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EXECUTIVE CABINET

Day: Wednesday
Date: 16 December 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	APOLOGIES FOR ABSENCE To receive any apologies for the meeting from Members of the Executive Cabinet.	
2	DECLARATIONS OF INTEREST To receive any declarations of interest from Members of Executive Cabinet.	
3	MINUTES	
3a	EXECUTIVE CABINET To consider the Minutes of the meeting of the Executive Cabinet held on 25 November 2020.	1 - 10
3b	STRATEGIC COMMISSIONING BOARD To receive the Minutes of the meeting of Strategic Commissioning Board held on 25 November 2020.	11 - 16
3c	EXECUTIVE BOARD To consider the Minutes of the meeting of Executive Board held on: 11 November and 2 December 2020.	17 - 42
3d	LIVING WITH COVID BOARD To receive the Minutes of the meeting of the Living with Covid Board held on 4 November and 18 November 2020.	43 - 50
3e	CARBON AND WASTE REDUCTION PANEL To receive the Minutes of the meeting of the Carbon and Waste Reduction Panel held on 18 November 2020.	51 - 54
3f	STRATEGIC PLANNING AND CAPITAL MONITORING PANEL To receive the Minutes of the meeting of the Strategic Planning and Capital Monitoring Panel held on 14 December 2020 and approve the following recommendations arising from the meeting:	To Follow

From: Democratic Services Unit – any further information may be obtained from the reporting officer or from Carolyn Eaton, Principal Democratic Services Officer, to whom any apologies for absence should be notified.

CAPITAL PROGRAMME FINANCIAL MONITORING REPORT**RECOMMENDED**

- (i) Note the forecast outturn position for 2020/21 as set out in Appendix 1.
- (ii) Approve the re-profiling of budgets into 2021/22 as set out on page 4 of Appendix 1.
- (iii) Note the funding position of the approved Capital Programme as set on page 9 of Appendix 1. Members are reminded that the Period 6 finance report asked for approval to remove 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.
- (iv) Note the changes to the Capital Programme as set out on page 10 in Appendix 1
- (v) Note the updated Prudential Indicator position set out on pages 11-12 of Appendix 1, which was approved by Council in February 2020.

CAPITAL PROGRAMME – OPERATIONS AND NEIGHBOURHOODS (NOVEMBER 2020)**RECOMMENDED**

- (i) rescheduling to the Tameside Asset Management Plan (TAMP) and the Highways Maintenance Programme. The commencement of the works programme was revised due to Covid 19.
- (ii) the progress with regards to Flooding: Flood Prevention and Consequential Repairs and the rephrasing as a result of the successful bid for Department of Transport funding to improve highway drainage in the borough
- (iii) progress with regard to the Slope Stability Programme.
- (iv) progress with regards to the Cemetery Boundary Walls Programme.
- (v) the rescheduling to Replacement of Cremators and Mercury Abatement, Filtration Plant and Heat Recovery Facilities Programme by the significant impact Covid 19 has had on the operation of the Crematorium and the suppliers of cremator equipment.
- (vi) the start date for the Children's Playground Programme.
- (vii) the progress with regards to the Ashton Town Centre Public Realm Project.
- (viii) the impact of Covid 19 on the LED Street Lighting Lanterns Project.
- (ix) the progress with regards to the Mayor's Challenge Fund Programme (MCF).
- (x) progress with regards to the £400,000 awarded under the Emergency Active Travel Fund.
- (xi) the progress with regards to the Highways England – Designated Funds Scheme.
- (xii) that works are progressing with regards to the successful Transport Infrastructure Investment Fund – Highway Maintenance

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- Challenge Fund bid of £400,000 (£350,000 from the Department of Transport, £50,000 Tameside) with respect of improving highway drainage infrastructure.
- (xiii) progress with regards to Department for Transport – Safer Roads Fund project in conjunction with Oldham MBC.
 - (xiv) the replacement tipper as set out in section 2.31 in this report arrived at the end of July 2020 and is now operational.
 - (xv) authority was granted to procure two minibuses via competitive tender as set out in section 2.33
 - (xvi) approval has been given for the purchase of an additional gully cleansing vehicle to enable the Council to maintain the highway gully network in line with our service standards as set out in section 2.34
 - (xvii) the allocation of £300,000 from Transport for Greater Manchester (TfGM) for bus stop enhancements within Tameside, and seek approval from Executive Cabinet for £300,000 to be added to the Council's Capital programme for this project to be delivered by the Council.

ADULTS CAPITAL PLAN

RECOMMENDED

- (i) note the updates provided in this report.
- (ii) recommend to Executive Cabinet that Statutory Compliance expenditure of £100,000 (in total) be allocated from the Disabled Facilities Grant budget to support the adaptations required at the Mount Street, Hyde supported living scheme.

GROWTH CAPITAL REPORT

RECOMMENDED

that the following be added to the approved Council Capital Programme:

- (i) The Corporate Landlord Statutory Compliance capital expenditure for the period identified in Appendix 5 of £0.028m.
 - (ii) S106 funding allocations of £0.052m as detailed in section 2.29.
- That £0.793m of Growth's 2020/21 capital budget is re-phased as set out in APPENDIX 6.

EDUCATION CAPITAL REPORT

RECOMMENDED

To approve:

- (i) Proposed changes to the Education Capital Programme, Basic Need Funding Schemes Appendix 1, Special Provision Fund and Healthy Pupils' Capital Fund as outlined in Appendix 2A and 2B and School Condition Allocation Funding Schemes Appendix 3.
- (ii) To transfer £56,000 of fire safety budget back to the unallocated SCA budget now that final costs for replacement fire alarms have been obtained) paragraph 6.8)
- (iii) Allocate £13,000 to works to upgrade the gas supply at Broadbottom CE (paragraph 6.12)
- (iv) retrospective costs £10,123 funded from contingency following an

- urgent inspection of Victorian lath and plaster ceilings at eight schools during the October half term (paragraph 6.15)
- (v) retrospective urgent works to the boiler control system at Hurst Knoll CE undertaken during October half term costing £5,010 funded from contingency (paragraph 6.17)
 - (vi) Design work to tender stage for electrical re-wires at Fairfield Primary (£10,614) and Arlies Primary (£9,981) be approved (paragraph 6.20)
 - (vii) That a high level estimate of £220,000 be allocated to carry out replacement roof works at Stalyhill Infant school (paragraph 6.23)
 - (viii) That £30,000 be allocated to carry out further investigation and scheme development for roof replacements and repairs at Corrie, Fairfield, Greswell, Hollingworth and Oakdale schools while noting that the main works to these roofs will need to be prioritised over several financial years;
 - (ix) To allocate £15,000 for scheme development to tender stage for improved security access arrangements at Milton St John's CE school;
 - (x) To allocate £10,000 for design to tender stage of replacement boilers at Audenshaw Primary School;
 - (xi) To note that the boilers at Gorse Hall and Hurst Knoll school require replacement and to set aside £200,000 from 2021/22 SCA funding for this purpose. Bids have also been submitted to the Greater Manchester decarbonisation fund and it is hoped that some or all of this amount may be offset;
 - (xii) To allocate a further £10,000 of 2020/21 funding to carry out further visits at February 21 half term to complete asbestos management reports;
 - (xiii) To obtain costs to begin a five-year rolling programme of building condition surveys to ensure the asset management plan is maintained;
 - (xiv) To allocate £32,500 of unallocated Basic Need Grant to Mossley Hollins to cover final costs;
 - (xv) Following a consultation with the school and parents, an appraisal of the options to expand Hawthorns Primary School is further progressed by officers and an outline business case is developed for consideration by members in April 2021. An indicative Capital Allocation of £200,000 is made from the Basic Need funding for the design, surveying and business appraisal activity.

CHILDREN'S SERVICES CAPITAL PROJECTS

RECOMMENDED

- (i) To note the delays in relation to the purchase of the new residential property for the assessment unit as set out in section 2.1 of the report;
- (ii) To approve the drawdown of a further £48,000 from the Children's Earmarked Reserve to fund the additional works, outlined at 2.2, to make St Lawrence Road safe and bring it into use;
- (iii) To approve the drawdown of £13,541 from the Children's Earmarked Reserve to fund the additional works and refurbishment of the Fairfield Unit as outlined in 2.3.

From: Democratic Services Unit – any further information may be obtained from the reporting officer or from Carolyn Eaton, Principal Democratic Services Officer, to whom any apologies for absence should be notified.

Item No.	AGENDA	Page No
4	REVENUE MONITORING STATEMENT AT 31 OCTOBER 2020 To consider the attached report of the Executive Member, Finance and Economic Growth / CCG Chair / Director of Finance.	55 - 68
5	IMPLEMENTATION OF A 2020 MODEL PAY POLICY FOR BOTH SCHOOL BASED AND CENTRALLY BASED TEACHING STAFF To consider the attached report of the Executive Leader / Executive Member, Lifelong Learning, Equalities, Culture and Heritage / Assistant Director, People and Workforce Development.	69 - 112
6	PLAYING PITCH STRATEGY To consider the attached report of the Executive Member, Finance and Economic Growth / Director of Growth.	113 - 122
7	LOCAL RESTRICTION SUPPORT GRANTS - MANDATORY To consider the attached report of the Executive Member, Finance and Economic Growth / Assistant Director, Exchequer Services.	123 - 132
8	LOCAL RESTRICTIONS SUPPORT GRANT AND ADDITIONAL RESTRICTIONS GRANT - DISCRETIONARY To consider the attached report of the Executive Member, Finance and Economic Growth / Director of Growth.	133 - 162
9	ASHTON OLD BATHS – OPERATION AND MAINTENANCE To consider the attached report of the Executive Member, Finance and Economic Growth / Director of Growth.	163 - 178
10	DECARBONISATION OF THE PUBLIC ESTATE - ACCEPTANCE AND EXPENDITURE OF GRANT FUNDING To consider the attached report of the Executive Member (Finance and Economic Growth) / Executive Member (Neighbourhoods, Community Safety and Environment) / Assistant Director, Strategic Growth.	179 - 184
11	THE A57 LINK ROADS INITIATIVE UPDATE To consider the attached report of the Executive Member, Transport and Connectivity / Director of Growth.	185 - 196
12	WINTER COVID GRANT To consider the attached report of the Executive Leader / Assistant Director, Policy, Performance and Communications.	197 - 238
13	EXEMPT ITEM The Proper Officer is of the opinion that during the consideration of the item set out below, the meeting is not likely to be open to the press and public and therefore the reports are excluded in accordance with the provisions of the	

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Schedule 12A to the Local Government Act 1972.

Item	Paragraphs	Justification
Item 15	3&10	Disclosure would, or would be likely to prejudice the commercial interests of the Council and/or 3 rd parties, which, in turn, could impact upon the interest of the local taxpayer.

14 ASHTON MOSS

239 - 244

To consider the attached report of the Executive Member, Finance and Economic Growth / Director of Growth.

15 URGENT ITEMS

To consider any additional items the Chair is of the opinion shall be dealt with as a matter of urgency.

From: Democratic Services Unit – any further information may be obtained from the reporting officer or from Carolyn Eaton, Principal Democratic Services Officer, to whom any apologies for absence should be notified.

EXECUTIVE CABINET

25 November 2020

Commenced: 1.50pm

Terminated: 2.10pm

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

Apologies for absence: Councillor Wills

In Attendance:	Dr Ashwin Ramachandra Dr Asad Ali Steven Pleasant Sandra Stewart Kathy Roe Steph Butterworth Ian Saxon Richard Hancock Jayne Traverse Jessica Williams Tom Wilkinson Sarah Threlfall Debbie Watson Mathew Chetwynd	Co-Chair, Tameside & Glossop CCG Co-Chair, Tameside & Glossop CCG Chief Executive & Accountable Officer Director of Governance & Pensions Director of Finance Director of Adults Services Director of Operations & Neighbourhoods Director of Children's Services Director of Growth Director of Commissioning Assistant Director of Finance Assistant Director, Policy, Performance & Communication Assistant Director, Population Health Estates Business Manager
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89. DECLARATIONS OF INTEREST

Member	Subject Matter	Type of Interest	Nature of Interest
Councillor Cooney	Agenda Item 11: Enville House, Richmond Street, Ashton-under-Lyne. OL6 7TX	Prejudicial	Member of the Board of Ashton Pioneer Homes.

90. MINUTES OF EXECUTIVE CABINET

RESOLVED

That the Minutes of the meeting of the Executive Cabinet meeting held on 2 November 2020 be approved as a correct record.

91. MINUTES OF STRATEGIC COMMISSIONING BOARD

RESOLVED

That the Minutes of the meeting of the Strategic Commissioning Board held on 28 October 2020 be noted.

92. MINUTES OF EXECUTIVE BOARD

RESOLVED

That the Minutes of the meetings of Executive Board held on 14 October 2020, 21 October 2020 and 4 November 2020, be noted.

93. MINUTES OF THE LIVING WITH COVID BOARD

RESOLVED

That the Minutes of the meeting of the Living with Covid Board held on 14 October 2020 be noted.

94. CONSOLIDATED 2020/21 REVENUE MONITORING STATEMENT AT 30 SEPTEMBER 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 30 September 2020 and forecasts to 31 March 2021. 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 6, the Council was forecasting an overspend against budget of £3.678m. Whilst this forecast included some COVID related pressures, £2.830m of pressure was not related to COVID but reflected underlying financial issues that the Council would be facing regardless of the current pandemic. This included 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.

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.

It was 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. If the 2020/21 projections materialised, there would be a deficit of £3.638m on the DSG reserve at 31 March 2021.

With regard to the Capital Programme, assuming that the planned disposals proceeded there was 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 totalled £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.

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 the significant pressures facing budgets, and the progress with savings delivery, as set out in Appendix 2 to the report, be noted;
- (iii) That the reserve transfers set out on page 24 of Appendix 2 to the report, be approved;
- (iv) That the collection rates for Council Tax and Business Rates as set out in Appendix 3 to the report, be noted;
- (v) That the budget virements as set out in Appendix 4 to the report, be approved;
- (vi) That the forecast position in respect of Dedicated Schools Grant as set out in Appendix 5 to the report, be noted;
- (vii) That the write-off of irrecoverable debts for the period 1 July to 30 September 2020 as set out in Appendix 6 to the report, be approved;
- (viii) That the funding position of the approved Capital Programme as set out in Appendix 7 to the report, be noted; and the removal of all remaining earmarked schemes be approved including 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.

95. ADULT SOCIAL CARE WINTER PLAN 2020-21

The Executive Member, Adult Social Care and Population Health / Director of Adults Services submitted a report, which presented 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.

It was explained that the Winter Plan covered four 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; and
- supporting the system.

The Winter Plan further described key government national interventions and set out the key actions for local authorities, NHS organisations and providers, as detailed in the report.

The local economy response to the Winter Plan 2020-21 was appended to the report. The response set out the key actions and priorities for the local area to ensure resilience and contingency to support individuals and providers through the winter.

The overarching aims of the local Winter Plan were detailed as follows:

- Ensuring everyone who need care and support could 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; and
- 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.

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

The government had announced various funding streams to support the delivery of the range of programmes required to protect the local population during the pandemic. The allocated budgets to support additional or specific spend to deliver pandemic specific services were being closely

monitored via the Finance Teams. It was unclear at this stage what the additional costs of delivering the Winter Plan would be.

RESOLVED

That the local response to the Adult Social Care Winter Plan 2020-21 be noted and supported.

96. PROVISION OF GENERALIST SOCIAL WELFARE INFORMATION AND ADVICE AND SPECIALIST EMPLOYMENT ADVICE

A report was submitted by the Executive Member, Neighbourhoods, Community Safety and Environment / Executive Member Adult Social Care and Population Health / Clinical Lead, Public Health / Director of Operations and Neighbourhoods, which explained that the Council had had a contract with Citizens Advice Tameside for many years to deliver generalist social welfare advice and specialist employment advice. The current contract ended on 31 March 2021 therefore consideration was being given to the provision of this service moving forward.

It was explained that, the contract agreement enabled 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 acted as a conduit for levering 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. 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 had been delivered remotely by telephone, email and webchat.

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. The service assisted 336 clients with employment advice in 2019/20 with 130 clients advised by the employment caseworker. This caseworker was funded through the current contract to provide 18 hours a week of specialist employment advice. Advice included helping people realise their rights, assisting with dispute resolution, raising grievances, challenging dismissals and assisting with employment tribunals. As well as paid staff, the service was supported greatly by volunteers and 23 new volunteers were recruited and trained in 2019/20 along with 3196 volunteer hours worked across the year.

Members were informed that the contract was managed quarterly with performance figures provided on time and included demographic data, numbers of clients helped, outcomes, complaints, customer satisfaction and social policy issues. There had been no areas of concern raised throughout the contract period.

The current contract fulfilled all the requirements to support residents of Tameside seeking information and advice and it was proposed that any new contract specification included the same areas of social welfare law and debt advice. It was also proposed that any new contract included a requirement to deliver 18 hours a week of specialist employment advice to include assistance with tribunals. Due to the limited amount of funding, it was expected that the provider would utilise the core contract funding to develop the service offer and make the organisation sustainable by securing additional external funding.

Members were advised that, previously a direct contract had been awarded to Citizens Advice Tameside by a waiver to standing orders. The current contract ended 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), as follows:

- Join the GM collaborative Citizens Advice contract;

- Direct award of contract to Citizens Advice Tameside; and
- Tender the contract by procurement exercise.

Having considered the options above, as detailed in the report, and the outcome of the soft market test; the Contract Procedure Rules required the authority to demonstrate value for money through a competitive tender exercise. It was proposed therefore, that a tender exercise be undertaken to the amount of £116,000 per annum for a 3 year period, to enter into a contract for the provision of generalist social welfare information and advice and specialist employment advice. Following completion of a successful tender exercise, it was proposed that consideration was given to delegate authority to the Director of Operations and Neighbourhoods to award the tender and enter into all necessary contract arrangements.

RESOLVED

- (i) **That approval be given to tender the provision of generalist social welfare information and advice and specialist employment advice to commence 1 April 2021; and**
- (ii) **That delegated authority be afforded to the Director of Operations and Neighbourhoods to award the tender and enter into all necessary contract arrangements.**

97. 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 **Appendix 1** to the report.

RESOLVED

That a copy of a consultation to the Government's Planning White Paper consultation set out at Appendix 1 to the report, approved by the Executive Member and submitted on 29 October 2020 to meet the statutory consultation deadline be received.

98. STALYBRIDGE HIGH STREET HERITAGE ACTION ZONE PROGRAMME – CAPITAL PROGRAMME FUNDING

The Executive Member, Finance and Economic Growth / Director of Growth submitted a report, explaining that 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.

Members were informed that officers had 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 and details were given in the report. Approval was 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 was engrossed, ready for execution, subject to the approval of the capital programme budget.

RESOLVED

- (i) That the increased commitment requirement of £963k within the Capital Programme required as match funding for the HSHAZ programme, be approved;
- (ii) That the match funding amount of £963k be financed from the Business Rates 100% retention pilot reserve, be approved; and
- (iii) That the entering into the Grant Funding Agreement, as set out in this report, be authorised.

99. THE MAYOR'S CHALLENGE FUND - FULL SCHEME DELIVERY APPROVAL

Consideration was given to a report of the Executive Member, Transport and Connectivity / Assistant Director, Operations and Neighbourhoods providing an update on Tameside's Mayor's Challenge Fund programme and set out details of the first two schemes:

Hill Street, Ashton-under-Lyne - The Hill Street Mayor's Challenge Fund scheme would 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 provided links towards the Peak Forest Canal, which runs from Ashton town centre to the Stockport boundary via Hyde. At Portland Basin, access would also be provided to an existing cycle route on the Ashton Canal, linking west towards Manchester City Centre.

Chadwick Dam, Stalybridge / Ashton-under-Lyne - The Chadwick Dam Mayor's Challenge Fund scheme would provide improved cycle and walking facilities within Stamford Park, connecting from an existing CCAG2 scheme to the A635 Mossley Road. It would 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 would provide access across Mossley Road to reach Rose Hill Road, where a 20mph Zone would be extended to provide access via this quiet route to the residential areas northeast of Ashton.

It was explained that 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 followed a draft submission in August and subsequent review feedback that had now been taken on board.

It was anticipated that the outcome of the review would 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

Members were informed that both schemes were presented at a Mayor's Challenge Fund Consultation that ran from 10 February to 8 March 2020. The outcome of the consultation was presented in a Consultation Report, an extract of which was appended to the report, summarising the feedback that was received for the two schemes. The scheme designs had been reviewed in detail to ensure that where possible the feedback had been taken into account.

The total funding amount being sought from Mayor's Challenge Fund was £686,951 (including £75,010 development costs already approved). There was no funding gap identified for the schemes. If any cost increases occurred following Full Approval, the Council's Mayor's Challenge Fund Project Team would manage this through the change control process working jointly with TfGM. Details were also given of complimentary match funding, which would enhance the two Mayor's Challenge Fund schemes.

RESOLVED

That the following be agreed to support the delivery of the Hill Street, Ashton-under-Lyne and Chadwick Dam, Stalybridge and Ashton-under-Lyne schemes:

- (i) The delivery of the two schemes outlined in Section 3 of the report be approved subject to receiving Full Approval from TfGM based on the funding package set out in Section 3.9 of the report;

- (ii) Authorise entering into a Delivery Agreement with TfGM, upon TfGM's approval of the full business case;
- (iii) Authorise entering into Delivery Agreements with TfGM for the delivery of future Mayor's Challenge Fund schemes which have received Programme Entry status;
- (iv) Approval of 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; and
- (v) It be noted that all future schemes that need match funding will require advance approval of Cabinet.

100. TRANSITION SUPPORT - ALTERNATIVE LEASE

A report was submitted by the Deputy Executive Leader / Director of Children's Services, seeking continued authority to acquire tenancies for the Transition Support Scheme under the existing governance for a management agreement and to enter into lease arrangements.

It was explained that, in Tameside there were currently 357 Care leavers aged 18- 25 –this did not include 128 who were not currently open to the service following the change in legislation increasing support to age 25. There were currently 111 Care Leavers aged 18+ who required suitable and appropriate accommodation. Limited access to suitable move on accommodation that would adequately support young people to leave care created significant cost pressures whilst they remained in high cost external provision.

Members were informed that, 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 was high quality, initial results had been excellent, and the annual cost was dramatically reduced. In February 2019 it was agreed that the Service was to expand by an additional 10 properties. Details of current provision was provided in the report.

Progress had been made with Registered Providers to identify appropriate accommodation from existing housing stock available for re-let in the Borough and this was twin tracked with identifying potential new provision through conversion of empty property both owned by the Registered Provider's and available on the open market.

From February 2020 there were offers from the Registered Providers to identify properties for the scheme, however, delivery had been very slow. Of late, Coronavirus had had a further impact with a halt on evictions leading to a reduction in available properties. The Registered Providers had reduced their repairs services, impacting on any re-let work on voids.

The quickest route to access provision should be through the Registered Provider's re-let stock however this had been slow due to low turnover. New provision (unless bought off the shelf) would have a time lag whilst suitable property was 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 were being investigated in the absence of available Registered Providers stock being available.

Whilst some Registered Providers were comfortable with a Management Agreement and Licence arrangement as set out in the February 2019 Cabinet report, some Registered Providers currently did not want to enter these arrangements and had been advised to request a Lease arrangement rather than a Management Agreement / Licence. There were advantages to Lease arrangements in that they allowed 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 could be structured to suit the requirements of the Council and the Registered Provider/Private Sector partners required this arrangement. The same arrangement could be achieved in a Management Agreement.

It was recommended that authority be given to enter into Lease arrangements for those Registered Providers and Private Sector partners who required this form of Agreement to proceed when making property available for the Councils requirements. Prior to entering into a lease with a Registered Provider and Private Sector partners, early involvement with Estates would ensure that Heads of Terms were agreed, which for example would include ensuring the rent could not be increased substantially, from which TMBC Legal would ensure that the proposed lease with partners met with the Council's requirements.

The current position on registered provider's and private providers approached to identify remaining properties was outlined in the report.

RESOLVED

That it be agreed 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 be obtained by entering into lease arrangements with RPs and Private Providers where required, subject to the 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.

At this juncture, Councillor Cooney left the meeting during consideration of the following item of business, having declared a prejudicial interest as a member of the Board of Ashton Pioneer Homes, and took no part in the discussion nor decision thereon.

101. ENVILLE HOUSE, RICHMOND STREET, ASHTON

Consideration was given to a report of the Executive Member, Finance and Economic Growth / Director of Growth, which explained that 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.

Members were informed that the property was initially used as a 'Single Men's' Hostel and the Council limited the user clause as per the lease agreement. The Guinness Partnership discontinued use of the property in 2017 and it had been vacant since with areas falling into disrepair.

The lease was for a term of 99 years from the date of the agreement and expired 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.

In accordance with the lease, the Guinness Partnership agreed a number of user clauses summarised in the report, which have been in breach since the property has been vacant.

The Council were contacted by Ashton Pioneer Homes ('APH') in 2017 to advise that the property was vacant and that they were 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. Ashton Pioneer Homes advised that they had agreed to acquire the leasehold interest held by the Guinness Partnership for the equivalent of £335,000.

This sum was understood to consist of:

- £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.

In addition, Ashton Pioneer Homes had 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.

In order to support the transaction in addition to providing consent to the assignment, the Council had 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 restricted 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.

Ashton Pioneer Homes had suggested that in January 2018, 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 had become apparent that Ashton Pioneer Homes had spent a considerable amount of time and resource in progressing the transaction at their own risk.

Following review of the proposed transaction, the Estates Service agreed that whilst the principles of the proposed transaction were practical in respect of restoring use of a vacant property, there were several complex matters that were not considered or had been discussed between the parties, details of which were provided in the report.

Ashton Pioneer Homes had constructed a proposed transaction to which the Council had agreed in principle, however the following options also needed to be considered and agreed in order to ensure that the options were properly considered and a decision was 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 Ashton Pioneer Homes, the Council would likely consider the following options:

- Transfer the freehold interest in the property to APH at market value;
- Advertise the Freehold property on the open market;
- Retain the property for operational use; and
- 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.

RESOLVED

- (i) That consent be provided to an assignment of the leasehold interest between The Guinness Partnership and Ashton Pioneer Homes; and**
- (ii) That the lease be re-gearred 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.**

102. URGENT ITEMS

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

CHAIR

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STRATEGIC COMMISSIONING BOARD

25 November 2020

Comm: 1.00pm

Term: 1.50pm

Present:

- Dr Ashwin Ramachandra – NHS Tameside & Glossop CCG (Chair)
- Councillor Brenda Warrington – Tameside MBC
- Councillor Warren Bray – Tameside MBC
- Councillor Gerald P Cooney – Tameside MBC
- Councillor Bill Fairfoull – Tameside MBC
- Councillor Leanne Feeley – Tameside MBC
- Councillor Joe Kitchen – Tameside MBC
- Councillor Oliver Ryan – Tameside MBC
- Councillor Eleanor Wills – Tameside MBC
- Steven Pleasant – Tameside MBC Chief Executive and Accountable Officer
- Dr Asad Ali – NHS Tameside & Glossop CCG
- Dr Christine Ahmed – NHS Tameside & Glossop CCG
- Dr Kate Hebden – NHS Tameside & Glossop CCG
- Dr Vinny Khunger – NHS Tameside & Glossop CCG
- Carol Prowse – NHS Tameside & Glossop CCG

Apologies for absence: Councillor Allison Gwynne

In Attendance:

Sandra Stewart	Director of Governance & Pensions
Kathy Roe	Director of Finance
Richard Hancock	Director of Children's Services
	Director of Adults Services
Ian Saxon	Director of Operations and Neighbourhoods
Jayne Travers	Director of Growth
Jess Williams	Director of Commissioning
Tom Wilkinson	Assistant Director of Finance
Debbie Watson	Assistant Director, Population Health
Sarah Threlfall	Assistant Director, Policy, Performance & Communications
Mathew Chetwynd	Estates Business Manager

59. DECLARATIONS OF INTEREST

There were no declarations of interest submitted by Board members.

60. MINUTES OF THE PREVIOUS MEETING

RESOLVED

That the minutes of the meeting of the Strategic Commissioning Board held on 28 October 2020 be approved as a correct record.

61. MINUTES OF THE EXECUTIVE BOARD

RESOLVED

That the Minutes of the meetings of the Executive Board held on: 14 October 2020, 21 October 2020 and 4 November 2020, be noted.

62. MINUTES OF THE LIVING WITH COVID BOARD

RESOLVED

That the Minutes of the meeting of the Living with Covid Board held on 14 October 2020 be noted.

63. REVENUE MONITORING STATEMENT AT 30 SEPTEMBER 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 30 September 2020 and forecasts to 31 March 2021. 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 6, the Council was forecasting an overspend against budget of £3.678m. Whilst this forecast included some COVID related pressures, £2.830m of pressure was not related to COVID but reflected underlying financial issues that the Council would be facing regardless of the current pandemic. This included 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.

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.

It was 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. If the 2020/21 projections materialised, there would be a deficit of £3.638m on the DSG reserve at 31 March 2021.

With regard to the Capital Programme, assuming that the planned disposals proceeded there was 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 totalled £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.

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 the significant pressures facing budgets, and the progress with savings delivery, as set out in Appendix 2 to the report, be noted;
- (iii) That Executive Cabinet be recommended to approve the reserve transfers set out on page 24 of Appendix 2 to the report;
- (iv) That the collection rates for Council Tax and Business Rates as set out in Appendix 3 to the report, be noted;
- (v) That Executive Cabinet be recommended to approve the budget virements as set out in Appendix 4 to the report;
- (vi) That the forecast position in respect of Dedicated Schools Grant as set out in Appendix 5 to the report, be noted;
- (vii) That Executive Cabinet be recommended to approve the write-off of irrecoverable debts for the period 1 July to 30 September 2020 as set out in Appendix 6 to the report;
- (viii) That the funding position of the approved Capital Programme as set out in Appendix 7 to the report, be noted; and Executive Cabinet be recommended 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.

64. ADULT SOCIAL CARE WINTER PLAN 2020-21

The Executive Member, Adult Social Care and Population Health / Director of Adults Services submitted a report, which presented 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.

It was explained that the Winter Plan covered four 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; and
- supporting the system.

The Winter Plan further described key government national interventions and set out the key actions for local authorities, NHS organisations and providers, as detailed in the report.

The local economy response to the Winter Plan 2020-21 was appended to the report. The response set out the key actions and priorities for the local area to ensure resilience and contingency to support individuals and providers through the winter.

The overarching aims of the local Winter Plan were detailed as follows:

- Ensuring everyone who needed care and support could 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; and
- 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.

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

The government had announced various funding streams to support the delivery of the range of programmes required to protect the local population during the pandemic. The allocated budgets to support additional or specific spend to deliver pandemic specific services were being closely monitored via the Finance Teams. It was unclear at this stage what the additional costs of delivering the Winter Plan would be.

RESOLVED

That the local response to the Adult Social Care Winter Plan 2020-21 be noted and supported.

65. PROVISION OF GENERALIST SOCIAL WELFARE INFORMATION AND ADVICE AND SPECIALIST EMPLOYMENT ADVICE

A report was submitted by the Executive Member, Neighbourhoods, Community Safety and Environment / Executive Member Adult Social Care and Population Health / Clinical Lead, Public Health / Director of Operations and Neighbourhoods, which explained that the Council had a contract with Citizens Advice Tameside for many years to deliver generalist social welfare advice and specialist employment advice. The current contract ended on 31 March 2021 therefore consideration was being given to the provision of this service moving forward.

It was explained that, the contract agreement enabled 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 acted 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. 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 had been delivered remotely by telephone, email and webchat.

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. The service assisted 336 clients with employment advice in 2019/20 with 130 clients advised by the employment caseworker. This caseworker was funded through the current contract to provide 18 hours a week of specialist employment advice. Advice included helping people realise their rights, assisting with dispute resolution, raising grievances, challenging dismissals and assisting with employment tribunals. As well as paid staff, the service was supported greatly by volunteers and 23 new volunteers were recruited and trained in 2019/20 along with 3196 volunteer hours worked across the year.

Members were informed that the contract was managed quarterly with performance figures provided on time and included demographic data, numbers of clients helped, outcomes, complaints, customer satisfaction and social policy issues. There had been no areas of concern raised throughout the contract period.

The current contract fulfilled all the requirements to support residents of Tameside seeking information and advice and it was proposed that any new contract specification included the same areas of social welfare law and debt advice. It was also proposed that any new contract included a requirement to deliver 18 hours a week of specialist employment advice to include assistance with tribunals. Due to the limited amount of funding, it was expected that the provider would utilise the core contract funding to develop the service offer and make the organisation sustainable by securing additional external funding.

Board members were advised that, previously a direct contract had been awarded to Citizens Advice Tameside by a waiver to standing orders. The current contract ended 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), as follows:

- Join the GM collaborative Citizens Advice contract;
- Direct award of contract to Citizens Advice Tameside; and
- Tender the contract by procurement exercise.

Having considered the options above, as detailed in the report, and the outcome of the soft market test; the Contract Procedure Rules required the authority to demonstrate value for money through a competitive tender exercise. It was proposed therefore, that a tender exercise be undertaken to the amount of £116,000 per annum for a 3 year period, to enter into a contract for the provision of generalist social welfare information and advice and specialist employment advice. Following completion of a successful tender exercise, it was proposed that consideration was given to delegate authority to the Director of Operations and Neighbourhoods to award the tender and enter into all necessary contract arrangements.

RESOLVED

- (i) That approval be given to tender the provision of generalist social welfare information and advice and specialist employment advice to commence 1 April 2021; and**
- (ii) That authority be given to award the tender and enter into all necessary contract arrangements.**

66. TARGETED NATIONAL LUNG HEALTH CHECKS

Consideration was given to a report of the Executive Member, Adult Social Care and Population Health / CCG Chair / Director of Commissioning providing an update on development of the Targeted Lung Health Check (TLHC) Programme within NHS Tameside and Glossop CCG (T&G CCG).

It was reported that, on 27 November 2019 a report was presented and approved at the Strategic Commissioning Board, detailing the preferred model of delivery and proposed contractual arrangements for governance and assurance purposes.

Progress on implementation was limited when, due to COVID-19, TLHC programmes were paused from March 2020. In August programmes recommenced, following the publication of the Phase 3 planning guidance, which stated: *'All existing projects within the Targeted Lung Health Check programme to be live by the end of 20/21. Existing projects on boarded into the TLHC programme in 20/21 to restart. New on boarding projects for 20/21 to have all required plans in place to go live in 2021/22.'*

Since recommencing, Manchester Foundation Trust (MFT) confirmed their intention to work in partnership with T&G CCG to provide a TLHC fully managed service. This, along with the national decision to extend the length of the programme to March 2024, enabled a revised two year trajectory with commencement on 1 February 2021 and full roll out across the Locality by March 2022. This enabled all Low Dose Computed Tomography (CT) scans required by the protocol to be completed by March 2024.

T&G CCG intended to commission an 'End to End' fully managed TLHC service from Manchester Foundation Trust varying the service specification into the existing Manchester Foundation Trust contract held by NHS Manchester CCG to which T&G CCG was an associate.

Manchester Foundation Trust would work with providers across Greater Manchester to ensure that people who required any follow up care had the choice to receive this care closer to where they lived, where possible.

RESOLVED

That the intention to commission the 'End to End' fully managed Targeted Lung Health Check Service from Manchester Foundation Trust, be noted and approved.

67. URGENT ITEMS

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

CHAIR

BOARD

11 November 2020

Present

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

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

Apologies for absence **Councillor Kitchen**

137 DECLARATIONS OF INTEREST

Councillor Cooney declared a prejudicial interest on Item 4g as a Director at Ashton Pioneer Homes.

138 MINUTES OF PREVIOUS MEETING

The minutes of the Executive Board meeting on the 4 November 2020 were approved as a correct record.

139 STALYBRIDGE HIGH STREET HERITAGE ACTION ZONE PROGRAMME – CAPITAL PROGRAMME FUNDING

Consideration was given to a report of the Executive Member (Finance and Economic Growth) / Director of Growth submitted a report, explaining that 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.

The Grant Funding Agreement for the HSHAZ programme required an equivalent match of Council funding, namely £1.275m to provide an overall total programme budget of £2.55m. As part of the match-funding requirement, Executive Cabinet approved funding to be ring fenced from the existing earmarked capital investment pot for the refurbishment of capital assets. However, there had been a duplication of assumption made about use of this funding, which was not eligible for supporting the match funding required for the HSHAZ programme. Officers had identified the required match funding, both approved revenue and required capital.

Members were informed that officers had 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 and details were given in the report. Approval was 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 was engrossed, ready for execution, subject to the approval of the capital programme budget.

AGREED

That Executive Cabinet be recommended to:-

- (i) Approve the increased commitment requirement of £963k within the Capital Programme required as match funding for the HSHAZ programme;**
- (ii) That the match funding amount of £963k be financed from the Business Rates 100% retention pilot reserve, be approved; and**
- (iii) Authorise entering into the Grant Funding Agreement as set out in this report.**

140 UPDATE ON COVID-19 CHANGES TO THE LAND CHARGES SERVICE

Consideration was given to a report of the Executive Member of Housing, Planning & Employment/Director of Growth, which detailed the proposed changes to the working practices in delivery of the Land Charges function based at Heginbottom Mill in Ashton.

It was reported that the Infrastructure Act 2015 made provision for the transfer of responsibility for Local Land Charge registers from 326 English local authorities to HM Land Registry. Tameside was on track to become the first Greater Manchester authority to migrate. Before Covid-19, it was anticipated that the Council would 'go-live' with its digital register around June 2020. Given the migration process had not concluded at the time of social distancing measures being introduced by the government, paper based information and office based equipment remains in place for search purposes.

It was expected that up to 10,000 outstanding charges would need to be reviewed by the Council in the coming months and it was anticipated that with the requested temporary resources in place the project could be completed by spring 2021.

It was further explained that prior to the Covid-19 pandemic approximately 15 Local Authority searches were submitted per week on average. Based on 2020 figures, enduring Covid for the same period, the average weekly searches have increased to 21 per week. 112 Local Authority searches were completed and returned in September, 31 returned to date in October. 58 new searches had been registered in the first two weeks of October with a further 134 new searches awaiting registration.

Since the previous decision in May, the Director of Growth had worked with HR colleagues to deploy additional resources into the Land Charges service, either from in-directorate or from other parts of the organisation to help minimise service disruption. With additional resource in place, backlogs in all areas came under control, PSA searches were returned and planning/building control applications were registered and processed within acceptable timescales.

With the reopening of their services, redeployees were recalled to substantive service areas by mid-August 2020. The service had therefore fallen from turning searches round in approximately 2 weeks to the current level (8 weeks referenced above).

AGREED

That the Executive Member (Housing, Planning and Employment) be recommend to agree that the Director of Growth be given authority to continue with and implement the following:

- (i) Resumption of face-to-face service for agents from the 4 November 2020 on an appointment only basis.**
- (ii) The Official Search/fee paying service for solicitors or intermediaries remains in place as per normal arrangements with a review of charges to be implemented when the land charges digitisation project is completed.**
- (iii) Note there may be some delays in service delivery due to increased workload and backlog.**
- (iv) Use existing New Burdens Funding (£ 26.5k) to assist in completing the Land Registry digitisation project.**

141 PLAYING PITCH STRATEGY

Consideration was given to a report of the Executive Member (Finance and Economic Growth) / Director of Growth, which set out proposals to deliver the undertaking made to sport England and sought approval to proceed.

Members were reminded that approval to sell the freehold interest in the former Hartshead School site was agreed by Executive Cabinet on 25 September 2019. The terms of sale included an undertaking by the Council to Sport England to: refresh the Tameside Playing Pitch Strategy, install an all-weather practice cricket facility at Ladysmith Cricket Club in Ashton, the development of a School Sports Facility Strategy and provision of two additional full size adult grass football pitches in the locality with the costs met from the proceeds of sale estimated at approximately £75,000. This report sets out proposals to deliver the undertaking made to sport England and seeks approval to proceed based on the information set out in this report.

AGREED

- (i) **That the item be deferred to the next meeting of Executive Board on the 2 December 2020; and**
- (ii) **Section 2.8 of the report to be amended to reflect that whilst there was a requirement to mitigate against the loss of natural turf pitches, at this time there was no demand for additional pitches, but should demand dictate two pitches could be located.**

142 THE MAYOR'S CHALLENGE FUND - FULL SCHEME DELIVERY APPROVAL

Consideration was given to a report of the Executive Member (Transport and Connectivity) / Assistant Director, Operations and Neighbourhoods which provided an update on the Mayor's Challenge Fund programme and set out details of the first two schemes as follows:

Hill Street, Ashton-under-Lyne - The Hill Street Mayor's Challenge Fund scheme would 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 provided links towards the Peak Forest Canal, which ran from Ashton town centre to the Stockport boundary via Hyde. At Portland Basin, access would also be provided to an existing cycle route on the Ashton Canal, linking west towards Manchester City Centre.

Chadwick Dam, Stalybridge / Ashton-under-Lyne - The Chadwick Dam Mayor's Challenge Fund scheme would provide improved cycle and walking facilities within Stamford Park, connecting from an existing CCAG2 scheme to the A635 Mossley Road. It would 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 would provide access across Mossley Road to reach Rose Hill Road, where a 20mph Zone would be extended to provide access via this quiet route to the residential areas northeast of Ashton.

It was explained that 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 followed a draft submission in August and subsequent review feedback that had now been taken on board.

It was anticipated that the outcome of the review would 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

Members were informed that both schemes were presented at a Mayor's Challenge Fund Consultation that ran from 10 February to 8 March 2020. The outcome of the consultation was presented in a Consultation Report, an extract of which was appended to the report, summarising the feedback that was received for the two schemes. The scheme designs had been reviewed in detail to ensure that where possible the feedback had been taken into account.

The total funding amount being sought from Mayor's Challenge Fund was £686,951 (including £75,010 development costs already approved). There was no funding gap identified for the schemes. If any cost increases occurred following Full Approval, the Council's Mayor's Challenge Fund Project Team would manage this through the change control process working jointly with TfGM. Details were also given of complimentary match funding which would enhance the two Mayor's Challenge Fund schemes.

AGREED

That Executive Cabinet be recommended to:

- (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.**
- (ii) Authorise entering into a Delivery Agreement with TfGM, upon TfGM's approval of the full business case.**
- (iii) Authorise entering into Delivery Agreements with TfGM for the delivery of future Mayor's Challenge Fund schemes which have received Programme Entry status.**
- (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.**
- (v) Note that all future schemes that need match funding will need advance approval of Cabinet.**

143 PROVISION OF GENERALIST SOCIAL WELFARE INFORMATION AND ADVICE AND SPECIALIST EMPLOYMENT ADVICE

Consideration was given to a report of the Executive Member (Neighbourhoods, Community Safety and Environment)/ Executive Member of Adult Social Care and Health / Clinical Lead for Public Health / Director of Operations and Neighbourhoods which provided details of the outcome of the soft market test and detailed the proposals.

It was explained that the current service was provided by Citizens Advice Tameside, also known as Tameside Citizens Advice Bureau Ltd (CAB). The contract was managed quarterly with performance figures provided on time and included demographic data, numbers of clients helped, outcomes, complaints, customer satisfaction and social policy issues. There had been no areas of concern raised throughout the contract period.

The current contract fulfilled all the requirements to support residents of Tameside who sought information and advice and it was proposed that any new contract specification included the same areas of social welfare law and debt advice. It was also proposed that any new contract included a requirement to deliver 18 hours a week of specialist employment advice to include assistance with tribunals. The rationale for this requirement was that the economic benefits of being in employment were a priority for the Council and it was expected that the provider assisted people to understand their employment rights and how to solve work related problems including discrimination, pay, disability, dismissal and redundancy. This would 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.

Due to the limited amount of funding it was expected that the provider would utilise the core contract funding to develop the service offer and make the organisation sustainable by securing additional external funding.

As COVID-19 restrictions could still be in place, any new contract would allow for advice to be delivered flexibly in order to keep staff and members of the public safe. This would include remote delivery of advice through telephone, web chat and email.

The Assistant Director of Operations and Neighbourhoods explained that having considered the options and the outcome of the soft market test; the Contract Procedure Rules required the authority to demonstrate value for money through a competitive tender exercise. It was 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.

It was proposed that following a successful tender a contract was awarded for a 3 year period at a cost of £116,000 per annum.

AGREED

It is recommended that Executive Cabinet be recommended to:

- (i) approve is given to tender the provision of generalist social welfare information and advice and specialist employment advice to commence 1 April 2021**
- (ii) delegate authority is afforded to the Director of Operations and Neighbourhoods to award the tender and enter into all necessary contract arrangements**

144 TRANSITION SUPPORT - ALTERNATIVE LEASE

Consideration was given to a report of the Deputy Executive Leader / Director of Children's Services, seeking continued authority to acquire tenancies for the Transition Support Scheme under the existing governance for a management agreement and to enter into lease arrangements.

It was explained that, in Tameside there were currently 357 Care leavers aged 18- 25, this did not include 128 who were not currently open to the service following the change in legislation increasing support to age 25. There were currently 111 Care Leavers aged 18+ who required suitable and appropriate accommodation. Limited access to suitable move on accommodation that would adequately support young people to leave care created significant cost pressures whilst they remained in high cost external provision.

Members were informed that 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 had been agreed at Cabinet in February 2019. The support provided was high quality, initial results had been excellent, and the annual cost was dramatically reduced. In February 2019 it was agreed that the Service was to expand by an additional 10 properties. Details of current provision was provided in the report.

Progress had been made with Registered Providers to identify appropriate accommodation from existing housing stock available for re-let in the Borough and this was twin tracked with identifying potential new provision through conversion of empty property both owned by the Registered Provider's and available on the open market.

From February 2020 there were offers from the Registered Providers to identify properties for the scheme, however, delivery had been very slow. Of late, Coronavirus had had a further impact with a halt on evictions leading to a reduction in available properties. The Registered Providers had reduced their repairs services, impacting on any re-let work on voids.

The quickest route to access provision should be through the Registered Provider's re-let stock however this had been slow due to low turnover. New provision (unless bought off the shelf) would have a time lag whilst suitable property was 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 were being investigated in the absence of available Registered Providers stock being available.

Whilst some Registered Providers were comfortable with a Management Agreement and Licence arrangement as set out in the February 2019 Cabinet report, some Registered Providers currently did not want to enter these arrangements and had been advised to request a Lease arrangement

rather than a Management Agreement / Licence. There were advantages to Lease arrangements in that they allowed 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 could be structured to suit the requirements of the Council and the Registered Provider/Private Sector partners required this arrangement. The same arrangement could be achieved in a Management Agreement.

It was recommended that authority be given to enter into Lease arrangements for those Registered Providers and Private Sector partners who required this form of Agreement to proceed when making property available for the Council's requirements. Prior to entering into a lease with a Registered Provider and Private Sector partners, early involvement with Estates would ensure that Heads of Terms were agreed, which for example would include ensuring the rent could not be increased substantially, from which TMBC Legal would ensure that the proposed lease with partners met with the Council's requirements.

The current position on registered provider's and private providers approached to identify remaining properties was outlined in the report.

It was agreed that members and officers would continue to meet to find the most efficient and effective way to deliver the necessary housing exploring all available options and not just existing arrangements.

AGREED

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 be commissioned in the alternative 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.

145 ENVILLE HOUSE, RICHMOND STREET, ASHTON

Consideration was given to a report of the Executive Member (Finance and Economic Growth)/Director of Growth, which explained that 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.

Members were informed that the property was initially used as a 'Single Men's' Hostel and the Council limited the user clause as per the lease agreement. The Guinness Partnership discontinued use of the property in 2017 and it had been vacant since with areas falling into disrepair.

The lease was for a term of 99 years from the date of the agreement and expired 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.

In accordance with the lease, the Guinness Partnership agreed a number of user clauses summarised in the report, which have been in breach since the property has been vacant.

The Council were contacted by Ashton Pioneer Homes ('APH') in 2017 to advise that the property was vacant and that they were 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. Ashton Pioneer Homes advised that they had agreed to acquire the leasehold interest held by the Guinness Partnership for the equivalent of £335,000.

This sum was understood to consist of:

- £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.

In addition, Ashton Pioneer Homes had advised that they would intended 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.

In order to support the transaction in addition to providing consent to the assignment, the Council had 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 restricted 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.

Ashton Pioneer Homes had suggested that in January 2018, 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 had become apparent that Ashton Pioneer Homes had spent a considerable amount of time and resource in progressing the transaction at their own risk.

Following review of the proposed transaction, the Estates Service agreed that whilst the principles of the proposed transaction were practical in respect of restoring use of a vacant property, there were several complex matters that were not considered or had been discussed between the parties, details of which were provided in the report.

Ashton Pioneer Homes had constructed a proposed transaction to which the Council had agreed in principle, however the following options also needed to be considered and agreed in order to ensure that the options were properly considered and a decision was 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 Ashton Pioneer Homes, the Council would likely consider the following options:

- Transfer the freehold interest in the property to APH at market value;
- Advertise the Freehold property on the open market;
- Retain the property for operational use; and
- 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.

AGREED

That, subject to the report being amended at point 3.1 C to state the Council does not have an operational need for the property, Executive Cabinet be recommended to agree to:

- (i) Provide consent to an assignment of the leasehold interest between The Guinness Partnership and Ashton Pioneer Homes.**
- (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.**

146 ADULT SOCIAL CARE WINTER PLAN 2020-21

Consideration was given to a report of the Executive Member (Adult Social Care and Health) / Director of Adults Services, which presented 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.

It was explained that the Winter Plan covered four 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; and
- supporting the system.

The Winter Plan further described key government national interventions and set out the key actions for local authorities, NHS organisations and providers, as detailed in the report.

The local economy response to the Winter Plan 2020-21 was appended to the report. The response set out the key actions and priorities for the local area to ensure resilience and contingency to support individuals and providers through the winter.

The overarching aims of the local Winter Plan were detailed as follows:

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

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

The government had announced various funding streams to support the delivery of the range of programmes required to protect the local population during the pandemic. The allocated budgets to support additional or specific spend to deliver pandemic specific services were being closely monitored via the Finance Teams. It was unclear at this stage what the additional costs of delivering the Winter Plan would be.

AGREED

That Executive Cabinet be recommended to note and support the local response to the ASC Winter Plan 2020-21.

147 PROGRESS REPORT TARGETED NATIONAL LUNG HEALTH CHECKS

Consideration was given to a report of the Executive Member, Adult Social Care and Population Health / CCG Chair / Director of Commissioning providing an update on development of the Targeted Lung Health Check (TLHC) Programme within NHS Tameside and Glossop CCG (T&G CCG).

It was reported that, on 27 November 2019 the Strategic Commissioning Board approved a report, detailing the preferred model of delivery and proposed contractual arrangements for governance and assurance purposes.

Progress on implementation was limited when, due to COVID-19, TLHC programmes were paused from March 2020. In August programmes recommenced, following the publication of the Phase 3 planning guidance, which stated: 'All existing projects within the Targeted Lung Health Check programme to be live by the end of 20/21. Existing projects on boarded into the TLHC programme in 20/21 to restart. New on boarding projects for 20/21 to have all required plans in place to go live in 2021/22.'

Since recommencing, Manchester Foundation Trust (MFT) confirmed their intention to work in partnership with T&G CCG to provide a TLHC fully managed service. This, along with the national decision to extend the length of the programme to March 2024, enabled a revised two year trajectory

with commencement on 1 February 2021 and full roll out across the Locality by March 2022. This enabled all Low Dose Computed Tomography (CT) scans required by the protocol to be completed by March 2024.

T&G CCG intended to commission an 'End to End' fully managed TLHC service from Manchester Foundation Trust varying the service specification into the existing Manchester Foundation Trust contract held by NHS Manchester CCG to which T&G CCG was an associate.

Manchester Foundation Trust would work with providers across Greater Manchester to ensure that people who required any follow up care had the choice to receive this care closer to where they lived, where possible.

AGREED

That the Strategic Commissioning Board be recommended to note the progress and approve the intention to commission the 'End to End' fully managed Targeted Lung Health Check Service from Manchester Foundation Trust.

148 FORWARD PLAN

AGREED

That the forward plan of items for Board be noted.

CHAIR

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BOARD

2 December 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
Section 151 Officer	Kathy Roe

Also In Attendance: **Steph Butterworth, Tim Bowman, Tracy Brennand, Ilys Cookson, Jeanelle De Gruchy, Richard Hancock, Ian Saxon, Paul Smith, Jeff Upton, Sarah Threlfall, Jayne Traverse, Emma Varnam, Debbie Watson, Tom Wilkinson and Jess Williams**

150 DECLARATIONS OF INTEREST

There were no declarations of interest.

151 MINUTES OF PREVIOUS MEETINGS

The minutes of the Executive Board meeting on the 11 November 2020 were approved as a correct record.

152 ASHTON MOSS ARUP REPORT

Consideration was given to a presentation delivered by Tim News, Chief Executive of MIDAS.

The Chief Executive of MIDAS highlighted the vision of the Ashton Moss site. It was stated that the sight would be a catalyst for Ashton to become an economically resilient centre of excellence and high value employment. It would be a place where businesses, factories and places learn, research and develop.

The site had a unique scale and connectivity with proximity to the regional centre. This would give companies the opportunity to create an iconic clean manufacturing environment. It was stated that discussions were underway with potential occupiers.

It was reported that discussions were underway with potential occupiers with a focus on manufacturing and clean growth underpinned by digital innovation.

