,306	174

BUDGET VARIATIONS

The net variance reflects a number of underspends and pressures including:

Underspends:

- £0.291m - Reduction in Care Home placements, although it should be noted that this is a particularly volatile area of spend so may be subject to an increase over the winter period
- £0.214m – Occupational Therapy, unable to recruit to vacant posts due to lack of suitable candidates. Next steps currently being discussed to address capacity issues.
- £0.261m - Reduction in homecare spend commissioned by the Council as an increased number of people take up Direct Payments in line with government expectations. This reduction is offset by increased Direct Payment spend.

Pressures:

- (£0.177m) - Mental Health, increase in s117 placement costs
- (£0.176m) - Costs of Out of Area placements, further work currently underway to analyse this further and an update will be provided at the next monitoring period

- (£0.200m) - Increase in Direct Payment spend in line with national expectation, this is offset by reduced spend against homecare budgets as more individuals commission care themselves.
- (£0.140m) - Urgent Care - Additional staffing costs (mainly agency) to provide sufficient capacity over the winter period

SAVINGS

The 2018/19 budget included £0.697m of savings to be delivered by management during the financial year.

- **£0.379m** is rated '**green**' and has been delivered or is on track for delivery in the year.
- The remaining £0.318m of the savings target is rated '**red**' or '**amber**' with some risks or delays to delivery identified.
- Other savings are being identified across the service which it is expected will compensate for non-delivery of the planned savings.

	RED	AMBER	GREEN	TOTAL
Savings	318	0	379	697

Children's Services – Children's Social Care R

Children's Services	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast Outturn £000's	Variance £000's
Assistant Executive Director - Children's Specialist Services	1,106	(41)	1,066	673	1,097	(32)
Childrens Safeguarding	27,647	(755)	26,892	14,992	33,579	(6,687)
Early Intervention & Youth Justice	1,724	0	1,724	748	1,650	74
Looked After Children	4,343	(2,017)	2,326	1,804	1,969	357
Child Protection & Children In Need	4,344	(238)	4,106	2,211	4,325	(219)
	7,649	0	7,649	3,811	7,611	38
TOTAL	46,814	(3,051)	43,763	24,238	50,231	(6,468)

BUDGET VARIATIONS

The net variance reflects a number of underspends and pressures including:

Underspends:

- Vacant posts within the structure that are not currently filled are resulting in projected underspends in some areas.

Pressures:

- The Council continues to experience extraordinary increases in demand for Children's Social Care Services, placing significant pressures on staff and resources. The number of Looked after Children has gradually increased from 612 at 31 March 2018 to 634 at 30 September 2018.
- Despite the additional financial investment in the service in 2017/18 and 2018/19, the service is projecting to exceed the approved budget mainly due to additional placement costs £6.470m.
- It should be noted that the 2018/19 placements budget was based on the level of Looked After Children at December 2017 (585) ; the current level at 30 September 2018 is 634; a resulting increase of 49 (8.4%). This should also be considered alongside the current average weekly cost of placements in the independent sector with residential at £3,970 and foster care £772.

Children's Services – Education

R

Education	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast Outturn £000's	Variance £000's
Access & Inclusion	11,848	(9,776)	2,072	7,076	2,544	(472)
Assistant Executive Director - Education	239	(66)	173	52	91	82
Schools Centrally Managed	2,177	(217)	1,960	(3,243)	1,829	131
Schools Centrally Managed - DSG	9,488	(9,270)	217	4	0	217
School Performance and Standards	417	(181)	237	82	212	25
Pupil Support Services	7,498	(6,591)	908	2,497	1,156	(248)
TOTAL	31,668	(26,101)	5,567	6,469	5,832	(265)

Page 64

BUDGET VARIATIONS

The variance is a net position and reflects a number of underspends and pressures including:

Underspends:

- £0.376m - Vacant posts across the whole service.
- £0.217m - Budgetary saving to be utilized to offset overspending in other areas of Education

Pressures:

- (£0.540m) - Special Educational Needs Transport due to increase in children eligible for statutory support.
- (£0.248m) - Increase in statutory work regarding Education Healthcare Plans (EHCP) Assessments

SAVINGS

The 2018/19 budget included £0.090m of savings to be delivered by management during the financial year.

SAVINGS	RED	AMBER	GREEN	TOTAL
Savings	0	0	90	90

- £0.090m is rated 'green' and has been delivered or is on track for delivery in the year.

Population Health G

Population Health	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast Outturn £000's	Variance £000's
Public Health	16,353	(121)	16,232	10,274	16,171	61
TOTAL	16,353	(121)	16,232	10,274	16,171	61

SAVINGS

The 2018/19 budget included £0.528m of savings to be delivered by management during the financial year.

- **£0.528m** is rated 'green' and has been delivered or is on track for delivery in the year.

SAVINGS	RED	AMBER	GREEN	TOTAL
Savings	0	0	528	528

Quality and Safeguarding G

Quality and Safeguarding	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast Outturn £000's	Variance £000's
Quality and Safeguarding	367	(288)	79	(25)	73	6
TOTAL	367	(288)	79	(25)	73	6

Operations and Neighbourhoods

R

Operations & Neighbourhoods	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast Outturn £000's	Variance £000's
Operations and Emergency Planning	1,211	(2,442)	(1,231)	(769)	(1,254)	23
Community Safety & Homelessness	4,933	(1,363)	3,570	825	3,560	10
Cultural and Customer Services	3,433	(287)	3,146	1,183	2,826	320
Design and Delivery	11,336	(9,376)	1,960	3,203	1,922	39
Environmental Services Management	30,530	(247)	30,284	16,592	30,781	(497)
Highways & Transport	8,022	(8,271)	(248)	(1,231)	459	(707)
Markets	1,115	(1,533)	(418)	(660)	(265)	(153)
Operations and Greenspace	5,866	(473)	5,393	2,950	5,511	(118)
Public Protection	3,919	(871)	3,048	1,228	2,513	535
Waste Management	5,623	(1,156)	4,468	2,398	4,461	6
Youth	451	(43)	408	133	348	60
School Catering	3,974	(3,970)	4	1,366	(31)	35
Corporate Landlord	8,012	(1,960)	6,053	4,043	7,791	(1,738)
Environmental Development	510	(90)	419	198	380	39
TOTAL	88,936	(32,081)	56,855	31,461	59,001	(2,146)

Page 66

BUDGET VARIATIONS

The net variation reflects a number of underspends and pressures across the service, including:

Underspends:

- Part year vacancies due in part to retirements and difficulties in recruitment in Cultural and Customer Services, Design and Delivery, Environmental Services (Public Protection) are resulting in the forecast underspends in these areas.
- Vacancies in Operations & Greenspace, and in Highways & Transport are reducing the net pressures being reported in these areas.

Pressures:

- Pressures in Environmental Services Management relate to the Waste Levy and Passenger Transport Levy due in part to a late notification of a final adjustment relating to 2017/18.

Operations and Neighbourhoods

BUDGET VARIATIONS

Pressures (continued):

- Highways & Transport - Pressure of £0.378m relates to the Darnton Road Car park income, as it is unlikely the Council will be able to fully achieve the additional income forecast as a saving. Additional construction costs relating to Darnton Road have created a further pressure of £0.122m, and the car parking service is currently projecting a shortfall in income from car parks income of £0.184m. We need to monitor car parking income, in particular the impact of on-street pay and display charges. This will be reviewed in 12 months.
- Operations & Greenspace are forecasting a continued shortfall in income from Ashton Market due to the ongoing development works in Ashton Town Centre. There are also additional waste disposal costs within the street cleansing service.
- Waste Management have incurred expenditure on caddy liners to encourage recycling of food waste, however there is no budget provision for this.
- Corporate Landlord pressures relate mainly to additional fees being charged by PwC and non delivery of savings. Following the liquidation of Carillion the appointed liquidator PwC has been managing the contracts to enable the smooth transfer to other providers. The costs of this service were not budgeted for, and will continue to be incurred until everything is finalised. Forecast savings from the re-provision of the Additional Services contract with the Local Education Partnership (LEP) will not be realised in 2018/19.

SAVINGS

The 2018/19 budget included £1.233m of savings to be delivered by management during the financial year.

- The £0.893m savings target is rated '**red**' or '**amber**' with some risks or delays to delivery identified.
- Most of this savings target relates to the new Car parking provision at Darnton Road which was expected to generate additional income of £0.500m per annum. Delays in the construction of the spaces has resulted in the forecast additional income for this financial year being reduced to £0.100m.
- This also included £0.313m forecast savings from the re-provision of the Additional Services contract with the Local Education Partnership (LEP) which has been extended as a result of the collapse of Carillion.

	RED	AMBER	GREEN	TOTAL
Savings	588	305	340	1233

Growth	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast Outturn £000's	Variance £000's
Development Growth & Investment Management	391	(122)	269	(117)	363	(94)
Employment & Skills	1,800	(882)	918	145	839	79
Estates	1,431	(2,593)	(1,163)	(277)	(422)	(740)
Investment & Development	1,770	(1,085)	685	222	725	(40)
Planning	1,310	(1,084)	226	187	379	(154)
Strategic Infrastructure	608	(160)	448	126	392	56
BSF, PFI & Programme Delivery	22,680	(22,680)	0	730	0	(0)
TOTAL	29,990	(28,607)	1,382	1,017	2,277	(894)

BUDGET VARIATIONS

The net variation reflects a number of underspends and pressures across the service, including:

Underspends:

- Development Growth Management savings have been identified following line by line review of the whole of Place Directorate.
- Expenditure on Local Plan work has been delayed and is committed to be spent next year.

Pressures:

- Expenditure has been incurred in respect of Ashton Moss investigation work, there is currently no budget provision for this work.
- Estates budget pressures relate to a shortfall in income due to a number of factors. Income is no longer being received on properties that have been sold and other income is not being realised because facilities are being used for Council purposes. Forecast savings following the purchase of the Plantation Industrial Estate will not be realised until the purchase is complete. The purchase is complex and expected to take several months to complete. Additional security costs are also being incurred following a fire.

Growth

BUDGET VARIATIONS

Pressures (continued):

- Within the Planning Service, Building Control income is forecast to be less than budget due to a reduction in the number of applications. Development and Control income is also forecast to be under budget.

SAVINGS

The 2018/19 budget included £0.245m of savings to be delivered by management during the financial year.

- £0.245m of the savings target is rated 'red' or 'amber' with some risks or delays to delivery identified.

Growth savings of £0.220m will not be delivered in 2018/19. These included forecast savings from the re-provision of the Additional Services contract with the Local Education Partnership (LEP) which has been extended as a result of the collapse of Carillion, and additional income from the purchase of the Plantation Industrial Estate which is no longer proceeding.

	RED	AMBER	GREEN	TOTAL
Savings	220	25	0	245

Governance	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast Outturn £000's	Variance £000's
<u>Governance</u>						
Executive and Business Support	1,061	(9)	1,052	464	1,007	46
Democratic Services	750	(24)	726	637	757	(30)
Governance Management	909	(88)	822	87	334	487
Legal	1,086	(113)	972	395	988	(16)
	3,807	(234)	3,572	1,583	3,086	487
<u>Exchequer</u>						
Assess & Pay	76,929	(76,536)	393	(145)	(159)	553
Exchequer Management	226	0	226	119	248	(22)
Income & Collection	2,605	(1,856)	750	1,072	841	(91)
	79,760	(78,392)	1,369	1,046	930	439
<u>People & Workforce Development</u>						
People and Organisational Development	3,498	(1,123)	2,375	828	2,268	108
	3,498	(1,123)	2,375	828	2,268	108
<u>Marketing & Communications</u>						
Policy, Performance and Communications	1,578	(140)	1,438	543	1,428	10
	1,578	(140)	1,438	543	1,428	10
TOTAL	88,643	(79,889)	8,754	3,999	7,711	1,043

SAVINGS

The 2018/19 budget included £0.154m of savings to be delivered by management during the financial year, £0.129m is rated 'red' with some risks or delays to delivery identified.

	RED	AMBER	GREEN	TOTAL
Savings	129	0	25	154

The net variation reflects a number of underspends and pressures across the service, including:

Underspends:

- £0.503m Staffing projections are under budget due to vacant posts not being recruited to throughout the year, the service is currently in the process of a review/redesign across a number of areas and this will result in an additional cost pressures in the future.
- £0.550m Budget identified for savings in 19/20 delivered ahead of schedule
- £0.192m Reduction in the contribution to the Housing Benefit bad debt reserve
- £0.070m Additional income within HR service, offset with loss of schools income
- £0.066m Adults/Children's IT in year savings
- £0.060m Additional grant income
- £0.118m Other minor variations throughout the individual areas less than £50k.

Pressures:

- (£0.246m) Transfer to Reserves to Fund ECG redesign for People and Workforce Development
- (£0.222m) Summons fee increase not achievable further pressure as result of a reduction in the number of summons being issued due to better collection rates as a consequence of legal changes to process
- (£0.048m) Increase in costs in relation to the transfer of Children's social care workforce to Executive Support

Finance and IT	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast Outturn £000's	Variance £000's
FINANCE						
Financial Management	2,747	(570)	2,176	616	1,842	334
Risk Management & Audit Services	614	(248)	366	223	295	70
	3,361	(819)	2,542	839	2,138	404
IT						
Digital Tameside	2,742	(731)	2,011	1,323	2,168	(157)
	2,742	(731)	2,011	1,323	2,168	(157)
TOTAL	6,103	(1,550)	4,553	2,163	4,306	248

BUDGET VARIATIONS

The net variance reflects a number of underspends and pressures including:

Underspends:

- £0.364m - Staffing vacancies and staff having not taken up the pension option.
- £0.145m – Additional MFD Income to the service. This is subject to a review that will be carried out.
- £0.112m - Allocation of central services grant not previously budgeted for

Pressures:

- (£0.036m) - School Income target - underachieved due to academy conversions.
- (£0.317m) - Additional year on year corporate costs increasing including additional Microsoft Licenses, increase of back up costs, wireless access point maintenance and increased security products.

SAVINGS

Savings

The 2018/19 budget included £0.050m of savings to be delivered by management during the financial year.

- **£0.050m** is rated 'red' with some risks or delays to delivery identified. The saving relates to forecast procurement savings which are not expected to be delivered until future years.

	RED	AMBER	GREEN	TOTAL
Savings	50	0	0	50

Capital Financing, Contingency and Corporate Costs

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Capital Financing, Contingency and Corporate Costs	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast Outturn £000's	Variance £000's
Capital and Financing	10,998	(1,360)	9,638	0	8,058	1,580
Contingency	4,163	(6,823)	(2,660)	(498)	(6,714)	4,054
Corporate Costs	8,726	(6,857)	1,870	(1,646)	583	1,287
TOTAL	23,887	(15,040)	8,848	(2,145)	1,927	6,921

BUDGET VARIATIONS

Underspends:

- The 2018/19 budget for capital and financing costs did not include any amounts for investment income on the Manchester Airport Shareholder Loan. The first installment of the Manchester Airport Investment took place in July 2018 with a second installment due in December. Net additional investment income of £0.413m is now expected in 2018/19 in respect of this investment. The forecast position has been revised from P5 to reflect borrowing not taken up in year.
- Additional Adult Social Care grant of £0.728m was notified after the 2018/19 budget was set. The grant has been allocated to contingency pending decisions regarding utilisation.
- Savings and additional income in corporate costs includes an additional £0.813m of dividends from Manchester airport following receipt of the final dividend for 2017/18. The dividend income is not guaranteed and will be reviewed again on receipt of the interim dividend in December 2018.

BUDGET VARIATIONS

- Also included within corporate costs are forecast savings of £0.366m in respect of contributions to AGMA, £0.094m of savings relating to Pension Increase Act Contributions and £0.070m saving on the audit contract.
- The forecast outturn on Contingency includes additional section 31 due in year relating to business rates reliefs, and the release of contingency provisions to support service pressures across the council.

SAVINGS

The 2018/19 budget included £0.122m of savings to be delivered by management during the financial year.

- The **£0.122m** is rated '**green**' and has been delivered or is on track for delivery in the year.

	RED	AMBER	GREEN	TOTAL
Savings	0	0	122	122

Capital Expenditure

	2018/19 Budget	Actual to Date	Forecast Outturn	Variance
	£000s	£000s	£000s	£000s
Growth				
Vision Tameside	17,343	5,869	17,343	0
Investment & Development Estates	4,451	797	3,528	923
	716	0	716	0
Operations and Neighbourhoods				
Engineers	15,269	4,756	15,391	(122)
Environmental Services	535	56	251	284
Transport (Fleet)	362	0	261	101
Corporate Landlord	112	67	145	(33)
Stronger Communities	35	1	35	0
Children's				
Education	15,074	654	12,207	2,867
Finance & IT				
Finance	11,300	5,639	11,300	0
Digital Tameside	4,607	503	3,735	872
Population Health				
Active Tameside	5,810	197	4,410	1,400
Adults				
Adults	605	0	250	355
Governance				
Exchequer	10	0	10	0
Total	76,229	18,539	69,582	6,647

Capital Expenditure

	2018/19 Budget £000	Actual to Date £000	Forecast Outturn £000	Variance £000
Education	15,074	654	12,207	2,867
Active Tameside	5,810	197	4,410	1,400
Digital Tameside	4,607	503	3,735	872
Investment & Development	4,451	797	3,528	923
Adults	605	0	250	355
Environmental Services	535	56	251	284
Engineers	15,269	4,756	15,391	(122)
Transport (Fleet)	362	0	261	101

SIGNIFICANT SCHEMES AND BUDGET VARIATIONS

- EDUCATION-** A number of variations have arisen where projected outturn is less than budget due to a number of requests for re-profiling into the 2019/20 financial year.

Aldwyn Primary (£1.228m) and Alder High School (£0.746)- The build is due to commence shortly, but the completion will not be scheduled until August 2019 ready for the September school intake.

Mossley Hollins (£0.500)- Reduced costs are a result of the scope of the scheme being reduced as internal alterations previously planned are not being proceeded with at this stage.

There are a number of minor schemes (£0.395) scheduled for Summer 2018 but because of the hiatus between Carillion's departure and Robertson's appointment schemes were unable to be carried out over the summer.
- ACTIVE TAMESIDE** – An updated cash-flow forecast for the new Denton Facility has now been prepared based on a 12 November start date.
- DIGITAL TAMESIDE** - Due to the delays on the progress of Ashton Old Baths, the data centre work is yet to commence.
- INVESTMENT & DEVELOPMENT-** Referrals for assistance for mandatory Disabled Facilities Grant continue to be received, however there are still people who are unable to meet the criteria but will continue to deteriorate if their need is not addressed. Given this issue, it is likely there will be a need for £0.760m slippage into the next financial year.
- ADULTS-** Currently completing the Procurement Initiation Document (PID) for STAR Procurement to procure a construction contractor. The Scope should be available mid-October and this will allow procurement of a suitable contractor. Commencement of construction will be dependent on the chosen contractor's capacity.
- ENVIRONMENTAL SERVICES-** This variation relates to domestic retrofit measures for eligible residents. The primary funding for these measures comes from the Energy Company Obligation (ECO) fund that is managed by Central Government. The irregularity of ECO funding makes it difficult to profile and predict spend from this capital pot of money.
- ENGINEERS** - Significant increased construction costs for car park due to additional excavation and tree clearance requirements
- PROCUREMENT OF 58 FLEET VEHICLES-** The vehicles now being procured have had a change to the original specification and costs are less than expected although as the tender is still out the exact cost cannot be confirmed. Delivery is expected by February 2019.

	YTD Budget £000's	YTD Actual £000's	YTD Variance £000's	Annual Budget £000's	Forecast Outturn £000's	Forecast Variance £000's
Acute Commissioning	94,312	95,010	-699	191,041	191,043	-2
Tameside & Glossop ICFT	63,766	63,768	-2	128,772	128,772	0
Manchester FT	15,534	16,322	-788	31,270	32,646	-1,376
Stockport FT	5,192	4,905	287	10,385	9,895	490
Salford Royal FT	2,665	2,777	-112	5,340	5,230	109
Pennine Acute	1,799	1,743	56	3,561	3,422	140
The Christie	931	972	-41	1,862	1,921	-60
BMI Healthcare	816	946	-130	1,703	1,823	-120
Wrightington, Wigan & Leigh	589	561	28	1,154	1,072	82
Spamedica	569	530	40	1,138	1,100	38
Other Providers	2,451	2,488	-37	5,856	5,161	695
Ambulance Services	4,121	4,166	-45	8,243	8,365	-122
Clinical Assessment & Treatment Centres	700	671	29	1,481	1,430	51
Collaborative Commissioning	7	5	2	15	17	-3
High Cost Drugs	103	107	-3	206	213	-7
NCAS/OATS	961	1,306	-345	2,060	1,862	198
Winter Resilience	799	799	-0	1,598	1,598	0
Total - Acute	101,003	102,065	-1,062	204,645	204,529	116

Notes:

- Significant risk and overspend at Manchester FT was subject to a deep dive report, discussed at Finance and QIPP Assurance group in September. The main driver of this pressure is a 16.5% increase in the number of emergency admissions since last year. Planned care is still slightly below plan, but some risk in this as the trust are not meeting RTT targets. Pressures in cardiology relate to a service transfer.
- The main driver of Stockport variance is transfer of cardiology activity to Wythenshawe. There is also underspend in urology and maternity.
- At Pennine Acute, there is an underspend on planned care but an RTT backlog. Some ophthalmology patients are being treated in the independent sector and the forecast factors in waiting lists initiatives. But risk to the CCG in this, from both a financial and quality standpoint.
- Budgets for ambulances were set based on advice received from lead commissioner for this service. Budgets did not include any allowance for settlement of an ongoing dispute around price. This dispute was settled in mediation and resulted in a pressure for the CCG.
- The underspend against other providers includes a benefit of £446k relating to neuro rehab commissioned by the individualised commissioning team, which is offsetting pressures on CHC budget lines. The contract with Care UK is significantly overspent while a20 backlog of ophthalmology is cleared. QIPP contingency and underspend against NCA offset much of the wider acute pressure.

	YTD Budget £000's	YTD Actual £000's	YTD Variance £000's	Annual Budget £000's	Forecast Outturn £000's	Forecast Variance £000's
Child & Adolescent Mental Health	-295	-307	12	-229	-226	-3
Improving Access To Psychological Therapies	92	91	1	183	183	0
Learning Disabilities	316	319	-3	647	651	-3
Mental Capacity Act	39	39	-0	120	120	0
Mental Health Contracts	12,101	12,101	0	24,198	24,198	0
Mental Health Services - Adults	2,513	2,846	-332	4,988	5,514	-526
MH - Collaborative Commissioning	-0	-1	1	0	1	-1
MH - Non Contracted Activity	35	35	-0	71	71	0
Mental Health Services - Other	973	973	-0	1,807	1,807	0
MH - Specialist Services	294	374	-80	587	687	-100
Total - Mental Health	16,068	16,471	-403	32,373	33,006	-633

Notes:

- In January 2018, SCB approved a Mental Health investment plan that was compliant with the Mental Health Investment Standard and which would deliver the ambition of the Five Year Forward View . In order to meet the requirements of FYFV an additional recurrent investment of £2.5m was made in Mental Health for 2018/19.
- Work is underway to implement this strategy, however there has been some delays against delivery of service plans. As a result, the YTD financial position at M6 includes non-recurrent slippage of £1m. This slippage relates primarily to delays in commencement dates for new and enhanced services, which are in turn driven by recruitment difficulties. There is potential for further non recurrent slippage in the months to come – on the CCG TEP schedule we are forecasting £700k of further savings, which have been risk rated 'amber'. All assumptions around TEP are built into the reported position above.
- A risk share arrangement for an additional 11 MH beds at Pennine Care has now been agreed in principle across the five footprint commissioners and agreement has been reached for the provision of a GM Female Psychiatric Intensive Care Unit (PICU) service. The latter is being provided by Cheadle Royal with the Pennine Care footprint commissioners block booking 4 beds at 100% occupancy. Both arrangements are factored into the forecast above and a quarterly reconciliation will be undertaken based on commissioner utilisation.
- The £100k forecast overspend relates to the Hurst and Beckett units (secure wards at Pennine Care, but outside the core contract). There are currently 7 placements within the Hurst (5 male patients) & Beckett (2 female patients) units, against an established budget of 5 placements in total. The £100k pressure assumes that some of these patients will be able to step down to less secure care before the end of December. But risk to the financial position should number of placements remain elevated.
- The £526k pressure forecast for Adults MH services relates to Individualised Commissioning packages of care. Although there is an 21 increase in the MH directorate, this is offset by a decrease on the CHC Directorate for LD and MH packages.

	YTD Budget £000's	YTD Actual £000's	YTD Variance £000's	Annual Budget £000's	Forecast Outturn £000's	Forecast Variance £000's
Prescribing	19,806	19,805	0	41,704	41,704	0
Delegated Co-commissioning	16,171	16,255	-83	33,041	33,069	-28
Out of Hours	1,276	1,276	0	2,551	2,551	0
Local Enhanced Services	755	733	22	1,510	1,465	45
Primary Care IT	665	491	174	1,417	1,310	107
Central Drugs	594	603	-9	1,201	1,201	0
Primary Care Investments	438	405	33	876	811	65
GP FORWARD VIEW	526	526	-0	526	527	-1
Oxygen	235	201	34	514	483	31
Medicines Management - Clinical	190	189	1	418	416	2
Commissioning Schemes	160	160	-1	319	319	0
Total - Primary Care	40,815	40,645	171	84,077	83,856	221

Notes:

- In the first 4 months of the year, lower spend on prescribing has contributed £550k to TEP. Along with the cross year benefits previously reported (better than expected achievement against schemes in February and March), there is now a total TEP banked of £1,143k.
- Continued medication reviews by the Medicines Management Team have contributed to the savings. There have been significant reductions in spend on certain drugs, for example there has been a reduction of £40k spent on Tadalafil and a reduction of £65k spent on Rosuvastatin. Changes to inhalers used to treat COPD have also contributed £80k to the TEP total.
- Prices of Category M medicines are expected to rise from month 5 due to changes applied centrally, but this is a known pressure and has already been incorporated into the forecast for the remainder of the year. It is anticipated that total TEP savings of £2,250k for the year will be achieved.
- In delegated Co-Commissioning the small over performance as a result of increased sign up to Directed Enhanced Services. We still have a number of rent reviews outstanding (some of which date back several years) which presents some risk to our financial position going forward. The figure above include an assumption around payment of CHP management fees. It was agreed at Primary Care Committee in October that the CCG will not fund these, therefore a small improvement in the position is expected at M7.
- The underspend on Primary Care Investments (i.e. Commissioning Improvement Scheme) and Local Enhanced Services reflect the final achievement against the 2017/18 and expected performance in 2018/19. Primary Care Investments Primary Care IT. Demand for oxygen products is slightly lower this year than it has been historically.

	YTD Budget £000's	YTD Actual £000's	YTD Variance £000's	Annual Budget £000's	Forecast Outturn £000's	Forecast Variance £000's
CHC Adult Fully Funded	4,852	5,305	-453	10,364	11,900	-1,536
CHC Adult Personal Health Budgets	420	756	-336	840	1,860	-1,020
Funded Nursing Care	848	941	-93	1,697	1,833	-136
CHC Assessment & Support	476	455	21	944	913	30
CHC Adult Joint Funded	194	253	-59	387	512	-125
Children's Continuing Care	58	48	10	117	97	20
Children's CHC Personal Health Budgets	14	14	1	29	29	0
Total - Continuing Care	6,863	7,772	-909	14,377	17,144	-2,767

Notes:

- Growth in the cost and volume of individualised packages of care has been amongst the biggest financial risks facing the Strategic Commissioner over the last couple of years. Expenditure growth in this area was 14% in 2017/18, with similar double digit growth rates seen over the previous two years.
- A financial recovery plan is now in place, with detailed updates presented at Finance & QIPP Assurance Group on a quarterly basis. While we are still forecasting an overspend of £2,767k, the historic growth rates have slowed and we are starting to make inroads into the pressures. Most notably we have seen a marked reduction in the number of fast track patients when compared to the same period last year.
- This quarter has seen a significant reduction in the number of Fully Funded CHC packages placements. However, this reduction is not expected to endure and the number of placements will inevitably increase again as we approach winter. The forecast factors in this expected seasonal variation.
- In December 2017 a new system to manage and monitor individually commissioned packages of care. Ongoing use and development of Broadcare has provided a more detailed understanding of care provided and as such we are now able to code invoices more accurately. As a result of this, there have been some movements in spend between cost centres and directorates (secure MH placements and neuro rehab within Acute), but the overall position for individualised commissioning is not changes as a result of these movements.
- There has been a significant increase in the number of patients electing to use a Personal Health Budget (either direct payment or notional) over the past 12 months. This moves the CCG closer to meeting national targets around the number of PHB packages and does not create any additional financial pressures. The forecast variance above incorporates this movement towards PHB.
- There is a slight increase in the number Funded Nursing Care patients over the financial year so far. This will be monitored closely over the coming months.

	YTD Budget £000's	YTD Actual £000's	YTD Variance £000's	Annual Budget £000's	Forecast Outturn £000's	Forecast Variance £000's
Community Services	14,307	14,230	76	28,613	28,918	-305
Hospices	296	296	0	592	592	0
Wheelchair Service	258	259	-1	515	515	0
Palliative Care	62	60	2	124	124	0
Total - Community	14,922	14,845	77	29,844	30,149	-305

Notes:

- The majority of the community services budget relates to services provided by the ICFT within the scope of the block contract. Payments are fixed and will not change throughout the year.
- The £305k overspend in Community Services represents a non recurrent estates pressure following the closure of Shire Hill. The historic budget for Shire Hill has transferred to the ICFT as a contribution towards estates costs for the Stamford Unit. But delays in serving notice on the Shire Hill meant that the CCG was liable to continue paying rent on the empty building. Notice has now been served on Shire Hill and the CCGs liability for void costs ends on 31 December 2018.
- Other services within the community directorate are on track to spend in accordance with budget.

	YTD Budget £000's	YTD Actual £000's	YTD Variance £000's	Annual Budget £000's	Forecast Outturn £000's	Forecast Variance £000's
Better Care Fund	6,401	6,401	-0	9,800	9,797	3
Property Services	1,822	2,063	-241	3,645	4,206	-562
Transformation Funding	4,605	2,741	1,864	3,170	3,170	-0
Programme Projects	1,103	1,148	-45	1,271	1,432	-161
Patient Transport	661	653	8	1,321	1,310	12
Safeguarding	379	348	31	758	734	24
NHS 111	326	318	9	653	653	-0
Clinical Leads	175	161	14	343	325	18
Commissioning - Non Acute	75	64	11	150	150	0
Interpreting Services	27	26	1	54	53	1
Nursing and Quality Programme	-0	0	-0	-0	0	-0
Commissioning Reserve	488	0	488	2,245	-1,787	4,033
Total - Other	16,063	13,923	2,140	23,410	20,042	3,367

CCG TEP Shortfall (QIPP)		1,370	-1,370
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Notes:

- On the face of things we appear to reporting a significant favorable variance against the commissioning reserve line. However, it is important to understand that this forecast has been calculated in order to balance the CCG position. This forecast can only be delivered if the CCG is able to fully achieve the £19.8m TEP target. We are currently reporting £1,370k risk against delivery of this TEP target.
- We have received £3.2m of the approved £6.3m transformation funding so far this year. Allocations for the remainder, will be transacted later in the year. The YTD budget is higher than the full year budget as we had expected spend against our schemes to be front loaded. However a number of schemes (including support at home) have been subject to delay. This slippage is being reviewed and a plan to accelerate implementation of these schemes will be taken forward by FEW and Programme Board.
- The variance in Programme Projects relates to the £6m transitional fund. This fund is now fully spent, but PMO costs continue. PMO costs are forecast to continue until 31 March 2019, creating a £161k pressure.
- Lots of work has been done around estates including renegotiation the 10% management fee and serving notice on a number of buildings. However, significant risk against the estates budget continues as we have still not been able to agree a schedule of properties for 2018/19 and there are still a number of outstanding disputes relating to 2017/18.
- Services within this directorate such as BCF, safeguarding, patient transport and others are spending broadly in line with budget and do not present a risk to the CCG position.

	YTD Budget £000's	YTD Actual £000's	YTD Variance £000's	Annual Budget £000's	Forecast Outturn £000's	Forecast Variance £000's
TEP	0	0	0	1,096	1,096	0
Finance	432	431	0	900	903	-3
Commissioning	366	366	0	798	760	38
CEO/Board Office	232	234	-1	487	479	8
Corporate Costs & Services	176	177	-1	349	349	1
IM&T	144	143	1	284	280	4
ADMINISTRATION & BUSINESS SUPPORT	88	87	1	281	261	20
Communications & HR	100	100	0	201	152	49
Chair & Non Execs	78	75	4	157	150	7
Contract Management	71	72	-1	118	141	-23
Nursing	65	65	0	130	130	0
Corporate Governance	79	79	0	129	129	0
Estates & Facilities	52	52	-0	104	121	-17
General Reserve - Admin	0	0	0	35	118	-83
IM&T Projects	57	55	2	114	113	1
Equality & Diversity	13	13	0	26	26	0
Human Resources	1	1	0	1	1	0
Total - CCG Running Costs	1,954	1,947	7	5,209	5,209	-0

Notes:

- The CCG receives an earmarked allocation of £5.2m to fund running costs. We are not allowed to exceed this limit, but any underspend on running costs can be used to offset pressures in our programme budgets.
- In the first half of the year we have made TEP savings of almost £1.1m and are forecasting full year savings in the region of £1.3m . Summary of YTD savings are presented in table to right

YTD TEP Savings (£000's)	In Year	Recurrent
Integration Benefits: Services (e.g. estates, payroll etc)	377	377
Integration Benefits: Staffing (e.g. CEO, HR)	192	192
Corporate reorganisation (lay members, board)	163	163
Renegotiated SLAs/contracts (e.g. GMSS, audit, mobile phones)	156	156
Non Rec In Year Staffing Savings (i.e. vacancy factor)	208	0
Grand Total	1,096	888

Tameside PFI Schools Accounting review

1. BACKGROUND AND INTRODUCTION

- 1.1 Tameside Council agreed to undertake a review of the schools Private Finance Initiative (PFI) contracts in August 2016. For various reason this review did not go ahead. In December 2017 the Financial Management Team undertook a review of the accounting for the contracts, at the request of schools within the contracts
- 1.2 PFI was introduced in the 1990's and Local Authorities were pushed down this route if they needed to rebuild or replace existing schools, with other more conventional delivery routes unavailable. The concept of PFI was for the Local Authority to contract with the private sector, with suppliers bidding to design, build, finance and operate the required buildings, and thus ensuring that efficiencies were inherent in the design and operation of the building. It also required the buildings to be maintained to a minimum standard, meaning that they remained fit for purpose and in good condition at the end of the contract, when they were usually handed back to the commissioning local authority. The contracts entered into were typically 25 to 30 years.
- 1.3 Tameside entered into a number of Schools PFI contracts under two different regimes;
 - The Hattersley Scheme, this is an old style contract before the introduction of the Building Schools for the Future programme. This contract is operated by Interserve, and covers 3 schools; Alder High School, Pinfold and Arundale Primary Schools. The contracts were entered into in 2001/2 for a 30 year period.
 - Building Schools for Future (BSF) contracts, which formed part of the then Labour Governments school rebuilding programme. These contracts were more sophisticated than the earlier PFIs and required participating local authorities to enter into a strategic partnership with a private sector supplier which was delivered and managed through a Local Education Partnership (LEP). Tameside's LEP partner was Carillion. There were two contracts covering Mossley Hollins High School, St Damian's, Denton Community College, Hyde Community College, White Bridge, Elm Bridge and, Thomas Ashton special school. The first contract was initially put in place in 2010/11 and was for 25 years.
- 1.4 In addition to the above PFI contracts there is also a Facilities Management Contract only in place with Samuel Laycock and New Charter Academy Schools. The contract is similar to PFI but the original build of these sites were funded by a direct grant.
- 1.5 The LEP's were a mandatory part of getting funding for a PFI school on BSF contracts. The LEP was a special purpose vehicle that was established to ensure the schools were delivered as per the contract, the Tameside LEP is called Inspired Spaces (Tameside) Ltd, and its shareholders were:
 - 80% owned by Carillion – (Now owned by Amber Fund Management)
 - 10% owned by TMBC
 - 10% owned by BSFi (since sold to INPP – owed by Amber Fund Management)

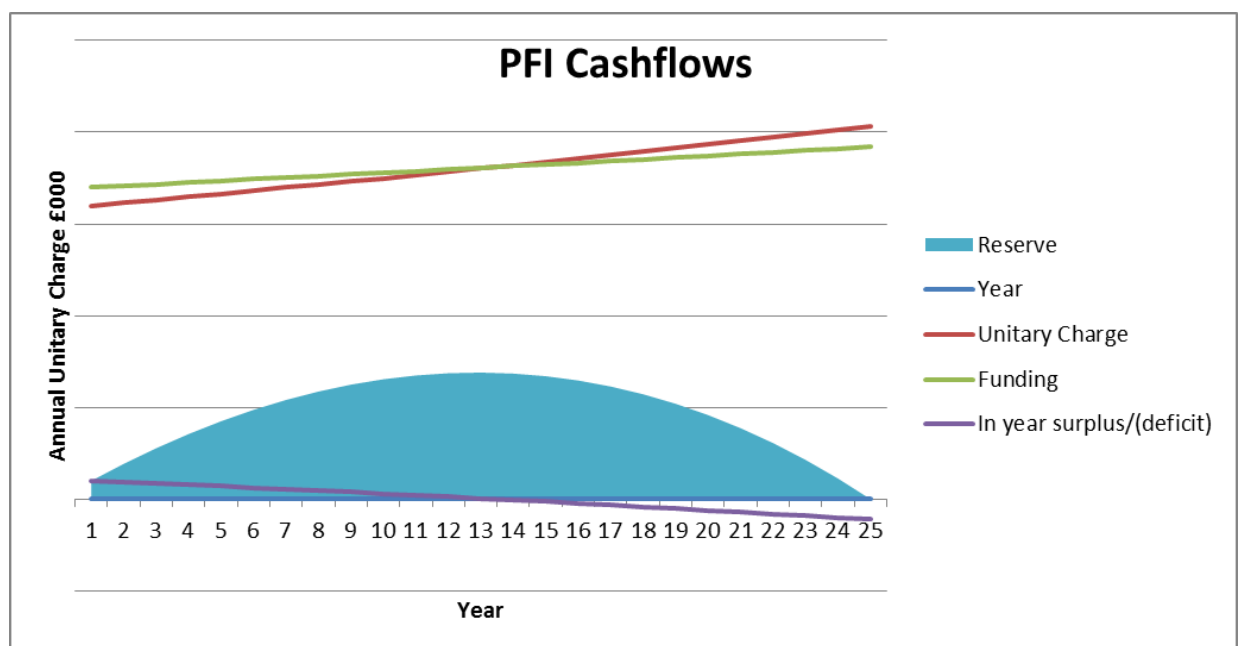
2. ACCOUNTING REVIEW

- 1.6 The Financial Management team's accounting review of PFI contracts covered a number of areas including, the contractual payments to the LEP, the contributions made by schools, the financial assumptions of the financial modeling to date and the reserve accounts held as part of the operation of the schemes.

APPENDIX 4

- 1.7 A PFI contract typically operates on a number of funding streams which seek to offset the costs of the contract expected over the life of the contract. The costs of the contract are reflected in the unitary charge (UC), which is a single payment made to the project companies to allow them to finance, build and operate the school buildings. The majority of the charge relates to financing costs (interest and debt repayment) with approximately 40% relating to the operation of the buildings. This 40% element is uplifted by inflation.
- 1.8 The unitary charge is funded by a number of income streams;
- PFI credits - fixed grant payment from central government, designed to cover the capital financing costs of the building,
 - PFI school contributions, to reflect the operational costs,
 - Schools devolved formula capital funding, because schools were fully maintained as part of the PFI contract,
 - DSG PFI top slice,
 - Schools letting income earned outside school hours
 - and interest earned from money held in the PFI reserve.
- 1.9 All of these income strands are uplifted in line with RPIX with the exception of the grants from government.
- 1.10 The funding models usually meant that in the earlier years of the contracts, contributions are higher than costs, with the difference paid into a reserve that will take account of inflationary factors in later years that will need to be paid at a later date.
- 1.11 Due to the long term nature of the contracts, when looking at the financial modeling, there were a number of unknowns that impact on the affordability over the life of the contract. These include; interest received, RPIX, the level of devolved formula capital and the actual amount of lettings that actually take place. Therefore estimates are made about expected future increases. In financial markets are usually only reasonably reliable in the shorter term i.e. 3 to 5 years ahead. Chart 1 shows how the cash flows would typically flow over the life of a PFI contract.

Chart 1 – Typical PFI cash flows



APPENDIX 4

- 1.12 The model described above is the model that is operating with Hattersley. However with the BSF contract, there are some income streams that are not typical of PFI contracts. In 2012/13 the Council took the opportunity to invest some of the PFI reserve into buying shares in the PFI project companies who operate the BSF schemes. The investment returns from the ownership of the project companies have been paid back into the PFI reserve, and will continue to do so for the remaining life of the contract.
- 1.13 As shareholders of the project companies, the council also receives Directors Fees for sitting on the board; these fees are also paid into the PFI reserve.

3. OUTCOME OF THE REVIEW

- 1.14 The review carried out by Financial Management looked at all of the accounting transactions for the 3 types of contract. It covered all actual financial transactions made against those expected in the financial model, including;
- Checking all historical payments to the service providers
 - A review of the RPIx factors in the past and updating those modeling forward.
 - Checking the actual lettings to those projected
 - Updating the interest actually received against those projected in the model
 - The director fees. (BSF model only)
 - Investment income received. (BSF model only)
 - Review of all the penalty deductions and contract variation notices and charges to schools.
 - Other contributions to the reserves.
- 1.15 The review found that there were some areas of the model that needed to be updated to reflect the actual figures, there had also been some errors in charging schools. The RPIx point has been incorrectly applied in some instances. The PAN for one school needed to be corrected and one school had been incorrectly charged for utility costs which are part of the contract. These corrections have been made and resolved with the schools concerned.
- 1.16 A large element of the review was in relation to the BSF PFI reserve. When originally modeled, this reserve did not include the Council's share of the income generated from its later investment in the PFI project companies. This investment was taken as a proactive step by the Council, and is not a routine element of PFI schemes. There have been a number of year's returns on this investment and it has realised much higher returns than originally anticipated.
- 1.17 Without the investment income from the project companies, and the top slice of DSG these schemes would be unaffordable. However, the additional contributions mean that the projections for the level of reserves to the end of the contracts, i.e. in 25 years' time, would have resulted in a significant surplus. The model at financial close was based on a small surplus of £100k being left at the end of the contracts in the reserve for winding up costs.
- 1.18 The forecast surplus position has meant that some of these balances can be returned to all schools and academies in Tameside.
- 1.19 The amount given back to schools and academies is £3.5m in relating to years prior to 2018/19. There would also be an in-year rebate of £0.5m.
- 1.20 The reserve was initially set up with some DSG reserve funding. This contribution was made to support the BSF PFI schools and was done some with agreement of Schools Forum.

APPENDIX 4

- 1.21 The majority of the allocations to the reserve have been made from schools, which is on the basis of 80.51% from the PFI schools, the amount per school can be found at annex A, with 19.49% contributed as a top slice from DSG as a PFI factor. If this had not been taken in this way it would have been allocated to all schools through the formula funding on a per pupil basis. Therefore it was deemed the most appropriate way to set the rebate of this money to school, was on the same basis split as the contributions to the BSF PFI reserve.
- 1.22 The split of the all schools element was allocated on a per pupil basis using the numbers as per census data in October 2017. All payments to schools and academies were made by the end of September 2018.
- 1.23 The Hattersley scheme review has confirmed that the payments by the school are at an appropriate level to afford the contract payments as they currently stand. The review did however uncover some funding that needed to be passed back to schools for penalty deductions. These have now been done.
- 1.24 The Greater Academy/Samuel Laycock contract has also been reviewed. This contract is different from the other two as the contract covers only the soft and hard FM elements of the contract. The review of contributions by school is again appropriate level.

4. INDEPENDENT VERIFICATION

- 4.1 Clearly it has been a big decision to return funds to schools when the contracts have so long to run, and any mistake or inaccuracy to the modeling could require there being a shortfall on the reserves at the end of the contracts. It has therefore been appropriate to ensure that the review has been robust. In order to give assurance that figures are correct, an independent review of the financial models and verification of our assumptions have been carried out by an external consultant, J L Advisory who confirmed the figures to be correct. Furthermore this has been discussed with our external consultants Mazars. They have no concern with it or the accounting treatment.

5. NEXT STEPS

- 5.1 Since the start of the review there have been some significant changes with regards to the PFI contracts and associated areas. With the collapse of Carillion there is a new contractor, Robertson Group, providing services to the PFI estate.
- 5.2 A PFI project manager has been appointed by the Investment and Development service, whose role it is to manage the PFI contract on behalf of the council and schools.
- 5.3 As per the report presented to June 2018 forum a review of the LEP arrangements post July 2019 has been commissioned. The outcome of this may impact on these contracts.
- 5.4 The Assistant Director of Finance has also commissioned further review into the Hattersley PFI scheme to look to see if any cost efficiencies can be found from within the contract. There is also ongoing work relating to a benchmarking exercise of the Hattersley contract and outstanding contractual payments
- 5.5 There are 2 separate reviews underway with regard to the Samuel Laycock/Greater Academy. The first is a review of the contract and the cost of the contract which will be cover by the same consultant who are reviewing the LEP arrangements. The second review has been commissioned by the Investment and Development directorate, to look specifically at a condition survey of the equipment on site and to assist in informing an asset replacement, repair programme and lifecycle costs.
- 5.6 The outcome of these reviews will be fed back where appropriate.

APPENDIX 4

Annex A

School	Prior Year Rebate			On-going Contributions			
	2018/19 DSG Contribution	% Split of DSG Contribution	Previous Years Rebate Due	% Split of DSG Contribution	Current Charge 2018/19	Reduction In Annual Charge	Revised Charge 2018/19
Mossley Hollins	£593,280	14.93%	-£420,777	14.93%	£593,280	-£64,771	£528,508
St Damians	£593,280	14.93%	-£420,777	14.93%	£593,280	-£64,771	£528,508
Hyde Community College	£1,035,170	26.05%	-£734,184	26.05%	£1,035,170	-£113,014	£922,156
Thomas Ashton	£208,724	5.25%	-£148,035	5.25%	£208,724	-£22,787	£185,936
WhiteBridge	£331,460	8.34%	-£235,084	8.34%	£331,460	-£36,187	£295,273
Denton CC	£1,144,552	28.81%	-£811,762	28.81%	£1,144,552	-£124,956	£1,019,596
Elmbridge	£66,836	1.68%	-£47,403	1.68%	£66,836	-£7,297	£59,539
Total PFI Schools DSG	£3,973,301	80.51%	-£2,818,023	80.51%	£3,973,301	-£433,784	£3,539,517
DSG Top Slice (All Schools)	£961,561	19.49%	-£681,977	19.49%	£961,561	-£104,978	£856,583
Total Funding	£4,934,862	100%	-£3,500,000	100%	£4,934,862	-£538,762	£4,396,100

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Collection Fund Monitoring

	Budget		Forecast Outturn		Forecast Variation	
	Council Tax £000	NDR £000	Council Tax £000	NDR £000	Council Tax £000	NDR £000
Income						
Income from Council Tax	(104,481)		(104,354)		(127)	
Income from NDR		(55,850)		(58,157)		2,307
Total Income	(104,481)	(55,850)	(104,354)	(58,157)	(127)	2,307
Expenditure						
<u>Council Tax</u>						
The Council	86,099		86,099		0	
Police and Crime Commissioner of GM Fire and Rescue Authority	10,617 4,139		10,617 4,139		0 0	
<u>NDR</u>						
The Council		49,851		52,025		(2,174)
GM Fire and Rescue Authority		526		526		0
Allowance for cost of collection		301		291		10
Transitional Protection Payments		2,836		1,778		1,058
Allowance for non-collection	3,657	1,375	3,657	1,375	(0)	0
Provision for appeals		3,580		3,580		0
<u>Surplus/deficit allocated/paid out in</u>						
The Council	1,500	(2,368)	1,500	(2,368)	0	0
Police and Crime Commissioner of GM Fire and Rescue Authority	181 67	0 (10)	181 67	(10)	0 0	0 0
Total Expenditure	106,260	56,091	106,260	57,197	(0)	(1,106)
Surplus/deficit for the year	1,779	241	1,906	(960)	(127)	1,201
Balance brought forward	(15,050)	63	(15,050)	63	0	0
Surplus/deficit for the year	1,779	241	1,906	(960)	(127)	1,201
Balance carried forward	(13,271)	304	(13,144)	(897)	(127)	1,201

<u>Share of surplus/deficit</u>						
The Council	(11,330)	301	(11,221)	(888)	(109)	1,189
Central Government	0	0	0	0	0	0
Police and Crime Commissioner of GM Fire and Rescue Authority	(1,397) (545)	0 3	(1,384) (539)	0 (9)	(13) (5)	0 12
	(13,271)	304	(13,144)	(897)	(127)	1,201

Collection Fund Monitoring

Collection Fund – Forecast Variations NDR

The 2018/19 budget was based on NDR income and transitional protection in 2017/18. The increase in NDR income and reduction in transitional protection reflects the actuals to date during 2018/19.

NDR expenditure reflects the amounts of business rates to be paid out of the collection fund to the relevant precepting authorities. The Council's budget for 2018/19 assumed business rates income at the level forecast under the 50% retention scheme. The forecast position for 2018/19 is based on the 100% retention scheme which results in increased business rates income for the Council. This benefit will be shared with the GMCA.

Collection rates

Collection rates for both Council Tax and NDR are on track against the targets for 2018/19 and exceed the collection rate achieved at the same point last year.

