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## EXECUTIVE CABINET

**Day:** Wednesday  
**Date:** 25 November 2020  
**Time:** 1.00 pm (or at the rise of Strategic Commissioning Board, whichever is the later)  
**Place:** Zoom Meeting

Item No.	AGENDA	Page No
1	<b>APOLOGIES FOR ABSENCE</b> To receive any apologies for the meeting from Members of the Executive Cabinet.	
2	<b>DECLARATIONS OF INTEREST</b> To receive any declarations of interest from Members of Executive Cabinet.	
3	<b>MINUTES</b>	
3a	<b>EXECUTIVE CABINET</b> To consider the Minutes of the meeting of the Executive Cabinet held on 2 November 2020.	1 - 18
3b	<b>STRATEGIC COMMISSIONING BOARD</b> To receive the Minutes of the meeting of Strategic Commissioning Board held on 28 October 2020.	19 - 26
3c	<b>EXECUTIVE BOARD</b> To consider the Minutes of the meeting of Executive Board held on: 14 October 2020, 21 October 2020 and 4 November 2020.	27 - 46
3d	<b>LIVING WITH COVID BOARD</b> To receive the Minutes of the meeting of the Living with Covid Board held on 14 October 2020.	47 - 52
4	<b>REVENUE MONITORING STATEMENT AT 30 SEPTEMBER 2020</b> To consider the attached report of the Executive Member, Finance and Economic Growth / CCG Chair / Director of Finance.	53 - 126
5	<b>ADULT SOCIAL CARE WINTER PLAN 2020-21</b> To consider the attached report of the Executive Member, Adult Social Care and Health / Director of Adult Services.	127 - 152

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From: Democratic Services Unit – any further information may be obtained from the reporting officer or from Carolyn Eaton, Principal Democratic Services Officer, 0161 342 3050 or carolyn.eaton@tameside.gov.uk, to whom any apologies for absence should be notified.

Item No.	AGENDA	Page No
6	<b>PROVISION OF GENERALIST SOCIAL WELFARE INFORMATION AND ADVICE AND SPECIALIST EMPLOYMENT ADVICE</b>	153 - 170
	To consider the attached report of the Executive Member, Neighbourhoods, Community Safety and Environment / Executive Member, Adult Social Care and Health / Clinical Lead, Public Health / Assistant Director, Operations and Neighbourhoods.	
7	<b>PLANNING WHITE PAPER CONSULTATION RESPONSE</b>	171 - 178
	To consider the attached report of the Executive Member, Housing, Planning and Employment / Director of Growth.	
8	<b>STALYBRIDGE HIGH STREET HERITAGE ACTION ZONE PROGRAMME – CAPITAL PROGRAMME FUNDING</b>	179 - 210
	To consider the attached report of the Executive Member, Finance and Economic Growth / Director of Growth.	
9	<b>THE MAYOR'S CHALLENGE FUND - FULL SCHEME DELIVERY APPROVAL</b>	211 - 234
	To consider the attached report of the Executive Member, Transport and Connectivity / Assistant Director, Operations and Neighbourhoods.	
10	<b>TRANSITION SUPPORT - ALTERNATIVE LEASE</b>	235 - 244
	To consider the attached report of the Deputy Executive Leader / Director of Children's Services.	
11	<b>ENVILLE HOUSE, RICHMOND STREET, ASHTON, OL6 7TX</b>	245 - 302
	To consider the attached report of the Executive Member, Finance and Economic Growth / Director of Growth.	
12	<b>URGENT ITEMS</b>	
	To consider any additional items the Chair is of the opinion shall be dealt with as a matter of urgency.	

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## EXECUTIVE CABINET

2 November 2020

Commenced: 11.00am

Terminated: 12.00pm

**Present:** Councillors Warrington (Chair), Bray, Cooney, Fairfoull, Feeley, Gwynne, Ryan and Wills

**Apologies for absence:** Councillor Kitchen

<b>In Attendance:</b>	<b>Steven Pleasant</b>	<b>Chief Executive &amp; Accountable Officer</b>
	<b>Sandra Stewart</b>	<b>Director of Governance &amp; Pensions</b>
	<b>Tom Wilkinson</b>	<b>Assistant Director of Finance</b>
	<b>Steph Butterworth</b>	<b>Director of Adults Services</b>
	<b>Ian Saxon</b>	<b>Director of Operations &amp; Neighbourhoods</b>
	<b>Richard Hancock</b>	<b>Director of Children's Services</b>
	<b>Jayne Traverse</b>	<b>Director of Growth</b>
	<b>Jessica Williams</b>	<b>Director of Commissioning</b>
	<b>Ilys Cookson</b>	<b>Assistant Director, Exchequer Services</b>
	<b>Tracy Brennand</b>	<b>Assistant Director, People and Workforce Development</b>
	<b>Sarah Threlfall</b>	<b>Assistant Director, Policy, Performance &amp; Communication</b>
	<b>Debbie Watson</b>	<b>Assistant Director, Population Health</b>
	<b>Gregg Stott</b>	<b>Assistant Director, Investment, Development and Housing</b>
	<b>David Berry</b>	<b>Head of Employment and Skills</b>

### 68. DECLARATIONS OF INTEREST

There were no declarations of interest received from Members.

### 69. MINUTES OF EXECUTIVE CABINET

#### RESOLVED

That the Minutes of the meeting of the Executive Cabinet meeting held on 30 September 2020 be approved as a correct record.

### 70. MINUTES OF STRATEGIC COMMISSIONING BOARD

#### RESOLVED

That the Minutes of the meeting of the Strategic Commissioning Board held on 30 September 2020 be noted.

### 71. MINUTES OF EXECUTIVE BOARD

#### RESOLVED

That the Minutes of the meetings of Executive Board held on 16 September 2020, 30 September 2020 and 7 October 2020, be noted.

## **72. MINUTES OF THE LIVING WITH COVID BOARD**

### **RESOLVED**

**That the Minutes of the meeting of the Living with Covid Board held on 23 September 2020 be noted.**

## **73. CARBON AND WASTE REDUCTION PANEL**

### **RESOLVED**

**That the Minutes of the meeting of the Carbon and Waste Reduction Panel held on 9 September 2020, be noted.**

## **74. CONSOLIDATED 2020/21 REVENUE MONITORING STATEMENT AT 31 AUGUST 2020**

Consideration was given to a report of the Executive Member, Finance and Economic Growth / CCG Chair / Director of Finance, which updated Members on the financial position up to Month 5. It was explained that in the context of the on-going Covid-19 pandemic, the forecasts for the rest of the financial year and future year modelling had been prepared using the best information available but was based on a number of assumptions. Forecasts were subject to change over the course of the year as more information became available, the full nature of the pandemic unfolded and there was greater certainty over assumptions.

Members were reminded that the CCG continued to operate under a 'Command and Control' regime, directed by NHS England & Improvement (NHSE&I). NHSE had assumed responsibility for elements of commissioning and procurement and CCGs had been advised to assume a break-even financial position in 2020-21.

It was explained that as at Period 5, the Council was forecasting an overspend against budget of £3.678m. The £3.678m pressure was non-COVID related and reflected underlying financial issues that the Council would be facing regardless of the current pandemic.

The COVID-19 pandemic was unprecedented and whilst its impact on local public service delivery was clearly significant, the full scale and extent of the health, socio-economic and financial impact was not yet fully understood. The immediate demands placed on local service delivery would result in significant additional costs across the economy, and the economic impact was expected to have significant repercussions for our populations, resulting in losses of income for the Council across a number of areas, potentially for a number of years. Whilst the immediate focus was quite rightly to manage and minimise the impact of the virus on public health, the longer term financial implications and scenarios needed to be considered.

Members were informed that included within the Education Capital Programme was a scheme to increase capacity at Aldwyn School from a 45-pupil intake to 60. The Scheme had a total approved budget of £2.716m. In addition to the proposed extension works at Aldwyn School, the project scope would also include resurfacing of the flat roof area of the existing school. The proposed extension works required the new roof and existing roof to connect. Rather than forming a joint to a poor quality roof, it was recommended that given the age and condition of the existing roof (including ongoing leaks) it would be more cost effective and less disruptive to the school to renew the roof covering at the same time. This would reduce the potential future leak risk and water damage to the new extension. It was explained that the estimated roofing cost was £320k and that this would need to be funded from School Condition grant as the works related to repairs and maintenance of the existing site.

The Council had £2,399,149 of School Condition funding available to be spent during the 2020/21 financial year, to improve and maintain the school estate. Grant had previously been earmarked for schemes totalling £1,900,000 and there was a balance of unallocated School Condition funding

of £499,149. This unallocated balance would reduce to £179,149 if the additional funding for Aldwyn was approved.

With regard to the Adult Social Care Infection Control Fund – Round 2, it was explained that the purpose of the fund was to support adult social care providers, including those with whom the local authority did not have a contract, to reduce the rate of COVID-19 transmission within and between care settings, in particular by helping to reduce the need for staff movements between sites. The Government announced on 1 October 2021 that the Adult Social Care Infection Control Fund had been extended until March 2021, with an extra £546 million of funding. This was a new grant, with revised conditions from the original Infection Control Fund. Tameside had been allocated a total of £2,131,598. The split of the funding was detailed in the report.

Local authorities should pass 80% of each instalment to:

- care homes within the local authority's geographical area on a 'per beds' basis
- CQC-regulated community care providers (domiciliary care, extra care and supported living) within the local authority's geographical area on a 'per user' basis

The other 20% of the funding must be used to support care providers to take additional steps to tackle the risk of COVID-19 infections but could be allocated at the local authority's discretion. It was expected that any funding allocated through this 20% would be used to support the full range of social care providers regardless of whether the local authority already commissioned care from them. The Council was currently engaging with Action Together and other local voluntary and community groups to determine the discretionary allocation of the 20% funding. It was expected that the funding would be distributed to providers within 20 working days of receiving the funding allocation.

Members were informed that, following the provision of free school meals for pupils throughout the school summer holidays and the ceasing of the scheme by central government, the Council was seeking to protect its most vulnerable children during the October half term by introducing a voucher scheme for those eligible pupils. Based on the October census there were 8,174 pupils eligible to receive free school meals and based on a £15 voucher for the week this would cost a maximum of £122k. The additional support could be funded from the general Covid Grant support that had been provided by central government to support Councils in their response to the pandemic. If approved an Executive Decision would follow setting out the implementation strategy.

#### **RESOLVED**

- (i) That the forecast outturn position and associated risks for 2020/21, as set out in Appendix 1 to the report, be noted;**
- (ii) That capital funding allocation of £320,000 of available School Condition Grant Funding to fund the roof repair works at Aldwyn School, as set out in Section 3 of the report, be approved;**
- (iii) That the distribution of 80% (£1,705,278) of Infection Control grant as set out in Section 4 of the report, be noted;**
- (iv) That delegated authority be given to the Director of Adult Services, in discussion with the Director of Commissioning (Strategic Commission) and the Director of Operations at Tameside & Glossop Integrated Care NHS Foundation Trust (ICFT), to distribute the remaining 20% (minimum value of £426,320) of the infection control grant funding in an appropriate manner; and**
- (v) That the creation of a £122k free school meals budget be approved, to fund a free school meal voucher scheme for all eligible pupils over the autumn half term break, to be funded from the general Covid support grant funding that has been received from Government.**

## **75. BUDGET CONVERSATION 2021/22**

Consideration was given to a report of the Executive Leader / Executive Member, Finance and Economic Growth / CCG Co-Chairs / Assistant Director, Policy Performance and Communications / Assistant Director, outlining the proposals to engage with the public in autumn 2020 on their priorities for spending within the context of financial challenges facing public services, including the impact of the Covid-19 pandemic.

It was proposed that this year's engagement would take the form of a conversation with the public on providing sustainable public services for the future and their priorities including the impact of the Covid-19 pandemic.

The Assistant Director of Policy, Performance and Communications explained that due to changing national and local Covid-19 social distancing restrictions, engagement could take place at in-person meetings if safe and practical, but the majority of engagement was likely to take place through virtual engagement. Methods of virtual engagement may include Skype or Zoom video meetings, an online survey and social media. Engagement would be supported by an extensive communications campaign that would include digital methods such as websites, social media and email and non-digital methods such as newspapers, radio, and partner organisation networks.

The conversation would be used to educate and inform the public on the Strategic Commission's budget and its financial challenges whilst also allowing feedback and ideas from the public on how services could be improved and savings made.

It was stated that the conversation with Glossop residents would relate to health services commissioned by Tameside & Glossop Strategic Commission only. Engagement material would be tailored accordingly.

To support the engagement activity, a full programme of communications would be undertaken. This would include a full suite of infographics that could be used to help explain the Strategic Commission's budget and spend. These infographics would be used in the presentation to make it easier for the public to digest the information. This could then also be used on social media, websites, and other promotional material.

### **RESOLVED**

- (i) That the content of the report be noted;**
- (ii) That approval be given to proceed with the proposals, as detailed in the report.**

## **76. ALLOCATION OF THE ADULT SOCIAL CARE INFECTION CONTROL FUND RING-FENCED GRANT 2020**

The Executive Member, Health, Social Care and Population Health / CCG Chair / Director of Adults Services submitted a report describing the Conditions of the Adult Social Care Infection Control Fund Grant and how the Council was expected to allocate, distribute and report on the Grant across the CQC registered residential settings and community care settings and non-CQC registered 'other' care settings in the borough.

It was explained that Annex B of the Department of Health and Social Care *Adult Social Care Infection Control Fund Ring-Fenced Grant 2020 Local Authority Circular* published on 1 October 2020 reported that the allocation given to Tameside Council was £2,131,598. This total amount of funding was to be distributed across three care sectors across the borough as follows:

- CQC Registered Care Homes - £1,100,512
- CQC Registered Community Care Providers - £604,766
- Other Care Settings - £426,320

The report provided details of the conditions attached to allocation of the first and second payments of the grant and described the reporting process that would be put in place to demonstrate the appropriate application of the grant by the Council and the providers.

The purpose of the Grant was to provide support to adult social care providers, including those with whom the Council did not have a contract, to reduce the rate of COVID-19 transmission in and between care homes and support wider workforce resilience to deliver infection control. The Grant must only be used to support care homes and community care providers to tackle the risks of COVID-19 infections.

The Conditions of the Grant were set out in the LA Circular published 1 October 2020 at Annex C: Grant Conditions. Local authorities must ensure that 80% of the grant was allocated to care homes and CQC-regulated community care providers on a 'per bed' and 'per user' basis in order to support specific measures, as detailed in the report.

## **RESOLVED**

- (i) The distribution of £2,131,598 of the grant funding, subject to the specified Conditions, be noted; and**
- (ii) That £1,100,512 is distributed across CQC regulated care homes, £604,766 is distributed across CQC regulated community care providers, and £426,320 is distributed across other care settings as detailed in Appendix 1 to the report.**

## **77. COVID 19 - SELF ISOLATION PAYMENTS**

Consideration was given to a report of the Executive Member, Finance and Economic Growth / Assistant Director, Exchequer Services, which set out the eligibility criteria for self-isolation payments where the NHS had advised that self-isolation was necessary.

It was reported that On 20 September 2020 the Rt Hon Matt Hancock MP wrote to all local authority Chief Executives and Leaders confirming that with effect from 28 September 2020 there would be a new legal duty on all those who test positive for COVID-19 or are identified by the NHS Test and Trace as a close contact, requiring them to self-isolate. Failure to comply would carry a fine.

The letter made clear that local authorities should focus on the principle of encouraging, education and supporting compliance, and alongside that would be funding for a new Test and Trace Support Payment scheme for people on low incomes who are unable to work while they were self-isolating because they could not work from home.

The expectation was that all local authorities would process applications and administer payments and that systems were expected to be in place by 12 October. Individuals who were eligible prior to that date would be able to make a backdated claim. Individuals who were required to self-isolate and who met the benefits-linked eligibility criteria would be entitled to £500.

It was stated that Local authorities were expected to have systems in place by 12 October; individuals who were eligible prior to that date would be able to make a backdated claim.

The scheme would run until 31 January 2021. During this time, government would continue to review the efficacy of the scheme, and the impact of COVID-19 incidence levels.

DoHSC had been prescriptive in who must be considered eligible for a £500 lump sum payment if the person instructed to self-isolate by the NHS did not qualify as not in receipt of specified benefits. Given that discretionary funding was low in comparison to cases that could be anticipated and a set payment of £500 must be made, only 146 applicants could receive discretionary funding. This was a similar position across the GM region in terms of limited discretionary funding, therefore, agreement in principle had been reached across all of the Greater Manchester boroughs on the criteria.

## **RESOLVED**

- (i) That the content of the report be noted; and**
- (ii) That the discretionary scheme, as detailed in Section 3 of the report, be approved.**

### **78. WORKFORCE GREEN TRAVEL OFFER – EXPANSION OF THE CYCLE TO WORK SCHEME**

A report of the Executive Leader / Executive Member, Transport and Connectivity / Assistant Director, People and Workforce Development, was submitted, which outlined the importance of a strong Green Travel Offer for the workforce with the opportunity to expand the Council's current Cycle to Work scheme via salary sacrifice to eligible employees of the CCG, whilst increasing the £1,000 purchase limit to enable the purchase of higher priced bikes; or to support those looking to buy an electric bike

In line with efforts to improve the carbon footprint and reduce the impact on the environment, the organisation had in place a cycle to work scheme for employees and Elected Members to support them in the purchase of a bike through a salary sacrifice scheme of up to £1,000.

The current circumstances provided an opportunity to encourage employees and elected Members to cycle and take opportunity of this scheme, which enabled them to save when purchasing through the scheme and ultimately enjoy the benefits of cycling on their physical and mental wellbeing.

The scheme continued to be available to all Council and School employees, in addition to elected Members, and would be further promoted during this period of time to encourage and support access and usage of the scheme.

In order to promote and enable greener travel across the workforce, it was proposed that the Council's existing cycle scheme would be extended to eligible employees of the CCG; who don't currently have a scheme in place.

It was recommended that, in order to mitigate risk, the purchase limit would be increased to £5,000 as opposed to completely removing it. This would still provide a greater range of available bikes, particularly for those who were advanced cyclists looking to purchase a higher priced bike, or those looking to buy an electric bike (e-bike) to make cycling more accessible.

It was explained that whilst the removal of the purchase limit presented some financial risk, the scheme included clear terms and conditions, which set out at the start of the agreement how money would be recovered where required. To further mitigate the financial risk, it is proposed that a payment framework would be implemented, which dictated the term of the hire agreement, dependent upon the price of the bike.

It was further explained that as savings were based on the amount of salary sacrificed by each employee; increasing the spending limit would also increase the savings realised by both the organisation and the participating employees.

## **RESOLVED**

- (i) That the current £1,000 purchase limit on the Council's Cycle to Work scheme be increased to £5,000, to provide the option of purchasing higher priced bikes, including e-bikes, to make cycling more accessible;**
- (ii) The existing Council Cycle to Work scheme be expanded to be inclusive of eligible employees of the CCG, in order to promote and enable greener travel across the workforce;**
- (iii) A value linked repayment framework be applied, to manage the risk of higher bike purchases for both the Council and the CCG; and**
- (iv) That the scheme be approved to include the following parameters:**

- **Approval is subject to meeting the required eligibility checks and signing the agreed terms of the salary sacrifice scheme;**
- **Only employees who have successfully passed their probation period are eligible to apply; and**
- **Only employees who are not subject to a formal performance/capability process or with a live performance/capability warning are eligible to apply.**

## **79. WORKFORCE GREEN TRAVEL OFFER - CAR LEASING SCHEME VIA SALARY SACRIFICE**

The Executive Leader / Assistant Director, People and Workforce Development, submitted a report, which outlined the importance of a strong Green Travel Offer for the workforce with the opportunity to implement a car leasing scheme via salary sacrifice for employees of Tameside Council. The report set out a proposal to introduce a HMRC approved, green car leasing scheme via salary sacrifice to the employees of Tameside MBC.

It was explained that Tameside & Glossop CCG already offered a salary sacrifice car leasing scheme to their employees, through the provider NHS Fleet Solutions. As a partner organisation in the Single Commissioning Group, selecting this provider would achieve a consistent approach to the reward offer for the workforce, whilst also engaging a public sector organisation.

The scheme would allow an employer to provide employees with a brand new fully maintained and insured car, at a lower cost than they could normally achieve in the retail market. The employee would pay for their car over a two or three year period through a fixed reduction in their gross salary, via a HMRC approved salary sacrifice scheme.

There were a number of advantages to the Council of implementing a car leasing scheme, including:

- 'Green' credentials – by helping to remove old / energy inefficient cars and replace them with new cars which emitted less CO2.
- There would be a reduction in employer NICs and pension contributions directly related to the amount that was salary sacrificed.
- Recruitment and retention - the scheme would aid the organisation's ability to recruit and retain employees, as easy access to a good-value car leasing deal was an attractive employee benefit.
- Compliance / duty of care –The Council was liable for ensuring that employees were licensed, taxed, insured and that their cars were roadworthy. New cars leased through the salary sacrifice arrangement being proposed dramatically reduced the organisation's liability as the lease cost to the driver included insurance, servicing and maintenance of the vehicle, breakdown cover as well as tyre and windscreen replacement.

Whilst the scheme had a number of benefits, there were also risks; some of which had a financial implication. The Local Government Pension Scheme (LGPS) considered car leasing as a non-allowable benefit, which would mean that pension contributions and benefits were based on the salary after the lease amount had been sacrificed. This would produce a short term saving for the organisation as the employers' pension contributions were paid on the reduced salary and not the gross salary. However the longer term implication was reduced pension contributions from employees who participated in the scheme for the duration of the lease term.

One of the main risks relating to the scheme was early termination fees. Whilst the providers had measures in place to mitigate such risk from the organisation, in some circumstances the Council would be liable for any outstanding costs that could not be recovered from the employee e.g. when an employee leaves without working their notice period.

## **RESOLVED**

- (i) That the implementation of a car leasing scheme via salary sacrifice for employees of Tameside Council (excluding Schools) to promote and enable greener travel where car is the chosen mode of transport, be approved;**
- (ii) That the chosen provider from the lead 2 companies outlined in the report, be NHS Fleet Solutions;**
- (iii) That the car leasing scheme be approved to include the following parameters:**
  - **Sacrificed salary deduction cannot reduce pay below the minimum wage**
  - **One lease arrangement per employee**
  - **Approval is subject to meeting the required eligibility checks and signing the agreed terms for the salary sacrifice arrangement**
  - **Only employees who have successfully completed their probation period, and are not subject to a formal performance/capability process or with a live performance/capability warning are eligible to apply**
  - **Apply risk protection measures as built in costs where appropriate i.e. Family Cover to mitigate any potential financial loss.**
- (iv) That an emissions cap be placed within the car leasing scheme at 110 – 120 g/km; steering individuals towards eco-friendly transport, but continue to allow popular, lower emission, petrol cars to be included.**
- (v) That HMRC advisory fuel rates be paid for company cars, as updated each quarter; and**
- (vi) That the scheme be offered to School Staff.**

## **80. INCLUSIVE GROWTH STRATEGY 2021-26**

The Executive Member, Finance and Economic Growth / Director of Growth submitted a report which setting out the vision, aims and priorities of the emerging Tameside Inclusive Growth Strategy 2021-26 along with a timeline for consultation and adoption.

It was explained that the draft Inclusive Growth Strategy 2021-26 set the vision, aims, priorities and delivery plans to transform Tameside by harnessing the strengths and opportunities of people, land, health and digital. Inclusive Growth for Tameside's economy would deliver economic growth for all by enabling all Tameside's residents to access opportunities. The emerging vision, aims and priorities were considered by Executive Board on the 4 March 2020. The Strategy would be dependent on a range of partners working across private, public and voluntary sectors to deliver out plans. In the development and production of this strategy, steps had been taken to ensure that the idea of inclusiveness was practiced in engagement in and delivery of our practical work.

The Strategy would provide detail to the Corporate Plan on how to realise and deliver overarching priorities. The Inclusive Growth Strategy would provide the local response to the Greater Manchester (GM) Local Industrial Strategy and sat at the centre of a range of core local strategies that were interdependent, these included:

- Tameside Housing Strategy (in development)
- Tameside Strategic Asset Management Plan (in development)
- GM Combined Authority (GMCA) 5 year Environment Plan
- Tameside Local Plan (in development)
- GM Spatial Framework (in development)
- Tameside Locality Plan

The Strategy would deliver across all of the priorities in the Corporate Plan. The Strategy would be parent to sub delivery plans that further evidenced the work across wider determinant strands such as health and poverty.

The Strategy had been informed by the GM Local Industrial Strategy, Independent Prosperity Review 2019 and Tameside Economic Baseline Review 2020. Wider studies, reports and

research documents had also informed this work including the emerging Tameside Housing and Asset Management strategies. The Tameside Economic Baseline Review provided the core evidence base for the strategy, a copy of which was appended to the report.

A timeline for the work was detailed in the report and Members were informed that public stakeholder consultation and engagement (including with youth council) was proposed to take place from 4 November - 16 December 2020 for 6 weeks, with the Strategy being submitted for adoption to the meeting of Executive Cabinet in January 2021.

#### **RESOLVED**

- (i) That the commencement of the consultation on the Draft Inclusive Growth Strategy with a minimum consultation period of 6 weeks, be approved; and**
- (ii) That the Economic Baseline Report be noted and made available as part of the consultation with the public.**

### **81. STATEMENT OF COMMUNITY INVOLVEMENT**

Consideration was given to a report of the Executive Member, Housing, Planning and Employment / Director of Growth, which stated that the Council's current Statement of Community Involvement (SCI) had been adopted on 31 August 2016 to reflect changes to how planning documents were prepared and communities involved. The Covid-19 pandemic and continued progress on the Greater Manchester Spatial Framework (GMSF) meant it was important to reflect a number of more technical amendments to the SCI, ensuring consistency across Greater Manchester in the message delivered through SCIs about the GMSF.

The SCI had now been the subject of a six-week period of public consultation which ended on 1 October 2020. The outcomes of this were presented, where appropriate modifications had been made and it was the final updated SCI which was presented to be agreed for publication.

It was stated that consultation was an important part of the planning process. It brought significant benefits by: strengthening the evidence base for plan-making and decision taking; ensuring community commitment to the further development of an area; promoting regeneration and investment; and increasing ownership and strength of delivery.

Members received a Responses Report appended to the report which summarised the methodology used to publicise the consultation on the revised draft SCI; provided a summary of representations received; and the Council's response to the representations. In summary, no further amendments to the SCI were considered necessary following the careful consideration of the consultation responses.

#### **RESOLVED**

**That the revised Statement of Community Involvement as set out at Appendix 1 to the report, be adopted and published.**

### **82. GREATER MANCHESTER TRANSPORT STRATEGY 2040, OUR FIVE YEAR DELIVERY PLAN (2020-2025) AND LOCAL IMPLEMENTATION PLANS" - CONTENT AND PUBLICATION ARRANGEMENTS.**

A report was submitted by the Executive Member, Transport and Connectivity / Director of Growth, providing details of the content and publication arrangements for the refreshed Greater Manchester Transport Strategy 2040, Our Five Year Delivery Plan (2020-2025) and Local Implementation Plans.

It was stated that the initial version of the 2040 Strategy had undergone a policy refresh to reflect work undertaken, and the changed context, since 2017. In particular, the refreshed 2040

Transport Strategy would include reference to the “Right-Mix” ambition for at least 50% of all journeys to be made by active travel and public transport by 2040, details of the GM Mayor’s ‘Our Network’ plan to create an integrated, modern and accessible transport network, an increased emphasis on the physical benefits of cycling and walking, the climate emergency declared by GMCA and all ten councils and the development of the GM Clean Air Plan.

The document had also been updated to reflect the contemporary devolution agenda, including publication of the Bus Reform business case and GM Rail Prospectus; ongoing work to develop 2040 sub-strategies.

In parallel, with the GMSF consultation in early 2019, a light-touch consultation on the GM Transport Strategy 2040 Draft Delivery Plan was undertaken via a dedicated email address. From a transport perspective the comments on the GMSF connectivity chapter were of particular relevance to the Delivery Plan. A final version of this document, including consultation feedback has now been prepared.

“Our Five-Year Delivery Plan” was supported by ten Local Implementation Plans (LIPs) covering the period 2020 to 2025. Each of the ten councils that make up Greater Manchester has its own LIP. It was also hoped that the LIPs will enable authorities to better express and describe the local transport and minor works interventions that need to be delivered or developed in the short term, to support Right-Mix and Carbon Reduction targets.

Alongside the other district Local Implementation Plans (LIP), Tameside’s own plan set out its transport priorities for the next five years, as part of the Greater Manchester Transport Strategy 2040 5-Year Delivery Plan (2020-2025). Each plan was considered “live” meaning that while the wider delivery plan tended to consider large, medium and long-term future initiatives, the LIP was mainly focussed on local neighbourhood and town-level priorities and interventions to support the broader economic vision and other related benefits to be delivered across Tameside. Within the Tameside Local Implementation Plan, a summary of Tameside Strategic Schemes contained within the “Our Five-Year Delivery Plan” (2020-2025) are reproduced below at Map 1 with further details provided at Appendix 1 to the report.

## **RESOLVED**

- (i) That the refreshed Greater Manchester Transport Strategy 2040 and the final version of “Our Five-Year Delivery Plan” be endorsed for approval by GMCA and publication in November 2020, alongside GMSF; and**
- (ii) That the publication of the supporting Local Implementation Plans (including Tameside’s) be approved as an appendix to “Our Five-Year Delivery Plan”, acknowledging that these are “live” documents and will be subject to regular review and update as appropriate.**

## **83. HATTERSLEY STATION TICKET OFFICE REDEVELOPMENT, GOVERNANCE OF RAIL INVESTMENT PROCESS (GRIP) STAGES 6 – 8**

The Executive Member, Finance and Economic Growth / Director of Growth, submitted a report, which provided information on the progress made to date on Hattersley Station Ticket Office redevelopment and sought the authorisation to make the award of a grant up to the sum of £571,828.51 to Northern Trains Limited for the construction and commissioning of the Hattersley Rail Station Ticket Office Redevelopment Project through a formal Grant Funding Agreement.

The report summarised the progress to date and it was explained that the first phase of the strategy to improve Hattersley Railway Station was funded from Local Sustainable Transport Fund monies with a substantial contribution from the Hattersley Land Board. Phase one was completed in March 2016 with a significant increase in passenger numbers.

The second phase of the strategy to improve Hattersley railway station was for the provision of an improved ticket office. The Council had secured grant funding of £750,000 from the Greater Manchester Combined Authority through the GM Growth Deal Round 2 to deliver this project. This funding had to be spent by the end of March 2021. Following approval, Northern Trains Limited would be awarded a grant to carry out these works.

Members were advised that a letter received by the GMCA in May 2020 from the Ministry of Housing, Communities and Local Government (MHCLG) set out the position around how Government wanted to manage the 2020/2021 Growth Deal grant, based upon forecast spend and commitment. In summary, the Government said that they would initially pay only 2/3 of GM's LGF allocation for 2020-21 in advance followed by a period of joint working and review over the summer on contractual commitments and likely spend over the remainder of the year. The remaining 1/3 of Growth Deal grant would be dependent on GM achieving full spend across the Growth Deal programme the financial year and being able to demonstrate that this full spend was 'contractually committed' by 31 July 2020.

Following work by TfGM and GMCA with partners to maximise both the contractual commitment of spend on GD projects by 31 July 2020, and on bringing forward expenditure where possible, on all projects. The MHCLG responded to the GMCA stating that the final third of the LGF funding would be paid to the GMCA in August 2020.

The necessity to enter into the Grant Funding Agreement for GRIP Stages 6 to 8 at the earliest opportunity was emphasised, to minimise the risk of losing funding earmarked for this project.

#### **RESOLVED**

- (i) That the making of the award of a grant up to the sum of £571,828.51 to Northern Trains Ltd to undertake GRIP Stages 6 – 8 for the construction and commissioning of the Hattersley Rail Station Ticket Office Redevelopment Project through a formal Funding Agreement, be approved;**
- (ii) That the risks of entering into the Grant Funding Agreement be accepted and it be approved that:**
  - a. Delegated Authority be provided to the Director of Growth to enter into the Grant Funding Agreement on behalf of Tameside MBC;**
  - b. Delegated Authority be provided to the Director of Growth to manage the programme of works associated with the Grant Funding Agreement and to drawdown and incur all expenditure related to delivery. On-going performance and reporting will be provided as required.**

#### **84. GREATER MANCHESTER SPATIAL FRAMEWORK**

Consideration was given to a report of the Executive Member, Housing, Planning and Employment / Director of Growth, seeking approval to publish Greater Manchester's Plan for homes, jobs and the environment (the Greater Manchester Spatial Framework (GMSF)): Publication Draft 2020, including supporting background documents, for a period of public consultation in accordance with planning regulations. Further, the report recommended that Full Council approve the submission of the GMSF for examination to the Secretary of State following the period of public consultation and sought delegation to make minor or non-material amendments to the plan and background documents at two separate points.

It was explained that, since the consultation closed, further work had been undertaken to analyse the responses, develop and refine the evidence base and prepare a further version of the plan. A Consultation Final Report accompanied the GMSF 2020 to enable people to see how their previous comments had been considered and how the plan had been changed as a result, or why some comments have not resulted in changes.

A revised draft GMSF had been prepared and the next consultation was the 'Publication stage', a formal consultation on the jointly prepared plan and its background information, in accordance with relevant national regulations (in this case regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012). This formal consultation was proposed to take place between dates to be agreed at the AGMA Executive meeting scheduled for 30 October 2020.

The publication plan was one that the ten boroughs of Greater Manchester considered sound. At the end of this next consultation period, the plan, along with copies of representations made, and other supporting documents, would be submitted to the Secretary of State.

The consultation would be carried out in line with the requirements of each of the district Statements of Community Involvement. The challenges posed by the coronavirus pandemic had been significant and government guidance continued to have implications for how the public could be engaged, especially through this next consultation phase. However, the government had also been clear that the challenge presented by the virus was not a sufficient reason to delay plan preparation. Therefore a range of activities and reasonable steps had been considered to ensure a broad spectrum of the community are engaged through publishing the plan and the achievement of a consultation in a safe and broadly consistent way across Greater Manchester.

The GMSF Publication Draft 2020 continued to follow the broad spatial strategy approach of significant growth within the core area of Greater Manchester, while boosting the competitiveness of the north and sustaining the south of the area. To this effect, the spatial distribution of development was also broadly similar to that set out in 2019. In pursuit of this, the GMSF 2020 proposed at least 2,460,000 square metres of new office floor space, 4,220,000 square metres of industrial and warehousing floorspace and close to 180,000 new homes across Greater Manchester over the plan period.

As in 2019, a large share of development in Tameside was expected to be accommodated on sites within the existing urban area. However, three Green Belt sites at: Ashton Moss West; Godley Green Garden Village; and South of Hyde; were needed to supplement this for both employment and housing uses.

Godley Green continued to be identified as having potential to accommodate around 2,350 new homes, although not all are envisaged to be delivered within the plan period and South of Hyde around 440 new homes.

Ashton Moss West continued to be identified for employment uses, although the use classes prescribed had been brought up to date in line with recent government changes and overall development yields for the site had been reduced from around 175,000 square metres of potential floorspace to around 160,000 square metres.

All of the three strategic sites maintained the same level of land to be taken out of the Green Belt (known as Green Belt deletions). This was mirrored through allocation boundaries that remained the same, apart from the addition of a small parcel of non-Green Belt land at the South of Hyde site. This was adjacent to Hilda Road and was to facilitate access from the A560.

Alongside the identification of three sites for development purposes, the GMSF Publication Draft 2020 also identified a number of sites to be protected and added to the Green Belt (known as Green Belt additions).

The existing Green Belt in Tameside extended to approximately 5,071 hectares and a further 75.19 hectares of land in the borough, across 12 sites, had been identified within the Publication plan to be designated as such. Initially 17 sites had been proposed within the 2019 GMSF and a further three sites were put forward through the 2019 consultation. Following further analysis of the proposed additions, there were 12 sites taken forward

This meant that the overall net change in Green Belt for the borough was a 2.7% reduction, this was comparative to an initial net reduction in 2016 of 8.6% and an overall net reduction in the Greater Manchester Green Belt in 2020 by 3.25%.

While the spatial strategy and distribution of development within the GMSF Publication Draft 2020 remained broadly similar to that presented in the 2019 revised Draft GMSF, there had been substantial work to strengthen the evidence base. This had been added to significantly in direct response to consultation comments and had informed the development of the GMSF Publication Draft 2020 and its policy content.

The report concluded that, in 2014 the Council resolved to work collaborative with those in Greater Manchester to prepare jointly a strategic planning document for the city region. The next consultation stage represented a move toward the culmination of that process, prior to submission of the plan to the Secretary of State for independent examination.

The plan, alongside thematic policy content, identified in Tameside three strategic sites for growth and twelve sites for further protection as additions to the designated Green Belt. Alongside this, it also sought to provide the borough with an up to date housing target, the strategic context for the borough's Local Plan and updated development management policies to be used in the determination of planning applications.

#### **RESOLVED**

- (i) That the GMSF: Publication Draft 2020, be approved, including strategic site allocations and green belt boundary amendments, and reference to the potential use of compulsory purchase powers to assist with site assembly, and the supporting background documents, for publication pursuant to Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 for a period for representations between the dates agreed at the AGMA Executive meeting on 30 October 2020;**
- (ii) It be recommended that Full Council approves the GMSF: Publication Draft 2020 for submission to the Secretary of State for examination following the period for representations;**
- (iii) That delegated authority be given to the Director of Growth in consultation with the Executive Member (Housing, Planning and Employment), to approve the relevant Statement of Common Ground(s) required, pursuant to the National Planning Policy Framework 2019;**
- (iv) That delegated authority be given to the Lead Chief Executive, Housing, Homelessness and Infrastructure, in consultation with City Mayor, Paul Dennett, Portfolio Leader for Housing, Homelessness and Infrastructure, to make minor or non-material amendments to the GMSF: Publication Draft 2020 and background documents prior to their publication.**
- (v) It be noted that, upon adoption, the GMSF is likely to replace elements of the borough's existing planning framework, such as some of the saved policy content within the 2004 Unitary Development Plan.**

**Executive Cabinet recommends that Council:**

- (vi) Following Executive Cabinet's approval of the GMSF: Publication Draft 2020 and supporting background documents for publication ((i) above refers), agrees that these documents are submitted to the Secretary of State for examination, pursuant to Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 following the period for representations between the dates agreed at the AGMA Executive meeting on 30 October 2020.**
- (vii) Delegates authority to the Lead Chief Executive, Housing, Homelessness and Infrastructure, in consultation with City Mayor, Paul Dennett, Portfolio Leader for Housing, Homelessness and Infrastructure to approve any minor or non-material changes to the GMSF: Publication Draft 2020 and background documents, following**

**the period for representations and prior to their submission to the Secretary of State, for examination.**

## **85. GODLEY GREEN GARDEN VILLAGE - PROJECT UPDATE & BUSINESS CASE**

A report was submitted by the Executive Member, Housing Planning and Employment / Director of Growth, which provided an update following the Council's decision in December 2019 to enter into a Grant Funding Agreement (GFA) with Homes England to secure £10m for the critical infrastructure required to open up the site for residential development.

It was explained that Godley Green had the potential to provide transformational change to the Tameside housing market through delivery of up to 2,350 new quality homes helping to satisfy the housing requirements of local people across all tenure and housing types, from affordable to executive homes.

Godley Green was "the" key strategic site for Tameside. If it came forward for development through greenbelt release, it had the potential to deliver 25% of the Council's housing requirements over the Greater Manchester Strategic Framework (Greater Manchester Spatial Framework) plan period. If the site was not promoted for development, the Council would be required to identify alternative sites to meet its future housing requirements.

Members were presented with the anticipated benefits to the Council, these were summarised as follows:

- Council Tax – An increase in council tax to enable the funding of borough wide services
- Section 106 – The borough would benefit from any developer or section 106 contributions from the scheme to invest in public infrastructure
- Enhanced Council Land Value – The land value uplift of the Councils 8.5 acres
- HIF Grant Investment in the borough– If the scheme performs better than initially expected, the £10m would be recoverable by the council to reinvest in housing and place making across the borough.
- Recover costs incurred pursuing the Planning Permission and development related fees
- Housing Needs – The site could deliver 25% of the Councils housing needs over the plan period
- Affordable Homes – The site would deliver 30% affordable housing.
- Social Value – Significant new public realm and new green and blue infrastructure.
- Hyde & Hattersley – Impact of the new community and wider socio-economic benefits
- Exemplar Scheme – Creation of a nationally recognized exemplar settlement
- Job Creation – The local centers will provide jobs for local people
- Education – New educational curriculum and vocational opportunities linked to Godley Green.
- Health & Wellbeing – Through the high-quality provision and improved access to open space.
- Energy Sustainability – Modern methods of construction and renewable energy solutions
- Accessibility – High quality place making with a focus on removing vehicle reliance.
- Transformational Growth – Place People

The report explained that due to the complexity, duration, and scale of this the project, a programme had been established around 6 key stages which reflected the different risks, outputs and governance that would be required to deliver the vision for Godley Green. There were multiple interdependencies between each stage which would require progress to be made concurrently and in a collaborative way:

- Stage 1 – Project Inception & Securing Funding
- Stage 2 – Planning Application Process
- Stage 3 – Securing Land Interests
- Stage 4 – Developer and/or Partnership discussions

- Stage 5 – HIF Funded Infrastructure Delivery
- Stage 6 – Wider Site Delivery

Acting as Land Promoter, the Council was preparing a hybrid planning (outline development with detailed Infrastructure works) application for the project based on a Very Special Circumstances (VSC) case. This approach had been discussed with, and endorsed by, the Local Planning Authority (LPA) through regular pre-planning meetings.

It was reported that it was unlikely that one single factor would provide sufficient weight to make the case for greenbelt release, given its size, scale and location. However, it was considered that a VSC case could be made by combining a number of benefits together, each of which would carry a different degree of weight. For a development of the scale and complexity of Godley Green the LPA had confirmed that a full Environmental Impact Assessment (EIA) would be required.

The cost of developing a planning application of this scale was circa £2,125,000. This was being funded through the initial £720,000 HIF drawdown and £1,000,000 of Council support committed through the budget setting process. The remainder would be funded through existing budgets.

The report summarised Stage 3 and the Land Option Agreements. Under the grant funding agreement, there was a commitment by way of pre-drawdown condition to secure the land interest. The most optimal approach, endorsed by Homes England, was for the Council to enter into Land Options Agreements (LOA) with each of the landowners within the redline that constitutes the Godley Green development proposition.

In line with the HIF contract conditions, a CPO strategy would need to be developed to run alongside the landowner Option Agreement negotiations and Planning Application. Without a CPO, the Council may be unable to demonstrate deliverability of the site which would impact the planning application determination.

Whilst it could be possible to acquire land by option agreements, the Council would need to consider using compulsory purchase powers. The Council needed assurance that the site assembly exercise could be completed without undue delay and without being held to ransom by owners maximising value unreasonably and unwilling to sell. An external legal team had been appointed to provide support on the CPO process and a range of other issues relating to the Planning Application process.

#### **RESOLVED**

- (i) That a budget of £2.75m to allow the progression to the next phase of the project as detailed within the confidential business case, be approved;**
- (ii) In approving the additional £2.75m budget, that the significant benefits afforded by the scheme of a positive planning decision with any financial benefits from this being used to replenish the Medium-Term Financial Strategy reserve by the £2.75m, be noted.**
- (iii) That the bringing forward of £0.5m of reserve funding into 2020/21 that is currently earmarked to be spent in 2021/22 to allow the completion of the planning application by February 2021, be approved;**
- (iv) That entering into Land Option Agreement's as the preferred route to acquiring the land interests across the Godley Green site to satisfy the existing contractual commitments with Homes England, be approved;**
- (v) That the spending of the approved implementation budget as outlined in the confidential business case set out at Appendix A to the report, be approved; and**
- (vi) That the postponement of the Council led consultation for Godley Green until the new year be approved, to allow the consultation to run consecutively with the Greater Manchester Spatial Framework consultation following advice from the Local Planning Authority. This will not impact the overall delivery date of Godley Green.**

## **86. FORMER TWO TREES SCHOOL, DENTON - DEMOLITION OF BUILDINGS AND SITE CLEARANCE**

The Executive Member, Finance and Economic Growth / Director of Growth submitted a report seeking approval and funding to proceed with the proposed demolition of the former Two Trees School buildings and associated site clearance in preparation for disposal or redevelopment.

It was explained that, following the school closure in 2012, a condition survey of the buildings was undertaken and identified that parts of the buildings on site were unsuitable for future occupation due to general condition and safety concerns. These areas were isolated from the main occupied areas and made inaccessible. No repairs or maintenance have been carried out on these areas since this decision. In 2015 when the site was used as decant accommodation for Tameside One further investigations were carried out and other areas isolated due to further deterioration of the building fabric.

It was explained that the LEP costed plan indicated that full asbestos removal, demolition costs and site clearance would be £763,480 and take 8 months to complete from the date of approval. Prior to the start of demolition works planning and building control consent would be obtained.

In order to reduce the demolition programme it was proposed that a soft strip of the building be undertaken in advance of planning approval. The soft strip would include the removal of redundant mechanical and electrical installations and asbestos.

The demolition procurement route was via the LEP through the Additional Services contract and plans to clear the site were at an advanced stage including a detailed cost plan necessary to inform this report, which had been developed through a robust procurement exercise through the LEP.

The cost estimate would be fixed once the final surveys of the site had been concluded. The cost of demolishing the building and clearing the site was estimated at £763,480 with a request to allow £0.800m in the Capital programme to allow for the findings of proposed surveys.

### **RESOLVED**

- (i) That the demolition and site clearance of the buildings at the former Two Trees High School be authorised in principle, subject to detailed surveys and planning approval noting that the removal of asbestos and mechanical and electrical installations can proceed in advance of planning approval to demolish;**
- (ii) That the demolition and site clearance be procured through the LEP Additional Services Contract;**
- (iii) That it be recommended to Council that the approved capital programme is varied to allocate an indicative budget of £0.800m to fund demolition and site clearance on the basis of urgent Health and Safety works; and**
- (iv) That it be agreed that, in the event that the detailed surveys indicate that additional budget is required that the whole project cost be subject to scrutiny and approval of the Executive.**

## **87. THE COUNCIL'S SPORT AND LEISURE FACILITIES – FINANCIAL SUSTAINABILITY DURING THE COVID-19 (CORONAVIRUS) PANDEMIC**

Consideration was given to a report of the Executive Member, Neighbourhoods, Community Safety and Environment / Assistant Director of Population Health / Assistant Director of Finance, which outlined the current trading position of Active Tameside and a number of options around the next steps to ensure the survival of the Council's leisure offer through the pandemic.

It was explained that the closure of all facilities to the general public on 20 March 2020 until the reopening of some centres in July has resulted in a loss of almost £1m a month in lost trading

income. By taking advantage of the government business grants, staff furlough scheme and VAT holidays, as well as other cost saving measures running costs have been reduced by as much as practically possible.

Active Tameside also had business insurance and were awaiting a court ruling as to whether the policy wording was sufficient to allow a claim for the business interruption caused by Covid. The ruling and eventual insurance pay out if successful was unlikely to be received until March 2021.

Throughout the closure period Active Tameside had been able to continue to provide the commissioned services to vulnerable groups throughout the pandemic and had been paid for these by the Council accordingly.

Members were advised that, despite measures taken and the reopening of some services, Active Tameside would run out of cash mid November 2020 and become technically insolvent. The situation had been made worse as leisure providers were exempt from most Covid-19 emergency support funding. Without further support from central government, the Council, or an insurance pay out this would ultimately result in Active Tameside ceasing to be able to trade and handing back the assets to the Council for it to run.

The Council had therefore been reporting a potential call on its budgets for the year in terms of supporting Active Tameside of £3.5m (including prudential borrowing) as part of its monthly monitoring reports to Executive Cabinet.

Trading had been running better than expected since reopening, however, direct debit take for memberships was down by a third from the March 2020 figure, meaning a £56k per month reduction in this important source of revenue.

It was highlighted that Executive Cabinet had already supported Active Tameside's cash-flow position through this difficult period through a number of measures:

- 31 March 2020 - repayment of prudential borrowing of £0.788m was deferred to at least 2021/22.
- 1 April 2020 - paid the total value of the 2020/21 management fee of £1.077 million upfront (as usual).
- 1 July 2020 – agreed an advanced payment for Adult's and Children's commissioned services of £0.6m to the end of October 2020.
- 1 October 2020 - advance the remaining £0.845m due for the remainder of the year for the services commissioned from Active Tameside from the Adult's and Children's Services Directorates.

It was stated that these payments had supported the cash flow of Active Tameside until the end of October. In the absence of further funding whether through a successful insurance claim, specific government support for Leisure Trusts generally, or from the Council, Active Tameside would be unable to continue trading beyond this.

Therefore, In order to provide Active Tameside further cash funding to buy time as the trading position, outstanding insurance claim, and development of any government support package, it was proposed that the Council advance Active Tameside an amount to be agreed monthly, based on open book accounting to allow the service to remain solvent.

It was proposed that the cash support provided would be reviewed on a monthly basis, based on the trading performance and local covid restrictions. The funding amount identified was in line with the losses other Local Authorities are experiencing and all avenues for controlling costs were being explored. It was proposed that the further support required from November 2020 would be via a loan agreement to be paid back over the lifetime of the contract. Officers had been working with other local authorities in Greater Manchester and nationally to share experiences, best practice and approaches taken with leisure providers.

Members were further informed that, since the writing of the report, government had announced that the country would be entering into a second lockdown and from midnight on 4 November 2020 all centres would be closed to the public for a minimum period of 4 weeks. In response to a query from Members, the Assistant Director of Finance clarified that, should the 80% furlough scheme be extended, the Trust should just be able to cover its costs, however they would obviously lose income from membership direct debits/casual income.

The Assistant Director of Population Health further advised that work was currently underway to examine the sustainability of the offer going forward and that savings options would be presented to Executive Cabinet in December 2020; public consultation in January 2021, and proposals presented to Cabinet in February 2021 with proposed management fee for 21/22.

#### **RESOLVED**

- (i) It be agreed that the current phased opening as described in the report, remains in place until 31 March 2021, subject to any further restrictions being put in place by central government;**
- (ii) That an amount of £1.8m to be paid via a loan agreement to be paid back over the lifetime of the contract to allow Active Tameside to remain solvent during 2020/2021; and**
- (iii) Support the completion of a Sport and Leisure review with savings options presented to Cabinet in December 2020, public consultation in January 2021, and proposals presented to Cabinet in February 2021 with proposed management fee for 21/22.**

#### **88. URGENT ITEMS**

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

**CHAIR**

## STRATEGIC COMMISSIONING BOARD

28 October 2020

Comm: 1.00pm

Term: 2.00pm

**Present:**

- Dr Ashwin Ramachandra – NHS Tameside & Glossop CCG (Chair)
- Councillor Brenda Warrington – Tameside MBC
- Councillor Warren Bray – Tameside MBC
- Councillor Bill Fairfoull – Tameside MBC
- Councillor Leanne Feeley – Tameside MBC
- Councillor Allison Gwynne – Tameside MBC
- Councillor Oliver Ryan – Tameside MBC
- Councillor Eleanor Wills – Tameside MBC
- Dr Christine Ahmed – NHS Tameside & Glossop CCG
- Carol Prowse – NHS Tameside & Glossop CCG

**Apologies for absence:**

- Councillor Cooney – Tameside MBC
- Dr Asad Ali – NHS Tameside & Glossop CCG
- Dr Kate Hebden – NHS Tameside and Glossop CCG
- Dr Vinny Khunger – NHS Tameside and Glossop CCG
- Steven Pleasant, Tameside MBC Chief Executive and Accountable Officer

**In Attendance:**

Sandra Stewart Tracey Simpson Richard Hancock  Paul Smith Simon Brunet Emma Varnam  Sandra Whitehead Tori O’Hare  Pat McElvey	Director of Governance & Pensions Deputy Chief Finance Officer Director of Children’s Services Director of Population Health Assistant Director, Strategic Property Head of Policy, Performance and Intelligence Assistant Director, Operations and Neighbourhoods Assistant Director, Adults Services Head of Primary Care, NHS Tameside and Glossop CCG Head of Mental Health and Learning Disabilities – Tameside & Glossop CCG
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### 47. DECLARATIONS OF INTEREST

Member	Subject Matter	Type of Interest	Nature of Interest
Councillor Ryan	Agenda Item 6: Community Safety and Homelessness Contracts Extension and Service Modification	Prejudicial	Member of the Board of New Charter Homes Limited (part of the Jigsaw Group).

### 48. MINUTES OF THE PREVIOUS MEETING

**RESOLVED**

That the minutes of the meeting of the Strategic Commissioning Board held on 30 September 2020 be approved as a correct record.

#### **49. MINUTES OF THE EXECUTIVE BOARD**

##### **RESOLVED**

**That the Minutes of the meetings of the Executive Board held on: 16 September 2020, 30 September 2020 and 7 October 2020, be noted.**

#### **50. MINUTES OF THE LIVING WITH COVID BOARD**

##### **RESOLVED**

**That the Minutes of the meeting of the Living with Covid Board held on 23 September 2020 be noted.**

#### **51. REVENUE MONITORING STATEMENT AT 31 AUGUST 2020**

Consideration was given to a report of the Executive Member, Finance and Economic Growth / CCG Chair / Director of Finance, which updated Members on the financial position up to Month 5. It was explained that in the context of the on-going Covid-19 pandemic, the forecasts for the rest of the financial year and future year modelling had been prepared using the best information available but was based on a number of assumptions. Forecasts were subject to change over the course of the year as more information became available, the full nature of the pandemic unfolded and there was greater certainty over assumptions.

Members were reminded that the CCG continued to operate under a 'Command and Control' regime, directed by NHS England & Improvement (NHSE&I). NHSE had assumed responsibility for elements of commissioning and procurement and CCGs had been advised to assume a break-even financial position in 2020-21.

It was explained that as at Period 5, the Council was forecasting an overspend against budget of £3.678m. The £3.678m pressure was non-COVID related and reflected underlying financial issues that the Council would be facing regardless of the current pandemic.

The COVID-19 pandemic was unprecedented and whilst its impact on local public service delivery was clearly significant, the full scale and extent of the health, socio-economic and financial impact was not yet fully understood. The immediate demands placed on local service delivery would result in significant additional costs across the economy, and the economic impact was expected to have significant repercussions for our populations, resulting in losses of income for the Council across a number of areas, potentially for a number of years. Whilst the immediate focus was quite rightly to manage and minimise the impact of the virus on public health, the longer term financial implications and scenarios needed to be considered.

Members were informed that included within the Education Capital Programme was a scheme to increase capacity at Aldwyn School from a 45-pupil intake to 60. The Scheme had a total approved budget of £2.716m. In addition to the proposed extension works at Aldwyn School, the project scope would also include resurfacing of the flat roof area of the existing school. The proposed extension works required the new roof and existing roof to connect. Rather than forming a joint to a poor quality roof, it was recommended that given the age and condition of the existing roof (including ongoing leaks) it would be more cost effective and less disruptive to the school to renew the roof covering at the same time. This would reduce the potential future leak risk and water damage to the new extension.

It was explained that the estimated roofing cost £200k detailed in the report, had since been revised to £320k. This would need to be funded from School Condition grant as the works related to repairs and maintenance of the existing site.

## **RESOLVED**

- (i) That the forecast outturn position and associated risks for 2020/21, as set out in Appendix 1 to the report, be noted;**
- (ii) That approval to be sought from Executive Cabinet to extend the scope of the Aldwyn School Extension project to include roof repairs as set out in section 3 of the report, be noted; and**
- (iii) That approval to be sought from Executive Cabinet for an allocation of £320,000 of School Condition Grant Funding to fund the roof repair works at Aldwyn School, be noted.**

## **52. BUDGET CONVERSATION 2021/22**

Consideration was given to a report of the Executive Leader / Executive Member, Finance and Economic Growth / CCG Co-Chairs / Assistant Director, Policy Performance and Communications / Assistant Director, outlining the proposals to engage with the public in autumn 2020 on their priorities for spending within the context of financial challenges facing public services, including the impact of the Covid-19 pandemic.

It was proposed that this year's engagement would take the form of a conversation with the public on providing sustainable public services for the future and their priorities including the impact of the Covid-19 pandemic.

The Assistant Director of Policy, Performance and Communications explained that due to changing national and local Covid-19 social distancing restrictions, engagement could take place at in-person meetings if safe and practical, but the majority of engagement was likely to take place through virtual engagement. Methods of virtual engagement may include Skype or Zoom video meetings, an online survey and social media. Engagement would be supported by an extensive communications campaign that would include digital methods such as websites, social media and email and non-digital methods such as newspapers, radio, and partner organisation networks.

The conversation would be used to educate and inform the public on the Strategic Commission's budget and its financial challenges whilst also allowing feedback and ideas from the public on how services could be improved and savings made.

It was stated that the conversation with Glossop residents would relate to health services commissioned by Tameside & Glossop Strategic Commission only. Engagement material would be tailored accordingly.

To support the engagement activity, a full programme of communications would be undertaken. This would include a full suite of infographics that could be used to help explain the Strategic Commission's budget and spend. These infographics would be used in the presentation to make it easier for the public to digest the information. This could then also be used on social media, websites, and other promotional material.

## **RESOLVED**

- (i) That the content of the report be noted;**
- (ii) That approval be given to proceed with the proposals, as detailed in the report.**

*At this juncture, Councillor Ryan left the meeting during consideration of the following item of business, having declared a prejudicial interest as a member of the Board of New Charter Homes Limited, and paid no part in the discussion nor decision thereon.*

### 53. COMMUNITY SAFETY AND HOMELESSNESS CONTRACTS EXTENSION AND SERVICE MODIFICATION

Consideration was given to a report of the Executive Member, Neighbourhoods, Community Safety and Environment / Clinical Lead, Living well / Assistant Director of Operations and Neighbourhoods, which explained the proposal to enter into contracts with providers delivering a number of services across the Operations and Neighbourhoods portfolio.

It was explained that the service had undergone considerable transformation over the last 2 years and uses a broad range of different services to fulfil the aims of the Council's Preventing Homelessness Strategy. The strategy reinforced the Council's commitment to prevent homelessness and to intervene at the earliest stage before households reached the point of crisis.

The contract arrangements for the services ended on 31 March 2020 but were continuing in order to maintain critical service delivery and continuity to the borough's most vulnerable residents, as well as to allow the Council to meet its statutory obligations.

The Director of Operations and Neighbourhoods stated the report sought permission to award contracts to providers. The contracts for consideration were imperative to the continued delivery of homelessness services across the Borough and were as follows:

Name of Service	Name of Provider	Direct Award Cost 1 Oct 2020 to 30 Sept 2020
Short Term Accommodation and Support	Foundation	£133,887.00
Impact - Service for people with chronic exclusion	Greystones	£75,000.00
Floating Support and Activities	Adullum Homes	£253,000.00
Accommodation Based Service - People with Alcohol & Substance Misuse Problems	Greystones	£118,340.00
Personalisation Fund	Adullum Homes	£32,000.00
Short Term Accommodation and Support	Foundation	£58,576.00
Supported Housing for Homeless Families	Jigsaw Support (Housing Group)	£430,295.00
Temporary Accommodation	Jigsaw Support (Housing Group)	£200,000.00
Short Term Accommodation and Support - Younger Clients	Jigsaw Support (Housing Group) formerly Threshold	£117,780.00

The report detailed that Tameside's Homelessness Service had seen substantial changes in the last eighteen months. During 2019, Tameside was the top performing Council in England for the reduction of Rough Sleeping with 43 rough sleepers reduced to 6, and then zero in July 2020. Although this success was significant, the people who were previously sleeping rough were now in service with the Rough Sleeping team and required considerable ongoing support.

During the Covid-19 pandemic the Government had removed the ability for landlords to commence eviction proceedings with their tenants. This prohibition was lifted on 24 September 2020, which could result in a further influx of service users to the service.

#### RESOLVED

**That approval be given to extend existing contracts with the current service providers for 12 months commencing 1 October 2020 to 30 Sept 2021.**

*Councillor Ryan re-joined the meeting at this juncture.*

## **54. COMMUNITY CARDIOLOGY DIAGNOSTICS SERVICE**

A report was submitted by the Executive Member, Health, Social Care and Population Health / Clinical Lead / Director of Commissioning, which presented options for the locality for the commissioning of community cardiology diagnostics from March 2021.

Members were informed that Tameside and Glossop CCG commissioned Broomwell Healthwatch to deliver community cardiology diagnostic services until March 2021. A procurement process was required for contract arrangements from April 2021.

It was reported that Broomwell Healthwatch had successfully delivered services to Tameside & Glossop for a number of years. The current contract began April 2016 as a 3 year contract following a successful procurement process with the option to extend for two years. The option to extend was taken up and would end on 31 March 2021. The indicative annual contract value for the 2 services was £305k. The current contract had consistently over performed and activity had grown exponentially over the life of the contract.

Current average activity for the service was 839 reviews each month, with activity increasing by 16% over the course of the contract. Current average activity for the 24 hour ECG service was 91 per month, with activity increasing by 76% over the course of the contract.

Rising levels of activity were essential as early mortality rates (under 75 years) from coronary heart disease in Tameside & Glossop were significantly higher than the England average. A proactive approach to diagnosing and testing for heart conditions was essential to raise healthy life expectancy. The NHS long term plan stated that cardiovascular disease caused a quarter of all deaths in the UK and was the largest cause of premature mortality in deprived areas. This was the single biggest area where the NHS could save lives over the next 10 years. Increasing activity would also help increase the diagnosed prevalence of atrial fibrillation (AF). Public Health England estimated that there could be an additional 1,050 people with undiagnosed atrial fibrillation across Tameside and Glossop. This was an activity-based contract, if successful, activity would continue to increase and deflect urgent activity away from other services. Due to the nature of this contract it was not deemed suitable for a block contracting arrangement.

### **RESOLVED**

- (i) That a 3-6 month extension of the current contract be supported, to enable a procurement exercise to take place which will be facilitated by STAR procurement, the delay in this process starting earlier has unfortunately been exacerbated by the COVID-19 pandemic; and**
- (ii) That the procurement process outlined within the paper be supported, including permission to award the contract following a successful procurement exercise.**

## **55. CONTRACT UPLIFTS IN CONSIDERATION TO NATIONAL LIVING WAGE (NLW) INCREASE FOR 20/21**

Consideration was given to a report of the Executive Member, Health, Social Care and Population Health / Clinical Lead, Living Well / Director of Adult Services, outlining the increased costs in relation to the NLW increased announced in 2019 across three service providers not factored into the original budget setting for 2020/21.

It was explained that the Learning Disability Supported Accommodation Contracts supported 290 people across 36 properties in the Borough delivered by both in house and external providers.

Permission was given on 29 June 2019 to re-tender the service to ensure continued delivery to a vulnerable client group for a contract period of up to 5 years commencing 1 April 2020. The re-tender, supported by the Council's procurement partner STAR, was carried out utilising the Greater Manchester Ethical Learning Disability and Autism Flexible Purchasing System (GMFPS).

It was further explained that following contract award and subsequent allocation of contract terms and conditions to awarded tenderers, reference was made to the contract price and consideration to NLW increases for 20/21 as the pricing schedule in the tender had required bidders submit tender costs at 2019/20 prices “the current year’s delivery costs” due to the NLW uplift being unknown at that time.

Of the awarded providers, Community Integrated Care and Turning Point highlighted the issues as outlined above in that their submission of a competitive bid did not include NLW increases for year one (2020/21). They were clear that based on the 2019/20 prices as requested in their submissions the delivery of the service was not sustainable, and had subsequently resulted in the providers not signing the contracts with the delivery of the service at risk whilst it was against assumed T&Cs until the NLW issues were addressed and incorporated into the contract.

The total overspend against Adult Services 20/21 revenue budget for Supported Accommodation was therefore £206,000 arising from uplifts for the National Living Wage, and £84,864 to meet increased needs, making a total of £291k against a budget of £4,652k (6.25%)

## **RESOLVED**

**That approval be given to the NLW increases to the contracts detailed:**

- **Community Integrated Care - supported accommodation for adults with a learning disability living in their own home – two contracts (areas 2 and 5);**
- **Turning Point - supported accommodation for adults with a learning disability living in their own home (area 1); and**
- **Liberty Support Services - Lomas Court extra care and support for adults 18-65 with a sensory or physical disability.**

## **56. IMPROVING DEMENTIA SERVICES IN THE NEIGHBOURHOODS**

The Executive Member, Health, Social Care and Population Health / Director of Commissioning submitted a report, which detailed the development and output of the Dementia Support Worker Pilot and proposed recommendations for next steps.

The report summarised that since the introduction of the dementia pathway, and increased community support for people living with dementia, the following benefits had been evidenced:

- A reduction of the number of people on the dementia register prescribed anti-psychotics;
- An increase in the number of people dying in their usual place of residence; and
- Below the national average length of stay for people admitted with a diagnosis of dementia.

The 12 month service extension was intended to allow further development to create a fully integrated dementia offer within each neighbourhood. By extending this Pilot, there was time to carry out a whole pathway review and, following this, the option to go out with a full tender for all community dementia provision within the neighbourhood/PCN model, connecting closely to secondary care provision.

The 12 month requested would allow a full tender process to be undertaken. In light of the Covid-19 pandemic, it had not been possible to undertake a comprehensive review of the pilot scheme as the service model had changed and adapted in order to meet national guidelines around social distancing. Also, under the current circumstances, it would be difficult through a tender process, to undertake the due diligence required due to these changes. In addition, the ability of the market to bid at this time could be hampered by other priorities and therefore there could be a shortage of providers who submitted.

The original contract was held within Tameside Council, and the plan had been for this to be reviewed by health as an investment going forwards as a key part of the integrated community dementia pathway. The extension therefore, was planned to be from within CCG budgets whilst remaining on the current council contract.

It was proposed to invest £110,000 for 2021/22. It was intended for a full tender to take place prior to any further contract being awarded by 31 March 2022.

## **RESOLVED**

**That the existing Dementia Support Worker Pilot contract with the Alzheimer's Society be extended for a further 12 months using previously identified funding of £110,000 through the Covid-19 emergency award process, in order to give stability during Covid as well as enable a full review of options to further integrate dementia services within the neighbourhoods.**

## **57. PRIMARY CARE – COVID RESPONSE BRIEFING**

Consideration was given to a report of the Executive Member, Health, Social Care and Population Health / Director of Commissioning / Governing Body GP for Primary Care / Director of Commissioning, which provided oversight of the primary care response, with particular focus on general practice, during the initial pandemic response period, the transition to the Living with Covid phase of response and provided a forward look to the next steps.

It was reported that 100% of Tameside & Glossop 37 GP Practices remained open throughout the pandemic, including all opening Easter and May Day Bank Holidays. National guidance directed practices on activity which could be paused during the immediate pandemic, subsequent guidance had directed the resumption of activity, though recognised there would be adjustments to the mode of delivery. Community pharmacies had remained open throughout the whole of COVID-19. During the COVID-19 peak, service delivery focused upon medicines supply and health care support / advice. Although the initial pandemic response paused routine care in primary care dental services, practices remained open and provided advice and referral to one of the urgent care treatment hubs in Greater Manchester where basic treatment was offered. A Greater Manchester Urgent Dental Care Service was available for patients not registered. Primary care dental services had now been resumed.

Members were advised that the Pandemic Resilience Management Group was set up in recognition of the significant pressure of Covid-19 on general practice and that this was likely to continue for the foreseeable future. The group, chaired by the Co-Chair of the CCG, included dedicated Pandemic Resilience Clinical and Managerial Lead capacity, allocated to each neighbourhood with comprehensive membership of clinicians representing all neighbourhoods and CCG officers. The group had a line of governance both to Primary Care Committee and to Senior Leadership Team along with providing a line of accountability into the daily Gold Command meetings and the twice weekly Silver Out of Hospital meetings.

There were Five Pandemic Resilience Groups (PRGs), each aligned to Primary Care Networks (PCNs), and with a relationship through the PCN Clinical Directors to ensure alignment of workstreams and action, led the resilience response for each geographic area. Completion of the daily SITREP provided local oversight of workforce resilience, PPE available to ensure proactive and timely action as required. A CCG Medicines Management Technician and the existing Social Prescribing Link Workers, already allocated on neighbourhood basis, worked with the VCFSE partners to provide a point of support for vulnerable patients. The allocation of a Community Pharmacist to each Primary Care Network, part of the national PCN strategy, also strengthened the inter-professional working and 'place based' response during this period.

The Director of Commissioning explained that in July the next phase of the pandemic response was needed, PRMG was stood down and replaced with a Primary Care Ambition and Recovery Group. This group had a broader Terms of Reference and membership to further explore and shape ideas on the ambition for Primary Care as part the neighbourhood.