Members were presented with the vision of the sight and how the greenspace would be landscaped.

RESOLVED

That the presentation be noted.

153 ASHTON MOSS

Consideration was given to a report of the Executive Member of Finance and Economic Growth / Director of Growth which summarised the next steps in the development of Ashton Moss. The next steps included:

- to progress Heads of Terms and subsequent legal agreements with key landowners at Ashton Moss East and Ashton Moss West;
- enter into Memorandum's of Understanding (MOU's) with key land owners and
- to appoint Project Manager's to advise on the appointment of Engineers; and
- to appoint Quantity Surveyors to design, specify, procure and manage various site investigations and related studies.

RESOLVED

That the Executive Cabinet be recommended to:

- Support the progression of without prejudice negotiations on Heads of Terms with a potential Inward Investment company and land owner subject to a further report on the detailed terms in due course;**
- Support the negotiating and signing of Memorandum's of Understanding and licences to access land and undertake studies with key landowners at Ashton Moss East and Ashton Moss West;**
- Support the undertaking of various site investigation and services studies as set out in para. 2.4 below at an estimated budget cost of £0.350m;**
- Support the appointment of Project Managers as set out in para 2.5 below at an estimated budget cost of £0.035m**

154 EXTERNAL AUDIT FINDINGS 2019/20

Consideration was given to a report of the Executive Member for Finance and Economic Growth / Director of Finance which explained that the audit of the Council's accounts was complete. The Director of Finance highlighted the Value for Money conclusion set out in the Audit Completion Report. Mazars had concluded that the Council had proper arrangements to deliver financial sustainability in the medium term, but would have to respond to significant challenges.

The Value for Money Conclusion found that since a peak in the levels of reserves in 2016/17, the Council had continued to utilise reserves to support service delivery and as a result, these had been significantly reduced. This had been monitored and managed as the Council had identified the savings and transformation plans to continue to deliver services to residents and service users.

Although the Council still had significant levels of earmarked reserves as at 31 March 2020, these would not be sufficient to sustain the Council's financial position over the medium term given the estimated impact of the pandemic. This meant the Council needed to ensure that the strategic decisions it had taken about the services it wanted to provide were implemented and the savings it had identified as necessary were delivered.

The arrangements in place for monitoring the financial position would allow the Council to identify any emerging additional pressures or slippage in the delivery of these plans. However, it was vital, given the scale of what had to be achieved, that management and Executive Members were held to account for delivery of plans. Without this, there was a risk the Council would not be in a position to take timely remedial action, particularly where the action required consultation because it impacted workforce or the level and type of services the Council could provide for residents.

AGREED

That the Value for Money Conclusion included in the Tameside MBC Audit Completion report and action required to ensure financial viability be noted.

155 MONTH 7 FINANCE REPORT

Consideration was given to a report of the Executive Member of Finance and Economic Growth / Lead Clinical GP / Director of Finance which set out the Month 7 2020/21 financial position, reflecting actual expenditure to 31 October 2020 and forecasts to 31 March 2021.

The Director of Finance reported that at Month 7, the Council was forecasting a year end overspend of £3.4m, which was a slight improvement on the position reported at month 6 due mainly to a revised forecast in Children's Social Care. COVID pressures exceeded £40m but with £39m of COVID related grant funding and other income contributions, the net pressure relating to COVID was £0.898m.

Significant pressures remained across Directorates, most significantly in Children's Social Care where expenditure was forecast to exceed budget by £3.718m, with further cost pressures in Adults and Education, and income loss pressures in the Growth Directorate.

In the first 6 months of the year the NHS had operated under a national command and control financial framework, with CCGs and providers advised to assume a break-even financial position in 2020-21. Changes to the national financial regime from month 7 meant that individual organisations financial positions would be monitored within the context of a financial envelope set at an STP (Sustainability and Transformation Partnership) level, which for the CCG meant at a Greater Manchester level.

The CCG was showing a year to date pressure of £4,924k, but a break even position by year end. This related to top up payments which had not yet been received: £4,277k outstanding from command & control in first half of year, plus £647k Hospital Discharge Programme costs in M7. A decision on funding for the first half of the year would be made by NHSE by the end of November.

AGREED

That Executive Cabinet be recommended to note the forecast outturn position and associated risks for 2020/21 as set out in Appendix 1 to the report.

156 IMPLEMENTATION OF A 2020 MODEL PAY POLICY FOR BOTH SCHOOL BASED AND CENTRALLY BASED TEACHING STAFF

Consideration was given to a report of the Executive Leader / Executive Member of Lifelong Learning, Equalities, Culture and Heritage which outlined key statutory changes to pay and conditions effective from 1 September 2020 for all staff who were employed and subject to teachers pay and conditions.

The report stated that following the recommendation of the School Teachers Review Body (STRB) and the Department for Education produced a 2020 School Teachers' Pay and Conditions Documents (STPCD) that came into force on the 14 October 2020. The updated STPCD recommended that:

- Minimum of the Main Pay Range (MPR) was increased by 5.5%.
- Maximum of the MPR and the minima and maxima of all other pay and allowance ranges for teachers and school leaders were uplifted by 2.75%.
- The uplifts applied to all four regional pay bands; and
- Advisory pay points were reintroduced on the MPR and Upper Pay Range (UPR) from September 2020.

A summary of the statutory changes to the school teachers pay and conditions documents and the implications for the Councils Model Pay Policy 2020 were detailed.

It was proposed to provide the corresponding percentage uplift on all discretionary pay points in all teacher pay ranges and on all allowances. A 2.75% uplift on all discretionary points in the unqualified, leading practitioner and leadership pay ranges. This proposal was consistent with previous years approach and feedback at a local consultative level whereby local trade union representatives and head teachers had previously and consistently supported the uplift of all discretionary points within a pay range to the same level as that awarded to the minima and maxima pay levels. It was further proposed to adopt the advisory 6-point main pay range (MPR) and 3 point upper pay range (UPR) pay points.

AGREED

That the Executive Cabinet be recommended to agree:

- (i) The Council implements the Model Pay Policy 2020 as detailed in Appendix 1 for all centrally based teaching staff employed within the Education Service.
- (ii) The Council recommends the Model Pay Policy 2020 as detailed in Appendix 1 for adoption by all Governing Bodies of community, voluntary controlled and voluntary aided schools within the Borough, and that it applies to all teaching staff employed within these schools.
- (iii) The Council implements the national cost of living pay award with effect from 1 September 2020 to all teacher pay ranges and allowances as follows:
 - Minimum of the main pay range (MPR) is increased by 5.5 per cent.
 - Maximum of the main pay range (MPR) and the minimum and maximum of all other pay ranges (i.e. unqualified pay range, upper pay range (UPR) leading practitioner and leadership pay range) and allowance ranges (i.e. TLR and SEN allowances) are increased by 2.75 per cent.
 - Advisory pay points are reintroduced on the MPR and UPR from September 2020, applying a higher than 2.75 per cent pay increase on the MPR2 – MPR5 pay points.

157 THE PROCUREMENT OF PROFESSIONAL SERVICES TO REVIEW THE REMAINING COUNCIL PROPERTY PORTFOLIO

Consideration was given to a report of the Executive Member of Finance and Economic Growth / Director of Growth which sought approval for the procurement of professional services to review the remaining Council property asset portfolio to support an accelerated asset disposal programme.

Members were requested to approve the procurement of professional services to review the remaining Council property asset portfolio to support an accelerated asset disposal programme. The cost of this engagement would be financed via a £ 300,000 non-recurrent sum allocated to the Growth Directorate revenue budget in 2020/21 to support a number of priority programmes and initiatives within the directorate. The sum allocated to support this programme would not exceed £100,000. The outcome of the asset reviews would help inform the council's corporate savings and financial strategy work being undertaken 2020/21.

AGREED

That the Executive Member for Finance and Economic Growth be recommend to approve the procurement of:

- (i) **professional services to review the remaining Council property asset portfolio to support an accelerated asset disposal programme. The cost of such engagement to not exceed £ 100,000**
- (ii) **commercial selling agent services to enable the marketing and disposal of surplus assets. That the related costs will be offset against the associated capital receipts.**
- (iii) **Subject to the necessary non-disclosure and professional indemnities being provided to protect the Council's position.**

158 COMMUNITY SAFETY STRATEGY

Consideration was given to a report of the Executive Member for Neighbourhoods, Community Safety and Environment / Assistant Director of Operations and Neighbourhoods, which sought approval to enter a period of consultation for the draft Community Safety Strategy.

The draft new strategy was appended to the report at **Appendix 1**. It comprised of 5 key strategic priorities:

- Building stronger communities;
- Preventing and reducing violent crime, knife crime & domestic abuse;
- Preventing and reducing crime & anti-social behaviour;
- Preventing and reducing the harm caused by drugs & alcohol; and

- Protecting vulnerable people and those at risk of exploitation

The intention was to carry out a full public consultation for a period of 12 weeks. Following any amendments and further consideration by Members, the strategy would then be submitted for approval.

Aspects of the attached draft strategy would be subject to amendment and additions following consultation with partners and the public.

AGREED

That the Executive Member for Neighbourhoods, Community Safety and Environment be recommended to approve the commencement of the public consultation for the draft Community Safety Strategy.

159 PLAYING PITCH STRATEGY

Consideration was given to a report of the Executive Member of Finance and Economic Growth / Director of Growth which reminded Members that approval to sell the freehold interest in the former Hartshead School site was given by Executive Cabinet on 25 September 2019. The terms of sale included an undertaking by the Council to Sport England to: refresh the Tameside Playing Pitch Strategy, install an all-weather practice cricket facility at Ladysmith Cricket Club in Ashton, the development of a School Sports Facility Strategy and provision of two additional full size adult grass football pitches in the locality with the costs met from the proceeds of sale estimated at approximately £75,000.

The report set out proposals to deliver the undertaking made to sport England and sought approval to proceed based on the information set out in the report.

The report stated that it was proposed that two practice wickets be installed on the former tennis court at the club site bringing the area back in to productive use. The installation was dependent upon a successful planning application, which would be submitted in December 2020. If planning approval was achieved then the installation would take place in March 2021 in readiness for the start of the 2021 cricket season.

Further, there was a requirement to mitigate against the loss of natural turf pitches at the Former Hartshead school site. However, there was currently no identified user demand for additional pitches in this locality so this need should be re-evaluated as part of the new Playing Pitch Strategy.

AGREED

That Executive Cabinet be recommended to approve:

- (i) **The development of an updated Playing Pitch Strategy for Tameside;**
- (ii) **An updated strategy for the community use of school sports facilities in Tameside;**
- (iii) **The installation of artificial practice cricket wicket at Ladysmith Cricket Club, Ashton;**
- (iv) **That £0.040m is allocated from the capital programme to fund an all-weather cricket facility at Ladysmith Cricket Club in Ashton.**

160 EU EXIT PREPARATIONS

Consideration was given to a report of the Executive Leader / Chief Executive which set out Tameside Council and Tameside and Glossop Clinical Commissioning Group preparations for EU Exit on 1 January 2021. The nature of the UK's exit from the EU was unknown with trade talks ongoing.

It was explained that **Appendix A** to the report set out Tameside's status regarding preparations. Many of the Brexit business continuity preparations and key risks identified in 2019 had been operationalised/realised in 2020 due to COVID19. There was still a high level of uncertainty on the

nature of the UK's exit from the EU which had meant lower levels of preparation by our businesses and communities.

AGREED

That the report be noted.

161 DISPOSAL OF A RESIDENTIAL FREEHOLD GROUND RENT

Consideration was given to a report of the Executive Member of Finance and Economic Growth/Director of Growth which sought to dispose of the residential freehold ground rent plot to the freeholder occupying the property on the basis of the provisionally agreed heads of terms.

It was explained that the Council historically inherited or acquired residential ground plots and held approximately 900, which were typically occupied by a single home. The vast majority of the leases were for the ground only with the resident owning the home constructed on the land. A considerable number of the Council ground leases now had less than 60 years remaining, which prevented home owners from selling their property as buyers were often unable to obtain a mortgage where ground leases had less than 80 years remaining. This in effect prevented a resident from selling their property unless they were able to attract a buyer with no borrowing requirements. The limitation also prevented some mortgage holders from switching to different lending products which could disadvantage them financially.

The leasehold interest in the subject property was understood to of had circa 48 years remaining. Terms had been provisionally agreed for the occupational lessee to acquire the Council's Freehold interest for £3,930 plus a contribution towards the Council's legal and surveyor fees totalling £550.

AGREED

That the Executive Members (Finance and Economic Growth) be recommended to dispose of the residential freehold ground rent plot to the freeholder occupying the property on the basis of the provisionally agreed head of terms set out at 1.6 of the report.

162 LOCAL RESTRICTION SUPPORT GRANTS

Consideration was given to a report of the Executive Member for Finance and Economic Growth / Assistant Director of Exchequer Services which detailed the administration of the Local Restrictions Support Grant in accordance with guidance issued by the Secretary of State for the Department for Business, Energy and Industrial Strategy.

Members were informed that on 9 September 2020 the Secretary of State for the Department of for Business, Energy and Industrial Strategy (BEIS) announced the introduction of Local Restrictions Support Grants (LRSG) to help support businesses that were required to close due to localised restrictions as a result of COVID-19. Further guidance on the administration of the LRSG was issued on 3 November 2020.

The grants were a combination of mandatory and discretionary grants and some businesses would be eligible to receive more than one grant.

There were 5 grants payable under the new grant schemes;

- Local Restriction Support Grant (Closed);
- Local Restrictions Support Grant (Sector);
- Local Restrictions Support Grant (Addendum);
- Local Restriction Support Grant (Open); and
- Additional Restrictions Grant

Appendix 1 to the report outlined each grant in detail and highlighted the complexity of administration and understanding for the business community.

The Assistant Director (Exchequer Services) summarised the mandatory grant schemes, which went live in Tameside on the 10 November 2020. The mandatory grant schemes were the Local Restriction Support Grant (Closed), Local Restrictions Support Grant (Sector) and Local Restrictions Support Grant (Addendum).

The government had confirmed that local authorities would be reimbursed in full for all grants that were paid to eligible businesses that were affected. Payments would be made under section 31 of the Local Government Finance Act 2003, however grant funding letters had not yet been received for all grants from BEIS.

The application form for the mandatory grants went live on 10 November 2020 after approval from internal audit had been secured. As at 20 November 2020, a total of 654 have been received and 110 paid to date to the value of £143,434.

AGREED

That the Executive Cabinet be recommended to note the arrangements for the payment of mandatory grants to business rates payers.

163 GM REPROCUREMENT OF AGE RELATED HEARING LOSS, HEAD AND NECK MRI AND NON OBSTETRIC ULTRASOUND

Consideration was given to a report of the Executive Member of Adult Social Care and Population Health / Chair of the Tameside and Glossop CCG / Director of Commissioning which detailed the commissioning of Age Related Hearing Loss, Non Obstetric Ultrasound and Head and Neck MRI services through the GM Process.

The Director of Commissioning reported that there were 3 services commissioned via GM AQP arrangements, these were:

- Age Related Hearing Loss;
- Non-Obstetric Ultrasound (NOUS); and
- Magnetic Resonance Imaging Head and Neck (MRI)

The contracts awarded in the re-procurement carried out in October were due to expire on 30 September 2020 and in preparation, in 2018 NHS Tameside and Glossop agreed to continue to be part of the GM collaborative approach.

Tameside and Glossop Health Care Advisory Group (HCAG) confirmed they wanted to maintain choice for the population and had no issues with an AQP procurement or a non AQP procurement as long as choice was part of the procurement. The draft service specifications for each service were reviewed by HCAG with the inclusion of an ear wax removal option within the Age Related Hearing Loss specification being identified as a key improvement.

The GM Commissioner Group had collectively agreed the procurement documentation and for Tameside and Glossop this had also been shared with STAR.

It was explained that from a finance perspective it was important that Tameside & Glossop CCG remained part of the GM procurement to benefit from the unit price reductions.

AGREED

That the Strategic Commissioning Board be recommended to approve the commissioning of Age Related Hearing Loss, Non Obstetric Ultrasound Sound and Head and Neck MRI services through the GM Procurement Process.

164 MACMILLAN GP IN CANCER AND PALLIATIVE CARE WITH REVISED JOB DESCRIPTION

Consideration was given to a report of the Executive Member of Adult Social Care and Health / Chair of the Tameside & Glossop CCG / Director of Commissioning which sought approval for the recruitment of a Macmillan GP to the revised job description.

It was explained that Tameside and Glossop CCG had employed a Macmillan GP since 2014-15, in line with other CCGs across GM. Macmillan funding was awarded in Quarter 4, 2014-15 for two years with an option to extend for an additional 12 months on understanding that, pending evaluation, the CCG had intentions to fund this post beyond this period. The service agreement between Macmillan and NHS T&G stipulated that when Macmillan payments ended the CCG should continue to fulfil all the continuing obligations.

It was further explained that role had supported the Strategic Commission's Cancer and Palliative Care agenda and helped reduce premature deaths. The Macmillan GP role realised a number of benefits to the Strategic Commission but in order to sustain progress and gain momentum in a number of areas there was a requirement to refocus the role on two key aims:

- Lead the Improvement in the quality of local cancer and palliative care outcome; and
- Reduce historic boundaries between Health and Social Care

With regards to funding, the Macmillan Grant Agreement (June 2016 to June 2019) of £19,850 per annum covered two sessions per week at £202.55 per session (plus travel expenses) for 49 weeks per year.

To ensure equity of pay with other clinical posts within the CCG it was agreed that the CCG would supplement Macmillan funding by £23,401 year to give a £43,251 post that covered two sessions per week (for 49 weeks per year) at £353.50 per session plus 26% on costs (pension contributions, salary increments and mileage).

To maintain the post from June 2019 to June 2020 TMBC Public Health funding was used with the CCG recurrent funding in place since June 2020.

AGREED

Strategic Commissioning Board be recommended to approve the recruitment in Q4 2020-21 of a Macmillan GP to the revised job description, with a view to the Macmillan GP commencing in post on 1 April 2021.

165 CAPITAL PROGRAMME FINANCIAL MONITORING REPORT

Consideration was given to a report of the Executive Member of Finance and Economic Growth / Lead Clinical GP / Director of Finance, which summarised the forecast outturn at 31 March 2021 based on the financial activity to 31 October 2020. The report focused on the budget and forecast expenditure for fully approved projects in 2020/21 financial year.

The approved budget for 2020/21 was £63.118m (after re-profiling approved at period 3 monitoring) and current forecast for the financial year was £54.394m. There were additional schemes that had been identified as a priority for the Council, and, where available, capital resource had been earmarked against these schemes, which would be added to the Capital Programme and future detailed monitoring reports once satisfactory business cases had been approved by Executive Cabinet.

The current forecast was for service areas to have spent £54.394m on capital investment in 2020/21, which was £8.724m less than the current capital budget for the year. This variation was spread across a number of areas, and was made up of a number of over/underspends on a number of specific schemes (£0.110m) less the re-profiling of expenditure in some other areas (£8.614m).

AGREED

That the Strategic Planning and Capital Monitoring Panel be recommended to:

- (i) Note the forecast outturn position for 2020/21 as set out in Appendix 1.**
- (ii) Approve the re-profiling of budgets into 2021/22 as set out on page 4 of Appendix 1.**
- (iii) Note the funding position of the approved Capital Programme as set on page 9 of Appendix 1. Members are reminded that the Period 6 finance report asked for approval to remove 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.**
- (iv) Note the changes to the Capital Programme as set out on page 10 in Appendix 1**
- (v) Note the updated Prudential Indicator position set out on pages 11-12 of Appendix 1, which was approved by Council in February 2020.**

166 CAPITAL PROGRAMME – OPERATIONS AND NEIGHBOURHOODS (NOVEMBER 2020)

Consideration was given to a report of the Executive Member (Neighbourhoods, Community Safety and Neighbourhoods) / Assistant Director of Operations and Neighbourhoods which updated Members on the 2020/21 Operations and Neighbourhoods Capital Programme.

It was reported that the Highway Maintenance Programme had been prioritised with the delivery contractors. The carriageway and footway resurfacing programmes commenced in August 2020 and would run through until mid-December 2020. As works could not take place during the traditional spring / early summer laying period, extra resources had been deployed, however, it could be necessary to extend the laying programme into April and May 2021.

Works to Demesne Drive (No1 & No2 screens) and Halton Street, Hyde were now complete. Confirmation had been received that TMBC had been awarded £350,000 which was to be spent in conjunction with £50,000 of Tameside funding, to deliver a programme of highway drainage improvements works. These works were specifically to replace carriageway road gullies in the Droylsden and Hattersley area where historically substandard road gullies required upgrading.

It was stated that the works at Fairlea, Denton were nearly complete with only the planting aspect of the landscaping works still outstanding, and these would be undertaken in November 2020. The works were anticipated to be within the budget of £350,000. The Greenside Lane, Droylsden works were rescheduled due to the Covid 19 outbreak. The works had started on site and the site clearance had exposed an extra length of slope failure which was not apparent at the time of award. The works started on 29 June 2020 and were anticipated to be completed in December 2020.

With regards to the replacement of Cremators and Mercury Abatement, Filtration Plant and Heat Recovery Facilities. The original scheme was due to complete on the 5 February 2021 with the reduced number of cremators during the installation period October/November 2020 ahead of the traditionally busy Christmas period. Following delays due to Covid and because of a delay in starting the refurbishment of the cremators there had been a re-phasing of the project. Work on site commenced on 2 October 2020. The projected completion and handover date was 31 August 2021. Currently £177k had been spent on the project with 50% of the remaining £2,323,000 being spent this financial year 2020/2021 and the other 50% during 2021/2022.

The Childrens Playgrounds across Tameside were to be improved to help youngsters stay active and healthy. The Capital investment of £600,000 would improve play areas across the borough and ensure they were good quality and safe facilities for children to enjoy. STAR were due to send out an Expression of Interest form for the supply and installation of play equipment in November 2020 – this will form Phase 2 of the project. Phase 3, which would infrastructure improvements would commence in February 2021.

As a result of Covid 19 the Ashton Town Centre Public Realm project was temporarily paused, in line with Government guidance, resulting in a delay in the delivery of the next phase of the public realm

works. The public realm programme had been rescheduled and the work to procure materials in order to complete works on Wellington Road in front of Clarendon College - zone 4 was now underway. Delivery of the works to complete the Mayor's Challenge Fund (MCF) scheme on Albion Way – zone 5 - was the next key priority due to funding time constraints. Work was ongoing with TfGM to finalise the scheme designs and progress the formal business case appraisal and approval process.

The Executive Cabinet report dated 22 October 2018 outlined the essential evidence and background details in the delivery of this programme. The first delivery of the lanterns was due in November 2020, with installation following shortly afterwards.

A new 7.5ton tipper was required for the removal of fly tipping to replace an existing 3.5ton tipper. The net cost of the vehicle was estimated to be £40,000. It would be funded by the proceeds of the sale of the 3.5 ton tipper currently in use and a revenue contribution. Further, following an Executive Decision taken on the 1 September 2020 two minibuses would be procured via a competitive tendering process. Within the same Executive Decision, approval was given for the purchase of an additional gully cleansing machine to enable the Council to maintain the highway gully network in line with our service standards and ensure network resilience with regards to the drainage of our highway assets.

AGREED

That the Strategic Planning and Capital Monitoring Panel be recommended to note the following:

- (i) rescheduling to the Tameside Asset Management Plan (TAMP) and the Highways Maintenance Programme. The commencement of the works programme was revised due to Covid 19.**
- (ii) the progress with regards to Flooding: Flood Prevention and Consequential Repairs and the rephrasing as a result of the successful bid for Department of Transport funding to improve highway drainage in the borough**
- (iii) progress with regard to the Slope Stability Programme.**
- (iv) progress with regards to the Cemetery Boundary Walls Programme.**
- (v) the rescheduling to Replacement of Cremators and Mercury Abatement, Filtration Plant and Heat Recovery Facilities Programme by the significant impact Covid 19 has had on the operation of the Crematorium and the suppliers of cremator equipment.**
- (vi) the start date for the Children's Playground Programme.**
- (vii) the progress with regards to the Ashton Town Centre Public Realm Project.**
- (viii) the impact of Covid 19 on the LED Street Lighting Lanterns Project.**
- (ix) the progress with regards to the Mayor's Challenge Fund Programme (MCF).**
- (x) progress with regards to the £400,000 awarded under the Emergency Active Travel Fund.**
- (xi) the progress with regards to the Highways England – Designated Funds Scheme.**
- (xii) that works are progressing with regards to the successful Transport Infrastructure Investment Fund – Highway Maintenance Challenge Fund bid of £400,000 (£350,000 from the Department of Transport, £50,000 Tameside) with respect of improving highway drainage infrastructure.**
- (xiii) progress with regards to Department for Transport – Safer Roads Fund project in conjunction with Oldham MBC.**
- (xiv) the replacement tipper as set out in section 2.31 in this report arrived at the end of July 2020 and is now operational.**
- (xv) authority was granted to procure two minibuses via competitive tender as set out in section 2.33**
- (xvi) approval has been given for the purchase of an additional gully cleansing vehicle to enable the Council to maintain the highway gully network in line with our service standards as set out in section 2.34**
- (xvii) the allocation of £300,000 from Transport for Greater Manchester (TfGM) for bus stop enhancements within Tameside, and seek approval from Executive Cabinet for £300,000 to be added to the Council's Capital programme for this project to be delivered by the Council.**

- (xviii) **approval for the revised funding package required to deliver the Ashton Streetscape MCF scheme as set out in 2.27 of this report. This revision does not require any additional funding from the Council's Capital programme.**
- (xix) **approval to commit funding from the existing Sustainable Travel budget for works to the Tame Valley Loop as identified in Sections 3.23-3.29 of this report.**
- (xx) **the potential changes to the individual Mayor's Challenge Fund schemes funding packages as set out in Appendix 3 of this report. The revisions, at this stage, are estimates only and are subject to further scheme development and TfGM approval.**

167 ADULTS CAPITAL PLAN

Consideration was given to a report of the Executive Member of Adult Social Care and Health / Director of Adult Services, which provided an update of the developments in relation to the Adults Capital Programme.

It was reported that the proposal at Oxford Park would not proceed and would be reconsidered as part of a wider review of the offer of day time provision. A revised business case would be put forward for any new proposals that emerged.

Due to the delays as a result of Covid, the trustees of 4c were able to negotiate terms and conditions with an alternative construction company who were able to meet the original costs of the contract. Discussions had taken place with CCCD and the new contractors to agree a new service specification and it had now been confirmed that work would commence on site on 30 November 2020 with an estimated completion date of 5 March 2020.

With regards to the capital funding for the Moving with Dignity scheme, a core team of staff was established but there had been delays in recruitment over recent months and consequently there had been less expenditure against the Moving with Dignity funding that was originally profiled for this point in the year. Where single-handed approaches had been implemented to date, it was estimated that reductions had been made to care packages equivalent to 966 home care hours and 44 night calls per week, and the Council no longer bears the cost of delivering these services. Overall, after the reduction in client income and the effect of newly increased needs in care packages was considered, the net benefit of the work in 2020/21 to date was estimated to be £570k, which had assisted the Council and its homecare providers in managing the increased demand for care over recent months and the recent budget pressure.

The progress to date on the Disability Assessment Centre was detailed to Members. A visit to Hyde Market Hall was carried out with a view to determining if the location was suitable to locate the Disability Assessment Centre (DAC). An initial visit provided positive feedback regarding the access, parking, space etc. and as a result further investigations would be undertaken. The Market hall was in need of major investment, although the capital earmarked for the DAC would be a substantial investment in a large portion of the hall.

Work had been underway on the Brain in Hand programme to refer more people who could benefit from Brain in Hand. Of the total 20 licences, 12 had been activated, and of those four were in the process of being set up. Because of the pandemic, and limited support that BiH had been able to offer during this time BiH made the decision to furlough their staff at the start of the pandemic, a further six months' extension to the contract has been agreed in principle, and this would be at no further cost.

AGREED

That the Strategic Planning and Capital Monitoring Panel be recommended to:

- (i) note the updates provided in this report.**
- (ii) recommend to Executive Cabinet that Statutory Compliance expenditure of £100,000 (in total) be allocated from the Disabled Facilities Grant budget to support the adaptations required at the Mount Street, Hyde supported living scheme.**

- (iii) **recommend to Executive Cabinet that the methodology by which the Housing Adaptations Service is resourced from the current fee based structure to one of direct capitalisation of salaries directly from the Disabled Facilities Grant.**

168 LEISURE ASSETS CAPITAL INVESTMENT PROGRAMME

Consideration was given to a report of the Executive Member of Neighbourhoods, Community Safety and Environment / Director of Population Health which provided a summary of progress to date in relation to the delivery of the Council's capital investment programme to improve the sports and leisure facilities approved by Executive Cabinet on 24 March 2016.

With regards to the Hyde Pool extension scheme the LEP was reporting a completion delay of 5 weeks with practical completion now due on the 30 April 2021. The main reason for the delay was Covid 19 restrictions causing a slowing-down in the main contractors supply chain.

The Tameside Wellness Centre scheme was closed on 23 March 2020 in response to Government guidance on the Covid 19 pandemic. With the partial lifting of restrictions, elements of the building reopened on the 27 July. In response to further government guidance the centre closed again on the 4 November and will reopen when Covid restrictions allowed. The building was in its 12-month defects liability period. The closure period had been used to deal with a small list of outstanding defects.

The impact of Covid 19 on the delivery of schemes continued to be monitored. To date there had been no direct financial impact on the leisure capital projects.

AGREED

That the Strategic Planning and Capital Monitoring Panel be recommended to note the report.

169 FINANCE & IT CAPITAL UPDATE REPORT

Consideration was given to a report of the Executive Member of Finance and Economic Growth / Director of Finance and IT, the report provided a summary of progress to date in relation to the delivery of the Council's capital investment programme in the Finance and IT Directorate.

The approved Finance and IT Capital Programme for 2020/21 was £16.712m which included £13.430m for additional investment in Manchester Airport and £3.282m for Digital Tameside. The Digital Tameside programme included £1.820m of grant funding from the Department of Digital, Culture, Media and Sport (DCMS).

Members were reminded that In April 2020, Executive Cabinet approved a further investment of £9.7m in Manchester Airport in the form of an equity loan, which would be funded by prudential borrowing. The investment completed in June 2020 and would generate revenue income through interest earned of 10% per annum.

Work on Fibre Infrastructure DCMS Wave 2 was 70% complete and time lost due to COVID-19 delays had in the main been recovered. A significant volume of works was still outstanding and whilst plans were in place to deliver this on-time and on-budget there was little or no "contingency" within the timetable should there be a severe winter or further national lockdowns affecting the works.

With regards to Microsoft licensing, the initial phase of procurement and design was completed and many of the licenses relating to the Microsoft Office 2016, the main Data Centre and Disaster Recovery site had been placed and the new software had started to be rolled out across the Councils laptop fleet and server infrastructure. The roll-out and installation of the new software had been complicated by the lockdown and home working. Work upgrading the operating systems on 97 servers and 122 SQL databases in the main datacentre in Rochdale was underway.

The final elements of the software refresh including the project to upgrade the main Exchange email, Active Directory, SharePoint and Skype for Business systems and commissioning the Disaster

recovery site were now underway. Work on upgrading the Exchange email system was underway and expected to be complete for the end of November.

AGREED

That the Strategic Planning and Capital Monitoring Panel be recommended to note the report and the details of the status of the schemes in the programme.

170 GROWTH CAPITAL REPORT

Consideration was given to a report of the Executive Member of Finance and Economic Growth / Assistant Director of Strategic Property, which provided an update on the 2020/21 Growth Capital Programme and set out details of the major approved capital schemes in the Directorate.

It was explained that the Ashton Old Baths Annexe Phase 3 was progressing and was due to be completed on the 12 February 2021.

The planned emergency repairs to the Ashton Town Hall were being completed having obtained listed building consent in October.

With regards to Hartshead Pike, the new stone lantern was ready for installation and would be installed when there was a one week "weather window". Following approval by Executive Cabinet on the 30 September 2020 work was underway to clear the site, this would be completed in April 2021.

Following approval from Executive Cabinet on the 2 November 2020, site clearance at the Former Two Trees School site would be completed in July 2021.

With regards to corporate landlord capital expenditure, the report sought for £27,894.71 for statutory compliance repairs. Details of the repairs were set out in **Appendix 5**.

Members were advised that in September 2020, the Government had opened up arrangements for the public sector to be able to bid against a £1 billion fund. The scheme was available for capital energy efficiency and heat decarbonisation projects within public sector non-domestic buildings, including central government departments and non-departmental public bodies in England only.

The scheme allowed public sector bodies including eligible central government departments and their non-departmental public bodies in England only to apply for a grant to finance up to 100% of the costs of capital energy-saving projects that meet the scheme criteria. Via a GMCA agreement, nine out of the ten GM authorities have developed a consortium approach to this bid and the Council were currently working with the GMCA to identify schemes across our estate that may qualify.

AGREED

That the Executive Cabinet be recommended to approve that the following be added to the approved Council Capital Programme:

- (i) The Corporate Landlord Statutory Compliance capital expenditure for the period identified in Appendix 5 of £0.028m.**
- (ii) S106 funding allocations of £0.052m as detailed in section 2.29.**
- (iii) That £0.793m of Growth's 2020/21 capital budget is re-phased as set out in APPENDIX 6.**

171 EDUCATION CAPITAL REPORT

Consideration was given to a report of the Executive Member of Lifelong Learning, Equalities, Culture and Heritage / Assistant Director of Education / Assistant Director of Strategic Property which updated Members on the Council's Education Capital Programme.

It was reported that £200,000 was sought for the Hawthorns Primary School scheme to allow for surveying, designs and business appraisal activity. Members were reminded of the purpose of the

scheme, it was explained that there would be 136 pupils on site from September 2020, more than double the number the school was originally built to accommodate. A four classroom demountable extension was on site to help the school accommodate the additional pupils but this was not a permanent solution and did not reinstate staff space already utilised for additional pupils.

Further, it was highlighted that Officers, the Head teacher and colleagues from the New Bridge Multi Academy Trust had met with parents of children currently at Hawthorns on a number of occasions over the last few months. Parents fed back that

- They were concerned about the number of children currently attending the site and the amount of temporary accommodation needed to facilitate this.
- The temporary accommodation had resulted in a loss of outside space for pupils.
- They were concerned about the length of time the council had taken to deliver this expansion.

The Assistant Director of Strategic Property advised Members of the progress at Hyde Community College, the scheme sought to increase the school's intake from 210 to 240. The project was due to completion on the 11 December, the delays were caused due to Covid-19 as on site trades had to isolate.

The scheme to increase capacity at Aldwyn School from 45 pupil intake to 60 had a number of significant and ongoing delays. Three temporary modular classrooms had been provided at Aldwyn to accommodate additional pupils from September 2017 pending a start on the permanent extension. Condition issues with the Roof at Aldwyn and which also covered the Hawthorns School had led to a broadening of the contract scope. Further condition issues raised by the schools had necessitated a condition survey to ascertain the additional scope of any further condition works to be included in the contract scope.

The St Johns Dukinfield scheme to increase the school's intake from 30-45 had costs totalling £1,343,000 approved following the Executive Cabinet meeting in September 2019. It was explained that further project delivery challenges had emerged connected to Covid-19. These risks potentially included extended delivery times, increased costs due to social distant working during construction and the availability of materials.

Discussions had taken place with Audenshaw School to carry out internal remodelling so the school could offer additional places from September 2020. Following stakeholder discussions a design had been agreed to improve the sixth form block with some additional works would take place in the main school science rooms. An order had been placed to progress the design and works to the sixth form block due to its current vacant status, with the main school works to be scheduled separately and access agreed with the school. The Panel agreed a budget envelope of £1,000,000 for the scheme at its last meeting, with an additional £300,000 granted in a separate request. Phase 1 (interim upgrade) of the sixth form block for the new entry students was completed for 1 September 2020. Phase 2 relating to the main school science rooms would take place in 2021 once a suitable programme and scope of works had been agreed.

The Executive Leader enquired on the progress of the Russell Scott Primary School projects. The report detailed that a number of fire compliance measures had been successfully carried out over the 2020 Summer holidays. These projects were deferred from the Easter holidays due to access restrictions and resource/ materials availability caused by COVID-19.

An appraisal of building condition and associated options informed by technical information provided by MAC Architects was being drafted to include further information following recent flooding investigations.

AGREED

That Strategic Planning and Capital Monitoring Panel recommend to Executive Cabinet and Council to approve:

- (i) **Proposed changes to the Education Capital Programme, Basic Need Funding Schemes Appendix 1, Special Provision Fund and Healthy Pupils' Capital Fund as outlined in Appendix 2A and 2B and School Condition Allocation Funding Schemes Appendix 3.**
- (ii) **To transfer £56,000 of fire safety budget back to the unallocated SCA budget now that final costs for replacement fire alarms have been obtained) paragraph 6.8)**
- (iii) **Allocate £13,000 to works to upgrade the gas supply at Broadbottom CE (paragraph 6.12)**
- (iv) **retrospective costs £10,123 funded from contingency following an urgent inspection of Victorian lath and plaster ceilings at eight schools during the October half term (paragraph 6.15)**
- (v) **retrospective urgent works to the boiler control system at Hurst Knoll CE undertaken during October half term costing £5,010 funded from contingency (paragraph 6.17)**
- (vi) **Design work to tender stage for electrical re-wires at Fairfield Primary (£10,614) and Arlies Primary (£9,981) be approved (paragraph 6.20)**
- (vii) **That a high level estimate of £220,000 be allocated to carry out replacement roof works at Stalyhill Infant school (paragraph 6.23)**
- (viii) **That £30,000 be allocated to carry out further investigation and scheme development for roof replacements and repairs at Corrie, Fairfield, Greswell, Hollingworth and Oakdale schools while noting that the main works to these roofs will need to be prioritised over several financial years;**
- (ix) **To allocate £15,000 for scheme development to tender stage for improved security access arrangements at Milton St John's CE school;**
- (x) **To allocate £10,000 for design to tender stage of replacement boilers at Audenshaw Primary School;**
- (xi) **To note that the boilers at Gorse Hall and Hurst Knoll school require replacement and to set aside £200,000 from 2021/22 SCA funding for this purpose. Bids have also been submitted to the Greater Manchester decarbonisation fund and it is hoped that some or all of this amount may be offset;**
- (xii) **To allocate a further £10,000 of 2020/21 funding to carry out further visits at February 21 half term to complete asbestos management reports;**
- (xiii) **To obtain costs to begin a five-year rolling programme of building condition surveys to ensure the asset management plan is maintained;**
- (xiv) **To allocate £32,500 of unallocated Basic Need Grant to Mossley Hollins to cover final costs;**
- (xv) **Following a consultation with the school and parents, an appraisal of the options to expand Hawthorns Primary School is further progressed by officers and an outline business case is developed for consideration by members in April 2021. An indicative Capital Allocation of £200,000 is made from the Basic Need funding for the design, surveying and business appraisal activity.**

172 CHILDREN'S SERVICES CAPITAL PROJECTS

Consideration was given to a report of the Deputy Executive Leader / Assistant Director of Children's Social Care which provided an update on the Children's Social Care property Capital Scheme and set out details of the major approved property capital schemes in the Directorate.

With regards to the Assessment Centre, there had been two potential properties identified and initial works were undertaken as to the feasibility of purchasing these properties, however, after further exploration these properties had been deemed as unsuitable. As a result of the preliminary work abortive costs had been incurred of £7,333, which could not be capitalised, as a result this was going to become a revenue pressure. A new property search was underway as a matter of urgency to identify a suitable property to fulfil this requirement. A review of use of existing properties and other alternatives would also be explored. The Director of Children's Services suggested that £370,000 be slipped into 2021/22 as it was unlikely that any suitable property would be fully completed in 2020/21.

Members were updated on the modification of the building on St Lawrence Road Denton to provide a residential respite unit. A sum of £45,250 was allocated to facilitate this refurbishment. Building

work was completed in June 2020. Additional costs had been identified during this project. A total of £48,000 was estimated that would be needed to complete the project, which was requested to be drawn down from the ear marked reserves.

It was reported that the budget of £56,434 which was approved for the refurbishment of the existing site Fairfield Children's Centre to enable the Edge of Care service was not sufficient to cover all the costs. The additional costs was due to cabling, installation of fibre to ensure services could be effectively delivered. The report sought for an additional £13,541 to be drawn down from the ear marked reserves.

AGREED

That the Strategic Planning and Capital Monitoring Panel be recommended to agree:

- (i) To note the delays in relation to the purchase of the new residential property for the assessment unit as set out in section 2.1 of the report;**
- (ii) To approve the drawdown of a further £48,000 from the Children's Earmarked Reserve to fund the additional works, outlined at 2.2, to make St Lawrence Road safe and bring it into use;**
- (iii) To approve the drawdown of £13,541 from the Children's Earmarked Reserve to fund the additional works and refurbishment of the Fairfield Unit as outlined in 2.3.**

173 FORWARD PLAN

AGREED

That the forward plan of items for Board be noted.

CHAIR

LIVING WITH COVID BOARD

4 November 2020

Present	Elected Members	Councillors Warrington (In the Chair), Bray, Cooney, Fairfoull, Feeley, Kitchen, Ryan, Gwynne and Wills
	Tameside and Glossop CCG Members	Dr Asad Ali, Dr Ashwin Ramachandra, Dr Vinny Khunger, Dr Christine Ahmed, Dr Tim Hendra, Clare Todd and Karen Huntley
	Chief Superintendent	Jane Higham
	Medical Director Tameside and Glossop NHS Trust	Brendan Ryan
	Chief Executive TMBC	Steven Pleasant
	Borough Solicitor	Sandra Stewart
	Section 151 Officer	Kathy Roe
Also In Attendance:	Steph Butterworth, Gill Gibson, Jeanelle De Gruchy, Ilys Cookson, Richard Hancock , Ian Saxon, Jayne Traverse, Sarah Threlfall, Jeff Upton, Debbie Watson, Tom Wilkinson and Jess Williams	

Apologies for Absence: Kate Hebden, David Swift, Carol Prowse and Karen James

14 MINUTES OF PREVIOUS MEETING

The minutes of the Living with Covid Board meeting on the 14 October 2020 were approved as a correct record.

15 SURVEILLANCE AND DATA UPDATE

Consideration was given to a presentation of the Director of Population Health, which updated the Living with Covid Board on national and the local picture of Covid-19.

The Assistant Director of Population Health advised the Board that the North West continued to have the highest rate of infection per 100,000 compared to other regions in England. Members received an outline of the trends within Tameside, the number of new cases within the last week was 532.9 people per 100,000. With regards to Greater Manchester, rates of new cases had been increasing however recently the rate at which new cases were increasing had slowed down.

It was reported that the rate of testing continued to increase and there was good access to testing throughout Tameside. However, the positivity rate of testing had continued to increase from last week. The positivity rate was reported to be approximately 15%.

A number of outbreaks had been identified in Health Care settings and work places. There had been some outbreaks within schools but the majority of cases were acquired in the community. It was stated that over the last two weeks the number of beds occupied at Tameside and Glossop Integrated Care MHS Foundation Trust had increased significantly. The number of confirmed Covid-19 cases occupying beds had risen from 71 on the 30 October 2020 to 83 on the 2 November 2020.

The strategic priorities over the next 6 months were summarised to the Board.

- 1) Suppress the virus to the lowest possible level and reduce the exponential rise in infection
- 2) Tackle the harms caused by Covid-19 and contain measures
- 3) Engage and activate communities

- 4) Protect children and young people
- 5) Establish an effective Test, Trace and Isolate system

The Medical Director at Tameside Hospital NHS Foundation Trust advised the Board that one of the effective ways of treating Covid-19 was a continuous positive airway pressure (CPAP) but explained that this used oxygen at a high rate. A live dashboard had been created to monitor the rate at which oxygen was being used on site and where. It was further explained that a new oxygen plant had been set up on site, so there was a significant increase in the capacity to store oxygen, tests were underway to determine if this could increase the rate at which the oxygen could be used.

AGREED

That the content of the presentations be noted.

16 IMPACT ON HEALTH AND SOCIAL CARE

The Director of Adult Services delivered a verbal update on the impact of Covid-19 on Health and Social Care.

Proposals had been submitted in response to the Government on the Adult Social Care Winter Plan. There were three overarching priorities within the plan, ensuring everyone who needs care and support can receive support at a high quality within the winter period, Protecting people who were in need of support and making sure people who need care support remain connected with services.

It was stated that the Nightingale hospitals were in place to support patients on pathway 1 and pathway 2. It was explained that it would be preferred to support patients on these pathways and enabling them to go home rather than utilise a Nightingale hospital. Further it would be difficult to staff a Nightingale hospital. A number of discharge to assess beds had been commissioned, these would work in partnership with the Tameside & Glossop ICFT.

The Director of Adult Services reported that designated places beds had been commissioned, these were for people with a positive Covid-19 diagnosis and needed to continue to receive care where the hospitals were not the right place for the patient. It was explained, that care homes had been finding it difficult to get insurance to offer support in this way, however, a local care home had managed to attain insurance until next May.

With regards to home care, more people had been seeking care at home, this had put pressure on staffing in attrition to a number of staff who were isolating.

Supported housing remained business as usual with Covid-19 restrictions in place. Social care services in house would remain unchanged and Day Care services would also continue to run with Covid-19 restrictions in place.

AGREED

That the information provided be noted.

17 LOCKDOWN LOCAL IMPACT

Consideration was given to a presentation of the Director of Operations and Neighbourhoods, which updated Members of the Living with Covid Board on preparations for Remembrance Day, the impact on services and compliance and enforcement.

It was reported that the plans for Remembrance Day were still fit for purpose, a service would take place in Denton, Ashton and Stalybridge, there would be a limited number of VIP's in attendance. Test and Trace would be in place for those that attend. It was explained that due to security concerns

in light of the change of the terror threat level to severe the service was discouraging people from attending to avoid a large gathering.

The Director of Operations and Neighbourhoods gave a summary of the changes to services following the new lockdown restrictions. Construction work as part of the Capital Programme could continue, preventative measures were in place. Museums and Galleries would close with immediate effect. Libraries could stay open but they would have to offer a much reduced service, but work was taking place to make more services available online. With regards to the Market services, both the indoor and outdoor markets would remain open, those stores that sell non-essential goods would close.

The Compliance and Enforcement team had been working closely with the Greater Manchester Police. There had been an increase in enquiries regarding gym and community centres, while on the surface it seemed that these should be closed there was a long list of exemptions that the team needed to review.

AGREED

That the content of the presentations be noted.

18 VULNERABLE CHILDREN, SCHOOLS AND EDUCATION

The Director of Children's Services delivered an update on the changes to the service due to the new lockdown restrictions.

It was reported that changes to the service would be limited across Children's Services. The service would continue to meet on a weekly basis with schools. Work was underway with schools on the provisions in place for the clinically vulnerable group. The Director of Children's Services stated there was strong evidence for children to remain in school during this lockdown period, there was little evidence that transmission was taking place within schools. Where there were cases within schools these were scattered throughout age groups and were not outbreaks. Attendance rates within schools were around 90%. Contacts within schools had reduced, which reflected that a robust system was now in place.

AGREED

That the information provided be noted.

19 PROTECTING THE VULNERABLE AND SHIELDING

Consideration was given to a presentation of the Assistant Director for Policy, Performance and Communications, which updated the Living with Covid Board on the shielding of the Clinically Extremely Vulnerable (CEV).

It was reported there were approximately 10,000 people who were on the CEV list. There was clarification needed on exactly what the status of those individuals were. A letter would be sent out to those on the CEV list to protect themselves by not going into work or school. The National Shielding Service System (NSSS) portal was available to register if support was needed. Lists had been provided to local areas who were required to contact CEV in need of support. Those who were shielding were still allowed to go out for exercise.

It was stated that the Government were not providing any additional support to the 10,000 who were CEV. The Council would provide support, this was expected to involve helping those who were CEV access food through priority supermarket slots or by working with community and voluntary groups but a provision had been put in place for those who could not access support to receive emergency food support.

Members of the Living with Covid-19 Board discussed the resources that had been made available by the Government to help support the CEV. The Council would receive £14.60 per head for each person on the shielding list. Further, the DEFRA grant would be drawn on to support people who were CEV.

AGREED

That the content of the presentations be noted.

20 FREE SCHOOL MEALS

Consideration was given to a report of the Executive Member for Lifelong Learning, Equalities, Culture and Heritage / Assistant Director of Education.

The report summarised that a government voucher scheme was launched at the end of March to support the delivery of free schools meals. During the school summer holidays, a COVID Summer Food Fund was launched by the government. This enabled children who are eligible for benefits related free school meals to be supported over the summer holiday period.

The government scheme funding Free School Meals during the holidays had ceased. This meant children eligible for a free school meal would not have been provided with one this October half term.

The proposal was for a £15 supermarket voucher for each child currently eligible for free school meals. Parents / carers would also be asked to confirm if they wanted ASDA or TESCO vouchers. Parents would have until 8 November to claim.

AGREED

That the Executive Member for Lifelong Learning, Equalities, Culture and Heritage be recommended to approve:

- (i) A voucher scheme for children eligible for free school meals is established. This scheme will enable children eligible for free school meals to receive a £15 a week food voucher this autumn half term.**
- (ii) The voucher scheme, which will cost £122k be funded from the general COVID support grant funding that has been received from Government.**
- (iii) Family will apply for a voucher online and will receive their voucher electronically via email.**
- (iv) Any families who are unable to access the scheme online to contact the Early Help Access Point for help, support and advice.**

CHAIR

LIVING WITH COVID BOARD

18 November 2020

Present	Elected Members	Councillors Warrington (In the Chair), Bray, Cooney, Fairfoull, Feeley, Kitchen, Ryan, Gwynne and Wills
	Tameside & Glossop CCG Members	Dr Asad Ali, Dr Ashwin Ramachandra, Dr Vinny Khunger, Dr Christine Ahmed, Dr Tim Hendra, Clare Todd and Karen Huntley
	Chief Executive	Steven Pleasant
	Borough Solicitor	Sandra Stewart
	Deputy S151	Tom Wilkinson

Also In Attendance: Steph Butterworth, Jeanelle De Gruchy, Richard Hancock, Ian Saxon, Jayne Traverse, Sarah Threlfall and Jess Williams
Anna Hynes (Action Together)

Apologies for Absence: Jane Higham, Brendan Ryan and Karen James

21 MINUTES OF PREVIOUS MEETING

The minutes of the meeting of the Living with Covid Board meeting on the 4 November 2020 were approved as a correct record.

22 LATEST POSITION ON COVID DATA

Consideration was given to a presentation of the Director of Population Health, which detailed the latest position on Covid data.

The Director of Population Health presented data on the trends in new cases for Tameside, the effect of the tier 3 restrictions were highlighted and its effect on the trends. However, there was still a large number of new cases reported daily. In total, there were 1956 new cases reported from 31 October 2020 to the 14 November 2020.

The trends in new cases across Greater Manchester were detailed to the Living with Covid Board.

With regards to testing and positivity, the rate of testing remained largely the same, the rate of positivity had reduced, suggesting that the rate of new cases had reduced.

Members were advised of the T&G ICFT Acute Beds Occupancy at the 12 November 2020, it was stated that there were approximately 100 beds occupied with patients who were confirmed or suspected to have Covid-19.

It was highlighted that the bed occupancy rate was higher than the first wave. The Greater Manchester occupancy rate was detailed to Members, it was further explained that as treatments for Covid-19 had improved, the rate of occupancy would be higher due to a lower mortality rate.

Members of the Board were presented with a slide, which provided an analysis of the excess deaths caused by Covid-19.

RESOLVED

That the presentation be noted.

23 TEST AND TRACE UPDATE

Consideration was given to a presentation of the Director of Population Health, which updated the Board on the National Test and Trace System, the Local Approaches and the Testing Strategy.

It was reported that the National Test and Trace system continued to contact large number of positive cases and close contacts as part of the national system. Some performance issues had improved, this included errors around delays in contact tracing. There were still delays in follow up and a proportion of cases and contacts were not followed up at all. There had been some improvements in testing turn around, however, the national system was not helping to identify local outbreaks.

The Locally Supported Contact Tracing team of Tameside MBC staff were contacting positive cases that the national team did not reach. The GM Contact Tracing Hub picked up some of the cases to support the local team but were stretched due to the high volumes of cases. Intensive work in Population Health continued to support schools and there was a proactive approach between Population Health and the Compliance team to support local businesses and identify outbreaks early.

Work was taking place, which looked at the best use of mass testing, while the Liverpool approach was unlikely to be used, mass testing would be used to help find asymptomatic cases of Covid-19. Specific communities would be focused and settings of high prevalence. It would also be used to strengthen the response to outbreaks and contacts.

RESOLVED

That the presentation be noted.

24 6 MONTH LIVING WITH COVID PLAN PROPOSAL

The Director of Population Health delivered an update on the on the 6 month living with Covid plan proposal. Different scenarios were detailed to the Living with Covid Board on the effect of the national lockdown on the number of cases and how this could affect the 6 Month Living with Covid Plan. Two scenarios were highlighted to the Board, in the first scenario the rate of infection was reduced by the lockdown but the number of cases remained high, this could mean an easing of restrictions could start a rise in infections. In the second scenario the effect of the lockdown caused plateauing of the rate of infections.

RESOLVED

That the information provided be noted.