<u>Month</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>Sept</u>
Council Tax						
Target % 2017/18	10.45	19.30	28.30	37.00	46.00	54.90
Target % 2018/19	10.41	19.41	28.30	37.00	45.80	54.45
Achieved % 2017/18	10.36	19.39	28.16	36.87	45.66	54.41
Achieved % 2018/19	10.39	19.41	28.09	37.01	45.81	54.46
NNDR						
Target % 2017/18	11.00	20.00	30.00	38.00	47.00	55.50
Target % 2018/19	11.50	22.00	32.00	40.00	49.00	56.00
Achieved % 2017/18	16.95	26.29	35.71	44.31	51.76	56.10
Achieved % 2018/19	13.44	21.84	31.13	39.55	47.83	56.71

APPENDIX 6

IRRECOVERABLE DEBTS OVER £3000

1 April 2018 to 30 June 2018

Note individuals are anonymised

REF:	DEBT:	FINANCIAL YEAR(S)	BALANCE	REASON
16687795	Council Tax	2014 – 2015 £475.47 2015 – 2016 £1442.59 2016 – 2017 £1497.91 2017 – 2018 £1396.84	£4812.81	Individual Voluntary Arrangement granted on 28/02/2018
16544893	Council Tax	2014 – 2015 £883.43 2015 – 2016 £903.00 2016 – 2017 £687.41 2017 – 2018 £853.52	£3327.36	Individual Voluntary Arrangement granted on 28/02/2018
13895838	Council Tax	2014 – 2015 £997.34 2015 – 2016 £1197.02 2016 – 2017 £1240.03 2017 – 2018 £1303.58	£4737.97	Individual Voluntary Arrangement granted on 20/11/2017
COUNCIL TAX		SUB TOTAL – Individual Voluntary Arrangement	£12,878.14	
153358206	Council Tax	Zoemack Ltd The Cottage Newport Road Denton M34 7QS Company Dissolved 09/07/2015	2007 – 2008 £860.88 2008 – 2009 £1286.96 2009 – 2010 £1333.05 2010 – 2011 £1234.78	£4715.67
Council Tax		Sub Total – Company Dissolved	£4,715.67	
COUNCIL TAX IRRECOVERABLE BY LAW			£17,595.81	

DISCRETION TO WRITE OFF OVER £3000

1 April 2018 to 30 June 2018

Note individuals are anonymised

13458918	Council Tax	2011 – 2012 £5510.43 2012 – 2013 £782.98 2013 – 2014 £786.19 2014 – 2015 £903.10 2015 – 2016 £744.07	£3767.77	Absconded , no trace.
Council Tax		Sub Total – Absconded, no trace	£3767.77	
COUNCIL TAX DISCRETIONARY WRITE OFF			£3767.77	

SUMMARY OF UNRECOVERABLE DEBT OVER £3000

IRRECOVERABLE by law	Council Tax	£17,595.81
	Business Rates	Nil
	Overpaid Housing Benefit	Nil
	Sundry	Nil
	TOTAL	£17,595.81

DISCRETIONARY write off – meaning no further resources will be used to actively pursue	Council Tax	£3767.77
	Business Rates	Nil
	Overpaid Housing Benefit	Nil
	Sundry	Nil
	TOTAL	£3767.77

APPENDIX 7

IRRECOVERABLE DEBTS OVER £3000

1 July 2018 to 30 September 2018

Note individuals are anonymised

REF:	DEBT:	FINANCIAL YEAR(S)	BALANCE	REASON
16790043	Council Tax	2016 – 2017 £991.52 2017 – 2018 £1129.36 2018 – 2019 £1103.46	£3224.34	Individual Voluntary Arrangement granted on 03/04/2018
16801423	Council Tax	2015 – 2016 £909.08 2016 – 2017 £998.60 2017 – 2018 £1129.36 2018 – 2019 £1187.46	£4224.50	Individual Voluntary Arrangement granted on 16/07/2018
16361584	Council Tax	2013 – 2014 £220.00 2014 – 2015 £770.00 2015 – 2016 £903.00 2016- 2017 £802.40 2017 – 2018 £1129.36 2018 – 2019 £1187.46	£5012.22	Individual Voluntary Arrangement granted on 24/07/2018
14088000	Council Tax	2014 – 2015 £221.14 2015 – 2016 £689.38 2016 – 2017 £812.77 2017 – 2018 £868.02 2018 – 2019 £827.59	£3418.90	Individual Voluntary Arrangement granted on 03/08/2018
16893383	Council Tax	2015 – 2016 £387.69 2016 – 2017 £1073.60 2017 – 2018 £1129.36 2018 – 2019 £1103.46	£3694.11	Individual Voluntary Arrangement granted on 23/05/2018
COUNCIL TAX		SUB TOTAL – Individual Voluntary Arrangement	£19,574.07	
11719834	Council Tax	2009 – 2010 £714.36 2010 – 2011 £940.74 2011 – 2012 £1365.74 2012 – 2013 £692.39	£3713.23	Bankruptcy Order granted 29/05/2018
16770777	Council Tax	2015 – 2016 £1269.70 2016 – 2017 £1905.78 2017 – 2018 £892.61	£4068.09	Bankruptcy Order granted 09/07/2018
16386491	Council Tax	2015 – 2016 £2284.08 2016 – 2017 £2496.51 2017 – 2018 £1029.12	£5809.71	Bankruptcy Order granted 09/07/2018
16869305	Council Tax	2015 – 2016 £348.20 2016 – 2017 £1140.06 2017 – 2018 £1518.04 2018 – 2019 £1655.19	£4661.49	Bankruptcy Order granted 25/05/2018
COUNCIL TAX		SUB TOTAL – Personal Bankruptcy	£18,252.52	
COUNCIL TAX IRRECOVERABLE BY LAW			£37,826.59	
65509597	Business Rates	Owen Taverns Ltd Coach and Horses 125 Hyde Road Denton M34 3AQ Company Dissolved 30/09/2018	2016 – 2017 £6250.00 2017 – 2018 £2310.30	£8560.30

65525292	Business Rates	A B World Catering Equipment Ltd 57 Grosvenor Street Stalybridge SK15 2JN Company Dissolved 08/08/2017	2015 – 2016 £283.66 2016 – 2017 £3180.80 2017 – 2018 £1185.03	£4649.49
65437173	Business Rates	R W Ashton Ltd 520 Ashton Road Audenshaw M34 5PT Company Dissolved 10/09/2013	2011- 2012 £4353.01	£4353.01
BUSINESS RATES		SUB TOTAL – Company Dissolved	£17,562.80	
65137893	Business Rates	SHB Realisations Ltd Units 23 & 24 Crown Point North Worthington Way Denton M34 3JP	2015 – 2016 £15569.74	£15569.74 Company in Liquidation 02/12/2016
65460500	Business Rates	Emergency Aid Tame 115 Unit 2 Fifth Avenue Dukinfield SK16 4PP	2012 – 2013 £19254.82 2013 – 2014 £197587.72	£216842.54 Company in Liquidation 02/08/2017
65485769	Business Rates	Shirley Dyeing & Finishing Ltd Unit B6 Newton Business Park Talbot Road Hyde SK14 4UQ	2013 – 2014 £24069.00 2015 – 2016 £18061.00 2016 – 2017 £13988.85 2017 – 2018 £26031.37	£82150.22 Company in Liquidation 06/10/2017
65426975	Business Rates	BAC Properties UK Ltd Godley Hall Inn 15 Godley Hill Hyde SK14 3BL	2011 – 2012 £432.39 2012 – 2013 £2981.25	£3413.64 Company in Liquidation 07/09/2016
65473841	Business Rates	Bakery Works Ltd 30 Staveleigh Mall Ashton under Lyne OL6 7JQ	2016 – 2017 £9585.58 2017 – 2018 £8894.92	£18480.50 Company in Liquidation 04/12/2017
65540185	Business Rates	Busy Bodies Business Services Ltd 3 rd Floor Clarendon Court 1C Market Place Hyde SK14 2LX	2015 – 2016 £6497.90 2016 – 2017 £6960.72	£13458.62 Company in Liquidation 10/01/2017
65538779	Business Rates	D S Fabrications UK Ltd Unit E201D1 Warmco Industrial Estate Manchester Road Mossley OL5 9XA	2013 – 2014 £2399.11 2014 – 2015 £3673.80 2015 – 2016 £1248.00	£7320.91 Company in Liquidation 02/09/2016
65509542	Business Rates	Two Six Two Solutions Ltd Unit 7 Berkeley Business Park Turner Street Ashton under Lyne OL6 8LB	2015 – 2016 £2064.77 2016 – 2017 £1485.78	£3550.55 Company in Liquidation 01/12/2016
65500637	Business Rates	TKC Yorkshire Ltd Albert Works Crescent Road Dukinfield	2014 – 2015 £2467.09 2015 – 2016 £2903.19	£7047.39 Company in Liquidation 16/11/2016

		SK16 4EQ	2016 – 2017 £1677.11	
BUSINESS RATES		SUB TOTAL - Company in Liquidation	£367,834.11	
65033649	Business Rates Anonymised as an individual	2011 – 2012 £1378.97 2012 – 2013 £2082.31	£3461.28	Individual Voluntary Arrangement granted on 08/04/2013
65499898	Business Rates Anonymised as an individual	2015 – 2016 £12538.63 2016 – 2017 £13786.43	£26325.06	Individual Voluntary Arrangement granted on 29/11/2017
BUSINESS RATES		SUB TOTAL – Individual Voluntary Arrangement	£29,786.34	
BUSINESS RATES IRRECOVERABLE BY LAW			£415,183.25	
4000899	Sundry Debts	David Ibrahim Ltd Hanover Mill Fitzroy Street Ashton under Lyne OL7 0TL Company Dissolved 29/11/2016	2012 – 2013 £7554.57	£7554.57
4018537	Sundry Debts	Giggle Wiggle Ltd 17 Sandringham Drive Stockport SK4 2DE Company Dissolved 27/12/2016	2016 – 2017 £21766.48	£21766.48
SUNDRY DEBTS		SUB TOTAL – Company Dissolved	£29,321.05	
712547	Sundry Debts Anonymised as an individual	2012 – 2013 £4383.53	£4383.53	Individual Voluntary Arrangement granted on 26/06/2017
SUNDRY DEBTS		SUB TOTAL – Individual Voluntary Arrangement	£4383.53	
SUNDRY DEBTS IRRECOVERABLE BY LAW			£33,704.58	

SUMMARY OF UNRECOVERABLE DEBT OVER £3000

IRRECOVERABLE by law	Council Tax	£37,826.59
	Business Rates	£415,183.25
	Overpaid Housing Benefit	Nil
	Sundry	£33,704.58
	TOTAL	£486,714.42

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Report To:	EXECUTIVE CABINET
Date:	28 November 2018
Executive Member/ Reporting Officer:	Councillor Gerald P Cooney, Executive Member, Economic Growth, Employment and Housing Richard Hancock, Director of Children's Services
Subject:	EVALUATION AND BUSINESS CASE – TAMESIDE EMPLOYMENT FUND
Report Summary:	<p>The grants and scheme detailed in this report have been successfully implemented and delivered sustainable outcomes for young people and businesses in Tameside.</p> <p>Tameside Council has been supporting local Small to Medium Enterprises (SME) to grow and develop skilled trades, employment of young people aged 16 to 24 years old in apprenticeships and reduction of young residents aged 16-24 years old and not in employment, education or training (NEET).</p> <p>The report provides a summary evaluation and business case to continue the outcomes delivered by the grants in the form of re-branded Tameside Employment Fund beginning in April 2019. The case for continuing the grants is based on the benefits of cost avoidance by targeting outcomes on vulnerable and complex cohorts and supports the delivery of Corporate Parenting. The Employment and Skills team have already secured £100,130 of Greater Manchester Combined Authority (GMCA) funding towards this programme.</p>
Recommendations:	<ol style="list-style-type: none">1. That the significant benefits of the grants and schemes for Tameside businesses, providers and young people aged 16-24 years old; particularly looked after children and care leavers, be noted.2. That Council be recommended to approve an investment of £0.287 million to support continuation of the scheme over the 2 year period 1 April 2019 to 31 March 2021. In addition £0.100 million will be received from the GMCA (section 6 of the report refers).3. That a celebration event and a marketing strategy be approved for those benefiting from the scheme to further build sustainable relationships.
Policy Implications:	<p>Tameside's business base is primarily comprised of SME's and micro businesses, which require support to grow and create employment opportunities for local residents in turn creating a more prosperous economy. In supporting local SMEs to create apprenticeships we are assisting in raising awareness of the benefits of this pathway, improving productivity and working towards the government's target of 3 million apprenticeships by 2020.</p> <p>The Council's statutory Raising Participation Age duties to ensure all residents remain in education or training until the age of 18 is directly supported by these initiatives along with reduction of NEET and engagement of hard to reach young people, including priority groups looked after children, care leavers, those with an</p>

identified SEND, youth offenders and teenage parents. The proposed Tameside Employment Fund would support the Council to deliver our Corporate Parenting commitment.

Financial Implications:
(Authorised by the Section 151 Officer)

The report provides a summary evaluation and business case to continue the outcomes delivered by the grants. The case for continuing the grants is based on the benefits of savings and cost avoidance by targeting outcomes on vulnerable and complex cohorts.

The report requests a Council investment of £ 0.287 million to support continuation of the scheme over the 2 year period 1 April 2019 to 31 March 2021. In addition £0.100 million will be received from the GMCA (section 6 of the report refers)

The sum requested is not currently included within the Strategic Commission's 5 year medium term financial plan and will therefore be an additional cost pressure if the proposal is approved.

However the evaluation of the young people supported by the existing programme delivered an annual saving of £0.154m within Children's Social Care (section 5.1 of the report refers). This equates to an estimated return on investment of £2.13 for every £1 incurred.

It is essential that continuation of the programme is stringently monitored to ensure savings are delivered within Children's Social Care and associated public services.

The estimated savings expected from continuation of the programme will be included within the Council's Medium Term Planning assumptions and monitored accordingly.

The funding request is for 2 years and has been built into the budget setting assumptions for the 2019/20 and 2020/21 financial year.

Legal Implications:
(Authorised by the Borough Solicitor)

This will be an additional call on the budget for discretionary spend so the Council need to be very clear that any money spent in this area will be able to demonstrate that it has reduced statutory spend that would otherwise have occurred. There needs to be clear performance monitoring for what is essentially an invest to save scheme.

Risk Management:

Supporting young people who are not in education, employment or training into positive employment and careers enables long term economic growth.

Access to Information:

The background papers relating to this report can be inspected by contacting David Berry, Head of Employment and Skills by:



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1. INTRODUCTION

- 1.1 The Tameside grants and scheme (originally titled Leaders Pledges in 2015) have been highly successful. This report sets out an evaluation and business case for continuing the delivery of outcomes re-branded as the Tameside Employment Fund (TEF) at a cost of £0.287m (the total value of the scheme is £0.387m however these costs could be scaled down or up depending on size of provision agreed). The case for continuing the Tameside Youth Employment Scheme element working with Care Leavers is based on a return on investment (RoI) of £2.13 (See section 5.1). If realised this would provide the Council with a good level of cost avoidance. The RoI is based on an understanding of the costs avoided from the 15 Care Leaver placements supported on this programme. The proposition for the continuation of the scheme is that entering employment contributes to a Care Leavers ability to build and maintain skills and resilience to live independently of expensive placements which are high cost to the Council. Entering employment is not the only factor which builds and maintains independence and cost avoidance cannot be solely and entirely attributable to this event, our proposition and hypothesis argues that this is a significant factor and therefore the proposed Tameside Employment Fund should be supported.
- 1.2 The headline outcomes are set out below. This summary business case is supported by a full and detailed evaluation available on request. The Youth Employment Scheme (YES) is almost fully allocated and the Business Grant and Trade Grant are now allocated.
- The Business Grant has supported 144 new jobs (including 139 apprentices)
 - The Trade Grant has been awarded to 108 apprentices
 - The Youth Employment Scheme has created 116 jobs (including 36 vulnerable young people)
- 1.3 The core reasons to continue to fund the grants and scheme include:-
- Reduction of Not in Employment Education or Training (NEET) including Care Leavers and those with Educational Health Care Plans
 - Long term economic impact supporting 155 businesses across key growth sectors
 - Reputational positive impact with business community
 - Increased apprenticeships
 - Directly facilitates female apprentices
 - Creates vocational options for 16 and 17 year olds
 - System wide outcomes delivered through accessing and sustaining employment including housing/health/offending
 - YES is a co-investment with employers generating a potential £0.397m of private sector spend on a salaries to match the Council's past contribution.
- 1.4 The Grants and scheme are summarised below:-
- *Business Grant for Employers* – £1,500 to support local Small to Medium Enterprises (SMEs) to create apprenticeships for Tameside residents aged 16-24 years old and jobs at the Living Wage. This grant commenced May 2015.
 - *Trade Grant* – Up to £1,000 for Tameside resident apprentices or self-employed trades person(s) aged 16-24 years old to purchase tools of the trade. This scheme commenced August 2015.
 - *Tameside Youth Employment Scheme* (Tameside YES) – A maximum of 6 months' salary reimbursement to employers, which create opportunities for Tameside resident young people aged 16-24 years old and not in employment, education or training. This grant commenced December 2015.
- 1.5 Tameside's grants and schemes have successfully targeted the points raised in the Greater Manchester Economic Deep Dive Report and the emerging Vibrant Economy work. They

have specifically sought to address the main barriers for business whilst tackling the lack of qualifications and the often multiple complex needs of our NEET young people. We have supported almost over 150 local businesses in the growth sectors and with continued investment, which is identified as one of the ways in which Local Authorities can drive growth to have a direct and positive impact on the local economy. Schemes and grants such as these play a significant role in encouraging entrepreneurship, creativity and business starts ups by supporting young people to access opportunities in trades that can enable them to gain the skills and experience in the medium term to progress to creating their own enterprise. The emerging Vibrant Economy work places a strong emphasis on prioritising entrepreneurship and start-ups to deliver long term economic growth.

- 1.6 The geographic location of grants and scheme allocation (by individual and business) is consistent with normal patterns across the borough with no area under represented.
- 1.7 Tameside's largest provider of apprenticeships, Tameside College also enjoys the benefits of our grants/schemes (64% of apprentices were enrolled at Tameside College).

2. OUTCOMES

- 2.1 With just over £0.700m, the Council has awarded, created and supported the employment of 368 Tameside young people and businesses. Table 1 below shows an overview of the success of the grants and schemes and who has benefited.

Table 1

SCHEME / GRANT	STARTS/ AWARDED	REMAIN IN EMPLOYMENT	COMPLETED MIN. EMPLOYMENT PERIOD	COST £	APPRENTICESHIPS CREATED/ SUPPORTED	16-18/ 19-24	FEMALE/ MALE
Business Grant	144	92%	92%	0.216m (average cost per award £1,500)	139	91 (63%) /53 (37%)	62 (43%) /82 (57%)
Trade Grant	108	94%	94%	0.103m (average cost per award £953)	105	42 (39%)/66 (61%)	1 (0.9%)/107 (99%)
Youth Employment Scheme	116	56%	60%	0.397m (average cost per award £3,187)	29	40 (34%) /76 (66%)	42 (36%) /74 (64%)
Total of all Grants/ Schemes	368	81%^{ave.}	82%^{ave.}	0.716m (average cost per award £1,945)	273 (74%)	173 (47%)/ 195 (53%)	105 (29%) /263 (71%)

3. COMPLEX COHORTS

- 3.1 The Youth Employment Scheme has delivered strong outcomes for young people from complex groups including Care Leavers and those reporting they had an Educational Health Care Plan. Table 2 shows that a significant element of NEET complex individuals started YES placements. The sustainment in employment reflects the challenges faced by those groups although these are only slightly below the YES scheme average for sustainment (56%). It should be noted that a significantly higher proportion remain in

employment in the older age range of 19-24 for both complex groups. All Care Leavers had an EHCP plan also. The analysis demonstrates significant outcomes towards Corporate Parenting.

Table 2

Group	Total supported	Remain in employment	Remain in employment 16-18	Remain in employment 19-24	In apprenticeship roles
Looked After Children / Care Leaver	15 (13% of YES cohort)	6 (40%)	3 (25%)	3 (100%)	5 (33%)
Educational Health Care Plan	36 (31% of YES cohort)	19 (53%)	7 (37%)	12 (71%)	8 (22%)

3.2 The Employment and Skills Team identified a gap in support for complex NEET young people to transition to employment. It was clear they required support with the barriers but also the challenges that manifest whilst in employment. To tackle this, we successfully bid for £0.139m GM Commitment funding in 2016 in order to redesign the scheme and commission a Transition to Work Key Worker role within Positive Steps and working closely with our Leaving Care Team. The Care to Success pilot was also commissioned separately by Children’s Services in 2017 to support 11 Care Leavers who were much further away from the labour market.

3.3 The Transition to Work Key Worker supports all Tameside YES participants but has specific focus on our Looked after Children/Care Leavers. The Transition to Work Key Worker has engaged 29 LAC/CL young people and had 20 successful outcomes; a success rate of 69%, which is excellent for this cohort. Overall the Transition to Work Key Worker has achieved 72 outcomes (including 28 YES outcomes). Care to Success supported 11 care leavers with 6 (55%) moving into paid employment.

3.4 The list below shows challenges which relate specifically to the participants in the scheme. Participants have been complex and varied with the majority facing one to all of the challenges detailed below. The incentive of the scheme i.e. removal of the financial risk for a 6 month period, supports employers to work through the challenges.

Challenges:

- Homelessness and poor budget management
- Behavioural challenges and sleeplessness
- Lack of communication skills and low Confidence
- No qualifications / below Level 2 attainment
- Drugs and Alcohol Abuse
- Depression / Anxiety (Mental Health) and Illness / Sickness
- Familial challenges and poor hygiene

4. VIEWS FROM YOUNG PEOPLE AND PROFESSIONALS

4.1 Raising the aspiration of local young people and requiring them to think about the future goals in their careers has provided inspiration to look towards more high profile roles within trades and setting up their own businesses with a view to creating work for others. Michael (not real name), age 20 Level 2 Plastering Apprentice from Audenshaw states:-

“My goals, ambitions and achievements for the short term future of plastering are to become fully qualified at the highest standard, which is receiving my certificates for level 2 & 3 in plastering. Having great skills and knowledge to get me set up on my feet, ready to

face the big world of plastering. Then, leading onto my long term goals and ambitions which would be, being the best at what I do, persisting with this trade and making this career my living and still to enjoy what I'm doing every day. My goal is to have my own business and make that as successful as possible. I also have hopes to have an apprentice in my position then, for him to do it all just like I have done."

- 4.2 Group Testimonial - Phill Brown MBE, Councillor Ged Cooney, Tony Berry Chief Executive Ashton Pioneer Homes, Louise Marshall Brother UK, Jackie Moores Principal Tameside College:-

"Tameside Council's Business Grant, Trade Grant and Youth Employment Scheme have supported so many businesses and local young people. Seeing the calibre of applicants, their aspirations and goals has provided a great sense of pride in that we are directly supporting their careers and businesses. As a panel we support the continuation of all of the grants and schemes to ensure we assist both businesses and young people around skills and employment. We are all heavily invested in apprenticeships and have seen the funding available nationally and from Greater Manchester move away just as the levy came in to place. The fact that we can tackle skills gaps, sector growth, apprenticeship growth, support for Tameside businesses and young residents with these grants/schemes is fantastic."

- 4.3 Georgina (not real name) from Ashton-under-Lyne is 18 and a Care Leaver who has secured an apprenticeship through the Youth Employment Scheme. This extended testimony demonstrates the confidence and independence gained through employment:-

"My social worker told me about Positive Steps and how they could help me find an apprenticeship. I was given an appointment to meet the YES Scheme Adviser (Transition to Work Key Worker) the next day. I was unemployed and needed money. I was struggling to find a job and it was a very difficult time for me as I would be leaving my foster parents soon and would be living on my own. It was welcoming and friendly atmosphere. I felt like I understood the programme after meeting the YES Adviser and thought it would be useful to help me find a job. I've had support to apply for YES vacancies, apprenticeships and traineeships and the Adviser gave me a lift to help me find the place where my interview was because I couldn't find either of them on Google Maps. I have been given help to improve my cv and apply for YES jobs and apprenticeships. I was introduced to a Traineeship provider called QA Apprenticeships where I did an IT course and a 7-week work placement with an employer. I didn't have enough experience to get the job permanently but it gave me an idea what it was like to work in an office and think about other careers that I would like to do so I started applying for apprenticeships in childcare. There was a Childcare apprenticeship available through the YES Scheme so I applied for this next. My Adviser helped me to prepare for my interview and talked me through the job description boosting my confidence. The preparation before helped my nerves. I was given an Asda voucher to buy clothes for my interview and help to choose clothes and shoes so I knew what to wear at my interview. I was unsure what was formal and what was not appropriate. All this support helped me a lot and made me feel more confident at my interview. I have had bus tickets to get to my interviews and work trials. I will also get bus tickets to get to and from my apprenticeship. This really helps as I did not get paid for 4 weeks at the start. It has helped me to be successful at finding a Childcare apprenticeship and helped me become happier as I really wanted a job and start a career. I will be getting my own flat in a few months and this job will help me to become more independent and pay my own bills and rent. If I didn't find the YES Scheme and had all the help and have these experiences I think I would still be looking for a job as it's 'really difficult' when you don't know how to apply for jobs, where to find jobs or how to answer questions at an interview. I wish to finish my apprenticeship and get my level 2 qualification and hopefully can go on to do a level 3 in childcare as I would like to be qualified in childcare".

5. CASE TO EXTEND

5.1 The core reasons to extend the schemes are set out below:-

For Tameside Council. The Council...

- has reduced direct costs to the council in regards to Care Leaver costs. Analysis by the Looked After Children's Service shows an annual cost saving of £0.154m across 15 young people who had successfully gained employment through the YES scheme. This figure was calculated by totalling the accommodation costs avoided by the Council within a 12 month period of the Youth Employment Scheme where it is acknowledged that employment contributed to independent living. The savings were attributed from in-house foster care placements, supported lodgings and private semi-independent providers being replaced by bedsit rents or independent tenancies (achieved through independence). A cohort of the cases are set out below as examples to provide an understanding of how savings can vary. This analysis shows the potential for investment by the Council towards positive outcomes avoiding costs accrued against non-positive outcomes.
 - Case 1 cost avoided = £3,536
 - Case 2 cost avoided = £9,845
 - Case 3 cost avoided = £47,268
- based on an Youth Employment Scheme investment of £0.049m for the 15 young people (care leavers) the average return on investment is estimated to be £2.13 for every £1 incurred on the existing programme.
- can actively take a corporate parenting role for our looked after children and those leaving care in supporting them with the transition in to and sustain of employment.
- has developed stronger partnerships with supporting organisations Pure Innovations, Active Tameside, Jobcentre Plus, Talent Match, Groundwork, Princes Trust which enhance service delivery and partnership working across the borough.
- has supported the Council's contractors and their supply chains to employ Tameside residents.
- has improved the prosperity of Tameside.
- has created a network of businesses offering work experience, career talks to enhance Careers Education Information Advice & Guidance (CEIAG) in schools and colleges .

For Business – The Council...

- has prompted local businesses to pay national minimum wage for apprentices.
- is directly supporting the growth of Tameside SMEs.
- is supporting local SMEs to recognise there is a talent pool of young people in Tameside.
- is changing employers misconceptions around employing young people.
- is prompting SMEs to develop employment contracts and health and safety policies.
- has prompted local businesses (SMEs) to consider their goals.

For Residents – The Council...

- has created interventions in the lives of young people that reduce the likelihood of them becoming long term unemployed.
- has developed skilled traders.
- has changed young people's perception of employment.
- is enhancing the softer skills of young people entering work.
- has prompted recipients of the Trade Grant and Tameside YES to consider their future and raise aspirations.
- has raised the aspiration of young people furthest from the job market.

For Providers – The Council...

- has provided incentives for provider business engagement to target Tameside businesses and create apprenticeships.
- has prompted employers to use local providers.
- has ensured local providers seek Tameside young people for opportunities.
- has supported the creation of apprenticeship starts.

5.2 The Council's investment in business and the employment of young people aged 16-24 years has supported multiple services internal and external to the Council. As at April 2018 Tameside's unemployment rate for young people aged 16-24 years was 5.0%. This is above the GM average of 4.1%, northwest 4.0% and national rate of 3.2%. These figures are based on those claiming benefits; however we must also consider those 16-17 years who have no entitlement until aged 18 years and are therefore not included. The scheme/grants currently support and create opportunities for all young people aged 16-24 years, therefore ending this support may result in increased unemployment in this age group.

5.3 Securing positive destinations for young people, increasing their income and supporting them to make positive contributions to their local communities and economy reduces the need for resource and funding across the board. Some of the theoretical reduced costs (taken from GM Cost Benefit Analysis Model) are set out below.

- **Health** cost savings relating to drug and alcohol misuse at £5,742 as well as costs relating to mental health support at £2,197 provide for annual savings relating to those young people for whom work alleviates symptoms or provides a stable environment in which to operate.
- **Police and other costs in relation to the Criminal Justice System** are significant. Anti-Social Behaviour costing approximately £673 per incident, along with youth offending at around £3,620 per first time entrant in to the legal system each year. Whilst not all participants within Tameside YES were known to the Youth Offending Service, the cost saving of preventing anti-social behaviour by NEET young people or having them commit an offence is noteworthy.
- **Housing Benefit/Council Tax Support** would provide cost savings between £4,888 and up to £8,605 a year in respect of homelessness/rough sleeping.
- **Job Seekers Allowance/Income Support /Universal Credit**, would provide a cost saving of £8,998 a year per NEET young person.
- **Looked after Children and Care Leavers** are not only a priority group, but a vulnerable cohort of young people in which the Council must invest significant funding. Any activity providing the number of positive outcomes as seen through Tameside YES and the role of the Transition to Work Key Worker will undoubtedly reduce this investment and therefore save money in future.

6. PROPOSAL

6.1 The Tameside Employment Fund (TEF) would cost £0.387m with a specific request of £0.287m of Council financial contribution (funding of £0.100m has been identified from GMCA sources). The TEF would continue the schemes with a more targeted focus on vulnerable cohorts (these costs could be scaled down or up depending on size of provision agreed). The Council funding would be non-recurrent and would cover the period April 2019 to March 2021 enabling 24 months of delivery with a further review planned prior to the 2020/21 financial cycle. Should the investment be granted progress will be rigorously

monitored and a case made for on-going investment beyond 2021, if it is demonstrated to be successful.

Table 3

Item	Detail	Note
Funding and period:	<p>Total cost of TEF: £0.387m April 2019 to March 2021 (24 months of delivery).</p> <p>Contribution required from Council funding: £0.287m</p> <p><i>Funding already in place</i></p> <ul style="list-style-type: none"> • GMCA - £0.100m (subject to GMCA grant agreement) 	The funding would provide services up to March 2021 to prevent in year reviews and enable longer term provision.
Rebrand:	Tameside Employment Fund	The three grant and schemes (Youth Employment Scheme, Business Grant and Trade Grant) would be brought under one clear brand with some flexibility on how the funding could be allocated as set out below.
Outcomes and areas of spend April 2019 to March 2021 (sub costs total £0.387m)	<ol style="list-style-type: none"> 1. x38 starts NEET 16-24 (Youth Employment Scheme) at average of £6,000 (Total Spend £228,000) 2. x36 awards Business Grants at £1,500 for apprenticeships only (Total spend £54,000) 3. x15 awards Trade Grants for apprentice tools at £750 (total spend £11,250) 4. x1 (0.8 FTE) Transition to Work Key Worker (Total spend £44,000) 5. x15 Care Leavers supported via the Care to Success Scheme delivered by Active Tameside (Total spend £50,000) 	<ol style="list-style-type: none"> 1. The scheme would prioritise (but not give exclusivity) apprenticeships 16-24 year old NEET looked after children/ care leavers and those with Education Health Care Plans. 2. The Business Grant would continue to be focused on apprenticeships. 3. The Trade Grant would be reduced to £750 from £1000 with a focus on those progressing to higher level apprenticeships. 4. Funding for the TWKW would enable us to continue to effectively engage and provide outcomes for LAC/CL and EHCP who require additional support to find and sustain placements but are not furthest away from the labour market. 5. The Care to Success scheme would support 15 LAC/CL who are furthest away from the labour market as evidence by the recent Active Tameside Pilot.

6.2 Considerations that can be taken into account when considering an immediate funding package for this scheme are set out below:-

- The Council has secured £0.100m of unspent GM Apprentice Grant for Employers funding from the Greater Manchester Combined Authority (GMCA). This funding would enable TMBC to extend the YES and Business Grant elements only due to GM eligibility criteria. The eligibility criteria is not yet fully know and may impact on the scheme, we will receive a Grant Condition Agreement from GMCA in Dec 2018. Should the GMCA Grant Condition Agreement be available for only certain elements of the Tameside Employment Fund the indicative proposal above would need to be flexibly revised.
- The Employment and Skills Team have identified and utilised non-recurring funds of £12,000 for 2018-19 which has continued funding the TTKWK from September 2018 to March 2019. This provides us with a continuity of support in lieu of a decision on the proposed Tameside Employment Fund.

6.3 Sustainability is a key consideration in the continuation of the grants and schemes set out in this report under the proposed new branding of the Tameside Employment Fund. The following opportunities for making the Tameside Employment Fund sustainable post March 2021 are set out below.

- Opportunity 1 – Maximising Social Value – As we evolve and strengthen our approach to maximising social value through our commissioning we have an opportunity to secure employment opportunities for young people with companies without the need for financial assistance from the Council in the form of a grant or salary support. We are confident that (following the enhancement of our Social Value Guidance) organisations will provide social value offers that include the recruitment of apprentices and work with the Council on enabling our target cohorts to access these opportunities. To secure these opportunities we need to systematically develop our approach to early identification and development of providers who could provide the outcomes that we would ordinarily have achieved through grants and schemes. Our energy and focus would move towards leadership of an enhanced social value commissioning approach.
- Opportunity 2 – External Funding – The proposed Tameside Employment Fund could be delivered by identifying and accessing external funding (grants/sponsorship/payment by results). This would provide a degree of risk in regards to external requirements for spending, dilution of local branding and would most likely mean a smaller offer that could be delivered as and when funding was available. This opportunity would enable the scheme to continue with direct Council funding and meets a clear national and regional priorities around young unemployment and apprenticeships. Examples of where funding could be sought from include Big Lottery, GMCA and Department for Work and Pensions.

7. RECOMMENDATIONS

7.1 As set out on the front of the report.

Report To:	EXECUTIVE CABINET
Date:	28 November 2018
Executive Member / Reporting Officer:	Councillor Brenda Warrington – Lead Member for Adult Services Stephanie Butterworth – Director of Adult Services David Moore – Interim Director of Growth
Subject:	HOUSING FINANCIAL ASSISTANCE POLICY 2018 - 2023
Report Summary:	<p>With increased Government Disabled Facilities Grant funding and continued repayments from previous housing improvement grants and loans, the report provides an updated Private Sector Housing Renewal Policy to enable a wider and more holistic approach to Housing Adaptation improvements.</p> <p>The revised Policy replaces Tameside’s current Private Sector Housing Renewal Policy approved in 2003.</p>
Recommendations:	<ol style="list-style-type: none">1. That the proposed amendments to the Disabled Facilities Grant and other associated funding loans and grants be approved.2. That following comment the report is considered by the Strategic Commissioning Board for approval and, by means of a Key Decision Notice, the Lead Member for Adult Social Care approves a 6 week public consultation exercise in respect of the proposed amendments..
Links To Community Strategy:	Supportive Tameside: Help people to live independently
Policy Implications:	An updated Financial Assistance Policy underpins a number of Tameside and wider regional policies in providing quality care in the home for those that need it
Financial Implications: (Authorised By Section 151 Officer)	<p>The 2018-19 Disabled Facilities Grant allocation is £2.37m and the 2018-19 commitments are in line with the allocation. Set out in section 3.8, in points one to five, are the services funded by the grant. There is no payback for this funding.</p> <p>The services set out in section 3.8, points six to eight, are the services to be funded by repayable Housing capital funding. As at 1 April 2018 there is a £0.372m reserve built up by the recycling of payback Housing capital funding over previous years. These services will be monitored separately from the Disabled Facilities Grant funded schemes. The ongoing funding of these schemes will be closely monitored because the timing of the repayments is unknown.</p> <p>The Boiler Replacement scheme set out in section 3.8, point nine, will be subject to available grant or other funding.</p>
Legal Implications: (Authorised By The Borough Solicitor)	The Council has statutory duties to provide Disabled Facilities Grants and various powers to provide financial assistance for the purpose of improving living conditions in its area. Failure to implement the grant scheme appropriately would leave the council at risk of legal challenge and could potentially lead to breaches of

the Human Rights Act 1998. The current policy was approved in 2003 and so it is timely, given legislative changes, to carry out a policy review, to ensure the Council remains compliant and that the scheme is meeting its objectives.

The Council is commendably looking at removal of some of the bureaucracy involved with applying the scheme and to this end is adopting a wider discretionary policy to allow for flexibility. There is always a risk to the Council that the implementation of any policy may give rise to legal challenge, and so as with all Council policies it should be kept under review.

An EIA has been completed and this should be reviewed following the consultation, for Members to ultimately consider and understand prior to approval of the final policy.

The Test of Resources (ToR), or means test, used to determine whether an applicant is eligible for grant assistance is a requirement of Section 30 of the Housing Grants, Construction and Regeneration Act 1996 and the Housing Renewal Grant Regulations 1996 as amended. When the Regulatory Reform Act 2003 removed references to mandatory means tested grants for various forms of private sector renovation Circular 05/03 stated, amongst other comments "... Mandatory disabled facilities grants, paid under the legislation, are still directly subject to the provisions of the 1996 Act and Regulations".

Although the ToR is closely based upon the Benefits ToR there is no provision for a right of appeal in the regulations, and so it is all the more important to ensure the policy is clear for all applicants to understand, and properly implemented to avoid any successful legal judicial review challenge or complaint to the Local Government Ombudsman.


Risk Management:

The key risks (detailed in Section 5.5) are summarised:

- Failure to provide statutory DFG adaptations. Changes to the Policy may result in an increase in requests for alternative and more expensive adaptations and may bring Local Government Ombudsman intervention and reputational damage to the Authority - It will be necessary to ensure applications are prioritised to ensure the most urgent cases are funded.
- Insufficient funding to provide appropriate interventions outside statutory DFG funding. Changes to the Policy may result in an increase in requests for alternative and more expensive adaptations - It will be necessary to ensure applications are prioritised.
- Loan payments not repaid to the Authority. Future funding of schemes will be affected – Loans protected by securing local land charges or other legally binding interventions.
- Disputed funding award claims by applicants. Complaints to Local Government Ombudsman may bring reputational damage to the Authority – Clear information on funding strategies made available to the public.

Access To Information:

The background papers relating to this report can be inspected by contacting the report writer Nigel Gilmore, Head of Strategic Infrastructure:

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 e-mail: nigel.gilmore@tameside.gov.uk

1. INTRODUCTION

- 1.1 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO) gives local authorities a general power to introduce policies for Private Sector Housing, to provide assistance to individuals with renewals, repairs and adaptations in their homes through grants or loans.
- 1.2 The aim of such general powers is to allow a local authority to fund essential home repairs to reduce injury and accidents, to ensure homes are adequately heated, to expand the scope of adaptations available under the Disabled Facilities Grant (DFG) legislation, and allow people to relocate to alternative accommodation if their current home is not able to meet their needs. Assistance can be given directly to the individual or through a third party such as a local authority or other partner.
- 1.3 In 2008, Government set in place a number of changes to the way DFG was administered and used. These changes included the relaxation and removal of the ring-fence element in 2010, allowing DFG monies to be used more flexibly and as part of wider strategic projects, to keep people safe and well at home and to reduce bureaucracy in the grant's administration.
- 1.4 In reducing bureaucracy, local authorities are able to use the RRO to create assistance schemes which help people meet their needs without undergoing a full DFG process.
- 1.5 In order to take full advantage of the relaxed RRO policy, a local authority must comply with a number of conditions:-
- There must be a formally adopted policy in place, which sets out how the authority intends to use its powers;
 - Any policies must be readily available to the public.
- 1.6 The main provisions applied to any assistance delivered instead of a full DFG, are:-
- Home owners are owner occupiers;
 - That a full DFG is still available to the individual should it be requested;
 - Each case must be considered on its own merits and a clear mechanism for applying discretion is made available in all circumstances; and
 - That any scheme must meet identified need.
- 1.7 Assistance can be given as:-
- A grant - a sum of money for a specific purpose, with few or no conditions attached and no repayment required;
 - A repayment loan – interest bearing or 0% repaid in instalments over a period of time;
 - A charge on the property – interest bearing or 0% to be repaid on the sale, transfer or disposal of the property; and
 - A combination of these.

2. TAMESIDE MBC REGULATORY REFORM ORDER

- 2.1 Tameside's current Private Sector Housing Renewal Policy was adopted in 2003 and apart from a number of minor updates, has remained largely unchanged. It is available at <https://www.tameside.gov.uk/housing/renewalpolicy>. The minor updates consist of:-
- A Key Decision, 14 September 2011, entitled Adaptations Service, addressing issues to improve delivery of adaptations outside the DFG process;

- A Key Decision, 17 July 2013, entitled Adaptations, changed the delivery of adaptations to meet the reduced level of funding; and
- A decision of the Single Commissioning Board dated 2 August 2016, entitled Disabled Facilities Grant Delivery Considerations, enabled the delivery of housing adaptations through the relaxation of a number of criteria.

2.2 In updating the current Tameside RRO policy, it is intended to:-

- Incorporate changes in Government policy in respect of DFG and its increased flexibility;
- To reflect the continued increase in Government funding within the RRO policy;
- Approve the use of ongoing loan repayments to fund alternative initiatives within this updated policy;
- Subject to available funding, increase the number of potential assistance initiatives; and
- Subject to available funding include Energy Efficiency Measures/ Boiler Replacement Scheme within the updated policy

2.3 At the same time, whilst the 2002 RRO repealed much regulation around repairs and renewals for local authorities, and considerably increased its flexibilities in meeting residents' needs, it did cite the continued requirement for a statutory DFG.

2.4 There is a general recognition, however, that any amount of DFG funding is unlikely to meet all eventualities for people's needs where they have a health or disability related condition. It is important, therefore, that any policy clearly sets out the limitations of any help that may be available.

2.5 In recognition of the above Tameside has developed a number of policies to create assistance schemes which help people meet their needs.

3. SUMMARY OF THE HOUSING FINANCIAL ASSISTANCE POLICY 2018 – 2023

3.1 The 2002 RRO provides local authorities with the ability to design their own financial assistance policies to suit their specific requirements and priorities. In this respect the revised policy provides the means to allow vulnerable and disabled residents access to existing forms of financial assistance which will assist them in maintaining independence, preventing further deterioration in their condition and reducing the need to call upon social care and health services.

3.2 In addition and as part of the revised policy, the Council intends to introduce new forms of assistance to enable the offer to be increased to the elderly and the vulnerable homeowner, assisting those individuals who may not qualify for a DFG adaptation but who may need other assistance to prevent or defer the need for further and more expensive interventions at a later date.

3.3 With the exception of mandatory DFG, help provided through the Policy will generally be available on a single occasion only. The Council will endeavour to advise people on how to maintain their homes and will expect them to do so following any help given without resorting to further financial assistance.

3.4 Proposed assistance is offered in a number of ways and subject to financial considerations as summarised in **Appendix 1**. Dependant on circumstance, individual instances can attract funding of varying amounts and are in many cases subject to a "test of resource" and for home owners, a local land charge.

3.5 In summary nine alternative types of financial assistance are proposed.

- 3.6 The funding for assistance noted in sections 1 to 5 below will be provided utilising the annual allocation from government. There is no payback involved in this funding.
- 3.7 Funding for assistance noted in sections 6 to 8 below will be provided from repaid Housing Capital. Current sources of funding are from two historic assistance schemes: Anchor Staying Put Scheme and West Pennine Equity Loan Scheme where the investment is secured by means of a charge. Disposal or transfer of ownership triggers the condition that requires repayment of the investment.
- 3.8 Section 9, Boiler Replacement Scheme, will be subject to external grant funding when made available through Government or elsewhere:-
1. **Mandatory Disabled Facilities Grant:** To provide assistance utilising the mandatory DFG to those people who qualify to make applications under existing legislation. The rules for circumstances where repayment of mandatory DFG may apply are applicable.
 2. **Proportionate Mandatory Disabled Facilities Grant:** To provide financial assistance to a homeowner who wishes to carry out works to undertake adaptations over and above those as assessed as being necessary and appropriate by an Occupational Therapist. The rules for circumstances where repayment of mandatory DFG may apply are applicable.
 3. **Grant for Adaptations (Discretionary):** As part of this Policy the Council will exempt any application for financial assistance to undergo the test of resources (means test) for DFG where the approved amount is under £5,000.
 4. **Payments towards Adaptations (Discretionary Grant Assistance):** Such a grant may include:
 - a. **Unforeseen Works Assistance:** For circumstances where the maximum grant has been awarded and unforeseen works occur
 - b. **Shortfall Assistance:** For circumstances where the cost of providing the adaptations as recommended by the OT exceeds the maximum DFG grant
 - c. **Contribution Assistance:** In circumstances where the disabled person or applicant cannot meet the contribution indicated towards the costs of the works, which has been determined by the statutory test of resources
 - d. **Relocation Assistance for Home Owners:** Relocation assistance applies in circumstances where the disabled person needs to move from their existing residence as a result of being unable to adapt the property
 5. **Hospital Discharge Grants:** Other areas of funding may include Discretionary Hospital Discharge Grants to prevent delayed discharge through assistance aimed at carrying out works up to £5,000 to render a property habitable and safe for the patient to be discharged to. This grant is not repayable by the applicant.
 6. **“Stay Put” Scheme:** The provision of a “Stay Put” scheme for home-owners over 65 subject to certain qualifying conditions to provide assistance up to £6,000 for repair works of an essential nature that will prevent further deterioration of the property and help maintain independent living. There will be a local land charge for this funding at 0% interest.
 7. **Home Repair Assistance:** Introduction of “Home Repair Assistance” for vulnerable home-owners under the age of 65 subject to certain qualifying conditions to provide assistance up to £6,000 to remove Health & Safety issues and carry out works of an essential nature that will prevent further deterioration of the property. There will be a local land charge for this funding at 0% interest.
 8. **Safety Net Assistance:** In circumstances where the owner occupier does not qualify for either the Stay Put scheme or the Home Repair Scheme and where an extreme risk to the health and safety of the occupier or other members of the public exists due to the

condition of the property the Council may provide financial assistance up to £6,000. There will be a local land charge for this funding at 0% interest.

9. **Boiler Replacement Scheme:** Whilst previously offered through the Council, the Boiler Replacement Scheme inclusion provides for a more proactive intervention by the authority and will be subject to available grant or other funding. Assistance will only be available where a heating system or boiler is considered by the Council or a qualified Gas Safe engineer to be in need of repair, replacement, or condemned.

4. FINANCIAL IMPLICATIONS

- 4.1 Over the five year period (2015/16 to 2019/20) Government indicated a substantial increase in overall DFG related funding. Whilst these figures have been generally borne out in practice, for individual years they are only confirmed well into each financial year providing continued uncertainty in long term planning. Over the period in question Tameside's allocations have risen from £1.2m in 2015/16 to £2.327m during 2018/19.
- 4.2 A number of initiatives in this new policy will be funded from on-going capital and loan repayments associated with previous loan policy; in effect recycling the funds.
- 4.3 Previous schemes to assist residents to improve their homes have been a factor of the original RRO policy. Two such schemes required the amount of assistance to be secured by a charge placed on the property at the local charges register or in some cases at HM Land Registry. Some of these charges are resulting in repayments of this assistance.
- 4.4 One scheme, Anchor Staying Put Scheme operated by Anchor Housing Home Improvement Agency on behalf of the Council, used housing capital to offer financial assistance to home owners over 60 years of age to carry out essential repairs to their properties. The maximum amount of assistance was £5,000 secured by a land charge repayable upon disposal or transfer of ownership. The scheme came to an end in 2012.
- 4.5 The second scheme, an Equity Loan Scheme operated by West Pennine Housing Association (now Regenda Homes) used Housing Capital provided by the Council, permitted home owners to carry out major repairs to their properties. The funds invested were secured by a charge at HM Land Registry and must be repaid upon disposal or transfer of ownership. The amount of investment was calculated as a percentage of the improved value at the time of the loan and this percentage is used to calculate the amount to be repaid based upon the current open market value.
- 4.6 In cases where new initiatives demand charges to be placed on a property, repayment of capital will be used fund other schemes within this policy as they are repaid.
- 4.7 The new RRO policy, in addition to assisting more people with disabilities, will help improve the overall condition of housing stock within the borough and will greatly assist with the Council's stated aim of supporting more of its residents to live independently and reduce the need for those same residents to call upon other and more expensive related services.
- 4.8 The overall capital expenditure in the provision of such initiatives, within the amended RRO policy, will not impact upon the current provision and will be contained within existing budgets.
- 4.9 Whilst mandatory DFG requirements are statutory, all initiatives outside the DFG will be subject to the availability of relevant funding meeting relevant criteria.

5. RISK MANAGEMENT

- 5.1 Making arrangements to meet assessed needs for people who fall within the requirements of the Care Act 2014 and dealing with applications for DFG's are statutory duties. Failure to make sufficient resource available creates a risk of external 3rd party intervention as well as reputational damage. The Local Government Ombudsman, in criticising long delays in delivering adaptations, has recognised that Councils have to work within their budgets and has looked favourably on appropriate priority systems, whilst the Courts have always referred to the mandatory nature of the DFG and not considered the absence of funding as an excuse for long delays.
- 5.2 The failure to provide a sufficiently resourced service for the provision of adaptations is likely to lead to long term increased costs in the provision of care packages to the health and other sectors of the community as the independence of individuals is compromised. The provision of a full DFG with the proposed new initiatives will reduce such impacts.
- 5.3 Funding for initiatives that are deemed to be non-statutory will be subject to available resources. Raising expectations will lead to complaints and criticism and require careful management as the initiatives are publicised.
- 5.4 Future RRO Policy reviews will be undertaken on a five year cycle unless legislation or other circumstances require additional intervention.
- 5.5 Table 1 below highlights the main risk elements of the proposed RRO policy.

Table 1: Main Risk Elements Of The Proposed RRO Policy

Risk	Impact	Mitigation
Failure to provide statutory DFG adaptations	Greater call by residents on alternative and more expensive interventions by health service and other partners. Reputational – Potential intervention by Local Government Ombudsman	Ensure list of interventions is prioritised to ensure most urgent cases are funded.
Insufficient funding to provide appropriate interventions outside statutory DFG funding	Greater call by residents on alternative and more expensive interventions by health service and other partners	Ensure prioritised interventions by local authority provider
Loan payments not repaid to Authority	Reduced future funding for RRO policy	Ensure surety of repayment by land charge or other accepted legally binding interventions
Disputed funding award claim by applicants	Reputational. Potential intervention by Local Government Ombudsman	Ensure clear funding strategies are made available to wider public

6. EQUALITY IMPACT ASSESSMENT AND CONSULTATION

6.1 An Equality Impact Assessment is attached to this report (**Appendix 2**). It has been drafted to address the impacts of this policy change and will continue to operate alongside the implementation of the revised policy for the purpose of continuous monitoring.

6.2 The implementation of the proposed changes will positively aid disabled people who do not meet the requirements of DFG criteria and are unable to financially support further adaptation.

6.3 This EIA is being undertaken to explore how the impact of the proposed changes to adaptations funded by the DFG and other resources is provided in the future. The changes are driven by:-

- Increasing demand exceeding current capacity in terms of both funding and resources to meet this demand.
- Fluctuating DFG budget position over a number of years.
- Ongoing relaxation of DFG criteria in delivering services.
- Managing expectations of any proposed policy reviews.