It was highlighted that the Covid-19 response had required significant changes to the way in which services had historically been delivered. There has been a substantial shift in digital offer during

the pandemic with 63% of appointments delivered through a total triage model across T&G in April 2020 compared with 13.5% in April 2019.

It was explained that the Royal College of General Practitioners (RCGP) guidance suggested that approximately 50% of appointments in the 'new normal' could be digital; some established digital practices across the country had seen approximately 75% of appointments pre Covid-19 delivered through a total triage model.

In terms of system support, it was reported that funding arrangements to support the additional and significant cost of Covid were implemented rapidly to ensure practices could manage workforce resilience, through staff sickness, risk assessments, isolating and/or shielding as well as small adaptations and enhancements to practice buildings, e.g. perspex screens, additional hand sanitiser units, temporary oxygen saturation monitoring stations, gazebos for outdoor waiting areas, vaccination delivery. The oversight of this process, review and approval of claims had been overseen by a task group of finance, commissioning and clinician, including PCN Clinical Director and LMC advisory roles.

Throughout the pandemic, the Medicines Management Team (MMT) had played an active role in supporting health and social care organisations to rapidly roll out new initiatives to help residents of Tameside and Glossop. The team had also represented the locality at a GM, regional and national level; this had included supporting the North West Medicine and Pharmacy Cell to develop resources that have been implemented locally e.g. re-use of medicines policy in Care Homes, End of Life medications provision.

The system wide Enhanced Health in Care Homes Task and Finish group was in place to lead the oversight of the specification across the system beyond pandemic response phase. The group would co-ordinate the efficiency and effective use of the existing investment across those partners to maximise the personalised care offer to these patients. A lead PCN Clinical Director, to represent PCNs at this group, was in place.

In May, a Primary Care Living with Covid (LWC) Task Group was established. This group, chaired by the Governing Body GP for Primary Care, had focussed on the action plan and any additional support required to deliver the phased return and resumption of general practice activity, incorporating the learning from the last few months.

The next phase of Covid response focussed on the Build Back Better ambition, the proactive identification of patients who were clinically vulnerable and/or may have delayed accessing care and the focus on health inequalities. A separate paper would be presented to Strategic Commissioning Board on this, at a future meeting.

The Chair and Board members, expressed their gratitude to everyone involved for their hard work during these challenging times.

#### **RESOLVED**

- (i) That the content of the report be noted, including the resilience response by Primary Care partners through the first phase of the Covid-19 pandemic as part of the total locality response; and**
- (ii) That a further report on future ambition, Build Back Better and the phase 3 NHS response priorities on health inequalities and proactive care, be submitted to the next meeting of the Board.**

#### **58. URGENT ITEMS**

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

**CHAIR**

## BOARD

14 October 2020

**Present**

Elected Members	Councillors Warrington (In the Chair), Bray, Cooney, Fairfoull, Feeley, Gwynne, Kitchen, Ryan and Wills
Chief Executive	Steven Pleasant
Borough Solicitor	Sandra Stewart
Deputy S151	Tom Wilkinson

**Also In Attendance:** Steph Butterworth, Richard Hancock, Dr Ashwin Ramachandra, Ian Saxon, Paul Smith, Sarah Threlfall, Jayne Traverse, Debbie Watson, and Jess Williams

### 115 DECLARATIONS OF INTEREST

Councillors Cooney and Ryan declared a prejudicial interest on Item 5c Community Safety and Homelessness Contracts and Extension and Service Modifications as Council appointed Directors for Jigsaw and New Charter Housing respectively..

### 116 MINUTES OF PREVIOUS MEETING

The minutes of the meeting of the Executive Board meeting on the 7 October 2020 were approved as a correct record.

### 118 BUDGET CONVERSATION 2021/22

Consideration was given to a report of the Executive Leader / Executive Member for Finance and Economic Growth / Co-chairs of CCG / Assistant Director of Policy, Performance and Communications / Assistant Director of Finance. The report outlined the proposals to engage with the public in autumn 2020 on their priorities for spending within the context of financial challenges facing public services, including the impact of the Covid-19 pandemic.

It was proposed that this year's engagement would take the form of a conversation with the public on providing sustainable public services for the future and their priorities including the impact of the Covid-19 pandemic.

The Assistant Director of Policy, Performance and Communications explained that due to changing national and local Covid-19 social distancing restrictions, engagement could take place at in-person meetings if safe and practical, but the majority of engagement was likely to take place through virtual engagement. Methods of virtual engagement may include Skype or Zoom video meetings, an online survey and social media. Engagement would be supported by an extensive communications campaign that would include digital methods such as websites, social media and email and non-digital methods such as newspapers, radio, and partner organisation networks

The conversation would be used to educate and inform the public on the Strategic Commission's budget and its financial challenges whilst also allowing feedback and ideas from the public on how services could be improved and savings made.

It was stated that the conversation with Glossop residents would relate to health services commissioned by Tameside & Glossop Strategic Commission only. Engagement material would be tailored accordingly.

To support the engagement activity, a full programme of communications would be undertaken. This would include a full suite of infographics that could be used to help explain the Strategic Commission's budget and spend. These infographics would be used in the presentation to make it easier for the public to digest the information. This could then also be used on social media, websites, and other promotional material.

#### **AGREED**

**That the content of the report be noted and Executive Cabinet and the Strategic Commissioning Board be recommended to approve the proposed approach.**

### **119 THE COUNCIL'S SPORT AND LEISURE FACILITIES – FINANCIAL SUSTAINABILITY DURING THE COVID-19 (CORONAVIRUS) PANDEMIC**

Consideration was given to a report of the Executive Member for Neighbourhoods, Community Safety and Environment / Assistant Director of Population Health / Assistant Director of Finance which outlined the current trading position of Active Tameside and a number of options around the next steps to ensure the survival of the Council's leisure offer through the pandemic.

It was explained that the closure of all facilities to the general public on 20 March 2020 until the reopening of some centres in July has resulted in a loss of almost £1m a month in lost trading income. By taking advantage of the government business grants, staff furlough scheme and VAT holidays, as well as other cost saving measures running costs have been reduced by as much as practically possible.

Active Tameside also had business insurance and were awaiting a court ruling as to whether the policy wording was sufficient to allow a claim for the business interruption caused by Covid. The ruling and eventual insurance pay out if successful was unlikely to be received until March 2021.

Throughout the closure period Active Tameside had been able to continue to provide the commissioned services to vulnerable groups throughout the pandemic and had been paid for these by the Council accordingly.

The Assistant Director of Population Health stated that Active Tameside would run out of cash mid November 2020 and become technically insolvent. The situation had been made worse as leisure providers were exempt from most Covid-19 emergency support funding. Without further support from central government, the Council, or an insurance pay out this would ultimately result in Active Tameside ceasing to be able to trade and handing back the assets to the Council for it to run.

The Council had therefore been reporting a potential call on its budgets for the year in terms of supporting Active Tameside of £3.5m (including prudential borrowing) as part of its monthly monitoring reports to Executive Cabinet.

Trading had been running better than expected since reopening, however, direct debit take for memberships was down by a third from the March 2020 figure, meaning a £56k per month reduction in this important source of revenue.

The Assistant Director of Finance highlighted that Executive Cabinet had already supported Active Tameside's cash-flow position through this difficult period through a number of measures:

- 31 March 2020 - repayment of prudential borrowing of £0.788m was deferred to at least 2021/22.
- 1 April 2020 - paid the total value of the 2020/21 management fee of £1.077 million upfront (as usual).
- 1 July 2020 – agreed an advanced payment for Adult's and Children's commissioned services of £0.6m to the end of October 2020.

- 1 October 2020 - advance the remaining £0.845m due for the remainder of the year for the services commissioned from Active Tameside from the Adult's and Children's Services Directorates.

It was stated that these payments had supported the cash flow of Active Tameside until the end of October. In the absence of further funding whether through a successful insurance claim, specific government support for Leisure Trusts generally, or from the Council, Active Tameside would be unable to continue trading beyond this.

Therefore, In order to provide Active Tameside further cash funding to buy time as the trading position, outstanding insurance claim, and development of any government support package, it was proposed that the Council advance Active Tameside an amount to be agreed monthly, based on open book accounting to allow the service to remain solvent.

It was proposed that the cash support provided would be reviewed on a monthly basis, based on the trading performance and local covid restrictions. The funding amount identified was in line with the losses other Local Authorities are experiencing and all avenues for controlling costs were being explored. It was proposed that the further support required from November 2020 would be via a loan agreement to be paid back over the lifetime of the contract. Officers had been working with other local authorities in Greater Manchester and nationally to share experiences, best practice and approaches taken with leisure providers.

#### **AGREED**

**That Executive Cabinet be recommended to:**

- (i) **Agree that the current phased opening as described in section 5.5 remains in place until 31 March 2021, subject to any further restrictions being put in place by central government.**
- (ii) **Approve an amount of £1.8m to be paid via a loan agreement to be paid back over the lifetime of the contract to allow Active Tameside to remain solvent during 2020/2021.**
- (iii) **Support the completion of a Sport and Leisure review with savings options presented to Cabinet in November, public consultation in December, and proposals presented to Cabinet in January 2021 for with proposed management fee for 21/22.**

## **120 WALKING AND CYCLING PROGRESS UPDATE**

Consideration was given to a report of the Executive Member for Transport and Connectivity / Assistant Director for Operations and Neighbourhoods which provided an update on the progress made over the last 12 months, to help increase the number of residents choosing active modes of travel.

It was stated that a draft business case for Tameside Council's Tranche 1 – Active Neighbourhoods MCF scheme was recently reviewed by TfGM. The final business case was being prepared for submission, in order to secure approval at the earliest opportunity. This would enable the first two schemes – Chadwick Dam and Hill Street, to move to the delivery stage. The designs were complete and the traffic regulation orders for the Chadwick Dam scheme were approved at Speakers Panel (Planning) on 23 September 2020.

Members received details regarding the combined estimated value of the 11 schemes that had received Programme Entry status in Tameside. As the schemes were being developed the estimated scheme costs were still subject to change. In addition, the match funding proposed at Programme Entry was under review and any changes to the funding package would be reported through the business case process for consideration and approval by TfGM. These changes would also be reported to the Strategic Planning and Capital Monitoring Panel.

Total Estimated MCF Funding	£11,557,150
Total Estimated Match Funding	£3,200,734
Total Estimated Scheme Cost	£14,757,884

TfGM were also progressing with a separate MCF proposal to introduce a pilot 'Active Neighbourhood' scheme in each borough across Greater Manchester. The Council were working closely with TfGM and their delivery partners, to support a pilot scheme in Tameside.

It was reported that Highways England (HE) had also agreed to fund a £1.95m scheme to improve cycle connectivity from Hyde to Hollingworth, as part of their Road Investment Strategy 2020 to 2025. A legal agreement had been signed and the Council had appointed a delivery partner to develop the feasibility study and a preferred route was currently being finalised.

In addition to the Council's success in securing grant funding to deliver new infrastructure, there was now also the opportunity to bid for Activation funding from the MCF programme. The Targeted Activation initiatives would help to facilitate behaviour change and to ensure that local communities and potential users were aware of the opportunities offered by the new MCF schemes. These programmes would encourage people to travel more sustainably and provide them with the knowledge, resources and skills to do so.

The Activation Plan, being developed by the Walking and Cycling Activation Task group, was created following an extensive mapping exercise to identify current successful initiatives and identification of gaps in provision.

The plan aimed to engage communities, schools, businesses and other stakeholders through a combination of activities to support behaviour change. The plan would also encourage people to travel more sustainably and provide them with the knowledge, resources and skills to do so.

The draft Activation Plan, which had recently been submitted as part of the Tranche 1 business case approval process, had requested grant funding in the region of £60,000.

## **AGREED**

**That the Executive Cabinet be recommended to note the progress being made to deliver new walking and cycling infrastructure across the Borough.**

### **121 WORKFORCE GREEN TRAVEL OFFER – EXPANSION OF THE CYCLE TO WORK SCHEME**

Consideration was given to a report of the Executive Leader / Executive Member for Transport and Connectivity / Assistant Director for People & Workforce Development which outlined the importance of a strong Green Travel Offer for the workforce with the opportunity to expand the Council's current Cycle to Work scheme via salary sacrifice to eligible employees of the CCG, whilst increasing the £1,000 purchase limit to enable the purchase of higher priced bikes; or to support those looking to buy an electric bike

In line with efforts to improve the carbon footprint and reduce the impact on the environment the organisation had in place a cycle to work scheme for employees and Elected Members to support them in the purchase of a bike through a salary sacrifice scheme of up to £1,000.

The current circumstances provided an opportunity to encourage employees and elected Members to cycle and take opportunity of this scheme, which enabled them to save when purchasing through the scheme and ultimately enjoy the benefits of cycling on their physical and mental wellbeing.

The scheme continued to be available to all Council and School employees, in addition to elected Members, and would be further promoted during this period of time to encourage and support access and usage of the scheme.

In order to promote and enable greener travel across the workforce, it was proposed that the Council's existing cycle scheme would be extended to eligible employees of the CCG; who don't currently have a scheme in place.

It was recommended that, in order to mitigate risk, the purchase limit would be increased to £5,000 as opposed to completely removing it. This would still provide a greater range of available bikes, particularly for those who were advanced cyclists looking to purchase a higher priced bike, or those looking to buy an electric bike (e-bike) to make cycling more accessible.

It was explained that whilst the removal of the purchase limit presented some financial risk, the scheme included clear terms and conditions, which set out at the start of the agreement how money would be recovered where required. To further mitigate the financial risk, it is proposed that a payment framework would be implemented, which dictated the term of the hire agreement, dependent upon the price of the bike.

It was further explained that as savings were based on the amount of salary sacrificed by each employee; increasing the spending limit would also increase the savings realised by both the organisation and the participating employees.

#### **AGREED**

**That Executive Cabinet be recommended to approve:**

- (i) The current £1,000 purchase limit on the Council's Cycle to Work scheme is increased to £5,000, to provide the option of purchasing higher priced bikes, including e-bikes to make cycling more accessible.**
- (ii) The existing Council Cycle to Work scheme is expanded to be inclusive of eligible employees of the CCG, in order to promote and enable greener travel across the workforce.**
- (iii) To manage the risk of higher bike purchases for both the Council and the CCG, a value linked repayment framework is applied**
- (iv) That the scheme be approved to include the following parameters:**
  - Approval is subject to meeting the required eligibility checks and signing the agreed terms of the salary sacrifice scheme**
  - Only employees who have successfully passed their probation period are eligible to apply**
  - Only employees who are not subject to a formal performance/capability process or with a live performance/capability warning are eligible to apply.**

#### **122 WORKFORCE GREEN TRAVEL OFFER - CAR LEASING SCHEME VIA SALARY SACRIFICE**

Consideration was given to a report of the Executive Leader / Assistant Director for People & Workforce Development, which outlined the importance of a strong Green Travel Offer for the workforce with the opportunity to implement a car leasing scheme via salary sacrifice for employees of Tameside Council.

This report set out a proposal to introduce a HMRC approved, green car leasing scheme via salary sacrifice to the employees of Tameside MBC. Tameside & Glossop CCG already offered a salary sacrifice car leasing scheme to their employees, through the provider NHS Fleet Solutions. As a partner organisation in the Single Commissioning Group, selecting this provider would achieve a consistent approach to the reward offer for the workforce, whilst also engaging a public sector organisation.

The scheme would allow an employer to provide employees with a brand new fully maintained and insured car, at a lower cost than they could normally achieve in the retail market. The employee would pay for their car over a two or three year period through a fixed reduction in their gross salary, via a HMRC approved salary sacrifice scheme.

There were a number of advantages to the Council of implementing a car leasing scheme, including:

- 'Green' credentials – by helping to remove old / energy inefficient cars and replace them with new cars which emitted less CO2.
- There would be a reduction in employer NICs and pension contributions directly related to the amount that was salary sacrificed.
- Recruitment and retention - the scheme would aid the organisation's ability to recruit and retain employees, as easy access to a good-value car leasing deal was an attractive employee benefit.
- Compliance / duty of care –The Council was liable for ensuring that employees were licensed, taxed, insured and that their cars were roadworthy. New cars leased through the salary sacrifice arrangement being proposed dramatically reduced the organisation's liability as the lease cost to the driver included insurance, servicing and maintenance of the vehicle, breakdown cover as well as tyre and windscreen replacement.

Whilst the scheme had a number of benefits, there are also risks; some of which have a financial implication. The Local Government Pension Scheme (LGPS) consider car leasing as a non-allowable benefit, which would mean that pension contributions and benefits were based on the salary after the lease amount has been sacrificed. This would produce a short term saving for the organisation as the employers' pension contributions were paid on the reduced salary and not the gross salary. However the longer term implication was reduced pension contributions from employees who participate in the scheme for the duration of the lease term.

One of the main risks relating to the scheme was early termination fees. Whilst the providers had measures in place to mitigate such risk from the organisation, in some circumstances the Council would be liable for any outstanding costs that could not be recovered from the employee e.g. when an employee leaves without working their notice period.

## **AGREED**

**That Executive Cabinet be recommended to APPROVE that:**

- (i) The Council implements a car leasing scheme via salary sacrifice for employees of Tameside Council (excluding Schools) to promote and enable greener travel where car is the chosen mode of transport**
- (ii) The chosen provider from the lead 2 companies outlined in the report is NHS Fleet Solutions**
- (iii) That the car leasing scheme be approved to include the following parameters:**
  - **Sacrificed salary deduction cannot reduce pay below the minimum wage**
  - **One lease arrangement per employee**
  - **Approval is subject to meeting the required eligibility checks and signing the agreed terms for the salary sacrifice arrangement**
  - **Only employees who have successfully completed their probation period, and are not subject to a formal performance/capability process or with a live performance/capability warning are eligible to apply**
  - **Apply risk protection measures as built in costs where appropriate i.e. Family Cover to mitigate any potential financial loss.**
- (iv) To place an emissions cap within the car leasing scheme at 110 – 120 g/km; steering individuals towards eco-friendly transport, but would continue to allow popular, lower emission, petrol cars to be included.**
- (v) To pay the HMRC advisory fuel rates for company cars, as updated each quarter.**
- (vi) that the scheme should be offered to School Staff**

## **123 STATEMENT OF COMMUNITY INVOLVEMENT**

Consideration was given to a report of the Executive Member for Transport and Connectivity / Director of Growth which stated that the Council's current Statement of Community Involvement (SCI) had been adopted on 31 August 2016 to reflect changes to how planning documents were prepared and communities involved. The Covid-19 pandemic and continued progress on the Greater Manchester Spatial Framework (GMSF) meant it was important to reflect a number of more technical amendments to the SCI, ensuring consistency across Greater Manchester in the message delivered through SCIs about the GMSF.

The SCI had now been the subject of a six-week period of public consultation which ended on 1 October 2020. The outcomes of this were presented, where appropriate modifications had been made and it was the final updated SCI which was presented to be agreed for publication.

It was stated that consultation was an important part of the planning process. It brought significant benefits by: strengthening the evidence base for plan-making and decision taking; ensuring community commitment to the further development of an area; promoting regeneration and investment; and increasing ownership and strength of delivery.

Members received a Responses Report appended to the report which summarised the methodology used to publicise the consultation on the revised draft SCI; provided a summary of representations received; and the Council's response to the representations. In summary, no further amendments to the SCI were considered necessary following the careful consideration of the consultation responses.

### **AGREED**

**That the Executive Cabinet be recommended to agree to publish the revised SCI as set out at Appendix 1 and adopt.**

## **124 GREATER MANCHESTER TRANSPORT STRATEGY 2040, DELIVERY PLAN AND TAMESIDE LOCAL IMPLEMENTATION PLAN**

Consideration was given to a report of the Executive Member for Transport and Connectivity / Director of Growth which provided details of the content and publication arrangements for the refreshed Greater Manchester Transport Strategy 2040, Our Five Year Delivery Plan (2020-2025) and Local Implementation Plans.

It was stated that the initial version of the 2040 Strategy had undergone a policy refresh to reflect work undertaken, and the changed context, since 2017. In particular, the refreshed 2040 Transport Strategy would include reference to the "Right-Mix" ambition for at least 50% of all journeys to be made by active travel and public transport by 2040, details of the GM Mayor's 'Our Network' plan to create an integrated, modern and accessible transport network, an increased emphasis on the physical benefits of cycling and walking, the climate emergency declared by GMCA and all ten councils and the development of the GM Clean Air Plan.

The document had also been updated to reflect the contemporary devolution agenda, including publication of the Bus Reform business case and GM Rail Prospectus; ongoing work to develop 2040 sub-strategies.

In parallel, with the GMSF consultation in early 2019, a light-touch consultation on the GM Transport Strategy 2040 Draft Delivery Plan was undertaken via a dedicated email address. From a transport perspective the comments on the GMSF connectivity chapter were of particular relevance to the Delivery Plan. A final version of this document, including consultation feedback has now been prepared.

“Our Five-Year Delivery Plan” was supported by ten Local Implementation Plans (LIPs) covering the period 2020 to 2025. Each of the ten councils that make up Greater Manchester has its own LIP. It was also hoped that the LIPs will enable authorities to better express and describe the local transport and minor works interventions that need to be delivered or developed in the short term, to support Right-Mix and Carbon Reduction targets.

Alongside the other district Local Implementation Plans (LIP), Tameside’s own plan set out its transport priorities for the next five years, as part of the Greater Manchester Transport Strategy 2040 5-Year Delivery Plan (2020-2025). Each plan was considered “live” meaning that while the wider delivery plan tended to consider large, medium and long-term future initiatives, the LIP was mainly focussed on local neighbourhood and town-level priorities and interventions to support the broader economic vision and other related benefits to be delivered across Tameside. Within the Tameside Local Implementation Plan, a summary of Tameside Strategic Schemes contained within the “Our Five-Year Delivery Plan” (2020-2025) are reproduced below at Map 1 with further details provided at Appendix 1. Appendix 1 generally excludes GM wide initiatives such as Bus reform, Metrolink and heavy rail improvements

## **AGREED**

**That Executive Cabinet are recommended to**

- (i) Endorse the refreshed Greater Manchester Transport Strategy 2040 and the final version of “Our Five-Year Delivery Plan” for approval by GMCA and publication in November 2020, alongside GMSF.**
- (ii) approve the publication of the supporting Local Implementation Plans (including Tameside’s) as an appendix to “Our Five-Year Delivery Plan”, acknowledging that these are “live” documents and will be subject to regular review and update as appropriate**

## **125 GREATER MANCHESTER SPATIAL FRAMEWORK**

Consideration was given to a report of the Executive Member for Housing, Planning and Employment / Director of Growth which sought approval to publish Greater Manchester’s Plan for homes, jobs and the environment (the Greater Manchester Spatial Framework (GMSF)): Publication Draft 2020, including supporting background documents, for a period of public consultation in accordance with planning regulations. Further, the report recommended that Full Council approve the submission of the GMSF for examination to the Secretary of State following the period of public consultation and sought delegation to make minor or non-material amendments to the plan and background documents at two separate points.

Since the consultation closed, further work had been undertaken to analyse the responses, develop and refine the evidence base and prepare a further version of the plan. A Consultation Final Report accompanied the GMSF 2020 to enable people to see how their previous comments had been considered and how the plan had been changed as a result, or why some comments have not resulted in changes.

A revised draft GMSF had been prepared and the next consultation was the ‘Publication stage’, a formal consultation on the jointly prepared plan and its background information, in accordance with relevant national regulations (in this case regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012). This formal consultation was proposed to take place between dates to be agreed at the AGMA Executive meeting scheduled for 30 October 2020.

The publication plan was one that the ten boroughs of Greater Manchester consider sound. And at the end of this next consultation period, the plan, along with copies of representations made, and other supporting documents, would be submitted to the Secretary of State.

The consultation would be carried out in line with the requirements of each of the district Statements of Community Involvement. The challenges posed by the coronavirus pandemic had

been significant and government guidance continued to have implications for how the public could be engaged, especially through this next consultation phase. However, the government had also been clear that the challenge presented by the virus was not a sufficient reason to delay plan preparation. Therefore a range of activities and reasonable steps had been considered to ensure a broad spectrum of the community are engaged through publishing the plan and the achievement of a consultation in a safe and broadly consistent way across Greater Manchester.

The GMSF Publication Draft 2020 continued to follow the broad spatial strategy approach of significant growth within the core area of Greater Manchester, while boosting the competitiveness of the north and sustaining the south of the area. To this effect, the spatial distribution of development was also broadly similar to that set out in 2019. In pursuit of this, the GMSF 2020 proposed at least 2,460,000 square metres of new office floor space, 4,220,000 square metres of industrial and warehousing floorspace and close to 180,000 new homes across Greater Manchester over the plan period.

As in 2019, a large share of development in Tameside was expected to be accommodated on sites within the existing urban area. However, three Green Belt sites at: Ashton Moss West; Godley Green Garden Village; and South of Hyde; were needed to supplement this for both employment and housing uses.

Godley Green continued to be identified as having potential to accommodate around 2,350 new homes, although not all are envisaged to be delivered within the plan period and South of Hyde around 440 new homes.

Ashton Moss West continued to be identified for employment uses, although the use classes prescribed had been brought up to date in line with recent government changes and overall development yields for the site had been reduced from around 175,000 square metres of potential floorspace to around 160,000 square metres.

All of the three strategic sites maintained the same level of land to be taken out of the Green Belt (known as Green Belt deletions). This was mirrored through allocation boundaries that remained the same, apart from the addition of a small parcel of non-Green Belt land at the South of Hyde site. This was adjacent to Hilda Road and is to facilitate access from the A560.

Alongside the identification of three sites for development purposes, the GMSF Publication Draft 2020 also identified a number of sites to be protected and added to the Green Belt (known as Green Belt additions).

The existing Green Belt in Tameside extended to approximately 5,071 hectares and a further 75.19 hectares of land in the borough, across 12 sites, had been identified within the Publication plan to be designated as such. Initially 17 sites had been proposed within the 2019 GMSF and a further three sites were put forward through the 2019 consultation, Following further analysis of the proposed additions, there were 12 sites taken forward

This meant that the overall net change in Green Belt for the borough was a 2.7% reduction, this was comparative to an initial net reduction in 2016 of 8.6% and an overall net reduction in the Greater Manchester Green Belt in 2020 by 3.1%.

While the spatial strategy and distribution of development within the GMSF Publication Draft 2020 remained broadly similar to that presented in the 2019 revised Draft GMSF, there had been substantial work to strengthen the evidence base. This had been added to significantly in direct response to consultation comments and has informed the development of the GMSF Publication Draft 2020 and its policy content.

## **AGREED**

**That Executive Cabinet be recommended to:**

- (i) **Approve the GMSF: Publication Draft 2020, including strategic site allocations and green belt boundary amendments, and reference to the potential use of compulsory purchase powers to assist with site assembly, and the supporting background documents, for publication pursuant to Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 for a period for representations between the dates agreed at the AGMA Executive meeting on 30 October 2020;**
- (ii) **Recommend that Full Council approves the GMSF: Publication Draft 2020 for submission to the Secretary of State for examination following the period for representations;**
- (iii) **Delegate to the Director of Growth in consultation with the Executive Member (Housing, Planning and Employment), authority to approve the relevant Statement of Common Ground(s) required, pursuant to the National Planning Policy Framework 2019;**
- (iv) **Delegate authority to the Lead Chief Executive, Housing, Homelessness and Infrastructure, in consultation with City Mayor, Paul Dennett, Portfolio Leader for Housing, Homelessness and Infrastructure to make minor or non-material amendments to the GMSF: Publication Draft 2020 and background documents prior to their publication.**
- (v) **Note that upon adoption, the GMSF is likely to replace elements of the boroughs existing planning framework, such as some of the saved policy content within the 2004 Unitary Development Plan.**

**That Council be recommended to:**

- (vi) **Subject to Executive Cabinet approving the GMSF: Publication Draft 2020 and supporting background documents for publication, agree that these documents are submitted to the Secretary of State for examination, pursuant to Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 following the period for representations between the dates agreed at the AGMA Executive meeting on 30 October 2020.**
- (vii) **Delegate authority to the Lead Chief Executive, Housing, Homelessness and Infrastructure, in consultation with City Mayor, Paul Dennett, Portfolio Leader for Housing, Homelessness and Infrastructure to approve any minor or non-material changes to the GMSF: Publication Draft 2020 and background documents, following the period for representations and prior to their submission to the Secretary of State, for examination.**

## **126 HATTERSLEY STATION TICKET OFFICE REDEVELOPMENT**

Consideration was given to a report of the Executive Member for Finance & Economic Growth / Director of Growth which report provided information on the progress made to date on Hattersley Station Ticket Office redevelopment and sought the authorisation to make the award of a grant up to the sum of £571,828.51 to Northern Trains Limited for the construction and commissioning of the Hattersley Rail Station Ticket Office Redevelopment Project through a formal Grand Funding Agreement.

The report summarised the progress to date, the first phase of the strategy to improve Hattersley Railway Station was funded from Local Sustainable Transport Fund monies with a substantial contribution from the Hattersley Land Board. Phase one was completed in March 2016 with a significant increase in passenger numbers.

The second phase of the strategy to improve Hattersley railway station was for the provision of an improved ticket office. The Council had secured grant funding of £750,000 from the Greater Manchester Combined Authority through the GM Growth Deal Round 2 to deliver this project. This funding had to be spent by the end of March 2021. Following approval, Northern Trains Limited would be awarded a grant to carry out these works.

Members were advised that a letter received by the GMCA in May 2020 from the Ministry of Housing, Communities and Local Government (MHCLG) set out the position around how Government wanted to manage the 2020/2021 Growth Deal grant, based upon forecast spend and commitment. In summary, the Government said that they would initially pay only 2/3 of GM's LGF allocation for 2020-21 in advance followed by a period of joint working and review over the summer on contractual commitments and likely spend over the remainder of the year. The remaining 1/3 of Growth Deal grant would be dependent on GM achieving full spend across the Growth Deal programme the financial year and being able to demonstrate that this full spend was 'contractually committed' by 31 July 2020.

Following work by TfGM and GMCA with partners to maximise both the contractual commitment of spend on GD projects by 31 July 2020, and on bringing forward expenditure where possible, on all projects. The MHCLG responded to the GMCA stating that the final third of the LGF funding would be paid to the GMCA in August 2020.

The Director of Growth emphasised the necessity to enter into the Grant Funding Agreement for GRIP Stages 6 to 8 at the earliest opportunity to minimise the risk of losing funding earmarked for this project.

#### **AGREED**

**That Executive Cabinet is recommended to:**

- (i) Approve the making of the award of a grant up to the sum of £571,828.51 to Northern Trains Ltd to undertake GRIP Stages 6 – 8 for the construction and commissioning of the Hattersley Rail Station Ticket Office Redevelopment Project through a formal Funding Agreement;**
- (ii) Accept the risks of entering into the Grant Funding Agreement and approves that:**
  - a. Delegated Authority is provided to the Director of Growth to enter into the Grant Funding Agreement on behalf of Tameside MBC;**
  - b. Delegated Authority is provided to the Director of Growth to manage the programme of works associated with the Grant Funding Agreement and to drawdown and incur all expenditure related to delivery. On-going performance and reporting will be provided as required.**

#### **127 FORMER TWO TREES SCHOOL, DENTON - DEMOLITION OF BUILDINGS AND SITE CLEARANCE**

Consideration was given to a report of the Executive Member for Finance and Economic Growth / Director of Growth, which sought approval and funding to proceed with the proposed demolition of the former Two Trees School buildings and associated site clearance in preparation for disposal or redevelopment.

It was explained that the LEP costed plan indicated that full asbestos removal, demolition costs and site clearance would be £763,480 and take 8 months to complete from the date of approval. Prior to the start of demolition works planning and building control consent would be obtained.

In order to reduce the demolition programme it was proposed that a soft strip of the building be undertaken in advance of planning approval. The soft strip would include the removal of redundant mechanical and electrical installations and asbestos.

The demolition procurement route was via the LEP through the Additional Services contract and plans to clear the site were at an advanced stage including a detailed cost plan necessary to inform this report, which had been developed through a robust procurement exercise through the LEP.

The cost estimate would be fixed once the final surveys of the site had been concluded. The cost of demolishing the building and clearing the site £763,480 with a request to allow £0.800m in the Capital programme to allow for the findings of proposed surveys.

#### **AGREED**

**That Executive Cabinet be recommended to:**

- (i) Authorise in principle the demolition and site clearance of the buildings at the former Two Trees High School subject to detailed surveys and planning approval noting that the removal of asbestos and mechanical and electrical installations can proceed in advance of planning approval to demolish;**
- (ii) Procure the demolition and site clearance through the LEP Additional Services Contract;**
- (iii) Recommend to Council that the approved capital programme is varied to allocate an indicative budget of £0.800m to fund demolition and site clearance on the basis of urgent Health and safety works.**
- (iv) Agree that in the event that the detailed surveys indicate that additional budget is required that the whole project cost be subject to scrutiny and approval of the Executive.**

#### **128 CONTRACT UPLIFTS IN CONSIDERATION TO NLW INCREASE FOR 20/21**

Consideration was given to a report of the Executive Member (Adult Social Care and Health) / Clinical Lead for Living Well / Director of Adult Services which outlined increased costs in relation to the National Living Wage (NLW) increase announced in 2019 across three service providers not factored into the original budget setting for 2020/21.

Members were informed that the Learning Disability Supported Accommodation Contracts supported 290 people across 36 properties in the Borough delivered by both in house and external providers. Permission was given on 29 June 2019 to re-tender the service to ensure continued delivery to a vulnerable client group for a contract period of up to 5 years commencing 1 April 2020. The re-tender, supported by the Council's procurement partner STAR, was carried out utilising the Greater Manchester Ethical Learning Disability and Autism Flexible Purchasing System (GMFPS).

It was explained that following contract award and subsequent allocation of contract terms and conditions to awarded tenderers, reference was made to the contract price and consideration to NLW increases for 20/21 as the pricing schedule in the tender had required bidders submit tender costs at 2019/20 prices "the current year's delivery costs" due to the NLW uplift being unknown at that time.

Of the awarded providers, Community Integrated Care and Turning Point highlighted the issues as outlined above in that their submission of a competitive bid did not include NLW increases for year one (2020/21). They were clear that based on the 2019/20 prices as requested in their submissions the delivery of the service was not sustainable, and had subsequently resulted in the providers not signing the contracts with the delivery of the service at risk whilst it was against assumed T&Cs until the NLW issues were addressed and incorporated into the contract.

The total overspend against Adult Services 20/21 revenue budget for Supported Accommodation was therefore £206,000 arising from uplifts for the National Living Wage, and £84,864 to meet increased needs, making a total of £291k against a budget of £4,652k (6.25%)

#### **AGREED**

**That Strategic Commissioning Board be recommended to give approval to the NLW increases to the contracts detailed:**

- (i) Community Integrated Care - supported accommodation for adults with a learning disability living in their own home – two contracts (areas 2 and 5)**

- (ii) **Turning Point - supported accommodation for adults with a learning disability living in their own home (area 1)**
- (iii) **Liberty Support Services - Lomas Court extra care and support for adults 18-65 with a sensory or physical disability**

## **129 IMPROVING DEMENTIA SERVICES IN THE NEIGHBOURHOODS**

Consideration was given to a report of the Executive Member for Adult Social Care and Health / Director of Commissioning, which detailed the development and output of the Dementia Support Worker Pilot and propose recommendations for next steps.

The report summarised that since the introduction of the dementia pathway, and increased community support for people living with dementia, the following benefits have been evidenced:

- A reduction of the number of people on the dementia register prescribed anti-psychotics
- An increase in the number of people dying in their usual place of residence
- Below the national average length of stay for people admitted with a diagnosis of dementia

The 12 month service extension was intended to allow further development to create a fully integrated dementia offer within each neighbourhood. By extending this Pilot, there was time to carry out a whole pathway review and, following this, the option to go out with a full tender for all community dementia provision within the neighbourhood/PCN model, connecting closely to secondary care provision.

The 12 month requested would allow a full tender process to be undertaken. In light of the Covid-19 pandemic, it had not been possible to undertake a comprehensive review of the pilot scheme as the service model had changed and adapted in order to meet national guidelines around social distancing. Also, under the current circumstances, it would be difficult, through a tender process to undertake the due diligence required due to these changes. In addition, the ability of the market to bid at this time could be hampered by other priorities and therefore there could be a shortage of providers who submit.

The original contract was held within Tameside Council, and the plan had been for this to be reviewed by health as an investment going forwards as a key part of the integrated community dementia pathway. The extension therefore, was planned to be from within CCG budgets whilst remaining on the current council contract.

It was proposed to invest £110,000 for 2021/22. It was intended for a full tender to take place prior to any further contract being awarded by 31 March 2022.

### **AGREED**

**That the Strategic Commissioning board be recommended agree to extend the existing Dementia Support Worker Pilot contract with the Alzheimer's Society for a further 12 months using previously identified funding of £110,000 through the covid-19 emergency award process in order to give stability during Covid as well as enable a full review of options to further integrate dementia services within the neighbourhoods**

## **130 COMMUNITY SAFETY AND HOMELESSNESS CONTRACTS EXTENSION AND SERVICE MODIFICATION**

Consideration was given to a report of the Executive Member for Housing, Planning and Employment / Clinical Lead for Living well / Assistant Director of Operations and Neighbourhoods which explained the proposal to enter into contracts with providers delivering a number of services across the Operations and Neighbourhoods portfolio.

It was stated that the service had undergone considerable transformation over the last 2 years and uses a broad range of different services to fulfil the aims of the Council's Preventing Homelessness Strategy. The strategy reinforced the Council's commitment to prevent homelessness and to intervene at the earliest stage before households reached the point of crisis.

The contract arrangements for the services ended on 31 March 2020 but were continuing in order to maintain critical service delivery and continuity to the borough's most vulnerable residents, as well as to allow the Council to meet its statutory obligations.

The Director of Operations and Neighbourhoods stated the report sought permission to award contracts to providers. The contracts for consideration were imperative to the continued delivery of homelessness services across the Borough and were as follows:

<b>Name of Service</b>	<b>Name of Provider</b>	<b>Direct Award Cost 1 Oct 2020 to 30 Sept 2020</b>
Short Term Accommodation and Support	Foundation	£133,887.00
Impact - Service for people with chronic exclusion	Greystones	£75,000.00
Floating Support and Activities	Adullum Homes	£253,000.00
Accommodation Based Service - People with Alcohol & Substance Misuse Problems	Greystones	£118,340.00
Personalisation Fund	Adullum Homes	£32,000.00
Short Term Accommodation and Support	Foundation	£58,576.00
Supported Housing for Homeless Families	Jigsaw Support (Housing Group)	£430,295.00
Temporary Accommodation	Jigsaw Support (Housing Group)	£200,000.00
Short Term Accommodation and Support - Younger Clients	Jigsaw Support (Housing Group) formerly Threshold	£117,780.00

The report detailed that Tameside's Homelessness Service had seen substantial changes in the last eighteen months. During 2019 Tameside was the top performing Council in England for the reduction of Rough Sleeping with 43 rough sleepers reduced to 6, and then zero in July 2020. Although this success was significant, the people who were previously sleeping rough were now in service with the Rough Sleeping team and require considerable ongoing support.

During the Covid-19 pandemic the Government had removed the ability for landlords to commence eviction proceedings with their tenants. This prohibition was lifted on 24 September 2020, which could result in a further influx of service users to the service.

**AGREED**

**That the Strategic Commissioning Board be recommended to give approval to extend existing contracts with the current service providers for 12 months commencing 1 October 2020 to 30 Sept 2021.**

**131 FORWARD PLAN**

**AGREED**

**That the forward plan of items for Board be noted.**

**CHAIR**

## BOARD

21 October 2020

<b>Present</b>	Elected Members	Councillors Warrington (In the Chair), Bray, Cooney, Fairfoull, Feeley, Gwynne, Kitchen, Ryan and Wills
	Chief Executive	Steven Pleasant
	Borough Solicitor	Sandra Stewart
	Section 151 Officer	Kathy Roe

**Also In Attendance:** Steph Butterworth, Jeanelle De Gruchy, John Hughes, Ian Saxon, Gregg Stott, Jayne Traverse, Tom Wilkinson and Jess Williams

### 132 GODLEY GREEN GARDEN VILLAGE PROJECT UPDATE

Consideration was given to a report of the Executive Member of Housing, Planning and Employment / Director of Growth, which provided an update following the Council's decision in December 2019 to enter into a Grant Funding Agreement (GFA) with Homes England to secure £10m for the critical infrastructure required to open up the site for residential development.

It was stated that Godley Green had the potential to provide transformational change to the Tameside housing market through delivery of up to 2,350 new quality homes helping to satisfy the housing requirements of local people across all tenure and housing types, from affordable to executive homes.

Godley Green was "the" key strategic site for Tameside. If it came forward for development through greenbelt release, it had the potential to deliver 25% of the Council's housing requirements over the Greater Manchester Strategic Framework (Greater Manchester Spatial Framework) plan period. If the site was not promoted for development, the Council would be required to identify alternative sites to meet its future housing requirements.

Members were presented with the anticipated benefits to the Council, these were summarised as follows:

- Council Tax – An increase in council tax to enable the funding of borough wide services
- Section 106 – The borough would benefit from any developer or section 106 contributions from the scheme to invest in public infrastructure
- Enhanced Council Land Value – The land value uplift of the Council's 8.5 acres
- HIF Grant Investment in the borough– If the scheme performs better than initially expected, the £10m would be recoverable by the council to reinvest in housing and place making across the borough.
- Recover costs incurred pursuing the Planning Permission and development related fees
- Housing Needs – The site could deliver 25% of the Council's housing needs over the plan period
- Affordable Homes – The site would deliver 30% affordable housing.
- Social Value – Significant new public realm and new green and blue infrastructure.
- Hyde & Hattersley – Impact of the new community and wider socio-economic benefits
- Exemplar Scheme – Creation of a nationally recognized exemplar settlement
- Job Creation – The local centers will provide jobs for local people
- Education – New educational curriculum and vocational opportunities linked to Godley Green.
- Health & Wellbeing – Through the high-quality provision and improved access to open space.
- Energy Sustainability – Modern methods of construction and renewable energy solutions
- Accessibility – High quality place making with a focus on removing vehicle reliance.
- Transformational Growth – Place People

The report explained that due to the complexity, duration, and scale of this the project, a programme had been established around 6 key stages which reflected the different risks, outputs and governance that would be required to deliver the vision for Godley Green. There were multiple interdependencies between each stage which would require progress to be made concurrently and in a collaborative way:

- Stage 1 – Project Inception & Securing Funding
- Stage 2 – Planning Application Process
- Stage 3 – Securing Land Interests
- Stage 4 – Developer and/or Partnership discussions
- Stage 5 – HIF Funded Infrastructure Delivery
- Stage 6 – Wider Site Delivery

Acting as Land Promoter, the Council was preparing a hybrid planning (outline development with detailed Infrastructure works) application for the project based on a Very Special Circumstances (VSC) case. This approach had been discussed with, and endorsed by, the Local Planning Authority (LPA) through regular pre-planning meetings.

It was reported that it was unlikely that one single factor would provide sufficient weight to make the case for greenbelt release, given its size, scale and location. However, it was considered that a VSC case could be made by combining a number of benefits together, each of which would carry a different degree of weight. For a development of the scale and complexity of Godley Green the LPA had confirmed that a full Environmental Impact Assessment (EIA) would be required.

The cost of developing a planning application of this scale was circa £2,125,000. This was being funded through the initial £720,000 HIF drawdown and £1,000,000 of Council support committed through the budget setting process. The remainder would be funded through existing budgets.

The report summarised Stage 3 and the Land Option Agreements. Under the grant funding agreement, there was a commitment by way of pre-drawdown condition to secure the land interest. The most optimal approach, endorsed by Homes England, was for the Council to enter into Land Options Agreements (LOA) with each of the landowners within the redline that constitutes the Godley Green development proposition.

In line with the HIF contract conditions, a CPO strategy would need to be developed to run alongside the landowner Option Agreement negotiations and Planning Application. Without a CPO, the Council may be unable to demonstrate deliverability of the site which would impact the planning application determination.

Whilst it could be possible to acquire land by option agreements, the Council would need to consider using compulsory purchase powers. The Council needed assurance that the site assembly exercise could be completed without undue delay and without being held to ransom by owners maximising value unreasonably and unwilling to sell. An external legal team had been appointed to provide support on the CPO process and a range of other issues relating to the Planning Application process.

#### **AGREED:**

**That Executive Cabinet be recommended to:**

- 1. Approve a budget of £2.5m to allow the progression to the next phase of the project as detailed within the confidential business case.**
- 2. In approving the additional £2.5m budget note the significant benefits afforded by the scheme of a positive planning decision with any financial benefits from this being used to replenish the Medium-Term Financial Strategy reserve by the £2.5m.**
- 3. Approve the bringing forward of £0.5m of reserve funding into 2020/21 that is currently earmarked to be spent in 2021/22 to allow the completion of the planning application by March 2021.**

4. Approve entering into Land Option Agreement's as the preferred route to acquiring the land interests across the Godley Green site to satisfy the existing contractual commitments with Homes England.
5. Approve the spending of the approved implementation budget as outlined in the confidential business case set out at Appendix A to the report.
6. Approves postponement of the Council led consultation for Godley Green until the new year to allow the consultation to run consecutively with the GMFS consultation following advice from the Local Planning Authority. This will not impact the overall delivery date of Godley Green.

**CHAIR**

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## EXECUTIVE BOARD

4 November 2020

**Present**

<b>Elected Members</b>	<b>Councillors Warrington (In the Chair), Bray, Cooney, Fairfoull, Feeley, Gwynne, Kitchen, Ryan and Wills</b>
<b>Chief Executive</b>	<b>Steven Pleasant</b>
<b>Borough Solicitor</b>	<b>Sandra Stewart</b>
<b>Section 151 Officer</b>	<b>Kathy Roe</b>

**Also In Attendance:** **Steph Butterworth, Richard Hancock, Dr Ashwin Ramachandra, Ian Saxon, Paul Smith, Jeff Upton, Sarah Threlfall, Jayne Traverse, Debbie Watson, Tom Wilkinson and Jess Williams**

### 132 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 133 MINUTES OF PREVIOUS MEETING

The minutes of the Executive Board meeting on the 14 October 2020 and 21 October 2020 were approved as a correct record.

### 134 MONTH 6 FINANCE REPORT

Consideration was given to a report of the Executive Member of Finance and Economic Growth / Lead Clinical GP / Director of Finance which detailed that in the context of the on-going Covid-19 pandemic, the forecasts for the rest of the financial year and future year modelling had been prepared using the best information available but was based on a number of assumptions. Forecasts were inevitably likely to be subject to change over the course of the year as more information becomes available, and there was greater certainty over assumptions.

The Council was forecasting an overspend against the budget of £3.678m. Whilst this forecast included some COVID-19 related pressures, £2.830m of pressure was not related to COVID-19 but reflected underlying financial issues that the Council would be facing regardless of the current pandemic. This included significant financial pressures in Children's Social Care, budget pressures in Adults services and income shortfalls in the Growth Directorate, and in Capital and Financing due to the loss of income from Manchester Airport.

It was reported that Council Tax collection rates had slowly improved since April, but remained 1% below target. If this trend continued then the forecast deficit on Council Tax collection by the end of March 2021 was £1.090m of which the Council's share was £0.912m.

Business Rates collection improved between April and July. This improvement was not sustained in August, with a deterioration in September and overall collection was still significantly below target. If this trend continued then the forecast deficit on Business Rates by the end of March 2021 was £3.299m. There remained a risk that economic conditions, and Tier 3 restrictions, could have a significant negative impact on the sustainability of some businesses, resulting in increased non-payment with minimal opportunity for recovery.

The Director of Finance highlighted that the Council was facing significant pressures on High Needs funding and started the 2020/21 financial year with an overall deficit on the DSG reserve of

£0.557m. The projected in-year deficit on the high needs block was expected to be £3.543m due to the significant increases in the number of pupils requiring support.

With regards to the Capital Programme, assuming that the planned disposals proceeded there was a forecast balance of £8m of capital receipts to fund future capital schemes not reflected in the fully approved programme. Earmarked schemes currently included on the capital programme totalled £44.9m, with a forecast £33.2m of corporate funding needed to finance these schemes compared to a forecast balance of £8m surplus capital receipts.

#### **AGREED**

**That the Executive Cabinet be recommended to:**

- (i) Note the forecast outturn position and associated risks for 2020/21 as set out in Appendix 1.**
- (ii) Note the significant pressures facing budgets, and the progress with savings delivery, as set out in Appendix 2.**
- (iii) Approve the reserve transfers set out on page 24 of Appendix 2.**
- (iv) Note the collection rates for Council Tax and Business Rates as set out in Appendix 3.**
- (v) Approve the budget virements as set out in Appendix 4.**
- (vi) Note the forecast position in respect of Dedicated Schools Grant as set out in Appendix 5.**
- (vii) Approve the write-off of irrecoverable debts for the period 1 July to 30 September 2020 as set out in Appendix 6.**
- (viii) Note the funding position of the approved Capital Programme as set out in Appendix 7. Members are asked to approve the removal of all remaining earmarked schemes and approve a full review and re-prioritisation of the future Capital Programme, to be concluded alongside the Growth Directorate's review of the estate and identification of further surplus assets for disposal.**

#### **135 PLANNING WHITE PAPER CONSULTATION RESPONSE**

Consideration was given to a report of the Executive Member of Housing, Planning and Employment / Interim Assistant Director, Planning and Transport which stated that the Government's consultation on the White Paper Planning for the Future sought views on each part of a package of proposals. The White Paper sought reform of the planning system in England to streamline and modernise the planning process, improve outcomes on design and sustainability, reform developer contributions and ensure more land was available for development where it was needed.

The paper covered plan-making, development management, developer contributions and other related policy proposals. Through a series of focused questions, it gave the opportunity for comments to be provided by 29 October 2020 and the proposed responses from the Council were set out in the attached **Appendix 1**.

#### **AGREED**

**That the Executive Member of Housing, Planning and Employment be recommended to receive and note the responses contained in Appendix 1 as the Councils' response to the Government's Planning White Paper consultation.**

#### **136 FORWARD PLAN**

#### **AGREED**

**That the forward plan of items for Board be noted.**

**CHAIR**

## LIVING WITH COVID BOARD

14 October 2020

**Present**

<b>Elected Members</b>	<b>Councillors Warrington (In the Chair), Bray, Cooney, Fairfoull, Feeley, Kitchen, Ryan, Gwynne and Wills</b>
<b>Tameside and Glossop CCG Members</b>	<b>Dr Asad Ali, Dr Kate Hebden, Dr Vinny Khunger, Dr Christine Ahmed, Carol Prowse Clare Todd, David Swift and Karen Huntley</b>
<b>Chief Superintendent</b>	<b>Jane Higham</b>
<b>Medical Director Tameside and Glossop NHS Trust</b>	<b>Brendan Ryan</b>
<b>Chief Executive TMBC</b>	<b>Steven Pleasant</b>
<b>Borough Solicitor</b>	<b>Sandra Stewart</b>

**Also In Attendance:** **Steph Butterworth, Gill Gibson, Jeanelle De Gruchy, Ilys Cookson, Richard Hancock, Ian Saxon, Paul Smith, Jayne Traverse, Sarah Threlfall, Debbie Watson, Tom Wilkinson and Jess Williams**

**Apologies for Absence:** **Dr Tim Hendra, Dr Ashwin Ramachandra and Karen James**

### 8 MINUTES OF PREVIOUS MEETING

The minutes of the meeting of the Living with Covid Board on the 23 September 2020 were approved as a correct record.

### 9 DATA AND INTELLIGENCE AND UPDATE ON CURRENT TAMESIDE POSITION

Consideration was given to presentations, which updated members on the latest position in Tameside including an update on Covid-19 surveillance within Tameside a data and intelligence update, guidance update and the current Tameside position.

The Director of Population Health presented the Data and Intelligence update and current Tameside position. Members were presented with data on Covid-19 Tameside Surveillance, the data showed rapid increases in the number of Covid-19 cases through August and September. The Director of Population Health made comparisons between the peak in May and the increase in reported cases over August and September. It was exemplified that the peak in May would have been higher but testing was concentrated on those that were already ill or were in hospital.

It was stated that levels of testing were still high in Tameside, there had been issues over the last few weeks with access to testing and the length of time tests and results were processed. Tameside ranked 18<sup>th</sup> nationally for testing and 4<sup>th</sup> in GM. There had been a decrease in the 7 day average number of tests, which was 748 a day on average compared to the previous 7 days of 776 (28th Sept). A total of 5,238 tests had been conducted in the last 7 days (Pillar II only).

Further, Tameside was ranked 27<sup>th</sup> nationally for the number of new cases in the last seven days, Tameside was ranked the worst national for the number of people who had died from Covid-19 within 28 days of their first positive test. It was reported that there were 7 ongoing outbreaks and 1 new outbreak in care homes and a new outbreak in an extra care facility. A number of schools continued to see clusters but no obvious situations this week. It was highlighted that 42% of new cases via test and trace contacts were exposed to the virus through visiting other households family and friends, 19% of new cases were transmitted via a hospitality venue and 9% via the retail sector such as shops and supermarkets.

Members of the Board received a summary of the number of Covid-19 admissions, there was a long period through July and August without new admissions but this had increase since September. The average number of Covid-19 admissions to hospital in the seven days to 7 September 2020 was 1 per day with 8 new admissions. With regards to occupied beds, there were 37 beds occupied by COVID-19 patients at Tameside & Glossop ICFT as at 8 October 2020. It was reported that there were 5 ITU/HDU beds occupied by a COVID-19 patients at Tameside & Glossop ICFT as at 8 October 2020.

Members were presented with a summary of the impact on educational settings in Tameside. It was explained that the number of students currently isolating or have had to isolate was 6150 and the number of staff currently isolating or have had to isolate was 276.

The Director of Population Health outlined the number of new confirmed cases per 100,000 for each of the GM boroughs from the 30 August 2020 to the present. The effect of the return of students to the number of cases in Manchester was highlighted. The data showed the effect of the reopening of society and the economy on the number of cases.

It was explained that there was a large diversity of potential transmission environments highlighted by the common exposures data. Wherever people had the opportunity to mix, infection transmissions could and would occur. The categorisation shows that workplaces, educational settings, essential and discretionary retail and leisure account for the majority of potential transmission environments. To achieve significant infection reduction across the common exposures outlined, it was likely that discretionary activity would need to be targeted at scale as there were limits to the action that could be taken for those settings that were deemed essential.

The SAGE and wider expert opinions were summarised to the Board. There was a growing recognition of the need for a “circuit break” of up to 4 weeks to reduce R below 1. Arresting growth for a few weeks would put the epidemic back by 1-2 months and buy time.

## **AGREED**

**That the content of the presentation be noted.**

## **10 COMPLIANCE AND ENGAGEMENT**

Consideration was given to a presentation of the Director of Operations and Neighbourhoods on Compliance and Engagement.

Members received a detailed update of the Covid-19 Enforcement and Compliance containing action taken jointly by the Greater Manchester Policy and the Local Authority. The Director of Operations and Neighbourhoods highlighted that Tameside was taking more action than many other GM boroughs. Cumulative action taken for licensed premises where advice had been given totalled 190, notices had been given to 3 premises. It was stated that Tameside were also taking an engagement approach with the Public and Businesses/Traders.

The Director of Operations and Neighbourhoods reported that the service continued to support track and trace, there was an emerging issue on the level of cooperation on those who were contacted by track and trace. In the last week letters to business in recognition of how difficult it has been for businesses to follow the changing regulations. Focus now was on those businesses who had been advised but were still not compliant. There were 3 areas of focus hairdressers and barbers, football clubs and the large supermarkets. Work would continue on the hospitality sector, it was explained that there were 85 visits in the previous week.

It was highlighted that there was an emerging issue where parents were not isolating their children when they had been told to do so. The Director of Operations and Neighbourhoods explained that visits of schools were planned, the health and safety executive would want to look at the detailed measures in place on site.

The Operations and Neighbourhoods service was working very closely with Population Health to help target messaging. There was a great deal of planning taking place for Halloween, Bonfire night and Remembrance Day. Members were advised that there were daily multi agency compliance meetings, which allowed the service to be agile, notice issues in real time, and respond in a rapid way, this has led to a Covid Workforce Plan, who would be working on Covid compliance.

## **AGREED**

**That the content of the presentation be noted.**

## **11 PRIMARY CARE - COVID RESPONSE BRIEFING PAPER**

Consideration was given to a report of the Executive Member for Adult Social Care and Health / Governing Body GP for Primary Care / Director of Commissioning, which provided oversight of the primary care response, with particular focus on general practice, during the initial pandemic response period, the transition to the Living with Covid phase of response and gives a forward look to the next steps.

It was reported that 100% of Tameside & Glossop 37 GP Practices remained open throughout the pandemic, including all opening Easter and May Day Bank Holidays. National guidance directed practices on activity which could be paused during the immediate pandemic, subsequent guidance has directed the resumption of activity, though recognises there will be adjustments to the mode of delivery. Community pharmacy's had remained open throughout the whole of COVID-19. During the COVID-19 peak, service delivery focused upon medicines supply and health care support / advice. Although the initial pandemic response paused routine care in primary care dental services, practices remained open and providing advice and referral to one of the urgent care treatment hubs in Greater Manchester where basic treatment was offered. A Greater Manchester Urgent Dental Care Service was available for patients not registered. Primary care dental services had now been resumed.

Members were advised that the Pandemic Resilience Management Group was set up in recognition of the significant pressure of Covid-19 on general practice and that this was likely to continue for the foreseeable future. The group, chaired by Dr Asad Ali, Co-Chair of the CCG, included dedicated Pandemic Resilience Clinical and Managerial Lead capacity, allocated to each neighbourhood with comprehensive membership of clinicians representing all neighbourhoods and CCG officers. The group had a line of governance both to Primary Care Committee and to Senior Leadership Team along with providing a line of accountability into the daily Gold Command meetings and the twice weekly Silver Out of Hospital meetings.

There were Five Pandemic Resilience Groups (PRGs), each aligned to our Primary Care Networks (PCNs), and with a relationship through the PCN Clinical Directors to ensure alignment of workstreams and action, led the resilience response for each geographic area. Completion of the daily SITREP provided local oversight of workforce resilience, PPE available to ensure proactive and timely action as required. A CCG Medicines Management Technician and the existing Social Prescribing Link Workers, already allocated on neighbourhood basis, worked with the VCFSE partners to provide a point of support for vulnerable patients. The allocation of a Community Pharmacist to each Primary Care Network, part of the national PCN strategy, also strengthened the inter-professional working and 'place based' response during this period.

The Director of Commissioning explained that in July the next phase of the pandemic response was needed, PRMG was stood down and replaced with a Primary Care Ambition and Recovery Group. This group was chaired by Dr Asad Ali however had a broader Terms of Reference and membership to further explore and shape ideas on the ambition for Primary Care as part the neighbourhood.

The Director of Commissioning highlighted that the Covid-19 response had required significant changes to the way in which services had historically been delivered. There has been a substantial

shift in digital offer during the pandemic with 63% of appointments delivered through a total triage model across T&G in April 2020 compared with 13.5% in April 2019.

It was explained that the Royal College of General Practitioners (RCGP) guidance suggested that approximately 50% of appointments in the 'new normal' could be digital; some established digital practices across the country had seen approximately 75% of appointments pre Covid-19 delivered through a total triage model.

#### **AGREED**

**That the Strategic Commissioning Board be recommended to:**

- (i) note the detail in the report and the resilience response by Primary Care partners through the first phase of the Covid-19 pandemic as part of our total locality response.**
- (ii) receive a further report on future ambition, Build Back Better and the phase 3 NHS response priorities on health inequalities and proactive care in November.**

## **12 COVID 10 - SELF ISOLATION PAYMENTS**

Consideration was given to a report of the Executive Member for Finance and Economic Growth / Assistant Director for Exchequer Services, which set out the eligibility criteria for self-isolation payments where the NHS had advised that self-isolation was necessary.

It was reported that On 20 September 2020 the Rt Hon Matt Hancock MP wrote to all local authority Chief Executives and Leaders confirming that with effect from 28 September 2020 there would be a new legal duty on all those who test positive for COVID-19 or are identified by the NHS Test and Trace as a close contact, requiring them to self-isolate. Failure to comply would carry a fine.

The letter made clear that local authorities should focus on the principle of encouraging, education and supporting compliance, and alongside that would be funding for a new Test and Trace Support Payment scheme for people on low incomes who are unable to work while they were self-isolating because they could not work from home.

The expectation was that all local authorities would process applications and administer payments and that systems were expected to be in place by 12 October. Individuals who were eligible prior to that date would be able to make a backdated claim. Individuals who are required to self-isolate and who met the benefits-linked eligibility criteria will be entitled to £500.

It was stated that Local authorities were expected to have systems in place by 12 October; individuals who are eligible prior to that date will be able to make a backdated claim. The Assistant Director for Exchequer Services confirmed that the system was now in place for Tameside.

The scheme would run until 31 January 2021. During this time, government would continue to review the efficacy of the scheme, and the impact of COVID-19 incidence levels.

DoHSC had been prescriptive in who must be considered eligible for a £500 lump sum payment if the person instructed to self-isolate by the NHS did not qualify as not in receipt of specified benefits. Given that discretionary funding was low in comparison to cases that could be anticipated and a set payment of £500 must be made, only 146 applicants could receive discretionary funding. This was a similar position across the GM region in terms of limited discretionary funding, therefore, agreement in principle had been reached across all of the Greater Manchester boroughs on the criteria.

#### **AGREED**

**That the Executive Cabinet be recommended to:**

- (i) note the report**
- (ii) Approve the discretionary scheme in Section 3 of the report.**

## 13 COVID COMMUNITY CHAMPIONS

Consideration was given to a report of the Executive Leader / Assistant Director for Policy, Performance and Communications, which set out the framework for the Community Champions Network and progress to date. It sought feedback from members of the Living with Covid Board on ways to grow and strengthen the approach.

Tameside had introduced Community Champions as a means to engage directly with the community around Covid-19. Champions had evolved from our early engagement with key members of the community and stakeholders.

The aim was to empower our residents and workforces with the information they needed to lead the way in the community. Community Champions had a vital role to play and were well placed as trusted voices to act as key message carriers and to lead by good example. The scheme was launched on the 7 September with the first induction session via zoom and there were already over 150 champions from across a broad range of our communities.

The data collected upon registration enabled targeting on specific areas of the borough and communities in response to data on positive cases. This allowed for meaningful, targeted communications and would keep broader, public communications as a singular message for everyone, everywhere in Tameside that they needed to comply with the rules.

Valuable insights had been gained which had have improved and enabled the service to tailor communications specific to communities rather than one size fits all.

It was stated that a general benefit and feedback was that the introduction of the Community Champions had improved the relationship with the council and residents. Champions had fed back they were valuing faces and names there to directly support and answer questions rather than just feeling like its an organisation to easily criticise.

It was explained that work was underway to increase membership of the network particularly with young people, businesses and parents/careers/grandparents.

### **AGREED**

**That the Living with Covid Board endorse the approach set out in the report to engage the community in the ongoing efforts to fight transmission of Covid-19 and to understand and mitigate its impacts.**

**CHAIR**

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# Agenda Item 4

<b>Report To:</b>	<b>EXECUTIVE CABINET</b>
<b>Date:</b>	25 November 2020
<b>Executive Member / Reporting Officer:</b>	Cllr Ryan – Executive Member (Finance and Economic Growth) Dr Ash Ramachandra – Lead Clinical GP Kathy Roe – Director of Finance
<b>Subject:</b>	<b>STRATEGIC COMMISSION AND NHS TAMESIDE AND GLOSSOP INTEGRATED CARE FOUNDATION TRUST FINANCE REPORT 2020/21 - AS AT MONTH 6</b>
<b>Report Summary:</b>	<p>This is the month 6 financial monitoring report for the 2020/21 financial year, reflecting actual expenditure to 30 September 2020 and forecasts to 31 March 2021.</p> <p><b>APPENDIX 1</b> summarises the integrated financial position. The ICFT and CCG continue to operate under a 'Command and Control' regime, and CCGs have been advised to assume a break-even financial position in 2020-21. The Council is forecasting an overspend against budget of £3.678m. Whilst this forecast includes some COVID related pressures, £2.830m of pressure is not related to COVID but reflects underlying financial issues that the Council would be facing regardless of the current pandemic. Further detail on budget variances, savings and pressures is included in <b>APPENDIX 2</b>.</p> <p><b>APPENDIX 3</b> summarises the latest position on the collection of Council Tax and Business Rates in 2020/21. As at the end of September, collection of both Council Tax and Business Rates income is below target and prior year trends, and this is attributed to the economic impact of COVID-19. These shortfalls in collection will result in a deficit on the Collection Fund at 31 March 2021 which will need to be repaid in future years.</p> <p><b>APPENDIX 4</b> provides a summary of the budget virements that have taken place on Council Budgets since period 3.</p> <p><b>APPENDIX 5</b> provides an update on the Dedicated Schools Grant (DSG). The Council is facing significant pressures on High Needs funding and there is a forecast deficit of £3.638m on the DSG reserve at 31 March 2021.</p> <p><b>APPENDIX 6</b> lists the irrecoverable debts identified for write off during the period July to September 2020.</p> <p><b>APPENDIX 7</b> provides an overview of the current Capital Programme and the required funding, and asks Members to approve a full review and reprioritisation of the existing earmarked schemes and future capital programme.</p>
<b>Recommendations:</b>	<p>Members are recommended to:</p> <ol style="list-style-type: none"><li>1. Note the forecast outturn position and associated risks for 2020/21 as set out in <b>Appendix 1</b>.</li><li>2. Note the significant pressures facing budgets, and the progress with savings delivery, as set out in <b>Appendix 2</b>.</li><li>3. <b>Approve</b> the reserve transfers set out on page 24 of <b>Appendix 2</b>.</li><li>4. Note the collection rates for Council Tax and Business Rates</li></ol>

- as set out in **Appendix 3**.
5. **Approve** the budget virements as set out in **Appendix 4**.
  6. Note the forecast position in respect of Dedicated Schools Grant as set out in **Appendix 5**.
  7. **Approve** the write-off of irrecoverable debts for the period 1 July to 30 September 2020 as set out in **Appendix 6**
  8. Note the funding position of the approved Capital Programme as set out in **Appendix 7**. Members are asked to **approve** the removal of all remaining earmarked schemes and **approve** a full review and re-prioritisation of the future Capital Programme, to be concluded alongside the Growth Directorate's review of the estate and identification of further surplus assets for disposal.

**Policy Implications:**

Budget is allocated in accordance with Council Policy

**Financial Implications:**

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

The Council set a balanced budget for 2020/21 but the budget process in the Council did not produce any meaningful efficiencies from departments and therefore relied on a number of corporate financing initiatives, including budgeting for the full estimated dividend from Manchester Airport Group, an increase in the vacancy factor and targets around increasing fees and charges income.

The budget also relied on drawing down £12.4m of reserves to allow services the time to turn around areas of pressures. These areas were broadly, Children's Services placement costs, Children's Services prevention work (which was to be later mainstreamed and funded from reduced placement costs), shortfalls on car parking and markets income. Each of these services required on-going development work to have the impact of allowing demand to be taken out of the systems and additional income generated.

There was additional investment around the IT and Growth Directorate Services, to invest in IT equipment, software and capacity and to develop strategically important sites for housing and business development, including key Town Centre masterplans. A delay in delivering the projects that the reserves were funding is likely to mean more reserves will be required in future years, placing pressure on already depleting resources.

Although the CCG delivered its QIPP target of £11m in 2019/20, the majority (£6.5m i.e. 59% of core allocations) was as a result of non-recurrent means and therefore added considerable additional pressure to 2020/21. The QIPP target for 2020-21 is £12.5m (3.2% of CCG core and running cost allocations) and £3m of this target has no schemes in place to deliver these savings. A late notification in March on increased funded nursing care rates for 2020/21 and delays in delivering QIPP schemes as a result of COVID-19 will evidently exacerbate financial pressures further. The report considers potential scenarios for the 2020/21 budget and beyond, taking in to account the potential impact of COVID-19 and underlying financial pressures. There remains a significant degree of uncertainty over the financial impact of COVID-19, and whilst some additional government funding has been provided, initial indications are that this is far from sufficient to cover the additional costs and significant loss of income resulting from the

pandemic in the medium term.

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)**

Legislation is clear that every councillor is responsible for the financial control and decision making at their council. The Local Government Act 1972 (Sec 151) states that “*every local authority shall make arrangements for the proper administration of their financial affairs...*”

A sound budget is essential to ensure effective financial control in any organisation and the preparation of the annual budget is a key activity at every council. Budgets and financial plans will be considered more fully later in the workbook, but the central financial issue at most councils is that there are limits and constraints on most of the sources of funding open to local councils. This makes finance the key constraint on the council's ability to provide more and better services.