25 ENDING OF NATIONAL LOCKDOWN PLANNING (ESCALATION/ DE-ESCALATION)

The Chief Executive/Accountable Officer delivered an update on the work that was underway to plan for the ending of the national lockdown. Members were advised that work was underway to plan for the end of the national lockdown from the 3 December 2020 onwards. The 6 Month Living with Covid Plan was designed to encapsulate the Winter Plan and the living with Covid arrangements over spring.

The Living with Covid Board were reminded that following the end of the national lockdown there would be a tier arrangement. The tiers would be determined by the public health data and the resilience of the health and care systems of the area. The primary driver of the judgement would be based on the public health data. It was expected that Greater Manchester would be in a high tier based on current data and projections. However, the tiers would not be comparable with the current national lockdown. It was stated that discussions were taking place with the cabinet office on the arrangements over the next 6 months and the restrictions that would be in place over Christmas.

RESOLVED

That the information provided be noted.

26 VACCINATION PLANNING UPDATE (CONTAIN)

Consideration was given to a verbal report of the Director of Commissioning on the preparations for vaccinations.

It was reported that there were a number of vaccination providers who were coming forward with vaccines. It would be a significant challenge and it would take time for the vaccination programme to be delivered. On a local level all 5 of the local PCN's had accepted the Direct Enhanced Service (DES), the commissioning team were working closely with them to deliver an effective programme from the moment the vaccine becomes available. Five sites for vaccinations had been confirmed, one in each PCN, checks were taking place to confirm that these met the criteria. It was expected that vaccinations would not start on these sites until 2021. The sites would be submitted on the 19 November 2020. The booking system used by Tameside & Glossop for the delivery of the flu vaccination was being looked at by other PCN's for the Covid vaccination and it was reported that other GM authorities could use this system.

RESOLVED

That the update be noted.

27 COVID FUNDING REVIEW

Consideration was given to a presentation of the Assistant Director of Finance, which summarised the different funding streams which had been announced since March 2020. It was explained that the nature, scope and scale of additional funding had evolved over the course of the pandemic.

The funding had fallen into three main categories, these were:

- Funding for direct costs or income loss as a result of Covid-19
- Funding for Covid-19 response and management (health and economy)
- Funding for payments to businesses and individuals. Most schemes mandated by Government, some discretionary elements.

It was reported that in total the Council had received £117m in Covid funding from the Government. Members received a breakdown of Covid-19 Funding the purpose, the amount allocated to each and the amount as a proportion of the National Pot. Members were assured that monitoring was taking place to make sure that all funding was spent in the correct way.

RESOLVED

That the presentation be noted.

28 SUPPORT TO THE VULNERABLE UPDATE.

Consideration was given to a presentation of the Assistant Director of Policy, Performance and Communication, which gave an update on the support for the Clinically Extremely Vulnerable (CEV) and the National Shielding service System (NSSS).

It was reported that whilst the Government had not activated shielding the Council were advising those who were CEV to not to go to work if they could not work from home, not to go to school, and only to leave if it was for exercise or attend a medical appointment. There were approximately 10,000 who were CEV, it was reported that they had been contacted and given guidance. Particular attention was given to 1363 people who in the first wave had needed support or were new to being CEV. Demand levels for support or food had been low, this could be due to other support measures being in place and food being more accessible whilst shielding. Only 267 in Tameside had registered on the National Shielding System.

Members were assured that those that the Government had identified as high priority had been contacted and further communication was planned.

With regards to the welfare and assistance Defra / GMPA grant. Members were reminded that the Living with Covid Board recommended the approval of the Defra grant. Each of the individual allocations were progressing. Members were advised that there was a new grant that was available. The Winter Covid Funding grant would be used for free school meals, however, there would be funding remaining for vulnerable people. A report containing the proposal for the Winter Covid Funding would come to the next meeting of the Board.

RESOVLED

That the presentation be noted.

CHAIR

CARBON AND WASTE REDUCTION PANEL

18 November 2020

Commenced: 4.35 pm

Terminated: 6.10 pm

Present: Councillors Boyle (Chair), Affleck, Cooper, Gosling, B Holland, Jones, Lane, Mills and Pearce

In Attendance:

Emma Varnam	Assistant Director, Operations and Neighbourhoods
Paul Smith	Assistant Director, Strategic Property and Growth
Alison Lloyd-Walsh	Head of Environmental Development
Garry Parker	Head of Waste Management
Gary Mongan	Regulatory Services Manager
Danielle Bamford	Project Support Officer

Apologies for Absence: Councillors Patrick and Taylor.

15. DECLARATIONS OF INTEREST

There were no declarations of interest.

16. MINUTES

The minutes of the meeting of the Carbon and Waste Reduction Panel held on 9 September 2020 were approved as a correct record.

17. CHAIR'S OPENING REMARKS

The Chair and the Head of Environmental Development had attended the Greater Manchester Green City Region Board meeting in October.

The Chair advised Members that the Board included representatives from across the ten boroughs and was an opportunity to outline the structures and governance processes. The main aim of the Board was to assist in the delivery of the Greater Manchester Five Year Environment Plan and participate in monitoring progress.

Activity for each Borough to undertake had been identified and the Chair explained that each local authority would provide feedback at future meetings of the Board on progress.

18. CLIMATE EMERGENCY ACTION PLAN UPDATE

The Panel received a presentation from the Head of Environmental Development updating Members on the progress of production of the Council's Low Carbon and Environment Strategy and associated Action Plan. The Executive Leader had declared a climate emergency on behalf of the Council in February and one of the aims of the strategy and action plan was to strive to put climate change at the heart of everything the Council did. The production of a strategy was a recommended action once a climate emergency had been declared.

Members were informed that the proposed strategy would be brought to the Group before being taken through the Council's formal governance procedure. The Strategy would encompass the five themes taken from the Greater Manchester Plan. Officers were keen that Members of the Group were able to give their input before adoption. It was considered essential that the document was

focused, easy to understand and impactful in explaining how the Council proposed to address the environmental crisis and how the strategy would link to other activities across the Council. The Strategy would not be limited to climate change but would also outline how wider environmental problems could be tackled, such as plastic waste in the River Tame.

The Head of Environment Development explained that the Strategy would outline what the Council intended to do but it was highlighted that the Council was already working to ensure that it improved its environmental credentials and sustainability. The Council was undertaking tree planting across its estate and was working with landowners across the Borough to identify additional sights where trees could be planted. In addition, a carbon literacy training squad had been established and was working towards establishing the Council as an accredited carbon literate organisation.

Whilst the Strategy was considered the mission statement, the Action Plan was the collection of actions that would contribute to the Council achieving its aims. The formation of a Climate Emergency Officer's Group would assist with the formation of a coherent Action Plan but it was considered important that there was input from businesses and the local community, particularly young people. It was anticipated that the Strategy and Action Plan would be finalised during the early summer of 2021. Ultimately, the Action Plan would continue to grow and change to ensure that it maintained its relevance.

Following the Government's announcement of a 10-point green plan, Members were keen to discuss the content of the plan and its potential implications for the Council at the next meeting of the Panel.

RESOLVED

That Members of the Panel contribute to the development of the Strategy and Action Plan and the subsequent monitoring of actions.

19. UPDATE ON GOVERNMENT GRANTS

The Panel received a presentation from the Head of Environmental Development providing Members with an update on the £3 billion worth of grants recently announced by the Chancellor of the Exchequer to improve the energy efficiency of homes, businesses and public buildings.

Members were informed that the Government would invest £1 billion over the next year in a Public Sector Decarbonisation Scheme that would offer grants to public sector bodies, including schools and hospitals, to fund both energy efficiency and low carbon heat upgrades. The Council was submitting a joint bid through the Greater Manchester Combined Authority (GMCA) for funding for the installation of measures including double/triple glazing, ground source heat pumps and LED lighting. The outcome of the bid was likely on 11 December 2020 and all capital projects would need to be completed by September 2021.

A joint bid had also been submitted through the GMCA to the Green Homes Grant Local Authority Delivery (LAD) Scheme. The funding in Phase 1a would be used to support low income families to upgrade their homes through measures such as loft and underfloor insulation, low carbon technologies and solar photovoltaic. The Project Officer advised that Phase 1b of the LAD Scheme would expand the scheme to include properties with an energy efficiency rating of D. Phase 1a was only open to those individuals whose property had an energy efficiency rating of E, F or G. In addition, Phase 1b would be expanded to cover whole areas, such as a row of houses, rather than just individual properties. The £2 billion Green Homes Grant Scheme was open to all homeowners and residential landlords in England. The grant provided up to £10,000 towards the cost of making an individual's home more energy efficient. Vouchers needed to be redeemed within three months from the date they were issued, or by 31 March 2022, whichever came earliest.

RESOLVED

That the content of the presentation be noted.

20. CLEAN AIR ZONES AND MINIMUM LICENSING STANDARDS

Consideration was given to a presentation of the Assistant Director, Operations and Neighbours and the Regulatory Services Manager concerning the proposed Greater Manchester Clean Air Zone and Minimum Licensing Standards for taxis. Air pollution was linked to a range of serious health conditions and contributed to around 1,200 early deaths in Greater Manchester each year.

Members were informed that the consultations on the Clean Air Zone and the Minimum Licensing Standards had been launched on 8 October and would run concurrently until 3 December. It was explained that the consultation on the Clean Air Zone was seeking views on key elements of the scheme including its proposed boundary; daily charges; discounts and exemptions; and funding packages available to support local businesses to upgrade to cleaner vehicles. The Government had already awarded Greater Manchester £41 million in initial funding and local leaders were seeking more than £100 million further funding, alongside a £10 million 'hardship fund', to support those considered most vulnerable to the financial impact of the Clean Air Zone.

The Clean Air Zone, which would apply only to the most polluting vehicles, was likely to be introduced during Spring 2022 and it was anticipated that it would remain in full operation until at least the second half of 2026.

Members raised concerns that vehicles using certain sections of the A57 and the A628 through the Borough that were managed by Highway's England would not be included within the Clean Air Zone. It was highlighted that these roads were amongst the most polluted in Tameside given the high volume of lorries and other commercial vehicles that used these roads. The Regulatory Services Manager advised Members that negotiations were taking place with Highway's England to have these roads incorporated but they were concerned that motorists would attempt to use other routes if these roads were included.

A discussion ensued regarding the impact the COVID-19 pandemic had upon air quality across Greater Manchester. It was explained that analysis was currently underway to assess the effect of COVID-19 on the Clean Air Plan over both the short and long term but it was considered too early to draw any conclusions. One of the major challenges following the pandemic would be to build public confidence to encourage people back onto buses and trains.

Proposals to introduce Minimum Licensing Standards for taxi and private hire vehicles formed part of an agreement to raise standards across all authorities within Greater Manchester. The foundation that underpinned the proposals was a desire to:

- Promote public safety and visibility of the fleet;
- Ensure a high standard of drivers;
- Support a move to a cleaner environment; and
- Improve accessibility.

Addressing concerns that the proposed measures outlined had the potential to be overly prescriptive, Members were informed that a range of exemptions would be implemented. Permanent exemptions set by the Government included historic vehicles; military vehicles, disabled passenger vehicles and specialist emergency service vehicles. Greater Manchester had also proposed temporary local exemptions until 31 December 2022 including:

- Coaches and buses registered to a business address within Greater Manchester and not used on a registered bus service in the area;
- Greater Manchester licensed wheelchair accessible hackney carriage and private hire vehicles;
- Outstanding finance and lease on non-compliance vehicles until the agreement ended or until 31 December 2022 (whichever was sooner);
- LGVs and minibuses (which were not licensed taxis or PHVs);
- Driving into the zone because of a road closure and subsequent diversion; and
- Limited supply (awaiting the delivery of a compliant vehicle).

It was also recognised that some taxi drivers used their vehicle for private as well as business use and it was therefore agreed that such individuals could apply for a discounted charge of 5/7 of the

weekly total from 2022. The Assistant Director urged Members to respond to the consultation and also requested that they encouraged residents within their wards to respond so that the views of as many people as possible within Tameside were reflected in the final decision.

RESOLVED

That the content of the presentation be noted.

21. WASTE UPDATE

The Panel received an update on Waste and Recycling from the Head of Operations and Neighbourhoods. The Panel were informed of the work being undertaken by the Service to maintain normal operations during the COVID-19 pandemic and subsequent Government-enacted lockdowns.

Members were informed that since the pandemic began in March, the Council had been able to maintain 100 per cent of its scheduled bin collections. The amount of personal protective equipment (PPE) available to staff had been increased and fortnightly health and safety as well as monthly trade union meetings were taking place to ensure those delivering these key services had a voice and felt comfortable undertaking their role.

The lockdown measures enacted on 23 March 2020, along with localised restrictions in place since July, had brought about a dramatic change in the shopping habits of individuals and it was explained that this continued to have a profound effect upon the waste being generated. The Head of Operations and Neighbourhoods advised that Panel that general waste had increased by an average of 14 per cent since April. In addition, paper and cardboard waste; co-mingled waste; and food and garden waste had increased by 28 per cent, 29 per cent and 24 per cent, respectively. The overall recycling rate for Tameside had risen to 57 per cent and the Council was aiming to reach a target of 60 per cent.

Concern was expressed regarding the continued problem of contamination in blue bins intended for cardboard and paper. The contamination of paper and cardboard had reached a peak during July / August and Members were advised that any load with contamination over five per cent was rejected at the tipping facilities, in line with the contract with Suez. It was reported that some of the contamination had been malicious. Member enquired as to the work being undertaken to reduce contamination and it was explained that the Council continued to work with the Communications Team, bin lorry crews and the GMCA to highlight and tackle contamination. In particular, additional resources would be allocated to door knocking to enable engagement with residents to explain the issues associated with waste contamination.

It was reported that refuse and recycling working arrangements over the festive period had been updated on the Council's website. Bulky waste collections would be suspended for two weeks over Christmas as was normal but all other collections would be taking place with only minor and temporary adjustments to the schedule. The Council would be offering free Christmas tree collections and household waste recycling centres would remain open during the holidays.

RESOLVED

That the content of the presentation be noted.

22. URGENT ITEMS

There were no urgent items.

CHAIR

Report To:	EXECUTIVE CABINET
Date:	16 December 2020
Executive Member / Reporting Officer:	Councillor Oliver Ryan – Executive Member (Finance and Economic Growth) Dr Ash Ramachandra – Lead Clinical GP Kathy Roe – Director of Finance
Subject:	STRATEGIC COMMISSION AND NHS TAMESIDE AND GLOSSOP INTEGRATED CARE FOUNDATION TRUST FINANCE REPORT CONSOLIDATED 2020/21 REVENUE MONITORING STATEMENT AT 31 OCTOBER 2020
Report Summary:	<p>This report covers the Month 7 2020/21 financial position, reflecting actual expenditure to 31 October 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 subject to change over the course of the year as more information becomes available, the full nature of the pandemic unfolds and there is greater certainty over assumptions.</p> <p>In the first 6 months of this year the NHS was operating under a national command and control financial framework, with CCGs and providers advised to assume a break-even financial position in 2020-21. Changes to the national financial regime from M7 mean that individual organisations financial positions will be monitored within the context of a financial envelope set at an STP (Sustainability and Transformation Partnership) level, which for the CCG means at a Greater Manchester level. The CCG continues to forecast a break even position by year end.</p> <p>At Month 7, the Council is forecasting an year end overspend of £3.4m, which is a slight improvement on the position reported at month 6 due mainly to a revised forecast in Children’s Social Care. Significant pressures remain across Directorates, most significantly in Children’s Social Care where expenditure is forecast to exceed budget by £3.718m, with further cost pressures in Adults and Education, and income loss pressures in the Growth Directorate.</p>
Recommendations:	<p>Members are recommended to note the forecast outturn position and associated risks for 2020/21 as set out in Appendix 1.</p> <p>Approve an allocation of £0.135m from the Venture Fund to secure specialist advice through the venture fund to support the demand management required from the cost cutting themes in addressing financial challenges over the medium term.</p>
Policy Implications:	Budget is allocated in accordance with Council/CCG Policy
Financial Implications:	This report provides the 2020/21 consolidated financial position statement at 31 October 2020 for the Strategic Commission and ICFT partner organisations. The Council set a balanced budget for 2020/21 but the budget process in the Council did not produce any

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

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 drew on £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, only 40% of savings were delivered on a recurrent basis. Therefore the CCG was facing a significant challenge in order to meet the 2020/21 target before the COVID pandemic hit. Under command and control there was no requirement or expectation that the CCG would deliver efficiency savings in the first four months of the year. While this report assumes a year end break even position in line with national guidance, it is unclear what will happen with QIPP in future months or how savings will be achieved in the current climate.

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.

In order to accelerate the demand reduction work, it is recommended that a piece of work is commissioned to provide specialist advice into the areas where the organisation can have the biggest impact. This work will cost £0.135m and is an invest to save so will be funded from the £1m venture fund which was established with £0.5m each from the Council and CCG, as the benefits of this work will assist both organisations in delivering significant reductions in demand.

**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...*" and the Local Government Act 2000 requires Full Council to approve the council's budget and council tax demand.

Every council requires money to finance the resources it needs to provide local public services. Therefore, every councillor is required 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.

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.

Whilst such budget gaps are common in years two-three of the MTFS, the requirement to approve a balanced and robust budget for the immediate forthcoming year means that efforts need to be made to ensure that any such budget gap is closed. This is achieved by making attempts to reduce expenditure and/or increase income. Clearly councillors will be concerned with any potential effect that these financial decisions have on service delivery.

Every year there is unlikely to be sufficient money for the council to do everything it wishes to provide due to its budget gap. This situation is compounded by the additional financial pressures currently facing the council. 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 again in light of the current and longer term challenges posed by the covid pandemic.

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 and/or increase in demands on the council, 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 :

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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.
- 1.2 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 £974 million.
- 1.3 Please note that any reference throughout this report to the Tameside and Glossop economy refers to the three partner organisations namely:
 - Tameside and Glossop Integrated Care NHS Foundation Trust (ICFT)
 - NHS Tameside and Glossop CCG (CCG)
 - Tameside Metropolitan Borough Council (TMBC)

2. FINANCIAL SUMMARY (REVENUE BUDGETS)

- 2.1 At Month 7, the Council is forecasting an year end overspend of £3.4m, which is a slight improvement on the position reported at month 6 due mainly to a revised forecast in Children's Social Care. COVID pressures exceed £40m but with £39m of COVID related grant funding and other income contributions, the net pressure relating to COVID is £0.898m.
- 2.2 Significant pressures remain across Directorates, most significantly in Children's Social Care where expenditure is forecast to exceed budget by £3.718m, with further cost pressures in Adults and Education, and income loss pressures in the Growth Directorate. These are due to underlying financial pressures that the Council would have faced regardless of the COVID pandemic, with a net pressure after savings in other areas of £2.574m non COVID related.
- 2.3 In the first 6 months of this year the NHS was operating under a national command and control financial framework, with CCGs and providers advised to assume a break-even financial position in 2020-21. Changes to the national financial regime from M7 mean that individual organisations financial positions will be monitored within the context of a financial envelope set at an STP (Sustainability and Transformation Partnership) level, which for the CCG means at a Greater Manchester level.
- 2.4 The CCG is showing a year to date pressure of £4,924k, but a break even position by year end. This relates to top up payments which have not yet been received: £4,277k outstanding from command & control in first half of year, plus £647k Hospital Discharge Programme costs in M7. A decision on funding for the first half of the year will be made by NHSE by the end of November.
- 2.5 Further detail on the financial position can be found in **Appendix 1**.

3. RECOMMENDATIONS

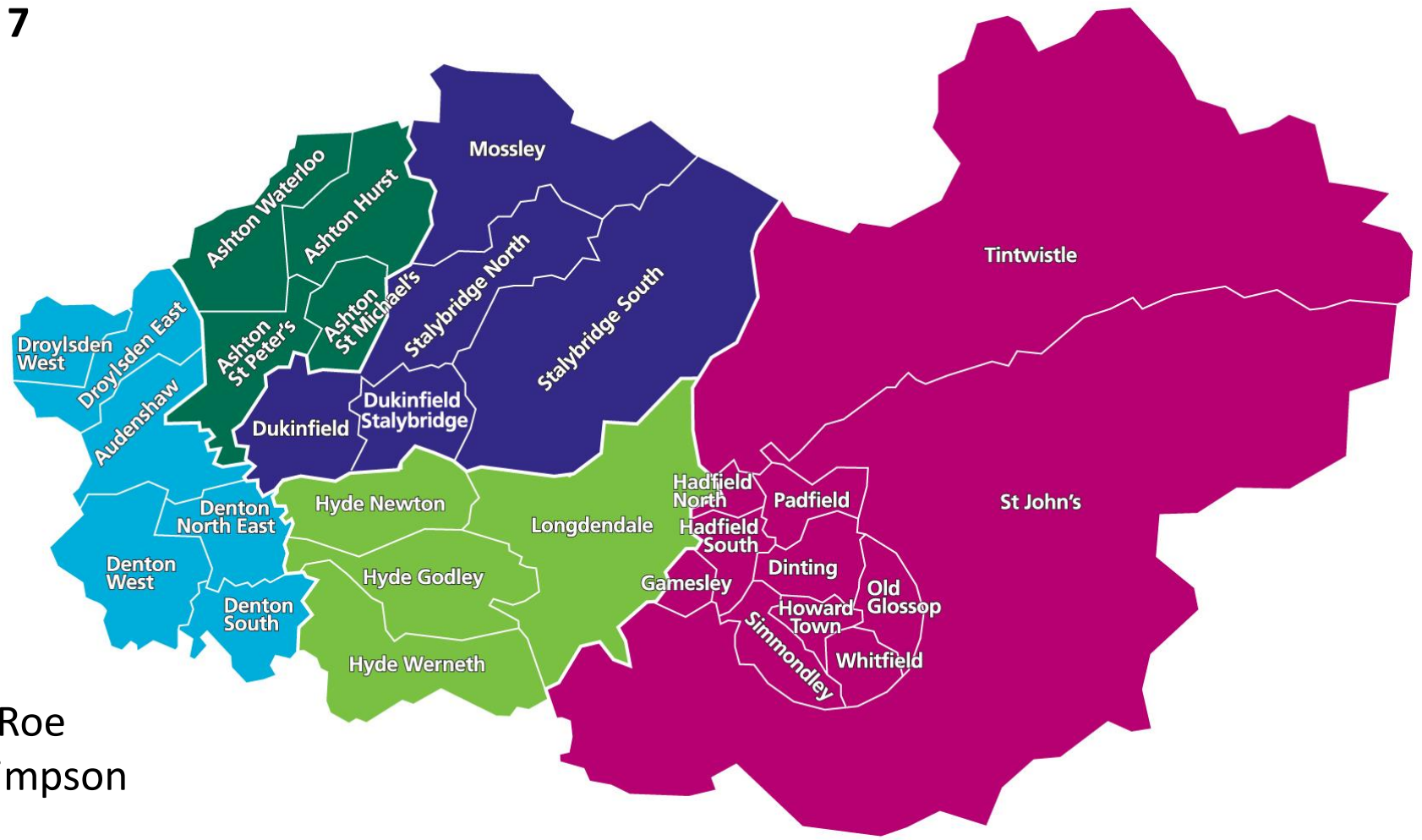
- 3.1 As stated on the front cover of the report.

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Tameside and Glossop Strategic Commission

Finance Update Report Financial Year Ending 31st March 2021 Month 7

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Kathy Roe
Sam Simpson

Period 7 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

In the first 6 months of this year the NHS was operating under a national command and control financial framework, with CCGs and providers advised to assume a break-even financial position in 2020-21. Changes to the national financial regime from M7 mean that individual organisations financial positions will be monitored within the context of a financial envelope set at an STP (Sustainability and Transformation Partnership) level. For us this means an envelope that has been set at a Greater Manchester level.

Pressures associated with COVID wave 2 mean that delivery against this GM control total will be challenging, but work is ongoing both at a system level and within localities to understand the position, ensure the figures we are reporting are robust and promote savings and efficiency. Delivery of locality positions for 2020-21 will be dependent upon receipt of COVID top up payments relating to the first six months of the year – final claims were submitted in early October and we anticipate a decision will be before the end of November. Our forecast position assumes this will be paid in full, but there is a clear risk to our position if this does not materialise.

At Month 7, the Council is forecasting an year end overspend of £3.4m, which is a slight improvement on the position reported at month 6 due mainly to a revised forecast in Children's Social Care. COVID pressures exceed £40m but with £39m of COVID related grant funding and other income contributions, the net pressure relating to COVID is £0.898m. Significant pressures remain across Directorates, most significantly in Children's Social Care where expenditure is forecast to exceed budget by £3.718m, with further cost pressures in Adults and Education, and income loss pressures in the Growth Directorate. These are due to underlying financial pressures that the Council would have faced regardless of the COVID pandemic, with a net pressure after savings in other areas of £2.574m non COVID related.

Whilst continuing to monitor the 2020/21 financial position, attention is now heavily focused on the 2021/22 budget setting process and medium term financial plans for the next 5 years. COVID continues to present significant risk and uncertainty for the Strategic Commission as a whole, and the absence of confirmed funding amounts for 2021/22 and beyond means that planning for future years is extremely difficult. Prior to the COVID 19 pandemic, the Strategic Commission faced a significant budget gap for 2021/22 and beyond, and this budget gap has increased due to COVID pressures.

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	434,447	0	434,447	439,371	(4,924)	(4,924)	0	0	0
TMBC Expenditure	540,481	(335,202)	205,279	208,711	(3,432)	(858)	(2,574)	(3,687)	255
Integrated Commissioning Fund	974,929	(335,202)	639,726	648,082	(8,356)	(5,781)	(2,574)	(3,687)	255

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	217,070	0	217,070	218,938	(1,869)	(1,869)	0	(19)	(1,850)
Mental Health	44,403	0	44,403	44,801	(398)	(398)	0	(227)	(170)
Primary Care	92,761	0	92,761	93,249	(487)	(487)	0	(864)	377
Continuing Care	15,003	0	15,003	14,642	362	362	0	(5)	367
Community	34,445	0	34,445	34,492	(47)	(47)	0	0	(47)
Other CCG	26,477	0	26,477	28,961	(2,484)	(2,484)	0	(9,638)	7,154
CCG TEP Shortfall (QIPP)	0	0	0	0	0	0	0	0	0
CCG Running Costs	4,288	0	4,288	4,288	(0)	(0)	0	0	(0)
Anticipated COVID Top Up	0	0	0	(4,924)	4,924	4,924	0	10,754	(5,831)
Adults	85,925	(47,187)	38,737	39,177	(440)	0	(440)	(440)	0
Children's Services - Social Care	64,286	(10,288)	53,998	57,716	(3,718)	0	(3,718)	(3,962)	243
Education	32,898	(26,500)	6,398	7,081	(684)	(480)	(204)	(684)	0
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	(3,231)	0
Operations and Neighbourhoods	80,504	(27,583)	52,921	53,226	(305)	(510)	205	(305)	0
Growth	45,526	(34,537)	10,988	11,811	(822)	(221)	(601)	(822)	(0)
Governance	67,086	(57,556)	9,531	9,620	(90)	39	(129)	(90)	(0)
Finance & IT	9,006	(1,376)	7,630	7,603	27	(29)	56	27	0
Quality and Safeguarding	378	(237)	141	128	13	0	13	1	12
Capital and Financing	10,379	(9,624)	756	6,433	(5,678)	(6,474)	797	(5,678)	0
Contingency	3,377	0	3,377	3,385	(8)	(911)	903	(8)	0
Contingency - COVID Direct Costs	0	0	0	28,244	(28,244)	(28,244)	0	(28,244)	0
Corporate Costs	5,486	(301)	5,184	5,009	175	(100)	275	175	(0)
LA COVID-19 Grant Funding	0	0	0	(28,216)	28,216	28,216	0	28,216	0
Other COVID contributions	0	0	0	(11,356)	11,356	11,356	0	11,356	0
Integrated Commissioning Fund	974,929	(335,202)	639,726	643,158	(3,432)	(858)	(2,574)	(3,687)	255
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	434,447	0	434,447	439,371	(4,924)	(4,924)	0	0	0
TMBC Expenditure	540,481	(335,202)	205,279	208,711	(3,432)	(858)	(2,574)	(3,687)	255
Integrated Commissioning Fund	974,929	(335,202)	639,726	648,082	(8,356)	(5,781)	(2,574)	(3,687)	255

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	126,401	126,976	(576)	217,070	218,938	(1,869)	(1,869)	0
Mental Health	23,513	24,984	(1,471)	44,403	44,801	(398)	(398)	0
Primary Care	51,953	53,585	(1,632)	92,761	93,249	(487)	(487)	0
Continuing Care	7,861	7,777	84	15,003	14,642	362	362	0
Community	19,763	19,960	(198)	34,445	34,492	(47)	(47)	0
Other CCG	22,196	23,275	(1,079)	26,477	28,961	(2,484)	(2,484)	0
CCG TEP Shortfall (QIPP)	0	0	0	0	0	0	0	0
CCG Running Costs	2,313	2,366	(53)	4,288	4,288	(0)	(0)	0
Anticipated COVID Top Up	0	0	0	0	(4,924)	4,924	4,924	0
Adults	22,597	26,227	(3,631)	38,737	39,177	(440)	0	(440)
Children's Services - Social Care	31,499	31,987	(489)	53,998	57,716	(3,718)	0	(3,718)
Education	3,074	858	2,216	6,398	7,081	(684)	(480)	(204)
Individual Schools Budgets	1,085	(734)	1,819	0	0	0	0	0
Population Health	9,111	5,089	4,022	15,619	18,850	(3,231)	(3,500)	269
Operations and Neighbourhoods	31,868	45,034	(13,166)	52,921	53,226	(305)	(510)	205
Growth	5,811	4,997	815	10,988	11,811	(822)	(221)	(601)
Governance	5,925	8,654	(2,729)	9,531	9,620	(90)	39	(129)
Finance & IT	4,875	4,808	68	7,630	7,603	27	(29)	56
Quality and Safeguarding	82	3	79	141	128	13	0	13
Capital and Financing	441	(643)	1,084	756	6,433	(5,678)	(6,474)	797
Contingency	1,970	1,710	259	3,377	3,385	(8)	(911)	903
Contingency - COVID Direct Costs	0	12,365	(12,365)	0	28,244	(28,244)	(28,244)	0
Corporate Costs	3,024	2,413	612	5,184	5,009	175	(100)	275
LA COVID-19 Grant Funding	0	(17,213)	17,213	0	(28,216)	28,216	28,216	0
Other COVID contributions	0	(8,654)	8,654	0	(11,356)	11,356	11,356	0
Integrated Commissioning Fund	375,362	375,822	(461)	639,726	643,158	(3,432)	(858)	(2,574)
CCG Expenditure	254,000	258,923	(4,924)	434,447	434,447	0	0	0
TMBC Expenditure	121,362	116,899	4,463	205,279	208,711	(3,432)	(3,678)	246
Integrated Commissioning Fund	375,362	375,822	(461)	639,726	643,158	(3,432)	(3,678)	246

COVID Top Up

The CCG is showing a YTD pressure of £4,924k, but a break even position by year end. This relates to top up payments which have not yet been received: £4,277k outstanding from command & control in first half of year, plus £647k Hospital Discharge Programme costs in M7. A decision on funding for the first half of the year will be made by NHSE by the end of November.

Our position assumes that the top up will be paid in full, but risk to the position if the funding does not materialise as expected. A number of significant variances have been created at directorate level while we await a decision on top up. But these will be corrected in M8 reporting, assuming top ups are paid as expected.

QIPP

The CCG forecast is predicated on £7,994k of QIPP achievement in the second half of 2020/21.

This is consistent with our phase 3 planning submission on 22nd October. Majority of plans are transactional in nature, however there is risk associated with achievement. Full monthly QIPP reporting will resume from M8 to monitor achievement against this target.

Children's Services

The Directorate is reporting a forecast overspend of £3,718K at period 7 which is an overall reduction of £243K from period 6. The forecast overspend is predominantly due to the number and cost of internal and external placements.

The employee forecasts have reduced by £164K since period 7, in addition the external placement forecasts have overall reduced by £198K since period 7. However there has been some minor increases in forecast expenditure for a number of areas across the Children's Social Care Directorate which total £119K. These include recruitment and selection costs for the Head of Looked after Children and Head of Quality and Safeguarding posts, a Project Worker, financial assistance to families and leaving care payments.

The employee forecasts have decreased since period 6 due to a reduction in the number of agency workers and decisions have been made not to fill certain posts which were previously forecast to be filled. The overall reduction in the external placement forecast is primarily due to a reduction in placement costs for existing looked after children (£257K); this includes children stepping-down into lower cost placement types such as semi-independent units. However there has been a net increase of £72K due to new placements and the extension of existing placements exceeding the savings from placements ending. .

- In the first 6 months of this year the NHS was operating under a national command and control financial framework. This meant acute contract payments were calculated nationally (based on the month 9 agreement of balances exercise), with other budgets also nationally stipulated (based on 2019-20 costs at month 11 with growth/uplift rates applied).
- In line with guidance, budgets were only uploaded for April – September. Because these budgets were based on prior year actuals, without any adjustment for non recurrent items, ledger contained some significant variances against individual budget lines. The CCG was unable to enter a full 12 month forecast on during this time.
- As such, the financial data included the integrated finance report in the first half of the year deviated from the data reported nationally via ISFE. Full year budgets reported at M6 were 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 allowed 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.
- Changes to the national financial regime from M7 mean that CCGs are now able to upload a full 12 month budget and that CCGs are free to profile and allocate this as required. M7 budgets are based on actuals at M6, plus COVID top up received, plus £212.5m allocation for the second half of the year as detailed in the 22nd October STP plan. This means that the budgets and actuals contained in this report, fully reconcile to the position reported in ledger for the first time this year. But it also means budgets in the M7 report are materially different to those reported at M6, these changes are detailed in the table below:

2020/21 CCG Budgets Reported in Integrated Finance Report: M7 vs M6

£000'	M7	M6	Change	Notes
Acute	217,070	223,219	(6,150)	NHS providers in line with national calculations, which are different to our pre-COVID plans. Independent sector activity was built into pre-COVID plans, but has either been paid centrally under national contract or activity was reduced during pandemic. M7 budget for IS assumes that CCG can reclaim any future costs in excess of M4 outturn.
Mental Health	44,403	40,039	4,364	Budgets to ensure achievement of MHIS. Includes impact of GM transformation projects. Other reason for increase vs M6 is individualised commissioning placements.
Primary Care	92,761	90,771	1,990	Additional Roles and Responsibilities not included in pre-COVID plan - was always due to be transacted via in year IAT. Plus COVID costs in primary care.
Continuing Care	15,003	17,332	(2,329)	Hospital Discharge Programme coded in 'other'. But for COVID many of these patients would have been assessed for CHC.
Community	34,445	34,107	338	Additional COVID costs reclaimed from contre
Other CCG	26,477	22,805	3,672	Large part of our COVID spend is coded to other
CCG Running Costs	4,288	4,486	(198)	Spend in first half of the year lower than cap. Allocation for second half of year based on 6/12 of original cap.
Total	434,447	432,760	1,687	Additional top up allocations of £4,924k are expected, but not yet included in the M7 budget.

Month 7 Position

Summary

Trust I&E excluding COVID-19 expenditure - (£743k) underspend

COVID-19 expenditure: £1.505m

Net deficit (I&E + COVID-19 Exp): £762k overspend

Page

GM System Envelope (COVID/Growth): (£1.239m)

Net Surplus (£477k)

In Month Movement: (£1.233m) favourable

- I&E Excl COVID-19: (£875k) Decrease

- COVID-19 Expenditure: (£358k) Decrease

Agenda Item 5

Report to:	EXECUTIVE CABINET
Date:	16 December 2020
Executive Member:	Councillor Brenda Warrington – Executive Leader Councillor Leanne Feeley – Executive Member (Lifelong Learning, Equalities, Culture and Heritage)
Reporting Officer:	Tracy Brennand, Assistant Director, People and Workforce Development
Subject:	IMPLEMENTATION OF THE 2020 MODEL PAY POLICY FOR BOTH SCHOOL BASED AND CENTRALLY BASED TEACHING STAFF
Report Summary:	<p>The report outlines:</p> <ul style="list-style-type: none">• The key statutory changes to pay and conditions effective from 1 September 2020 for all staff who are employed and subject to teachers pay and conditions.• Recommendations for amendments to update and improve upon the current Model Pay Policy 2019
Recommendations:	<p>That Executive Cabinet be recommended to agree:</p> <ol style="list-style-type: none">(i) The Council implements the Model Pay Policy 2020 as detailed in Appendix 1 for all centrally based teaching staff employed within the Education Service.(ii) The Council recommends the Model Pay Policy 2020 as detailed in Appendix 1 for adoption by all Governing Bodies of community, voluntary controlled and voluntary aided schools within the Borough, and that it applies to all teaching staff employed within these schools.(iii) The Council implements the national cost of living pay award with effect from 1 September 2020 to all teacher pay ranges and allowances as follows:<ul style="list-style-type: none">• Minimum of the main pay range (MPR) is increased by 5.5 per cent.• Maximum of the main pay range (MPR) and the minimum and maximum of all other pay ranges (i.e. unqualified pay range, upper pay range (UPR) leading practitioner and leadership pay range) and allowance ranges (i.e. TLR and SEN allowances) are increased by 2.75 per cent.• Advisory pay points are reintroduced on the MPR and UPR from September 2020, applying a higher than 2.75 per cent pay increase on the MPR2 – MPR5 pay points
Corporate Plan:	The 2020 Model Pay Policy supports the Living Well priorities of the Corporate Plan through the provision of opportunities for school based and centrally based teaching staff to fulfil their earnings potential through the application of their skills and work. It also ensures that Governing Bodies apply the statutory provisions of the annual School Teachers Pay and Conditions Document in a fair and consistent manner.

Policy Implications:

The Council is required to review its existing Model Pay Policy for teaching staff on an annual basis in light of statutory changes to conditions of service for teaching staff in England, implemented through the statutory School Teachers Pay and Conditions Document. The main objective for developing a Model Pay Policy is to ensure that Governing Bodies apply the statutory provisions of the annual School Teachers Pay and Conditions Document in a fair and consistent manner.

Financial Implications:

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

The majority of employees affected by the proposed implementation of this Model Pay Policy are employed within schools. Individual school governing bodies and senior school leadership teams will need to ensure that their school budget plans take account of the new Model Pay Policy implications and that current and future staffing structures are affordable from their funding allocations.

Teaching staff employed by the Council will also be subject to the new Model Pay Policy. These staff are funded in a number of ways, including council budget, grant and traded income. The Council's medium term financial plan (MTFP) includes an annual allowance for changes to pay and the cost impact of this Model Pay Policy is in line with assumptions in the MTFP. The forecast cost impact for the Council base budget is approximately £26k, with a further forecast cost impact of £26k on grant funded posts.

Legal Implications:

(Authorised by the Borough Solicitor)

The legal implications relating to the Model Pay Policy are set out in the report.

It is important for Members to note the consultation exercise, which has been undertaken prior to the recommendations by the review body.

Members will also note that certain elements of the pay policy are discretionary and therefore schools will need to ensure they adopt in an equal pay compliant manner if they are to avoid challenge and claims.

Risk Management:

To fail to review the existing Model Pay Policy in light of the impending statutory changes would expose the Council to legal challenge.

Background Information:

The background papers relating to this report can be inspected by contacting Jenny Dickie, HR Manager, People and Workforce Development.



Telephone: 0161 342 2938



E-mail: jenny.dickie@tameside.gov.uk

1. INTRODUCTION

- 1.1 Remuneration and conditions of service for school teachers in England and Wales is governed by statute. The School Teachers Pay and Conditions Act 1991 established the School Teachers Review Body (hereinafter 'Review Body') responsible for recommendations relating to the pay settlement and other matters concerning duties and conditions of employment.
- 1.2 Each year the Review Body recommends amendments to pay, to develop an amended School Teachers Pay and Conditions Document (STPCD) to be implemented annually each September. The recommendations are subject to national consultation with the teacher unions, employers and other relevant interested parties as part of the usual statutory consultation process.
- 1.3 Upon publication of the updated STPCD, Local Authorities translate the document into a Model Pay Policy for teaching staff. This is a policy required by statute and which is recommended for adoption by each Governing Body. All establishments employing individuals under teacher's pay and conditions are required to have a Pay Policy available for their teaching staff. The Pay Policy should be linked to the Teachers Appraisal Policy.
- 1.4 The STPCD and the statutory guidance are to be read together to provide a complete picture of pay and conditions for teachers in England.
- 1.5 The main objective for developing a Model Pay Policy is to ensure that all Governing Bodies apply the statutory provisions of the annually revised STPCD in a consistent and fair manner, as statute provides each Governing Body with defined levels of autonomy for pay decisions. Teachers within community and voluntary controlled schools (excluding voluntary aided schools and academies) remain employees of the Council through the leadership and management of each individual Governing Body and Headteacher. As such any inconsistent decisions and action relating to pay levels and pay progression may result in equality claims, placing the Council as employer at risk of significant financial burden.

2. SCHOOL TEACHERS PAY AND CONDITIONS DOCUMENT (STPCD) 2020

- 2.1 On 21 July 2020, the Review Body's 30th Report was published, setting out recommendations for changes to School Teachers Pay and Conditions 2019. The Government published its response to the School Teachers Review Body (STRB), following an 8-week consultation on 24 September 2020. As part of the national process, the National Employers Organisation for School Teachers (NEOST) were invited to respond, as a statutory consultee, and local authority leads were contacted to contribute to the response.
- 2.2 The School Teachers' Review Body (STRB) recommended the following proposed changes:
 - Minimum of the MPR is increased by 5.5 per cent.
 - Maximum of the MPR and the minima and maxima of all other pay and allowance ranges for teachers and school leaders are uplifted by 2.75 per cent.
 - These uplifts apply to all four regional pay bands.
 - Advisory pay points are reintroduced on the MPR and UPR from September 2020.

2.3 The Department for Education produced a 2020 School Teachers' Pay and Conditions Document (STPCD) <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions> that came into force on 14 October 2020. The updated STPCD 2020 show the changes agree with the STRB recommendations providing the same as follows:

- Minimum of the MPR is increased by 5.5 per cent.
- Maximum of the MPR and the minima and maxima of all other pay and allowance ranges for teachers and school leaders are uplifted by 2.75 per cent.
- These uplifts apply to all four regional pay bands.
- Advisory pay points are reintroduced on the MPR and UPR from September 2020.

2.4 Schools retain some discretion in respect of a number of specific elements within the Model Pay Policy, and the school's Pay Committee must make decisions which are relevant to their school in such circumstances. These discretionary elements include, defining the value of any Special Education Needs (SEN) allowance (Appendix 1, section 12), the length of time any recruitment or retention payment will be payable for (Appendix 1, section 13), and finally whether or not the school will allow additional payments to be made for CPD or out of school learning activities (Appendix 1, section 13).

2.5 The main purpose of this report is to:

- advise on the individual changes being introduced by the STPCD 2020
- to inform of the subsequent review undertaken by the Council on its existing 2019 Model Pay Policy, and
- to seek formal ratification of a revised Model Pay Policy 2020 for teaching staff in schools and centrally based establishments, prior to it being recommended for adoption across school Governing Bodies.

3. SUMMARY OF STATUTORY CHANGES TO THE SCHOOL TEACHERS PAY AND CONDITIONS DOCUMENT 2020, AND IMPLICATIONS FOR THE COUNCIL'S MODEL PAY POLICY 2020

3.1 The statutory changes for 2020 concern only pay awards to all pay ranges and allowances tabled below:

Pay Range and Allowance	Statutory Obligation	Statutory Guidance to assist implementation and interpretation
Minimum of the Teacher's Main Pay Range	<ul style="list-style-type: none"> • 5.5% uplift to the statutory minimum point of the main pay range 	Except for teachers and leaders on the minima of their respective ranges or group ranges, schools must determine, in accordance with their own pay policy, how to take account of the uplift to the national framework in making individual pay progression decisions.

<p>Maximum of the Main Pay Range and the minima and maxima of all other pay ranges and (i.e. Unqualified Pay Range, Upper Pay Range, Leading Practitioner Pay Range, Leadership Pay Range) and all allowances (i.e. TLR and SEN)</p>	<ul style="list-style-type: none"> • 2.75% uplift to the maximum of the main pay range and to the minimum and maximum of all other pay ranges and all allowances 	<p>Except for teachers and leaders on the minima of their respective ranges or group ranges, schools must determine, in accordance with their own pay policy, how to take account of the uplift to the national framework in making individual pay progression decisions.</p>																		
<p>Advisory Pay Points are reintroduced on the Main Pay Range and Upper Pay Range</p>	<p>A 6-point main pay range and a 3-point upper pay range as follows:</p> <table border="1" data-bbox="596 734 986 1473"> <tr> <td>M1 (MPR minimum)</td> <td>£25,714</td> </tr> <tr> <td>M2</td> <td>£27,600</td> </tr> <tr> <td>M3</td> <td>£29,664</td> </tr> <tr> <td>M4</td> <td>£31,778</td> </tr> <tr> <td>M5</td> <td>£34,100</td> </tr> <tr> <td>M6 (MPR maximum)</td> <td>£36,961</td> </tr> <tr> <td>U1 (UPR minimum)</td> <td>£38,690</td> </tr> <tr> <td>U2</td> <td>£40,124</td> </tr> <tr> <td>U3 (UPR maximum)</td> <td>£41,604</td> </tr> </table>	M1 (MPR minimum)	£25,714	M2	£27,600	M3	£29,664	M4	£31,778	M5	£34,100	M6 (MPR maximum)	£36,961	U1 (UPR minimum)	£38,690	U2	£40,124	U3 (UPR maximum)	£41,604	<p>Except for teachers and leaders on the minima of their respective ranges or group ranges, schools must determine, in accordance with their own pay policy, how to take account of the uplift to the national framework in making individual pay progression decisions.</p>
M1 (MPR minimum)	£25,714																			
M2	£27,600																			
M3	£29,664																			
M4	£31,778																			
M5	£34,100																			
M6 (MPR maximum)	£36,961																			
U1 (UPR minimum)	£38,690																			
U2	£40,124																			
U3 (UPR maximum)	£41,604																			

3.2 The 2020 STPCD requires a 5.5% uplift to the main pay range minimum, a 2.75% uplift to the main pay range maximum and a 2.75% statutory minima and maxima of all leadership pay range, leading practitioner pay range, unqualified pay range, upper pay range, and all allowances, effective from 1 September 2020, but provides no guidance as to what should be applied in between, because any points in between are now discretionary, not statutory. The 2020 STPCD also provides an advisory 6 point main pay range and 3 point upper pay range that is not statutory. Therefore, the Council will need to consider if the adoption of the advisory pay points and any uplift is to be afforded to the discretionary pay points and allowances in between all other pay ranges.

3.3 It is proposed to provide the corresponding percentage uplift on all discretionary pay points in all the teacher pay ranges and on all allowances i.e. a 2.75% uplift on all discretionary points in the unqualified, leading practitioner and leadership pay ranges. This proposal is consistent with previous years approach and feedback at a local

consultative level whereby local trade union representatives and headteachers have previously and consistently supported the uplift of all discretionary points within a pay range to the same level as that awarded to the minima and maxima pay levels.

3.4 It is further proposed to adopt the advisory 6-point main pay range (MPR) and 3 point upper pay range (UPR) pay points. The advisory pay points within the MPR and UPR are detailed in the two tables below:

3.5 The MPR advisory pay points provide the statutory minimum point 5.5% uplift and statutory maximum point 2.75% uplift with a higher than 2.75% pay increase on the current discretionary mid-points as follows:

Qualified Teachers Main Pay Range			Proposed Advisory Pay Spine	
	Pay Point	2019/2020 £ p.a.	STPCD 20/21 Advisory pay Points	Percentage increase from 19/20 to 20/21 based on advisory pay points
Minimum	MPR1	£24,373	£25,714	5.50%
	MPR2	£26,298	£27,600	4.95%
	MPR3	£28,412	£29,664	4.41%
	MPR4	£30,599	£31,778	3.85%
	MPR5	£33,009	£34,100	3.31%
Maximum	MPR6	£35,971	£36,961	2.75%

3.6 The UPR advisory pay points are consistent with a 2.75% increase to the minimum, maximum and current discretionary pay points as follows:

Qualified Teachers Upper Pay Range			Proposed Advisory Pay Spine	
	Pay Point	2019/2020 £ p.a.	STPCD 20/21 Advisory pay Points	Percentage increase from 19/20 to 20/21 based on advisory pay points
Minimum	UPR1	£37,654	£38,690	2.75%
	UPR2	£39,050	£40,124	2.75%
Maximum	UPR3	£40,490	£41,604	2.75%

3.7 Applying the advisory pay points to the current 2019/2020 discretionary MPR pay points (points MPR2 to MPR5) rather than the 2.75% pay increase results in a higher level of pay, particularly at the lower end of the pay spine. The proposal is to implement the advisory pay points over and above the statutory 2.75% increase to ensure the pay spine reflects the national advice and provides an attractive salary level for teachers, particularly those entering the profession. This approach reflects the national aims and objectives to increase the starting pay for teachers. This approach is slightly more costly

where MPR teachers are in post on the affected points, but the advantages and benefits of the higher salary levels outweigh the marginal cost differential.

- 3.8 The number of individuals (excluding casual positions) on each pay range that the national cost of living pay award affects and the number of individuals on the MPR and UPR that the advisory pay point affect are tabled below:

Pay Range	Council		Schools <i>Only those who have the Council SLA as the payroll provider</i>	
	Headcount	FTE	Headcount	FTE
Main Pay Range Minimum MPR 1 (5.5% Uplift)	-	-	83	82.00
Main Pay Range MPR 2 (4.95% Uplift)	-	-	49	46.56
Main Pay Range MPR 3 (4.41% Uplift)	-	-	38	37.80
Main Pay Range MPR 4 (3.85% Uplift)	-	-	49	47.60
Main Pay Range MPR 5 (3.31% Uplift)	1	1	57	53.54
Main Pay Range MPR 6 (2.75% Uplift)	4	4	93	79.13
Upper Pay Range UPR 1/2/3 (2.75% Uplift)	29	25.52	443	403.55
All other pay ranges i.e. unqualified pay range leading practitioner and leadership pay range (2.75% Uplift)	35	26.32	167	162.84

- 3.9 Tameside's Model Pay Policy 2020 (Appendix 1) has been drafted to reflect the changes to the statutory document. The statutory uplift to the pay range minima and maxima and allowances has been applied to the discretionary pay points and allowances (TLR, SEN, unqualified teacher allowance, retention allowance etc.) and the advisory pay points for the main pay range and upper pay range has been applied.

4. NON STATUTORY REVISIONS PROPOSED TO THE COUNCIL'S MODEL PAY POLICY 2020

- 4.1 The annual review cycle enables an internal review of the Model Pay Policy, allowing for revisions to improve future practice and provide clarification on matters.

4.2 The non-statutory changes proposed for 2020 are tabled below:

Topic	Issue	Non-statutory change proposal
Upper Pay Range Application	<p>Concerns raised regarding the interpretation of the application criteria for progression to UPR.</p> <p>TU feedback requested clarification that there is not a requirement of two years on a main pay range point that has to be completed prior to submitting an application to progress to UPR.</p>	<p>Clarification to be provided that a UPR progression application can be made annually and the two year appraisal cycle is in relation to the evidence criteria for progression and not a waiting period.</p>

5. CONSULTATION UNDERTAKEN AT A LOCAL LEVEL

5.1 An update in relation to the teachers' pay award 2020 and publication of the STPCD 2020 was circulated via email to schools, centrally employed services and trade unions on 17 July 2020 to update on the following:

- the Teachers Pay Award 2020 consultation will take place over the summer closure period with parliament consideration and approval into October 2020
- upon publication of the STPCD 2020 the local Model Pay Policy can be reviewed, developed and approved
- following approval the Model Pay Policy 2020 will be shared with Schools for consideration and adoption (not expected to be in advance of December 2020)
- the Model Pay Policy 2020 will be effective from 1 September 2020 (backdating arrangements will be required)

Upon the publication of the STPCD 2020 on 14 October 2020 consultation has been undertaken with schools, centrally employed services and Teacher Trade Unions: NEU (ATL and NUT), NASUWT, ASCL, NAHT.

5.2 All Schools within the borough received an email on 19 October 2020 to commence consultation on the proposed updates to the current Model Pay Policy 2019. Feedback received was as follows:

All respondents to date (10) provided that their preference is to:

- apply a 5.5% pay increase to the minimum of the main pay range
- apply at 2.75% pay increase to the maximum of the main pay range and the minimum and maximum of all other pay ranges (i.e. unqualified pay range upper pay range (UPR) leading practitioner and leadership pay range) and allowance ranges
- apply a 2.75% pay increase to all discretionary pay points on all pay ranges and allowances
- adopt the main pay range and upper pay advisory pay points and percentage pay uplifts to be awarded including where higher on the main pay range discretionary pay points (MPR 2 – MPR 5).

5.3 On 20 October 2020, the revised and proposed Model Pay Policy 2020 was presented to local trade union representatives at the Joint Employment Consultation Group. Responses via email and at the meeting have been consistent with previous feedback over the years supporting the uplift to all discretionary points within each pay range

points to the same level as awarded to the minima and maxima pay points and also supporting the adoption of the MPR and UPR advisory pay points.