6.4 These actions will positively impact upon individuals who are:-

- Disabled and living within the community.
- Unable to afford or fail to meet statutory requirements for a DFG.
- Unable to afford the cost of essential property repairs that are likely to have an impact on their health and wellbeing.
- Currently unable to move from a hospital environment into suitable residential accommodation without assistance to render a property habitable and safe to live in.
- Potentially delayed by hospital discharge with increased cost to the NHS due to the inability to provide adaptations and facilitates in less formal care in the home environment.

6.5 To manage the changes within the policy, the authority will:-

- Continue to offer reassessment should a person's needs change in the future.
- Continue to provide advice to individuals and signpost them where appropriate to alternative options.
- Ensure the impact of the proposals is kept under regular review, both generally and specifically, in individual cases.

6.6 The Council wishes to make it easier for residents of the borough with disabilities to apply for and obtain grant assistance (without the need to apply for a DFG) in order to maintain independent living and, if possible, to become less reliant on mainstream services.

6.7 The Regulatory Reform Order (Housing Assistance)(England and Wales) Order 2002 Article 4 – “provision of assistance: supplementary” states:-

“A local housing authority may not exercise the power conferred by article 3 (Power of local housing authorities to provide assistance) in any case unless:

- (a) they have adopted a policy for the provision of assistance under that article;
- (b) they have given public notice of the adoption of the policy;
- (c) they have secured that
 - (i) a document in which the policy is set out in full is available for inspection, free of charge, at their principal office at all reasonable times; and

- (ii) copies of a document containing a summary of the policy may be obtained by post (on payment, where a reasonable charge is made, of the amount of the charge); and
- (d) the power exercised in that case in accordance with that policy.”

6.8 In order to seek wider support for the proposed Housing Financial Assistance Policy update, it is intended to consult with a range of users as part of the above EIA process. These will include the Authority’s Adult, Social and Children’s Services, Disability User Groups, Registered Providers (whom the Council has service level agreements with for adaptations) and through the facilities offered by the Authority’s Big Conversation initiative. (**Appendix 3**).

6.9 The Council is not making any changes to the mandatory DFG: the ability of a disabled person to benefit from assistance or to purchase a more suitable home where the current home cannot be adapted will remain; as will the safety net assistance to remove health and safety risks from the home.

7. RECOMMENDATIONS

7.1 The recommendations are set out at the front of the report.

DRAFT DOCUMENT

HOUSING FINANCIAL ASSISTANCE POLICY 2018 - 2023

ASSISTANCE UNDER THE REGULATORY REFORM (HOUSING ASSISTANCE) (ENGLAND AND WALES) ORDER 2002

1.0 BACKGROUND

1.1 Strategic Context – The Corporate Plan 2016-21

Tameside Council is committed to maximising the wellbeing of the people of Tameside. We are committed to supporting economic growth, increasing the self sufficiency of individuals and families, and protecting the most vulnerable.

- 1.2 Everything we do will aim to make this vision a reality by focusing our resource on what matters. Our core purpose and values put people at the forefront of services to ensure that every decision we make supports economic growth and self-sufficiency. We will work with residents to do this by asking them to take on greater responsibility in their families, communities and areas, supporting them when they need help.

We want Tameside residents to have the best opportunities to live healthy and fulfilling lives by focussing our resources on a number of priorities, including:

- Reduce levels of benefit dependency
- Support families to care for their children safely
- Work with businesses to create opportunities for residents
- Help people to live independent lifestyles supported by responsible communities
- Improve the health and wellbeing of residents
- Improve housing choice
- Protect the most vulnerable

- 1.3 We will use our resources to help people get the maximum benefit for the communities in Tameside. We are committed to doing only what matters by understanding what people need and designing our services to meet that need. We will have to change the way we work to achieve our vision and priorities. We are committed to only doing what matters, by understanding what people need and designing services to meet this need.

1.4 Care Together in Tameside

Care Together in Tameside & Glossop is a joint venture between health care providers and Tameside Council to provide and operate an integrated system of health and social care.

- 1.5 Preventing people from becoming ill is the key approach and to this and Care Together wish to see the residents of Tameside remaining fit and well for as long as possible. However it is accepted some people will have on-going health and care needs, so part of the programme is to provide better support to those people who need it when they need it.

- 1.6 The Care Together programme will enable people to make lifestyle choices, including the means to increase self-care at home and maintain independence, that means a trip to the hospital or doctor is something they will rarely have to make.

APPENDIX 1

- 1.7 Improving the way in which the Council delivers adaptations and financial assistance will assist in the delivery of its priorities in the Corporate Plan and will also assist with the aims of the Care Together programme in Tameside.

2.0 THIS FINANCIAL ASSISTANCE POLICY

- 2.1 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 gives local authorities the ability to design their own financial assistance policies to suit their specific requirements and priorities.
- 2.2 Tameside Council will continue to provide the means to allow vulnerable and disabled residents access to existing forms of financial assistance which will assist them in maintaining independence, preventing further deterioration in their condition and reducing the need to call upon social care and health services. The Council will also introduce new forms of assistance to enable the offer to be increased to include the elderly and the vulnerable home-owner. This will assist those individuals who may not yet qualify for an adaptation but who may need other assistance to prevent or defer the need for further assistance.
- 2.3 Research has shown that there is a direct link between poor quality housing and poor health. Dampness, lack of good heating, disrepair, poor ventilation and other health and safety issues can cause or contribute to poor health. The Care Act 2014 embeds the concept of suitable living accommodation within the guiding principles of the entire care and support system envisaged by the Act. In addition to housing being a part of the legal definition for wellbeing, independent living is confirmed as a core part of the wellbeing principle. The Council therefore need to be proactive in improving the ability of vulnerable and elderly people to maintain independent living whether they are disabled or not.
- 2.4 Government acknowledges the importance housing can make in delivering preventative measures and the long term cost savings that can result from it. The longer elderly and vulnerable people can remain outside the health and social care system the better it is for that individual and for other parts of the Social Care service.
- 2.5 The ability to link up with other preventative schemes provided through the Better Care Fund, such as a handy person service should not be ignored and, with the Disabled Facilities Grant (DFG) no longer being ring-fenced funds and the ability to provide more widespread assistance this revised and updated Policy gives the Council the opportunity to make a real difference to the lives of vulnerable and disabled people in Tameside.
- 2.6 There are also many non-disabled residents in Tameside who are home owners and of these many are vulnerable or elderly, or both, and who struggle to fund works to their properties due to reduced savings, high cost of repairs and fear of dealing with builders. Some find it very difficult to arrange repairs for various reasons (capacity, illness, anxiety etc.) and others are concerned about stories of disreputable companies even with various "trusted" schemes in operation. This can lead to them doing nothing, allowing their property to deteriorate further which then has a knock on effect on their health leading to intervention from health and/ or social care services. It can become a vicious circle that is difficult for them to break.
- 2.7 The purpose of this updated Regulatory Reform Order (RRO) Policy is to continue with the mandatory and discretionary types of assistance available to disabled people and to extend and expand the forms of discretionary assistance to include the elderly and the vulnerable home owners in the borough.
- 2.8 The RRO Policy will achieve this in such a way to enable the Council deal with immediate health and safety issues, to prevent where possible admissions to hospital and to improve

APPENDIX 1

the overall housing stock thereby allowing those people to remain in their homes for longer and to lead more independent lives.

- 2.9 Any and all assistance provided under this Policy, with the exception of Mandatory DFG is at the discretion of the Council and is subject to available resources. This Policy shall remain in force subject to minor revisions until such time as it is felt necessary to review it. In any event a review shall be carried out no less than 5 years from this Policy coming into force.
- 2.10 During the lifetime of this RRO Policy the Council may introduce a new delivery agency or it may delegate delivery of these forms of assistance to a third party provider (e.g. Tameside & Glossop Care Together or a Home Improvement Agency). If this should occur the forms of assistance within this Policy will remain in force unless formally amended by a review. It should be noted that in circumstances where the Council does delegate delivery of grant assistance this Policy will remain as the Council's formally adopted Policy for financial assistance and any delivery will remain true to this Policy.

3.0 FORMS OF ASSISTANCE

- 3.1 With the exception of mandatory DFG, assistance provided through this Policy should be seen only as being available on a single occasion only. The Council will endeavour to advise people on how to maintain their homes and will expect them to do so following any help given without resorting to further financial assistance.
- 3.2 The Council fully recognises that it is the responsibility of home-owners to maintain their properties and the assistance set out below is to provide help for those home-owners who have difficulty in meeting this responsibility. This Policy is designed to reflect that such responsibilities but also to provide help and assistance and target it where appropriate and most needed.
- 3.3 The Council also recognises that poor quality housing has a direct and long term effect on the health of the occupants. This Policy makes use of the powers provided by the RRO to increase the offer of assistance and its application to residents of Tameside in order to allow vulnerable, elderly and disabled people to live and remain in their homes, and to help maintain their independence whilst at the same time improving housing stock and reducing the call on other health and social care services.
- 3.4 With the exception of mandatory DFG, which may require the applicant to make a financial contribution, financial assistance provided by this Policy should not be considered as being free. In the majority of cases there will be a requirement to repay the grant should conditions not be met or upon transfer of ownership of the property within a specified period of time.
- 3.5 **Adaptations for Disabled People**
Assistance for the provision of adaptations will continue, generally, to be available following an assessment of need. Minor adaptations costing less than £1,000 will continue to be free at the point of delivery and will be provided at no cost to the disabled person via existing arrangements within the Council or any organisation this provision may be delegated to. The vast majority of adaptations at a cost in excess of £1,000 will be met by the mandatory DFG and Discretionary Grant Assistance as determined by the Council within this Policy.
- 3.6 In 2008, the government made a number of changes to the way DFG was administered and the ways in which it could be used. This was as a result of a cross departmental review of the programme and an independent study carried out by the University of Bristol. These changes included removal of the ring-fence (in 2010), allowing DFG monies to be used more flexibly and as part of wider strategic projects to keep people safe and well at home, and to reduce bureaucracy in the grant's administration.

APPENDIX 1

- 3.7 As a result Tameside Council wishes to embrace these changes and improve the way in which it provides assistance to disabled residents in the borough. Whilst the Council will continue to offer adaptations via the mandatory DFG it will now offer a wider provision of forms of assistance.
- 3.8 As part of this Policy the Council will introduce a new range of offers for people in need of assistance towards maintaining their independence and health, and to enable them to remain living in their own home.

4.0 MANDATORY DISABLED FACILITIES GRANT AND DISCRETIONARY FUNDING ASSISTANCE MEASURES

4.1 Mandatory Disabled Facilities Grant

The provisions governing DFG are contained within the Housing Grants, Construction and Regeneration Act 1996 as amended and as per the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002.

- 4.2 The Council will continue to provide assistance utilising the mandatory DFG to those people who qualify to make applications under the legislation.
- 4.3 The Council may if it deems necessary, in circumstances where resources become limited and/ or demand increases significantly, place referrals for potential applicants for assistance on a waiting list in strict date order prior to being invited to make their application for grant assistance. In such circumstances the potential applicant will be issued a letter explaining the situation with regard to the list and will then receive further updates on a cyclical basis no later than every six months. The Council will however give priority to referrals that are deemed to be of an urgent nature as determined by Housing Services and Social Care.
- 4.4 The rules for circumstances where repayment of mandatory DFG may apply are applicable.
- 4.5 **Proportionate Mandatory Disabled Facilities Grant**
As part of this Policy the Council wishes to allow disabled people who are home owner applicants, or their representatives, to carry out works to their property to provide adaptations over and above those as assessed as being necessary and appropriate by an Occupational Therapist (OT). In such cases the disabled person or their representative will wish to provide adaptations in a way that is different to or exceeds the requirements of the assessed need. The Council may in these circumstances offer financial assistance in the form of a DFG.
- 4.6 Under this Policy the Council will provide a Proportionate Grant (DFG) to cover the costs of works which would have met the assessed needs of the disabled person rather than the works that have actually been carried out. This type of assistance would be the same, in operation, to a Personal Application where the client or their representative makes their own application for DFG funds and oversees the works themselves.
- 4.7 Such instances may include, for example, situations where the assessed need by the OT results in the recommendation for a stairlift and conversion of the upstairs bathroom into a wet floor shower room. However the disabled client or their representative may wish to extend their current property to create ground floor living facilities. The Council in most cases, where considered appropriate, will be able to assist in this process.
- 4.8 The OT will have made their recommendations as being the most appropriate, reasonable and cost effective way of meeting the assessed needs of the disabled person in consultation with an appropriate officer from the Council. In such circumstances the extension would be considered over and above that which is necessary or appropriate to meet those needs, although the OT may acknowledge and agree the alternative proposals will still meet their needs.

APPENDIX 1

- 4.9 The disabled client could decide to continue with their decision to create the extension and the Council may agree to provide grant assistance to the same value of the adaptations that were originally assessed as being suitable in meeting the client's needs (the stairlift and the bathroom conversion). In this case the client is able to have their needs met in a way that is preferable to them and the Council is able to provide the financial assistance it was willing and able to make to meet those original assessed needs.
- 4.10 Each case will be assessed on individual merit and will still be required to meet the needs of the client as assessed by an OT. The financial assistance provided would be under the terms of the DFG and subject to the same conditions and a local land charge may be placed to protect the funds. This charge will be in addition to any charge already to be registered as part of the General Consent Order 2008.
- 4.11 The rules for circumstances where repayment of mandatory DFG may apply are applicable.
- 4.12 **Grant for Adaptations (Discretionary Grant Assistance)**
As part of this Policy the Council will exempt any application for financial assistance for adaptations the need to undergo the test of resources (means test) for DFG where the financial assistance is under £5,000.
- 4.13 As part of this Policy and as part of this Discretionary Assistance the Council will, where the applicant is living in supported accommodation operated by the Council where certain facilities may be shared, provide assistance for adaptations.
- 4.14 This will mean any successful applicant (owner, occupier or tenant) for many typical adaptations and some specialist items will no longer have to make any contribution. The applicant will still be required to complete an application form; however this will be less onerous than the full DFG process. Grant Assistance in such circumstances will be known as a Grant for Adaptation (GFA). There is no requirement to repay this assistance subject to compliance with the Tenant or Owner certificate.
- 4.15 **Payments towards Adaptations (Discretionary Grant Assistance)**
There are circumstances where the Authority will wish to provide assistance beyond that already covered by legislation noted in this Policy and as such will now form part of this Policy. This assistance will only be available to applicants who own or have an interest in a property. Typical examples are given below:
- 4.16 **Unforeseen Works Assistance:** In circumstances where the maximum grant has been awarded and unforeseen works occur, the Council may, at its discretion, consider additional grant assistance. These works must have been unforeseen at the time the grant application was approved and be of such importance that without funding the scheme will fail. This may include such items as, but not restricted to: drainage works, change in foundation requirements and Building Control issues.
- 4.17 In such cases the additional grant funding will be means tested and this will apply equally to cases involving children and adults. In the case of a child application the parents or legal guardians will be subject to a means test (the statutory test of resources associated with the DFG). Where a test of resources has already taken place no further test will be required.
- 4.18 Any additional grant shall be protected by a local land charge for a period of 5 (five) years and will be repayable should the property be disposed or transferred. This charge is in addition to any charge already to be registered as part of the General Consent Order 2008.
- 4.19 The maximum discretionary grant for unforeseen works will be £10,000 bringing the total amount of assistance available, with DFG, to £40,000.

APPENDIX 1

- 4.20 **Shortfall Assistance:** In circumstances where the cost of providing the adaptations as recommended by the OT exceeds the maximum DFG grant permissible the Council may, at its discretion, approve additional funding to cover this shortfall.
- 4.21 In such cases the additional grant funding will be means tested and this will apply equally to cases involving children and adults. In the case of a child application for additional funds the parents or legal guardians will be subject to a means test (the statutory test of resources associated with the DFG).
- 4.22 This additional grant will be registered as a local land charge and will be repayable within 5 (five) years following completion of the works should the property be disposed or transferred. This charge is in addition to any charge already to be registered as part of the General Consent Order 2008.
- 4.23 The maximum discretionary grant for shortfall funds is £10,000 bringing the total amount of assistance available, with DFG, to £40,000.
- 4.24 **Contribution Assistance:** In circumstances where the disabled person or applicant cannot meet the contribution indicated towards the costs of the works, which has been determined by the statutory test of resources associated with the mandatory Disabled Facilities Grant the Council may, at its discretion, provide funding to meet the contribution.
- 4.25 This additional grant shall be protected by a local land charge for a period of 5 (five) years and will be repayable should the property be disposed or transferred. This is in addition to any charge already to be registered as part of the General Consent Order 2008.
- 4.26 The maximum discretionary grant to meet a contribution is £10,000 bringing the total amount of assistance available, with DFG, to £40,000. The general rules relating to contribution and grant will apply in such applications.
- 4.27 **Relocation Assistance – Home Owners:** Relocation assistance applies in circumstances where the disabled person needs to move from their existing residence as a result of being unable to adapt the property. In such circumstances financial assistance can be offered subject to certain qualifying criteria.
- 4.28 Where a house move is involved, the grant will be available to cover the typical costs of moving. Such costs may include specific support and advice relating to the disability, legal fees, estate agents fees, removal expenses and stamp duty and a contribution towards the cost of the house where it is more expensive than the existing property.
- 4.29 In reaching a decision about a contribution in the case of a more expensive property, a general principle of not funding an enhancement to the overall accommodation will be followed. In reaching a decision about a contribution the Council will not permit this assistance if the acquisition places the applicant in negative equity.
- 4.30 In all cases of relocation assistance the proposed property must be inspected by an OT and a Technical Officer to determine that the proposed property is suitable for the needs of the disabled person and that it needs no further adaptations or that it needs fewer adaptations than the current property occupied by the disabled person.
- 4.31 A general rule of not funding adaptations to a proposed property, where the cost of the adaptations is estimated to be the same as or more than those proposed for the original property, will be applied. Also a general rule of not providing financial assistance to retrospective house purchases including where contracts have been exchanged and/ or that have not received any input from an OT or Technical Officer will be applied.

APPENDIX 1

- 4.32 Where funding is available, the maximum discretionary grant to facilitate relocation will be £30,000. This means that where a mandatory Disabled Facilities Grant has also been approved, the maximum assistance available to any person will be £60,000.
- 4.33 This Relocation Assistance grant shall be protected by a local land charge for a period of 10 (ten) years and will be repayable should the property be disposed or transferred. This is in addition to any charge already to be registered as part of the General Consent Order 2008.
- 4.34 No other form of discretionary grant assistance will be available in cases where Relocation Assistance is approved.
- 4.35 **General Conditions:** In all cases of discretionary grants noted above, financial assistance will only be available from the Council when it is satisfied that the disabled person or applicant, whichever is the appropriate person subject to the test of resources, is unable to raise those resources themselves or from any other third party.
- 4.36 In practice, this will mean that the disabled person or their parents, or legal guardians, in the case of a person under eighteen years of age, will have to demonstrate that when taking into account their income and existing housing costs, they are unable to access sufficient funds from savings, or from a recognised commercial lender, charitable source or via any loan scheme promoted by the Local Authority developed as a result of the RRO for the needs of the disabled person to be met.
- 4.37 If the disabled person's home is in the ownership of a registered social landlord and in the absence of other viable options (the landlord not providing appropriate funds) then additional assistance may be given to allow a scheme to be undertaken only under sections 4.16 and 4.24 of the Discretionary Grant Assistance section above. In such there will be no charge placed on the property.
- 4.38 The Authority when satisfied that sufficient monies are unavailable to carry out necessary works to meet the disabled person's needs, as agreed by Social Services in the circumstances outlined in section 4.20 of this section, a grant up to a maximum of £10,000 to meet any shortfall will be provided.
- 4.39 The Council will not provide assistance for a social tenant to purchase a property. The Council will expect the social landlord to provide alternative accommodation.
- 4.40 Any Discretionary Grant made under this section of this RRO Policy (not including social landlord properties) will be registered as a local land charge and will be wholly repayable upon disposal or transfer of the property for a period of five (5) years or ten (10) years, dependent upon the type of assistance approved, from completion of the works. This applies independent of any charges placed under the terms of the General Consent Order 2008. There will be no interest charged upon repayment of any Discretionary Grants in this section.
- 4.41 In certain circumstances the Council may not require repayment of discretionary grant subject to the following:
- The death of the disabled person.
 - The deterioration of the disabled person's condition so that the existing accommodation is no longer suitable to meet that person's needs.
- 4.42 The Council is permitted by an update to the 1996 Act: 'Disabled Facilities Grant (Conditions relating to Approval or Payment of Grant) General Consent 2008' (General Consent Order 2008) to demand repayment of Grant from the recipient where the amount of grant awarded exceeds £5,000 but may not demand an amount in excess of £10,000, upon breach of certain conditions. The conditions are contained within the Order and are secured by way of a local land charge. This General Consent Order charge applies to DFG only and therefore may result in two (2) charges being placed for differing amounts on the same property.

APPENDIX 1

4.43 Hospital Discharge Grants (Discretionary Assistance)

The Council may, as funding permits, operate a grant that allows people who are home owners or tenants and who have been subject to a stay in hospital, to have certain works carried out on their property that will allow them to return home. This grant will enable the applicant to return knowing that it is more suitable for them to live in and will prevent, where reasonably possible, re-admission to hospital.

4.44 This form of assistance may be given to any person being discharged from hospital where the works are deemed necessary to allow the applicant to return to their home (where without the works it would be impossible to return home) and where the work enables them to live safely, improves their wellbeing and maintain their independence. This grant is not aimed at providing home improvements or for providing adaptations where the GFA or mandatory DFG, depending upon the needs of the client, may be more appropriate.

4.45 Under this Policy, the Council may provide funds to support the provision of the "Hospital Discharge Grant" and may advance funds to qualifying persons to enable works to be carried out as detailed below:

4.46 Works eligible for assistance may include, but are not limited to:

- Deep cleaning
- De-cluttering
- Minor adaptations
- Heating repairs
- Minor building repairs
- Repairs to roofing
- Electrical repairs

4.47 The applicant, or his representative, for the advance of funds will, at the time of the application, have been admitted to hospital and be unable to return home unless the required works are carried out. The grant will be up to a maximum of £5000 and cannot be used to provide major adaptations. The grant will not be subject to a test of resources and the applicant will not be required to repay the grant.

4.48 All works carried out must only be the minimum necessary to facilitate the discharge and must not be used to enhance the property. All works must be as per recommendations made by the Hospital or other medical professional in order to necessitate the discharge.

4.49 Non Adaptation Financial Assistance (Discretionary Assistance)

Grant assistance for works carried out as part of the following initiatives will be subject to the statutory test of resources. There is no entitlement to qualify for the following forms of assistance. This assistance is only available to home owners who meet the required criteria.

4.50 **"Stay Put" Scheme:** The Council may, as funding permits, operate a "Stay Put" style service for owner occupiers over 65 years of age. The service will provide professional help to owners wishing to carry out repairs and improvements to their homes. In many cases, owner-occupiers falling into this category have substantial equity in their properties, which with appropriate advice they can access to help maintain their home. Where possible, but not to the detriment of the applicant, the works will be completed to ensure the property meets the requirements of the individual and the Housing Health and Safety Rating System (HHSRS).

4.51 Under this Policy, the Council may provide funds to support the provision of a "Stay Put" service and may provide financial assistance (grant) to a qualifying owner/ occupier to enable works to be carried out as detailed below:

- An applicant for grant will be over sixty five years old and have an owner's interest and be resident in the property, which is to be the subject of the works.
- The property must have been the only and main residence of the applicant (including spouse) for the previous 3 years.

APPENDIX 1

- The grant will be for works over £500 up to a maximum of £6,000 over and above any contribution made by the applicant.
- The grant will only be available on one occasion.
- The applicant will be in receipt of a means tested benefit or will be subject to a test of resources, which will be the national test of resources used for mandatory DFG but including any existing borrowing for housing costs which exceed the national allowance already contained within the test. Where a contribution to the cost of the works is indicated by this test, a grant will only be available over and above this contribution, up to the cost of carrying out the necessary works or £6,000, whichever is the smaller amount. This grant will also include any chargeable fees for providing the service.
- The grant will be registered against the property as a local land charge and will be repayable in full upon disposal, sale or transfer of the property for a period of up to 10 (ten) years from completion of the works. There will be no interest charged on this grant.

4.52 Necessary works for which an advance may be made include the following:

- All works related to keeping the property wind and weather tight.
- Health and Safety Issues such as defective electrical wiring, heating/hot water systems, structural defects including boundary walls and uneven pathways
- Provision or replacement of defective basic amenities
- Defective windows and doors
- All works related to the treatment of dampness
- All works related to timber infestation and rot
- Repair works following damage which was uninsured or underinsured and which may create a health and safety issue
- Security works including gates or fencing but not home alarm systems
- Other works associated with satisfactory completion of any of the above or supported by the Housing Manager.

4.53 Works to provide adaptations will not be considered under this type of assistance. Works to outbuildings will not generally be included unless they provide fuel storage, WC facilities or where further deterioration to them could result in injury to the occupier or would result in physical deterioration to the main dwelling.

4.54 Works outside of those listed above (those works considered to be of a Home Improvement nature) cannot be considered for grant assistance under the terms of this Policy. The Council can provide a technical assistance service for such works and may be willing to act on behalf of the owner. Such works will be fully funded by the owner. Grant assisted and non-grant assisted works can be carried out at the same time. Payment would be required in advance of any works commencing.

4.55 The grant will only be available on one occasion except, at the Council's discretion, works which were unforeseen at the time of the first grant become necessary because they present a danger to the occupiers or passers-by or substantial deterioration of the property would result if they were not carried out.

4.56 In the event of the death of the applicant within the ten-year period of the land charge and that person is survived by a spouse or partner who continues to occupy the property, which is then transferred as a result of probate, the repayment of the advance will not be required until or unless another sale or transfer takes place within the original ten-year period.

4.57 An application from the owner-occupier of a mobile home/houseboat may be considered where it is the applicants' only or main residence and has been for a period of at least three years immediately preceding the date of the application in the same locality. Due to the nature of the construction of this type of habitation, the works of repair and/or replacement for which an advance may be made, will be at the discretion of the Council.

4.58 Home Repair Assistance

The Council may, as funding permits, offer assistance to any owner/occupier who does not fall within the criteria of the “Stay Put” scheme and is deemed to be on a low income and/ or vulnerable. This assistance will only be used where a property is considered by the Council to be in need of repairs in order to remove a health and safety issue, reduce risks and accidents around the home, and where it improves wellbeing and promotes independent living.

4.59 Under this Policy a grant may be made by the Council to carry out necessary works to remove one or more risks where they are satisfied that the owner cannot raise sufficient funds in the form of savings, loans available either commercially, through a charitable body or via any loans made available or developed by the Council as part of this Policy. The applicant will be required to provide such evidence as requested of their inability to raise such funds. Where possible, but not to the detriment of the applicant, the works will be completed to ensure the property meets the requirements of the Housing Health and Safety Rating System.

4.60 Under this policy, the Council may provide funds to support the provision of the “Home Repair Assistance” and may provide financial assistance (grant) to a qualifying owner occupier to enable works to be carried out as detailed below:

4.61 Necessary works for assistance may include:

- Keeping the property wind and weather tight,
- Health and safety issues (heating/ hot water, electrics, structural problems, uneven pathways),
- Provide/ replace defective basic amenities,
- Defective doors and windows,
- Timber infestation and rot,
- Repairs following uninsured damage,
- Security issues to the property, etc.

4.62 The applicant will be in receipt of a means tested benefit or will be subject to a test of resources, which will be the national test of resources used for mandatory Disabled Facilities Grant but including any existing borrowing for housing costs which exceed the national allowance already contained within the test. Where a contribution to the cost of the works is indicated by this test, a grant will only be available over and above this contribution, up to the cost of carrying out the necessary works or £6,000 whichever is the smaller. The grant will include any chargeable fees for providing the service. The minimum grant will be £500.

4.63 The grant will be over and above any funds, which can be raised, and up to the amount required to remove the risk.

4.64 A Home Repair Assistance grant will be registered as a land charge and repayable in full upon sale or transfer of the property within ten (10) years from the date of completion of the works. The amount payable will be the whole of the original grant approved by the Council. There will be no interest charged on this grant. The minimum grant will be £500

4.65 This element of the Policy would only be applied to home owners who cannot receive assistance under any other sections of the Policy.

4.66 In the event of the death of the applicant within the ten-year period of the land charge and that person is survived by a spouse or partner who continues to occupy the property, which is then transferred as a result of probate, the repayment of the grant will not be required until or unless another sale or transfer takes place within the ten-year period.

APPENDIX 1

- 4.67 The grant will only be available on one occasion except, at the Council's discretion, works which were unforeseen at the time of the first advance become necessary due to reasons of health and safety.
- 4.68 Where funding is provided for "Assistance for the Over 65's" and "Home Repair Assistance", priority will be given to the Over 65's Scheme should funding be restricted or reduced.
- 4.69 **Safety Net Assistance**
It is the responsibility of the home owner to maintain their property and to keep it maintained to an acceptable standard. It is recognised that there may be certain circumstances where an owner occupier is unable to carry out this responsibility due to their financial circumstances and in these cases the Council would wish to offer appropriate assistance.
- 4.70 In circumstances where the owner occupier does not qualify for either the Stay Put scheme or the Home Repair Scheme and where an extreme risk to the health and safety of the occupier or other members of the public exists due to the condition of the property the Council may provide financial assistance. The level of assistance will be determined by the Council based upon the evidence available and may include advice or reports from relevant professionals.
- 4.71 The Council may make financial assistance available as an interest free loan to carry out works necessary to remove the assessed risk where they are satisfied the owner is unable to raise sufficient funds in the form of savings, loans which may be commercial or via any loans made available under an arrangement developed by the Council.
- 4.72 In order to satisfy the Council that sufficient funds cannot be raised, it will be necessary for the applicant to show that any commercial loan will not be made where it is based upon the household income taking into account any existing commitments that are household related and relevant to the property.
- 4.73 Any financial assistance offered by the Council will be over and above any funds which can be raised by the applicant, and up to only the amount required to remove the assessed risk. In any event the maximum loan will be £6,000.
- 4.74 Any financial assistance will be registered as a local land charge on the property and will be repayable in full upon sale or transfer of ownership of the property within ten (10) years from the date certified as completion of the works.

5.0 MAKING A REFERRAL FOR AN ADAPTATION

- 5.1 The majority of requests for adaptations and in particular Disabled Facilities Grants are referrals from Children's Services and Adult Services' OTs.
- 5.2 Where an applicant is requesting funding via the DFG process the Council has a duty to consult with the Social Care Authority and as such will ask them for an opinion to ensure that the adaptations being requested are necessary and appropriate in line with the legislation. If such an opinion cannot be obtained within a reasonable timescale the Council reserves the right to obtain such an opinion from a private OT at no cost to the individual.
- 5.3 Where a referral does not come from a Children's or Adult Services OT the Council may, depending upon the type of adaptation being requested, require the potential applicant to obtain an assessment of need to confirm there is in fact a need.
- 5.4 It is possible for referrals to be made by other health professionals and non-health sources and each one will be considered upon its' merit.

APPENDIX 1

5.5 Individual Applications for DFG Funds

It is possible to make applications directly to the Council by making a Personal Application. This only applies to works to be funded for DFG.

5.6 In circumstances where an individual wishes to make a Personal Application for DFG the Council will provide the necessary application forms along with guidance on how to complete and submit the application. The Council however is under no obligation to provide any assistance in the preparation of the application or obtaining quotes. The Council will charge a fee for checking the application and for inspection of the works which it will add to the grant at approval stage. Details on how to make a Personal Application are noted at the end of this Policy.

5.7 General

Any assistance, other than mandatory DFG, provided under this Policy is at the discretion of the Council and subject to available resources. Any part of this Policy is also subject to changes in legislation which may override any assistance contained within it.

5.8 Funding for financial assistance contained within this Policy, other than the mandatory grant schemes, is discretionary and is not an entitlement. Where funding is provided by other sources the Council has no control on distribution levels or scheme timescales.

5.9 The costs of appropriate professional fees (including VAT at the relevant rate) associated with any works carried under this Policy will be included as part of any financial assistance made up to a level deemed reasonable by an appropriate officer of the Council.

5.10 The cash figures referred in the body of this Policy (other than the mandatory elements) may be varied from time to time to allow for inflation or other factors affecting costs including availability of funds.

5.11 Complaints relating to or arising from any issues associated with this Policy will be dealt with in accordance with the Councils Complaints Procedure which can be found at: <https://www.tameside.gov.uk/complaints>. Such issues should, in the first instance, be addressed to the Service Unit Manager (Strategic Infrastructure Development & Investment).

5.12 Advice on how to request an assessment for an adaptation to a residential property to meet the needs of a disabled person and other advice on a variety of assistance that is available to children, young adults and adults is available at:

Adult Assessments – 0161 342 2400/ 4299

<https://adultportal.tameside.gov.uk:14500/web/portal/pages/help/support>

Children Assessments – 0161 371 2060

<http://www.tameside.gov.uk/disabilities/children>

Advice on how to make an application for assistance under this Policy is available from:

Tameside Home Improvement Agency
Development & Investment, Council Offices, Clarence Arcade, Stamford Street,
Ashton under Lyne, OL6 7PT

Telephone 0161 342 2259

email hia@tameside.gov.uk

APPENDIX 1

6.0 ENERGY EFFICIENCY MEASURES/ BOILER REPLACEMENT SCHEME

- 6.1 The Council may, as funding permits, offer assistance on energy efficiency measures to homeowners for their property and/ or allow them to participate in a boiler repair and/ or replacement scheme. Such assistance will be available to applicants who are deemed to be on a low income and/ or vulnerable and/ or with a disability or health condition and subject to qualifying criteria.
- 6.2 Assistance for the boiler replacement scheme will only be available where a heating system or boiler is considered by the Council or a Gas Safe engineer to be uneconomical to repair or condemned.
- 6.3 Assistance will also be available where a lack of basic heating is deemed to be a health and safety issue for the applicant or any other member of their family who is normally resident at that property. The applicant must not be part of an on-going service and maintenance scheme designed to carry out and fund repairs,
- 6.4 This assistance will be available where the property has not previously been the subject of any Home Energy Efficiency Measures. Failed improvements as part of a previous Home Energy Efficiency Measures will be allowed.
- 6.5 Under this policy, the Council may provide funds to support the provision of the “Energy Efficiency Measures/ Boiler Replacement Scheme” and may provide financial assistance (grant) to a qualifying owner/occupier to enable works to be carried out as detailed below:
- Replacement of a boiler that provides heating and/ or hot water
 - Provision of a hot water/ heating boiler where no current provision exists
 - Provision of heating radiators to habitable rooms where non exist
 - Replacement of heating radiators that cannot operate due to decay or where they are not compatible with a replacement boiler due to operating pressure.
 - Provision of a means to heat water where no gas supply exists
 - Provision of a means to heat habitable rooms where no gas supply exists
 - Loft insulation to meet government guidelines
 - Wall insulation (solid and/ or cavity wall) – where construction permits
 - Draught excluders to doors and windows (not replacement doors or windows)
- 6.6 A grant may be made by the Council to carry out necessary works, or to contribute towards works, where they are satisfied that the homeowner is in receipt of the required means tested benefit and/ or a disability/ health condition that is exacerbated by living in a cold or damp home. The maximum level of grant will be determined by the scheme administrator but will be no less than £300.
- 6.7 In instances where the potential applicant has a disability and/ or health condition further evidence will be sought to determine Council Tax banding of their property which must fall within Bands A, B or C.
- 6.8 Where a boiler is deemed faulty and under 6 years old from the date of installation the Council will arrange for a qualified Gas Safe engineer to carry out an inspection to determine whether or not it can be repaired free of charge to the potential applicant.
- 6.9 If following inspection the boiler can be repaired the Council will grant assist repairs to a maximum value of £300 for the works on condition that the applicant is in receipt of the required means tested benefit and or disability/ health condition that is exacerbated by living in a cold or damp home.

APPENDIX 1

- 6.10 In addition to the above where the potential applicant applies for assistance based upon a health condition a confirmation referral must be provided by their GP or hospital doctor.
- 6.11 In this scheme any replacement boiler must be of a minimum “A” rating.
- 6.12 Installers of any energy efficiency measures within the scheme shall be a member of an approved trade body.
- 6.13 As part of this scheme the contract for the required works will be between the homeowner (applicant) and the installer. The grant assistance will be paid by the Council directly to the installer on behalf of the resident. If the cost of the works does not meet the grant limit then the Council will pay just for those works; the homeowner is not entitled to receive the shortfall. If the cost of the works exceeds the grant assistance the homeowner will be required to fund the difference.

7.0 INFORMATION AND FACTSHEETS

- 7.1 The library of information and factsheets is under constant review and is regularly updated useful information relating to types of assistance can be found on the Council’s website.

Contacts:

If you require any further information about this strategy or any of its related documents, please contact Tameside Housing Services – Home Improvement Agency using any of the following:

Home Improvement Agency
Development & Investment
Tameside MBC
Council Offices
Clarence Arcade, Stamford Street
Ashton under Lyne
OL6 7PT

Email: hia@tameside.gov.uk

Telephone: 0161 342 2259

If you require any further information, or more specific information on Housing or Health and Social Care provision in Tameside you may wish to contact some of the agencies or organisations noted below.

- Tameside Council:
 - www.tameside.gov.uk/housing/services
- Ministry of Housing, Communities & Local Government:
 - www.communities.gov.uk/corporate/
- Department of Health and Social Care:
 - www.gov.uk/government/organisations/department-of-health-and-social-care
- Tameside and Glossop Care Together:
 - www.caretogether.org.uk/

APPENDIX 1

APPENDIX A: SUMMARY OF FINANCIAL ASSISTANCE MEASURES

Ref. Section	Assistance Type	Value	Test of Resources	Local Land Charge	Years	Interest Applied
4.1	Mandatory Disabled Facilities Grant	Up to £30,000	Yes	Yes ¹ GCO only ²	10 ²	No
4.5	Proportionate Grant (DFG) Assistance	Up to £30,000	Yes	Yes ¹ GCO only ²	10 ²	No
4.12	Grant for Adaptation	Up to £5,000	No	No ¹	N/A	No
4.16	Unforeseen Works Assistance	Up to £10,000	Yes	Yes	5 ⁴	No
4.20	Shortfall Assistance	Up to £10,000	Yes	Yes	5 ⁴	No
4.24	Contributory Assistance	Up to £10,000	Yes	Yes	5 ⁴	No
4.27	Relocation Assistance (Home Owners) DFG	Up to £30,000	Yes	Yes GCO ³	10 ⁵	No
4.27	Relocation Assistance (Home Owners) (Discretionary Assistance)	Up to £30,000	Yes	Yes	10 ⁵	No
4.43	Hospital Discharge Grants (Discretionary Assistance)	Up to £5,000	No	No	N/A	No
4.50	Stay Put Scheme (Discretionary Assistance)	£500 to £6,000	Yes	Yes	10 ⁵	No
4.58	Home Repair Assistance (Discretionary Assistance)	£500 to £6,000	Yes	Yes	10 ⁵	No
4.69	Safety Net Assistance (Discretionary Assistance)	£6,000	Yes	Yes	10 ⁵	No
6.0	Energy Efficiency Measures/ Boiler Replacement Scheme	>£300 ⁶ <£300 ⁷	Yes	No	No	No

1. There is a requirement for all applicants to state they intend to live in the property for up to five years from approval of grant assistance
2. The General Consent Order only applies to DFG assistance over £5k and the council can only request repayment up to £10k max
3. The General Consent Order only applies to DFG assistance over £5k and the council can only request repayment up to £10k max
4. The discretionary assistance will be repaid when ownership is transferred or the property sold/ disposed within 5 years of completion of works
5. The discretionary assistance will be repaid when ownership is transferred or the property sold/ disposed within 10 years of completion of works
6. Energy Efficiency Measures/ Boiler Replacement Scheme
7. Repairs Only

GLOSSARY:

DFG	Disabled Facilities Grant
GFA	Grant for Adaptation
HHSRS	Housing Health and Safety Rating System
OT	Occupational Therapist
RRO	Regulatory Reform Order

APPENDIX 1

Tameside & Glossop Single Commissioning Function

Equality Impact Assessment (EIA) Form

Subject / Title	Regulatory Reform (Housing Assistance)(England and Wales) Order 2002 – Revised Policy
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Team	Department	Directorate
Housing Renewal/ Adaptations	Strategic Infrastructure	Development & Investment

Start Date	Completion Date
June 2017	TBC

Project Lead Officer	Jim Davies
Contract / Commissioning Manager	Nigel Gilmore
Assistant Director/ Director	David Moore

EIA Group (lead contact first)	Job title	Service
David Moore	Head of Service	Development & Investment, Place
Nigel Gilmore	Head of Strategic Infrastructure	Development & Investment, Place
Jim Davies	Housing Renewal Manager	Development & Investment, Place

PART 1 – INITIAL SCREENING

An Equality Impact Assessment (EIA) is required for all formal decisions that involve changes to service delivery and/or provision. Note: all other changes – whether a formal decision or not – require consideration for an EIA.

The Initial screening is a quick and easy process which aims to identify:

Tameside & Glossop Single Commissioning Function
Equality Impact Assessment (EIA) Form

- those projects, proposals and service or contract changes which require a full EIA by looking at the potential impact on any of the equality groups
- prioritise if and when a full EIA should be completed
- explain and record the reasons why it is deemed a full EIA is not required

A full EIA should always be undertaken if the project, proposal and service / contract change is likely to have an impact upon people with a protected characteristic. This should be undertaken irrespective of whether the impact is major or minor, or on a large or small group of people. If the initial screening concludes a full EIA is not required, please fully explain the reasons for this at 1e and ensure this form is signed off by the relevant Contract / Commissioning Manager and the Assistant Director / Director.

1a.	What is the project, proposal or service / contract change?	To update the Council's Regulatory Reform (Housing Assistance)(England and Wales) Order 2002 relating to forms of assistance available to residents of the Borough
1b.	What are the main aims of the project, proposal or service / contract change?	<p>The proposal is to update the Council's financial assistance policy around Housing Grants and Adaptations:</p> <ul style="list-style-type: none"> • To relax the policies to enable adaptations to be granted more easily to those who need them; • To provide more flexibility in the provision of grant assistance • to introduce a number of new assistance schemes

1c. Will the project, proposal or service / contract change have either a direct or indirect impact on any groups of people with protected equality characteristics?				
Where a direct or indirect impact will occur as a result of the project, proposal or service / contract change please explain why and how that group of people will be affected.				
Protected Characteristic	Direct Impact	Indirect Impact	Little / No Impact	Explanation
Age	<u>X</u>			The proposed update to the RRO

Tameside & Glossop Single Commissioning Function

Equality Impact Assessment (EIA) Form

				Policy will enable assistance to be provided to residents over the age of 65 who may not be disabled but will benefit from other assistance and therefore reduce the need for further intervention. Currently, only those over 65 and who have some form of disability can receive assistance and only where there is an assessed need in line with the DFG process.
Disability	<u>X</u>			The proposals will enable people to access adaptations quicker and in a more efficient manner and will ensure that financial hardship does not prevent works from being grant aided.
Ethnicity			<u>X</u>	It is not anticipated that the proposals will affect how people of different ethnicity access adaptations and will allow them access to other initiatives.
Sex / Gender			<u>X</u>	It is not anticipated that the proposals will affect how people of any sex or gender access adaptations and will allow them access to other initiatives.
Religion or Belief			<u>X</u>	It is not anticipated that the proposals will affect how people of any religion or belief to access adaptations and will allow them access to other initiatives.
Sexual Orientation			<u>X</u>	The proposals will not affect how people of any sexual orientation access adaptations and will allow them access to other initiatives.
Gender Reassignment			<u>X</u>	It is not anticipated that the proposals will affect how people that have or are undergoing gender reassignment access adaptations and will allow them

Tameside & Glossop Single Commissioning Function

Equality Impact Assessment (EIA) Form

				access to other initiatives.
Pregnancy & Maternity			<u>X</u>	It is not anticipated that the proposals will affect how pregnant women access adaptations and will allow them access to other initiatives.
Marriage & Civil Partnership			<u>X</u>	It is not anticipated that the proposals will affect how people who are married or in a civil partnership access adaptations and will allow them access to other initiatives.
Other protected groups determined locally by Tameside and Glossop Single Commissioning Function?				
Group (please state)	Direct Impact	Indirect Impact	Little / No Impact	Explanation
Mental Health			<u>X</u>	It is not anticipated that the proposals will affect how people with Mental Health issues access adaptations but will allow them access to other new initiatives.
Carers	<u>X</u>			Housing adaptations in any form will have a positive impact for carers. Making adaptations easier to obtain will assist in reducing carer stress at an earlier stage.
Military Veterans			<u>X</u>	It is not anticipated that the proposals will affect how Military Veterans access adaptations and will allow them access to other initiatives.
Breast Feeding			<u>X</u>	It is not anticipated that the proposals will affect an effect on Breast Feeding
Are there any other groups who you feel may be impacted, directly or indirectly, by this project, proposal or service / contract change? (e.g. <i>vulnerable residents, isolated</i>)				

Tameside & Glossop Single Commissioning Function
Equality Impact Assessment (EIA) Form

<i>residents, low income households)</i>				
Group <i>(please state)</i>	Direct Impact	Indirect Impact	Little / No Impact	Explanation
Vulnerable residents	<u>X</u>			Vulnerable home owners who are not eligible to apply for adaptations and are unable to carry out basic essential repairs to their homes will now be able to apply for assistance. Assisting with essential repairs will help to reduce development of some longer term health issues related to dampness, lack of adequate heating, mental health, well-being, etc.

Wherever a direct or indirect impact has been identified you should consider undertaking a full EIA or be able to adequately explain your reasoning for not doing so. Where little / no impact is anticipated, this can be explored in more detail when undertaking a full EIA.

1d.	Does the project, proposal or service / contract change require a full EIA?	Yes	No
		X	
1e.	What are your reasons for the decision made at 1d?	Although enhanced proposals will benefit the wider community to a greater extent than at present, a full EIA will ensure that all possible elements of the initiative are fully captured as part of any adopted policy.	

If a full EIA is required please progress to Part 2.

Tameside & Glossop Single Commissioning Function

Equality Impact Assessment (EIA) Form

PART 2 – FULL EQUALITY IMPACT ASSESSMENT

2a. Summary

An EIA for the Regulatory Reform Order (2002) Housing Renewal Policy is being undertaken to explore the impact of an update to the Council's Financial Assistance Policy associated with the initiative. Whilst reviews should be carried out on a regular basis, the existing policy has not been revised within the previous 5 years.

The Disabled Facilities Grant (DFG) provides funding to those who are disabled living in owner occupied, privately rented and registered provider properties to help them make changes to their home environment, such as the installation of showers, stairlifts and ramps in order for residents to remain in their own homes and out of the wider NHS system

In 2014 the DFG became part of the Better Care Fund, a pooled health and social care budget - the aim being to provide a more joined-up service to improve outcomes across health, social care and housing.

In recognition of the rising need for adaptations central government funding for the DFG has been increased considerably in recent years. Nationally in 2016/17 it rose by 79% from £220 million to £394 million and to £431m in 2017/18. It is projected to increase to over £500 million by 2019/20.

For Tameside 2016/17 funding rose from £1.158m to £1.978m, and to £2.2m in 2017/18.

Tameside & Glossop Single Commissioning Function**Equality Impact Assessment (EIA) Form**

In recent years Government has relaxed restrictions around how the DFG is allocated for adaptations meaning that Local Authorities can be more flexible in their approach. In order to take full advantage Tameside is updating its grant delivery process through its Financial Assistance Policy

The revised RRO Policy does not alter the way in which the mandatory Disabled Facilities Grants are delivered. It is designed to enhance the type and improve the assistance available to the more vulnerable residents of the authority.

The proposals contained in the policy will see the introduction of the following:

1. Notional Assistance where a homeowner wishes to provide works over and above that recommended by an Occupational Therapist. This would allow the homeowner to carry out the works they prefer whilst the Council would fund only the equivalent cost of those items recommended to meet the needs of the disabled person within the DFG rules
2. Where grant assistance is estimated less than £5,000 a “test of resources” will not be required
3. Under certain circumstances and subject to funding there will be discretionary assistance:
 - a. Towards unforeseen works
 - b. Where recommended works exceed the DFG maximum
 - c. To meet a contribution as assessed by the statutory test of resources
 - d. To help fund relocation
4. To provide non adaptation assistance on a discretionary basis and subject to available funding for:
 - a. To facilitate a hospital discharge Discretionary Assistance to provide essential repairs to homeowners over state retirement age
 - b. To provide essential repairs to low income/ vulnerable homeowners
 - c. To provide repairs to remove extreme health and safety issues
 - d. To provide a boiler replacement scheme and energy efficiency measures – (funding provided by another scheme)

The main changes in the policy will be to extend the availability of assistance for vulnerable and disabled users to a wider number of residents than included within current RRO policy. Service provision will be limited through available funding and other resources.

2b. Issues to Consider

Tameside & Glossop Single Commissioning Function

Equality Impact Assessment (EIA) Form

Background: It is incumbent upon Local Authorities to update and review policies on a regular basis. Tameside's Regulatory Reform Order (2002) Housing Renewal Policy has not been formally reviewed but three revisions have been enacted via an Executive Decision in 2011 and Key Decisions in 2013 and 2016

With older people living longer than ever before, the number of elderly residents across the country continues to increase. In Tameside the number of over 65's have risen from 31,682 in 1981 to 38,951 in 2016 (mid-year estimate), an increase of over 20%. Longer living residents place a greater strain on the demands of the wider health service and the demand for housing adaptations.

Through DFG funding, Tameside residents referred for an adaptation are classed in one of two categories, "urgent" or "substantial". "Urgent" cases are always addressed as a priority. The length of time a Substantial case would have to wait before being addressed has been reduced from 30 months to 18 months but this is still not acceptable.

With Government's relaxation in its approach to how DFG can be utilised, alongside a general increase in central Government funding and the effects this has on the wider residential community, there is a need to review the Authority's wider housing improvement policies through the RRO. The review will also examine existing RRO policies around home improvement measures and how other 3rd party funding can work with the DFG.

Those affected by the RRO policies generally centre on the elderly, vulnerable and disabled residents within the wider community.

There is no anticipated impact in respect of Religion or Belief, Gender Reassignment, Pregnancy and Maternity, Marriage or Civil Partnership.

Potential Effects: Subject to adequate funding, for elderly, vulnerable and disabled residents, an enhanced housing adaptation service including discretionary non adaptive initiatives will have a number of effects as noted below:

1. Will see an improved and wider scope of services on offer from the Local Authority further increasing the number of residents benefiting from this initiative
2. Will enable a greater number of disabled and other vulnerable residents to live independently within their own homes with the full support from local care services where needed.
3. Will enable such residents to remain outside the wider NHS care system freeing up stretched resources for other use
4. Will reduce demand on expensive 3rd party care homes or other similar provision
5. Will see initiatives to pro-actively adapt properties for residents currently within the wider NHS care system, to help reduce potential "bed blocking" and other calls on the Local

Tameside & Glossop Single Commissioning Function

Equality Impact Assessment (EIA) Form

Authority and NHS

6. As a result of reduced criteria to access discretionary and/or DFG funding, will enable speedier intervention by the Authority
7. Will see a longer term reduction in those people “waiting” for adaptations as discussed above.
8. The current statutory test of resources results in a number of residents being assessed for unaffordable contributions and resultant application failures. A more discretionary approach will help reduce such application failures.