Every council must have a balanced and robust budget for the forthcoming financial year and also a ‘medium term financial strategy (MTFS)’ which is also known as a Medium Term Financial Plan (MTFP). This projects forward likely income and expenditure over at least three years. The MTFS ought to be consistent with the council's work plans and strategies, particularly the corporate plan. Due to income constraints and the pressure on service expenditure through increased demand and inflation, many councils find that their MTFS estimates that projected expenditure will be higher than projected income. This is known as a budget gap.

The councillor's role put simply, it is to consider the council's finance and funding as a central part of all decision making and to ensure that the council provides value for money, or best value, in all of its services.

There is unlikely to be sufficient money to do everything the council would wish to provide due to its budget gap. Therefore, councillors need to consider their priorities and objectives and ensure that these drive the budget process. In addition, it is essential that councils consider how efficient it is in providing services and obtaining the appropriate service outcome for all its services.

A budget is a financial plan and like all plans it can go wrong. Councils therefore need to consider the financial impact of risk and they also need to think about their future needs. Accounting rules and regulations require all organisations to act prudently in setting aside funding where there is an expectation of the need to spend in the future. Accordingly, local councils will set aside funding over three broad areas: Councils create reserves as a means of building up funds to meet known future liabilities. These are sometimes reported in a series of locally agreed specific or earmarked reserves and may include sums to cover potential damage to council assets (sometimes known as self-insurance), un-spent budgets carried forward by the service or reserves to enable the council to accumulate funding for large projects in the future, for example a transformation reserve. Each reserve comes

with a different level of risk. It is important to understand risk and risk appetite before spending. These reserves are restricted by local agreement to fund certain types of expenditure but can be reconsidered or released if the council's future plans and priorities change. However, every council will also wish to ensure that it has a 'working balance' to act as a final contingency for unanticipated fluctuations in their spending and income. The Local Government Act 2003 requires a council to ensure that it has a minimum level of reserves and balances and requires that the Section 151 officer reports that they are satisfied that the annual budget about to be agreed does indeed leave the council with at least the agreed minimum reserve. Legislation does not define how much this minimum level should be, instead, the Section 151 officer will estimate the elements of risk in the council's finances and then recommend a minimum level of reserves to council as part of the annual budget setting process.

There are no legal or best practice guidelines on how much councils should hold in reserves and will depend on the local circumstances of the individual council. The only legal requirement is that the council must define and attempt to ensure that it holds an agreed minimum level of reserves as discussed above. When added together, most councils have total reserves in excess of the agreed minimum level.

In times of austerity, it is tempting for a council to run down its reserves to maintain day-to-day spending. However, this is, at best, short sighted and, at worst, disastrous! Reserves can only be spent once and so can never be the answer to long-term funding problems. However, reserves can be used to buy the council time to consider how best to make efficiency savings and can also be used to 'smooth' any uneven pattern in the need to make savings.

**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

Telephone:0161 342 5609

e-mail: [tom.wilkinson@tameside.gov.uk](mailto:tom.wilkinson@tameside.gov.uk)

Tracey Simpson, Deputy Chief Finance Officer, Tameside and Glossop Clinical Commissioning Group

Telephone:0161 342 5626

e-mail: [tracey.simpson@nhs.net](mailto:tracey.simpson@nhs.net)

## 1. BACKGROUND

- 1.1 Monthly integrated finance reports are usually prepared to provide an overview on the financial position of the Tameside and Glossop economy. The report includes the details of the Integrated Commissioning Fund (ICF) for all Council services and the Clinical Commissioning Group. The total gross revenue budget value of the ICF for 2020/21 is £973 million.
- 1.2 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. REVENUE BUDGET SUMMARY

- 2.1 This is the month 6 financial monitoring report for the 2020/21 financial year, reflecting actual expenditure to 30 September 2020 and forecasts to 31 March 2021. In the context of the on-going Covid-19 pandemic, the forecasts for the rest of the financial year and future year modelling has been prepared using the best information available but is based on a number of assumptions. Forecasts are inevitably likely to be subject to change over the course of the year as more information becomes available, and there is greater certainty over assumptions.
- 2.2 **APPENDIX 1** summarises the integrated financial position on revenue budgets as at 30 September 2020 and forecast to 31 March 2021. The ICFT and CCG continue to operate under a 'Command and Control' regime, directed by NHS England & Improvement (NHSE&I). NHSE has assumed responsibility for elements of commissioning and procurement and CCGs have been advised to assume a break-even financial position in 2020-21.
- 2.3 The Council is forecasting an overspend against budget of £3.678m. Whilst this forecast includes some COVID related pressures, £2.830m of pressure is not related to COVID but reflects underlying financial issues that the Council would be facing regardless of the current pandemic. This includes continuing significant financial pressures in Children's Social Care, budget pressures in Adults services and income shortfalls in the Growth Directorate, and in Capital and Financing due to the loss of income from Manchester Airport.
- 2.4 Further detail on budget variances, savings and pressures is included in **APPENDIX 2**.

## 3. COLLECTION FUND

- 3.1 **APPENDIX 3** summarises the latest position on the collection of Council Tax and Business Rates in 2020/21. As at the end of September, collection of both Council Tax and Business Rates income is below target and prior year trends, and this is attributed to the economic impact of COVID-19. These shortfalls in collection will result in a deficit on the Collection Fund at 31 March 2021 which will need to be repaid in future years.
- 3.2 Council Tax collection rates have slowly improved since April, but remain 1% below target. If this trend continues then the forecast deficit on Council Tax collection by the end of March 2021 is £1.090m of which the Council's share is £0.912m. This is a further improvement on the position reported at the end of August. Since April there has been an increase in the number of residents eligible for Council Tax Support, with an associated increase in cost. There is a risk that further claims may arise during the second half of the

year, and that collection rates may fall, as the economic impact of the ongoing pandemic and Tier 3 restrictions becomes clearer.

- 3.3 Business Rates collection improved between April and July, however this improvement was not sustained in August, with a deterioration in September and overall collection is still significantly below target. If this trend continues then the forecast deficit on Business Rates by the end of March 2021 is £3.299m. There remains a risk that economic conditions, and Tier 3 restrictions, may have a significant negative impact on the sustainability of some businesses, resulting in increased non-payment with minimal opportunity for recovery.

#### **4. DEDICATED SCHOOLS GRANT**

- 4.1 **APPENDIX 5** provides an update on the Dedicated Schools Grant (DSG). The Council is facing significant pressures on High Needs funding and starts the 2020/21 financial year with an overall deficit on the DSG reserve of £0.557m. The projected in-year deficit on the high needs block is expected to be £3.543m due to the continuing significant increases in the number of pupils requiring support.
- 4.2 If the 2020/21 projections materialise, there will be a deficit of £3.638m on the DSG reserve at 31 March 2021. This would mean it is likely a deficit recovery plan would have to be submitted to the Department for Education outlining how we expect to recover this deficit and manage spending over the next 3 years, and will require discussions and agreement of the Schools Forum. The financial pressures in the High Needs Block are therefore serious and represent a high risk to the Council.

#### **5. CAPITAL PROGRAMME**

- 5.1 **APPENDIX 7** provides an overview of the current Capital Programme and the required funding from reserves and capital receipts. Assuming that the planned disposals proceed there is a forecast balance of £8.306m of capital receipts to fund future capital schemes not reflected in the fully approved programme. Earmarked schemes currently included on the capital programme total £44.9m, with a forecast £33.2m of corporate funding needed to finance these schemes compared to a forecast balance of £8.306m surplus capital receipts. Many of the earmarked schemes were identified in 2017/18 and therefore, as reported to Members in the Month 3 finance report, should be the subject of a detailed review and reprioritisation.
- 5.2 The Growth Directorate is reviewing the estate and developing a further pipeline of surplus sites for disposal. It is proposed that a full refresh of the Capital Programme is undertaken alongside this review of the estate. With the exception of the three earmarked schemes identified on page 2 of Appendix 7, all other earmarked schemes will be removed from the programme and subject review. A refreshed and reprioritised Capital Programme will then be proposed for Member approval in Spring 2021.

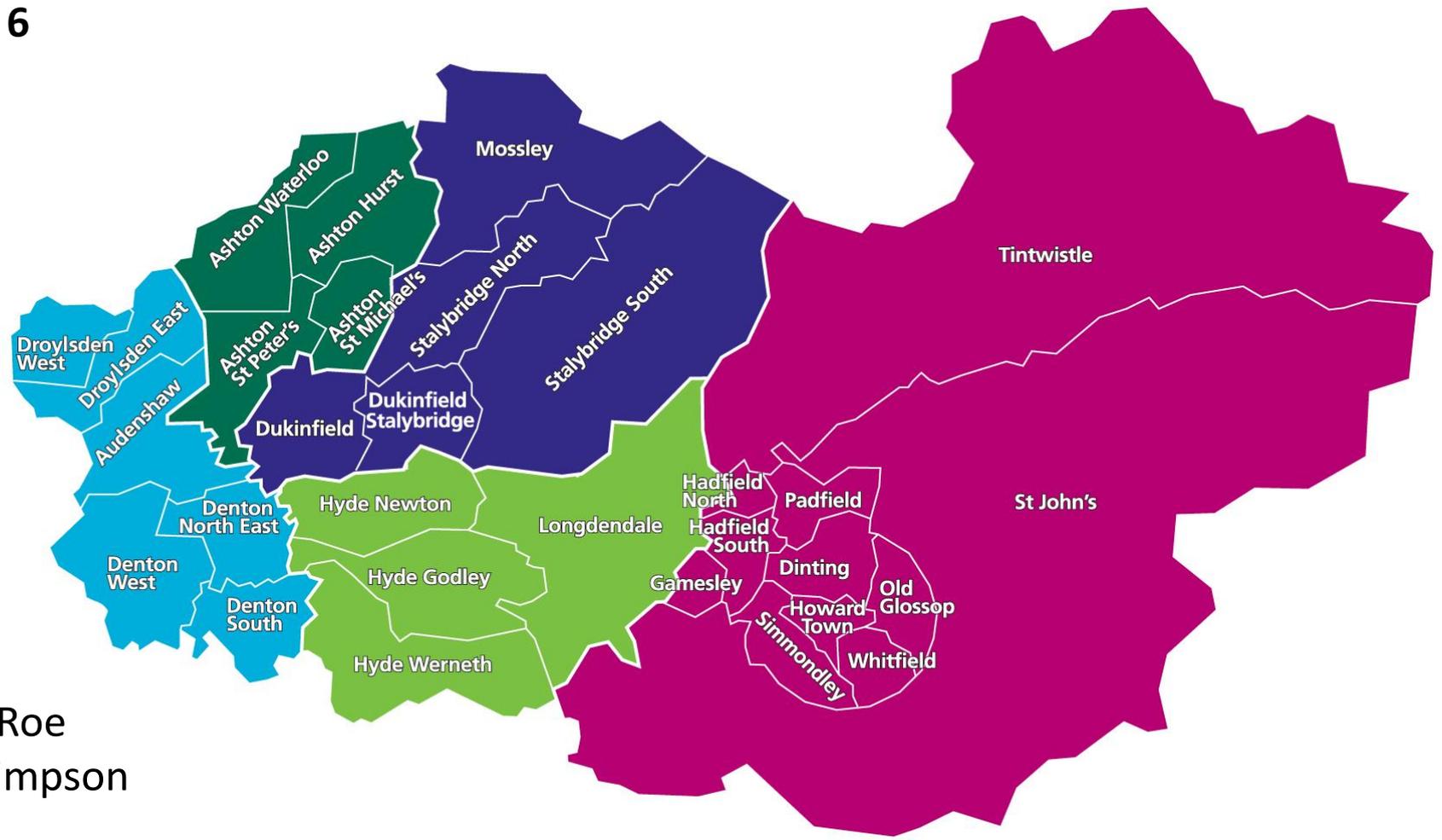
#### **6. RECOMMENDATIONS**

- 6.1 As stated on the front cover of the report.

# Tameside and Glossop Strategic Commission

## Finance Update Report Financial Year Ending 31st March 2021 Month 6

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Kathy Roe  
Sam Simpson

## Period 6 Finance Report

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

## Message from the Directors of Finance

The NHS continues to operate under a nationally directed 'Command and Control' finance regime, with CCGs advised to assume a break-even financial position in 2020-21. This regime was extended to the end of September (Month 6) and this will be the final report where the CCG reports a break-even position.

The guidance allows the CCG to continue to claim additional COVID relates costs from NHS England, along with a non-COVID related top-up to breakeven. This process has also been similar for NHS Providers and at Month 6, the ICFT has claimed a top-up payment of £2m to break-even. The amount claimed up to Month 6 from the CCG for COVID related costs is £10.8m.

Whilst this report is at Month 6, new guidance and a financial regime based on STPs (Sustainability & Transformation Partnership) for Month 7 onwards has now been published. A high level review of the impact of this has been provided in this report, but ongoing discussions continue across GM on how we navigate through the financial gap of the system. The CCG has been playing a pinnacle role in this, leading on the Phase 3 recovery run rate planning for Month 7-12 of 2020/21.

At Month 6, the Council is overspending by £3.7m YTD, and is expected to be the same outcome by year-end. This is in line with what was forecast last month with a £10k adverse movement overall. This overall movement is a net position with some small favourable movements in many areas offset by a significant adverse movement on Children's services. Whilst LAC numbers continue to remain stable, rising placement costs are putting further pressure on budgets due to a lack of sufficient places and some expensive placements for children with complex needs. At this stage £0.9m of this overspend relates to COVID yet with the continuing reduction in expected income and rising costs in Children services, most of the overspend is not as a direct result from COVID but a result of underlying pressures.

The council are forecasting £39.6m of COVID income in total this year which is being used to offset direct and indirect COVID costs, and losses of income due to COVID. This is an increase of £8.1m from last month, with an additional £5.2m of NHS income and £3.3m in additional grants covering infection control, test and trace, DEFRA emergency food and MHCLG compensation.

	YTD Position			Forecast Position			Variance	
	Budget	Forecast	Variance	Budget	Forecast	Variance	Previous Month	Movement in Month
CCG Expenditure	216,380	216,380	0	432,760	432,760	0	(0)	0
TMBC Expenditure	100,998	104,677	(3,678)	205,279	208,966	(3,687)	(3,678)	(10)
<b>Integrated Commissioning Fund</b>	<b>317,378</b>	<b>321,057</b>	<b>(3,678)</b>	<b>638,039</b>	<b>641,726</b>	<b>(3,687)</b>	<b>(3,678)</b>	<b>(10)</b>

# Finance Update Report – Strategic Commission Budgets

Forecast Position £000's	Forecast Position					Net Variance		Net Variance	
	Expenditure Budget	Income Budget	Net Budget	Net Forecast	Net Variance	COVID Variance	Non-COVID Variance	Previous Month	Movement in Month
Acute	223,219	0	223,219	223,238	(19)	(19)	0	(19)	0
Mental Health	40,039	0	40,039	40,266	(227)	(227)	0	(447)	219
Primary Care	90,771	0	90,771	91,636	(864)	(864)	0	(843)	(21)
Continuing Care	17,332	0	17,332	17,337	(5)	(5)	0	(5)	(0)
Community	34,107	0	34,107	34,107	0	0	0	0	0
Other CCG	22,805	0	22,805	32,443	(9,638)	(9,638)	0	(10,032)	394
CCG TEP Shortfall (QIPP)	0	0	0	0	0	0	0	0	0
CCG Running Costs	4,486		4,486	4,486	0	0	0	0	0
CCG COVID-19 Notional 20/21 Funding	0	0	0	(10,754)	10,754	10,754	0	11,346	(592)
Adults	85,925	(47,187)	38,737	39,177	(440)	0	(440)	(1,912)	1,473
Children's Services - Social Care	64,286	(10,288)	53,998	57,959	(3,962)	0	(3,962)	(2,695)	(1,267)
Education	32,898	(26,500)	6,398	7,081	(684)	(480)	(204)	(952)	269
Individual Schools Budgets	119,722	(119,722)	0	0	0	0	0	0	0
Population Health	15,910	(291)	15,619	18,850	(3,231)	(3,500)	269	(3,421)	190
Operations and Neighbourhoods	80,504	(27,583)	52,921	53,226	(305)	(510)	205	(316)	11
Growth	45,526	(34,537)	10,988	11,811	(822)	(221)	(601)	(1,106)	283
Governance	67,086	(57,556)	9,531	9,620	(90)	39	(129)	344	(434)
Finance & IT	9,006	(1,376)	7,630	7,603	27	(29)	56	7	19
Quality and Safeguarding	378	(237)	141	140	1	0	1	9	(8)
Capital and Financing	10,379	(9,624)	756	6,433	(5,678)	(6,474)	797	(6,577)	900
Contingency	3,377	0	3,377	3,385	(8)	(911)	903	(23)	15
Contingency - COVID Direct Costs	0	0	0	28,244	(28,244)	(28,244)	0	(18,708)	(9,536)
Corporate Costs	5,486	(301)	5,184	5,009	175	(100)	275	96	79
LA COVID-19 Grant Funding	0	0	0	(28,216)	28,216	28,216	0	24,266	3,950
Other COVID contributions	0	0	0	(11,356)	11,356	11,356	0	7,311	4,046
<b>Integrated Commissioning Fund</b>	<b>973,241</b>	<b>(335,202)</b>	<b>638,039</b>	<b>641,726</b>	<b>(3,687)</b>	<b>(858)</b>	<b>(2,830)</b>	<b>(3,678)</b>	<b>(10)</b>
Forecast Position £000's	Expenditure Budget	Income Budget	Net Budget	Net Forecast	Net Variance	COVID Variance	Non-COVID Variance	Previous Month	Movement in Month
CCG Expenditure	432,760	0	432,760	432,760	0	0	0	(0)	0
TMBC Expenditure	540,481	(335,202)	205,279	208,966	(3,687)	(858)	(2,830)	(3,678)	(10)
<b>Integrated Commissioning Fund</b>	<b>973,241</b>	<b>(335,202)</b>	<b>638,039</b>	<b>641,726</b>	<b>(3,687)</b>	<b>(858)</b>	<b>(2,830)</b>	<b>(3,678)</b>	<b>(10)</b>

# Finance Update Report – Strategic Commission Budgets

Forecast Position £000's	YTD Position			Forecast Position			Variance	
	Budget	Actual	Variance	Budget	Forecast	Variance	COVID Variance	Non-COVID Variance
Acute	111,610	111,629	(19)	223,219	223,238	(19)	(19)	0
Mental Health	20,019	20,247	(227)	40,039	40,266	(227)	(227)	0
Primary Care	45,386	46,250	(864)	90,771	91,636	(864)	(864)	0
Continuing Care	8,666	8,671	(5)	17,332	17,337	(5)	(5)	0
Community	17,054	17,054	0	34,107	34,107	0	0	0
Other CCG	11,402	21,040	(9,638)	22,805	32,443	(9,638)	(9,638)	0
CCG TEP Shortfall (QIPP)	0	0	0	0	0	0	0	0
CCG Running Costs	2,243	2,243	0	4,486	4,486	0	0	0
CCG COVID-19 Notional 20/21 Funding	0	(10,754)	10,754	0	(10,754)	10,754	10,754	0
Adults	19,369	22,663	(3,294)	38,737	39,177	(440)	0	(440)
Children's Services - Social Care	26,999	27,031	(32)	53,998	57,959	(3,962)	0	(3,962)
Education	2,179	1,838	341	6,398	7,081	(684)	(480)	(204)
Individual Schools Budgets	918	1,236	(319)	0	0	0	0	0
Population Health	7,809	4,487	3,322	15,619	18,850	(3,231)	(3,500)	269
Operations and Neighbourhoods	26,942	41,883	(14,941)	52,921	53,226	(305)	(510)	205
Growth	2,965	1,615	1,350	10,988	11,811	(822)	(221)	(601)
Governance	4,849	10,379	(5,530)	9,531	9,620	(90)	39	(129)
Finance & IT	4,240	4,107	133	7,630	7,603	27	(29)	56
Quality and Safeguarding	70	(17)	87	141	140	1	0	1
Capital and Financing	378	(552)	930	756	6,433	(5,678)	(6,474)	797
Contingency	1,688	(1,081)	2,769	3,377	3,385	(8)	(911)	903
Contingency - COVID Direct Costs	0	11,019	(11,019)	0	28,244	(28,244)	(28,244)	0
Corporate Costs	2,592	1,894	698	5,184	5,009	175	(100)	275
LA COVID-19 Grant Funding	0	(14,009)	14,009	0	(28,216)	28,216	28,216	0
Other COVID contributions	0	(7,816)	7,816	0	(11,356)	11,356	11,356	0
<b>Integrated Commissioning Fund</b>	<b>317,378</b>	<b>321,057</b>	<b>(3,678)</b>	<b>638,039</b>	<b>641,726</b>	<b>(3,687)</b>	<b>(858)</b>	<b>(2,830)</b>
CCG Expenditure	216,380	216,380	0	432,760	432,760	0	(0)	0
TMBC Expenditure	100,998	104,677	(3,678)	205,279	208,966	(3,687)	(3,678)	(10)
<b>Integrated Commissioning Fund</b>	<b>317,378</b>	<b>321,057</b>	<b>(3,678)</b>	<b>638,039</b>	<b>641,726</b>	<b>(3,687)</b>	<b>(3,678)</b>	<b>(10)</b>

# Finance Update Report – Headlines

## CCG Allocations

CCG allocations with financial regime guidance for Month 7 -12 has now been published since last months report. The headline is that the CCG has been given an allocation of £211.4m which will leave the CCG with a £2.3m gap at the end of the year. The CCG has been working through the Phase 3 recovery work looking at run rates for the CCG. At month 6 a detailed bottom up forecast of all areas has been undertaken in order to minimise this gap as much as possible. There is a national planning return due on the 22<sup>nd</sup> October where the CCG will submit financial plans for the remainder of the year, where it is hopeful that the CCG will be able to establish additional resources. There is a separate report covering this in more detail and a summary can be seen on page 10.

## Children's Services

The Children's Social Care Directorate is reporting a stark adverse movement of £1.3m compared to the finance position reported at period 5, taking the forecast over by £4m against plan. This increase is due to the number of new externally commissioned placements for new children coming into care but also children moving from cheaper in-house provision. These new placements have increased the forecasts by £519K. During September there has been a change to the forecasting methodology for the externally commissioned placements which has resulted in an increase of £452K. Finally there have been changes to existing placements (price increases and additional support added to placements) which have increased the forecasts by £309K. More detail is provided in Appendix 2 of this report.

## Adults

At month 6, Adults has seen a favourable movement of £1.5m since last month. This is largely due to the continuation of residential and nursing placements usually borne by the Council are currently being funded by the NHS via COVID monies. The approach to the funding of COVID care packages has changed, with a phased approach through to March rather than an immediate transition back to Council from September.

Other benefits have included the additional grant monies that were referenced last month, but were not quantified in the financial position until they could have been confirmed. This includes the additional inflation allowance for the Better Care Fund.

## Governance

The forecast last month was expecting to see an underspend against plan due to reductions in employee related expenses such as reduced training costs and the cancellations of 2020 elections. In Month 6 there has been a £0.4m adverse movement to the forecast position following the mid-year review of housing benefit subsidy claim form which has seen a rise in net expenditure of £0.3m and the recovery of overpayment housing benefit is forecast to be £0.5m less than previous years.

## Contingency & COVID

The Council continues to see rising costs and further income losses as result of the COVID-19 pandemic. Additional funding is being received to offset many of these pressures, however the net cost of COVID exceeds available funding at period 6. Council Tax collection rates have continued to improve however these remain below target, with significant shortfalls on Business Rates income continuing.

## Month 6 CCG Forecasts

- As reported since the beginning of this financial year and following the outbreak of COVID-19, emergency planning procedures have been in place by NHS England (NHSE), that all finances governed by a new a national command and control framework. This month is the final month of that arrangement whereby CCGs were advised to assume a break-even financial position in 2020-21. The headline figures in the report is compliant with that and a separate financial forecast is provided on page 8
- Under command and control, acute contract payments have been calculated nationally (based on the month 9 agreement of balances exercise), with the CCG unable to pay anything to providers outside of this calculated figure in the first six months of this financial year. Other budgets were also nationally derived, based on 2019-20 costs at month 11 with growth/uplift rates applied. No investment other than that related to the pandemic response is allowed and there is no requirement to deliver efficiency savings during this four month period. NHSE have confirmed that command and control blocks will now continue between M7-M12, however the CCG has the opportunity to amend these block values following significant service change from Provider to Provider and meeting the MHIS. All of which will need the correct governance sign off.
- At Month 6, we have reported YTD actuals in line with the national command and control requirements via the Integrated Single Financial Environment (ISFE). This covers baseline spend as referenced above and additional COVID-19 related costs. The national financial regime does not require (or allow) a full year forecast of expenditure to be submitted at this stage.
- Because of this, the financial data included in this report, deviates from the data reported nationally via ISFE. The CCG financial position reported in this Month 6 report is based on the 2020-21 financial plans approved through internal governance and submitted to NHSE prior to the pandemic, plus an adjustment for additional COVID related costs in 2020/21. This allows us to report a full year position across the Integrated Commissioning Fund as a whole, while maintaining consistency with the national advice that CCGs should assume a break even position for 2020-21.
- While we know that under the command and control regime there is no national requirement for efficiency in the first six months of the year, we have provided an estimate of what we can expect in QIPP achievement for the second half of the year. This will still not be enough to close the financial gap. See page 8 for more information as well as the separate detailed report on this.
- Operational priorities include increasing activity to 'near normal' levels, preparing for winter demand pressures (including a potential second wave of the virus) and learning lessons from the first COVID peak.
- More detailed finance guidance and framework has now been published which sets out local allocations and system funding envelopes for M7-12 of 2020/21. The CCG continues to work through the implications of this and more information is provided on page 8 of this report. This will retain simplified arrangements for payment and contracting but with a greater focus on system partnership and the restoration of elective services. The phase 3 financial position based on current run rates continues to be provided to GMHSCP to support the financial analysis that is to determine the system gap based on published financial envelopes.

# CCG COVID-19 Spend

- The table below summarises £11,301k of additional costs associated with COVID-19. The majority, £8,882k of this has been spent with TMBC.
- This table captures actual and forecast COVID spend with all providers across two financial years. £546k relates to 2019/20 financial year, with £10,754k in 2020/21.
- Actual spend at M6 is £592k lower than forecast last month. A significant driver of this reduction relates to packages of care within the Hospital Discharge Programme, where patients have been assessed throughout September and moved onto appropriate long term arrangements. These assessments will continue in the months to come as we work our way through the assessment backlog. National funding will be available to support this process throughout phase 3.
- Another benefit to the COVID position is Silver Cloud, which has been removed from the COVID claim as we no longer believe ongoing costs of funding meet the criteria for COVID. This should instead form part of our wider ongoing recovery response and as such has been funded via baseline budgets. Primary care has generated a number of significant variances since last month, but this is mainly presentational as costs moved from a generic high level forecast into more granular actual cost categories. Finally the costs of PPE have reduced as we use current stock and transition towards using the new national PPE portal.
- The costs below have been re-claimed in line with the national process. Full allocation adjustments have been received, covering spend to the end of August and we anticipate that September costs will be reimbursed in full shortly. New arrangements have been put in place for spend from 1st October as part of the phase 3 financial regime.

Cost Type	March Actual	April Actual	May Actual	June Actual	July Actual	August Actual	September Actual	Total	August (M5) Position	Variance
Hospital Discharge Programme	151,222	655,367	1,127,364	1,405,143	1,729,003	1,735,211	910,325	<b>7,713,637</b>	7,940,136	-226,499
Remote management of patients	175,417	348,381	362,749	241,968	185,173	157,641	187,707	<b>1,659,036</b>	1,843,611	-184,575
National Procurement Areas	0	204,973	139,509	124,968	7,630	90,350	48,980	<b>616,409</b>	762,429	-146,020
PPE	41,922	0	0	0	0	0	0	<b>41,922</b>	41,922	0
Support stay at home model	94,860	0	0	0	0	0	0	<b>94,860</b>	94,860	0
Sickness / isolation cover	7,282	0	0	0	0	0	0	<b>7,282</b>	7,282	0
Bank Holidays	0	39,325	21,975	11,500	41,199	3,220	73,306	<b>190,526</b>	117,220	73,306
Backfill for higher sickness absence	0	0	21,985	18,230	11,701	790	36,057	<b>88,764</b>	52,707	36,057
GP SMS Additional Costs	0	0	0	46,579	0	0	0	<b>46,579</b>	46,579	0
Other action (provide commentary)	75,792	0	0	0	0	0	0	<b>75,792</b>	75,792	0
Other Covid-19	0	33,646	12,037	48,468	124,200	372,606	174,982	<b>765,939</b>	910,357	-144,418
<b>Grand Total</b>	<b>546,496</b>	<b>1,281,692</b>	<b>1,685,619</b>	<b>1,896,856</b>	<b>2,098,906</b>	<b>2,359,820</b>	<b>1,431,358</b>	<b>11,300,747</b>	<b>11,892,896</b>	<b>-592,149</b>

# CCG Financial Forecast Month 7 – 12

Forecast Position £000's	Forecast Position M7 to M12											
	Funding			Expenditure							Net Forecast	Variance
				Forecast Adjustments								
	CCG Allocation	HDP Funding	Net Budget	Forecast Ledger	IS Contracts	HDP Staff	UEC	Reserves	QIPP	Primary Care SDP and AARs	Net Forecast	Variance
Acute	111,610		111,610	109,950	(1,300)						108,650	2,959
Mental Health	20,019		20,019	22,365							22,365	(2,346)
Primary Care	45,386		45,386	46,512					(375)	(348)	45,790	(404)
Continuing Care	8,666	2,776	11,442	7,510		237			(345)		7,402	4,040
Community	17,054		17,054	17,319							17,319	(266)
Other CCG	6,407		6,407	14,461			536	4,673	(7,074)		12,596	(6,189)
CCG TEP Shortfall (QIPP)	0		0	0							0	0
CCG Running Costs	2,243		2,243	2,493					(200)		2,293	(50)
<b>TOTAL</b>	<b>211,385</b>	<b>2,776</b>	<b>214,161</b>	<b>220,611</b>	<b>(1,300)</b>	<b>237</b>	<b>536</b>	<b>4,673</b>	<b>(7,994)</b>	<b>(348)</b>	<b>216,416</b>	<b>(2,255)</b>

## Summary

- Published allocation M7-12 for T&G is £211.4m. This covers Core CCG commissioning, Primary Care Delegated and Running Costs.
- Through the Hospital Discharge (HDP) and Discharge to Assessment (D2A) programme, the CCG is expecting a further £2.8m which is outside of the system envelope.
- Total Expected Funding £214.1m
- Total Forecast Expenditure £216.4m
- CCG Baseline GAP without system financial support is forecast to be **£2.3m** in 2020/21.

## Basis for Forecast

- Bottom up Forecast by Commitment and Contract
- Adjustment for growth with Acute Independent Sector contracts, picked up nationally.
- Expected costs for UEC – A&E Call First model.
- Commitment of Planned Reserves, which are then released as part of the proposed £8m QIPP achievement.
- Risks - Whilst forecasts are based on our best estimates, costs could still increase if Winter or COVID Wave 2 bites harder than expected. This will impact on costs in Prescribing, CHC and Primary Care.

## Key Assumptions

- Hospital Discharge Programme - Pre assessment packages for patients discharged 19/03/20 - 31/08/20. No individual funding or time caps, but unknown limit against overall programme. To be claimed outside STP envelope (£2.2m included in forecast above).
- Discharge to Assessment - 6 week packages for patients discharged after 1st September. To be claimed outside envelope up to an unknown cap (£0.3m included in forecast above).
- Continuing Healthcare Deferred Assessments – CCG will need to claim for this retrospectively based on actual spend up to a £237k cap.
- UEC - A&E Call First - £0.5m included forecast above. Potential we will receive additional allocation to match our spend in this area.
- Lung Health Checks - £0.4m SDF Allocation expected, but with unconfirmed start dates with MFT, expenditure has been excluded from the forecast above.

# Month 6 Position

## Summary

Trust I&E excluding COVID-19 expenditure -	<b>£127k overspend</b>
COVID-19 expenditure:	<b>£1.863m</b>
Net deficit (I&E + COVID-19 Exp):	<b>£1.990m overspend</b>

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Additional Top up (True up) funding required: **(£1.990m)**

Net deficit **Break Even**

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In Month Movement: **(£500k) Adverse**

- I&E Excl COVID-19: **(£122k) Increase**

- COVID-19 Expenditure: **(£378k) Increase**

# APPENDIX 2 – Strategic Commission Detailed Analysis

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# Local Authority Savings Progress

Directorate	Opening Target £000s	Undeliverable Savings £000s	Red £000s	Amber £000s	Green £000s	Achieved £000s	Total forecast savings £000s
<b>Adults</b>	981	188	53	740	0	0	793
<b>Children's Services</b>	0	0	0	0	0	0	0
<b>Children's - Education</b>	100	0	0	81	0	100	181
<b>Population Health</b>	326	326	0	0	0	0	0
<b>Operations and Neighbourhoods Growth</b>	682	0	100	50	0	532	682
<b>Governance</b>	500	500	0	0	0	0	0
<b>Finance &amp; IT</b>	105	30	0	0	0	75	75
<b>Quality and Safeguarding</b>	840	15	0	0	0	825	825
<b>Capital and Financing</b>	0	0	0	0	0	0	0
<b>Contingency</b>	3,002	2,400	0	0	640	0	640
<b>Corporate Costs</b>	0	0	0	0	0	0	0
<b>Corporate Costs</b>	204	0	46	28	0	186	260
<b>Total</b>	<b>6,740</b>	<b>3,459</b>	<b>199</b>	<b>899</b>	<b>640</b>	<b>1,718</b>	<b>3,456</b>
<b>%</b>		<b>51.3%</b>	<b>3.0%</b>	<b>13.3%</b>	<b>9.5%</b>	<b>25.5%</b>	<b>51.3%</b>

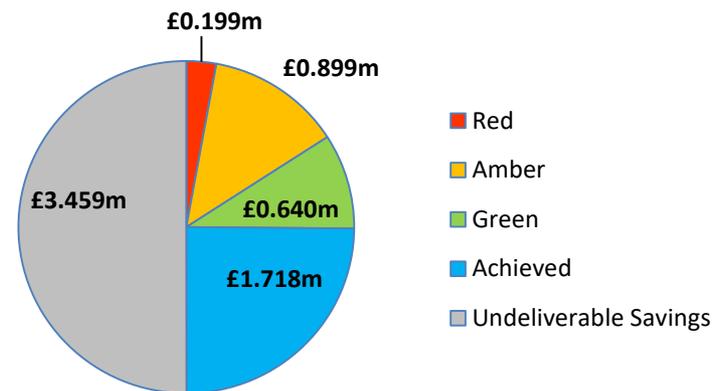
## SAVINGS PROGRESS

The 2020/21 Revenue Budget, approved by Full Council on 25 February 2020, included savings targets in respect of a vacancy factor, additional fees and charges, and savings to be delivered by management. Combined with savings identified in previous years, the total savings target for the Council in 2019/20 is £6,740k.

**Vacancy Factor** - The total vacancy factor for the year is £3,930k (this is in addition to the £6,740k savings above). As at the end of period 6, the total forecast overspend on staffing is £94k, therefore underachieving the annual target. However the year to date vacancy factor currently indicates we have over-achieved the target by £1,527k to date.

**Other Savings** – Overall the Council is forecasting to achieve savings of £3,456k against a target of £6,740k, although £1,098k remains rated as Red or Amber with risks to delivery. Savings of £640k are rated green and £1,718k already achieved as at the end of September 2020. Just under £3.5m of planned savings will not be delivered with alternatives now being planned and delivered in place of the original targets.

## Savings 2020/21



# Local Authority Pressures

## PRESSURES

The 2020/21 Council Revenue Budget included funding for pressures across the services of £23,075k. As at month 6 total forecast pressures have increased across a number of areas as set out below. Further narrative on increased pressures in each area is included in the narrative for each service later in this report.

Directorate	Pressures funded in budget £000s	Pressures materialised to date £000s	Total pressures forecast £000s	Increase/(decrease) in pressures £000s
Adults	3,109	263	2,020	(1,089)
Children's Services	10,509	4,352	9,790	(719)
Children's - Education	402	743	1,143	741
Population Health	466	16	466	0
Operations and Neighbourhoods	3,533	1,501	2,746	(787)
Growth	3,039	917	2,979	(60)
Governance	842	390	777	(65)
Finance & IT	1,743	875	1,764	21
Quality and Safeguarding	0	0	0	0
Capital and Financing	40	0	40	0
Contingency	(639)	(184)	(639)	0
Corporate Costs	31	16	31	0
<b>Total</b>	<b>23,075</b>	<b>8,888</b>	<b>21,117</b>	<b>(1,958)</b>

Adult Services	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Adults Commissioning Service	56,632	(21,455)	35,177	21,421	35,180	(3)
Adults Neighbourhood Teams	8,244	(85)	8,158	4,277	8,563	(405)
Integrated Urgent Care Team	2,044	0	2,044	816	1,885	159
Long Term Support, Reablement & Shared Lives	13,051	(1,062)	11,989	6,083	12,302	(313)
Mental Health / Community Response Service	4,280	(1,215)	3,065	1,698	4,160	(1,095)
Senior Management	1,674	(23,370)	(21,696)	(11,633)	(22,914)	1,218
<b>TOTAL</b>	<b>85,925</b>	<b>(47,187)</b>	<b>38,737</b>	<b>22,663</b>	<b>39,177</b>	<b>(440)</b>

2022/23

## BUDGET VARIATIONS

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

### Underspends:

- £2,144k** Residential & nursing placements are forecast to be £2.1m below budget, as a large part of the costs previously budgeted to be borne by the Council are now funded by the NHS via COVID monies. The approach to the funding of COVID care packages (those intended to facilitate a hospital discharge or avoid an admission) has changed, with a phased approach through to March rather than an immediate transition to Council funding from September. The large backlog of financial assessments has prompted a change of approach and so a proportion of the Council's client base will be externally funded for much of the year.
- £1,058k** Various contracts within the Commissioning service, in particular the Integrated Community Equipment Service (ICES), will come in well below their budgeted cost with a number of contracts being part-funded by NHS COVID monies, as is the case with ICES. Funds are provided for home care packages provided through the Independent Living Fund, but costs have not arisen.
- £806k** Additional grant income is recognised, as an inflation allowance for the Better Care Fund not included in the original budget is now added to the forecast

## BUDGET VARIATIONS

- **£743k** Employee costs in Commissioning, IUCT, Reablement and Neighbourhoods staffing are significantly under budget, with some costs met by NHS COVID funding, and in particular areas, there are delays in recruitment to budgeted vacancies.
- **£473k** Pressures included within the budget have not been realised due to the delayed transfer of the ICFT support functions.
- **£393k** Support at Home costs within commissioning are now under budget, with a large proportion of the overall cost of this function now supported by NHS COVID funding. Funding will be provided on the same basis as residential and nursing care, with a phased approach through to March rather than an immediate transition to Council funding from September

### Pressures:

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- **(1,692k)** There is forecast to be a large reduction in client income, largely around residential and nursing charges. This is the (smaller) downside of the underspends on care costs, arising from the same change in the funding regime; now that a large proportion of care packages are now directly fully funded by the NHS during the COVID period, the Council does not charge for them and will only begin to do so as financial assessments are completed over the coming months. The forecast has been revised further downwards as at the end of September, as it was previously assumed all charging would begin in full rather than be phased in gradually.
- **(£593k)** There are various pressures arising from reductions in Continuing Healthcare income of £308k and general health income from the NHS by £290k. This largely arises from the COVID situation, where CHC patients are now diverted to other funding streams funded differently by the NHS, and so the flow of CHC funds to the Council is reduced. Other minor income items add 5k to the variation.
- **(£255k)** The forecast position around housing benefit claims for clients within council-funded or managed properties is under review. This is to establish whether current clients have been reassessed as ineligible for the benefit with a loss of income potentially falling upon the Council. The under-recovery of income is forecast at £255k.
- **(£142k)** Various small adverse variances

## BUDGET VARIATIONS

- **(£826k)** The forecast increase cost of long-stay residential care packages for Mental Health (Section 117) purposes has increased by £826k over the original budget, owing to an underestimate of the demands on the service and the unit costs of packages. The closure and withdrawal of several contracted providers over the past year has necessitated transferring a number of existing clients to a non-contracted provider, along with several new clients this year. This is at a greatly increased cost.
- **(£671k)** Higher costs are forecast on a range of Supported Accommodation contracts, including the five Learning Disability contracts (455k) and off-contract placements (£254k), plus a number of other smaller contracts. These arise from a combination of pressures, including the National Living Wage increase, and from the requirement for increased care hours in particular areas.
- **(£94k)** A review of the medical and professional functions provided by the Deprivation of Liberty Service (DOLS) has determined that an increase to the forecast of £94k is required. Demand for the service has remained constant since the previous financial year, and so costs should be expected to be in line with actual expenditure in FY2019/20.
- **(£139k)** The Carers Service is forecast to be over budget by £139k given the increased levels of grants paid out, and a more detailed review will be carried out to establish the background to this and other potential mitigations
- **(£500k)** The use of corporate monies for a reserve movement is now forecast to be lower, as the use of additional BCF grant income will avoid the need to drawdown on corporate reserves that was previously anticipated to be required
- **(£472k)** Staffing pressures in Mental Health and Homemakers services have arisen as a result of increased statutory need, and a review of the assessed hours budget.
- **(£431k)** The forecast cost of homecare packages funded through the Direct Payments functions is £431k over the original budget. There is increased demand for Direct Payments in general, alongside an intention from the department to make greater use of in-house payments, and a potentially reduced level of payment clawback. A review is intended to be carried out to ensure that additional costs in Direct Payments are offset by reduced costs in other related service areas.

## SAVINGS

### Savings Performance:

- **(£188k)** The **Day Services Review** (originally a plan to develop in-house day services around Oxford Park) has not proceeded, mainly due to the COVID situation which caused most day services to be suspended and made transport arrangements impractical.
- **(£53k)** On the most recent projections the **Moving with Dignity** project has removed over 900 hours of homecare packages each week and, on a part-year basis, is expected to realise an overall saving of £486k after making allowances for 'slipback' if a client's needs increase again after assessment and for reductions in client income. Progress on the project stalled while assessments were suspended during the lockdown period, and so the remaining £53k to the target of £539k is effectively an impact of COVID.

Page 75	Scheme	Savings 20/21 Target £000's	Not expected to be delivered £000s	Red £000's	Amber £000's	Green £000's	Achieved £000's	Total £000's
	Review of out of borough placements	254			254			254
	Oxford Park	188	188					0
	Moving with Dignity	539		53	486			539
	<b>Total</b>	<b>981</b>	<b>188</b>	<b>53</b>	<b>740</b>	<b>0</b>	<b>0</b>	<b>793</b>

	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Child Protection & Children In Need	8,171	(9)	8,162	4,200	8,542	(380)
Children's Social Care Safeguarding & Quality Assurance	2,030	(10)	2,020	1,014	2,057	(38)
Children's Social Care Senior Management	761	(7,268)	(6,507)	(3,371)	(6,492)	(15)
Early Help & Youth Offending	1,061	(693)	368	106	402	(34)
Early Help, Early Years & Neighbourhood	6,280	(1,681)	4,599	1,933	4,212	388
Looked After Children (External Placements)	27,523	(539)	26,983	14,028	30,688	(3,704)
Looked After Children (Internal Placements)	10,718	(13)	10,705	5,905	11,156	(450)
Looked After Children (Support Teams)	7,743	(76)	7,667	3,217	7,395	272
<b>TOTAL</b>	<b>64,286</b>	<b>(10,288)</b>	<b>53,998</b>	<b>27,031</b>	<b>57,959</b>	<b>(3,962)</b>

## BUDGET VARIATIONS

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

### Pressures:

- **(£3,704k)** There is an overspend of £3,704K on external placements due to the number of Looked After Children in externally commissioned placements and the high cost of external residential placements. The external placement forecast has increased by £1,280K between period 5 and 6. This increase is due to the number of new externally commissioned placements for new children coming into care but also children moving from cheaper in-house provision. These new placements have increased the forecasts by £519K. During September there has been a change to the forecasting methodology for the externally commissioned placements which has resulted in an increase of £452K. Finally there have been changes to existing placements (price increases and additional support added to placements) which have increased the forecasts by £309K.
- **(166k)** The Directorate is reporting a forecast overspend of £166K on employee costs due to some service areas not being able to achieve the vacancy factor in full for safeguarding reasons and the high number of expensive agency employees. The salary forecast has increased by a total of £20K since period 5, which is due to the additional unbudgeted 0.75% pay award (£124K). This is partly offset by a reduction in agency employees £104K, predominantly in the Child Protection & Children in Need Social Work teams.

Education	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Access Services	17,352	(14,539)	2,813	1,703	3,670	(857)
Assistant Executive Director - Education	400	(100)	301	147	206	94
Schools Centrally Managed	2,664	(929)	1,735	245	1,700	35
School Performance and Standards	758	(547)	211	(84)	147	64
Special Educational Needs and Disabilities	11,723	(10,386)	1,338	(173)	1,358	(20)
<b>TOTAL</b>	<b>32,898</b>	<b>(26,500)</b>	<b>6,398</b>	<b>1,838</b>	<b>7,081</b>	<b>(684)</b>

## BUDGET VARIATIONS

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

### Underspends:

- **£282k** Non-grant funded staffing expenditure is £378k less than budget due to part and full year staffing vacancies. This is partly offset by the £96k vacancy factor included for the service.
- **£210k** A review of the budget has been undertaken to understand commitments in year. This has resulted in budget saving of £95k which is suggested supports the wider pressures in the Education service.
- **£80k** A reduction in the use of associates within the Education Psychology team has led to a projected saving on professional fees this financial year.
- **£70k** Other minor variations under £50k

## BUDGET VARIATIONS

### Pressures:

- **(£741k)** SEN Transport - pressure has materialised. A further pressure of £741k is currently projected for the service in 2020/21 based on the Summer 20 term route costs plus additional growth for the new academic year based on historical data. Suppliers have continued to be paid where contracts are in place throughout the Covid 19 situation. The demand for SEN Transport continues to rise due to the increase in the number of pupils eligible and the increase in out of borough placements.

£14k of this pressure relates to additional costs of transporting pupils in the Easter and Summer half term holidays as a result of schools being open to vulnerable and key worker children during the Covid 19 situation.

- **(£482k)** The Education service is projected to under achieve on its traded income with schools by £481k due to a reduced buy in to services. It's unclear at this point what impact the covid 19 situation has had on this forecast, specifically for those services that trade throughout the year. Work is being undertaken to fully understand this pressure and meetings are taking place with the relevant service managers to agree how this pressure can be managed.
- **(£109k)** There is a projected decrease in Education Welfare penalty notice income due to changes in government legislation during the COVID lockdown period.
- **(75k)** Projected loss of Parental and other community income for the Music Service due to restricted access to the service due to the COVID lockdown period.

## SAVINGS

### Savings Performance:

- **£81k** There is further reduced demand on the budget for Teachers retirement pension costs. It is suggested that this additional saving is supports the pressure occurring on SEN Transport.

Scheme	Savings Target 20/21 £000's	Not expected to be delivered £000s	Red £000's	Amber £000's	Green £000's	Achieved £000's	Total £000's
Teachers Pensions	100			81		100	181
<b>Total</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>63</b>	<b>0</b>	<b>100</b>	<b>163</b>

Service Area	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Population Health	15,910	(291)	15,619	4,487	18,850	(3,231)
<b>TOTAL</b>	<b>15,910</b>	<b>(291)</b>	<b>15,619</b>	<b>4,487</b>	<b>18,850</b>	<b>(3,231)</b>

## BUDGET VARIATIONS

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

### Underspends:

- **£157k** Various underspends relating to the inability to carry out planned work due to Covid 19 pandemic. For example, unable to carry out, Health Checks, certain prescribing services and targeted schemes.
- **£25k** There is a proportion of population health staff currently supporting the COVID response, related costs are being charged to NHS Covid funding.
- **£37k** There has been additional income received in the main from the NHS.

### Pressures:

- **(£3,500k)** Active Tameside - there is a potential risk/need to provide financial support to Active Tameside of £3,500k. A report to Cabinet is being prepared, which will explain the options available to recover and the proposed course of action.

Quality & Safeguarding	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Safeguarding and Quality Assurance	378	(237)	141	(17)	140	1
<b>TOTAL</b>	<b>378</b>	<b>(237)</b>	<b>141</b>	<b>(17)</b>	<b>140</b>	<b>1</b>

## BUDGET VARIATIONS

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

### Underspends:

- **£5k** Reduced costs for room hire – A number of training courses have been delivered online. (£1k Adults Safeguarding and £4k Children's Safeguarding).
- **£27k** Reduction in commissioned services for training courses (£13k Adults Safeguarding and £14k Children's Safeguarding).

### Pressures:

- **(£11k)** Vacancy factor unachievable, as there are only a few staff members and no vacant posts.
- **(£20k)** Underachievement of income from maintained Schools Traded Services. Conversations are underway with schools to remind them of the importance of safeguarding; this may lead to further takeup.

Operations and Neighbourhoods	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Community Safety & Homelessness	6,209	(2,299)	3,910	2,007	4,319	(409)
Cultural & Customer Services	3,784	(372)	3,412	1,277	3,071	341
Engineers, Highways & Traffic Management	14,558	(10,798)	3,760	3,802	4,076	(316)
Management & Operations	1,425	(2,738)	(1,313)	(210)	(1,477)	164
Operations & Neighbourhoods Management	32,596	(179)	32,416	30,774	32,389	27
Operations, Greenspace & Markets	6,923	(1,704)	5,219	1,979	4,527	692
Public Protection & Car Parks	4,530	(3,518)	1,013	1,100	1,721	(708)
Waste & Fleet Management	10,479	(5,976)	4,503	1,155	4,600	(96)
<b>TOTAL</b>	<b>80,504</b>	<b>(27,583)</b>	<b>52,921</b>	<b>41,883</b>	<b>53,226</b>	<b>(305)</b>

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## BUDGET VARIATIONS

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

### Underspends:

- **£286k** The Engineering service currently has a number of vacant posts (3x grade H, 3x grade F, 5x grade E, 3x apprentices, part of a grade H post and a Head of Service post) which are being held vacant while a restructure is being undertaken. It is expected that the new structure will not begin to be filled until the next financial year. It should be noted that some of the posts that are being held vacant would normally have the costs recovered from the scheme budgets.
- **£121k** There is an expected underspend on events within the borough this year as a result of the restrictions relating to COVID-19.
- **£265k** Due to the timing of the current year's budget being set and the transport levy being agreed, an underspend has materialised.
- **£310k** Non recurrent transport underspends are expected within operations and greenspace during this financial year.
- **£315k** Changes to the way street sweepings are disposed of have been implemented, resulting in significant savings for the authority.
- **£311k** Due to the unfortunate increased demand for bereavement services there is an increase in the forecast income .
- **£15k** Other minor variations

## BUDGET VARIATIONS

- **£73k** There is a projected under spend against wheelie bin purchases as a result of better stock management procedures.
- **£122k** Cultural and Customer Services had identified some vacant posts that had been planned to be used to assist with increased demand in different parts of the service as a result of COVID (e.g. Welfare Rights, debt advice), however due to the current financial position this has been reviewed and will no longer be progressed.
- **£50k** Additional budget had been provided for staffing at the Museum of the Manchester Regiment. Due to delays with the work on Ashton Town Hall, this will not be required in this financial year.

### Pressures:

- **(£77k)** Due to businesses being closed during the lockdown period, the pest control service has experienced a reduction in income.
- **(£304k)** There have been ongoing delays in the street lighting replacement scheme, which have resulted in additional energy and maintenance costs. This projection also includes costs for repairs to damage caused by road users. These should be claimed back from insurance companies, however there is a risk that this is not always possible.
- **(£120k)** In order to deliver an efficient and effective gully cleansing service, an additional vehicle and crew are being hired in. Governance for the purchase of a second vehicle is underway which is expected to delivery savings for the Council, however there is a long lead time on these vehicles. Further work will be done to review the costs associated with this service.
- **(£161k)** The income received by the markets, particularly by the outdoor markets, has reduced in recent years as part of a nationwide decline. However, this has been exacerbated by the closure of the outdoor market during the lockdown period.
- **(£824k)** Income generated by the car parks within the borough (including fine income) has suffered significantly as a result of reduced demand from COVID-19. There is an additional shortfall as a result of new expected car parks not coming online. A review of car parking options across the borough is currently underway.
- **(£107k)** Income shortfalls are expected within licensing and public protection across a number of fees and charges.
- **(£347k)** Invoices relating to prior years' service delivery within Homelessness and Community Safety have materialised, resulting in a pressure on current year budgets.
- **(£69k)** Due to increased service user numbers, an over spend on the 'A Bed Every Night' service is expected. However, work is being done to utilise external and voluntary organisations, as well as slight changes to delivery, which will remove this pressure in future years.

## BUDGET VARIATIONS

- **(£164k)** It is currently expected that the additional fees & charges savings target will not be achieved by the directorate. It was expected that work would be able to continue throughout the financial year to identify new income streams or ways in which the Council can expand its income generating business areas. Due to the ongoing impact the COVID situation is having on capacity and income across the Operations and Neighbourhoods directorate this has not been able to happen. As part of the ongoing work around future years' savings, this issue is being considered.

## SAVINGS

Scheme	Savings Target 20/21 £000's	Not expected to be delivered £000s	Red £000's	Amber £000's	Green £000's	Achieved £000's	Total £000's
Outstanding commercial offer	100		100				100
Procurement	50			50			50
Disposal of Street Sweepings	125					125	125
Waste levy reduction	407					407	407
<b>Total</b>	<b>682</b>	<b>0</b>	<b>100</b>	<b>50</b>	<b>125</b>	<b>532</b>	<b>682</b>

Growth	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Growth Management	255	0	255	123	278	(23)
Development & Investment	1,832	(284)	1,548	277	1,437	110
Economy, Employment & Skills	2,426	(1,219)	1,207	183	1,174	34
Major Programmes	575	0	575	67	575	0
Infrastructure	249	(10)	239	44	262	(23)
Planning	1,496	(1,001)	495	277	645	(150)
BSF, PFI & Programme Delivery	24,037	(24,037)	0	(870)	0	(0)
Asset Management	286	(286)	0	(227)	0	0
Capital Programme	830	(353)	477	242	537	(59)
Corporate Landlord	8,631	(1,862)	6,769	1,298	6,718	51
Environmental Development	493	(28)	465	130	411	54
Estates	1,639	(2,686)	(1,046)	258	(228)	(818)
School Catering	2,776	(2,772)	4	(189)	2	2
Vision Tameside	0	0	0	1	0	0
<b>TOTAL</b>	<b>45,526</b>	<b>(34,537)</b>	<b>10,988</b>	<b>1,615</b>	<b>11,811</b>	<b>(822)</b>

## BUDGET VARIATIONS

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

### Underspends:

- **£118k** Part year saving on 5 vacant posts in Development & Investment
- **£69k** Allocation of employee related expenditure to grant funding within Economy Employment and Skills
- **£46k** Saving on Professional services within the Planning service
- **£33k** Non pay related expenditure recovered from the disabled facilities grant in excess of existing budget.
- **£344k** Projected saving on utilities (£240k) and caretaking (£104k) related expenditure due to the reduced use of buildings within Corporate Landlord during the Covid period

## BUDGET VARIATIONS

- **£75k** Contribution from the CCG towards a designated post with the Estates service

### Pressures:

- **(£211k)** Minor variations
- **(£197k)** Under achievement on Planning application (£89k) and Building Control fees (£108k) primarily due to covid
- **(£328k)** Forecast additional interim agency costs within the Strategic Property service pending recruitment to vacant posts - Capital Projects (£ 91k) and Estates (£ 237k)
- **(£166k)** Reduced forecast income due to non delivery of functions and events during covid
- **(£105k)** Underachievement of forecast rent and ground rent income

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## SAVINGS

### Savings Performance:

**(£500k)** Under achievement of rent review income in year - income forecast to be re-profiled over a longer period as rent reviews become due

Scheme	Savings 20/21 Target £000's	Not expected to be delivered £000s	Red £000's	Amber £000's	Green £000's	Achieved £000's	Total £000's
Estates Property Rent Reviews	500	500				0	0
<b>Total</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Governance	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Democratic Services	791	(119)	672	164	448	223
Executive Support	1,814	(184)	1,629	743	1,514	115
Governance Management	185	(90)	95	45	95	0
Legal Services	1,587	(34)	1,553	775	1,571	(17)
Exchequer	56,908	(55,348)	1,560	6,954	2,071	(511)
Policy, Performance & Communications	1,765	(290)	1,474	678	1,430	45
HR Operations & Strategy	1,188	(518)	670	229	654	16
Organisational & Workforce Development	711	(135)	576	215	511	65
Payments, Systems and Registrars	2,139	(838)	1,302	575	1,328	(26)
<b>TOTAL</b>	<b>67,086</b>	<b>(57,556)</b>	<b>9,531</b>	<b>10,379</b>	<b>9,620</b>	<b>(90)</b>

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## BUDGET VARIATIONS

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

### Underspends

- **£558k** Employee related expenses including training are less than budget due to a number of vacant posts across the directorate.
- **£138k** Democratic Services is forecast to underspend due the cancellation of elections in 2020 as a result of the COVID 19 pandemic.
- **£58k** The net cost of collection for Council Tax and Business Rates arrears is forecast to be less than budget as a result of increased recovery of income relating to legal costs.
- **£146k** Other net minor variations across the individual service areas of less than £50k
- **£92k** Previously there was a forecast of £92k to allocate to increase the bad debt provision for Housing Benefit which is currently not required.

## Pressures

- **(£114k)** Government grant income across the directorate is currently forecast to be £114k less than budget (Exchequer Services is currently forecast to be £106k less than budget based on grant allocations notified to date).
- **(£54k)** Income is forecast to be less than budget due to a reduction in the number of schools purchasing HR and Payroll and Recruitment services.
- **(£39k)** Registrars Income is forecast to under recover by (£39k) due to loss of ceremony income as a result of the COVID 19 situation.
- **(£73k)** The Priority Account Service (Oxygen) has a net income target of £50k. Due to COVID 19 and based on a 7 month cessation of the programme we are estimating expenditure to be £39k and income (based on 19/20 actuals) to be £16k. This results in a cost of £23k. Along with the £50k income target there is an estimated shortfall of (£73k). If the programme is ceased for longer than the 7 months, this shortfall will increase.
- **(£772K)** The current forecast taken from the Mid Year Housing Benefit subsidy claim form as seen a rise in net expenditure of (£309k) and the recovery of overpayment Housing benefit is forecast to be (£463k) less than previous years.

## SAVINGS

### Savings Performance:

- **(£30k)** There is an In year savings target of (£30k) Strive Programme for schools which is currently forecast not to be achieved

Scheme	Savings Target 20/21 £000's	Not expected to be delivered £000s	Red £000's	Amber £000's	Green £000's	Achieved £000's	Total £000's
Cease non-statutory appointee & deputyship service for adults	75	0				75	75
STRIVE for schools	30	30				0	0
<b>Total</b>	<b>105</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>75</b>	<b>75</b>

Finance and IT	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Financial Management	2,988	(497)	2,491	832	2,491	0
Risk Management & Audit Services	1,912	(250)	1,662	1,049	1,593	69
Digital Tameside	4,106	(629)	3,477	2,226	3,519	(42)
<b>TOTAL</b>	<b>9,006</b>	<b>(1,376)</b>	<b>7,630</b>	<b>4,107</b>	<b>7,603</b>	<b>27</b>

## BUDGET VARIATIONS

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

### Underspends:

- £71k Other minor variations below £50k

### Pressures:

- (£29k) Due to the current Covid-19 situation and the majority of staff working from home there isn't the same demand to print. Therefore, the anticipated recovery of income from services is less than the anticipated cost of the Multi Functional Device's (printers/scanners). A review of devices will be carried out.

## SAVINGS

### Savings Performance:

- (£15k) It is unlikely that we will achieve the saving for STAR Procurement due to the fee not being reduced in 20/21

Scheme	Savings Target 20/21 £000's	Not expected to be delivered £000s	Red £000's	Amber £000's	Green £000's	Achieved £000's	Total £000's
Financial Management restructure	25					25	25
STAR procurement	15	15					0
Income Management	50					50	50
Insurance	750					750	750
<b>Total</b>	<b>840</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>825</b>	<b>825</b>

Education	Gross Expenditure Budget £000's	Gross Income Budget £000's	Net Budget £000's	Actual to date £000's	Forecast £000's	Variance £000's
Chief Executive	326	0	326	125	255	71
Corporate and Democratic Core	3,682	(222)	3,460	1,155	3,431	29
Democratic Processes	1,478	(79)	1,398	614	1,323	76
Investment and Financing	10,379	(9,624)	756	(552)	6,433	(5,678)
Contingency	3,377	0	3,377	(20,892)	(7,944)	11,320
<b>TOTAL</b>	<b>19,241</b>	<b>(9,925)</b>	<b>9,317</b>	<b>(19,550)</b>	<b>3,499</b>	<b>5,818</b>

## BUDGET VARIATIONS

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

### Underspends:

- **£202k** CDC - Other minor variations under £50k
- **£2,100k** In Contingency we have an earmarked budget of £3.5m for specific service pressures. Of this we are releasing £2.1m to cover the anticipated cost of increasing the bad debt provision. This is off-setting the £2.1m pressure detailed below in pressures section.
- **£18k** Debt repayments to the Greater Manchester Debt Administration Fund (GMMDAF) are expected to be £18k under budget based on the latest pool rate.
- **£462k** Estimated savings resulting from the advanced pensions payment made to GMPF in April 2020. This budget has been moved from Contingency and is therefore a change from the previous Investment and Financing forecast.
- **£280k** A pressure relating to financing costs for new IT licenses will not materialise as the initial spend is now only anticipated in the current financial year, meaning the pressure will not materialise until 2021/22. This budget previously sat within IT.

### Pressures:

- **(£83k)** The Coroners service is a joint service with Stockport MBC (Host) and Trafford MBC. Based on most recent information there is forecast increase in costs of (£100k) per authority due to COVID 19 activity.
- **(£187k)** Estimated interest costs reflect the possibility of borrowing £30m from the PWLB at the end of Quarter 3 at the prevailing rate of interest, resulting in an over spend of (£187k). This has been revised down from period 3 when it was projected that borrowing would be undertaken at the end of quarter 2.
- **(£6,287k)** Forecasts have been amended to remove any budgeted dividend income from Manchester Airport Group (MAG) in light of the financial impact of the COVID 19 crisis on the Airport.
- **(£2,100k)** Anticipated increase in the bad debt provision for sundry debt. This is mainly due to unpaid debt in year as a result of the COVID crisis.

## SAVINGS

### Savings Performance:

- **£56k** Pension Increase Act payments are currently forecasting an over achievement on the £35k saving due to contributions to cost which were not previously forecast.
- **£38k** Increase to projected interest earned on investments due to combination of higher paying fixed interest deals and higher cash balances than initial conservative estimates.

Scheme	Savings 20/21 Target £000's	Not expected to be delivered £000s	Red £000's	Amber £000's	Green £000's	Achieved £000's	Total £000's
Treasury Investment Income	50				88		88
Pension Increase Act	35			28		63	91
Capital & Financing – MRP	552				552		552
MAG Dividend Income	2,400	2,400					0
Other minor budget adjustments	169		46			123	169
<b>Total</b>	<b>3206</b>	<b>2400</b>	<b>46</b>	<b>28</b>	<b>640</b>	<b>186</b>	<b>900</b>

# Reserve Transfers

## Reserve Transfers

The table below details the reserve transfers at month 6 that need approval;

Service	Details of request	Transfer to/from reserves	Amount to be transferred £
Contingency	Request to transfer COVID grant funding to reserves to fund the anticipated lost Council Tax and Business Rates income as a result of the COVID crisis.	Transfer to	2,651,000
Education	Teachers maternity cover self financing scheme: costs in year anticipated to be lower than contributions in year.	Transfer to	129,157
Governance	£7k consultancy works for capita funded by Education reserve. Capita for Strategic Implementation of the schools admissions system in capita one.	Transfer from	(7,000)
Operations & Neighbourhoods	Refunds expected from GMCA reserves in relation to the Waste Levy to be transferred to the MTFP reserve for investment in future years.	Transfer to	2,410,000
Population Health	Use of Population Health's, Health Equalities Reserve to fund a Strategic Domestic Abuse Manager Post for 9 months of 20/21.	Transfer from	(42,680)

## COVID-19 Grant funding and other contributions

COVID-19 Grant Funding and other Contributions	£000
Local Authority Support Grant	16,212
Council Tax Hardship Grant	2,158
Local Authority Discretionary Grant Fund	2,345
Infection Control Fund Grant	4,262
Test and Trace Service Support Grant	1,720
Emergency Assistance Grant for Food and Essential Supplies	332
Income Compensation Grant	769
Test and Trace Support Payments Grant	111
Compliance and Enforcement Grant	307
Other COVID-19 contributions	11,356
<b>Total</b>	<b>39,573</b>

This table details the grant funding and contributions the Council is forecasting to receive;

## COVID-19 Forecast Spend

Service	Direct £000	Indirect £000	Total £000
Adults	15,012	0	15,012
Children's Services	210	0	210
Education	501	480	981
Schools	0	0	0
Population Health	2,143	3,500	5,643
Operations and Neighbourhoods	1,593	510	2,103
Growth	2,419	221	2,640
Governance	267	(39)	228
Finance and IT	90	29	119
Quality and Safeguarding	0	0	0
Capital and Financing	0	6,474	6,474
Contingency	0	911	911
Corporate Costs	5,297	100	5,397
Discharge to Assess Payments	307	0	307
Emergency Assistance for Food and Essential Supplies Payments	332	0	332
Test and Trace Support Payments	73	0	73
<b>Totals</b>	<b>28,244</b>	<b>12,186</b>	<b>40,430</b>

This table details the Council's forecast COVID spend split by service. Direct COVID spend is currently not presented within the service positions, and is mainly costs directly attributable to COVID and can individually be identified and allocated against the COVID-19 funding. The indirect COVID spend is currently presented within the service positions, these are costs and loss of income that due to their nature can't easily be individually split out from the NON-COVID elements and allocated against the COVID-19 funding.

# CCG Year-to-date and Forecast (Command and Control)

The CCG remains under the command and control financial framework regime that covers Month 1 to 6 of 2020/21. At Month 6, we have reported YTD actuals in line with the national command and control requirements, which covers baseline spend as referenced plus additional COVID-19 related costs. The national financial regime does not require (or allow) a full year forecast of expenditure to be submitted and as such the table below represents the YTD and Forecast position up to Month 6 only.

CCG Directorate	YTD Budget £000's	YTD Actual £000's	YTD Variance £000's	Annual Budget £000's	Forecast Outturn £000's	Forecast Variance £000's	Movement from M5
ACUTE	111,610	111,629	(19)	223,219	223,238	(19)	(0)
MENTAL HEALTH	20,019	20,247	(227)	40,039	40,266	(227)	220
PRIMARY CARE	45,386	46,250	(864)	90,771	91,636	(864)	(22)
CONTINUING CARE	8,666	8,671	(5)	17,332	17,337	(5)	(0)
COMMUNITY	17,054	17,054		34,107	34,107		(0)
OTHER CCG	11,402	21,040	(9,638)	22,805	32,443	(9,638)	394
CCG STEP Shortfall (QIPP)							0
CCG RUNNING COSTS	2,243	2,243		4,486	4,486		0
CCG COVID-19 NOTIONAL 20/21 FUNDING		(10,754)	10,754		(10,754)	10,754	(591)
<b>Total</b>	<b>216,380</b>	<b>216,380</b>	<b>0</b>	<b>432,760</b>	<b>432,760</b>	<b>0</b>	<b>0</b>

The table above summarises £10,754k of additional costs associated with COVID-19. In line with the latest guidance we are able to claim for additional related COVID costs up to the end of September. The new financial regime will be in place from October onwards and is described in more detail on pages 10 and 11 of appendix 1 of this report. The detailed breakdown of the COVID costs are provided in appendix 1.

The reported position above for the CCG is break-even YTD and Forecast to Month 6. The narrative that is to follow below, is not to describe any variance analysis from plan or budget, but instead describe what is happening to drive the actual expenditure within directorates and implications on future forecasts from Month 7 – 12.

# Acute and Independent Sector

## NHS Provider Contracts

Under national command and control, all NHS Provider contracts that the CCG is a commissioner for and over the threshold of £250k is based on nationally calculated values using the 19/20 agreement of balances plus notional uplifts. This applies to the Acute Providers, Mental Health and NWS. Any shortfalls in income for the Providers is then picked up by the national top-up process.

From Month 7 onwards this process will continue, however CCGs will be given the opportunity to amend block contract payments with Providers following significant service changes or increased investment to meet the MHIS targets.