6. RECOMMENDATIONS

6.1 As set out on the front of the report

**A Model Pay Policy
for Teaching Staff in Schools
and
Centrally Based / Unattached Teachers**

**Produced by Tameside Council
Human Resources**

September 2020

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1. LEGAL CONTEXT

This Pay Policy describes how the Governing Body will apply the statutory provisions of the School Teachers' Pay and Conditions document (referred to as STPCD) to teachers working in the school. This can be accessed on-line at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/920904/2020_STPCD_FINAL_230920.pdf

This Pay Policy should be read in conjunction with the STPCD and its statutory guidance. This policy cannot override the requirements of any of the National Pay and Conditions documents.

Governing Bodies are required to:

- develop, adopt and implement a policy;
- keep the policy under regular review; and
- make it available to all staff.

This model policy has been developed by the Council and is recommended to Governing Bodies for adoption.

Centrally Based and Unattached Teachers

This model pay policy will also govern centrally based or unattached teaching staff employed by Tameside Council. The following terms should be replaced throughout the policy:

Where it states:

*Governing Body
Pay Committee
Headteacher
Deputy Headteacher / Assistant Headteacher
School*

Read as:

*Executive Director
Assistant Director
Head of Service / Principal
Leadership posts
Service*

2. AIMS

The aims of this Policy are to:

- ensure that pay and staffing arrangements enable the current and future delivery of the curriculum and school improvement plans;
- recruit, retain and motivate highly effective and high quality teachers and leaders;
- recognise the valuable contribution which teachers make to the school;
- provide a framework that sets out how all pay decisions are made in accordance with the Equal Pay Statement set out in appendix 1;
- recognise the financial constraints of the current staffing budget (based on a "whole school approach") for the school when reviewing and assessing the current staffing budget; and
- support the application of the school's adopted appraisal policy for teachers.

3. GENERAL PRINCIPLES AND APPLICATION

3.1 Roles and Responsibilities

The full Governing Body will determine the Pay Policy and pay ranges.

Implementation of the Pay Policy will be the responsibility of the Pay Committee (a Committee of the Governing Body). The constitution and terms of reference for this Committee are outlined in appendix 2.

The Pay Committee will not make judgements about the effectiveness of individual staff. Their role is to satisfy themselves that any recommendation has been made based on evidence and in accordance with the Appraisal and Pay Policies, and that the correct procedures have been followed.

The Pay Committee will monitor the effectiveness of the appraisal process and ensure that the allocation of pay is consistent with the standard of teaching of each individual, and with the outcomes for pupils.

In seeking to apply these aims, the Governors will consider advice issued by the Local Authority, the Department for Education, Local Government organisations and the Teachers Associations and Trade Unions.

The Pay Committee will be responsible for the decisions in respect of the Headteacher.

When determining pay progression, the Governing Body will take account of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels. The Governing Body recognises that funding cannot be used as a criterion to determine pay progression.

3.2 Timing

The Pay Committee will meet at least annually during the autumn term, and no later than 31 October (or 31 December for Headteachers). The Pay Committee will carry out an annual review of every teacher's salary for implementation from 1 September, or on appointment. Salary reviews can be undertaken at any other time of the year if required. For example, to reflect any changes in circumstances or job description that leads to a change in the basis for calculating an individual's pay, or to correct errors.

3.3 Records

The pay records of individual teachers will be confidential.

A written statement will be given to each employee setting out their salary and any other financial benefits to which they are entitled.

The Pay Committee will decide the pay of all teachers and consider appraisal review information in relation to pay decisions. The Headteacher will be responsible for providing evidence to the Pay Committee to enable members of the Committee to apply this policy, including decisions of the Pay Committee in respect of the Deputy Headteacher(s), Assistant Headteacher(s), Lead Practitioners, main and upper pay range Classroom Teachers and Unqualified Teachers, and for presenting reports and making recommendations as appropriate to the Pay Committee.

3.4 Confidential Minutes

The Pay Committee will maintain confidential minutes of all its meetings, recording its decisions and the reasons for them and report all its decisions to the full Governing Body.

Differences between jobs as described in job descriptions will be recognised by ensuring there are appropriate pay differentials.

All teachers will receive information about vacant posts, including temporary and acting posts and those with Teaching and Learning Responsibility payments. These will be advertised in line with the school's recruitment and selection policy having regard to advice and guidance from the Local Authority. The school's staffing structure shall be recorded in writing and be available to all staff.

The annual pay review will be carried out with regard to the staffing structure in school approved by the Governing Body.

The Pay Committee will ensure that all teachers are protected against unforeseen changes to their pay and conditions in accordance with safeguarding afforded within the School Teachers' Pay and Conditions document.

Job descriptions will be provided for all teaching staff on appointment to post. Any changes will be negotiated as necessary.

Complaints relating to pay should be dealt with in line with appendix 3 and in accordance with appendix 2 of this document.

3.5 Part-time Teachers

Teachers contracted to work part-time will be paid pro rata to the salary they would receive if full time, with the exception of TLR3 payments (see section 11.4).

Where a teacher works part time at more than one school, pay decisions at one school do not commit another school at which the teacher works to award increases in pay.

3.6 Short notice teachers engaged by the School

Teachers who work on a day to day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will have their pay calculated based on their appropriate annual salary, divided by 195 and multiplied by the number of days worked. Where a half day is worked, the calculation will be the appropriate annual salary, divided by 195, divided by 2.

Teachers who work less than a full day will be paid an hourly rate. The hourly rate will be calculated taking the annual salary and then dividing by 1265. It is expected that engagement of short notice teachers would normally be on a full or half day basis and the use of hourly rates would only be in exceptional circumstances.

A short notice teacher who is employed by the same authority throughout a period of 12 months beginning in August or September must not be paid more in respect of that period than s/he would have received had s/he been in regular employment throughout that period.

4. PAY ON APPOINTMENT

The Governing Body will determine the staffing structure and therefore pay ranges for a vacancy prior to advertising the post (see appendices 6 and 7).

The salary of newly appointed staff will be set within the range for the post as set out in the staffing structure and in accordance with the pay policy. In determining the starting salary for individual staff within the range, the Pay Committee may take into account a range of factors including:

- the skills, experience and relevant qualifications of the individual (including experience as described in appendix 5);
- market conditions;
- the school context and wider strategy, such as school improvement plans, financial situation, pupil and curriculum need;
- The employees' current salary level.

Newly qualified teachers in their first year will normally be paid on the minimum of the main pay range.

The school will endeavour to retain existing pay levels of teachers at appointment where they already fall within the pay range as advertised for the job, however there should be no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

5. PAY PROGRESSION BASED ON PERFORMANCE

Annual pay progression within the range is not automatic. Decisions regarding pay progression must be considered annually whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination, and if so, to what salary within the relevant pay ranges. Decisions must be made with reference to the individual employee's written appraisal report and the pay recommendation it contains. The Headteacher will be responsible for presenting appraisal review information for all teaching staff and for making recommendations to the Pay Committee, other than for themselves. In cases where there is an Executive Headteacher in post, the Executive Headteacher and/or the Headteacher could undertake this.

Decisions regarding pay progression will be based on an assessment of the typical performance of the teacher over time within the appraisal cycle. This will require decisions to be evidenced from a range of sources, including (but not exclusively) classroom observation, learning walks, work scrutiny and pupil progress information.

Teachers will be eligible for annual performance pay progression where throughout the assessment period they have demonstrated the required criteria, as outlined in each relevant section within this document (sections 6-10).

5.1 Discretion

Consideration of pay progression may be given where factors beyond the teachers' control have impacted on their ability to meet objectives. Discretion may be applied where not all performance management objectives have been met but significant progress can be evidenced.

5.2 Incomplete assessment period

Where a teacher has been absent for all or some of the assessment period, for example due to maternity leave or long term sickness absence, an assessment will be made based on performance during any periods of attendance within the current cycle, if sufficient evidence is available, or prior performance in the preceding assessment cycle otherwise. Governors and Headteachers are required to take account of protections afforded by Equality Legislation, and to seek advice from Human Resources in the event of queries.

For teachers who have not been at the school for all of the assessment period, applications should include appraisal review statements from their previous employment. The employee will be responsible for providing this evidence and the Headteacher must be satisfied that they are accurate.

5.3 Newly Qualified Teachers (NQT's)

Newly qualified teachers are subject to specific induction and performance processes in line with the statutory scheme. Until such time as their induction period has successfully been completed, assessment of pay decisions will be made in accordance with the statutory induction scheme, and not the schools adopted teacher appraisal policy.

5.4 Headteachers

In the case of Headteachers, assessment and consideration of performance related pay progression is the responsibility of the Appraisal Review Committee. The Appraisal Review Committee may be the Pay Committee for this purpose. The Chair of this Committee will present appraisal review information to members of the Pay Committee.

5.5 No progression

The Pay Committee may determine that no pay progression should be made. This decision will be made taking account of the assessment of performance. Any decision to not progress pay does not automatically invoke the capability procedure.

Where a decision is made to not progress pay, the teacher will be supported through the appraisal process to improve their performance in the first instance.

5.6 Accelerated Pay Progression

Where the pay range allows for it, it is possible for consistently outstanding teachers to progress more than one point within their pay range, should they be able to meet all the required criteria for pay progression, and have demonstrated exceptional performance throughout the assessment period, and have had their teaching assessed as consistently highly effective during the assessment period.

Such pay decisions need to be justified, equitable and consistent, giving due regard to the relevant equality legislation.

5.7 Appeals

Employees may make a formal appeal against a decision on pay. The appeals process is set out in appendix 3 and 4.

6. UNQUALIFIED TEACHERS

Unqualified teachers will be paid on the pay range for unqualified teachers. This is a 6-point salary range in accordance with the current STPCD and the agreed teaching staff structure for this school (appendix 7).

When determining on which point to place the unqualified teacher on appointment, the Pay Committee may take account of the relevant qualifications and experience as detailed, and in line with appendix 5.

6.1 Pay Progression Assessment

Annual pay progression within the range is not automatic. Unqualified teachers will be eligible for annual performance pay progression where throughout the assessment period they have consistently demonstrated the required criteria:

- Met all of the relevant teaching standards;
- Had their teaching assessed as at least effective overall during the assessment period;
- Met their most recent appraisal objectives;
- Met the requirements of their job description;
- Demonstrated a personal responsibility for identifying and meeting their CPD needs.

7. QUALIFIED TEACHERS – MAIN PAY RANGE

Qualified teachers, who have not applied to be paid on the upper pay range, will be paid on the main pay range for qualified teachers. This is a 6-point salary range in accordance with the agreed teaching staff structure (appendix 7).

7.1 Pay Progression Assessment

Annual pay progression within the range is not automatic. Qualified teachers will be eligible for annual performance pay progression where throughout the assessment period they have consistently demonstrated the required criteria below:

- Met all of the relevant teaching standards;
- Had their teaching assessed as at least effective overall during the assessment period;
- Met their most recent appraisal objectives;
- Met the requirements of their job description;
- Demonstrated a personal responsibility for identifying and meeting their CPD needs.

8. QUALIFIED TEACHERS – UPPER PAY RANGE

8.1 Movement to the Upper Pay Range

Qualified teachers may apply to be paid on the upper pay range at least once a year. Any qualified teacher being paid on the main pay range (not necessarily at the maximum of the range), subject to paragraph 5.6, may apply to be paid on the upper pay range (one application per academic year).

The upper pay range is a 3-point salary range in accordance with the agreed teaching staff structure (appendix 7).

Teachers who wish to be assessed for progression to the Upper Pay Range must submit their request between 1 September and 31 October on the school's application form. Applications will be considered by 31 December, and a successful assessment will be implemented with pay backdated to 1 September.

Movement to the upper pay range is not automatic. Applications to move to the upper pay range will usually be based on two successful consecutive appraisal reviews, recommended to be over a two-year time period. The application should contain supporting evidence gathered from a variety of sources, as set out in the appraisal policy.

The Headteacher will assess applications and their recommendation will be considered by the Pay Committee. For an application to be successful the Pay Committee must be satisfied that the teacher:

- Is highly competent in all elements of the relevant teaching standards; and
- Has demonstrated achievements and contribution to school improvement, which are substantial and sustained.

For clarification, this would mean that over a sustained period the teacher has consistently:

- Demonstrated that they are highly competent in all of the teaching standards;
- Had their teaching assessed as at least effective overall during the assessment period, with elements of highly effective;
- Has met their most recent appraisal objectives;
- Met the requirements of their job description;
- Taken responsibility for identifying and meeting their own CPD needs and used their learning to improve their own practice.

Definitions:

Highly competent means performance good enough to provide coaching and mentoring to other teachers, which would enable them to improve their teaching practice

Substantial means make a distinctive contribution to the raising of pupil standards

Sustained means maintained continuously over 2 years

In the event of an unsuccessful application to progress to the upper pay range, the Headteacher will provide feedback including advice and support.

Only one application to upper pay range may be made per school, per academic year; notwithstanding the right to appeal an unsuccessful application. The appeals procedure is set out at appendix 3 and 4.

8.2 Progression within the Upper Pay Range

Annual pay progression within the range is not automatic. Teachers will be eligible for annual performance pay progression within the upper pay range where, throughout the assessment period, they have consistently demonstrated the required criteria below:

- Is highly competent in all of the relevant teaching standards;
- Had their teaching assessed as at least effective overall during the assessment period, with elements of highly effective;
- Has met their most recent appraisal objectives;

- Met the requirements of their job description;
- Has consistently taken responsibility for identifying and meeting their own CPD needs and used their learning to improve their own practice;
- Has demonstrated achievements and contribution to school improvement, which are substantial and sustained.

9. LEADING PRACTITIONERS

Where the Governing Body has determined that a lead practitioner post is to be included in the school staffing structure for the purpose of modelling and leading improvement of teaching skills, they will be paid on a 5-point salary range in accordance with the current STPCD and the agreed teaching staff structure for this school (appendix 6).

9.1 Pay Progression Assessment

Annual pay progression within the range is not automatic. Leading Practitioners will be eligible for annual performance pay progression where throughout the assessment period they have consistently demonstrated the required criteria below. In this school, the leading practitioner is required to:

- Be highly competent in all of the relevant teaching standards;
- Have had their teaching assessed as highly effective overall within the assessment period;
- Have met their most recent appraisal objectives;
- Met the requirements of their job description;
- Have consistently taken responsibility for identifying and meeting their own CPD needs and used their learning to improve their own teaching practice;
- Have coached and mentored colleagues to enable them to improve their teaching practice within the school;
- Have contributed to policy and practice which has improved teaching and learning across the school;
- Have demonstrated achievements and contribution to school improvement across the wider school.

Highly competent means performance good enough to provide coaching and mentoring to other teachers, which would enable them to improve their teaching practice

10. LEADERSHIP GROUP

The Pay Committee will make recommendations to the Governing Body regarding:

- The review and setting of the Leadership Pay Ranges upon recruitment;
- The review and setting of Leadership Pay Ranges where the role of the Headteacher has substantially changed;
- The setting of a temporary Headteacher Pay Range to accommodate a seconded or fixed term Headteacher;
- The senior management structure appropriate for the school; and
- The pay for the senior management team i.e. Headteacher, Deputy Headteacher(s) and Assistant Headteacher(s), taking account of the responsibilities of the post, the background of the pupils, whether a post is difficult to fill and the performance of the post holder.

10.1 Determination of Leadership Pay Range

Changes to the determination of leadership group pay should only be applied to individuals upon appointment to a leadership post, or to an existing Headteacher whose responsibilities have significantly changed, in which case a three-step process applies for Headteachers and a two-step process for all other leadership posts.

Headteachers (and Executive Headteachers)

The relevant Body must determine a pay range by application of the following three-step process. In accordance with the agreed teaching staff structure, Headteachers (and Executive Headteachers) will be paid on a 7-point range.

Where an Executive Headteacher position exists, this post will be paid on a 7-point range and all other posts, including Headteachers, will be paid on a 5-point range. Only one post in the school structure will be paid on a 7-point range.

- 1) The appropriate pay range for a Headteacher will be determined by pupil numbers in line with the provisions of the 2020 STPCD. This will determine the appropriate Headteacher pay band.
- 2) The pay range for a Headteacher should not normally exceed the maximum of the Headteacher pay band. However, the Headteacher's pay range (where determined on or after 1 September 2014) may exceed the maximum where the relevant Body determines that circumstances specific to the role or candidate warrant a higher than normal payment. The relevant Body must ensure that the maximum of the Headteacher's pay range does not exceed the maximum of the Headteacher pay band by more than 25%, unless in wholly exceptional circumstances, and where supported by a robust business case, and after discussion with the Local Authority.
- 3) In the case of a new appointment, the relevant Body may wish to consider adjusting the pay range up to take account of how closely their preferred candidate meets the requirements of the post. In addition, the relevant Body may also decide to appoint on a salary that is higher than the bottom of the salary range, dependent upon the calibre of the candidate. However, the relevant Body must ensure that there is appropriate scope within the range to allow for performance related progress over time.

There is no requirement to ensure that the Headteacher's pay range exceeds the salary of the highest paid classroom teacher.

Deputy Headteachers and Assistant Headteachers (and Associate Headteachers where an Executive Headteacher arrangement exists)

In accordance with the agreed teaching staff structure, Deputy Headteachers and Assistant Headteachers (and Associate Headteachers where an Executive Headteacher arrangement exists) will be paid on a 5-point range.

In the case of a new appointment, the relevant Body may wish to consider adjusting the pay range up to take account of how closely their preferred candidate meets the requirements of the post. The relevant Body must ensure that there is appropriate scope within the range to allow for performance related progress over time.

The maximum of the Deputy or Assistant (or Associate) Headteacher pay range must not exceed the maximum of the Headteacher (or Executive Headteacher) band for the school. The pay range for Deputy or Assistant Headteacher (and Associate) should only overlap a Headteacher (or Executive Headteacher) pay range in exceptional circumstances, and where supported by a robust business case, and after discussion with the Local Authority.

There is no requirement that the Assistant or Deputy (or Associate) Headteacher's pay range exceeds the salary of the highest paid classroom teacher.

Multiple Headships / Executive Headteacher arrangements

Where a Headteacher is responsible for more than one school, either on a permanent or temporary basis, the relevant Body should review the Headteacher's pay in accordance with the STPCD, by aggregating the Headteacher pay band formula for the constituent school pupil numbers.

10.2 Pay progression within the leadership group

Annual pay progression within the range is not automatic. Employees in leadership positions will be subject to an annual review of performance before any increase in pay is awarded. The relevant Body must decide how pay progression will be determined, and must be clearly attributable to the individual's performance, as assessed through the appraisal arrangements. The review will be carried out in the context of sustained high quality of performance taking account of appraisal objectives relating to school leadership and management and to pupil progress, which have been previously agreed at the beginning of the performance management cycle.

A recommendation on pay must be made in writing as part of the individual's appraisal report, and the relevant Body must have regard to this recommendation taking account of those objectives.

11. TEACHING & LEARNING RESPONSIBILITY PAYMENTS (TLR's)

11.1 Permanent TLR's: TLR1 and TLR2

A TLR1 or TLR2 may be awarded to a classroom teacher (paid on main or upper pay range) for undertaking a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which he/she is made accountable. TLR's of this type are permanent whilst the post-holder remains in the same post in the staffing structure.

TLR1 and TLR2's may only be awarded on a temporary basis where the teacher is temporarily occupying a different post in the staffing structure to which a permanent TLR payment is attached (in cases such as covering for vacant posts created by absences such as secondments, maternity, sick leave; or vacancies pending permanent appointment). A teacher who holds a TLR awarded on a temporary basis, or who is on a fixed term contract, does not receive a safeguarded sum when the award comes to an end.

Before awarding a TLR1 or TLR2, the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that it:

- a) is focused on teaching and learning;
- b) requires the exercise of a teacher's professional skills and judgement;
- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils;
- e) involves leading, developing and enhancing the teaching practice of other staff; and
- f) in respect of awarding a TLR1, that the teacher also has line management responsibility for a significant number of people.

A TLR1 and TLR2 is a payment integral to a post in the schools' staffing structure and therefore may only be held by two or more people when job sharing that post.

11.2 Temporary TLRs: TLR3

A TLR3 may be awarded to a classroom teacher for time limited school improvement projects or one-off externally driven responsibilities, the duration is to be established at the outset.

Before awarding a TLR3 the Governing Body must be satisfied that, the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that it:

- a) is focused on teaching and learning;
- b) requires the exercise of a teacher's professional skills and judgement;
- c) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.

11.3 Values

The values of TLRs must fall within the following ranges:

- a) the range of a TLR1 is from £8,291 to £14,030 per annum
- b) the range of a TLR2 is £2,873 to £7,017 per annum
- c) The range of a TLR3 is £571 - £2,833

The locally agreed spot points within the TLR ranges are detailed at Appendix 7.

11.4 Principles

A teacher may only hold either a TLR1 or a TLR2; you cannot have both at the same time. However, a TLR1 or TLR2 could be based on a job description that itemises several different areas of significant responsibility.

Holders of a TLR1 or a TLR2 will also be eligible to receive a TLR3.

A teacher may be awarded more than one TLR3 at any one time.

Where TLR1's and TLR2's are awarded to part time teachers, this must be paid pro-rata at the same proportion as the teachers' part time contract.

A TLR3 awarded to a part time teacher will not be paid pro-rata and the whole of the value specified for a TLR3 must be paid to the teacher.

12. SPECIAL EDUCATIONAL NEEDS (SEN) ALLOWANCE

The Pay Committee **must** award a SEN allowance to a classroom teacher (paid on main/upper pay range) when:

- working in any SEN post that requires a mandatory SEN qualification;
- working in a special school;
- teaching pupils in one or more designated special classes in a school or, in the case of an unattached teacher, in a local authority service;
- working in any non-designated setting (including any PRS) that is similar to a designated special class or unit, where the post:
 - (i) involves a substantial element of working directly with children with special educational needs;
 - (ii) requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and

- (iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

SEN allowances of this type are permanent whilst the post-holder continues to meet the criteria stated above.

SEN allowances may only be awarded on a temporary basis where the teacher is temporarily occupying a role that meets the criteria above (in cases such as covering for vacant posts created by absences such as secondments, maternity, sick leave or vacancies pending permanent appointment). A teacher who holds a SEN allowance awarded on a temporary basis, or who is on a fixed term contract, does not receive a safeguarded sum when the allowance comes to an end.

12.1 Values

Where a SEN allowance is to be paid, the Pay Committee must determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors:

- (i) whether any mandatory qualifications are required for the post;
- (ii) the qualifications or expertise of the teacher relevant to the post; and
- (iii) the relative demands of the post.

Where a teacher is in receipt of a SEN allowance awarded under an earlier Pay Policy, the Pay Committee must:

- (a) determine whether the teacher remains entitled to a SEN allowance; and,
- (b) if so, determine the amount of that allowance, within the framework provided:

Special Educational Needs Allowance	£ p.a.
SEN 1	£2,270
SEN 2	£3,374
SEN 3	£4,479

12.2 Principles

SEN allowances may be held at the same time as TLRs. However, the Governing Body should, when reviewing their staffing structures and keeping them under review:

- ensure that, in the light of remodelling and the move of administrative tasks from teachers to support staff, holders of SEN allowances are not carrying out tasks that would be more appropriately undertaken by support staff;
- consider if teachers have responsibilities that meet the principles for the award of TLR payments, whether it would be more appropriate to award a TLR payment instead of a SEN allowance of a lower value.

Where the teacher is no longer entitled to a SEN allowance following the review by the Pay Committee, or where the value of the SEN allowance payable following the review is lower than the value of the SEN allowance to which the teacher was entitled, the Pay Committee must pay the teacher a safeguarded sum outlined in the STPCD. The standard appeals process will apply where an SEN allowance is reduced or removed, as outlined in appendix 3 and 4.

13. ADDITIONAL PAYMENTS

The following additional payments may be allocated in accordance with the staffing/allowance structure in the school as approved by the Governing Body following recommendations from the Pay Committee (and/or Independent Advisor, where applicable).

There is no provision within the STPCD for the payment of honoraria. Any such award to a teacher for their teaching work would be unlawful. The Governing Body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

Headteachers

The total sum of any temporary payment made to a Headteacher in any school year must not exceed 25% of the annual salary, which is otherwise payable to the Headteacher.

The total sum of salary and other payments made to a Headteacher must not exceed 25% above the maximum of the Headteacher band, except as set out in paragraph 10.4 of the STPCD which, provides other than in wholly exceptional circumstances, with the agreement of the Governing Body, and having taken external independent advice and where supported by a robust business case and after discussion with the Local Authority.

13.1 Temporary additional responsibilities

The relevant Body may determine that additional, temporary payments be made to a Headteacher for temporary responsibilities or duties that are in addition to the post for which their salary has been determined. In each case, the relevant Body must not have previously taken such reason or circumstance into account when determining the Headteacher's pay range.

13.2 Provision of external services by the Headteacher

The Governing Body has discretion to make payments to a Headteacher who provides an external service to one or more additional schools as for example:

- External Advisor for Headteacher appraisal;
- Leadership Trainer; or
- Local / National leader of Education

The Pay Committee should record their decision and inform the relevant service providers i.e. Human Resources, Payroll etc. of the payment details to ensure the correct contractual amendment and payment is made

Payments may also be made to any of the school's teachers whose post acquires additional responsibility as a result of the Headteachers activities. Payments are not automatic.

13.3 Performance Payments to Seconded Teachers

Where a teacher is seconded to a post as Headteacher in a school causing concern which is not the teachers normal place of work, the relevant Body of the recipient school may award additional point(s) to reflect sustained high quality performance, within the Headteacher Pay Range for that school.

Other Leadership Posts

13.4 Acting allowances

Where a teacher, Leading Practitioner, Assistant or Deputy Headteacher takes on the higher responsibility of a colleague who is absent, s/he will be paid the appropriate salary for that post from the start of the absence period, for the duration of the absence.

Where a teacher carries out the duties of a Headteacher, Deputy Headteacher or Assistant Headteacher on a temporary basis, the Pay Committee must consider within four weeks whether the teacher shall be paid an acting allowance as a separate addition to their normal pay. It is recognised that classroom teachers and Lead Practitioners cannot be compelled to assume the professional duties of a Headteacher, Deputy Headteacher or Assistant Headteacher, but can agree to do so.

Where a Headteacher has been given a temporary Headteacher range because they have been seconded to turn round a failing school, the Governing Body may award them performance pay for one year as a lump sum if their return to their main school would otherwise prevent them from receiving the award. The lump sum is not pensionable.

13.5 Recruitment and retention incentives and benefits

The ability to award recruitment and retention incentives to teachers paid on the leadership pay ranges was removed in 2014. There is no ability to award such incentives other than as reimbursement of reasonably incurred housing or relocation costs, which would only be agreed in very exceptional circumstances and where supported by a robust business case and after discussion with the Local Authority.

All other recruitment and retention considerations in relation to leadership positions must be taken into account when determining the salary range at appointment.

Classroom Teachers

13.6 Recruitment and retention incentives and benefits

The Pay Committee may make such payments or provide other financial assistance, support or benefits, as they consider necessary as an incentive for the recruitment or retention of classroom teachers.

The Governing Body should specify clearly the basis on which such incentives may be paid (e.g. to all teachers; to those in shortage subjects as defined by the school; or after one/two advertisements have failed to produce a suitable candidate for appointment).

Payments may only be made for recruitment and retention purposes, not for carrying out specific responsibilities, or to supplement pay for other reasons.

When awarding such incentives and benefits, the Pay Committee will have regard to other payments and allowances in place in school and should make clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.

Such payments shall be paid at appropriate intervals to be determined by the school. The Governing Body will review the level of payments/benefits annually.

13.7 Payments to teachers as a result of Executive Headship arrangements or Headteachers undertaking additional responsibilities

Where the Headteacher becomes responsible for more than one school (either permanent or temporary), in all cases, consideration needs to be given to the remuneration of other teachers who as a result of the Headteacher's role are taking on additional responsibilities. An increase in remuneration should only be agreed where the post accrues additional extra responsibilities as a result of the Headteacher's enlarged role; it is not automatic.

13.8 Continuing professional development and out of school learning activities

No member of staff will be obliged or be put under pressure to participate in continuing professional development or out of school learning activities outside of their normal working week/year.

Agreement to make a payment is entirely at the discretion of the Governing Body. At their discretion, the Governing Body may make additional payments to teachers who undertake continuing professional development outside the school day i.e. outside a teachers directed time that is outside of the 195 days on which the STPCD requires a teacher to be available for specified work. Any agreement to participate will be documented to clarify the details of the work expected and the entitlement to payment.

The daily rate of payment will be 1/195 of the teachers' salary based on the point they are on within MPR or UPR, excluding TLR / SEN payments or other allowances. For unqualified teachers delivering out of hours learning activity, the daily rate of payment will be 1/195 of their salary based on the actual point of the unqualified teacher pay range they are on, excluding any allowances.

Payment for duties undertaken which are not fully within the scope of teachers professional responsibilities, is, not within the remit of the Model Pay Policy for teachers and must be paid accordingly following job evaluation.

For the purpose of payment for inset days at weekends and out of term time, the length of a school/council organised inset day will not exceed six working hours. Payments for work undertaken for less than a full day will be paid on a pro rata basis.

13.9 Initial teacher training activities (ITT)

Teachers who voluntarily undertake school-based initial teacher training (ITT) activities may be allocated an additional payment to be determined by the Governing Body. ITT activities include supervising and observing teaching practice, giving feedback to students on their performance, acting as professional mentors, and formally assessing student's competencies.

Teachers who undertake ITT activities, which are not seen as part of the ordinary running of the school, will be given separate non-teaching contracts of employment to cover areas of work that are not part of the teaching job.

Any agreement to participate will be documented to clarify the details of the work expected and the entitlement to payment.

The Headteacher will need to notify the Payroll provider of the additional hours to ensure the correct payment is made.

13.10 Raising of educational standards at an additional school(s)

Teachers who voluntarily undertake additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools, may be allocated an additional payment to be determined by the Governing Body.

Unqualified Teachers

13.11 Unqualified Teachers Allowance

The Governing Body may pay an unqualified teachers allowance to unqualified teachers when it is considered that the basic salary is not adequate having regard to the responsibilities of the role, or qualifications and experience of the employee. Such allowances will be paid having regard to salary levels within the schools and in accordance with appropriate pay differentials.

An unqualified teacher may be awarded an allowance, where the teacher has:

- (a) Taken on sustained additional responsibility which is:
 - (ii) focused on teaching and learning
 - (iii) requires the exercise of a teacher's professional skills and judgement;

Or has:

- (b) Qualifications or experience which bring added value to the role s/he is undertaking.

The value of the allowance will be determined by the post held in the school's structure and the ability to recruit and retain in that post.

14. SALARY SAFEGUARDING

The Governing Body will ensure appropriate salary safeguarding for teachers in accordance with the School Teachers' Pay and Conditions Document, including where relevant, within the terms of the STPCD, the expectation to undertake commensurate work during the period that salary safeguarding applies.

APPENDIX 1 - EQUAL PAY STATEMENT

The Governing Body strives to be an equal opportunities employer and as such, opposes all forms of unlawful or unfair discrimination and believes as part of that principle that all teachers should receive equal pay or the same or broadly similar work, for work related as equivalent and for work of equal value. All employees will be recruited, trained and rewarded on the basis of their ability and the requirements of the job.

The Governing Body believes that it is the interest of the school that pay is awarded fairly and equitably and that in order to achieve equal opportunities for teachers, the pay system will be transparent, based on objective criteria and free from bias. When making decisions about pay, the Governors will have regard to:

- The Equality Act 2010
- The Employment Rights Acts 1996
- The Employment Relations Act 1999
- The Employment Act 2002
- The Education Act 2002
- The Education & Skills Act 2008
- The Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2002

In order to put this commitment to equal pay into practice the Governing Body will:

- examine existing and future pay policies for teachers (including those working part time hours and those who are absent on pregnancy and maternity leave);
- carry out regular monitoring of the impact of practices; and
- inform staff of how these practices work and how their pay is determined;
- provide access to training and guidance for senior staff and governors involved in decisions about pay and benefits.

The Governing Body intends through the above action to avoid unfair discrimination, to reward fairly the skills, experience and potential of all teachers and thereby to increase the efficiency and harmony of the school.

1. CONSTITUTION

The Pay Committee will comprise of a minimum of three Governors none of whom has a pecuniary interest, or is an employee at the school.

When discussing the salary of other teachers the Pay Committee will normally be advised by the Headteacher.

The appraisal review for the Headteacher will be carried out by the Appraisal Review Panel, supported by a suitably skilled and/or experienced external advisor. This Panel may be the Pay Committee. When the Pay Committee makes decisions about the Headteacher's salary the Headteacher will withdraw from the meeting. He/she may be invited to make a presentation to the Committee prior to withdrawal.

2. TERMS OF REFERENCE

The Pay Committee will have full delegated powers to make decisions within the pay policy determined by the full Governing Body. The Pay Committee will meet as required but must hold an annual meeting.

The purpose of the annual meeting will be:

- to review the changes in pay and conditions arrangements for all teaching staff;
- to receive from the Headteacher and the Council such recommendations as appropriate to the exercise of the governors functions;
- to prepare recommendations for the full Governing Body in respect of changes to the school pay policy and pay ranges. In undertaking this responsibility the Pay Committee will consult with the teaching staff, school representatives and secretaries of the recognised teacher associations;
- to undertake pay assessment for all teaching staff and prepare their annual pay statements (forms for this purpose are provided);
- to consider, (following withdrawal of the Headteacher from the meeting), the payment of the Headteacher in the forthcoming year; and
- to liaise as necessary with the school's Human Resources provider, for example, in relation to reviewing the Pay Ranges.

The Pay Committee must:

- minute clearly the reasons for all decisions.
- report all decisions to the full Governing Body.
- inform the Governing Body of the financial requirement of the decisions made.
- send a copy of the annual pay statement to each member of staff including their right to appeal;
- ensure that a copy of the annual pay statement is placed on the employee file and that any change in pay is communicated to the school's payroll provider for action.

APPENDIX 3 – APPEALS PROCEDURE

A teacher may seek a review of any decision in relation to his/her pay. The following list includes the reasons for seeking a review of a pay decision.

Where it is alleged that the pay committee have:

- a) incorrectly applied any provision of the STPCD;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) taken account of irrelevant or inaccurate evidence; or
- e) unlawfully discriminated against the teacher.

Appeals Procedure

Where a teacher is dissatisfied with a pay decision made by the pay committee, he/she may appeal the decision and request a review of the salary assessment decision made in accordance with the Model Pay Policy.

Teachers should set down in writing the grounds for questioning the pay decision, including what they are hoping to achieve as a result of their appeal, within 10 working days of the notification of the pay decision being received. Teachers in schools should send their appeal to the Clerk to the Governing Body. Centrally based / unattached teachers should send their appeal to the Director, Children's.

For teachers in schools, the appeal will be heard by the appeal committee which will normally consist of a panel of 3 Governors excluding those with a pecuniary interest and those who were involved in the original decision.

For centrally based/unattached teachers, the appeal will be heard by a Director. Where the Director has a pecuniary interest or was involved in the original determination, an alternative Director will be identified.

Wherever possible, the appeal meeting will normally be held within 20 working days of receipt of the written appeal notification.

The teacher will be given the opportunity to make representations in person. The teacher is entitled to be accompanied by a work colleague or professional association/trade union representative at the appeal meeting.

The decision of the appeal panel will be given in writing. Where the appeal is rejected, the written decision will include details of the evidence considered and the reasons for the decision.

The appeal decision is final and there is no further right of appeal.

The outline process to be followed during the appeal meeting is detailed below.

APPENDIX 4 – PAY APPEAL MEETING OUTLINE PROCESS TO BE FOLLOWED

Chair of Pay Appeal Meeting:

- Welcomes all to the meeting and allows all present to introduce themselves
- Confirms that the pay appeal meeting has been convened under the school's Model Pay Policy, in respect of a pay decision made by the Pay Committee
- confirms the appeal points being considered
- confirms the employee has received the information pack
- checks if employee is happy with their representation
- checks if anyone has other information that they wish to be considered – if so, an adjournment may be required for all parties to read
- provides an explanation of the process:
 - Appeal meeting is to try and establish the facts of the case
 - to reach a decision on what action, if any, is necessary
 - explains the order of events, as detailed below

The Process:

1. The representative from the Pay Committee will present information for their decision and reference any supporting information.
2. Teacher (or their representative) may question the Pay Committee representative.
3. Appeal Committee may question the Pay Committee representative.
4. The teacher (or their representative) will present information to the Appeal Committee and reference any supporting information.
5. The representative from the Pay Committee may question the teacher.
6. Appeal Committee may question the teacher.
7. Final statements may be made by both the Pay Committee representative and the teacher.

ADJOURN

Meeting adjourned and all parties withdraw whilst the Appeal Committee consider the matter and deliberate their response.

RECONVENE

8. All parties are recalled and the decision is conveyed.
9. Confirm that the appeal decision is final and there is no further right to appeal.
10. The decision will be confirmed in writing.

APPENDIX 5 - EXERCISE OF DISCRETION RELATING TO EXPERIENCE

In reference to Section 4, determining salary upon appointment, the Governing Body is permitted to apply discretion relating to teaching and other relevant work experience.

Examples of relevant work experience may include:

a) teaching experience either qualified or unqualified:

- a Ministry of Defence (MOD) school
- an Independent school
- An Academy
- a City Technology College
- an overseas school outside the European Economic Area or Switzerland in the maintained sector of the country concerned
- further education, including sixth form colleges
- higher education

b) relevant experience outside teaching:

- supervisory duties involving children;
- full time study following qualification as a teacher;
- voluntary service following qualification as a teacher;
- employment in the industrial commercial or service sector at a level commensurate with that of a teacher and in a directly related field to the subject taught or responsibility to be held; and
- family responsibilities

APPENDIX 6 - PAY SPINE FOR THE LEADERSHIP GROUP (ENGLAND) 2020

Leadership Pay Range

Pay spine	£ p.a.
L1	£42,195
L2	£43,251
L3	£44,331
L4	£45,434
L5	£46,566
L6	£47,735
L7	£49,019
L8	£50,151
L9	£51,402
L10	£52,723
L11	£54,091
L12	£55,338
L13	£56,721
L14	£58,135
L15	£59,581
L16	£61,166
L17	£63,508
L18	£64,143
L19	£65,735
L20	£68,347
L21	£69,031
L22	£70,745
L23	£73,559
L24	£74,295
L25	£76,141
L26	£79,167
L27	£79,958
L28	£81,942
L29	£83,971
L30	£87,313
L31	£88,187
L32	£90,379
L33	£92,624
L34	£96,310
L35	£97,273
L36	£99,681
L37	£102,159
L38	£106,176
L39	£107,239
L40	£109,915
L41	£112,660
L42	£115,483
L43	£117,197

Annual Pay Ranges for Headteachers

Group	Range of local discretionary points	Annual Salary Range (England) £ pa 2020/21 2.75%
1	L6 - L17	47,735 - 63,508
2	L8 - L20	50,151 - 68,347
3	L11 - L23	54,091 - 73,559
4	L14 - L26	58,135 - 79,167
5	L18 - L30	64,143 - 87,313
6	L21 - L34	69,031 - 96,310
7	L24 - L38	74,295 - 106,176
8	L28 - L43	81,942 - 117,197

**APPENDIX 7 - PAY SPINE FOR OTHER TEACHERS (ENGLAND) 2020
(Including TMBC discretionary points)**

Qualified Teachers Upper Pay Range		
	UPR	£ p.a.
Minimum	UPR1	£38,690
	UPR2	£40,124
Maximum	UPR3	£41,604

Qualified Teachers Main Pay Range		
	MPR	£ p.a.
Minimum	MPR1	£25,714
	MPR2	£27,600
	MPR3	£29,664
	MPR4	£31,778
	MPR5	£34,100
Maximum	MPR6	£36,961

Unqualified Teacher Pay Range		
	UNQ	£ p.a.
Minimum	UNQ1	£18,169
	UNQ2	£20,282
	UNQ3	£22,394
	UNQ4	£24,507
	UNQ5	£26,622
Maximum	UNQ6	£28,735

Lead Practitioner's Pay Range		
	Lead Practitioner Range	£ p.a.
Minimum	LP1	£42,402
	LP2	£43,465
	LP 3	£44,550
	LP 4	£45,658
	LP 5	£46,796
	LP 6	£47,969
	LP 7	£49,261
	LP 8	£50,397
	LP 9	£51,656
	LP 10	£52,983
	LP 11	£54,357
	LP 12	£55,610
	LP 13	£57,000
	LP 14	£58,421
	LP 15	£59,875
	LP 16	£61,467
	LP 17	£62,878
Maximum	LP 18	£64,461

Teaching and Learning Responsibility Payments		
	TLR	£ p.a.
TLR 1	1a	£8,291
	1b	£10,203
	1c	£12,115
	1d	£14,030
TLR 2	2a	£2,873
	2b	£4,785
	2c	£7,017
TLR 3	3a	£571
	3b	£1,699
	3c	£2,833

Special Educational Needs Allowance		
	SEN	£ p.a.
	SEN1	£2,270
	SEN2	£3,374
	SEN3	£4,479

APPENDIX 8 - ANNUAL ASSESSMENT OF PAY STATEMENT

NAME:		DATE OF APPRAISAL:	
JOB TITLE:		SCHOOL:	

Please complete the form below detailing the employees current pay details and the pay outcome following the annual assessment.

Where the employee has a live warning on file, issued in line with an employment procedure that provides increments are to be withheld until the warning has expired, please ensure this is reflected in the pay recommendation and also detail in the rationale section if this is a reason for no movement within the pay range.

BASIC PAY	Pay range		Current Point	Point after appraisal	Annual Amount (£)
QUALIFIED TEACHER MAIN PAY RANGE	M1 – M6				
QUALIFIED TEACHER UPPER PAY RANGE	UPR 1 – UPR 3				
UNQUALIFIED TEACHER PAY RANGE	UNQ 1 - UNQ 6				
LEADING PRACTITIONER	LP[x] – LP[x]				
LEADERSHIP Executive / Headteacher	Group: [x] Range: L[x] – L[x]				
LEADERSHIP other Leadership posts	Range: L[x] – L[x]				
ALLOWANCES	Level	Point	Date Effective from	Expiry Date	Annual Amount (£)
PERMANENT TLR PAYMENT (TLR 1 or 2)					
TEMPORARY APPOINTMENT TO A TLR 1 or 2 ROLE (specify expiry date)					
TLR 3 (specify expiry date)					
SPECIAL EDUCATION NEEDS (SEN) ALLOWANCE					
UNQUALIFIED TEACHER ALLOWANCE (specify expiry date if temporary)					
ADDITIONAL PAYMENTS	Reason		Date Effective from	Expiry Date	Annual Amount (£)
<i>(Detail other additional payments and the expiry date if temporary e.g. Recruitment and Retention)</i>					
SAFEGUARDING	Reason		Date Effective from	Expiry Date	Annual Amount (£)
<i>(Detail any cash safeguarding payments and the expiry date)</i>					
TOTAL SALARY (£'s):					

RATIONALE

(PLEASE DETAIL THE RATIONALE FOR THE ANNUAL ASSESSMENT OUTCOME:

Signed by Chair of Pay Committee on behalf of the Governing Body:

Signature: _____ **Date:** _____

Notified to full Governing Body on: _____

One copy to be retained by the teacher and one copy to be retained by the Headteacher/Governing Body. The teacher/headteacher may request the Pay Committee to review a salary assessment decision made in accordance with the Model Pay Policy.

ONLY where there is a change, the Headteacher / Governing Body Representative will need to notify the School's HR/Payroll service providers of the change to ensure the correct contractual amendment and payment is made.

For those using Tameside Council payroll services please forward a copy by email to your link Recruitment, Pensions and Payroll Officer or post to Recruitment, Pensions and Payroll, Tameside One, Market Place, Ashton-under-Lyne, Tameside, OL6 6BH.

APPENDIX 9 - ANNUAL ASSESSMENT PAY COMMITTEE OUTCOME LETTER

Dear

Re: Annual Pay Assessment

The Pay Committee met on <insert date> to consider your pay progression for the period September [year] to August [year]. It was agreed at the Pay Committee meeting that your salary with effect from 1 September [year] is as follows:

Pay	Amount (£)
<insert pay range i.e. UQR / MPR / UPR / Leadership>	<insert amount>
<insert TLR / Allowances>	<insert amount>
<insert additional payments>	<insert amount>
<insert safeguarding payment>	<insert amount>
Total	<insert total amount>

**add/delete rows in the table as required*

The performance review for [academic year] was successful / unsuccessful as you met / did not meet the following objectives:

<insert objectives>

- detail objectives that have/have not been met
- detail where applicable, any live warnings that result in the withholding of an increment

**please delete the following paragraph if additional payment(s) is not applicable*

In determining your salary the Pay Committee has awarded an <insert payment name i.e. additional payment / unqualified teacher allowance / Recruitment and Retention allowance>. This payment is for the period <insert period from and to / permanent> and is awarded for <insert rationale for payment>.

**Include the following UPR outcome where a teacher has requested to move from MPR to UPR:
UPR Outcome: [detail outcome decision]**

The decision was based on the following ground(s):

The performance review for [academic year] was successful and you have maintained to meet the required criteria and standards in the following areas:

- detail areas where the required criteria and standards have been met / maintained

OR

The performance review for [academic year] was not successful because the following objectives were not met:

- detail objectives not met
- detail where applicable any live warnings that result in the withholding of an increment

In addition, you have not maintained the required criteria and standards in the following areas:

- detail areas where the required criteria and standards have not been met / maintained

Appeal

In the event that you are not satisfied with the outcome of the annual assessment you can appeal against this decision. To do this, you should set out your reasons for appeal in writing within 10 working days of the written outcome sent to you on <insert date>, this being no later than Date.

Teachers in schools should send their appeal to the Clerk to the Governing Body, <Insert address>. Centrally based / unattached teachers should send their appeal to the Director, Children's Services.

Yours sincerely,

NAME
Pay Committee Representative

APPENDIX 10 – Executive Headteacher Role Profile

The Executive Headteacher role profile below is in addition to the Contractual framework for teachers and the overriding requirements of Headteachers as contained in School Teachers' Pay and Conditions document and guidance on School Teachers' Pay and Conditions.

Summary of Role

The role of the Executive Headteacher will be responsible to the Governors of each school, the Director of Children's Services and the Assistant Director Education Services. The Executive Headteacher role is to provide strategic leadership and professional management to a number of schools to ensure they meet local and national objectives. This will include overall responsibility of the Schools, including all statutory duties of the Headteacher

The role of Executive Headteacher will usually be supported by a Head of School/Associate Headteacher.

The role of Executive Headteacher (IEHT) has three key priorities:

1. maintaining school improvement,
2. organisational expansion (e.g. increasing management capacity and efficiency), and
3. sharing good practice including safeguarding and promoting the welfare of children.

Responsibilities

- The Executive Headteacher has responsibility for maintaining school improvement, although the day to day responsibility for the delivery of the curriculum rests with the Head of School / Associate Headteacher of each school.
- Through strategic thinking, the Executive Headteacher will assist the Governing Board in each school to develop a structure that ensure the leadership team and whole school staffing structure is effective, sustainable, reflects the schools values, and enables the management systems, structures and processes to work effectively in line with statutory requirements.
- By coaching the Head of School / Associate Headteacher, the Executive Headteacher will ensure each School has capacity to be led in an efficient manner and enables the leadership teams to be empowered and able to support the effective and safe learning environment of each school.
- The Executive Headteacher role has a key function of being outward facing, representing the school and sharing good practice.
- One key aspect of the sharing of good practice is the financial overview of each School budget, ensuring the range, quality and use of resources is monitored, evaluated and reviewed to improve the quality of education for all pupils, provide value for money and ensuring each school manages and optimises the use of financial and human resources to achieve the schools' educational goals and priorities. Where required, the financial overview should ensure that a deficit budget position is resolved. However, the day to day expenditure of that budget will remain with the Head of School / Associate Headteacher.
- The Executive Headteacher will report regularly to Governing Board meetings as part of a coordinated 'Head teachers report' providing clear, evidence-based improvement plans and policies for the development of the schools and their facilities.

APPENDIX 11 – Headteacher Role Profile

The Headteacher role profile below is in accordance with the Contractual framework for teachers and the overriding requirements of Headteachers as contained in School Teachers' Pay and Conditions document and guidance on School Teachers' Pay and Conditions.

A headteacher's professional duties must be carried out in accordance with and subject to:

- a) the provisions of all applicable legislation and any orders and regulations having effect under the applicable legislation, and in particular the Education Act 199 and the Act;
- b) the instrument of government of the headteacher's school;
- c) any rules, regulations or policies made either by the governing body on matters for which it is responsible, by the authority with respect to matters for which the governing body is not responsible or by the headteacher's employers;
- d) where the school is a voluntary, foundation or foundation special school, any trust deed that applies to the school;
- e) any scheme prepared or maintained by the authority under section 48 of the School Standards and Framework Act 1998;
- f) the terms of their appointment.

A headteacher may be required to undertake the following duties:

Whole school organisation, strategy and development

- Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school.
- Develop, implement and evaluate the school's policies, practices and procedures.

Teaching

- Lead and manage teaching and learning throughout the school, including ensuring, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils:
 - a) in the first, second, third and fourth key stages, for foundation and other core subjects and religious education; and,
 - b) in the preliminary stages.
- Teach.

Health, safety and discipline

- Promote the safety and well-being of pupils and staff.
- Ensure good order and discipline amongst pupils and staff.

Management of staff and resources

- Lead, manage and develop the staff, including appraising and managing performance.
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including on whether a teacher at the school who applied to be paid on the upper pay range should be paid on that range.
- Organise and deploy resources within the school.
- Promote harmonious working relationships within the school.
- Maintain relationships with organisations representing teachers and other members of the staff.
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

Professional development

- Promote the participation of staff in relevant continuing professional development.
- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Consult and communicate with the governing body, staff, pupils, parents and carers.

Work with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.

APPENDIX 12 – Deputy Headteacher, Assistant Headteacher Role Profile

The Deputy Headteacher and Assistant Headteacher role profile below is in accordance with the Contractual framework for teachers and the overriding requirements of Deputy Headteachers and Assistant Headteachers as contained in School Teachers' Pay and Conditions document and guidance on School Teachers' Pay and Conditions.

Deputy headteachers and assistant headteachers

- A person appointed as a deputy or assistant headteacher in a school, in addition to carrying out the professional duties of a teacher other than a headteacher detailed in Appendix 13 of the Model Pay Policy document, also including those duties particularly assigned by the headteacher, must play a major role under the overall direction of the headteacher in:
 - a) formulating the aims and objectives of the school;
 - b) establishing the policies through which they are to be achieved;
 - c) managing staff and resources to that end;
 - d) monitoring progress towards their achievement;and undertake any professional duties of the headteacher reasonably delegated by the headteacher.
- If the headteacher is absent from the school a deputy headteacher must undertake their professional duties to the extent required by the headteacher or the relevant body or, in the case of a foundation, voluntary aided or foundation special school, the governing body.

APPENDIX 13 – Teacher other than a Headteacher Role Profile

The teacher other than a Headteacher role profile below is in accordance with the Contractual framework for teachers and the overriding requirements of Teachers as contained in School Teachers' Pay and Conditions document and guidance on School Teachers' Pay and Conditions.

Teachers on the leading practitioner pay range

- Except where otherwise provided for in the School Teachers' Pay and Conditions Document, teachers on the leading practitioner pay range have the same professional responsibilities and benefit from the same rights conferred as all other teachers, other than a headteacher. However, additional duties relevant to their role in modelling and leading improvement of teaching skills may be included in the individual job descriptions of such teachers.

Teachers other than a headteacher

A teacher may be required to undertake the following duties:

Teaching

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations.

Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Subject to paragraph 52.7 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

Health, safety and discipline

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.

Management of staff and resources

- Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

Professional development

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Communicate with pupils, parents and carers.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

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Agenda Item 6

Report to: EXECUTIVE CABINET

Date: 16 December 2020

Executive Member: Councillor Oliver Ryan, Executive Member (Finance and Economic Growth)

Reporting Officer: Jayne Traverse, Director of Growth
Paul Smith, Assistant Director, Strategic Property

Subject: PLAYING PITCH STRATEGY

Report Summary: Approval to sell the freehold interest in the former Hartshead School site was given by Executive Cabinet on 25 September 2019. The terms of sale included an undertaking by the Council to Sport England to: refresh the Tameside Playing Pitch Strategy, install an all-weather practice cricket facility at Ladysmith Cricket Club in Ashton, the development of a School Sports Facility Strategy and provision of two additional full size adult grass football pitches in the locality with the costs met from the proceeds of sale estimated at approximately £75,000. This report sets out proposals to deliver the undertaking made to sport England and seeks approval to proceed based on the information set out in this report.

Recommendations: That Executive Cabinet be recommended to approve:

- (i) The development of an updated Playing Pitch Strategy for Tameside;
- (ii) An updated strategy for the community use of school sports facilities in Tameside;
- (iii) the installation of artificial practice cricket wicket at Ladysmith Cricket Club, Ashton;
- (iv) that £0.040m is allocated from the capital programme to fund an all-weather cricket facility at Ladysmith Cricket Club in Ashton.

Corporate Plan: The Tameside Playing Pitch Strategy will act as a key piece of planning evidence and support funding bids by both the Council and local sports clubs; it is therefore closely linked to the Corporate Plan making Tameside a more healthier and attractive place to live.

Policy Implications: An up to date Playing Pitch Strategy is integral to understanding the supply and demand of playing pitches and underpins the Authority's existing Local Plan the Unitary Development Plan and proposed Local Plan.