Further Potential Effects: Whilst an enhanced service provision is to be generally welcomed there are a number of effects which will require long term consideration in going forward as noted below.

1. Whilst Government has indicated that DFG funding will continue to grow until the end of the current five year spend period (2019/20), there is no guarantee on resource levels beyond this date.
2. The ongoing population increase in the over 65’s will see a greater demand for housing improvements. The positive effects of increased funding, therefore, will be potentially diluted as a result.
3. Overall reduced central funding since the financial crisis has seen an increase in the number of vulnerable homeowners within the borough. With varying amounts of third party and other funding these numbers will remain difficult to reduce in the long term.
4. Damp and cold related health conditions continue to be an issue in poorly maintained property. With limited funding these numbers will remain difficult to reduce in the long term.

Consultation: In order to seek wider support for the updated Policy it is intended to consult with a range of users. These groups will include the Authority’s Adult, Social and Children’s Services, Disability User Groups, Registered Providers, members of the Partnership Engagement Network which includes public and patient stakeholders including stakeholders in the Voluntary Sector. Some of this consultation will be carried out via The Big Conversation.

2c. Impact

The Disabled Facilities Grant (DFG) provides funding to those who are disabled in owner occupied, privately rented and registered provider properties to help them make changes to their home environment, such as the installation of showers, stairlifts and ramps.

The grant has existed for over 25 years and was subsumed into the Better Care Fund, a pooled

Tameside & Glossop Single Commissioning Function

Equality Impact Assessment (EIA) Form

health and social care budget, in 2014. The aim of the fund is to provide more joined-up and customer focussed services to reduce hospital and care admissions and enable people to return from hospital more quickly.

In recognition of the rising need for adaptations central government funding for the DFG has been increased considerably in recent years. Nationally in 2016/17 it rose by 79% from £220 million to £394 million and to £431m in 2017/18. It is projected to increase to over £500 million by 2019/20.

For Tameside 2016/17 funding rose from £1.158m to £1.978m from, and to £2.2m in 2017/18

The proportion of older people and families requiring adaptations to their properties is steadily rising. In addition, due to age and medical advances, many of our adaptation requests are now far more complex. The authority is also seeing a reduction in care home and nursing home provision with a move to house people in their own homes for as long as practicable.

Some of these proposals require changes to the Council's Regulatory Reform Order Policy

Previous measures to manage the level of service have focussed purely on assistance for disabled people and whilst the majority are considered successful, providing more flexibility around the grant provision will make accessing adaptations easier and will open up opportunities to others within the community.

The number of disabled people who need assistance but their families don't want the style of adaptation under offer or who wish to provide the measures to meet the need of the disabled person in a different manner is increasing. It is proposed these people will be able to make an application for grant assistance where the nature of the works far exceeds that covered by the mandatory grant but where the need is still met. They will be able to receive a financial contribution towards the works related to the disability.

All proposed amendments will be impacted by the amount of funding provided by Government.

Criteria for DFG Applications: For an adaptation, current financial limits stipulate that any costs greater than £1,000, requires the submission of a full DFG application. As part of a Key Decision taken in 2016 this limit was raised locally to £2,000. Other than the most basic hoists and stairlifts, many adaptations regularly cost substantially more than this basic figure. The introduction of a suggested £5,000 minimum level before a full DFG submission is required, will remove many of the bureaucratic elements surrounding a full DFG submission. This will see many more applicants benefitting from a better quality of life and in some cases reducing care needs.

Cost Overruns: A number of issues arise when the cost of works exceeds the maximum grant available. This can be due to a number of issues including, but not limited to, additional recommendations and poor ground conditions. Many home-owner clients may not have the

Tameside & Glossop Single Commissioning Function

Equality Impact Assessment (EIA) Form

resources to cover such circumstances. In such cases, through changes in the RRO, it is likely to be far more cost effective to loan the funds to the applicant and secure it by means of a local land charge on the property.

Assessed Contributions: A home-owner applicant may have an assessed contribution that they cannot realistically raise. Often this is as a result of stringent test of resource criteria set in 2008. New assistance criteria will allow the Council to loan the funds to applicants and secure it by means of a local land charge on the property.

Home Move: There will be occasions where it is not feasible, for any number of reasons, to adapt an existing property. In such circumstances the best alternative may be a home move requiring the purchase of a suitable property. Applicants would still be eligible for a DFG for the original adaptation but would be enabled to use the DFG as a contribution to the purchase price thus meeting individual needs. Such assistance would only be available on rare occasions and applicants would have exhausted any normal adaptations procedures and other commercial loan options.

“Bed Blocking” There will be circumstances where vulnerable residents are seen as “bed blocking” as a result of their property being unsuitable for habitation. The greater ability to fund certain works that are required to facilitate hospital discharge will reduce costs associated with being an in-patient and will enable the person to return home to a safer and more independent environment and in many cases will improve the property and reduce risk to health.

Affordability: A number of elderly and vulnerable home-owners cannot afford to carry out simple repairs that keep properties “wind and weather tight” or have personal concerns around the use of builders. Such home-owners could, by their inaction, remain living in a substandard property detrimental to their long term health and wellbeing.

Staying Put: A “Staying Put” scheme to permit elderly home-owners to remain in their own homes will maintain their independence and reduce health impact deterioration. Any financial assistance is protected by the application of a local land charge.

Home Repair Scheme: In a similar manner the “Home Repair Scheme” will assist vulnerable homeowners and provide assistance in the prevention of the deterioration of the property fabric where it becomes detrimental to the health of the occupiers. Following a test of resources, the “Home Repair Scheme” will provide relevant assistance. Any financial assistance is protected by the application of a local land charge.

Boiler Replacement Scheme: Fuel poverty is still a major issue in Tameside and many residents do not have access to adequate heating and/ or hot water. Many homes are still inadequately insulated. The “boiler replacement” programme will assist those where the boiler has failed and/ or is beyond economic repair. Other works to provide adequate hot water and other forms of heating are available in this scheme as well as measures to improve energy efficiency. Improvements to heating provision and affordable warmth are vital to help vulnerable and elderly people to maintain

Tameside & Glossop Single Commissioning Function

Equality Impact Assessment (EIA) Form

reasonable health and reduce costs. Such schemes are subject to qualifying criteria.

Funding: Any improvements proposed in respect of the above will be subject to a level of funding where such initiatives are sustainable. Funding availability, whether from Central Government or 3rd party, underpins the success or failure of the revised RRO.

Aging Population: As noted in section 2b above the number of over 65's in Tameside has risen by over 20% since 1981. Increased demand on services for the elderly, including housing adaptations, will use up proportionately more of existing limited resources. Whilst the number of individual adaptations will increase in number, overall waiting lists in areas of work not deemed as urgent may remain stubbornly high.

2d. Mitigations (Where you have identified an impact, what can be done to reduce or mitigate the impact?)	
Criteria for Grant for Applications	The financial criteria for successfully applying for grant assistance have been relaxed making applications more likely to be approved. Successful applications will require balancing against available funding in a priority led initiative.
Cost Overruns	Cost overruns for clients who are unable to afford such payments will be considered in an expedient manner for each individual case. Any funding contributions will require a local land charge on each property to ensure minimal risk to the council.
Assessed Contributions	Clients requiring an assessed contribution through DFG legislation will be considered on an individual basis to ensure that works can be undertaken in a reasonable and cost effective manner. In order to protect the council a local land charge would be placed on each property to the equivalent amount.

Tameside & Glossop Single Commissioning Function

Equality Impact Assessment (EIA) Form

Home Move	Home moving will be considered as a last resort. However in taking this initiative forward clients will remain independent in their own homes and outside the wider NHS care system.
Bed Blocking	Bed blocking as a result of major housing adaptation needs is generally rare. In order to address those that do occur, the adaptation team will move proactively to minimise potential numbers. Other issues around habitability are more likely to prevent discharge. Works undertaken will reflect each individual resident's needs and will allow discharge to take place. Works will depend on available funding but will not be subject to a local land charge.
Affordability, Staying Put and Home Repair Scheme	These initiatives generally help residents remain in their own properties, living independently for as long as possible. Works undertaken will reflect the needs of each individual resident case. In general residents prefer to live within their own properties rather than being forced to move elsewhere. Works will depend on available funding and will be subject to a local land charge.
Boiler Replacement Scheme	This initiative will generally help those who are unable to heat or maintain temperatures in their own properties to an adequate level. Work undertaken will be carried out by third parties to achieve acceptable standards. Works will depend upon available funding.
Funding	Funding is a known issue across the whole local authority area. Without multiyear funding profiles, initiatives such as those described above will be subject to close scrutiny and short term change.
Ageing Population	An aging population will place greater demand on services including adaptations and other associated work. Whilst DFG funding is rising in real terms an increased demand from an aging population will limit the wider benefits to be enjoyed from relaxed adaptation provision. Close management of budgets will ensure that those in real need of adaptation related work, will remain as a priority need.

2e. Evidence Sources
<i>Original Regulatory Reform Order Policy dated June 2003</i>

Tameside & Glossop Single Commissioning Function

Equality Impact Assessment (EIA) Form

2f. Monitoring progress		
Issue / Action	Lead officer	Timescale
<i>Assess responses to the consultation process and use information to help inform final proposals</i>	<i>Jim Davies</i>	<i>Within 4 weeks of consultation ending</i>

Signature of Contract / Commissioning Manager	Date
Signature of Assistant Director / Director	Date



Tameside Council Financial Assistance Policy Review

Introduction

The Regulatory Reform (Housing Assistance)(England and Wales) Order 2002 (known as the RRO Policy) gives local authorities a general power to introduce policies for Private Sector Housing to provide assistance to individuals with renewals, repairs and adaptations in their homes through grants or loans. It permits a local authority to fund essential home repairs to reduce injury and accidents, to ensure homes are adequately heated, to expand the scope of adaptations available under the Disabled Facilities Grant (DFG) legislation, and allows people to relocate to alternative accommodation if their current home is not able to meet their needs. Assistance can be given direct to the individual or through a third party such as a Home Improvement Agency or other partner. Local authorities must have an approved RRO policy in place in order to provide financial assistance.

In 2008, Government made a number of changes to the way DFG was administered and the ways in which it could be used. These changes included the relaxation of some of the rules, allowing DFG monies to be used more flexibly and as part of wider strategic projects to keep people safe and well at home, and to reduce bureaucracy in the grant's administration.

Our Current Financial Assistance Policy

The current policy was created in 2003 and, although it has had a few minor updates, it has remained generally unchanged. Some of the schemes contained in the Policy are now no longer appropriate due to changes in the way local government is funded. In order to continue providing help and assistance to residents and in order to take advantage of the changes made by government we need to change our Policy. We cannot offer any new assistance schemes unless we formally update our RRO Policy.

Recent Developments

As well as the relaxation of the rules around how funds for adaptations can be used the Government allocates our funding via the Better Care Fund; the joint funding mechanism for NHS and Local Health and Social Care. Nationally the allocation of funding for adaptations has been increased with Tameside receiving 90% more in 2017-18 than it did in 2015-16.

Even though the budget for adaptations is within the Better Care Fund the Council still must have a Policy in order to deliver the assistance around housing related issues. A number of local authorities locally and nationally have taken the opportunity to review and update their Financial Assistance Policies to reflect the relaxation of the rules and the increased funding, and Tameside wishes to do the same.

Proposals

One of the main requirements of creating or updating the RRO Policy is that we must consult with those who may be affected by it. We want to give the residents of Tameside the



opportunity to have their say and we will also be consulting with local housing providers, voluntary & community groups, as well as services within the Council.

We do not propose to change the basic principles of the mandatory DFG and it will remain as an option for anyone to request it should they be eligible. We are also not changing the principles of the Safety Net Assistance scheme or the ability to apply for relocation assistance (subject to certain criteria being met) should a property be deemed unsuitable for adaptation.

We do not propose to make any changes to the fact that in order to qualify for an adaptation potential applicants will still be required to have an assessment of need and that any such assessment must be “necessary and appropriate” & “reasonable and practicable” as set out in legislation.

We want to make it easier for residents who have a disability and an assessed need to obtain appropriate adaptations to their homes by reducing the bureaucracy associated with making an application for a Disabled Facilities Grant. We intend to do this by introducing a number of Discretionary Grant/ Loan schemes.

We would like to remove the “means test” for many low level adaptations and to help those who are likely to struggle with a contribution should the “means test” calculation determine a contribution is required. We would also like to introduce a number of new financial assistance schemes to help elderly and vulnerable home-owners who may struggle to keep their homes wind and weather tight, and who may have health & safety issues that need to be removed. Some of these schemes involving home-owners will require us to protect that investment by placing a local land charge on the property.

The main changes we are proposing to make to the Policy are as follows:

- 1 The DFG is a mandatory grant and is inherently very bureaucratic. A large number of our grants are below £5,000 and so we want to make it easier to apply for a grant. We would like to remove the need to apply for a DFG for many people and introduce a non “means tested” grant up to a maximum of £5,000 for those who have an assessed need. For works costing over £5,000 people will need to apply for a DFG;
- 2 We would like to provide grant assistance to those who, following the statutory “means test” find themselves unable to find their contribution. We also would like to assist those applicants in circumstances where unforeseen works take the cost of their adaptation over the maximum amount of £30,000 or where there is a shortfall on funding the overall cost of works over £30,000;
- 3 We want to allow those with an assessed need who are also home owner applicants, or their representatives, to carry out works to their property to provide adaptations over and above those as assessed as being necessary and appropriate by an Occupational Therapist (OT). The Council would therefore provide the monetary equivalent for the original recommended works as long as the works still meet the assessed needs of the disabled person;



- 4 We would like to introduce a non “means tested” grant to a maximum of £5,000 to enable those who have been hospitalised due to illness or injury to return home but are unable to do so due to their home being considered not suitably habitable for them to return;
- 5 We would like re-introduce a “Stay Put” scheme for those home-owners over 65 years of age. This scheme would provide financial assistance to a maximum of £6,000 to help with essential repairs to their property to prevent deterioration of their health;
- 6 We would also like to introduce a “Home Repair Scheme”, similar to the Stay Put scheme to a maximum assistance of £6,000 for other vulnerable home-owners in order to remove issues of a health and safety nature;
- 7 We would like to keep some of these schemes going for as long as possible by recycling the funds given to home-owners. We would do this by placing a charge on the property for the amount of the loan which would then be repaid upon sale or transfer of the property in the future. We will not charge interest on this assistance.
- 8 We would like to introduce a boiler replacement/ energy efficiency programme for those homeowners who cannot afford to repair or replace their boiler or heating system following them meeting the required eligibility criteria.
- 9 It is possible that at some point in time funding may reduce or legislation may change preventing us from providing some of these initiatives or may require us to do things differently. If necessary we may need to reduce the number of initiatives available in the Policy whilst maintaining a core responsibility to deliver adaptations and a duty to deliver mandatory Disabled Facilities Grants. Any changes to availability of funding or initiatives will be updated to the Council’s website.

We are inviting your comments on the proposed changes to our Financial Assistance Policy. A full copy of the revised policy is available here (link to be included). Please submit your comments here (link to consultation).

The deadline for comments is 2018



Questions for Consultation

1. To what extent do you think it is a good idea to introduce a non means tested discretionary grant (Grant for Adaptation) for works where the grant total is £5000 or less? This means that if works applied for are estimated to be less than £5000 the applicant would not be subject to means testing. (Please tick one box only)

Strongly Agree
Agree
Disagree
Strongly Disagree

2. The maximum amount of grant allowed through the DFG is currently £30,000. Subject to funding availability, we would like to allow an additional sum of up to £10,000 above the DFG maximum of £30,000 to cover the applicant's contribution, funding shortfalls and unforeseen works to ensure that all the recommended works can be carried out. This additional sum will only be available to applicants who own or have an interest in the property being adapted.

To what extent do you agree that the Council should offer this additional help? (Please tick one box only)

Strongly Agree
Agree
Disagree
Strongly Disagree

3. One of the proposed changes to the Policy would allow disabled home owners to adapt their property to a greater extent than assessed as necessary by an Occupational Therapist (OT). Under this policy the Council can agree to provide assistance via a DFG (a Proportionate Grant) however it will only cover the work costs that have been carried out to meet the disabled person's assessed needs. Any other adaptations will be paid for by the owner so we will therefore make a proportionate contribution to the cost of the total works carried out.

To what extent do you agree with the recommendation to introduce a Proportionate Grant, **for those who own or have an interest in the property being adapted**, of up to £30,000 for those who wish to provide adaptations over and above those recommended by an Occupational Therapist? (Please tick one box only)

Strongly Agree
Agree
Disagree
Strongly Disagree



4. The Council may operate (funding permitting) a grant funding property works (up to £5,000) for people returning home from hospital stays. This grant would enable the applicant to return home to a property more suitable for their needs. These works would ideally speed up discharge from hospital, reduce hospital bed blocking and prevent re-admission.

To what extent do you agree with the recommendation to introduce a Hospital Discharge Grant? (Please tick one box only)

- Strongly Agree
Agree
Disagree
Strongly Disagree

5. The Council is proposing to operate a 'Stay Put' service (funding permitting) for owner occupiers aged 65+. This would include financial assistance of up to £6,000 and advice on how owners can access any equity in their property to repair their property, ideally allowing them to maintain their independence and remain living in their own homes.

To what extent do you agree with implementing a 'Stay Put' scheme? (Please tick one box only)

- Strongly Agree
Agree
Disagree
Strongly Disagree

6. The Council is proposing to offer assistance (funding permitting) outside of the 'Stay Put' scheme to vulnerable or low income owner occupiers.

Financial assistance of up to £6,000 may be available where works would remove health and safety risks, improve wellbeing and facilitate independent living. This could be provided if the owner proves they cannot raise funds via savings, commercial or charitable loans. The applicant would be required to provide evidence to support the fact they are unable to raise funds themselves.

To what extent do you agree with the recommendation of a Home Repair Assistance scheme for essential repairs for vulnerable home owners? (Please tick one box only)

- Strongly Agree
Agree
Disagree
Strongly Disagree



7. In order to ensure future funding provision for use by future residents in need, it will be necessary to introduce payback facilities for all financial assistance made to homeowners as outlined in the previous questions.

To what extent do you agree that the Council should protect the funds it lends to homeowners by placing a charge on their property, which would be repaid upon sale, disposal or transfer of the property in the future, enabling it to recover and recycle funds back into the scheme? No interest would be charged on this assistance. (Please tick one box only)

- Strongly Agree
Agree
Disagree
Strongly Disagree

8. In order to ensure that as many residents can have access to affordable heating systems we would like to introduce a boiler repair and replacement programme (funding permitting), including some repairs and other energy efficiency measures. These will be available to those vulnerable homeowners who meet the set criteria for the scheme.

To what extent do you agree the Council should offer such a scheme to vulnerable homeowners unable to afford such works and who may suffer financial hardship and poor health when trying to heat their home? (Please tick one box only)

- Strongly Agree
Agree
Disagree
Strongly Disagree

9. Do you have any other comments you wish to make about our proposals for the Financial Assistance Policy? (Please state in the box below)

ABOUT YOU

About You

The questions below are asked in order to enable us to identify whether people feel differently because of their protected characteristic group e.g. age, disability, ethnicity. These questions are optional – please feel free to skip any you prefer not to answer.



APPENDIX 3



10. Please indicate which of the following best describes your interest in this consultation (Please tick one box only):

- A member of the public

- A Tameside Council employee

- A community or voluntary group (please specify below)

- A partner organisation (please specify below)

- A business /private organisation (please specify below)

- Other (please specify below)

11. What best describes your gender?

- Female
- Male
- Prefer to self-describe
- Prefer not to say

12. What is your age? (Please state)

13. What is your postcode? (Please state)

14. What is your ethnic group? (Please tick one box only)

White

- English / Welsh / Scottish / Northern Irish / British
- Irish
- Gypsy or Irish Traveller



- Any other White background (Please specify)

Mixed / Multiple Ethnic Groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed / Multiple ethnic background (Please specify)

Black / African / Caribbean / Black British

- African
- Caribbean
- Any other Black / African / Caribbean background (Please specify)

Asian / Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background (Please specify)

Other ethnic group

- Arab
- Any other ethnic group (Please specify)

15. What is your religion?

- Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
- Buddhist
- Jewish
- Sikh
- Hindu
- Muslim
- No religion
- Any other religion, please state



APPENDIX 3



16. Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months? Include problems related to old age.

(Please tick one box only)

- Yes, limited a lot
- Yes, limited a little
- No

17. Do you look after, or give any help or support to family members, friends, neighbours or others because of either, long-term physical or mental ill-health / disability or problems due to old age? (Please tick one box only)

- Yes, 1-19 hours a week
- Yes, 20-49 hours a week
- Yes, 50+ hours a week
- No

18. Are you a member or ex-member of the armed forces?

- Yes
- No
- Prefer not to say

19. What is your marital status?

- Single
- Married
- Civil Partnership
- Divorced
- Widowed
- Prefer not to say

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Report to:	EXECUTIVE CABINET
Date:	28 November 2018
Executive Member / Reporting Officer:	Councillor Bill Fairfoull, Deputy Executive Leader David Moore, Interim Director Growth
Subject:	SOCIAL VALUE GUIDANCE
Report Summary:	<p>The draft Social Value Guidance detailed in this report supports the Greater Manchester Combined Authority Social Value Policy, which has already been adopted by all GM boroughs, and should increase social value outcomes within Tameside if implemented effectively.</p> <p>The report provides a summary evaluation and business case to implement a Tameside Social Value Guidance to ensure that this is adopted within all commissioned contracts where appropriate. The case for this is based on the measurable benefits to the borough, supporting the outcomes detailed in 'Our People – Our Place – Our Plan'.</p>
Recommendations:	<ol style="list-style-type: none">1. That the potential significant benefits to the borough of the adherence to the Social Value Guidance in all contracts be noted.2. That the Social Value Guidance be approved.
Policy Implications:	Tameside's business base is primarily comprised of SMEs and micro businesses, which require support to grow and create employment opportunities for local residents in turn creating a more prosperous economy. The focus on a local supply chain and employment of local residents supports this growth.
Financial Implications: (Authorised by the Section 151 Officer)	<p>This is a borough-wide report which should be adopted across the Council. Support will be provided by STAR for any training and implementation that is required with commissioners.</p> <p>As social value is extended through procurement the Council will be able to ensure its Values are reflected throughout the supply chain.</p> <p>Any cost implications will need to be resourced from existing budgets.</p>
Legal Implications: (Authorised by the Borough Solicitor)	<p>Application of the guidance should be applied consistently (recognising that it will not be appropriate for all contracts) across the Council and monitored in all pre and post contract work to ensure it remains compliant with procurement regulations, strategies and constitutional requirements. Once adopted the Council's Procurement Standing Orders should be amended at B3 to recognise the extension agreed by Cabinet in accordance with the Council's values. In any event the duty to achieve best value for the Council still remains and this must not be lost sight of when assessing social value criteria.</p> <p>B3 We Care about Social Value</p>

We must follow the Public Services (Social Value) Act 2012. This means that when we embark on a procurement exercise the lead officer must consider how it might improve the economic, social and environmental well-being of the inhabitants of Tameside.

Risk Management:

Strengthening our approach to social value procurement will enable us to develop our economy.

Access to Information:

The background papers relating to this report can be inspected by contacting David Berry, Head of Employment and Skills



Telephone: 0161 342 2246



e-mail: david.berry@tameside.gov.uk

1. INTRODUCTION

- 1.1 The Public Services (Social Value) Act 2012 came into force on 31 January 2013 making it a legal obligation for local authorities and other public bodies to consider the social good that could come from the procurement of services before they embark upon it. The aim of the Act is not to alter the commissioning and procurement processes, but to ensure that, as part of these processes, councils give consideration to the wider impact of the services delivery.
- 1.2 Statutory requirements of the Act only apply to public services contracts above EU thresholds (which are £118,000 if awarded by central government and the NHS and £181,000 if awarded by local councils) however the Greater Manchester Combined Authority Social Value Policy 2014, which all ten GM boroughs have signed up to, was intended to extend the good practice associated with Social Value into mainstream commissioning and procurement practice.
- 1.3 The Tameside Social Value Guidance (attached **Appendix A**) aims to cement this intention by including 20% scoring of all tenders on social value where appropriate. Some tenders would not be appropriate to include 20% on social value due to their size or nature, in these cases a determination of applying 0-20% could be made, however we would strongly advocate that social value is a key driver led by an evolving culture and ambition for the Council. Our approach will also include a guidance document to suppliers providing examples drawn from evidence of small to large social value outcomes that they could facilitate.
- 1.4 There are examples of where social value commissioning takes place effectively across the Local Authority. This work aims to provide energy and drive to enhance and increase our social value outcomes through consistency, rigour and leadership. We have found that many of the businesses we speak to will engage in social value activity, however the majority of our conversations with providers happen after the contract award and with no consistent pattern of communication. Through the draft Social Value Guidance we want to become a leading public body in the way we work with our providers to generate outcomes.
- 1.5 We understand that not all providers will have the same view and approach to social value or may seek to increase costs within the contract to pay for social value outcomes. We are proposing an approach that is flexible and enables a bidder to provide a response to social value with weighted responses within their bespoke offer which can draw on our examples.
- 1.6 Delivering social value effectively would have several positive benefits for Tameside and Greater Manchester as set out below:-
 - Outcomes – section 2 of this report sets out a host of outcomes that could be delivered as a direct result of increasing the use of social value or captured more effectively should they have happened naturally with the Guidance.
 - Reduction in spend – Social value presents the Borough with an opportunity to reduce or avoid costs through achieving positive outcomes. For example the Council has a Youth Employment Scheme (YES) that provides salary support to employers to employ young people aged 16-25 who are not in education, employment or training (NEET). In the last two years we have supported 15 NEET young people who have left care to gain employment at a maximum direct cost of £49,000 to Tameside MBC. We have created relationships with employers to achieve employment opportunities and the YES scheme has acted as a financial incentive. Had we used social value commissioning more effectively we may have been able to match young people into employers without the requirement for financial incentive.
 - Delivering the wider Greater Manchester agenda for economic growth and increased social value. The National Social Value conference took place on 20 and 21 of November with the GM Mayor a key contributor, we are aiming for our work to align and support the delivery of social value across Greater Manchester.

1.7 The adoption of the Guidance could also be extended across health commissioning structures and partners following implementation by Tameside Council.

2. OUTCOMES

2.1 The Social Value Guidance has been drafted to align with the outcomes detailed in 'Our People – Our Place – Our Plan' and additionally in alignment with the GMCA social value policy.

2.2 Possible outcomes will differ depending on the size and type of contract being commissioned, the Guidance provides examples of the social value suppliers could offer but is not exhaustive enabling flexibility and innovation. The aim is to encourage innovation from bidders and to ensure that any scoring or measurement does not stifle this. STAR Procurement are trialling a new scoring mechanism which intends to provide a relevant and proportionate methodology linked back to the subject matter of the contract. STAR Procurement propose that Tameside MBC adopt this mechanism to ensure consistency across all of their 4 partners and to allow the opportunity to feed into its further development. Alternative measurement tools are suggested in the Cabinet Office Social Value Act Review Report (February 2015) including the use of the Inspiring Impact Hub.

2.3 Further support on outcomes will be provided in the supplier guidelines document in addition to ongoing guidance from the Tameside MBC Employment and Skills team and Social Values lead. Suppliers should not be limited to providing social value offers that match Tameside Council practice. We would encourage flexibility and consider our own policies and practices where we understand our providers may be delivering an offer that would be appropriate for the Council to adopt.

2.4 Social value outcomes are already in evidence within the borough as a result of a social value component to the recent Housing Adaptations contract and the Transport for Greater Manchester Tameside Interchange project, which has in a short time delivered excellent social value outcomes including site visits and work experience to Tameside College students and job offers to unemployed residents.

TMBC themes & outcomes	What suppliers could offer – these are examples and not an exhaustive list (in addition to the key requirements of the contract)
Vibrant Economy – Opportunities for people to fulfil their potential through work, skills and enterprise <ul style="list-style-type: none"> • Median resident earnings • Working age population in employment • Employee jobs earning above the Living Wage • Number of enterprise business start ups • GVA • Working age population with at least Level 3 skills • Apprenticeships delivered 	Offer Real Living Wage to employees
	Support all residents into employment, or moving towards employment in the long term, by supporting TMBC Employment & Skills team projects, such as the Menu of Choice support to schools and colleges.
	Employment of Tameside residents including ring fenced vacancies, apprenticeships and traineeships
	Supply chain spend with local businesses
	Support new start-up businesses by running workshops and offering pro-bono support
	Sign the Armed Forces Covenant and work with Tameside Armed Services Community
	Become a member of the local Town Centre Partnership or support town centre activity
	Participate in childcare schemes
	Provision of a flexible working policy, with options for staff who are carers

	Only implement zero hours contracts with staff by mutual agreement
	Provision above legal requirement for maternity / paternity leave
<p>Stronger Communities – Nurturing our communities and having pride in our people, our place and our shared heritage</p> <ul style="list-style-type: none"> • Participation in cultural events • Satisfaction with local community 	Employees encouraged and supported to volunteer
	Increase the number of opportunities for people to volunteer
	Raise digital skills amongst workforce and local community
	Contracted services accessible online
	Support VCSE organisations to access external funding and develop sustainable models
	Provide pro-bono support, legal, HR or financial time.
	Increase supply chain spend with VCSE sector
	Provide sponsorships
	Adopt a local charity or voluntary group and explore ways to support it
<p>Successful Futures – Aspiration and hope through learning and moving with confidence from childhood to adulthood</p> <p>Excellent Health & Care – Longer and healthier lives for all through better choices and reducing inequalities</p>	Provide mentoring, guidance and/or work experience opportunities for young people, particularly priority groups under the care of the Local Authority or care leavers
	Have staff wellbeing policies, events and benefits
	Provide assistance with gym or sport club membership
<p>Vibrant Economy – Modern Infrastructure and a sustainable environment that works for all generations and future generations</p> <ul style="list-style-type: none"> • Tonnes sent to landfill • Nitrogen oxide emissions • Journeys by sustainable transport / non-car 	Raising awareness and support for staff of mental health conditions, misuse of alcohol and drugs, provide stop smoking support, promote the uptake national cancer programmes.
	Use of products from sustainable sources, introduce ethical purchasing, inclusion of fair trade products
	Use of water butts and energy efficient methods/products
	Tree planting
	Produce travel plans to promote the use of public transport, car share and support employee travel schemes
	Use of hybrid / electric vehicles
	Broker volunteers to support projects that meet these objectives such as environmental responsibilities eg litter picking, working with schools, Friends of Parks, bulb donation and planting, 'In Bloom' projects
	Increase recycling, minimise waste and re-use of resources and materials
	Donation of unwanted office furniture and ICT equipment
	Ensure all waste is removed properly, using companies with a valid waste transfer licence
	Promote Tameside services where environmental crime can be reported.

3. COMPLEX COHORTS

- 3.1 Suppliers will be able to develop their own social value offer however steer will be provided to support priority groups within the borough through the example outcomes as set out in section 2.
- 3.2 Tameside MBC Employment and Skills team will promote social value involvement in relevant projects focussed on priority groups, current examples include the Primary Reading Challenge utilising the social value volunteering commitment from the Working Well Work and Health programme provider Ingeus. This project will directly benefit children from areas with higher levels of deprivation with low reading ability in 6 of the Borough's primary schools. The Reading Challenge demonstrates how social value contributes to our emerging priority of underperformance of reading levels in primary schools.

4. IMPLEMENTING THE GUIDANCE

- 4.1 This draft Guidance has been developed in conjunction with STAR procurement. On adoption STAR and the Employment and Skills Team will work with relevant commissioners to ensure the Guidance is operationally implemented and continues to evolve through learning.
- 4.2 Measurement of outcomes will be essential to understand benefits and also to encourage future implementation. The Employment and Skills Team will work with STAR and internal procurement colleagues to implement effectively. Performance management, as with all performance measures, would be expected from contract managers to ensure delivery or to agree subsequent actions for non-performance. To assist with the ease of this, STAR are currently working with the AGMA Procurement Hub as part of a consistent way to collect Social value outcomes in contracts. In the meantime STAR have a Key Performance Indicator template which is used to capture Social Value outcomes from quotations/tenders which can then be inserted into contracts.

5. RECOMMENDATIONS

- 5.1 As set out on the front of the report.

Social Value Guidance

Introduction

The Public Services (Social Value) Act 2012 came into force in January 2013 cementing the responsibilities of a contracting authority when procuring services contracts subject to public procurement regulations to consider the economic, social and environmental well-being of the relevant area in its procurement activity.

Tameside MBC intends to enhance its commitment to the Act by going beyond the Acts requirements and implementing this Guidance into further aspects of its commercial and procurement activity where it is practical to do so. In doing this, both the detail and spirit of the Act can be delivered in all Council commercial and procurement activity.

Due to the wide range of services provided by the Council there is no 'one size fits all' model and, as such, this document should be considered alongside advice from the Commercial and Procurement, Legal and Employment Skills teams to ensure specific service or departmental needs are fully considered.

This Guidance has been designed to align with both the Tameside 'Our People – Our Place – Our Plan' outcomes and the GMCA Social Value policy (issued November 2014).

1. What is Social Value?

Social Value has been defined as the additional benefit to the community from a commissioning / procurement process over and above the direct purchasing of goods, services and Works. The Public Services (Social Value) Act 2012 states:

The authority must consider –

*How what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area, and;
How, in conducting the process of procurement, it might act with a view to securing that improvement.*

In order to really deliver social value and have it fully embedded and considered, commissioners must move away from just considering the core service being delivered by a supplier to one that recognises the overall value of the outcomes that are to be delivered.

2. Misconceptions around Social Value

It is worth noting that there are a number of commonly held misconceptions about social value in commissioning and procurement which can be usefully dispelled.

Report from Social Enterprise UK, Wates Living Space, PWC, the Chartered Institute of Housing, and Orbit Group launched at Chartered Institute of Housing Conference, Manchester, 26 June states that:

- 71% say delivering social value has led to better service delivery.
- 52% say it has resulted in cost savings.
- 82% report that it has led to an improved image of their organisation.
- 78% say it has led to better community relations.
- Additional benefits for communities include improved wellbeing and quality of life for tenants and residents; keeping spend in local economies; reductions in crime.
- Additional benefits for housing associations and local authorities include increased staff motivation and supporting innovation by changing mind-sets about how services can be delivered.
- The majority (80%) of local authorities and housing associations say that employment is the number one local social value priority, followed by youth employment (54%) and training / volunteering (51%).
- More than a third (39%) say the Public Services (Social Value) Act has had a high impact.

3. What does Social Value look like in practice?

Council representatives are required to seek measurable, verifiable social value outcomes that:

- a) are relevant to the purpose of commissioning where possible;
- b) can reasonably be included in contract specifications and
- c) contribute to achieving the Councils priorities

This list is not intended to be definitive but will be used to determine the priority of benefits offered.

4. Social Value in Procurement.

STAGE 1: The Commercial Strategy

By considering Social Value prior to the procurement, commissioners can shape or adapt the approach and outcomes of the specification to allow services to maximise the social value in the way they are delivered.

In including and evaluating Social Value, it allows the Council to choose a supplier under a tendering process who not only provides the most economically advantageous core service, but one which goes beyond the basic contract terms by securing wider benefits for the community to truly offer significantly increased overall value for the council and its residents.

STAGE 2: The OJEU Notice

The incorporation of the social benefits must be set out in the OJEU Notice (if the procurement is above OJEU thresholds). Wording used should be framed as broadly as possible to ensure maximum flexibility throughout the process.

The following is example wording:

Section III: Legal, economic, financial and technical information

III.1.4) Other particular conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Under this contract the contractor and its supply chain will be required to actively participate in the achievement of social and/or environmental objectives relating to recruitment, training and supply chain initiatives, and sustainable working. Accordingly, the contract performance conditions may relate in particular to social and/or environmental considerations.

STAGE 3: Tender

Bids from suppliers will need to demonstrate their and, where appropriate, their supply chains ability to add economic, social and environmental value to the Council above and beyond simply providing the tendered service and provide evidence which would contribute to the outcomes specified. Bids are to be evaluated in line with the outcomes specified in the tender documentation. Tenders should apply a minimum value of 20% to the scoring criteria, although each contract requirement should be reviewed on a case by case basis. Some tenders would not be appropriate to include 20% on social value due to their size or nature, in these cases a determination of applying 0-20% could be made, however we would strongly advocate that social value is a key driver led by an evolving culture and ambition for the Council. The examples of the offers suppliers could make under social value are detailed in section 5 (Social Value Outcomes & Indicators) and are wide ranging allowing differing levels of commitment as appropriate to the value of the contract. Essentially, social value can be applied in any size contract and need not be excluded for low value commissioning.

The method statements provided should enable the evaluator to score the bidders approach, taking pro-activeness and innovation into consideration. The criteria must be in line with EU regulations and must therefore:

- a. Be relevant to the subject of the contract

- b. Be specific and objectively quantifiable
- c. Represent an economic benefit to the authority

The aim is to encourage innovation from bidders and to ensure that any scoring or measurement does not stifle this. STAR Procurement are trialling a new scoring mechanism which intends to provide a relevant and proportionate methodology linked back to the subject matter of the contract. STAR Procurement propose that TMBC adopt this mechanism to ensure consistency across all of their 4 partners and to allow the opportunity to feed into its further development. Alternative measurement tools are suggested in the Cabinet Office Social Value Act Review Report (February 2015) including the use of the Inspiring Impact Hub.

STAGE 4: Contract Monitoring and Management

Following the award of contract(s), Social Value should be included in the monitoring and reporting arrangements agreed with suppliers. It is important that the economic, social and environmental aspects are captured using key performance indicators, where possible, in order that the success of Social Value can be measured and quantified. Social Value should be included on the agenda for ongoing performance and monitoring meetings, as well as annual contract review meetings, in order to evidence the Social Value benefits achieved and help identify actions where appropriate.

Measurement of outcomes will be essential to understand benefits and also to encourage future implementation. The Employment and Skills Team will work with STAR and internal procurement colleagues to implement effectively. Performance management, as with all performance measures, would be expected from contract managers to ensure delivery or to agree subsequent actions for non-performance. To assist with the ease of this, STAR are currently working with the AGMA Procurement Hub as part of a consistent way to collect Social value outcomes in contracts. In the meantime STAR have a KPI template which is used to capture Social Value outcomes from quotations/tenders which can then be inserted into contracts.

5. Social Value Outcomes & Indicators

TMBC themes & outcomes	GMCA themes & outcomes	What suppliers could offer (in addition to the key requirements of the contract)	Key Performance Indicators (in addition to the key requirements of the contract)
Vibrant Economy – Opportunities for people to fulfil their potential through work, skills and enterprise <ul style="list-style-type: none"> • Median resident 	Promote employment and economic sustainability – tackle unemployment and facilitate the development of skills	Offer Living Wage to employees	1. Number of new jobs created as part of the contract and the number of those jobs taken by local residents, including priority groups (ex-services, care leavers, long term unemployed)

APPENDIX A

<p>earnings</p> <ul style="list-style-type: none"> • Working age population in employment • Employee jobs earning above the Living Wage • Number of enterprise business start ups • GVA • Working age population with at least Level 3 skills • Apprenticeships delivered 	<ol style="list-style-type: none"> 1. More local people in work 2. Thriving local businesses 3. Responsible businesses that do their bit for the local community <p>Raise the living standards of local residents – working towards living wage, maximise employee access to entitlements such as childcare and encourage suppliers to source labour from within Greater Manchester</p> <ol style="list-style-type: none"> 4. A local workforce that is fairly paid and positively supported by employers 	<p>Support all residents into employment, or moving towards employment in the long term, by supporting TMBC Employment & Skills team projects, such as the Menu of Choice which matches employer support to schools and colleges.</p>	<ol style="list-style-type: none"> 2. Number of apprenticeships that will be completed during the year; or that will be supported to completion on the following years – Level 2, 3 or 4+. Including the number taken from priority groups. 3. Number of traineeships that will be completed during the year; or that will be supported to completion on the following years – Level 2, 3 or 4+. 4. Number of hours dedicated to support unemployed people into work (eg career mentoring, CV advice, work placements, pre-employment courses) 5. Number of hours dedicated to supported young people under 18 years of age (e.g. school/college visits, careers talks, literacy support, safety talks) 6. Total amount spent in local supply chain throughout the contract (including with voluntary / community / social enterprises or small / medium enterprises); % of supply chain with social value commitments 7. You have signed the Armed Forces Covenant (provide evidence) 8. Staff wellbeing policies
		<p>Employment of Tameside residents including through ring fenced vacancies, apprenticeships and traineeships</p>	
		<p>Supply chain spend with local businesses</p>	
		<p>Support new start-up businesses by running workshops and offering pro-bono support</p>	
		<p>Sign the Armed Forces Covenant and work with Tameside Armed Services Community</p>	
		<p>Become a member of the local Town Centre Partnership or support town centre activity</p>	
		<p>Participate in childcare schemes</p>	
		<p>Provision of a flexible working policy, with options for staff who are carers</p>	
		<p>Only implement zero hours contracts with staff by mutual agreement</p>	
		<p>Provision above legal requirement for maternity / paternity leave</p>	
<p>Stronger Communities – Nurturing our communities and having pride in our people, our place and our</p>	<p>Promote participation and citizen engagement – encourage resident participation and promote</p>	<p>Employees encouraged and supported to volunteer</p>	<ol style="list-style-type: none"> 9. Number of voluntary hours donated by staff 10. Number of hours of digital training provided to staff and residents
		<p>Increase the number of opportunities for people to volunteer</p>	

APPENDIX A

<p>shared heritage</p> <ul style="list-style-type: none"> Participation in cultural events Satisfaction with local community 	<p>active citizenship</p> <p>5. Individuals and communities enabled and supported to help themselves</p> <p>Build the capacity and sustainability of the voluntary and community sector – practical support for local voluntary and community groups</p> <p>6. An effective and resilient third sector</p>	<p>Raise digital skills amongst workforce and local community</p> <p>Contracted services accessible online</p> <p>Support VCSE organisations to access external funding and develop sustainable models</p> <p>Provide pro-bono support, legal, HR or financial time.</p> <p>Increase supply chain spend with VCSE sector</p> <p>Provide sponsorships</p> <p>Adopt a local charity or voluntary group and explore ways to support it</p>	<p>11. Number of hours of skilled / unskilled support provided to local community groups</p> <p>12. Equipment or resources donated to local community (£ equivalent value)</p>
<p>Successful Futures – Aspiration and hope through learning and moving with confidence from childhood to adulthood</p> <p>Excellent Health & Care – Longer and healthier lives for all through better choices and reducing inequalities</p>	<p>Promote equity and fairness – target effort towards those in the greatest need or facing the greatest disadvantage and tackle deprivation across the borough</p> <p>7. A reduction in poverty, health and education inequalities</p> <p>8. Acute problems are avoided and costs are reduced by investing in prevention</p>	<p>Provide mentoring, guidance and/or work experience opportunities for young people, particularly priority groups under the care of the Local Authority or care leavers</p> <p>Have staff wellbeing policies, events and benefits</p> <p>Provide assistance with gym or sport club membership</p> <p>Raising awareness and support for staff of mental health conditions, misuse of alcohol and drugs, provide stop smoking support, promote the uptake national cancer programmes.</p>	<p>13. Provision of support to young people and involvement in Tameside Menu of Choice for schools / colleges</p> <p>14. Demonstrable wellbeing policy</p> <p>15. Access to wellbeing sessions (in house or external)</p>
<p>Vibrant Economy – Modern Infrastructure and a sustainable environment that works for all generations and future generations</p> <ul style="list-style-type: none"> Tonnes sent to landfill 	<p>Promote environmental sustainability – reduce wastage, limit energy consumption and procure materials from sustainable sources</p>	<p>Use of products from sustainable sources, introduce ethical purchasing, inclusion of fair trade products</p> <p>Use of water butts and energy efficient methods/products</p> <p>Tree planting</p>	<p>16. Car miles saved through cycle to work programmes, public transport or car pooling</p> <p>17. % of waste recycled and or diverted</p> <p>18. Evidence of grams of CO2 emissions saved</p>

APPENDIX A

<ul style="list-style-type: none"> • Nitrogen oxide emissions • Journeys by sustainable transport / non-car 	<p>9. We are protecting our physical environment and contributing to climate change reduction</p>	<p>Produce travel plans to promote the use of public transport, car share and support employee travel schemes</p>	
		<p>Use of hybrid / electric vehicles</p>	
		<p>Broker volunteers to support projects that meet these objectives such as environmental responsibilities eg litter picking, working with schools, Friends of Parks, bulb donation and planting, 'In Bloom' projects</p>	
		<p>Increase recycling, minimise waste and re-use of resources and materials</p>	
		<p>Donation of unwanted office furniture and ICT equipment</p>	
		<p>Ensure all waste is removed properly, using companies with a valid waste transfer licence</p>	
		<p>Promote Tameside services where environmental crime can be reported.</p>	

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Report To:	EXECUTIVE CABINET
Date:	28 November 2018
Executive Member / Reporting Officer:	Councillor Bill Fairfoull – Deputy Leader Tom Wilkinson – Assistant Director of Finance
Subject:	CAPITAL MONITORING PERIOD 6 2018/19
Report Summary:	<p>This report summarises the 2018/19 capital expenditure monitoring position at 30 September 2018, based on information provided by project managers.</p> <p>The report shows projected capital investment in 2018/19 of £69.582m by March 2019. This is significantly less than the original budgeted capital investment for 2018/19, and is in part due to project delays that are being experienced following the liquidation of Carillion.</p>
Recommendations:	<p>That the following be approved:-</p> <ul style="list-style-type: none">(i) The reprofiling to reflect up to date investment profiles(ii) The changes to the Capital Programme(iii) The updated Prudential Indicator position <p>To note:</p> <ul style="list-style-type: none">(i) The current capital budget monitoring position(ii) The resources currently available to fund the Capital Programme(iii) The updated capital receipts position(iv) The timescales for review of the Council's three year capital programme
Links to Community Strategy:	The Capital Programme ensures investment in the Council's infrastructure is in line with the Community Strategy.
Policy Implications:	In line with Council Policies.
Financial Implications: (Authorised by the Section 151 Officer)	<p>These are the subject of the report. In summary:</p> <ul style="list-style-type: none">• The forecast outturn for 2018/19 is £64.838m compared to the 2018/19 budget of £76.229m• Re-profiling of £10.796m into future year(s) to match expected spending profile has been requested. <p>Demand for capital resources exceeds availability and it is essential that those leading projects ensure that the management of each scheme is able to deliver them on plan and within the allocated budget.</p> <p>Close monitoring of capital expenditure on each scheme and the resources available to fund capital expenditure is essential and is an integral part of the financial planning process. The liquidation of Carillion has resulted in significant delays to a number of projects, resulting in slippage in the programme.</p>

There is very limited contingency funding set aside for capital schemes, and any significant variation in capital expenditure and resources, particularly the delivery of capital receipts, will have implications for future revenue budgets or the viability of future capital schemes.

**Legal Implications:
(Authorised by the Borough
Solicitor)**

It is a statutory requirement for the Council to set a balanced budget. It is important that the capital expenditure position is regularly monitored to ensure we are maintaining a balanced budget and to ensure that the priorities of the Council are being delivered. Capital is one off spend on infrastructure and need to be replenished by selling assets in the absence of grant monies from Government to enable a capital programme. Every project also has ongoing running as well as lifecycle costs which need to be factored into it.

Risk Management:

The Capital Investment Programme proposes significant additional investment across the borough. Failure to properly manage and monitoring the Council's Capital Investment Programme could lead to service failure, financial loss and a loss of public confidence.

The liquidation of Carillion is having a significant adverse impact on the progression of a number of key schemes, including the Vision Tameside project and a number of key Education programmes to deliver additional school places.

Funding of the Capital Programme assumes the realisation of some significant Capital Receipts from land and property sales which if not achieved will require the reassessment of the investment programme.

Access to Information:

The background papers relating to this report can be inspected by contacting Heather Green, Finance Business Partner by:



phone: 0161 342 2929



e-mail: heather.green@tameside.gov.uk

1. INTRODUCTION

- 1.1 This is the second capital monitoring report for 2018/19, summarising the forecast outturn based on the financial activity to 30 September 2018.
- 1.2 The detail of this monitoring report is focused on the budget and forecast expenditure for fully approved projects in the 2018/19 financial year. Additional schemes will be added to future detailed monitoring reports once fully approved by Executive Cabinet.

2. CHANGES SINCE THE LAST REPORT

- 2.1 There have been changes to the 2018/19 Capital Programme to the value of £15.835m since the P4 monitoring report. These are largely due to the re-profiling of £16.753m into 2019/20 approved in period 4. A full breakdown of the changes can be found in **Appendix 1** of this report.
- 2.2 The Capital Programme Review outlined how the proposed programme, along with additional emerging pressures, needs to be reprioritised in line with current available resources. A reprioritisation exercise is now ongoing in order to determine which schemes that have been earmarked but not fully approved should proceed, and which should be temporarily placed on hold. **Appendix 1** of this report summarises the number and total value of approved and earmarked schemes.
- 2.3 On 15 January 2018, the Council's main contractor on the Vision Tameside project, Carillion, was put into liquidation. Since then the Local Education Partnership (LEP), through whom Carillion were contracted, have worked to find an alternative contractor to take over the construction project to enable completion of the scheme. On 6 February 2018, the LEP terminated the Vision Tameside construction contract with Carillion and on 7 February 2018 entered into an Early Works Agreement with Robertson Group. The early works agreement is still ongoing which has allowed works to recommence on site and due diligence to be conducted before arriving at a final contract price to completion. Payments are being made on an open book cost plus arrangement until a new contract is signed.

3. SUMMARY

- 3.1 The current forecast is for service areas to have spent £64.838m on capital investment in 2018/19, which is £11.391m less than the current capital budget for the year. This slippage is spread across a number of areas, and is in part due project delays now being experienced as a result of the liquidation of Carillion who, through the Local Enterprise Partnership (LEP) were delivering or managing a number of key projects.
- 3.2 It is proposed that the capital investment programme is re-profiled to reflect current information. Proposed re-profiling of £10.796m into the next financial year is identified in within the individual service area tables in **Appendix 3**.
- 3.3 Once re-profiling has been taken into account, capital investment is forecast to be £0.595m less than the capital budget for this year.
- 3.4 Section 4 of this report summarises the key messages from the period 6 capital monitoring exercise. There are no significant variances where project spend is expected to significantly exceed budgeted resources, although there are some minor variations across a number of schemes. A number of variations have arisen where projected outturn is less than budget due to slippage in the delivery of the capital programme, resulting in a number of requests for re-profiling into the 2019/20 financial year.