Under these arrangements, contracting and performance monitoring has been suspended. Therefore no penalties are expected to be enacted for example in relation to the number of 52 week breaches. The CCG is currently not receiving its usual SLAM information for monitoring activity and costs. Setting plans for 2021/22 is unlikely to be based on outturn in 2020/21 given the impact on elective procedures and the current waiting lists following the start of the pandemic. Future guidance is expected over the coming months as we start to build back better.

**NHS NCA Activity** – In 2020/21 this is being fully suspended, with no invoice charging from NHS providers to CCGs outside of command and control. The YTD and Forecast for NCA is based on costs to those independent providers and across English boarder Healthcare providers in Scotland and Wales.

## Independent Sector

**National Tier** – Since the start of the pandemic, BMI, Oaklands and Spire have been placed on nationally procured contracts, fully funded by NHS England to respond to the direct capacity crisis within NHS Acute Providers. No costs for these providers are within the CCGs position reported above. The nationally funded contract for independent sector (IS) acute services is intended to remain in place until October 2020. After this date, the intention is to move away from a national capacity contract arrangement to local commissioning for all acute IS services.

### **Local Tier -**

The YTD expenditure is based on actuals up to month 5 which is now starting to see a noticeable increase as a number of providers resumes services on 1<sup>st</sup> August. As such the position for month 6 has been adjusted to take account of this increase and the forecast in future months will be based on average run rates in 19/20 and would anticipate increases in costs as the providers aim to hit national targets. There are some potential risks that ordinarily would be reported through the position, but the national tier financial framework is changing, which will hopefully mitigate any risk as described below.

From 1<sup>st</sup> November 2020, A national call-off framework is being procured to support systems to contract for additional IS capacity and is expected to be used for all activity funded by the system envelopes.

Within system funding envelopes, systems are funded for:

- IS services sub-contracted by NHS providers at historical levels; and
- IS services contracted by CCGs at M1-M4 2020/21 average run-rate.

Where the value of locally funded IS activity (i.e. excluding activity funded through the national contract) exceeds the funded baseline for that month, 100% of the difference between that value and the funded baseline will be paid to the system. This applies to any IS activity commissioned by CCG.

# Acute and Independent Sector

The incentive scheme payment/deductions will be made in addition to the adjustments set out in the financial envelope.

As part of the elective incentive scheme (EIS), systems will be funded at 100% of National Tariff prices for IS activity within the scope of the EIS in excess of the level funded in system envelopes.

Details on the activity reporting process and funding calculation is set out below.

## Elective Incentive Scheme (EIS)

The Elective Incentive Scheme (EIS) will reward systems for returning activity levels to 19/20 level:

- For Elective activity: 80% of 19/20 levels in Sept 2020 increasing to 90% in October.
- For Outpatients attendances: 90% of 19/20 levels in Sept 2020 increasing to 100% in October.
- The scheme will separately reward NHS provided activity and IS provided activity (inc activity sub-contracted by NHS Providers)
- Activity will be valued using 20/21 tariff prices – actual tariffs for elective activity and average prices for first/follow-up outpatient activity (virtual or face-to-face)
- For any activity **over** the target levels, systems will **receive** 75% of the value for elective activity, 70% for outpatient attendances and 10% for IS activity.
- For any activity **below** the target levels, systems will be **deducted** 25% of the value for elective activity, 20% for outpatient attendance and 10% for IS activity.
- The scheme will operate from M6 on an individual monthly basis comparing activity levels with the same month in 19/20.
- In M6 the incentive scheme payments/deductions will operate after, and in addition to, the retrospective top-ups.
- The target values monthly actuals and adjustments will be calculated centrally using data submitted via SUS+
- An exercise will be carried out to adjust baselines for any undercounting of IS activity (Sub-contracted or directly commissioned), significant shifts in activity between providers across system boundaries and any significant changes in the coding of activity.

# Mental Health

To comply with NHS planning guidance for 2020/21, the CCG has to demonstrate increased expenditure in mental health through the Mental Health Investment Standard (MHIS) Framework, aligned to the Long Term Plan (LTP).

The baseline target for T&G CCG is set out in the table below and is based on the CCGs allocation growth plus an additional 1.7% for 20/21. CCGs were requested at the end of September to submit expenditure plans to demonstrate achievement of the MHIS growth target. This is also set out below.

<b>MHIS including CHC and prescribing</b>	<b>T&amp;G CCG</b>
Growth in CCG allocations %	3.58%
Required growth above allocations %	1.70%
<b>Total required growth in MH spend %</b>	<b>5.28%</b>
2019/20 MH Outturn	<b>£41,611,000</b>
Minimum MH spend to meet MHIS	<b>£43,806,955</b>
<b>MHIS achieved Including CHC and Prescribing</b>	<b>YES</b>
<b>Total MH: National Template C Submission</b>	<b>£44,404,332</b>
<b>Under (Over) Investment</b>	<b>(597,377)</b>

The commitment given by the CCG to meet the MHIS target is to grow investment by £2,195k (MHIS) minimum plus scenario B at PCFT following the outcome of the NICHE work in 19/20 of £685k.

It is important to note that the minimum (MHIS) could be subject to future change leading up to the 19/20 MHIS audit due in January 2021, whereby CCGs will have the opportunity to be state 19/20 in line with more accurate 20/21 activity information.

Further detailed analysis will be completed for M7 and presented in more detail as we work through the investment plans. Early indications show a slight over achievement of the MHIS. On going discussions continue with PCFT regarding the activity data based on 18/19 service line reporting (SLR) and costs associated with Dementia.

## **Full Year Forecast**

Due to the pause on new investments in the first half of the year we are now forecasting a significant amount of spend in the second half of the year. As such, block contracts from Month 7 onwards with Mental Health Providers have been updated via CCG returns and national templates, which have both been mutually agreed between Commissioner and Provider. This will allow the Providers to continue to meet the national “must do’s” and work towards LTP ambitions of service development and recruitment.

The majority of this is with PCFT, where an additional £2,127k will go into the block contract. This is not all new investment as some of it relates to FYE of approved schemes from 19/20 which the CCG has been unable to enact until now. There is new investment which covers Safe Haven, Home Treatment Team, All Age Liaison, Early Intervention and Family Intervention to name a few. Included in this adjustment is £685k as mentioned above for scenario B, PCFT baseline gap, following on from the NICHE work.

# Primary Care

## Prescribing

- Prescribing spend since March has been severely impacted by COVID-19 with spend over the period April to July being £1.4m higher than the same period last year.
- As well as COVID-19 there are a number of other factors that have contributed to this additional spend including an increase in repeat prescriptions which appears to have been driven by people who were shielding, an increase in No Cheaper Stock Obtainable (NCSO) items and price rises. In particular NCSO pressure attributable to Sertraline has accounted for approximately £350k of the overspend
- Similar rates of increase have been seen both across Greater Manchester and nationally so we are confident it is not primarily localised issues causing the overspend.
- Deep dives have been carried out with the Medicines Management Team to identify individual practices where spend on key areas, e.g. respiratory, cardiovascular and endocrine, is higher than the CCG average.

## Delegated Co-Commissioning

- At Month 6 we are currently reporting a YTD Position of £18,457k and will be forecasting spend of £36,841k from Month 7. Based on anticipated annual budget £36,331k, delegated will be reporting a pressure of £510k. At this moment in time the additional allocation we anticipate to receive does not include funding for the new elements of the GP Contract. The future forecast includes all the commitments for GP Delegated contracts and includes all elements of the new GP Contract in line with the changes made in February 2020. We are therefore anticipating additional allocation to address some of this shortfall at a later date.

## Primary Care Investment

- This year we increased the funding available within Primary Care by adding significant growth monies to our Local Commissioning Schemes. This has enabled us to fund several new schemes including a mental health bundle and we are hoping this funding will be fully utilised by year end. The new Partnership Bundle, which replaced the CIS scheme, gives PCNs an opportunity to bid for funds to support their PCN network and provide additional funding and capacity for specific health needs across their locality.
- Primary Care has been hit hard by COVID-19 and as such GPs have been unable to complete or have reduced the level of activity for some of the activity based LCS schemes. In March 2020, GPs were advised that due to COVID they should not be financially impacted and as a result have been offered a Minimum income guarantee for the first half of 2020. We are not expecting this to cause a pressure on the financial position.

# Continuing Care

## Year to Date

- Continuing Healthcare was suspended from 19th March 2020 due to the COVID-19 pandemic and all regular CHC assessments and new packages stopped. Any new patients who were discharged from hospital or who were prevented from being admitted were funded through COVID-19 Hospital Discharge Program (HDP) monies from NHS England. Any patients with an existing CHC package would continue to be funded from CHC monies.
- The first 5 months of the year run rates in CHC were reducing slightly month on month. This was due to patients who RIP in that period were not being replaced with new patients due to the HDP program in place.
- Month 6 in Continuing Healthcare (CHC) has started to see an upwards shift in spend. The patients in HDP placements have start to be converted back to CHC as individuals are taken through the CHC process and new business as usual (BAU) packages restarted.
- Fast Tracks have started to also increase in the month and 1x specific CHC package for £107k per year has been converted from HDP to CHC business as usual in month.

## Full Year Forecast from Month 7 Onward

- The initial forecast will be derived from Broadcare based on the individuals with a CHC package at this point in time. Which at the moment is lower than an average year due to HDP. Additional costs will also be added back to the full year forecast due to any anticipated pressures in month 7-12 that did not occur in Month 1-6.
- In line with previous years, the CCG envisages a spike in winter pressures that occur within CHC. This is alongside demographic changes anticipated. These additional pressure of £1.3m are anticipated in the latter part of the financial year.
- There is also an additional £500k anticipated in Month 7-12 from current HDP patients who will convert to CHC packages at a point in time before 31st March 2021. It is also anticipated that due to the new Discharge to Assess (D2A) Funding, there will be a slight reduction in CHC spend for 20/21 as the first 6 weeks of a package is funding from a specific D2A funding stream.
- The uncertainty in the CHC forecast arises from a number of unknown factors:
  - How long packages will be funded under HDP before converting to CHC;
  - How bad Winter pressures will be this year;
  - Uncertainty around future level of Fast Track cases; and
  - How many packages currently funded from HDP will end up CHC funded or Local Authority Funded.
- An operational RAG rating has been applied to the current cohort of open HDP packages between the CHC team and Local Authority to try and gauge where that spend will be in the long term. This has been used to arrive at Full Year forecasts from Month 7 onwards.

# Hospital Discharge Program & Funded Nursing Care

## **COVID-19 Hospital Discharge Program**

### Year to Date

On 19<sup>th</sup> March 2020, the government announced that all patients were to be discharged from hospital beds if clinically safe to do so. Continuing Healthcare assessments were not required until the end of the COVID-19 emergency period. The Government agreed to fully fund the cost of new or extended out-of-hospital health and social care support packages for people being discharged from hospital or to avoid a hospital admission. All packages of care, whether commissioned by the Local Authority or CCG were recorded on Broadcare and TMBC reimbursed monthly for any HDP packages. Spend to date on HDP packages to the end of September amounts to £3.9m. This is spend that has replaced spend that would be normally incurred by the CCG or Local Authority.

From 1<sup>st</sup> September there are no further new HDP packages as these have been replaced with a new scheme, Discharge to Assess. During the month of September, packages funded from HDP started to convert to Business as Usual packages. Local Authorities and CCGs have until 31<sup>st</sup> March 2021 to convert all packages funded from HDP to either Adult Social Care packages or CHC packages.

### Full Year Forecast

Broadcare automatically forecasts a full financial year estimate of the cost of HDP packages for all packages that have occurred in the year and those that are still open and classed as HDP. The full year forecast for all the HDP packages is estimated to be £7.8m. However, between 1<sup>st</sup> September and 31<sup>st</sup> March 2021, these packages will convert from HDP funding to either – no package of care, Adult Social Care package (with a potential) FNC package or and NHS Continuing Healthcare (CHC) package. Forecasting is complicated by the unknown factors of where these packages will be funded from in the future but also, at what point over the next 6 months they will be converted. Using a RAG rating determined by the operational leads of Adult Social Care and CHC, packages have been rated according to an estimate. However, there are many packages where it is completely unknown at this stage where they will end up. Using this information an estimate has been arrived at to assign the £7.8m of forecasted spend to the relevant funding streams for the remainder of 20/21. As the months progress it may become clearer to forecast.

## **Funded Nursing Care**

### Year to Date

On 1<sup>st</sup> May, NHS England announced increases to Funded Nursing Care (FNC) were to be backdated to 19/20 revised rates (from £165.56 per week to £180.31) and further increases would apply to 20/21 rates (to £183.92 per week). This caused a financial pressure in 20/21 as the prior year backdated rates had not been anticipated. This created an additional pressure of £168k to T&G CCG in the first 6 months of the year. This is offset with a lower than anticipated number of FNC current individuals as any new packages were funded through the HDP program. There is usually a consistent number of ~200 patients receiving FNC at any point in time. During the COVID-19 period this has reduced to ~150. However, it is anticipated that this level will start to increase again from 1<sup>st</sup> September onwards as HDP funding ends.

### Full Year Forecast

The FNC forecast has been arrived at based on the current cohort of patients. It is anticipated that this level will start to rise again and this is factored into the forecast but at a lower level than previous years. It is uncertain at what point the patients will start to convert back to FNC packages.

## **Hospices**

- we continue to pay our Hospices in line with agreed contract values for 20/21. Hospices are funded for any additional costs directly as a result of COVID-19 via NHS England and Hospice UK, not through the CCG.

## **Palliative Care**

- Slight pressure from NHS England Palliative Care network increases to contribution from 19/20, and potential pressure from Marie Curie now we are paying on activity but may not materialise as significant.

## **\*Intermediate Care\* - new area of spend**

- This is specifically for 'Discharge to Assess' scheme cost recording. This replaced the 'Hospital Discharge Program' (HDP) which was in place from 19th March to 31st August. The Discharge to Assess (D2A) scheme is to build upon the HDP developed during the COVID-19 response. Acute hospitals must discharge all persons who no longer meet hospital criteria as soon as they are clinically safe to do so. The Government has agreed to provide additional funding, via the NHS, to help cover the cost of post-discharge recovery up to a maximum of six weeks following discharge from hospital. Social Care needs assessments and NHS Continuing Healthcare assessments of eligibility should be made in a community setting and not take place during the acute hospital inpatient stay. Although there has been a low level of activity in the first month, September, the full year expectation has been based on an average of 15 people being on the D2A pathway at any point in time. Future months will give us a clearer understanding of the actual capacity and therefore the full year forecast will be amended accordingly once more data is available. YTD values are calculated direct from Broadcare and are based on the individuals length of stay as at 30th September.

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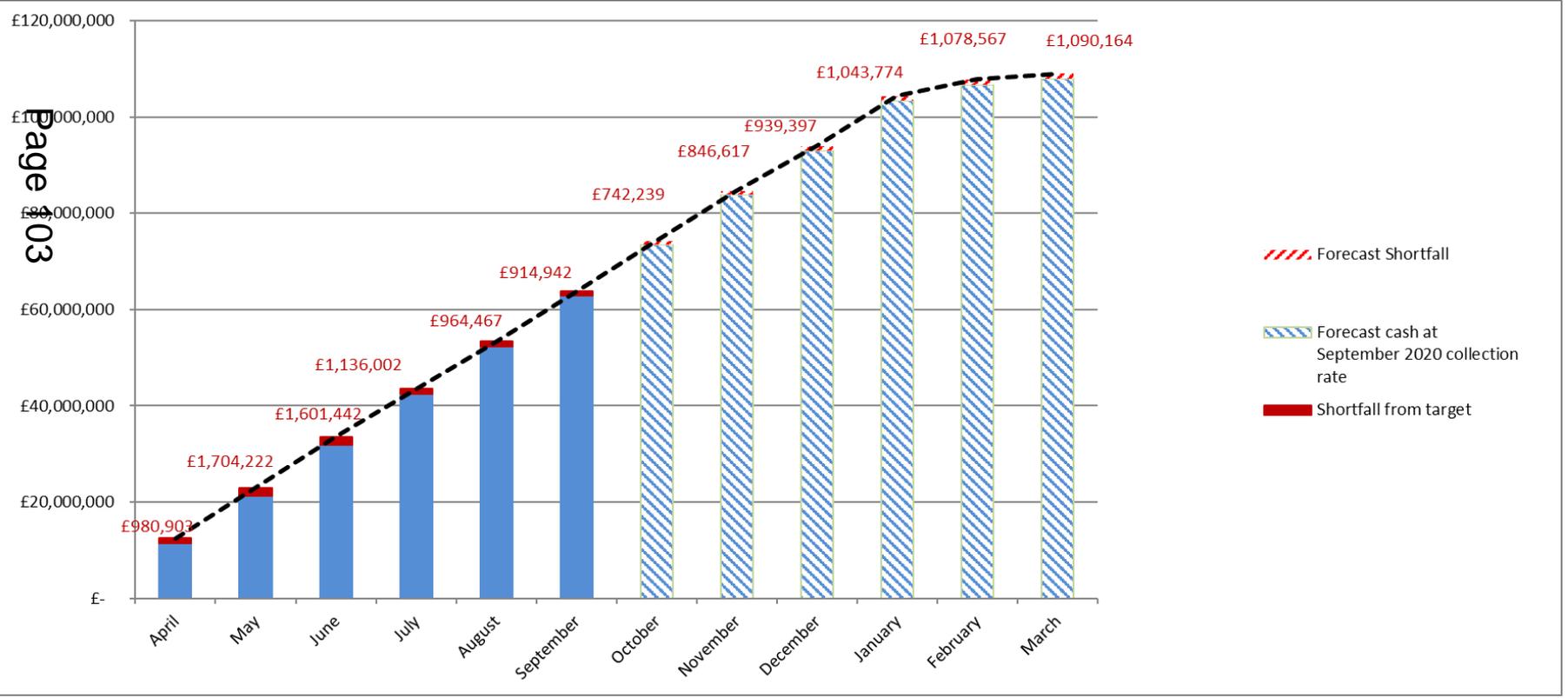
# APPENDIX 3 - Collection Fund

## Council Tax and Business Rates Collection

As at the end of September, collection of both Council Tax and Business Rates is below target and prior year trends, and this is attributed to the economic impact of COVID-19.

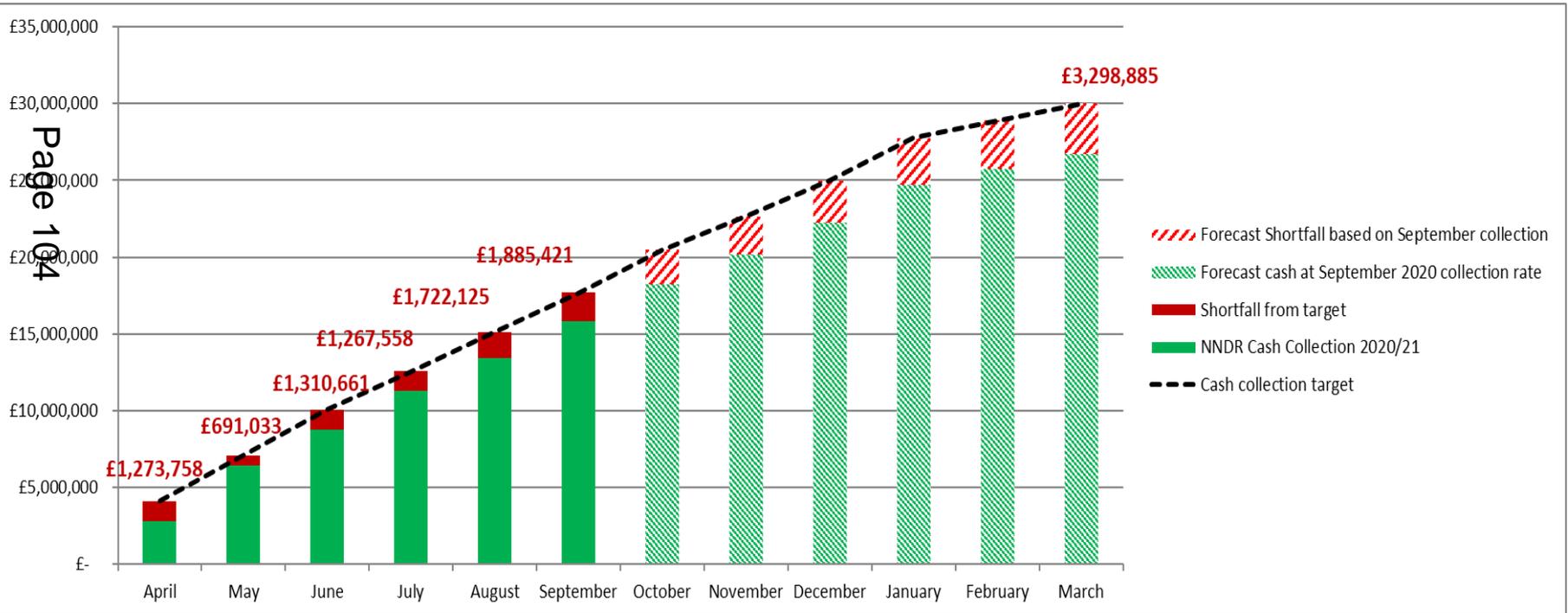
Council Tax collection rates have slowly improved since April, but remain 1% below target. If this trend continues then the forecast deficit on Council Tax collection by the end of March 2021 is £1.090m of which the Council's share is £0.912m. This is a further improvement on the position reported at the end of August.

However, since April there has been an increase in the number of residents eligible for Council Tax Support, with an associated increase in cost. There is a risk that further claims may arise during the second half of the year, and that collection rates may fall, as the economic impact of the ongoing pandemic and Tier 3 restrictions becomes clearer.



# APPENDIX 3 - Collection Fund

Business Rates collection improved between April and July, however this improvement was not sustained in August, with a deterioration in September and overall collection is still significantly below target. If this trend continues then the forecast deficit on Business Rates by the end of March 2021 is £3.299m. There remains a risk that economic conditions, and Tier 3 restrictions, may have a significant negative impact on the sustainability of some businesses, resulting in increased non payment with minimal opportunity for recovery.



Reason for virement	Virement Between	Transfer Between		Virement amount £	Nature of virement
		Debit	Credit		
Community Equipment Assistant post transferred from Sensory Services to Integrated Urgent Care Team (IUCT)	Function	IUCT	Neighbourhoods	29,070	Recurrent
Use of Winter Pressures funds to employ two part-year Assistant Team Managers to help with community needs, preventing hospital admissions and facilitating discharge	Service	Neighbourhoods	Senior Mgmt	57,790	Non-recurrent
Use of Winter Pressures funds for a part-year Assistant Team Managers, working with the NHS to facilitate hospital discharges	Service	IUCT	Senior Mgmt	18,450	Non-recurrent
Use of Winter Pressures funds to contribute to Housing Officer and NHS Trusted Assessor posts, assisting with hospital discharge for patients with housing needs	Pay and Non-Pay	Non-Pay	Pay	43,000	Non-recurrent
Urgent Care Team- paycosts switched to external secondments as the post is paid via the hospital rather than TMBC payroll	Pay and Non-Pay	Non-Pay	Pay	15,920	Recurrent
Responsibility for Action Together Contract moved from Homelessness to Adults, including the related income budget	Director	Ops & Neighbourhoods	Adults	(45,000)	Recurrent
Virement for the 3 year advanced pension contribution saving, will be presented in financing as saving is driven from Treasury management	Director	Capital & Financing	Contingency	520,000	Recurrent
Confirmed Early Years Dedicated Schools Grant	Income and Expenditure	Expenditure	Income	464,326	Recurrent
Confirmed Music Hub grant	Income and Expenditure	Income	Expenditure	4,455	Recurrent
Pupil Premium Plus Grant allocated to schools for Summer Term 2020 Personal Education Plans	Income and Expenditure	Income	Expenditure	35,307	Recurrent
Confirmed Pupil Premium grant	Income and Expenditure	Income	Expenditure	3,385	Recurrent
Adoption Inter Agency Costs Reduced Pressure - Budget Transferred to support additional pressure identified in Post Adoption Allowances (Internal Placements)	Service	Looked After Children (Internal Placements)	Looked After Children (External Placements)	90,000	Recurrent
Creation of budget to support extended hours and weekend working at Children's Centres to be transferred to Corporate Landlord when required	Service	Looked After Children Support Teams	Looked After Children (External Placements)	12,360	Recurrent
Creation of budget to support extended hours and weekend working at Children's Centres to be transferred to Corporate Landlord when required	Service	Looked After Children Support Teams	Looked After Children (Internal Placements)	66,000	Recurrent
£100k budget for Asset valuations was previously split between CDC and Finance. Budget virement to consolidate budget into Finance.	Director	Finance	Corporate and Demo	50,000	Recurrent
Central Insurance realignment of gross income and expenditure budgets as services no longer provided to schools. No impact on net budget.	Income and Expenditure	Income	Expenditure	1,077,820	Recurrent

Reason for virement	Virement Between	Transfer Between		Virement amount £	Nature of virement
		Debit	Credit		
Capital financing - additional borrowing costs for licences transferred from I.T. to Capital Financing	Director	IT	Capital Financing	280,000	Recurrent
Original budget on staffing, recruitment delayed and Professional Consultancy utilised for Capita for Strategic Implementation of the schools admissions system in capita one	Pay and Non-Pay	Non Pay	Pay	27,980	Non-recurrent
Movement of budget from Growth Management to Strategic Property for the Strategic Asset Management Plan	Assistant Director	Strategic Property	Growth	100,000	Non-recurrent
Movement of budget from Growth Management to Investment, Development & Housing for various Major Projects	Assistant Director	Investment, Development & Housing	Growth	175,000	Non-recurrent
Movement of budget to Environment & Development from Corporate Landlord to reflect number of schools that are party of the Council contract.	Service	Environment & Development	Corporate Landlord	3,400	Recurrent
Movement of budget to Environment & Development from Corporate Landlord to replace internal recharge for utility contract management.	Service	Environment & Development	Corporate Landlord	47,520	Recurrent
Responsibility for Action Together Contract moved from Homelessness to Adults	Director	Adults	Operations & Neighbourhoods	95,000	Recurrent
Contribution from Population Health for Action Together Contract moved from Homelessness to Adults in line with where costs sit.	Director	Operations & Neighbourhoods	Adults	50,000	Recurrent
Realignment of fleet management budget to account for expected maintenance required in year and use of vehicle maintenance smoothing reserve for new vehicles	Income and Expenditure	Expenditure	Income	61,820	Recurrent
Movement of budget in Welfare Rights for grant funded posts from non-pay to pay due to clarification of what funding was to be used for.	Pay and Non-Pay	Pay	Non-Pay	41,740	Recurrent
New Grant received from Department of Health and Social Care for treatment to protect against HIV	Income and Expenditure	Expenditure	Income	27,800	Non-recurrent
Premise related budget reallocated to Corporate Landlord	Director	Growth	Quality & Safeguarding	7,250	Recurrent
Partnership Officer Post reassigned to Adults Services from Quality & Safeguarding	Director	Adults	Quality & Safeguarding	16,200	Recurrent
Children's Safeguarding Nursing Post (ICFT) within Multi Agency Safeguarding Hub - Budget alignment	Director	Children's Services - Social Care	Quality & Safeguarding	52,000	Recurrent
Contribution to Adults Safeguarding Social Training Budget from Adults Training Workforce Development (Governance)	Income and Expenditure	Expenditure	Income	5,000	Recurrent

# APPENDIX 5 - Dedicated Schools Grant 2020/21

The dedicated schools grant is allocated through a nationally determined formula to local authorities in 4 blocks the forecast position for 2020/21 is outlined below;

- Central Services Schools Block - provided to provide funding to Local Authorities to support carrying out statutory duties on behalf of schools.
- Schools Block - This is intended to fund mainstream (non-special) Schools
- High Needs Block - This is to fund Special Schools, additional support in mainstream schools for Special Educational Needs (SEND) and other SEND placements / support.
- Early Years Block -This funds the free/extended entitlement & funding of places for 2, 3 and 4 year olds in school nurseries and Private, Voluntary and Independent (PVI) Sector settings.

DSG Funding Blocks	Estimated DSG Settlement £000	Block Transfer 2020/21 £000	Revised DSG 2020/21 £'000	Projected Distribution / Spend 2020/21 £000	Forecast Surplus / (Deficit) £000
Schools Block	169,918	(850)	169,068	169,037	31
Central School Services Block	953	0	953	951	3
High Needs Block (Pre/Post 16)	24,425	850	25,274	28,817	(3,543)
Early Years Block	17,261	0	17,261	16,815	446
<b>Total</b>	<b>212,557</b>	<b>0</b>	<b>212,556</b>	<b>215,620</b>	<b>(3,063)</b>

The projected outturn position against the 2020/21 DSG settlement is included in the table above. It should be noted that the DSG allocation is adjusted throughout the financial year by the DfE for High Needs allocations to academies and out of borough adjustments and Early Years Funding based on take-up of places. Tameside MBC starts the financial year with a carried forward deficit of £0.557m which will need to be addressed.

## Schools Block

There is a forecast surplus of £0.050m on the schools block relating to rates rebates in relation to schools that recently converted to Academy status and actual rates charges being lower than estimated. This partly offset by rates revaluations (relating to 6 schools) resulting in an increase in the costs of £0.019m. There may be an increase in this surplus in relation to the allocation of growth funding. The growth allocation is based on pupil numbers at the October 2020 census point and the figures will be updated once this has been finalised. Any surplus is proposed to contribute to the DSG reserve deficit.

## High Needs

A full review of funded places has taken place summer term and the projections updated accordingly for actual funded plans approved. The growth projection for the remaining financial year adjusted in line with this spend. The in-year projected overspend is £3.543m. The growth is very much an estimate at this time and work is continuing to try and accurately predict the cost of future growth.

The current figures do show although the number of plans being issued continues to be at a steady predicted rate but the cost of the plans seems to be lower than estimated. This could be related to the setting the pupil has been placed, this is currently weighted (mainstream and special), but also that plans are still in the statutory process and therefore the full costs haven't yet been allocated. It is also unclear at this stage what the full year impact of COVID school closure will be on numbers of request to assess. The information below shows the numbers of requests to assess and those completed. The number completed would be the indicator of costs. This shows us that there are less coming into the system for assessment, which may mean Tameside is now coming to the end of its historic catch-up in numbers. Last financial year a significant element of the growth occurred in the Autumn term a more robust picture will be known then.

	Cumulative Number of plans			
	Requests		Completed	
	2019	2020	2019	2020
Jan	48	64	40	15
Feb	86	91	67	40
Mar	139	111	47	55
Apr	181	139	48	59
May	234	175	64	63
Jun	265	204	65	54
Jul	331	250	75	49
Aug	339	259	55	50

## Early Years

Due to the current Covid19 situation, it has been more difficult to complete the projections for spend, due to the impact on providers and it is currently unknown what the financial impact of wider opening of provision from September will have. At present we are anticipating a £0.446m surplus at the end of the financial year but this could dramatically change due to current circumstances and the rapidly changing environment we find ourselves in.

There may be significant financial pressures in this sector relating to sustainability for providers due to Covid-19 closures. The DfE have enabled local authorities to use the funding in this area of funding more flexibly, however with a caveat that the Local Authority must continue to fund early year's settings for free entitlement as normal. The flexibility allows the LA to utilise its centrally held funding to support the sector if they underspend their part of the allocation.

Wider reopening of settings from September will give us a better understanding of sufficiency and sustainability of providers. Some of the Private and Voluntary Sector Early Years setting have taken advantage of the furlough scheme and grants allowable. 21 of our settings applied to the Tameside Discretionary Grants scheme and were awarded £210k funding to support sustainability.

## Central Services Schools Block

There is forecast to be a small surplus on the central school services block of £0.003m due to the cost of licences being slightly less than estimated.

# APPENDIX 5 - Dedicated Schools Grant 2020/21

## DEDICATED SCHOOLS GRANT RESERVE POSITION

Prior year's dedicated schools grant is set aside in an earmarked reserve details of which are outlined in the table below for both the final year end position in 2019/20 and the projection for 2020/21.

	2019/20 Surplus / (Deficit) £0	2020/21 Forecast Surplus / (Deficit) £000
DSG Reserve Brought Forward	3,228	-557
Schools Block	114	31
Central Service Block		3
In year deficit on High Needs Block	-4,568	-3,543
In year surplus on Early Years	251	446
Estimated Early Years 2019-20 Adjustment (TBC June 2020)	296	
Early Years Block 2018-19 Adjustment	122	-18
<b>DSG Reserve after Commitments</b>	<b>-557</b>	<b>-3,638</b>

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In 2019/20 there has been a reduction in the reserve, in the main this due to funding the overspend on the High Needs Block. There have been contributions to the reserve in year too, the most significant of these relating to surplus funds in the Early Years Block.

If the 2020/21 projections materialise, there would be a deficit of £3.638m on the DSG. Under DfE regulations we are required to produce a deficit recovery plan which will be submitted to the DfE outlining how we expect to recover this deficit and manage spending over the next 3 years and will require discussions and agreement of the Schools Forum. The position will be closely monitored throughout the year and updates will be reported to Members.

## APPENDIX 6

### IRRECOVERABLE DEBTS OVER £3000

1 July 2020 to 30 September 2020

Note individuals are anonymised

REF:	DEBT:	FINANCIAL YEAR(S)	BALANCE	REASON
17116565	Council Tax	2017 – 2018 £990.00 2018 – 2019 £1071.50 2019 – 2020 £1249.03	£3310.53	Individual Voluntary Arrangement approved 23/01/2020
17046626	Council Tax	2016 – 2017 £247.65 2017 – 2018 £1300.33 2018 – 2019 £1287.38 2019 – 2020 £1442.87	£4278.23	Individual Voluntary Arrangement approved 31/12/2019
14519378	Council Tax	2013 – 2014 £218.55 2014 – 2015 £192.92 2015 – 2016 £614.21 2016 – 2017 £621.08 2017 – 2018 £673.07 2018 – 2019 £1187.46	£3507.29	Individual Voluntary Arrangement approved 05/04/2019
16497275	Council Tax	2015 – 2016 £95.00 2016 – 2017 £711.61 2017 – 2018 £868.02 2018 – 2019 £831.59 2019 – 2020 £958.27	£3464.49	Individual Voluntary Arrangement approved 25/06/2019
16078457	Council Tax	2011 – 2012 £30.67 2012 – 2013 £757.87 2013 – 2014 £976.04 2014 – 2015 £875.30 2015 – 2016 £796.30 2016 – 2017 £149.89 2018 – 2019 £911.59 2019 – 2020 £1249.03	£5746.69	Individual Voluntary Arrangement approved 02/08/2019
16645246	Council Tax	2016 – 2017 £321.97 2017 – 2018 £799.56 2018 – 2019 £1348.26 2019 – 2020 £1194.95	£3664.74	Individual Voluntary Arrangement approved 07/10/2019
15299799	Council Tax	2010 – 2011 £35.46 2011 – 2012 £176.48 2013 – 2014 £658.98 2014 – 2015 £784.80 2015 – 2016 £796.29 2016 – 2017 £406.90 2017 – 2018 £159.18	£3018.09	Individual Voluntary Arrangement approved 29/11/2019
10008699	Council Tax	2008 – 2009 £595.24 2009 – 2010 £217.72 2010 – 2011 £849.80 2011 – 2012 £359.60 2014 – 2015 £920.91 2015 – 2016 £445.69 2016 – 2017 £1073.60 2017 – 2018 £1129.36 2018 – 2019 £1197.46	£6779.38	Individual Voluntary Arrangement approved 17/10/2019

16184071	Council Tax	2013 – 2014 £656.58 2014 – 2015 £451.55 2015 – 2016 £267.34 2016 – 2017 £806.44 2017 – 2018 £953.45 2018 – 2019 £1187.46	£4322.82	Individual Voluntary Arrangement approved 22/11/2019
16734090	Council Tax	2014 – 2015 £21.67 2015 – 2016 £790.61 2016 – 2017 £1019.06 2017 – 2018 £1121.06 2019 – 2020 £1249.03	£4201.43	Individual Voluntary Arrangement approved 30/11/2019
16820520	Council Tax	2015 – 2016 £326.30 2016 – 2017 £823.95 2017 – 2018 £868.02 2018 – 2019 £911.59 2019 – 2020 £931.26	£3861.12	Individual Voluntary Arrangement approved 09/01/2020
13983512	Council Tax	2011 – 2012 £122.34 2012 – 2013 £632.48 2013 – 2014 £115.55 2014 – 2015 £542.42 2015 – 2016 £576.46 2016 – 2017 £823.95 2017 – 2018 £779.41 2018 – 2019 £909.49 2019 – 2020 £958.27 2020 – 2021 £913.59	£6373.96	Individual Voluntary Arrangement approved 30/04/2020
16024980	Council Tax	2014 – 2015 £273.83 2015 – 2016 £299.40 2016 – 2017 £320.29 2017 – 2018 £1014.44 2018 – 2019 £546.83 2019 – 2020 £1081.95	£3536.74	Individual Voluntary Arrangement approved 11/11/2019
16218940	Council Tax	2012 – 2013 £11.23 2014 – 2015 £219.07 2015 – 2016 £796.29 2016 – 2017 £823.95 2017 – 2018 £316.56 2018 – 2019 £911.59	£3078.69	Individual Voluntary Arrangement approved 23/04/2019
<b>COUNCIL TAX</b>		<b>SUB TOTAL – Individual Voluntary Arrangement</b>	<b>£59,144.20</b>	
16941444	Council Tax	2016 – 2017 £118.74 2017 – 2018 £900.93 2018 – 2019 £1146.48 2019 – 2020 £1250.71	£3416.86	Bankruptcy Order made 21/05/2019
16042919	Council Tax	2010 – 2011 £588.49 2011 – 2012 £49.82 2013 – 2014 £132.66 2015 – 2016 £329.40 2016 – 2017 £823.95 2017 – 2018 £868.02 2018 – 2019 £827.59 2019 – 2020 £958.27	£4578.20	Bankruptcy Order made 17/06/2019
<b>COUNCIL TAX</b>		<b>SUB TOTAL – Bankruptcy</b>	<b>£7995.06</b>	

11999781	Council Tax	2012 – 2013 £532.37 2013 – 2014 £128.07 2014 – 2015 £311.60 2016 – 2017 £511.88 2017 – 2018 £1129.36 2018 – 2019 £1187.46 2019 – 2020 852.47	£4653.21	Debt Relief Order granted 24/12/2019
16865253	Council Tax	2016 – 2017 £737.27 2017 – 2018 £949.69 2018 – 2019 £1257.75 2019 – 2020 £1307.87	£4252.58	Debt Relief Order granted 04/11/2019
16465482	Council Tax	2015 – 2016 £886.51 2016 – 2017 £1240.03 2017 – 2018 £1303.58 2018 – 2019 £1122.38	£4552.50	Debt Relief Order granted 12/11/2018
16328780	Council Tax	2014 – 2015 £334.33 2015 – 2016 £467.88 2016 – 2017 £595.88 2017 – 2018 £542.37 2018 – 2019 £220.76 2019 – 2020 £598.32 2010 – 2021 £535.17	£3294.71	Debt Relief Order granted 21/05/2020
<b>COUNCIL TAX</b>		<b>SUB TOTAL – Debt Relief Order</b>	<b>£16,753.00</b>	
		<b>COUNCIL TAX IRRECOVERABLE BY LAW TOTAL</b>	<b>£83,892.26</b>	
65514407	Business Rates	Best Discount Ltd Oakland Furnishing Wharf Point Market Street, Droylsden M43 6DD Company Dissolved 28/06/2016	2015 - 2016 £5748.97	£5748.97
65532153	Business Rates	Hyde Domestics Ltd Ground Floor 39-41 Market Street Hyde SK14 2AD Company Dissolved 11/02/2020	2017 - 2018 £6506.62 2018 - 2019 £6774.52 2019 - 2020 £1272.22	£14,553.36
65576443	Business Rates	City Developers Ltd Oddfellows Arms Alderley Street Ashton-under-Lyne OL6 9LJ Company Dissolved 03/03/2020	2018 - 2019 £4292.16 2019 - 2020 £3252.16	£7544.32
65586365	Business Rates	Storage Solutionz Ltd Unit 4a Ground Floor 2 Hertford Street Ashton-under-Lyne OL7 0TB Company Dissolved 07/01/2020	2019 - 2020 £5515.24	£5515.24
<b>BUSINESS RATES</b>		<b>SUB TOTAL – Company Dissolved</b>	<b>£33,361.89</b>	

65506147	Business Rates	Arrow Van Racks Ltd Unit 5a Albion Trading Estate Mossley Road Ashton-under-Lyne OL6 6NQ. Company in Liquidation 16/12/2019	2019 - 2020 £6184.67	£6184.67
65596560	Business Rates	Apropos Conservatories Limited Greenside House Richmond Street Ashton-under-Lyne OL6 7ES Company in Liquidation 22/11/2019	2019 - 2020 £5155.67	£5155.67
65584994	Business Rates	The Industrial Superstore (Workwear) Limited 3 Albion Trading Estate Mossley Road Ashton-under-Lyne OL6 6NQ Company in Liquidation 20/02/2020	2017 - 2018 £4731.06 2018 - 2019 £6390.00 2019 - 2020 £4270.91	£15,391.97
65576757	Business Rates	Alliance Trade & Distribution Ltd 113 Market Street Hyde SK14 1HL Company in Liquidation	2018 - 2019 £4305.00 2019 - 2020 £1716.30	£6021.30
<b>BUSINESS RATES</b>		<b>SUB TOTAL – Company in Liquidation</b>	<b>£32,753.61</b>	
65577866	Business Rates	Genus UK Limited 26 Staveleigh Mall Ashton-under-Lyne OL6 7JQ Company Voluntary Arrangement approved 09/05/2019	2019 - 2020 £45,360.00	£45,360.00
<b>BUSINESS RATES</b>		<b>SUB TOTAL – Company Voluntary Arrangement</b>	<b>£45,360.00</b>	
65571011	Business Rates	Fun By Design Ltd Unit 5 Windmill Trading Estate Windmill Lane Denton M34 3JN Company in Administration 02/04/2019	2018 - 2019 £6412.27 2019 - 2020 £30.86	£6443.13
<b>BUSINESS RATES</b>		<b>SUB TOTAL – Company in Administration</b>	<b>£6443.13</b>	
65578708	Business Rates Anonymised as an individual	2018 – 2019 £5206.83 2019 – 2020 £2871.40	£8078.23	Individual Voluntary Arrangement approved 24/01/2020
<b>BUSINESS RATES</b>		<b>SUB TOTAL – Individual Voluntary Arrangement</b>	<b>£8078.23</b>	
<b>BUSINESS RATES IRRECOVERABLE BY LAW TOTAL</b>			<b>£125,996.86</b>	
7061466	Overpaid Housing Benefit	2012 - 2015 £5197.21	£5197.21	Individual Voluntary Arrangement approved 27/01/2019

600243310	Overpaid Housing Benefit	2013 – 2015 £4144.85	£4144.85	Individual Voluntary Arrangement approved 23/01/2020
600171101	Overpaid Housing Benefit	2009 – 2012 £9117.59	£9117.59	Individual Voluntary Arrangement approved 17/06/2019
600212959	Overpaid Housing Benefit	2010 – 2012 £5119.94 2015 - 2016 £67.37 2016 – 2017 133.47 2016 – 2017 £190.96	£5511.74	Individual Voluntary Arrangement approved 26/07/2019
620046322	Overpaid Housing Benefit	2014 – 2015 £3559.52	£3559.52	Individual Voluntary Arrangement approved 26/07/2019
<b>OVERPAID HOUSING BENEFIT</b>		<b>SUB TOTAL – Individual Voluntary Arrangement</b>	<b>£27,530.91</b>	
7029437	Overpaid Housing Benefit	2017 – 2020 £4340.90	£4340.90	Bankruptcy Order made 21/05/2019
<b>OVERPAID HOUSING BENEFIT</b>		<b>SUB TOTAL – Bankruptcy</b>	<b>£4340.90</b>	
7158777	Overpaid Housing Benefit	2013 – 2014 £443.67 2017 – 2019 £2853.73	£3297.40	Debt Relief Order granted 30/09/2019
<b>OVERPAID HOUSING BENEFIT</b>		<b>SUB TOTAL – Bankruptcy</b>	<b>£3297.40</b>	
<b>OVERPAID HOUSING BENEFIT IRRECOVERABLE BY LAW</b>			<b>£35,169.21</b>	
4016666	Sundry Debts Commercial Rent	Sunflower St Peters Day Nursery 2 Trafalgar Square Ashton-Under-Lyne OL7 0LL Company Dissolved 24/03/2020	2019 - 2020 £18,937.50	£18,937.50
4022760	Sundry Debts Commercial Rent	General Stores Incorporated Ltd Unit 3 Plantation Industrial Estate Whitelands Road Ashton-Under-Lyne OL6 6UG Company Dissolved 05/06/2018	2018 - 2019 £19,934.36 2019 - 2020 £18,000.00	£37,934.36
<b>SUNDRY DEBTS</b>		<b>SUB TOTAL – Company Dissolved</b>	<b>£56,871.86</b>	

4007542	Sundry Debts Commercial Rent	Specialist Computer Systems Ltd Caledonia House Evanton Drive Thornlie Bank Industrial Estate Glasgow G45 8JT Company in Liquidation 15/06/2020	2014 - 2015 £8,080.00	£8080.00
<b>SUNDRY DEBTS</b>		<b>SUB TOTAL – Company in Liquidation</b>	<b>£8080.00</b>	
<b>SUNDRY DEBTS IRRECOVERABLE BY LAW</b>			<b>£64,951.86</b>	

### DISCRETION TO WRITE OFF OVER £3000

13096417	Council Tax	2015 - 2016 £238.46 2017 - 2018 £839.15 2018 – 2019 £1103.46 2019 – 2020 £1226.59	£3407.66	Recovery Exhausted - Detained at HMP Garth.
11918628	Council Tax	2000 – 2001 £731.44 2001 – 2002 £763.45 2002 – 2003 £677.81 2003 – 2004 £889.19 2004 – 2005 £749.13 2005 – 2006 £193.86	£4004.88	Recovery exhausted. Property destroyed by fire in 2006 and unable to verify liability from that time
<b>COUNCIL TAX</b>		<b>SUB TOTAL – Recovery Exhausted</b>	<b>£7412.54</b>	
<b>COUNCIL TAX DISCRETIONARY WRITE OFF TOTAL</b>			<b>£7412.54</b>	
65471296	Business Rates Anonymised as an individual	2013 - 2014 £2342.41 2014 - 2015 £3591.87	£5934.28	Absconded
65300370	Business Rates Anonymised as an individual	2013 - 2014 £993.23 2014 - 2015 £1446.00 2015 - 2016 £1479.00 2016 - 2017 £1491.00	£5409.23	Absconded
65413016	Business Rates Anonymised as an individual	2010 - 2011 £1759.58 2011 - 2012 £1569.33	£3328.91	Absconded
65416893	Business Rates Anonymised as an individual	2010 - 2011 £350.06 2011 - 2012 £5443.61	£5793.67	Absconded
65416831	Business Rates Anonymised as an individual	2011 - 2012 £3588.50	£3588.50	Absconded

65448692	Business Rates Anonymised as an individual	2011 - 2012 £137.65 2012 - 2013 £1845.00 2013 - 2014 £1988.20 2014 - 2015 £645.01	£4615.86	Absconded
65467693	Business Rates Anonymised as an individual	2014 - 2015 £1102.79 2015 - 2016 £837.85 2016 - 2017 £2595.07 2017 - 2018 £3858.22 2018 - 2019 £2187.44	£10,581.37	Absconded
65505953	Business Rates Anonymised as an individual	2014 - 2015 £1373.12 2015 - 2016 £3754.00 2016 - 2017 £3784.50 2017 - 2018 £1862.16	£10,773.78	Absconded
<b>BUSINESS RATES</b>		<b>SUB TOTAL – Absconded</b>	<b>£50,025.60</b>	
65555330	Business Rates	DSE Logistics Ltd Unit 3 Globe Square Dukinfield, SK16 4RG Recovery Exhausted	2017 - 2018 £4417.32	£4417.32
65480689	Business Rates	Snowpath Ltd Blue Sea Restaurant Gas Street Ashton-under-Lyne OL6 7AA Recovery Exhausted	2013 - 2014 £17,949.42 2014 - 2015 £24,435.00 2015 – 2016 £16,895.74	£59,280.16
<b>BUSINESS RATES</b>		<b>SUB TOTAL – Recovery Exhausted</b>	<b>£63,697.48</b>	
<b>BUSINESS RATES DISCRETIONARY WRITE OFF TOTAL</b>			<b>£113,723.08</b>	
4025276	Sundry Debts Residential Care charges	2018 - 2019 £10,639.58	£10,639.58	Deceased, no Estate
4022735	Sundry Debts Residential Care charges	2018 -2019 £6705.30 2019 - 2020 £15,012.57 2020 - 2021 £1736.20	£23,454.07	Deceased, no Estate
4022266	Sundry Debts Homecare charges	2017 -2018 £1253.41 2018 - 2019 £4531.01	£5784.42	Deceased, no Estate
4021136	Sundry Debts Homecare charges	2017 - 2018 £3562.46	£3562.46	Deceased, no Estate
4004851	Sundry Debts Homecare charges	2013 - 2014 £2449.27 2014 - 2015 £3006.51 2018 - 2019 £275.01	£5730.79	Deceased, no Estate

4006632	Sundry Debts Homecare charges	2015 - 2016 £751.01 2016 - 2017 £3020.65 2017 - 2018 £351.55	£4123.21	Deceased, no Estate
4012605	Sundry Debts Homecare and Residential Care charges	2016 - 2017 £1336.68 2017 - 2018 £6793.28 2018 - 2019 £512.94	£8642.90	Deceased, no Estate
4002119	Sundry Debts Day Care and Residential Care charges	2015 - 2016 £355.64 2016 - 2017 £3291.74	£3647.38	Deceased, no Estate
4017691	Sundry Debts Overpaid Foster Care	2015 - 2016 £24,662.15	£24,662.15	Deceased, no Estate
<b>SUNDRY DEBTS</b>		<b>SUB TOTAL – Deceased, no Estate</b>	<b>£90,246.96</b>	
556635	Sundry Debts Dangerous Building Contractor costs. Anonymised as individual	2012 - 2013 £6136.77	£6136.77	Absconded
<b>SUNDRY DEBTS</b>		<b>SUB TOTAL – Absconded</b>	<b>£6136.77</b>	
4016418	Sundry Debts Homecare charges	2015 - 2016 £1210.64 2016 - 2017 £838.24 2017 - 2018 £988.46	£3037.34	Recovery Exhausted
<b>SUNDRY DEBTS</b>		<b>SUB TOTAL – Recovery Exhausted</b>	<b>£3037.34</b>	
<b>SUNDRY DEBTS RATES DISCRETIONARY WRITE OFF TOTAL</b>			<b>£99,421.07</b>	

<b>SUMMARY OF UNRECOVERABLE DEBT OVER £3000</b>		
IRRECOVERABLE by law	Council Tax	£83,892.26
	Business Rates	£125,996.86
	Overpaid Housing Benefit	£35,169.21
	Sundry	£64,951.86
	<b>TOTAL</b>	<b>£310,010.19</b>

DISCRETIONARY write off – meaning no further resources will be used to actively pursue	Council Tax	£7412.54
	Business Rates	£113,723.08
	Overpaid Housing Benefit	NIL
	Sundry	£99,421.07
	<b>TOTAL</b>	<b>£220,556.69</b>

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## P6 2020/21 Capital Programme



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# Programme Summary

TOTAL APPROVED CAPITAL PROGRAMME- SEPTEMBER 2020		
	2020/21 Budget (Approved)	2021/22 Budget (Approved)
	£000	£000
<b>Growth</b>		
Investment & Development	7,179	8,062
Corporate Landlord	341	137
Estates	114	0
<b>Operations and Neighbourhoods</b>		
Engineering Services	8,806	9,773
Vision Tameside	158	0
Environmental Services	3,900	342
Transport	2,646	0
Stronger Communities	16	0
<b>Children's</b>		
Education	16,053	0
Children's	501	0
<b>Finance &amp; IT</b>		
Finance	13,430	0
Digital Tameside	3,282	0
<b>Population Health</b>		
Active Tameside	3,861	0
<b>Adults</b>		
Adults	2,831	821
<b>Total</b>	<b>63,118</b>	<b>19,135</b>

Approval will be sought for the following earmarked schemes in coming months:

- £0.963m Stalybridge High Street Heritage Action (Investment & Development) Funded from Business Rates 100% retention reserve.
- £0.585m Statutory Compliance (Corporate Landlord)
- £0.040m Ashton Cricket Pitches (Public Health)
- £1.400m Droylsden Library

Once approval has been given for the above schemes, the total approved 20/21 capital programme will be **£64,706k** and **£20,535k** for 21/22.

Forecast approved programme total	2020/21 Budget £000s	2021/22 Budget £000s
Total approved schemes (September 2020)	63,118	19,135
Earmarked schemes expected to be approved	1,588	1,400
<b>Total</b>	<b>64,706</b>	<b>20,535</b>

# Budgeted Financing for 2020/21 (Approved)

Service Area	Grants and Contributions	Revenue Contributions	Prudential Borrowing	Reserves & Receipts	Total
	£000	£000	£000	£000	£000
<b>Growth</b>					-
Investment and Development	2,585	0	0	5,557	8,142
Corporate Landlord	137	0	0	789	926
Estates	0	0	0	114	114
<b>Operations and Neighbourhoods</b>					
Engineers	6,467	0	0	2,339	8,806
Vision Tameside	0	0	0	158	158
Environmental Services	235	0	0	3,665	3,900
Transport	0	205	2,349	92	2,646
Stronger Communities	0	0	0	16	16
<b>Children</b>					
Education	16,053	0	0	0	16,053
Children	0	0	0	501	501
<b>Finance</b>					
Finance	0	0	13,430	0	13,430
Digital Tameside	1,820	0	1,361	101	3,282
<b>Population Health</b>					
Active Tameside	10	0	2,988	903	3,901
<b>Adults</b>					
Adults	2,831	0	0	0	2,831
<b>Total</b>	<b>30,138</b>	<b>205</b>	<b>20,128</b>	<b>14,232</b>	<b>64,706</b>

# Budgeted Financing for 2021/22 (Approved)

Service Area	Grants and Contributions	Revenue Contributions	Prudential Borrowing	Reserves & Receipts	Total
	£000	£000	£000	£000	£000
<b>Growth</b>					-
Investment and Development	8,062	0	0	0	8,062
Corporate Landlord	137	0	0	0	137
Estates	0	0	0	1,400	1,400
<b>Operations and Neighbourhoods</b>					
Engineers	2,837	0	0	6,936	9,773
Vision Tameside	0	0	0	0	0
Environmental Services	0	0	0	342	342
Transport	0	0	0	0	0
Stronger Communities	0	0	0	0	0
<b>Children</b>					
Education	0	0	0	0	0
Children	0	0	0	0	0
<b>Finance</b>					
Finance	0	0	0	0	0
Digital Tameside	0	0	0	0	0
<b>Population Health</b>					
Active Tameside	0	0	0	0	0
<b>Adults</b>					
Adults	821	0	0	0	821
<b>Total</b>	<b>11,857</b>	<b>0</b>	<b>0</b>	<b>8,678</b>	<b>20,535</b>

# Financing By Year

The anticipated level of capital receipts of £15.3m is based on the disposal of surplus assets approved by Executive Cabinet in September 2020.

Assuming that the planned disposals proceed there is a forecast balance of £8.306m of capital receipts to fund future capital schemes not reflected in the fully approved programme.

Earmarked schemes currently included on the capital programme (and not reflected in the figures above) total £44.9m, with a forecast £33.2m of corporate funding needed to finance these schemes. Many of these schemes were identified in 2017/18 and therefore, as reported to Members in the Month 3 finance report, should be the subject of a detailed review and reprioritisation.

The Growth Directorate is reviewing the estate and developing a further pipeline of surplus sites for disposal. It is proposed that a full refresh of the Capital Programme is undertaken alongside this review of the estate. With the exception of the three earmarked schemes identified on page 2, all other earmarked schemes will be removed from the programme and subject review. A refreshed and reprioritised Capital Programme will then be proposed for Member approval in Spring 2021.

<b>Financing Approved Schemes</b>	<b>£000s</b>
Reserves & Receipts required 20/21	14,232
Reserves & Receipts required 21/22	8,678
<b>Total Corporate Funding required</b>	<b>22,910</b>
<b>Available Corporate Funding</b>	
Capital Reserves	(£14,953)
Business Rates 100% retention reserve	(£963)
Anticipated capital receipts	(£15,300)
<b>Total anticipated Corporate Funding</b>	<b>(£31,216)</b>
<b>Forecast Surplus Funding</b>	<b>(£8,306)</b>

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# Agenda Item 5

<b>Report to:</b>	<b>EXECUTIVE CABINET</b>
<b>Date:</b>	25 November 2020
<b>Executive Member:</b>	Councillor Eleanor Wills, Executive Member Adults Social Care and Population Health
<b>Reporting Officer:</b>	Stephanie Butterworth, Director of Adults Services
<b>Subject:</b>	<b>ADULT SOCIAL CARE WINTER PLAN 2020-21</b>
<b>Report Summary:</b>	This report presents the local economy response to the Adult Social Care Winter Plan 2020-21 that was published by the Department of Health and Social on 18 September 2020.
<b>Recommendations:</b>	It is recommended that Members note and support the local response to the ASC Winter Plan 2020-21.
<b>Corporate Plan:</b>	The requirements and priorities of the ASC Winter Plan 2020-21 align the Living Well and Ageing Well programmes.
<b>Policy Implications:</b>	Implementation of the Winter Plan 2020-21 is in line with the requirements of the Coronavirus Act 2020 and the Care Act 2014.
<b>Financial Implications: (Authorised by the statutory Section 151 Officer &amp; Chief Finance Officer)</b>	It must be noted however, that to carry out the Winter Plan the monies allocated by the Department of Health and Social Care (DHSC) to fund the costs of COVID, including the additional infection control monies round 2 (£2.131m) are being closely monitored to ensure all expenditure is in line with the funding criteria. The impact on the Adult Services budget is under constant review. Regular monitoring is being carried out to ensure that expenditure is kept within the allocated budget.
<b>Legal Implications: (Authorised by the Borough Solicitor)</b>	<p>This report sets out a very helpful summary of the Adult Social Care Winter Plan 2020-21 and the Council's local response.</p> <p>Members need to be satisfied that the plan is efficient and effective and will be delivered within budget and is sufficiently robust to deliver the key priorities and objectives set out in paragraph 2.1. Additionally members need to be satisfied that there is an appropriate performance monitoring arrangement in place to enable appropriate escalation where required.</p>
<b>Risk Management:</b>	Management and oversight of the Winter Plan 2020-21 will be ensured through Adult Management Team, SLT and Covid Contain Board.
<b>Background Information:</b>	The background papers relating to this report can be inspected by contacting Sandra Whitehead, Assistant Director Adults.



Telephone: 0161 342 3414



e-mail: [Sandra.whitehead@tameside.gov.uk](mailto:Sandra.whitehead@tameside.gov.uk)

## 1. INTRODUCTION

- 1.1 On 18 September 2020 Helen Whatley MP, Minister of State for Care wrote to the Chief Executive, Director of Adult Social Services (DASS), the Director of Public Health (DPH), the CCG Accountable Officer and to care providers to launch the Adult Social Care Winter Plan. The letter is available at **Appendix 1**. The ASC Winter Plan builds on the work undertaken over the summer by the Adult Social Care Covid-19 Taskforce led by David Pearson CBE.
- 1.2 The ASC Winter Plan sets out the actions the Department of Health and Social Care (DHSC) is taking at a national level to support those who provide and receive care. It also sets out the actions every local area – local authority and NHS partners and every care provider must be taking now to continue to maintain efforts to contain the covid virus.
- 1.3 On 13 October 2020, the Department of Health and Social Care (DHSC) wrote to the Director of Adult Social Services to detail the requirements for Designated Settings to be established. These settings are to ensure the safe discharge of individuals who have tested positive for covid-19 and were returning to either a care home, or being placed at a care home for the first time. The intention of this capacity is to minimise the risk of infection in the wider care home population. These settings are referenced in the Winter Plan.
- 1.4 The DHSC has confirmed £3.7 billion in emergency funding for local authorities, and 588 million for discharge as part of the £3 billion NHS winter funding to cover the costs of ongoing care for the remainder of the financial year. Close accounts are being maintained of spend across the system to meet the additional requirements of the Winter Plan that can be charged against this funding.
- 1.5 The government has announced a second round of Infection Control Grant funding of over £500 million to support local providers to manage the safe delivery of services and to minimise the risk of transmission across the most vulnerable. While referenced in the Winter Plan, a separate report will be presented to describe the distribution of this funding.

## 2. KEY PRIORITIES & OBJECTIVES

- 2.1 The Winter Plan covers 4 key themes:
- preventing and controlling the spread of infection in care settings
  - collaboration across health and care services
  - supporting people who receive social care, the workforce, and carers
  - supporting the system
- 2.2 The Winter Plan describes key government national interventions:
- *continue to engage, across the sector, including with local authorities, care providers, people with care and support needs and carers, to understand their needs and to provide appropriate support*
  - *continue to provide financial support to the sector, by providing over £500 million of additional funding to extend the Infection Control Fund to March 2021. This is in addition to the £3.7 billion in emergency funding for local authorities, and the £588 million for discharge as part of the £3 billion NHS winter funding to cover the costs of ongoing care for the remainder of the financial year*
  - *lead and coordinate the national response to COVID-19 and provide support to local areas, where needed, as set out in the [contain framework](#)*
  - *appoint a chief nurse for social care to the Department of Health and Social Care (DHSC)*
  - *we are working up a designation scheme with the Care Quality Commission (CQC) for premises that are safe for people leaving hospital who have tested positive for COVID-19 or are awaiting a test result.*

- *continue to develop and publish relevant guidance, accessible for everyone supported by social care services, and update policies and guidance based on the latest science and evidence. We will work proactively with the sector to communicate vital updates to this Winter Plan and other guidance.*
- *work relentlessly to ensure sufficient appropriate COVID-19 testing capacity and continue to deliver and review the social care testing strategy, in line with the latest evidence, scientific advice on relative priorities and available testing capacity*
- *work to improve the flow of testing data to everyone who needs it*
- *provide free personal protective equipment (PPE) for COVID-19 needs in line with current guidance to care homes and domiciliary care providers, via the PPE portal, until the end of March 2021*
- *provide free PPE to local resilience forums (LRFs) who wish to continue PPE distribution, and to local authorities in other areas, to distribute to social care providers ineligible for supply via the PPE portal, until the end of March 2021*
- *make available for free and promote the flu vaccine to all health and care staff, personal assistants and unpaid carers*
- *play a key role in driving and supporting improved performance of the system, working with local authorities and CQC to strengthen their monitoring and regulation role to ensure infection prevention and control procedures are taking place*
- *publish the new online Adult Social Care Dashboard, bringing together data from the Capacity Tracker and other sources, allowing critical data to be viewed, in real time, at national, regional and local levels by national and local government*
- *publish information about effective local and regional protocols and operational procedures based on what we have learnt so far to support areas with local outbreaks and/or increased community transmission*

2.3 The ASC Winter Plan 2020-21 Policy Paper (18 September 2020) sets out the key actions for and local authorities and NHS organisations:

- *local authorities and NHS organisations should continue to put co-production at the heart of decision-making, involving people who receive health and care services, their families, and carers*
- *local authorities and NHS organisations should continue to recognise the importance of including care provider representatives in local decision-making fora, ensuring they are involved throughout*
- *local authorities must put in place their own winter plans, building on existing planning, including local outbreak plans, in the context of planning for the end of the transition period, and write to DHSC to confirm they have done this by 31 October 2020. These winter plans should incorporate the recommendations set out in this document. NHS and voluntary and community sector organisations should be involved in the development of the plans where possible*
- *local authorities and NHS organisations should continue to address inequalities locally, involving people with lived experience wherever possible, and consider these issues throughout the implementation of this winter plan*
- *local authorities must distribute funding made available through the extension of the Infection Control Fund to the sector as quickly as possible, and report on how funding is being used, in line with the grant conditions*
- *local authorities must continue to implement relevant guidance and promote guidance to all social care providers, making clear what it means for them*
- *local systems should continue to take appropriate actions to treat and investigate cases of COVID-19, including those set out in the contain framework and COVID-19 testing strategy. This includes hospitals continuing to test people on discharge to a care home and Public Health England local health protection teams continuing to arrange for testing of whole care homes with outbreaks of the virus*
- *local authorities should ensure, as far as possible, that care providers carry out testing as set out in the testing strategy and, together with NHS organisations, provide local support for testing in adult social care if needed*

- *local authorities should provide free PPE to care providers ineligible for the PPE portal, when required (including for personal assistants), either through their LRF (if it is continuing to distribute PPE) or directly until March 2021*
- *local authorities and NHS organisations should work together, along with care providers and voluntary and community sector organisations, to encourage those who are eligible for a free flu vaccine to access one*
- *local authorities should work with social care services to re-open safely, in particular, day services or respite services. Where people who use those services can no longer access them in a way that meets their needs, local authorities should work with them to identify alternative arrangements*
- *local authorities should work with social care services to re-open safely, in particular, day services or respite services. Where people who use those services can no longer access them in a way that meets their needs, local authorities should work with them to identify alternative arrangements*
- *local authorities and NHS organisations should continue to work with providers to provide appropriate primary and community care at home and in care homes, to prevent avoidable admissions, support safe and timely discharge from hospitals, and to resume Continuing Healthcare (CHC) assessments at speed*
- *NHS organisations should continue to provide high-quality clinical and technical support to care providers through the [Enhanced Health in Care Homes framework](#) and other local agreements*
- *local authority directors of public health should give a regular assessment of whether visiting care homes is likely to be appropriate within their local authority, or within local wards, taking into account the wider risk environment and immediately move to stop visiting if an area becomes an 'area of intervention', except in exceptional circumstances such as end of life.*

#### 2.4 The Winter Plan also sets out the key actions that providers should take:

- *providers must keep the needs and safety of the people they support and their staff at the forefront of all activities*
- *providers should review and update their business continuity plans for the autumn and winter, of which workforce resilience should be a key component*
- *providers should continue to ensure that all relevant guidance is implemented and followed, using the new guidance portal for providers, [overview of adult social care guidance on coronavirus \(COVID-19\)](#)*
- *providers should utilise additional funding available to implement infection prevention and control measures, in accordance with the conditions of the Infection Control Fund and those given by local authorities, and should provide all information requested on use of the funding to local authorities*
- *providers must provide data through the Capacity Tracker or other relevant data collection or escalation routes in line with government guidance and the conditions of the Infection Control Fund*
- *providers should ensure that both symptomatic staff and symptomatic recipients of care are able to access COVID-19 testing, as soon as possible. Care homes should adhere to guidance on regular testing for all staff and care home residents*
- *all eligible care providers can register for and use the new PPE portal. All providers should report any PPE shortages through the Capacity Tracker, LRFs where applicable, or any other relevant escalation or data collection route*
- *providers ineligible to register for the portal (such as personal assistants) should contact their LRF (if it is continuing to distribute PPE) or their local authority to obtain free PPE for COVID-19 needs*
- *providers should proactively encourage and enable people who receive care and social care staff to receive free flu vaccinations and report uptake*
- *care home providers should develop a policy for limited visits (if appropriate), in line with up-to-date guidance from their relevant Director of Public Health and based on dynamic risk assessments which consider the vulnerability of residents. This should*

*include both whether their residents' needs make them particularly clinically vulnerable to COVID-19 and whether their residents' needs make visits particularly important*

2.5 Considerable detail sits behind the key actions set out above. These are described through the ASC Winter Plan.

### 3. LOCAL RESPONSE

3.1 The local economy response to the Winter Plan 2020-21 is attached to this report at **Appendix 2**. The response sets out the key actions and priorities for the local area to ensure resilience and contingency to support individuals and providers through the winter.

3.2 The overarching aims of the local Winter Plan are:

- Ensuring everyone who needs care and support can get high quality, timely and safe care throughout the autumn and winter period.
- Protecting people who need care, support or safeguards, the social care workforce, and carers from infections including COVID-19.
- Making sure that people who need care, support or safeguards remain connected to essential services and their loved ones whilst protecting individuals from infections including COVID-19.

3.3 A comprehensive review of the current local system position is currently being undertaken to understand the local system's preparedness to meet the needs of local people, with providers and a workforce that are equipped to deliver safe, appropriate services. This assessment will be used to inform key priorities for the local economy to ensure delivery against the Winter Plan 2020-21.

### 4. FINANCIAL IMPLICATIONS

4.1 The government has announced various funding streams to support the delivery of the range of programmes required to protect the local population during the pandemic.

4.2 The allocated budgets to support additional or specific spend to deliver pandemic specific services are being closely monitored via the Finance Teams. It is unclear at this stage what the additional costs of delivering the Winter Plan.

4.3 Close engagement with Finance will continue to ensure covid related spend is clearly identified and allocated appropriately. This has been clear for the Infection Control Grant. This spend is monitored via AMT and dedicated briefings with Finance.