Financial Implications: Executive Cabinet approved the sale of the freehold interest in the former Hartshead School site on 25 September 2019. The table below sets out the financial detail of the sale. The net capital receipt has been used to finance the 2019/20 Council capital programme.

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

Capital receipt received in 2019-20	£9.450m
Disposal costs incurred in 2019-20, which include agent fees of £0.056m (0.6% of sale proceeds)	£0.260m

Net capital receipt used to support the financing of the 2019-20 capital programme	£9.190m
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A Section 106 agreement formed part of the sale which will realise £0.175m and is expected to be received in 2020/21. The terms of the section 106 agreement state that the funding is to be used towards improvements to Smallshaw Field, Knotthill Reservoir and Hartshead Pike.

The terms of the sale also included an undertaking by the Council to Sport England. Set out in section 3 of this report is an analysis of the estimated costs of delivering the committed undertaking totalling £0.078m

The cricket practice facility within table 1, section 3.1 of the report is not located in the areas defined by the section 106 agreement and so cannot be used as a source of finance (£ 0.040m). Approval will be required to resource this via any surplus capital receipts realised from the sale of Council owned land and property sites approved by the Executive Cabinet on 30 September 2020. Once approved the scheme can be included in the Council capital programme.

The updating of the Council's Playing Pitch strategy and the undertaking of a Schools Sports Strategy within table 1 section 3.1 are revenue costs. The related cost of £0.038m will need to be funded by the Local Plan revenue budget within the Growth Directorate.

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

This report follows from the resolutions passed by Cabinet in September 2019 and the section 77 consent permitting the sale of the former school playing fields in accordance with paragraph 1 of the Schedule to The School Playing Fields General Disposal and Change of Use Consent (No3) 2004 being obtained to instigate the steps required fulfil the undertakings given to Sports England.

An up to date Playing Pitch Strategy is a critical policy especially with regards to residents' wellbeing and also planning decisions.

Sports England provides clear guidance for councils to follow when developing their strategies. Part of the requirement for developing and updating the strategy is consultation which needs to be afforded sufficient time to be meaningful given the seasonality of some sports to ensure that all interested parties are consulted with.

In relation to the support to for the development of the strategies appropriate procurement exercises should be undertaken with the support of STAR, especially if Bloom is to be used as the procurement route to ensure that the appropriate indemnities are in place.

Similarly a compliant procurement exercise again supported by STAR will be required in relation to the cricket wicket together once planning permission has been obtained and all relevant property matters considered.

In 2010 we agreed with Sports England the arrangements for replacing playing fields at all the school sites that were no longer to be used
<https://www.tameside.gov.uk/planning/ldf/openspace/sportsfacility.pdf>

we need to resist attempts from them given that the sites have not yet been redeveloped to double count their disposal and attempt to require the Council to provide more and additional facilities than those originally agreed at the time the sites ceased to be used as school playing fields.

Risk Management:

Delays in establishing an up to date Playing Pitch Strategy may delay planning and investment decisions.

Sport England will be consulted on plans to develop Godley Green as part of the planning application process. Consultation with Sport England may be delayed if the Council doesn't have plans in place to deliver on its undertaking to Sport England.

Background Information:

The background papers relating to this report can be inspected by contacting Roger Greenwood



Telephone: 07971285332



e-mail: roger.greenwood@tameside.gov.uk

1. INTRODUCTION

- 1.1 Approval to sell the freehold interest in the former Hartshead School site was given by Executive Cabinet on 25 September 2019. The terms of sale included an undertaking by the Council to Sport England to: refresh the Tameside Playing Pitch Strategy, install an all-weather practice cricket facility at Ladysmith Cricket Club in Ashton, the development of a School Sports Facility Strategy and provision of two additional full size adult grass football pitches in the locality with the costs met from the proceeds of sale estimated at approximately £75,000. The undertaking to Sport England was also confirmed in a letter from the Chief Executive of Tameside Council to Sport England dated 22 October 2018.
- 1.2 This report sets out proposals to deliver the undertaking made to sport England and seeks approval to proceed based on the information set out in this report.

2. PROPOSALS / COMMITMENT TO SPORT ENGLAND

- 2.1 The undertaking made to Sport England by the Council includes the provision of:

Playing Pitch Strategy (PPS)

- 2.2 In 2015 the Council commissioned consultants to produce a Playing Pitch Strategy for Tameside in line with Sport England requirements. The Playing Pitch Strategy, approved by Executive Decision on 15 July 2016, presented a supply and demand assessment of playing pitch facilities in accordance with Sport England playing pitch strategy guidance (An approach to Developing and Delivering a Playing Pitch Strategy). The strategy provided a clear picture of the balance between the local supply of and demand for playing pitches. The Council worked with Sport England and representatives from a number of National Governing Bodies (NGB) for sport to develop the strategy for Tameside. The outcomes formed an evidence base to help understand the current position of the existing playing pitch stock, support decision making regarding pitch provision, support funding bids from both the Council and local sports clubs and will provide evidence to inform a future Tameside Local Plan.
- 2.3 The existing Tameside Playing Pitch Strategy is now out of date and requires updating using Sport England methodology. A fact that was recognised by the Council and Sport England when discussing mitigation measures for the loss of playing fields at the former Hartshead School site. The key drivers for having an up to date PPS include:
- Aims and objectives established for improving health and well-being and increasing participation in sport
 - Sports development programmes and changes in how the sports are played.
 - The need for evidence to help protect and enhance existing provision.
 - The need to inform the development and implementation of planning policy.
 - The need to inform the assessment of planning applications.
 - Potential changes to the supply of provision due to capital programmes e.g. for educational sites.
 - Budgetary pressures to ensure the most efficient management and maintenance of playing pitch provision.
 - The need to develop a priority list of deliverable projects which will help to meet any current deficiencies provide for future demands and feed into wider infrastructure planning work.
 - Prioritisation of internal capital and revenue investment.
 - The need to provide evidence to help secure internal and external funding.
- 2.4 To ensure that work delivered is of optimum quality, Sport England' *'An Approach to Developing and Delivering a PPS'* guidance will be followed. This ensures that the process is compliant with National Planning Policy Framework (NPPF). This guidance is used for all playing pitch sports. The delivery of the PPS requires the appointment of an experienced sport and leisure consultant with extensive experience and local knowledge. The

development of the PPS will be overseen by a working group led by the Council, which includes the required representation from National Governing bodies of sport and Sport England along with local sports providers and specialists in strategic planning and grounds maintenance etc. The cost of undertaking the PPS is set out in section 3 of the report with and the delivery programme is set out in section 4 (attached as appendix 1). It is proposed that the consultant for the PPS will be procured through an approved framework, the bloom framework in this instance. This procurement approach is supported by STaR procurement.

- 2.5 The supply and demand analysis for playing pitches does not generally cover minority sports. This is due to the fact that some sports, such as equestrian activities, do not need a formal playing space but do need infrastructure to support the activity at recreational and grass roots level. In addition, due to the lack of devoted horse riding routes horses are often ridden on public pitches, which results in damage particularly during the winter months. It is proposed therefore that provision for equestrian sport be reviewed with the findings reported in parallel with the PPS.

School Sports Facility Strategy

- 2.6 The purpose of undertaking a Schools Sports Facility Strategy is to establish the current usage and potential demand for the community of school based sports facilities. It is hoped that the study will include all secondary schools and colleges in the borough. The strategy must be developed in partnership with schools and should be school led. It will be important to engage with the Tameside Association of Secondary Head teachers (TASH) to develop any strategy that arises out of the study. The study will:

- Assess Tameside schools indoor and outdoor sports and other community facing facilities that form the secondary school and college-based supply in the borough.
- Their scale, quality, condition and location relative to each other, public sports facilities, main population centres etc. including those in neighbouring authorities.
- Those facilities which are currently available for community use, the current extent of this, the effectiveness with which they are programmed/used and any additional capacity they may have.
- The facilities, which are not presently made available: the capacity that these might have if opened and the practical, financial and physical issues affecting the propensity of the relevant institutions in respect of making them accessible.
- Identify those with the greatest practical potential to offer greater community access to their sports facilities.
- Primarily via officer, Active Tameside, Greater Sport, Sport England and the main NGB consultation seek to gain some idea in respect of the extent of demand for community use of school based facilities.
- In tandem with the audit, consult/consider the barriers and issues that need to be tackled to encourage schools to open their facilities for community use; on a generic and individual school basis.
- Provide new community access arrangements (for those presently not used and/or increases on current levels of existing access) of schools.
- Identify a Tameside Community use standard to provide an informal/formal benchmark for schools contribution in this respect.
- Identify a Tameside 'community use standard to provide an informal/formal benchmark for schools' contribution in this respect

- 2.7 The School Sports Facility Strategy will be carried out in tandem with the PPS and undertaken by the same specialist consultant procured through the Bloom Framework. This is due to the fact that the studies are interrelated. The scope of the study, as set out in 2.1.2, is an illustration of a typical school sports facility study envisaged by Sport England. The final scope of the study will be approved/signed off by the Assistant Executive Director for Education in consultation with the Executive Member (Lifelong Learning, Equalities, Culture and Heritage)

The provision of cricket artificial proactive wickets

- 2.8 The disposal of the former Hartshead School site has resulted in the loss of an artificial cricket wicket. In order to mitigate against the loss it was agreed with sport England that a practice facility should be established at Ladysmith Cricket Club in Ashton, a site owned by the Council. It is proposed that two practice wickets be installed on the former tennis court at the club site bringing the area back in to productive use. The cost of the installation is set out in section 3 of this report. The installation is dependent upon a successful planning application, which will be submitted in December. If planning approval is achieved then the installation will take place in March in readiness for the start of the 2021 cricket season.

The provision of two additional adult sized grass football pitches

- 2.9 There was a requirement to mitigate against the loss of natural turf pitches at the Former Hartshead school site. However, there is currently no identified user demand for additional pitches in this locality so this need shall be re-evaluated as part of the new Playing Pitch Strategy.

3. COST

- 3.1 The cost of delivering the undertaking to Sport England is as follows:

Table 1

Elements	Cost £	Basis
Playing Pitch Strategy	£25,000	Firm Quote
School Sports Facility Strategy	£13,000	Firm Quote
Cricket Practice Facility	£35,000	Firm Quote
Cricket Facility Contingency	£5,000	
Total Cost	£78,000	

- 3.2 The total sum set out in **table 1** is in keeping with the estimated of cost of £0.075m estimated in the September 2019 report to Executive Cabinet

4. PROGRAMME

- 4.1 The programme for the PPS and School Sports Facility Strategy, which will be delivered concurrently, is attached as **Appendix 1**. If approved work will be concluded in August 2021.

5. RISK

- 5.1 Delays in establishing an up to date Playing Pitch Strategy may delay planning and investment decisions.
- 5.2 Sport England will be consulted on plans to develop Godley Green as part of the planning application process. Consultation with Sport England may be delayed if the Council doesn't have plans in place to deliver on its undertaking to Sport England.

6. GOVERNANCE

- 6.1 This report seeks approval to deliver the undertakings made to sport England and seeks approval to proceed based on the information set out in this report.
- 6.2 The draft Playing Pitch Strategy will be presented to members for consideration/approval in September 2021. In addition, the School Sports Facility Strategy will be presented to members for information. If approved, the PPS will be made available on the Councils

Planning pages. Once adopted the document will be refreshed and periodically updated in keeping with Sport England methodology.

7 RECOMMENDATIONS

7.1 As set out at the front of the report.

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Stage	Element	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
Stage A/1: Prepare and tailor	Both	Context/set up								
Stage B: Identifying local needs (e.g. Consultation)	PPS		Consultation and surveys							
Stage 2: Audit and in situ consultation: school sites	SSF		School visits							
Stage B: Auditing local provision (e.g. site visits)	PPS		Winter sports site visits			Summer sports site visits				
Stage 3: Demand analysis - consultation	SSF			Consultation						
Stage C: Assessment report	PPS						Assessment Report			
Stage 4: Draft and final report	SSF				Draft report	Final report				
Stage D: Strategy/ recommendations	PPS								Strategy & Action Plan	

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Agenda Item 7

Report to:	EXECUTIVE CABINET
Date:	16 December 2020
Executive Member:	Councillor Oliver Ryan – Executive Member for Finance and Economic Growth
Reporting Officer:	Ilys Cookson – Assistant Director Exchequer Services
Subject:	LOCAL RESTRICTIONS SUPPORT GRANTS - MANDATORY
Report Summary:	The report details the administration of the Local Restrictions Support Grant in accordance with guidance issued by the Secretary of State for the Department for Business, Energy and Industrial Strategy
Recommendations:	That Executive Cabinet note the arrangements for the payment of mandatory grants to business rates payers.
Corporate Plan:	To support local businesses and the economy in the Tameside area during local and national restrictions resulting in business closures.
Policy Implications:	<p>The Council has been tasked with the administration of the Local Restrictions Support Grants. There are five grants available, three of which are mandatory and which are detailed in this report:</p> <ul style="list-style-type: none">(a) Local Restrictions Support Grant (LRSG) Closed (C):(b) Local Restrictions Support Grant (LRSG) Addendum (A); and(c) Local Restrictions Support Grant (LRSG) Sector (S)
Financial Implications: (Authorised by the statutory Section 151 Officer & Chief Finance Officer)	<p>The Secretary of State for the Department of for Business, Energy and Industrial Strategy (BEIS) has announced the introduction of five grant funding streams to help support businesses that are required to close or are severely impacted, due to national or localised restrictions as a result of COVID-19. All five of these funding streams are to be administered by Local Government. Three of the funding streams are mandatory grants and two funding streams are discretionary. The two discretionary funding streams are the subject of a separate report.</p> <p>The three mandatory funding streams, which are the subject of this report, are the Local Restrictions Support Grant (LRSG) Closed (C), Local Restrictions Support Grant (LRSG) Addendum (A) and Local Restrictions Support Grant (LRSG) Sector (S). Details of the criteria, qualifying periods and grant amounts is detailed in sections 3, 4 and 5 of this report. Each of these three mandatory grants are fully funded by Government. Cash advances (based on estimated need) have been paid to the Council for the payment of grants up to 2 December 2020, and full reimbursement for grant amounts paid is expected. Weekly reporting to BEIS is required, supplemented by weekly internal reconciliations of amounts paid.</p> <p>The LRSG Closed and LRSG Sector schemes are payable for period up to 4 November 2020. The LRSG Addendum scheme is payable for the national lockdown period 5 November to 2 December 2020. It is expected that the LRSG Closed and LRSG Sector schemes will resume if the Council is subject to tiered</p>

restrictions after the end of the end of the national lockdown period to 2 December 2020.

Whilst the grant payments are fully funded by Government, the administration of applications and payments of grant, together with the reporting requirements for BEIS and reconciliations, are complex and time consuming. New burdens funding has been committed by Government but individual allocations have not been announced and therefore it is not clear whether this funding will fully cover the additional cost to the Council of administering the scheme.

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

As set out in the main body of this report the Council has been tasked with administering 3 mandatory schemes to help support businesses that are required to close or are severely impacted, due to national or localised restrictions as a result of COVID-19.

The requirements for these schemes are directed by central government and the numerous FAQs which they have produced and have been considered by the project officers to ensure that the 3 mandatory schemes are managed as directed and again are set out in this report for Members consideration.

As with all of these schemes robust management is critical to ensure that all payments are made correctly. The assurances in relation to this are set out in section 8 of this report.

Risk Management:

The risks are detailed in Section 8 of this report.

Background Information:

The background papers relating to this report can be inspected by contacting Tracey Watkin, Service Unit Manager, Exchequer Services

e-mail: tracey.watkin@tameside.gov.uk

1 INTRODUCTION

- 1.1 On 9 September the Secretary of State for the Department of for Business, Energy and Industrial Strategy (BEIS) announced the introduction of Local Restrictions Support Grants (LRSG) to help support businesses that are required to close due to localised restrictions as a result of COVID-19. Further guidance on the administration of the LRSG was issued on 03 November 2020.
- 1.2 The grants are a combination of mandatory and discretionary grants and some businesses will be eligible to receive more than one grant. Eligibility is based on a number of factors such as:
- Type of business
 - Whether the business was open or closed for qualifying periods
 - The rateable value of business premises
 - The date of the COVID status of the Borough ie Tier 2, Tier 3 and national lockdown
- 1.3 There are 5 grants payable under the new grant schemes:
- Local Restriction Support Grant (Closed)
 - Local Restrictions Support Grant (Sector)
 - Local Restrictions Support Grant (Addendum)
 - Local Restriction Support Grant (Open)
 - Additional Restrictions Grant
- 1.4 The table in **Appendix 1** outlines each grant in detail and highlights the complexity of administration and understanding for the business community. The initial Government Guidance can be viewed here: <https://www.gov.uk/government/publications/local-restrictions-support-grants-lrsg-and-additional-restrictions-grant-arg-guidance-for-local-authorities> and since the release on 03 November 2020 there have been a series of FAQ's and clarification documents and guides for the business community were published on the Gov.uk website on 12 November 2020.
- 1.5 Colleagues in Exchequer Services, Growth, Internal Audit and Finance are working together to ensure that administration and payment of grants to relevant business takes place as quickly as possible.
- 1.6 The grants will be paid for the financial year 2020-2021 to businesses that meet the eligibility Criteria, and which will be fully funded by central government. Tameside businesses need to apply for the grants via application forms on the Councils website and payments will be made directly into the bank accounts of those businesses that qualify, after due diligence against potential fraud has been undertaken.
- 1.7 This report will focus on the mandatory grant schemes, which went live in Tameside on 10 November 2020 and in particular: the Local Restriction Support Grant (Closed), Local Restrictions Support Grant (Sector) and Local Restrictions Support Grant (Addendum).
- 1.8 The discretionary grants – the Local Restrictions Support Grant (Open) and Additional Restrictions Grant will be subject to a separate report by Strategic Growth who will administer these.

2 OVERVIEW OF MANDATORY GRANTS

- 2.1 Following guidance being released by BEIS a series of FAQ factsheets have been released at the rate of one per week to clarify a considerable number of issues raised by local authorities in the determination and administration of grants including the continual change in reporting requirements.

- 2.2 A number of points regarding eligibility are common to all mandatory grants as detailed in this section, and which are not exhaustive, however the key points are detailed here. Businesses will be eligible to receive a grant for each eligible premise within a local lockdown area.
- 2.3 All grants that are paid are subject to state aid rules. Businesses that may have already received grant payments awarded at the start of lockdown or a discretionary grant and which equals or exceeds the maximum levels of state aid permitted and the Covid-19 Temporary State Aid Framework temporarily increasing state aid up to €800,000 will not qualify.
- 2.4 Businesses subject to insolvency, or in administration, are not eligible to claim a grant and businesses that have chosen to close, but had not been required to do so, will not be eligible to claim.
- 2.5 The amount of payment is the same for each mandatory grant as follows for the relevant qualifying period:
- Businesses occupying premises appearing on the local rating list with a rateable value of less than £15,000 will receive a payment of £667 14 day qualifying restriction period.
 - Businesses occupying premises appearing on the local rating list with a rateable value of exactly £15,000 and less than £51,000 will receive a payment of £1,000 14 day qualifying restriction period.
 - Businesses occupying premises appearing on the local rating list with a rateable value of £51,000 or more will receive a payment of £1,500 for each qualifying restriction period.

3 MANDATORY GRANT - LOCAL RESTRICTIONS SUPPORT GRANT (Closed)

- 3.1 This is a mandatory grant aimed at businesses that had to close as a result of the area being placed in Tier 3 of COVID restrictions. Businesses that will be eligible for this funding are those which;
- were open and providing in-person services to customers from their business premises and
 - were required to close for a consecutive period of not less than 14 days as a result of regulations made under the Public Health (Control of Disease) Act 1984;
 - had their first full day of closure on or after 9 September 2020.
- 3.2 Tameside's first day of being in Tier 3 is deemed to be 23 October 2020 until 04 November 2020 when national lockdown started so LRS (Closed) would be payable to eligible businesses for the 13 day period pro rata. BEIS have confirmed that in this instance the 13 day period of closure should be paid although the guidance states that businesses must close for not less than 14 consecutive days.

4 MANDATORY GRANT – LOCAL RESTRICTIONS SUPPORT GRANT (SECTOR)

- 4.1 This grant, as the name implies, is aimed at specific business sectors that had been required to close nationally from 23 March 2020 onwards, however grant funding can only be awarded to eligible business from 01 November 2020 onwards and is not retrospective.
- 4.2 Businesses that are eligible to receive this funding are:
- Nightclubs, dance halls, and discotheques;
 - Sexual entertainment venues and hostess bars.

- 4.3 The amount of grant for the period 01 November to 04 November 2020 (eligible period prior to national lockdown commencing on 05 November 2020) is to be paid pro rata at the same rate as other mandatory Local Restrictions Support Grant (Closed) as detailed in Section 2.5 of this report.

5 MANDATORY GRANT – LOCAL RESTRICTIONS SUPPORT GRANT (ADDENDUM)

- 5.1 This particular grant covers the period 05 November 2020 (date of national lockdown) to 2 December 2020 and is aimed at businesses that are mandated to close to manage the spread of coronavirus and includes non-essential retail, leisure, personal care, sports facilities and hospitality businesses.
- 5.2 The rate of payment of grant is the same as LRSG (Sector) and (Closed) as detailed in Section 2.5 of this report, however, payment is to be made per 28 day period we are in lockdown as follows:
- Businesses occupying premises appearing on the local rating list with a rateable value of less than £15,000 will receive a payment of £1,334 28 day qualifying restriction period.
 - Businesses occupying premises appearing on the local rating list with a rateable value of exactly £15,000 and less than £51,000 will receive a payment of £2,000 28 day qualifying restriction period.
 - Businesses occupying premises appearing on the local rating list with a rateable value of £51,000 or more will receive a payment of £3,000 for each qualifying restriction period.
- 5.3 Grant funding will be issued to local authorities at the beginning of the 28-day payment cycle, which is the first day nationwide restrictions come into force. If the allocation proves insufficient for all eligible businesses, top-up funding will be provided. Funding will then be provided on a rolling 28-day basis for as long as national restrictions apply.

6 FUNDING AND REPORTING ARRANGEMENTS

- 6.1 The government have confirmed that local authorities will be reimbursed in full for all grants that are paid to eligible businesses that are affected. Payments will be made under section 31 of the Local Government Finance Act 2003, however grant funding letters have not yet been received for all grants from BEIS.
- 6.2 Funding arrangements with regard to grants is not known beyond 02 December 2020 when national lockdown is expected to end, however BEIS have suggested that grant type will resume relative to which Tier each area is placed in at the time national lockdown ends.
- 6.3 The Council will be required to keep records of all grants paid and data must be submitted weekly to the Department of Business, Energy and Industrial Strategy (BEIS). Reporting to BEIS will include:
- Numbers of businesses eligible for each grant scheme
 - Number of payments made each week by grant type
 - Number of payments pending/to be considered
- 6.4 The government has committed to meeting the additional cost to the Council for this scheme and a New Burdens assessment is to be undertaken. To date this funding has not yet been communicated to the Council.

- 6.5 During week commencing 16 November 2020, BEIS requested local authorities to record additional information to that which had been previously requested, and upon which applications had been made. Most of the information requested cannot be recorded on the business rates system and will have to be collected manually. Additional new burdens funding has been requested specifically for data collection.
- 6.6 BEIS have made clear that the additional reporting is to include the following, which is not an exhaustive list
- Unique identifier for each business ie Companies House reference number, VAT number, Self-Assessment Number, National Insurance Number etc none of which is required to process a grant application
 - Size of business the grant relates to and number of employees
 - Business sector using a set of codes provided by the Office of national Statistics (ONS)
- 6.7 BEIS have further confirmed that all data submitted will appear in grant payment local authority league tables, which will be published on a regular basis.
- 6.8 In addition to reporting to BEIS, robust monitoring of spend by grant type must be made to ensure that grant funding reconciliations are maintained.

7 PROGRESS TO DATE

- 7.1 Given the complexity, scale of task, timescales for implementation and resource identification good progress to date has been made.
- 7.2 The application form for the mandatory grants went live on 10 November 2020 after approval from internal audit had been secured. As at 20 November 2020, a total of **654 applications** have been received and 110 paid to date to the value of **£143,434**. The assessment of each application must follow specific criteria to ensure that the application is eligible and to guard against potential fraudulent claims being made.
- 7.3 With the release of each FAQ document changes have been made to either the application or assessment process, however the eligibility criteria has remained the same.

8 RISKS

- 8.1 This additional work comes at a time when three other new government initiatives are being administered within Exchequer Services in addition to existing increasing demand and increasing volumes of day-to-day work as a result of COVID-19. Each new initiative requires additional resource, new process set up, IT solutions and additional management responsibilities. The new additional work is sizeable in terms of volume includes the Track and Trace Self Isolation payments, the Housing Benefit Accuracy project imposed by the DWP, the Discharge to Assess for financial assessments for care services from March lockdown imposed by DoHSC.
- 8.2 The collection of Council Tax, Business Rates, Housing Benefit overpayments and income from Sundry Debts as well as prompt payment of Housing Benefit and Council Tax Support remains vital to support the Councils overall budget position, and also to support the most financially vulnerable in the Borough. Resources are considerably stretched.
- 8.3 Colleagues across the organisation are supporting this process notably Internal Audit to ensure processes and systems are robust in relation to the guidance received, Finance to ensure appropriate reconciliation of monies paid, IT for on-line forms and interfaces, Marketing and Communications for publicising the grant payments.

8.4 Fraudulent claims could be made and it is therefore essential that the processes in place are robust and ensure that sufficient evidence is collected to verify that the claims are legitimate. Post payment checks will also be made.

9 CONCLUSION

9.1 The Council will administer the mandatory Local Restrictions Support Grants to all eligible businesses where localised and national restrictions apply.

9.2 Localised restrictions are imposed on specific local authorities or multiple local authority areas, where the Secretary of State for Health and Social Care requires the closure of a business in a local area under regulations made using powers on Part2A of the Public Health (Control of Disease) Act 1984 in response to the threat posed by coronavirus.

9.3 There are three mandatory grants payable to eligible businesses as follows:

- Local Restriction Support Grant (Closed)
- Local Restrictions Support Grant (Sector)
- Local Restrictions Support Grant (Addendum)

9.4 A common set of principles applies to all grants:

- Businesses will be eligible to receive a grant for each eligible premise within a local lockdown area
- All grants that are paid are subject to state aid rules. Businesses that may have already received grant payments awarded at the start of lockdown or a discretionary grant and which equals or exceeds the maximum levels of state aid permitted and the Covid-19 Temporary State Aid Framework temporarily increasing state aid up to €800,000 will not qualify.
- Businesses subject to insolvency, or in administration, are not eligible to claim a grant and businesses that have chosen to close, but had not been required to do so, will not be eligible to claim.

9.5 Central government will fully fund the mandatory schemes via Section 31 of the Local Government Finance Act 2003. New burdens funding has been promised however this does not cover the additional reporting requirements identified by BEIS after grant applications opened and for which additional new burdens funding has been requested.

9.6 Payment of each mandatory grant type is the same for each 14-day period that the business is eligible however the LRSG (Addendum) is to be paid once in 28 day period. Additional resource has been secured from across the organisation to support the grant process.

10 RECOMMENDATIONS

10.1 As set out at the front of the report.

APPENDIX 1

Grant name	Time period	Eligible Business Type	COVID Status for grant	Local Authority discretion ary allowed	Amount of grant (dependent on rateable value RV of business premises)	Additional Information
Local Restrictions Support Grant (Closed) Addendum	5/11/20 to 2/12/20	Non-essential retail, hospitality and leisure businesses appearing on the local business rating list	National Lockdown	No	1 x payment to cover 28 days RV of exactly £15k or under = £1,334 RV over £15k and less than £51k = £2,000 RV of exactly £51k or above = £3,000	
Local Restrictions Support Grant (Closed)	23/10/20 to 04/11/20	Bingo halls/ Soft play centres and areas/ Betting shops/ Adult Gaming Centres/ Casinos/ Arcades/Pubs/Bars that do not offer substantive meals, businesses must appear on the local business rating list	Tier 3 (Very High)	No	Pro rata based on 14 day payment RV of exactly £15k or under = £667 RV over £15k and less than £51k = £1,000 RV of exactly £51k or above = £1,500	From 05 November 2020 businesses in this category will fall under Local Restrictions Support Grant (Closed businesses) Addendum
Local Restrictions Support Grant (Sector)	01 Nov 2020 to 04 Nov 2020	Businesses in specific sectors subject to National Closures since 23 March 2020 i.e. Sexual Entertainment Venues/ Hostess Bars Nightclubs/ Dance Halls and Discotheques	Tier 2 (High) and Tier 3 (Very High)	No	Pro rata of 14 day payment RV of exactly £15k or under = £667 RV over £15k and less than £51k = £1,000 RV of exactly £51k or above = £1,500	From 05 November 2020 businesses in this category will fall under Local Restrictions Support Grant (Closed)

Local Restriction Support Grant (Open)	05 August 2020 – 4 November 2020)	Businesses not legally required to close but who were severely impacted by restrictions in place	Tier 2 type restriction, Tier 2 (High) and Tier 3 (Very High)	Yes	Not yet confirmed	
Additional Restrictions Grant	From 5 November 2020	To be confirmed.	Tier 3 (Very High) and National Lockdown	Yes	Not yet confirmed	

Agenda Item 8

Report to:	EXECUTIVE CABINET
Date:	16 December 2020
Executive Member:	Councillor Oliver Ryan – Executive Member for Finance and Economic Growth
Reporting Officer:	Jayne Traverse Director of Growth
Subject:	LOCAL RESTRICTIONS SUPPORT GRANT (OPEN) AND ADDITIONAL RESTRICTIONS GRANT - DISCRETIONARY
Report Summary:	This report sets out preferred options for the disbursement of the Local Restrictions Support Grant (Open) & Additional Restrictions Grant Funds.
Recommendations:	Recommend to Executive Cabinet to: <ol style="list-style-type: none">1. approve the recommended Local Restriction Support Grant (Open) and Additional Restriction Grant schemes and approve payments covering the periods before and after National Lockdown.2. Approve applications to be paid immediately once eligibility checks are completed and appropriate state aid declarations have been completed by the applicants.3. Receive a review and outcome report setting out all applications paid to be published on the Council website in April 2021.4. To agree the temporary re-prioritisation until February 2021 of the Growth Directorate Services as set out as 7.1 to enable the delivery of Local Restriction Support Grant Open and Additional Restrictions Grant.
Corporate Plan:	The Grant Funds support delivery of the Work, Skills and Enterprise priority.
Policy Implications:	The Grant Funds will provide financial support for local businesses utilising the funding provided by Government for this purpose.
Financial Implications: (Authorised by the statutory Section 151 Officer & Chief Finance Officer)	<p>As set out in paragraph 1.1, the Council has received five funding for five different business support grants. Three of the funding streams are for mandatory grant schemes, which are fully funded and operated in accordance with prescribed terms, and these have been subject to a separate report. This report is focused on the two discretionary funding streams for business rates grants – Local Restrictions Support Grant (Open) and Additional Restrictions Grant.</p> <p>The operation of these grant schemes will be complex and administratively time consuming. Government has indicated that new burdens funding will be made available to support administration but no allocations have yet been provided.</p> <p>Local Restrictions Support Grant (LRSO) Open</p> <p>The Council has received an allocation of LRSO Open for the period 1 August to 4 November 2020 of £1,811,940. This is fixed amount and no further funding will be received for this period if the Council makes grant awards in excess of this allocation. Government has</p>

indicated that further allocations of LRSG Open will be made for future periods where local Tier 2 or Tier 3 type restrictions apply, however no formal funding allocations have yet been received.

As set out in section 4 of this report, based on the information available and the proposed scheme to be operated, it is estimated that claims for LRSG Open in Tameside will result in grant payments to the value of £1,877,370, which is in excess of the LRSG Open allocation. The report proposes using the Additional Restrictions Grant (ARG) to top up this scheme if required. If future allocations of LRSG Open are made on the same basis as the initial allocation, then future award periods are likely to require some top up of funding from the ARG. If future allocations result in funding at a lower amount, then the more ARG top may be required and the scheme will need to be subject to review on a regular basis as further LRSG Open allocations are received.

Additional Restrictions Grant (ARG)

The Council has received £4,792,000 for the period from 24 October 2020. This funding is to cover the 2020/21 and 2021/22 financial years and no additional allocations of funding are currently expected. The Council has full discretion in how it applies the ARG. The LRSG Open scheme is expected to require some top up of funding from the ARG pot and therefore an initial amount of £2,000,000 has been ring fenced from the ARG allocation for a discretionary grant scheme. This scheme is to operate on a first come first served basis until this ring fenced amount has been spent. It will therefore be critical that the application and processing arrangements provide a clear audit trail and accurate monitoring to ensure that grant awards do not exceed the allocated funding.

Legal Implications: (Authorised by the Borough Solicitor)

As set out in the main body of the report recommendations sought relates to the two discretionary funding streams for business rates grants – Local Restrictions Support Grant (Open) and Additional Restrictions Grant.

Members need to be satisfied that these discretionary schemes support the Council's priorities and will reach the businesses that the mandatory scheme do not support but are important to the Council to support their sustainability for the economy and the region.

Members will also have to be satisfied that the benefits derived from these two schemes outweighs the impact that service considers that the delivery of these schemes will have on the existing service provision.

It is important that the nature of applicants/businesses that will be successful is set out in this report for the reasons of transparency and similarly that the detail of successful applicants should be published on the Council's website.

Given that the proposal is that the scheme will operate on a 'first come first served' basis it is also important that the scheme and how it is to be advertised and administered is subject to an Equality Impact Assessment and that there is a comprehensive communications strategy as well as having a readily accessible and understandable application process.

The Council has now managed a number of these schemes and should bring all of experienced gleaned from those to ensure that there is a robust due diligence and audit process in place to ensure that the funds are distributed appropriately. Part of that process will include obtaining State Aid declarations before a payment is made.

It is also advisable that a report is returned to Members once the schemes have been concluded in order that the impact can be assessed.

Risk Management:

The Grant Funds will be delivered in partnership with Internal Audit with a full pre-project risk plan in place that will be updated and inform Government assurance documents.

Background Information:

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



Telephone: 07854163188



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

1. INTRODUCTION

- 1.1 The Government announced the Local Restrictions Support Grant (LRSNG) and Additional Restrictions Grant (ARG) funds, via the Department for Business, Energy and Industrial Strategy (BEIS) in October 2020. There are five parts to these funds with three following mandatory guidelines (which are already open for applications in Tameside), and two allowing Local Authority discretion. This report focuses on the two parts with discretionary elements.
- LRSNG (Closed) (Mandatory criteria)
 - LRSNG (Closed) Addendum (Mandatory criteria)
 - LRSNG (Sector) (Mandatory criteria)
 - **LRSNG (Open) (Discretionary elements and mandatory criteria)**
 - **ARG (Discretionary elements and mandatory criteria)**
- 1.2 The intention of the funding is complex and was introduced in piecemeal fashion by Government as England progressed to National Lockdown 2. The aims of the funding are to support businesses impacted by renewed COVID19 impact as areas progressed into LCAL 2 (TIER 2), LCAL 3 (TIER 3) and National Lockdown measures. The intent from Government guidance is to support hospitality, accommodation and leisure businesses with Rateable Values (RV), however Local Authorities have the discretion to design a scheme around Government intentions supporting companies without RVs and wider business sectors. There is a clear expectation from the public and business community that each Local Authority has discretion to choose which businesses to support and this has created high demand on limited funding. The funding allocation for LRSNG (Open) has been calculated by BEIS on specific business data / numbers that is not expected to match demand, as explained in section 3.2 of this report. ARG was calculated by Government through direct negotiations with Greater Manchester Combined Authority (GMCA) based on circa £20 per head of population. GMCA led negotiations on the financial support needed and has been engaged in the principles for designing local discretionary elements.
- 1.3 The LRSNG (Open) is intended to help kickstart recovery for businesses that are not legally required to close but are severely impacted by the restrictions under LCAL 2 (Tier 2) and LCAL High type restrictions (defined as when no indoor household mixing was introduced), and is retrospective applying from 1 August 2020 (as per LRSNG (Open) Guidance section 2). This can apply to businesses, per property (property is also known as hereditament), with or without a rateable value (RV). The options set out in this report are aimed primarily at the pre National Lockdown period with an acknowledgement that the scheme could be reviewed and revised following a return to Tier 3 or 2 restrictions. Tameside Council has been allocated £1,811,940 (84 day allocation, funding confirmed by BEIS on 6 November 2020) for the period 1 August 2020 to 4 November 2020 (as per LRSNG (Open) Guidance). It is proposed that Tameside Council manages this allocation closely and utilises the ARG to top up the budget set out above should demand exceed Government funding. It is expected that all Local Authorities will be given a new 28 day allocation following re-entry into Tier 3 or 2, however this has not yet been confirmed with a funding amount in formal guidance or offer letters by Government. It is important to note that LRSNG (Open) could have an ongoing liability replenished and funded by Government (no details on size of funding) whereas the ARG grant will not be replenished and would therefore not support LRSNG (Open) in any top up format indefinitely.
- 1.4 The ARG is intended to allow Local Authorities to support businesses in their local economies and to provide additional support to grant funding under the Local Restrictions Support Grant from the 23 October 2020 (GM entering LCAL 3 'Tier 3'). Government envisage that this will primarily take the form of discretionary grants, but that Local Authorities could also use this funding for wider business support activities. Tameside Council has been allocated £4,792,000 (confirmed by GMCA 13 November 2020) for the period beyond 23 October and is required to spend the money in financial years 2020/21 – 2021/22. It is proposed Tameside Council does not utilise any other funding beyond that provided by Government and does not

overspend on this allocation. It is proposed that initially £2m of funding is utilised for ARG with the remaining £2.7m available for top up of LRSG Open and potential additional use for ARG. Section 22 of the Government Guidance for ARG provided on 2 November 2020 is provided below for information alongside Question 23 from the FAQ guidance on 9 November 2020. These elements of the guidance enable Tameside to have discretion on how to determine funding and also to use ARG to top up LRSG Open.

'22. Local Authorities can determine how much funding to provide to businesses from the ARG funding provided, and exactly which businesses to target.'

'23. Can Local Authorities use ARG funding to provide top-up grants for businesses receiving LRSG grants?

Yes. Local Authorities have the freedom to use funds from the ARG to provide top-up grants to businesses that are in receipt of grants under other schemes.'

1.5 **Appendix A and B** set out the five streams to support businesses set out in guidance by the Government on the 2 November 2020. Even though these schemes have separate funding allocations and are targeted on distinct sectors they need to be considered together with additional funding such as the Job Retention Scheme (furlough) and Self Employment Income Support Scheme.

1.6 The report includes the following Appendices:

- Appendix A and B Information on the five funding streams
- Appendix C – Evidence Tables
- Appendix D - Non-preferred options
- Appendix E – Tameside LRSG (Open) Draft Scheme based on preferred option
- Appendix F – Tameside ARG Draft Scheme based on preferred option

2. BACKGROUND

2.1 This report details the guidance from Central Government and the options for the use of the LRSG (Open) and ARG grant funds in Tameside. Local Authorities have been given the discretion to determine the payment schedule and timings for these grants however Government strongly encourage payments to be made to eligible businesses as quickly as possible in order to help businesses in need. The success measure of the Tameside schemes will be their implementation with all monies being paid to Tameside businesses.

2.2 Whilst discretion has been given to Local Authorities, Section 13 of the LRSG (Open) guidance advises that the fund 'is aimed at hospitality, hotel, bed & breakfast and leisure businesses'. This is reiterated and extended in Section 23 of the ARG guidance which refers to retail, hospitality and leisure sectors, or business in the events sector. Both funds refer to business within and outside the business rates system (RV and Non RV).

3. EVIDENCE

LRSG (Open)

3.1 To determine the level of funding received by Tameside for LRSG (Open) the Government requested the data set out in **Appendix C** Table 1. There are 508 known businesses (discounting Betting Shops) that fall within the recommended categories for LRSG (Open) n.b. these are recommended but not mandatory for Tameside to adopt in our discretionary scheme. There may be additional business properties (hereditaments) which are not known to the Local Authority but which should have a rateable value. Across Greater Manchester LAs the Government intention for sectors (hospitality, accommodation, leisure) and award levels are being utilised in LRSG (Open) schemes.

3.2 We are aware that there are businesses in the borough who are operating in the above sectors with a Rateable Value (RV), but who have not been included in the above numbers as the Valuation Office Agency (VOA) have classified their premises under a different type or SCAT code. It is the responsibility of the VOA to determine the classification of premises, however these have no bearing on the business rates payable. The VOA issued the following statement: *“the VOA’s rating list property descriptions and SCAT codes relate to the valuation of the property and not the business, as this can be different. We provided data to assist government with their calculation for the initial funding allocation estimates, however we understood it wasn’t intended that VOA SCAT codes would be used as a basis by LAs for eligibility.”* Whilst we know that these discrepancies in categorisation exist, and are aware of some examples, we do not have an exhaustive list of affected businesses.

3.3 Further data from the Tameside Discretionary Grant Fund application process (**Appendix C** Table 2) provides information on a further 19 non rateable value businesses / hereditaments in hospitality, accommodation and/or leisure where an application provided enough information on which we could make an assessment for the purposes of this report. This should not be taken as all of the businesses in this category within Tameside as not all businesses, such as those who did not meet the criteria to submit an application, were recorded in this process.

ARG Evidence

3.4 Further data from the Tameside Discretionary Grant Fund application process (**Appendix C** Table 3) provides information on a further 158 non rateable value businesses / hereditaments where an application provided enough information on which we could make an estimate for the purposes of this report. This should not be taken as all of the businesses in the non-rateable value category within Tameside as not all businesses, such as those who did not meet the criteria to submit an application, were recorded in this process. The Tameside Economic Baseline 2020 provides evidence on the number of businesses in the borough by size (micro/small/medium/large).

3.5 The number of self employed residents in Tameside can be gained from Government data provided in August 2020 (see **Appendix C** Table 4) which suggests that there are 9,800 Tameside residents eligible for the SEISS, of which 7,700 had made a claim by 31/7/2020. The options set out below do not include support for self employed who have not received support due to the limitations of the Government’s national scheme. Tameside Council as part of GMCA continues to lobby the Government on modifying the national scheme.

3.6 The options below provide support for commercial properties only as Tameside’s priority for allocated funding. Domestic home based properties will not be supported and prioritised above commercial based businesses, this means businesses such as entertainers, taxi drivers and allied trades who do not operate from commercial premises will not be eligible. This is aligned and reflective of schemes across Greater Manchester.

4. OPTIONS APPRAISAL

4.1 This section sets out options for Executive Members to review and decide on priorities for support and design of LRSG (Open) and ARG schemes.

4.2 The following points underpin the schemes:

- The LRSG (Open) and ARG schemes in total will not overspend.
- If the value of grant awarded from the LRSG (Open) scheme exceeds the allocated funding, the LRSG (Open) scheme will be topped up from ARG funding with regular reviews on spend and ongoing liability.
- The ARG scheme will operate until funding is exhausted on a first come, first serve basis.

- If the LRSO (Open) or ARG fund is undersubscribed with the applications received, the Council reserves the right to amend the grant schemes and utilise across both schemes.
- Businesses will only be able to receive funding from ARG if they have not received LRSO (Closed) / (Closed) Addendum / (Sector).
- Tameside awards will be per property (hereditament) for LRSO (Open) and per business for ARG.
- LRSO (Open) options relate to the period 1 August to 4 November 2020.
- ARG will be backdated to 23 October when Tameside entered Tier 3.
- Both the LRSO (Open) and ARG discretionary schemes may be reassessed following the end of National Lockdown Restrictions when Tameside anticipates receipt of a new allocation for LRSO (Open) from BEIS.
- We will operate on a streamlined evidence required approach - rateable value / rent costs and number of employees are confirmed by single pieces of evidence as defined in the guidance (**Appendix E & F**) and one bank statement is required to confirm account details and to demonstrate the business was open and trading in the relevant timescales. This will reduce processing time and speed up assessment, award and payment to applicants.

**LRSO (Open) Funding Options – Allocation for period 1 August to 4 November 2020
£1,811,940 – Allocation post 3 December 2020 unknown**

4.3 The LRSO (Open) preferred option (set out below) is predicated on a streamlined approach to administration with RV the basis of award levels and Non RV based on property rental / mortgage costs and is aligned to other GM LA schemes. It is proposed that income levels are not used as the options are targeted on sectors that have had restrictions (e.g. mandated closing times). This will provide a more responsive process for applicants due to lower processing times. Other non preferred options are set out in **Appendix D**.

4.4 The payment levels are set using the suggested grant funding tiers detailed within the Government guidance:

	Rateable value of exactly £15k or under, or if Non RV annual fixed property cost (rent) exactly £15k or under	Rateable value over £15k and less than £51k or if Non RV annual fixed property cost (rent) over £15k and less than £51K	Rateable value exactly £51k or above or if Non RV annual fixed property cost (rent) exactly £51K or above
28 day cycle payment	£934	£1,400	£2,100
1 Aug to 4 Nov 2020 or pro rata if not equivalent to 83 days	£2,802	£4,200	£6,300

Preferred Option - Option 1 – Direct funding to hospitality, accommodation and leisure with Rateable Values and Non Rateable Values on 28 day cycles (up to 96 days) approach using Government anticipated funding tiers.

RV or Non RV Fixed Property Rental / Mortgage Cost under £15K – £934 every 28 days
 RV or Non RV Fixed Property Rental / Mortgage Cost between £15k and £51K – £1,400 every 28 days
 RV or Non RV Fixed Property Rental / Mortgage Cost over £51K – £2,100 every 28 days

<p>The scheme will operate based on allocated funding and will be reviewed regularly until fully utilised. The initial award of grant will be for the period 1 August to 4 November 2020. Any further award of grant will be subject to additional funding being received from Government.</p> <p>Applications will be paid from 17 December 2020 with awards taking place following eligibility checks.</p> <p>The Scheme would be reviewed following Tameside moving out of National Lockdown (2 December 2020 once the Government have confirmed any potential new allocation of funding and considering any new guidance from Government) with no guarantee to fund applicants on an ongoing basis but with applications considered for the period before and after National Lockdown. It is not expected that Tameside would receive any refreshed confirmed funding allocation until w/c 7 December 2020.</p>	
Eligible	Tameside trading hospitality, leisure, accommodation with Rateable Value and Non Rateable Value in commercial premises.
Estimated Cost Pre National Lockdown	£1,877,370 (RV £1,805,952 , Appendix C Table 5, plus known non RV £71,418 Appendix C Table 6) The RV is based on the VOA SCAT codes and actual applications could be higher as there is shared concern across GM that the codes used are inaccurate and liability may be higher. The non RV figure is using the partial data available from Discretionary Grant Fund application data and is an estimation, liability may be higher.
Estimated Cost Post Lockdown per 28 day period	£625,790 (RV £601,984 Appendix C Table 7 plus known non RV £23,806 Appendix C Table 8) The RV is based on the VOA SCAT codes and actual applications could be higher as there is shared concern across GM that the codes used are inaccurate and liability may be higher. The non RV figure is using the partial data available from Discretionary Grant Fund application data and is an estimation, liability may be higher.
Evidence Required (above self declarations)	RV details or rent/business mortgage agreement and proof of ongoing payment. Confirmation of business trading within hospitality, leisure or accommodation sectors. Bank statement to show trading dates and confirm bank account.
Positives	Targets all funding on businesses from the from the hospitality, accommodation, leisure sector. Consistency with schemes across GMCA. Enables greater control of spend by focusing on narrow sectors.
Negatives	Potential for oversubscription to the Government allocated fund of £1.8m that will be topped up by ARG funding requiring regular review.
Overall summary	Preferred option, consistent with other GM LAs and follows intent of Government guidance.

ARG Funding Options – Allocation for period 23 October to 31 March 2022 - £4,792,000

4.5 Authorities in Greater Manchester are working towards the following collective principles in the design of an ARG scheme:

- a) Businesses which are badly affected by the restrictions but who are not receiving other grant support
- b) Other businesses which are important for each LAs economy

- 4.6 The ARG fund must be spent by the end of 2021/22 (31/03/2022). It is likely that the funding will be fully utilised during the national lockdown period and following months due to need and demand.
- 4.7 The preferred option for ARG is set out below. Other non-preferred options are set in **Appendix D**.

<p>Option A – Tameside trading businesses who are not receiving LRSG (Closed) / (Closed) Addendum / (Sector) grant will receive one off payments based on employee numbers.</p> <p>This option is open to RV and Non RV but not domestic (home based) businesses including self employed in domestic premises.</p> <p>One off payments based on Tameside employee numbers per business (Appendix C Table 9 for detailed calculation). The levels below are based on all 5,788 eligible businesses applying and qualifying for a grant.</p> <p>0-9 = £1,000 (5,455 businesses, estimated 5,224 eligible) 10-49 = £2,500 (580 businesses, estimated 486 eligible) 50-249 = £10,000 (90 businesses, estimated 60 eligible) 250+ = £20,000 (15 businesses, estimated 8 eligible)</p> <p>The scheme will operate on a first come, first serve basis with an initial pot of £2,000,000 until all funding fully utilised and exhausted.</p> <p>Applications will be paid from 17 December 2020 with awards taking place following eligibility checks.</p>	
Sectors Covered	Tameside trading businesses without a rateable value who are not eligible for LRSG (Closed) / (Closed) Addendum / (Sector) support and businesses with a rateable value in commercial premises that have been affected by COVID19.
Estimated Cost	Capped at £2,000,000 on a first come first serve basis. If all estimated eligible applied total value of applications would be £6,659,816.
Evidence Required (above self declarations)	Tameside employee payroll aggregate data (personal details redacted) RV details if applicable. Evidence to confirm the business was trading from a commercial premises on 22 October 2020.
Positives	Consistent with key GM principle of supporting those not receiving LRSG (Open) or (Closed) / (Closed) Addendum / (Sector). Simple to understand. Supports employment. Wide criteria provides opportunity for more businesses. All business sectors are supported. Lower processing time due to evidence requirements.
Negatives	High level of applications to process, potentially 5,778 in total although if demand was high this number would be reduced due to funding cap coming into effect and the application window closing. Higher demand than funding allocated would result in some businesses not receiving funding.
Overall summary	Preferred option, meets key GM criteria, provides a simple scheme that enables any Tameside commercial based business to access financial support.

5.0 TIMESCALES FOR DELIVERY

- 5.1 The Schemes will be delivered against the following proposed milestones and timescales.
- Early December 2020 - Review implications for LRSG (Open) Scheme (for period post Lockdown) following scheduled end of National Lockdown on receipt of new allocation should Tameside enter LCAL 2 or LCAL 3.
 - 10 December 2020 – application form (online and non-online option) for LRSG Open and ARG made live
 - 16 December 2020 – Cabinet Decision on Schemes to enable payments
 - 17 December 2020 onwards – Assessment, processing, award of payments following eligibility checks without requirement for Key Decision.

6.0 DESIGN AND DELIVERY

- 6.1 Officers from Employment, Economy and Skills, Exchequer, Finance, Internal Audit and Policy and Communications formed a working group to progress all the grants and the design of the discretionary elements. Finance will continue to monitor spend throughout the delivery period, Internal Audit will support to ensure fraud is limited due to controls in place. Post payment checks will also be made.

7.0 IMPACT ON EXISTING SERVICE DELIVERY

- 7.1 In order to prioritise delivery of the LRSG Open and ARG grant schemes the temporary changes to service provision have been set out below because of the need to second staff into this project. The workload of the Directorate will continue to be monitored, with Members updated with wider impacts if required.
- Temporarily reduced input to adults with disability employment support work until February 2021
 - Suspend any new Tameside Employment Fund placements until February 2021
 - Inclusive Growth Strategy consultation extended with consideration by Cabinet in March 2021
 - In Work Progression Pilot with Department for Work and Pensions start date deferred until July 2021
 - Pennine Care Early Intervention Service mental health employment coach deferred until February 2021
 - Reduced business engagement work until February 2021

8.0 RISKS

- 8.1 The table below sets out risks and mitigations.

#	Risk	Impact	Rating	Mitigation
1.	Council overspends on funding allocated by Government	Council would be liable for amount above Government funding.	Low	The Council cannot overspend due to the following mechanism; The ARG scheme operates on a first come, first serve basis until all funding fully utilised and exhausted. The LRSG (Open) scheme is funded by Government allocation expected to be refreshed every 28 days when re-entering TIER 2 or 3 with a top up from ARG pot which will be regularly reviewed.