3.5 Table 1 below provides a high level summary of capital expenditure by service area.

Table 1: Overall capital monitoring statement April 2018 – September 2018

CAPITAL MONITORING STATEMENT - SEPTEMBER 2018				
	2018/19 Budget	Actual to 30 September 2018	Projected 2018/19 Outturn	Projected Outturn Variation
	£000	£000	£000	£000
Growth				
Vision Tameside	17,343	5,869	17,343	0
Investment & Development	4,451	797	3,528	(923)
Estates	716	0	716	0
Operations and Neighbourhoods				
Engineers	15,269	4,756	15,391	122
Environmental Services	535	56	251	(284)
Transport (Fleet)	362	0	261	(101)
Corporate Landlord	112	67	145	33
Stronger Communities	35	1	35	0
Children's				
Education	15,074	654	7,463	(7,611)
Finance & IT				
Finance	11,300	5,639	11,300	0
Digital Tameside	4,607	503	3,735	(872)
Population Health				
Active Tameside	5,810	197	4,410	(1,400)
Adults				
Adults	605	0	250	(355)
Governance				
Exchequer	10	0	10	0
Total	76,229	18,539	64,838	(11,391)

3.6 Table 2 below shows the current proposed resources funding the 2018/19 approved projects.

Table 2: Funding statement for 2018/19 approved projects

Resources	£000
Grants & Contributions	29,379
Revenue Contributions	4
Corporate:	
- Prudential Borrowing	5,122
- Reserves & Receipts	41,724
Total	76,229

3.7 The resourcing structure, however, is not final and the Director of Finance will make the best use of resources available at the end of the financial year as part of the year end financing decisions.

3.8 A breakdown of resources by service area is included in **Appendix 2**.

4. CAPITAL EXPENDITURE TO DATE AND PROJECTED OUTTURN 2018/19

4.1 This section of the report provides an update of capital expenditure to date in 2018/19, along with details of significant schemes and schemes with significant projected variations. A detailed breakdown of all schemes within each service area is included in **Appendix 3** of this report.

Growth

4.2 The table below outlines the projected 2018/19 investment for Growth. A detailed breakdown of all schemes within Growth, including prior year spend on significant projects, future budgets and re-profiling is set out in **Appendix 3**.

Table 3: Detail of Growth Capital Investment Programme

Capital Scheme	2018/19 Budget £000	2018/19 Actual to date £000	2018/19 Projected Outturn £000	2018/19 Projected Outturn Variation £000
Vision Tameside Capital Programme				
Vision Tameside	16,985	5,866	16,985	0
Vision Tameside Public Realm	200	3	200	0
Other Scheme individually below £1m	158	0	158	0
Total	17,343	5,869	17,343	0
Investment and Development Capital Programme				
Disabled Facilities Grant	3,624	745	2,864	(760)
Various Schemes all individually below £1m	827	52	664	(163)
Total	4,451	797	3,528	(923)
Estates				
Other Schemes individually below £1m	716	0	716	0
Total	716	0	716	0
Grand Total - Growth	22,510	6,666	21,587	(923)

4.3 The most significant capital project within the Growth directorate is Vision Tameside. This project is currently forecasting that expenditure in 2018/19 will be within budget. Regular detailed reports on progress with the Vision Tameside project are considered by the Strategic Planning and Capital Monitoring Panel.

4.4 Projected outturn on Disabled Facilities Grant is £0.760m less than budgeted resource. Referrals for assistance for mandatory Disabled Facilities Grant continues to be received; however, there are still people who are unable to meet the criteria but will continue to deteriorate if their need is not addressed. Re-profiling of £0.760m Disabled Facilities Grants budget into 2019/20 has been requested.

- 4.5 Re-profiling of budget has been requested for each of the projected outturn variations identified in table 3 above. Further detail on all the schemes within Growth, including prior year spend, future budgets and re-profiling is set out in **Appendix 3**.

Operations and Neighbourhoods

- 4.6 Table 4 outlines the projected 2018/19 investment for Operations and Neighbourhoods. A detailed breakdown of all schemes within Operations and Neighbourhoods, including prior year spend on significant projects, future budgets and re-profiling is set out in **Appendix 3**.

Table 4: Detail of Operations and Neighbourhoods Capital Investment Programme

Capital Scheme	2018/19 Budget £000	2018/19 Actual to date £000	2018/19 Projected Outturn £000	2018/19 Projected Outturn Variation £000
Engineers Capital Programme				
Roads	7,285	2,746	7,285	0
Street Lighting	803	204	803	0
Retaining Walls	658	644	658	0
Other Schemes individually below £1m	6,523	1,162	6,645	122
Total	15,269	4,756	15,391	122
Environmental Services Capital Programme				
Other Scheme individually below £1m	535	56	251	(284)
Total	535	56	251	(284)
Transport Capital Programme				
Other Schemes individually below £1m	362	0	261	(101)
Total	362	0	261	(101)
Corporate Landlord Capital Programme				
Other Schemes individually below £1m	112	67	145	33
Total	112	67	145	33
Stronger Communities Capital Programme				
Other Schemes individually below £1m	35	1	35	0
Total	35	1	35	0
Grand Total – Ops and Neighbourhoods	16,313	4,880	16,083	(230)

- 4.7 The most significant element of the Operations and Neighbourhoods Capital Investment Programme is Engineers, which is currently forecasting projected spend in 2018/19 in excess of budget. This variation has arisen due to significantly increased car park construction costs due to additional excavation and tree clearance requirements.
- 4.8 The variance on the transport capital programme has arisen due to vehicles originally planned to be purchased in year no longer meeting the required specification; replacement vehicles will now be purchased in 2018/19. Other variations in the Environmental Services capital programme relate to schemes being under budget and minor slippage over a number of schemes. Re-profiling of £0.301m of budget into 2019/20 has been requested.

4.9 Further detail on all the schemes within Operations and Neighbourhoods, including prior year spend on significant projects, future budgets and re-profiling is set out in **Appendix 3**.

Children's Services

4.10 Table 5 outlines the projected 2018/19 investment for Children's Services. A detailed breakdown of all schemes within Children's services, including prior year spend on significant projects, future budgets and re-profiling is set out in **Appendix 3**.

Table 5: Detail of Children's Services Capital Investment Programme

Capital Scheme	2018/19 Budget £000	2018/19 Actual to date £000	2018/19 Projected Outturn £000	2018/19 Projected Outturn Variation £000
Education Capital Programme				
Aldwyn Primary Additional Accommodation	2,228	0	1,000	(1,228)
Hyde Community College	1,721	0	1,000	(721)
Mossley Hollins- 4 Classroom Extension	1,581	504	1,081	(500)
Alder Community High School	1,146	0	400	(746)
Other Schemes individually below £1m And unallocated funding	8,398	150	3,982	(4,416)
Total	15,074	654	7,463	(7,611)

4.11 Regular detailed reports on progress with the Education Capital Programme are considered elsewhere on the Strategic Planning and Capital Monitoring Panel agenda. The Education Capital Programme is currently forecasting that outturn will be £7.611m less than budgeted resources. This is due to a combination of delay on a number of schemes and some unallocated funding. Re-profiling of £6.948m of budget into 2019/20 has been requested.

Finance and IT

4.12 Table 6 outlines the projected 2018/19 investment for Finance and IT. A detailed breakdown of all schemes within Finance and IT, including prior year spend on significant projects, future budgets and re-profiling is set out in **Appendix 3**.

Table 6: Detail of Finance & IT Capital Investment Programme

Capital Scheme	2018/19 Budget £000	2018/19 Actual to date £000	2018/19 Projected Outturn £000	2018/19 Projected Outturn Variation £000
Digital Tameside Capital Programme				
DCMS Fibre	2,058	289	2,058	0
ICT- Vision Tameside	1,215	40	1,215	0
Schemes individually below £1m	1,334	174	462	(872)
Total	4,607	503	3,735	(872)
Finance				
Strategic Investment In Manchester Airport	11,300	5,639	11,300	0
Total	11,300	5,639	11,300	0
Grand Total – Finance and IT	15,907	6,142	15,035	(872)

- 4.13 A detailed breakdown of all schemes within Finance and IT, including prior year spend on significant projects, future budgets and re-profiling is set out in **Appendix 3**.

Population Health

- 4.14 Table 7 below, outlines the projected 2018/19 investment for Population Health. A detailed breakdown of all schemes within Population Health, including prior year spend, future budgets and re-profiling is set out in **Appendix 3**.

Table 7: Detail of Population Health Capital Investment Programme

Capital Scheme	2018/19 Budget £000	2018/19 Actual to date £000	2018/19 Projected Outturn £000	2018/19 Projected Outturn Variation £000
Active Tameside Capital Programme				
New Denton Facility	5,500	179	4,100	(1,400)
Schemes individually below £1m	310	18	310	0
Total	5,810	197	4,410	(1,400)

- 4.15 Regular detailed reports on progress with the Active Tameside Capital Programme are considered by the Strategic Planning and Capital Monitoring Panel and are elsewhere on this agenda. The projected spend in 2018/19 is currently £1.400m under budget. Delays to these schemes are due to a later than anticipated start to work on the Denton Wellness Centre and the contractor for the Hyde Leisure Pool extension withdrawing just prior to the signing of the contract.
- 4.16 Re-profiling of £1.400m of budget into 2019/20 has been requested. A detailed breakdown of Active Tameside programme, including prior year spend, future budgets and re-profiling is set out in **Appendix 3**.

Adults

- 4.17 A breakdown of the Adults Capital Programme is provided in **Appendix 3**. Re-profiling of £0.355m of budget into 2019/20 has been requested. A detailed breakdown including prior year spend, future budgets and re-profiling is set out in **Appendix 3**.

Governance

- 4.18 A breakdown of the Exchequer Capital Programme is provided in **Appendix 3**.

5. CAPITAL RECEIPTS

- 5.1 With the exception of capital receipts earmarked as specific scheme funding, all other capital receipts are retained in the Capital Receipts Reserve and utilised as funding for the Council's corporately funded capital expenditure, together with any other available resources identified in the medium term financial strategy.
- 5.2 Further information on capital receipts can be found in **Appendix 4**.

6. PRUDENTIAL INDICATORS

- 6.1 The CIPFA Prudential Code for Finance in Local Authorities was introduced as a result of the Local Government Act (2003) and was effective from 1 April 2004. The Code sets out

indicators that must be monitored to demonstrate that the objectives of the Code are being fulfilled.

6.2 The initial Prudential Indicators for 2018/19 and the following two years were agreed by the Council in February 2018. The Capital Expenditure indicator has been updated to reflect the latest position.

6.3 The latest Prudential Indicators are shown in **Appendix 5**.

7. RECOMMENDATIONS

7.1 As set out at the front of the report.

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Appendix 1 – Programme Changes and Summary

Changes to the 2018/19 Capital Programme	
	£000
Period 4 Capital Programme	92,064
Period 4 Re-Profiling to 19/20	(16,753)
Changes per Executive Cabinet 25 June 2018	
- Statutory Compliance	10
Updated Grant Allocations:	
- Education Capital Grant Changes	908
Period 6 Capital Programme	76,229

Status	Number of Schemes	2018/19 Budget
Approved	187	76,229
Earmarked	25	42,512
Total	212	118,741

Programme Changes and Summary

TOTAL CAPITAL PROGRAMME- SEPTEMBER 2018

	2017/18 Actual	2018/19 Budget (Approved)	2018/19 Budget (Earmarked)	2019/20 Budget (Earmarked)	2020/21 Budget (Earmarked)
	£000	£000	£000	£000	£000
Growth					
Vision Tameside	20,708	17,343	-	-	-
Investment & Development	2,470	4,451	12,700	-	-
Estates	59	716	1,400	-	-
Operations and Neighbourhoods					
Engineering Services	6,976	15,269	2,500	8,195	6,000
Environmental Services	396	535	3,700	100	-
Transport	5,670	362	500	-	-
Corporate Landlord	7,256	112	6,062	2,250	-
Stronger Communities	418	35	200	-	-
Children's					
Education	5,072	15,074	-	-	-
Children	97	-	1,000	-	-
Finance & IT					
Finance	-	11,300	-	-	-
Digital Tameside	2,035	4,607	3,000	-	-
Population Health					
Active Tameside	226	5,810	-	-	-
Adults					
Adults	-	605	11,450	1,250	-
Governance					
Exchequer	-	10	-	-	-
Total	51,387	76,229	42,512	11,795	6,000

Appendix 2 - Financing

Service Area	Grants and Contributions	Revenue Contributions	Prudential Borrowing	Receipts/Reserves	Total
Growth					-
Vision Tameside	-	-	-	17,343	17,343
Investment and Development	3,904	-	-	547	4,451
Estates	-	-	-	716	716
Operations and Neighbourhoods					-
Engineers	6,310	-	-	8,959	15,269
Environmental Services	494	-	-	41	535
Transport	-	-	362	-	362
Corporate Landlord	-	-	-	112	112
Stronger Communities	-	4	-	31	35
Children					-
Children	-	-	-	-	-
Education	15,074	-	-	-	15,074
Finance					-
Finance	-	-	-	11,300	11,300
Digital Tameside	2,095	-	-	2,512	4,607
Population Health					-
Active Tameside	1,050	-	4,760	-	5,810
Adults					-
Adults	455	-	-	150	605
Governance					-
Exchequer	-	-	-	10	10
Total	29,382	4	5,122	41,721	76,229

Appendix 3 - Service Area Detail

Growth

Vision Tameside Capital Programme									Re-profiled Budgets		
Capital Scheme	Spend in prior years £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2018/19 Actual to date £000	2018/19 Projected Outturn £000	2018/19 Projected Outturn Variation £000	Re-profiling to be approved £000	2018/19 £000	2019/20 £000	2020/21 £000
Vision Tameside	39,702	16,985	0	0	5,866	16,985	0	0	16,985	0	0
Vision Tameside Public Realm		200	3,579	0	3	200	0	0	200	3,579	0
Document Scanning		158	0	0	0	158	0	0	158	0	0
Total	39,702	17,343	3,579	0	5,869	17,343	0	0	17,343	3,579	0

Growth

Investment and Development Capital Programme									Re-profiled Budgets		
Capital Scheme	Spend in prior years £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2018/19 Actual to date £000	2018/19 Projected Outturn £000	2018/19 Projected Outturn Variation £000	Re-profiling to be approved £000	2018/19 £000	2019/20 £000	2020/21 £000
Disabled Facilities Grant		3,624	0	0	745	2,864	(760)	(760)	2,864	760	0
Godley Garden Village		259	0	0	0	259	0	0	259	0	0
Ashton Town Centre and Civic Square		200	1,317	0	0	50	(150)	(150)	50	1,467	0
Ashton Town Hall		124	0	0	22	124	0	0	124	0	0
Godley Hill Development and Access Road		110	0	0	0	100	(10)	(10)	100	10	0
St Petersfield		84	0	0	11	84	0	0	84	0	0
Longlands Mill		21	0	0	0	21	0	0	21	0	0
Ashton Old Baths	4,032	17	0	0	19	19	2	0	17	0	0
Hyde Town Centre		12	0	0	0	7	(5)	0	12	0	0
Total	4,032	4,451	1,317	0	797	3,528	(923)	(920)	3,531	2,237	0

Reprofiling Requested

Disabled Facilities Grant- Projected Variation (£0.760m)

Referrals for assistance for mandatory Disabled Facilities Grant continue to be received however there are still those people who are unable to meet the criteria but will continue to deteriorate if their need is not addressed. Given this issue, it is likely there will be a need for £0.760m slippage into the next financial year.

Ashton Town Centre and Civic Square- Projected Variation (£0.150m)

Works on this project cannot be completed until the Construction of the new Shared Service Centre is complete and the site has been demobilized. The previous projected outturn of £200k was based on the assumption we will be in a position to order materials within this financial year. However the latest construction programme for the new build and public realm programme dictate that works to complete Ashton Market Square will not commence this financial year so there will be limited spend during this financial year.

Growth

Estates Capital Programme									Re-profiled Budgets		
Capital Scheme	Spend in prior years £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2018/19 Actual to date £000	2018/19 Projected Outturn £000	2018/19 Projected Outturn Variation £000	Re-profiling to be approved £000	2018/19 £000	2019/20 £000	2020/21 £000
Opportunity Purchase Fund		500	0	0	0	500	0	0	500	0	0
Mottram Showground (OPF)		114	0	0	0	114	0	0	114	0	0
Prep of Outline Planning Applications/Review of Playing Field Provision		102	0	0	0	102	0	0	102	0	0
		716	0	0	0	716	0	0	716	0	0

Operations & Neighbourhoods

Engineers Capital Programme									Re-profiled Budgets		
Capital Scheme	Spend in prior years £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2018/19 Actual to date £000	2018/19 Projected Outturn £000	2018/19 Projected Outturn Variation £000	Re-profiling to be approved £000	2018/19 £000	2019/20 £000	2020/21 £000
Bridges & Structures		1,927	0	0	418	1,927	0	0	1,927	0	0
Principal/Nonprincipal Roads-Ashton		1,339	0	0	50	1,339	0	0	1,339	0	0
Principal/Nonprincipal Roads-Stalybridge		996	0	0	533	996	0	0	996	0	0
Principal/Nonprincipal Roads-Dukinfield		899	0	0	249	899	0	0	899	0	0
Car Parking		874	0	0	18	996	122	0	874	0	0
Principal/Nonprincipal Roads-Droylsden		866	0	0	311	866	0	0	866	0	0
Street Lighting		803	0	0	204	803	0	0	803	0	0
Principal/Nonprincipal Roads-Hyde		783	0	0	477	783	0	0	783	0	0
Principal/Nonprincipal Roads-Denton		765	0	0	240	765	0	0	765	0	0
Retaining Walls/Mottram & Hollingworth		658	0	0	644	658	0	0	658	0	0
Principal/Nonprincipal Roads-Longendale		589	0	0	239	589	0	0	589	0	0
Principal/Nonprincipal Roads-Audenshaw		555	0	0	457	555	0	0	555	0	0
Principal/Nonprincipal Roads-Mossley		493	0	0	190	493	0	0	493	0	0
Other Schemes		3,722	0	0	726	3,722	0	0	3,722	0	0
Total		15,269	0	0	4,756	15,391	122	0	15,269	0	0

Car Parking Projected Variation (£0.122m)

Significant increased construction costs for car park due to additional excavation and tree clearance requirements. This will be funded by a contribution from revenue

Operations & Neighbourhoods

Environmental Services Capital Programme									Re-profiled Budgets		
Capital Scheme	Spend in prior years £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2018/19 Actual to date £000	2018/19 Projected Outturn £000	2018/19 Projected Outturn Variation £000	Re-profiling to be approved £000	2018/19 £000	2019/20 £000	2020/21 £000
Retrofit (Basic Measures)		315	0	0	6	50	(265)	(265)	50	265	0
Infrastructure Improvements		60	0	0	12	30	(30)	(30)	30	30	0
Oxford Park Play Area		40	0	0	0	40	0	0	40	0	0
Riding Track and Footpath		30	0	0	0	30	0	0	30	0	0
Dukinfield Park Improvements		22	0	0	6	16	(6)	(6)	16	6	0
Sam Redfern Green		17	0	0	0	17	0	0	17	0	0
Minor Schemes (Under £10K)		51	0	0	32	68	17	0	51	0	
Total		535	0	0	56	251	(284)	(301)	234	301	0

Reprofiling Requested

Retrofit (Basic Measures) - Projected Variation (£0.265m) - This variation relates to domestic retrofit measures for eligible residents. The primary funding for these measures comes from the Energy Company Obligation (ECO) fund that is managed by Central Government. The irregularity of ECO funding makes it difficult to profile and predict spend from this capital pot of money.

Operations & Neighbourhoods

Transport Services Capital Programme									Re-profiled Budgets		
Capital Scheme	Spend in prior years £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2018/19 Actual to date £000	2018/19 Projected Outturn £000	2018/19 Projected Outturn Variation £000	Re-profiling to be approved £000	2018/19 £000	2019/20 £000	2020/21 £000
Procurement of 58 Fleet Vehicles		362	0	0	0	261	(101)	0	362	0	0
Total		362	0	0	0	261	(101)	0	362	0	0

Procurement of 58 Fleet Vehicles – Projected Variation (£0.101m)

The vehicles now being procured have had a change to the original specification as no one could supply what was requested. Due to the change in specification, costs are less than expected although as the tender is still out the exact cost cannot be confirmed. We are expecting delivery February 2019.

Corporate Landlord Capital Programme									Re-profiled Budgets		
Capital Scheme	Spend in prior years £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2018/19 Actual to date £000	2018/19 Projected Outturn £000	2018/19 Projected Outturn Variation £000	Re-profiling to be approved £000	2018/19 £000	2019/20 £000	2020/21 £000
Building Fabric Works		78	0	0	0	78	0	0	78	0	0
Statutory Compliance		26	0	0	67	67	41	0	26	0	0
Dukinfield Crematoria Clock Tower		8	0	0	0	0	(8)	0	8	0	0
		112	0	0	67	145	33	0	112	0	0

Operations & Neighbourhoods

Stronger Communities Capital Programme									Re-profiled Budgets		
Capital Scheme	Spend in prior years £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2018/19 Actual to date £000	2018/19 Projected Outturn £000	2018/19 Projected Outturn Variation £000	Re-profiling to be approved £000	2018/19 £000	2019/20 £000	2020/21 £000
Libraries In The 21st Century		31	0	0	1	31	0	0	31	0	0
Street Art In The Community		4	0	0	0	4	0	0	4	0	0
Total		35	0	0	1	35	0	0	35	0	0

Children

Education Capital Programme									Re-profiled Budgets		
Capital Scheme	Spend in prior years £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2018/19 Actual to date £000	2018/19 Projected Outturn £000	2018/19 Projected Outturn Variation £000	Re-profiling to be approved £000	2018/19 £000	2019/20 £000	2020/21 £000
Unallocated Funding Streams		2,941	211	211	0	804	(2,137)	(2,137)	804	2,348	211
Aldwyn Primary Additional Accommodation		2,228	0	0	0	1,000	(1,228)	(1,228)	1,000	1,228	0
Hyde Community College		1,721	0	0	0	1,000	(721)	(721)	1,000	721	0
Mossley Hollins- 4 Classroom Mobile		1,581	0	0	504	1,081	(500)	0	1,581	0	0
Alder High School- Extension		1,146	0	0	0	400	(746)	(746)	400	746	0
St Johns CE Dukinfield		791	0	0	0	0	(791)	(791)	0	791	0
St Anne's Primary School Denton- Roof Replacement		547	0	0	1	547	0	0	547	0	0
Alder High School- Classroom Alterations		531	0	0	0	531	0	0	531	0	0
Alder Buy Out Fitness		495	0	0	0	0	(495)	(495)	0	495	0
Rayner Stephens High School		475	0	0	0	5	(470)	(470)	5	470	0
Primary Capital Programme- Russell Scott		264	0	0	0	264	0	0	264	0	0
St Thomas Moore		200	0	0	0	200	0	0	200	0	0
Gorse Hall- Heat Emitters		178	0	0	0	0	(178)	(178)	0	178	0
School Condition Related Works Contingency		150	0	0	56	150	0	0	150	0	0
Minor Schemes (Under £150K)		1,826	0	0	93	1,481	(345)	(182)	1,644	182	0
Total		15,074	211	211	654	7,463	(7,611)	(6,948)	8,126	7,159	211

Children- Reprofiling/Variation Narrative

It should be noted that although current spend on many of the Education schemes is low, this is in part due to an element of works being carried out but not yet billed for by Engineers Services. However; there are some projected variances as follows:

Reprofiling Requested

- **Unallocated Funding Schemes (£2.137m)**- A number of funding streams have not yet been allocated to specific projects and are therefore unlikely to be spent in 2018/19.
- **Aldwyn Primary Additional Accommodation (£1.228m)**
- **St Johns CE Dukinfield (£0.791m)**
- **Hyde Community College (0.721m)**
- **Alder High School Extension (£0.746m)**
- **Alder Buy Out Fitness Centre (£0.495m)**
- **Rayner Stephens Community High School (£0.470m)**
- **Gorse Hall Heat Emitters (£0.178m)**
- **Stalyhill Toilets (£0.100m)**

The above schemes have all been delayed due to the liquidation and departure of Carillion and subsequent appointment of Robertson. The build on Aldwyn Primary Additional Accommodation is due to commence shortly and be completed in August 2019 in line for the September 2019 intake. The next opportunity for work to begin on the other schemes is Summer 2019. The budget for Alder Buy Out Fitness Centre needs to be slipped into 2019/20 until a solution is reached whether the council would buy out the interests in the private gym so that it could form part of the school.

Mossley Hollins- Projected Variation (£0.500)

Reduced costs are a result of the scope of the scheme being reduced as internal alterations previously planned are not being proceeded with at this stage. The project is expected to be completed by January 2019.

Finance

Finance Capital Programme									Re-profiled Budgets		
Capital Scheme	Spend in prior years £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2018/19 Actual to date £000	2018/19 Projected Outturn £000	2018/19 Projected Outturn Variation £000	Re-profiling to be approved £000	2018/19 £000	2019/20 £000	2020/21 £000
Strategic Investment in Manchester Airport		11,300	0	0	5,639	11,300	0	0	11,300	0	0
Total		11,300	0	0	5,639	11,300	0	0	11,300	0	0

Digital Tameside Capital Programme									Re-profiled Budgets		
Capital Scheme	Spend in prior years £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2018/19 Actual to date £000	2018/19 Projected Outturn £000	2018/19 Projected Outturn Variation £000	Re-profiling to be approved £000	2018/19 £000	2019/20 £000	2020/21 £000
DCMS Fibre		2,058	0	0	289	2,058	0	0	2,058	0	0
ICT- Vision Tameside	249	1,215	0	0	40	1,215	0	0	1,215	0	0
Tameside Data Centre		819	0	0	25	69	(750)	(750)	69	750	0
Tameside Digital Infrastructure		279	0	0	101	279	0	0	279	0	0
CCTV Fibre		147	0	0	31	57	(90)	(90)	57	90	0
Working Differently- IT Hardware & Software		54	0	0	14	54	0	0	54	0	0
Digital by Design		35	0	0	3	3	(32)	(32)	3	32	0
Total	249	4,607	0	0	503	3,735	(872)	(872)	3,735	872	0

Reprofiling Requested

Tameside Data Centre – (£0.750m)

This scheme is reliant on the next planned work of Ashton Old Baths which is not anticipated to be completed this financial year. Due to the delays, the data centre work cannot be commenced until the works are approved.

Population Health

Active Tameside Capital Programme									Re-profiled Budgets		
Capital Scheme	Spend in prior years £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2018/19 Actual to date £000	2018/19 Projected Outturn £000	2018/19 Projected Outturn Variation £000	Re-profiling to be approved £000	2018/19 £000	2019/20 £000	2020/21 £000
New Denton Facility		5,500	9,079	0	179	4,100	(1,400)	(1,400)	4,100	10,479	0
Extension to Hyde Leisure Pool		250	2,778	0	18	250	0	0	250	2,778	0
Wave Machine at Hyde Leisure		60	0	0	0	60	0	0	60	0	0
Total		5,810	11,857	0	197	4,410	(1,400)	(1,400)	4,410	13,257	0

Reprofiling Requested

New Denton Facility – (£1.400m)

An updated cash-flow forecast for the new Denton Facility has now been prepared based on a 12 November start date.

Adults

Adults Capital Programme									Re-profiled Budgets		
Capital Scheme	Spend in prior years £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2018/19 Actual to date £000	2018/19 Projected Outturn £000	2018/19 Projected Outturn Variation £000	Re-profiling to be approved £000	2018/19 £000	2019/20 £000	2020/21 £000
Oxford Park Development		455	0	0	0	100	(355)	(355)	100	355	0
4C Capital Grants Adults		150	0	0	0	150	0	0	150	0	0
Total		605	0	0	0	250	(355)	(355)	250	355	0

Reprofiling Requested

Oxford Park Development– (£0.355m)

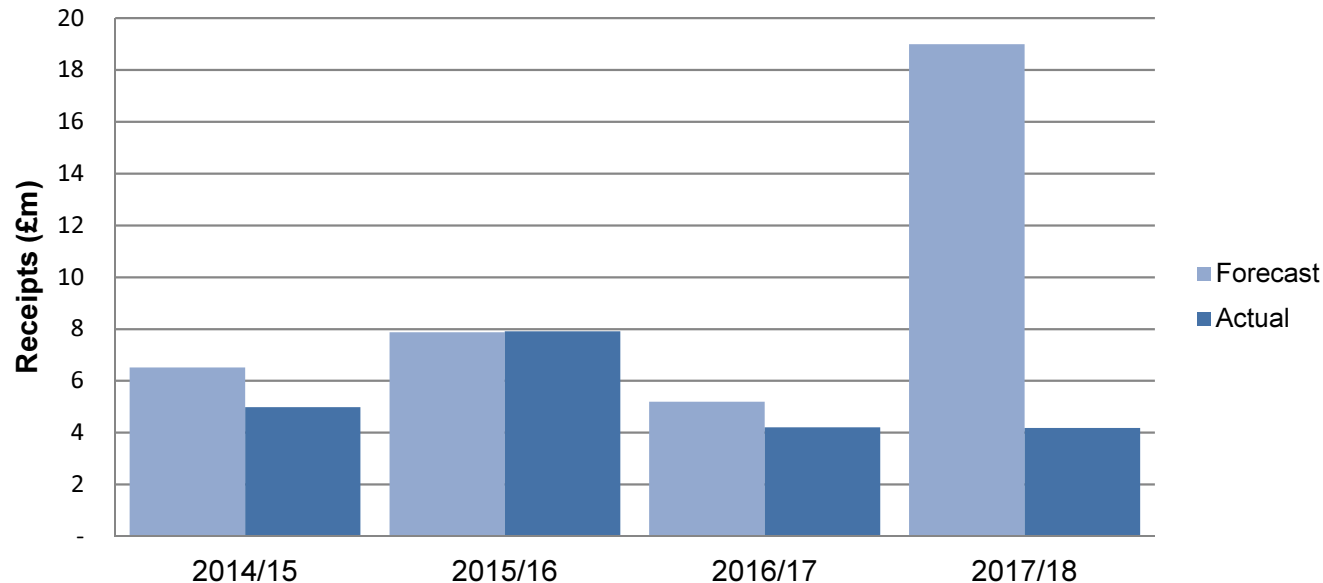
The Oxford Park scheme is now anticipated to start on 1st February 2019 and be completed by 30th September 2019. The project is currently completing the Procurement Initiation Document (PID) for STAR Procurement to procure a construction contractor. The Scope should be available mid October and this will allow procurement of a suitable contractor. Commencement of construction will be dependent on the chosen contractor's capacity.

Governance

Exchequer Capital Programme									Re-profiled Budgets		
Capital Scheme	Spend in prior years £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2018/19 Actual to date £000	2018/19 Projected Outturn £000	2018/19 Projected Outturn Variation £000	Re-profiling to be approved £000	2018/19 £000	2019/20 £000	2020/21 £000
Online Forms		10	0	0	0	10	0	0	10	0	0
Total		10	0	0	0	10	0	0	10	0	0

Appendix 4 - Receipts

Forecast and Actual Receipts from Fixed Asset Disposals



Officers are continuing with the disposal of development sites that have already been approved or agreed for development and sale, and which are mainly based around the legacy school sites following the Building Schools for the Future along with the sites identified for development by Matrix Homes. These development sites are anticipated to realise approximately £37m in capital receipts over the next 2-3 years.

A review of surplus non-operational Council assets is being undertaken to identify other sites for disposal. Sites are being assessed and information about sites to be considered for disposal will be shared with Members at the Member Development session planned for November to obtain consensus and support for proceeding with disposal of the sites. The 46 sites currently identified for disposal would be expected to generate approximately £7m in Capital receipts over a period of 2-3 years, making a total of £44m.

Receipts achieved in year to 30th September are £0.451m.

Appendix 5- Prudential Indicators

	Limit	Actual	Amount within limit
	£000s	£000s	£000s
Operational Boundary for External Debt	205,276	111,998	(93,278)
Authorised Limit for External Debt	225,276	111,998	(113,278)

- The Authorised Limit for External Debt sets the maximum level of external borrowing on a gross basis (i.e. excluding investments) for the Council.
- The operational boundary for External Debt comprises the Council's existing debt plus the most likely estimate of capital expenditure/financing for the year. It excludes any projections for cash flow movements. Unlike the authorised limit breaches of the operational boundary (due to cash flow movements) are allowed during the year as long as they are not sustained over a period of time.
- These limits include provision for borrowing in advance of the Council's requirement for future capital expenditure. This may be carried out if it is thought to be financially advantageous to the Council.

	Limit	Actual	Amount within limit
	£000s	£000s	£000s
Upper Limit for fixed	191,071	12,502	(178,569)
Upper Limit for variable	63,690	(61,505)	(125,195)

- These limits are in respect of the Council's exposure to the effects of changes in interest rates.
- The limits reflect the net amounts of fixed/variable rate debt (i.e. fixed/variable loans less fixed/variable investments). These indicators allow the Council to manage the extent to which it is exposed to changes in interest rates.

	Limit	Actual	Amount within limit
	£000s	£000s	£000s
Capital Financing Requirement	191,071	191,071	-

- The Capital Financing Requirement (CFR) measures the Council's underlining need to borrow for capital purpose, i.e. its borrowing requirement. The CFR is the amount of capital expenditure that has not yet been financed by capital receipts, capital grants or contributions from revenue.
- The CFR increases by the value of capital expenditure not immediately financed, (i.e. borrowing) and is reduced by the annual Minimum Revenue Provision for the repayment of debt.

Prudential Indicators

	Limit	Actual	Amount within limit
	£000s	£000s	£000s
Capital expenditure	135,399	18,539	(116,860)

- This is the estimate of the total capital expenditure to be incurred.

Gross borrowing and the capital financing requirement	CFR @ 31/07/18 + increase years 1,2,3	Gross borrowing	Amount within limit
	£000s	£000s	£000s
	191,071	111,998	(79,073)

- To ensure that medium term debt will only be for capital purposes, the Council will ensure that the gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement (CFR).

Maturity structure for borrowing 2018/19		
Fixed rate	Limit	Actual
Duration		
Under 12 months	0% to 15%	0.29%
12 months and within 24 months	0% to 15%	0.31%
24 months and within 5 years	0% to 30%	1.93%
5 years and within 10 years	0% to 40%	5.86%
10 years and above	50% to 100%	91.62%

- These limits set out the amount of fixed rate borrowing maturing in each period expressed as a percentage of total fixed rate borrowing. Future borrowing will normally be for periods in excess of 10 years, although if longer term interest rates become excessive, shorter term borrowing may be used. Given the low current long term interest rates, it is felt it is acceptable to have a long maturity debt profile.

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Report To:	EXECUTIVE CABINET
Date:	28 November 2018
Executive Member / Reporting Officer:	Cllr Bill Fairfoull - Deputy Executive Leader Ilys Cookson - Assistant Director Exchequer
Subject:	COUNCIL TAX DISCOUNT FOR CARE LEAVERS AGED FROM 21 AND UP TO AGE 25 YEARS OLD.
Report Summary:	A local Council Tax discount is in place for care leavers aged between 18 and 21 years old and who have a Council Tax liability. This report seeks to implement a local Council Tax discount for care leavers from aged 21 to age 25 in accordance with the Children's and Social Work Act 2017 in respect of this financially vulnerable group.
Recommendations:	<p>That the Executive Cabinet recommend to Council to amend the Council Policy to reflect the AGMA protocols to:</p> <ul style="list-style-type: none">(i) Award a Council Tax discount of up to 100% of the Council Tax due up to a care leavers 25th birthday.(ii) If the care leaver is joint and severally liable for the Council Tax that is due or becomes a member of a household where a previous exemption or disregard is in place, such as a Single Person Discount or Student Exemption, the care leaver should be ignored for the purposes of retaining the Council Tax exemption/disregard.(iii) Care leavers up to aged 25 to be included as a specific vulnerable group in the Council's discretionary financial support policies including the Welfare Provision Scheme, the Discretionary Council Tax Support Scheme and the Discretionary Housing Payment scheme.(iv) For the purposes of this report a care leaver is defined as an individual whom a Council has Corporate Parent responsibilities for. This includes a person who is currently resident in the Greater Manchester area and has been in the care of a local authority (looked after) for at least 13 weeks since the age of 14 and who was in care on their 16th birthday.(v) If approved this decision would be effective from the beginning of the 2018/19 financial year and, as such, any awards would be backdated to 1 April 2018 where appropriate.
Links to Community Strategy:	A Council Tax local discount would support care leavers, many of whom are financially vulnerable aged between 21 and 25.
Policy Implications:	In accordance with Section 13 (a) 1 of the Local Government Finance Act 1992 a local Council Tax discount may be implemented; the full cost of which is borne in full by Council Tax payers. The discount is in accordance with the Children and Social Work Act 2017 and agreement in principle to extend the discount with other Greater Manchester authorities.

**Financial Implications:
(Authorised by the Section
151 Officer)**

In 2018/19 the Council is forecasting that the total Council Tax income collectable on behalf of all preceptors will be £103.9m. After distribution of precepts and allowances for non-collection, £86.1m is assumed in the Council's revenue budget to fund services.

As set out in the report, it is difficult to estimate the likely cost of extending the Care Leavers discount to the age of 25, however data available for the current scheme indicates this cost is likely to be negligible. The current scheme for those aged 18 to 21 is expected to cost £24k in 2018/19. Extending the scheme to those age 25 is expected to cost an additional £24k (based on assumptions in paragraph 4.8), resulting a total cost of just under £50k. This equates to just 0.05% of the collectable Council Tax income for 2018/19.

**Legal Implications:
(Authorised by the Borough
Solicitor)**

Under the Local Government Finance Act 1992 and through local council tax support schemes there is flexibility to support vulnerable groups to help manage their council tax liabilities. Where local authorities choose to provide exemptions or discounts, the Department for Local Government and Communities expects this to be set out in their local offer.

It is an important part of this decision making process that Members read and consider the Equality Impact Assessment attached to this report before making their decision.

Whilst this decision relates to care leavers, which is right and proper under the Council's corporate parenting responsibilities, Members should be mindful that this flexibility extends to other vulnerable groups, and so the Council needs to ensure it has a clear rationale for all such groups to successfully withstand judicial or other challenge to its local offer.

Risk Management:

Section 6 of the report highlights the potential risks in the implementation of a local discount policy.

Access To Information:

The background papers relating to this report can be inspected by contacting the report writer Ilys Cookson, Assistant Director (Exchequer):

 Telephone: 0161 342 4056

 e-mail: ilyl.cookson@tameside.gov.uk

1. BACKGROUND

- 1.1 Corporate parenting is a statutory function whereby children and young people are looked after by local authorities rather than their own parents for a variety of reasons. The children and young people who are 'looked after' by local authorities are considered to be a vulnerable group within society.
- 1.2 Every authority should seek the same outcomes for children and young people in care as every good parent would want for their own children, however nationally outcomes for this vulnerable group are generally poor, and local authorities have a responsibility to keep looked after children safe, well, and ensure their experiences in care are positive and to also improve their life chances as much as possible.
- 1.3 Managing a budget can be very challenging for most people on low incomes and particularly vulnerable young people as they transition into adulthood and adjust to living by themselves. Research advises that care leavers show significantly lower academic achievement, are more likely to be unemployed, to have mental health needs, be homeless and be disproportionately represented in prison. Many will have suffered abuse or neglect. Whilst the Council has positive arrangements to support these young people, they tend to leave home at a younger age and have more abrupt transitions to adulthood than their peers. Unlike many of their peers who normally remain in the family home, care leavers will often be living independently at age 18.
- 1.4 A key priority is to support young people in care to move successfully into adult life and financial support and assistance is often critical in young adulthood. The 'Staying Put' scheme is already in place which enables care leavers to stay with foster carers beyond the age of 18 and up to 21 years of age. The Council Tax Support scheme ensures that foster carers supporting a young person via the Staying Put scheme will not be assessed as having a non-dependant adult living in the household which is financially beneficial for the family unit.
- 1.5 A local authority now continues to have responsibility for a care leaver up to the age of 25 years old.

2. INTRODUCTION

- 2.1 The definition of a care leaver is:-

'A person who has been in the care of the local authority (looked after) for at least 13 weeks from the age of 14 and who was in care on their 16th birthday.'

- 2.2 In late December 2016, the Department for Communities and Local Government (DCLG) published a Council Tax Information Letter referring to the July 2016 Department of Education 'Keep on Caring' cross government care leaver strategy, which focussed on embedding a culture of corporate parenting across all parts of the local authority, and across the whole of society. The strategy set out the governments ambitions for care leavers and highlighted that each Council, under the Local Government Finance Act 1992, and through Council Tax Support Schemes, should be flexible to support this vulnerable group by offering discounts or exemptions from Council Tax.
- 2.3 A 2015 report by The Children's Society (The Wolf at the Door) suggests that care leavers are a particularly vulnerable group for Council Tax debt. It found that the period when care leavers are moving into independent accommodation and managing their own budget fully for the first time is a challenging time for care leavers, and more so if they are falling behind on their Council Tax. The Children's Society report made a number of recommendations, including making care leavers eligible for Council Tax discount which would sit alongside a number of other financial support arrangements available to care leavers.

2.4 Care leavers represent 0.02% of all Council Tax payers in the Borough. In August 2017 Executive Cabinet agreed to identify care leavers under the age of 21 as a vulnerable group and that a Council Tax discount be awarded approving the following recommendations:-

- A local discount is proposed under (s 13A(1)(c) Local Government Finance Act 1992)
- A discount of up to 100% of the Council Tax that is due is awarded to care leavers who live in Tameside aged 18, 19 and 20 years, up to the date of their 21st birthday.
- The discount be awarded after all other discounts, exemptions have been awarded where eligible.
- Where there is a shared liability for the Council Tax due the discount will only be paid to cover the share that the leaver would be liable for.
- The discount will take effect from 01 September 2017 and care leavers who are liable for Council Tax after this date will be granted a discount from the date they occupy the property.
- That there is discretion to backdate entitlement to 1 April 2017.
- Where awarded the discount will remain in place until the care leaver reaches the age of 21 years old or ceases to be liable for Council Tax, whichever event occurs first.
- A Council Tax bill will be issued which will detail the discount.
- Should a discount be refused the reason for refusal will be notified to the applicant and Children's Services.
- The costs of the discount be monitored during the first year of implementation and the scheme amended as required to support a Greater Manchester approach and policy.

2.5 This report now seeks to extend the Council Tax discount for care leavers up to the age of 25 in accordance with a common Greater Manchester approach and requirements of the new Children's and Social Work Act 2017.

3. CURRENT POSITION

3.1 Since the introduction of the local Council Tax discount for care leavers costs have been monitored. A total of 30 care leavers aged between 18 and 21 years old in Tameside have benefitted from the discount totalling £24,092.15 in 2017/18 and 36 care leavers in 2018/19 at an estimated cost of £24k with all 36 of those residing in Band A properties.

3.2 The matter of awarding a local Council Tax discount to care leavers has been kept under regular review by the Greater Manchester Revenues and Benefits Forum, as Heads of Service have been keen to ensure that this vulnerable group is financially supported with regard to their Council Tax liability.

3.3 The cost of awarding the discount has been lower than anticipated, in part due to the fact that very few care leavers under the age of 21 have a Council Tax liability and the transient nature of this vulnerable group. This is also true of other GM authorities with the lowest costs awarded were in Oldham at £4.5k to 16 care leavers and the highest was Rochdale costs of £35k supporting 35 care leavers.

Table 1:

Council	Number receiving support	Amount awarded during 2017/18
Bolton	36	£6,900
Bury	Implemented from 2018	
Cheshire East	76	£44,000
Halton	20	£9,000
Manchester	39	£8,000
Oldham	16	£4,600

Rochdale	35	£35,000
Salford	50	£34,600
Stockport	17	£7,000
Tameside	30	£24,000
Warrington	41	£28,000
Wigan	51	£9,000

- 3.4 Some councils apply the discount before any Council Tax Support is assessed or other discounts are applied and some councils award other discretionary discounts which impacts on the amount of actual award of the Care Leavers discount as detailed above. However given that all relief provided is funded by the local authority there is no financial benefit in either way.
- 3.5 The costs of offering this support based on demand to date suggests that the proposal is affordable and is often balanced out by a reduction in costs in other areas such as taking recovery action, issuing letters, customer contact and summons and enforcement costs. A further consideration is that if a local discount was not awarded to this vulnerable group then many cases may result in having recovery action taken on arrears, further costs added to accounts and the involvement of Children's Services staff which is both costly and time consuming.
- 3.6 Council Tax and Council Tax Support levels and other support options will differ from authority to authority however the core principle of awarding a local Council Tax discount has been agreed by all GM local authorities.

4. RECENT DEVELOPMENTS

- 4.1 A number of further developments in terms of support have taken place since agreeing the local Council Tax discount for care leavers adopted in 2017, which are detailed as follows:-
- New legislation coming into force from 2018 where all Councils must have a documented care leavers offer including the right to request a personal assistant up to the age of 25
 - GM Local Authorities are working on an improved offer to care leavers including financial inclusion and well being
 - The GM Mayor is supporting a GM approach to care for care leavers up to the age of 25.
- 4.2 The new legislation is contained in the Children and Social Work Act 2017, Part 1, Chapter 1, (2).
- 4.3 Extending the local discount for care leavers aged from 21 and up to the age of 25 was felt to be the correct approach by GM Forum particularly in line with the forthcoming legislation and in continuing to support our young people through other financial support policies such as discretionary housing payments, welfare provision policies etc.
- 4.4 Another issue that was explored was in relation to care leavers staying within a household or joining a household after their 18th birthday and the impact that this could have on the householder's bill. In some cases this could result in the loss of a single person discount. It was agreed that this should be captured and amended so that a householder did not lose their Council Tax discount as a result of a care leaver either staying with, or joining, the household after their 18th birthday.
- 4.5 At the meeting of 15 June 2018, all AGMA Revenues and Benefits, Heads of Service agreed the following proposal for approval of a consistent reciprocal agreement and approach in light of current positions in each local authority and recent developments:

For any bills or charges relating to the 2018/19 financial year, the Council will, subject to approval:-

- Award a Council Tax discount to care leavers of up to 100% of the Council Tax that is due. This discount will apply until the care leaver reaches their 25th birthday.
- If the care leaver is joint and severally liable for the Council Tax that is due or becomes a member of a household where a previous exemption or disregard is in place, such as a Single Person Discount or Student Exemption, the care leaver should be ignored for the purposes of retaining the Council Tax exemption/disregard.
- Care leavers up to aged 25 to be included as a specific vulnerable group in the Council's discretionary financial support policies including the Welfare Provision Scheme, the Discretionary Council Tax Support Scheme and the Discretionary Housing Payment scheme.
- For the purposes of this report a care leaver is defined as an individual whom a Council has Corporate Parent responsibilities for. This includes a person who is currently resident in the Tameside area and has been in the care of a local authority (looked after) for at least 13 weeks since the age of 14 and who was in care on their 16th birthday.
- If approved this decision would be effective from the beginning of the 2018/19 financial year and, as such, any awards would be backdated to 1 April 2018 where appropriate.

4.6 Joint and severally liable for Council Tax is the term given to a couple where both parties are equally liable for the full payment of Council Tax. The proposal was submitted to Greater Manchester Association of Metropolitan Treasurers (GMAMT) for endorsement of a consistent and reciprocal agreement and policy between the Local Authorities detailed at 3.3. The proposal was considered at GMAMT on 29 June 2018 and Treasurers supported the proposal in principle and agreed to take this back to their respective councils through the formal decision making process.

4.7 It is difficult to estimate the costs of care leavers aged between 21 and 25 as this is a particularly transient adult group; however the issues of financial vulnerability remain beyond the age of 21 years old for this disadvantaged group. The total cost of a discount scheme cannot be determined precisely as the number of care leavers with a Council Tax liability at any one time cannot be predicted, nor the amount of national discounts and exemptions which may apply to care leavers residing in the Borough at any one time. Provision of a discount will result in a reduction in the level of collectable Council Tax and will be provided under Section 13(a) 1(c) of the Local Government Finance Act 1992. The Section 13(a) policy is attached at Appendix One.

4.8 An estimate of possible costs in 2019/20 of additional support for care leavers aged between 21 and 25 years old is detailed in Table 2 below based on the following assumptions:-

- The number of care leavers in receipt of a discount aged between 21 and 25 years old
- An increase in Council Tax at the same level as in April 2018 (4.99%)
- Costs will reduce where a care leaver is not single and is a couple as only 50% discount will be awarded
- Assumes all care leavers eligible for a discount aged between 21 and 25 reside in Band A properties.

Table 2:

Estimated number of single care leavers aged between 21 and 25 receiving Care Leavers Council Tax discount	Estimated costs 2019/20 £
1 care leaver	£700
If 10 care leavers claimed discount	£7k
If 15 care leavers claimed discount	£10.5k

If 30 care leavers claimed discount	£21k
If 35 care leavers claimed discount	£24.5k

4.9 While it is deemed to be good practice to consult on all proposed policies the Local Government Finance Act 1992 does not require consultation with regard to the implementation of a discretionary policy. It is widely recognised that care leavers are a particularly financially vulnerable group. The current cost of the scheme for existing care leavers aged 18 to 21 in 2018/19 is an estimated £24k which is negligible (0.02%) in relation to the estimated gross Council Tax collectable in 2018/19 of £103.9m. The Council also has a duty to support care leavers up to the age of 25 in accordance with the Children and Social Work Act 2017. It is therefore unlikely that residents would deem that this is not appropriate spend on this vulnerable group; the estimated cost of which is less than anticipated consultation costs with charge payers and other interested bodies. The proposed discount for this vulnerable group will not have any impact, either positive or negative, on other Council Tax payers.

5. EQUALITY IMPACT ASSESSMENT

5.1 An equality impact assessment has been completed in respect of liable care leavers in Tameside. The Equality Act 2010 makes certain types of discrimination unlawful on the grounds of:-

Age Gender Race Gender reassignment
Disability Maternity Sexual orientation Religion or belief
Marriage and civil partnership

5.2 Section 149 of the Equality Act 2010 places the Council and all public bodies under a duty to promote equality. All public bodies are required to have regard to the need to:-

- Eliminate unlawful discrimination.
- Promote equal opportunities between members of different equality groups.
- Foster good relations between members of different equality groups including by tackling prejudice and promoting understanding.
- Eliminate harassment on the grounds of membership of an equality group.
- Remove or minimise disadvantages suffered by members of a particular equality group.
- Take steps to meet needs of people who are members of a particular equality group.
- Encourage people who are members of an equality group to participate in public life, or in any other area where participation is low.
- This specifically includes having regard to the need to take account of disabled people's disabilities.

5.3 As a public body the Council has a number of statutory duties under equalities legislation. These are often referred to as the Public Sector Equality Duties (PSED). The PSED require the Council, through its decision making process, to give due regard to the need:-

- To eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act;
- To advance equality of opportunity between people who share a protected characteristic and those who do not;
- To foster good relations between people who share a protected characteristic and those who do not.