### 5. CONCLUSION

5.1 On 18 September 2020 the government wrote to the Chief Executive, CCG Accountable Officer, the DASS and the DPH to set out the requirements of the ASC Winter Plan 2020-21.

5.2 The local response to the Winter Plan must be submitted to DHSC by 31 October 2020.

5.3 The local Winter Plan response is presented at **Appendix 2** of this report. Key system leaders have been consulted on the development of the Winter Plan response.

### 6. RECOMMENDATIONS

6.1 As set out at the front of the report.



Department  
of Health &  
Social Care



From Helen Whately MP  
Minister of State for Care  
39 Victoria Street  
London  
SW1H 0EU  
[www.gov.uk](http://www.gov.uk)

To:  
Local Authority Chief Executive  
Directors of Adult Social Services  
Directors of Public Health  
Care Home Providers  
CCG Accountable Officers

**18 September 2020**

Dear colleague,

### **Adult Social Care Winter Plan**

I am writing to you at a critical phase in our efforts to track, contain and control the spread of Covid-19 in our communities.

The last seven months have been the most pressured, stressful and unrelenting that any of us, working in the health and care system can remember. I am hugely grateful to local authority staff, the social care workforce and our NHS colleagues, who have continued to do such an incredible job looking after those in their care.

This year, we have all shared or recognised the pain of losing family members, friends and colleagues to coronavirus and its complications. I am determined to do all that I can to protect everyone receiving and providing care this winter. Nationally, locally and at the front line, we must intensify our efforts to support, protect and equip everyone in the system.

With the prevalence of coronavirus rising in the population and in social care, now is the time to act.

Many of you will have seen our [Director of Social Care Delivery Stuart Miller's recent letter to the care sector](#), drawing attention, at the first opportunity, to the signs of rising infection rates in care settings, emphasising the need to maintain vigorous infection control and to make sure that everyone is doing the right things to reduce the risk of transmission.

Today, I am launching the Adult Social Care Winter Plan, which builds upon the excellent work of David Pearson's Adult Social Care Covid-19 Taskforce which convened this summer. It sets out the actions we are taking at a national level to support those who provide and receive care. It also outlines the actions every local area (local authorities and NHS partners) and every care provider must be taking right now, if we are to maintain our collective efforts to keep the virus at bay.

Our plan to protect social care includes increased support to the sector, and further expectations and requirements of care providers, local authorities and NHS organisations to make sure everything possible is being done to keep people safe. While we recognise these policies may place ex-

tra demands on already hard-stretched organisations, these are vital to protect people from Covid-19 and are based on clinical guidance and lessons already learned during the pandemic.

Under this plan:

- We are supporting the sector with an additional £546 million Infection Control Fund, to help with the extra costs of infection prevention and control measures – including the payment of care workers who are self-isolating in line with government guidelines.
- We will scale up our PPE distribution to make free PPE available for all adult social care providers and care workers through to March 2021. All CQC registered adult social care providers can now register on the PPE portal and order limits will be increasing over the coming weeks. We will also support the wider PPE needs of the sector.
- Care providers must stop all but essential movement of staff between care homes. We know that the majority of care homes have already done this – now we are taking this restriction further.
- Further steps will be taken to reduce the risks of visiting in care homes. Visits are important for the wellbeing of residents and loved ones, but with higher rates of Covid-19 in the community, extra precautions will be needed including supervision of visitors to make sure social distancing and infection prevention and control measures are adhered to.
- Meanwhile, designated ‘areas of intervention’ must not allow visiting except in exceptional circumstances, such as end-of-life.
- A Chief Nurse for Adult Social Care will be appointed to provide leadership to the social care nursing workforce.
- A new dashboard will monitor care home infections and provide data to help local government and care providers respond quicker.

The £546m Infection Control Funding is in addition to the £600 million already provided, and the £3.7billion provided to local authorities to support all Covid19 activity. We’ve also announced £588m for the NHS to support the safe discharge of patients from hospital.

Over and above these national-level measures and resources you will know we have put in place a comprehensive testing strategy for care homes, with whole home testing in outbreak situations; and regular testing of staff (every 7 days) and residents (every 28 days).

There have been understandable concerns about testing turnaround times. The National Testing Programme is addressing these issues, but you should know that we have ringfenced capacity for 100,000 tests per day for the social care sector. We have also met our 7 September target of providing testing kits to all care homes for older people and people with dementia who have registered for regular retesting kits.

In addition, all other care homes have been able to place orders for test kits from 31 August. So far, over 2,000 specialist homes have registered for test kits.

While central Government has an essential role to play in providing these resources and defining and setting expectations, it is also our obligation to drive, support and encourage high performance at a local level, in every care setting and by every person in the workforce.

Local authorities have a crucial role to play in support of this. As I know is often the case, it is vital that you are in frequent contact with care providers in your area so that you are confident in their levels of infection prevention and control. You will also want to be confident they are providing the support needed to make sure they and their staff are taking all necessary steps to combat the spread of the virus. In doing this, you will be working alongside the Care Quality Commission (CQC) which has the means to intervene swiftly where provider performance requires rapid improvement.

CQC’s boosted role will include 500 additional inspections focused on infection prevention and control and promptly following up on all high-risk services. They will also monitor targeted infection

and prevention inspection protocols and remind homes of the need for strong self-assessment procedures. We have also tasked them to record and share examples of best practice across the social care system.

We are also working up a designation scheme with CQC for premises that are safe for people leaving hospital who have tested positive for COVID-19 or are awaiting a test result.

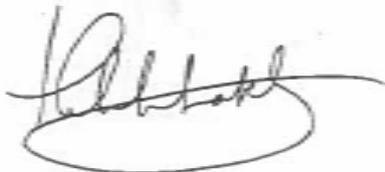
These actions have a common goal: to protect staff and those who receive care during this critical phase. The more we know about when, where and why people become infected, the quicker we can move to prevent community transmission. This time next year, it would be wonderful to achieve our objective of Covid-free care homes, resilient communities and a health and care workforce still able to give their very best.

Protecting care staff is as important as protecting those they care for. On average, flu kills more than 11,000 people every year. With Covid-19 circulating at the same time as other seasonal illnesses, it is essential that access to free flu vaccinations is quick, easy and painless for all care workers. That's why we have extended eligibility for free vaccines. Meanwhile, pharmacists can now deliver flu vaccinations to care workers in their workplace.

As we consider the prospect of this pandemic persisting into the winter months, keeping our health and care staff healthy has never been more important. This goes beyond vaccinations, to our fundamental duty to support their physical and mental health regardless of the virus' impact. I know many providers have been taking extra steps to support the physical and mental health of staff, and I cannot emphasise enough how vital it is that each and every employer makes sure that they have done all they can to protect and support care workers through this difficult time.

Our support for their dedicated service is unwavering. Guided by the Adult Social Care Winter Plan, supported by the boosted Infection Control Fund, and united in our determination to defeat this virus, we will continue to work with you all to keep everyone safe and well – during this pandemic and beyond.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Helen Whately', with a large, sweeping flourish underneath.

Helen Whately  
Minister of State for Care  
Department of Health and Social Care

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# Tameside Adult Social Care Winter Plan 2020-21

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# Overarching Aims

Ensuring everyone who needs care and support can get high quality, timely and safe care throughout the autumn and winter period.



Protecting people who need care, support or safeguards, the social care workforce, and carers from infections including COVID-19.



Making sure that people who need care, support or safeguards remain connected to essential services and their loved ones whilst protecting individuals from infections including COVID-19.



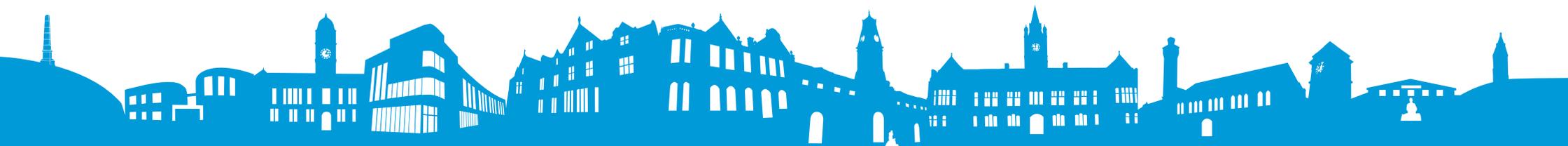
# Our Approach

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Key to our approach to ensuring people receive the right support, at the right time, in the right place is whole system working and joined up communication. This Plan sits alongside the Tameside and Glossop third phase response.

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Ensuring people receive the right support, at the right time, in the right place



# Key Objectives

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1

## Preventing and controlling the spread of infection in care settings.

### Guidance on infection prevention and outbreak management.

Support to prevent infection remains a critical element of the support to care homes. The Infection Prevention and Control Team, alongside the Population Health Team, the Quality and Safeguarding Team (CCG) and the Adult Social Care team continue to support the homes on a daily basis in order to prevent and manage any infection outbreaks in the homes. Ongoing training for staff is available relating to preventing and managing infections, including the correct use of PPE. Where outbreaks are identified Outbreak Control Team meetings are called, usually the same day, to understand the cause of the outbreak and offer ongoing support to the care home to manage the safe conclusion of the outbreak.

Care homes are able to access PPE via their own suppliers at this stage, however the LA and the CCG continue to access PPE supplies via the LRF supply route should this be needed in an emergency. Same day delivery of emergency supplies can be facilitated by ASC.

Care homes have developed workforce deployment to ensure regular teams work in single locations and no longer allow staff to car share, share break times, or use communal areas.

The extension of the Infection Control Fund will continue to ensure all care providers can continue with measures that reduce risks of infection and continue to support a resilient approach to staffing.

### Covid-19 testing

All care homes have a regular regime of testing with all staff tested every week and all residents tested every 28 days. In the case of outbreak management, further testing is undertaken via PHE supported by the Infection Prevention and Control Team. All health and social care professionals who are likely to enter care homes to fulfil essential duties to support individuals are tested on a weekly basis.

Work is underway to roll out testing for individuals living in supported accommodation or extra care housing schemes, with regular contact with providers to ensure they are registered with the Portal.

All health and social care professionals and their families are able to utilise local satellite testing centres to ensure prompt testing.

Testing has been made available through the Homeless Team for all individuals who are supported via that service.

### Seasonal Flu Vaccines

The seasonal flu campaign is well underway with many vulnerable people receiving their vaccines via GP surgery. Care home staff across the sector are reporting difficulties in accessing flu vaccinations via their GP or pharmacy. This matter has been escalated.

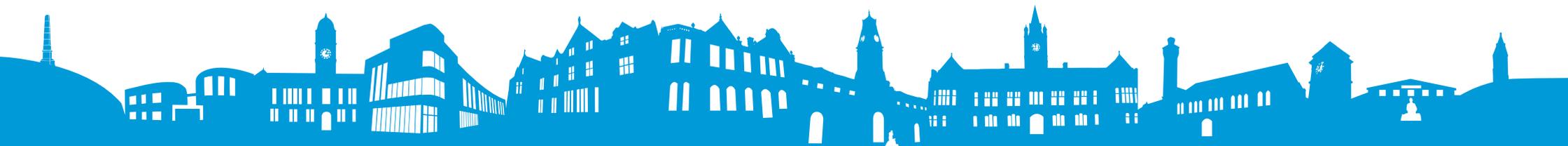
Additionally the residents and staff in care homes have been receiving their vaccines, with residents at 23 of 35 care homes having had their vaccination, with clinics booked in the remaining care homes. Some staff in care homes are reporting difficulties accessing vaccinations. This has been escalated.

Additionally the LA and the CCG ran a flu clinic the week of 12 October 2020 for front line staff, where over 400 staff were vaccinated, including some volunteers from our Voluntary Sector partners.



**over 400**  
front line staff were  
vaccinated, including  
some volunteers from  
our Voluntary Sector  
partners

**seasonal  
flu vaccine**



# Key Objectives

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## 2

### Collaboration across health and care services.

#### Safe discharges and avoidable admissions

The CCG and ASC work jointly to commission care packages to facilitate discharges from hospital.

All individuals who are requiring a short term provision in a care home are tested prior to discharge and the results of the test are communicated to the home; this is recorded in case notes and within the assessment documentation. Joint work ensures either care homes do not admit new or existing people if they are not able to safely manage the impact of the Covid-19 symptoms.

Good links with local and voluntary sector organisations provide support to people who require discharge; this includes Age UK who provide a 'Home from Hospital' support service. Additionally a dedicated Housing Officer from Jigsaw Housing (major residential social landlord) is based with the integrated discharge team at the hospital.

A D2A team has been established in the community to carry out Care Act Assessments which ensures these assessments are taking place within the required 6 week period to identify longer term support needs in the community. This team will also complete CHC screening and progress an appropriate onward referral.

Guidance, processes and D2A funding templates have been developed jointly with the CCG and Integrated Care Foundation Trust (ICFT), shared and implemented across all organisations.

Commissioning is underway to procure 12 D2A beds to support timely discharges from hospital over the winter period.

Care Homes are supported to accept admissions with testing of all people being discharged from hospital. Care Homes are supported to safely isolate people and where this is not possible alternatives are being sought. Work is currently underway with the care sector to identify Designated Spaces to allow people who need ongoing isolation due to a positive or inconclusive COVID-19 test, to be discharged safely from hospital.

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## Enhanced Health in Care Homes (EHCH)

The cornerstone of the EHCH offer is the Digital Health function – all care homes are digitally linked to a clinical support team 7am-10pm to offer clinical advice and support to minimise ED attendances. The integrated approach locally is epitomised by Working in partnership with Health Innovation Manchester care homes are engaged with a new digital Covid-19 Tracker, via Safe Steps, to support care management of their residents. GPs have access to this Tracker and can assess each day to enable a risk-based response to changes in an individual's health status.

The programme is overseen on a daily basis by the Consultant Geriatrician.

Digital Health includes routine monitoring of individuals, including the use of pulse oximeters.

Each care home has a named PCN Clinical Lead who reviews the information available on the Tracker, and attends OCT meetings to support care home providers to manage outbreaks.

A task and finish group, attended by representatives from across the economy is meeting regularly to develop and oversee the enhanced offer to care homes. The key priority of this group is to ensure a robust system approach to pro-active care planning and advanced care planning to ensure a personalised approach to meeting an individual's needs. The priority of the work is - There is a consistent approach to personalised care planning across Tameside & Glossop so that individuals residing in care homes are in control of their own narrative and decisions to enable them to live well and have fulfilled lives.

# Key Objectives

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## Supporting people who receive social care, the workforce and carers

### Supporting independence and quality of life

Key to the local approach is a person centred, outcome based approach to ensuring that individuals are central to the service offer. Individuals are involved in the design of the service to meet their identified needs, and there is a focus on what the individual can do for themselves, how their local support network, including family, friends and local community assets can enable them to maximise their independence. Only then will formal services be established to meet need.

### Visiting guidance

In line with restrictions imposed across the North West and specifically Greater Manchester visiting is not currently taking place across the care homes except in exceptional circumstances where families are supported safely to visit their relatives. In addition to support our priority of preventing infections visiting professionals are following strict Infection Control regimes – guidance has been issued to all professionals and providers.

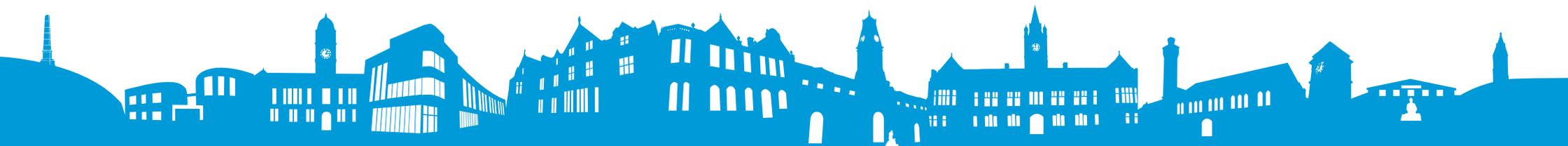
Window visits are currently being supported. Care homes are also looking at a range of ways to support and maintain contact with residents and their families – this includes the use of digital technology, videos, newsletters.

The Director of Public Health will continue to monitor this arrangement and assess the appropriateness of any changes.

### Direct Payments

Weekly meetings take place between managers and the Direct Payment team to review processes and ensure ongoing support is in place for winter. Any changes to guidance are monitored, updated and communicated immediately.

ASC has maintained the support for recipients of Direct Payments and their Pas throughout the pandemic and will continue through winter. This includes writing to people offering information and advice and contact details for the Direct Payment Team, link to resources on the Skills for Care website providing additional information and advice and the offer of PPE on a case by case basis.



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Contingency arrangements continue to be reviewed to recorded on support plans to understand where each person may have support in their home networks if their PA is unwell, or if the Council may be needed to step in and provide that support instead. Regular contact and welfare checks with recipients are undertaken to offer additional and person centred support where required.

There is a GM recruitment programme for PAs that Tameside links in with to ensure there is an effective pool of PA resources to call upon if needed.

PA  
SC  
PL  
AS  
The Council continues to offer greater flexibility in using Direct Payments to meet changing needs. Direct Payments have been used to purchase PPE, provide shopping support for those who are shielding, and in some circumstances (in line with the guidance), the Council has approved family members in the same household to become PAs to provide the most appropriate support and continuity of care.

Social activities, where possible, have been provided virtually, such as bingo, quiz sessions and online tutorials in cookery, music and singing. Person centred approaches, creativity and flexibility

of care and support continues to be fundamental to meet needs and outcomes.

### Unpaid Carers

The Carers Service continues to support carers in a flexible and person centred manner with regular welfare calls and understanding and updating contingency plans. Further support is offered and tailored to meet people's needs - this might be to help with shopping, building confidence using public transport etc.

Assessments and re assessments have been updated to reflect increases in care and support needs. In some cases services have been reduced as families have been at home and have decided to care for their family member; this has either been on a paid (direct payment basis) or unpaid on an informal basis. If provided on an informal basis, the council has offered a carers assessment to the family member as a carer in their own right.

The Council has developed a Carer's Pack of targeted information and advice for carers. This resource has been mailed out, and also shared online and is regularly reviewed and updated. Carer awareness and identification is supported by promoting messages

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through social media and distributing leaflets at key points of contact e.g. Emergency Department, GP).

The Council is developing further plans to support carers on a digital platform to offer support, information, advice and guidance in a different way. Plans include the delivery of virtual coffee mornings, armchair exercises, tips on looking after your mental health etc.

### Day Services and Respite (including Shared Lives)

Day Services for people who have learning disabilities and physical disabilities remain open with appropriate infection control measures in place. This means that services are operating bubbles to reduce the risk of infection. In the event of any major disruption, alternative support away from day centre bases will be arranged to reduce the risk of family / carer breakdown including support using digital technology. These approaches have been utilised successfully by a number of providers to ensure contact is maintained where access to building based services is disrupted. Due to requirements of social distancing attendance patterns are staggered to minimise the number of people in a centre at any one time.

Dementia day care services remain fully open and providing building based and outreach services. To date this has been very well received by individuals and their families.

Shared Lives placements have continued with long term support placements being supported and maintained. Respite support is also available to support those most at risk of individual / carer breakdown.

### Social Prescribing

Social Prescribing Link Workers work closely across Primary Care Networks (PCNs) and with the Council's Humanitarian Hub to identify and support a range of people in need with a range of interventions. This work will continue over the winter period with the allocation of work being made on a referral basis. Direct referrals are also made to the NHS GoodSAM application where appropriate and without going via the Social Prescribing Link Workers.

As part of an evaluation of the response provided to date it has been recognised that more can be done to ensure people with autism and people with a learning disability are supported by

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the Link Workers and work is underway to review and clarify the referral processes and pathways for this support.

Wellbeing Advisors also link in to ensure maximum coverage and impact for individuals and informal carers together with identifying any gaps in the voluntary sector provision which can be enhanced, ideally using community assets already in place.

All appropriate IT equipment, PPE etc is available to enable SPLWs to undertake their roles.

### End of Life Care

Page 147  
It is important that person centred End of Life Care is planned with an individual. GPs and service providers work closely with individuals to ensure that their wishes are considered and documented as part of the advanced care planning process. A cross system working group has been established with care home providers, PCN GP Leads, the CCG, ASC and the Consultant Geriatrician to review the current processes to ensure they are fit for purpose and support individuals to ensure a good life and a good death.

Where an individual resides in a care home, arrangements are in place to facilitate visiting where an individual is at end of life, to ensure they are able to see family members. Care homes have robust procedures in place to facilitate this safely and in a timely manner.

### Care Act Easements

Care Act Easements will only be considered in critical circumstances as a last resort. An action plan setting up how the service will respond should the situation arise has been developed shared with Cabinet members. Alongside this, briefings have been shared with our staff and partners including Health Leads on the local authority position and processes in place to monitor and minimise impact alongside information for the public on our website. We have continued to meet needs throughout the pandemic and we aim to continue to do so. The PWS has regular meetings with commissioning managers to monitor the pressures in the provider sector, along with managers of the social work teams across the service. The Ethical Framework has been well publicised via briefings with all social care staff internally and with our providers. The ethics and values illustrated underpin our approach locally.

# Key Objectives

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## 4

### Supporting the workforce

Greater Manchester has developed a regional recruitment campaign, entitled “Be a Care Hero” (<https://www.greater.jobs/content/10231/be-a-care-hero>) and Tameside is part of this campaign to urgently recruit people to the social care sector, offering full training and induction with no previous experience of the sector required.

Locally, the Council has ensured fast-track recruitment processes to enable this to happen quickly. This continues to be promoted to attract people to work for social care through winter.

The national recruitment support through ‘Skills for Care’ is regularly promoted to all social care staff including the provider sector, through briefing notes that are developed for the adult social care workforce. These briefings promote targeted messages about health and wellbeing support to the workforce, the people they provide support to, and national and local guidance is streamlined with specific advice from local Public Health and Infection Control Teams. Some examples of the

types of support offered and promoted include mental health and wellbeing, counselling and occupational health support, bereavement support, maintaining good physical health, tips for home working, support from the voluntary sector etc.

The frequency of these briefings can be adapted to the level of need, and providers have been asked for their feedback on content and frequency to ensure it is a meaningful and useful resource. At least once a week, providers are contacted to check if they need support, promote any key messages and ensure that relevant data and information is collected to inform planning locally and regionally. For example, the Council will work with providers to support them with registering with the national PPE portal, ensuring effective monitoring through the capacity tracker, accessing the emergency PPE supplies, co-ordinating care home outbreak meetings, promoting local webinars for Infection Prevention and swabbing with the local Infection Control Team etc.

The Council regularly updates and promotes the ‘Workforce FAQs’ adapting quickly to national, regional and local guidance. Managers are directed to the FAQs as soon as there are revisions, with notes to highlight the key changes so that they may be able

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to put changes into place and have conversations with their teams if required.

As well as additional fast-track recruitment to ensure sufficient capacity, the Council continues to ensure the flexibility of the workforce is maintained so that resources can be effectively redeployed and redirected to where there is greatest demand.

As well as a local outbreak plan for the Council, ASC has a 'surge plan' which builds upon all service business continuity plans to hold a strategic overview of contingency planning for adult social care; a key component of this is contingency planning of the entire workforce.

### Principal Social Worker Reflection

Work is ongoing to ensure that the principles of the Care Act and Mental Capacity Act and Human Rights Act underpin all of the work that takes place in Adult Social Care. Legal literacy and its application to ensure a rights based approach to social work is a key part of our workforce development plan and this has continued during the pandemic. Guidance has been developed, updated and shared with practitioners, partner organisations including the NHS on best practice during the pandemic.

Social Workers are aware of issues of inequality and deprivation and often use their role to advocate for, and challenge health and social care systems, to ensure the rights of those we support are upheld. Social Workers have a holistic approach to assessment and consider health inequalities alongside social care in their interventions. Ongoing work to raise awareness of issues for particular groups is ongoing and forms part of the workforce development plan alongside the ongoing work across the integrated teams.

As new pathways and models of practice have been developed and reviewed, such as the Discharge to Assess pathway, the principles of the Ethical Framework and person-centred care and support have been at the centre.

Safeguarding practice has been reviewed and monitored throughout the pandemic, trends and patterns have been analysed and support and guidance has been offered to social work practitioners and partner agencies on safeguarding work during the pandemic. The ongoing work to learn from, and develop Safeguarding Adults practice locally is continuing, with legal literacy and Making Safeguarding Personal at the heart of this.

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## Shielding

A register of shielded/CEV staff is maintained, and risk assessments for all staff are person centred and reflect individual needs and vulnerabilities so that adjustments can be put in place to ensure the protection, health, safety and welfare of all staff.

These risk assessments are continuously reviewed and employees are being asked to work from home where they can and are offered deployment to other roles if necessary.



shielding

# Key Objectives

## 5 Financial Support

A second round of Infection Control Grant funding has been allocated to the Council - £2,131,598. All providers have been notified of their allocations – based on the requirements stipulated in the grant. Grant agreements have been set up, and providers are clear about how this grant should be used. Use of the grant will be monitored by Finance Services and the Commissioning Team and will be overseen by Adult Management Team. Reporting will also be made into Executive Cabinet periodically.

Financial support is also available to facilitate the Discharge to Assess model described in the Hospital Discharge Service: Policy and Operating Model guidance (17 September 2020), where up to 6 weeks of care and support will be funded by the NHS discharge funding until assessment has been completed and appropriate arrangements have been put in place. Robust monitoring arrangements have been put in place to understand the costs and to ensure that assessments are undertaken in a timely manner.

From 19 March 2020 to 31 August 2020 care packages that supported a prompt discharge from hospital, or prevented a hospital admission have been funded via the NHS. CHC assessments were not undertaken during this period, but were re-introduced from 1 September 2020. A programme of works to assess the individuals whose care packages have been funded via the NHS – the deferred list – has been established to work to the deadline of 31 March 2021. A determination will be made of who is eligible to fund the care – the NHS via CHC funding, the individual as a self-funder, or the local authority, with a financial assessment to determine if an individual is eligible to pay towards the cost of their care. Close monitoring of this programme has been established.



# Key Objectives

6

## Oversight

Local reporting, care home support team meeting, capacity tracker, daily calls, are home support plan.



working  
together

# Agenda Item 6

<b>Report to:</b>	<b>EXECUTIVE CABINET</b>								
<b>Date:</b>	25 November 2020								
<b>Executive Member:</b>	Councillor Allison Gwynne – Executive Member (Neighbourhoods, Community Safety and Environment) Councillor Eleanor Wills – Executive Member (Adult Social Care and Population Health)								
<b>Clinical Lead:</b>	Dr Jane Harvey – Clinical Lead (Public Health)								
<b>Reporting Officer:</b>	Ian Saxon – Director, Operations and Neighbourhoods								
<b>Subject:</b>	<b>PROVISION OF GENERALIST SOCIAL WELFARE INFORMATION AND ADVICE AND SPECIALIST EMPLOYMENT ADVICE</b>								
<b>Report Summary:</b>	<p>The Council has had a contract with Citizens Advice Tameside for many years to deliver generalist social welfare advice and specialist employment advice.</p> <p>The current contract ends on 31 March 2021 and the report describes the options available for the re-commissioning of the contract.</p> <p>A soft market test has been undertaken to explore whether there are other providers in the market. This report informs the outcome of the soft market test and proposes a way forward.</p>								
<b>Recommendations:</b>	<p>It is recommended that:</p> <ul style="list-style-type: none"><li>i) approval is given to tender the provision of generalist social welfare information and advice and specialist employment advice to commence 1 April 2021</li><li>ii) delegated authority is afforded to the Director of Operations and Neighbourhoods to award the tender and enter into all necessary contract arrangements</li></ul>								
<b>Financial Implications:</b> <b>(Authorised by the statutory Section 151 Officer &amp; Chief Finance Officer)</b>	<table><tr><td><b>Budget Allocation (if Investment Decision)</b></td><td>£116,000 (£78,000 – Operations and Neighbourhoods : £38,000 – Population Health)</td></tr><tr><td><b>CCG or TMBC Budget Allocation</b></td><td>TMBC Budget</td></tr><tr><td><b>Integrated Commissioning Fund Section – s75, Aligned, In-Collaboration</b></td><td>£78,000 – Aligned Budget - Operations and Neighbourhoods £38,000 – Section 75 - Population Health</td></tr><tr><td><b>Decision Body – SCB Executive Cabinet, CCG Governing Body</b></td><td>£78,000 – Executive Cabinet £38,000 – Strategic Commissioning Board</td></tr></table> <p><b>Additional Comments</b></p> <p>There is existing revenue budget for this contract with £78,000 budget in Operations and Neighbourhoods and £38,000 budget in Population Health Directorates. However, Members should note that there is no provision for any cost increase above these values such as inflation.</p>	<b>Budget Allocation (if Investment Decision)</b>	£116,000 (£78,000 – Operations and Neighbourhoods : £38,000 – Population Health)	<b>CCG or TMBC Budget Allocation</b>	TMBC Budget	<b>Integrated Commissioning Fund Section – s75, Aligned, In-Collaboration</b>	£78,000 – Aligned Budget - Operations and Neighbourhoods £38,000 – Section 75 - Population Health	<b>Decision Body – SCB Executive Cabinet, CCG Governing Body</b>	£78,000 – Executive Cabinet £38,000 – Strategic Commissioning Board
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<b>CCG or TMBC Budget Allocation</b>	TMBC Budget								
<b>Integrated Commissioning Fund Section – s75, Aligned, In-Collaboration</b>	£78,000 – Aligned Budget - Operations and Neighbourhoods £38,000 – Section 75 - Population Health								
<b>Decision Body – SCB Executive Cabinet, CCG Governing Body</b>	£78,000 – Executive Cabinet £38,000 – Strategic Commissioning Board								

This budget will be available for the full three year period subject to any savings that the Council will need to deliver. It is therefore essential that the revised contract has appropriate break clauses.

The report will require approval by both the Executive Cabinet (£78,000 budget for Operations and Neighbourhoods that is within the Aligned section of the Integrated Commissioning Fund) and the Strategic Commissioning Board (£38,000 budget for Population Health within the Section 75).

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

The report comprehensively sets out the background to the delivery of the services which over the years has been via grant and direct award.

It is understandable during these current challenging times that a further direct award may be appealing.

Quite correctly STAR advised that soft market testing should be undertaken which revealed that there are potentially other interested organisations in the market who consider that they could deliver the service. Therefore there are no grounds on which a direct award could be made without the risk of challenge which could potentially have an impact on the delivery of services as this most critical of times.

In addition whilst not a criticism of the current provider taking the service provision back to the market will assure Members and officers that the new provision represents good value for money.

The service has already engaged with STAR in good time which should ensure a compliant and transparent tender exercise is undertaken to deliver a service to meet the needs of residents and provide good value for money to the Council.

**How do proposals align with  
Health & Wellbeing Strategy?**

The proposal aligns with the Living Well and Ageing Well programmes

**How do proposals align with  
Locality Plan?**

The service links into the Council's priorities for People:-

- Improve Health and wellbeing of residents
- Protect the most vulnerable
- Increasing self-sufficiency and resilience of individuals and families

**How do proposals align with  
the Commissioning  
Strategy?**

The proposal supports the 'Care Together Commissioning for Reform Strategy 2016-2020' commissioning priorities for improving population health and wellbeing of residents.

**Recommendations / views of  
the Health and Care Advisory  
Group:**

N/A

**Public and Patient  
Implications:**

The proposed service model has been informed by data on customer satisfaction and engagement on social policy issues.

**Quality Implications:**

The provider will be required to maintain Advice Quality Standards (AQS) accreditation at the general help level for welfare benefits and debt and specialist level in relation to employment law advice throughout the duration of the contract. Services commissioned via the contract will be subject to ongoing quality monitoring.

**How do the proposals help to reduce health inequalities?**

The provision of advice and information is essential in reducing poverty which can help reduce stress and anxiety and improve health outcomes.

**What are the Equality and Diversity implications?**

There are no equality and diversity implications associated with this report, see **Appendix 1**.

**What are the safeguarding implications?**

There are no safeguarding implications associated with this report.

**What are the Information Governance implications? Has a privacy impact assessment been conducted?**

Personal data relating to users of the service will be held by the provider. The provider must comply with the provisions of the General Data Protection Regulation and the Data Protection Act 2018 in relation to their handling of this data. A privacy impact assessment has not been conducted.

**Risk Management:**

Any risks of poor service delivery will be mitigated by requiring the provider to supply quarterly management information and attend quarterly contract monitoring meetings.

There is a significant risk that ceasing the provision of this service would mean that residents would not have access to independent advice and information. This would very likely lead to poverty, homelessness and poor health outcomes and subsequently increase demand on statutory services.

**Access to Information:**

The background papers relating to this report can be inspected by contacting Janine Yates, Team Manager, Welfare Rights and Debt Advice Service



Telephone: 07866 530925



e-mail: [janine.yates@tameside.gov.uk](mailto:janine.yates@tameside.gov.uk)

## **1. INTRODUCTION**

- 1.1 It is well reported that income deprivation has damaging effects on residents' health, affecting their ability to satisfy basic needs such as food, and housing and to participate in their community. Health outcomes in Tameside are poor with healthy life expectancy at 58.1 years for males and 57.6 years for females (6.2 years below the England average for females, and 5.2 years below for males). The levels of stress, anxiety and depression associated with low income can increase or lead to mental health issues.
- 1.2 Poverty is a significant public health issue, which will be further exacerbated by the immediate and longer term economic impact of Covid-19, with those groups already in financially precarious positions likely to be more affected. Supporting individuals to regain control of their financial situation can give relief to symptoms of stress and anxiety that adversely impact on health. Provision of advice can reduce the impact of debt and financial issues on the physical and mental health of individuals and their families.
- 1.3 Tameside is relatively deprived overall (28th most deprived out of 317 local authorities) and has pockets of nationally significant levels of deprivation, with 29 Lower Super Output Areas (LSOAs) which fall within the worst 10% nationally. Nearly a fifth of children aged under 16 (18.9%) are in low income families – this is compared to 17.0% in England. Levels of dependency on the public sector in Tameside are high and the shift away from funding authorities on the basis of need has hit us hard. The community and voluntary sector are essential in how we work together to address inequalities and deprivation within our borough; the provision of information and advice on welfare benefits, debt advice and employment rights are one aspect of addressing such issues.
- 1.4 The Council has had a contract with Citizens Advice Tameside for many years to deliver generalist social welfare advice and specialist employment advice.
- 1.5 The contract was last reviewed in 2018 when a waiver to standing orders was granted to allow the direct award of a three-year contract to Citizens Advice Tameside. The current contract period comes to end on 31 March 2021 therefore consideration is being given to the provision of this service moving forward. A soft market test has been undertaken to explore whether there are other providers in the market. This report informs the outcome of the soft market test and proposes a way forward.

## **2. CURRENT PROVISION**

- 2.1 The current service is provided by Citizens Advice Tameside, also known as Tameside Citizens Advice Bureau Ltd (CAB). The service is operated from an office based in Tameside One and complemented by various outreach provision funded by other organisations. Citizens Advice Tameside is a registered charity and a social policy campaigner for some of our most vulnerable residents. It provides free, confidential, impartial and independent support and advice for all residents of Tameside. Their ethos, to empower clients to deal with the everyday issues in their lives, creating happier and healthier local communities.
- 2.2 Citizens Advice Tameside currently provides a range of advice services under a contract with the Council. This arrangement has been in place for many years and services provided by Citizens Advice Tameside are seen to be complementary to and supportive of the Council's advice services. The advice typically includes debt, welfare benefits, housing, consumer, discrimination, education, immigration, tax and legal issues as well as specialist employment advice.
- 2.3 The contract agreement enables Citizens Advice Tameside to meet the core costs of delivering the advice service including the salary costs of a small number of managerial, advice and administrative staff. The contract also acts as a conduit for leveraging in external

funding and during 2018/19 this amounted to an additional amount of £272,918 that provided additional advice and support services to Tameside residents.

- 2.4 Prior to Covid-19 the delivery model was centred predominantly around a daily drop-in advice service from Tameside One, telephone advice through the GM telephone advice line and by face to face appointments. Additionally specifically funded projects to deliver debt advice, Universal Credit Help to Claim, social prescribing and advice appointments at outreach venues. Since March 2020, the service has been delivered remotely by telephone, email and webchat.
- 2.5 In 2019/20, the service advised 4681 new clients and reported £1,920,564 in additional income gains for Tameside residents which included successful claims for benefit, energy switches, grants and compensation payments. An additional £407,889 of debt was written off in the same period through negotiation with creditors and insolvency proceedings and a further £138,767 in repayment amounts rescheduled. £68,892 was also reported in other financial outcomes including prevention of bailiff action, energy referrals, moratoriums on debts and blue badge entitlement.
- 2.6 The service assisted 336 clients with employment advice in 2019/20 with 130 clients advised by the employment caseworker. This caseworker is funded through the current contract to provide 18 hours a week of specialist employment advice. Advice includes helping people realise their rights, assisting with dispute resolution, raising grievances, challenging dismissals and assisting with employment tribunals.
- 2.7 As well as paid staff, the service is supported greatly by volunteers and 23 new volunteers were recruited and trained in 2019/20 along with 3196 volunteer hours worked across the year.
- 2.8 The contract is managed quarterly with performance figures provided on time and includes demographic data, numbers of clients helped, outcomes, complaints, customer satisfaction and social policy issues. There have been no areas of concern raised throughout the contract period.

### **3. FUTURE PROVISION**

- 3.1 The current contract fulfils all the requirements to support residents of Tameside seeking information and advice and it is proposed that any new contract specification includes the same areas of social welfare law and debt advice. It is also proposed that any new contract includes a requirement to deliver 18 hours a week of specialist employment advice to include assistance with tribunals. The rationale for this requirement is that the economic benefits of being in employment are a priority for the Council and it is expected that the provider assists people to understand their employment rights and how to solve work related problems including discrimination, pay, disability, dismissal and redundancy. This will be of particular significance with the end of the current furlough scheme and reduced help available with any replacement schemes and the on-going impact of job losses.
- 3.2 Due to the limited amount of funding it is expected that the provider will utilise the core contract funding to develop the service offer and make the organisation sustainable by securing additional external funding.
- 3.3 As COVID-19 restrictions may still be in place any new contract will allow for advice to be delivered flexibly in order to keep staff and members of the public safe. This will include remote delivery of advice through telephone, web chat and email.

## 4. OPTIONS APPRAISAL

4.1 Previously a direct contract has been awarded to Citizens Advice Tameside by a waiver to standing orders. The current contract ends on 31 March 2021 and advice was sought from STAR as multiple waivers had been agreed with no market testing. STAR provided a report that outlined three options for the re-commissioning of the contract that ensured the Council remained compliant with Contract Procedure Rules (CPR).

### **Join the GM collaborative Citizens Advice contract**

4.2 A collaborative Citizens Advice contract has been in place since 2019 for Stockport, Trafford and Rochdale and delivered by Pennine West CAB. The contract term is five years and provides planned contract breaks to allow other Local Authorities to join; the next one being 1 April 2022. A one-year extension to the current contract or a tender process for one year would be necessary if this option was pursued.

4.3 Each authority pays a third contribution to the cost of the joint core service and then additional cost of individual requirements. It was noted that whilst the core contract included staffing provision it did not provide for any specialist employment advice, which has been included in the Tameside contract specification for many years. It is recognised that access to specialist employment advice, without any means test requirement is important, especially during Covid-19 and it would therefore be prudent for this to be included in any future contract.

4.4 Some exploratory calculations were carried out using the pricing matrix of the collaborative contract. It transpired that the cost for the core service alone would exceed the budget that the Council has available and it was therefore determined that this option was not financially viable.

### **Direct award of contract to Citizens Advice Tameside**

4.5 Consider directly awarding the contract to Citizens Advice Tameside for 3 years from 1 April 2021. Rationale for considering a direct award was based around the current climate and not wanting to disrupt the sector during the Covid-19 pandemic.

4.6 STAR advised against this route as the market had not been tested for many years and could leave the Council open to challenge from other potential providers. In order to rely on the exemption rule and make a direct award the Council would need to demonstrate that no genuine competition can be obtained in respect of the purchase of the service. In order to provide the evidence a soft market test must be carried out. This would then determine whether the relevant exemption rule could be relied on or whether the soft market test determined that there are other suppliers within the market, which would then mean that this exemption rule could not be relied upon.

### **Tender the contract by procurement exercise**

4.7 Consider tender of the contract by initially carrying out a soft market test to determine whether a direct award was appropriate or if a procurement exercise should be undertaken.

4.8 In order to satisfy Contract Procedure Rules it was determined that a soft market test was the most appropriate option to establish whether or not there were providers other than Citizens Advice who could deliver the contract. The soft market test was carried out between 18 September and 13 October 2020 and seven providers initially expressed an interest in delivering the contract. Two of these providers completed the necessary paperwork and made formal representations.

4.9 The soft market test determined that the exemption rule could not be relied on as there are other suppliers within the market.

## 5. THE WAY FORWARD

- 5.1 Having considered the options above and the outcome of the soft market test; the Contract Procedure Rules requires the authority to demonstrate value for money through a competitive tender exercise. It is proposed therefore that a tender exercise is undertaken to enter into a contract for the provision of generalist social welfare information and advice and specialist employment advice. The benefits of a tender exercise will also demonstrate that the Council is legally compliant and therefore avoid potential challenge from other providers
- 5.2 Should it be determined that a tender exercise is appropriate a Project Initiation Document has been completed and is available at **Appendix 2** to the report.
- 5.3 Following completion of a successful tender exercise, it is proposed that consideration is given to delegate authority to the Director of Operations and Neighbourhoods to award the tender and enter into all necessary contract arrangements.

## 6. FINANCE

- 6.1 The cost of the current 3 year contract with Citizens Advice Tameside is £372,000.
- 6.2 Over the 3 year period this amount was:

Year 1 – £140,000  
Year 2 – £116,000  
Year 3 – £116,000

An increased amount was awarded in Year 1 due to a contribution of £24,000 from Adult Social Care Improved Better Care fund. This additional investment was provided to enable the recruitment of a project co-ordinator to seek additional funding streams and manage contract bids.

- 6.3 It is proposed that following a successful tender a contract is awarded for a 3 year period at a cost of £116,000 per annum (£78,000 Operations and Neighbourhoods and £38,000 Population Health, Tameside MBC). This represents an overall reduction of £24,000 based on the last contract value. It is felt that this is the minimum amount of core budget that an organisation can realistically be expected to be able to deliver a meaningful service and meet residents demand.
- 6.4 With a budget of this amount there is the expectation that the organisation will need to leverage in other funding to develop a sustainable model and increase capacity to meet increased demand likely in the current Covid-19 climate.
- 6.5 Currently Citizens Advice Tameside manages this by utilising a volunteer model, but it will be up to any new provider to determine how this would work and demonstrate the model within their tender.

## 7. RISK MANAGEMENT

- 7.1 Any risks of poor service delivery will be mitigated by requiring the provider to supply quarterly management information and attend quarterly contract monitoring meetings.
- 7.2 There is a significant risk that ceasing the provision of this service would mean that residents would not have access to independent advice and information. This would very likely lead to poverty, homelessness and poor health outcomes and subsequently increase demand on statutory services.

## **8. EQUALITIES**

- 8.1 It is not anticipated that there are any adverse equality and diversity issues with this proposal, see Equalities Impact assessment available at **Appendix 1** to the report. The proposal is intended to reduce inequality.

## **9. CONCLUSION**

- 9.1 The Council has had a contract with Citizens Advice Tameside for many years to deliver generalist social welfare advice and information to residents. The current contract is due to end on 31 March 2021 and the soft market test has determined that there are other providers who could potentially deliver the service.
- 9.2 Failure to provide the service would result in residents being unable to access to advice and information. This could lead to un-necessary and costly demand on statutory services as a result of increased poverty, homelessness and poor health.
- 9.3 It is proposed that permission is granted to conduct a tender exercise to the amount of £116,000 per annum for a 3 year period. Following the successful tender exercise it is proposed that the Director of Operations and Neighbourhoods is afforded delegated authority to award the tender.

## **10. RECOMMENDATIONS**

- 10.1 As set out at the front of the report.

# Procurement Initiation Document (PID)

## Below-OJEU Threshold & Light Touch Regime Procurement

### Section 1 – Contact Details

<b>Council</b>	Tameside MBC	<b>Service</b>	Operations and Neighbourhoods
<b>Budget Holder</b>	Mandy Kinder	<b>Budget Code</b>	AS200105
<b>Authorised Service Officer</b>	Ian Saxon	<b>Job Title</b>	Director of Operations and Neighbourhoods
<b>ASO Email Address</b>	ian.saxon@tameside.gov.uk	<b>ASO Phone</b>	0161 342 3470

### Section 2 – Current Contract

<b>Contract UID</b>	7180	<b>Title</b>	Citizens Advice Tameside	
<b>Supplier Name (s)</b>	Citizens Advice Tameside			
<b>Contract Dates</b>	<b>Start</b>	1 April 2018	<b>Finish</b>	31 March 2021
<b>Route to Market</b>	Tender			

### Section 3 – New Requirements

<b>Contract Title</b>	Provision of generalist social welfare information and advice and specialist employment advice
<b>Description of Requirement</b>	<p>The provider will deliver independent, impartial and confidential advice in social welfare law and debt in relation to (but not limited to):</p> <ul style="list-style-type: none"> <li>● Benefits &amp; Tax Credits</li> <li>● Debt</li> <li>● Employment</li> <li>● Health &amp; Social Care</li> <li>● Housing</li> <li>● Immigration &amp; Asylum</li> <li>● Tax</li> <li>● Relationship &amp; Family</li> <li>● Discrimination</li> <li>● The legal system</li> <li>● Consumer Goods &amp; Services</li> </ul> <p>The provider is also expected to provide specialist employment advice to help people to realise their rights, maintain their employment, assist with dispute resolution and will provide assistance with Employment Tribunals.</p> <p>Advice will be accessible to a wide range of individuals and communities; offered in appropriate languages and within a culture of equality and diversity. There will be a collaborative approach in working with other agencies to share what works and to support the development of more</p>

## Procurement Initiation Document (PID) Below-OJEU Threshold & Light Touch Regime Procurement

	co-ordinated services that are responsive to local need.			
	The Provider will develop the organisation by bidding for and securing additional external funding in order to ensure that the organisation is sustainable and not entirely dependent upon Local Authority funding and to increase the social value of the organisation to the Borough.			
<b>Contract Dates</b>	<b>Start</b>	1.4.2021	<b>Finish</b>	31.3.2024
<b>Estimate Value</b>	<b>Annual</b>	£116,000	<b>Total</b>	£348,000
<b>Confirm that you have the authority to procure</b> Attach a copy of the authorizing document in Section 6, below				Awaiting SCB decision
<b>Does this requirement comprise a Key Decision</b> If Yes, please attach a copy in Section 6, below				Awaiting SCB decision
<b>Is this requirement a collaboration with other Councils?</b> If Yes, please attach a copy of the agreement in Section 6, below				No

### Section 4 – Market Engagement

<b>Have local/GM Suppliers been identified?</b>		Yes
<b>If 'Yes', please provide details of these suppliers</b>	Citizens Advice Shelter	
<b>If 'No' is market engagement being considered?</b>		Yes
<b>If 'Yes', please state what engagement is being considered</b>	<ul style="list-style-type: none"> <li>• Expression of Interest through soft market test</li> </ul>	
<b>If 'No', please state why market engagement is not being considered (approval to be obtained from the APO)</b>		

### Section 5 – Procurement Preparation

<b>In order to complete this section, please refer to the attached Procurement Preparation Guidance</b>		 Below-OJEU PID - Procurement Prepara
<b>Accreditations &amp; Sustainability</b>	Yes	The provider will maintain Advice Quality Standards (AQS) accreditation at the general help level for welfare benefits and debt throughout the duration of the contract. The provider will also maintain its AQS at the specialist level in relation to employment law advice throughout the duration of the contract.

## Procurement Initiation Document (PID) Below-OJEU Threshold & Light Touch Regime Procurement

<b>Data Protection (including GDPR)</b>	No	The council will not be sharing any personal client data with the provider. However the provider is expected to uphold the principles of GDPR and data protection
<b>Health &amp; Safety</b>	Yes	The provider will be expected to operate from a main service hub within the Borough. The current provider operates from Tameside One for which a lease agreement is in place. The provider will comply with all health and safety legislation in force and all health and safety policies of the Council.
<b>Safeguarding Issues</b>	No	
<b>Insurance</b>	Yes	Employers liability insurance and Public liability insurance must be in place. Insurances will be checked through due diligence on tender documents
<b>TUPE</b>	Yes	TUPE will apply
<b>Adverse Supply Market Conditions</b>	No	The soft market test process has shown the market not to be adverse
<b>Grant Funding</b>	No	
<b>Social Value Part 1: Council Priorities</b>	Yes	Mandatory for contracts made through TMBC  The proposal aligns with the Living Well and Working Well programmes  The service links into the Council's priorities for People:- <ul style="list-style-type: none"> <li>• Improve Health and wellbeing of residents</li> <li>• Protect the most vulnerable</li> <li>• Increasing self sufficiency and resilience of individuals and families</li> </ul>
<b>Social Value Part 2: GMCA Priorities</b>	Yes	GMCA priorities which are applicable: <ul style="list-style-type: none"> <li>• Local Living Standards <ul style="list-style-type: none"> <li>• VCSE Capacity Building &amp; Sustainability</li> </ul> </li> </ul>
<b>Social Value Part 3: Project Request Form</b>	Yes/No	 SV Project Request Form

### Section 6 – Supporting Documentation

<b>Please embed or attach relevant documents required prior to submission of this PID to STAR Procurement</b>	
<b>Authority to procure</b> From Section 3	Awaiting SCB decision

## Procurement Initiation Document (PID)

### Below-OJEU Threshold & Light Touch Regime Procurement

<b>Key Decision</b> From Section 3	Awaiting SCB decision
<b>Other Councils collaboration agreement</b> From Section 3	
<b>Any Further/Additional Documentation</b> Please describe	

#### Section 7 – Financial Information

(To be completed in conjunction with the Service Finance Manager and signature / agreement obtained prior to initial submission to STAR Procurement)

<b>Budget Allocation</b>	Revenue <b>£116,000 per annum for 3 years</b>	Capital £	Grant Funding £
<b>Targeted Financial Savings</b>	Total savings expected per FY	Year 1 £	Year 2 £
		Year 3 £	Year 4 £
<b>Existing Savings Proposals</b>	Connected savings proposals already in the Service plan	Year 1 £	Year 2 £
		Year 3 £	Year 4 £
<b>Finance Manager Comments</b>			
<b>Finance Manager Agreement</b>	Name	Electronic Signature	Date

#### Section 8 – STAR Procurement Analysis of Requirements

Authorised Procurement Officer (APO) to complete

<b>Level of Risk</b>	Low / Medium / High (delete as appropriate)
<b>Route to Market</b>	Quick Quote Request for Quotation Invitation to Tender Invitation to Tender (Light Touch Regime) Call off (Internal Framework) Call off (External Framework)  (delete as appropriate or state which other route has been decided)
<b>APO Justification of Risk and Route to Market</b>	
<b>Procurement Lead</b>	STAR Procurement ASO  (delete as appropriate)

## Procurement Initiation Document (PID) Below-OJEU Threshold & Light Touch Regime Procurement

### Section 9 – Approvals/Sign-off

By signing the below, I confirm that I have familiarised myself with the requirements of the CPRs and understand what is expected of me in respect of procuring this new requirement. I also confirm that I have read and understood the risks and recommendations identified in this PID. I acknowledge that my signature below will give approval to STAR Procurement to proceed with the procurement of this new requirement, including the issue of tender documentation on behalf of the Council, subject to any outstanding Key Decision or other Executive Approval required.

ASO	Name Ian Saxon	Electronic Signature 	Date 28/10/20
	Name	Electronic Signature	Date

### Section 10 - Post Tender Award Report

<b>Contract Awarded To:</b>				
<b>Awarded Values:</b>	Annual	£	Total	£
<b>Saving Against Budget:</b>	Annual	£	Total	£
<b>If no saving achieved, please confirm that the SRO for Finance has confirmed additional budget</b>				
<b>Provide details of Social Value captured by this Award and confirm that this will be obtained from the supplier during the execution of the contract</b>				
<b>Social Value Contract Management Form Completed?</b>	 SV Contract Management			
ASO	Name	Electronic Signature	Date	

**Procurement Initiation Document (PID)**  
**Below-OJEU Threshold & Light Touch Regime Procurement**

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<b>Finance Manager</b>	Name	Electronic Signature	Date
<b>APO</b>	Name	Electronic Signature	Date

**Tameside & Glossop Strategic Commission  
Equality Impact Assessment (EIA) Form**

<b>Subject / Title</b>	Tender for the provision of generalist social welfare information and advice and specialist employment advice
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<b>Team</b>	<b>Department</b>	<b>Directorate</b>
Welfare Rights Service	Cultural and Customer Services	Operations and Neighbourhoods

<b>Start Date</b>	<b>Completion Date</b>
12 October 2020	27 October 2020

<b>Project Lead Officer</b>	Janine Yates
<b>Contract / Commissioning Manager</b>	Lewis Sinkala – STAR Procurement
<b>Assistant Director/ Director</b>	Ian Saxon

<b>EIA Group</b> (lead contact first)	<b>Job title</b>	<b>Service</b>
Janine Yates	Team Manager Welfare Rights	Cultural & Customer Services
Mandy Kinder	Head of Service	Cultural & Customer Services

**PART 1 – INITIAL SCREENING**

<b>1a.</b>	<b>What is the project, proposal or service / contract change?</b>	The proposal is for the retender of a generalist social welfare advice and specialist employment advice contract for a contract period of 3 years commencing 1 April 2021.
<b>1b.</b>	<b>What are the main aims of the project, proposal or service / contract change?</b>	The main aims of the contract are to ensure that all Tameside residents have access to social welfare advice and information that is confidential, impartial, independent and free.

<b>1c. Will the project, proposal or service / contract change have either a direct or indirect impact on, or relevance to, any groups of people with protected equality characteristics? Where there is a direct or indirect impact on, or relevance to, a group of people with protected equality characteristics as a result of the project, proposal or service / contract change please explain why and how that group of people will be affected.</b>				
<b>Protected Characteristic</b>	<b>Direct Impact/Relevance</b>	<b>Indirect Impact/Relevance</b>	<b>Little / No Impact/Relevance</b>	<b>Explanation</b>
Age		✓		This is a universal service that provides advice and information to all residents

**Tameside & Glossop Strategic Commission  
Equality Impact Assessment (EIA) Form**

				including those within the protected characteristic groups
Disability	✓			The provider is expected to ensure people with disabilities are able to access advice i.e. through home visits, BSL etc. Service user information from the current provider shows 56% of service users in 19/20 identified as disabled or having a long term health condition
Ethnicity	✓			The provider is expected to provide advice to people without English as a first language in other languages ie language line, interpretation services. 19% of service users in 19/20 identified as BAME
Sex		✓		This is a universal service that provides advice and information to all residents including those within the protected characteristic groups
Religion or Belief		✓		This is a universal service that provides advice and information to all residents including those within the protected characteristic groups
Sexual Orientation		✓		This is a universal service that provides advice and information to all residents including those within the protected characteristic groups
Gender Reassignment		✓		This is a universal service that provides advice and information to all residents including those within the protected characteristic groups
Pregnancy & Maternity		✓		This is a universal service that provides advice and information to all residents including those within the protected characteristic groups
Marriage & Civil Partnership		✓		This is a universal service that provides advice and information to all residents including those within the protected characteristic groups
<b>Other protected groups determined locally by Tameside and Glossop Strategic Commission?</b>				
<b>Group (please state)</b>	<b>Direct Impact/Relevance</b>	<b>Indirect Impact/Relevance</b>	<b>Little / No Impact/Relevance</b>	<b>Explanation</b>
Mental Health		✓		This is a universal service that provides advice and information to all residents including those within the protected characteristic groups
Carers		✓		This is a universal service that provides advice and information to all residents

**Tameside & Glossop Strategic Commission  
Equality Impact Assessment (EIA) Form**

				including those within the protected characteristic groups
Military Veterans		✓		This is a universal service that provides advice and information to all residents including those within the protected characteristic groups
Breast Feeding		✓		This is a universal service that provides advice and information to all residents including those within the protected characteristic groups
<b>Are there any other groups who you feel may be impacted by the project, proposal or service/contract change or which it may have relevance to? (e.g. vulnerable residents, isolated residents, those who are homeless)</b>				
<b>Group (please state)</b>	<b>Direct Impact/Relevance</b>	<b>Indirect Impact/Relevance</b>	<b>Little / No Impact/Relevance</b>	<b>Explanation</b>
Low or no income groups	✓			41% of service users in 2019/20 enquired about welfare benefits and universal credit
Disadvantaged residents	✓			The current provider provides advice and support to some of our most disadvantaged residents.

<b>1d.</b>	<b>Does the project, proposal or service / contract change require a full EIA?</b>	<b>Yes</b>	<b>No</b>
			✓
<b>1e.</b>	<b>What are your reasons for the decision made at 1d?</b>	<p>The contract retender will allow access to appropriate advice provision, with a clear requirement within the specification to deliver advice which is accessible to a wide range of individuals and communities; offered in appropriate languages and within a culture of equality and diversity. The service is universal to all residents of Tameside</p> <p>Mitigations for the potential impact on protected characteristic groups (i.e. that the provider will have alternate options for language for people of different ethnic groups or facility for people with disabilities) is already built into the contract so has been considered. It will be built into future contracts issued.</p> <p>The provider will be expected to provide accessible advice through various channels to include digital/on-line, webchat, telephone, face to face and also have a main service hub in the Borough.</p> <p>The service itself and requirements from the provider will not be changing from what is currently in place, just potentially a different provider providing the service. It is not a service change.</p>	

**Tameside & Glossop Strategic Commission  
Equality Impact Assessment (EIA) Form**

# Agenda Item 7

<b>Report to:</b>	<b>EXECUTIVE CABINET</b>
<b>Date:</b>	25 November 2020
<b>Executive Member:</b>	Cllr Gerald Cooney Executive Member (Housing, Planning and Employment)
<b>Reporting Officer:</b>	Jeff Upton – Interim Assistant Director, Planning and Transport
<b>Subject:</b>	<b>PLANNING WHITE PAPER CONSULTATION RESPONSE</b>
<b>Report Summary:</b>	<p>The Government’s consultation on the White Paper: “<i>Planning for the Future</i>” seeks views on each part of a package of proposals for reform of the planning system in England to streamline and modernise the planning process, improve outcomes on design and sustainability, reform developer contributions and ensure more land is available for development where it is needed. It covers plan-making, development management, developer contributions, and other related policy proposals. Through a series of focussed questions, it provides the opportunity for comments to be provided by 29 October 2020 and the proposed responses from the Council are set out in the attached <b>Appendix 1</b>.</p> <p>A link to the White Paper, including the proposals which are being commented on, can be found <a href="#">here</a></p>
<b>Recommendations:</b>	To receive a copy of a consultation to the Government’s Planning White Paper consultation set out at Appendix 1 approved by the Executive Member and submitted on 29 October 2020 to meet the statutory consultation deadline.
<b>Corporate Plan:</b>	To ensure that we are able to deliver corporate plan in the event of any legal landscape.
<b>Policy Implications:</b>	This matter is at consultation stage only.
<b>Financial Implications:</b> <b>(Authorised by the statutory Section 151 Officer &amp; Chief Finance Officer)</b>	This is the Council’s response to the Government’s Planning White paper and there are no financial implications arising directly from this decision.
<b>Legal Implications:</b> <b>(Authorised by the Borough Solicitor)</b>	The Government proposals, if implemented, will result in some significant legal and policy changes to the planning system and the opportunity for the Council to comment on the emerging proposals is welcome. Members are likely to be interested in the proposed changes and in accordance with the Constitution the Cabinet should be briefed on the White Paper and the Council’s response to it. Scrutiny will be needed on the detail as it evolves and the implications for the Borough and Greater Manchester as they become clearer.
<b>Risk Management:</b>	Not to submit a response to the Government’s consultation which we do not believe would serve our residents’ interests.
<b>Background Information:</b>	The background papers relating to this report can be inspected by contacting the report author, Jeff Upton Interim Assistant Director Planning and Transport by:  Telephone: 0161 342 3346/ E-mail: <a href="mailto:jeff.upton@tameside.gov.uk">jeff.upton@tameside.gov.uk</a>

# **APPENDIX 1**

## **Responses to Consultation Questions**

The White Paper contains a wide range of proposals that, if enacted through new primary and secondary legislation, would present a significant change from the current system of plan making and development management decision process. The questions contained in the White Paper consultation are set out below with the Council's proposed response to each:

### **1. What three words do you associate most with the planning system in England?**

No proposed answer. (In general, this question is aimed at users of the planning system).

### **2a. Do you get involved with planning decisions in your local area?**

No proposed answer. (In general, this question is aimed at users of the planning system).

### **2b. If no, why not?**

No proposed answer. (In general, this question is aimed at users of the planning system).

### **3. Our proposals will make it much easier to access plans and contribute your views to planning decisions. How would you like to find out about plans and planning proposals in the future?**

No proposed answer. (In general, this question is aimed at users of the planning system).

### **4. What are your top three priorities for planning in your local area?**

No proposed answer. (In general, this question is aimed at users of the planning system).

### **5. Do you agree that Local Plans should be simplified in line with our proposals?**

Not sure. There does seem some merit in rationalising the categories of land to simplify the planned process. Having automatic outline planning permission in "growth areas" would provide certainty in establishing the principle of development in those areas for investors and developers. This would also apply, but to a lesser extent, for "renewal areas" where the presumption in favour of development would apply. There does, at face value, appear to be positives in simplifying the categories of development, which would help the general public have a clearer understanding of the process, whilst providing developers a degree of certainty when pursuing opportunities for development.

### **6. Do you agree with our proposals for streamlining the development management content of Local Plans, and setting out general development management policies nationally?**

No. The approach restrains innovative solutions and pragmatism by replacing policies which can be interpreted to more rigidly defined 'standards'. There is concern that "one size fits all" policies are likely to lead to significant compromise. The Council would question how this would achieve aspirations of raising design and environment quality.

### **7a. Do you agree with our proposals to replace existing legal and policy tests for Local Plans with a consolidated test of "sustainable development", which would include consideration of environmental impact?**

Not sure. The Council agrees that there is some merit in reviewing the current tests of soundness as they do represent an overly complex set of rules to judge local plans by. However, it is hard to comment on the proposal since there is no specific detail beyond stating it would consider "sustainable development". The Council would need to see further detail on what the "sustainable

development” test would consist of and how different this would be in reality to the current test of soundness.

**7b. How could strategic, cross-boundary issues be best planned for in the absence of a formal Duty to Cooperate?**

The Council would recommend to Government that they work with authorities across the conurbation to build on what is currently effective under the present system. This will help to retain what does work whilst improving on that matters where the duty to cooperate has clearly fallen short.

**8a. Do you agree that a standard method for establishing housing requirements (that takes into account constraints) should be introduced?**

Not sure. The proposals, in effect, continue the established approach of a standard method albeit with some changes proposed regarding constraints being taken into account. There are concerns that the system should provide a strategic spatial framework for area designations e.g. GM strategic approach and, for example, identify strategically important areas and set general context for the Green Belt etc.

**8b. Do you agree that affordability and the extent of existing urban areas are appropriate indicators of the quantity of development to be accommodated?**

Not sure. However, they should be taken as prime considerations.

**9a. Do you agree that there should be automatic outline permission for areas for substantial development (Growth areas) with faster routes for detailed consent?**

No. The Council has serious concerns about this change to the current long established approach of determining planning applications as a discrete process. Establishing whether the principle of development is acceptable within the local plan removes elements of decision making that may not be apparent at the plan making stage. Needing to consider site specific matters simultaneously across a raft of potential development proposals when there may not be a similar level of information on sites to make those decisions. Also, this will likely result in an increasing volume of material being submitted into the local plan process therefore running contrary to the ambition of making the plan making process 30 months, could have negative effects.

**9b. Do you agree with our proposals above for the consent arrangements for Renewal and Protected areas?**

No, given our serious concerns to 9(a) the Council would find it difficult to support these changes.

**9c. Do you think there is a case for allowing new settlements to be brought forward under the Nationally Significant Infrastructure Projects regime?**

No, any proposal for new settlement should be brought forward in a wider, strategic context.

**10. Do you agree with our proposals to make decision-making faster and more certain?**

No. It needs to be recognised that the current decision making process already relies on a significant digital based approach. It needs to be acknowledged that local communities do not have equal access to digital technology. The continued push towards online solutions must ensure that access is still equally available to people without the means to acquire or use digital approaches. The proposal to significantly simplify the volume of material submitted in support of an application is not supported. LPAs have worked hard to ensure the level of information is what is required to allow for proper decision making. It is important that the quality of information, whilst remaining proportionate to the proposal, allows for all issues to be fully addressed and for communities to maintain confidence in the process. The danger is the over-simplification of

information to the point that it does not fulfil the purpose of providing sufficient information for the decision maker.

**11. Do you agree with our proposals for accessible, web-based Local Plans?**

Yes. Local plans in terms of the current policies maps are already readily available online. In Greater Manchester, significant levels of mapped information is presented as a shared resource via the MappingGM website. MappingGM provides a range of maps that users can explore Greater Manchester's housing, planning, infrastructure, socio-economic and demographic data. The maps are open for all to use, and most of the data used is freely available to download. It is clear therefore that we already seek to present information in a visual and map-based manner.

**12. Do you agree with our proposals for a 30 month statutory timescale for the production of Local Plans?**

No. The Council has significant doubt that a 30 month timescale would be achievable. The process proposed will simply not be able to resolve the complexities surrounding a multitude of increasingly detailed planning matters presented by the influx of sites into the plan. There are also significant concerns about the opportunities for local communities and organisations to get involved in the process. Alternative options suggested in the White Paper both diminish the opportunity for public involvement at a crucial stage of the plan making process.

**13a. Do you agree that Neighbourhood Plans should be retained in the reformed planning system?**

Yes. Neighbourhood plans have a role within the planning process and should complement the local plan and other local planning processes.

**13b. How can the neighbourhood planning process be developed to meet our objectives, such as in the use of digital tools and reflecting community preferences about design?**

Existing support via Government enables neighbourhood planning groups to develop plans and should continue supporting the process including additional help on digital tools and design matters. Any localised design approach should complement the design process that takes place at the whole authority level.

**14. Do you agree there should be a stronger emphasis on the build out of developments? And if so, what further measures would you support?**

Yes. The issues around build out are not in our experience planning related.

**15. What do you think about the design of new development that has happened recently in your area?**

The Council promotes, supports and secures delivery of high quality design developments which, for residential schemes in particular, requires overall compliance with the aims and objectives of the adopted Supplementary Planning Document: Tameside Residential Design (SPD). Bespoke innovative design that meets changing needs is very difficult to achieve but also need to consider the holistic approach to design, this is not just about appearance but also how safety, inclusive access and a response to climate change are embedded.

**16. Sustainability is at the heart of our proposals. What is your priority for sustainability in your area?**

Support all of the areas referenced (i.e. less reliance on cars, more green and open spaces, energy efficiency of new buildings, more trees). The Council wants Tameside to be a place where residents have the opportunity to thrive, businesses succeed and all residents can fulfil their potential.

**17. Do you agree with our proposals for improving the production and use of design guides and codes?**

Not sure (due to the level of information available at this stage). Codes would be more detailed and would be resource intensive and care would need to be taken to ensure that codes are not so prescriptive that innovation is stifled and new development becomes a pastiche of a few original designs. It is important that in an effort to get standards and styles agreed in advance so we don't create bland, repetitive communities without an individual sense of place. Often no local consensus can be reached, e.g. what is 'beautiful'? or don't want any development! The local authority is well placed to lead on what is appropriate for the area.

**18. Do you agree that we should establish a new body to support design coding and building better places, and that each authority should have a chief officer for design and place-making?**

Yes. Design does need to be given far greater weight in the decision making process. The legacy of poor design results in social, economic and environmental inequality. Local design codes would ensure better consistency and urban design should be an integral role within a LPA. However, Tameside, and many other areas, has distinct local character and feel, and this is not something a national body would fully understand. The Council would not support a new central body if it took away the ability of the Council to make decisions locally on what type of development is appropriate for the area. The Council agrees that an identified lead role on Design and Place-making would assist in driving good quality design.

**19. Do you agree with our proposal to consider how design might be given greater emphasis in the strategic objectives for Homes England?**

Yes. It is important that Homes England ensures design principles are embedded within their processes. However, it is important that any decision on what is considered 'beautiful' is taken locally.

**20. Do you agree with our proposals for implementing a fast-track for beauty?**

No. The Council does not agree that these proposals could be considered 'fast-track'. Producing and consulting on locally agreed codes/guides is a very extensive process and once in place will need to be reviewed regularly. Any proposals will still need to be given proper consideration both by the Council and the current and future residents. The Council does not agree with the proposals to widen the nature of permitted development as this often leads to poor quality development.