2.	The Government allocation amount for LRSG (Open) is lower than demand.	Overspend cannot occur however Tameside Council would need to communicate effectively to applicants that the Government had not provided the required level of funding compared to their Guidance and communications.	High	The preferred option has been modelled on data from the Business Rates system which may be inaccurate to actual applications received. The mitigation available is to operate the LRSG (Open) scheme with a top up from ARG to be regularly reviewed. All GM authorities have recognised this risk.
3.	Fraudulent applications	Public money is not used as intended.	High	The Council's Internal Audit Team will provide a review of controls to provide pre and post payment measures to combat fraud. Some level of fraud is expected within any scheme, the application and assessment process is designed to identify and reduce occurrences including verification of bank details to assess trading status, Spotlight checks, review of business rates data or fixed property costs (rent) evidence and aggregated payroll data evidence as applicable. The proposed schemes do have streamlined evidence requirements to ensure faster application, assessment and award processes when compared to Discretionary Grant Fund
4.	Capacity to implement and deliver scheme.	Slow payments to businesses.	High	The Discretionary Grant Fund was delivered in the Summer months by Growth when a team could be assembled from Adult Community Education (closed at the time, now back in day job). Currently the identified team is under capacity and the application and assessment period will take place during Christmas closure where annual leave request are higher across all services (including support services needed for a project like this e.g. IT/Audit/Creditors). The Council will aim to supplement the core team with resources from across the Council.
5.	Impact of delivery of the scheme on economy, employment and skills provision.	Temporary changes to service provision	High	Section 7 sets out the temporary reduction or suspension of some programmes of work, to be regularly monitored and reviewed.
6.	Financial impact on businesses and reputational damage to Council due to Schemes going live on	The Tameside business community is currently requesting the	High	The Council is required to take a Key Decision through Executive Cabinet on 16 December 2020 to launch these discretionary schemes. Communications will be regular to

	10 December 2020 for applications with payments from December 2020 and into January 2021	Council launches a scheme immediately to ease financial pressures with negative perspective on the Council's ability to deliver the grants compared to neighbouring LAs.		ensure businesses are aware when applications are open. The preferred options have been designed to streamline processing and application requirements to enable payments from 17 December 2020 as soon as application eligibility verified without need for further approval on award.
7.	Risk of systems failure due to Economy, Employment and Skills operating excel spreadsheet as database should 2,000+ applications be received	Applications received are processed ineffectively or data is lost due to excel database not being fit for purpose as a database tool for processing large volumes of payments. During DGF the 350 files were held within a shared excel database which proved a challenge due to the software slowing down and not having a function to record over writing of data.	High	The Economy, Employment and Skills (ESS) service are working with IT to identify solutions or improve existing systems. Review has included systems such as Annite (info@work) and Capita. EES service would need to be fully trained on all process requirements for any new system although these systems are not currently though to be solutions. Over the Christmas period an operational plan would need to be enacted to ensure support services (e.g. IT) could resource any issues that arose with email or database system.

9.0 CONCLUSION

9.1 The two schemes set out for approval will provide up to £6,603,940 of financial support to Tameside businesses.

10.0 RECOMMENDATIONS

10.1 As set out on the front of the report.

APPENDIX A

Grant name	Time period	Eligible Business Type	COVID Status for grant	Local Authority discretionarily allowed	Amount of grant (dependent on rateable value RV of business premises)	Additional Information
Local Restrictions Support Grant (Closed) Addendum	5/11/20 to 2/12/20	Non-essential retail, hospitality and leisure businesses appearing on the local business rating list	National Lockdown	No	1 x payment to cover 28 days RV of exactly £15k or under = £1,334 RV over £15k and less than £51k = £2,000 RV of exactly £51k or above = £3,000	
Local Restrictions Support Grant (Closed)	23/10/20 to 04/11/20	Bingo halls/ Soft play centres and areas/ Betting shops/ Adult Gaming Centres/ Casinos/ Arcades/Pubs/Bars that do not offer substantive meals, businesses must appear on the local business rating list	Tier 3 (Very High)	No	Pro rata based on 14 day payment RV of exactly £15k or under = £667 RV over £15k and less than £51k = £1,000 RV of exactly £51k or above = £1,500	From 05 November 2020 businesses in this category will fall under Local Restrictions Support Grant (Closed businesses) Addendum

Local Restrictions Support Grant (Sector)	01 Nov 2020 to 04 Nov 2020	Businesses in specific sectors subject to National Closures since 23 March 2020 i.e. Sexual Entertainment Venues/ Hostess Bars Nightclubs/ Dance Halls and Discotheques	Tier 2 (High) and Tier 3 (Very High)	No	Pro rata of 14 day payment RV of exactly £15k or under = £667 RV over £15k and less than £51k = £1,000 RV of exactly £51k or above = £1,500	From 05 November 2020 businesses in this category will fall under Local Restrictions Support Grant (Closed)
Local Restriction Support Grant (Open)	05 August 2020 – 4 November 2020)	Businesses not legally required to close but who were severely impacted by restrictions in place	Tier 2 type restriction, Tier 2 (High) and Tier 3 (Very High)	Yes	Not yet confirmed	
Additional Restrictions Grant	From 5 November 2020	To be confirmed.	Tier 3 (Very High) and National Lockdown	Yes	Not yet confirmed	

Appendix B

C-19 Restrictions: business support schemes over time and if GM re-enters Tier 3 restrictions to Mar-21

	Tier 2		Tier 3		National lockdown		Tier 3				
	2020								2021		
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
LRSG Open: Grants for businesses in Tier 2/3 areas that are still open but severely impacted by restrictions. Aimed at hospitality, tourism & leisure*											
LRSG Closed: Grants for businesses in Tier 3 areas required to close.											
LRSG Closed (Sectors): Grants for nightclubs and other specific venues required to close continuously since March 2020. Being replaced by "LRSG Closed" from 04 November											
LRSG Closed Addendum: Grants for businesses mandated to close under national lockdown, including non-essential retail, leisure, personal care, sports facilities & hospitality businesses. Paid per 28 days closed											
ARG (£60m): Discretionary fund to support businesses in Tier 3 or national restrictions and alongside the LRSG*											
SEISS provided to self employed people either currently actively trading but impacted by reduced demand due to C-19, or previously trading but temporarily unable to do so due to C-19. Amount equivalent to % of trading profits											
Furlough/Job Support Scheme: the Furlough scheme Government pays 80% of salary for hours not worked. Extension to 31.3.21 applies to people on payroll at 30/10/2020.											

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APPENDIX C

EVIDENCE TABLES

SCAT Category (see key below)	LRSG identifier (Open)	15k and below	More than 15k & less than 51k	51k and above	Total
01:Gyms/ dance studios/fitness studios	Leisure	36	3	3	42
02:Hotels & Leisure centres (all types)	Hospitality / Leisure	54	16	13	83
03:Pubs	Hospitality	106	64	17	187
04:Bars	Hospitality	57	8	5	70
05:Restaurants	Hospitality	71	30	21	122
07:Casinos	Hospitality/Leisure	1	0	2	3
08:Betting shops	N/A (Retail)	12	6	0	18
09:Arcades	Leisure	1	0	0	1
Totals		338	127	61	526

Table 2: Discretionary Grant Fund application data - Non RV in Hospitality, Accommodation & Leisure pre lockdown period

Non Rateable Value Category / Fixed Ongoing Property Costs	£1,000 - £5,000 p.a.	£934 per 28 days based on 84 days	£5,000 - £25,000 p.a.	£1,400 per 28 days based on 84 days	£25,000+ p.a.	£2,100 per 28 days based on 84 days	Total	Total
Shared offices / Flexible workspaces	9	£ 25,218	8	£ 33,600	2	£ 12,600	£ 71,418	19
Total	9	£ 25,218	8	£ 33,600	2	£ 12,600	£ 71,418	19

Table 3: ARG evidence - Discretionary Grant Fund application data

Non Rateable Value Category / Fixed Ongoing Property Costs	£1,000 - £5,000 p.a.	£5,000 - £25,000 p.a.	£25,000+ p.a.	Total
Shared offices / Flexible workspaces	57	58	9	124
Market traders	25	8	0	33
Bed & Breakfast	0	1	0	1
Total	82	67	9	158

Table 4: Self employed residents in Tameside from Government Self Employment Income Support Scheme (SEISS) data August 2020

County and district / unitary authority	Total potentially eligible population ¹	Total no. of claims made to 31/7/20 ²	Total value of claims made to 31/7/20 ² (£)	Average value of claims made to 31/7/20 ² (£)	Take-Up Rate ⁵
Greater Manchester Metropolitan County	121,800	96,100	251,100,000	2,600	79%
Bolton	12,700	10,200	25,700,000	2,500	80%
Bury	8,600	6,800	18,000,000	2,600	79%
Manchester	22,700	17,700	42,300,000	2,400	78%
Oldham	11,200	8,900	21,800,000	2,500	80%
Rochdale	10,200	8,200	20,500,000	2,500	80%
Salford	10,200	7,900	21,300,000	2,700	78%
Stockport	12,800	10,000	28,700,000	2,900	78%
Tameside	9,800	7,700	20,800,000	2,700	79%
Trafford	9,400	7,200	20,200,000	2,800	77%
Wigan	14,300	11,400	31,900,000	2,800	80%

Table 5: LRSO (O) Option 1 Rateable Value Businesses Pre Lockdown 84 day estimated cost

SCAT Category (see key below)	15k and below	£934 per 28 days based on 84 days	More than 15k & less than 51k	£1,400 per 28 days based on 84 days	51k and above	£2,100 per 28 days based on 84 days	Total
01:Gyms/ dance studios/fitness studios	36	£100,872	3	£12,600	3	£18,900	£132,372
02:Hotels & Leisure centres (all types)	54	£151,308	16	£67,200	13	£81,900	£ 300,408
03:Pubs	106	£297,012	64	£268,800	17	£107,100	£672,912
04:Bars	57	£159,714	8	£33,600	5	£31,500	£224,814
05:Restaurants	71	£198,942	30	£126,000	21	£132,300	£457,242
07:Casinos	1	£ 2,802	0	£	2	£12,600	£15,402
09:Arcades	1	£ 2,802	0	£ -	0	£ -	£2,802
Totals	326	£913,452	121	£508,200	61	£384,300	£1,805,952

Table 6: Discretionary Grant Fund application data - Non RV in Hospitality, Accommodation & Leisure estimated costs relating to retrospective payment for Tier 2 / Tier 3 period

Non Rateable Value Category / Fixed Ongoing Property Costs	£1,000 - £5,000 p.a.	£934 per 28 days based on 84 days	£5,000 - £25,000 p.a.	£1,400 per 28 days based on 84 days	£25,000+ p.a.	£2,100 per 28 days based on 84 days	Total	Total
Shared offices	9	£ 25,218	8	£ 33,600	2	£ 12,600	£ 71,418	19
Total	9	£ 25,218	8	£ 33,600	2	£ 12,600	£ 71,418	19

SCAT Category (see key below)	15k and below	£934 per 28 days based on 84 days	More than 15k & less than 51k	£1,400 per 28 days based on 84 days	51k and above	£2,100 per 28 days based on 84 days	Total
01:Gyms/ dance studios/fitness studios	36	£33,624	3	£4,200	3	£6,300	£44,124
02:Hotels & Leisure centres (all types)	54	£50,436	16	£22,400	13	£27,300	£100,136
03:Pubs	106	£99,004	64	£89,600	17	£35,700	£224,304
04:Bars	57	£53,238	8	£11,200	5	£10,500	£74,938
05:Restaurants	71	£66,314	30	£42,000	21	£44,100	£152,414
07:Casinos	1	£934	0	£0	2	£4,200	£5,134
09:Arcades	1	£934	0	£0	0	£0	£934
Totals	326	£304,484	121	£169,400	61	£128,100	£601,984

Table 8: Discretionary Grant Fund application data - Non RV in Hospitality, Accommodation & Leisure estimated costs 28 day cycle

Non Rateable Value Category / Fixed Ongoing Property Costs	£1,000 - £5,000 p.a.	£934 per 28 days	£5,000 - £25,000 p.a.	£1,400 per 28 days	£25,000+ p.a.	£2,100 per 28 days	Total	Total
Shared offices / Flexible workspaces	9	£ 8,406	8	£ 11,200	2	£ 4,200	£ 23,806	19
Total	9	£ 8,406	8	£ 11,200	2	£ 4,200	£ 23,806	19

Table 9: ARG Option A Payment Calculations

Business size by number of employees	Number of businesses by size (from Thameside Economic Baseline Report June 2020)	Estimated number receiving LRSO Closed	Number estimated ARG claims	Suggested grant per business (<i>not per hereditament</i>)	Total per business group
0 to 10	5455	231	5224	£1000	£5,224,000
11 to 49	580	94	486	£2,500	£1,215,000
50 to 249	90	30	60	£10,000	£600,000
250+	15	7	8	£20,000	£160,000
Total	6140	362	5778		£7,199,000

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APPENDIX D

NON PREFERRED OPTIONS

LRSO Open non-preferred options

Option 2 – Fund hospitality, accommodation and leisure with RVs and Non RVs (commercial only) on 28 day cycles (84 days) approach at Government anticipated funding tiers unless oversubscribed. If oversubscribed pro-rata payments to match funding available.	
Eligible	Hospitality, Accommodation, Leisure RV and Non RVs
Estimated Cost Pre National Lockdown 84 days	£1,877,370 (£1,805,952 RV Table 5 + £71,418 Non RV Table 7) (overspend of £65,430 requiring pro-rata reduction of award levels)
Estimated Cost Post Lockdown per 28 day period	£625,790 (£601,984 Table 6 + £23,806 Table 8) (over/underspend not known until allocation confirmed by BEIS post national lockdown)
Overall summary on why non preferred	Non preferred option due to overspend implications and needing to change award amounts and not consistent with GM.

Option 3 – Fund any business (RV and Non RV including domestic) in Tameside that can demonstrate an impact due to LCAL2 or 3 restrictions with a one off payment not based on 28 day cycles or 84 day period. Highly likely to be oversubscribed pro-rata payments to match funding available.	
Eligible	All businesses
Estimated Cost Pre National Lockdown 84 days	There are 6,140 known businesses in Tameside, it is not known how many can demonstrate an impact due to restrictions. As a maximum liability, should all businesses apply and be successful, this would equate to £295 in total per business.
Estimated Cost Post Lockdown per 28 day period	N/A. This approach would be reviewed following the end of national lockdown
Overall summary on why non preferred	Not preferred option due to lack of targeting and potential for slow processing times and low award amounts that undermine the provision of support based on LCAL restrictions. Not consistent with scheme across GM.

ARG Non-preferred options

Option B – Businesses forced to close due to National Lockdown with no rateable value and suppliers to hospitality, accommodation and leisure sectors	
<p>£1,000 one off payment for forced to close Potential ongoing liability from tiering structure below for supply chain to match LRSO Open No RV = £934 RV £15k or below = £934 £15,001 to £50,999 = £1,400 Over £50,999 = £2,100</p>	
Eligible	Businesses without a rateable value and businesses with a rateable value who are a supplier to the leisure or hospitality sector and have been severely impacted by the national lockdown
Estimated Cost	Data not available to calculate expected cost.

Overall summary	Not a preferred option, demand may utilise all funding with no reserve for 2021, no control of spend on fixed pot of ARG funding.
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<p>Option C – Businesses important to local economy (based on independent Tameside Economic Baseline 2020</p> <p>Core</p> <ul style="list-style-type: none"> • Manufacturing (565 businesses), Retail (865 businesses) <p>Emerging Niche</p> <ul style="list-style-type: none"> • Creative, ICT and Digital (475 businesses) <p>Vulnerable</p> <ul style="list-style-type: none"> • Wholesale (320), Construction (895 businesses), Finance and Professional (960 businesses) <p>Opportunity</p> <ul style="list-style-type: none"> • Visitor economy (no data), Business Support (390 businesses), Transport (180 businesses) <p>Lockdown Target</p> <ul style="list-style-type: none"> • Childcare in a commercial setting (82 Ofsted registered pre school, day nurseries and after school care locations registered in Tameside with 28 known day nurseries with rateable value) <p>One off payments based on employees</p> <p>0-10 = £7,500 (5,455 businesses)</p> <p>11-49 = £10,000 (580 businesses)</p> <p>50-249 = £30,000 (90 businesses)</p> <p>250+ = £50,000 (15 businesses)</p>	
Eligible	Core, emerging, vulnerable and opportunity sectors as identified in IGS and lockdown specific.
Estimated Cost	Data not available to calculate expected cost Maximum 479 grants could be provided at £10k Maximum liability for all 105 Medium and Large businesses = £3,450,000
Overall summary on why non preferred	Not a preferred option due to specific targeting on certain sectors not including hospitality and leisure more widely and higher payment levels could lead to lower number of successful applications supported.

<p>Option D – Re-run Discretionary Grant Fund (round 3 criteria non RV and Local Economic Sectors)</p> <p>Property costs £1,9000-5,000 p.a. = £1,000</p> <p>Property costs £5,000.01 - £25,000 p.a. = £5,000</p> <p>Property costs £25,000.01 or above = £10,000</p>	
Eligible	Small Businesses (including market traders) without a rateable value Any business from any sector with a rateable value of £15k-£51k including <ul style="list-style-type: none"> • Digital and creative property, Manufacturing, Childcare Providers, Construction (commercial property) Registered Charities, Charities in receipt of CBRR Bed and Breakfast no RV
Estimated Cost	Data not available to calculate expected cost, Maximum 191 businesses supported at £25k Maximum 4792 businesses supported at £1k
Overall summary on why non preferred	Not a preferred option, not tailored to current circumstances due to limitations of business size (small only) and property costs.

DRAFT AND CONFIDENTIAL

Guidance for applications to Tameside Council for Local Restrictions Support Grant (Open) Fund

Introduction

1. This guidance is intended to support Tameside based businesses applying to Tameside Council for a grant from the Local Restrictions Support Grant (Open) scheme announced by the Government (<https://www.gov.uk/government/publications/local-restrictions-support-grants-lrsg-and-additional-restrictions-grant-arg-guidance-for-local-authorities>) on 22 October 2020.
2. This guidance sets out the criteria under which businesses will qualify to make an application to the LRSG (Open), the levels of grant award that are expected to be made and the evidence required to support an eligible application. This is aligned with the Government guidance issued November 2020, and subsequent clarifying Frequently Asked Questions documents, which has been provided to support Local Authorities in administering the LRSG (Open) scheme.
3. This is part of the Local Restrictions Support Grant funds, which include (Open), (Closed), (Closed) Addendum and (Sector) schemes which provide support for businesses that were still open but severely impacted by Local COVID-19 Alert Level 'High' (LCAL 2) and 'Very High' (LCAL 3) restrictions.
4. The LRSG (Open) is intended to help kickstart recovery for businesses that are not legally required to close but are severely impacted by the restrictions under LCAL 2 (Tier 2) and LCAL High type restrictions (defined as when no indoor household mixing was introduced), and is retrospective applying from 1 August 2020. Tameside Council has been allocated £1,811,940 for the period 1 August 2020 to 4 November 2020, when National Lockdown restrictions were introduced on the 5 November 2020. Tameside Council expects to receive a further 28 day allocation from 2 December 2020 following the end of National Lockdown.

Scope and eligibility

5. The Government guidance gives the Council discretion over the grant scheme, and its decisions regarding the scheme will be final. There is no appeal process for this grant scheme.
6. The fund is available until the end of the financial year 2020/2021. The initial award of grant will be for the period 1 August to 4 November 2020. Any further award of grant will be subject to additional funding being received from Government.
7. Using the guidance issued to the Council by the Government, it has been determined that the businesses to be prioritised for access to this scheme are businesses within the hospitality, hotel, bed & breakfast and leisure sectors, who occupy property with a rateable value and without a rateable value in fixed commercial property within Tameside severely affected by COVID-19.

8. To be eligible to apply for a grant under this scheme, a business must have been established prior to the introduction of LCAL 2 type restrictions, and have been trading up to the date when restrictions were imposed. The applicable date for Tameside is the 31 July 2020.
9. Businesses who have applied for, and been in receipt of, the Coronavirus Job Retention Scheme are eligible to apply for this scheme.
10. Companies that are in administration, are insolvent or where a striking-off notice has been made are not eligible for funding under this scheme.

Tameside Council's approach

11. Eligible businesses have the opportunity to access this fund when the application window opens from 10 December 2020. The fund will be reviewed regularly and will close when allocated funding no longer remains.
12. All applications will be assessed to confirm eligibility and Rateable Value banding or Fixed Property Costs (rent). Should insufficient evidence be supplied to support an application, the applicant will be informed they have 7 working days to provide this.
13. To ensure that grant payments remain within the funding allocated by Government, payments will be made until allocated funding no longer remains.
14. The Council reserves the right to vary the terms of the scheme, including the value of awards made under the scheme, at any time, and without notice, should it be necessary to do so.

Evidence Required

15. In order for the application to be considered, we require businesses to demonstrate that they meet the eligibility criteria above. We anticipate that to do this, you will need to provide:
 - Evidence that the business' main area of trade falls within the eligible sectors of hospitality, hotel, bed & breakfast and leisure. This could be by providing;
 - A link to a business website, Facebook account or relevant website such as trip advisor etc.
 - A brochure / list of services supplied, with clear evidence that it relates to the applicant business and its trading address in Tameside.
 - Landlord, client or supplier testimony, demonstrating that the person making the testimony is aware that they would be liable should it be demonstrated that the claim was fraudulent.
 - Evidence to confirm the business was established prior to, and trading on, 31 July 2020:
 - a business bank statement for the applicant business showing business related transactions (MANDATORY),
 - Other document demonstrating active trade continuing up to 31 July 2020 with an explanation of how it is relevant.Any document provided must be dated within, or applicable to, the period July 2020.
 - Business rates reference to confirm the rateable value of the hereditament and the applicant's liability for this charge.

- Lease, rental or business mortgage agreement to evidence Fixed Property Costs (rent) if trading business has no rateable value liability.
- Bank statement provided must confirm that the bank account details provided for receipt of grant award payment relate to the applicant business.
- Passport or driving licence as proof of identity.
- Confirmation of State Aid compliance.

State aid

16. There is a requirement for all grants made under this scheme to be state aid compliant, please see the further guidance at this link – [State Aid Guidance](#)

Grant Amounts and how payments will be made

17. The Council has access to limited funds from Government for this scheme and it is expected that grant allocations will be made using the tiered payment structure suggested by Government, as shown in the table below. Eligible Businesses will be able to access up to £2,100 per 28-day period that they were impacted by restrictions. There is currently no deadline for applications. The grant is available per trading commercial Tameside property (hereditament) so a business may receive more than one award if they have more than one eligible property.

	Rateable value of exactly £15k or under, or if Non RV annual fixed property cost (rent) exactly £15k or under	Rateable value over £15k and less than £51k or if Non RV annual fixed property cost (rent) over £15k and less than £51K	Rateable value exactly £51k or above or if Non RV annual fixed property cost (rent) exactly £51K or above
28 day cycle payment	£934	£1,400	£2,100
Indicative 1 Aug to 4 Nov 2020 or pro rata if not equivalent to 83 days	£2,802	£4,200	£6,300

18. To ensure that grant payments remain within the funding allocated by Government, payments will be made until allocated funding no longer remains to ensure the Council does not overspend on its allocated funding from Government. The Government guidance gives the Council discretion over the grant scheme, and its decisions regarding the scheme will be final. There is no appeal process for this grant scheme.
19. Applications for the grant can be made online at [\(webpage address to be set up\)](#) and payments will be made directly to approved recipients' bank accounts by electronic transfer.

Non electronic application forms can be requested and applications will be dated as the date the form is requested with 15 working days allowed for return of the application form and the requested evidence.

Proposed timeline for the grant scheme (these dates may change to accommodate the release of the online application form by the supplier and applicants should check this guidance regularly for updates)

20. The timeline for the scheme is:

- Applications open – Thursday, 10 December 2020, 4pm.
- Payment of grants – From 17 December awarded and paid. The fund will be reviewed regularly and will close when allocated funding no longer remains.

Other information

21. Grant income received by a business is taxable. The Local Restrictions Support Grant will need to be included as income in the recipient's tax return.

22. The Government and the Council will not accept deliberate manipulation and fraud - and any business caught falsifying their records to gain grant money will face prosecution and any funding issued will be subject to claw back, as may any grants paid in error.

23. State Aid rules and requirements apply to this grant scheme.

24. All data submitted in relation to an application for this scheme will be shared across departments of Tameside Council, National Government and approved suppliers of anti-fraud services, for the purposes of preventing fraud, in line with GDPR regulations.

25. The Council does not accept any liability for any issues that may arise for businesses because of applying for, receiving, or not receiving grant payments under this scheme.

26. Enquiries about the scheme can be emailed to tamesidegrant@tameside.gov.uk

DRAFT AND CONFIDENTIAL

Guidance for applications to Tameside Council for Additional Restrictions Grant Fund

Introduction

1. This guidance is intended to support Tameside based businesses applying to Tameside Council for a grant from the Additional Restrictions Grant (ARG) scheme announced by the Government (<https://www.gov.uk/government/publications/local-restrictions-support-grants-lrsg-and-additional-restrictions-grant-arg-guidance-for-local-authorities>) on 22 October 2020.
2. This guidance sets out the criteria under which businesses will qualify to make an application to the Additional Restrictions Grant, the levels of grant award that are expected to be made and the evidence required to support an eligible application. This is aligned with the Government guidance issued November 2020 and subsequent clarifying Frequently Asked Questions which has been provided to support Local Authorities in administering the Additional Restrictions Grant.
3. The Additional Restrictions Grant is intended to allow Local Authorities to support businesses in their local economies and to provide additional support to grant funding under the Local Restrictions Support Grant from the 23 October 2020 (the date Greater Manchester entered LCAL 3 'Tier 3').
4. Tameside Council has been allocated £4,792,000 for the period from 23 October 2020 and is required to spend the money in financial years 2020/21 – 2021/22. Additional funding will not be received if Tameside re-enters national or LCAL 3 'Tier 3' restrictions during that time period.

Scope and eligibility

5. The Government guidance gives the Council discretion over the grant scheme, and its decisions regarding the scheme will be final. There is no appeal process for this grant scheme.
6. The fund is available until the end of the financial year 2021/2022 (31/03/2022), however it is expected that the fund will be exhausted in advance of that date.
7. Using the guidance issued to the Council by the Government, it has been determined that the Additional Restrictions Grant fund will be open to any trading businesses which occupy fixed commercial property within Tameside, regardless of liability for that property's business rates/costs severely affected by COVID-19.
8. To be eligible to apply for a grant under this scheme, a business must have been trading prior to the introduction of LCAL 3 'Tier 3' restrictions and have been trading up to the date when restrictions were imposed. The applicable date for Tameside is the 22 October 2020.
9. Businesses who have applied for the Coronavirus Job Retention Scheme are eligible to apply for this scheme.

10. Companies that are in administration, are insolvent or where a striking-off notice has been made are not eligible for funding under this scheme.
11. Businesses will only be able to receive funding from ARG if they have not received LRSG (Closed)/(Closed) Addendum/(Sector)

Tameside Council's approach

12. Eligible businesses have the opportunity to access this fund when the application window opens from 10 December 2020 on a first come first serve basis until funding is exhausted.
13. All applications will be assessed to confirm eligibility and employee number banding. Should insufficient evidence be supplied to support an application, the applicant will be informed they have 7 working days to provide this.
14. To ensure that grant payments remain within the funding allocated by Government, payments will be made on a first come, first serve basis to eligible applicants until the funding is exhausted.
15. The Council reserves the right to vary the terms of the scheme including the value of awards made under the scheme, at any time, and without notice, should it be necessary to do so.

Evidence Required

16. In order for the application to be considered, we require businesses to demonstrate that they meet the eligibility criteria above. We anticipate that to do this, you will need to provide:
 - Evidence to confirm the business was trading from Tameside fixed commercial premises on 22 October 2020:
 - a business bank statement for the applicant business showing business related transactions (MANDATORY)
 - other document demonstrating active trade continuing up to 22 October 2020 with an explanation of how it is relevant.

Any document provided must be dated within, or applicable to, the period October 2020.

 - Confirmation of the number of employees based within Tameside premises of the business e.g. monthly employee payment summary (please ensure any summary has personal details redacted and only shows aggregate number of employees based within Tameside premises).
 - Lease, rental or business mortgage agreement to evidence Fixed Property Costs (rent) if trading business has no rateable value liability.
 - Business Rates Reference Number of rateable value details if applicable
 - Bank statement provided must confirm the bank account details provided for receipt of grant award payment are related to the applicant business.
 - Passport or driving licence as proof of identity.
 - Confirmation of State Aid compliance

State aid

17. There is a requirement for all grants made under this scheme to be state aid compliant, please see the further guidance on this at this link – [State Aid Guidance](#)

Grant Amounts and how payments will be made

18. The Council has access to limited funds from Government for this scheme and it is expected that grant allocations will be made using a tiered payment structure, as shown in the table below. Eligible businesses will be able to access one off grants of between £1,000 and £20,000 dependent on their number of employees based within Tameside premises of their business. The grant is available only once to each eligible business that trades from a Tameside fixed commercial premises.

Number of employees based within Tameside premises of the business	Grant payment
0 – 9 employees	£1,000
10 – 49 employees	£2,500
50 – 249 employees	£10,000
250 or more employees	£20,000

19. The scheme will operate on a first come, first serve basis until all funding fully utilised and exhausted to ensure the Council does not overspend on its allocated funding from Government.
20. Applications for the grant can be made online at [\(webpage address to be set up\)](#) and payments will be made directly to approved recipients' bank accounts by electronic transfer. Non electronic application forms can be requested and applications will be dated as the date the form is requested with 15 working days allowed for return of the application form and the requested evidence.

Proposed timeline for the grant scheme (these dates may change to accommodate the release of the online application form by the supplier and applicants should check this guidance regularly for updates)

21. The timeline for the scheme is:
- Applications open – Thursday, 10 December 2020, 4pm.
 - Payment of grants – From 17 December awarded and paid out on a first come, first serve basis.

Other information

22. Grant income received by a business is taxable. The Additional Restrictions Grant will need to be included as income in the recipient business' tax return.
23. The Government and the Council will not accept deliberate manipulation and fraud - and any business caught falsifying their records to gain grant money will face prosecution and any funding issued will be subject to claw back, as may any grants paid in error.
24. State Aid rules and requirements apply to this grant scheme.

25. All data submitted in relation to an application for this scheme will be shared across departments of Tameside Council, National Government and approved suppliers of anti-fraud services, for the purposes of preventing fraud, in line with GDPR regulations.
26. The Council does not accept any liability for any issues that may arise for businesses because of applying for, receiving, or not receiving grant payments under this scheme.
27. Enquiries about the scheme can be emailed to tamesidegrant@tameside.gov.uk

Agenda Item 9

Report to:	EXECUTIVE CABINET
Date:	16 December 2020
Executive Member:	Cllr Oliver Ryan, Executive Member for Finance and Economic Growth
Reporting Officer:	Jayne Traverse, Director of Growth Paul Batho, Interim Head of Investment and Development
Subject:	ASHTON OLD BATHS – OPERATION AND MAINTENANCE
Report Summary:	This report sets out future arrangements for Ashton Old Baths operation and ongoing maintenance. Ashton Old Baths is an iconic Greater Manchester landmark building and a key asset in the delivery of the Tameside Inclusive Growth Strategy’s digital ambitions.
Recommendations:	That Executive Cabinet be recommended to: <ul style="list-style-type: none">(i) Authorise the submission of a change request to the ERDF Monitoring Body to evolve the current gateway criteria for new businesses applying for accommodation to support increased occupancy.(ii) Extend the existing Management Agreement to one-plus, one-plus year with Oxford Innovation.(iii) authorise modification to the existing contract with Oxford Innovation to incorporate the new Annexe from February 2021.(iv) Subject to recommendations (ii) and (iii), approve the procurement and enter into a new management contract on expiry of the existing contract after seven years (2024) with a further report to Cabinet in 2022/23 prior to procurement.(v) Approve the estimated net revenue budget of £ 36k for Ashton Old Baths as stated in table 1 for the period 2021/22 to 2023/24. This sum will be financed from the existing Growth revenue budget over this period.
Corporate Plan:	Ashton Old Baths contributes to the work, skills and enterprise priority.
Policy Implications:	The draft Inclusive Growth Strategy 2021-26 currently out for public consultation includes key aims focusing on increasing Tameside’s digital infrastructure and also enabling an inclusive digital economy for people and businesses. Ashton Old Baths is a cornerstone of these aims.
Financial Implications: (Authorised by the statutory Section 151 Officer & Chief Finance Officer)	The report provides details of the actual and estimated cost implications of the Ashton Old Baths initiative since commencement and to the end of the proposed contract extension period to 31 March 2024 (table 1 refers). The management agreement cost liability to the Council has been financed from Growth directorate revenue budget since commencement.

The initiative has a forecast management agreement deficit of £ 70k in 2020/21. This will again be resourced from the Growth directorate revenue budget and will be incorporated into the month 9 and subsequent financial monitoring reports for 2020/21.

The initiative for the period 2021/22 and proposed two year extension to 2023/24 has a forecast estimated net management fee cost liability of £ 36k which will again be resourced from the revenue budget for the Growth directorate. This will require profiling as a cost liability of £ 66k in 2021/22, with income due of £ 12k in 2022/23 and £ 18k in 2023/24 as referenced in table 1.

In addition to the liabilities in table 1, the Growth directorate is also forecast to have financed £ 139k of repairs and maintenance expenditure on the building from date of commencement and to the 31 March 2021. The Council is contractually obliged to pay the costs incurred on the maintenance fabric of the building as it is obliged to with its managed estate. Any further building repair and maintenance costs for years 5 to 7 will be financed from the existing buildings repairs revenue budget of £ 600k within the Corporate Landlord service of the Growth directorate. Where applicable, these costs may also be financed from the Growth directorate capital programme statutory compliance budget. There is a current earmarked balance of £ 557k. Any liabilities allocated to this budget will be subject to Member approval via the existing capital programme monitoring arrangements.

It is essential robust monitoring arrangements are implemented for the current and proposed contract extension period to ensure that the business plan and financial forecasts contained within of Oxford Innovation are reconciled to the Council's accounts on a regular basis due to the significant discrepancies stated within tables 1. In addition Oxford Innovation are to provide audited accounts to the Council for each financial year to date and each year thereafter for the extension period.

Members should be satisfied that continuation and extension of this contract will deliver value for money for the Council when considering prior year performance. Members should also note that future forecasts are at risk if the forecast levels of revenue are not realised by Oxford Innovation, there are further businesses that go into liquidation and have outstanding arrears that the Council will be required to finance and any additional building repair and maintenance costs that will be required once the condition survey is completed.

IT has annual revenue budget of £74k to cover the costs of the maintenance of the Data Centre. This budget is expected to cover maintenance, security, power and other associated costs directly related to the operation of the Data Centre (not the wider building within which the Data Centre is located). It is anticipated that costs will be lower in the earlier years, and increase over the period of the contract as the Data Centre ages and requires more maintenance.

The data centre offers potential commercial opportunities to generate additional income for the Council once operational. At present there are no assumptions included within the Council's medium term financial plan on additional revenue that may be realised.

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

Members will note that the driver for reviewing the approach to the Operation and Maintenance of Ashton Old Baths is due to the financial issues are set out in the financial implications and the main body of the report.

With regards to the expansion of the current gateway criteria the project is bound by the current definition as set out in the main body of the report.

It would not be advisable to expand the criteria at risk as the funding provided to the Council could be clawed back as a result. However there is a provision to seek a variation to the current criteria and it would be advisable to follow this route.

Whilst the consent cannot be guaranteed it is anticipated that it will be looked on favourable if the project explains that the expansion is merely to include other SME Businesses which support the creative, media and digital sectors.

In relation to contractual matters STAR has provided advice which is set out in the main body of the report. As the approach being advised by STAR requires a notice being published in OJEU any potential challenge should be quickly identified.

Risk Management:

The report sets out key risks in Section 7 for the continued operation of Ashton Old Baths.

Background Information:

The background papers relating to this report can be inspected by contacting



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1. INTRODUCTION

- 1.1 Ashton Old Baths (AOB) plays a prominent role in the St Petersfield development in Ashton town centre and is also plays an important part of The Inclusive Growth Strategy for Tameside which sets out plans for the Eastern Growth Corridor taking in Ashton St Petersfield, Ashton Moss and Ashton town centre to deliver high innovation growth.
- 1.2 The St Petersfield development is a key gateway into Ashton town centre and has created a high quality commercial-led mixed use environment, providing Ashton with a significant town centre business area. St. Petersfield is Tameside's primary office location, offering the largest concentration of Grade A office space in the borough, with the broadest range of floorplates. The initial development phases have delivered 32,359 square metres of floor space and an estimated £44m of private sector investment has been leveraged into the scheme. St Petersfield has diversified and improved the office offering of the borough and successfully secured the presence of Purple Wi-fi, Pearsons Solicitors, the Pennine Care NHS Foundation Trust and further investment from Network Connect. £127,000 of Evergreen Funding has been secured that will enable the development of a development prospectus and feasibility works study to enable the next phases of St Petersfield to progress. A paper is in preparation that will seek authority for the procurement of a multi-disciplinary team to prepare an updated masterplan for St Petersfield together with more detailed proposals for specific development plots. Forecasts indicate that St Petersfield is capable of providing up to 2500 new jobs by 2024 whilst creating temporary construction employment, safeguarding existing jobs and bringing Brownfield land back into use. Up to £2.775m of additional NNDR income is forecast together with additional commercial income from new businesses.
- 1.3 Ashton Old Baths is an award winning iconic Greater Manchester landmark building and is identified in the Tameside Inclusive Growth Strategy as a key asset for future growth. Since 2016 the main refurbishment and renovation works to the main pool hall have been completed with a free standing timber pod completed to shell and core. Structural repairs to the Annexe were also completed as part of the main works. These works together with the final fit out turned a derelict grade II* listed building into an impressive business incubation hub, integrated within the St Petersfield urban business quarter and saw the building come back into Council ownership. The building now features in documents such as the GM Digital Strategy, and Manchester Inward Development Agency's efforts to promote Greater Manchester as a leading digital city.
- 1.4 The success of AOB since opening in 2017 include:
- Peak of 81.5 Full Time Equivalent jobs created (May 2019) and currently 40 jobs.
 - Average of 54 Full Time Equivalent jobs per year
 - Occupancy at or above budgeted levels for majority of months since 2017
 - 39 companies supported through licenses since 2017
 - Gross Value Added contributions of:
 - £2,486,075 Gross Value Added to Tameside economy in 2017/18
 - £4,168,850 Gross Value Added to Tameside economy in 2018/19
 - £3,191,270 Gross Value Added to Tameside economy in 2019/20
 - £2,182,750 Gross Value Added to Tameside economy in 2020/21
 - Spend of £41,933 by Oxford Innovation on Tameside suppliers since 2017
 - Annual business rates payable to the Council of :
 - 2017/18 : £ 51,891
 - 2018/19 : £ 47,707
 - 2019/20 : £ 56,913
 - 2020/21 : £ 60,977 (forecast)
- 1.5 On [31 August 2016](#) a report to the Executive Cabinet approved the proposals to fund the final fit out and appoint Oxford Innovation as the operator and business support organisation for the centre acting as the Council's agent. Oxford Innovation are now in their fourth year of

managing AOB. The AOB Innovation Centre opened in May 2017 and has generated significant presence within the digital and creative media sectors in Greater Manchester. Features have appeared in the August 2018 edition of the North West Business Insider and Issue 3 of the Greater Manchester Chamber of Commerce magazine plus a number of newspaper articles.

- 1.6 On [12 December 2018](#) a report to the Executive Cabinet approved proposals for AOB next phase (Annexe and Data Centre). As at October 2020 the works to refurbish the Annexe into an expansion of the business centre and to create a Data Centre were on site with estimated completion of mid-February 2021. It should be noted that in 2016 the Annexe was expected to be completed by 2018 and this informed strategic thinking on AOB and its medium term income projections.
- 1.7 In this report the current floor space, open since 2017 is referred to as 'existing', the additional floor space realised from the opening of the Annexe in February 2021 is referred to as 'new'.
- 1.8 The need for this report has come about due to several elements of the project including:-
 - Impact of Covid-19 in 2020, economic recovery and long term plan for profitability including evolving the Gateway criteria to offset the impact of Covid-19.
 - Extending the existing management contract at the same time as modifying to include the new Annexe (prior to February 2021 completion of Annexe building work)
 - Financial, due to the actual and forecast trading position as detailed in table 1. .
 - The building fabric and maintenance is being moved to Corporate Landlord in line with the rest of the managed estate.
 - Evolving the Gateway criteria and types of businesses in occupancy (COVID19 impact on occupancy)
- 1.9 The Tameside Inclusive Growth Strategy 2021-26 (draft under consultation) sets out the following aims which the continued future successful operation of AOB fundamentally contributes to along with being a significant component of the planned innovation zone named the Eastern Growth Corridor:
 - Aim 1 - Increase number of high skill, high paying jobs in the borough
 - Aim 2 - Increase skills across our whole population
 - Aim 3 - Increase productivity across our whole economy
 - Aim 4 Encourage, start and grow new businesses and social enterprises
 - Aim 7 - Make our Town Centres hubs for living, culture, employment and services
 - Aim 10 – Deliver the digital and transport infrastructure needed to grow the economy
 - Aim 11 - Enable and inclusive digital and create economy for people and business
- 1.10 The Digital Creative and Tech sector has been identified by the UK Industrial Strategy and Greater Manchester Local Industrial strategy as one of the country and regions key economic growth opportunities. It is recognised in the Emerging Tameside Inclusive Growth Sector as an opportunity for Tameside. The sector's cluster in Greater Manchester is the second largest in the country, employing 63,000 and growing by almost 30% between 2013 and 2018. This growth is creating high pay, high skill, knowledge intensive jobs. Tameside lags behind the city region in terms of employment and growth, with only 1,400 jobs, despite rapid growth in the creative area between 2013 and 2018. Ashton Old Baths, alongside the borough's dark fibre infrastructure, are Tameside's key strategic investments to help us scale up the presence of the sector in the borough. It is now a recognised as an asset for the city region, pictured in the GM Digital Strategy, and included in the promotional video to sell GM as an investment location for the sector. The Data Centre being delivered further strengthens the borough's infrastructure, and provides new opportunities to attract and grow start-up and scale-up businesses to the borough.

- 1.11 Manchester has established its reputation as the fastest growing tech city within Europe with venture capital reaching £687m in 2019 up from £199m in 2018. Digital Minister Caroline Dinenage recently said: “*Manchester’s tech star has been rising for the past few years and the recent success...has helped to cement the city’s reputation as an industry hub to rival the capital*”. This provides a good indication of future potential growth for the tech/digital/creative industry in Manchester and Greater Manchester more widely.

2. OPERATION OF AOB SINCE OPENING

- 2.1 In August 2016 it was estimated that over the business plan period of 5 years, the centre was expected to generate a surplus. The centre has experienced high occupancy until the impact of Covid-19. Plans for the future including income from the new annexe space and the canopy for the event space put the centre in a positive position for future years. Once fully occupied, the centre was projected to generate a net surplus of £75k per annum for the Council by year 4. Table 1 provides details of the original business plan projections for the centre compared to the actual trading position via the annual accounts provided by Oxford Innovation and forecast for the proposed contract extension. In addition a comparison to the actual liabilities financed by the Council are also presented. These liabilities have been financed from the Growth directorate revenue budget and it is proposed that the net forecast cumulative liability of £ 36k for years 5 to 7 is financed from the existing Growth directorate revenue budget over this period. It is important to note that any savings and revenue income generated from the Data Centre are not included in table 1.

Table 1

Year	Financial Year	Business Plan Projection	Oxford Innovation Actual	Council Accounts - Management Agreement
		() = Deficit	() = Deficit	() = Deficit
		£	£	£
0	2016/17	(82,434)	0	(20,000)
1	2017/18	(11,681)	(54,800)	(54,178)
2	2018/19	72,312	(6,605)	(126,687)
3	2019/20	73,003	(31,293)	(50,921)
4 - Forecast	2020/21	74,696	(69,657)	(69,657)
5 - Forecast	2021/22	(65,583)	(65,583)	(65,583)
6 - Forecast	2022/23	11,890	11,890	11,890
7 - Forecast	2023/24	17,757	17,757	17,757
	Total	89,960	(198,291)	(357,379)

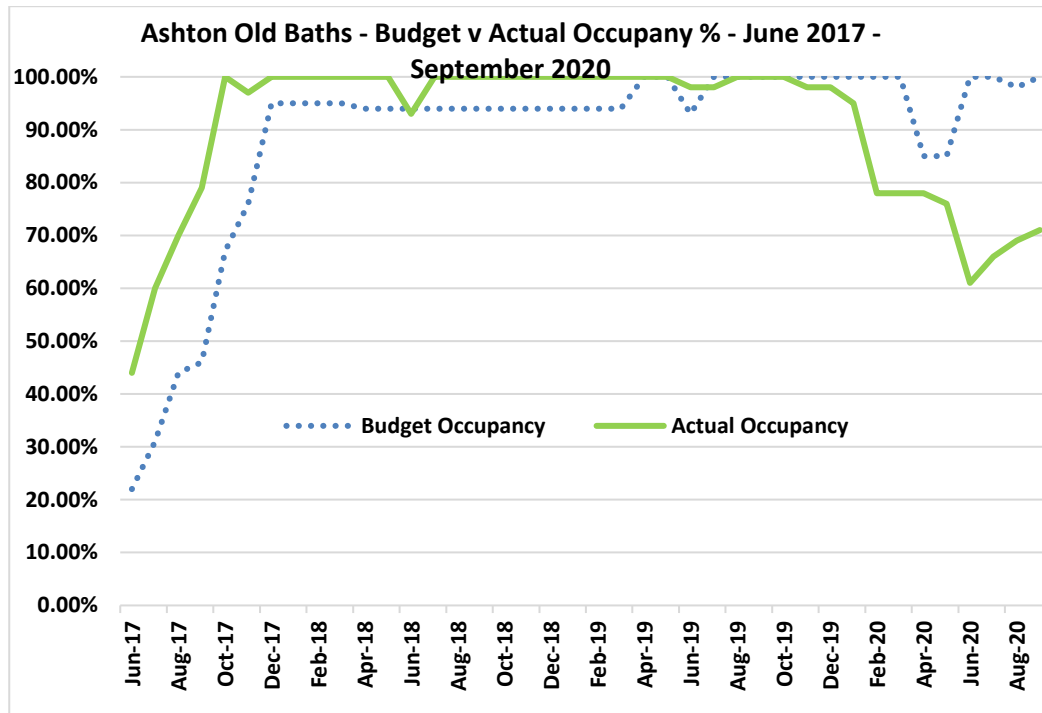
- 2.2 In addition to the liabilities in table 1, the Growth directorate is also forecast to have financed £ 139k of repairs and maintenance expenditure on the building from date of commencement and to the 31 March 2021. Repairs and maintenance costs incurred to the fabric of the building include response to repeated vandalism and the repair of the roof as is general with the Council’s other historic and prestigious buildings within the managed estate. The Council is contractually obliged to pay the costs incurred on the maintenance fabric of the building. Any further building repair and maintenance costs for years 5 to 7 will be financed from the existing buildings repairs revenue budget of £ 600k within the Corporate Landlord service of the Growth directorate. Where applicable, these costs may also be financed from the Growth directorate capital programme statutory compliance budget. There is a current earmarked balance of £ 557k. Any liabilities allocated to this budget will be subject to Member approval via the existing capital programme monitoring arrangements.

- 2.3 The management agreement sets out the operator (OI) is entitled to receive a management fee, which is based on the floor area of the centre and 4.5% of turnover.
- 2.4 The economic impacts associated with this scheme were calculated in accordance with best practice guidance. In December 2018 the operational economic outputs from the Ashton Old Baths project were expected to be:

Economic Impact business case December 2018	Area (m2)	Estimated Jobs created	Estimated GVA Per Annum	Business Rates Per Annum
New Office Space (Annexe)	677	73	£4,044,200	£45,922
Existing Office Space	765	83	£4,598,200	£51,891
Total	1442	156	£8,642,400	£97,813

- 2.5 GVA is a productivity measure. Measuring productivity helps define both the scope for raising living standards and the competitiveness of an economy. The new 677 sq m office floor space is estimated to create 73 direct permanent digital sector jobs (9.29 sq m/ employee of Gross Internal Area). The employee value for the digital sector in Tameside per annum is based on Oxford Economics Greater Manchester Forecasting model (2017) figures for Tameside. The value per employee per annum is therefore assumed at £55,400. This figure was then multiplied by the estimated direct new jobs created which produced estimated GVA per annum for the new office space of £4,044,200.
- 2.6 The new office floor space was expected to generate extra business rates of circa £45,922 per annum from the AOB project. This figure was based on actuals from 2017/18 from Oxford Innovation who manage the Ashton Old Baths Phase 1. This would be in addition to the Business Rate contribution between 2017 and 2020 which on average has been £52,170 per annum.
- 2.7 Table 1 shows a forecast cumulative overall expenditure above that budgeted by Oxford Innovation over the lifetime of the project to 31 March 2024. This is due to:
- Impact of Covid-19 on occupancy since March 2020.
 - The top floor event space is not able to be used for most of the year due to it being too cold, resulting in this planned source of revenue being severely restricted to date, this will be resolved for the financial year 2021/22. The canopy for the top floor event space has been included in the new Annexe phase and is expected to be in place before March 2021.
 - Defined Gateway criteria as to the type of companies that were permitted to occupy a unit in the centre under the terms of the ERDF funding, also restricting revenue opportunities especially during the Covid-19 pandemic.
- 2.8 AOB is Council asset and statutory responsibility for the safe maintenance and repair for the entirety of the buildings structure currently sits with Corporate Facilities Management. As a Council owned asset, the building will be formally included into the Council's Corporate Landlord portfolio with corresponding budget allocation for future repairs and maintenance which will be ascertained via information from a full building condition survey. In addition the new Data Centre which operates as a 'building within a building' will have additional specialist requirements which are planning to be addressed by way of a separate Management and Facilities Management Contract tendered and managed by ICT Services. This new management contract will be funded by ICT service. Co-ordination of the services required by the Data Centre, the business units and the shared spaces is currently being reviewed and discussed by IT and Estates.

2.9 Occupational levels within AOB have been above those budgeted until November 2019 which has driven income demonstrating the success of the centre in the context of demand. Since the start of 2020 occupancy has fallen due to tenancies ending and the impact of COVID19. The graph below highlights that AOB has been a commercially attractive space for businesses locating in Tameside and has good prospects for occupancy in the medium to long term (post COVID19/recession).



2.10 The new internal canopy over the event space area is incorporated into the works for the refurbishment of the Annexe. This will support OI to generate future income that has not been possible to date having an impact on overall profitability. The new internal canopy is expected to be in place in 2021/22 with plans to install before March 2021 subject to delivery and installation variables. This will support income generation as the event space is marketed.

2.11 Since mid-April 2020 there have been 71 enquiries of which only 16 were Gateway compliant (digital and creative). The current types of businesses that are enquiring about space are from non-gateway companies such as Legal Services, Recruitment, Healthcare, Caring, Housing Association, Interior Design, Doctors, Accountants, Market Research, Call Centres, Education, and Life Coaches. The majority of enquiries coming from professional companies. These companies are a mix of start-ups and SME's. An evolution of the Gateway criteria in line with the original purpose of the project would support occupancy and income levels.

2.12 One company has gone into liquidation leaving a bad debt of £ 9k as a result of economic uncertainty caused by Brexit to the international markets they operated in. This cost will have to be financed by the Council under the terms of the management agreement.

3 FUTURE MANAGEMENT (LICENSES/ROLES/CONTRACT EXTENSION AND VARIATION)

3.1 Licences are issued by Oxford Innovation on behalf of TMBC, under the terms of the existing Management Agreement. The licences will be reviewed as part of the monthly meetings and monitored as part of the review process.

3.2 The table below sets out management arrangements for AOB:

TABLE 3 - ROLE	RESPONSIBLE
Repair and maintenance of building shell and drainage infrastructure	Corporate Landlord / Corporate Facilities Management
Maintenance of internal business unit and annex (excluding data centre) and provision of full facilities management service. Including statutory testing regime.	Oxford Innovation via management contract associated performance management by Corporate Facilities Management and Estates
Maintenance of data centre demise including full relevant statutory testing regime	3 rd party Facilities Management provider via ICT Services
Business Engagement/ Tenant Liaison	Employment and Skills & Oxford Innovations via Management Contract
Licences	Estates Service and Oxford Innovations via Management Contract
Client side monitoring of Management Contract Operation and Performance	Estates Service and Finance Service
Management of the operational contract for the Data Centre	Data Centre Management Contract (Procurement currently underway)

3.3 Tameside Council has a management agreement with OI. The agreement is currently in its 4th year and is in the form of a management agreement rather than a lease. The Management Agreement is dated 28th February 2017, for a 5 year term, with the option for two +1 year extensions at TMBC's discretion.

3.4 This report proposes that the +1, +1 year extensions to the management agreement are enacted and that a modification to the existing contract also takes place to enable OI to provide overall management arrangements to the existing and new Annexe space with the exception of the Data Centre which will be managed by an external provider (currently being procured with budget identified for this management contract).

- It is proposed that the extended contract is triggered (in conjunction with the modification) to become live in February 2022 for +1, +1 year until February 2024
- It is proposed that the modified agreement with OI begins in February 2021 and ends in February 2024 when the 7 year contract (5 +1 +1 year) contract finishes.
- It is proposed that a procurement process takes place in early 2023 for the management of AOB to test the market and provide best value.

3.5 The reasons for extending and modifying the management agreement are pragmatic, the Annexe needs to be brought under effective management from completion and business continuity is required especially in the Covid-19 operating environment. The modification is needed for economic and technical reasons and would cause significant inconvenience and substantial duplication of costs for the Council if not managed by one provider with operational experience of the building and local market.

3.6 Following legal advice from STAR the extension can take place under Public Contracts Regulation 72 (1) (a) as it was specifically stipulated in the original contract.