5.4 This involves in particular having due regard, to the need to:-

- Tackle prejudice; and
- Promote understanding

5.5 The protected characteristics are age, disability, gender re assignment, pregnancy, maternity, race, religion or belief, sex and sexual orientation. The Equality Act explains that having due regard for advancing equality involves:-

- Removing or minimising disadvantages suffered by people due to their protected characteristics
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people. Particular attention needs to be paid to the needs of disabled people in taking account of this requirement.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low

5.6 Compliance with the duties may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under the Act.

5.7 The Act therefore imposes a duty on the Council which is separate from the general duty not to discriminate. When a local authority carries out any of its functions, the local authority must have due regard to the matters within the section of the Act outlined above. The Courts have made it clear that the local authority is expected to rigorously exercise that duty.

5.8 This EIA details how the impact of the proposal has been considered on the specified equalities groups. The Tameside population is 224,119 (latest census information mid-year 2017) and currently Tameside care leavers aged between 18 and 21 years old with a Council Tax liability represents 0.01% of the population or 0.02% of all properties liable for Council Tax in Tameside (101,730 properties).

5.9 A child or young person may come into care as a result of temporary or permanent problems facing their parents, as a result of abuse or neglect, or as a result of a range of difficulties, including not having a parent to care for them. National research indicates that this group of young people is significantly disadvantaged in a range of outcomes compared to their peers.

5.10 In accordance with our equality duty, this proposal will result in more favourable treatment being applied to care leavers living in the city in order to advance equality of opportunity, with the overall aim of removing financial barriers, resulting in increased opportunities for employment, education and or training as well as increase financial well-being and inclusion. The updated Equalities Impact Assessment is detailed as **Appendix 2**.

6. RISKS

6.1 There is a risk that the costs may increase if the number of care leavers increases or care leavers move into high Council Tax banded properties, however evidence from Children's Services analysed against the Capita Council Tax system does not support this.

6.2 The total cost of a discount scheme cannot be determined precisely as the number of care leavers that may reside in Tameside at any one time cannot be predicted, and therefore the amount of national discounts and exemptions cannot be accurately determined in respect of this liable category. In addition there will be care leavers from other Councils that may reside in Tameside.

- 6.3 The award of any Council Tax discount as determined will be dependent on Children's Services advising the Council Tax Service of the address of the care leaver and this will include notification from and to other Greater Manchester authorities.

7. CONCLUSIONS

- 7.1 The local Council Tax discount policy for care leavers awarded under Section 13(a) (1) (c) of the Local Government Finance Act 1992 is currently benefitting 36 care leavers in Tameside at an estimated cost of £24k in 2018/19.
- 7.2 The costs in supporting this cohort of vulnerable residents were lower than expected and this was also the experience in other Greater Manchester local authorities. Recent developments in the change in legislation contained in the Children and Social Work Act 2017, Part 1, Chapter 1, (2) extends the support to care leavers to be provided by a local authority up to age 25. The GM Mayor is also supportive of this extension to support for care leavers.
- 7.3 The current estimated costs of the local discount up to the age of 21 are lower than expected. This particular group of young people are particularly transient and so costs of extending the discount for care leavers that are liable for Council Tax up to the age of 25 are difficult to estimate.
- 7.4 The Greater Manchester Revenues and Benefits Forum have agreed a common proposal approved by Greater Manchester Treasurers to provide a local Council Tax discount to eligible care leavers up to the age of 25 subject to formal approval.

8. RECOMMENDATIONS

- 8.1 As set out on the front of the report.

SECTION 13 (A) POLICY

Section 13a Policy of Local Government Finance Act 1992

Discretionary Payments

Section 13A of the Local Government Finance Act 1992 provides discretionary power to Local Authorities to reduce the amount of Council Tax payable. The Local Authority has the right to choose whether to use discretionary powers on a case by case basis or to specify a class of use, where several taxpayers may fall into a group due to similar circumstances. There are financial implications to awarding discretionary payments? as the Council, and ultimately the Council Tax payers, have to fund all awards made. Awards must, therefore, meet the underlying principle of offering value for money to Council Tax payers.

Discretionary Schemes in operation

There are currently 2 schemes which attract a discretionary payment and these are as follows:

- **Tameside Resettlement Scheme**
- **Care Leavers Council Tax Discount**

The Council operates the Tameside Resettlement Scheme that can be accessed where support may be provided to households facing exceptional hardship as a result of Council Tax liability on their current year's bill.

Further information regarding the Tameside Resettlement Scheme can be found at <https://www.tameside.gov.uk/support/independentliving>

A local discretionary discount was approved by the Councils Executive Cabinet in November 2018 to support Care Leavers up to the age of 25 years of age.

Corporate parenting is a statutory function whereby children and young people are looked after by local authorities rather than their own parents for a variety of reasons. The children and young people who are 'looked after' by local authorities are considered to be a vulnerable group within society. Managing a budget can be very challenging for most people on low incomes and particularly vulnerable young people as they transition into adulthood and adjust to living by themselves. A local authority continues to have responsibility for a care leaver up to the age of 25 years old.

Further information regarding the discretionary discount decision for Care Leavers can be found at [\(link to report when published\)](#).

Statement of Objectives

By the introduction of the Resettlement Scheme and the Care Leavers Discount Scheme, Tameside Council has recognised that it must be able to respond flexibly to the needs of taxpayers within the borough to support strong and sustainable local communities.

Given that the cost of any awards will be met by the Borough charge payers, any applications must meet the underlying principle of offering value for money to Council Tax payers. This will be achieved by asking for a range of information to support each application as set out in this policy.

From time to time Government may introduce a specific scheme in response to an event such as a natural disaster (e.g. flooding). Where such schemes are introduced, funding is normally fully met by Government without impact on the local Council Tax. Any such schemes that are introduced, in so far as they fall to be administered under Section 13A of The Local Government Finance Act 1992, will be administered in accordance with instructions and guidance set out by Government.

Discretionary Payment Considerations

The features of the Section 13A Scheme are that:

- it is discretionary;
- an applicant does not have a statutory right to a payment;
- the operation of the scheme is for the Council to determine;
- the Council may choose to vary the way in which funds are allocated according to community needs;
- if the applicant is dissatisfied with any decision taken on a claim that they have made they can ask for further details on the decision and request a review of the decision, as detailed in this policy.

Where a scheme relates to a Government Scheme, the features of that scheme will be as defined by Government or, where local discretion is allowed, as defined by the Council for that specific purpose.

After considering the schemes in operation applications for relief should be submitted to the Council Tax Team under the title of Discretionary Discount Application. Each application shall include the following information:

- The level of discount being requested (i.e. is this for the full year's council tax or part of it);
- The reason for the request
- Period of time the discount is wanted for
- Steps that have been taken to meet or mitigate the council tax liability
- Individual needs and circumstances

There are no pre-set criteria for the award of a discretionary discount. Each application will be considered on its individual merits against the Tameside Resettlement Scheme and the Care Leavers Local Discount scheme and in relation to the conditions set out above.

In deciding whether to make an award we will have regard to the applicant's circumstances. In order to do this each applicant must supply reasonable supporting evidence to substantiate the answers that they give to the questions above. This may include, but is not limited to:

- income & expenditure statements;
- any sources of credit such as cash cards, credit cards, store cards, cheque cards, cheque accounts, overdraft facilities, loan arrangements;
- any help which is likely to be available to the applicant from other sources;
- any other documentation available to support the application

The Council will decide how much to award based on all of the applicant's circumstances and in relation to the schemes in operation at set out in this policy. Decisions on eligibility for an award will be made by Exchequer Services.

Where a scheme relates to a Government Scheme, the award of any discount will be as set out by Government or, where local discretion is allowed, as defined by the Council for that specific instance.

Any award granted will be made by crediting the award value to the council tax account to which it applies.

Decision Notice

The Council will notify the applicant in writing of the outcome of their request. Where the request for a discretionary discount award is unsuccessful, or not met in full, the Council will explain the reasons why the decision was made.

All awards are administered under the Local Government Finance Act 1992. Any award is discretionary and the applicant may submit a written request for an explanation or review of a discretionary discount refusal which must be submitted within one calendar month of the date of notification of the decision.

A written explanation of the decision or review if requested will be provided by the Council within one calendar month of the request by the applicant. Where the Council decides that the original decision should not be revised, written reasons will be provided to the applicant.

If the applicant remains dissatisfied with the outcome of their claim, an appeal may be made to the independent Valuation Tribunal. Further details on this process will be notified with the outcome of any review or appeal mentioned above.

Overpayments and Fraud

If the Council becomes aware that the information contained in an application for a Section 13A Discount award was incorrect or that relevant information was not declared, either intentionally or otherwise, the Council will seek to recover the value of any award made as a result of that application. The award will be removed from the relevant council tax account and any resulting balance will be subject to the normal methods of collection and recovery applicable to such accounts and which may incur additional costs.

The Council is committed to the fight against fraud in all its forms. Any applicant who tries to fraudulently claim a Section 13A discount may have committed an offence under the Fraud Act 2006. If the Council suspects that fraud may have occurred, the matter will be investigated as appropriate and this could lead to criminal proceedings.

APPENDIX 2

EQUALITY IMPACT ASSESSMENT

Subject / Title	Council Tax Discount for Care Leavers
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Service Unit	Service Area	Directorate
Revenues	Exchequer	Governance, Resources and Pensions

Start Date	Completion Date
June 2017	August 2017 Updated August 2018

Lead Officer	Ilys Cookson
Service Unit Manager	Karen Milner
Assistant Executive Director	Ilys Cookson

EIA Group (lead contact first)	Job title	Service
Ilys Cookson	Assistant Executive Director	Exchequer
Karen Milner	Operational Lead	Exchequer

PART 1 – INITIAL SCREENING

An Equality Impact Assessment (EIA) is required for all Key Decisions that involve changes to service delivery. All other changes, whether a Key Decision or not, require consideration for the necessity of an EIA.

The Initial Screening is a quick and easy process which aims to identify:

- those projects, policies, and proposals which require a full EIA by looking at the potential impact on any of the equality groups*
- prioritise if and when a full EIA should be completed*
- explain and record the reasons why it is deemed a full EIA is not required*

A full EIA should always be undertaken if the project, policy or proposal is likely to have an impact upon people with a protected characteristic. This should be undertaken irrespective of whether the impact is major or minor, or on a large or small group of people. If the initial screening concludes a full EIA is not required, please fully explain the reasons for this at 1e and ensure this form is signed off by the relevant Service Unit Manager and Assistant Executive Director.

1a.	What is the project, policy or proposal?	To introduce a local council tax discount for care leavers aged between 18 and 21 years old and with a council tax liability. Update August 2018: To introduce a local council tax discount for care leavers aged between 18 and 25 years old and with a council tax liability.
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<p>1b.</p> <p>What are the main aims of the project, policy or proposal?</p>	<p>A local authority has responsibility for a child in care up to the age of 21, and has further responsibilities up to the age of 25 where the care leaver is in full time education. A key priority is to support young people in care to move successfully into adult life and financial support and assistance is often critical in young adulthood.</p> <p>In late December 2016, the Department for Communities and Local Government published a Council Tax Information Letter referring to the July 2016 Department of Education 'Keep on Caring' cross government care leaver strategy.</p> <p>The strategy set out the Governments ambitions for care leavers and highlighted that each Council, under the Local Government Finance Act 1992, and through Council Tax Support Schemes, should be flexible to support this vulnerable group by offering discounts or exemptions from Council Tax. Consideration is being given to awarding a Council Tax discount to care leavers to alleviate some of the financial burden for this vulnerable group when transitioning into adulthood. The costs of the discount be monitored during the first year of implementation and the scheme amended as required to support a Greater Manchester approach and policy.</p> <p>The proposals are as follows:</p> <ul style="list-style-type: none"> • Create a local discount scheme under Section 13 (a) (1) (c) of the Local Government Finance Act for care leavers. • Grant a discount of up to 100% of the Council Tax that is due to care leavers residing in Tameside and aged 18, 19 and 20 up to the date of the 21st birthday in line with statutory responsibility and other GM Authorities. • The discount will be awarded after all other discounts and exemptions have been awarded • Grant a discount for any period that the care leavers reside in Tameside up to the age of 21. • Grant 50% of a discount if the care leaver resides with another adult who is not a care leaver. • The discount will take effect from 01 September 2017 with discretion to backdate to 01 April 2017. • Where awarded the discount will remain in place until the care leavers reaches 21 or ceases to be liable for Council Tax. <p>Update August 2018:</p> <ul style="list-style-type: none"> • Award a Council Tax discount of up to 100% of the Council Tax due up to a care leaver 25th birthday.
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1c. Will the project, policy or proposal have either a direct or indirect impact on any groups of people with protected equality characteristics?
Where a direct or indirect impact will occur as a result of the policy, project or proposal, please explain why and how that group of people will be affected.

Protected Characteristic	Direct Impact	Indirect Impact	Little / No Impact	Explanation
Age	Y Y			The decision will directly affect the age group 16 – 21 years of age. Update August 2018: The decision will directly affect the age group 16 – 2 years of age.
Disability		Y		Some of the people affected may have a disability
Ethnicity		Y		Care Leavers come from a range of ethnic backgrounds
Sex / Gender		Y		Care Leavers are not gender specific
Religion or Belief			Y	
Sexual Orientation			Y	
Gender Reassignment			Y	
Pregnancy & Maternity			Y	
Marriage & Civil Partnership	Y			The decision will directly impact a Care Leaver who is part of a couple

Are there any other groups who you feel may be impacted, directly or indirectly, by this project, policy or proposal? (e.g. carers, vulnerable residents, isolated residents)

Group (please state)	Direct Impact	Indirect Impact	Little / No Impact	Explanation
			X	Care leavers with a Council Tax liability represent an estimated 0.02% of all Council tax charge payers.

Wherever a direct or indirect impact has been identified you should consider undertaking a full EIA or be able to adequately explain your reasoning for not doing so. Where little / no impact is anticipated, this can be explored in more detail when undertaking a full EIA.

1d.	Does the project, policy or proposal require a full EIA?	Yes	No
			X

1e.	What are your reasons for the decision made at 1d?	<p>The people affected by the scheme are vulnerable young adults. The local authority has responsibility for a child in care up to the age of 21, and has further responsibilities up to the age of 25 where the care leaver is in full time education.</p> <p>Update August 2018: Under Children and Social Work Act 2017 LA's have responsibility up to a care leavers 25th birthday.</p> <p>The scheme will be beneficial to those who are entitled to receive the discount which is estimated as being 29 Tameside care leavers under 21 with a Council Tax liability as at April 2017 (0.02% of all Tameside charge payers) and a further 15 care leavers residing in Tameside from other authorities.</p>
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If a full EIA is required please progress to Part 2.

PART 2 – FULL EQUALITY IMPACT ASSESSMENT

2a. Summary
<p>A local authority has responsibility for a child in care up to the age of 21, and has further responsibilities up to the age of 25 where the care leaver is in full time education. Update August 2018: Under Children and Social Work Act 2017 LA's have responsibility up to a care leavers 25th birthday.</p> <p>The definition of a care leaver is: 'A person who has been in the care of the local authority (looked after) for at least 13 weeks from the age of 14 and who was in care on their 16th birthday'.</p> <p>A key priority is to support young people in care to move successfully into adult life and financial support and assistance is often critical in young adulthood.</p> <p>In late December 2016, the Department for Communities and Local Government published a Council Tax Information Letter referring to the July 2016 Department of Education 'Keep on Caring' cross government care leaver strategy.</p> <p>The strategy set out the Governments ambitions for care leavers and highlighted that each Council, under the Local Government Finance Act 1992, and through Council Tax Support Schemes, should be flexible to support this vulnerable group by offering discounts or exemptions from Council Tax.</p> <p>Update August 2018: Under Children and Social Work Act 2017 LA's have responsibility up to a care leavers 25th birthday.</p>

2b. Issues to Consider
<p>Section 149 of the Equality Act 2010 places the Council and all public bodies under a duty to promote equality. All public bodies are required to have regard to the need to:</p> <ul style="list-style-type: none"> • Eliminate unlawful discrimination. • Promote equal opportunities between members of different equality groups. • Foster good relations between members of different equality groups including by tackling

prejudice and promoting understanding.

The Council has also taken into consideration Section 13A (1) of the Local Government Finance Act 1992 states that:

'Where a person is liable to pay Council Tax in respect of any chargeable dwelling and any day, the billing authority for the area in which the dwelling is situated may reduce the amount which he is liable to pay as respects the dwelling and the day to such extent as it thinks fit.'

Financial considerations.

The discount has been designed to provide extra support for vulnerable people who have left care and require financial support to move successfully into adult life.

The number of care leavers known to be liable for Council Tax up to the age of 21 years is 36, of which 7 have a Council Tax exemption and 29 have a liability to pay some Council Tax. A further 4 care leavers aged 21 years are known to be liable for Council Tax.

It is estimated that the proposed discount will have the following financial costs: The potential cost for 2017 / 2018 for Tameside Care Leavers would be £15,157.65 (based on Tameside Care Leavers who have a current liability for Council Tax in Tameside). With an additional 15 care leavers known to live in Tameside as at May 2017 the estimated cost of the discount in 2017/18 is £30k including reciprocal arrangements to offer the discount where there is a Council Tax liability for care leavers residing in Tameside from other GM areas. **Update August 2018:** It is difficult to predict future costs as it is not known how many care leavers may require LA support up to the age of 25 as this is a transient group. The known costs of the scheme for care leavers aged 18 to 21 for 2017/18 is £24k.

2c. Impact

Analysis of Tameside care leavers as at April 2017

Care Leavers	Age 18 - 21
Total Liable for Council Tax	29
Liable with a Student exemption	4
Liable with a Severely Mentally Impaired exemption	3
Total Liable for Council Tax	36
Not liable for CTAX (e.g. Social Services property)	9
Non dependants and not liable	43
Not resident in Tameside	26
Not resident in Tameside - HMP	4
Not liable for Council Tax	82

No trace on Capita system		14
Total		132

A total of 29 care leavers under the age of 21 years old had a Council Tax liability and all of those liable to pay Council Tax currently reside in a Band A property with the exception of one residing in a Band B property. Of those liable to pay 2 had a partner, 20 were in receipt of a Single Person Discount, 4 were in receipt of a student exemption and 3 in receipt of a severely mentally impaired exemption. A total of 15 of those that had a Council Tax liability were in receipt of Council Tax Support.

Update August 2018: There are currently 36 young people in receipt of a care leavers discount at an estimated cost of 24k.

TAMESIDE POPULATION

The population of Tameside is estimated at 219,324 in the March 2011 Census (Office for National Statistics). There are an estimated 101,730 properties in Tameside. The population of Tameside is estimated at 221,692 based on the 2015 mid-year population. The gender split of Tameside's overall population is 49.1% male and 50.9% female.

The March 2011 Census (Office for National Statistics) provides the following information:

Age

- Population – aged 16 years and over – 176,616 81%
- Population – aged 16 to 64 years – 142,415 65%
- Population – aged 16 to 24 years - 24,946 11%

The age profile of a Care Leaver for the purpose of this report is up to the age of 21 years and up to the age of 25 years where the care leaver is in full time education.

Gender

- Population – Male / Female – 107,650 49% / 111,674 51%
- Care Leavers up to the age of 21 years and liable for Council Tax – Male / Female – 56% / 44%

The gender profile of the Care Leavers has a greater proportion of males compared to the Tameside population.

Disability

- Population aged 16 to 64 – Day to day activities limited / Not limited – 23,941 16.8% / 118,474 83.2%
- Care leavers up to the age of 21 years exempt from Council Tax liability due to being Severely Mentally Impaired – 3

Ethnicity/ Religion & belief / sexual orientation / gender re-assignment / pregnancy & maternity / marriage & civil partnership

Specific data is not available on those protected characteristics for the Care Leavers client base.

Single People / Couples

- Households 94,953
- Single person households aged under 65 – 18,899 19.9%
- Couples – 40,138 42.3%

- Student Households – 10
- Care Leavers up to the age of 21 years and liable for Council Tax (prior to exemptions applied) – 36
- Care Leavers up to the age of 21 years and liable for Council Tax (prior to exemptions applied)
Single person households – 30 83.3%
- Care Leavers up to the age of 21 years and liable for Council Tax (prior to exemptions applied)
Couples – 2 5.6%
- Care Leavers up to the age of 21 years and liable for Council Tax (prior to exemptions applied)
Student Households – 4 11%

Other considerations

- *Economic vulnerability* – 52% of the care leavers up to the age of 21 years who have a liability for Council Tax receive the maximum amount of Council Tax Support.

UPDATE AUGUST 2018:

The population of Tameside is estimated at 224,119 in mid-2017 Census (Office for National Statistics). There are an estimated 101,730 properties in Tameside. The gender split of Tameside's overall population is 49.1% male and 50.9% female.

The midyear estimate Census (Office for National Statistics) provides the following information:

Age

- Population – aged 15* years and over – 181,856 81%
- Population – aged 15 to 64 years – 142,445 63.5%
- Population – aged 15 to 24 years - 24,797 11%

*Census provides midyear estimate from age 15.

The age profile of a Care Leaver for the purpose of this report is up to the age of 25 years old/

Gender

- Population – Male / Female – 49.0% / 51%
- The gender profile of the Care Leavers has a greater proportion of males compared to the Tameside population.

Disability

Specific data is not available for the Care Leavers client base

Ethnicity/ Religion & belief / sexual orientation / gender re-assignment / pregnancy & maternity / marriage & civil partnership

Specific data is not available on those protected characteristics for the Care Leavers client base.

Single People / Couples

- Households 94,953
- Single person households aged under 65 – 18,899 19.9%
- Couples – 40,138 42.3%
- Student Households – 10
- Care Leavers up to the age of 21 years and liable for Council Tax (prior to exemptions applied) – 36
- Care Leavers up to the age of 21 years and liable for Council Tax (prior to exemptions applied)
Single person households – 30 83.3%

- Care Leavers up to the age of 21 years and liable for Council Tax (prior to exemptions applied)
Couples – 2 5.6%
- Care Leavers up to the age of 21 years and liable for Council Tax (prior to exemptions applied)
Student Households – 4 11%

Other considerations

- *Economic vulnerability* – 52% of the care leavers up to the age of 21 years who have a liability for Council Tax receive the maximum amount of Council Tax Support.

UPDATE AUGUST 2018 * taken from Capita system August 2018

- Care Leavers up to the age of 21 years and liable for Council Tax (prior to exemptions applied) – 36
- Care Leavers up to the age of 21 years and liable for Council Tax (prior to exemptions applied)
Single person households – 31
- Care Leavers up to the age of 21 years and liable for Council Tax (prior to exemptions applied)
Couples – 3
- Care Leavers up to the age of 21 years and liable for Council Tax (prior to exemptions applied)
Student Households – 0
- Care Leavers up to the age of 21 and liable for Council Tax (prior to exemptions applied)
Severely Mentally Impaired - 2

IMPACT ON CLIENT BASE – PROPOSALS FOR COUNCIL TAX DISCOUNT

36 Tameside care leavers currently qualify for Council Tax Support in 2018/19.

The Council has a hardship fund to support people suffering severe financial hardship as a result of the changes to the Council Tax Support Scheme which impacts on the liability to pay Council Tax.

2d. Mitigations (*Where you have identified an impact, what can be done to reduce or mitigate the impact?*)

<i>Impact 1 (Describe)</i>	<i>Consider options as to what we can do to reduce the impact</i>
<i>Impact 2 (Describe)</i>	<i>Consider options as to what we can do to reduce the impact</i>
<i>Impact 3 (Describe)</i>	<i>Consider options as to what we can do to reduce the impact</i>
<i>Impact 4 (Describe)</i>	<i>Consider options as to what we can do to reduce the impact</i>

2e. Evidence Sources

- Section 13A (1) of the Local Government Finance Act 1992
- March 2011 Census (Office for National Statistics)
- National Population Projections 2016
- Mid-year 2017 census data

2f. Monitoring progress		
Issue / Action	Lead officer	Timescale
<ul style="list-style-type: none"> • <i>Ensure that changes to the Council Tax Discount are communicated appropriately and in a timely manner.</i> • <i>Monitoring (by protected characteristic group where appropriate) those presenting to the Council with concerns over Council Tax Liability, eligibility for the Council Tax Care Leavers Discount Support, other Discount and Exemptions, Council Tax Support and access to help / advice.</i> 	<i>Ilys Cookson</i>	<i>When appropriate</i> <i>On-going</i>

Signature of Service Unit Manager	Date
Signature of Assistant Executive Director	Date
I. Cookson	August 2017
I Cookson	August 2018

Report to:	EXECUTIVE CABINET
Date:	28 November 2018
Executive Member / Reporting Officer:	Councillor Bill Fairfoull – Deputy Executive Leader Tracy Brennand - Assistant Director People and Workforce Development
Subject:	LOCAL GOVERNMENT PENSION SCHEME EMPLOYER DISCRETIONS
Report Summary:	<p>The report outlines the required employer discretions under the Local Government Pension Regulations. It states each policy decision, and where appropriate identifies under what circumstances any exceptions would be considered and by who.</p> <p>All employer discretions have been determined to ensure financial sustainability whilst supporting individuals accessing their pension benefits</p>
Recommendations:	<ol style="list-style-type: none">1 That the Pension Scheme Policy Statement as outlined in Appendix 1, which sets out the required employer discretions under the Local Government Pension Regulations, be approved.2 That the Pension Scheme Policy Statement as outlined in Appendix 2, which sets out the non-mandatory employer discretions under the Local Government Pension Regulations, be approved.3 That Cabinet agree to review the policy statement in line with a proforma, to be produced by the Fund for the next Valuation and thereafter on a three yearly basis in accordance with the pension schemes valuation cycle, to ensure financial and operational viability.
Policy Implications:	In line with Policy and legal framework.
Financial Implications: (Authorised by the Section 151 Officer)	<p>Employer discretions provide flexibility within the pension regulations for employers to determine how individuals can access their benefits. This flexibility can facilitate organisational needs however the exercising of these discretions, affording extra benefits to scheme members, will incur additional costs to the Council.</p> <p>All employer discretions have been determined to ensure financial sustainability whilst supporting individuals accessing their pension benefits.</p>
Legal Implications: (Authorised by the Borough Solicitor)	<p>Local Government Pension Scheme (LGPS) is a statutory pension scheme and its rules are laid down under Acts of Parliament. The 1997 Regulations provided less central control of pension arrangements, increased the scope of local decision-making and offered improved flexibility in pension provision. This gave employers more scope to manage pension scheme benefits. These are known as discretions. The subsequent LGPS regulations, including the latest LGPS 2014 rules require employers to formulate, publish and keep under review a policy</p>

statement in relation to the exercise of a number of discretions under the LGPS. This policy statements shows the basis on which the employer makes its decisions on the various discretions.

Risk Management:

Compliance with the regulations will ensure the Council is acting in accordance with the pension regulations and reduce the risk of challenge from active and deferred scheme members, ensuring consistent and fair systems for the release of pension benefits

Access to Information:

The background papers relating to this report can be inspected by contacting Alison Williams, Head of Organisation and Workforce Development



Telephone:0161 342 2097



e-mail: alison.williams@tameside.gov.uk

1. INTRODUCTION

- 1.1 Local Government Pension Scheme (LGPS) is a statutory pension scheme and its rules are laid down under Acts of Parliament. The 1997 Regulations provided less central control of pension arrangements, increased the scope of local decision-making and offered improved flexibility in pension provision. This gave employers more scope to manage pension scheme benefits. These are known as discretions.
- 1.2 Subsequent LGPS regulations, including the latest LGPS 2014 rules, require employers to formulate, publish and keep under review a policy statement in relation to the exercise of a number of discretions under the LGPS. The policy statement should show the basis on which the employer would make its decisions on the various discretions.

2. EXERCISE OF DISCRETIONARY POWERS

- 2.1 It is important that any discretionary power is exercised correctly. In formulating and reviewing its policy, an employer is required by the Regulations to:-
 - have regard to the extent to which the exercise of its discretionary powers, unless properly limited, could lead to a serious loss of confidence in the public service (Regulation 60(5) of the LGPS Regulations 2013)
 - to be aware of discrimination, i.e. age related, and to be aware of the local demographics as an employer, and
 - be satisfied that the policy is workable, affordable and reasonable having regard to foreseeable costs. It is recommend that polices are reviewed every 3 years, i.e. in line with the triennial valuation.
- 2.2 Discretionary powers must also:-
 - not be used for an ulterior motive and be exercised reasonably
 - be used taking account of all relevant factors
 - only be used when there is a real and substantial future benefit to the employer in return for incurring the extra costs, and
 - be duly recorded when used.

3. LOCAL GOVERNMENT PENSION SCHEME DISCRETIONARY AREAS – POLICY STATEMENT

- 3.1 A copy of the Pension Scheme Policy Statement is attached as **Appendix 1**. The policy statement document covers the Council's approach to its discretion in the following areas under the LGPS 2014 scheme:-
 - Whether to grant extra annual pension
 - Whether to share the cost of purchasing additional pension (SCAPC)
 - Whether to permit flexible retirement
 - Whether to 'switch on' the 85 year rule (always excludes flexible retirement) upon the voluntary early payment of deferred benefits
 - Whether to waive upon the voluntary early payment of benefits, any actuarial reduction on compassionate grounds or otherwise (excluding flexible retirement)
- 3.2 In relation to pension discretions, the relevant legislation is that which is in force at the time the employee leaves the pension scheme. The Council will, therefore, need to be mindful of

the discretions applicable at the time and apply these accordingly. In this respect the policy statement includes discretions under the 2008, 1997 and 1995 regulations.

- 3.3 There are a number of non-mandatory discretions which the Council may exercise under the LGPS regulations which the Council is not required to publish. A copy of the Council's Pension Scheme Policy Statement in respect of the non-mandatory discretions is attached as **Appendix 2**.

4. REVIEW OF THE POLICY STATEMENT

- 4.1 As an employer, the Council is required to formulate, publish and keep under review a policy statement on how they will apply their discretionary powers in relation to certain provisions of the LGPS.
- 4.2 It is recommended that this policy statement and associated impacted policies will be reviewed on a three yearly basis, or sooner if there is a change in legislation that would affect its operation or business needs require it.

5. RECOMMENDATIONS

- 5.1 The recommendations are set out at the front of the report.

TAMESIDE MBC

EMPLOYER DISCRETIONS (LGPS) STATEMENT OF POLICY

This policy statement will comply with the regulations relating to the Local Government Pension Scheme (LGPS) that came into effect from 1 April 2014 and the options for Early Retirement.

It defines the employer's discretions in the regulations and clarifies the Council's approach to different retirement options.

This policy statement applies to all members of staff who are eligible to be members of the Local Government Pension Scheme, as defined in the regulations.

The policy reflects changes following the introduction of the new Career Average Revalued Earnings Pension Scheme (CARE). This policy does not confer contractual rights and the Council retains the right to review and amend it at any time. The terms of this Policy Statement reflect the Regulations at the time of writing. The statement will be updated in the event of future changes.

Discretions from 01.04.2014 in relation to post 31.03.2014 active members (excluding councillor members) and post 31.03.2014 leavers (excluding councillor members), being discretions under:

- the Local Government Pension Scheme Regulations 2013 [prefix R]
- the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 [prefix TP]
- the Local Government Pension Scheme (Administration) Regulations 2008 [prefix A]
- the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 (as amended) [prefix B]
- the Local Government Pension Scheme (Transitional Provisions) Regulations 2008 [prefix T]
- the Local Government Pension Scheme Regulations 1997 (as amended) [prefix L]

Discretions from 01.04.2014 in relation to post 31.03.2014 active members (excluding councillor members) and post 31.03.2014 leavers (excluding councillor members)			
Discretion	Regulation	Exercised	Employer Policy Decision
Whether, how much, and in what circumstances to contribute to a shared cost APC scheme.	R16(2)(e)* & R16(4)(d)*	Employer	The Council will not exercise this discretion.

APPENDIX 1

<p>Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement)</p>	<p>R30(6)* & TP11(2)</p>	<p>Employer</p>	<p>The Council will consider applications for Flexible Retirement on a case by case basis, giving due regard to the needs of the business and the financial implications to the Council. There will need to be a demonstrable benefit to the Council to take full account of any extra cost.</p> <p>Requests will only be considered if the employee is over the age of 55 and is making a permanent reduction in hours by at least 40%.</p> <p>Approval of applications will provide release of all pension benefits accrued up to the date of retirement.</p>
<p>Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement.</p>	<p>R30(8)*</p>	<p>Employer (or Admin. Authority where Employer has become defunct)</p>	<p>The Council will not exercise this discretion.</p>
<p>Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age other than on the grounds of flexible retirement (where the member only has post 31/3/14 membership)</p>	<p>R30(8)*</p>	<p>Employer (or Admin. Authority where Employer has become defunct)</p>	<p>The Council will not exercise this discretion, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.</p>
<p>Whether to “switch on” the 85 year rule for a member voluntarily drawing benefits on or after age 55 and before age 60 (other than on the grounds of flexible retirement).</p>	<p>TPSch 2, para 1(2) & 1(1)(c) *</p>	<p>Employer (or Admin. Authority where Employer has become defunct)</p>	<p>The Council will not exercise this discretion, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.</p>

APPENDIX 1

<p>Whether to waive any actuarial reduction for a member voluntarily drawing benefits before normal pension age other than on the grounds of flexible retirement (where the member has both pre 1/4/14 and post 31/3/14 membership)</p> <ul style="list-style-type: none"> a) on compassionate grounds (pre 1/4/14 membership) and in whole or in part on any grounds (post 31/3/14 membership) if the member was not in the Scheme before 1/10/06, b) on compassionate grounds (pre 1/4/14 membership) and in whole or in part on any grounds (post 31/3/14 membership) if the member was in the Scheme before 1/10/06, will not be 60 by 31/3/16 and will not attain 60 between 1/4/16 and 31/3/20 c) on compassionate grounds (pre 1/4/16 membership) and in whole or in part on any grounds (post 31/3/16 membership) if the member was in the Scheme before 1/10/06 and will be 60 by 31/3/16 d) on compassionate grounds (pre 1/4/20 membership) and in whole or in part on any grounds (post 31/3/20 membership) if the member was in the Scheme before 1/10/06, will not be 60 by 31/3/16 and will attain 60 between 1/4/16 and 31/3/20 	<p>TP3(1), TP Sch 2, para 2(1), B30(5) and B30A(5)*</p>	<p>Employer (or Admin. Authority where Employer has become defunct)</p>	<p>The Council will not exercise this discretion, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.</p>
<p>Whether to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £6,500 p.a. on 1 April 2014 - this figure is inflation proofed annually).</p>	<p>R31*</p>	<p>Employer</p>	<p>The Council will not exercise this discretion.</p>

APPENDIX 1

Discretions in relation to scheme members (excluding councillor members) who ceased active membership on or after 01.04.2008 and before 01.04.2014, being discretions under:

- the Local Government Pension Scheme (Administration) Regulations 2008 [prefix A]
- the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 (as amended) [prefix B]
- the Local Government Pension Scheme (Transitional Provisions) regulations 2008 [prefix T]
- the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 [prefix TP]
- the Local Government Pension Scheme Regulations 2013 [prefix R]
- the Local Government Pension Scheme Regulations 1997 (as amended) [prefix L]

Discretions in relation to scheme members (excluding councillor members) who ceased active membership on or after 01.04.08. and before 01.04.2014			
Discretion	Regulation	Exercised by	Employer Policy Decision
Whether to “switch on” the 85 year rule for a member voluntarily drawing benefits on or after age 55 and before age 60.	TPSch 2, para 1(2) & 1(1)(c)	Employer (or Admin. Authority where Employer has become defunct)	The Council will not exercise this discretion.
Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early under B30 (member).	B30(5), TPSch 2, para 2(1) *	Employer (or Admin. Authority where Employer has become defunct)	The Council will not exercise this discretion.
Whether to “switch on” the 85 year rule for a pensioner member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60.	TPSch 2, para 1(2) & 1(1)(c)	Employer (or Admin. Authority where Employer has become defunct)	The Council will not exercise this discretion.
Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early under B30A (pensioner member with deferred benefits).	B30A(5), TPSch 2, para 2(1)*	Employer (or Admin. Authority where Employer has become defunct)	The Council will not exercise this discretion.

APPENDIX 1

Discretions under the Local Government Pension Scheme Regulations 1997 (as amended) in relation to:

- a) active councillor members, and
- b) councillor members who ceased active membership on or after 01.04.1998, and
- c) any other scheme members who ceased active membership on or after 01.04.1998 and before 01.04.2008.

Discretions under the Local Government Pension Scheme Regulations 1997 (as amended)			
Discretion	Regulation	Exercised by	Employer Policy Decision
Grant application for early payment of deferred benefits on or after age 50 and before age 55. See note below.	31(2)*	Employer	Such applications will only be considered where there is no direct cost to the Council.
Whether to "switch on" the 85 year rule for a member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60.	TPSch 2, para 1(2) & 1(1)(f) and R60	Employer (or Admin. Authority where Employer has become defunct)	The Council will not exercise this discretion.
Waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early.	31(5)* & TPSch 2, para 2(1)	Employer (or Admin. Authority where Employer has become defunct)	The Council will not exercise this discretion.
Optants out only to get benefits paid from NRD if employer agrees.	31(7A)*	Employer	The Council will not exercise this discretion.

*These are matters about which the regulations require there must be a written policy.

Note: benefits paid on or after age 50 and before age 55 are subject to an unauthorised payments charge and, where applicable, an unauthorised payments surcharge under the Finance Act 2006. Also, any part of the benefits which had accrued after 5 April 2006 would generate a scheme sanction charge.

APPENDIX 1

- The Local Government Pension Scheme (Transitional Provisions) Regulations 1997 [SI 1997/1613] [prefix TL]
- The Local Government Pension Scheme Regulations 1997 {SI 1997/1612] (as amended) [prefix L]
- The Local Government Pension Scheme (Administration) Regulations 2008 [SI 2008/239] [prefix A]
- LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 [SI 2014/525] [TP]
- The Local Government Pension Scheme Regulations 2013 [SI 2013/2356] [prefix R]

Discretions under the Local Government Pension Scheme Regulations 1995 (as amended) for scheme members who ceased active membership before 1 April 1998			
Discretion	Regulation	Exercised by	Employer Policy Decision
<p>Grant application for early payment of deferred benefits on or after age 50 on compassionate grounds.</p> <p>Although the common provisions of the 1997 Transitional provisions regulations do not specify regulation D11(2)(c), there intention was that it should apply to this regulation.</p>	<p>TL4 & L106(1) & D11(2)(c)</p>	<p>Employer</p>	<p>The Council will not exercise this discretion, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.</p>

TAMESIDE MBC

EMPLOYER DISCRETIONS (LGPS) STATEMENT OF POLICY NON-MANDATORY DISCRETIONS

This policy statement will comply with the regulations relating to the Local Government Pension Scheme (LGPS) that came into effect from 1 April 2014 and the options for Early Retirement.

It defines the employer's discretions in the regulations and clarifies the Council's approach to different retirement options.

This policy statement applies to all members of staff who are eligible to be members of the Local Government Pension Scheme, as defined in the regulations.

The policy reflects changes following the introduction of the new Career Average Revalued Earnings Pension Scheme (CARE). This policy does not confer contractual rights and the Council retains the right to review and amend it at any time. The terms of this Policy Statement reflect the Regulations at the time of writing. The statement will be updated in the event of future changes.

Discretions from 01.04.2014 in relation to post 31.03.2014 active members (excluding councillor members) and post 31.03.2014 leavers (excluding councillor members), being discretions under:

- the Local Government Pension Scheme Regulations 2013 [prefix R]
- the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 [prefix TP]
- the Local Government Pension Scheme (Administration) Regulations 2008 [prefix A]
- the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 (as amended) [prefix B]
- the Local Government Pension Scheme (Transitional Provisions) Regulations 2008 [prefix T]
- the Local Government Pension Scheme Regulations 1997 (as amended) [prefix L]

APPENDIX 2

Discretions from 01.04.2014 in relation to post 31.03.2014 active members (excluding councillor members) and post 31.03.2014 leavers (excluding councillor members)			
Discretion	Regulation	Exercised by	Employer Policy Decision
To whom to offer membership of the LGPS (designation bodies)	R2(1B) (a) & RSch 2, Part 2	Employer	The Council will automatically enrol an employee in the LGPS from their first day of service (subject to eligibility) this is in line with the auto enrolment legislation.
Determine rate of employees' contributions.	R9(1) & R9(3)	Employer	The Council will make pension contributions in line with the employee's level of earnings. Contribution rates can go up or down during the course of the year according to the employees level of pay each month.
Whether to extend 30 day deadline for member to elect for a shared cost APC upon return from a period of absence from work with permission with no pensionable pay (otherwise than because of illness or injury, relevant child-related leave or reserve forces service leave).	R16(16)	Employer	The Council will not exercise this discretion.
Whether, how much, and in what circumstances to contribute to shared cost AVC arrangements.	R17(1) & definition of SCAVC in RSch 1	Employer	The Council will not exercise this discretion.
Allow late application to convert scheme AVCs into membership credit. i.e. allow application more than 30 days after cessation of active membership (where AVC arrangement was entered into before 13.11.2001)	TP15(2A)(b) & L66(8) & former L66(9)(b)	Employer	The Council will not exercise this discretion.
No right to return of contributions if where a member left their employment due to offence of a fraudulent character or grave misconduct in connection with that employment, unless employer directs a total or partial refund is to be made.	R19(2)	Employer	The Council will not exercise this discretion except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.

APPENDIX 2

Specify in an employee's contract what other payments or benefits, other than those specified in R20(1)(a) and not otherwise precluded by R20(2), are to be pensionable.	R20(1)(b)	Employer	The Council will not exercise this discretion.
In determining Assumed Pensionable Pay, whether a lump sum payment made in the previous 12 months is a "regular lump sum".	R21(5)	Employer	The Council will not exercise this discretion.
Where in the Employer's opinion, the pensionable pay received in relation to an employment (adjusted to reflect any lump sum payments) in the 3 months (or 12 weeks if not paid monthly) preceding the commencement of Assumed Pensionable Pay (APP), is materially lower than the level of pensionable pay the member would have normally received, decide whether to substitute a higher level of pensionable pay having had regard to the level of pensionable pay received by the member in the previous 12 months.	R21(5A) & R21(5B)	Employer	The Council will not exercise this discretion.
Whether to extend the 12 month option period for a member to elect that post 31 March 2014 deferred benefits should not be aggregated with a new employment.	R22(8)(b)	Employer	The Council will not extend the time limit for acceptance of a request not to aggregate previous deferred benefits with an employee's new or concurrent LGPS employment, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
Whether to extend the 12 month option period for a member (who did not become a member of the 2014 Scheme by virtue of TP5(1)) to elect that pre 1 April 2014 deferred benefits should be aggregated with a new employment.	TP10(6)	Employer	

APPENDIX 2

Whether to extend the 12 month option period for a member to elect that post 31 March 2014 deferred benefits should not be aggregated with an ongoing concurrent employment.	R22(7)(b)	Employer	The Council will not extend the time limit for acceptance of a request not to aggregate previous deferred benefits with an employee's new or concurrent LGPS employment, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
Whether to require any strain on Fund costs to be paid "up front" by employing authority if the employing authority "switches on" the 85 year rule for a member voluntarily retiring (other than flexible retirement) prior to age 60, or waives an actuarial reduction under TPSch 2, para 2(1) or releases benefits before age 60 under B30(1) or B30A.	TPSch 2, para 2(3)	Admin. Authority	The Council will not exercise this discretion, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
Whether to use a certificate produced by an IRMP under the 2008 Scheme for the purposes of making an ill health determination under the 2014 Scheme.	TP12(6)	Employer (or Admin. Authority where Employer has become defunct)	The Council will not exercise this discretion.
Determine whether person in receipt of Tier 3 ill health pension has started gainful employment.	R37(3) & (4)	Employer	The Council will write to the affected person at the 18 month review point requesting information on their employment situation.
Whether to recover any overpaid Tier 3 pension following commencement of gainful employment.	R37(3)	Employer	The Council will seek to recover any overpayment where a Tier 3 pension has been paid after gainful employment has commenced, and the person has failed to disclose this information to the Council.
Decide whether deferred beneficiary meets criteria of being permanently incapable of former job because of ill health and is unlikely to be capable of undertaking gainful employment before normal pension age or for at least three years, whichever is the	R38(3)	Employer (or Admin. Authority where Employer has become defunct)	The Council will determine in line with the medical assessment undertaken subject to completion of an ill health certificate by an approved Independent Registered Medical Practitioner (IRMP)

APPENDIX 2

Decide whether a suspended ill health tier 3 member is unlikely to be capable of undertaking gainful employment before normal pension age because of ill health.	R38(6)	Employer (or Admin. Authority where Employer has become defunct)	The Council will determine in line with the medical assessment undertaken subject to completion of an ill health certificate by an approved Independent Registered Medical Practitioner (IRMP)
Whether to extend six month period to lodge a stage one IDRPs appeal.	R74(4)	Adjudicator making stage one IDRPs decision	The Council will not exercise this discretion, except in exceptional circumstances on a case by case basis.
Decide procedure to be followed by adjudicator when exercising stage one IDRPs functions and decide the manner in which those functions are to be exercised.	R74(6)	Adjudicator making stage one IDRPs decision	The Council will exercise this discretion.
Whether to apply to Secretary of State for a forfeiture certificate where member is convicted of a relevant offence. (a relevant offence is an offence committed in connection with an employment in which the person convicted is a member, and because of which the member left the employment).	R91(1) & (8)	Employer	The Council will not exercise this discretion, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
Where forfeiture certificate is issued, whether to direct that benefits are to be forfeited (other than rights to GMP – but see R95 below).	R91(4)	Employer	The Council will not exercise this discretion, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
Where forfeiture certificate is issued, whether to direct interim payments out of Pension Fund until decision is taken to either apply the certificate or to pay benefits.	R92(1) & (2)	Employer	The Council will not exercise this discretion, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.

APPENDIX 2

Whether to recover from Fund any monetary obligation or, if less, the value of the member's benefits (other than benefits from transferred in pension rights or APCs or AVCs or, subject to R95 below, in respect of any GMP) where the obligation was incurred as a result of a grave misconduct or a criminal, negligent or fraudulent act or omission in connection with the employment and as a result of which the person has left employment.	R93(2)	Employer	The Council will not exercise this discretion except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
Whether, if the member has committed treason or been imprisoned for at least 10 years for one or more offences under the Official Secrets Acts, forfeiture under R91 or recovery of a monetary obligation under R93 should deprive the member or the member's surviving spouse or civil partner of any GMP entitlement.	R95	Employer	The Council will not exercise this discretion except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
Agree to bulk transfer payment.	R98(1)(b)	Employer / Admin. Authority / trustees of new scheme	The Council will not exercise this discretion except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
Extend normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS.	R100(6)	Employer and Admin. Authority	The Council will not extend the time limit for acceptance of a transfer value beyond 12 months from joining the LGPS, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
Whether to allow a member to select final pay period for fees to be any 3 consecutive years ending 31 March in the 10 years prior to leaving.	TP3(6), TP4(6), TP8(4), TP10(2)(a), TP17(2)(b) & B11(2)	Employer	The Council will exercise this discretion to ensure that member benefits are calculated at their most preferential pay period of the last 10 years prior to leaving.

APPENDIX 2

Issue a certificate of protection of pension benefits where member fails to apply for one (pay cuts / restrictions occurring pre 01 April 2008)	TP3(1)(a), TSch 1, L23(4)	Employer	The Council will not exercise this discretion except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
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APPENDIX 2

Discretions in relation to scheme members (excluding councillor members) who ceased active membership on or after 01.04.2008 and before 01.04.2014, being discretions under:

- the Local Government Pension Scheme (Administration) Regulations 2008 [prefix A]
- the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 (as amended) [prefix B]
- the Local Government Pension Scheme (Transitional Provisions) regulations 2008 [prefix T]
- the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 [prefix TP]
- the Local Government Pension Scheme Regulations 2013 [prefix R]
- the Local Government Pension Scheme Regulations 1997 (as amended) [prefix L]

Discretions in relation to scheme members (excluding councillor members) who ceased active membership on or after 01.04.08. and before 01.04.2014			
Discretion	Regulation	Exercised by	Employer Policy Decision
Allow late application to convert scheme AVCs into membership credit i.e. allow application more than 30 days after cessation of active membership.	TSch1 & L66(8) & former L66(9)(b)	Employer	The Council will not exercise this discretion.
No right to return of contributions where the member left employment due to offence of a fraudulent character or grave misconduct in connection with that employment unless employer directs a total or partial refund is to be made.	A47(2)	Employer	The Council will not exercise this discretion except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
Contribution Equivalent Premium (CEP) in excess of the Certified Amount (CA) recovered from a refund of contributions can be recovered from the Pension Fund. Under revoked regulation 52(1) of the OPS (Contracting-out) Regulations 1996 [SI 1996/1172] and regulation 12 of the OPS (Schemes that were Contracted-out) (No.2) Regulations a CEP must have been paid to the commissioner within 6 months after the date of termination of contracted-out employment, or one month after the Commissioner's notifies the administering authority that a CEP is payable. Following the end of the contracted-out reconciliation exercise, this discretionary policy should be spent entirely as all premiums will have been paid and no further notifications will be issued by the commissioners.	A49(1) & (2)	Employer	The Council will not exercise this discretion.

APPENDIX 2

Whether to extend six month period to lodge a stage one IDRП appeal.	TP23 & R74(4)	Adjudicator making stage one IDRП decision	The Council will exercise this discretion.
Decide procedure to be followed by adjudicator when exercising stage one IDRП functions and decide the manner in which those functions are to be exercised.	TP23 & R74(6)	Adjudicator making stage one IDRП decision	The Council will exercise this discretion.
Whether to apply to Secretary of State for a forfeiture certificate where member is convicted of a relevant offence. (a relevant offence is an offence committed in connection with an employment in which the person convicted is a member, and because of which the member left the employment).	A72(1) & (6)	Employer	The Council will not exercise this discretion, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
Where forfeiture certificate is issued, whether to direct that benefits are to be forfeited.	A72(3)	Employer	The Council will not exercise this discretion, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
Where forfeiture certificate is issued, whether to direct interim payments out of Pension Fund until decision is taken to either apply the certificate or to pay benefits.	A73(1) & (2)	Employer	The Council will not exercise this discretion, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
Whether to recover from Fund any monetary obligation or, if less, the value of the member's benefits (other than transferred in pension rights or AVCs/SCAVCs) where the obligation was incurred as a result of a criminal, negligent or fraudulent act or omission in connection with the employment and as a result of which the person has left employment.	A74(2)	Employer	The Council will not exercise this discretion except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.