**21. When new development happens in your area, what is your priority for what comes with it?**

Support all of the areas referenced (i.e. more affordable housing, more or better infrastructure, design of new buildings, more shops and/or employment space, green space). However, there is concern that there is no detail regarding how this will be achieved. We are concerned about the potential impacts of a "quicker, simpler framework" for assessing environmental impacts, with again detail lacking on what this might mean. All of the matters suggested in the question are important albeit their level of importance will vary according to the nature and location of any specific development. Each application must be treated on its merits and issues balanced with local knowledge having a pivotal role.

**22a. Should the Government replace the Community Infrastructure Levy and Section 106 planning obligations with a new consolidated Infrastructure Levy, which is charged as a fixed proportion of development value above a set threshold?**

No. There is a current lack of detail in the White Paper as to the levels that may be proposed. Experience around the country has demonstrated there are significant variations in the values that can be captured from development. It is essential therefore that individual local authorities can

continue to apply their own locally derived policies and approaches to deal with their specific circumstances.

**22b. Should the Infrastructure Levy rates be nationally set at a single rate, set nationally at an area-specific rate, or set locally?**

The Council objects to the principle of this proposal as set out in the answer to Question 22a and considers a national rate practically impossible to set.

**22c. Should the Infrastructure Levy aim to capture the same amount of overall value, or more value, to support greater investment or infrastructure, affordable housing and local communities?**

The Council objects to the principle of this proposal as set out in the answer to Question 22a and considers that local authorities, working with their communities, should develop and decide the prioritisation of investment specific to their circumstances.

**22d. Should we allow local authorities to borrow against the Infrastructure Levy, to support infrastructure delivery in their area?**

The Council objects to the principle of this proposal as set out in the answer to Question 22c.

**23. Do you agree that the scope of the reformed Infrastructure Levy should capture changes of use through permitted development rights?**

The Council agrees there is merit in seeking to capture value from permitted development but applying this principle via the proposed Infrastructure Levy mechanism is not supported. The Council would prefer that such a proposal is considered through the existing developer contributions route. The Council does not agree with the proposition of a new levy, as set out above, and does not support the expansion of permitted development rights for many reasons – not simply the inability to capture uplift.

**24a. Do you agree that we should aim to secure at least the same amount of affordable housing under the Infrastructure Levy, and as much on-site affordable housing provision, as at present?**

The Council does not support the concept of the proposed infrastructure levy. In terms of securing the provision of affordable housing the Council would prefer that this is done through a proposal linked to the existing developer contribution route. In the majority of cases affordable housing should be secured on site unless there were valid reasons why this would not be practical. Where affordable housing cannot be provided on site a commuted sum would be ring fenced to be deployed strategically by the Council to provide affordable housing.

**24b. Should affordable housing be secured as in-kind payment towards the Infrastructure Levy, or as a 'right to purchase' at discounted rates for local authorities?**

No. Please refer to answer provided to Question 24(a).

**24c. If an in-kind delivery approach is taken, should we mitigate against local authority overpayment risk?**

No. Please refer to answer provided to Question 24(a).

**24d. If an in-kind delivery approach is taken, are there additional steps that would need to be taken to support affordable housing quality?**

No. Please refer to answer provided to Question 24(a).

**25. Should local authorities have fewer restrictions over how they spend the Infrastructure Levy?**

Not sure (due to the absence of detail at this stage). The Council prefers that further consideration is given to the continued operation of the developer contributions regime.

**25a. If yes, should an affordable housing 'ring-fence' be developed?**

The Council does not support the concept of the proposed infrastructure levy. In terms of securing the provision of affordable housing the Council would prefer that this is done through a proposal linked to the existing developer contribution route. In the majority of cases affordable housing should be secured on site unless there were valid reasons why this would not be practical. Where affordable housing cannot be provided on site a commuted sum would be ring fenced to be deployed strategically by the Council to provide affordable housing.

**26. Do you have any views on the potential impacts of the proposals raised in this consultation on people with protected characteristics as defined in section 149 of the Equality Act 2010?**

No.

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# Agenda Item 8

<b>Report to:</b>	<b>EXECUTIVE CABINET</b>
<b>Date:</b>	25 November 2020
<b>Executive Member:</b>	Cllr Oliver Ryan, Executive Member (Finance & Economic Growth)
<b>Reporting Officer:</b>	Jayne Traverse, Director of Growth Gregg Stott, Assistant Director Investment, Development and Housing
<b>Subject:</b>	<b>STALYBRIDGE HIGH STREET HERITAGE ACTION ZONE PROGRAMME – CAPITAL PROGRAMME FUNDING</b>
<b>Report Summary:</b>	<p>On 12 February 2020, Executive Cabinet approved in principle, subject to the grant offer and conditions, the allocation of £1.275m match funding required for the High Street Heritage Action Zone (HSHAZ) Programme. As part of the match-funding requirement, Executive Cabinet also approved funding to be ring fenced from the existing earmarked capital investment pot for the refurbishment of capital assets. Officers have completed the due diligence required on the Grant Funding Agreement with Historic England and have considered the opportunity and assumptions made about the match funding. An approval is now required for £963k to be committed within the Council's Capital Programme as part of the match funding and to note the Grant Fund Agreement is engrossed, ready for execution, subject to the approval of the capital programme budget.</p>
<b>Recommendations:</b>	<p>That Executive Cabinet be recommended to:</p> <ul style="list-style-type: none"><li>(i) Approve the increased commitment requirement of £963k within the Capital Programme required as match funding for the HSHAZ programme;</li><li>(ii) Approve the match funding amount of £963k is financed from the Business Rates 100% retention pilot reserve.</li><li>(iii) Authorise entering into the Grant Funding Agreement as set out in this report.</li></ul>
<b>Corporate Plan:</b>	The development of Stalybridge Town Centre Challenge proposals and Stalybridge funding bids support the objectives of the Corporate Plan for Tameside to be a great place with a vibrant economy.
<b>Policy Implications:</b>	In line with policy.
<b>Financial Implications: (Authorised by the statutory Section 151 Officer &amp; Chief Finance Officer)</b>	<p>The report provides details of the £1.275 million match funding requirement to support the equivalent grant sum via Historic England for the Stalybridge High Street Heritage Action Zone (HSHAZ) programme. Details were provided in a corresponding report approved by the Executive Cabinet on 12 February 2020.</p> <p>The aforementioned report stated that a sum of £0.890 million would need to be allocated as match funding via an earmarked sum in the capital programme.</p> <p>Section 3.3 of the report provides details of the revised sum that now requires approval by Members and for inclusion in the capital programme. The value has increased to £ 0.963 million due to a duplicated assumption regarding the use of match funding to support GMCA Evergreen Surplus (round 1) grant funding in</p>

Stalybridge (Grant allocation of £ 0.130 million). This match funding is not eligible to support the Stalybridge HSHAZ programme.

Members are requested to approve the sum of £ 0.963 million that will be funded from the Business Rates 100% retention pilot reserve. This reserve currently has a balance of £8.6m with existing commitments to the value of £5.2m, leaving an unallocated balance of £3.4m which can be used to fund the £0.963m match funding requirement..

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

As set out in the main body of the report the resolutions being sought are to effect the 'in principle' decision made by Cabinet in February 2020 to enter into an agreement with Historic England for £1.275 million funding on the basis that the Council will provide match funding to the same amount.

As set out in the financial implications since the initial decision was made it has been identified that some of the Council's match funding will have to be allocated from the Council's capital programme. Members therefore need to be content that this funding represents good value for money.

The funding agreement is drafted in accordance with Historic England's usual terms of engagement. The project officers will have to be mindful of the terms of the agreement especially in relation to the spend profile, publicity and management of the grant as failure to manage the grant in accordance with the terms of the agreement could result in the Council having to pay back some or all of the grant provided under the agreement.

Therefore robust management of this project is required as reinforced by the terms of the grant agreement which requires the Council to identify the key post who will be responsible for managing the grant. The draft agreement currently identifies an officer who is about to depart the Council. Therefore this will require amending before it can be signed by the Director. Similarly Section 7 of the agreement will also require amending to reflect the date on which the recommendations in this report are made.

Additionally before the report goes to Cabinet it would be helpful if officers set out in the report which clauses of the contract they were seeking to amend during negotiation (if any) but were unsuccessful with Historic England because of Historic England's desire to have the same agreement with all recipients, and where there may be a risk of non delivery together with what actions are being taken to mitigate and give confidence in ability to deliver and comply with Funding Agreement.

**Risk Management:**

Risks associated with the project are set out at section 4.

**Background Information:**

The background papers relating to this report can be inspected by contacting Patrick Nolan, Head of Major Programmes (Residential).

Telephone: 0161 342 2597

e-mail: [patrick.nolan@tameside.gov.uk](mailto:patrick.nolan@tameside.gov.uk)

## **1. INTRODUCTION**

- 1.1 Stalybridge town centre was selected as Tameside's focus for the GM Mayor's Town Centre Challenge in 2018. Initial work to plan and progress the delivery of Stalybridge's Town Centre Challenge was co-ordinated by the Stalybridge Town Centre Challenge (STCC) Board and a Stalybridge Town Centre Challenge Action Plan now sets out the aspirations for the town centre.
- 1.2 External funding to deliver on the ambitions for Stalybridge has been secured in principle, subject to contract and appropriate approvals, for High Street Heritage Action Zone (HSHAZ) funding through Historic England.
- 1.3 On the 12 February 2020, a report with the subject title of 'Stalybridge Town Centre Challenge' was taken to Executive Cabinet to provide an update on the progress with Stalybridge Town Centre Challenge, including the development of the Strategy and Action Plan and the new governance structure. The report also updated on the position with regard to external funding and their financial implications.
- 1.4 Commitment within the Council's Capital Programme is now required following completion of due diligence and negotiation on the Grant Funding Agreement and identification of Council budget.

## **2. GRANT FUNDING AGREEMENT**

- 2.1 Officers have undertaken extensive discussion and negotiation with Historic England's Solicitors and Officers regarding the Grant Funding Agreement. As Historic England are entering into an agreement with multiple authorities, they wish to have a standard agreement with all and so are not in a position to make significant amendments. Any issue arising from a practical point within the agreement will be managed through the delivery process itself.
- 2.2 The Grant Funding Agreement is now engrossed ready for execution, but is subject to the approval of Executive Cabinet to the requirement of/ commitment within the Council's Capital Programme, as outlined in section 3.

## **3. MATCH FUNDING – CAPITAL PROGRAMME**

- 3.1 The Grant Funding Agreement for the HSHAZ programme requires an equivalent match of Council funding, namely £1.275m to provide an overall total programme budget of £2.55m.
- 3.2 The grant is to be expended by 31 March 2024 but the programme spend has been profiled to date in consideration of the estimated project delivery/ timescales. This will be further developed and defined in detail once the HSHAZ Project Officer is in post.
- 3.3 On 12 February 2020, Executive Cabinet approved £890k of funding to be ring fenced from the existing earmarked capital investment pot for the refurbishment of capital assets. The £890k budget earmarked was based on the inclusion of £130k funding from the GMCA Evergreen Surplus (round 1). However, there has been a duplication of assumption made about use of this funding, which is not eligible for supporting the match funding required for the HSHAZ programme. Officers have identified the required match funding, both approved revenue and required capital, which is outlined in the table below.

<b>Match Funding</b>	<b>£k's</b>
Business Rates Pilot Reserve – Allocated To Growth directorate revenue budget in 20/21	75
Town Centre Masterplan – 200k Allocated To Growth directorate revenue budget in 20/21 – 60k allocation for Stalybridge	60
Project Officer – Grade I – Growth directorate revenue budget – recurrent – assumed 1 January 2021 start date	177
<b>Total Revenue</b>	<b>312</b>
Capital request for approval	963
<b>Total Match Funding</b>	<b>1,275</b>

#### **4. RISK**

- 4.1 Whilst a further £73k requirement from the Capital Programme has been identified in addition to the previously earmarked £890k, there could be potential to value engineer the scheme to attempt to deliver this saving over the duration of the programme, however this is not guaranteed as works have not yet been procured. In addition, there is a risk to the security of the whole of the funding from Historic England if the Capital Programme budget of £963k is not approved.

#### **5. RECOMMENDATIONS**

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

DATED

HIGH STREETS HERITAGE ACTION ZONES

AGREEMENT FOR  
Stalybridge Town Centre

BETWEEN

THE HISTORIC BUILDINGS AND MONUMENTS COMMISSION FOR ENGLAND

AND

Tameside Metropolitan Borough Council

This Agreement is made on the [ ] day of [ ] 2020

## **BETWEEN**

**THE HISTORIC BUILDINGS AND MONUMENTS COMMISSION FOR ENGLAND** of 4th Floor Cannon, Bridge House, 25 Dowgate Hill, London, EC4R 2YA ("**Historic England**")

and;

**Tameside Metropolitan Borough Council** of Tameside One, Market Place, Ashton under Lyne, OL6 6BH ("**the Council**"),

(the "**Parties**").

## **BACKGROUND**

- (A) The High Streets Heritage Action Zone ("**High Streets HAZ**") programme forms part of the wider historic high streets fund announced by the Government in 2018. The purpose of this fund is to 'help local leaders implement bold new visions to transform their town centres and make them fit for the future'. High Streets HAZ will form the HAZ round 4 and will deliver a four-year programme of physical improvements, community engagement and cultural activities to revive England's struggling historic high streets and town centres.
- (B) Historic England and the Council enter into this agreement pursuant to their powers under Sections 57, 77, 79 and 80 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended) ("**the 1990 Act**") and Section 33 of The National Heritage Act 1983 ("**the 1983 Act**").

## **DEFINITIONS AND INTERPRETATION**

- 1 In this Agreement, the following words and phrases shall have the following meanings:

"**Agreement**" means this deed of agreement comprising the terms and conditions set out in this document, Annex 1 (Programme Design), Annex 2 (Spend Profile) and the Offer Letter;

**“Confidential Information”** means any information (however conveyed, recorded or preserved) disclosed by a Party or its personnel to the other Party (and/or that Party’s personnel) whether before or after the date of this Agreement, including but not limited to any information that ought reasonably to be considered to be confidential (whether or not it is so marked) relating to the business, affairs or plans of the disclosing Party. Confidential Information shall not include information which:

- (a) was public knowledge at the time of disclosure (otherwise than by breach of clause 57 of this Agreement);
- (b) was in the possession of the receiving Party, without restriction as to its disclosure, before receiving it from the disclosing Party;
- (c) is received from a third party (who lawfully acquired it) without restriction as to its disclosure; or
- (d) is independently developed without access to the Confidential Information.

**“Conservation Area”** means Stalybridge Town Centre;

**“Crown Body”** means the government of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the Scottish Executive and the National Assembly for Wales), including, but not limited to, government ministers and government departments and particular bodies, persons, commissions or agencies from time to time carrying out functions on its behalf;

**“Data Protection Legislation”** means unless and until it is no longer directly applicable in the UK, the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”), the Data Protection Act (DPA) 2018 to the extent that it relates to processing of personal data and privacy, and all applicable laws and regulations relating to processing of personal data and privacy including where

applicable the guidance and codes of practice issued by the Information Commissioner, in each case, to the extent in force, and as such are updated, amended or replaced from time to time, including any successor legislation to the GDPR or the Data Protection Act 2018;

**“Controller”**, **“Processor”**, **“Data Subject”** and **“Personal Data”** take the meaning given in the Data Protection Legislation;

**“EIR”** means the Environmental Information Regulations 2004;

**“FOIA”** means the Freedom of Information Act 2000;

**“Grant-Eligible Works”** has the meaning given to it in clause 13;

**“HE Grant”** means the sum specified in Annex 2 (Spend Profile) that Historic England will pay to the Council in accordance with the terms of this Agreement;

**“IP Rights”** means copyright, rights related to or affording protection similar to copyright, rights in databases, patents, trade marks, designs, know-how, trade secrets and any modifications, amendments, updates and new releases of the same and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world;

**“Joint Annual Allocation”** means the annual monetary contribution of each Party as set out in the Programme Design for the delivery of the works and activities in the Programme Design;

**“Key Post(s)”** has the meaning given to it in clause 38;

**“Match-funding”** means the total funding to be provided by the Match-funders as further described in the Programme Design;

**“Offer Letter”** means the letter issued by Historic England to the Council formally notifying the Council of the award to the HE Grant;

**“Programme Delivery Guidance”** means the guidance document titled “High Streets Heritage Action Zones Programme: Programme Delivery Guidance” issued and updated by Historic England from time to time;

**“Programme Design”** has the definition given to it in clause 4;

**“Programme of Work”** means the schedule or timetable set out in the Programme Design for delivery of the works and activities;

**“Quarter”** means a period of three calendar months with the first Quarter beginning on 1 April 2020;

**“Recipient”** means a third party that receives grant funding from the Council under the High Streets HAZ programme and shall include the Council where the Council uses all or part of the HE Grant in relation to its own property;

**“Shared Personal Data”** means the Personal Data the Parties agree to share under this Agreement;

**“Spend Profile”** has the definition given to it in clause 5;

**“State Aid Law”** means the law embodied in Article 107 - 109 of the Treaty for the Functioning of the European Union or any domestic law which replaces such laws following the UK’s exit from the European Union; and

**“Supplement to the Delivery Guidance”** means the supplementary guidance to the Programme Delivery Guidance issued and updated by Historic England from time to time; and

**“Term”** has the definition given to it in clause 8.

2 In this Agreement, unless the context otherwise requires:

- (a) the singular includes the plural and vice versa;
- (b) reference to a gender includes the other gender and the neuter;

- (c) references to a person include an individual, company, body corporate, corporation, unincorporated association, firm, partnership or other legal entity or Crown Body;
- (d) a reference to any law includes a reference to that law as amended, extended, consolidated or re-enacted from time to time;
- (e) the words "including", "other", "in particular", "for example" and similar words will not limit the generality of the preceding words and will be construed as if they were immediately followed by the words "without limitation";
- (f) references to "writing" include typing, printing, lithography, photography, display on a screen, electronic and facsimile transmission and other modes of representing or reproducing words in a visible form, and expressions referring to writing will be construed accordingly; and
- (g) the headings in this Agreement are for ease of reference only and will not affect the interpretation or construction of this Agreement.

3 Where there is any conflict between the documents that make up this Agreement the conflict shall be resolved in accordance with the following order of precedence:

- (a) these terms and conditions;
- (b) Annex 1 – Programme Design;
- (c) Annex 2 – Spend Profile; and
- (d) the Offer Letter.

### **ALLOCATION OF FUNDS**

4 Historic England and the Council agree, pursuant to sections 77 and 79 of the 1990 Act, to make funds available for grant-aiding works of repair and agreed activities within the Conservation Area, in accordance with the programme and

strategy of works and submitted to Historic England by the Council (“**Programme Design**”) attached at Annex 1, which may be amended by the written agreement of the Parties in accordance with this Agreement.

- 5 The Council shall provide to Historic England a profile of the projected spend for the Term (the “**Spend Profile**”) which shall be reviewed on an annual basis as part of the annual reviews submitted by the Council pursuant to clause 36. The Council is obliged to remain within the Spend Profile set out in Annex 2 unless a variation is agreed in writing with Historic England in advance. This includes the Council obtaining prior written approval from Historic England to transfer any annual underspend to the next financial year.
- 6 Without prejudice to the Parties other rights and remedies, the HE Grant and the Joint Annual Allocation may be varied only by written agreement between the parties to this Agreement.
- 7 The Council shall provide the Historic England project manager with evidence of the Council’s Match-funding by 30 April 2020. Minutes from a Cabinet meeting in which the Match-funding was agreed will be sufficient evidence for the purposes of this Clause 7.
- 8 For the avoidance of doubt, the Agreement will commence on the date of this Agreement and end on 31 March 2024 (the “**Term**”). Subject to the terms of this Agreement, the Council may make offers of grant during the Term in accordance with Programme Design and Spend Profile. All expenditure to be reimbursed by the HE Grant must have been incurred before the end of the Term, unless otherwise agreed by Historic England.

## **THE PROGRAMME DESIGN**

### Programme of Work

- 9 The Programme Design shall operate in accordance with its approved Programme of Work. Only properties identified in the list and map contained in the Programme Design will be eligible for the HE Grant. The Council must seek

Historic England's prior written approval for revisions to the Programme Design, except where changes to the proposed works set out in the Programme Design are below a threshold of £50,000. Historic England reserves that right to attach any conditions it deems appropriate to any approval it provides pursuant to this clause 9.

### Publicity

10 The Council agrees to:

- (a) publicise the Programme Design throughout the Term, and inform owners of eligible properties of the availability of grant funding and the relevant criteria and grant conditions; and
- (b) acknowledge the provision of Historic England funding in accordance with the Historic England document 'Acknowledging Your Grant And Communicating Your Project' or any other guidance as may be provided from time to time by Historic England or in such other manner as the Parties to this Agreement may, from time to time, agree.

11 Historic England may make public the purpose and amount of funding provided in whatever way it shall think fit. This may include the Recipient being requested to display a sign acknowledging the Programme Design's funding partners at the project site while the works are in progress.

12 Intellectual property rights:

- (a) The Council warrants that it has the necessary permission for either Party to use the photos, transparencies and images and other data the Council provides, and it hereby grants Historic England a perpetual non-exclusive royalty free licence to use any IP Rights in such data prepared or developed pursuant to this Agreement. Historic England confirms that it will not use any IP Rights in such data for commercial gain.

- (b) The Council confirms that the data does not contain any Confidential Information.
- (c) All IP Rights in all data prepared or supplied by Historic England to the Council, the Council's adviser or contractors, shall remain the property of Historic England, and Historic England hereby grants a personal, non-transferable licence to the Council to use the same for the protection, preservation or conservation of the Conservation Area or to meet its obligations under this Agreement only.

### Eligibility/Standard of Works

- 13 Works that may be accepted as eligible for grant ("**Grant-Eligible Works**") are as described in Section 4 and Appendix 1 of the Programme Delivery Guidance ("Work that can and cannot be funded"). All Grant-Eligible Works must be carried out in accordance with the standards required by Historic England as described in Sections 3.3 and 3.8 of the Programme Delivery Guidance. If, in the opinion of the Council, any unusual methods of repair are proposed, or there are structural issues that require specialist advice, the relevant application can be referred to the regional Historic England officers specified in Clause 41 of this Agreement for advice before a grant is offered, using the form Annexe 1 of the Supplement to the Delivery Guidance.

### ADMINISTRATION OF THE PROGRAMME DESIGN

- 14 The Council shall be responsible for the administration and management of the Programme Design and, in particular, shall target funds in accordance with the works and activities set out in the Programme Design, assess and determine applications for grant, make offers of grant, inspect works and activities in progress and on completion, and make payments of grant. These responsibilities shall be discharged in accordance with the conditions of this Agreement and such other rules and criteria as may from time to time be agreed by Historic England and the Council.

- 15 Offers of grant may be made to cover the proportion of the cost of Grant-Eligible Works as specified in the Programme Design, or as amended by written agreement between the parties to this Agreement. The contributions from Historic England and from the Council (and from other sources) shall be in the proportion specified in the Programme Design or at any other such standard rate as may be agreed in writing by the Parties.
- 16 The Council must obtain Historic England's written approval before making offers of grant for projects that involve any of the following:
- (a) a property owned by: (i) an elected member of the Council; (ii) an employee of the Council; (iii) a family member, co-habitee or business partner of an elected member or employee of the Council; or (iv) body corporate with which the elected member or employee of the Council has a financial or personal interest in, of which the Council is aware;
  - (b) a contribution from Historic England that would be more than £50,000;
  - (c) a percentage rate of grant that is not in accordance with the agreed Programme Design;
  - (d) funding stand-alone reinstatement of architectural features;
  - (e) temporary building works costing over £5,000;
  - (f) any unforeseen, novel or contentious issues;
  - (g) funding public realm works;
  - (h) using High Street HAZ funds to pay for management costs;
  - (i) properties owned by the Council.
- Subject to clause 17, written approval may be granted in advance through the agreed Programme Design or on a case-by-case basis.
- 17 Referral of any cases to Historic England for approval must be accompanied by

the supporting documentation necessary for Historic England to reach a decision (for example the detailed application, costings, specification, photographs, financial appraisals) and accompanied by a referral form as set out in Annexe 1 of the Supplement to the Delivery Guidance. A copy of the standard grant application form is attached at Annexe 2 of the Supplement to the Delivery Guidance.

- 18 Offers of grant made under this Agreement shall not exceed in total the agreed Joint Annual Allocation in any financial year of the Programme Design and Historic England shall not be liable to make any payments to the Council in excess of its agreed annual allocation.
- 19 Unless otherwise agreed with Historic England in writing in advance, a grant must not be offered if the work for which it is sought has commenced prior to submission of the application, or if such work commences thereafter and has not specifically been agreed to by both Parties as part of the approved Programme Design.
- 20 The Council's Leader, CEO and Executive Director of Growth shall meet with Historic England's Regional Director quarterly to review the progress of the Programme Design. Operational teams from Historic England and the Council will also meet quarterly to discuss progress against the Programme Design and other matters related to this Agreement.
- 21 The Council shall maintain a Risks, Assumptions, Issues and Dependencies (RAID) log which shall be updated quarterly with the Historic England project manager.

#### Conditions of Grant for the Programme Design

- 22 All grant offers shall be made in the form of the standard offer of grant using Annexe 3 of the Supplement to the Delivery Guidance as a template, unless

otherwise agreed in writing by Historic England and shall be made subject to any other terms or conditions which Historic England may from time to time require. Where the repair works cost £20,000 or more in total, the Council will either require the Recipient to employ an appropriately qualified conservation-accredited professional adviser or a professional adviser with demonstrable and appropriate experience of working in the historic environment or directly provide the services of such an adviser to the Recipient. Recipients can still be required to seek professional advice, either directly or via the Council's professional adviser, below this threshold where the Council considers it appropriate.

- 23 The Council may not materially vary the standard conditions contained in the grant offer without the prior written approval of Historic England.

#### Procurement

- 24 The Council must ensure that it complies with the Public Contract Regulations 2015 and any applicable internal procurement rules, regulations and procedures when awarding contracts. In addition, the Council is responsible for ensuring Recipients comply with the Public Contract Regulations 2015 where applicable.

#### Grant Offers

- 25 The Council shall, within one calendar month of the end of each Quarter, submit to Historic England a return of grants offered in the form set out at Annexe 6 of the Supplement to the Delivery Guidance. If no offers have been made, a Nil return must be submitted.

#### Grant Payments

- 26 The Council will only release payment to the Recipient in accordance with the percentage specified in the Programme Design, or at any other rate as may be agreed in writing with Historic England.
- 27 The Council will not release a payment of grant to the Recipient except in

arrears, in response to an application by the Recipient for reimbursement for goods or services received and upon their production to the Council of either invoices for such goods or services (certified as appropriate by a suitably qualified person) or a professional supervisor's certificate indicating the cost of the goods or services received. Furthermore, the Council will only release such a payment if:

- (i) the invoices or certificate are for Grant-Eligible Works;
- (ii) such works have been carried out in full and to the required standard pursuant to clause 13; and
- (iii) subject to clause 28, the aggregate amount paid to the Recipient is less than 90% of the grant offered.

- 28 The Council shall withhold at least 10% of the grant offered until all the Grant-Eligible Works to the property have been completed, a copy of the final account from the Recipient's contractor has been received by the Council and the Recipient has provided the regeneration outputs information specified in the grant offer letter.
- 29 The Council shall, within one calendar month of the end of each Quarter, submit to Historic England returns of grants paid to Recipients and sums expended by the Council upon the Council's own property, using the form at Annexe 7 of the Supplement to the Delivery Guidance, endorsed by an authorised signatory of the Council. The Council must include with the return copy, copies of invoices for goods or services supplied to the Council (certified as appropriate by a suitably qualified person) in relation to works to the Council's property, or a professional supervisor's certificate indicating the cost of such goods or services required. If no payments have been made, a Nil return should be submitted.
- 30 The Council shall comply with the monitoring and evaluation requirements as described in Section 7 of the Programme Delivery Guidance ("Monitoring and evaluation of the High Streets Heritage Action Zones Programme") and as agreed in the Programme Design.

31 Provided the returns set out in Clause 29 are completed, and in accordance with the terms of this Agreement, Historic England shall pay to the Council by BACS:

- (i) Historic England's proportion of the grant paid by the Council to the Recipient or as otherwise agreed pursuant to Clause 26; and
- (ii) the appropriate proportion indicated in the Programme Design of the cost of the part of the works to the Council's property,

within 30 days of receipt of a valid claim.

32 The Council shall keep and make available to Historic England upon reasonable request any correspondence, specifications, plans, drawings, invoices, bills of quantities and schedule of rates or such other information as Historic England may reasonably require relating to any grant offered under this Programme Design for a period of ten years after the end of the Term.

#### Value Added Tax

33 All payments of the HE Grant in accordance with this Agreement are believed to be outside the scope of VAT, but if VAT is chargeable, all payments of the HE Grant will be deemed to be inclusive of all VAT and Historic England shall not be obliged to pay any amount over and above the amount of the HE Grant.

#### **ENFORCEMENT**

34 The Council must take all reasonable steps to enforce the conditions subject to which grant is paid. This includes seeking repayment of the grant if the Recipient disposes of the grant-aided property by way of sale, exchange or lease or any other form of disposal while the grant conditions are still in force, unless it is a permitted disposal as set out in the clause below. The period for which this disposal restriction shall be in force starts from the date of the grant offer and ends three years following the payment of the final instalment of the grant. The Council shall

notify Historic England, without undue delay, if it becomes aware of any non-permitted disposal of grant-aided property.

- 35 For the purposes of the clause above a lease would be considered as a disposal if it is a full-repairing lease and the owner is transferring all of the liability and responsibility for the property in question over to the new tenant. As such if the owner retains liability and responsibility for the property and the lease or licence is for three years or less then the clause above does not apply.

## **REVIEW PROCESS**

- 36 The Council shall undertake an annual review of the Programme Design in accordance with section 3.17 of the Programme Delivery Guidance and in liaison with Historic England, to monitor progress and consider revisions as necessary. A final, more detailed review, as described in section 3.18 of the Programme Delivery Guidance, must be submitted to Historic England before the Agreement is due to expire to determine whether the objectives of the Programme Design have been achieved.
- 37 If, in the Council's or Historic England's reasonable opinion either or both Parties believe that the Council will not, in aggregate, have offered the total of the agreed Joint Annual Allocation by the end of a year of the Programme Design, then Historic England reserves the right to withdraw the uncommitted balance of its allocation before the end of that year.

## **STAFFING**

### The Council

- 38 In accordance with the Programme Design, the Council shall make available, and continue to make available, adequate and appropriate staff resources for the on-going promotion, management and administration of the Programme Design. It is a term of this Agreement that the staff posts named below ("**Key Post(s)**") will be

responsible for managing the Programme Design, particularly for the monitoring and approval of grant-aided work.

Key Post 1:

Julie Burke  
[Julie.Burke@tameside.gov.uk](mailto:Julie.Burke@tameside.gov.uk)  
0161 342 5321

- 39 Once individuals have been appointed to the Key Posts, should there be any change in the Key Post(s) or should they cease for any reason to discharge the functions they currently fulfil in respect of the Programme Design for a period of longer than one month, the Council shall notify Historic England within 14 days of the fact, and of what measures are to be taken to fill the Key Post(s). Any change to Key Post(s) must be approved in advance in writing by Historic England, such approval not to be unreasonably withheld or delayed.
- 40 Where Council management costs have been included within the Programme Design for funding, such costs will only be eligible for Historic England funding if the post(s) relate solely to the Programme Design and are wholly additional to the usual work of the Council (that is to say, a new post or part of a post has been created, or additional staff have been employed to cover the time spent by existing staff in managing the Programme Design).

Historic England

- 41 The focal point at the local Historic England office, to whom all correspondence and requests for advice should be sent, shall be:

For technical matters:

Val Smith

HSHAZ Lead

For administrative matters:

Madeleine Martin

HSHAZ Project Officer

Historic England

Historic England

North West office

North West office

3rd Floor Canada House, 3 Chepstow Street, Manchester M1 5FW  
3rd Floor Canada House, 3 Chepstow Street, Manchester M1 5FW

Tel:

Tel:

E-Mail:

[val.smith@historicengland.org.uk](mailto:val.smith@historicengland.org.uk)

E-Mail:

[madeleine.martin@historicengland.org.uk](mailto:madeleine.martin@historicengland.org.uk)

## **TERMINATION**

42 Any Party to this Agreement may terminate it at any time by giving not less than 3 months' notice in writing. Unless otherwise agreed with Historic England, the Council must not make any offers of grant after a notice under this clause 42 has been given.

43 Historic England may without prejudice to any other right terminate this Agreement in writing with immediate effect if:

- (a) the Council commits a material breach of any of its obligations under this Agreement and (where capable of remedy) fails to take all reasonable steps to remedy such default within such reasonable time as may be specified by Historic England;
- (b) Historic England considers, acting reasonably, that the Council is no longer able to deliver the Programme Design effectively in accordance with the provision of this Agreement.

44 Termination shall neither affect the validity of grants properly offered or paid in

accordance with the terms of this Agreement before the date of notice of termination, nor the Council's right to be reimbursed by Historic England in respect of such grants under the provisions of this Agreement.

- 45 Any provision of this agreement that expressly or by implication is intended to come into or continue in force on or after termination or expiry of this Agreement including clauses 1-3, 10(b), 11, 12, 26-35, 44-63 and 66-71 shall remain in full force and effect.
- 46 Termination or expiry of this Agreement shall not affect any rights, remedies, obligations or liabilities of the Parties that have accrued up to the date of termination or expiry.

#### **GRANT REPAYMENT**

- 47 The whole or any part of the HE Grant (in so far as it shall have been paid) shall become repayable by the Council to Historic England (and Historic England reserve the right to withdraw any future payments of the HE Grant) if in Historic England's reasonable opinion:
- (a) the Council's application for funding or other material subsequently submitted to Historic England is shown to have been completed fraudulently or materially misleading or inaccurate information has been provided to Historic England;
  - (b) the Council has acted negligently or fraudulently in connection with this Agreement;
  - (c) the HE Grant has been used for ineligible costs;
  - (d) there is a breach of any of the following clauses: 16(a), 19, 30, 34, 36 and 51;
  - (e) payments of the HE Grant to the Council or grants paid to Recipients by the Council breach State Aid Law; or

(f) the Council ceases to exist or is declared a bankrupt or is placed into receivership or liquidation or is the subject of an administration order.

48 The Council agrees that upon receipt of notice requiring repayment the Council shall repay the sums required within 20 days of receipt of such notice, unless otherwise agreed with Historic England in writing.

49 Where the Council recovers any grant monies from a Recipient due to a breach by the Recipient of its obligations under a grant agreement or otherwise, it shall return to Historic England the part of the recovered monies that is proportionate to the funding Historic England provided to the Recipient, unless otherwise agreed with Historic England in writing. The Council shall repay the sum to Historic England within a period of 20 days after it has received the monies from the Recipient, unless otherwise agreed with Historic England in writing.

#### **WAIVER**

50 A failure or delay in exercising any right or remedy provided under this Agreement or by law shall not be construed as a waiver of that or any other right or remedy.

#### **ASSIGNMENT/SUBCONTRACTING**

51 The Council shall not assign, sub-contract or transfer this Agreement or any part thereof without the prior consent in writing of Historic England.

#### **SEVERANCE**

52 If any provision of this Agreement is held by any competent authority to be invalid, unlawful or unenforceable in whole or in part, the validity, lawfulness and enforceability of the other provisions of this Agreement and the remainder of the provision in question shall not be affected thereby.

#### **DATA PROTECTION**

53 This clause 53 sets out the framework for the sharing of Personal Data between the Parties where they are acting as Controllers in respect of the Shared Personal Data in connection with this Agreement (for the avoidance of doubt, the sharing of Personal Data between the Parties shall be limited to the personal data of the individuals occupying the Key Posts from time to time) :

- (a) Each Party acknowledges that a party (the “**Data Discloser**”) will regularly disclose for the purposes of this Agreement to another party or other parties (the “**Data Recipient(s)**”) Shared Personal Data collected by the Data Discloser;
- (b) The Parties shall comply with all the obligations imposed on a Controller under the Data Protection Legislation, and any material breach of the Data Protection Legislation by one Party shall, if not remedied within 30 days of that breach, give grounds to the other Party to terminate this Agreement with immediate effect;
- (c) Each Party acknowledges that the Data Recipient(s) was not involved in the collection of Shared Personal Data initially collected by the Data Discloser and provided to the Data Recipient(s). The Data Discloser shall ensure that it collects and processes such Shared Personal Data in accordance with the Data Protection Legislation;
- (d) Each Party shall ensure that it has all necessary notices and consents in place to enable lawful transfer of the Shared Personal Data to the Data Recipient(s) for the purposes of this Agreement;
- (e) The Data Recipient(s) shall process the Shared Personal Data only for the purposes of this Agreement;
- (f) Each Party shall be separately responsible for compliance with its obligations under the Data Protection Legislation, in its capacity as Controller of the Shared Personal Data processed for the purposes of this Agreement, in respect of:

- (i) the security of the Shared Personal Data when under its control;
- (ii) any transfers of the Shared Personal Data outside the EEA for which that Party is responsible; and
- (iii) any requests received from individuals in respect of their rights under the Data Protection Legislation exercised in respect of the Shared Personal Data in that Party's possession and/or control.

54 Each Party shall provide to the other such reasonable co-operation and assistance as may be necessary in relation to the Shared Personal Data including in responding to any request from a Data Subject and in ensuring compliance with its obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities.

55 Each Party shall (and shall procure that any of its staff involved in connection with the Programme Design shall) comply with any notification requirements under the Data Protection Legislation.

56 Historic England's full privacy and cookies policy can be viewed at <https://historicengland.org.uk/terms/privacy-cookies/>

## **CONFIDENTIALITY**

57 Except to the extent set out in clause 58 or where disclosure is expressly permitted, each Party shall treat Confidential Information belonging to the other Party as confidential and shall not disclose any Confidential Information belonging to the other Party to any other person without the prior written consent of the other Party.

58 Neither Party shall be prevented from disclosing any Confidential Information obtained from the other Party:

- (a) for the purpose of the examination and certification of: (i) its own accounts; or (ii) pursuant to section 6(1) of the National Audit Act 1983, the economy,

efficiency and effectiveness with which the Party has used its resources;  
or

- (b) to any government department, provided that in disclosing information the Party only discloses the information which is necessary for the purpose concerned and requests that the information is treated in confidence and that a confidentiality undertaking is given where appropriate;
- (c) where disclosure is required by law, including under the FOIA or EIR.

### **INFORMATION ACTS**

59 Both Parties acknowledge that the other party is subject to the requirements of the FOIA and the EIR. Either Party may be obliged to release documents if the Party receives a FOIA or EIR request.

60 In respect of any FOIA or EIR request, the recipient of the request (“**Request Recipient**”) shall be responsible for determining whether any information, whether commercially sensitive information or otherwise, is exempt from disclosure in accordance with the provisions of FOIA or EIR or is to be disclosed in response to a request for information.

61 The Request Recipient undertakes to notify the other Party promptly (taking into account the timescales for responding to same) on receipt of any FOIA or EIR request relating to the other Party (or the HAZ programme where the Request Recipient is the Council) and to allow the other Party to make representations prior to substantively responding to any such request (taking into account the timescale for responding to FOIA and EIR requests) as to the confidential nature of any information requested or any other grounds on which the information should be withheld under the FOIA or EIR (or both).

### **STATE AID**

62 The Council hereby confirms that it shall undertake an assessment and obtain legal advice where necessary to ensure that the provision of the HE Grant awarded under this Agreement and provision of grants awarded to the Recipients comply with all applicable State Aid Law. The Council shall provide Historic England upon request with details of any exemption (General Block Exemption Regulation (GBER) or other) or other justifications that it is intended shall be relied upon with respect to the Programme Design.

63 The Council acknowledges that Historic England may require all or part of any grant to be repaid if any information given or representation made in respect of the State Aid Law information provided is found to be materially incorrect. The Council agrees that upon receipt of notice requiring repayment the Council shall repay the sums required within 20 days of receipt of such notice, unless otherwise agreed with Historic England in writing. The liability to meet such a demand shall be enforceable as a contractual debt. Historic England may require the Council to pay interest on any amount repayable in accordance with the rates published in the Official Journal of the European Union.

64 Historic England reserves the right to vary the State Aid Law requirements within this clause in line with changes to relevant European and/or UK legislation from time to time.

## **COMPLIANCE WITH ANTI-SLAVERY AND HUMAN TRAFFICKING LAWS AND POLICIES**

65 In performing its obligations under the Agreement, the Parties shall comply with all applicable anti-slavery and human trafficking laws, statutes and regulations from time to time in force including but not limited to the Modern Slavery Act 2015.

## **DISPUTE RESOLUTION**

66 In the event of any complaint or dispute (which does not relate to Historic

England's right to withhold funds or terminate) arising between the Parties to this Agreement in relation to this Agreement the matter should first be referred for resolution to the High Streets HAZ Programme Manager or any other individual nominated by Historic England from time to time.

- 67 Should the complaint or dispute remain unresolved within 14 days of the matter first being referred to the High Streets HAZ Programme Manager or other nominated individual, as the case may be, either Party may refer the matter to the Regional Director of Historic England and the Chief Executive of the Council with an instruction to attempt to resolve the dispute by agreement within 28 days, or such other period as may be mutually agreed by Historic England and the Council.
- 68 In the absence of agreement, the Parties may seek to resolve the matter through mediation under the CEDR Model Mediation Procedure (or such other appropriate dispute resolution model as is agreed by both Parties). Unless otherwise agreed, the Parties shall bear the costs and expenses of the mediation equally.

### **LIMITATION OF LIABILITY**

- 69 Historic England accepts no liability for any consequences, whether direct or indirect, that may come about from the Council running the Programme Design, the use of the grant or from withdrawal of the grant. The Council shall indemnify and hold harmless Historic England, its employees, agents, officers or subcontractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of the actions and/or omissions of the Council in relation to the Programme Design, the non-fulfilment of obligations of the Council under this Agreement or its obligations to third parties.
- 70 Historic England's liability under this Agreement is strictly limited to the payment of the grant only.

### **NOTICES**

71 In the case of any notice:

- (a) served on the Council by Historic England under this Agreement, such notice shall be marked for the attention of Borough Solicitor and shall be sent by (fully paid) first class or recorded delivery to Tameside One, Market Place, Ashton under Lyne, OL6 6BH;
- (b) served on Historic England under this Agreement, such notice shall be marked for the attention of the General Counsel and Corporate Secretary and shall be sent by (fully paid) first class or recorded delivery to Historic England, 4th Floor, Cannon Bridge House, 25 Dowgate Hill, London, EC4R 2YA.

## **LAW**

72 This Agreement shall be subject to and interpreted according to the laws of England and Wales and shall be subject to the jurisdiction of the English Courts.

## **COUNTERPARTS**

73 This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts shall together constitute the one agreement. Delivery by electronic means is specifically permitted under this Agreement, be it by pdf, attachment to an email or by the delivery of an accessible web link to an executed counterpart.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

Executed as a deed by **HISTORIC BUILDINGS AND MONUMENTS COMMISSION FOR ENGLAND** acting by  
The General Counsel and Corporate Secretary:

In the presence of:

Witness signature:

Witness name and address:

**EXECUTED** as a **Deed**  
(but not delivered until the date  
of this Deed)  
by affixing the seal of the  
**Tameside Metropolitan Borough Council**  
In the presence of:-

Authorised Signatory

## **ANNEX 1 – PROGRAMME DESIGN**

The Programme Design is the document detailing the programme of works and activities submitted by the Council to Historic England on 06.02.2020.

**ANNEX 2 – SPEND PROFILE**

	<b>FY 20/21</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>Total</b>
<b>HE funding</b>	<b>£170,000</b>	<b>£924,578</b>	<b>£150,000</b>	<b>£30,422</b>	<b>£1,275,000</b>
<b>Match Funding</b>	<b>£170,000</b>	<b>£924,578</b>	<b>£150,000</b>	<b>£30,422</b>	<b>£1,275,000</b>

# Agenda Item 9

<b>Report to:</b>	<b>EXECUTIVE CABINET</b>
<b>Date:</b>	25 November 2020
<b>Executive Member:</b>	Councillor Warren Bray – Executive Member (Transport and Connectivity)
<b>Reporting Officer:</b>	Emma Varnam – Assistant Director of Operations and Neighbourhoods
<b>Subject:</b>	<b>THE MAYOR'S CHALLENGE FUND - FULL SCHEME DELIVERY APPROVAL</b>
<b>Report Summary:</b>	This report provides an update on Tameside's Mayor's Challenge Fund programme and sets out details of the first two schemes. Subject to approval of the relevant business case, this report asks for approval for delivery of these schemes and to sign the necessary delivery agreements, for these schemes and for future Mayor's Challenge Fund schemes.
<b>Recommendations:</b>	<p>That Executive Cabinet be recommend to agree the following to support the delivery of the Hill Street, Ashton-under-Lyne and Chadwick Dam, Stalybridge and Ashton-under-Lyne schemes:</p> <ul style="list-style-type: none"><li>(i) Approve the delivery of the two schemes outlined in Section 3 of this report subject to receiving Full Approval from TfGM based on the funding package set out in Section 3.9 of this report.</li><li>(ii) Authorise entering into a Delivery Agreement with TfGM, upon TfGM's approval of the full business case.</li><li>(iii) Authorise entering into Delivery Agreements with TfGM for the delivery of future Mayor's Challenge Fund schemes which have received Programme Entry status.</li><li>(iv) Approve the GMCA development costs for the Mayor's Challenge Fund, A57 Denton to Hyde scheme, as set out in Section 2.5 of this report and add the £358,160 grant funding to the Capital Programme.</li><li>(v) Noting that all future schemes that need match funding will need advance approval of Cabinet.</li></ul>
<b>Corporate Plan:</b>	The schemes set out in this report support all eight objectives of the Corporate Plan, with a particular focus on 'Infrastructure and Environment', 'Nurturing Communities' and 'Longer and Healthier Lives'.
<b>Policy Implications:</b>	In line with policy.
<b>Financial Implications:</b> <b>(Authorised by the statutory Section 151 Officer &amp; Chief Finance Officer)</b>	<p>Set out in section 2.3 of this report is a table showing a summary of the combined estimated value of the eleven schemes that have received Programme Entry status. Members should note, both the estimated Mayor's Challenge Fund grant of £11.6m and the Council's estimated match funding of £3.2m are approvals in principle only and are subject to change. There is currently no formal commitment for the Council to the £3.2m match funding sum.</p> <p>Scheme grant values and any related match funding requirements will be confirmed within scheme business cases as they are</p>

developed. The schemes will be presented to Members for approval as business cases are finalised.

The table in section 2.5 of this report provides a summary of the development costs approved for each Mayor's Challenge Fund scheme in tranche 1 to 6. Grant funding of £1.937m has been secured to date to support the design and development of these schemes. Executive Cabinet has previously approved £1.579m of grant funding (tranche 1 to 5) which has been added to the Capital Programme. This report seeks approval for the grant funding of development costs of the A57 Denton to Hyde scheme (£0.358m) be added to the Capital Programme. Members should note that the £1.937m is within the £11.6m grant funded element referred to above.

A full business case for the Hill Street and Chadwick Dam schemes was submitted to TfGM on 14 October 2020 for review and approval. The total grant applied for is £0.687m (Hill Street scheme £0.326m and Chadwick Dam scheme £0.361m). This includes £0.075m previously secured for the development costs of the two schemes and is included in the £1.937m referred to above. Details are set out in section 3.14 of this report.

If approved, the total value of Mayor's Challenge Fund funding will be £2.549m, which is again the cumulative total of approved schemes within the £11.6m grant funded element referred to previously.

If the TfGM bid is successful the Hill Street and Chadwick Dam schemes will be 100% grant funded. Members should note the business case includes complimentary match completed works which enhance the two schemes. Tameside Council funded works at a cost of £0.093m and NHS Integrated Care Foundation Trust funded works at a cost of £0.106m. The total match funding of £0.199m is within the £3.2m referred to in section 2.3 of this report. Section 3.16 of this report sets out the related details.

Members should note that the Financial Management service will review and provide financial assurance in advance of further business case submissions submitted to TfGM for approval.

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

As set out in the main body a number of statutory requirements need to be met before the work can be undertaken including consultation, planning, and traffic order and road safety audits.

It is a requirement of good decision making enforced by common law and statute that decision makers should consider the outcome of any relevant consultation before making a decision. Failure to do so could result in the decision being subject to challenge.

Therefore careful consideration should be given to the consultation information appended to this report and before the report goes to Cabinet absolute clarity in the report as to the consultation process and where it is up to in order that there is no perception of pre determination.

The project officers will have to be mindful of the terms of the delivery agreement especially any claw back provisions. It is therefore critical that these projects are robustly managed.

It should be noted that by law any match funding will require the approval of Cabinet and Council as not already agreed in the annual budget.

**Risk Management:**

Included in Section 4.

**Background Information:**

The background papers relating to this report can be inspected by contacting: Andrea Wright



Telephone: 0161 342 2696



Email: [andrea.wright@tameside.gov.uk](mailto:andrea.wright@tameside.gov.uk)

## 1 INTRODUCTION

- 1.1 On 29 March 2018, the Greater Manchester Combined Authority agreed to allocate £160 million of Greater Manchester's £243 million Transforming Cities Fund to develop a Mayor's Cycling and Walking Challenge Fund (Mayor's Challenge Fund). The fund is being used to deliver the Bee Network, which is the walking and cycling element of the Our Network plan to transform Greater Manchester's transport system.
- 1.2 The Bee Network, once complete, will cover circa 1,800 miles and be the longest, integrated, planned network in the country, connecting every neighbourhood and community across Greater Manchester. The initial network plan was contained in Greater Manchester's cycling and walking infrastructure proposal (adopted by GMCA in June 2018), as part of a GM Streets for All highways improvement programme.

## 2 THE MAYOR'S CHALLENGE FUND PROGRAMME IN TAMESIDE

- 2.1 Previous reports on the Mayor's Challenge Fund Programme have highlighted that the Council has successfully secured Programme Entry Status, from the Greater Manchester Combined Authority, for schemes at Tranches 1, 4, 5 and 6 of the programme.
- 2.2 Programme Entry status means approval "in principle" with the majority of the funds still subject to the submission and approval of a successful business case.
- 2.3 The table below provides a summary of the combined estimated value of the 12 schemes that have received Programme Entry status to date:

Total Estimated Mayor's Challenge Fund Funding	£11,557,150
Total Estimated Match Funding	£3,200,734
Total Estimated Scheme Costs	£14,757,884

- 2.4 Previous reports have confirmed that Advanced Funding Agreements have been approved for the development costs associated with all of the proposed Mayor's Challenge Fund schemes in Tameside. This has enabled the Council to start to claim this grant funding, in arrears, for defrayed costs associated with the development of the Mayor's Challenge Fund schemes.
- 2.5 The table below provides a summary of the development costs approved for each Mayor's Challenge Fund scheme. The costs associated with Tranches 1 to 5 have been added to the Capital Programme. The Advanced Funding Agreement for the A57 Denton to Hyde scheme has now been received and the costs will be added to the Capital Programme.

Tranche	Scheme Name	Approved Development Costs
1	Active Neighbourhoods 1 (2 schemes)	£75,010
	Active Neighbourhoods 2 (5 schemes)	£189,470
4	A57 Crown Point	£408,480
5	Ashton Streetscape	£459,525
5	Ashton West Link Bridge	£253,320
5	Ashton Town Centre South	£193,160
6	A57 Denton to Hyde	£358,160
	<b>Total Costs Approved</b>	<b>£1,937,125</b>

### 3 SCHEME DETAILS

#### **Hill Street, Ashton-under-Lyne** (See drawings in **Appendix A**)

- 3.1 The Hill Street Mayor's Challenge Fund scheme will provide an east-west cycle route from the A627 Cavendish Street to the A6017 Stockport Road via Hill St, Victoria St and Trafalgar Sq. The scheme provides links towards the Peak Forest Canal, which runs from Ashton town centre to the Stockport boundary via Hyde. At Portland Basin, access will also be provided to an existing cycle route on the Ashton Canal, linking west towards Manchester City Centre.
- 3.2 The Hill Street Mayor's Challenge Fund scheme will incorporate:
- A contraflow cycle lane on Hill Street, between Cavendish Street and Bentinck Street.
  - A cycle track to by-pass a short one-way section of carriageway at the junction of Victoria Street and Margaret Street.
  - A cycle punch through at the Victoria Street / Cambridge Street junction providing cycle access towards Trafalgar Square.
  - A cycle punch-through between Trafalgar Square and the A6017 Stockport Road will provide links to existing advisory cycle lanes. This will provide a link towards Guide Bridge where a new cycle access ramp links to the Ashton Canal towpath.
  - The existing pedestrian refuge and uncontrolled crossing on Stockport Road will be upgraded to a parallel zebra crossing. This will to allow cyclists to access areas west of Ashton and to the north of Stockport Road.

#### **Chadwick Dam, Stalybridge / Ashton-under-Lyne** (See drawings in **Appendix B**)

- 3.3 The Chadwick Dam Mayor's Challenge Fund scheme will provide improved cycle and walking facilities within Stamford Park, connecting from an existing CCAG2 scheme to the A635 Mossley Road. It will provide additional links to Lake View, Mellor Road and the adjacent Tameside Hospital, as well as connecting across Mossley Road. A parallel cycle and pedestrian crossing will provide access across Mossley Road to reach Rose Hill Road, where a 20mph Zone will be extended to provide access via this quiet route to the residential areas northeast of Ashton.

The improvements within the park comprise:

- An improved shared use path, on the west side of the fishing lake, to provide a link between Chadwick Dam and Mellor Road, which provides access towards Tameside General Hospital.
- The route will continue north with a new filtered access back into the park and then link towards a new crossing of Mossley Road.
- Another shared use path will also provide a connection from Chadwick Dam towards Lake View, Ridge Hill, on the eastern side of the fishing lake.
- At this point, the existing route north will be improved for pedestrians only, with improvements to accessibility at the existing access control.

#### **Business Case Submission**

- 3.4 A full business case for the Hill Street and Chadwick Dam schemes was submitted to TfGM on 14 October 2020 for review and approval. This follows a draft submission in August and subsequent review feedback that has now been taken on board.
- 3.5 It is anticipated that the outcome of the review will be known at the Greater Manchester Combined Authority meeting on the 11 December 2020. Subject to approval, this would mean that works could start on site in January 2021.

#### **Scheme Development and Delivery**

- 3.6 The traffic orders associated with the Chadwick Dam scheme have been advertised and objections resolved where possible through dialogue. The remaining objections were put to Speakers Panel (Planning) on 23 Sept 2020 and a recommendation to implement the traffic orders was approved.

- 3.7 The traffic orders associated with the Hill Street scheme are currently being drafted. If objections are received they will be dealt with, in the same way as for the Chadwick Dam scheme, prior to the start of construction.
- 3.8 A Stage 2 Road Safety Audit was completed in August 2020. The audit has been reviewed in detail and there are no significant issues identified within the report that would put scheme delivery at risk.
- 3.9 Both schemes were presented at an Mayor's Challenge Fund Consultation that ran from 10 February to 8 March 2020. The outcome of the consultation is presented in a Consultation Report. An extract of the report is included in **Appendix C**, summarising the feedback that was received for these two schemes. The scheme designs have been reviewed in detail to ensure that where possible the feedback has been taken into account.
- 3.10 The Council is planning to deliver the schemes using the Council's in-house delivery team. The Mayor's Challenge Fund Project Team have reviewed TfGM's proposed draft delivery agreement to understand the relevant terms and conditions.

### Funding Package

- 3.11 Previous reports have provided the following estimated costs associated with these two schemes.

Scheme	Funding Estimated at Programme Entry	
	Mayor's Challenge Fund Funding	Match Funding
Hill Street	£110,000	£110,000
Chadwick Dam	£75,000	£75,000

- 3.12 In order to achieve high quality provision for walking and cycling, as required under the Mayor's Challenge Fund, the scope of both schemes has expanded from what was envisaged at Programme Entry. This follows ongoing dialogue and design review with TfGM. For this reason, the cost associated with both schemes has increased.
- 3.13 The revised scheme costs, submitted as part of the full business case, are as follows:

Costs	Hill Street	Chadwick Dam	Total
Development	£36,404	£51,706	<b>£88,110</b>
Delivery	£212,026	£227,412	<b>£439,438</b>
Monitoring & Evaluation	£3,100	£3,100	<b>£6,200</b>
Activation	£40,000	£40,000	<b>£80,000</b>
Quantified Risk Allowance	£30,632	£32,610	<b>£63,242</b>
Contingency	£0	£0	<b>£0</b>
Inflation	£4,112	£5,849	<b>£9,961</b>
<b>Total</b>	<b>£326,274</b>	<b>£360,677</b>	<b>£686,951</b>

- 3.14 The total funding amount being sought from Mayor's Challenge Fund is **£686,951** (including £75,010 development costs already approved). There is no funding gap identified for the schemes. If any cost increases occur following Full Approval, the Council's Mayor's Challenge Fund Project Team will manage this through the change control process working jointly with TfGM.

- 3.15 In addition to the Mayor's Challenge Fund funding being requested the business case includes details of the following complimentary match funding which will enhance the two Mayor's Challenge Fund schemes:
- Transport Asset Management Plan (TAMP) Capital Funding to the value of **£92,875** was spent in the financial year 2019/20 for the resurfacing of Hill Street. The resurfacing of the route forms an essential part of the Mayor's Challenge Fund scheme scope.
  - The Chadwick Dam scheme is adjacent to Tameside Hospital and there has been ongoing, positive engagement with the NHS Trust. The objectives of the Mayor's Challenge Fund programme align closely with the NHS Trust's sustainable travel policies. The NHS Trust have therefore provided details of recent spend associated with the provision of walking and cycling facilities to enhance the scheme in promoting active travel to hospital staff, patients and visitors. The value of these works, which has been funded and delivered by the NHS Trust during 2019 and 2020, is **£105,776**.

## **4 RISK MANAGEMENT**

- 4.1 £160 million has been made available across Greater Manchester, over four financial years (2018 to 2022) to fund walking and cycling infrastructure schemes. The recommendations contained within this report will directly support Mayor's Challenge Fund scheme delivery and enable Phase 1 of the Council's Tranche 1 schemes to be delivered. This will directly assist in mitigating the Mayor's Challenge Fund programme risk of not fully expending the available budget within the funding timescales.
- 4.2 Legal Delivery Agreements will be produced by TfGM for full scheme approvals. The Draft Agreement has been reviewed by the Council's Legal team in advance of receiving the final Delivery Agreement in order to minimise delay in accepting the grant funding to allow works to start on site in early 2021.
- 4.3 A quantitative scheme risk register is maintained by the Council's Mayor's Challenge Fund Project team and an appropriate risk allowance has been included in the revised scheme costs.
- 4.4 Key risks are discussed and reported on a monthly basis to TfGM's Mayor's Challenge Fund programme team to ensure appropriate mitigation actions are implemented.

## **5 CONCLUSION**

- 5.1 The ambitious Mayor's Challenge Fund programme, and the high-quality design standards being applied across the Bee Network should help to increase the number of people choosing active travel modes which is a key priority for the Council as it will support the delivery of environmental, economic and societal benefits.
- 5.2 Approval of the first two Tranche 1 schemes, as detailed in this report, will enable the Council to secure **£686,951** of Mayor's Challenge Fund grant funding and kick start the delivery of Tameside's Bee Network.
- 5.3 Standard scheme procedures and statutory processes have been followed, including advertising of traffic orders, road safety audits and consultation with residents and key stakeholders.
- 5.4 In order to achieve high quality provision for walking and cycling, as required under the Mayor's Challenge Fund, the scope of both schemes has been expanded from what was envisaged at Programme Entry. This follows ongoing dialogue and design review with TfGM. For this reason, the cost associated with both schemes has increased. The business

case sets out that the scheme delivery will be funded entirely from Mayor's Challenge Fund grant funding.

## **6 RECOMMENDATIONS**

6.1 As set out at the front of the report.

## Appendix A – Hill Street Scheme Drawings

A1.1 The following drawings are included:

- HS6051-006-HS-DR-0001\_P02 – Hill Street Contraflow
- HS6051-006-VS-DR-0001\_P02 – Victoria Street / Margaret Street Junction
- HS6051-006-TS-DR-0001\_P02 – Trafalgar Square
- HS6051-006-TS-DR-0002\_P02 – Victoria Street / Cambridge Street Junction

## **Appendix B – Chadwick Dam Scheme Drawings**

B1.1 The following drawings are included:

- HS6051-009-DR-0001\_P04 – Chadwick Dam Sheet 1 of 5
- HS6051-009-DR-0002\_P04 – Chadwick Dam Sheet 2 of 5
- HS6051-009-DR-0003\_P04 – Chadwick Dam Sheet 3 of 5
- HS6051-009-DR-0004\_P04 – Chadwick Dam Sheet 4 of 5
- HS6051-009-DR-0007\_P01 – Chadwick Dam Sheet 5 of 5

## **Appendix C – Extract from the Mayor’s Challenge Fund Consultation Report**

- C1.1 The extract comprises p.28 and p.29 of the Mayor’s Challenge Fund, Proposed Walking and Cycling Schemes, February / March 2020 Consultation Report.
- C1.2 This presents the scheme specific feedback received in relation to the Hill Street and Chadwick Dam schemes.

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**Key:**

- Footway Construction (bituminous surfacing)
- Green Coloured Surfacing
- Tactile Paving
- Traffic Signs

↑ Ashton   
 Hyde (via canal) →

↑ Gulde Bridge   
 ← Hyde (via canal)

Footway build-out using 4m radii at junction

Cycle track with dropped kerbs at either end and raised tactile edgings.

Parking restriction to enable cycle access to the carriageway.

Existing left turn arrow to be removed

Cycle symbols at 12m centres

Existing 'No Entry' signs to remain.