3.7 Following legal advice from STAR the modification to the contract can take place under Public Contracts 2015 Regulation 72 (1) (b). This modification is sought due the increase in price of this variation (plus any earlier variations) not exceeding 50% (actual variation in price of 19%) of the value of the original contract (subject to indexation) and the variation being

required to accommodate additional works, services or supplies by the original contractor, which have become necessary but were not included in the initial procurement, where a change of contractor either:

- Cannot be made for economic or technical reasons; or
- Would cause significant inconvenience and substantial duplication of costs for the contracting authority.

3.8 The justification for a modification is met based on the following evidence relating to economic reasons:

- The Annexe will nearly double the space that OI would be managing, their quoted increase to their management fee related to operating the new space is only £66,665, 43% of their £152,421 fee for the management of the existing space over the course of the 3 years. OI's costs are not doubled due to access to economies of scale, their ability to extend existing structures, systems and insurances.
- Any new operator would incur costs as part of their "standing up" period which OI have already incurred, and would therefore be duplicated should a new operator be appointed, these are set out below. Any new operator would be marketing office space to the same potential customers as OI which would lead to potential economic/pricing competition impacts.
 - Key Suiting, staff recruitment and training costs (Estimated at £3.5k per post)
 - IT such as PCs, CRM, Tablets and Printers (Est. @ 1.5k per user)
 - Marketing costs such as branding, website build and sales collateral (Est. £14k)
 - Fire alarm, intruder alarm and electricity monitoring systems creating financial costs to ensure technical interoperability issues are resolved
 - Staff salaries and on costs (est. £50k – 75k)
 - CRM and Accountancy System Licenses (est. £750 per license)
 - Quality management system (dependent on appointed supplier)
 - ISO accreditation costs i.e. 9001 and 14001 (dependent on appointed supplier)
 - Insurances
 - Economies of scale on FM contracts and supplies, utilities.

3.9 OI have indicated that they are open to a modification of the contract to extend their management contract to the new Annexe. The initial 2016 medium term plan for AOB was predicated on the Annexe being operational by 2018 and therefore OI have submitted business plans previous including this eventuality. Following agreement on future plans the negotiation to this modification would be led by STAR with the support of the Growth directorate.

3.10 An alternative option that has been considered and rejected would be for the Council to extend the existing contract with OI and manage the Annexe space internally from February 2021. This option has been rejected due to its impact on business continuity in operating the centre, duplication and marketing and need for a one centre approach to tenant liaison, building management and licenses.

3.11 The latest business plan for OI for years 5 to 7 (forecasts in table1) anticipates that the canopy is in operation, the ongoing impact of recession and the evolution of the Gateway Criteria.

4 PROPOSED EVOLUTION OF GATEWAY CRITERIA

4.1 The current Gateway Criteria is that all potential occupants must be a '*SME Businesses within the creative, media and digital sectors*'. This sector based approach was intended to

meet the strategic aim of developing a digital sector cluster in Tameside. This criteria is established from the European Regional Development Fund (ERDF) Funding Agreement November 2013 and Heritage Lottery Fund Grant Agreements.

- 4.2 The economic impact of Brexit uncertainty, followed by the unprecedented drop in economic activity caused by Covid-19 lockdown and subsequent recession has seen the centre experience its first major decline in occupancy, and demand from businesses who meet the gateway criteria. However, there has been continued interest from business who meet elements of the gateway criteria.
- 4.3 Following legal advice there is sufficient comfort in the Grant Funding Agreement to suggest that an expansion of use would be acceptable, provided it targets existing and growing SMEs in priority sectors. Tameside Council will formally request this change. This will be submitted following Cabinet's consideration of this report.
- 4.4 The options for Gateway criteria are set out below with the preferred option being an evolution to support the future occupancy, start-ups impacted by COVID in the short term and financial performance of AOB.
- **Option 1**
Maintain the current gateway criteria, accepting the loss of rental income in the short term, keeping space available for Digital, Media and Creative companies who may be looking to find space away from the high cost Manchester city centre office market. This would allow time to potentially exploit the marketing benefits of the data centre being installed.
 - **Option 2**
Remove all gateway criteria for moving into the centre to re-fill the office space as expediently as possible, maximising rental income, but compromising the strategic aim of AOB acting as an innovation centre, growing a new sector in the borough and increasing the diversity of Tameside's Economy. This would generate income to support the centre, and support future strategic development aims of the centre in phase 2. Market analysis provided by Oxford Innovation indicates the centre would be 100% occupied with no gateway criteria.
 - **Option 3 (Preferred Option)**
Evolve the gateway criteria by enabling companies that support digital, creative and media companies to start and grow. It is proposed to maintain a requirement for businesses to be early in their lifecycle and to meet a test that that keeps to the spirit of the type of business to be admitted to the centre in the initial agreement and ensures an intention to grow. The test will require any applicants to demonstrate that they meet at least two of the following
 - i) The intention and commitment to grow turnover and / or employment levels in the next 12 months, with a business plan to support this - (for example, a sole trader start-up graphic designer would be asked to commit to increasing their turnover by at least 20%, and show they have a business plan to do so, whilst a more established growth business could commit to creating several new FTE roles, and to demonstrate their route to funding these new positions).
 - ii) That the nature of their business is knowledge intensive or that they are innovative in the way that they deliver their services – (for example a market research company could be using or developing a machine learning platform to perform in depth data analysis, or an architecture firm could be developing Virtual Reality or Augmented Reality visualisations of their designs to allow clients and contractors to “visit” their buildings before construction begins).
 - iii) That they can help in attracting more knowledge intensive or digital creative and tech sector businesses to AOB or provide support to the digital, creative and tech sector businesses in AOB and across the borough – (for example an

accountancy firm may specialise in supporting clients who's business plan involves venture capital investment, or in accessing R&D tax credits, or a legal firm may specialise in Intellectual Property protection or mergers and acquisitions to support growth through a business acquisition strategy).

- 4.5 Market analysis provided by Oxford Innovation indicates that based on previous enquiries from April 2019 to date 23 companies from 77 enquiries would have met the evolved Gateway criteria (30%). This would have ensured full occupancy of AOB during the last 12 months and provides an indication of the benefits in evolving the criteria.
- 4.6 The recommendation is to change the Gateway Criteria as per Option 3 and for authority to be given to delegated officers to workup the details of widening the Gateway Criteria. Once completed implement these changes as soon as possible to allow income to be increased by allowing a wider range of companies to occupy AOB business centre, thereby helping local business and the economy in the post Covid-19 recovery.

5. ANNEXE AND DATA CENTRE OPENING AND MANAGEMENT

- 5.1 The works being undertaken to the internal listed building fabric involve sensitive heritage repair, reinstatement and restoration of original built fabric to help partly restore it to its former glory. Where materials have deteriorated beyond repair, replacement materials to match the existing are being used as part of the sympathetic refurbishment allowing the continued maintenance of the building and securing its long-term future.
- 5.2 The scheme addresses the much-needed longer-term conservation and re-use of this eastern side/Annex part of the baths. The Council is doing this with a sympathetic discrete new office and data centre use that is compatible with the significance of the building. The scheme has been designed by MCAU Architects and delivered by Casey Group along with Sudlows a specialist Data Centre Designers and installation contractor. The scheme will be completed on 12 February 2021.
- 5.3 The business case and capital funding for the new Data Centre were agreed by Executive Cabinet in December 2017. A 5 + 5 year contract for day-to-day management and maintenance of the facility and associated equipment is currently underway with support from STAR – budget for which is already in place. There is £74k per annum in the IT services revenue budget to cover the costs of the maintenance of the Data Centre. This budget is expected to cover maintenance, security, power and other associated costs directly related to the operation of the Data Centre (not the wider building within which the Data Centre is located). It is anticipated that costs will be lower in the earlier years, and increase over the period of the contract as the Data Centre ages and requires more maintenance.
- 5.4 Whilst the new Data Centre was designed to be independent and free standing from the rest of AOB and the Annexe, and operationally they will be run as separate facilities, there will be some linkages for example fire and security alarms.
- 5.5 In total the Annexe will provide an additional 677 sqm (7,287 sq ft) new office space to the existing 765 sqm within the main pool hall area. Each floor has the following key elements:
- Ground Floor: Approximate gross internal floor area of 289m², consolidates the main entrance to the building which incorporates a new reception office, an integrated coffee bar area supporting the Innovation centre, co-working space and the new Data Centre.
 - First Floor: Approximate gross internal floor area of 388m² made up of 3 new offices, co-working space and meeting rooms. Main Pool Hall: The relocation of co-working space allows for new office space and flexible meetings rooms to be created on the

ground floor level through new partitions and modification of external glazed screens to increases the financial viability of the innovation centre.

- External: The external works involve repairs to existing elevations, external lighting and signage and has secured planning approval.

5.6 It is proposed that subject to a decision for extension and modification a new Management Agreement/Specification is prepared to consolidate all elements of the AOB to work in unison with the Data Centre Management Agreement.

6. SUMMARY OF PROPOSALS FOR THE FUTURE OF AOB

6.1 This section of the report sets out the future for AOB including developments to enhance the operational income of the centre.

6.2 By providing a roof to the top floor event space we will ensure that the area can be let out throughout the year from March 2021 (subject to demand issues due to Covid-19). The planned enhancement of the top floor event space needs to be a focus of future plans for profitability in a post Covid-19 environment.

6.3 The additional floor space available for income significantly increases the additional floor space adding 677 sqm new office space to the existing 765sqm provides a significant opportunity. It should be noted that although the floor space almost doubles the projected expenditure for AOB does not double which should have an impact on future profit and loss should budgeted occupancy levels be realised.

6.4 Covid-19 has had a significant negative impact on the economy and has also changed working patterns. The future impact of Covid-19 is unknown due to the timescales for creation and success of a vaccine. AOB has not been immune to the impact of Covid-19 and whereas the plans to bring AOB into profitability have been set out in this report the continued impact of a COVID19 driven recession will continue to have an impact.

7. RISKS

7.1 The table below sets out the risks relating to the issues set out in this report.

Table 7 Risks			
RISK	POTENTIAL IMPACT	RATING HIGH/ MEDIUM/ LOW	MITIGATION
1. Business plan projections are not met.	Council liable for future losses which could be realised due to lower than expected income due to COVID19 driven recession, event space not usable, leading to lower than expected occupancy levels.	High	<ul style="list-style-type: none"> • Opening of the Annex and Data Centre enhances the marketability of AOB. • Top deck event space will have a canopy installed enabling more income to be generated. • Effective Council project management supports the effective management of issues relating to expenditure and income. • Establishment of a budget for Corporate Landlord will enable a sustainable approach to managing ongoing building costs.

			<ul style="list-style-type: none"> Evolving the Gateway Criteria supports increased occupancy and income generation.
2. Budget for Corporate Landlord costs is underestimated	The Council is liable for costs to maintain the building.	High	<ul style="list-style-type: none"> Budget identified and takes into account the costs from opening in 2017. A Victorian building such as AOB will have maintenance costs over its life cycle.
3. Management Agreement for Annexe not being in place for February 2021 completion date.	The Council would be required to manage the space resulting in three different management organisations in the building concurrently (the Council, Oxford Innovation, Data Centre procured provider).	Medium	<ul style="list-style-type: none"> Advice has been taken from STAR procurement and a Modification to the existing contract can be undertaken in time for February 2021.

Table 7 Risks

RISK	IMPACT	RATING	MITIGATION
1. Business plan projections are not met.	Council liable for future losses which could be realised due to lower than expected income due to COVID19 driven recession, event space not usable, leading to lower than expected occupancy levels.	High	<ul style="list-style-type: none"> Opening of the Annex and Data Centre enhances the marketability of AOB. Top deck event space will have a canopy installed enabling more income to be generated. Effective Council project management supports the management of issues relating to expenditure and income. Establishment of a budget for Corporate Landlord will enable a sustainable approach to ongoing building costs. Evolving the Gateway Criteria supports increased occupancy and income.
2. Corporate Landlord costs underestimated	The Council is liable for costs to maintain the building.	High	<ul style="list-style-type: none"> Condition survey to be completed and maintenance managed.
3. Management Agreement for Annexe not being in place for February 2021 completion date.	The Council would be required to manage the space resulting in three different management organisations in the building concurrently (the	Medium	<ul style="list-style-type: none"> Advice has been taken from STAR procurement and a Modification to the existing contract can be undertaken in time for February 2021.

8. CONCLUSIONS

- 8.1 Estates acting as lead department for the management of AOB with inputs from Legal, Finance, Growth and Asset Management with reports to the Director of Growth.
- 8.2 Oxford Innovation's performance is monitored a monthly basis to review delivery and initially there will need to be a re-mobilisation process to set up the new management structures and systems and to vary the contract to include the new Annexe. This will also involve IT and the commissioning of the new IT facilities.
- 8.3 Following a decision on when to retender (proposed to be 2022/2023) the management agreement for AOB and a procurement project team will be assembled for this purpose to action the decision over when to go to market, complete the required governance, execute a procurement and evaluation process, award the contract and mobilise the new contract.

9. RECOMMENDATIONS

- 9.1 As set out on the front sheet of the report.

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Report to:	EXECUTIVE CABINET
Date:	16 December 2020
Executive Member:	Councillor Oliver Ryan – Executive Member (Finance and Economic Growth) Councillor Allison Gwynne – Executive Member (Neighbourhoods, Community Safety and Environment)
Reporting Officer:	Paul Smith – Assistance Director Strategic Property
Subject:	DECARBONISATION OF THE PUBLIC ESTATE - ACCEPTANCE AND EXPENDITURE OF GRANT FUNDING
Report Summary:	The report provides background information in regard to the Decarbonisation of the Public Estate Fund and the bid submission that the Council has made to the fund working as part of a GMCA consortium. The report provides information in relation to the processes involved in bid submission, the timescales involved and the detail of the Councils submission. The report also provides information in regard to how a successful grant will be accepted and the outline proposed plan in regard to the delivery of works.
Recommendations:	That Executive Cabinet be recommended to: <ul style="list-style-type: none">(i) Give approval in principal to the acceptance of the grant funding from the Public Sector Decarbonisation Fund of circa £2.4 million to be included in Property Services capital budget and approve expenditure for associated capital works on identified buildings as detailed in the report.(ii) Note that approval would be in principal pending receipt of the formal grant condition letter, which will be received circa 11 December, with subsequent separate Executive Decision in regard to formal acceptance.
Corporate Plan:	Modern infrastructure and a sustainable environment that works for all generations and future generations.
Policy Implications:	Greater Manchester 5 Year Environment Plan.
Financial Implications: (Authorised by the statutory Section 151 Officer & Chief Finance Officer)	<p>The report sets out details for the acceptance in principle of grant funding via GMCA to support capital related measures that will decarbonise the public estate including the borough's schools.</p> <p>The report states that the related costs will be entirely financed via the grant subject to assessed criteria of the work to be carried out. The Council is not intending to enhance the related measures at this stage. However, further governance will be required if there are any additional costs that arise that are not supported via the grant funding. This may be required, if for example, the expected level of ongoing revenue savings exceeds the level of additional capital investment over a specified time period i.e. an invest to save initiative. Any additional investment will be subject to robust financial assessment prior to consideration for approval by Members.</p> <p>The report currently excludes details on any ongoing revenue expenditure implications by carrying out these measures on the</p>

estate. In addition there are no details of the expected ongoing energy related savings that will be realised.

These will need to be included in the subsequent report to Members that will request approval of the grant conditions.

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

As set out in the recommendations approval is being sought from Members only to accept the grant in principle as the actual terms of the grant will not be known until 11 December 2020.

In order to be able to consider whether to accept such grant monies, it will be necessary to have some understanding of the ongoing revenue expenditure implications by carrying out these measures on the estate together with any expected ongoing energy related savings that will be realised. Whilst these figures will clearly not be exact it will be necessary to understand if we are paying to go green or whether such schemes break even. Given our financial position we need to understand the cost of doing the right thing.

Therefore legal services will work with the project officers once the grant agreement has been received in order to advise in the requirements connected to the grant which will be set out in the subsequent executive decision.

Risk Management:

As contained in the report

Background Information:

The background papers relating to this report can be inspected by contacting Alison Lloyd-Walsh



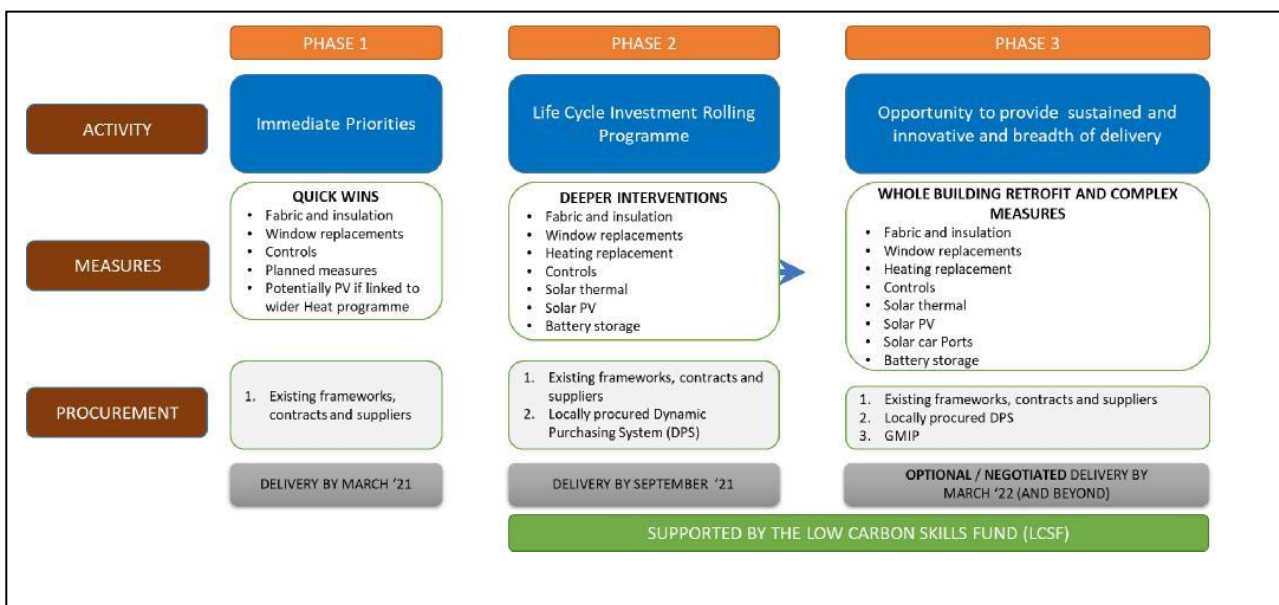
Telephone: 0161 342 3332



e-mail: alison.lloyd-walsh@tameside.gov.uk

1. INTRODUCTION

- 1.1 As part of the Summer Fiscal stimulus, Government announced £1bn funding for the Public Sector Decarbonisation Scheme (PSDS). This funding is being released, as 100% grants, via Salix Finance (NDPB), between October 2020 and January 2021.
- 1.2 The PSDS fund aims to halve carbon emissions from the Public Estate by 2032, through the deployment of energy efficiency and heating measures, All buildings, where at the time of the bid the end beneficiary is confirmed as being a public body, are eligible for this scheme including. Local Authority estate, Leisure sites (if the savings can be recouped by the LA) and community schools. Social housing is excluded from this scheme and will be addressed under a different funding allocation.
- 1.3 In effect the grant looks to provide funding to either remove completely or reduce dependency on gas fired heating systems in our buildings. In buildings in which we are able to do this the grant also provides additional capital funding for the installation of other measures including solarPV , insulation , led lighting ,double/triple glazing and smart heating controls .
- 1.5 The PSDS offers a very rare opportunity to bid for 100% funding for capital works to our buildings that would produce a real step change in the way we heat our buildings and underline our commitment to the Greater Manchester carbon reduction targets . It also provides an opportunity to improve our buildings and in some cases will provide planned replacements that would have required funding via internal Council funding . Installed measures will also reduce the Councils overall utility costs .
- 1.6 The PSDS is split into 3 phases :-
All bids submitted are relevant to Phase 1 (delivered by March 21) and Phase 2 (delivered by September 21). Further work in 2021 will be required should we wish to bid for projects in Phase 3.



- 1.7 A successful Skills fund application, for £983k, was submitted on Wednesday 14 October, to enable a robust Public Sector Decarbonisation Fund submission to be made on November 23. Approval to receive and expend this feasibility funding was given by GMCA Chief Executive and Treasurer, under delegated powers, in October 2020.

2. THE BID PROCESS

- 2.1 Working under a combined GMCA scheme we have undertaken baseline assessments of our portfolio. Once assessed a number of buildings were submitted for initial review and detailed technical survey focussed on the required compliance criteria for the fund. The detailed surveys focussed on the types of measures that could be potentially installed at each building and the feasibility of installing the measures.
- 2.2 The assessment of which of our buildings to put forward for the more detailed technical surveys was based on information that we already had e.g. building condition surveys – that indicated where existing equipment in the buildings such as boilers and also fabric condition such as glazing would require replacement in the short to medium term . We also considered location and size of buildings as were already aware that some sites would not be suitable for technology such as ground source heat pumps. The heritage status of buildings also needed to be considered as installation in buildings that required Listed Building Consent (LBC) would probably not be viable in the very tight timescales required under the grant conditions. In addition and given priority consideration was the scale/scope of our bid in relation to be able to manage successful completion in the timescales required within the additional management of potentially having to close or suspend services at some buildings whilst work is being undertaken. The bid process itself was technically complex requiring intense input from officers across a very short time frame this also influenced the scale and scope of our bid submission.
- 2.3 The detailed technical findings of the survey were input into a carbon calculator tool provided by SALIX who are administering the scheme on the Governments behalf. The calculator then provided a ‘compliant’ /‘not compliant’ result. Those buildings deemed to be compliant were included in the final submission on the 23 November 2020. A list of the buildings and the measures applied for are attached at Appendix A.
- 2.4 The total GM bid amounted to over £80 million made up of bid submissions from 13 public sector organisations. There was no filtering or rationing of the levels that organisations could individually bid for. The Council’s bid is for £2.4 million for 90 individual measures across 11 buildings. The measures are estimated to save 89515kWh of electricity which amounts to 22.85 tonnes CO₂, and on of gas we will save 127359 kWh which amounts to 23.41 tonnes of CO₂, so total reduction of 46.26tonnes of CO₂ which is the primary focus of the initiative. In addition we will also benefit from cost avoidance of planned replacement of equipment from internal revenue and capital and an estimated saving of £63k on utility costs.

3.0 BID OUTCOME

- 3.1 We have been informed that the result of the bid will be announced circa the 11 December 2020. If the GMCA bid has been successful we will then receive a formal notification of the grant conditions . At this point we understand the main conditions to be:-
- The end beneficiary is a public body
 - That the fund be spent only on those works submitted in the bid
 - That the timescales for completion of the works bid for are complied with – not withstanding reasonable delay due to risks that have been previously identified in bid submission e.g COVID , delays in complex planning /listed building compliance
 - That we monitor the effectiveness of the measures via a monitoring tool supplied and overseen by Department of Business , Energy and Industrial Strategy (BEIS)

The requirement and ability to meet these conditions have been forefront in our bid submission and we are confident that (as known at time of writing) we will be able to comply.

- 3.2 There are no financial consequences for GMCA/District revenue budgets, other than existing staff time to support delivery. GMCA will receive and disburse the capital grant either directly or via 'pass-through' grant to Districts and other partners.
- 3.3 The PSDS Capital Grant fund is proposed as a 100% capital grant scheme, which can be topped up where desired measures do not fully meet the assessment criteria, e.g. Solar PV in some cases. At this point we are not intending to top up schemes other than where a major opportunity may present during work installation stage . This would be subject to further reporting and governance as required.
- 3.4 It is intended that GMCA will contract with Salix and either have back to back contracts with LAs (asset owners) for delivery or, at the request of Districts, procure delivery agents directly.
- 3.5 Due to the very tight timescales for completion of the works it is imperative that we begin works as soon as we are able to. This report is focused on informing members in regard to the background, providing information relation to the detail of the bid and asking for approval in principal to accept the funding into the Councils capital fund, with further approval in December via an Executive Decision to respond to the Grant Condition Offer Letter and acceptance of the Grant.

4. UNDERTAKING THE WORK /DELIVERY

- 4.1 The delivery of capital works and installation of measures will be undertaken via the Councils arrangement with the LEP, Robertson and associated supply chain. Each themed project will have a defined project plan and a stakeholder project steering group will oversee the entire scheme(s) of work.
- 4.2 It is anticipated that the individual projects will be defined/organised and managed against 'installation measures' than a 'whole building' approach, this allows for better control and management of costs and contractors.

5. RECOMMENDATIONS

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

Selected Buildings and Measures Contained in the Bid

Town	Building	Measure Submitted via Compliancy Check
Audenshaw	Audenshaw Primary School	LED lighting
Dukinfield	Birch Lane Child and Family Centre	Draught proofing / loft insulation / glazing / Boiler / Heat Pump/ TRV's / LED / Upgrade to efficient hand driers /
Denton	Denton Festival Hall	Solar PV/ Battery Storage / Insulation / LED / TRV'S / glazing improvements / BMS / draught proofing / flow restrictors
Mossley	George Lawton Hall	Boiler / Heat Pump /LED / BMS / lighting/ glazing improvements / heating controls / Insulation, draught proofing / energy efficient hand driers / solar film / BMS
Droylsden	Greenside Children's Centre	Boiler / Heat Pump/ draught proofing/ wall insulation/ loft insulation/ TRV's/ LED's / replacement of A/C units
Stalybridge	Gorse Hall Primary School	Solar PV / Battery storage / Gas Boiler / Heat Pump / Replacement of A/C units / LED
Ashton	Hegginbottom Mill	Wall Insulation / Pipework Insulation / TRV's / Glazing / LED
Ashton	Hurst Knoll School	Heat Pump / Wall Insulation / LED Glazing Improvements
Hyde	Hyde Town Hall	Draught proofing / loft Insulation / Secondary Glazing / TRV's / Insulating Pipework / Replacement cooling unit / upgrade ventilation filters / BMS / zone valves / LED / flow restrictors
Dukinfield	Loxley House	Wall Insulation, LED, BMS , Solar Thermal HW, Glazing Upgrade
Ashton	St Peters Childrens Centre	Solar PV / Battery Storage / Boiler / Heat Pump/ Insulation / Hand driers / LED

Agenda Item 11

Report to:	EXECUTIVE CABINET
Date:	16 December 2020
Executive Member:	Councillor Warren Bray - Executive Member (Transport and Connectivity)
Reporting Officer:	Jayne Traverse– Director of Growth
Subject:	THE A57 LINK ROADS INITIATIVE UPDATE
Report Summary:	The report provides an update on the proposed the A57 Link Roads initiative
Recommendations:	Members are asked to authorise drawing down the allocated £100k funding as appropriate to fund the cost of Tameside’s input and submission to the Planning Inspectorate as part of the Development Consent Order approval process.
Corporate Plan:	The report fully supports the priorities of the corporate “Our People Our Place Our Plan”.
Policy Implications:	The building of the A57 Link Roads will massively improve the local environment within the Mottram area and encourage greater local investment as a result of improved connectivity between Tameside and the wider Sheffield region.
Financial Implications: (Authorised by the statutory Section 151 Officer & Chief Finance Officer)	The report provides an update on the A57 link roads initiative. £0.100m has been allocated to the Growth directorate revenue budget to support this initiative with £ 0.075m allocated in 2020/21 and £ 0.025m allocated in 2021/22. The funding allocation will require re-phasing once the cost implications of the Local Impact Report (LIR) and any other related costs as stated in section 3 of the report are known. This is to ensure the appropriate level of budget is in place in the related financial year as costs arise. Any re-phasing of the budget allocation will require Member approval and will be included in subsequent revenue monitoring reports once cost commitments are known. It is essential that procurement advice is sought from STAR prior to the commissioning of any related support required to deliver the LIR or other associated costs of this initiative where necessary.
Legal Implications: (Authorised by the Section151 Officer)	It is essential that procurement advice is sought from STAR prior to the commissioning of any related support required to deliver the LIR or other associated costs of this initiative where necessary.
Risk Management:	The Mottram Bypass is a Highways England led initiative and as such there are no risk management issues for the Authority.
Background Information:	The background papers relating to this report can be inspected by contacting Nigel Gilmore Telephone: 07870883962 e-mail: nigel.gilmore@tameside.gov.uk

1. BACKGROUND

- 1.1 Members will be aware that the existing A628 TransPennine route connecting the M67 at Mottram to the M1, north of Sheffield, consists mainly of long sections of single carriageway road with steep gradients and sharp bends often clogged by slow moving HGV's using the link between Greater Manchester and the wider Sheffield region.
- 1.2 Unfit for present day needs, Highways England (HE) and its predecessors have attempted to bring forward a number of improvements to the route over many years. The last major initiative, to construct a full bypass around the villages of Mottram, Hollingworth and Tintwistle was halted by the then Highways Agency in 2009.
- 1.3 The Government's first Road Investment Strategy (2015/16 – 2019/20)¹ included a number of separate Trans-Pennine road related initiatives, of various complexity and design. Within Tameside these were:
- Mottram Moor Link Road: a dual carriageway link from the junction 4, M67 terminal roundabout to a junction at A57(T) Mottram Moor.
 - A57(T) to A57 Link Road: a single carriageway link from the A57 at Mottram Moor to a junction on the A57 at Brookfield, bypassing the existing A628/A57 and A57 Woolley Lane/Woolley Bridge Road junctions.
- 1.4 Other Trans-Pennine road related initiatives along the same route but outside the Tameside area included:
- A61 Dualling: a dual carriageway on the A61 between the A616 roundabout and junction 36 of the M1.
 - A628 Climbing Lanes: two overtaking lanes on the A628 near Woodhead Bridge and near Salters Brook Bridge.
 - Safety and technology improvements: safety measures focused on addressing collisions along the whole route and technology measures to provide driver safety.
- 1.5 Following a wide ranging statutory public consultation initiative in early 2017, HE announced in late 2017 that the elements below were being taken forward to the next stage of development. These are the:
- Mottram Moor Link Road and A57 (T) to A57 Link Road as described in 1.3 above
 - Safety and technology improvements
- 1.6 In addition to the above, HE stated that in Tankersley near the M1, "some work at Westwood Roundabout to improve congestion and traffic flows" will be taken forward.
- 1.7 Previously reported as the Trans-Pennine Upgrade, the Tameside initiative is now known as the "Mottram Moor Link Road and A57 Link Road" project" in the Government's "Roads Investment Strategy 2" (2020–2025)².
- 1.8 In overall terms the initiative will
- Enable the existing A57, between the junction 4, M67 roundabout and a fixed point to be determined to a location east of the Roe Cross Road and Mottram Moor Road junction to be declassified and handed back to the local authority
 - Introduce a new local authority managed single carriageway link from the A57 at Mottram Moor to a junction on the A57 at Brookfield
 - Reduce congestion and improve the reliability of journeys - through Mottram in Longdendale and between Manchester and Sheffield

¹The Government's first Road Investment Strategy outlines its long-term programme for motorways and major roads and is available at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/408514/ris-for-2015-16-road-period-web-version.pdf

² https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/872252/road-investment-strategy-2-2020-2025.pdf

- Reduce noise levels and pollution for neighbouring properties - by reducing the amount of traffic from the existing A57 through Mottram in Longdendale
- Re-connect local communities and create better conditions for pedestrians, cyclists and equestrians - in Mottram in Longdendale
- Reduce delays and queues that impact the community - affecting residents, businesses and public transport in the area

2. MOTTRAM AND A57 TRUNK ROAD IMPROVEMENTS – PROGRESS UPDATE

- 2.1 All major projects generally follow a standard lifecycle divided into various stages. In the case of Highways England highways projects these are split into three phases as noted below:
- **Options phase** – identifies the preferred road solution to the transport problem. By the end of the phase there is certainty that, for example, the project will involve widening along a specific route.
 - **Development phase** – focuses on the design of the preferred solution taking it through the necessary statutory processes up to the point where a decision to commit to invest in building the road solution can be made.
 - **Construction phase** – is where the road solution is built, handed over for operation and the project is closed down.
- 2.2 In essence the Options Stage for the Mottram initiative was completed when the elements described in sections 1.3 and 1.4 above were announced.
- 2.3 For the Development Stage, HE have appointed its delivery partner for the new bypass. Having reaffirmed all the work undertaken to date, the consultants are currently concentrating on issues around traffic modelling, air quality issues and noise.
- 2.4 To deliver the scheme outcomes, within a fixed financial budget of £180.6m, the consultants has proposed four design amendments which have been accepted by HE. These are subject to further discussions with Tameside officers. From the western end these are:
- Modifications to M67 Junction 4, Hattersley Roundabout: A welcome addition of an extra lane to the roundabout and the introduction of a series of traffic signals on the roundabout itself to better manage the flow of traffic
 - The removal of the Cricket Ground roundabout and Roe Cross Road link
 - A relocated and updated Mottram underpass design. Because of a geological fault line deep in the ground in this location, the underpass has been moved to span the fault. In parallel Roe Cross Road is to run over a separate bridge
 - The replacement of the previously proposed roundabout at Mottram Moor, with a signal-controlled junction
 - An update to the design of the Woolley Bridge junction to reduce the amount of land needed to accommodate access to a proposed housing development to the east of the A57 in High Peak
- 2.5 The extent of the revised route is shown at Appendix A. Details of the above route amendments highlighted in section 2.4 are contained in the A57 Link Roads project public consultation brochure available [here](#).
- 2.6 **Traffic Modelling:** The new Mottram Bypass will have a number of effects beyond the immediate area of the scheme itself, as people make different travel and route choices as a result of journey time savings following the introduction of the scheme.
- 2.7 Modelling is based on the differences between the network performance of two scenarios: “Do Minimum” (without the bypass) and “Do Something” (with the bypass).

- 2.8 Whilst the main traffic modelling work is complete, HE is undertaking further sensitivity tests to understand potential wider effects. This will include issues for the local road network, especially in and around the M67 junctions at Hyde, Denton and Hattersely.
- 2.9 **Air Quality:** Although HE published their Air Quality Strategy in 2017, they are not currently mandated to introduce statutory measures on their trunk road network. HE, however, are working with TfGM in respect of the proposed bypass and potential air quality issues resulting from displaced vehicular flows.
- 2.10 In addition, the draft Greater Manchester Clean Air Zone boundary, in and around the Mottram area, does not currently include the A628, Wooley Lane junction (Gunn Inn lights) which lies on the HE trunk road network and therefore outside any mandatory air quality requirements.
- 2.11 High Peak Borough Council declared an Air Quality Management Area (AQMA) along the A628 Woodhead Road, through Tintwistle, in October 2018 and a further AQMA along the A57, Dinting Vale, Glossop was approved by High Peak Council in December 2019. HE has been working closely with High Peak to mitigate the effects of increased traffic flows through these locations as a result of the proposed bypass.
- 2.12 The latest modelling relating to air quality for the proposed A57 Link Roads is currently indicating no significant effect for human health as a result of the schemes implementation.
- 2.13 **Blight Issues:** Over a number of years HE has purchased properties in and around the Mottram area as result of earlier road proposals. The latest routing has looked to utilise this by aligning the crossing under Roe Cross Road, Old Road and Old Hall Lane to minimise the need to purchase additional private properties.
- 2.14 The current scheme blights 28 residential properties and 4 retail garage units as part of the scheme with 25 properties currently within the ownership of HE. Since the Preferred Route Announcement in 2017 HE has purchased a further two properties via the blight process and received a further two applications that are currently being processed, leaving one privately owned property still to be acquired as part of the scheme.
- 2.15 HE has also received 4 discretionary purchase applications, which are made by residents who sit outside the Red Line Boundary. Applications via this process are considered on a case by case basis. Of these, 3 have been declined and 1 accepted. Unsuccessful applicants, however, can reapply once further details of the final road alignment are known in the underpass area, especially should it be altered in any way given the underlying geographical faults that cross the area.
- 2.16 **Other Update Matters:** HE and their delivery partners continue to create new and improved facilities for pedestrians, cyclists and horse riders across the scheme in liaison with Tameside officers. These include:
- Improvements the existing facilities at the M67 junction 4 through the introduction of controlled crossings
 - Improved facilities at the new Mottram Moor junction, where the pedestrian and cyclist movements will be made quicker and easier with the new crossroads design
 - The provision of replacement connections for all the existing footpaths and bridleways severed by the scheme and
 - A new combined footway and cycleway along the single carriageway section, between Mottram Moor and Woolley Bridge
 - Working with Tameside to improve connections on the existing A57 route.

3. PLANNING INSPECTORATE AND NATIONALLY SIGNIFICANT INFRASTRUCTURE PROJECTS

- 3.1 The Planning Act 2008 is the decision-making process for major infrastructure projects. In 2012 Planning Inspectorate became the government agency responsible for operating the planning process for Nationally Significant Infrastructure Projects (NSIPs). NSIPs are major infrastructure projects which require a type of approval known as “Development Consent” under procedures governed by the Planning Act 2008. Development Consent, where granted, is made in the form of a Development Consent Order (DCO).
- 3.2 The relevant Secretary of State, for final decision on the application for the A57 Link Roads, is the Secretary of State for Transport.
- 3.3 The DCO approval process consists of six separate stages as fully set out at **Appendix B**. The six stages examine:
- Pre-application: Before submitting an application, potential applicants have a statutory duty to carry out consultation on their proposals.
 - Acceptance: Submission of an application for development consent to the Planning Inspectorate.
 - Pre-examination: The public will be able to register with the Planning Inspectorate to become an Interested Party by making a Relevant Representation. (See paragraph 3.4 below)
 - Examination: The Planning Inspectorate has up to six months to carry out the examination.
 - Recommendation and Decision: The Planning Inspectorate must prepare a report on the application to the relevant Secretary of State for a final decision.
 - Post decision two months period in which the decision may be challenged in the High Court.
- 3.4 **Local Impact Report** - The Pre-Examination Stage, at Appendix B section 3, sets out the requirements for a Local Impact Report (LIR) to be submitted by relevant Local Authorities to the Planning Inspectorate. This gives details of the likely impact of the proposed development on the authority’s area. Along with National Policy Statements, LIRs are the only documents that must be specifically taken into account when a decision is made on an NSIP application.
- 3.5 For Tameside, once general submission dates are confirmed for the scheme, an LIR will be prepared by consultants appointed by the Council. Tameside costs associated with appointing the consultants and the delivery of the LIR have been provisionally allocated over financial years 2020/21 and 2021/22. The appointment process will be the subject of further governance as appropriate.

4. KEY DATES

- 4.1 Provisional dates supplied by Highways England, including a detailed DCO process, are noted below in Table 1 below. These dates are subject to confirmation and will likely change.

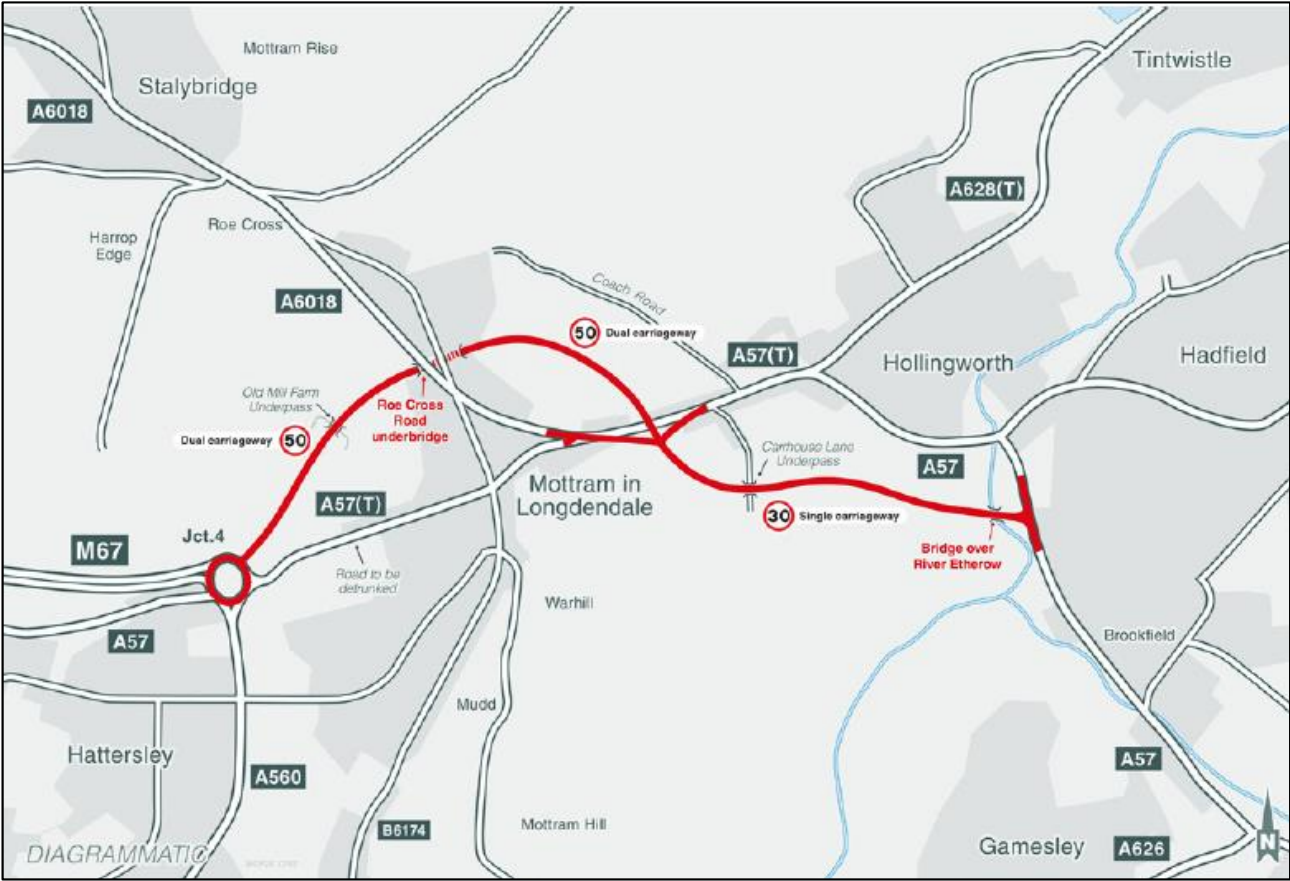
Table 1: Key Dates			
Ongoing Scheme Consultation (six week period)	5 November - 17 December 2020		
DCO Process (Planning Act 2008:18 Month Programme)	Acceptance (1 Month)	PINS will consider whether application is satisfactory for examination	April 2021

	Pre-examination (3 months)	HE will advertise the Application has been accepted	May 2021
	Examination (6 months)	The application will be examined	August 2021
	Local Impact Report	Local Authority Submission as part of Examination process	August 2021
	Report and Decision (6 months)	The Inspector will report to the Secretary of State	August 2022
	Issue secretary of state's decision letter confirming a made DCO		
	+2 Month Challenge period		
Proposed Start of Works on Site	March 2023		
Roads Open for Traffic	March 2025		

5. RECOMMENDATIONS

5.1 As set out at the front of the report

Appendix A: The A57 Link Roads Initiative



APPENDIX B

(Development Consent Order: Statutory Approval Process)

Section	Application Stage	Comment	Local Authority Role	Timeline
1.	Pre-application	<p>Before submitting an application, potential applicants have a statutory duty to carry out consultation on their proposals. The length of time taken to prepare and consult on a project will vary depending upon its scale and complexity.</p> <p>The Planning Inspectorate cannot consider representations about the merits of a proposed application at the Pre-application stage of the process.</p> <p>This is an ongoing Highways England process and will be undertaken</p>	<p>Local authorities for site area consulted by applicant on statement of community consultation and discussions. Local authorities begin evaluation of the local impacts of the proposed scheme.</p>	No time limit
2.	Acceptance	<p>The Acceptance stage begins when an applicant submits an application for development consent to the Planning Inspectorate. There follows a period of up to 28 days (excluding the date of receipt of the application) for the Planning Inspectorate, on behalf of the Secretary of State, to decide whether or not the application meets the standards required to be accepted for examination.</p>	<p>Local authorities and neighbouring local authorities make representations to Secretary of State regarding the adequacy of the consultation carried out by the applicant.</p>	<p>Secretary of State has 28 days to review application and decide whether to accept or reject it.</p>

Section	Application Stage	Comment	Local Authority Role	Timeline
3.	Pre-examination	<p>At this stage, the public will be able to register with the Planning Inspectorate to become an Interested Party by making a Relevant Representation. A Relevant Representation is a summary of a person's views on an application, made in writing. An Examining Authority is also appointed at the Pre-examination stage, and all Interested Parties will be invited to attend a Preliminary Meeting, run and chaired by the Examining Authority. Although there is no statutory timescale for this stage of the process, it usually takes approximately three months from the Applicant's formal notification and publicity of an accepted application.</p>	<p>Examining Authority proposes draft deadline for the submission of Local Impact Report</p>	<p>Pre-examination: 2-3 months</p>

Section	Application Stage	Comment	Local Authority Role	Timeline
4.	Examination	<p>The Planning Inspectorate has up to six months to carry out the examination. During this stage Interested Parties who have registered by making a Relevant Representation are invited to provide more details of their views in writing. Careful consideration is given by the Examining Authority to all the important and relevant matters including the representations of all Interested Parties, any supporting evidence submitted and answers provided to the Examining Authority's questions set out in writing or posed at hearings</p>	<p>Examining Authority invites and sets deadline for the submission of LIRs. Local authorities submit LIR within specified deadline and make other representations if they wish to do so.</p>	<p>6 months to carry out examination.</p>
5.	Recommendation and Decision	<p>The Planning Inspectorate must prepare a report on the application to the relevant Secretary of State, including a recommendation, within three months of the close of the six month Examination stage. The relevant Secretary of State then has a further three months to make the decision on whether to grant or refuse development consent.</p>		<p>3 months to issue report and recommendation.</p> <p>3 months to issue decision and statement of reasons.</p>

Section	Application Stage	Comment	Local Authority Role	Timeline
6.	Post decision	Once a decision has been issued by the relevant Secretary of State, there is a six week period in which the decision may be challenged in the High Court. This process of legal challenge is known as Judicial Review.		2 month window for legal challenge

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- Report To :** EXECUTIVE CABINET
- Date :** 16 December 2020
- Reporting Officers:** Cllr Brenda Warrington – Executive Leader
Sarah Dobson – Assistant Director Policy, Performance and Communications (Governance and Pensions)
- Subject :** COVID WINTER GRANT
- Report Summary :** The report sets out proposals for spending the ‘Covid Winter Grant’ before the 31 March 2021 to support families who are struggling to access food and warmth. The Council is committed to ensuring that all of the available Winter Covid Grant goes to effectively supporting our most vulnerable families and households to access food and warmth during a challenging time. This proposal enables us to target those who are likely to experience difficulty accessing food and warmth.
- Recommendations :**
- (i) The Covid Winter grant be spent on supporting vulnerable families and individuals as set out at **Appendix 1**.
 - (ii) A voucher scheme for children eligible for free school meals is established. This scheme will enable children eligible for Free School Meals to receive a £20 a week food voucher for the Christmas Break and £15 voucher for February half term.
 - (iii) Any families who are not eligible for Free School Meals but are in need of support to contact the Early Help Access Point for help, support and advice.
 - (iv) That this voucher scheme is extended out to Care Leavers for the Christmas period (to a value of £40).
 - (v) That this scheme is further extended to low income sixth form and college students (to a value of £20). Administration of grants to students via the colleges will be formalised by letter to the colleges reflecting any appropriate conditions in relation to the administration of the grants on behalf of the Council
 - (vi) That an amount of money is invested in welfare rights to provide food vouchers to those who are in financial need (£120,000 to fund 1,200 vouchers to a value of £30 per household)
 - (vii) That remaining funds are directed to organisation’s working directly with the community to provide food and support with utility bills. Where grants made to third party organisations, this will be done by letter containing appropriate conditions) for grant funding up to £10k.
 - (viii) As an element of the scheme is discretionary there is a risk that demand in December may limit the pot in February, enough funding will be retained to pay vouchers to the Free School Meals, college and Care Leavers cohort in February, all other committed funding will require a separate decision in January.
 - (ix) To agree arrangements with the following supermarkets to distribute vouchers, Tesco, Sainsbury’s, Morrisons’ and

Asda, subject to written terms and conditions attached to the purchase order.

Finance Implications:
(Authorised by Section 151 Officer)

The Government has made available a grant of £894,614.60 under the COVID Winter Grant Scheme.

The terms of the grant are that it should be used to support vulnerable families who are struggling to access food and warmth. Under the terms of the scheme, the grant is permitted to be used to provide free school meals over the Christmas and February half term holidays to those children who are currently eligible for Free School Meals. Further additional support can be provided to other vulnerable individuals under the terms of the grant.

The Tameside Council proposal is to use the majority of the grant to fund the issuing of supermarket vouchers via the schools prior to the end of term to those children currently in receipt of free school meals. The December cost of this will be £0.524m and the February Half Term cost will be £0.196m.

In addition there will be support to children at college, care leavers, welfare rights and community organisations of £0.174m

Half of the grant will be paid in December, after which further payments will be made following the submission of a statement of grant usage and progress report and management information return in February 2021 and April 2021.

The procurement of the vouchers will be through a direct award to an appropriate supermarket with proximity to the school which the eligible child attends. An exemption from procurement regulations will therefore be required for transparency purposes.

Legal Comments:
(Authorised by Borough Solicitor)

The Covid Winter Grant Scheme is intended to support most vulnerable and be run by councils in England. The funding is ring-fenced, with at least 80% earmarked to support with food and bills, and will cover the period to the end of March 2021. Local Authorities will receive the funding at the beginning of December 2020. It is intended to enable councils to directly help the hardest-hit families and individuals, as well as provide food for children who need it over the holidays. It has been provided to Local councils on the basis they *'understand which groups need support, and are best placed to ensure appropriate holiday support is provided – which is why they will distribute the funds, rather than schools, who will continue providing meals for disadvantaged children during term-time.'* Moreover, by giving to Councils it can easily be recovered if not spend or targeted properly. There is a balance to be achieved by coming up with a perfect scheme which may risk losing the funding as too late or complex as against a simple expedient scheme that runs the risk of there being insufficient funding or some duplication of payment as individuals meet the criteria in more than one category. This risk is mitigated by the use of food vouchers with low values.


Links to Corporate Plan:

Supporting low income households, particularly low income families with children links to all of the priorities within the Corporate Plan which are impacted upon by Covid.

Policy Implications : The proposed spending framework fits with the Council's key policies around supporting the most vulnerable in our communities.

Risk Management : There is a risk that if the spending framework proposed is not rolled out effectively MHCLG will claw back some or all of the grant funding.

Access to Information : The background papers relating to this report can be inspected by contacting Sarah Threlfall.

 Telephone:0161 342 4417

 e-mail: sarah.threlfall@tameside.gov.uk

1. INTRODUCTION

COVID Winter Grant Scheme

- 1.1 On Sunday 8 November 2020, the government announced a significant package of extra targeted financial support for those in need over the winter period.
- 1.2 The £170 million COVID Winter Grant Scheme, which will be made available at the beginning of December, will see new funding to County Councils and Unitary Authorities (including Metropolitan Councils and London Boroughs), to support those most in need across England with the cost of food, energy and water bills and other associated costs.
- 1.3 The Winter Grant Scheme will enable us to provide support to families with children, other vulnerable households and individuals from early December 2020 and covers the period until the end of March 2021.

2. ALLOCATED FUNDING FOR TAMESIDE

- 2.1 Tameside has been allocated **£894,614.60** Funding will be ring fenced and cover period until end of March 2021, and will be paid as follows:
 - 50% of funding will be made at the beginning of December
 - 25% of funding made following Management Information to DWP return due mid-February covering December and January's expenditure
 - 25% final funding payment made and adjusted after final Management Information to DWP return due April covering February and March's expenditure.
 -
- 2.2 COVID Winter Grant Scheme payments will be made to Tameside into the same bank account as Housing Benefit Subsidy payments.

3. MANAGEMENT INFORMATION (Management Information to DWP) RETURN

- 3.1 There will be a requirement to provide DWP with Management Information to DWP to help them understand which groups have benefited from grants, the administrative costs and payment assurance.
- 3.2 The DWP released further guidance on the 19 November setting out in more detail what Local Authorities are expected to provide.
- 3.3 Authorities are required to make two management information returns. There is an interim return that covers the months of December 2020 and January 2021 and a final return that covers the full period of the scheme from December 2020 to 31 March 2021.
- 3.4 A further assurance document will have to be completed and returned by the 8 December setting out details of our plans to distribute funding.

Reporting period		Deadline for return
01/12/2020	31/01/2021	14/02/2021
01/12/2020	31/03/2021	21/04/2021

- 3.5 It should be noted that the latest guidance also states that the second of the three payments (25% of funding allocation) is dependent on the Management Information to DWP return for December to end of January 2021. Where Authorities have spent less than 20% of their overall allocation during December and January, the second payment will be withheld and the remaining balance paid as the final payment at the end of the scheme in April/May 2021.
- 3.6 The above must be considered in line with the proposed scheme to avoid funding being potentially withheld until April 2021.

4. ELIGIBILITY FRAMEWORK

- 4.1 It is for each individual LA to determine eligibility in their area and target support within the scope of the following conditions:
- At least 80% of the total funding will be ring-fenced to support families with children, with up to 20% of the total funding to other types of households, including individuals.
 - At least 80% of the total funding will be ring fenced to provide support with food, energy and water bills (including sewerage), with up to 20% on other items.
 - Where an eligible child lives on his or her own, they are a household that includes a child covered in the 80% allocation for households with children.
 - Vulnerable households which include a person aged 19 to 25 with special educational needs and disability (SEND) and/or care leavers in accordance with the Children and Families Act 2014 may still be eligible for grant support however that support falls within the 20% allocation to households without children.