APPENDIX 2

Whether to recover from Fund any financial loss caused by fraudulent offence or grave misconduct of employee (who has left employment because of that fraudulent offence or grave misconduct), or amount of refund if less.	A76(2) & (3)	Employer	The Council will not exercise this discretion except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
Decide whether deferred beneficiary meets permanent ill health and reduced likelihood of gainful employment criteria.	B31(4)	Employer (or Admin. Authority where Employer has become defunct)	The Council will determine in line with the medical assessment undertaken subject to completion of an ill health certificate by an approved Independent Registered Medical Practitioner (IRMP)
Decide whether a suspended ill health tier 3 member is permanently incapable of undertaking any gainful employment.	B31(7)	Employer (or Admin. Authority where Employer has become defunct)	The Council will determine in line with the medical assessment undertaken subject to completion of an ill health certificate by an approved Independent Registered Medical Practitioner (IRMP)

Discretions under the Local Government Pension Scheme Regulations 1997 (as amended) in relation to:

- a) active councillor members, and
- b) councillor members who ceased active membership on or after 01.04.1998, and
- c) any other scheme members who ceased active membership on or after 01.04.1998 and before 01.04.2008.

Discretions under the Local Government Pension Scheme Regulations 1997 (as amended)			
Discretion	Regulation	Exercised by	Employer Policy Decision
Allow a councillor who has opted out more than once to re-join.	7(9)(a)	Employer	The Council will not exercise this discretion. There is no discretion in respect of this matter after 01 April 2014.
Allow a late application by a councillor member to pay optional contributions for a period of absence.	18(6) & (7)	Employer	The Council will not exercise this discretion.

APPENDIX 2

Whether to extend 12 month period for aggregation of deferred benefits (where deferred councillor member wishes to aggregate with current councillor membership in the same Fund)	32(8A)	Employer	The Council will not exercise this discretion except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
Decide, in the absence of an election from the member within 3 months of being able to elect, which benefit is to be paid where the member would be entitled to a pension or retirement grant under 2 or more regulations in respect of the same period of Scheme membership.	34(1)(b)	Employer	The Council will not exercise this discretion, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
Consent to a member's former employer assigning to the new employer rights under any SCAVC life assurance policy.	71(7)(a)	Employer	The Council will not exercise this discretion.
No right to return of contributions where a member left their employment due to offence of a fraudulent character or grave misconduct in connection with that employment, unless employer directs a total or partial refund is to be made.	88(2)	Employer	The Council will not exercise this discretion except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
Employer may deduct contributions from a councillor's pay or reserve forces pay.	89(1) & (2)	Employer	The Council will not exercise this discretion. There is no discretion in respect of this matter after 01 April 2014.

APPENDIX 2

<p>Contribution Equivalent Premium (CEP) in excess of the Certified Amount (CA) recovered from a refund of contributions can be recovered from the Pension Fund.</p> <p>Under revoked regulation 52(1) of the OPS (Contracting-out) Regulations 1996 [SI 1996/1172] and regulation 12 of the OPS (Schemes that were Contracted-out) (No.2) Regulations a CEP must have been paid to the commissioner within 6 months after the date of termination of contracted-out employment, or one month after the Commissioner's notifies the administering authority that a CEP is payable. Following the end of the contracted-out reconciliation exercise, this discretionary policy should be spent entirely as all premiums will have been paid and no further notifications will be issued by the commissioners.</p>	92	Employer	The Council will not exercise this discretion.
<p>Forfeiture of pension rights on issue of Secretary of State's certificate following a relevant offence. (a relevant offence is an offence committed in connection with an employment in which the person convicted is a member, and because of which the member left the employment).</p>	111(2) & (5)	Employer	The Council will not exercise this discretion, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
<p>Where forfeiture certificate is issued, direct interim payments out of Pension Fund until decision is taken to either apply the certificate or to pay benefits.</p>	112(1)	Employer	The Council will not exercise this discretion, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
<p>Recovery from Fund of monetary obligation owed by former employee or, if less, the value of the member's benefits (other than transferred in pension rights)</p>	113(2)	Employer	The Council will not exercise this discretion, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
<p>Recovery from Fund of financial loss caused by employee, or amount of refund if less.</p>	115(2) & (3)	Employer	The Council will not exercise this discretion, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.

APPENDIX 2

Whether to grant an application from a deferred Councillor member for release of their deferred benefits from age 60 or over.	n/a	Local TMBC Employer Discretion	Such applications will only be considered where the member has met the criteria of age 60 years or over and a minimum of 10 years' service with the Council.
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Discretions under the Local Government Pension Scheme Regulations 1995 (as amended) in relation to scheme members who ceased active membership before 01.04.1998.

Discretions under the Local Government Pension Scheme Regulations 1995 (as amended)			
Discretion	Regulation	Exercised by	Employer Policy Decision
Grant application from a pre 01.04.1998. leaver for early payment of deferred benefits on or after age 50 on compassionate grounds (see Note below)	D11(2)(c)	Employer	The Council will not exercise this discretion, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
Decide, in the absence of an election from the member within 3 months of being able to elect, which benefit is to be paid where the member would be entitled to a pension or retirement grant under 2 or more regulations in respect of the same period of Scheme membership.	D10	Employer	The Council will not exercise this discretion, except where there is a clear financial or operational advantage to the Council in doing so and at the approval of the Executive Director with pension decision responsibility for the Council.
Whether to extend six month period to lodge a stage one IDRPs appeal.	TP23 R74(4)	& Adjudicator making stage one IDRPs decision	The Council will exercise this discretion.
Decide procedure to be followed by adjudicator when exercising stage one IDRPs functions and decide the manner in which those functions are to be exercised.	TP23 R74(6)	& Adjudicator making stage one IDRPs decision	The Council will exercise this discretion.

Note: benefits paid on or after age 50 and before age 55 are subject to an unauthorised payments charge and, where applicable, an unauthorised payments surcharge under the Finance Act 2006. However, as the benefits had accrued prior to 6 April 2006, they would not generate a scheme sanction charge.

Discretions under the Local Government (Early Termination of Employment (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended)

Under Regulation 7 of the Discretionary Compensation Regulations, each authority (other than an Admitted Body) is required to formulate and keep under review a policy which applies in respect of exercising their discretion in relation to:

Discretion	Regulation	Exercised by	Employer Policy Decision
To base redundancy payments on an actual weeks pay where this exceeds the statutory week's pay limit.	5	Employer	The Council will exercise this discretion.
To award lump sum compensation of up to 104 week's pay in cases of redundancy, termination of employment on efficiency grounds, or cessation of a joint appointment.	6	Employer	The Council will not exercise this discretion.

Note: For the purposes of the above table, 'local government' means employment with an employer who offers membership of the LGPS to its employees, regardless of whether or not the employee chooses to join the LGPS (except where the employer is an Admitted Body). Technically, an employee of an Admitted Body (i.e. a body that has applied to the administering authority to allow its employees to join the LGPS and has entered into a formal admission agreement) is only employed in 'local government' if he / she is a member of the LGPS.

Discretions under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000 (as amended)

Discretionary policies in relation to former employees of an employing authority that is a body that is a scheduled body, a designate body, or a body that is deemed to be a scheduled body under the LGPS Regulations 2013 and equivalent predecessor regulations (excluding admitted bodies).

Under Regulation 26 of the Discretionary Compensation Regulations, each authority (other than an Admitted Body) is required to formulate and keep under review a policy which applies in respect of exercising their discretion in relation to:

Discretion	Regulation	Exercised by	Employer Policy Decision
How to apportion any surviving spouse's or civil partner's annual compensatory added years payment where the deceased person is survived by more than one spouse or civil partner.	21(4)	Employer	The Council's Policy Decision is not to set up a Discretionary Compensation Scheme at this time.
How it will decide to whom any children's annual compensatory added years payments are to be paid where children's pensions are not payable under the LGPS (because the employee had not joined the LGPS) and, in such a case, how the annual added years will be apportioned amongst the eligible children.	25(2)	Employer	The Council's Policy Decision is not to set up a Discretionary Compensation Scheme at this time.

Whether, in respect of the spouse of a person who ceased employment before 1 April 1998 and where the spouse or civil partner remarries, enters into a new civil partnership or cohabits after 1 April 1998, the normal pension suspension rules should be disapplied i.e. whether the spouse's or civil partner's annual compensatory added years payments should continue to be paid.	21(7)	Employer	The Council's Policy Decision is not to set up a Discretionary Compensation Scheme at this time.
If, under the preceding decision, the authority's policy is to apply the normal suspension rules, whether the spouse's or civil partner's annual compensatory added years payment should be reinstated after the end of the remarriage, new civil partnership or cohabitation.	21(5)	Employer	The Council's Policy Decision is not to set up a Discretionary Compensation Scheme at this time.
Whether, in respect of the spouse or civil partner of a person who ceased employment before 1 April 1998 and where the spouse or civil partner remarries or cohabits or enters into a civil partnership on or after 1 April 1998 with another person who is also entitled to a spouse's or civil partners annual CAY payment, the normal rule requiring one of them to forego payment whilst the period of marriage, civil partnership or cohabitation lasts, should be disapplied i.e. whether the spouses' or civil partners' annual CAY payments should continue to be paid to both of them.	21(7)	Employer	The Council's Policy Decision is not to set up a Discretionary Compensation Scheme at this time.
Whether and to what extent to reduce or suspend the member's annual compensatory added years payment during any period of re-employment in local government.	17	Employer	The Council's Policy Decision is not to set up a Discretionary Compensation Scheme at this time.
How to reduce the member's annual compensatory added years payment following the cessation of a period of re-employment in local government.	19	Employer	The Council's Policy Decision is not to set up a Discretionary Compensation Scheme at this time.

Note: For the purposes of the above table, 'local government' means employment with an employer who offers membership of the LGPS to its employees, regardless of whether or not the employee chooses to join the LGPS (except where the employer is an Admitted Body). Technically, an employee of an Admitted Body (i.e. a body that has applied to the administering authority to allow its employees to join the LGPS and has entered into a formal admission agreement) is only employed in 'local government' if he / she is a member of the LGPS.

Discretions under the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

Under Regulation 14 of the Injury Allowances Regulations, each LGPS employer (other than an Admitted Body) is required to formulate, publish and keep under review the policy that it will apply in the exercise of its discretionary powers to make any award under the Injury Allowances Regulations in respect of leavers, deaths and reductions in pay that occurred post 15 January 2012.

Discretion	Regulation	Exercised by	Employer Policy Decision
Whether to grant an injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.	3(1)	Employer	The Council's Policy Decision is not to set up an Injury Allowance Scheme at this time.
Amount of injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.	3(4) and 8	Employer	The Council's Policy Decision is not to set up an Injury Allowance Scheme at this time.
Determine whether person continues to be entitled to an injury allowance awarded under regulation 3(1). (reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job).	3(2)	Employer	The Council's Policy Decision is not to set up an Injury Allowance Scheme at this time.
Whether to grant an injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.	4(1)	Employer	The Council's Policy Decision is not to set up an Injury Allowance Scheme at this time.
Amount of injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.	4(3) and 8	Employer	The Council's Policy Decision is not to set up an Injury Allowance Scheme at this time.
Determine whether person continues to be entitled to an injury allowance awarded under regulation 4(1). (loss of employment through permanent incapacity).	4(2)	Employer	The Council's Policy Decision is not to set up an Injury Allowance Scheme at this time.
Whether to suspend or discontinue injury allowance awarded under regulation 4(1) (loss of employment through permanent incapacity) if person secures paid employment for not less than 30 hours per week for a period of not less than 12 months.	4(5)	Employer	The Council's Policy Decision is not to set up an Injury Allowance Scheme at this time.

Whether to grant an injury allowance following cessation of employment with entitlement to immediate LGPS pension where a regulation 3 payment (reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job) was being made at date of cessation of employment but regulation 4 (loss of employment through permanent incapacity) does not apply.	6(1)	Employer	The Council's Policy Decision is not to set up an Injury Allowance Scheme at this time.
Determine amount of any injury allowance to be paid under regulation 6(1) (payment of injury allowance following the cessation of employment).	6(1)	Employer	The Council's Policy Decision is not to set up an Injury Allowance Scheme at this time.
Determine whether and when to cease payment of an injury allowance payable under regulation 6(1) (payment of injury allowance following the cessation of employment).	6(2)	Employer	The Council's Policy Decision is not to set up an Injury Allowance Scheme at this time.
Whether to grant an injury allowance to the spouse, civil partner, co-habiting partner or dependent of an employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.	7(1)	Employer	The Council's Policy Decision is not to set up an Injury Allowance Scheme at this time.
Determine amount of any injury allowance to be paid to the spouse, civil partner, nominated co-habiting partner (for awards made on or after 1 April 2008 the requirement to nominate a co-habiting partner has ceased due to the outcome of the Elmes v Essex high court judgement) or dependent of an employee under regulation 7(1) (employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job).	7(2) and 8	Employer	The Council's Policy Decision is not to set up an Injury Allowance Scheme at this time.
Determine whether and when to cease payment of an injury allowance payable under regulation 7(1) (employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job).	7(3)	Employer	The Council's Policy Decision is not to set up an Injury Allowance Scheme at this time.

Discretions under the Local Government (Discretionary Payments) Regulations 1996 (as amended)

The following discretions under the Discretionary Payments Regulations:

- a) which relate to injury allowances, apply only in respect of leavers, deaths and reductions in pay that occurred before 16 January 2012; and
- b) which relate to gratuities, apply only in respect of leavers and deaths that occurred before 16 January 2012.

Discretion	Regulation	Exercised by	Employer Policy Decision
Suspend or discontinue injury allowance if person becomes capable of working again.	34(4)	Employer	The Council's Policy Decision is not to set up an Injury Allowance Scheme at this time.
Amount of injury allowance following reduction in pay after sustaining an injury or contracting a disease as a result of anything required to do in carrying out duties of job.	35(3) and 38	Employer	The Council's Policy Decision is not to set up an Injury Allowance Scheme at this time.
Amount and duration of injury allowance following cessation of employment where regulation 35 payment (injury allowance following reduction in pay after sustaining an injury or contracting a disease as a result of anything required to do in carrying out duties of job) was being made but regulation 34 (injury allowance following loss of employment through permanent incapacity after sustaining an injury or contracting a disease as a result of anything required to do in carrying out duties of job) does not apply.	36	Employer	The Council's Policy Decision is not to set up an Injury Allowance Scheme at this time.
Amount and duration of a dependant's, spouse's or civil partner's injury allowance following death of employee after sustaining an injury or contracting a disease as a result of anything required to do in carrying out duties of job.	37(3), 37(6) and 38	Employer	The Council's Policy Decision is not to set up an Injury Allowance Scheme at this time.
Reinstate spouse's or civil partner's injury allowance following earlier cessation due to cohabitation, remarriage or registration of a new civil partnership.	37(4)	Employer	The Council's Policy Decision is not to set up an Injury Allowance Scheme at this time.
Amount of gratuity payable to surviving dependant, spouse or civil partner where amount of annuity payments fall short of their capital value at date of award.	41(4)	Employer	The Council will not exercise this discretion.
Amount of gratuity payable to surviving dependant, spouse or civil partner where amount of redundancy annuity payments fall short of their capital value at date of award.	42(4)	Employer	The Council will not exercise this discretion.

Amount of gratuity payable to any other surviving dependant, spouse or civil partner where amount of annuity payments paid under 42(4) fall short of their capital value at date of award.	42(7)	Employer	The Council will not exercise this discretion.
Formulate and keep under review the injury allowance and gratuity policies to be operated by the authority.	46A	Employer	n/a

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Report To:	EXECUTIVE CABINET
Date:	28 November 2018
Executive Member / Reporting Officer:	Councillor Allison Gwynne – Executive Member (Neighbourhoods) Emma Varnam - Assistant Director (Operations & Neighbourhoods)
Subject:	UPDATE TO HIGHWAYS RISK MANAGEMENT POLICY DOCUMENT
Report Summary:	<p>The Department for Transport commissioned a review and the updating a number of previous Codes of Practice with regards to the maintenance of the key assets that make up the highway network.</p> <p>The new Code of Practice, <i>Well managed Highway Infrastructure</i> (WmHI), was published on 28 October 2016.</p> <p>The new WmHI Code of Practice recommends changing from reliance on specific guidance and recommendations in the previous codes, to a risk-based approach determined by each highway authority.</p> <p>Across Greater Manchester a framework was produced giving due regard to all council highway duties and has adopted the guidance that reflects the recommendations from the new WmHI Code of Practice.</p> <p>Based on the new code and the GM Highway Safety Inspection Framework, officers in the Risk Management, Highways Maintenance and Traffic sections have produced a new Tameside MBC Highways Risk Management Inspection Code of Practice.</p> <p>The two year implementation period for introducing a new local code ends on 27 October 2018.</p>
Recommendations:	<ol style="list-style-type: none">1. That the Risk Management Policy for the inspection and repair of Tameside’s highway assets be approved.2. That the budget requirements for Risk Management Repairs, to ensure that repairs are completed in a timely basis, are allocated annually through the budget setting process.
Links to Community Strategy:	Prosperous Tameside Attractive Tameside Supportive Tameside
Policy Implications:	Replacement of previous Policy with new Policy to reflect the updated national Code of Practice.
Financial Implications: (Authorised by the Section 151 Officer)	<p>The expected impact on spend of changes to this policy is and additional £0.200m per annum.</p> <p>In 18/19 there is a combined capital and revenue budget of £2.155m meaning there is enough budget to carry out the estimated £2.000m works based on the new inspection regime and including the £0.200m additional works relating to damage over a particularly harsh winter.</p>

In 19/20 and future years, no capital funding has yet been confirmed and the revenue budget is due to reduce by £0.500m to £0.500m. As ongoing costs are projected to be £1.800m per annum, this could result in a budget pressure of £1.300m. However, without this change in policy, there is still a possible pressure of £1.100m.

Any pressure would be partially mitigated by the costs of any claims against the council that were avoided as a result of having a robust policy in place (previously £1.300m over 2 years).

**Legal Implications:
(Authorised by the Borough
Solicitor)**

'*Well-managed highway infrastructure*' was published on 28 October 2016 and supersedes the previous Codes '*Well-maintained Highways*', '*Well-lit Highways*' and '*Management of Highway Structures*'. Changing from reliance on specific guidance and recommendations in the previous Codes to a risk-based approach determined by each Highway Authority which requires appropriate analysis. Some authorities have been able to implement a full risk-based approach immediately. Others have required more time and consequently continued with existing practices for an interim period, in which case the previous Codes have remained valid for a period of two years from the date of publication of the Code (October 2018).

Risk Management:

Not updating our Policy to reflect the new national Code of Practice will leave the Council unable to robustly defend claims with regards to injury or damage by users of the highway network.

Similarly, not undertaking identified repairs within identified response times would leave to Council liable to third party claims.

Access to Information:

The background papers relating to this report can be inspected by contacting the report writer, Alan Jackson, Head of Transport & Highways by:



Telephone:0161 342 2818



e-mail: alan.jackson@tameside.gov.uk

1. BACKGROUND

- 1.1 Under Section 41 of the Highways Act 1980, Tameside Metropolitan Borough Council has a statutory duty with regards to highways maintainable at public expense. Neglecting this duty can lead to claims against the Council for damages resulting from a failure to maintain the highway. Under Section 58 of the Highways Act 1980, the highway authority can use a “*Special Defence*” in respect of action against it for damages for non-repair of the highway if it can prove that it has taken such care as was reasonable. Part of the defence rests upon:-

“Whether the highway authority knew, or could reasonably have been expected to know, that the condition of the part of the highway to which the action relates was likely to cause danger to users of the highway”.

- 1.2 This means that highway authorities have to show that they carry out Highway Risk Management Inspections in accordance with their policies and national guidance. Highway Risk Management Inspection reports are part of the evidence used to show that the highway authority has acted reasonably.
- 1.3 Tameside’s Risk Management Policy contains details of policies for inspections and procedures related to the general operational activities in the Risk Management of the Highway. It contains details of the measures undertaken by Tameside MBC to ensure the safety of users of the highway. This is achieved through a variety of repairs and maintenance regimes, together with comprehensive planned and ad-hoc inspections of adopted highways, linked to a prioritised programme of remedial works.

2. UPDATING OF POLICY

- 2.1 Tameside’s Risk Management Policy was last updated in 2014. The Department for Transport commissioned the UK Roads Liaison Group to review and update a number of previous national Codes of Practice with regards to the maintenance of the key assets that make up the highway network.
- 2.2 The new national Code of Practice, *Well managed Highway Infrastructure (WmHI)*, was published on 28 October 2016.
- 2.3 The new WmHI Code of Practice recommends changing from reliance on specific guidance and recommendations in the previous codes, to a risk-based approach determined by each highway authority and are based on the appropriate risk, functionality or usage of the highway.
- 2.4 Across Greater Manchester a framework was produced giving due regard to all council highway duties and has adopted the guidance that reflects the recommendations from the new WmHI Code of Practice.
- 2.5 Based on the new code and the GM Highway Safety Inspection Framework, officers in the Risk Management, Highways Maintenance and Traffic sections have produced a new Tameside MBC Highways Risk Management Inspection Code of Practice.
- 2.6 The two year implementation period for introducing a new local code ends on 27 October 2018.
- 2.7 Accordingly, a review of risk management operations has been carried out and a renewed policy document drafted.

- 2.8 Inspection frequencies, investigatory levels and response times have been amended to ensure our standards are appropriate in terms of national recommendations and local (Greater Manchester) practise but are deliverable within available staff resources.
- 2.9 Failing to deliver our published response times is seen as a key concern. Accordingly the new standard is seen as proportional and deliverable.

3. RESOURCE IMPLICATIONS

- 3.1. A business case was produced as part of the Council's Tameside Asset Management Plan for highways, which successfully secured the increased number of Risk Management Inspectors to deliver the new inspection regime and frequencies.
- 3.2 However, an increase in inspection frequencies and revised, risk-based intervention criteria will inevitably lead to an increase in repairs identified and further pressures on a demand-led budget for risk management (pot hole) repairs.
- 3.3 Under the existing inspection regime, a combined total of 1,435km is inspected annually. For the new regime, this combined total will rise to 2,642km, an increase of 84%. This increase keeps Tameside in line with the new national code and reflects the revised frequency within it.
- 3.4 The spend on work identified by the Risk Management section has increased significantly year on year over the past four years: 2014/15 £696,253, 2015/16 £998,313, 2016/17 £1,109,159 and 2017/18 £1,476,556. This increase is mainly due to the fact that financial constraints have meant that the amount of programmed, non-urgent minor maintenance has drastically reduced over the last five to ten years. This trend alone would indicate that the spend in 2018/19 would be in the region of £1,800,000, if the existing regime continued.
- 3.5 However, the Council has made a significant investment in the highway infrastructure via the TAMP and as a result this trend should start to show a slow-down in the rate of increase to a figure of around £1,600,000
- 3.6 The 84% increase in inspections under the new risk based regime will result in considerably more defects being identified over the course of an inspection year.
- 3.7 However, it is not expected to show a corresponding 84% increase in spend. This can be estimated at approximately £200,000, as shown in Table 1 below.

Table 1

	Old Regime (km)	New Regime (km)	% Increase (km)	Increase (£) (on old regime)
12 Monthly	617	593	-4.0	25,000
6 Monthly	156	31	-80.0	75,000
4 Monthly	132		--	50,000
3 Monthly	300	218	-27.0	30,000
1 Month	0	1548	--	
Town Centre	230	252	9.5	20,000
TOTAL	1,435	2,642		200,000

Note on the figures above. The estimated increase spend is based on the increased inspection frequency. Although there is a decrease in streets inspected at 6 monthly intervals, as these are now inspected more frequently, either 3 monthly (twice as often) or

monthly (6 times as often), we are expecting more defects to be found and hence an increase in costs. The estimated cost increase in these instances is shown against the old regime, where inspections are now more frequent.

- 3.8 A further resource implication to take into account is the state of the roads throughout Tameside after the prolonged, severe winter. The winter of 2017/2018 has had an unprecedented impact on the older carriageways in the borough, leaving them in a very poor condition. This will inevitably result in larger areas of carriageways being identified for repair than in previous years. This can be estimated at a further £200,000 throughout the inspection year.
- 3.9 Taking all the relevant considerations into account, the projected spend to enable Risk Management to effectively comply with the new national code of practice would be £2,000,000.
- 3.10 If Tameside don't effectively comply with new national code, it would lead to highway claims against the council being very difficult to defend. In the years 2016 and 2017 the combined value of claims against the Council was reserved at over £1,476,000. On these claims Tameside have currently paid out £167,729. This demonstrates the value of having a robust Risk Management regime when defending claims. Without adequate resources to support the new inspection regime, the amount paid out would be much closer to the reserved figure.
- 3.11 Tameside Council has built up a reputation in defending highway claims. This reputation results in many solicitors choosing not to pursue claims against Tameside. If this reputation is lost, the number of claims will vastly increase. Tameside dealt with 220 claims in 2016 and 223 claims in 2017. In 2011 this figure was 365 and in 2012 it was 379. Going back as far as 2003, this figure peaked at 938. This demonstrates that even in today's environment and claims culture, the number of claims received by Tameside is on a downward trend as a result of the Council's continued focus to provide a robust risk management regime.

4. CONSULTATION

- 4.1 The revised Policy has been circulated for comment and discussion to a number of internal and external contacts. These include; the council's Internal Audit and Risk Management section, the Council's insurers, Forbes Solicitors etc.
- 4.2 Their comments have been reviewed and incorporated where appropriate.
- 4.3 The revised policy document: **HIGHWAY RISK MANAGEMENT INSPECTION CODE OF PRACTICE**, - A Guide to Highway Policies & Procedures: April 2018, is attached.

5. RECOMMENDATIONS

- 5.1 As set out at the front of the report.

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HIGHWAY RISK MANAGEMENT INSPECTION CODE OF PRACTICE

A Guide to Highway Policies & Procedures

June 2018

- 1.0 **INTRODUCTION**
 - Maintenance Practice
 - Scope of Highway Maintenance
 - The need for Risk Management Inspections
 - Scope of this Document

- 1.0 **INSPECTIONS**
 - Risk Management Inspections
 - Risk Management Inspections (Routine)
 - Risk Management Inspections (Reactive)
 - Structural Condition

- 2.0 **HIERARCHY OF NETWORK AND INSPECTION FREQUENCY**
 - Footways
 - Carriageways
 - Cycling Features

- 3.0 **DEFECT INVESTIGATORY LEVELS**

- 4.0 **METHODOLOGY OF INSPECTIONS**
 - Inspection Vehicle
 - Defect Classification
 - Category 1
 - Non Category 1 defects
 - Amendment of Response Times

- 5.0 **GRASS VERGES**

- 6.0 **CAR PARKS**
 - Introduction
 - Safety Inspections
 - Criteria & Frequency for Car Parks

- 7.0 **MARKET GROUND**
 - Introduction
 - Safety Inspections
 - Criteria & Frequency for Market Grounds

- 8.0 **PUBLIC FOOTPATHS AND GULLIKSEN FOOTWAYS**
 - Introduction
 - Urban Rights of Way / Public Footpaths
 - Rural Rights of Way / Public Footpaths
 - Inspection Prioritisation
 - Routine Inspections
 - Reactive Inspections
 - Gulliksen Footways

- 10.0 **FIND AND FIX TEAM**

- 11.0 **OUT OF HOURS**

- 12.0 **TRAINING**

- 13.0 **CONCLUSION**

1.0 INTRODUCTION

1.1 A key requirement of a local highway authority is to ensure that their highway network is safe and convenient for the movement of people and goods. The main purpose of highway maintenance is to deliver a safe, serviceable and sustainable network. This needs to contribute to the wider objectives of asset management, integrated transport, corporate policy and continuous improvement.

1.2 The objectives of highway maintenance can be grouped under the following headings;

Network Safety

- i) Complying with statutory obligations
- ii) Meeting users' needs

Network Serviceability

- i) Ensuring availability
- ii) Achieving integrity
- iii) Maintaining reliability
- iv) Enhancing quality

Network Sustainability

- i) Minimising cost over time
- ii) Maximising value to the community
- iii) Maximising environmental contribution

Maintenance Practice

1.3 The UK Roads Liaison Group's; 'WELL-MANAGED HIGHWAY INFRASTRUCTURE: A CODE OF PRACTICE', October 2016, recognises that maintenance types contribute in varying degrees to the core objectives of safety, customer service, serviceability and sustainability.

Scope of Highway Maintenance

1.4 Highway Maintenance is a wide ranging function, including the following general types of activity:

- Reactive Maintenance; responding to inspections / reports, complaints or emergencies.
- Routine Maintenance; scheduled inspections / surveys or activities providing works or services to a regular consistent schedule e.g. patching works, gully cleansing etc.
- Programmed Maintenance; providing larger schemes primarily of resurfacing, reconditioning or reconstruction, street lighting 'bulk change and clean' to a planned schedule.
- Regulatory Maintenance; inspecting and regulating the activities of others e.g. statutory undertakers. In Tameside this is undertaken by the Traffic Manager under the GMRAPS (Greater Manchester Road Activities Permit Scheme) system.
- Winter Services; providing gritting and clearance of snow and ice.

1.5 This policy document, in the main, centres on;

- Reactive Maintenance and Routine Maintenance.
- Other policy documents are available and cover, for example, Street Lighting, Winter Services etc.

- The new Code of Practice, Well Managed Highway Infrastructure (WMHI), published on 28 October 2016 recommends;

'In the interest of route consistency for highway users, all authorities, including strategic, local, combined and those in alliances, are encouraged to collaborate in determining levels of service, especially across boundaries with neighbours responsible for strategic and local highway networks'.

1.6 Accordingly, the 10 highway authorities of Greater Manchester have cooperated and a framework document has been produced that gives due regard to all council highway duties that reflect the recommendations from the WMHI. The framework document is itemised on the agenda for the Greater Manchester Combined Authority (GMCA) Highway Claims Benchmarking Group, for the purpose of continual review and improvement.

1.7 The WMHI recommends changing from reliance on specific guidance and recommendations in the previous codes to a risk-based approach determined by each highway authority. The Council's frequency of inspection and specific investigatory levels are based on the appropriate risk, functionality and usage of the highway.

The need for Highway Risk Management Inspections

1.8 Under Section 41 of the Highways Act 1980, Tameside MBC has a statutory duty with regards to highways maintainable at public expense. Neglecting this duty can lead to claims against the council for damages resulting from a failure to maintain the highway. Under Section 58 of the Highways Act 1980, the highway authority can use a "*Special Defence*" in respect of action against it for damages for non-repair of the highway if it can prove that it has taken such care as was reasonable. Part of the defence rests upon:

"Whether the highway authority knew, or could reasonably have been expected to know, that the condition of the part of the highway to which the action relates was likely to cause danger to users of the highway".

1.9 This means that highway authorities have to show that they carry out Highway Risk Management Inspections in accordance with their policies and national guidance. Highway Risk Management (Safety) Inspection reports are part of the evidence used to show that the highway authority has acted reasonably.

1.10 Section 58 of the Highways Act also says;

"The court shall in particular have regard to

- a) The character of the highway and the traffic which was reasonably to be expected to use it;*
- b) The standard of maintenance appropriate for a highway of that character and used by such traffic;*
- c) The state of repair in which a reasonable person would have expected to find the highway."*

1.11 Case history demonstrates that highway authorities should also record customer reports of highway defects, however not all defects which the authority becomes aware of either by inspection or customer report need to be repaired. Data from the highways record system Symology's 'Insight Enterprise' system may be used as evidence to show that the highway authority has acted reasonably.

1.12 The Symology Insight Enterprise system provides a single database for the recording and tracking of customer enquiries, the management of routine highway risk inspections, register of Utility openings, asset inventory and management and works ordering.

Scope of this document

- 1.13 This document contains details of policies for inspections and procedures related to the general operational activities in the **Risk Management of Highway Infrastructure, in particular highway surfaces**. It contains details of the measures undertaken by Tameside Metropolitan Borough Council (MBC) to ensure the safety of users of the highway. This is achieved through a variety of repairs and maintenance regimes, together with comprehensive planned and ad-hoc inspections of adopted highways, linked to a prioritised programme of remedial works.
- 1.14 Each year, the Council allocates its financial resources with due consideration to strategic aims and priorities. The highway maintenance budget is one area of allocation, which is split into a number of service delivery areas each with a dedicated budget. Tameside MBC recognises that the safety of highway users is paramount and has an allocated budget for undertaking urgent repairs identified during safety inspections and customer reports within target response times.
- 1.15 This policy document has been written to clearly set out Tameside MBC's standards and operational processes with regard to the delivery of highway inspections and repairs. The standards we have set out are proportional to ensure we provide an effective and deliverable service that is sustainable with the resources available. Recent financial challenges and the expectation of the need for further year on year efficiencies has resulted in the examination of our services to ensure we remain focused on key areas such as inspections and repair to our highway network.
- 1.16 The Tameside MBC has a team of officers, specially trained to undertake risk management safety inspections and deal with the management of the highway network on behalf of the Borough.

2.0 INSPECTIONS

2.1 Inspections undertaken by the Highway Service can be categorised in two main areas;

- Risk Management Inspections - Routine and Reactive
- Structural Condition Surveys.

Risk Management Inspections – Routine

- 2.2 Routine Risk Management Inspections are carried out at specified frequencies dependant upon the hierarchy category and associated factors of each highway, or section of highway. Tameside MBC has identified hierarchy categories for roads and footways. These, as a minimum, reflect the hierarchies set out in the Code of Practice, and in a number of locations, to a higher standard – set out in the tables below. During inspection, defects which meet or exceed minimum investigatory levels outlined in this document, are identified and passed for repair.
- 2.3 Investigatory levels are described in Table 6 and have been determined on Codes of Practice and case law.
- 2.4 Risk Management Inspectors also identify defects which are passed to other bodies, for example:
- Defective Utility Apparatus (e.g. water stop tap boxes)
 - Defective Utility Trenches
 - Overhanging Vegetation
 - Trees obscuring Street Signs and Lights
 - Unsafe Walls / Buildings etc.

Risk Management Inspections – Reactive

- 2.5 These inspections are usually in response to a complaint by a member of the public or an Officer of the Council seeing an issue on or in the highway. These are responded to by the Risk Management team during normal working hours, or by the out of hours 'Call Out Engineer' at other times.
- 2.6 Response times for undertaking repairs or making safe an area by cordoning off etc. are detailed in Table 7.

Structural Condition Inspections

- 2.7 Separate surveys are undertaken to record the overall condition of roads and footways. This information is used to identify sections of the highway network where planned maintenance works should be considered.
- 2.8 The condition of the carriageway network is determined by a series of surveys carried out by independent, accredited contractors. The type and frequency of survey is dependent on the classification of the carriageway; for Classified Roads a SCANNER (Surface Condition Assessment of National Network of Roads) survey is carried out on 50% of the network annually (in one direction of the full network) giving 100% coverage over two years. For Unclassified Roads, a Coarse Visual Inspection (CVI) is carried out on 25% of the network annually (giving 100% coverage over four years).
- 2.9 The SCANNER survey is a driven inspection at traffic speed, that uses automated road condition survey machines to measure a range of condition parameters including ride quality, rutting depth, intensity of cracking, texture depth and edge condition.
- 2.10 CVI surveys are driven inspections at low speed where an accredited surveyor identifies and manually records the road surface condition.
- 2.11 For footways, a borough wide Footway Network Survey (FNS) was undertaken in 2017.
- 2.12 Survey results are recorded in the Council's highway asset register.

3.0 HIERARCHY OF NETWORK AND INSPECTION FREQUENCY

- 3.1 The Code of Practice defines hierarchy categories for footways and carriageways – these are detailed below. These are seen as minimum standards and many footways and roads in Tameside are categorised to a higher hierarchy and inspection frequency.
- 3.2 All the adopted highways have been assigned a carriageway, footway or cycleway hierarchy in accordance with WmHI Code of Practice.
- 3.3 The tables below detail examples of factors considered when assigning network hierarchies. Other factors may also be pertinent.
- 3.4 The Council's frequency of inspections is based on risk, functionality and usage. Road category hierarchy, in combination with known use, are the main determinant of inspection frequency. Reviews will be undertaken on a five year cycle by competent staff on a group basis. Should there be significant changes to the networks e.g. major housing or commercial developments, consideration with regards to hierarchy and frequency will be undertaken at the time of completion of the development.
- 3.5 The Tables below show the inspection hierarchy and frequency based on *Greater Manchester Combined Authority – Highway Safety Inspection Framework 2018*.

Footways Table 1 Footway Hierarchies

Category Name	Description
Prestige Walking Zones	Very busy areas of towns and cities with high public space and streetscene contribution.
Primary Walking Routes	Busy urban shopping and business areas and main pedestrian routes.
Secondary Walking Routes	Medium usage routes through local areas feeding into primary routes, local shopping centres etc.
Link Footways	Linking local access footways through urban areas and busy rural footways.
Local Access Footways	Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.
Minor Footways	Little used rural footways serving very limited number of properties

Table 2 - Hierarchy and Inspection Frequency – Footways

Footways / (Road Category)	Prestige Walking Zones (Core Town Centres)	1(a)	1 month
	Primary Walking Routes (Town Centres)	1	1 month
	Secondary Walking Routes (Strategic, Main Distributor, Secondary Distributor)	2	3 months
	Link Footways (Link Road)	3	3 months
	Bus Routes, major medical centres and Shops' Frontages *Also; 12 month inspection streets which result in an average of three or more repairs being required per 100m per annum, over a rolling three year period	-	6 months 6 months
	Local Access Footways	4	12 months *

	(Local Access Road) Minor Footways (Minor Road)		12 months *
	Highway Steps Areas of recorded historic vandalism / damage (Ridge Hill, Johnson Brook Road) All others	- -	1 month 12 months

12 month inspections;

3.6 For roads and footways categorised as having a 12 month inspection frequency, annual reviews are undertaken. Streets found to be resulting in an average of three or more repairs being required per 100m per annum, over the previous three year period, are moved to a six month inspection frequency. Discussions are also held with Planned Maintenance Engineers, to determine if more extensive works, e.g. resurfacing should be considered.

Notes

1, Month inspections - aim is to undertake one week plus or minus of date of scheduled inspection. Other inspections will be within a period of two weeks plus or minus of due date.

2, Inspection frequencies can be amended when changes to the network occur e.g. new roads or permanent closures / restricted etc.

Carriageways

Table 3 Carriageway Hierarchies

Category	Type of Road General Description	Description
Motorway	Limited access motorway regulations apply	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use.
Strategic Route	Trunk and some Principal 'A' roads between Primary Destinations	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.
Main Distributor	Major Urban Network and Inter-Primary Links. Short - medium distance traffic	Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40 mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety.

Secondary Distributor	Classified Road (B and C class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions	In residential and other built up areas these roads have 20 or 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons. In rural areas these roads link the larger villages, bus routes and HGV generators to the Strategic and Main Distributor Network
Link Road	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions	In Rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two way traffic. In urban areas they are residential or industrial interconnecting roads with 30 mph speed limits random pedestrian movements and uncontrolled parking.
Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop roads or cul-de-sacs.
Minor Road	Little used road serving very limited numbers of properties	Locally defined road

Motorways and Trunk Roads are the responsibility of *Highways England* and therefore do not form part of the Risk Management Inspection regime.


Table 4 – Hierarchy and Inspection Frequency – Carriageways

Feature	Category	Reference	Frequency
Carriage ways	Strategic Route	2	1 month*
	Main Distributor	3(a)	1month*
	Secondary Distributor	3(b)	1month*
	Link Road	4(a)	3 months
	Bus Routes and Shops' Frontages *Also;		6 Months

	12 month inspection streets which result in an average of three or more repairs being required per 100m per annum, over a rolling three year period	-	6 Months
	Local Access Road	4(b)	12 months *
	Minor Roads	4(b)	12 months *

***Carriageway monthly inspections;**

Carriageway monthly inspections are carried out utilising the following pattern;

- 1 Walked
 - 2 Driven
 - 3 Driven Repeat
- 

***12 month inspections;**

3.7 For roads and footways categorised as having a 12 month inspection frequency, annual reviews are undertaken. Streets found to be resulting in an average of three or more repairs being required per 100m per annum, over the previous three year period, are moved to a six month inspection frequency. Discussions are also held with Planned Maintenance Engineers, to determine if more extensive works, e.g. resurfacing should be considered.

Notes

1, Monthly inspections - aim is to undertake one week plus or minus of date of scheduled inspection date. Other inspections will be within a period of two weeks plus or minus of due date.

2, Inspection frequencies can be amended when changes to the network occur e.g. new schools, roads permanently closed or restricted etc.

Cycling Features

Table 5 Hierarchy and Inspection Frequency – Cycling Features

Feature	Category	Reference	Frequency
Cycle Facilities	Cycle Lanes and Advanced stop boxes - Part of Carriageway	A	Same as for carriageway
	Shared Cycle/Footway – a route for cyclists not contiguous with the public footway or carriageway or a shared cycle/pedestrian path	B	Annual or same as for footway

<p>Kerbs</p> <p>Kerbs at designated pedestrian crossing points – same as footway investigatory levels.</p> <p>Uneven or damaged kerbs, or kerbs where the rear face is exposed due to the adjacent footway being depressed (e.g. traffic over running), on a straight stretch of footway, are not considered defects unless the damage is classed as severe.</p> <p>Kerbs around tree pits are to be classed as street furniture and not a defect unless laterally displaced into the footway walking area.</p>			
	Cycle Tracks (surfaced) - Not on street	C	Annual

Notes

1, Monthly inspections - aim is to undertake one week plus or minus of date of scheduled inspection date. Other inspections will be within a period of two weeks plus or minus of due date

4.0 DEFECT INVESTIGATORY LEVELS

- 4.1 This section of the document sets out the investigatory levels and operational processes that are considered to be appropriate and reasonable based on case law and Codes of Practise.
- 4.2 Table 6 below lists the Defect Investigatory levels that would trigger a repair unless an Inspector considers that the risk at a particular location to be low;
 - e.g. for footways; directly in front of a property wall where it is unlikely it would cause a hazard. For carriageways, within 100mm of the kerb face etc.
- 4.3 At locations where an inspector assesses there is higher than average use by vulnerable pedestrians (e.g. the elderly, school children, mobility impaired) at access points to hospitals, schools, care homes, the Inspector has discretion to apply 'Core Town' investigatory levels.

Table 6 Defect Investigatory Levels

Footway investigatory level –Core Town Centres	20mm
Footway investigatory level – general	25mm
Carriageway investigatory level –Core Town Centres	30mm
Carriageway Investigatory level - general	40mm
Cycling Features (All	25mm

Notes

1, At identified carriageway pedestrian crossing points, the carriageway surface will have the same investigatory level as the adjoining footway.

5.0 METHODOLOGY OF INSPECTIONS

- 5.1 Planned Risk Management Inspections are carried out on foot and defects are noted on a hand held Data Capture Device (DCD) or recorded in a note book. It is normal practice that the inspector walks down one side of the street inspecting the footway and to the centre line of the carriageway. The Inspector then walks down the opposite side of the street and inspects the footway and to the centre line of the carriageway and logs defects.
- 5.2 Walked Risk Management Routine Inspections are optimised to ensure that both footways and carriageways are inspected at the same time i.e. to whichever is the higher frequency.
- 5.3 For roads identified as being inspected on a one month frequency, the pattern of; Month 1 – walked, Month 2 – driven, Month 3 – driven is followed and repeated.
- 5.4 Driven carriageway inspections shall be carried out utilising a driver (albeit more often than not they will be a trained highway inspector) and a highway inspector. The driver shall be responsible for driving and the highway inspector will be responsible for carrying out the inspection.
- 5.5 Within Tameside, there are a small number of roads where no walked inspections are carried out. These inspections are driven in the interest of the safety of the Risk Inspector due to the nature and layout of these roads.

Inspection Vehicle

- 5.6 The inspection vehicle used for the driven highway safety inspections will be an appropriate vehicle for the task so it can be driven safely at low speeds to facilitate a driven carriageway inspection of the highway and having due regard to minimising inconvenience to other road users.

Defect Classification

- 5.7 Defects are generally classified into one of two categories:

Category 1 –

- 5.8 those that require prompt attention because they represent an imminent hazard or because there is a risk of short-term structural deterioration. Category 1 defects will be attended to within 24 hours.
- 5.9 Inspectors may determine a defect requires emergency steps to remove danger (that may be repair works or closing an area with barriers). In these circumstances, a two hour response time is applied.

Non Category 1 defects –

- 5.10 Response times are shown in Table 7 below;

Table 7 – Defect Response Times

Priority Response Matrix

v Consequence Likelihood >	Negligible 1	V.Low 2	Low 3	Medium 4	High 5
Negligible 1	1	2	3	4	5
Low 2	2	2	6	8	10
Medium 3	3	6	9	12	15
High 4	4	8	12	16	20
Severe 5	5	10	15	20	25

	Risk	Response Time	Notes
I		2 Hours	
II		24 Hours	
III		14 Days	Town Centre
		28 Days	Non-Town Centre
IV		-	Review at next inspection

Irrespective of inspection outcome, Inspectors can log roads requiring further visit by 'Planned Maintenance Engineer' where they consider surface may require inclusion in a future works programme

Amendment of Response Times

- 5.11 There may be times, due to exceptional circumstances e.g. prolonged periods of extreme weather, when response times may need to be revised or suspended. Should this be considered necessary, discussions will be undertaken with the Director of Operations and Neighbourhoods and agreement sought from the appropriate Executive Member before any temporary change to stated response times are introduced.

6.0 GRASS VERGES

- 6.1 When considered necessary, grass verges can be made safe by filling with appropriate material and then referring it to the relevant section for possible further treatment / repair.

7.0 CAR PARKS

Introduction

- 7.1 The Council has 28 (January 2018) Pay & Display car parks in the Borough.
- 7.2 The Council has a responsibility under the Occupiers' Liability Act 1957 to ensure that the premises / land are reasonably safe for people to use.

Safety Inspections

- 7.3 Planned Risk Management Inspections are carried out monthly. During the inspection, defects which exceed the minimum investigation levels set out below, are identified and processed for repair.

7.4 The Risk Management Inspectors also identify defects which are passed to other bodies, for example:

- Defective Utility Apparatus (e.g. water stop tap boxes)
- Overhanging Vegetation
- Damaged Litter Bins
- Damaged Signs
- Trees obscuring Street Signs and Lights

Criteria & Frequency for Car Parks

Table 8

Surface	Made Surface	Unmade
Frequency	Monthly	Monthly
Investigation level (Surfaced Areas)	25mm	No Set Criteria See Note Below
Response Time (days)	28	No Set Criteria See Note Below

Note;

On unmade car parks the Inspector makes an assessment of the risk to members of the public taking into consideration the surface material, its condition, the condition of the adjoining area, level of use etc.

8.0 MARKET GROUNDS

Introduction

8.1 The Council has two Market Grounds; Ashton-under-Lyne and Hyde. These locations are considered to be Prestige Walking areas.

8.2 The Council has a responsibility under the Occupiers' Liability Act 1957 to ensure that the premises / land are reasonably safe for people to use.

Safety Inspections

8.3 Planned Risk Management Inspections are carried out monthly. During the inspection, defects which exceed the minimum investigatory levels set out below, are identified and processed for repair.

8.4 The Risk Management Inspectors also identify defects which are passed to other bodies, for example:

- Defective Utility Apparatus (e.g. water stop tap boxes)
- Overhanging Vegetation
- Damaged Litter Bins
- Damaged Signs
- Trees obscuring Street Signs and Lights

**Criteria & Frequency for Market Grounds
Table 9**

	Made Surface
Frequency	Monthly
Investigatory level	20mm
Response Time (days)	14

9.0 PUBLIC FOOTPATHS & GULLIKSEN FOOTWAYS

Introduction

- 9.1 Local Authorities are required to maintain the definitive map of all public rights of way in their area and this can be inspected at the Council's Offices.
- 9.2 The Council has a responsibility under the Countryside and Rights of Way Act 2000, Highways Act 1980, National Parks and Access to the Countryside Act 1949, Wildlife and Countryside Act 1981 and Rights of Way Act 1990.

Urban Rights Of Way / Public Footpaths

- 9.3 Metalled Public Rights of Way in the urban environment are inspected in line with the frequency and investigatory level stated for Local Access Footways.

Rural Rights of Way / Public Footpaths

- 9.4 Within the Tameside MBC area there are 201km of rural definitive public rights of way and 114km of 'Promoted Routes'.

**Inspection Prioritisation
Routine Inspections**

- 9.5 The following 'Promoted Routes' are inspected once a year to assess overall condition, signing and safety;

- Pennine Bridleway
- Trans Pennine Trail
- Tame Valley Way
- Tameside Trail
- Etherow Goyt Valley Way

- 9.6 All other rural public rights of way will be inspected biennially to assess overall condition, signing and safety.

Reactive Inspections

- 9.7 Reports of defects to the network are prioritised depending on nature of the defect reported and the usage of the route. In normal circumstances the maximum timescale within which a problem will be inspected are listed in the priority categories below;

Category A

- National and Tameside MBC promoted routes

- Routes made up specifically for disabled access
 - within two weeks

Category B

- Links to visitor attractions and other paths known to be well used
 - within one month

Category C

- All other paths
 - -within three months

“Gulliksen” Footways

9.8 Footways which satisfy the Gulliksen principles are inspected in line with the frequency and investigatory level stated for Local Access Footways.

9.9 The Court of Appeal, in the case of Gulliksen -v- Pembrokeshire County Council, found that a particular footpath on a local authority housing estate was a highway maintainable at public expense pursuant to the provisions of section 38(c) of the Highways Act 1959, which provided that a highway constructed by a borough or urban district council under Part V of the Housing Act 1957 would be a highway maintainable at public expense.

10.0 FIND & FIX TEAM

10.1 The objectives of the Find & Fix Team are twofold;

i, to provide a rapid response to reports of urgent highway defects. The team is trained and equipped, to repair most types of defects which occur on the highway. For areas that cannot be fully repaired, they will cordon off the area pending further works.

ii, they are also trained to identify defects they encounter whilst on the network, undertake repairs and record their actions using the ‘see, assess, repair’ approach.

11.0 OUT OF HOURS

11.1 The objective of the Emergency Call Out is to deal with urgent out of hours reports. Tameside MBC has a call centre which operates 24 hours a day. There is a rota of Officers available who are contacted by the call centre and will attend urgent reports. Officers dealing with reports will either resolve the issue or arrange for the area to be cordoned-off by means of signs, barriers, cones etc.

11.2 There are many types of such reports for example;

Footway or carriageway collapses

11.3 These are made safe by barriers and coned off and the relevant Officer informed the following working day.

Potholes

11.4 These can be repaired by using cold lay bitumen material.

Lamp Columns that are knocked down-

11.5 A dedicated team can be called out to deal with these (street lighting operatives).

Street Lamp Column - Access Doors / Panels Open

11.6 These are re-banded and secured.

Utility Trenches

11.7 These are made safe by barriers and cones and the Utilities are notified.

Dangerous Skips

11.8 Cones are placed around the skip and if possible the company is notified immediately. If the company cannot be notified they are contacted the following day.

12.0 TRAINING

12.1 We recognise that Risk Management staff should undertake the appropriate training and support e.g. City and Guilds 6033 – Units 301 and 311.

12.2 Make up of training includes;

- Manager inductions and briefings
- Work shadowing
- Highway related training modules contained within the City & Guilds training scheme; Units 301 and 311
- On-site staff monitoring
- Team meetings
- Staff Development Reviews
- External courses of relevance to post.