P02	11.08.2020	Issued for Business Case Approval	JS
P01	50.02.2020	First Issue	JS
Ref.	Date	Details	Initials

Revisions



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Title  
 The Mayor's Cycling and Walking Challenge Fund  
 Hill Street, Ashton  
 Victoria Street / Margaret Street Junction  
 Detailed Design for Approval

Scale	Drawn JS	Checked AW	Scheme ID HS6051-006
1:500 @ A3	Date 11/08/2020	Date 11/08/2020	Drawing Status For Information



West End  
Meth Ch

TCB

CUTLINE REFER TO DRAWING 0002

Cycle Route Sign  
to Diag. 955

Extended parking  
restrictions to  
support cycle lane

No Entry Sign  
to Diag. 616

Replace existing  
flagged footway with  
bitmac surfacing

Provide new 3.0m wide  
pedestrian refuge and  
remove existing island

Footway build-out at  
new crossing location

Reinstate footways  
to match existing

Existing pedestrian  
deterrent paving modified  
to suit proposed layout

Modify existing  
dropped crossing to  
accommodate cyclists

Keep left sign  
on bollard

Sign dia. 960.1



Provide bitmac cycle  
track between Trafalgar  
Sq and Stockport Rd

**Key:**

- Footway Construction (bituminous surfacing)
- Green Coloured Surfacing
- High Friction Surface Dressing
- Tactile Paving
- Traffic Signs

1.8m wide  
cycle lane

Rebuild existing  
pedestrian refuge

1.8m wide  
cycle lane

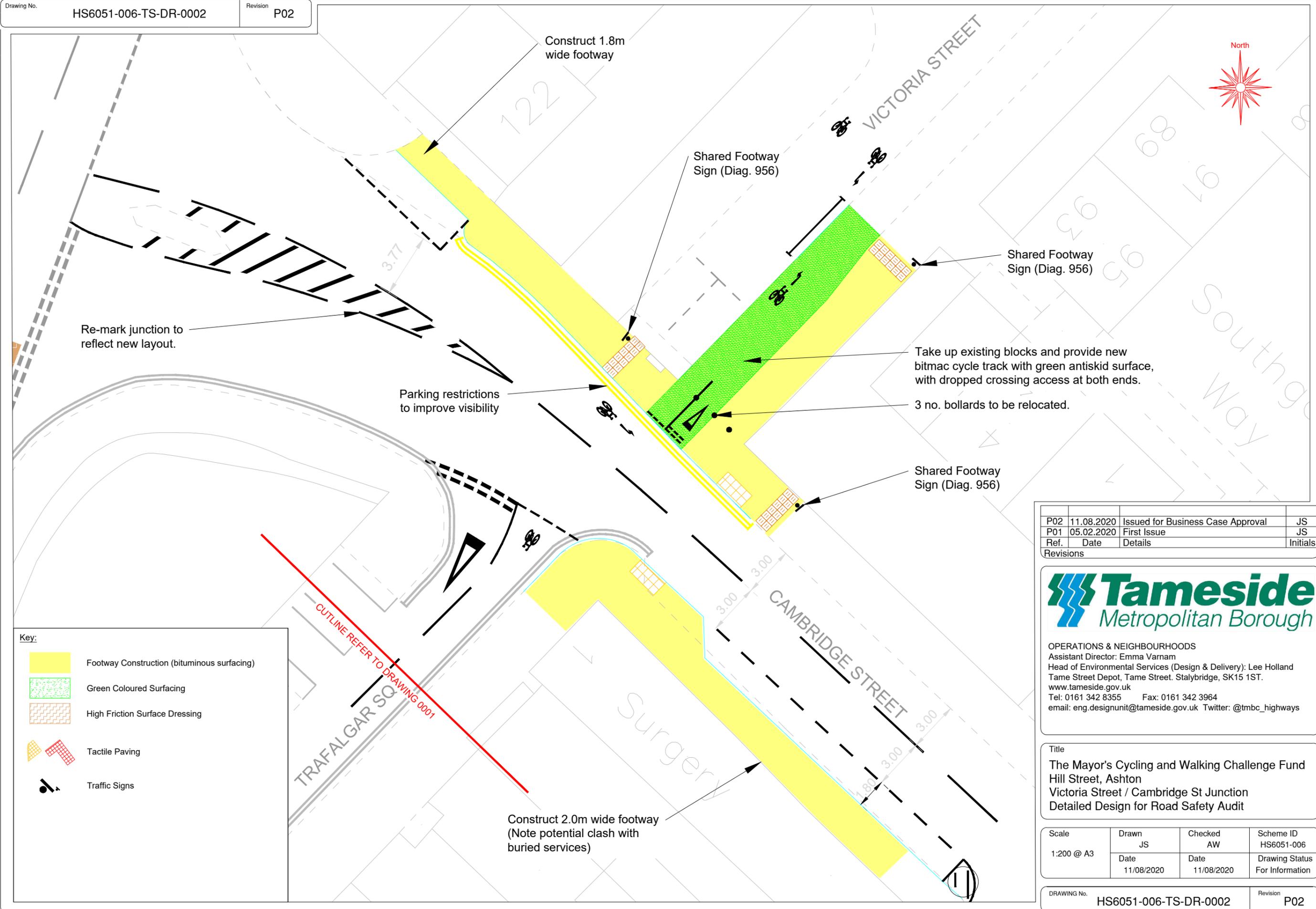
P02	11.08.2020	Issued for Business Case Approval	JS
P01	05.02.2020	First Issue	JS
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Title  
**The Mayor's Cycling and Walking Challenge Fund**  
 Hill Street, Ashton  
 Trafalgar Square  
 Detailed Design for Road Safety Audit

Scale	Drawn	Checked	Scheme ID
1:400 @ A3	JS	AW	HS6051-006
	Date	Date	Drawing Status
	11/08/2020	11/08/2020	For Information



**Key:**

- Footway Construction (bituminous surfacing)
- Green Coloured Surfacing
- High Friction Surface Dressing
- Tactile Paving
- Traffic Signs

P02	11.08.2020	Issued for Business Case Approval	JS
P01	05.02.2020	First Issue	JS
Ref.	Date	Details	Initials
Revisions			

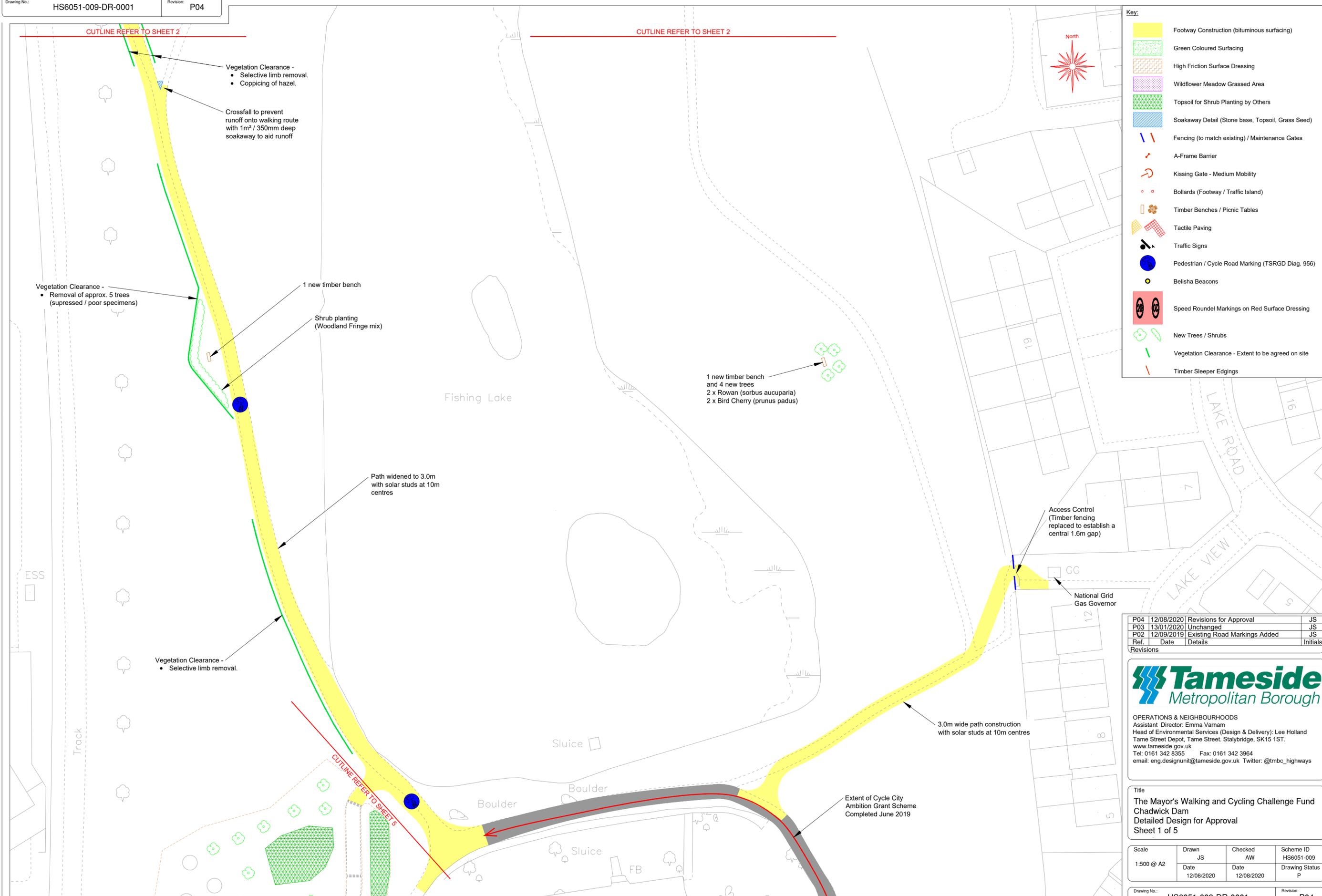
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Title  
 The Mayor's Cycling and Walking Challenge Fund  
 Hill Street, Ashton  
 Victoria Street / Cambridge St Junction  
 Detailed Design for Road Safety Audit

Scale	Drawn JS	Checked AW	Scheme ID HS6051-006
1:200 @ A3	Date 11/08/2020	Date 11/08/2020	Drawing Status For Information

**Key:**

-  Footway Construction (bituminous surfacing)
-  Green Coloured Surfacing
-  High Friction Surface Dressing
-  Wildflower Meadow Grassed Area
-  Topsoil for Shrub Planting by Others
-  Soakaway Detail (Stone base, Topsoil, Grass Seed)
-  Fencing (to match existing) / Maintenance Gates
-  A-Frame Barrier
-  Kissing Gate - Medium Mobility
-  Bollards (Footway / Traffic Island)
-  Timber Benches / Picnic Tables
-  Tactile Paving
-  Traffic Signs
-  Pedestrian / Cycle Road Marking (TSRGD Diag. 956)
-  Belisha Beacons
-  Speed Roundel Markings on Red Surface Dressing
-  New Trees / Shrubs
-  Vegetation Clearance - Extent to be agreed on site
-  Timber Sleeper Edgings



Ref.	Date	Details	Initials
P04	12/08/2020	Revisions for Approval	JS
P03	13/01/2020	Unchanged	JS
P02	12/09/2019	Existing Road Markings Added	JS

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Title  
 The Mayor's Walking and Cycling Challenge Fund  
 Chadwick Dam  
 Detailed Design for Approval  
 Sheet 1 of 5

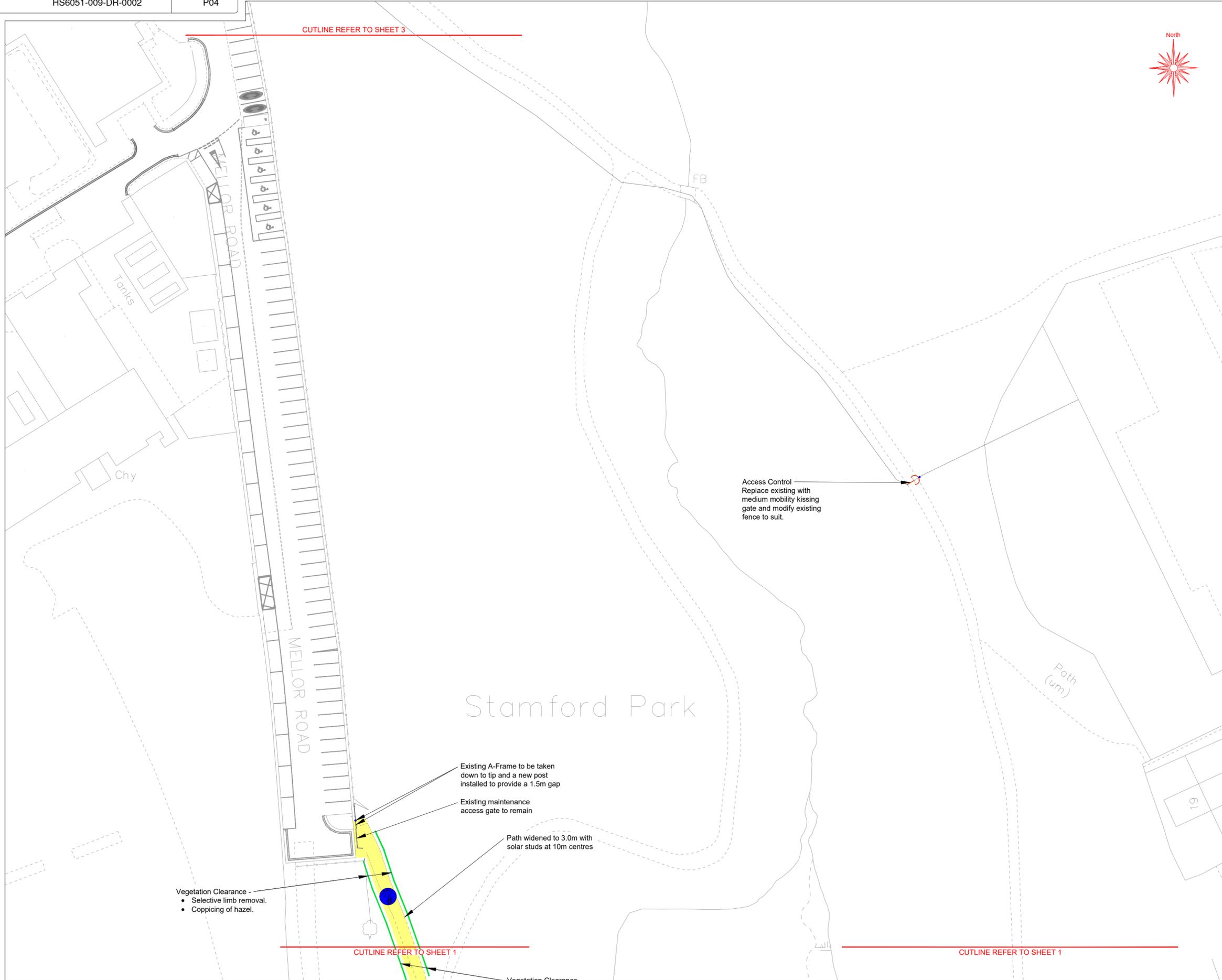
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1:500 @ A2	JS	AW	HS6051-009
	Date	Date	Drawing Status
	12/08/2020	12/08/2020	P

CUTLINE REFER TO SHEET 3



**Key:**

	Footway Construction (bituminous surfacing)
	Green Coloured Surfacing
	High Friction Surface Dressing
	Wildflower Meadow Grassed Area
	Topsoil for Shrub Planting by Others
	Soakaway Detail (Stone base, Topsoil, Grass Seed)
	Fencing (to match existing) / Maintenance Gates
	A-Frame Barrier
	Kissing Gate - Medium Mobility
	Bollards (Footway / Traffic Island)
	Timber Benches / Picnic Tables
	Tactile Paving
	Traffic Signs
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	Belisha Beacons
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	New Trees / Shrubs
	Vegetation Clearance - Extent to be agreed on site
	Timber Sleeper Edgings



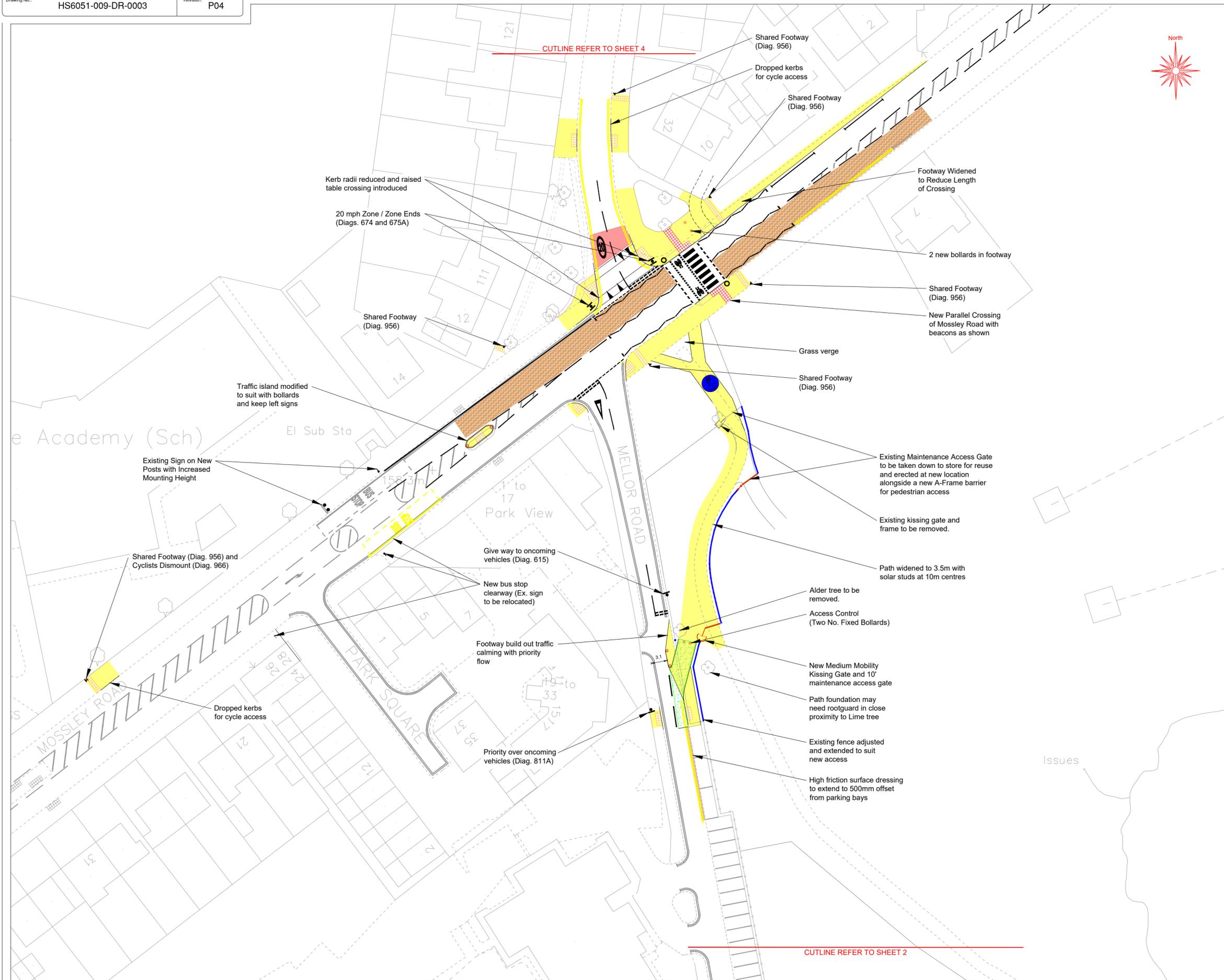
Ref.	Date	Details	Initials
P04	12/08/2020	Revisions for Approval	JS
P03	13/01/2020	Unchanged	JS
P02	12/09/2019	Existing Road Markings Added	JS

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Title  
The Mayor's Walking and Cycling Challenge Fund  
Chadwick Dam  
Detailed Design for Approval  
Sheet 2 of 5

Scale	Drawn	Checked	Scheme ID
1:500 @ A2	JS	AW	HS6051-009
	Date	Date	Drawing Status
	12/08/2020	12/08/2020	P



**Key:**

- Footway Construction (bituminous surfacing)
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- High Friction Surface Dressing
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- Soakaway Detail (Stone base, Topsoil, Grass Seed)
- Fencing (to match existing) / Maintenance Gates
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- Kissing Gate - Medium Mobility
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- Timber Benches / Picnic Tables
- Tactile Paving
- Traffic Signs
- Pedestrian / Cycle Road Marking (TSRGD Diag. 956)
- Belisha Beacons
- Speed Roundel Markings on Red Surface Dressing
- New Trees / Shrubs
- Vegetation Clearance - Extent to be agreed on site
- Timber Sleeper Edgings

Ref.	Date	Details	Initials
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P03	13/01/2020	Unchanged	JS
P02	12/09/2019	Existing Road Markings Added	JS

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Title  
**The Mayor's Walking and Cycling Challenge Fund**  
 Chadwick Dam  
 Detailed Design for Approval  
 Sheet 3 of 5

Scale	Drawn	Checked	Scheme ID
1:500 @ A2	JS	AW	HS6051-009
	Date	Date	Drawing Status
	12/08/2020	12/08/2020	P



**Key:**

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- Timber Benches / Picnic Tables
- Tactile Paving
- Traffic Signs
- Pedestrian / Cycle Road Marking (TSRGD Diag. 956)
- Belisha Beacons
- Speed Roundel Markings on Red Surface Dressing
- New Trees / Shrubs
- Vegetation Clearance - Extent to be agreed on site
- Timber Sleeper Edgings

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P04	12/08/2020	Revisions for Approval	JS
P03	13/01/2020	Unchanged	JS
P02	12/09/2019	Existing Road Markings Added	JS
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Title  
The Mayor's Walking and Cycling Challenge Fund  
Chadwick Dam  
Detailed Design for Approval  
Sheet 4 of 5

Scale	Drawn	Checked	Scheme ID
1:500 @ A2	JS	AW	HS6051-009
	Date	Date	Drawing Status
	12/08/2020	12/08/2020	P



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Title  
 The Mayor's Walking and Cycling Challenge Fund  
 Chadwick Dam  
 Detailed Design for Approval  
 Sheet 5 of 5 (Sensory Garden)

Scale	Drawn	Checked	Scheme ID
1:200 @ A2	JS	AW	HS6051-009
	Date	Date	Drawing Status
	12/08/2020	12/08/2020	P

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## Chadwick Dam

- 4.2.3. This scheme generated the most feedback, with 32 questionnaires completed. This may reflect the fact that the scheme had a well-developed preliminary design, and that it was made clear that there would be no further consultation, other than any legal consultation associated for example with traffic orders.
- 4.2.4. A total of 22 (69%) of the responses indicated some level of support, including 6 that were clearly strongly in favour of the proposals. A further 9 (28%) indicated no preference or identified a specific issue. Only 1 response (3%) indicated an objection to the proposals.
- 4.2.5. Specific issues, comments and themes identified:
- Local Environment:
    - A wide range of comments and suggestions were made in relation to the local environment, support expressed as follows:
      - Rest areas, including seating and / or picnic tables – 8 responses.
      - Concerns about potential vandalism of new infrastructure – 4 responses.
      - Clearing vegetation to improve visibility, safety and security – 1 response.
      - To develop a nature trail within the park – 1 response.
      - Provision of additional bins within the park – 6 responses.
      - Additional artwork within the park – 1 response.
      - To ensuring that the scheme does not adversely affect local wildlife – 1 response.
      - New or improved vegetation and tree planting – 3 responses.
      - Highlighting the importance of maintenance of new infrastructure – 3 responses.
      - Coordination with BIG Local in delivering a sensory garden – 5 responses.
      - New play equipment within the park – 2 responses for and 1 against.
      - Measures to reduce vehicular speeds on the local road network – 3 responses.
      - Highlighting a local drainage issue near to the Lake View park access – 2 responses.
      - Improved parking for disabled people – 1 response.
      - Improved residential parking controls, in relation to the hospital and hospital staff, drop-off and pick-up for the local schools, and in relation to visibility and safety at the junction of Mossley Road and Rose Hill Road – 3 responses.
      - A suggestion to consider the provision of defibrillators in more rural areas – 1 response.
      - Protected space for the westbound bus stop on Mossley Road – 3 responses.
  - Access Controls:
    - Eight responses mentioned access controls. Six were supportive of improved accessibility and / or a reduced level of control to promote increased use, including one that mentioned specific support for the use of bollards. However, five expressed concerns about potential motorbike use within the park.
  - Resurfacing Options:
    - Four responses indicated specific support for the proposed resurfacing scheme. Two responses were against the use of bitmac surfacing within the park, one preferred granular materials because of the rural, parkland setting, and one that did not agree that the scope of work within the park was required.
    - Seven responses indicated concerns with surface water / slippery surfaces. The majority mentioned surface water and ice but there was also mention of steep gradients and leaf litter exacerbating the problem.
    - Two responses mentioned the possibility of making improvements to alternative access points to / from the Ridge Hill residential area.
  - Lighting:
    - Eight responses were broadly supportive of the proposed use of lighting on paths within the park, with four expressing specific support for the use of ground mounted, solar stud type lighting.

- Three responses raised concerns about the nature of the route through the park being unsuitable or unsafe after dark. One of these responses specifically noted that the ground mounted solar studs would not be sufficient to encourage greater use at night.
- Signs:
  - Only three responses mentioned signs. They were all supportive of improved signage for way-finding, and one supported signs being used to encourage considerate behaviours and the sharing of space for all users.
- Proposed Crossing of Mossley Road:
  - Seven responses were recorded in relation to the proposed crossing of Mossley Road. Six were supportive of the proposed new crossing, to improve access and safety. One was against the crossing, noting a concern that the crossing could increase congestion.
- Other comments:
  - A number of alternative suggestions were made in relation to improvements elsewhere on the network. These have been recorded for future consideration.
  - One response indicated the importance of promotion in advertising the available routes in and around Stamford Park to try and ensure that people can make best use of this area for walking, cycling, leisure and fitness.
  - One response indicated an alternative route using the old alignment of Mellor Road on the west side of the park.
  - One response indicated that it would be good to have a regular PCSO presence in the park to make people feel safer.

## Hill Street

- 4.2.6. This scheme generated 7 specific responses. This was considered to be low given that the scheme had a well-developed preliminary design, and that it was made clear that there would be no further consultation, other than any legal consultation associated for example with traffic orders. It is possible that this is because the scheme only has a limited impact on residential properties.
- 4.2.7. A total of 5 (71%) of the responses indicated some level of support, including 1 that was clearly strongly in favour of the proposals. A further 2 (29%) indicated no preference or identified a specific issue. There were no objections raised.
- 4.2.8. Specific issues, comments and themes identified:
- Local Environment:
    - One response indicated that improvements to the local environment would be appreciated, but there were no specific suggestions made.
  - Prioritising Space for Walking and Cycling:
    - Two responses identified the importance of segregation between cyclists and vehicular traffic and one response identified safety concerns associated with some of the existing local routes.
    - Two responses identified that the impacts on parking and loading spaces would need to be carefully considered to minimise impacts to residents and local businesses.
  - Proposed Crossing of Stockport Road:
    - One response identified support for the crossing of Stockport Road. [Does this sound weak (only 1!)?]
    - Five of the responses talked about the importance of wider linkages, including towards Guide Bridge, Portland Basin and local industrial heritage sites and to the local canal network.
  - Signs:
    - One response referenced the importance of signing local routes and destinations, including the local canal network and Portland Basin.

<b>Report to:</b>	<b>EXECUTIVE CABINET</b>
<b>Date:</b>	25 November 2020
<b>Executive Member:</b>	Councillor Bill Fairfoull - Deputy Leader
<b>Reporting Officer:</b>	Richard Hancock - Director of Children's Services
<b>Subject:</b>	<b>TRANSITION SUPPORT - ALTERNATIVE LEASE</b>
<b>Report Summary:</b>	To seek continued authority to acquire tenancies for the Transition Support Scheme under the existing governance for a management agreement and to enter into lease arrangements.
<b>Recommendations:</b>	That Executive Cabinet be recommended to agree to amend the approval given by Executive Cabinet in February 2019 to allow for 17 tenancies for the Transition Support Service under a Management Agreement to also be obtained by entering into lease arrangements with RPs and Private Providers where required subject to Head of Legal being satisfied with the terms and the Director of Growth confirming in each case that the tenancy represents value for money whether under a Management agreement or lease.
<b>Corporate Plan:</b>	<b>Our People – Our Place – Our Plan:</b>  2. Aspiration and hope through learning and moving with confidence from childhood to adulthood.  3. Resilient families and supportive networks to help and grow our young people.  <b>Corporate Parenting Plan</b> Subgroup – Transition to Adulthood.
<b>Policy Implications:</b>	In line with existing policy
<b>Financial Implications:</b> <b>(Authorised by the statutory Section 151 Officer &amp; Chief Finance Officer)</b>	The expansion of Transition Support properties was approved by Executive Cabinet on 13 February 2019. This is an 'invest to save' proposal and will enable young people who are aged 16/17 to step down from high cost external residential placements. The Transition Support properties will also be used to accommodate young adults who are not ready to have their own tenancies but can be stepped down from high cost external placements.  There will be significant cost savings to the Council by securing the remaining transition properties. The exact level of savings will depend on the age of the young person (if they are 16/17 or over 18) and the type and cost of the external placement the young people will move from.  Based on the most recent young people who have moved into the Transition Support properties it is estimated that each new property that is secured will deliver cost savings of approximately £800 per week.  The saving for occupied properties to date is an average of £1072 per week. It is worth noting that some of the transition properties have been used to accommodate young adults who were homeless or had been living in inappropriate accommodation with

friends and family. In these cases the transition properties have not delivered cost savings, but has led to cost avoidance. If the young people had been accommodated in external placements; the cost to Children's Social Care is currently approximately £600 per week.

Full financial implications can be found at section 4.

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

When this matter was last before Cabinet in February 2019 it is understood that the expectation was that the providers of the accommodation were agreeable to proceed on the basis of entering into a management agreement with the council.

However it later became apparent that the providers were insistent on the arrangement being formalised by way of a lease agreement which has led to the unsatisfactory position the council now finds itself in where some of the properties are occupied under tenancies at will.

As set out in this report there are some advantages to the lease arrangement if entered into appropriately. It will therefore be critical for appropriate advice to be sought in relation to the Heads of Terms and the terms of the leases themselves.

Whether a lease or management agreement is used the property in question will become a Council assets so in this regard there is no benefit of one approach over the other

It would be advisable that the service negotiating the terms of the leases ensures that wherever possible those liabilities do not exceed the liabilities in the management agreement.

Members already be mindful of the need for all services to show value for money in all of their projects. Therefore section 4 of the report specifically addresses that issue for Members consideration.

The Council is required to ensure it has proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The National Audit Office (NAO) uses three criteria to assess the value for money of government spending i.e. the optimal use of resources to achieve the intended outcomes: Economy: minimising the cost of resources used or required (inputs) – spending less; Efficiency: the relationship between the output from goods or services and the resources to produce. This means any arrangements we put in place to deliver services can't just be cheaper than existing ones they need to be value for money i.e. reasonable cost for service being delivered i.e. we should not be paying above the market unless there are exceptional reasons for doing so. Members need to be satisfied this is being achieved or failing that agreeing to a transition/step down savings plan so we reduce costs whilst doing work to achieve vfm.

Additionally all options must be considered both registered providers and private landlords in order that we can ensure we have the most appropriate properties for the needs of the young people in our care at the most appropriate cost.

**Risk Management:**

There is risk to Children's Services budget due to the current reliance on accommodating care leavers in high cost external supported accommodation whilst experiencing delay in accessing

suitable move on accommodation. Increasing capacity within the transition support service from 7 to 17 tenancies was previously agreed under an Invest to Save proposal.

**Background Information:**

The background papers relating to this report can be inspected by contacting Richard Hancock



Telephone: 0161 342 3354

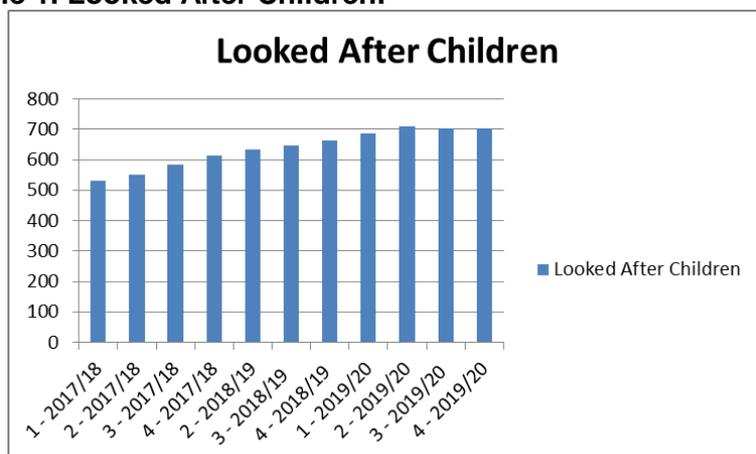


e-mail: [richard.hancock@tameside.gov.uk](mailto:richard.hancock@tameside.gov.uk)

## 1. BACKGROUND

- 1.1 In February 2019 Cabinet approved the expansion of the Transition Support Service from the existing 7 tenancies up to 17 under use of a management agreement. This expansion was to be delivered through approaches made to the Registered Providers in the borough. The existing staffing structure of a Team Manager and 6 Transition Support Workers remained unchanged. Tameside currently has 716 Looked after Children, many of whom will become Care Leavers.

**Table 1. Looked After Children:**



- 1.2 In Tameside we currently have 357 Care leavers aged 18- 25 –this does include 128 who are not currently open to the service following the change in legislation increasing support to age 25.

**Table 2.**

Ages of Care Leavers	Open to Service	Not open to Service	Comment
18 Year olds	64		
19 Year olds	72		
20 Year olds	56		
21-25 Year olds	37		
21 – 25 Year olds		128	following change in legislation to increasing support to age 25.
<b>Total</b>	229	128	

**Table 3. Of those Care Leavers aged 18+ open to Service:-**

<b>Secured own Tenancy</b>	<b>70</b>
<b>Remain in a Staying Put arrangement</b>	<b>28</b>
<b>Supported Lodgings</b>	<b>10</b>
<b>Higher Education</b>	<b>10</b>
<b>Total</b>	<b>118</b>

There are currently 111 Care Leavers aged 18+ who require suitable and appropriate accommodation.

- 1.3 There will be a small number in adult service provision but these figures highlight a large proportion who return to live with friends and family.
- 1.4 There are currently 35 Care Leavers aged 18+ who remain in Children's funded supported accommodation and experiencing delays in accessing suitable move on provision. Of the 35, 18 are actively bidding and awaiting allocation of properties. A further 5 require support

to complete their applications, 4 have additional needs and require on-going support to engage with services. 4 young people are awaiting transfer to Adult Services. 3 have identified move on provision and are awaiting a move date. 1 young person has an agreed extension of support as part of a planned step down process from previous residential. Limited access to suitable move on accommodation that would adequately support young people to leave care creates significant cost pressures whilst they remain in high cost external provision.

## 2 PROCUREMENT

- 2.1 The February 2019 Cabinet report agreed the expansion of the pilot bedsit program with Jigsaw Housing Trust that was created in 2016, offering seven people at any one time an opportunity to move into independent living. The support is high quality, initial results have been excellent, and the annual cost is dramatically reduced. In February 2019 it was agreed that the Service was to expand by an additional 10 properties.
- 2.2 The Head of Major Programmes in the Investment, Development and Housing Growth team is supporting the team to source the provision of the appropriate one and two bed properties to fulfil the requirements outlined in the February 2019 Cabinet report expanding from the original seven tenancies to seventeen.

**Table 4: Current Provision**

No	Provider	Address	Occupation	Status	Rent Per week	No of Beds
1-4	Jigsaw Homes 4 Properties	Waterloo Ward	Occupied	MA pending	Total £339.94 pw Avg £84.99	4 Bedsits
5-7	Jigsaw Homes 3 Properties	Waterloo Ward	Occupied	MA pending	Total £241.50 pw Avg £80.50	3 Bedsits
8	MSV	St Peters Ward	Occupied	Tenancy at Will Requires Lease	£80.50	1 Bed
9	MSV	St Peters Ward	Occupied	Tenancy at Will Requires Lease	£80.50	1 Bed
10	MSV	St Peters Ward	MSV on site- December 2020 completion	Requires Lease	£80.50	1 Bed
11	MSV	St Peters Ward	MSV on site- December 2020 completion	Requires Lease	£80.50	1 Bed
12	Arcon Homes	East Droylsden Ward	Handover current	MA	£102.92 (this is regardless of the number of occupants)	2 Bed
13	Arcon Homes	Newmarket Rd. AUL	Handover current	MA	£102.92 (subsidised rental £10.87 pw)	1 Bed

14	Arcon Homes	St Peters Ward	Arcon on site completion date tbc	TBA	TBA	2 Bed
15	Jigsaw Homes	Hurst Ward	Re-let on site completion TBC	MA	TBA	1 Bed
16	TBC					
17	TBC					

- 2.3 Progress has been made with Registered Providers to identify appropriate accommodation from existing housing stock available for re-let in the Borough and this is twin tracked with identifying potential new provision through conversion of empty property both owned by the RPs and available on the open market.
- 2.4 Whilst from February 2020 there were offers from the Registered Providers to identify properties for the scheme delivery has been very slow. Reasons offered by the Registered Providers have included low turnover and limited appropriate stock. However, there has also been a general lack of response despite repeated efforts by the local authority. Although remaining a high priority for the Local Authority this scheme does not appear to have been grasped with similar urgency by the Registered Providers.
- 2.5 Of late, Coronavirus has had a further impact with a halt on evictions leading to a reduction in available properties. The Registered Providers have reduced their repairs services, impacting on any re-let work on voids.
- 2.6 The quickest route to access provision should be through the Registered Provider's re-let stock however this has been slow due to low turnover. It is noted that most Registered Providers have nomination agreements in place with the Council through which we are pursuing access to lettings. This single point of access has been the route followed in seeking to access accommodation for the scheme.
- 2.7 New provision (unless bought off the shelf) will have a time lag while suitable property is identified, feasibility work undertaken, funding put in place, technical issues resolved (i.e. Planning for conversions) and works undertaken. In addition, direct lets by the Council via the Private Sector and their Agents are being investigated in the absence of available Registered Providers stock being available.
- 2.8 While some Registered Providers are comfortable with a Management Agreement and Licence arrangement as set out in the February 2019 Cabinet report, some Registered Providers currently do not want to enter these arrangements and have been advised to request a Lease arrangement rather than a Management Agreement / Licence. The two properties with MSV are held on Tenancies at Will. MSV will not to enter the Management Agreement / Licence arrangement and are requesting Lease arrangements for all 4 properties at Pottinger Street subject to the Council agreement.
- 2.9 There are advantages to Lease arrangements in that they allow the Council to have a legal interest and more formal arrangement in the property, ability to be flexible to meet the circumstances for each property and landlord, manage risks and be clear/ limit liabilities such as repairing obligations. The lease can be structured to suit the requirements of the Council and the Registered Provider/Private Sector partners require this arrangement. The same arrangement could be achieved in a Management agreement.
- 2.10 The model Management Agreement and Licence in the February 2019 Cabinet report is still considered appropriate for those who will utilise this arrangement such as Arcon Homes and therefore it is recommended that the authority to continue to use this arrangement.

- 2.11 It is recommended that authority is given to enter into Lease arrangements for those Registered Providers and Private Sector partners who require this form of Agreement to proceed when making property available for the Councils requirements.
- 2.12 In respect of rent levels as noted above the rent for each property will be negotiated at the point of the proposed properties are offered for the service, this will be regardless of whether the property is to be subject to a MA or Lease arrangement. Rents will be reflective of the going rate in the market at the time of the transaction with the Private Sector or Registered Provider Partner, this will be both at the lease agreement date and the review point.
- 2.13 It is noted that if the Private Partner or Registered Partner Provider can subsidise the provision of the accommodation this may be reflected in a lower rent level at the point of the transaction rather than the equivalent market rent. Rent setting at the point of the transaction should be referenced to the market rent.
- 2.14 Prior to entering into a lease with a Registered Provider and Private Sector partners, early involvement with Estates will ensure that Heads of Terms are agreed, which for example will include ensuring the rent can't be increased substantially, from which TMBC Legal will ensure that the proposed lease with partners meet with the Council's requirements.

### **3 CURRENT POSITION ON REGISTERED PROVIDER'S AND PRIVATE PROVIDERS APPROACHED TO IDENTIFY REMAINING PROPERTIES:**

- **Jigsaw Housing** – currently provide 7 tenancies in the Borough and have identified a further property in Ashton, subject to re-let works and are looking to identify further stock for this project.
- **Mosscaire St Vincent** - have provided 2 properties and are on site with a further 2.
- **Onward Homes** - Onward have agreed to identify appropriate stock from void /turnover as a priority. In addition will consider new accommodation in the areas of their operational areas.
- **Irwell Valley** – Irwell Valley have agreed to identify appropriate stock from void /turnover as a priority. In addition will consider new accommodation in the areas of their operational areas.
- **Ashton Pioneer Homes** - have agreed to identify appropriate stock as a priority from void and turnover.
- **Arcon Homes** – have recently acquired 2 x 2 bedroomed properties and 1 x 1 bedroom property for refurbishment with Homes England subsidy.2 properties have been handed over with 1 to follow. This company have limited stock in the borough and minimal turnover.
- **Guinness Partnership**- are undertaking a full review of their supported Housing provision and are considering if this is a scheme which fits with that review.
- **Regenda** – have considered 1 property but this was disposed of on the open market.
- **Riverside Housing Group**-own one property in the Borough, Harper House, Ashton-U-Lyne , which is void and requires works to convert to provide up to 8 apartments and communal space for the service to utilise. Feasibility study and financial appraisal are in progress.

### **4 FINANCIAL IMPLICATIONS AND VALUE FOR MONEY**

- 4.1 The Transition Support properties are part of an 'invest to save' report Cabinet agreed in February 2019, and will enable young people who are aged 16/17 to step down from high cost external residential placements. The Transition Support properties will also be used to accommodate young adults who are not ready to have their own tenancies but can be stepped down from high cost external placements.

There will be significant cost savings to the Council by securing the remaining transition properties. The exact level of savings will depend on the age of the young person (if they are 16/17 or over 18) and the type and cost of the external placement the young people will move from.

- 4.2 Of the properties that have been occupied to date, the figures below are based on 9 young people in 9 properties in **Table A**, the savings are £10,390.16 per week of care costs due to the age of the young people placed in those properties which allows them to claim benefits, so, the council has not had pay toward the rental costs. Had the council had to pay the rental costs (i.e. the young people had been under 18 years of age) the difference would have been the amount saved. £9,647.72 per week.

Table A

Provider	Property	Weekly Costs		
		Rental Cost	Previous Care Cost	Difference
Jigsaw Homes	Waterloo Ward x 4 tenancies	£322.00	£2,589.26	£2,267.26
Jigsaw Homes	St Peters Ward x 3 tenancies	£241.50	£6,006.00	£5,764.50
MSV	St Peters Ward x 2 tenancies	£178.94	£1,794.90	£1,615.96
<b>Total</b>		<b>£742.44</b>	<b>£10,390.16</b>	<b>£9,647.72</b>

- 4.3 If the Transition Support properties are unoccupied the Council will have to pay the rent; which based on the existing properties averages at £86 per week. The expectation is that the rent payments on the future transition properties will be comparable with the rent payments on the existing properties in line with market rents at the time. The average rents above have some historic weighting and current rents are £100+ per week. The rent levels charged by providers that want lease agreements are similar and in line with the rent levels set by providers that will enter into management agreements. For young people who are aged 16/17 the Council will need to pay the full rent as well as utility costs.
- 4.4 It is worth noting that three of the identified Transition Properties have two bedrooms. If there were to be a single young adult in these properties the Council would need to subsidise the rent on these property due to the spare room subsidy (often referred to as the bedroom tax). Under the spare room subsidy rules if a property is under occupied a claimant's housing element of Universal Credit (UC) is reduced. Based on the rent level for the two bedroom properties the Council would need to contribute £14.40 per week to offset the spare room subsidy (14% of the rent values). This would not be the case for a young adult with a child.
- 4.5 The young people within the transition properties receive support from the Transition Support Team. The Transition Support Team consists of a Team Manager and six full-time Transition Support Workers. Full budget provision already exists for the Transition Support Team.
- 4.6 Within the housing rental market Registered Provider properties can be on occasion cheaper than a Private Rental Provider. This is due to either being existing stock which is re-let at Social Housing rents or new stock where the capital investment is subsidised by grant funding. If these properties were available in the current market it is possible they would provide better value for money. However as noted in section 2 above there are limited such properties currently available in Tameside. Where properties have been identified to date these are either the Jigsaw 7 properties (from New Charter arrangements) or new property provide by Registered Providers which have an element of subsidy in the projects.

- 4.7 The rents for the latter are based on the Registered Provider rent setting models and are comparable to the current market rental are in line with what residents in the borough can expect to pay. These arrangements would offer better value for money than current cost of placements the young people are placed in.
- 4.8 The accounting for leases will change due to a change in accounting regulations for Local Authorities due to IFRS16 – Accounting for leases which takes effect from 2020/21. This will mean that any property that the Council enter into will be treated as a council asset for accounting purposes only. The accounting legislation explains that it is important to consider substance over form when determining if a lease is in place, i.e. just because an agreement isn't called a lease doesn't mean there isn't one. A contract is, classified as a lease if it conveys the right to control the use of an identified asset for a period of time in exchange for consideration. There for the Accounting treatment for either a lease or a management agreement would be the same. This does not present any additional risk to the Council.

## **5 RECOMMENDATIONS**

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

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<b>Report to:</b>	<b>EXECUTIVE CABINET</b>
<b>Date:</b>	25 November 2020
<b>Executive Member:</b>	Councillor Oliver Ryan (Executive Member Finance and Economic Growth)
<b>Reporting Officer:</b>	Jayne Traverse (Director of Growth), Paul Smith (Assistant Director Strategic Property)
<b>Subject:</b>	<b>ENVILLE HOUSE, RICHMOND STREET, ASHTON</b>
<b>Report Summary:</b>	This report concerns the assignment of the leasehold interest between The Guinness Partnership and Ashton Pioneer Homes.
<b>Recommendations:</b>	<p>That Executive Cabinet be recommended to agree to;</p> <ul style="list-style-type: none"><li>(i) Provide consent to an assignment of the leasehold interest between The Guinness Partnership and Ashton Pioneer Homes.</li><li>(ii) Regear the lease upon assignment to reflect the current market value, to extend the term and to widen the user clause for a total premium of £47,500 payable to the Council.</li></ul>
<b>Corporate Plan:</b>	The proposed transactions shall deliver corporate priorities – housing, economic growth and employment opportunities.
<b>Policy Implications:</b>	Consideration shall be given to the Corporate Policy; Disposal of Council Owned Land due to the long lease.
<b>Financial Implications: (Authorised by the statutory Section 151 Officer &amp; Chief Finance Officer)</b>	<p>The report requests consent to an assignment of the leasehold interest between The Guinness Partnership and Ashton Pioneer Homes and then regear the lease upon assignment to reflect the current market value, to extend the term and to widen the user clause for a total premium of £47,500 payable to the Council.</p> <p>This sum will be a non-recurrent capital receipt for the Council, which may be reduced by any associated costs incurred, to enable this assignment and regearing to take place. There is an agreement for reasonable fees. This relates to transaction costs up to £2,000. Costs above this will reduce the net capital receipt.</p> <p>Members should be satisfied that this is the most appropriate course of action for the Council as section 2.3 of the report presents alternative options one of which is an open market sale that could generate a receipt in excess of £ 200,000. However, section 3.2 of the report aims to explain the rationale for the proposed lease option.</p>
<b>Legal Implications: (Authorised by the Borough Solicitor)</b>	<p>The Council must ensure that it complies with its Disposal Policy to ensure that there is transparency in dealings and that all relevant laws are complied with.</p> <p>Section 123 of the Local Government Act 1972 imposes a duty to achieve a particular outcome namely the best price reasonably obtainable.</p> <p>Further the R v Darlington BC ex parte Indescon [1990] 1 EGLR 278 (Kennedy J) set out some principles known as the "Indescon principles":</p>

"...a court is only likely to find a breach or an intended breach by a council of the provisions of section 123(2) of the [LGA]1972 if the council has (a) failed to take proper advice or (b) failed to follow proper advice for reasons which cannot be justified or (c) although following proper advice, followed advice which was so plainly erroneous that in accepting it the council must have known, or at least ought to have known, that it was acting unreasonably"(282H)

(1)...the public authority may pray in aid "the common-sense rule underlying the old proverb: "A bird in the hand is worth two in the bush" ":Indescon (see also R(Lidl(UK)GmbH) v Swale Borough Council [2001]EWHCAdmin405(MorisonJ))

Public authority was therefore entitled to conclude sale notwithstanding possibility arising at a later stage of higher offer.

(2)...the public authority does not enjoy the benefit of hindsight, thus: "although there is a duty to probe and to explore any offer that may be made there may also be a danger that too much probing or indecisiveness may lead to the loss of a bargain..."

For the purposes of section 123, the only consideration to which regard maybe had is that which consists of those elements of the transaction of commercial or monetary value, capable of being assessed by valuers: R v Pembrokeshire CC exp Coker [1999] 4AllER1007;RvHackney LBC exp Lemon Land [2001] EWHCAdmin346 [2002] JPL405

Although there is no particular prescribed route to achieve the best price reasonably obtainable, there may be circumstances in which an actual sale to the market is the only way to achieve it as opposed to one particular sale at a price according to an independent valuation. In considering what is an appropriate valuation HM Treasury guidelines: "Managing Public Money" recommend seeking "Value assets at market prices using Royal Institute of Chartered Surveyors 'Red Book". Clearly the test of what any land is worth is selling it and seeing the highest price that can be obtained.

**Risk Management:**

In proceeding with the recommended course of action, there are limited risks to the Council:

- it mitigates against the further deterioration of a vacant property and it supports the Council Housing Strategy
- Alternate courses of action carry financial, legal and reputational risks to the Council

**Background Information:**

The background papers relating to this report can be inspected by contacting Mathew Chetwynd – Estates Business Manager



Telephone: 0161 342 5500



e-mail: mathew.chetwynd@nhs.net

## 1. INTRODUCTION

- 1.1 The Council entered into a lease agreement for nil consideration with Northern Counties Housing Association Limited (now The Guinness Partnership) on 15 February 1999 in respect to the subject property, Enville House. The property was initially used as a 'Single Men's' Hostel and the Council limited the user clause as per the lease agreement.
- 1.2 The Guinness Partnership discontinued use of the property in 2017 and it has been vacant since with areas falling into disrepair. There are no existing Council files to indicate why the Guinness Partnership did not surrender the lease to the Authority as per the terms of the agreement, or records to indicate what discussions may have taken place between the Council Estates team or Homeless Service and The Guinness Partnership, however it is assumed to be related to the Supporting People revenue grant cut previously provided by the Council which made the arrangement viable.
- 1.3 The lease is for a term of 99 years from the date of the agreement and expires on 14 February 2098 with 78 years remaining. The Guinness Partnership secured funding (via the Housing Corporation at the time) and used this together with their own capital monies to convert and refurbish the property to ensure that it was fit for purpose in accordance with the terms of the lease.
- 1.4 In accordance with the lease, the Guinness Partnership agreed a number of user clauses and agreed the following as summarised, which have been in breach since the property has been vacant:
- a) To keep open and occupy for the restricted use of a Single Men's Hostel.
  - b) To repair and maintain The Demised Premises in accordance with the repairing clause.
  - c) To maintain The Demised Premises in good decorative order and condition.
  - d) To keep the hedges fences gardens yard grounds and paths generally in proper and neat order.
  - e) Not allow more than ten single men and one warden to reside at The Demised Premises.
  - f) If the Lessee no longer uses The Demised Premises for the defined use then following service of at least 28 days' notice the Council can take possession of the property.
  - g) The authorised use to be as a Temporary Housing Hostel for homeless single men.
- 1.5 The Council were contacted by Ashton Pioneer Homes ('APH') in 2017 to advise that the property was vacant and that they are seeking to take an assignment of the lease from the Guinness Partnership with a view to convert the property into 8 self-contained flats that would be available for affordable rent. APH advised that they had agreed to acquire the leasehold interest held by the Guinness Partnership for the equivalent of £335,000 (three hundred and thirty five thousand pounds).
- 1.6 This sum is understood to consist of the following;
- £200,000 Homes England grant liability relating to the initial refurbishment and;
  - A direct payment of £135,000 from APH to The Guinness Partnership representing a proportion of their outstanding book value after the Homes England grant liability.
- 1.7 In addition, APH have advised that they would intend to invest a further £483,839 in converting and refurbishing the property. The conversion costs would be funded using APH's own resources as the Homes England subsidy would not be available for the project.
- 1.8 In order to support the transaction in addition to providing consent to the assignment, the Council have been asked to accept a surrender of the remaining 78 year lease term and grant a new lease term of 125 years. Furthermore, as the current lease restricts the use of the property to a 'Temporary Housing Hostel for homeless single men', it would be necessary for the Council to widen the user clause to permit the property to be used for affordable rent.

## **2. CURRENT POSITION**

2.1 APH have suggested that in January 2018 that they engaged with the Council and that they believed that the Council would consent to the assignment and similarly allow a surrender and renewal to take place subject to legal and financial due diligence. Whilst any positive feedback provided by the Council was without prejudice, and required Council Governance it has become apparent that APH have spent a considerable amount of time and resource in progressing the transaction at their own risk. Their work to date includes securing:

- A structural survey in March 2018.
- Planning permission (18/00737/FUL) in October 2018.
- Building Regs approval in April 2019.
- Competitive tenders and contractor appointed in July 2019.

2.2 Following review of the proposed transaction, the Estates Service agree that whilst the principles of the proposed transaction are practical in respect to restoring use of a vacant property, there are several complex matters that were not considered or had been discussed between the parties:

- a) The Council granted a long-lease to The Guinness Partnership in 1999 at nil consideration to enable refurbishment of the property and The Guinness Partnership invested a significant capital sum in return, therefore The Guinness Partnership hold a financial interest to the property irrespective of its usage and the principles related to the former service.
- b) The Guinness Partnership have not provided homeless accommodation from the property since late 2017. As a consequence, the building has been vacant since the service stopped, areas have fallen into disrepair and The Guinness Partnership are in breach of their user clauses to the Council.
- c) Whilst discussion may have taken place between the Council and The Guinness Partnership in respect to the continuation and use of the property following discontinuation of the service and grant, there are no records held by the Council, or have been provided by The Guinness Partnership in respect to the property interests. In view of the user clause breaches as summarised in section 1.4 of this report, the Estates Service has investigated further and considered the proposed transaction to APH in further detail, in addition to other unrelated options that the Council could take such as utilising the property for its own purposes or disposing of the property on an open market basis.

2.3 In order to assist the Council in making a decision, a Red Book valuation has been commissioned, which presents the following valuation scenarios and appraisals for the Council to consider:

- a) £245,000 as an open market unrestricted sale.
- b) £210,000 with a user clause restricting to affordable rent.
- c) £170,000 with a user clause restricting to its current use as a homeless hostel for single men
- d) £8,350 for the Council's freehold interest based on the remaining lease term of 78 years
- e) £850 for the difference in the Council's freehold interest to increase the remaining 78 year lease term to 125 years.
- f) £70,000 open market value for a cleared site
- g) Any dilapidations notices served on to The Guinness Partnership are likely to be limited to a maximum of £25,000

## **3. TRANSACTION OPTIONS APPRAISAL**

3.1 APH have constructed a proposed transaction to which the Council have agreed to in principle, however the following options also need to be considered and agreed in order ensure that the options are properly considered and a decision is made in the best interests of the Council,

considering the implications extending beyond the property transaction. On the assumption that The Guinness Partnership would comply with a surrender of their lease under terms other than that proposed by APH, the Council would likely consider the following options:

**a) Transfer the freehold interest in the property to APH at market value**

In proceeding with this approach, the Council would generate a capital receipt of circa £245,000 in line with the independent valuation. This would likely be a more expensive option for APH who are paying a capital sum of £135,000 to The Guinness Partnership and assuming liability for £200,000 of historic grant as part of the transaction. This approach is likely to result in APH withdrawing their interest.

**b) Advertise the Freehold property on the open market**

As with option A, in proceeding with this approach the Council would receive a capital receipt likely in the region of £245,000. Whilst this approach would appear transparent, it is likely to cause relationship issues with APH who as a result of historic discussions with the Council, have spent considerable resources at risk towards this transaction. In the likely event that APH are not the highest bidder, this would likely cause damage to the reputation between the parties and result in a number of units available for affordable rent being lost.

**c) Retain the property for operational use**

Whilst the Council is accelerating the rationalisation and disposal of its operational property in light of changes relating to COVID-19, the property is residential and could be put into operational use to support the Council's Homeless Services with relative ease and with an estimated fit out cost of less than £250,000 to provide light refurbishment and adaptations. The property previously operated as a homeless shelter and its current format is conducive to this continued use with bedsit type accommodation providing private lounge / bedroom and kitchen space along with communal bathroom facilities shared across the 10 units. There is no operational need for the Council to acquire this building to meet operational needs and it would be expedient to dispose of land no longer required or needed to fund the capital programme to maintain, restore build those we do, whilst enabling much needed housing provision by APH.

**d) Proceed with APH's proposal and grant consent to the assignment of the lease from The Guinness Partnership to APH with an extension to 125 years and widen the user clause with a premium payable to the Council**

This proposal would be the simplest approach for the Council insofar that APH feel that the Council have previously agreed to carry out the requested range of transactions in principle. Whilst this option would proceed as APH intended, in accordance with the independent valuation advice received it would also attract a premium of £47,500 plus reasonable fees payable by APH to the Council which APH had not initially factored. The premium consists of the difference between the value (£40,000) of the lease with the user clause widened to affordable rent, and premium (£7,500 incorporating an £850 reduction for off-setting the Council's reversionary freehold interest value) for extending the lease from 78 years to 125 years. This option contributes to the Housing Strategy, providing affordable housing stock and produces income via Council Tax. This option also supports the work being carried out by a partner organisation and brings inward investment to the Borough and New Homes Bonus funds will be granted to the provider as a part of the scheme. In addition, the Council will retain the freehold interest to the property and a further benefit can be realised at the end of the 125 year term.

- 3.2 It is important to factor that most options considered other than APH's proposed transaction would present a risk to the Council in triggering The Guinness Partnership to surrender their lease. Furthermore upon serving notice and whilst unlikely, it is possible that The Guinness Partnership could reinstate the property within a 28 day time period and resume operations which could result in dispute. Limited direct discussions have been made with The Guinness Partnership over the situation, however it is clear that they do not wish to risk or prejudice their arrangements with APH and have limited engagement.

#### **4. LOCAL GOVERNMENT ACT 1972 AND GENERAL CONSENT**

- 4.1 In determining an outcome to the position, the Council must have consideration to section 123 of the Local Government Act 1972 where a local authority has the power to dispose of land. The premium that the Council is requesting as a part of the proposed transaction reflects best consideration, which is supported by the independent valuation commissioned.

#### **5. RECOMMENDATIONS**

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

**Tameside Metropolitan Borough  
Council**

Report & Valuation of

Enville House  
4 Richmond Street  
Ashton-under-Lyne

25 March 2020



**Sanderson  
Weatherall**

**Enville House  
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**Sanderson  
Weatherall**  
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# 1. Summary

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## Report Date

25 March 2020

## Client

Tameside Metropolitan Borough Council

## Purpose of Valuation

For internal purposes to inform an asset management strategy for the property following a request to consent to an assignment of the lease from the Tenant to an affordable housing operator.

## The Property

Enville House, 4 Richmond Street, Ashton-under-Lyne, OL6 7TX

## Description

A two storey brick built former residential dwelling currently laid out to provide a single men's homeless hostel consisting of 10 bedsits each with a fitted kitchen, a communal lounge, offices and laundry room. The property is currently vacant and planning permission has been permitted for a conversion to 8x one bedroom affordable rented flats.

## Area

The property has a gross internal area of 377 sq m (4,056 sq ft) on a site of 0.16 acres.

## Tenure

We understand the property is held Freehold.

## Tenancies

The property is subject to a 99 year lease from 15 February 1999 at a peppercorn rent. This is currently held by The Guinness Partnership and it is proposed the lease is to be assigned to Ashton Pioneer Housing Group.

## Basis of Value

### MV1

Market Value (MV)

£8,350 (eight thousand three hundred and fifty pounds)

### MV2

Market Value (MV) on the special assumption of a new 125 year lease at the valuation date on the same terms as the existing lease

£850 (eight hundred and fifty pounds)

### **MV3**

Market Value (MV) on the special assumption the Council owns the unencumbered freehold  
£245,000 (two hundred and forty five thousand pounds)

### **MV4**

Market Value (MV) on the special assumption the Council owns the unencumbered freehold and the  
building is to be demolished  
£70,000 (seventy thousand pounds)

NB This summary should be read in conjunction with the full report attached hereto.

## 2. Instructions

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We refer to your written instructions dated 4 March 2020, a copy of which is appended to our report. You have requested valuation advice in respect of the above-mentioned property and we are pleased to report as follows:

### 2.1. Purpose of Valuation

You have informed us that our valuation is to be prepared for your internal purposes to inform an asset management strategy for the property following a request to consent to an assignment of the lease from the Tenant to an affordable housing operator.

### 2.2. Asset Type & Classification

It is our understanding that the asset to be valued is a Freehold Asset subject to a long lease to Northern Counties Housing Association Limited (now The Guinness Partnership) for the use as a homeless shelter.

### 2.3. Scope of Instruction

The property has been valued on the bases requested, as defined in VPS4 of The Red Book and in our Terms of Engagement and Guidance for Clients.

You have specifically requested our opinion of value on the following basis:

- Market Value (MV)
- Market Value (MV) on the special assumption of a new 125 year lease at the valuation date on the same terms as the existing lease
- Market Value (MV) on the special assumption the Council owns the unencumbered freehold
- Market Value (MV) on the special assumption the Council owns the unencumbered freehold and the building is to be demolished

In accepting your instructions we confirm the following:

The valuation date is 11 March 2020.

That we carry Professional Indemnity Insurance on a per claim basis which is adequate in respect of this instruction.

This report has been prepared by Stuart Avery MRICS (Senior Surveyor) under the supervision of John Goodchild MRICS (Partner) who accept responsibility for this report, have sufficient skills, knowledge and understanding to provide an unbiased and objective valuation and undertake this instruction competently, are members of the RICS Valuer Registration Scheme and are qualified to provide this advice as External Valuers in accordance with PS2 and VPS3 of the RICS Valuation – Global Standards (January 2020) published by The Royal Institution of Chartered Surveyors (RICS) (“The Red Book”).

The property was inspected on 11 March 2020, in overcast weather conditions.

## **2.4. Assumptions**

The asset has been valued in GB Pounds (£).

We append a report on the property, including descriptions and notes as to location, extent and features of the site, construction and accommodation of the buildings, their apparent condition and the results of enquiries of the various authorities. We also include an extract of the Ordnance Survey plan showing the extent of the site, as we understand it to be, outlined in red and include some photographs.

Details of the extent of the property, tenure, tenancies, permitted uses and related matters have been supplied by you. Where possible this information has been checked on site.

## **2.5. Valuation Procedure**

This Valuation has been prepared in accordance with the RICS Valuation - Global Standards (January 2020) as amended, published by the Royal Institution of Chartered Surveyors ("RICS") ("the Red Book") and the IVSC International Valuation Standards (IVS).

We refer you to our "Terms of Engagement and Guidance for Clients" appended to this report. This document describes in detail the work which we have and have not undertaken in compiling this report and valuation on your behalf.

## **2.6. Conflicts of Interest**

We have no conflict of interest in providing this advice and having checked our records, we understand none of the Partners/Directors nor employees of Sanderson Weatherall have had any other fee earning relationship within the last two years with your customers nor the subject property apart from the fee for this present service. Sanderson Weatherall acts on behalf of Tameside Metropolitan Borough Council 2019 under the Crown Commercial Service Agreement providing Estates Professional Service and Management Support.

## **2.7. Liability**

Our valuation is provided for the stated purpose and is for the use of the addressee only and no responsibility is accepted to any other party for the whole or any part of its contents. In particular, our liability is not extended to any other party of financial institution to whom you might show this report.

Neither the whole or any part of this report, or any reference thereto, may be included in any document, circular, or statement nor our opinions of value disclosed without our prior written approval of the form and context in which they will appear.

## **2.8. Material Uncertainty – Novel Coronavirus (COVID-19)**

The outbreak of the Novel Coronavirus (COVID-19), declared by the World Health Organisation as a "Global Pandemic" on 11 March 2020, has impacted global financial markets. Travel restrictions have been implemented by many countries.

Market activity is being impacted in many sectors. As at the valuation date, we consider that we can attach less weight to previous market evidence for comparison purposes, to inform opinions of value. Indeed, the

current response to COVID-19 means that we are faced with an unprecedented set of circumstances on which to base a judgement.

Our valuations is therefore reported on the basis of 'material valuation uncertainty' as per VPS 3 and VPGA 10 of the RICS Red Book Global. Consequently, less certainty – and a higher degree of caution – should be attached to our valuation than would normally be the case. Given the unknown future impact that COVID-19 might have on the real estate market, we recommend that you keep the valuation of this asset under frequent review.

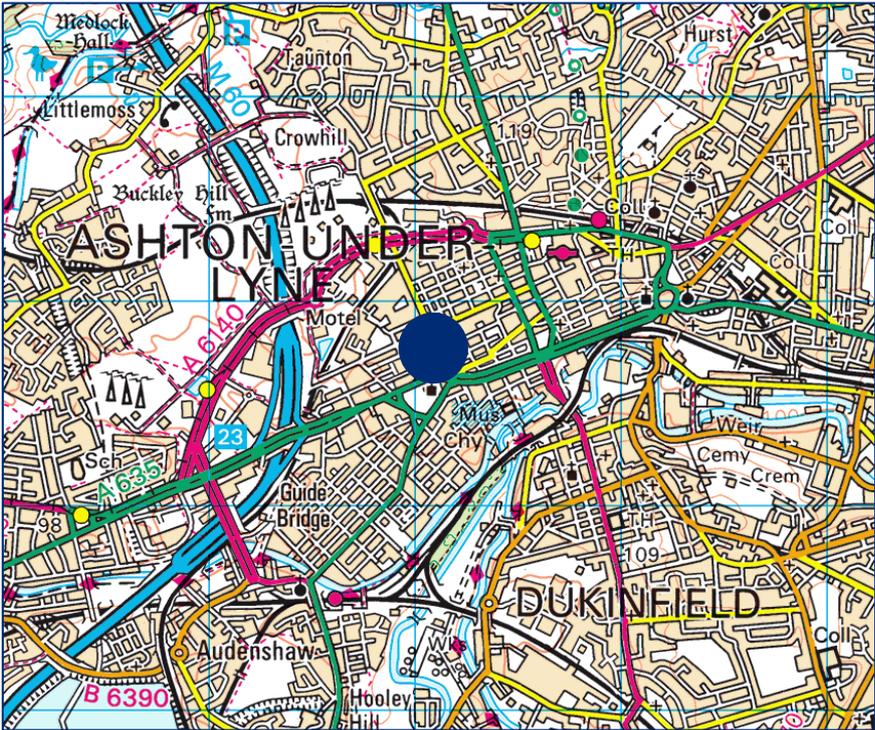
# 3. The Property

## 3.1. Location

The property is located in Ashton-under-Lyne which is a town in Tameside with a population of approximately 45,000 (2011 Census). Ashton-under-Lyne form part of Greater Manchester and is located approximately 7 miles to the east of Manchester City Centre. Junction 23 of the M60 Motorway lies close by to the west of Ashton-under-Lyne.

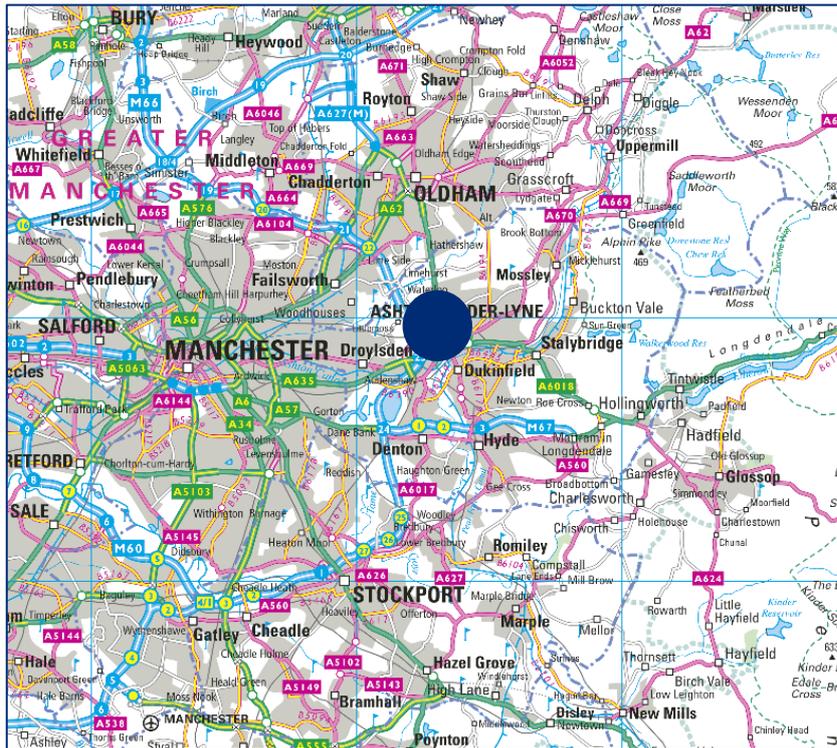
The property occupies a corner position on Richmond Street, Dale Street West and Margaret Street and is located approximately 0.5 miles west of Ashton-under-Lyne Town Centre. The property fronts on to Richmond Street which is a predominantly residential street. On the opposite side of Margaret Street is the St Petersfield Development site which was subject to a number of office developments in the mid-200s. A number of these sites have remained undeveloped and are currently used as pay and display car parks. The property is located within close proximity to Park Parade (A635) which is the main road through Ashton-under-Lyne. The A635 provides access to Stalybridge and in turn the Peak District to the east and to the M60 Motorway and Manchester to the west.

The general location of the property is illustrated on the following Ordnance Survey extracts.



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### 3.2. The Site

	<b>Approximate Areas</b>
Site Area	0.067 hectares (0.16 acres)
Site Coverage	36%

#### Notes on Site

The site is rectangular shaped and is level throughout. The property is situated to the western side of the site and the eastern side is used as garden space. The property is bounded to the north by residential accommodation and to the eastern, southern and western sides by roads.

The extent of the site boundaries as we understand them are shown edged red on the 1:1250 scale Ordnance Survey extract attached within Appendix I.

### 3.3. Description & Construction

The property comprises a two storey residential property of brick construction which dates back to the 1870s. The front section of the property has a multi-pitched slate covered roof and the rear section, which is narrower, has a pitched slate covered roof. The front section appears to extend over three storeys as there are windows to the front elevation, however, there was not an access point to the second floor. The front has a part rendered elevation to circa 1 meter.

The property has been last used as a homeless shelter but is currently vacant. Internally, the property has a cellular layout and provides 10 bedsit rooms over two storeys. Each bedsit has a basic fitted kitchen and a basin. The ground floor provides three bedsits, a communal lounge, two offices, a laundry room and three shared bathrooms. Seven bedsits and three shared bathrooms are located to the first floor. The accommodation is finished to a basic specification and would benefit from a refurbishment throughout. The property has carpeted floors, painted and plastered walls and ceilings, uPVC framed double glazed windows and gas fired wall mounted panel radiators. Some of the rooms on the first floor have dry lined walls and ceilings. There is a fixed wire fire alarm throughout and an intercom system installed to each bedsit.

There is a restricted height basement underneath approximately half of the front section of the building which contains utility meters and has previously been used for storage.

Externally, there is a walled garden to the rear which largely provides a grass covered garden. There are also paved sections which extend along the side of the property and connect to the front of the building.



Front Elevation



Rear Elevation

**3.4. Accommodation**

Description	Approximate Gross Internal Floor Area	
	sq m	sq ft
Ground Floor	189	2,035
First Floor	188	2,021
Basement	50	541
<b>Total (excluding basement)</b>	<b>377</b>	<b>4,056</b>

The above areas have been ascertained from scaled floor plans of the building. Check measurements were taken during our inspection to confirm the floor plans are accurate. A copy of the existing floor plans are contained within Appendix III.



### 3.5. Development Proposals

We understand a prospective purchaser has redevelopment plans to refurbish the property into 8x one-bedroom flats, four flats on each floor. Each flat will have a separate bedroom, bathroom and combined kitchen and living area. The proposals involve reconfiguration of the internal walls. Due to the current ownership and background of the property, we understand there are currently no timescales for the redevelopment to take place. We have not been provided with details of the quality of the redevelopment by the prospective purchaser and the information has been obtained via the planning portal. A copy of the proposed floor plans are contained within Appendix IV.

### 3.6. Repair & Condition

As referred to in our Terms of Engagement and Guidance for Clients, we have not carried out a building survey and our comments that follow should not be regarded as such.

The property would benefit from a full refurbishment throughout as it is now looking dated. However, the following points are worthy of note:

- There is standing water in the basement
- Mold growth on carpets throughout
- Some timber windowsills have swollen due to water ingress
- There is currently damp penetration on the southern elevation due to poor drainage
- The garden is looking overgrown and would benefit from landscaping
- The rear garden wall is leaning and requires securing

### 3.7. Services & Amenities

Mains services: We understand the property has mains connections to electricity, gas, water and drainage.

Heating: Gas fired wall mounted panel radiators

Air conditioning: None

Lifts: None

None of the above services were tested during the course of our inspection of the property.

### 3.8. Statutory Enquiries

#### 3.8.1. Highways

From enquiries made of the local Highways Authority we understand that the main roads and footpaths in the vicinity of the property are made up and adopted. As such we assume there are no outstanding liabilities pertaining to the property.

#### 3.8.2. Planning

The current Unitary Development Plan was adopted in 2004 and is in the process of being replaced by a new Local Plan. Under the Unitary Development Plan the property is allocated within a Ashton Town Centre

Conservation Area. The property borders an area which is allocated under the Town Centre Boundary but does not fall within this allocation itself.

From informal enquiries made of the local Planning Authority we understand that the property has full consents for its existing use and that there are no formal proposals which would have an adverse effect upon our valuation. We are aware of the following planning application which has been submitted at the property.

[18/00737/FUL](#) - Conversion of the existing property from 10 bedsits to 8No. 1 bedroomed self contained flats including associated works. This application was approved 12 October 2018.

We would comment that this application was submitted by the proposed assignee and their plans are for the for completed flats to provide social rented accommodation.

### [3.8.3. Property Taxation](#)

The property is not assessed for business rates purposes. The property has been assessed for Council Tax purposes and falls within Band 'F'. The annual Council Tax bill is £2,639.28 for the year 2020/21.

### [3.8.4. Equality Act 2010 & Disability Discrimination](#)

As referred to in our Terms of Engagement and Guidance for Clients, it should be noted that our inspection of the premises does not constitute an accessibility audit for Equality Act purposes.

However, from our brief inspection of the property the following items which may be worth further consideration were noted, including inter alia:

- The fire escape on the side elevation provides ramped access into the premises, however, the ramp does not appear to be wide enough to accommodate all wheelchair users.
- There is not a lift providing access to the first floor.
- The door frames do not appear to be wide enough to accommodate wheelchair users

On the basis that an accessibility audit for Equality Act purposes has not been undertaken, we would recommend that the occupiers commission an audit to ensure compliance with the relevant legislation and undertake those works identified that are considered to be economically viable.