5. CATEGORIES OF SPEND

- 5.1 The eligibility criteria sets out separate categories of spend:
- One relates to household composition
 - One relates to the type of support being provided, in other words, food, energy, water and other.
- 5.2 LAs will be asked to report and manage spend in relation to both these areas. For example, if a £100 award is made to a family with children for food, you would allocate £100 to the 'family and children' pot and £100 to the 'food' pot.

6. CONSIDERATIONS FOR TAMESIDE'S SCHEME

- 6.1 Given the short amount of time to have a scheme in place and the Management Information to DWP requirements by the DWP careful consideration has been given to what is put into place keeping any schemes as clear and simple as possible for both administration and spend.
- 6.2 The DWP have made it clear that the grant funding is not intended to replace the Free School Meals scheme during the holidays.

7. PROPOSED SCHEME

- 7.1 Local Authorities are taking various approaches across Greater Manchester and England in how they plan to support vulnerable households throughout the winter months.
- 7.2 In Tameside we have a wealth of data that identifies families who are on a low income and in receipt of Free School Meals, we also work with a number of partners and organisations which support families and individuals on low incomes.
- 7.3 We propose to allocate funding to the provision of food vouchers for major supermarkets to pay for food for key cohorts including, all children attending schools in Tameside who are eligible for Free School Meals, all college students eligible for Free School Meals or bursaries, all 2, 3 and 4 year olds entitled to free child care, all Care Leavers.
- 7.4 The amounts and costs of each of these proposals is set out in **Appendix 1**.
- 7.5 This approach allows us to deliver an enhanced offer that will reach a large number of families in a short time frame and provides targeted support in time for Christmas, and will allow us to easily report outcome requirements to the DWP.

- 7.6 Going forward the identified families will receive support for the 3 scheduled school holiday weeks to March 2021:
- Two weeks at Christmas (£20)
 - One week at February half term (£15)
- 7.7 It should be noted that not all LAs have been allocated sufficient funding to cover Free School Meals through the winter school holidays, this was raised with the DWP during the dial-in call as public expectation is high that funding is being provided to LAs for this purpose, however the DWP are clear that the funding allocation is not intended to replace the Free School Meals offer.
- 7.8 For the purposes of distribution of funding we are proposing to allocate on the basis of children attending Tameside schools. All other GM authorities agree this in principle (potentially with the exception of Wigan).

8. RISKS

- 8.1 A number of risks sit around the distribution of this grant, exacerbated by the timescales given to allocate the spend and the restrictions around categories of spend.
- That individuals could be eligible for more than one grant, if they meet the criteria in more than one cohort. It is felt that should this be the case, for example should a care leaver be attending college and eligible for Free School Meals at college it would be appropriate that they receive both payments reflecting the level of potential need.
 - That there may be individuals who do not fall into one of the identified cohorts but are in significant need. Should this be the case these individuals may be eligible for discretionary allocation either through identification by schools and the early help team or through welfare rights.
 - As an element of the scheme is discretionary there is a risk that demand in December may limit the pot in February, enough funding will be retained to pay vouchers to the Free School Meals, college and Care Leavers cohort in February, all other committed funding will require a separate decision in January.

9. RECOMMENDATIONS

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

APPENDIX 1 Proposed Funding Allocation

			Amount per individual	Number eligible	Total Cost		
Free School Meal Vouchers for major participating supermarkets	School Aged Children attending Tameside Schools	Dec	£	40	9250	£ 370,000	
		Feb	£	15	9250	£ 138,750	
	Under 5's eligible for free child care funding	Dec	£	40	3489	£ 139,560	
		Feb	£	15	3489	£ 52,335	
			£	40		£ -	
	Sixth form students eligible for busaries/ FSM	Dec	£	40	355	£ 14,200	
		Feb	£	15	355	£ 5,325	
	Tameside College students eligible for busaries/ FSM	Dec	£	40	1087	£ 43,480	
		Feb	£	15	1087	£ 16,305	
	Care Leavers	Dec	£	40	275	£ 11,000	
		Feb	£	15	275	£ 4,125	
Dec FSM					£ 427,680		
Feb FSM					£ 207,390		
Other							
Responsive food voucher provision	Welfare Rights Food Vouchers	Dec	£	30	1200	£ 36,000	
		Feb				£ -	
Funding for small/ charitable organisations working in the community to provide food	Community organisations. Small grants provision		£	10,000	6	£ 60,000	
Total Cost of Proposals				Total	£ 891,080	894,615	

APPENDIX 2
GRANT DESCRIPTION AND CONDITIONS

COVID Winter Grant Scheme: – Guidance for County Councils and Unitary Authorities

Introduction

1. The £170 million COVID Winter Grant Scheme will be made available in early December 2020 to support those most in need across England with the cost of food, energy (heating, cooking, lighting), water bills (including sewerage) and other essentials.
2. The Department for Work and Pensions (DWP) will provide funding to County Councils and Unitary Authorities (including Metropolitan Councils and London Boroughs), under section 31 of the Local Government Act 2003, who will administer the scheme and provide assistance to vulnerable families with children and other vulnerable households, particularly affected by the pandemic. County Councils and Unitary Authorities in England have a statutory duty for childcare and have the ability to deliver the scheme through a variety of routes including issuing grants to third parties, providing vouchers to households or making direct provision of food, for example. County Councils are encouraged to work together with District Councils to provide support and ensure the funding meets its objectives. **Note: County Councils and Unitary Authorities will be referred to as ‘Authorities’ throughout the remainder of this guidance.**
3. This guidance sets out the required collaboration between DWP, Authorities, including their delivery partners, such as District Councils and charitable organisations, etc., to successfully meet the policy intentions within the agreed framework. It also provides any constraints that we need to work within and the distribution of funding and reporting arrangements.
4. The aim is to give vulnerable households peace of mind in the run up to Christmas and over the Winter months during the pandemic by helping those who need it to have food on the table and other essentials, so every child will be warm and well-fed this winter.
5. Authorities have the local ties and knowledge, making them best placed to identify and help those children, families and individuals most in need. It is important to stress that this covers a wide range of vulnerable households including children of pre-school age too. Targeting this money effectively will ease the burden faced by a wide range of vulnerable households across the country worrying about paying the next utility bill or the next food shop due to the pandemic.
6. Rather than focus on one specific vulnerable group Authorities should try and use the wide range of data and sources of information at their disposal to identify and provide support to a broad cross section of vulnerable households in their area. Authorities have access to a variety of different benefit information through DWP’s Searchlight portal which provides information on individual citizen’s entitlement to (and confirms receipt of) DWP welfare benefits. However, support is not restricted to vulnerable households in receipt of benefits. Therefore, Authorities should try, where possible, to use other sources of information to identify vulnerable households, such as, social workers, troubled families’ advisors and utility companies.

7. This guidance applies to Authorities in England only and should be read in conjunction with the COVID Winter Grant Scheme Determination issued with this guidance.
8. The total amount of funding being allocated to this scheme is £170 million and is in addition to the wider Support Package for disadvantaged families and children, which includes:
 - expansion of the Department for Education’s Holiday Activities and Food programme;
 - increasing the value of the Department for Health and Social Care’s Healthy Start vouchers from £3.10 to £4.25 from April 2021; and
 - £16m to fund local charities through well-established networks and provide immediate support to front-line food aid charities.

Objective and key principles

9. The objective of the COVID Winter Grant Scheme is to provide support to vulnerable households and families with children particularly affected by the pandemic throughout the winter period where alternative sources of assistance may be unavailable.
10. When administering this scheme, you are encouraged to adopt the following principles:
 - use discretion on how to identify and support those most in need
 - use the funding from December 2020 up to the end of March 2021 to meet immediate needs and help those who are struggling to afford food and utility bills (heating, cooking, lighting) and water for household purposes (including drinking, washing, cooking, central heating, sewerage and sanitary purposes), or other related essentials. This includes payments made, or committed to, by the Authority or any person acting on behalf of the Authority, from 1 December 2020 to 31 March 2021. For example, this would allow food vouchers issued before the end of the funding period to be redeemed in April 2021
 - work together with District Councils including, where necessary and appropriate, other local services, such as social and care workers to help identify and support households within the scope of the scheme.
11. When deciding how to help people, you should consider:
 - how you plan to provide support to vulnerable households, in other words, paying into bank accounts, use of cash and vouchers
 - any risks associated with these payment methods – see section Managing the risk of fraud.

Access to data

12. The COVID Winter Grant Scheme is being classified as Local Welfare Provision (LWP) and local authorities (LAs) who have signed and returned the relevant section (Annex C) of the DWP/LA Memorandum of Understanding (MoU) have legal permission to access DWP's Searchlight portal. This portal provides information on individual citizen's entitlement to (and confirms receipt of) DWP welfare benefits. Therefore, this data can be used to help Authorities identify those families and individuals to whom to target this support.
13. Staff accessing Searchlight will need to be registered with the Employee Authentication System (EAS). Further information on Searchlight can be found in the local authority Searchlight Training Pack available in the Searchlight folder on Glasscubes (the LA/DWP online collaboration tool). If your Authority needs to discuss access to Glasscubes, contact DWP at lawelfare.lasupport@dwp.gov.uk and we will arrange for this to be provided.
14. Authorities do not have permission for the purposes of this scheme to access the 'Income' data provided on Searchlight for the Test and Trace Support Payment Scheme.
15. Searchlight can only be used to verify a specific individual's DWP benefit information. Therefore, if an Authority identified a group of potential customers who may be eligible for the scheme from their own records, they can access Searchlight to verify each claimant's DWP benefit entitlement (although benefit entitlement is not a condition of support).
16. Authorities cannot use the DWP Universal Credit (UC) Local Council Tax Reduction data share for LWP. We are not able to facilitate any bespoke UC data share to support Authorities with this scheme.
17. Authorities also have access to their own non-DWP data to help identify vulnerable households who may be eligible for support under this scheme.

Working with other organisations

18. Authorities should develop a 'local eligibility framework and approach' to enable them to distribute grant funding that best supports vulnerable families and individuals. The focus is on the provision of food, energy, water and/or associated financial support to vulnerable households with children (see the definition of a child under paragraph 25) over the winter period. A proportion of funding (up to 20%) is also available for vulnerable households without children (including individuals) so that no vulnerable household is excluded.
19. Authorities have flexibility to develop a local delivery approach that best fits the scheme's objective. Where Authorities choose to work with multiple organisations to provide a local delivery network or where Authorities choose to engage with District Councils to deliver this grant on their behalf, detailed arrangements and funding should be available to those organisations no later than the end of November 2020 so that support for vulnerable children and families can be in place in the run up to Christmas and the winter months.

20. County Councils are encouraged to work collaboratively with District Councils and other organisations in their area who may come into contact with those households who are eligible and would benefit from this grant. Authorities that do not have the mechanisms in place to administer this grant are encouraged to consider whether District Councils are better placed to do so on their behalf. If Authorities decide to engage with District Councils in this way they are encouraged to do so as quickly as possible to ensure roles, responsibilities and effective arrangements are put in place to deliver the scheme promptly and efficiently. Where Authorities are working with Third Party Organisations (TPOs), this should be done on an objectively fair, transparent and non-discriminatory basis, having regard to the time available to deliver the scheme.
21. DWP Jobcentre Plus staff are being made aware of the scheme and will aim to connect with their local partners to raise awareness and support Authorities with the delivery of the scheme to ensure it is making a real difference at a local level.

Establishing eligibility

22. Authorities have the flexibility within the scheme to identify which vulnerable households are in most need of support and apply their own discretion when identifying eligibility. Authorities can request applications for support or can proactively identify households who may benefit, or can take a mixture of the two approaches. There is no requirement for Authorities to undertake a means test or conduct a benefit check unless this specifically forms part of the Authority's local eligibility criteria. In accordance with their general legal duties, Authorities must have a clear rationale or documented policy/framework outlining their approach including how they are defining eligibility and how households access the scheme.
23. Awards must be based on the following framework:
- at least 80% of the total funding will be ring-fenced to support households with children, with up to 20% of the total funding to other households experiencing, or at risk of experiencing, poverty during the pandemic. This may include households not currently in receipt of DWP welfare benefits.
 - at least 80% of the total funding will be ring-fenced to provide support with food, energy and water bills for household purposes (including drinking, washing, cooking, central heating, and sanitary purposes) and sewerage. Within this condition there is flexibility about the proportion of support allocated to food and to bills.
 - up to 20% of the total funding can be used to provide support with other essentials clearly linked to the scheme conditions (including sanitary products, warm clothing, soap, blankets, boiler service/repair, purchase of equipment including fridges, freezers, ovens, etc.), in recognition that a range of costs may arise which directly affect a household's ability to afford or access food, energy and water.
 - the scheme is not intended to cover payment of rent or other housing costs because these are not directly related to food or utility bills and other benefits

and support is available to cover these costs. Nor is it intended to be used for the provision of general advice on managing debt and/or financial hardship.

- it is important that Authorities develop overall policies appropriate for their areas, and proportionate procedures, for the allocation of the grant monies by reference to the above criteria.

Funding overlap

24. Authorities should consider the household circumstances when making a decision to spend this grant. Households may be receiving other forms of support and this should be taken into account to avoid duplicating provision where possible. However, families receiving other forms of assistance are not excluded from receiving support through this grant. For example, a household may:

- have additional wider needs in terms of food
- need support with provision for cooking, lighting, heating and/or water (including sewerage)
- require other essential supplies

Definitions

25. For the purpose of this grant (and without prejudice to other schemes):

- The definition of a child is any person:
 - who will be under the age of 19 as at 31 March 2021; or
 - a person aged 19 or over in respect of whom a child-related benefit (for example, Child Benefit) is paid or free school meals are provided; or

26. Where an eligible child lives on his or her own, they are a household that includes a child covered in the 80% allocation for households with children.

27. Vulnerable households which include a person aged 19 to 25 with special educational needs and disability (SEND) and/or care leavers may still be eligible for grant support however that support falls within the 20% allocation to households without children.

28. The definition of energy includes any form of fuel that is used for the purpose of domestic heating, cooking and lighting, including oil and portable gas cylinders. There is no prescriptive definition of other essentials although these should be related to food, heating, lighting, cooking, water and sewerage needs. Authorities have discretion to assess what is reasonable to assist those experiencing or at risk of poverty during the Covid-19 pandemic. Illustrative examples include: a warm blanket or duvet, winter coat, heater, essential toiletries such as sanitary products. It is not intended to cover debt advice and general financial hardship support not linked to food, warmth and/or hygiene. Housing costs are expressly excluded.

29. Third party organisations may include but are not limited to:

- Registered charities and voluntary organisations
- Schools
- Food banks

- General Practitioners
- Care organisations

Reporting requirements

30. Authorities are required to make two Statement of Grant Usage and management information (MI) returns – **see the Grant Determination**. There is an interim statement and return that covers the months of December 2020 and January 2021 and a final statement and return that covers the full period of the scheme from December 2020 to 31 March 2021. The deadlines for completing these returns are shown in the table below. Completed MI returns should be sent to lawelfare.pdt@dpw.gov.uk

31. Authorities should use the standard MI reporting template provided, which incorporates the Statement of Grant Usage. For the purpose of this section:

- **Grant allocation** – refers to the amount of grant allocated to a TPO to distribute to vulnerable households.
- **Grant award or spent refers** to the amount provided or paid to vulnerable households under the remit of this grant.
- Please asterisk or highlight in the tables where estimates have been used instead of actuals.

Reporting period		Deadline for return
01/12/2020	31/01/2021	14/02/2021
01/12/2020	31/03/2021	21/04/2021

32. It is the responsibility of Authorities to provide the MI returns to DWP.

33. The reporting requirements for Authorities (including District Councils that may be asked to support the distribution of the grant in Shire County Councils) are different to the reporting requirements for TPOs for example, charitable or voluntary organisations.

34. The main difference between the reporting requirements for Authorities and TPOs relates to the level of detail regarding spend and volumes relating to:

- families with and without children; and
- food, utility bills and other essentials

35. Where Authorities (including District Councils) issue awards directly to vulnerable households they should either obtain information at source or via information or data they have access to, to complete the split of spend and number of awards across the eligibility criteria, in other words, families with and without children and food, utility bills and other essentials. Where Authorities decide to deliver support to vulnerable households through TPOs they should use whatever information the TPO holds, or other available data, to estimate the level of spend and volume of awards across the eligibility criteria.

36. The different elements of the MI template are shown below together with guidance on how to complete them.

Table 1

Table 1: Governance	Response
Local Authority (full name)	
Section 151 officer (name)	
Section 151 officer (email address)	
Reporting Period	
Approved signed off by	
LA Single Point of Contact	
Date Returned to DWP	

37. Each MI return must include your Section 151 Officer’s name and email address to provide assurance on validation of funding spend. If they are the same contact, please input details in both response fields.

38. We also require you to copy your Chief Financial Officer and Section 151 Officer into the email, providing this assurance when you return the MI template to DWP.

Table 2

Table 2: Total Awards	
Item	Spend (£s)
a) Total amount provided to vulnerable households	
b) Administration Costs	
c) Total spend (a+b)	

- **Total Amount provided to vulnerable households** – this is the total amount of the grant fund that has been paid/awarded to vulnerable households. It includes amounts paid by Authorities and by TPOs on behalf of Authorities. It should not include amounts allocated to TPOs that have not been spent during the reporting period.
- **Administration costs** – this includes reasonable costs incurred administering the scheme. These include for example:
 - staff costs
 - advertising and publicity to raise awareness of the scheme
 - web page design
 - printing application forms
 - small IT changes, for example, to facilitate MI production
- **Total Spend** – this is the total of the above. It is the amount that will be used to determine the final funding payment from DWP to cover the full cost of administering the grant in your area.

Table 3

Table 3: Total Value of Awards split by Household Composition				
		a) Families with Children	b) Families without children and Individuals	c) Total (a+b)
Row 1	Authority Spend (£s)			
Row 2	Authority Volumes			
Row 3	TPO Estimated Spend (£s)			
Row 4	TPO Estimated Volumes			

39. Table 3 relates to grant spend and the estimated volume of awards made in relation to families with and without children. Rows 1 and 2 relate to grant awards made by Authorities (including District Councils) directly to vulnerable households, and rows 3 and 4 relate to grant awards to vulnerable households made by TPOs.

40. **Authority Spend (£s)** - this is the amount paid/awarded to vulnerable households within the eligibility criteria. Authorities should make every effort to gather information to establish whether a child resides in the household (including being the only member of the household) in order to complete the template as fully as possible. This information is important for DWP to report to Ministers and evaluate how successful the scheme has been in providing support to households with and without children.

41. Authorities should either gather information or check existing records they hold or have access to, to establish whether the household includes a child (as defined above) and complete columns a and b accordingly. Responsibility for MI reporting rests with Authorities. Where Shire Counties pass grant allocations to District Councils, District Councils should pass the information relating to columns a and b to the County Council/Unitary Authority to collate the information and send one collated template to DWP.

42. **Authority Volumes** - this is the number of individual/separate payments made to vulnerable households within the eligibility criteria. If multiple awards are made to the same household throughout the period of the scheme each award should be counted separately. For example, where an award is made to a household with multiple children it should be classed as a single award.

43. **TPO Estimated Spend and TPO Estimated Volumes** - we acknowledge that some TPOs, for example, charitable and voluntary organisations such as food banks, have limited or no access to household information and may not be in a position to provide this information to the same level of accuracy as Authorities. We are therefore asking Authorities and TPOs to estimate, to the best of their ability, the level of spend and the volume of awards across the different eligibility criteria in rows 3 and 4.

44. Authorities should list these TPOs in Table 5 together with the amount of grant allocation they have been provided. More guidance relating to Table 5 is included later in this section.

Table 4

Table 4: Total Value of Awards Split by Category				
		a) Food and Utility Bills	b) Other Essentials	c) Total (a+b)
Row 1	Authority Spend (£s)			
Row 2	Authority Volumes			
Row 3	TPO Estimated Spend (£s)			
Row 4	TPO Estimated Volumes			

45. Table 4 relates to grant spend and the estimated volume of awards made in relation to food, utility bills (in other words, household energy and water) and to other essentials. Rows 1 and 2 relate to grant awards made by Authorities (including District Councils) directly to vulnerable households, and rows 3 and 4 relates to grant awards to vulnerable households made by TPOs.
46. Authority Spend (£s) - this is the amount paid/awarded to vulnerable households in respect of food and utility bills or other essentials.
47. Rows 1 and 2 relate to awards/payments made directly to vulnerable households by Authorities including District Councils. It does not include grant funding spent by TPOs e.g. charitable and voluntary organisations. The value and volume of grant spent by TPOs should be captured in rows 3 and 4.
48. Authority Volumes - this is the number of individual/separate payments made to vulnerable households within the eligibility criteria. If multiple awards are made to the same household throughout the period of the scheme each award should be counted separately. There is no requirement to distinguish between awards for food and utility bills these are both included in the same category of spend.
49. **TPO Estimated Spend and TPO Estimated Volumes** - we acknowledge that some TPOs, for example, charitable and voluntary organisations have limited **MI** and may not be in a position to provide this information to the same level of accuracy as Authorities. We are therefore asking Authorities and TPOs to estimate, to the best of their ability, the level of spend and the volume of awards across the different eligibility criteria in rows 3 and 4.
50. **Total** - the total spend in Table 2 row a, Table 3 column c and Table 4 column c should add up to the same amount.
51. When allocating spend and the volume of awards across the eligibility criteria please follow the guidance below.
52. Table 3 and Table 4 ask for spend and award volumes to be recorded against two sets of criteria. Therefore, the details of each award need to be recorded twice once against one set of criteria and then a second time against the other criteria. Shown below is a worked example of how the MI template should be completed.
53. The eligibility criteria set two separate categories of spend, both with (at least) 80% and 20% splits. This is because the categories of spend cover separate subjects. One relates to household composition and one relates to the type of support being provided, for example, food and utility bills or other essentials.
54. Authorities are asked to report and manage spend in relation to both these areas. For example, if a £100 award is made to a family with children for food, you would allocate £100 to the 'family and children' section in Table 3 and £100 to the 'food and utility bills' section in Table 4. You would also allocate one award in both these sections of Table 3 and Table 4.
55. Each award needs to be allocated twice – one allocation to each of the eligibility category tables so that when you report on the total spent on family composition and the total spent on the type of support, both eligibility criteria categories will total the amount you have paid. The total volume of awards in Table 3 and Table 4 should also be the same.

Additional guidance and examples when working with TPOs

56. Please include, where possible, an estimate of the amount of spend across the following categories:

- families with or without children, and
- food, utility bills, or other essentials.

57. Please estimate this to the best of your ability.

58. For example, if you have allocated:

- grant funding to a food bank to provide food to vulnerable people, establish the amount of that allocation the food bank has spent and enter the full amount spent under food and utility bills as you know that the grant allocation has been spent in respect of food, and estimate the split across families with and without children in accordance with Example 1 below.
- grant funding to a charity that specialises in providing vulnerable children with clothing, establish the amount of that allocation the charity has spent and enter the full amount spent in 'families with children' and the full amount of the grant spent in 'other essentials'. This is because you know that the purpose of the grant is for children and the nature of support is clothing which comes under other essentials. Update Table 5 to provide a more detailed description of 'other essentials' for this TPO in Table 5 column b, something along the lines of 'provision of blankets and warm clothing'.

59. The amount of MI available will vary considerably across each TPO. Please use whatever information is already available or reasonable to collect to be as accurate as possible, although we understand estimates may be provided. Please asterisk or highlight where estimates have been made.

60. Shown below are some examples of how to complete the template.

Example 1

61. A food bank operates on an open basis where anyone can turn up and pick up food and supplies. This is not an award made directly to vulnerable families by an Authority. The cost is picked up by a TPO, for example, the food bank. The MI template should be completed as per guidance below.

62. The total value of grant spent and the volume of awards made by the charity or voluntary organisation providing the food bank should be entered in Table 3 and Table 4. The Authority or food bank provider will need to estimate the split between families with and without children to the best of their ability.

63. If the food bank provider captures this MI and you can make a more accurate estimate of the split between families with and without children, then you should do so. If not, calculate the split between families with and without children based on published data which estimates that 40% of food parcels issued by food banks are made to families with children.

64. Table 5 should contain the total grant allocated to the TPO.

Example 2

65. The Authority directly provides cash/vouchers etc. to vulnerable households. These could be redeemable at a number of food outlets including supermarkets or food banks. Food voucher amounts can vary depending on how many children reside in the family. Authorities are expected to collect or verify information to establish whether the award is made to a family with or without children. The MI template should be completed as follows:

- the value of award should be entered in Table 3 in 'spend' row 1 column a and row 1 column b based on the information the Authority has been capturing to split spend across these categories. Where data is not available an estimate can be used.
- the volume of awards should be included in Table 3 'volume' row 2 column a and row 2 column b based on the information the Authority has been capturing to split the volume of awards spend across these categories. Where data is not available an estimate can be used.
- the value of award should be entered in Table 4 row 1 column a because it relates to food
- the award should be entered in Table 4 volume row 2 column a because it relates to food
- nothing should be included in Table 5 because this is a payment made directly from the Authority to the vulnerable household not a payment to a TPO.

Table 5

Table 5: Grant Allocation Details		
Name of Third Party Organisation (TPO)	a) Amount of Grant allocated to TPO (£s)	b) Where the grant allocation covers the category "other essentials" please provide a more detailed description of what it covers.

66. Table 5 is a list of TPOs you have allocated grant funding, to distribute to vulnerable households on your behalf. Do note that this excludes District Councils. Please provide the amount of grant allocated to each TPO in Table 5 column a.

67. This section covers grant allocations **not** the amount of grant awards/spend TPOs have provided to vulnerable families.

68. Please name all the organisations you are working with in your area together with the value of the grant allocation for each organisation. Authorities should have a good idea what the grant allocations made to TPOs will be used for. Where the grant allocation is intended to cover support other than food or utility bills, in other words, the other essential category, please provide a more detailed description in Table 5 column b outlining the nature of that support.

DWP engagement

69. LA relationship managers from DWP's LA Partnership, Engagement and Delivery division will contact Authorities to provide support and gather information throughout the scheme. Examples where LA relationship managers will contact Authorities:

- no Single Point of Contact details have been provided
- the MI templates have not been completed and returned

70. They will also contact Authorities where further clarification is needed in respect of the information provided on the MI reporting template, if for example:

- critical data is missing or the data looks odd, or
- the Authority is reporting a high value of awards where they have not been able to establish the household composition. We may need the Authority to explain why that is the case and provide supporting evidence.
- the Authority is reporting a high value of administration costs. We may need the Authority to explain why that is the case and provide supporting evidence
- there is a significant gap between actual and allocated spend. We may need the Authority to explain why spend is so low and any plans they have to redress this.

71. They will look to identify good practice and identify case studies where appropriate.

72. They also plan to engage with a sample of Authorities:

- during late November and December 2020, to get a feel as to how Authorities are implementing the scheme and understand any obstacles Authorities are facing.
- to obtain copies of their Delivery Framework to get a better understanding of how Authorities are delivering the scheme locally and the other types of organisations they are working with.

73. DWP will deliver a series of all LA calls through November and December 2020 to enable LAs to ask questions and seek points of clarification.

74. DWP will also continue to engage with Authorities to respond to questions we receive via the designated inbox as quickly as possible

75. Jobcentre Plus may engage with other local stakeholders to gather intelligence on how funding is being used and assess its impact.

76. Where Authorities work with District Councils and TPOs it is the responsibility of Authorities to collect and collate MI and complete one collated MI return and submit to DWP.

DWP funding arrangements

77. This COVID Winter Grant Scheme is ring-fenced and any unspent funding will need to be repaid to DWP. To ensure that the objectives of the fund are being met during the course of the grant and reduce administration costs for all concerned, including the need for DWP to recover underspend, we have adopted a three stage payment approach. This will enable DWP to adjust the amount of the final payment based on the MI returns.

78. Payment of the grant from DWP to Authorities will be made in three instalments:

- First payment - 50% of your allocation at the start of the scheme (in early December 2020)
- Second payment - 25% at the end of February 2021
- Final payment - 25% following the end of the scheme in April/May 2021

79. The second of three payments (25% of funding allocation) is dependent on the MI return for December to end of January 2021. Where Authorities have spent less than 20% of their overall allocation during December and January, the second payment will be withheld and the remaining balance paid as the final payment at the end of the scheme in April/May 2021.

80. If an Authority feels that the December and January spend is not representative of the likely February and March spend, the Authority can make a request to DWP to make the second payment by providing the reasons why the Authority believe spend will significantly increase in the latter months of the scheme. This request should be made with the MI return in February 2021.

81. The second payment will only be made on receipt of the completed MI request.

82. Both MI returns must be endorsed by the S151 officer in accordance with their statutory assurance responsibility in order for the interim and final payments to be made by copying your Chief Financial Officer and Section 151 Officer into the email.

83. The guidance for completion is provided on a separate tab within the MI template.

84. The definition of spend includes grant funding that has been provided to vulnerable households, within the scope of the eligibility criteria, and within the period of the scheme 1 December 2020 to 31 March 2021.

85. Spend also includes 'committed spend'. For the purpose of this scheme committed spend relates to grant funding that has been spent and delivered to vulnerable households even though the vulnerable household may not have used their grant funding. An example would be the award of a food voucher on the 31 March 2021 to a vulnerable household. It would be unreasonable to expect the family to be restricted to redeem the voucher on the day of receipt. In this example spend has been committed by the Authority, support has been provided to a vulnerable household and, therefore, should be included as eligible grant spend. It would be reasonable to expect the vulnerable household to redeem the food voucher in the first few weeks of April 2021.

86. However, committed spend does not include large volumes of food vouchers, procured quite late in the scheme, which cannot be distributed to vulnerable households within the period of the scheme. Grant funding is intended to cover the run up to Christmas and the winter, we do not expect Authorities to stockpile large quantities of food vouchers for use after the scheme has ended.

87. Authorities that plan to order vouchers in bulk should attempt to be realistic in the volumes ordered to avoid holding large stocks of unused vouchers at the end of the scheme. Alternatively, Authorities may want to consider:

- purchasing vouchers on a sale or return basis, so that they can return any unused vouchers, or
- if the Authority wants to use the vouchers during 2021-22 they should be funding through other means.

88. The definition of committed spend for the purpose of this scheme does not affect its accounting treatment in accordance with normal rules.

89. The timetable for provision of funding and MI returns is as follows:

Funding:

Payment	Amount (%)	Date	Notes
First	50%	December 2020	Payment issued at start of scheme
Second	25%	End Feb/Early March 2021	Based on February 2021 MI return
Final	25%	Late April/Early May 2021	Based on final MI return and actual amounts spent.

Reporting:

Reporting Period		Deadline for return
01/12/2020	31/01/2021	14/02/2021
01/12/2020	31/03/2021	21/04/2021

Managing the risk of fraud

90. Fraudsters have been targeting COVID-19 support funds.
91. As with any welfare payment to vulnerable recipients there is a risk of fraud, as recipients might appear to be eligible when they are not.
92. To help mitigate this risk, Authorities should involve District Councils and other organisations chosen to administer this scheme to help identify vulnerable families, households and individuals. Engagement should start immediately and, ideally, no later than the end of November 2020 to provide them with the necessary and appropriate funding and any specific locally determined eligibility criteria.
93. Authorities wishing to work with TPOs to deliver the scheme **must** carry out suitable due diligence checks to ensure they are viable and able to deliver the support. So, for example, ensuring all charities are registered and taking extra caution if they are new organisations.
94. Authorities are also encouraged to ensure checks are in place to verify the identity of those eligible.
95. Authorities are encouraged to ask neighbouring authorities to work together to help prevent double provision – especially where allocation of provision is by school in one area and by residential address in another.
96. It is for Authorities to decide how payments are made to recipients. However, when making decisions, Authorities should consider the risks involved. Although they still carry fraud risks, vouchers should be used instead of cash where possible as this helps to mitigate the risk of the money being spent by the recipient on things outside of the policy intent.
97. Authorities should ensure that they consider and put in place suitable controls when making use of vouchers as part of this scheme. Authorities may wish to consider restricting access to these vouchers; and also consider restricting usage to ensure that they cannot be spent outside the intended scope of this Scheme.
98. Where possible, any payments made into a bank account should be in the same name of the person that is eligible for that payment. Authorities have access to a range of data sources, and checks can be carried out against this data to verify the identity of the recipient. Authorities are also encouraged to use existing tools at their disposal to verify personal bank accounts.
99. If the Authority has any grounds for suspecting financial irregularity in the use of any grant paid under this Determination, it must notify the department immediately, explain what steps are being taken to investigate the suspicion and keep the Department informed about the progress of the investigation. For these purposes 'financial irregularity' includes fraud or other impropriety, mismanagement, and the use of grant for purposes other than those for which it was provided.
100. If you suspect fraud, you should notify DWP at hdd.businessplanningteam@dwp.gov.uk of the:
 - number of instances
 - total amount lost

101. This will help DWP identify any emerging threats and share them with other Authorities, so they can take steps to prevent and detect any fraud in their schemes.

Individuals with No Recourse to Public Funds

102. Authorities can provide a basic safety net support to an individual, regardless of their immigration status, if there is a genuine care need that does not arise solely from destitution, for example if:

- there are community care needs
- they have serious health problems
- there is a risk to a child's wellbeing

103. The rules around immigration status have not changed. Authorities must use your judgement to decide what legal powers and funding can be used to support individuals who are ineligible for public funds or statutory housing assistance.

Complying with State Aid rules

104. The funding is intended to benefit households struggling to afford food and other essential items as a result of COVID-19. The funds should not be used for any economic undertaking.

105. Whichever way you use the funding, including where you work in partnership with others, you should consider all State Aid issues. Check whether the de minimis regulation applies. You should also follow government procurement procedures where relevant.

Administration costs

106. The COVID Winter Grant Scheme funding allocation includes reasonable administration costs to enable Authorities to deliver the scheme. Authorities should deduct their estimated administration costs from the total allocation to determine the amount remaining.

107. In all cases, Authorities should keep administrative costs to a reasonable level.

108. Administration costs for each Authority will be published on www.gov.uk alongside detail of all spend related to this scheme.

109. Examples of administration costs include reasonable:

- staff costs
- advertising and publicity to raise awareness of the scheme
- web page design
- printing application forms

- small IT changes, for example, to facilitate MI production

Public Sector Equality Duty

110. DWP has undertaken an Equality Impact Assessment and is willing to provide Authorities with advice and support in complying with their duties if required.
111. Under the Equality Act 2010, all public authorities must comply with the Public Sector Equality Duty. For the purposes of this grant, you should consider how any support that helps people facing severe financial hardship impacts those with characteristics protected under the Equality Act.
112. When developing your local delivery frameworks, you should ensure people are not disadvantaged or treated unfairly by this scheme. For example, any application process should be easy to access and to navigate.

Questions and answers

113. Questions and answers can be found at Annex A

Contact

114. If you have any queries about the content of this guidance or use of the funding you can email ddd.businessplanningteam@dwp.gov.uk

Questions and answers

Q1. Why is DWP asking County Councils and Unitary Authorities to administer this instead of District Councils?

A1. County Councils and Unitary Authorities have a statutory duty regarding children. This is not to suggest that District Councils are not capable of delivering support. It reflects the focus of this grant and that support could take many, broad, forms and, therefore, the funding sits better with County Council and Unitary Authorities.

We would encourage County Council and Unitary Authorities to work with their district partners, as well as other organisations, as appropriate, to ensure the most effective support is delivered to as many families as possible.

Q2. What happens at the end of the funding year?

A2. The COVID Winter Grant Scheme runs from 1 December 2020 to 31 March 2021.

Authorities have discretion over how they use the funding within the grant conditions and within this time period. This includes payments made, or committed spend, by the Authority or any person acting on behalf of the Authority, during the stipulated period, under the scheme. Please refer to the guidance for more information regarding the definition of committed spend.

The extended Holiday Activities and Food Programme begins in Easter 2021 and it will provide enriching activities and healthy food to disadvantaged children.

Q3. Is it acceptable to use the grant funding for Free School Meals?

A3. The COVID Winter Grant Scheme is not intended to replicate or replace Free School Meals and Authorities should avoid duplicating provision where possible.

However, Authorities have discretion over how they use the funding within the grant framework and within the stipulated time period.

Therefore, Authorities may choose to offer COVID Winter Grant Scheme support to those families in receipt of Free School Meals, if they consider this to be appropriate in their area.

Q4. Can the Scheme be used flexibly for more strategic activity such as advice provision around financial hardship?

A4. The COVID Winter Grant Scheme funding must only be used to provide support as defined within the eligibility criteria in this guidance document.

However, Authorities may choose to deliver the COVID Winter Grant Scheme support in parallel with other activity that they are already undertaking to address wider financial hardship.

Should Authorities choose to adopt this approach, they must fund the additional activity to address wider financial hardship through means other than the COVID Winter Grant Scheme.

Q5. Can we make multiple awards to the same people or families?

A5. A family or individual can be supported on multiple occasions throughout the life-time of the scheme, should an Authority deem it to be necessary. All awards should be reported separately.

Q6. Can Searchlight information be used by Authorities to help identify suitable recipients for the COVID Winter Grant Scheme funding?

A6. Searchlight can only be used to verify a specific individual's DWP benefit information. Universal Credit award information is available on Searchlight. Therefore, if an Authority identified a group of potential claimants who may be eligible for the scheme from their own records, they can access Searchlight to verify those claimants' DWP benefit details.

Q7. Does there need to be a complaints and appeals process?

A7. The appeals process falls within each Authority's normal complaints and appeals process. Authorities will be responsible for making determinations on eligibility and as such will need to decide how they administer any complaints or appeals.

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COVID Winter Grant Scheme Determination 2020: No 31/5256

The Secretary of State for Work and Pensions (“the Secretary of State”), in exercise of the powers conferred by section 31 of the Local Government Act 2003, makes the following determination:

Citation

1) This determination may be cited as the COVID Winter Grant Scheme Determination 2020 No 31/5256.

Purpose of the grant

2) The purpose of the grant is to provide support to upper tier local authorities in England for expenditure lawfully incurred or to be incurred by them in accordance with the grant conditions to provide support over the winter to children and households who are experiencing, or at risk of experiencing, poverty, where they are impacted by the ongoing public health emergency and where alternative sources of assistance may be unavailable.

Determination

3) The Secretary of State determines as set out in Annex A, the authorities to which grant is to be paid and the amount of grant to be paid.

Grant conditions

4) Pursuant to section 31(3) and 31(4) of the Local Government Act 2003, the Secretary of State determines that the grant will be paid subject to the conditions in Annex B.

Treasury consent

5) Before making this determination in relation to the upper tier local authorities in England, the Secretary of State obtained the consent of the Treasury.

Signed by authority of the Secretary of State for Work and Pensions

Donna Ward

A senior civil servant within the Department for Work and Pensions

24 November 2020

ANNEX A

Upper tier LAs	DWP allocation of £170 million
Barking and Dagenham London Borough	£870,076.68
Barnet London Borough	£986,960.35
Barnsley Metropolitan Borough Council	£946,111.32
Bath and North East Somerset Council	£386,700.64
Bedford UA	£482,305.73
Bexley London Borough	£619,722.83
Birmingham City Council	£5,188,935.15
Blackburn with Darwen Borough Council	£645,965.10
Blackpool Borough Council	£704,710.72
Bolton Metropolitan Borough Council	£1,110,882.11
Bournemouth, Christchurch and Poole Council	£1,068,327.58
Bracknell Forest Borough Council	£221,214.27
Brent London Borough	£1,142,416.48
Brighton and Hove Council	£865,416.71
Bristol Council	£1,640,461.40
Bromley London Borough	£753,861.37
Buckinghamshire County Council	£967,503.82
Bury Metropolitan Borough Council	£619,418.58
Calderdale Metropolitan Borough Council	£734,010.82
Cambridgeshire County Council	£1,459,490.26
Camden London Borough	£783,243.59
Central Bedfordshire UA	£587,054.00

Cheshire East UA	£880,471.92
Cheshire West and Chester UA	£925,446.97
City of Bradford Metropolitan District Council	£2,280,372.57
City of London	£20,166.03
City of York Council	£416,729.66
Cornwall County UA	£1,831,567.30
County of Herefordshire District Council	£537,980.55
Coventry City Council	£1,292,612.14
Croydon London Borough	£1,206,805.20
Cumbria County Council	£1,496,417.79
Darlington Borough Council	£364,817.20
Derby City Council	£899,489.62
Derbyshire County Council	£2,181,024.15
Devon County Council	£2,042,754.05
Doncaster Metropolitan Borough Council	£1,203,509.07
Dorset Council	£922,153.80
Dudley Metropolitan Borough Council	£1,058,104.52
Durham County UA	£1,872,512.86
Ealing London Borough	£1,068,982.09
East Riding of Yorkshire Council	£825,096.34
East Sussex County Council	£1,594,930.86
Enfield London Borough	£1,149,542.86
Essex County Council	£3,838,050.28
Gateshead Metropolitan Borough Council	£740,348.86
Gloucestershire County Council	£1,507,674.65
Greenwich London Borough	£967,678.82
Hackney London Borough	£1,152,002.41
Halton Borough Council	£519,963.33

Hammersmith and Fulham London Borough	£585,126.11
Hampshire County Council	£2,898,701.72
Haringey London Borough	£986,329.83
Harrow London Borough	£588,955.86
Hartlepool Council	£396,948.59
Havering London Borough	£664,716.69
Hertfordshire County Council	£2,493,530.80
Hillingdon London Borough	£831,315.79
Hounslow London Borough	£823,377.35
Isle of Wight Council	£456,845.34
Isles of Scilly Council	£4,147.67
Islington London Borough	£877,270.22
Kensington and Chelsea Royal Borough	£471,864.58
Kent County Council	£4,504,098.51
Kingston Upon Hull City Council	£1,229,116.79
Kingston upon Thames Royal Borough	£343,579.32
Kirklees Metropolitan Borough Council	£1,487,770.76
Knowsley Metropolitan Borough Council	£740,731.55
Lambeth London Borough	£1,118,444.74
Lancashire County Council	£3,920,808.87
Leeds City Council	£2,837,556.77
Leicester City Council	£1,401,735.27
Leicestershire County Council	£1,462,162.43
Lewisham London Borough	£1,082,507.93
Lincolnshire County Council	£2,223,450.43
Liverpool City Council	£2,438,778.60
London Borough of Richmond upon Thames	£336,857.43

Luton Borough Council	£732,712.95
Manchester City Council	£2,581,417.35
Medway Borough Council	£908,596.17
Merton London Borough	£476,193.25
Middlesbrough Borough	£659,634.41
Milton Keynes Council	£722,191.40
Newcastle upon Tyne Metropolitan District Council	£1,147,567.52
Newham London Borough	£1,354,166.89
Norfolk County Council	£2,740,592.35
North East Lincolnshire Council	£628,462.94
North Lincolnshire Council	£532,566.93
North Somerset Council	£528,410.63
North Tyneside Metropolitan Borough Council	£644,988.11
North Yorkshire County Council	£1,435,400.85
Northamptonshire County Council	£2,080,715.35
Northumberland County UA	£992,515.33
Nottingham City Council	£1,414,274.85
Nottinghamshire County Council	£2,316,008.18
Oldham Metropolitan Borough Council	£974,688.98
Oxfordshire	£1,367,906.39
Peterborough City Council	£743,661.56
Plymouth City Council	£926,040.55
Portsmouth City Council	£765,635.46
Reading Borough Council	£464,497.68
Redbridge London Borough	£788,900.75
Redcar and Cleveland Borough Council	£522,778.70
Rochdale Metropolitan Borough Council	£936,916.05

Rotherham Metropolitan Borough Council	£1,007,395.16
Rutland County Council District Council	£63,022.00
Salford Metropolitan District Council	£1,089,353.76
Sandwell Metropolitan Borough Council	£1,404,606.44
Sefton	£980,471.32
Sheffield City Council	£2,090,323.22
Shropshire County UA	£841,634.07
Slough Borough Council	£475,125.36
Solihull Metropolitan Borough Council	£565,838.18
Somerset County Council	£1,545,187.24
South Gloucestershire Council	£569,161.01
South Tyneside Metropolitan Borough Council	£596,981.79
Southampton City Council	£900,866.24
Southend-on-Sea Borough Council	£573,689.90
Southwark London Borough	£1,111,657.80
St Helens Metropolitan Borough Council	£716,322.51
Staffordshire County Council	£2,221,422.84
Stockport Metropolitan Borough Council	£867,758.09
Stockton-on-Tees Borough Council	£679,491.40
Stoke-on-Trent City Council	£1,083,577.42
Suffolk County Council	£2,077,927.29
Sunderland City Council	£1,071,863.77
Surrey County Council	£2,126,391.50
Sutton London Borough	£461,996.24
Swindon Borough Council	£614,935.46
Tameside Metropolitan Borough Council	£894,614.60
Telford and Wrekin Council	£609,359.45
Thurrock Council	£523,003.90

Torbay Borough Council	£500,463.83
Tower Hamlets London Borough	£1,203,030.43
Trafford Metropolitan Borough Council	£588,244.62
Wakefield Metropolitan District Council	£1,259,170.55
Walsall Metropolitan Borough Council	£1,134,745.58
Waltham Forest London Borough	£945,547.02
Wandsworth London Borough	£836,207.30
Warrington Borough Council	£581,642.70
Warwickshire County Council	£1,404,610.50
West Berkshire District Council	£278,888.42
West Sussex County Council	£1,989,591.80
Westminster City Council	£766,382.48
Wigan Metropolitan Borough Council	£1,124,537.72
Wiltshire County UA	£1,107,932.98
Windsor and Maidenhead Royal Borough Council	£236,355.75
Wirral Metropolitan Borough Council	£1,224,616.93
Wokingham District Council	£208,703.00
Wolverhampton Metropolitan Borough Council	£1,061,922.62
Worcestershire County Council	£1,607,260.87
TOTAL	£170,000,000.00

ANNEX B

COVID Winter Grant Scheme Determination 2020 Grant Conditions

1. In this Annex and Annex C:

“the Scheme” means the use by the Authority of as much of the grant money identified in Annex A as it deems necessary to provide support over the winter to children and households who are experiencing, or at risk of experiencing, poverty, where they are impacted by the ongoing public health emergency, and where alternative sources of assistance may be unavailable;

“the Department” means the Department for Work and Pensions;

“the Authority” means any local authority listed in Annex A;

“the Secretary of State” means the Secretary of State for Work and Pensions;

“the Period” means the period of time from 1 December 2020 to 31 March 2021.

2. The grant is only paid to the Authority to support eligible expenditure (see paragraphs 4 to 7 below).

3. The Authority must have regard to any guidance issued by the Department or sources of information and data available to it that may assist in the decision-making regarding the Scheme.

Eligible expenditure

4. Eligible expenditure means payments made, or committed to, by the Authority or any person acting on behalf of the Authority, during the Period, under the Scheme.

5. Unless the Secretary of State decides otherwise (for all Authorities or any one Authority), the Authority must determine individual eligibility in its area for assistance under the Scheme and the means by which assistance will be provided (whether directly by the Authority or through a third party) and target its support as follows:

a) the Authority must ensure that:

i) at least 80% of the grant is allocated to support households that include:

- a person who will be under the age of 19 as at 31 March 2021,
- or

- a person aged 19 or over in respect of whom a child-related benefit is paid or free school meals are provided during the Period, and

ii) up to 20% of the grant is used to assist other households, and

b) the Authority must ensure that:

i) at least 80% of the grant is allocated to support with food, energy costs (for heating, lighting and cooking) and water costs (for household purposes, including sewerage), and

ii) up to 20% of the grant is allocated to support with other essential expenditure related to food, heating, lighting, cooking, water and sewerage needs, but excluding rent or other housing costs.

6. If the Authority or any third party incurs any of the following costs, they must be excluded from eligible expenditure:

a) contributions in kind,

b) payments for activities of a political or exclusively religious nature,

c) depreciation, amortisation or impairment of fixed assets,

d) input VAT reclaimable from HM Revenue & Customs,

e) interest payments or service charge payments for finance leases,

f) gifts, other than promotional items with a value of no more than £10 in a year to any one person,

g) entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations), or

h) statutory fines, criminal fines or penalties,

and, for the avoidance of doubt, the exclusions at a) and f) above do not apply to the provision of direct assistance, including food, to the intended eligible beneficiaries of the Scheme.

7. The Authority must not deliberately incur liabilities for eligible expenditure before there is an operational need for it to do so.

Payment arrangements

8. The grant will be paid according to the profile attached at Annex C.

9. If at any time the Authority becomes aware that the above profile no longer reflects the pattern of eligible expenditure during the period, the Authority must

inform the Department as soon as possible. The Secretary of State reserves the right to alter the timing or amount of grant payments accordingly.

Statement of Grant Usage

10. The Authority must prepare a Statement of Grant Usage:

- a) from the start of the Period to 31 January 2021 inclusive to be submitted to the Department on or before 14 February 2021, and
- b) for the remainder of the Period to be submitted to the Department on or before 21 April 2021.

The Statement of Grant Usage must be in the form agreed between the Authority and the Department and must provide details of eligible expenditure in the relevant period. The Statement of Grant Usage must be certified by the Authority's Section 151 officer, to the best of the officer's knowledge, that the amounts shown on the Statement are all eligible expenditure and that the grant has been used for the purposes intended.

11. If the Statement of Grant Usage identifies any overpayment of grant, the Authority must, unless offset by the Department in the next payment, repay this amount within 30 days of being asked by the Department.

12. The Secretary of State may at any time require a further external validation to be carried out by officers of the Department or an appropriately qualified independent accountant or auditor, on the use of the grant.

Progress Report and Management Information Return

13. The Authority must provide a Progress Report and Management Information Return with each Statement of Grant Usage in relation to the time periods, and on or before the dates, specified in paragraph 10 in accordance with the guidance issued by the Department.

Financial management

14. The Authority must maintain a sound system of internal financial controls.

15. If the Authority has any grounds for suspecting financial irregularity in the use of any grant paid under this Determination, it must notify the Department immediately, explain what steps are being taken to investigate the suspicion and keep the Department informed about the progress of the investigation. For these purposes "financial irregularity" includes fraud or other impropriety, mismanagement, and the use of grant for purposes other than those for which it was provided.

Records to be kept

16. The Authority must maintain reliable, accessible and up to date accounting records with an adequate audit trail for all expenditure funded by grant monies under this Determination.

17. The Authority and any person acting on behalf of the Authority must allow:

- a) the Comptroller and Auditor General or appointed representatives, or
- b) the Secretary of State or appointed representatives,

free access at all reasonable times to all documents (including computerised documents and data) and other information as are connected to the grant payable under this Determination, or to the purposes for which grant was used, subject to the provisions in paragraph 18.

18. The documents, data and information referred to in paragraph 17 are such which the Secretary of State or the Comptroller and Auditor General may reasonably require for the purposes of 'spot checking' administrative costs or significant amounts paid under the Scheme or a financial audit of any department or other public body or for carrying out examinations into the economy, efficiency and effectiveness with which any department or other public body has used its resources. The Authority must provide such further explanations as are reasonably required for these purposes.

19. Paragraphs 17 and 18 do not constitute a requirement for the examination, certification or inspection of the accounts of the Authority by the Comptroller and Auditor General under section 6(3) of the National Audit Act 1983. The Secretary of State and Comptroller and Auditor General will seek access in a measured manner to minimise any burden on the Authority and will avoid duplication of effort by seeking and sharing information with local auditors.

Breach of Conditions and Recovery of Grant

20. If the Authority fails to comply with any of these conditions, or if any overpayment is made under this grant or any amount is paid in error, or if any of the events set out in paragraph 21 occurs, the Secretary of State may reduce, suspend or withhold grant payments or require the repayment of the whole or any part of the grant monies paid, as may be determined by the Secretary of State and notified in writing to the Authority. Such sum as has been notified will immediately become repayable to the Secretary of State who may set off the sum against any future amount due to the Authority from central government.

21. The events referred to in paragraph 20 are:

- a) the Authority purports to transfer or assign any rights, interests or obligations arising under this Determination without the prior agreement of the Secretary of State,

- b) any information provided in any application for grant monies payable under this Determination, or in any subsequent supporting correspondence is found to be significantly incorrect or incomplete in the opinion of the Secretary of State,
- c) it appears to the Secretary of State that other circumstances have arisen or events have occurred that are likely to significantly affect the Authority's ability to deliver the Scheme,
- d) the Authority's Section 151 officer is unable to provide reasonable assurance that the Statement of Grant Usage, in all material respects, fairly presents the eligible expenditure in the Period in accordance with the definitions and conditions in this Determination, or
- e) the Authority fails to provide the Statement of Grant Usage and a Progress Report and Management Information Return by the date(s) specified in paragraph 10.

ANNEX C

Payment arrangements

The payments will be made to the Authority in three instalments as follows:

- a) 50% at the start of the Period,
- b) 25% at the end of February 2021 subject to any offsetting in accordance with paragraph 20 of Annex B following receipt of the first Statement of Grant Usage and Progress Report and Management Information Return, and
- c) 25% in April/May 2021 subject to any offsetting in accordance with paragraph 20 of Annex B following receipt of the second Statement of Grant Usage and Progress Report and Management Information Return.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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