13.0 CONCLUSION

13.1 This Code is an important element of the Council's policy in identifying and minimising risk on the public highways within the borough and thereby enabling the Council to fulfil its duty under The Highways Act 1980.

13.2 Implementation of the code will reduce the risk of injury to users of the highway and other assets with regards to the Council's exposure to claims in respect of such injuries or damage.

13.3 It is therefore essential that the procedures outlined within the Code are strictly complied with.

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Report To:	EXECUTIVE CABINET
Date:	28 November 2018
Executive Member / Reporting Officer:	Councillor Oliver Ryan – Executive Member (Children’s Services) Gani Martins – Assistant Director (Children’s Services)
Subject:	ANNUAL ADOPTION REPORT
Report Summary:	The report provides information to the Board of the work and progress of Tameside Adoption service since the establishment of the Regional Adoption Agency in 2017.
Recommendations:	To note the progress made since the establishment of the Regional Adoption Agency and the planned developmental work for 2018/2019.
Links to Community Strategy:	Supports vulnerable young children who cannot live with their birth families to be safeguarded through adoption.
Policy Implications:	The Children and Social Work Act 2017 requires all Councils to be part of an Adoption Agency by 2020. The Adoption service is a regulated service and is subject to Ofsted scrutiny and inspection.
Financial Implications: (Authorised by the Section 151 Officer)	<p>The Executive Cabinet meeting of 18 October 2017 gave approval for the Council to become a constituent member of Adoption NoW with effect from 6 November 2017. Section 13.5 of the related report stated that <i>‘the initial two years of the Regional Adoption Agency arrangement will focus on improving quality and as such there is no intention to achieve savings from the formation of the Regional Adoption Agency, with each local authority committing to maintain staffing levels and operational budgets during this period of time.’</i></p> <p>The report approved additional investment of £ 0.059 million by the Council in the inaugural year. This was to support a share of the financing of additional recruitment and marketing posts of the Regional Adoption Agency (RAA), a fully funded business support post and the estimated impact of additional travel related costs for Council employees under this arrangement. The additional investment would support the increased demands placed on the RAA due to the support required relating to sibling groups and older age children within Tameside. It is envisaged the financial benefits of this additional support provided would then materialise in the longer term.</p> <p>Clearly efficiencies and demonstration of value for money (whilst maintaining quality standards) beyond the first two years of this arrangement will be expected. However, the details of expected efficiencies are not currently available. It is essential these are considered by Elected Members at the earliest opportunity when provided.</p> <p>It is also essential the development plan priorities as stated in section 5.8 of the report are aligned to the Council’s medium term financial plan to ensure the implications support the delivery of a balanced budget. In addition the development plan will require</p>

the implementation of robust performance monitoring arrangements, again aligned to the monitoring of the service revenue budget.

**Legal Implications:
(Authorised by the Borough
Solicitor)**

This was a pathfinder for what is a statutory requirement in 2020. We need to ensure that there some very clear monitoring to ensure our position is enhanced.

Risk Management:

The adoption service is currently performing well and is subject to regular monitoring as part of the DFE Improvement Plan report arrangement.

Access to Information :

Background papers relating to this report can be inspected by contacting :

Gani Martins, Assistant Executive Director (Interim) of Children's Services, Tameside Metropolitan Borough Council



Telephone:0161 342 4143



e-mail: gani.martins@tameside.gov.uk

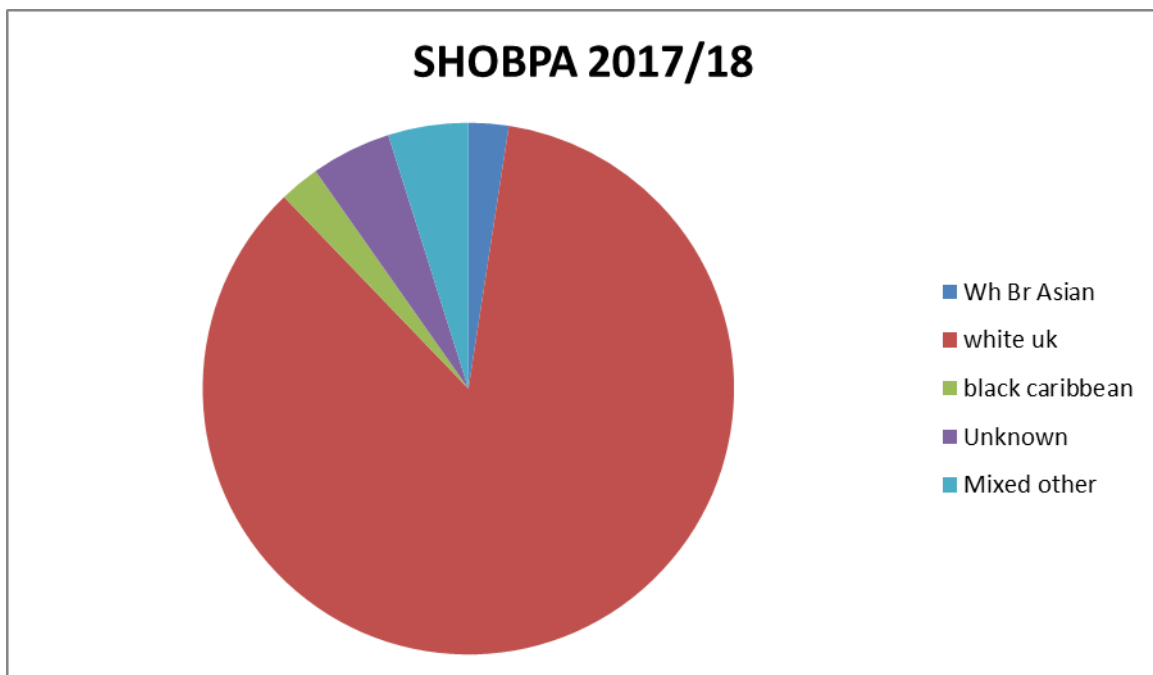
1. INTRODUCTION

- 1.1 Achieving adoption for children contributes to improving outcomes for the most vulnerable children and young people in line with priorities outlined in other Council plans.
- 1.2 In the last half of the year there has been a significant change in the way that adoption services are delivered as Adoption Now went live on 20 November 2018. Adoption Now is a Regional Adoption Agency providing adoption services on behalf of six Local Authorities – Bolton, Blackburn with Darwen, Bury, Rochdale, Oldham and Tameside.
- 1.3 This report will reflect those changes. Data relating to children remains local data relating to Tameside children however, adoption support and recruitment data now covers the Region.

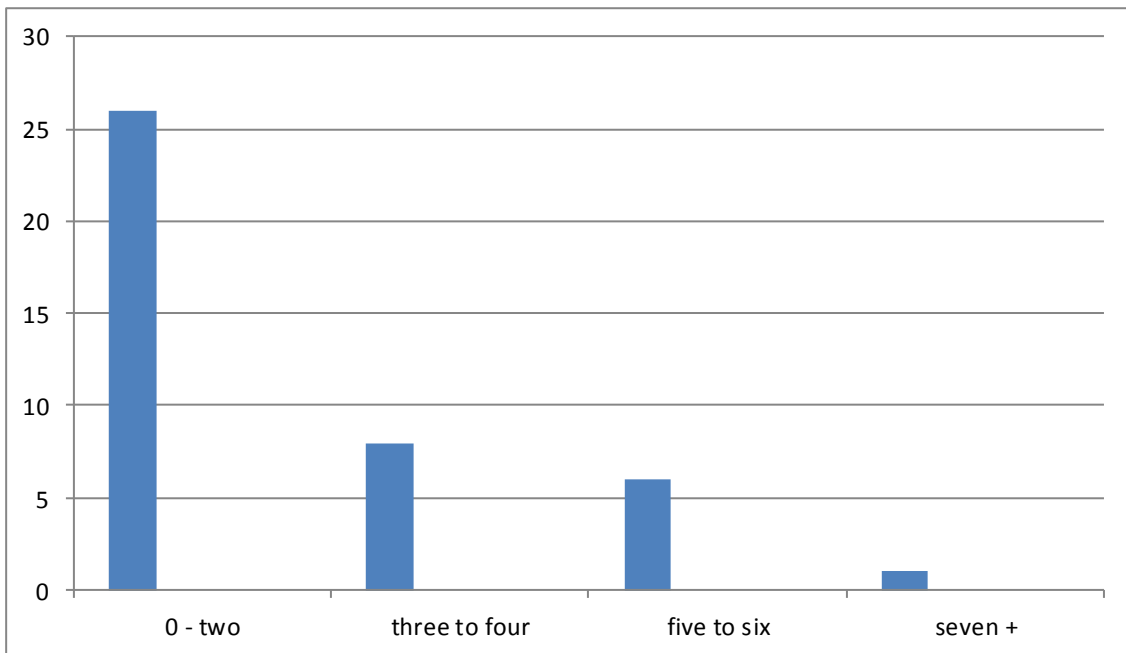
2. ADOPTION AGENCY BUSINESS - CHILDREN

Children With an Adoption Plan

- 2.1 During the year 41 children have been presented to the Agency Decision Maker (ADM) for a Should Be Placed for Adoption decision (SHOBPA). Of the children with SHOBPA decisions, twenty are part of a sibling group. 21 were single children. Twenty were male and twenty one female.



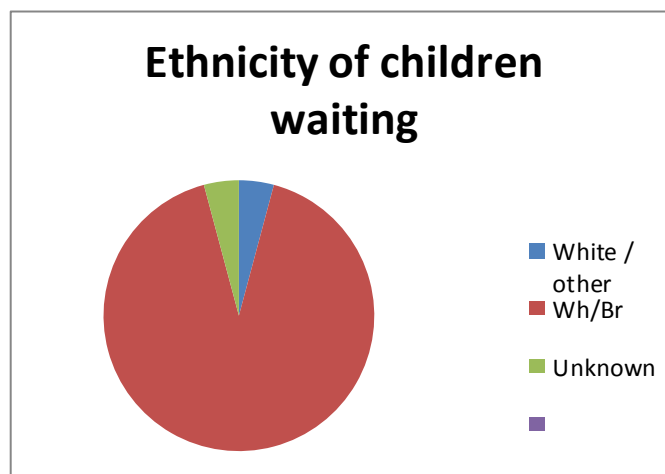
- 2.2 The chart above shows children with a SHOBPA decision by ethnicity. Tameside still place predominantly white British children for adoption with those from dual heritage backgrounds being the next largest group.
- 2.3 The chart below shows the same group of children by age and gender. Most children are aged two or under.
- 2.4 The chart below shows the same children by age. What is notable is that there are a relatively high number of new decisions to place children for adoption (41 when number of adoption orders in year is 18 suggesting a reasonably significant increase in possible plans for adoption) and that whilst the majority are two years old or under there are also a reasonably significant number of older children many of whom are part of sibling groups (20).



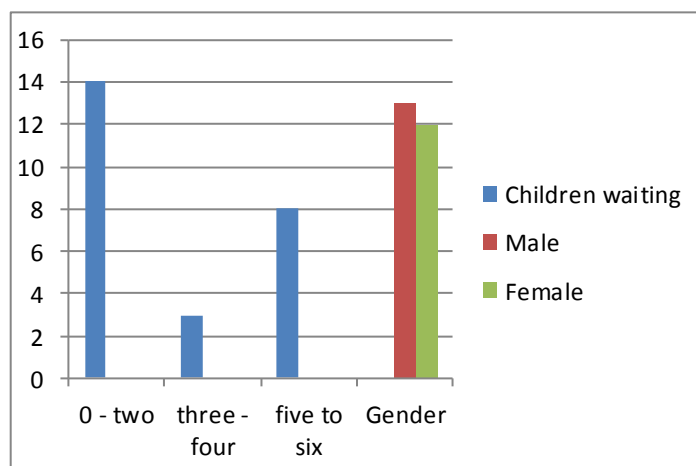
Children Awaiting a Match

2.5 On 31 March 2018, there were 25 children with a plan for adoption (subject to a placement order) awaiting placement. 17 of these children were part of a sibling group.

2.6 22 children are of white British heritage, two of White British/ other heritage and 1 of unknown ethnicity.



Age and Gender of children waiting



- 2.7 Family finding is on-going for all these children. What is notable is that 17 of the 25 children waiting are part of sibling groups which often means that family finding is harder and takes longer. One of these children has experienced a recent placement disruption and there will be a disruption meeting held to try and understand the reasons for this.
- 2.8 Some of them will be young and will not have waited long and would be expected to be placed quickly.
- 2.9 Continued efforts to match all the children waiting will include them being profiled at Exchange days where adopters can come and discuss children available for adoption and all will be invited to attend an Activity day if this is appropriate for them. These run nationally and will also be run locally by Adoption Now in the coming months.

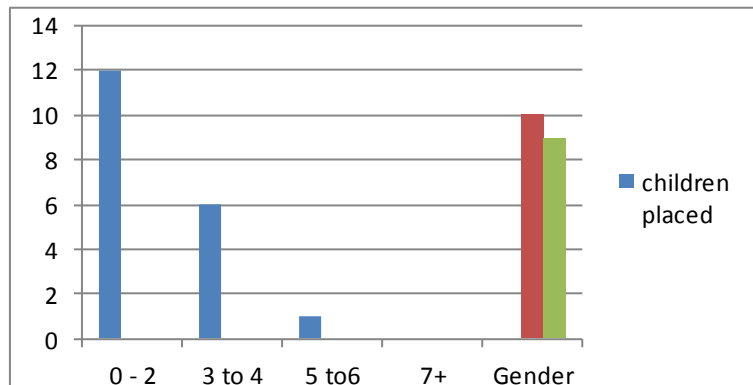
Family Finding Activity

- 2.10 Professional links and relationships have continued to result in some positive matches, especially within those local authorities and voluntary agencies which are now part of Adoption Now. The regional placement group meeting has been redesigned and continues to operate on a monthly basis to encourage matches with local voluntary adoption agencies. Link Maker continues to be a useful tool, and children are also placed immediately on Adoption Match once a placement order is made if there are no families able to be explored from within Adoption Now.
- 2.11 The development of Adoption Now means that families that would have been approved by the six local authorities are all part of the same organisation and are immediately available to Tameside's children. In quarter three there were 30% children placed with inter agency (not with RAA) adopters. In quarter 4 this figure was 25%. These placements incur an interagency fee per child. In quarter 2 100% were placed inter agency so the introduction of the Adoption Now has provided some financial benefits in relation to placement of children as Adoption Now placements do not incur a fee. The relatively high numbers of children in sibling groups waiting for placements however may be a challenge in this regard as Adoption Now currently has only a few approved adoptive families for sibling groups. Increasing adopters approved for sibling groups is part of the recruitment strategy for the coming year.

Children Placed For Adoption

- 2.12 There have been 19 children placed with adopters this year. They were all single children placed in separate placements. Seventeen children were of white British heritage, one from British Caribbean background and one of unknown heritage.

2.13 Age of children placed: -



2.14 One child was placed in a concurrent placement however the ultimate plan was not an adoption one so the child returned to birth family members.

2.15 It is practise to search for a family within Adoption Now in the first instance and then to look further afield to other local authorities, RAA's or voluntary adoption agencies.

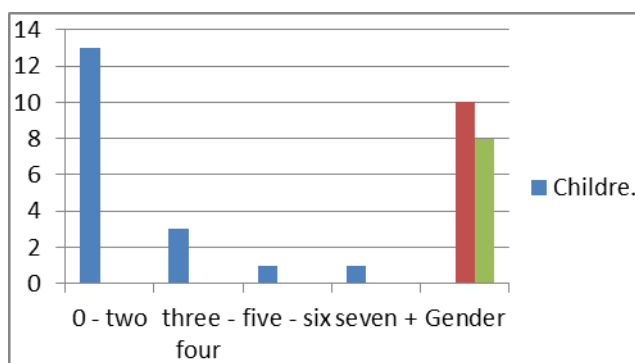
2.16 The scorecard data for children placed and adopted within the year is as follows: -

Measure	Scorecard Indicator	Tameside average
Placement Order to Matching (A2)	Scorecard Indicator - 121 days	99
Child entering care starting adoption placement (A1)	Scorecard indicator – 426 days	305

2.17 These figures show that during the year timescales were met between child entering care and starting adoption placement for the indicator measuring placement order to matching. The Scorecard measures are not 'counted' until the year after an Adoption Order has been made, therefore these positive figures will not influence the published Scorecard results for some time yet.

Children Adopted

2.18 18 adoption orders were made during the year. It is these children for whom the score card data refers. 17 of these children were of white British heritage and one of unknown ethnicity. Six of these children were a part of sibling groups.



2.19 There was a high number of young children adopted during this period.

- 2.20 Most adoption orders have been made in a timely fashion despite birth parents requesting leave to contest on the majority of cases.
- 2.21 In year indicators A1 and A2 are showing the service is performing well in terms of adoption timeliness. The three year average moves more slowly but both measures show improving performance with performance with performance are 456 for days between a child entering care and being placed for adoption and 162 days between a Placement order and matching.

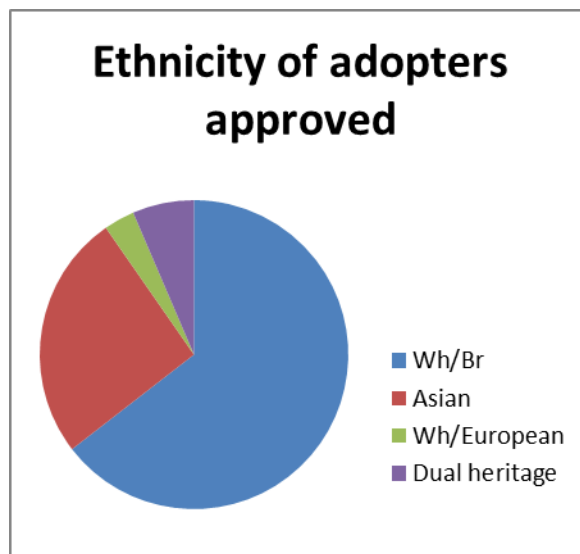
Adoption Disruption

- 2.22 There has been one disrupted adoption placement this year and this will be followed by a disruption meeting to allow for any learning from that.

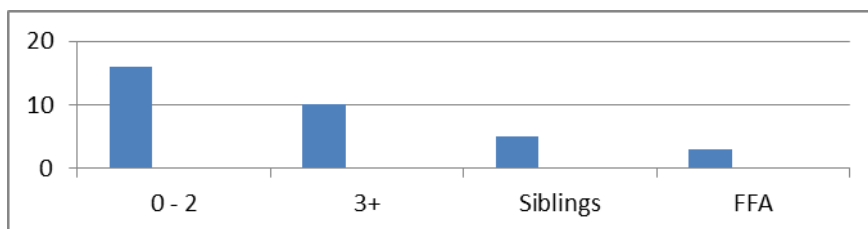
3. ADOPTION AGENCY BUSINESS - ADOPTERS

Adopter Recruitment

- 3.1 Adopter recruitment transferred to Adoption Now from 20th November 2017. Recruitment of adopters now covers a much wider geographical area. Since the 20th November, 21 adoptive families have been approved by Adoption Now. As of 31st March 2018 there were 31 adoptive families approved and available for a variety of children. The ethnicity of adopters does broadly reflect the ethnicity of children available for adoption however there are insufficient numbers being approved to meet the needs of all children across the Regional Adoption Agency.



Sorts of children approved adopters wish to consider



- 3.2 Most of the adopters waiting were approved within the previous six months however, some have waited for a placement and this has been for various reasons. Some Asian families have waited because they specifically want to adopt young babies and there have been a

limited number available. Some of the dual heritage families have wanted to wait for a child who reflects their existing family rather than take a child from a different ethnicity. Other adopters had waited a while when they transferred to Adoption Now and we do know that adopters who have already waited a good while tend to be viewed more suspiciously by family finders. We are working hard to find children to place with them.

- 3.3 Most adopters are still wishing to take young babies with few long term concerns in relation to their wellbeing. The need is to recruit more adopters who can offer homes to older children up to the age of eight years old, those who can adopt brothers and sisters in groups of 2, 3 or 4 and those who can consider children with additional needs.

Recruitment Activity

- 3.4 Nationally there is a shortage of adopters and numbers of children available are rising again as the looked after population nationally and locally rises. This happened shortly after many adopters had had to wait for long periods as a consequence of case law that changed the practise of the courts in terms of agreeing adoption plans for children. The message to the public was and still is to some extent that there are few young children available for adoption and that numbers have fallen significantly.
- 3.5 The recruitment strategy of Adoption Now has been to dispel this myth going live with a campaign that visibly showed with balloons how many children there were available in this area alone.
- 3.6 The new recruitment team will be fully staffed by early June 2018 and recruitment campaigns are scheduled three times per year with considerable presence at local events across the six local authority areas and beyond over the summer months.
- 3.7 The target is to increase numbers of adopters being approved by at least 20 families per year by the end of year 2.
- 3.8 A recruitment strategy and annual recruitment plan exists to support the need to recruit more adopters.

Adoption Panels

- 3.9 The adoption panels are now run by Adoption Now and there is a panel at least weekly and when demand is high five times per month. One of the panels sits in Blackburn and the others in Rochdale and Bolton. The panels consider adopter approvals, matches and de registrations from all six local authorities. In all cases in the last six months, the panel recommendations were agreed by the Agency Decision Maker (ADM).
- 3.10 For every panel, panel members received the papers in sufficient time to enable them to read the papers thoroughly and in all Tameside's cases they had received sufficient information to consider the case and reach a conclusion. The majority of reports in relation to matches and approvals were considered to be good or excellent. Support plans were found to be appropriate to the child's needs. Timescales for approvals and matches were considered and the panel were satisfied with the explanations provided regarding any delay.
- 3.11 The need to improve timeliness of adopter assessments is part of the annual development plan for that service area. There is also a need to be more consistent with the matching paperwork across the six local authorities and this is also a focus of improvement activity over the coming year.
- 3.12 There are three panel chairs who operate across the panels. Panel members from each of the six local authority areas were pooled and many have continued to service the newly arranged panels.

4. ADOPTION AGENCY BUSINESS – ADOPTION SUPPORT

Training and Support to Adoptive Parents

- 4.1 Preparation training for prospective adopters being assessed continues to run at least once a month across the region. Adoption Now facilitate these groups. In addition Adoption Now has run preparation groups for second time adopters twice as this enables them to consider the specific issues around bringing a second child into the family. This has received positive feedback from adopters attending.
- 4.2 The Adoption Service recognises the value of on-going training and support for adopters at different stages in the adoption process and their child's/children's development, to prevent family breakdown in later years and add quality of life to adoptive families. Post approval and post adoption training is now delivered by Adoption Now and is spread across the region.
- 4.3 During the last six months there has been a launch of adoption now which over 200 people attended from the region. There has also been training delivered for adoptive parents one safety, promoting positive attachments – therapy and PACE, the developing brain and starting your adoptive family. In addition there have been coffee mornings, the continuation of a young people's group called Club Awesome and the establishment of a new therapeutic toddler group to add to the ones already running (as these are very popular).
- 4.4 There is a plan to deliver more social type events and training in accordance with the wishes that adopters expressed at the launch event when they and young people were consulted about what they wished to see running in order to support them.

Post Adoption Support

- 4.5 The adoption support team combines workers from across the six local authorities. Some staff had therapeutic training and there were also staff new to adoption support work. The team are based together in Bolton however, they continue to deliver services locally to where families live.
- 4.6 The benefits of becoming a much larger service are that it is easier to match a family's needs with staff with the relevant skills, duty can be delivered on a daily basis so families can always get in touch if they need support and it is possible to run a wider variety of support groups and training events for adopters.
- 4.7 The Post Adoption Support Team provide a variety of services including supporting birth parents, adoptive parents and children with contact arrangements, facilitate direct contact for a number of children with their birth families, provide an access to records service for adult adoptees, provide assessment of need and more individualised support to those adopted children and their families who are in greater need and respond to lower level queries with advice and one off support.

Adoption support work

Open cases	311
Assessments completed	40
Pre order support	11
Access to Records	56

- 4.8 All the assessments led to a service being provided and most resulted in applications to the Adoption Support Fund for therapeutic services.
- 4.9 On 31 March, a total of 311 cases were open to Post Adoption Support.

- 4.10 In addition, birth parent support is offered through surgeries that occur weekly in each of the six local authorities. If birth parents require additional support then they can be referred to After Adoption who are commissioned to provide that independent support.

5. ADOPTION AGENCY BUSINESS - OTHER

Inter-Country Adoption

- 5.1 Inter-country adoption services are rarely requested in Tameside but the Local Authority has a statutory obligation to provide or commission a service. The Borough remains part of a regional commission for inter-country adoption services provided by the Inter Country Adoption Centre.

Participation Of Young People

- 5.2 Prior to going live Adoption Now commissioned a voluntary adoption agency to consult with young people and their views helped fashion the set-up of the new adoption agency.
- 5.3 Since then Adoption Now has consulted with a large group of young people at its launch event. Services being designed will be in line with their expressed wishes. Creative ways continue to be used to encourage participation from children who access post adoption support as well as those children who are awaiting adoption, especially, but not exclusively, those who are verbal.
- 5.4 The management team have also met with a participation officer in Blackburn to advise as to what is required for Adoption Now to acquire an investors in children award. This will be pursued over the coming year.

Complaints/Compliments

- 5.5 Adoption Now has not received any complaint in relation to Tameside children or families.

Allegations

- 5.6 There have been no allegations in the last six months.

Staffing

- 5.7 Over the last 6 months the service has operated with a core team of eight full time equivalent social workers, a deputy team manager and a team manager. These staff now work as part of Adoption Now and support a much larger regional service.

Budget

- 5.8 During 2017/18 a total of £0.332 million was spent on placing children with outside agencies by the Council. In addition, £0.050 million was spent on adoption support related expenditure.
- 5.9 The operational budgets supporting adoption were transferred to Adoption Now from the Council alongside the related budget allocations from the other five local authorities.
- 5.10 The Executive Cabinet meeting of 20 October 2017 gave approval for the Council to become a constituent member of Adoption NoW with effect from 6 November 2017. Section 13.5 of the related report stated that *'the initial two years of the Regional Adoption Agency arrangement will focus on improving quality and as such there is no intention to achieve savings from the formation of the Regional Adoption Agency, with each local authority committing to maintain staffing levels and operational budgets during this period of time.'*
- 5.11 The report approved additional investment of £ 0.059 million by the Council in the inaugural year. This was to support a share of the financing of additional recruitment and marketing posts of the Regional Adoption Agency (RAA), a fully funded business support post and the

estimated impact of additional travel related costs for Council employees under this arrangement. The additional investment would support the increased demands placed on the RAA due to the support required relating to sibling groups and older age children within Tameside. It is envisaged the financial benefits of this additional support provided would then materialise in the longer term.

- 5.12 Clearly efficiencies and demonstration of value for money (whilst maintaining quality standards) beyond the first two years of this arrangement will be expected. However, the details of expected efficiencies are not currently available. It is essential these are considered by Elected Members at the earliest opportunity when provided.

Team Development

- 5.13 Adoption Now hold fortnightly team meetings where staff learn together and develop practise. In addition there has been team building training in each of the work streams and training on access to records delivered by Coram BAAF. Training planned includes training in DDP, Non-violent resistance training, GDPR training and how it affects us in adoption and therapeutic life story work training. This is a benefit of the new regionalised approach in that pooled budgets allow for staff to be better equipped to manage children and families coping with transition and trauma.
- 5.14 A decision was made to reserve some 'set up' budget in order to skill staff up to meet the needs of families requiring support. This should prevent escalation of difficulties and enable staff to have a better understanding of the issues facing families to ensure the correct support is offered at the correct time.

Development Plan For 2018/19

- 5.15 A development plan has been drawn up for the coming year. The main aspects of that are as follows: -
1. Recruit more adopters to meet the needs of children needing families. Targets exist around approval of adopters. The recruitment workers will be in post from early June 2018.
 2. Ensure that adopters and young people's views are consistently sought and that they shape development of the service.
 3. Work towards achieving Investors in children award placing young people's views at the centre of our service.
 4. Work towards achieving consistency in practise in all three work streams.
 5. Panels to have a better balance in terms of ethnicity on membership.
 6. Ensure the IT system can reliably produce accurate data.
 7. Improve timescales for approval of adopters so that more are approved within the six month timescales.

6. RECOMMENDATIONS

- 6.1 As stated on the report cover.

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Report to:	EXECUTIVE CABINET
Date:	28 November 2018
Executive Member/Reporting Officer:	Councillor Allison Gwynne - Executive Member (Neighbourhood Services) Emma Varnam – Assistant Director, Operations and Neighbourhoods
Subject:	INTRODUCTION OF ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) (ENGLAND) REGULATIONS 2018
Report Summary:	<p>The Regulations have been introduced to protect animal welfare and came into effect on 1 October 2018.</p> <p>This report outlines the changes to the licensing of activities involving animals and the proposed fees associated with administering and enforcing the legislation.</p>
Recommendations:	That the fees outlined in this report are approved by Executive Cabinet.
Links to Community Strategy:	The licensing of activities involving animals contributes towards the Community Strategy theme of providing a safe Borough.
Policy Implications:	There is a statutory requirement for the Council to comply with the legislation and to have a licensing regime in place. Fees will also have to be set by the authority in line with national guidance.
Financial Implications: (authorised by Section 151 Officer)	The fees have been calculated based upon time spent historically issuing and inspecting animal licensable activities and anticipated time to be spent based upon the requirements set out within the Regulations. They are broadly in line with other authorities and will be reviewed on an annual basis to ensure that the maximum income possible from these activities is received.
Legal Implications: (authorised by Borough Solicitor)	The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 consolidate and improve previous licensing controls principally over the welfare, breeding boarding and sale of animals for pets, the hire of horses for riding, and performing animals. Any fee structure should be fair and proportionate, with a clear rationale, based on a correct analysis of required resources and in accordance with national guidance. Given this is a new regime, it will need to be kept under regular review to ensure this balance is struck, and to avoid successful challenge of this policy through either a request for judicial review by the courts, or to the Local Government and Social Care Ombudsman due to failure to implement the agreed process.
Risk Management :	<p>With regards to the setting of adequate fees, it is important that the service cover's the costs of delivering the new licensing regime. The fees need to carefully reflect costs and be justifiable to minimise the risk of challenge from service users.</p> <p>As this is new legislation the fees have been calculated based on an estimation of time that it will take to issue and inspect the</p>

businesses, these fees will need to be reviewed in 12 months.

There is potentially an economic risk to businesses as the fees have increased substantially compared to those set under the existing legislation.

Access to Information :

The background papers relating to this report can be inspected by contacting Emma Varnam, Assistant Director, Operations and Neighbourhoods



Telephone:0161 342 3337



e-mail: emma.varnam@tameside.gov.uk

1 INTRODUCTION

- 1.1 The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 were passed by Parliament on 16 April 2018 and came into effect on 1 October 2018.
- 1.2 The new legislation under the Animal Welfare Act 2006 replaces a number of pieces of legislation that previously governed the licensing of animals.

2 SUMMARY

- 2.1 The Regulations will be the primary legislation and control the following licensable activities;
- Providing or arranging for the provision of boarding for cats or dog
 - Selling animals as pets
 - Hiring out horses
 - Breeding dogs
 - Keeping or training animals for exhibition
- 2.2 The Regulations will consolidate and replace the following legislation;
- Animal Boarding Establishments Act 1963
 - Pet Animals Act 1951
 - Riding Establishments Act 1964 & 1970
 - Breeding of Dogs Act 1973 & Breeding and Sales of Dogs (Welfare) Act 1999
 - Performing Animals (Regulation) Act 1925
- 2.3 The Regulations have amended the previous licensing regime in a number of ways however, the key changes are;
- A premises can have a single licence covering a number of licensable activities.
 - A licence can be granted or renewed for a period of between 1 – 3 years. The duration of the licence is determined by compliance history, star rating and associated risk. The scoring matrix is shown at **Appendix 1**.

3 SETTING FEES

- 3.1 The legislation provides that a local authority may charge such fees as it considers necessary for;
- a) the consideration of an application for the grant, renewal or variation of a licence including any inspection relating to that consideration, and for the grant, renewal or variation,
- b) the reasonable anticipated costs of consideration of a licence holder's compliance with these Regulations and the licence conditions to which the licence holder is subject in circumstances other than those described in sub-paragraph (a) including any inspection relating to that consideration,
- c) the reasonable anticipated costs of enforcement in relation to any licensable activity of an unlicensed operator, and
- d) the reasonable anticipated costs of compliance with regulation 29.
- 3.2 The fees have been calculated based upon time spent historically issuing and inspecting animal licensable activities and anticipated time to be spent based upon the requirements set out within the Regulations.

- 3.3 There will be a review of the fees after the first year of operation to assess whether the level of fees continue to be appropriate. Any necessary adjustments can then be made as appropriate on an annual basis.
- 3.4 The proposed fees are set on a cost recovery basis and are shown in **Appendix 2**.
- 3.5 The methodology detailing how the fees have been set is shown at **Appendix 3**.

4. RECOMMENDATIONS

- 4.1 As set out on the front of the report.

APPENDIX 1

Scoring Matrix		Welfare Standards		
		Minor Failings (existing business that are failing to meet minimum standards)	Minimum Standards (as laid down in the schedules and guidance)	Higher Standards (as laid down in the guidance)
Risk	Low Risk	1 Star 1yr licence Min 1 unannounced visit within 12 month period	3 Star 2yr licence Min 1 unannounced visit within 24 month period	5 Star 3yr licence Min 1 unannounced visit within 36 month period
	Higher Risk	1 Star 1yr licence Min 1 unannounced visit within 12 month period	2 Star 1yr licence Min 1 unannounced visit within 12 month period	4 Star 2yr licence Min 1 unannounced visit within 24 month period

APPENDIX 2

Animal Licensing Fees (excluding vet costs)

Effective 1st October 2018

Home Boarding of Dogs (including Day Care)		
Application Fee		£143
Grant Fee	1 year	£169
	2 year	£203
	3 year	£236
Dog Breeding Licence		
Application Fee		£143
Grant Fee	1 year	£226
	2 year	£266
	3 year	£308
Boarding of Cats and/or Dogs (Kennels and Catteries)		
Application Fee		£143
Grant Fee	1 year	£203
	2 year	£252
	3 year	£286
Keeping of Animals for Exhibition		
Application Fee		£143
Grant Fee	3 year licence	£169
Hiring out Horses		
Application Fee		£143
Grant Fee	1 year	£235
	2 year	£286
	3 year	£337
Selling animals as pets		
Application Fee		£143
Grant Fee	1 year	£184
	2 year	£200
	3 year	£217

APPENDIX 3

<u>Animal Welfare Licences</u>		Head of Env Services	Manager	Business Compliance Officer	Regulatory Compliance Officer	Regulatory Support	Clerical Support	Cost	Plus 20% on costs	Current Fees
Home Boarding of Dogs	Hrs	0.15	0.15	2.00	1.00	0.30	0.30			
Application Fee	Chrg	12.26	9.09	56.74	24.78	9.07	7.41	119.00	143.00	143.00
Grant Fee - 1 Year	Hrs	0.30	0.30	2.00	1.00	0.30	0.30			
	Chrg	24.53	18.18	56.74	24.78	9.07	7.41	141.00	169.00	
Grant Fee - 2 Years	Hrs	0.30	0.30	3.00	1.00	0.30	0.30			
	Chrg	24.53	18.18	85.11	24.78	9.07	7.41	169.00	203.00	
Grant Fee - 3 Years	Hrs	0.30	0.30	4.00	1.00	0.30	0.30			
	Chrg	24.53	18.18	113.48	24.78	9.07	7.41	197.00	236.00	
Dog Breeding Licence	Hrs	0.15	0.15	2.00	1.00	0.30	0.30			
Application Fee	Chrg	12.26	9.09	56.74	24.78	9.07	7.41	119.00	143.00	143.00
Grant Fee - 1 Year	Hrs	0.30	0.30	3.00	1.45	0.30	0.30			
	Chrg	24.53	18.18	85.11	43.35	9.07	7.41	188.00	226.00	

Grant Fee - 3 year licence	Hrs	0.30	0.30	2.00	1.00	0.30	0.30			
	Chrg	24.53	18.18	56.74	24.78	9.07	7.41	141.00	169.00	
Hiring out Horses	Hrs	0.15	0.30	2.00	1.00	0.30	0.30			
Application Fee	Chrg	12.26	18.18	56.74	24.78	9.07	7.41	119.00	143.00	143.00
Grant Fee - 1 year	Hrs	0.30	0.30	4.00	1.00	0.30	0.30			
	Chrg	22.63	18.18	113.48	24.78	9.07	7.41	196.00	235.00	
Grant Fee - 2 Years	Hrs	0.30	0.30	5.30	1.00	0.30	0.30			
	Chrg	22.63	18.18	156.03	24.78	9.07	7.41	238.00	286.00	
Grant Fee - 3 Years	Hrs	0.30	0.30	7.00	1.00	0.30	0.30			
	Chrg	22.63	18.18	198.59	24.78	9.07	7.41	281.00	337.00	
Selling Animals as Pets	Hrs	0.15	0.15	2.00	1.00	0.30	0.30			
Application Fee	Chrg	12.26	9.09	56.74	24.78	9.07	7.41	119.00	143.00	143.00
Grant Fee - 1 Year	Hrs	0.30	0.30	2.30	1.00	0.30	0.30			
	Chrg	22.63	18.18	70.92	24.78	9.07	7.41	153.00	184.00	

Grant Fee - 2 Years	Hrs	0.30	0.30	3.00	1.00	0.30	0.30			
	Chrg	22.63	18.18	85.11	24.78	9.07	7.41	167.00	200.00	
Grant Fee - 3 Years	Hrs	0.30	0.30	3.30	1.00	0.30	0.30			
	Chrg	22.63	18.18	99.29	24.78	9.07	7.41	181.00	217.00	

Report To:	EXECUTIVE CABINET
Date:	28 November 2018
Executive Member / Reporting Officer:	Councillor Bill Fairfoull – Deputy Executive Leader Tim Rainey – Assistant Director, Digital Services
Subject:	CASH BOX CREDIT UNION
Report Summary:	<p>This report provides background to, and current financial performance of the cash Box Credit Union.</p> <p>In 2016 Tameside Council became a Corporate Member of the Cash Box Credit Union by the investment of £25k in the form of deferred shares. As part of this investment it was agreed that a report detailing the performance and financial position of the Cash Box Credit Union would be presented annually to the Executive Cabinet to help assess the risk relating to the investment.</p>
Recommendations:	The report and improved performance of the Cash Credit Union is noted.
Links to Sustainable Community Strategy:	The initiative supports the delivery of the Sustainable Community Strategy Prosperous Tameside aim.
Policy Implications:	In line with council's policy framework
Financial Implications: (Authorised by the Section 151 Officer)	There are no direct financial implications as a result of this report.
Legal Implications: (Authorised by the Borough Solicitor)	<p>Credit unions aim to create financial resilience by helping individuals to take control of your money by encouraging them to save what they can, and borrow only what an individual can afford to repay. In essence, they're savings and loan co-operatives, where the members pool their savings to lend to one another and help to run the credit union. This is done in a 'not-for-profit' way, so the cash is only used to run the services and reward the members, and NOT to pay outside shareholders, like most other financial institutions. Credit unions safeguard money of its savers throughout the year, because those running credit unions must put aside enough money to ensure they don't go bust. Any money that's left over is channelled back to those who've got a savings account (to pay them interest) or it's used to try to improve the overall service. To keep all the money safe, credit unions can't lend out all their members' savings or plough the remainder into anything that carries too much risk. All money in savings with credit unions has the same FSCS Government protection as bank savings accounts. In 2016 Tameside Council became a Corporate Member of the Cash Box Credit Union by the investment of £25k in the form of deferred shares. As part of this investment it was agreed that a report detailing the performance and financial position of the Cash Box Credit Union would be presented annually to the Executive Cabinet to help assess the risk relating to the investment. In future, we need to also have an analysis of the published accounts.</p>

Risk Management:

None associated with this report.

Access to Information:

The background papers relating to this report can be inspected by contacting Tim Rainey, Assistant Executive Director, Digital Services:-



Telephone: 0161 342 3299



e-mail: tim.rainey@tameside.gov.uk

1. BACKGROUND

- 1.1 Tameside Cash Box Credit Union was formed in May 2004, following the merger of the Credit Union for Tameside Employees (CUTE) and the Community Credit Unions based in Tameside. Members must be part of our “common bond” i.e. living or working in Tameside or Glossop.
- 1.2 A credit union is a financial co-operative, which is a form of community bank, owned and managed by its members. As at July 18 Cash Box had 1,969 adult members and 237 junior members with the aim of growing the membership by 17% per annum over the next three years. It had 435 people borrowing a total £685,531. All surpluses are retained by members within the credit union.
- 1.3 Its objective is to improve financial inclusion for the general public, including young people, vulnerable and low income groups, by providing secure community based saving and transactional account facilities and a source of low interest loans for its members.
- 1.4 The Credit Union provides loan facility for members who would otherwise not be able to access credit due to their previously poor credit history and those who wish to borrow £1,000 or less, which would not usually be available from banks. Loans of higher amounts are available to qualifying members (currently £6,000 above savings subject to a cap of £15,000).
- 1.5 Each year Cash Box saves vulnerable Tameside people, around £495,500 per year based on the current loan book and when compared to doorstep loans who commonly charge between 270% APR and 1,532% APR interest depending on loan value and term.
- 1.6 In 2016 Tameside Council became a Corporate Member of the Cash Box Credit Union by the investment of £25k in the form of deferred shares. As part of this investment it was agreed that a report detailing the performance and financial position of the Cash Box Credit Union would be presented annually to the Executive Cabinet to help assess the risk relating to the investment.
- 1.7 Cash Box is managed by a volunteer Board of Directors and directly employs four members of staff. It is based from offices in Clarendon Arcades, Ashton and has collection points in Ashton, Hyde, Denton and Stalybridge. which are operated by 15 volunteer collectors.
- 1.8 Cash Box also receives considerable support in kind from the Council. This includes support and operation of its IT systems, HR support, accommodation and £25,000 invested as deferred shares,

2. QUEENS AWARDS FOR VOLUNTARY SERVICE

- 2.1 Earlier this year Cash Box was awarded the prestigious Queen’s Award for Voluntary Service. It is a great honour and is a tribute to the work and dedication over many years that the many volunteers have made to Cash Box. The award was received at a ceremony at Gorton on 29 August.

3. FINANCIAL CONTROLS AND REGULATION

- 3.1 Since the financial crisis controls and regulation of the financial sector has been significantly tightened. The Credit Union is regulated by the Financial Conduct Authority and the Prudential Regulation Authority (PRA). Credit Unions are also required to comply with the Financial Services Compensation Scheme, the Data Protection Act 1998, Money

Laundering Regulations 2007, Proceeds of Crime Act 2002, Terrorism Act 2006 and the Co-operative and Community Benefit Societies Act 2014.

- 3.2 The effectiveness of Credit Unions is measured by 11 key ratios prescribed by the PRA. Cash Box consistently meets with or exceeds these standards. (See **Appendix 1** for full details). Details of the interest loan projections for October 18 are also included at **Appendix 2**.

4. CREDIT UNION BY NUMBERS (SEPT 18)

Adult members	1657
Junior members	239
Total Borrowers	424
Total Deposits	£1,681,914
Total Loan Book	£690,270
New Loans	£46,290
Loan repayments	£37,841
New loan applications	29
New deposits	£96,990
New withdrawals	£62,508
Delinquency ratio	5.45%

5. CASH BOX RECENT PERFORMANCE

- 5.1 Over the last three years, since the appointment of a full time General Manager and the strengthening of the Board of Directors, Cash Box Credit Union, has transformed its operation from a loss making position in 2012 and 2013 into profit and able to pay a dividend to members for the last 4 years.

The Chief Executive of Association of British Credit Unions Limited (ABCUL) has stated that the Tameside Credit Union is in the top decile within the UK, for community credit unions.

- 5.2 This change in fortunes has been achieved by modernising the financial products offered and also streamlining the back office processes. Highlights include:-

- A new Christmas saving accounts was launched in 2015. This is paid out in November which allows members to take advantage of the early Christmas offers. In November 2016 £160,000 was paid out to Christmas savers, last that figure rose to £202,000 and this year it will be £225,000.
- The table **Appendix 3** details the monthly payroll deduction schemes that are now in place with 23 different local organization with monthly savings in excess of £60,000.

- Improving the management of debts in line with being a responsible lender resulting in the mandatory bad debt provision being reduced by 50% in 2017;
- Developing and embedding robust financial management and other policies, meeting and exceeding all regulatory requirements;
- Approval rate for loan applications has increased to 93%;
- Cash Box is now working with other Greater Manchester community credit unions and the GM Mayor on a pan Manchester offer.

6. EVERY CHILD A SAVER

- 6.1 In 2016 £48,922 was awarded as one of the Leaders 16 for 16 pledges for the “Every Child a Saver” scheme. The scheme was aimed at incentivising rising secondary school pupils in Tameside to open a Credit Union savings account by offering a £10 bonus when a new account was opened. The scheme was run in this form for 2 years (2016 and 2017) and despite considerable marketing was not overly successful. Despite over 5,500 letters being sent to parents and only 82 new children’s savings accounts have been opened and are still active.
- 6.2 This year we have adopted a more targeted approach and have launched a new junior savings scheme in partnership with Millbrook Primary school. Teaching children about money is an essential life skill and starting this at a young age is crucial. The saving club is teaching children about the value of money and how it is important to save for the things they want. Every child who joined the savings club receives a paying in book which they bring to school on a set day to pay in cash. To date there are 30 junior members regularly saving. Once they have successfully saved £13 they will receive a £10 Every Child a Saver bonus.
- 6.3 In addition a new Child Benefit Loan has been introduced. This new product is aimed at attracting new business and helping new members to eventually move onto our Standard loan products. The maximum loan on this kind of product will be £500. Early repayment permitted and without penalty.
- 6.4 This new product will provide an opportunity for parents in receipt of child benefit to borrow money from an ethical lender at competitive rates whilst also beginning a weekly (or 4 weekly) saving habit. Parents will be encouraged to open a junior savings account for each child and save a minimum £1 a week each. Withdrawals permitted after 13 weeks. These new junior accounts will attract £10 Every Child a Saver supplement after 13 weeks.
- 6.5 The Child Benefit is paid directly to the Credit Union to cover the loan repayment. Any savings are also deducted before the balance is transferred back to the parent on the same day. The term of any loan is between 26 and 52 weeks (maximum of £500) with a monthly interest rate of 3%. The Parent must open savings account, minimum £2 a week with no withdrawals until loan paid off or 52 weeks.

APPENDIX 1

Key Ratios

Key ratios are a mandatory tool that the Cash Box has to use to measure how well it is managing its resources on behalf of members as can be seen from the table below all ratios are currently well within tolerance levels:

Ratio	Target	Mth 31/10/2017	Mth 30/11/2017	Mth 31/12/2017	Mth 31/01/2018	Mth 28/02/2018	Mth 31/03/2018	Mth 30/04/2018	Mth 31/05/2018	Mth 30/06/2018	Mth 31/07/2018	Mth 31/08/2018	Mth 30/09/2018
Capital as percentage of total assets	min requirement 3%	10.45%	11.21%	11.28%	11.15%	11.08%	10.50%	10.34%	10.03%	10.05%	10.00%	10.60%	9.09%
Credit union's borrowings as percentage of total asset	</=5%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Total shares as percentage of total assets	>/= 70% and </= 90%	88.74%	86.99%	86.34%	86.80%	87.95%	89.14%	89.36%	89.74%	87.64%	88.10%	88.05%	88.40%
Total bad debt written off as percentage of total loans	</= 10%	4.04%	3.50%	3.23%	3.99%	4.10%	3.57%	4.65%	4.80%	3.99%	5.25%	5.20%	5.80%
Net assets as percentage of sum of total shares and juvenile deposits	>/= 105%	104.81%	105.44%	105.69%	105.60%	105.06%	104.45%	104.67%	104.26%	104.57%	104.96%	105.51%	104.01%
Bad debt (more than three months in arrears) as percentage of total loans	</= 20%	5.13%	5.34%	5.23%	7.89%	9.29%	9.62%	7.26%	7.18%	7.32%	6.80%	5.92%	5.56%
Non-earning assets as percentage of total assets	</= 10%	4.04%	3.35%	6.68%	5.53%	2.65%	3.70%	1.42%	1.45%	1.87%	2.01%	1.61%	3.50%
Net zero cost funds as percentage of non-earning assets	>/= 200%	253.90%	336.71%	164.36%	195.16%	404.46%	275.36%	709.47%	681.90%	516.41%	473.24%	588.09%	242.36%
Loan income over 12 months as percentage of total loans	>/= 6%	24.81%	24.48%	24.16%	25.01%	25.71%	25.08%	25.82%	26.07%	24.32%	23.74%	23.99%	23.61%
Net loans as percentage of total assets	Not applicable	34.89%	38.70%	38.10%	36.62%	35.27%	35.38%	34.60%	34.07%	35.59%	36.07%	35.63%	35.43%
Liquidity	>/= 10%	39.79%	30.42%	32.93%	35.51%	37.03%	37.18%	38.34%	39.57%	39.89%	39.88%	40.52%	42.28%

APPENDIX 2

Loan Interest Projections for October 2018

Product	Product Code	No. of members	Balance*	% per month	Projected Interest
Loan 1	L1	4	£4,558	1%	£46
2% Loan	L3	266	£523,443	2%	£10,469
1% Secured	L7	41	£38,021	1%	£380
3% Payroll Loan	L6	89	£107,621	3%	£3,229
2% Payroll Loan	L8	2	£1,740	2%	£35
Summer Payroll Loan 2017	L9	2	£1,620	2.5%	£41
Instant Loan	L10	14	£4,450	3%	£133
New Year Payroll Loan	L11	7	£8,347	2.75%	£230
Child Benefit Loan	L12	1	£464	3.00%	£14
TOTAL		426	£690,265		£14,576

APPENDIX 3

Payroll Deduction Schemes

RUN	Organisation	No's	Value
1	TMBC	352	£38,651.64
2	Droylsden Academy	1	£160.00
3	NCHT/Jigsaw Tenants	61	£6,228.38
4	TMBC Teachers	6	£438.87
5	NCHT/Jigsaw Staff	32	£4,056.00
6	Great Academies	5	£704.00
7	Active Tameside	10	£1,075.10
8	Action Together (CVAT)	2	£250.00
9	CAB	2	£110.00
10	Credit Union	2	£177.00
11	Ashton Pioneer	9	£995.00
12	All Saints	1	£75.00
13	Carillion/Robertson	2	£320.00
14	Hawke	4	£225.00
15	Our Lady of Mount Carmel	1	£50.00
16	Poplar Street	10	£880.00
17	St Stephens	3	£80.00
18	Holy Trinity	3	£330.00
19	Thomas Ashton	12	£650.00
20	Longdendale	1	£60.00
21	Rayner Stephens	3	£455.00
22	Tameside Gen Hospital	46	£4,565.27
23	CCG	2	£50.00
		570	£60,510.26