### [3.8.5. The Regulatory Reform \(Fire Safety\) Order 2005](#)

We have not had sight of any Fire Safety Assessment for this property, and we would recommend therefore that the occupiers take this in hand to ensure that they are in compliance with the legislation.

## **3.9. Environmental Issues**

We are not Chartered Environmental Surveyors and we have not been instructed to make any investigations, in relation to the presence or potential presence of contamination or other environmental features in land or buildings or affecting the property. We have not carried out any investigation into past uses, either of the property or any adjacent land, to establish whether there is any potential for contamination from such uses or sites, and have therefore assumed that none exists. In practice, purchasers in the property market do require knowledge about contamination and other environmental factors. A prudent purchaser of this property would be likely to require appropriate investigations to be

made to assess any risk before completing a transaction. Should it be established that contamination does exist, or the property is affected by other environmental factors, this might reduce the value now reported.

No indications of past or present contaminative land uses or other environmental features were noted during our inspection. Our inspection was of a limited visual nature and we cannot give any assurances that previous uses on the site or in the surrounding areas have not contaminated subsoils or groundwaters. In the event of contamination being discovered or if it transpires there are other environmental features specifically affecting the property, further specialist advice should be obtained. You are advised to ensure that your legal adviser takes up the usual enquiries on your behalf, in respect of possible contamination or environmental issues, prior to entering into any commitments.

#### 3.9.1. Asbestos

As referred to in our Terms of Engagement and Guidance for Clients, our inspection of the property does not constitute a survey in compliance with Government Directives and as such we will not comment in detail on any potential asbestos containing materials believed to be present in the property.

We have not had sight of any Asbestos Register for this property, however the building is of an age where we believe asbestos containing materials may be present and we would recommend further investigation in this respect.

Our valuation assumes the findings of an asbestos survey would not be valuation significant.

#### 3.9.2. Flooding

From enquiries made of the Environment Agency website, we understand the agency classifies the subject property as being within an area categorised as Flood Zone 1 - land assessed as having a less than 1 in 1,000 annual probability of river or sea flooding (<0.1%).

#### 3.9.3. Invasive Plant Species

During our inspection of the property the presence of invasive species was not noted, however our investigations were not exhaustive and we cannot therefore categorically state that none were present. Any potential purchaser should make their own investigations in this respect, especially if redevelopment is considered. If invasive species are found to be present on site, this may reduce the valuations herein reported.

#### 3.9.4. Energy Performance Certificates

Properties within the UK require an Energy Performance Certificate (EPC) when bought, sold, built or rented. An EPC measures the asset rating of a building in relation to its energy performance.

The 2015 Energy Efficiency Regulations, passed in March 2015, set out minimum energy efficiency standards (MEES) for England and Wales. These regulations make it unlawful for landlords to grant a new lease of properties that have an energy performance certificate (EPC) rating below E. Furthermore, it is conceivable that in the future, the minimum energy efficiency rating could be more stringent.

It is also proposed that from April 2023 this requirement will extend to all premises, including those where a lease is already in place and a tenant is already in occupation.

The existing EPC indicates that the subject property falls within band C (72) which is an acceptable energy performance range for the purposes of the Act. Although the legislation is not expected to be reviewed again in the near future, the method of assessment may have changed since the EPC certificate was issued.

### 3.10. Tenure & Tenancies

#### FREEHOLD

We have not examined the title documents nor have we been provided with a report on title in respect of the subject property. We therefore assume that the freehold interest is not subject to any onerous restrictions, charges, easements or rights of way and is in all respects good and marketable. We recommend that legal advice is taken to verify our assumptions to be correct.

The property is subject to a long leasehold interest. The salient points of the lease are as follows.

<b>Landlord</b>	Tameside Metropolitan Borough Council
<b>Tenant</b>	Northern Counties Housing Association Limited
<b>Term</b>	99 years
<b>Term Commencement Date</b>	15 February 1999
<b>Rent</b>	One Peppercorn
<b>Repairing Clause</b>	Full repairing and insuring
<b>User Clause</b>	Temporary housing hostel for single men
<b>Alienation</b>	i) Not to assign or dispose of whole or part of the premises ii) Not to underlet whole or part of the premises Provided that the clause shall not prevent the Lessee assigning the demised premises to a registered housing association.

## 4. The Market

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### 4.1. General Market Commentary

We would generally comment that macro-economic conditions have, in recent years, continued to improve following the severe economic turbulence experienced during the 'Credit Crunch' which statistically was the worst recession since the end of World War II. The UK economy has gradually expanded following the exit from recession in Q2 2009 with generally consistent GDP growth experienced during the last 10 years. Although the economic and political landscape changed considerably following the referendum held on 23 June 2016 concerning the UK's membership of the EU and the consequential decision taken to exit, the resultant uncertainty created arguably has not yet had a material impact on the UK's macro-economic performance (to date).

Although there was significant volatility in financial markets in the immediate aftermath of the EU referendum vote, with the benefit of hindsight, it has now become clear that the performance of the UK economy has remained incredibly resilient since the referendum, although it should be appreciated that the continuing weakness in pound sterling has played its part in stabilising the UK economy. Contrary to many predictions prior to the referendum vote, GDP growth has remained positive in the intervening years following the vote, albeit growth has stagnated in recent quarters.

However, the medium term outlook potentially remains fragile, as the government negotiates EU and US trade deals. In this regard, Boris Johnson has committed to Britain leaving the Brexit transition period at the end of December 2020, with or without a deal, with potential to cause severe disruption for UK and EU companies.

The above commentary provides an overview of the UK economy in recent months and years, although it should be appreciated that the global economy has now been rapidly plunged into an unprecedented crisis due to the rapid spread of the Covid-19 coronavirus which originated in China but has now been officially declared as a worldwide pandemic by the World Health Organisation. The impact of the pandemic has created significant levels of disruption to the global economy due to extreme quarantine measures being undertaken by nations around the world and particularly within Europe, which has now become the epicentre of the virus. The consensus within the UK is that the worst of the crisis has yet to be experienced and it is likely that widespread quarantine measures will be introduced in the coming weeks which will further disrupt the economy. Financial markets across the world have experienced levels of volatility not seen in approximately 30 years with massive levels of value destruction in all the major stock market indexes, including the FTSE 100. The levels of disruption to the economy are substantial, particularly for the airline and tourism industries, and it is still unclear as to what extent the economy will be impacted and how quickly and effectively it will be able to recover once the spread of the virus has been controlled. It is expected that the impact to the global economy will be temporary but very severe and it seems clear that GDP growth will be significantly impacted with a strong likelihood that many countries will experience recession. The Bank of England has responded by implementing an emergency cut in the base rate of interest to 0.25% and a number of emergency measures were announced in the Chancellor's recent Budget Statement, including substantial business rates relief measures for smaller businesses.

It should be appreciated that the situation is changing rapidly on a daily basis and the impact of the pandemic on valuations in property markets is unlikely to become clear for several months. However, it is expected that the negative impact on the economy and the high levels of uncertainty created will have a

material impact on commercial and residential property markets, at least for the short term future and transactional volumes should be expected to reduce significantly until the situation improves.

#### **4.2. Commercial Property Market Commentary**

The commercial property market in the UK has generally recovered well from the Credit Crunch financial crisis with capital and rental values demonstrating upwards momentum in recent years across most sectors. However, market sentiment was adversely impacted during 2019 by the political uncertainty which, to some extent, was lifted by the result of the general election in December. The most recent RICS Commercial Property Market Survey for Q4 2019 indicates that a stronger outlook is emerging for rental and capital values over the year ahead. In this regard, it is expected that the greater political clarity is expected to spur on some pent-up activity which had been placed on hold pending a resolution of the political deadlock. However, some Brexit related uncertainty will undoubtedly remain throughout 2020 until a resolution is reached on the ongoing trade negotiations and this could weigh on commercial property markets, although the sector has generally remained resilient in the face of uncertainty in recent years (with the exception of retail property markets which face significant challenges). With the global trend in interest rates evidently remaining lower for longer, direct assets such as commercial property can be expected to remain popular for investors. In addition, the UK still offers transparency and security that is not available in many other parts of the world and, consequently, international investor demand remains strong in the UK.

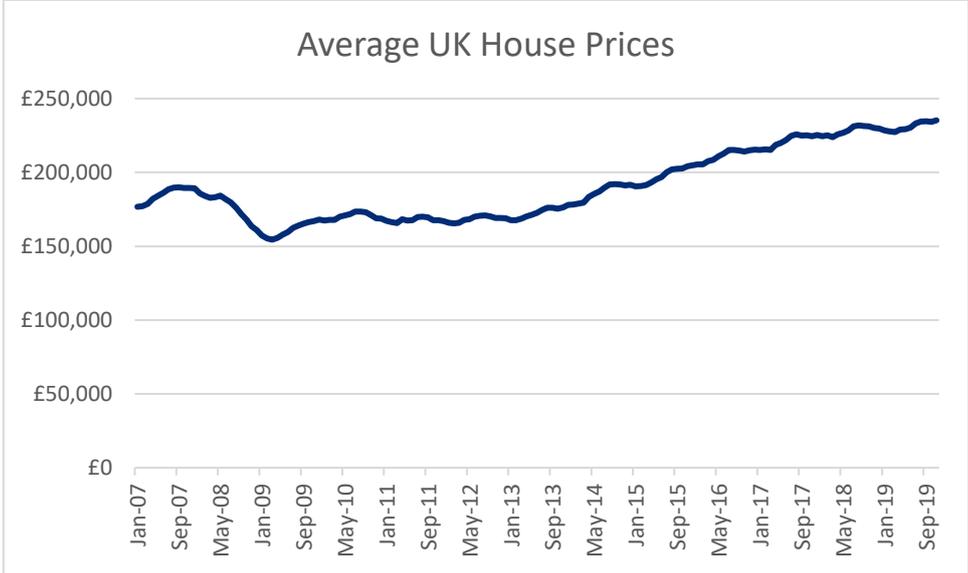
The RICS data for Q4 2019 indicated that, at the headline level, occupier demand continued to fall with an overall net balance of -12% of survey participants reporting a decline. However, the data does conceal significant disparities between the three traditional subsectors of the UK market with occupier demand increasing for industrial accommodation, albeit at a slowing pace. Tenant demand for office space was recorded as being flat. The data is therefore largely skewed by the continuing woes in the retail property sector which show no signs of abating.

As outlined within the general market commentary above, the Covid-19 coronavirus pandemic is highly likely to have an impact on both occupier and investor demand in all sectors of the commercial property market in the short term. The impact across the medium to longer term future will depend on the extent and length of the economic impact of the virus, which is currently difficult to predict.

#### **4.3. Residential Property Market Commentary**

In the last 5 years there has been a marked improvement in conditions within the residential property market, particularly within the residential development sector (which was arguably one of the worst hit during the recession). Generally, the transactional activity within this period has been strong across all sub sectors of the residential property market, including first time buyers, owner occupiers and investor markets. However, as outlined above within the general market commentary, the recent political and economic uncertainty weighed on residential property markets throughout 2019 and house price growth has been generally flat in recent months. In this regard, the most recent house price data published by Nationwide indicated that house prices grew by 0.1% in December 2019 with total annual growth of 1.4% during 2019. However, following the result of the general election in December 2019, there is now a general expectation that the UK house market should experience a boost in the early part of 2020. In this regard, Britain's largest online property portal Rightmove has reported that average asking prices increased by £2,500 in January 2020 and that it received a record 152 million visits to the website during the month. The Halifax House Price Index reports that annual house price growth jumped to 4.1% in January 2020 which also supports the theory that the UK housing market will experience a 'Boris Bounce' due to an improvement in sentiment following the result of the general election.

The most recent data from the Land Registry House Price Index states the average price of a property within the UK in November 2019 was £235,298. The chart below illustrates the generally rising trend in house prices nationally since 2007:-



Source – Land Registry

We would comment that there have been some general concerns raised at the pace of house price growth when benchmarked against earnings growth and statistics indicate that house prices have grown 259% since 1997 compared with earnings growth of 68% across the same period. The average house price now costs 7.97 times average annual earnings, the highest level on record, compared to 3.6 times in 1997, although this dataset is skewed by the market in London where there the gulf between house prices and earnings is at its widest. The general increase in house prices and reduction in affordability in recent years has resulted in a slowing of home ownership and driven an increase in private renting. Data from the Office of National Statistics indicates that the home ownership rate has slumped to 63% compared with 73% a decade ago.

With regards to the market for residential investment properties, there are signs that the increased politicisation of housing is likely to favour larger-scale build to rent investors over smaller private landlords. There are an estimated 1.5 million landlords in England and buy to let investments have long been a go-to option for people seeking to earn better returns on excess cash. However, smaller scale buy-to-let investors have been hit by regulatory and tax changes in recent years. In particular, the 3% stamp duty surcharge and the ending of the higher rate mortgage tax relief has, in most cases, severely restricted the available returns for buy to let investors. However, rental demand has remained very strong in recent years with recent research undertaken by the ONS indicating that a quarter of people aged 16-64 rent privately, whereby this figure was circa 10% in 1993, indicating a significant increase in renting over the last circa 20 years. As such, despite the regulatory headwinds, the increasing shift towards renting homes and continued demand from tenants should help to underpin buyer demand from buy-to-let investors.

As outlined within the general market commentary above, the Covid-19 coronavirus pandemic is highly likely to have an impact on both occupier and investor demand in all sectors of the residential property



market in the short term. The impact across the medium to longer term future will depend on the extent and length of the economic impact of the virus, which is currently difficult to predict.

#### 4.4. Comparable Evidence

Properties used as homeless shelters do not regularly transact on the open market, therefore we have had regard to the following transactional activity for properties of similar specification.

Address	Date	Price	Comments
86 Oldham Road and 2 Roman Road Royton Oldham OL2 5PQ	February 2020	£531,000  9.83% GIY	Two residential blocks providing 7 self-contained flats (5x two beds, 2x three beds) producing £38,340 per annum. One three bed flat is currently vacant which could provide an additional £7,000 per annum. Sold at auction on behalf of receivers.
Former Oddfellows Pub Alderley Street Ashton-under-Lyne OL6 9LJ	September 2019	£173,000  £57.40 psf	Former public house with planning permission for a conversion to 3x dwellings extending to circa 3,014 sq ft. Part completed development. Sold at auction.
8 Richmond Street Ashton-under-Lyne OL6 7TX	January 2019	£210,000  £68.94 psf	5 bedroom mid terrace house located within close proximity of the subject property. The property extends to 3,046 sq ft (EPC) and was in a good condition at the time of the sale. Benefits from a good sized garden. Marketed from January 2018 at a guide price of £280,000.
23-25 Booth Street Ashton-under-Lyne OL6 7LF	September 2018	£110,000  £71.38 psf	Two storey brick built office building extending to 1,541 sq ft (NIA) located within Ashton town centre. Sold with planning permission for a change of use to 3x apartments and 2x studios. Based on the net sales areas of the converted units the property has a floor area of 1,823 sq ft which equates to £60.34 psf.

Address	Date	Price	Comments
117 Harley Street Openshaw Manchester M11 1AS	June 2018	£103,000  £121.18 psf  9.5% GIY	Two storey mid-terrace residential property providing a 5 bedroom house of multiple occupation with a shared kitchen and shared bathroom which extends to circa 850 sq ft. Currently producing £9,780 per annum with two rooms vacant. Potential to increase to £13,680pa which equates to a reversionary yield of 13.28%. Sold at auction.
38 Chester Square Ashton-under-Lyne OL6 7TW	September 2017	£180,000  £54.29 psf	Detached two storey residential property providing 8 letting rooms (with 10 beds) in a house of multiple occupation extending to circa 3,315 sq ft. Producing £38,640 per annum from 7 of the beds. The property was in a basic condition and would benefit from a refurbishment throughout. Failed to sell at auction with a guide price of £200,000. Sold post auction and now appears to be vacant and boarded up.
21 Booth Street Ashton-under-Lyne OL6 7LD	June 2017	£65,000  £78.03 psf	Two storey brick built office building extending to 833 sq ft (NIA) located within Ashton town centre. Planning permission obtained post sale for a conversion to 2x one bedroom flats. Based on floor areas of the new flats the property has a floor area of 980 sq ft which equates to £66.32 psf.
2 Lennox Street Ashton-under-Lyne OL6 6HP	May 2017	£131,500  £58.19 psf	Vacant residential property providing 2x one bedroom flats, 2x bedsits and 1x self-contained studio flat extending to circa 2,260 sq ft (based on EPCs). In need of some refurbishment / improvement. Sold at auction.
2 Richmond Street Ashton-under-Lyne OL6 7TX	March 2017	£270,000  £121.18 psf	4 bedroom semi detached house located opposite the subject property. The property extends to 2,228 sq ft (EPC) and was in a good condition at the time of the sale. Marketed from December 2016 at a guide of £275,000. The property has a small paved garden area.

Address	Date	Price	Comments
120 Redgrave Street Oldham	For Sale	£204,950  13.32% GIY	Mid-terrace residential property currently used as a 5 bedroom HMO. Property is modern and each bedroom benefits from an ensuite bathroom with a shared kitchen. Understand the property is currently vacant but there is potential for a rental income of £27,300 per annum.

In terms of rental prices, we are aware of two house share properties located within close proximity to the subject property on Stockport Road. These properties are located in 6 and 12 bedroom houses which are currently in a good condition and have been recently refurbished. Each bedroom has an en-suite with communal kitchen and lounge areas. The properties are fully furnished and are inclusive of all utilities and bills. The rental price is £120 per week / £520 pcm / £6,240 pa.

There is a further house share property on Blandford Street in Ashton-under-Lyne. This provides a 4 bedroom house share which is of a basic specification. A double bedroom with shared bathroom and kitchen facilities is available for £70 per week / £303 pcm / £3,640 pa. This is inclusive of all utilities and bills.

A modern studio flat is currently available for £132 per week / £575 pcm / £6,900 pa. The property is fully furnished and inclusive of utilities and bills. The kitchen is provided in a small attached room but there is no living / lounge area.

There are a number of unfurnished one bedroom flats which are currently available or recently let. These typical transact between £400 to £525 pcm depending on the quality, location and size of the flat.

#### 4.5. Material Uncertainty – Novel Coronavirus (COVID-19)

The outbreak of the Novel Coronavirus (COVID-19), declared by the World Health Organisation as a “Global Pandemic” on 11 March 2020, has impacted global financial markets. Travel restrictions have been implemented by many countries.

Market activity is being impacted in many sectors. As at the valuation date, we consider that we can attach less weight to previous market evidence for comparison purposes, to inform opinions of value. Indeed, the current response to COVID-19 means that we are faced with an unprecedented set of circumstances on which to base a judgement.

Our valuation(s) is / are therefore reported on the basis of ‘material valuation uncertainty’ as per VPS 3 and VPGA 10 of the RICS Red Book Global. Consequently, less certainty – and a higher degree of caution – should be attached to our valuation than would normally be the case. Given the unknown future impact that COVID-19 might have on the real estate market, we recommend that you keep the valuation of this asset under frequent review.

## 5. Valuation

---

### 5.1. Valuation Considerations

#### 5.1.1. Valuation Approach

You have requested our valuation advice on a number of bases of values. In order to provide the valuations we have firstly valued the property on the assumption it is held unencumbered with no lease restrictions.

In making our valuations, we have used the comparative method of valuation. As the name implies the comparative method of valuation relies on the consideration of, where possible, transactions involving similar properties, before making appropriate allowances for differences in location, size, condition, age, specification and applying this data to the subject property. It is therefore a market based approach.

We have also had regard to the investment method of valuation. The Investment Method of Valuation essentially involves the capitalisation of a rental income (either notional or actual) by a suitable yield to arrive at the capital value. This choice of yield is made by comparison with other (investment property) having regard to matters such as physical characteristics to the building, use, degree of risk and life of the investment. The yield is therefore a measure of investor's opinion of the prospects and risks attached to such an investment.

As the name suggests, this method of valuation is based on an examination of the rental income produced by the property, its potential for growth in the future, the terms of the lease and the relative strength of the tenant's covenant. The income stream is then converted into a capital sum by application of an investment yield we consider appropriate to the circumstances of each particular property.

Generally speaking, a lower yield (and hence a higher multiple of the annual income) would be applied to a well located property, let to a secure tenant for a long term of years, in contrast to a less well located property (with perhaps poorer prospects for future rental growth, let to a weaker tenants with shorter unexpired lease terms).

The strength of the tenant's covenant is the most important factor when determining an investment yield, closely followed by the length of the unexpired term, the prospects of rental growth and the property's general location.

The property would lend itself to a continued use as a 10 bedroom bedsit or conversion to 8x one bedroom flats as per the planning consent. Both uses will require capital expenditure with the latter likely to cost more than a refurbishment of the existing layout.

Assuming a reasonable refurbishment is undertaken to the existing layout we would expect a capital expenditure in the region of £130,000 to bring into a lettable condition for bedsits which includes the developers profit. The property requires a refurbishment throughout and some general maintenance. We would also expect purchasers would convert the kitchens to en-suites and two shared kitchens would be created. Due to the likely end users of the property being a house share / bedsit, the property would require furnishing.

We have applied an all-inclusive rent of £425 per calendar month (£98 per week) per lettable bedroom once the refurbishment has completed. This produces an annual income for the whole property of £51,000 per annum.

We have applied an all risks yield of 13.5% to the annual income which produces a gross development value of £377,778. We have applied 13.5% to reflect the higher degree of management, the turnover of tenants and the additional running costs. After taking off the conversion costs, a rounded Market Value of £245,000 is produced which equates to £60.89 per sq ft. This is our opinion of value for MV3.

We have had consideration to a conversion a single dwelling house, however, we believe this will realise a lower value based on the underlying residential values and costs of conversion.

For MV1 we have undertaken a term and reversion. Due to the property being subject to a lease at a peppercorn with an unexpired lease term of circa 78 years there is not an income to capitalise. We have valued the reversionary interest at £375,000 on the assumption the property is handed back to the Council in good repair. We have then taken the present value of £375,000 for 78 years at 5%. This produces a value of £8,350.

For MV2 we have assumed a new 125 year lease is to be granted on the same terms as the existing lease. We have undertaken a term and reversion for this similar to the MV1 valuation. As the rent is to be a peppercorn there is no rental income to capitalise. We have then present valued £375,000 for 125 year at 5% to produce £850.

For MV4 you have asked for our opinion of value should the property be demolished and a cleared development site be available. The site extends to 0.16 acres. We have applied a land value of £675,000 per acre for residential land which produces a land value of £108,000. After taking into account the costs of demolition which we estimate to be in the order of £37,500, a rounded value of £70,000 is produced.

We understand a premium has been agreed for the assignment of the lease between The Guinness Partnership (the Tenant) and Ashton Pioneer Housing Trust (the proposed Assignee) for £355,000. Whilst this provides prima facie evidence of values in the market, this transaction has not completed. We are not aware of the background of how this figure has been agreed and it is possible the assignee will be receiving government funding to assist. Housing associations tend to appraise site differently to market developers. Ashton Pioneer Housing Trust are likely to have a requirement for a socially rented development and this opportunity is likely to be cheaper than constructing a new development of similar size. Therefore, they are willing to pay a premium to secure the property. The proposed development is to be used for affordable rent which housing associations will typical appraise at 80% of the market rents and then capitalise by a low yield of circa 5 – 6% to reflect the secure income from the affordable rent tenants and the property being refurbished to a good standard. Furthermore, they benefit from economies of scale by owning a lot of similar stock in the locality which assists with property management, repairs and maintenance costs.

### 5.1.2. SWOT Analysis

<b>Strengths</b>	<b>Weaknesses</b>
<ul style="list-style-type: none"> <li>• The property is located close to Ashton-under-Lyne town centre on a residential street</li> <li>• The property provides a large premises and is of an age which would be considered desirable due to the construction and features</li> </ul>	<ul style="list-style-type: none"> <li>• The property is currently subject to a lease with under 80 years unexpired lease term</li> <li>• The lease has a strict user clause to be only used as a singles men’s homeless hostel</li> <li>• The property is in need of refurbishment throughout</li> </ul>
<b>Opportunities</b>	<b>Threats</b>
<ul style="list-style-type: none"> <li>• There is currently planning permission to redevelop the property to create 8x one bedroom flats.</li> <li>• The property is suitable for alternative uses subject to planning permission such as conversion back into a single dwelling house.</li> </ul>	<ul style="list-style-type: none"> <li>• The user clause reduces the potential number of purchaser / assignees for the property which could result in a long vacancy period</li> <li>• Should the property remain vacant it is likely to fall further into disrepair and is susceptible to vandalism</li> <li>• The property is in a conservation area and conversion costs may be higher</li> </ul>

### 5.1.3. Marketability

The lease places a strict user clause on the property to be used as a single men’s homeless hostel only. There will be limited demand for this user clause and purchasers are likely to be registered providers who provide this service. Typical market developers and investors would not be interested in the property with a restriction as they would not be able to make a return from this user clause. Homeless shelters do not regularly transact on the open market and there is a dearth of transactional evidence for this type of property. Housing associations are likely to receive funding / grants from government funds to undertake this type of operation.

Should a variation of the user clause be obtained we expect the property would provide a good opportunity to create an income stream. The property is in need of a refurbishment for a continued use of 10 bedsits but there is also potential to redevelop the property to create 8x one bedroom flats. There is a circa 78 years unexpired lease term. We would comment that this on the cusp of no longer being considered an virtual freehold and likely purchasers may require an extension, especially, if they are to undertake a refurbishment of the property.

The property will be most marketable should it become available on the open market without lease restrictions. In this case we would expect there to be demand forthcoming from local property companies, local investors / developers and housing associations. The property comprises a relatively small lot size and ongoing management of the property would be easier at a local level. We would expect a marketing period in the region of 6 to12 months for a sale of the property, however, due to the current uncertainty in the market due to the impact of Coronavirus there is likely to be subdued demand and finance available for this type of property. Due to current uncertainty in the market it is not inconceivable that a period in excess of 12 to 18 months would be required to achieve our opinion of market value.

We also envisage demand to be forthcoming from residential owner occupiers who would look to convert the property back into a single dwelling, however, we expect the price obtainable from this type of users to be lower based on the underlying residential values and condition of the building.

## 5.2. Valuation Opinion

Having regard to the attached report we are of the opinion that the value of the freehold interest on the bases requested is:

Valuation Bases	
(a) Market Value	£8,350 (eight thousand three hundred and fifty pounds)
(b) Market Value on the special assumption of a new 125 year lease at the valuation date on the same terms as the existing lease	£850 (eight hundred and fifty pounds)
(c) Market Value on the special assumption the Council owns the unencumbered freehold	£245,000 (two hundred and forty five thousand pounds)
(d) Market Value (MV) on the special assumption the Council owns the unencumbered freehold and the building is to be demolished	£70,000 (seventy thousand pounds)

We stress the importance of the valuation date as recent experience has shown that property values may change quite significantly over a relatively short period of time.

Where statements are made upon the prospect of future growth or fall in rental and/or capital values it must be appreciated that such change may not occur and that values can fall as well as rise.

## 6. Terms of Engagement and Guidance for Clients

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### 6.1. Extent of Investigations Undertaken

We refer you to our “Terms of Engagement and Guidance for Clients” appended to this report. This document describes in detail the work which we have and have not undertaken in compiling this report and valuation on your behalf.

We have not made any investigations into the Capital Allowance position in respect of the subject property in the preparation of this valuation; we recommend that the owner/occupier of the property makes their own investigations to satisfy themselves in this respect.



Stuart Avery BSc (Hons) MRICS  
Senior Surveyor  
RICS Registered Valuer  
RICS Registration Number 5046949



John Goodchild MSc (Hons) MRICS  
Partner  
RICS Registered Valuer  
RICS Registration Number 1177037

March 2020

Authorised to sign for and on behalf of Sanderson Weatherall LLP

## 7. Appendices

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Appendix I –	Site Plan
Appendix II –	Photographs
Appendix III –	Existing Floor Plans
Appendix IV –	Proposed Floor Plans
Appendix V –	Confirmation of Instructions
Appendix VI –	Terms of Engagement & Guidance For Clients

# Appendix I

## Site Plan





**Promapv2**  
 LANDMARK INFORMATION

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 Licence number 100022432  
 Plotted Scale - 1:1250. Paper Size - A4

Appendix II  
Photographs



1.



2.



3.



4.



5.



6.



7.



8.



9.



10.

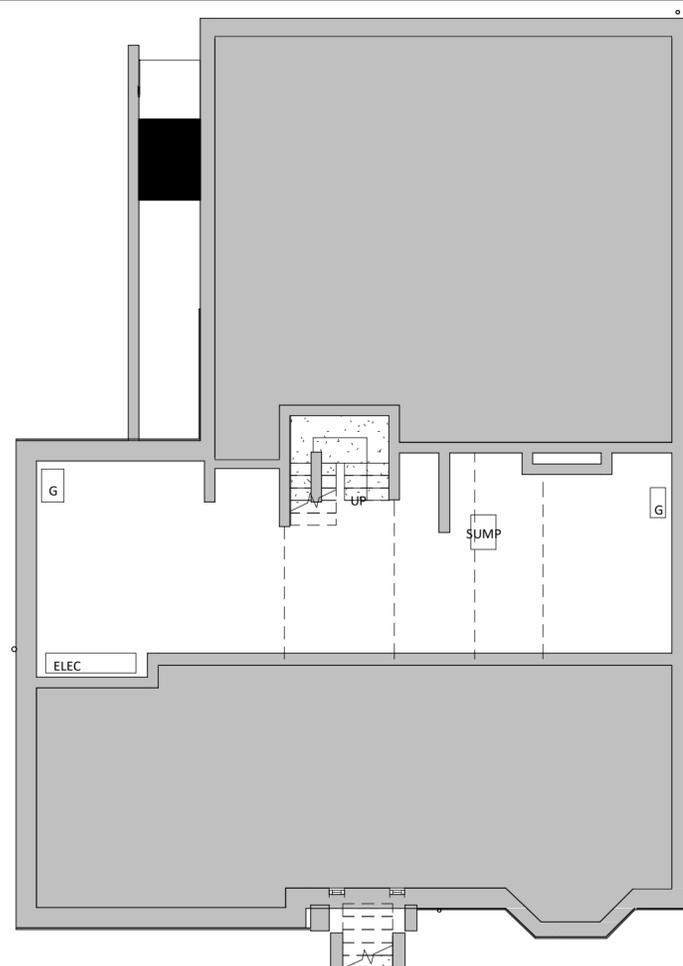


11.



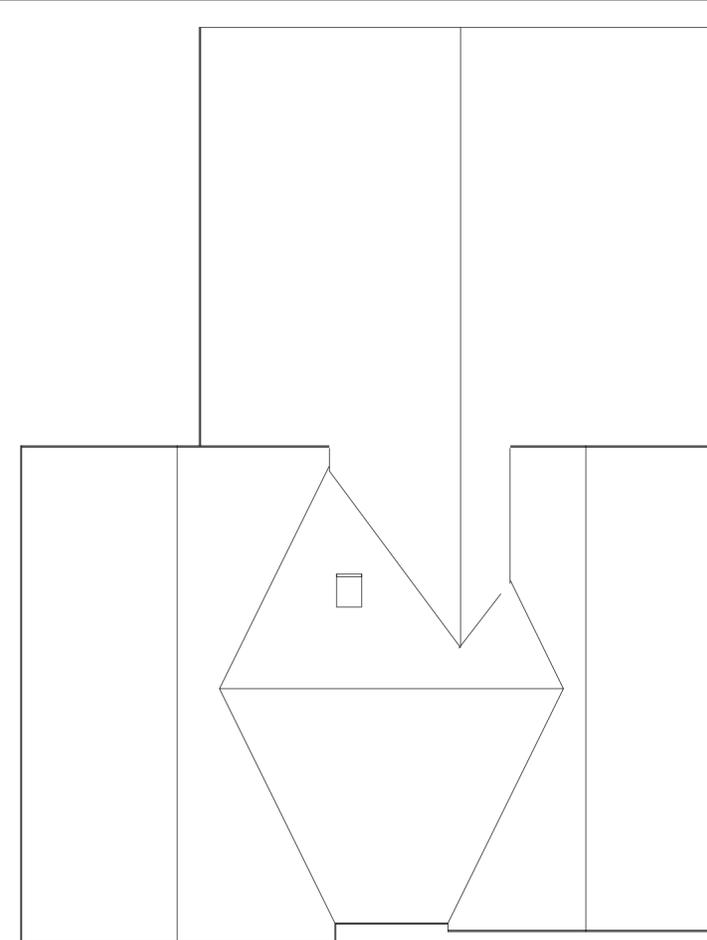
12.

Appendix III  
Existing Floor Plans



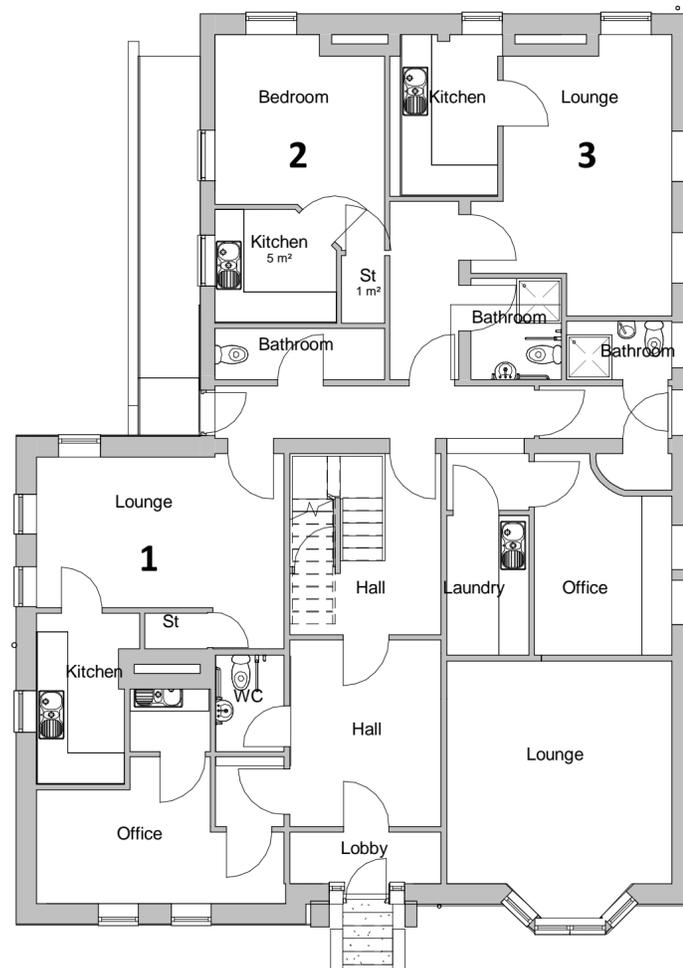
**-01 Cellar as Existing**

1 : 100



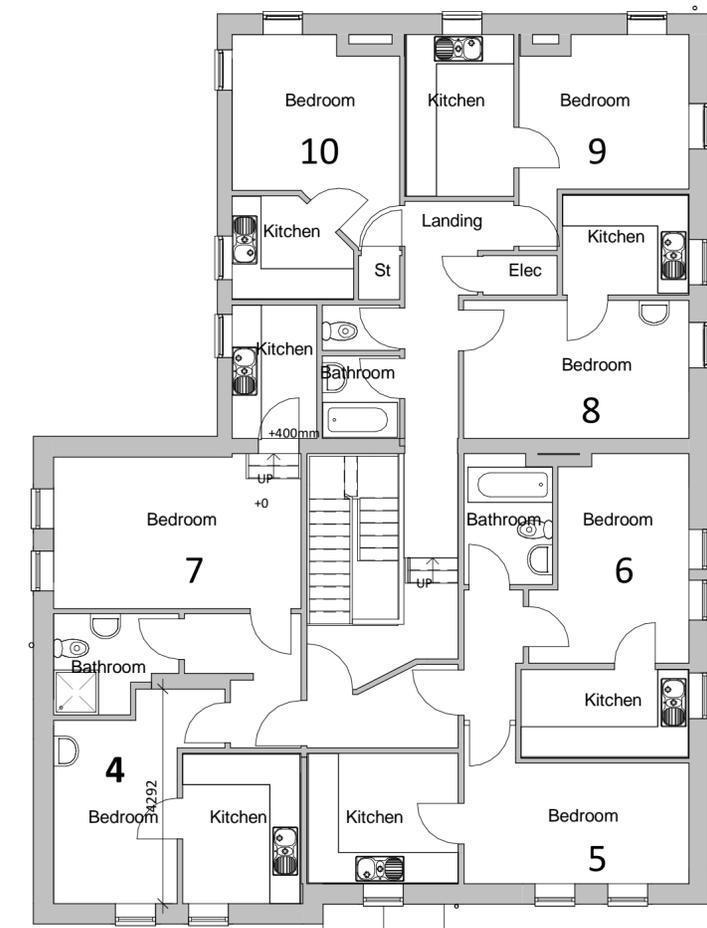
**04 Roof Plan as Existing**

1 : 100



**00 Ground Floor as Existing**

1 : 100



**01 First Floor as Existing**

1 : 100

Rev	Date	Int	Description
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Client:  
**Ashton Pioneer Homes**

Project:  
**Enville House**

Description:  
**Plans as Existing**

Purpose of Issue:  
**Planning**

Drawn By:    Checked By:    Date:    Scale @ A2:

**LP    -    08/02/18**

Job No:    Status Code:    Drawing No:    Rev:

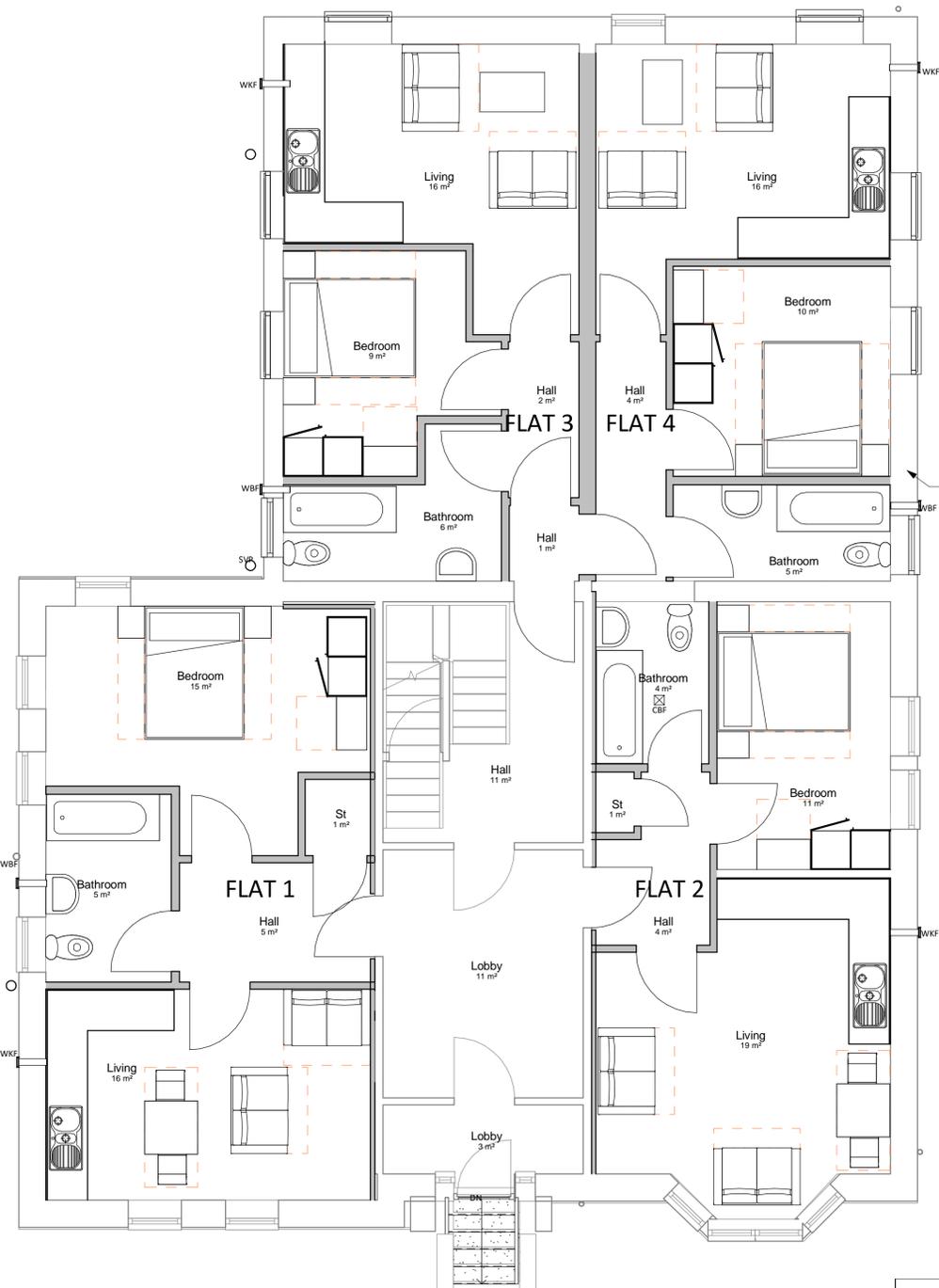
**3300    S0    104**

File Identifier:  
**ENV-BTP-01-XZZ-DR-A-3300\_104**

Appendix IV  
Proposed Floor Plans

**KEY**

- RWP Rain water downpipe
- SVP Soil Vent pipe
- Co-ordinate point
- Drainage



**00 Ground Floor as Proposed**

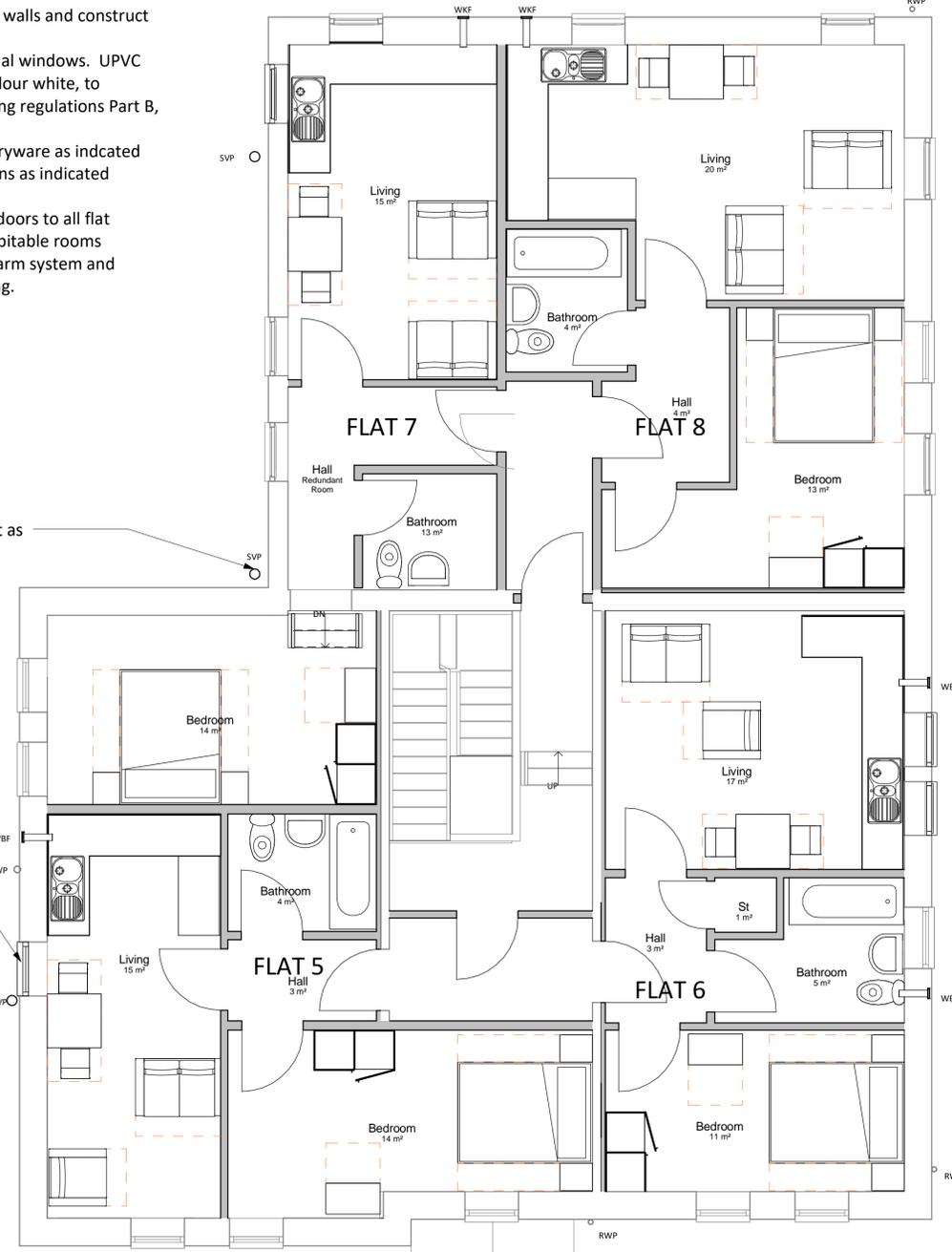
1 : 50

- Demolish existing walls and construct new as indicated
- Install new external windows. UPVC double glazed, colour white, to conform to building regulations Part B, K and L
- Install new sanitaryware as indicated
- Install new kitchens as indicated
- Rewire property
- Install FD30s fire doors to all flat entrances and habitable rooms
- Install new fire alarm system and emergency lighting.

Remove existing window and cill. Brick up opening in bricks to match existing

Install new SVP to suit revised layout as indicated.

Form opening in existing wall and install new UPVC double glazed window to conform to Part L and K



**01 First Floor as Proposed**

1 : 50

Replace gutters and install new upvc to match existing, colour black

Install AOV rooflight

Replace gutters and install new upvc to match existing, colour black

Replace gutters and install new upvc to match existing, colour black

Carry out minor roofing repairs

**04 Roof Plan as Proposed**

1 : 100

Rev	Date	Int	Description
-----	------	-----	-------------



Client: Ashton Pioneer Homes

Project: Enville House

Description: Plans as Proposed

Purpose of Issue: Planning

Drawn By: LP    Checked By: -    Date: 06/12/18    Scale @ A1: As indicated

Job No: 3300    Status Code: S0    Drawing No: 107    Rev: -

File Identifier: ENV-BTP-01-ZZ-DR-A-3300\_107

## Appendix V

### Confirmation of Instruction

Stuart Avery

---

From: Mark Prestwich <mark.prestwich@tameside.gov.uk>  
Sent: 04 March 2020 11:17  
To: Stuart Avery  
Cc: Philip Kenny  
Subject: RE: Enville House, 4 Richmond Street, Ashton  
Attachments: po03a\_1\_101201.pdf

Hi Stuart,

Thanks for this and apologies for the delay in reverting back to you.

I would now like you formally commission you to proceed with this work. The keys are currently held by Ashton Pioneer Homes and therefore, if you could confirm when you would like to visit the property to carry out your inspection, I can check with APH that the keys would be available for collection.

Please can you quote PO number 40100799 on any future invoicing in connection with this commission?

Thanks

Mark

Mark Prestwich  
Senior Surveyor  
Estates Business  
Development and Investment  
Growth

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Ashton Old Library | Old Street | Ashton-under-Lyne | Tameside | OL6 7SG

Tel. 0161 342 3420

Email Disclaimer <http://www.tameside.gov.uk/disclaimer>



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From: Stuart Avery [<mailto:Stuart.Avery@sw.co.uk>]  
Sent: 13 February 2020 15:42  
To: Mark Prestwich  
Cc: Philip Kenny  
Subject: RE: Enville House, 4 Richmond Street, Ashton

Hi Mark

Further to my email below, Phil has quickly reviewed the lease. As Landlord, the Council can recover the professional fees for the preparation of a schedule of dilapidations if it is served with a Section 146 notice by a solicitor.

Should there be no grounds to serve a schedule of dilapidations based on the current condition, the Council will not be able to recover the initial inspection professional fee.

Kind regards  
Stuart

Stuart Avery BSc (Hons) MRICS  
RICS Registered Valuer  
Senior Surveyor

Mobile: **07785 382 099**  
Direct: **0161 259 7046**  
Office: **0161 259 7000**

[sw.co.uk](http://sw.co.uk)

---

From: Stuart Avery  
Sent: 13 February 2020 14:11  
To: Mark Prestwich <[mark.prestwich@tameside.gov.uk](mailto:mark.prestwich@tameside.gov.uk)>  
Cc: John Goodchild <[John.Goodchild@sw.co.uk](mailto:John.Goodchild@sw.co.uk)>; Philip Kenny <[Philip.Kenny@sw.co.uk](mailto:Philip.Kenny@sw.co.uk)>  
Subject: Enville House, 4 Richmond Street, Ashton

Dear Mark

Thank you for asking us to provide a quote to undertake a valuation report. We understand that Tameside Metropolitan Borough Council (the Council) are the freeholders of the Enville House, 4 Richmond Street (the Property) and it is let on a 99 year lease to Northern Counties Housing Association Limited (the Tenant) now known as The Guinness Partnership. You have advised us that the Tenant has agreed an assignment of the property to Ashton Pioneer Housing for a premium of £355,000. Should the assignment be granted, Ashton Pioneer Housing have requested for a surrender of the existing lease and a new 125 year lease. You have requested valuation advice to support a strategy / options paper on the current issues of the property.

- a) Sanderson Weatherall have acted on behalf of TMBC since June 2019 under the Crown Commercial Service Agreement providing Estates Professional Service and Management Support.
- b) We can confirm we have no conflicts of interest with the Property, The Guinness Partnership or Ashton Pioneer Housing.
- c) We have the necessary expertise in relation to the properties; and
- d) We have adequate professional indemnity insurance in relation to the instruction.

### **Basis of Valuation**

It is my understand you have requested the following bases of valuation.

- Market Value (MV)
- Market Value (MV) on the special assumption of a new 125 year lease at the valuation date on the same terms as the existing lease
- Market Value (MV) on the special assumption the Council owns the unencumbered freehold
- Market Value (MV) on the special assumption the Council owns the unencumbered freehold and the building is to be demolished

We propose a fee for the valuation of £1,500 plus VAT. Our typical timescales for reporting are 10 working days from instruction, however, due to current work commitments we will be unable to provide the valuation within those timescales. We would propose that the completed valuation report would be completed week commencing 9<sup>th</sup> March 2020.

You have also requested advice in respect of whether an interim schedule of dilapidations could be served on the Tenant. As we have not yet inspected the property we are unable to establish the extent of any breaches of the repairing covenant. During our inspection of the property for the valuation purposes, we propose to bring a building surveyor who will be able to assess the extent of any disrepair. This would be undertaken on an hourly basis and we budget £500 plus VAT for this. Should there be significant disrepair, the fee to prepare and serve an interim schedule of dilapidations would be £1,250 plus VAT. This work would be undertaken by Phil Kenny or Guy Owen who are partners in our building consultancy team in Manchester.

I trust the above is sufficient for your purposes however should you have any queries or require clarification on any points then please do not hesitate to contact me.

Kind regards

Stuart Avery BSc (Hons) MRICS  
RICS Registered Valuer  
Senior Surveyor

For and on behalf of Sanderson Weatherall LLP

Mobile: **07785 382 099**  
Direct: **0161 259 7046**  
Office: **0161 259 7000**

The Chancery  
58 Spring Gardens  
Manchester  
M2 1EW



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## Appendix VI

### Terms of Engagement & Guidance for Clients



# VALUATION PROCEDURES AND ASSUMPTIONS – PROPERTY APPRAISAL AND VALUATION

## TERMS OF ENGAGEMENT AND GUIDANCE FOR CLIENTS

Our valuation work is carried out on the basis set out below unless specifically varied by our initial letter confirming our instructions (“our initial letter”), or our subsequent report, of which this document will form an integral part.

### 1 Reports and Valuations

- 1.1 Will be prepared in accordance with the current edition of the RICS Valuation – Global Standards, July 2017, as amended, published by the Royal Institution of Chartered Surveyors (“RICS”) (“the Red Book”). Any departure from the Red Book will be recorded in our initial letter and confirmed in our report.
- 1.2 The valuers to be responsible for the work are external valuers as defined by the Red Book.

### 2 Disclosure

- 2.1 Our valuation will be provided for the stated purpose and will be for the use of the addressee only. No liability will be accepted to any other party without our specific prior written approval.
- 2.2 Publication of our report, or any reference thereto, in whole or part, in any document, circular or statement, in either hard copy or electronically (including any web site) will be permitted only with our prior approval, this to include the form and context in which it will appear.

### 3 Liability

- 3.1 Our valuation is confidential to the party to whom it is addressed for the stated purpose and no liability is accepted to any third party for the whole or any part of its contents, even if that third party pays all or any part of our fee. Liability will not subsequently be extended to any other party except on the basis of written and agreed instructions; this will include an additional fee. Except as set out in 3.2 below, the terms of the agreement between Sanderson Weatherall LLP and the client are not enforceable by any third party under the Contracts (Rights of Third Parties) Act 1999. Should we agree to extend liability (and reliance) to any third party, such party will be deemed to have accepted our ‘Terms of Engagement and Guidance For Clients’.
- 3.2 No claim arising out of or in connection with this agreement may be brought against any member, employee, partner or consultant of Sanderson Weatherall LLP (each called a “SW person”). Those individuals will not have a personal duty of care to the client or any other party and any such claim for losses must be brought against Sanderson Weatherall LLP. Any SW person may enforce this clause under the Contracts (Rights of Third Parties) Act 1999 but the terms of our agreement may be varied by agreement between the client and Sanderson Weatherall LLP at any time without the need for any SW person to consent.
- 3.3 We do not accept liability for any indirect or consequential loss (such of loss of profits). Nothing in these terms of business (or in our initial letter) shall exclude or limit our liability in respect of fraud or for death or personal injury caused by our negligence or for any other liability to the extent that such a liability may not be excluded or limited as a matter of law.
- 3.4 Subject to the provisions in this clause 3, if you suffer loss as a result of our breach of contract or negligence, our liability shall be limited to a just and equitable proportion of your loss having regard to the extent of responsibility of any other party. Our liability shall not increase by reason of a shortfall in recovery from any other party, whether that shortfall arises from an agreement between you and them, your difficulty in enforcement, or any other cause.

#### **4 The Inspection and Subsequent Enquiries**

- 4.1 Will be carried out by RICS Registered Valuers and general practice surveyors making appropriate investigations having regard to the purpose of the valuation and to any restrictions recorded within our initial letter and confirmed in our report.
- 4.2 No parts of the structure which are covered, unexposed or inaccessible will be opened up for inspection. The exterior will be inspected from ground floor level only, ie without the benefit of access equipment. We cannot express an opinion about or advise upon the condition of uninspected parts and the report should not be taken as making any implied representation or statement about such parts. Furthermore the various services have not been tested. We are therefore unable to report that any such parts of the property are free from defect or that the services are in full working order.
- 4.3 Unless specifically agreed with you in writing, we shall have no responsibility for the identification of hydrochlorofluorocarbons (HCFCs) in refrigeration, air-conditioning, heat pump or other equipment at the property. We shall also, unless specifically notified, be entitled to assume that all equipment at the property complies with obligations under the EU ODS Regulation (Regulation (EC) No. 1005/2009) and other legal obligations.

#### **5 Condition, Repair and Pollution Hazards**

- 5.1 Unless specifically instructed to carry out a structural survey, test of service installations, site investigation or to facilitate an environmental survey, our valuations will assume:
- i) That except for any defects specifically noted in our report, the property is in good condition;
  - ii) That no materials have been used in the construction of the buildings which are deleterious, hazardous or likely to give rise to structural defects, including inter alia high alumina cement or calcium chloride additive, asbestos or any other hazardous or deleterious material or permanent woodwool shuttering
  - iii) That no hazardous materials are present on site.
  - iv) That all relevant statutory requirements relating to use or construction have been complied with.
  - v) That the site is physically capable of development or redevelopment, when appropriate, and that no special or unusual costs will be incurred in site clearance or providing foundations and infrastructure.
  - vi) That the property is not adversely affected by any form of pollution, current or historic, either on or off site.
  - vii) That there are no archaeological remains on or under the land which could adversely impact on value.
  - viii) That there is no abnormal risk of flooding.
  - ix) That any building services are fully functioning to include any which incorporate essential electronic devices and the software which operates such devices.
- 5.2 We will, however, reflect the general condition of the premises as evident from our superficial inspection and any defects of which we are made aware as summarised in our report.

#### **6 Statutory Matters**

##### **6.1 Equality Act 2010**

- 6.1.1 Under the Equality Act 2010 all service providers to the general public are obliged to ensure that all disabled customers are treated, as far as it is reasonable to do so, the same as non disabled customers. The legislation was operative from 1 October 2010 as amended. This legislation also extends to employees of Companies.
- 6.1.2 It should be noted that our inspection of the premises does not constitute an accessibility audit for Equality Act purposes.

## 6.2 **The Regulatory Reform (Fire Safety) Order 2005**

6.2.1 The Regulatory Reform (Fire Safety) Order affecting all non domestic premises in England and Wales came into force on 1 October 2006. This legislation has removed the requirement of Fire Certificates for non domestic property. Now the person responsible for the premises will be required to carry out their own risk assessment to identify the fire precautions which are required to be in place. To accompany the legislation the Government has developed specific information guides for each type of premises which sets out the guidance on the requirements and carrying out a Fire Risk Assessment.

6.2.2 Our inspection of the property does not constitute a Fire Risk Assessment.

## 6.3 **Control of Asbestos Regulations 2012**

6.3.1 Under the Control of Asbestos Regulations 2012 all commercial property owners/occupiers are obliged by law to have completed a Register of all materials containing asbestos within their premises and either remove them or have a programme for managing them so that they do not become a danger to health.

6.3.2 Our inspection of the property does not constitute a survey in compliance with Government Directives and as such we will not comment in detail on any potential asbestos containing materials believed to be present in the property.

## 6.4 **Invasive Plant Species**

6.4.1 The three main non-native invasive plant species in the UK are Japanese knotweed, Himalayan (Indian) or purple stinky balsam and New Zealand pygmyweed. Other notifiable plants and weeds include inter alia giant hogweed, ragwort and azolla.

6.4.2 Japanese knotweed is a rampant non-native invasive species which can cause physical damage to buildings and hard surfaces. Under s. 14(2) of the Countryside and Wildlife Act 1981 it is an offence to cause this plant to grow in the wild. Failure to dispose of any material containing Japanese knotweed may also result in prosecution under this Act and under the Environmental Protection Act 1990.

6.4.3 The likely costs of eradication and removal of plants such as these can be high and time consuming and may impact on the ability to enjoy/develop/redevelop the site and consequently diminish the values reported.

## 6.5 **The Energy Performance of Buildings Directive (England and Wales) Regulations 2007**

6.5.1 The Energy Performance of Buildings Directive (England and Wales) Regulations 2007 affecting all non domestic premises in England and Wales came into force on 6 April 2008. This legislation introduced new statutory requirements for commercial buildings offered for sale or to let to have an Energy Performance Certificate (EPC) and for certain buildings to have Display Energy Certificates (DEC). EPCs are required for any commercial building greater than 50m<sup>2</sup> (538 sq ft).

6.5.2 Our inspection of the property does not constitute an Energy Assessment of the property.

## 7 **Tenure and Tenancies**

7.1 We will rely upon information supplied as to the property, tenure, tenancies, permitted uses and related matters. We will assume such information to be accurate, up-to-date and complete. We will assume that your solicitors are able to confirm the accuracy of these details as set out in our report, and that the interest being valued is in all respects good and marketable. We would welcome the opportunity to consider your solicitor's report on title and to advise whether or not this affects our valuation.

7.2 We will not examine title documents and, therefore, assume that apart from any matters mentioned in our report, the interest is not subject to any onerous restrictions, to the payment of any unusual outgoings or to any charges, easements or rights of way. We will assume that any outstanding requirements of repairing covenants will be met.

## **8 Planning, Highway and Other Enquiries**

- 8.1 We will make only informal, oral enquiries of the local planning, highway and other relevant authorities and the information obtained is assumed to be correct. No formal searches will be instigated. Except where stated to the contrary, we will have assumed that there are no local authority planning or highway proposals that might involve the use of compulsory purchase powers or otherwise directly affect the property.
- 8.2 Where limited only responses have been received to our enquiries which are material to our valuations, this will be confirmed in our report.

## **9 Floor, Site Areas and Plans**

- 9.1 All measurements will be in accordance with RICS Property Measurement (2<sup>nd</sup> Ed). Unless stated to be otherwise, floor areas will be derived from measurements taken on site or scaled from drawings supplied and checked by sample measurements on site. Site areas will be computed from Ordnance Survey data and not from physical survey. Dimensions and areas should be regarded as being approximate only.
- 9.2 Where plans are included in our report, these are for identification purposes only.

## **10 Tenant Status**

- 10.1 We will not make any specific enquiries as to the financial standing of actual or prospective tenants other than those a competent valuer would make when appraising and valuing the property. We will, however, reflect our general understanding of the tenants' financial status in our valuation and will have assumed, unless informed to the contrary, that the tenants are capable of meeting their financial obligations under the lease and that there are no arrears of rent or undisclosed breaches of covenant.

## **11 Plant and Machinery**

- 11.1 We will include in our valuations only those items of plant and machinery normally considered to be part of the building service installations and which would pass with the property on a sale or letting. We will exclude all items of process plant and machinery and equipment, together with their special foundations and supports, furniture and furnishings, vehicles, stock and loose tools, and tenant's fixtures and fittings.

## **12 Capital Allowances**

- 12.1 Under the Capital Allowances Act 2001, certain allowances (which may have the effect of providing a relief from corporation tax) may be claimed by a person where that person incurs 'qualifying expenditure' on particular pieces of 'plant' which are fixtures within a building, and which are used by that person for the purposes of a 'qualifying activity'. Relevant fixtures included within 'plant' may include, for example, furniture, machinery, lifts, air conditioning and so on.
- 12.2 Certain conditions must be satisfied in order to be eligible to claim these allowances. Changes to these conditions were introduced with effect from 1 April 2012, with further changes becoming effective from 1 April 2014. As a result of these changes, anyone contemplating the acquisition of a property must take action, before the acquisition, to preserve any right to claim available allowances, as well as to obtain sufficient information to put them in a position to make such a claim in the future. Failure to do so may mean that the ability to claim capital allowances, or the ability to put a future purchaser in the position to claim allowances, is lost. A seller of property may also wish to consider the position, before disposal, so that it can decide whether the purchase price of the property may be adjusted to reflect any steps it may take to preserve a buyer's entitlement to claim such allowances.
- 12.3 We have not made any investigations into the Capital Allowance position of the property in the preparation of our valuation.

### **13 Development Properties**

- 13.1 For properties in course of development, we will reflect, unless otherwise stated, the stage reached in construction and the costs already incurred and those remaining to be spent at the date of valuation. We will have regard to the contractual liabilities of the parties involved in the development and any cost estimates which have been prepared by the professional advisers to the project.
- 13.2 For recently completed developments we will take no account of any retentions, nor will we make allowance for any outstanding development costs, fees, or other expenditure for which there may be a liability.

### **14 Valuation Date and Currency**

- 14.1 The valuation date will be as at the date of our report unless varied by our initial letter and confirmed in our report. Valuations will be stated in GB pounds (£), unless stated otherwise. You should be aware that property values may change substantially over a relatively short period. If you wish to dispose of this property or part thereof, or to accept a charge over it as security for a loan after the valuation date, we strongly advise a further consultation with us.

### **15 Costs of Realisation**

- 15.1 Unless stated to the contrary in our report, no allowance will be made in our valuations for the costs of realisation, any liability for tax which might arise in the event of disposal or for any mortgage or similar financial encumbrance over the property. Our valuations will exclude VAT.

### **16 Bases of Value**

- 16.1 The bases of value will be specified in our initial letter or the client letter of instruction and will be one or more of the following; as defined in the Red Book:

#### **16.2 *Market Value (MV)***

*'The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.'*

#### **16.3 *Market Rent (MR)***

*'The estimated amount for which an interest in real property should be leased on the valuation date between a willing lessor and a willing lessee on appropriate lease terms in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.'*

#### **16.4 *Investment Value (or Worth)***

*The value of an asset to the owner or a prospective owner for individual investment or operational objectives.'*

#### **16.5 *Fair Value***

- 16.5.1 *'The price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date.'* (International Financial Reporting Standards (IFRS) adopted definition)

## 16.6 **Existing Use Value (EUV)**

*The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's-length transaction after proper marketing and where the parties had acted knowledgeably, prudently and without compulsion - assuming that the buyer is granted vacant possession of all parts of the asset required by the business, and disregarding potential alternative uses and any other characteristics of the asset that would cause its Market Value to differ from that needed to replace the remaining service potential at least cost.*

## 16.7 **Existing Use Value for Social Housing (EUV-SH) (for Housing Stock Held for Social Housing)**

*'Existing use value for social housing (EUV-SH) is an opinion of the best price at which the sale of an interest in a property would have been completed unconditionally for a cash consideration on the valuation date, assuming:*

*(a) a willing seller*

*(b) that prior to the valuation date there had been a reasonable period (having regard to the nature of the property and the state of the market) for the proper marketing of the interest for the agreement of the price and terms and for the completion of the sale*

*(c) that the state of the market, level of values and other circumstances were on any earlier assumed date of exchange of contracts, the same as on the date of valuation*

*(d) that no account is taken of any additional bid by a prospective purchaser with a special interest*

*(e) that both parties to the transaction had acted knowledgeably, prudently and without compulsion*

*(f) that the property will continue to be let by a body pursuant to delivery of a service for the existing use*

*(g) that at the valuation date any regulatory body in applying its criteria for approval would not unreasonably fetter the vendor's ability to dispose of a property to organisations intending to manage their housing stock in accordance with that regulatory body's requirements*

*(h) that properties temporarily vacant pending re-letting should be valued, if there is a letting demand, on the basis that the prospective purchaser intends to re-let them, rather than with vacant possession and*

*(i) that any subsequent sale would be subject to all the same assumptions above.*

## 17 **Fully equipped operational entities valued having regard to trading potential**

### 17.1 **Fixtures and fittings**

We will include in our valuations all items normally regarded as trade fixtures and fittings. Furthermore, unless advised to the contrary, we will assume that such items are owned outright and are not subject to any lease, hire purchase or third party charge. However, technical services equipment such as beer raising, cooling and dispensing equipment that can be conveniently or economically removed will be excluded from the valuation.

### 17.2 **Goodwill**

The valuation will ignore any value attributable to goodwill other than that which is reflected in the trading potential which attaches to and runs with the property.

### 17.3 **Stock etc**

Stock in trade, fuel, glassware etc will be excluded from the valuation.

### 17.4 **Valuation Apportionments**

Where given, they are an informal apportionment and do not represent the market value of the elements involved since the true valuation of a trading entity can only be the figure taken as a whole.

## 18 **Valuation Assumptions**

### 18.1 Any assumptions, Special Assumptions, reservations, special instructions or departures from the Red Book will be recorded in our initial letter or the client letter of instruction, and/or confirmed in our report.

## **19 Insurance Reinstatement Estimates**

- 19.1 If requested, these will be provided, but should not be confused with a formal Insurance Cost Reinstatement Estimate undertaken by a building surveyor (this can be provided upon request and at an additional charge).
- 19.2 The estimate will be a guide only to the likely reinstatement cost of the buildings as existing, assuming cover on an indemnity basis with fully operative reinstatement clauses and no special conditions. An instantaneous basis of value will be adopted without regard to future inflation and without provision for loss of rent, any consequential loss or vat. The estimate will include allowances for demolition, site clearance and professional fees.

## **20 Complaints**

- 20.1 As a regulated member firm of RICS and in accordance with our own quality procedures (we are registered to ISO 9001), we have a complaints procedure, details of which can be supplied on request.

## **21 Monitoring**

- 21.1 As a member firm of the RICS the valuations under this instruction, may be subject to monitoring for compliance with the RICS Valuation – Global Standards, July 2017, as amended. If subject to monitoring we may be required to disclose our file and valuation to officers of the RICS.

## **22 Money Laundering**

- 22.1 Sanderson Weatherall will undertake identity checks in compliance with the Money Laundering Regulations 2007 & The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017. We will retain the results in both hard copy and electronic formats for a minimum of 5 years from completion of the instruction.

## **23 General Data Protection Regulations 2018 & Privacy**

- 23.1 Sanderson Weatherall will take all reasonable commercial steps to protect your privacy in its capacity as Data Controller and Data Processor.
- 23.2 The Company collects data from you only insofar as it is needed for the performance of work instructed, or in compliance with identity checks as required by anti-money laundering legislation.
- 23.3 The Company's legal basis for the collection and processing of your data is therefore in the performance of the contract between the Company and yourself.
- 23.4 Sanderson Weatherall will contact you from time to time in relation to the various services we offer, where we consider you may have a legitimate interest in those services, but we will never give your personal data to any third party other than in the performance of our contract.
- 23.5 You are entitled to opt out of receipt of this internal marketing should you so wish.



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